INTOR

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Human Capital Management Documentation Changes

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What's New for 12.15?

This document lists the documentation changes applied to the HCM:E 12.15 documentation set to reflect technical changes issued with Update Bulletin 12.15. The online documentation guides on the Documentation tab of the Infor support portal are updated.

Guides that did not have content changes had their title pages updated with the new release information.

File and Record Cross-Reference

Chapter	Change
2 - File List	<u>PWPnnn</u> - Added the Employee W-4 Information record (205) to the list for the Employee Master File (PWP010).

Regulatory Reporting Guide

Chapter	Change
Global	Throughout this guide, updated terminology by changing <i>tape</i> to <i>file</i> . Also changed <i>quarterly</i> reporting to <i>state and local periodic</i> reporting.
About This Guide	How to Use this Guide - Removed the information about prerequisite training courses.
<i>1 -</i> Processing and System Flow	<u>Regulatory Process Overview</u> - Added Pennsylvania Local files to the types of regulatory files that HCM:E can produce.
2 - Defining Report Parameters	Screen and Transaction Cross-Reference - Added this transaction to the list of U.S. data transactions:
	Transaction TZ1-522, Screen 408, that identifies DOEs to be reported for Puerto Rico as Cost of Employer Health Coverage, Charitable Contributions, and Contributions to the Save and Duplicate Your Money Program.
	Local Control - Added the note that this section does not apply to Pennsylvania local reporting (Report 439).
	SRT001/SRT002 (U.S./Canadian Sort Sequence Control) - This topic has the following changes:
	 Added LA (reporting local authority code, tax collection district) to the list of SRT001 field values.
	• Added the use of LC for Report 439.
	 Added T3 (tax authority supplement 3 data) to the list of SRT001 field values.
	 Added T4 (tax authority supplement 4 data) to the list of SRT001 field values.
	 Added Report 439 to the default sort list.
	<u>GEN001 (Generate Request)</u> - This topic has the following changes:
	 Added 439, Pennsylvania Local files, to the report identifier list.
	 Added information about Locals (Report 439) and Report 439 to the tables under the Group Identifiers heading.
	FRM001 (Report Forms Assignment) - This topic has the following changes:
	 Deleted 200, 300, 310, 420, 455, 465, 475, and 600-700 from the list of form codes.
	 Changed number of lines per form for 205 and 210 to 44.

Chapter	Change
3 - Generating Records and Printing Reports	GENCTL (Generate Run Control and Report Date) - This topic has the following changes:
	 Added the Local Period column (positions 25-27) to the GENCTL transaction.
	 Added Local Reporting Period Information section containing information about valid values for the Local Period column.
	Generate Step 1 - Updated the image of these reports:
	 Run Control report
	 Process Summary report
	Print Report Step - Updated the print report process flow charts.
4 - Audit and Exception Reports	<u>Generate Audit/Exception Processing</u> - Added Pennsylvania Local Reporting file (439) to the list of reports for which HCM:E produces audit and exception reports.
	Federal W-2 Form Audit Report - Updated the Audit Key and Audit Total report images in this section.
	Federal W-2 File Audit Report - This topic has the following changes:
	 Changed the name of the topic
	 Updated all the report images in this section.
	<u>Federal 1099-R File Audit Report</u> - This topic has the followin changes:
	 Changed the name of the topic
	 Changed tape to file in all the report images in this section.
	Puerto Rico W-2PR Form Audit Report - Updated all the report images in this section.
	State W-2 File Audit Report - This topic has the following changes:
	 Changed the name of the topic
	 Updated all the report images in this section.
	State Quarterly Unemployment File Audit Report - This topic has the following changes:
	 Changed the name of the topic
	 Updated all the report images in this section.

Chapter	Change
	State 1099-R File Audit Report - This topic has the following changes:
	 Changed the name of the topic
	 Changed tape to file in all the report images in this section.
	State Quarterly Wage/Tax File Audit Report - This topic has the following changes:
	 Changed the name of the topic
	 Changed tape to file in all the report images in this section.
	Local W-2 File Audit Report - This topic has the following changes:
	 Changed the name of the topic
	 Changed <i>tape</i> to <i>file</i> in all the report images in this section.
	Pennsylvania Local File Audit Report - Added this topic and the Audit Key, Audit Employee Detail, Audit Total, and Exception Detail report images.
5 - Record Mapping	<u>SRM001 (Report Record Mapping)</u> - Removed the note abo the North Carolina state employer record (SRC1).
	Creating Local Record Maps - Added information about Pennsylvania Local record maps.
7 - State and Local Period Reporting (changed the name of the chapter)	State Quarterly Forms - Removed the word Unemployment from the topic title.
	State Quarterly Files - This topic has the following changes:
	 Removed the word Unemployment from the topic title an changed Tape to File.
	 Changed TAPE to FILE in several item names.
	 Added these items:
	 SYSTEM DATE (TX-SYS-YYMMDD)
	 SYSTEM TIME (TX-SYS-HHMMSS)
	 OUT OF STATE WAGE STATE CODE 1 - 17 (TX-ST-CD-1 - 17)
	 YTD OUT OF STATE SUI TAXABLE WAGE 1 - 17 (TX-ST-WG-1 - 17)

Chapter	Change
	State Quarterly Wage/Tax Files - Changed Tape to File in the name of this topic.
	State Quarterly Field Names - This topic has the following changes:
	 Added these fields and their descriptive information:
	– TX-SYS-HHMMSS
	– TX-SYS-YYMMDD
	– TX-ST-CD-1 - 17
	– TX-ST-WG-1 - 17
	 Changed the descriptive information in the Origin column and Comments column, where applicable, for these fields
	– TX-MISC-AMT-1 - 3
	- TX-MISC-FLD-2 and 3
	Pennsylvania Local Files - Added this topic containing lists of fields included in the Pennsylvania local files.
	Pennsylvania Local Field Names - Added this topic containing the list of field names used in Pennsylvania local record mapping.
8 - W-2 Reporting	W-2 Form - Updated the W-2 form image.

Chapter	Change
	Federal W-2 File including Puerto Rico - Added the following
	items to various tables:
	 Employer Record
	 KIND OF EMPLOYER (TX-KIND-ER)
	 Employee Wage Record
	 NONTAXABLE COMBAT PAY (TX-COMBAT-PAY)
	 SECTION 409A NON-QUALIFIED DEFERRED COMPENSATION PLAN (TX-409A-DFRLS)
	 DESIGNATED ROTH CONTRIBUTIONS TO A SECTION 401(K) PLAN (TX-401K-RTH-PLAN)
	 DESIGNATED ROTH CONTRIBUTIONS UNDER A SECTION 403(B) (TX-403B-RTH-PLAN)
	 COST OF EMPLOYER-SPONSORED HEALTH COVERAGE (TX-ER-HLTH-COVG)
	 Optional Employee Wage Record
	 DESIGNATED ROTH CONTRIBUTIONS UNDER A GOVERNMENTAL SECTION 457(B) PLAN (TX-457- RTH-PLAN (TX-457-RTH-PLAN)
	<u>State W-2 File (MMREF-1)</u> - Added the following items to various tables:
	 Employer Record
	 KIND OF EMPLOYER (TX-KIND-ER)
	 Employee Wage Record
	 NONTAXABLE COMBAT PAY (TX-COMBAT-PAY)
	 COST OF GROUP TERM LIFE INSURANCE IN EXCESS OF \$50,000 (TX-IMP-LIFE)
	 SECTION 409A NON-QUALIFIED DEFERRED COMPENSATION PLAN (TX-409A-DFRLS)
	 DESIGNATED ROTH CONTRIBUTIONS TO A SECTION 401(K) PLAN (TX-401K-RTH-PLAN)
	 DESIGNATED ROTH CONTRIBUTIONS UNDER A SECTION 403(B) (TX-403B-RTH-PLAN)
	 COST OF EMPLOYER-SPONSORED HEALTH COVERAGE (TX-ER-HLTH-COVG)

Chapter	Change
	W-2 Field Names - This topic has the following changes:
	 Added the following fields:
	– TX-ER-HLTH-COVG
	– TX-KIND-ER
	– TX-457-RTH-PLAN
	– TX-PR-CHAR-DONAT
	– TX-PR-HLTH-COVG
	– TX-PR-SAVE-MONEY
	 Changed the information in the Origin column for the TX- FED-CD-AMT-1-4 fields by deleting the CC code and adding the DD and EE codes
	 Changed information in the Comments column for these fields: TX-PR-ALLOWANCES, TX-PR-COMMISSNS, TX-PR-EXPENSES, TX-PR-PEN-ANNTY, TX-PR-RETIR CONT, TX-PR-TAX, TX-PR-TIPS, TX-PR-TOT-INCOME, TX-PR-WAGES, TX-UMED-TIP, TX-USS-TIP
	W-2PR Form - This topic has the following changes:
	 Updated the W-2PR form image.
	 Added Box 7, Cost of Employer-Sponsored Health Coverage, and Box 8 Charitable Contributions and renumbered the following boxes accordingly
	 Removed Box 24, HIRE Wages.
	W-2PR Field Names - Added these fields:
	TX-PR-CHAR-DONAT
	TX-PR-HLTH-COVG
	TX-PR-SAVE-MONEY
9 - 1099-R Reporting	Introduction - Added the address to the Internal Revenue Service Publication 1220 PDF on the IRS website.
	Federal 1099-R Form - Updated the 1099-R form image.
10 - Canadian Requirements	T4/T4A Other Information DOEs and Relevé 1/2 Footnote DOEs - Updated the T4 Other Information table with this entry
	Volunteer Firefighter Exemption Amount (cross-reference number 25 and T4 code 87)

Chapter	Change
11 - T4/T4A Reporting	T4 Slip - This topic has the following changes:
	 Updated the T4 slip image.
	 Changed TX-CPP-EARNINGS to TX-PRT-CPP-EARN for Box 26
	<u>T4 XML File</u> - In the T4 Statement of Remuneration Paid table, for EMPLOYMENT INSURANCE INSURABLE EARNINGS, changed TX-PRT-EI-I-EARN to TX-EI-EARNINGS.
	T4 Field Names - This topic has the following changes:
	 Added the TX-PRT-CPP-EARN field.
	 Updated the comments for the TX-PRT-EI-I-EARN field.
	 Updated the comments for the TX-PRT-PPIP-EARN field.
	 Updated the comments for the TX-REC-CNT field.
	T4A Slip - Updated the T4A slip image.
12 - Releve Reporting	Relevé 1 Slip - Updated the Relevé 1 slip image.
	Relevé 2 Slip - Updated the Relevé 2 slip image.
	Relevé Field Names - This topic has the following changes:
	 Deleted these fields: TX-CCQ-AMT, TX-CCQ-DOE, and TX-CCQ-TITL
	Added this field: TX-PRNT-PIP-EARN
A - Messages	<u>Generate Step 1 (PL1000) Messages</u> - This topic has the following changes:
	 Added this message to the GENCTL Messages table: REJECTED. INVLD LOCAL RPTING PERIOD INFO
	 Added this message to the GEN001 Messages table: REJECTED. BLANK GENCTL LCL RPTING PRD INFO

Reports Guide

Chapter	Change
5 - Personnel	VETS-100 Report (PRR729) - Updated the report image.

Screen Reference Guide

Chapter	Change
2 - Menus	005 - Employee Payroll Menu (U.S.) - Updated the screen image.
	<u>200 - Realtime Payroll/Personnel Menu Screen</u> - Updated the screen image.
	404 - W-2 DOE Definition Data Menu - Updated the screen image.
4 - Employee Master File Inquiry/Transaction Entry	052 - State W-4 Information - Added the screen image and descriptive information for the new screen.
	<u>125 - Employee Tax Information (U.S.)</u> - Updated the screen image.
	751 - 768 - State, County, and City Accumulators - This topic has the following changes:
	 Added a screen image showing SALTA accumulators for Pennsylvania Local Type 8).
	 Changed the descriptive information to note that Screen 45 is used to apply adjustments for any SALTA other than a Pennsylvania Local Type 8 SALTA and Screen 772 is used to apply adjustments for a Pennsylvania Local Type 8 SALTA.
5 - Realtime Employee Master File	214 - U.S. Employee Tax Information - Updated the screen image.
	<u>248 - State W-4 Information</u> - Added the screen image and descriptive information for the new screen.
6 - Realtime Tables File	$\underline{401}$ - Federal Tax & W-2 Self-Mailer Information - Updated the screen image
	<u>408 - W-2PR Puerto Rico DOEs</u> - Added the screen image and descriptive information for the new screen.

SRG/TFI Tables

Chapter	Change
3 - SRG Table Segments 201 - 295	Segment 205 - Added this topic to lists the fields in the Employee W-4 Information segment (205).

System Flow

Chapter	Change
2 - System Flow Charts	Throughout this chapter, updated terminology by changing <i>tape</i> to <i>file</i> in headings and flow charts.
3 - Module Communication	Throughout this chapter, updated terminology by changing <i>tape</i> to <i>file</i> in flow charts.

Technical Guide

Chapter	Change
<i>E - Item to Logical Record Cross-Reference</i>	Employee Payroll and Personnel Records - Added these items: EMP-LOCK-IN-MARTIAL-STATUS, EMP-LOCK-IN- EXEMPTIONS, EMP-STATE-W4-ST-CODE, EMP-STATE- W4-TAX-METHOD, EMP-STATE-W4-MARITAL-STAT, EMP- STATE-W4-EXEMPTIONS, EMP-STATE-W4-WHOLD-PCT, EMP-STATE-W4-WHOLD-AMT, EMP-STATE-W4-HANDLE- IND
F - Logical Record to Item Cross-Reference	EMP-TAX-CONTROL-INFO-RECORD - Added these items: EMP-LOCK-IN-MARTIAL-STATUS, EMP-LOCK-IN- EXEMPTIONS, EMP-STATE-W4-ST-CODE, EMP-STATE- W4-TAX-METHOD, EMP-STATE-W4-MARITAL-STAT, EMP- STATE-W4-EXEMPTIONS, EMP-STATE-W4-WHOLD-PCT, EMP-STATE-W4-WHOLD-AMT, EMP-STATE-W4-HANDLE- IND

Transaction Descriptions

Chapter or Appendix	Change
<i>4 - Transactions F - L</i>	GENCTL [80] - Generate Run Control and Report Date - This topic has the following changes:
	 Added these fields and their field descriptions to the transaction layout:
	 Local Reporting Period Type
	 Local Reporting Period End Date
	 Adjusted the reserved positions accordingly.
	<u>GEN001 [80] - Generate Request</u> - This topic has the followin changes:
	 Made these changes to the Local Authority Code field description
	 Added information about Pennsylvania Act 32 reporting.
	 Added two messages related to Pennsylvania Act 32 reporting.
	 Added this field and it field description to the transaction layout: Negative Amount Indicator
	 Adjusted the reserved positions accordingly.
	<u>GEN002 [80] - Generate Request - Organizations</u> - This topic has the following changes:
	 Added information about Pennsylvania Act 32 reporting to the Local Authority Code field description
	 Added a message related to Pennsylvania Act 32 reporting to the Local Authority Code field description.
5 - Transactions M - O	<u>ND1/RD1 [80, 120] - Tax Data (U.S. Organizations)</u> - This topic has the following changes:
	 Updated the valid values and added a note in the Work State Reciprocity Indicator field description.
	 Updated the message in the State Worked In Code fields description (8 occurrences)
	 Updated the valid values for the Other Work State Reciprocity Indicator fields (8 occurrences) and updated the message
	ND1*/RD1* [80, 120] - State-Specific W-4 Tax Information (U.S. Organizations) - Added this topic containing the layout for the new transaction.

Chapter or Appendix	Change
	NI/RI [80, 120] - SALTA - This topic has the following changes:
	 Added a message in the Work Location SCC field description
	 Added a message in the Resident PSD field description.
9 - Transactions TA - TM	TB [80] – Federal Tax ID - Added this field and it field description to the transaction layout: Kind of Employer (position 68).
10 - Transactions TP1 - TZ1-099 (changed the name of the chapter)	TP1 [80] - Employer Work Location Company Name - Added this topic containing the layout for the new transaction.
	<u>TP2 [80] - Employer Work Location Address Data 1</u> - Added this topic containing the layout for the new transaction.
	TP3 [80] - Employer Work Location Address Data 2 - Added this topic containing the layout for the new transaction.
11 - Transactions TZ1- 100-A - TZ1-600	<u>TZ1-200 [80] - 1099-R Non-DOE Payments</u> - This topic has the following changes:
	 Deleted D (Excess Contributions taxable 2 years previous) from the list of valid values for the First Distribution Code field (position 20).
	 Deleted D (Excess Contributions taxable 2 years previous) from the list of valid values for the Second Distribution Code field (position 21).
	 Added U, Dividends distributed from an ESOP under Section 404(k), to the list of valid values for the Second Distribution Code field.
	 Added 6 (Section 1035 Exchange) to the list of valid values for the Second Distribution Code field.
	 Deleted D in the appropriate places in the Notes table.
	TZ1-201 [80] - 1099R Premature Payments (Code 1) DOEs, No Exception - This topic has the following changes:
	 Added the Code B - Amount allocable to IRR within 5 years field and it field description to the transaction layout.
	 Adjusted the reserved positions accordingly.

Chapter or Appendix	Change
	TZ1-202 [80] - 1099R Premature Payments (Code 2) DOEs. Exception - This topic has the following changes:
	 Added these fields and their field descriptions to the transaction layout:
	 Code B - Distribution from a Designated Roth Account
	 Code B - Employee Contribution to Designated Roth Account Distribution
	 Code B - Amount Allocable to IRR Within 5 Years
	 Adjusted the reserved positions accordingly.
	TZ1-203 [80] - 1099R Disability Payments (Code 3) and Distribution from a Designated Roth Account (Code B) DOE Ties - This topic has the following changes:
	 Deleted these fields:
	 Code B and D - Distribution from a designated Roth account Excess contributions plus earnings/excess deferrals taxable 2 years previous
	 Code B and D – Employee contribution to designated Roth account distribution Excess contributions plus earnings/excess deferrals taxable 2 years previous
	 Added these fields and their field descriptions:
	 Code B - Amount Allocable to In-Plan Roth Rollover Within 5 Years
	 Code B and G - Amount Allocable to In-Plan Roth Rollover Within 5 Years Direct Rollover and Rollover Contribution
	 Code B and L - Amount Allocable to In-Plan Roth Rollover Within 5 Years Loans Treated As Deemed Distributions under Section 72(p)
	 Code B and P - Amount Allocable to In-Plan Roth Rollover Within 5 Years Excess Contributions Plus Earnings/Excess Deferrals Taxable in previous Year
	 Code B and U - Amount Allocable to In-Plan Roth Rollover Within 5 Years Dividends distributed from an ESOP under Section 404(k)
	 Adjusted the reserved positions accordingly.

Chapter or Appendix	Change
	TZ1-204 [80] - 1099R Death Payments (Code 4) DOE Ties - This topic has the following changes:
	 Deleted this field: Code D - Excess contributions plus earnings /excess deferrals taxable 2 years previous
	 Added this field and its field description: Code B - Amount Allocable to IRR Within 5 Years
	 Adjusted the reserved positions accordingly.
	<u>TZ1-207 [80] - 1099R Normal Payments DOE Ties</u> - This topi has the following changes:
	 Added these fields and their field descriptions:
	 Code B - Distribution from a Designated Roth Account
	 Code B - Employee Contribution to Designated Roth Account Distribution
	 Code B - Amount Allocable to In-Plan Roth Rollover Within 5 Years
	 Adjusted the reserved positions accordingly.
	TZ1-208 [80] - 1099R Excess Contributions Taxable in Current Year (Code 8) - This topic has the following changes:
	 Added this field and its field description: Code B - Amount Allocable to IRR Within 5 Years
	 Adjusted the reserved positions accordingly.
	TZ1-210 [80] - 1099R DOE Ties for Codes D, E, F, G, and P This topic has the following changes:
	 Deleted this field: Code D - Excess Contributions + Earnings/Excess Deferrals Taxable 2 Years Previous
	 Adjusted the reserved positions accordingly.
	TZ1-522 [80] - Puerto Rico - W-2 DOEs - Added this topic containing the layout for the new transaction.
13 - Transactions YA - YN	YA [80] - Adjust Earnings, Deductions and Tax (US Org) - Updated and added error messages for the Regular Gross field.
	YA [120] - Adjust Earnings, Deductions and Tax (US Org) - Updated and added error messages for the Regular Gross field.

Chapter or Appendix	Change
	<u>YN [80] - Combined and Social Security Wages and Tax</u> (<u>US)</u> - This topic has the following changes:
	 Added a note in the SS/Medicare Total Wages or Social Security Taxable Wages field description about the relationship between this field and the Other Amount Indicator field.
	 Deleted the note about the HIRE Act in the SS/Medicare Total Wages or Social Security Taxable Wages/Other Amounts field description.
	 Added information about the use of the Other Amount Indicator field for 2012 and changed messages to comply with that use.
	YN [120] - Combined and Social Security Wages and Tax (US) - This topic has the following changes:
	 Added a note in the SS/Medicare Total Wages or Social Security Taxable Wages field description about the relationship between this field and the Other Amount Indicator field.
	 Deleted the note about the HIRE Act in the SS/Medicare Total Wages or Social Security Taxable Wages/Other Amounts field description.
	 Added information about the use of the Other Amount Indicator field for 2012 and changed messages to comply with that use.

User Guide

Chapter	Change
4 - Managing Employee Information	Screen 214 - United States Employee Tax Maintenance - This topic has the following changes:
	 Updated the screen image.
	 Added information about the Work State Reciprocity Indicator field and the Other Work State Reciprocity Indicator fields.
	 Added information about work state and resident state processing.