Jenzabar CX

Payroll/Personnel

JENZABAR

Technical Manual

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JENZABAR, INC.
PAYROLL/PERSONNEL TECHNICAL MANUAL

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NOTICE

This document provides information about Jenzabar's payroll/personnel product, a CX component that is accessible only through the CX menu. It should not be confused with the newer Visual Basic product, Human Resources (sometimes called HR, HR Payroll, or HR Administration). For HR documentation, see the help files that are delivered with that product.

SECTION 1 - USING THIS MANUAL

Overview

Purpose of This Manual

This manual provides technical information required to install, customize, and maintain the Payroll/Personnel product of CX .

> **Note:** The features and procedures described in this manual relate to the CX Payroll/Personnel product only. Human Resources is an updated CX product that can maintain more extensive employee information while also producing payrolls. For information about Human Resources, see the following:
> - For table maintenance, screen descriptions, and procedures, see the online help incorporated into the product
> - For installation information, see the Jenzabar document *Installing Human Resources*

Intended Audience

This manual is for use by those individuals responsible for the installation, customization, and maintenance of CX .

How to Use This Manual

If you are not familiar with the processes and features of the Payroll/Personnel product, read the manual for:
- Detailed reference information about how the product works
- Procedures for customizing and maintaining the product

If you are familiar with the processes and features of the Payroll/Personnel product, and just need specific reference information or a procedure, look through the table of contents or index and refer to the pages you need.

Structure of This Manual

This manual contains both general reference information and procedures for installing, customizing, and maintaining the Payroll/Personnel product. The organization of the manual is as follows:

Overview information
Section 1 - Information about using this manual
Section 2 - Overview information about the product

Product reference information
Section 3 - Tables and records used in the product
Section 4 - Macros and Includes
Section 5 - The Payroll Audit program
Section 6 - The W-2 Build program
Section 7 - The W-2 Tape program
Section 8 - Direct Deposit programs
Section 9 - Menus, screens, scripts, and reports

Product procedures
Section 10 - Procedures to install and customize your processes
Section 11 - Procedures to maintain the product

Error reference/Recovery procedures
Section 12 - A reference of fatal and serious errors and recovery procedures

Reference information
Index

Related Documents and Help

The following resources are also available to assist you in installing, customizing, maintaining, and using the Payroll/Personnel product.

QuickMate online help
Using QuickMate
Getting Started User Guide

UNIX-based help
Help command (**<Ctrl-w>**) in screens and menus

User guides
Using Personnel/Payroll
Getting Started User Guide

Conventions Used in This Manual

Introduction

Jenzabar has established a set of conventions to help you use this manual. The list of conventions presented below is not exhaustive, but it includes the more frequently used styles and terms.

Style Conventions

CX technical manuals observe the following style conventions.

Boldface type
Represents text that you type into the system (e.g., Type **UNDG**), command names (e.g., **Finish**), or keys you use to execute a command or function (e.g., **<Enter>**).

Bulleted lists
Show items not ranked or without a sequential performance.

CAUTION:
Indicates a caution or warning of a potential risk or condition.

<Enter>
Represents the Enter, Return, Line Feed, or ↵ key on your keyboard.

Italic type
Is used in any of these ways:
- To represent a new or key term
- To add emphasis to a word
- To cross-reference a section of text
- To represent a variable for which you substitute another variable (e.g., substitute *filename* with an appropriate filename)

<Key name>
Represents a key that you must press.

Note:
Indicates a note, tip, hint, or additional information.

Numbered lists
Show ranking of items or sequence of performance.

Parentheses
When used around a field name, indicate the field is unlabeled. The field description includes the location of the field.

Quotation marks
Represent information written in this guide exactly as it appears on the screen.

Example: The message, "Now Running..." appears.

Jenzabar-Specific Terms

Some terms used in this manual may be unfamiliar to you, either because they are terms you have not used before or because Jenzabar has assigned a slightly different meaning to a familiar term. The following list identifies and explains the most common Jenzabar-specific terms:

Application
One or more software programs that enable you to perform a particular procedure, such as entering student information.

Data
Specific information you enter into fields on a particular data entry screen.

Enter
To type information on a keyboard and execute by any of the following actions:
- Pressing the **<Enter>** key
- Clicking on the **OK** button
- Selecting **Finish**

F key
Any of the function keys located on your keyboard (e.g., **<F1>**).

Hot key
The capitalized and underlined (or highlighted) letter of a command on a menu.

ID
The number assigned to each student or organization associated with your institution (e.g., 12345).

Parameter
A variable in the system that is given a constant value for a specific application (e.g., a date can be a parameter for producing a report).

Select
To execute a command by any of the following actions:
- Performing the keystrokes
- Pressing the hot key
- Highlighting the command or option and pressing **<Enter>**
- Clicking on the icon or button with the mouse

System
The Jenzabar product, CX .

Keystrokes
When you see two keys separated by a dash (e.g., **<Ctrl-c>**), hold down the first key (**<Ctrl>**) while pressing the second (**<c>**).

SECTION 2 - PAYROLL/PERSONNEL PROCESSES

Overview

Introduction

This section provides information on the purpose and process flow of Payroll/Personnel.

Purpose of Product

The primary purpose of Payroll/Personnel is to enable an institution to process employee and job information and to produce payrolls.

Background Knowledge

The following list describes the necessary background information that you should know to implement and support the Payroll/Personnel product.

UNIX

Know the following about the UNIX operating system:
- Csh environment and commands
- Editor commands (e.g., vi)

INFORMIX-SQL

Know about the following INFORMIX tools:
- SQL database
- PERFORM screens
- ACE reports

Jenzabar CX database tools and utilities

Know how to use the following database tools:
- MAKE processor
- Schemas
- Macros
- Includes
- Program screens and windows

Jenzabar CX

Know the following about the Jenzabar CX standard product:
- CX directory structure
- The menu processor
- The CX database engine
- The product update process

QuickMate features

Know the following about the CX Graphical Server:
- Client/Server processing
- Telnet settings
- Keyboard settings
- Mouse settings
- GUI mode commands

C Programming

If you want to modify any CX programs to meet unique needs at your institution, you must know how to use the C programming language and have an in-depth knowledge of the CX code.

Process Flow

Introduction

The following diagrams show the process flow of the Payroll/Personnel product in 3 segments:
- Job/Employee Setup
- Payroll
- Paycheck Processing

Program Flow for Job/Employee Setup

The following diagram shows the relationships of the processes that set up jobs and employees:

```
         Add/Update Tables                  Create Records For
          -Deduction                          New Employees
          -Reduction                             -ID
          -Tax                                   -Profile
          - etc.                              -Personnel
             |                                    |
             |                                    |
             V                                    V
          --------------------v---------------------
                              |
                              |
                              V
                    Employee Maintenance
     >-------------------->  (EMPLOY)
     |                        |
     |    ------------------------------------------------
     |    |                   |                  |
-------^  v                   v                  v
|     Assignments          Positions         Deductions
| Assignment Calculations                Deduction Calculations
^
------<      |                   |                  |
     |    ----------------------v----------------------
     |    (NOTE: EMPLOY can be run anytime from where it
     |           is shown to right before PAY. If run
     |           after TIMENT, TIMENT should be run again)
  ----------
  | From    |
  | VOUCHER |
  | Program |                       V
  ----------
```

Program Flow for Payroll

```
              |
    -------------                      PRSTART
   | To EMPLOY   |
   | Program     |
    -------------                  (Start a payroll)
         |                                |
         |                                |
         |                                |
         |                                V
         |
         |                            Time Entry
         |                             (TIMENT)
         |
         |                                |
         |                                |
         |                                V
         |
         |                   Run Payroll Register Report
         |                  (to verify time, calculations)
         |
         |                                |
         |                                |
         |                                V
         |
         |                               PAY
         |
         |                                |
         |                                |
         |                                V
         |                 Creates PR Voucher Transaction File
         |
         |                                |
         |                                V
         |                          Calls VOUCHER
         |              Posts Transactions Against A PR Voucher
         |                    dr: cost centers, departments
         |                    cr: W/P control account
         |              Also debits and credits deductions on both sides
         |
         |                                |
         |                                |
         |                                V
         |                        Run Voucher Reports
         |                          gllist, vchlist
         |                          salist, vchsalist
         |
         |                                |
         |                                |
         |                                V
         |                        Run Payroll Reports
         |              Deduction reports - ded, dedprd, dedcond
         |                            emprded, empded
         |                          Others - empassgn
    -------------              Final Payroll Register (payreg)
   | From        |
   | VOUCHER     |
   | Program     |
    -------------                          V
         |
```

Program Flow for Check Writing

```
              |                 Check Writing Process
              |
              |              (ckgrp_rec created by PAY)
-------------
|   To      |
|  EMPLOY   |
|  Program  |
-------------
         |                            V
         |                       Select Checks
         |                         (CKSLCT)
         |
         |                            |
         |                            |
         |                            V
         |
         |                       Print Checks
         |                          (FPS)
         |
         |                            |
         |                            |
         |                            V
         |
         |                       Post Checks
         |                         (CKPOST)
         |
         |                            |
         |                            |
         |                            v
         |              Creates PD Voucher Transaction File
PRCKADJ  |                            |
   ^     |                            |
   |     |                            V
   |     |                       Calls VOUCHER
   |             Posts Transactions Against A PD Voucher
   |                      dr: W/P Control Account
   |                        cr: Checking Account
   |
DOCVOID  <- - - - - - - - -  |
                             |
                             V
                      Run Voucher Reports
                       gllist, vchlist
                       salist, vchsalist
```
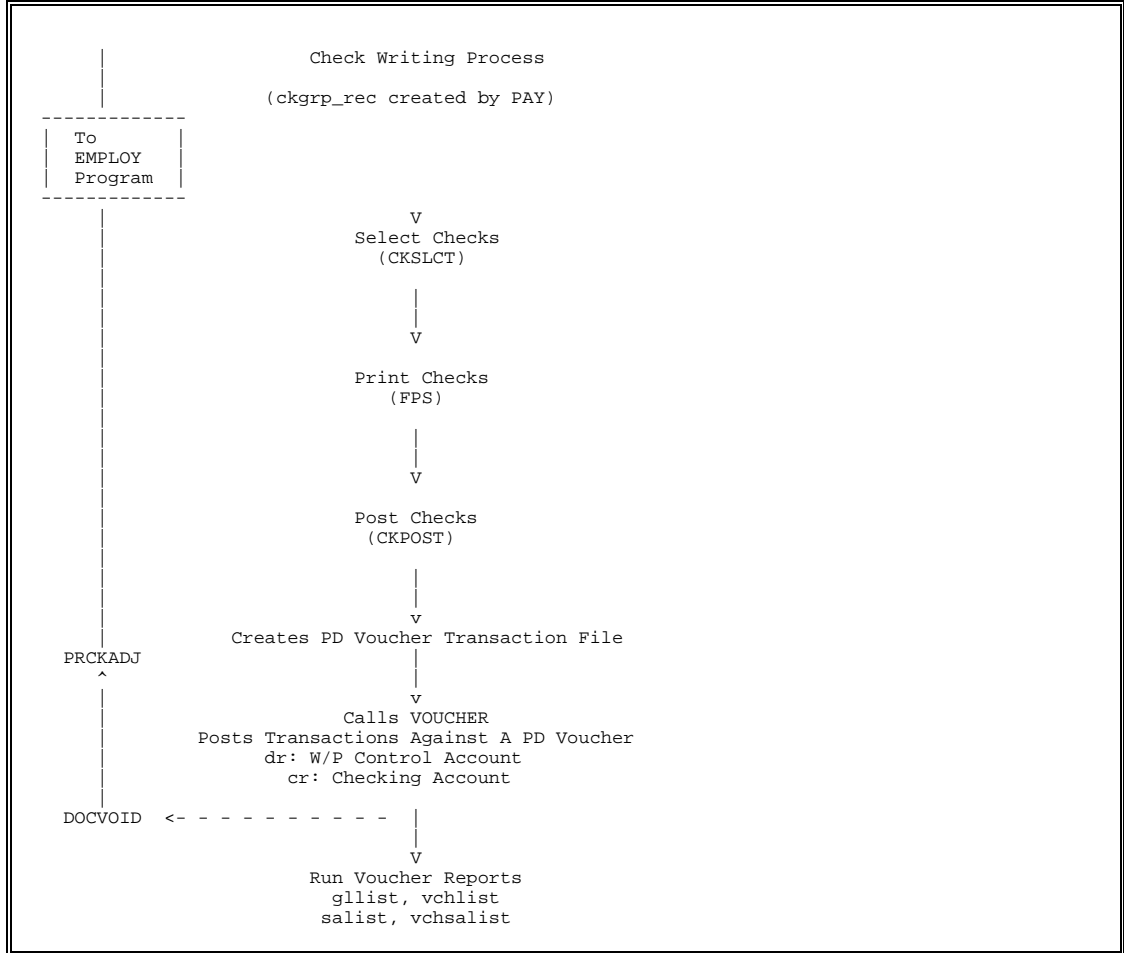
How Jenzabar CX Computes Payroll Earnings

Introduction

The purpose of this section is to explain how CX performs earning computations, including a description of the tables' interaction with the employee's records.

Types of Wages that Jenzabar CX Computes

CX computes wages for both salaried and hourly employees. The system can also calculate wages for exempt employees (hourly employees who *are not* eligible for overtime pay) and for non-exempt employees salaried employees who *are* eligible for overtime pay).

Salaried Employees

The computation routines for salaried employees require a salary amount and a salary period type. You must enter this information in the Assignment Calculation record (assgncalc_rec).

Salary Period Types

The following list describes the valid salary period types in order of frequency of payment:
- WK - Weekly
- BW - Bi-Weekly (every two weeks)
- SM - Semi-Monthly (twice each month)
- MO - Monthly
- BM - Bi-Monthly (every two months)
- QU - Quarterly
- SA - Semi-Annually (twice each year)
- AN - Annually

Example:

If an employee is to receive $12,000 per year, his wage information could be entered in the following ways:
- $500.00 SM
- $1000.00 MO
- $2000 BM

The salary period is used with the payroll period to calculate wages for the employee.

Example:

The Payroll period is MO.
The Assignment Calculation period is SM with an amount of $500.00.
Earnings = $500.00 * 2 = $1000.00

Using Weekly Salary Codes

Because CX uses factors to compute salaries, only weekly types of payrolls can be used with weekly types of assignment calculations. This means that an employee with a weekly type of salary cannot be on a monthly payroll. The period in the Assignment Calculation record must be a monthly type, and the salary would need to be entered appropriately.

> **Note:** This issue does not apply to hourly employees, as hourly employees can have their hours totaled for weeks, months, or other periods as required.

Weekly types:
- WK

- BW

Monthly types:
- SM
- MO
- BM
- QU
- SA
- AN

Computing Wages for Less than an Entire Payroll Period

You may occasionally need to calculate wages for less than an entire payroll period. For example, a new hire may not start work on the first day of a pay period, or a terminated employee may not quit work on the last day of a pay period.

Example: Assume you have entered the following information in tables and records:
- You have created a Payroll record for a weekly payroll, running from Sunday, 1/6/98 to Saturday, 1/12/98.
- You have created an Assignment Calculation record for Sunday, 1/6/98 through Tuesday, 1/8/98 (The employee terminates employment on Tuesday), and indicated that the employee earns $500 bi-weekly.
- You have created an Overtime Table entry for the position that includes 8.0 default hours for Monday through Friday only.
- You have created a Time record for the employee, showing that he/she worked 8.0 hours on both Monday and Tuesday.

The salary calculation is as follows:

```
(Salary * Salary Period Factor) * (Number of Hours/ Number of Hours in Pay Period)
($500*.5) * (16.0/40.0) = $250 (weekly amount) * 2/5 (fraction of the week) = $100
```

Overtime Computation for Hourly Employees

For an employee with multiple positions/assignments, the system does not total the hours worked across all the assignments. For example, if an employee has two assignments and works 30 hours on one assignment and 30 hours on another, he will receive no overtime pay (based on the Overtime table). The payroll process does not recognize that he worked 60 total hours on two different assignments. The preferred means of distinguishing between regular time and overtime is to enter the overtime pay against a special time type devoted to overtime pay (e.g., OT). The bias rate in the Time table for the overtime entry then determines the rate at which the employee will be paid.

Hourly Employees not Eligible for Overtime

For hourly employees who are not eligible for overtime pay, wages are equal to hours worked multiplied by the hourly rate.

Salary Employees Eligible for Overtime

For salaried employees who are eligible for overtime pay, the salary is computed as described in *Salaried Employees* above. Then the hours are evaluated to see if they fit into any overtime break(s). Those hours that fit into an overtime period are then multiplied by the hourly rate and the result is added to the computed salary.

How Jenzabar CX Computes Payroll Deductions

Introduction

The purpose of this section is to explain how CX performs deduction computations and to describe the interrelationships of the tables and records that the system uses to perform the calculations.

Deduction Base Calculation

The base of all deductions is determined from information contained in the employee's Assignment Calculation records, the Deduction table, and type of time entered in *timeent*.

Deduction Types

Allowance (A)

An *allowance* is an employer-paid dollar amount that contributes to the computation of net pay. The deduction base of allowances equals the beginning base of the deduction. Allowances include housing or car allowances that increase take-home pay.

Compensation (C))

A *compensation* is an employer-paid dollar amount for services rendered. The deduction base of any compensation equals the beginning base of the deduction.

Fringe Benefit (F))

A *fringe benefit* is an employer-paid dollar amount that is not paid to the employee, but is added to the deduction base. The deduction base of fringe benefits equals the beginning base of the deduction. Fringe benefits include employer-paid life insurance premiums that do not change take-home pay but are taxable.

Remuneration (R))

A *remuneration* is an employer-paid dollar amount for services rendered. The deduction base of a remuneration equals the beginning base of the deduction plus all allowances and fringe benefits.

Tax (T))

A *tax* is an employee-paid (or jointly paid by employee and employer) dollar amount that is remitted to governmental organizations (e.g., FICA or federal income tax).

Voluntary (V))

A *voluntary* deduction is an employee-paid dollar amount for an optional service or purpose (e.g., United Way or health insurance).

Relationship Between Deduction Types and Payers

CX Payroll/Personnel recognizes that deductions can be paid by either employees (e.g., FICA or United Way) or employers (e.g., employer-paid FICA or health insurance).

Below is a chart of the valid combinations for different deduction types and payers.

	Types					
Payer	**A**	**C**	**F**	**R**	**T**	**V**
Employer	X	X	X	X	X	
Employee					X	X

Deduction Maximums

After the computation of all deductions, the predetermined maximum deduction values are checked to insure that limits are not exceeded. If the deduction amount is found to be excessive, the Pay program will adjust the deduction, and if necessary, refund the amount in excess of the maximum.

The maximum for deductions can be established globally by running the Update Deduction Maximums option on the menu. This option executes an SQL script that updates the specified to-date field in all of the existing Deduction records. The amount specified when running this option should be the maximum of the deduction amount to be taken, not the maximum base (earnings) amount.

> **Note:** This method should not be used to establish a maximum amount for Tax deductions that are calculated using a straight percentage.

Deduction Formula

The following is the generalized formula for computing most types of deductions:

Computed Deduction Amount =

flat amount + (((adjusted gross income - exclusion amount) - (number of exemptions * exemption amount)) * (percentage/100.0))

Example of the Deduction Formula:

Given the following amounts:
$100.00 <= flat amount (file: dedcalc_rec; field: dedc_flat_amt)
$730.00 <= deduction base (computed)
$50.00 <= deduction percentage base amount (file: dedcalc_rec; field: dedc_pct_base_amt)
$30.00 <= exemption amount (file: ded_table; field: tded_prm1_calc_amt)
2 <= number of exemptions (file: dedcalc_rec; field: dedc_prm_unit1)
25 <= percentage (file: dedcalc_rec; field: dedc_pct)

The following deduction base amount would result:
Deduction Base = 100 + (((730 - 50) - (2 * 30)) * (25/100))
Deduction Base = 255.00

Deduction Period Types

    CX supports the following nine different deduction period types. These types determine when the system will make deductions.

Deduction Period	Code	Explanation
Periodic	P	Deduction made every payroll run
Monthly	M	Deduction made the 1st payroll run of a month
Twice-Monthly	W	Deduction made the 1st and 2nd payroll run of a month
Second Period	S	Deduction made the 2nd payroll run of a month
Third Period	T	Deduction made the 3rd payroll run of a month
Fourth Period	F	Deduction made the 4th payroll run of a month
Quarterly	Q	Deduction made the 1st payroll run of a quarter
Yearly	Y	Deduction made the 1st payroll run of a year
Not Applicable	N	Used for taxes that are made every payroll run; similar to periodic

Earned Gross Pay Types

In the Assignment Calculation record, the Earned Gross Pay Type (assgnc_egp_type) field specifies that the type of pay for the assignment will be R (regular) or O (overload). (This is not to be confused with the *regular* and *overtime* terminology used to describe types of time.) If the Earned Gross Pay Type field is blank, the default value will be the regular type of pay. For assignments that are considered temporary and are in addition to the employee's normal assignment, the Earned Gross Pay Type should be overload.

One purpose of the overload Earned Gross Pay Type is to allow a particular assignment to be taxed at a specified flat rate. The tax laws allow for overloads to be taxed at a flat percentage rate instead of using tax tables for that deduction. Additionally, the base amount for an overload deduction does not include allowances or fringe benefits. An example of a deduction that would be taxed on an overload basis is the federal income tax for a temporary additional assignment.

The Earned Gross Pay Type field in the Assignment Calculation record is related to the Earned Gross Pay Type field in the Deduction table. The values allowed in the Earned Gross Pay Type field in the Deduction table are R (regular) and O (overload). Through this relationship, an institution may have deductions that are based on specific types of pay.

An example of the interrelationship between the Earned Gross Pay Type of the Assignment Calculation record and the Earned Gross Pay Type of the Deduction table follows:

Deduction table:
```
Code      FITM    20%    FICA
EGP type  R       O      *
```

Assignment Calculation record
```
EGP type                      R            O
Calculated earnings (base for
Deduction Calculation record)  $150.00      $200.00
```

In the above example, the FITM (federal income tax - married) base is $150.00, and the base for the *20%* deduction is $200.00. The base for the FICA deduction is the combination of both the regular and overload deductions, or $350.00.

Excluding a Deduction

A means of keeping deductions from being taken for certain positions is the Position Exclusion code, which is found in the Position record. If an Exclusion Code is defined for a position, the Pay program will not include this position in the base for the deductions listed in the Deduction Exclusion table.

Example of Deduction Exclusion

Assume the following two positions:

Position number	Exclusion Code	Earnings
1	A	$500.00
2	blank	750.00
	Total earnings	*1250.00*

Also assume the following value appears in the Deduction Exclusion table:

Code	Excluded Deduction
A	FICA

Based on these assumptions, the base for FICA is $750.00 (excluding position 1), and the base for other deductions is $1250.00 (total earnings).

Earned Gross Pay Subtypes

The above discussion dealt with determining the deduction base amount, as derived from the employee's Earnings Calculation record, but a further breakdown of the employee's earnings is necessary to determine the actual deduction base for each deduction. Both Earned Gross Pay Type, regular and overload, may be separated into the following four separate subtypes:
- Regular earnings
- Overtime earnings
- Undertime earnings
- Benefit earnings.

If an employee is salaried, the earnings of the employee are considered to be regular. If the employee is hourly with earnings based on the entry of time in *timeent*, the type of time to which hours are applied determines the earnings subtype.

In the Time table, the values in the Benefit Flag (bencode) field and the Bias Rate (bias_rate) field dictate into which subtype the earnings will fall. The Benefit Flag is a Y/N field that, if set to Y, indicates that the time entry code denotes a benefit. The Bias Rate field specifies the rate at which an employee will be paid for overtime (or penalized for undertime).

Following is a list of the subtypes and the values in the Time table that are necessary for earnings to be applied to each:
- Benefit earnings   Benefit Flag = Y   Bias Rate = (N/A)
- Overtime earnings Benefit Flag = N   Bias Rate > 1.0
- Regular earnings   Benefit Flag = N   Bias Rate = 1.0
- Undertime earnings   Benefit Flag = N   Bias Rate < 0.0

A relationship between the four earnings sub-categories and each deduction exists by means of a set of Y/N fields in the Deduction table. The following logical fields determine which earnings sub-type amounts will be included in the base for that specific deduction:

- incl_ot   (Include overtime)
- incl_ut   (Include undertime)
- incl_ben   (Include benefits)

A Y in any or all of these fields indicates that the earnings subtype will be included in the base amount.

Example of Earned Gross Pay Subtypes

The following example displays the interrelationship between the Assignment Calculation records, the Deduction table, and the Time table.

Assume the following earnings computed in the Time Entry program:

EGP type	Regular	Overtime	Undertime	Benefit
R	$160.00	$15.00	$0.00	$40.00
O	$1000.00	$0.00	$0.00	$0.00
Totals	**$1160.00**	**$15.00**	**$0.00**	**$40.00**

Also assume that you have assigned the following values in the Deduction table:

Deduction code	Earned gross pay type	Include Overtime	Include Undertime	Include Benefit
FITM	R	Y	Y	Y
FICA	*	Y	Y	Y
PENS	*	N	N	N
20%	O	Y	Y	Y
BLCR	*	Y	Y	Y

Based on the above values from Time Entry and the Deduction table, CX calculates the following deduction bases:

Deduction	Earnings	+ Overtime	+ Undertime	+ Benefit	= Deduction Base
FITM	$160.00	$15.00	$0.00	$40.00	$215.00
FICA	$1160.00	$15.00	$0.00	$40.00	$1215.00
PENS	$1160.00	N/A	N/A	N/A	$1160.00
20%	$1000.00	$15.00	$0.00	$40.00	$1055.00
BLCR	$1160.00	$15.00	$0.00	$40.00	$1215.00

Note: This example shows that the bases mentioned are the beginning base for the deductions. The base amount may be adjusted even further depending upon the deduction type, the payee, and/or the entries in the Reduction table.

Calculating Deduction Bases for Taxes

The deduction base of all taxes equals the beginning base of the deduction plus all allowances and fringe benefits. CX performs the following calculation steps to compute the amount of tax withheld:

1. Subtract the standard deduction from the deduction base.

2. Annualize the adjusted base.

3. Compute the annual tax.

4. De-annualize the computed annual tax to correspond to the payroll period.

5. Add the deduction calculation flat amount to the computed amount.

Flat Standard Deductions

The standard deduction amount, which is subtracted from the initial deduction base, may be a flat amount, a calculated amount, or a combination of both. In order for the standard deduction to be a flat amount, the Deduction table entry must have that amount in the Flat Standard Deduction Amount field (tded_prs_ded).

Percentage Standard Deductions

If the standard deduction amount is calculated according to a percentage, the Deduction table entry should have a percentage value in the Percentage Standard Deduction field (tded_std_pct). A standard deduction that is calculated by percentage may have minimum and/or maximum amount constraints. These limits are the dollar values that are entered in the Minimum Standard Deduction (tded_std_min) and the Maximum Standard Deduction (tded_std_max) fields of the Deduction table.

Special Cases

A special case method also exists for obtaining the standard deduction amount; the standard deduction amount is the lesser of a fixed amount or a specific deduction amount, such as federal income tax. An example of this would be a state tax withholding requiring that the standard deduction amount be the lesser of $3000 or the federal income tax deducted. The setup of this method involves two tables, the Deduction table (ded_table) and the Standard Deduction Comparison table (dedcmp_table). The Deduction table entry for the tax deduction that is being calculated must have the flat dollar amount in the Standard Deduction Comparison field (tded_cmp_amt). In addition, the Standard Deduction Comparison table (dedcmp_table) must have an entry which contains the Tax Deduction Code (tdedcmp_tbcode) and the Deduction Code of the deduction that is being evaluated as the possible standard deduction (tdedcmp_cmpr_ded).

Special Case Example

Assume the following information:

The standard deduction amount for Oregon's state tax withholding is the lesser of $3000 per year or the federal income tax deducted.

The Deduction Table entry screen (second screen) should look as follows:

```
Deduction Code....[OR-S]              Deduction Text....Oregon Tax - Single
-------------------------------------------------------------------------------------------
    Exemption/Allowance Amount                          [$      0.00]
    Additional Exemption/Allowance Amount        [$      0.00]

    Standard Deduction:
            Flat Amount                                 [$      0.00]
            Percentage                                  [        0.00]
                   Minimum                              [$      0.00]
                   Maximum                              [$      0.00]
            Comparison Amount                           [$3000.00]

    Earned Gross Pay Break Amount                       [$      0.00]
    Earned Gross Pay Percentage                         [        0.00]
    Excessive EGP Tax Percentage                        [        0.00]

    Zero-Base Tax Percentage                            [        0.00]

The Standard Deduction Comparison table should contain this entry:

    -------Primary Deduction--------         --------Comparison Deduction--------
    Code    Description                      Code    Description

    [OR-S]   Oregon State - Single           [FITS]  Fed. Inc. Tax - Single
```

Other Tax Adjustments

You can make other adjustments to the tax deduction base, or to the computed tax itself, to compute the final tax withheld. These adjustments include the following:
- Exemption allowances
- Exemption credits
- Deductions with earnings ceilings
- Other unique tax computation methods

Exemption Allowances

CX calculates the exemption allowance by multiplying the number of exemptions that the employee claims by the dollar amount for each exemption. The system then subtracts the exemption amount from the deduction base amount. Define the values as follows:
- Define the number of exemptions for each deduction type in the Deduction Calculation record.
- Define the dollar amount allowed for each exemption in the Deduction table.

Exemption Credits

CX calculates the exemption credit by multiplying the number of exemptions that the employee claims by the dollar amount for each credit. The system then subtracts the credit amount from the computed tax amount (not the deduction base amount, as in the exemption allowance calculation). To calculate this amount, the credit amount per exemption is multiplied by the number of exemptions claimed. The tax credit amount that is used is acquired from the Tax Credit table (taxcred_table).

Reducing the Base Amount

Some state tax deductions require that the deduction base amount be reduced by the amount of another deduction, such as the federal income tax or the social security tax. For more information, see *Reductions in the Jenzabar CX Deduction Calculation* in this manual.

Deductions with Earnings Ceilings

Federal laws require that you calculate some deductions (e.g., FICA and Medicare) based on a straight percentage up to a certain maximum dollar amount per year.

The main difference between this type of deduction and other deductions based on percentages is that CX uses the individual's period-to-date and accumulated year-to-date deduction amounts. CX also does not assume an annualized tax base.

You must set up these types of deductions with specific values in the Deduction table and Tax table.

Deduction Table Entries for Deductions with Earnings Ceilings

To set up deductions with earnings ceilings, set the Taxes Use YTD Amounts (use_ytd_amt) field in the Deduction table to Y.

Tax Table Entries for Deductions with Earnings Ceilings

To set up deductions with earnings ceilings, you must make two entries in the Tax table.

The first entry must contain the following information:
- The percentage amount (pct) to be withheld
- A break amount (brk_amt) of zero
- A base tax amount (base_tax) of zero

The second entry must contain the following information:
- A percentage amount (pct) of zero
- A break amount (brk_amt) equal to the annual earnings ceiling amount
- A base tax amount (base_tax) equal to the maximum deduction amount

Example of Table Entries for a Deduction with Earnings Ceilings

Assume the following:

An earnings ceiling of $53,400 for FICA.

The Taxes Use YTD Amounts field in the Deduction table contains Y.

The Tax table contains the following information:

Date	Break Amount	Percent	Base tax
11/01/1998	0.00	6.2	0.00
01/01/1998	53400.00	0.0	3310.80

Note: The Base Tax of the final entry in this example has been calculated by multiplying the Break amount times the percent of the first entry ($53,400 * .062 = $3310.80)

An individual has the following earnings and withholdings:
- Taxable earnings of $3,233.00 in a monthly payroll period
- Taxable earnings of $24501.00 year-to-date
- Year-to-date FICA withheld of $3200.00

Jenzabar CX Calculations Based on Example Table Entries

Based on the preceding table entries and data values, the Pay program will calculate the deductions for FICA in two ways. It then compares the two computed amounts.

The first calculation computes the tax withholding without considering the year-to-date amounts, as follows:

Taxable base amount for this payroll: 3,233.00

Times: Percent from the Tax table   .062

Equals: Tax amount for this payroll   200.45 (actual $200.446)

The second calculation incorporates the year-to-date amounts to calculate the withholding amount as follows:

Year-to-date taxable base amount   24,501.00

Plus: Taxable base amount this period   3,233.00

Equals: Adjusted taxable base amount   27734.00

Times: Percent from the Tax table   .062

Equals: Tax amount calculated for YTD   1719.45

Less: YTD tax withheld   1519.05

Equals: Tax amount for this payroll   200.40

If the second tax amount differs by more than a small rounding difference from the first computed tax amount, the system uses the second tax amount. Otherwise, the system uses the first tax amount. If a payroll tax base (adjusted earnings) does not vary, the first and second amounts will agree.

> **Note:** To enable CX to compute deductions with a ceiling accurately, use the tables described in this example. Do *not* use the Update Maximum Deduction menu option. If you have used this menu option, use it again, updating the Deduction table amounts to zero. Then, CX will evaluate any non-zero maximum amount in the Deduction record and override the calculated maximum amount based on the Tax table.

Common vs. Unique Tax Computation Methods

Most states require similar state tax withholding calculations, as follows:

```
Deduction base amount
 - Standard deduction (optional)
 - Reduction amounts (optional)        ┌───────────┐
 - Exemption allowance (optional)      │ Tax table │ ──────▶   Computed tax amount
 = Adjusted base amount (Taxable amount)└───────────┘ ▲         - Exemption credit
                                              └────────          = Actual tax withheld
```
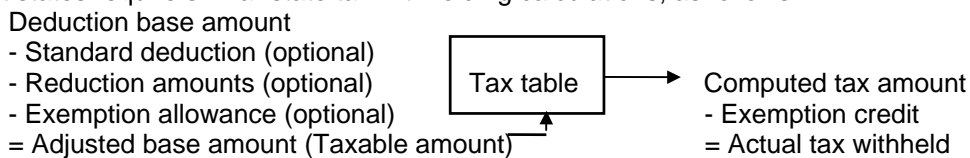
Several states require more complex calculations. Other states with complex calculations include California, Oklahoma, Oregon (as previously illustrated), and Wisconsin.

Oklahoma State Tax Calculations

The state of Oklahoma requires a complex state tax calculation, as in the following example:

Adjusted deduction base	=	Deduction base (maximum: $20,160)
Overage deduction amount	=	Deduction base greater than $20,160
Standard deduction amount	=	Deduction base * .15 (min: $1000; max: $2000)
Exemption allowance	=	Number of exemptions * $590
Fixed adjustment	=	Amount based on marital status (single: $368; married: $544)

Tax table amount = (Adjusted deduction base * .84) - Exemption allowance - Standard deduction amount + Fixed adjustment

Withholding amount = (Tax table amount * Tax table rate) + (Overage deduction amount * .06)

For the tax computation described in the above example, you must use the Deduction table. In addition to all the regular fields for standard deductions and exemption allowances, you must use the following three special fields:

Additional Tax Percentage (addl_tax_pct)
The percentage applied to the deduction base amount in excess of the gross break amount.

Gross Break (gross_brk)
The maximum amount allowed for the computation using the Tax table.

Gross Percentage (pct_gross)
The percentage applied to the deduction base amount that is less than or equal to the gross break amount.

Example Values for the Deduction Table

The following example of Screen 2 of the Deduction table shows the table entries required for the Oklahoma state tax calculation.

>   **Note:** Enter the Flat Amount as a negative number since the standard deduction amount is normally subtracted from the deduction base.

```
PERFORM:   Query  Next  Previous  View  Add  Update  Remove  Table  Screen  ...
Shows the next page of the form.              ** 1: ded_table table**

Deduction Code.......OK-S      Deduction Text.......Oklahoma Tax - Single

                       TAX COMPUTATION INFORMATION

           Exemption/Allowance Amount...................[    590.00]
           Additional Exemption/Allowance Amount........[     $0.00]
           Standard Deduction:
               Flat Amount..............................[   -$368.00]
               Percentage...............................[   15.00]
                   Minimum..............................[  $1000.00]
                   Maximum..............................[  $2000.00]
               Comparison Amount........................[     $0.00]

           Earned Gross Pay Break Amount................[ $20160.00]
           Earned Gross Pay Percentage..................[   84.00]
           Excessive EGP Tax Percentage.................[    6.00]

           Zero-Base Tax Percentage.....................[       ]
```

Wisconsin State Tax Calculation

The standard deduction portion of the Wisconsin state tax is a complex calculation. The data, as delivered in the instructions for computing the standard deduction, does not correspond to fields in CX.

You can, however, convert the data by adjusting all of the amounts involved in the standard deduction calculation. The system computes this adjustment as the minimum deduction base limit multiplied by the standard deduction percentage amount. Both the maximum and minimum standard deduction amounts need to be adjusted.

An example of the standard deduction calculation follows:

Standard deduction (single) = $3,900, if the deduction base is less than $7,500

>   -or-

>   zero, if the deduction base is greater than $40,000

>   -else-

> $3,900 - (deduction base * .12)

Standard deduction (married) = $5,100, if the deduction base is less than $10,000

>   -or-

>   zero, if the deduction base is greater than $35,500

>   -else-

> $5,100 - (deduction base * .20)

Standard deduction (general) = Max. Std. Ded. Amount, if the deduction base < Min. Limit
-or-

Min. Std. Ded. Amount, if the deduction base > Max. Limit
-else-

Max. Std. Ded. Amount - (deduction base * Std. Ded.
Percentage)

The following calculations reflect the above requirements:

Minimum deduction base = $7,500.00

Standard deduction percentage = .12 (12%)

Adjustment equation = minimum deduction base limit * standard deduction percentage

Adjustment amount = $7,500 * .12 = $900.00

Adjusted flat standard deduction = $3,900.00 + $900.00 = $4,800.00

Standard deduction percentage used for computation = -.12 (negative 12%)

Adjusted maximum standard deduction = $0.00 - $900.00 = -$900.00

Adjusted minimum standard deduction =-$3,900.00 - $900.00 = -$4,800.00

Example of Wisconsin State Tax Withheld

For example, assume that a single employee earns $1250 per month. The employee's Wisconsin state tax withheld is as follows:

Annual gross earnings ($1250.00 * 12)	$15,000.00
Less: Standard deduction ($15,000.00 - ($4800.00 - ($15,000.00 * -.12))	-3,000.00
Equals: Annual net wage	$12,000.00
Computed tax based on tax rate schedule ($367.50 + ($12,000 * .0655))	$1,153.50
Less: Deduction credit for exemptions ($20.00 * 1)	-20.00
Equals: Annual withholding tax	$1,133.50
Monthly withholding tax ($1,133.50 / 12)	$94.46

Deduction Table Values for Wisconsin State Taxes

The following screen contains example Deduction table entries to set up the above tax computation for a single employee in Wisconsin.

In addition to the unique standard deduction calculation, Wisconsin multiplies the deduction base by a fixed percentage amount when the adjusted deduction base becomes zero or negative for an employee that is claiming zero exemptions. In the following example screen, the percentage value appears in the Zero Base Tax Percentage field.

```
PERFORM:   Query  Next  Previous  View  Add  Update  Remove  Table  Screen  ...
Shows the next page of the form.              ** 1: ded_table table**

Deduction Code.......WI-S      Deduction Text.......Wisconsin Tax - Single

                       TAX COMPUTATION INFORMATION

        Exemption/Allowance Amount...................[    $0.00]
        Additional Exemption/Allowance Amount........[    $0.00]
        Standard Deduction:
           Flat Amount..............................[  $4800.00]
           Percentage...............................[   -12.00]
               Minimum..............................[  $-4800.00]
               Maximum..............................[   $-900.00]
        Comparison Amount........................[    $0.00]

        Earned Gross Pay Break Amount................[    $0.00]
        Earned Gross Pay Percentage.....................[   0.00]
        Excessive EGP Tax Percentage....................[   0.00]

        Zero-Base Tax Percentage........................[   2.55]
```

In addition to the unique standard calculation, Wisconsin multiplies the deduction base times a fixed percentage amount when the adjusted deduction base becomes zero or negative for an employee that is claiming zero exemptions. As shown in the sample of the Deduction table data entry screen above, the percentage value is entered in the Zero-Base Tax Percentage (tded-zero_base_pct) field.

California State Tax Calculations

California allows an additional withholding allowance. The number of exemptions claimed for the additional withholding allowance is different from the number of exemptions used to calculate the exemption credit amount. Because the number of exemptions varies, you must enter the following information to produce the correct calculations in CX:

- Number of exemptions for the exemption credit in the Deduction Calculation record
- Amount of the exemption credit in the Tax Credit table
- Number of exemptions for the additional withholding allowance in the Additional Withholdings (addl_with) field in the Deduction Calculation record
- Amount of the allowance for each exemption in the Additional Withholding Amount (addl_with_amt) field in the Deduction table

California also enables employees who earn less than a specified amount to be exempt from state tax withholdings. Eligibility for the exemption depends on the employee's marital status and number of exemptions. To set up this feature, you must enter the following information in the Low Income table (lowinc_table):

- Code   The deduction code (e.g., SITS for state income tax - Single)
- Starting date   The first date on which the entry is valid
- Number of exemptions   The number of exemptions to which the income level relates (e.g., 2)
- Income amount   The maximum amount the employee can earn to avoid having state tax withheld, given the number of exemptions (e.g., $5840)

Example 1:

Income table (lowinc_table):
- Code   SITS for state income tax - single
- Starting date   07/01/98
- Number of exemptions   0
- Income amount $5840

Example 2:

Income table (lowinc_table):
- Code   SITM for state income tax - married
- Starting date   07/01/98
- Number of exemptions   0
- Income amount $5840

Example 3:

Income table (lowinc_table):
- Code   SITM for state income tax - married
- Starting date   07/01/98
- Number of exemptions   2
- Income amount $11690.00

Deductions When Employees Are Paid over Less Than Twelve Months

CX provides a special feature if your institution enables an employee to choose between salary payments of nine or twelve months. This feature is required because the annualized income of the employee would be taxed higher on the nine-month plan than on the twelve-month plan.

The Percentage of Year Withheld field on the Deduction Calculation screen specifies the percentage of the year for which the employee receives pay. For graduated taxes, this feature prevents the employee from having an unnecessarily high amount withheld over the nine months.
- Use this feature with care because, if the withholding period should change, the employee might be underwithheld.
- Although CX software provides the feature, it is the responsibility of the institution to use the software within the constraints of the tax laws.

Example of Table Entries

Assume that an employee earns $12,000 per year, has two exemptions, and wants to be paid over nine months.

Under the nine-month plan, the employee will receive $1333.33 each month. This amount annualizes to $16,000.00. To annualize the amount correctly, set the Percentage of Year Withheld value to 75 (i.e., the employee receives pay for 75% of the year).

Under these assumptions, the calculation is as follows:

Step	9-month plan	12-month plan
1	$1333.33 * (75/100) = $1000.00	
2	$1000.00 * 12 = $12000.00	$100.00 * 12 = $12000.00
3	$12000.00 - $2000.00 = $10000.00 $932.00 annual tax $67.77 deannualized tax	$12000.00 - $2000.00 = $10000.00 $932.00 annual tax $67.77 deannualized tax
4	$67.77 * (100/75) = $103.56	

The steps perform the following calculations:

1. Reduce the computation base.

   Note: Only the computation base changes, *not* the reported base.

2. Annualize the computation base.

3. Subtract the exemption amounts.

4. Multiply the deannualized tax so that the annual tax is paid in the time frame of the deduction calculation.

Reductions in the Jenzabar CX Deduction Calculation

If a deduction that includes another deduction in its base is not supposed to have that other deduction in its base, the CX computation routines enable you to exclude the deduction. The routine *reduces* the deduction base by the amount of the other deduction.

Two Types of Reductions

CX supports two types of reductions. The first type includes deductions whose base is to be reduced by another deduction for computation purposes *only*. Some state tax computations include this type of reduction.

The second type is for deductions whose base is to be reduced by another deduction and to maintain the deduction base in the database.

Tax bases include earnings plus allowances and fringe benefits. If a particular tax (e.g., FICA) should exclude a housing allowance (HOUS) from its base, you must enter the following information in the Reduction table:
- Reduced Code (reduced) = FICA
- Excluded Code (exclude) = HOUS
- Is the excluded amount excluded for computation purposes only?(cmpt_only) = N

If a particular deduction's base (e.g., SIT) is to be reduced by another deduction's calculated amount (e.g., FIT) for computation, but the base is to remain unchanged for reporting purposes, you must enter the following information in the Reduction table:
- Reduced Code (reduced) = SIT
- Excluded Code (exclude) = FIT
- Is the excluded amount excluded for computation purposes only?(cmpt_only) = Y

Reduction Table Example

Assume the following information:

Earnings = 700.00

Deduction	Deduction Amount	Deduction Base
Housing allowance	200.00	700.00
Federal income tax	150.00	900.00

Based on these values and the table entries above, the deductions for FICA, OHIO, and IOWA are as follows:

Deduction	Original base	Adjusted database deduction base	Adjusted computation deduction base
FICA	900.00	700.00	700.00
OHIO	900.00	900.00	900.00
IOWA	900.00	900.00	750.00

In the above example, both the FICA deduction and the computation base are reduced by the amount of the housing allowance. OHIO is not in the Reduction table, so it is not affected. The system reduces IOWA for computational purposes by the amount of the individual's federal income tax.

Application Relationships

Related Jenzabar CX Applications

The Payroll/Personnel product interacts with several other applications and products in CX. The following list describes the interrelationships.

General Ledger and Reporting
Transactions from the Payroll/Personnel process post to the CX general ledger.

Financial Aid
Earnings of students who participate in Federal Work Study Programs must post against Financial Aid records.

SECTION 3 - PAYROLL/PERSONNEL TABLES AND RECORDS

Overview

Introduction

This section provides reference information about each table and record associated with the Payroll/Personnel product.

Alphabetical Organization

The tables and records appear in alphabetical order in this section.

What Is an SQL Table?

In a relational SQL database, a table is an organized set of any kind of data, regardless of its purpose for validation or information maintenance. The basic unit of organization of a table is a column, that is, a category of data. A table can have multiple columns and multiple rows of data.

Columns

ID	Full Name	Sess
391569012	Browning, Allan T.	FA96
345098754	Smith, Roxanne N.	FA96
591320941	Dobrowski, George S.	FA96
783490100	Jennings, Christina A.	SP97
840917892	Brown, Garrett L.	FA96
955712309	Cummings, Charles C.	SP97

Rows

What Is a Jenzabar CX Table?

A *table* in CX contains information that remains static and is denoted with the *_table* extension. For example, the State table, named *st_table,* contains the list of the states in the United States of America. On the CX menu, you can access most tables in Table Maintenance menus.

What Is a Jenzabar CX Record?

A *record* in CX is a table containing information that changes on a regular basis and is denoted with the *_rec* extension. For example, the Alternate Address record, named *aa_rec*, contains any other addresses where students can be contacted, such as a summer address. You access records in CX program screens and windows, scroll screens, and PERFORM screens. SQL makes no distinction between tables and records; all sets of data are tables.

Summary List of Tables and Records Used

Introduction

Tables and records used in Payroll/Personnel can be divided into the following categories:
- Common
- Shared
- Product-specific

Among these categories, some tables and records are required while others are optional.

Common Tables and Records

Programs in the financial products use several tables and records that appear throughout CX. The tables and records are:
- Alternate Address record (aa_rec)
- Alternate Address table (aa_table)
- Address table (adr_table)
- Alternate Name record (addree_rec)
- Country table (ctry_table)
- State table (st_table)
- ID record (id_rec)
- Profile record (profile_rec)
- Title table (title_table)
- User ID table (userid_table)

Shared Tables and Records

Programs in the financial products use several tables and records that appear or originate in other product areas. The following tables and records are most commonly used in other financial products. For more information about these tables and records, see *General Ledger Technical Manual* and *Financial Technical Manual.*.
- Check Group record (ckgrp_rec)
- Defined Account record (gld_rec)
- Document table (doc_table)
- Entry Type table (ent_table)
- Fiscal Calendar record (fscl_cal_rec)
- General Ledger Account record (gla_rec)
- General Ledger Definition record (gld_rec)
- General Ledger Entry record (gle_rec)
- General Ledger Transaction record (gltr_rec)
- Journal record (vch_rec)
- Journal table (vch_table)
- Subsidiary Account record (suba_rec)
- Subsidiary Association table (subas_table)
- Subsidiary Balance record (subb_rec)
- Subsidiary Balance table (subb_table)
- Subsidiary Entry record (sube_rec)
- Subsidiary table (subs_table)
- Subsidiary Total table (subt_table)
- Subsidiary Transaction record (subtr_rec)
- Voucher table (vch_table)

Payroll/Personnel Tables and Records

Programs in the Payroll/Personnel product use the following Payroll/Personnel tables and records. File information about these tables and records is in this section.

- Additional W-2 Information record (w2box_rec)
- Assignment record (assgn_rec)
- Assignment Calculation record (assgncalc_rec)
- Benefit record (ben_rec)
- Benefit table (ben_table)
- Computation Method table (cmpt_table)
- Deduction record (ded_rec)
- Deduction table (ded_table)
- Deduction Calculation record (dedcalc_rec)
- Deduction Comparison table (dedcmp_table)
- Deduction Exclusion table (dedexcl_table)
- Default Deduction table (defded_table)
- Low Income table (lowinc_table)
- Overtime table (ot_table)
- Payroll Detail record (prdtl_rec)
- Payroll record (pr_rec)
- Payroll table (pr_table)
- Personnel record (pers_rec)
- Position Funding table (posfnd_table)
- Position record (pos_rec)
- Rank table (rank_table)
- Reduction table (red_table)
- Skills and Skill Level tables (skills_table)
- Subsidiary table (subs_table)
- Tax table (tax_table)
- Tax Credit table (taxcred_table)
- Time record (time_rec)
- Time table (time_table)
- W-2 Box table (w2ded_table)
- W-2 record (w2_rec)

Schemas

Introduction

Schema files define the structure of database files and associated fields in the CX data dictionary. You can access schema files associated with the Payroll/Personnel product in the following directory path: $CARSPATH/schema/financial.

File Naming Conventions

CX makes distinctions in the naming of schemas. For schema files containing definitions of CX tables, the UNIX filename begins with the letter *t* followed by characters describing the English name of the table (e.g., *tst* for the State table). For schema files containing definitions of CX records, the UNIX filename describes the English name of the record (e.g., *id* for the ID record).

The first line in a schema file, after revision information, specifies the Informix database table that the schema defines. For example, *st_table* (State table) is specified in the *tst* schema file.

Field Descriptions

Schema files contain descriptions of each field defined in a table or record. You can view descriptions of fields in Payroll/Personnel tables and records by accessing the schema files.

Schema File Reports

Introduction

The standard CX product includes three reports that provide information about the tables and records used in each product area. When table implementation begins, you can run the reports to provide the installation team with the most current information about the tables and records and the columns in each.

Report Locations

Access the reports from the System Management: Data Dictionary menu.

Report Descriptions

The following three reports provide information that is useful during the table setup phase of implementation:

Database Fields for the Jenzabar Database Dictionary

Report filename: *dbefield*

Menu option: Fields by File Report

Description: Lists each column in the specified range of files (e.g., id_rec to profile_rec), including its name, short and long descriptions, field type, and size.

Database Files for the Jenzabar Database Dictionary

Report filename: *dbefile*

Menu option: Fields by Track Report

Description: Lists each table that relates to the specified range of product areas (e.g., A for Admissions to F for Financial), including the table name, description, and purpose.

Database Files/Fields for the Jenzabar Database Dictionary by Track

Report filename: *dbetrack*

Menu option: File/Field by Track Report

Description: Combines the contents of *dbefield* and *dbefile*, displaying the tables for the specified product areas (e.g., A for Admissions to F for Financial) and the columns in each table.

Tables and Records

Table and Record Information

The following list identifies the tables and records that originate from the Payroll/Personnel product. The list includes the filenames, location, purpose, and association of each table and record with other CX elements.

Additional W-2 Information Record

The Additional W-2 Information record contains additional W-2 information that appears in Box 16 on the W-2.

UNIX filename: w2box

Informix filename: w2box_rec

Schema location: $CARSPATH/schema/financial

Program interrelationships: The W-2 form, W-2 tape, W-2 Build, and W-2 disk programs use the Additional W-2 Information record.

Assignment Calculation Record

The Assignment Calculation record specifies the pay that an employee should receive for a specified assignment for a specified date range.

UNIX filename: assgncalc

Informix filename: assgncalc_rec

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Employ, Time Entry, Payroll Check Adjust, W-2 Build, Payroll Audit, Pay, and Payroll Start programs use the Assignment Calculation record.

Assignment Record

The Assignment record contains information about a particular position on a specific payroll for an employee.

UNIX filename: assgn

Informix filename: assgn_rec

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Employ, Time Entry, Payroll Check Adjust, W-2 Build, Payroll Audit, Pay, and Payroll Start programs use the Assignment record.

Benefit Record

The Benefit record indicates the benefits taken by an employee as well as benefit time allocated but not taken.

UNIX filename: ben

Informix filename: ben_rec

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Employ, Time Entry, Pay, and Payroll Start programs use the Benefit record.

Benefit Table

The Benefit table defines the time benefits at the institution and relates to the Benefit record that tracks benefits for employees at the institution. Time benefits differ from paid benefits in that they are calculated based on number of hours worked. For example, vacation and sick leave are time benefits, while health care and insurance are paid benefits.

UNIX filename: tben

Informix filename: ben_table

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Time Entry program uses the Benefit table.

Table/record interrelationships: The Benefit table is affected by or affects the Benefit record and the Time table.

Deduction Calculation Record

The Deduction Calculation record contains details about how and when an employee's deduction will be calculated.

UNIX filename: dedcalc

Informix filename: dedcalc_rec

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Employ, Time Entry, Payroll Check Adjust, Payroll Audit, Pay, and Payroll Start programs use the Deduction Calculation record.

Deduction Record

The Deduction record contains accumulators for the amount, base, and maximum allowed to be computed for a deduction.

UNIX filename: ded

Informix filename: ded_rec

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Employ, Time Entry, Payroll Check Adjust, W-2 Build, Payroll Audit, Pay, and Payroll Start programs use the Deduction record.

Deduction Table

The Deduction table defines the valid types of deductions and includes information used in payroll calculations and W-2 preparation.

UNIX filename: tded

Informix filename: ded_table

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Deduction table is used by the Pay program and the Time Entry program.

Table/record interrelationships: The Subsidiary Total table (subt_total_table) contains a total code that appears in the Deduction table.

Deduction Comparison Table

The Deduction Comparison table determines the deduction amounts that must be compared with a fixed dollar amount in determining the standard deduction amount for state tax calculations. For example, the state of Oregon's standard deduction amount is the lesser of the federal income tax deducted, or a fixed deduction amount (e.g., $3000 per year).

UNIX filename: tdedcmp

Informix filename: dedcmp_table

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Deduction Comparison table is used by the Pay program and the Time Entry program.

Table/record interrelationships: The entry in the Comparison Deduction Code field should have a dollar amount specified in the Standard Deduction Comparison field in the Deduction table.

Deduction Exclusion Table

The Deduction Exclusion table defines deductions that will be excluded from the computations for the given positions.

UNIX filename: tdedexcl

Informix filename: dedexcl_table

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Deduction Exclusion table is used by the Pay program and the Time Entry program.

Table/record interrelationships: The Deduction Exclusion table relates to the Deduction table. You define all deductions in the Deduction table, then use the Deduction Exclusion table to indicate the deductions that do not apply to specific positions at the institution.

Default Deduction Table

The Default Deduction table defines deductions that are common to all or most employees for a particular payroll. For example, if all employees in the monthly salaried (MNTH) payroll have deductions for federal income tax, you can establish FIT as a default deduction for MNTH.

UNIX filename: tdefded

Informix filename: defded_table

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Employ program uses the Default Deduction table.

Table/record interrelationships: None

Low Income Table

The Low Income table determines the minimum income an employee may earn to incur a specific deduction. Some state tax calculations require the use of this table.

UNIX filename: tlowinc

Informix filename: lowinc_table

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Low Income table is used by the Pay program and the Time Entry program.

Table/record interrelationships: None

Overtime Table

The Overtime table defines the valid overtime codes and overtime rate, and specifies the number of normal working hours in a day at the employment site. The system uses the default hours in the Overtime table to calculate prorated earnings for employees who were not employed for the entire pay period.

> **Note:** Do not use the Overtime table to compute overtime.

UNIX filename: tot

Informix filename: ot_table

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Overtime table is used by the Time Entry program, the Payroll Startup program, and the Pay program.

Table/record interrelationships: When you set the Default Hours indicator in the Payroll table, the Time Entry program uses the number of hours in the Overtime table as a default.

Payroll Detail Record

The Payroll Detail record is used when editing the time cards from the previous payroll period.

UNIX filename: prdtl

Informix filename: prdtl_rec

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Time Entry, Pay, and Payroll Start programs use the Payroll Detail record.

Payroll Record

The Payroll record controls and summarizes the results of a payroll run.

UNIX filename: pr

Informix filename: pr_rec

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Employ, Time Entry, Payroll Check Adjust, Payroll Audit, and Pay programs use the Payroll record.

Payroll Table

The Payroll table defines the valid payroll codes and provides other information about how the payroll is run.

UNIX filename: tpr

Informix filename: pr_table

Schema location: $CARSPATH/schema/financial

Program interrelationships: Every Payroll program uses the Payroll table.

Table/record interrelationships: None

Personnel Record

The Personnel record contains employment information about each employee.

UNIX filename: pers

Informix filename: pers_rec

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Employ, Time Entry, W-2 Build, Pay, and Payroll Start programs use the Personnel record.

Position Funding Table

The Position Funding table defines the valid position funding codes and associated accounts. It also defines the subsidiary information for the accounts. It enables a department to receive a refund for part of the wages charged against it. Refunds are most common in Federal Work Study Programs (FWSP).

UNIX filename: tposfnd

Informix filename: posfnd_table

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Position Funding table is used by the Pay program.

Table/record interrelationships: The Subsidiary Total table (subt_table) and the Subsidiary Association table (subas_table) must use the same Codes and must contain a Post indicator of N.

Position Record

The Position record provides information about a particular position (job) available on campus.

UNIX filename: pos

Informix filename: pos_rec

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Employ, Time Entry, Payroll Check Adjust, Payroll Audit, Pay, and Payroll Start programs use the Position record.

Rank Table

The Rank table defines the ranking of positions on an institution's campus and related EEO information.

UNIX filename: trank

Informix filename: rank_table

Schema location: $CARSPATH/schema/financial

Program interrelationships: None

Table/record interrelationships: None

Reduction Table

The Reduction table defines the deduction computation routines when there are deductions which should be excluded from the base. For example, a housing allowance that is not included in the taxable base for FICA is a reduction.

UNIX filename: tred

Informix filename: red_table

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Reduction table is used by the Pay program and the Time Entry program.

Table/record interrelationships: The Reduction table relates to the Deduction table in that deductions that you want to reduce from the base must be defined in the Reduction table.

Skill Level Table

The Skill Level table defines the valid skill levels.

UNIX filename: tskl

Informix filename: skl_table

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Employ program uses the Skill Level table.

Table/record interrelationships: None

Skills Table

The Skills table defines all valid skill codes.

UNIX filename: tskill

Informix filename: skill_table

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Employ program uses the Skills table.

Table/record interrelationships: None

Subsidiary Table

The Subsidiary table defines valid subsidiary codes.

UNIX filename: tsubs

Informix filename: subs_table

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Pay program uses the Subsidiary table.

Tax Table

The Tax table defines the valid tax codes and the percentages used in calculating taxes based on those codes.

UNIX filename: ttax

Informix filename: tax_table

Schema location: $CARSPATH/schema/financial

Program interrelationships: None

Table/record interrelationships: None

Tax Credit Table

The Tax Credit table is used in calculating tax exemption credit amounts based on the tax code and the number of tax exemptions. It applies to certain state tax calculations.

UNIX filename: ttaxcred

Informix filename: taxcred_table

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Tax Credit table is used by the Pay program and the Time Entry program.

Table/record interrelationships: The codes in the Tax Credit table appear in the Deduction table.

Time Record

The Time record is a record of employee time used in computing wages.

UNIX filename: time

Informix filename: time_rec

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Employ, Time Entry, Pay, and Payroll Start programs use the Time record.

Time Table

The Time table defines the valid time codes.

UNIX filename: ttime

Informix filename: time_table

Schema location: $CARSPATH/schema/financial

Program interrelationships: The Time table is used by the Time Entry program.

Table/record interrelationships: None

W-2 Box Table

The W-2 Box table provides a description of the W-2 box codes that appear in Box 13 of the W-2 form.

UNIX filename: tw2box

Informix filename: w2box_table

Schema location: $CARSPATH/schema/financial

Program interrelationships: The W-2 box table is used by the Pay program and the W-2 Build program.

Table/record interrelationships: The W-2 Box table contains a deduction code that must appear in the Deduction table.

W-2 Record

The W-2 record contains amounts and other information printed on the W-2 forms and put on the W-2 tapes.

UNIX filename: w2

Informix filename: w2_rec

Schema location: $CARSPATH/schema/financial

Program interrelationships: The W-2 Form, W-2 Tape, W-2 Build, and W-2 Disk programs use the W-2 record.

SECTION 4 - PAYROLL/PERSONNEL MACROS AND INCLUDES

Overview

Introduction

This section provides reference information about macros and includes used to set up the Payroll/Personnel product.

Relationship Among Macros, Includes, and C Programs.

For all elements of the product other than C programs, m4 macros contain the definitions of features that have been designed to be modified for each institution. These macros, located under $CARSPATH/macros, are passed through the m4 processor.

CX contains an alternative method for the setting of features in C programs. Macros in the source code of C programs are not passed through the m4 processor because the C compiler has its own preprocessor, the cc.

To provide the same apparent functionality to C programs, a section in the include source directory has been allocated for a type of include file that acts as an intermediary between the m4 processor and the cc preprocessor. In operation, m4 macros are defined whose output is a valid cc macro. These m4 macros are placed in the include files. Then the include files are translated, and the appropriate cc macro is placed in the include file. The installed include file is included by the C compiler at compile time so that the result of the compilation is influenced by the m4 macro.

General Installation Procedures

See the *CX Implementation and Maintenance Technical Manual,* for general procedures on setting and installing changes to macros and includes.

Macros

Introduction

CX contains macros that define specific values used throughout the Payroll/Personnel product. The macros and includes enable you to change the available options and functionality of the Payroll/Personnel product without having to modify C code. By modifying macros, you can customize your implementation of the Payroll/Personnel product and make the product easier to maintain.

Definition and Function

A macro is an instruction that executes a pre-defined sequence of instructions in the same source language. A macro consists of uppercase letters and underscores, and is used in place of a text string within source files. CX expands the macro to the longer text during the installation process for a file. CX uses the following kinds of macros:

- Enables - Allow you to enable a feature of CX
- DBS_COMMON - Allows you to define database values in screens
- Periodic - Allows you to make changes on a periodic basis

Macros can perform one of the following functions:

- Define defaults on a screen (_DEF)
- Define valid values in a field (_VALID or _INCL)
- Enable system modules (ENABLE_MOD)
- Enable system features (ENABLE_FEAT)
- Establish a valid value for an include

How to Locate Macros

To modify Payroll/Personnel macros, access the $CARSPATH/macros/custom/financial file. To modify Common macros, access the $CARSPATH/macros/custom/common file.

Applocate Program

You can also locate macros using the a*pplocate* program. The a*pplocate* program checks the descriptions of macro files for the product you specify and lists each file that it locates in a separate file in your home directory.

> **Note:** To locate the macros used in Payroll/Personnel using a*pplocate*, you must specify the product name.

Follow these steps to run a*pplocate* program.

1. Select Utility menu from the CX menu. The Utilities: Main menu appears.

2. Select File Options. The Utilities: File Options menu appears.

3. Select Locate Macro Values. The Locate Macro Values screen appears.

4. Select **Table Lookup** in the Macro Category field. A list of module names appears in a Table Lookup box.

5. Select a module name (e.g., PAY/PERS), and click **OK**. The Table Lookup box disappears.

6. Select **Finish**. The Output Parameters and Scheduling window appears.

7. Enter the following:
   - In the Time field, enter **NOW**.
   - In the Background field, enter **Y**.

8. Select **Finish**.

The system creates the file, *applocate.out*, and sends it to your home directory.

Macros and Includes in Payroll/Personnel

The following list describes the macros and includes that you can modify (and their default values) in the order in which they appear in $CARSPATH/macros/custom/financial.

ENABLE_FEAT_TWO_STEP_TAPE
Controls the steps that General Ledger and Payroll/Personnel require to complete processing. If the macro value is Y, The messages will each require two steps to complete. The first message is to load the tape and send mail to user(s) that the data awaits them, and the second message is to verify the data and perform the export processing. The macro default value is N, and it specifies that the messages will be a single step that performs all processing.

ENABLE_MULTI_PR_SUBS
Controls the prompting for subsidiary name when you are using only one subsidiary for processing payroll. The macro default value is N, and it specifies that the system suppresses the prompt for subsidiary name.

ENABLE_DIR_DEP
Controls the display of menu options pertaining to direct deposit processing. The macro default value is Y, and it ensures that the menu options pertaining to direct deposits appear.

DOC_PRCK_DEF
Controls the valid document codes for payroll check writing. The default value is PR.

DOC_PRCK_VALID
Controls the valid document codes for payroll check writing. The default values are DD and PR.

FORM_PRCK_DEF
Controls the form type for payroll checks. The default value is prcheck.

FORM_DIRD_DEF
Controls the form type for direct deposits. The default value is dirdep.

FORM_PRCK_VALID
Controls the form names for payroll. The default values are prcheck and dirdep.

EEO_CURRENT_FUND
Identifies the fund from which the employee is paid. The default value is 10.

EEO_HRS_WEEK
Defines the average number of work hours per week for EEO reporting. The default value is 40.

EEO_SAL1 - EEO_SAL11
Each macro identifies a salary code and salary range for EEO reports. The default values are 12000 - 55000.

EEO_FAC1_TEXT
Defines a category of faculty members for EEO reporting. The default value is Professor.

EEO_FAC2_TEXT

Defines a category of faculty members for EEO reporting. The default value is Assoc. Professor.

EEO_FAC3_TEXT
Defines a category of faculty members for EEO reporting. The default value is Assist
Professor.

EEO_FAC4_TEXT
Defines a category of faculty members for EEO reporting. The default value is Instructor.

EEO_FAC5_TEXT
Defines a category of faculty members for EEO reporting. The default value is Lecturer.

EEO_FAC6_TEXT
Defines a category of faculty members for EEO reporting. The default value is Other Faculty.

EEO_POS1_SHORT_ TEXT1 and TEXT2 through **EEO_POS10_SHORT_TEXT1 and TEXT2**
These ten macros define the brief names of categories of non-faculty positions for EEO
reporting. The default values are Exec/Admin through Research Asst.

EEO_POS1_TEXT through **EEO_POS10_TEXT**
These ten macros define the long names of categories of non-faculty positions for EEO
reporting. The default values are Exec/Admin/Managerial through Instruction/Research Asst.

EEO_SAL1_TEXT through **EEO_SAL8_TEXT**
These eight macros define the descriptions of the salary ranges for EEO reporting. The
default values are below 20,000 through 55,000 and above.

EEO_USE_POS_RANK
Defines EEO's use of the pos_rank field; place the macro within the comment section if you
use the pos_code value in the Rank table.

EMPR_NAME through **EMPR_FED_NO**
Defines the name and address of the employer for quarterly and W-2 reporting. The default
value is the name and address for Jenzabar, Inc.

DIRDEP_INST_ BANK_ACCT_NO
Identifies the bank codes and values for direct deposit processing.

DIRDEP_BANK_ DEST_CODE
Identifies the bank codes and values for direct deposit processing.

DIRDEP_ORG_ BANK_CODE
Identifies the bank codes and values for direct deposit processing.

DIRDEP_REF_CODE
Identifies the bank codes and values for direct deposit processing.

SUBS_PRCK_DEF
Controls the valid subsidiary codes for payroll processing. The default value is W/P.

SUBS_PRCK_VALID
Controls the valid subsidiary codes for payroll processing. The default value is W/P.

INST_NAME - INST_ZIP
Defines the name and address of the institution for screens, forms, W-2s and reports. The
default value is the name and address for Jenzabar, Inc.

Note: These macros apply to all areas of CX.

PR_DEF
Defines the default payroll code. The default is MNTH.

PR_VALID

Defines valid Payroll table values. The Default values are CWSP, MNTH, STU, REG, TEST, WEEK.

PRINT_AMT_ON_DIRDEP

If the default is defined, this macro causes the amount of the direct deposit to print on the voided direct deposit slip; for most institutions, this information appears on the check stub, and "VOID" appears in the check amount field.

CKAMT1_FORMAT

Defines the format of the ckamt1 field on the check forms. The default value is - $**,***,**&.&&.

CKSLCT_RUN_CODE

Enables you to use alternate address run codes for check printing. The default is CKSLCT

FED_NAME through **FED_TOC**

Defines the name and address of the institution for 1099 reporting. The default values are EMPR_NAME through 99999.

INT_TYPE

Defines the interest code for 1099 records. The default value is I.

MISC_TYPE

Defines the miscellaneous code for 1099 records. The default value is M.

W2FORM_RUN_CODE

Enables you to use alternate address run codes for W-2 printing. The default value is W2FORM.

TAXES_USE_N

Determines if the system will use computations from the Tax table. If you define this macro, you must also define the period code in the Tax table as N for the system to use the Tax table computation.

SECTION 5 - PAYROLL AUDIT

Overview

Introduction

This section provides reference information about the Payroll Audit (*praudit*) program. The Payroll/Personnel product uses Payroll Audit to locate and correct inconsistencies between detail and summary Payroll/Personnel records.

Purpose

The purpose of the Payroll Audit program (*praudit*) is to allow updating of the Deduction Assignment Calculation records. The fields that are updated in the Deduction and Assignment records are the month (mtd), quarter (qtd), fiscal year (ftd), calendar year (ytd), and system or contract (ctd) to date fields that pertain to the deduction amount, deduction base and assignment salary figures. And in the Assignment Calculation record, the actual-to-date (atd) field is updated.

As a feature of *praudit*, the user can pass a date to the program. The date is used to update records to reflect the way they should have looked on that date. The *praudit* program bases all computations on the accounting system. This means that all checks that were erroneous should be voided and/or adjusted in the accounting system before the payroll audit is run.

Program Features Detailed

This section contains details about the following features of the Payroll Audit program:
- Record Usage
- Example Output
- Parameters

Payroll Audit in Reporting

Validating the payroll record totals for various time frames happens during the payroll auditing process. The general and subsidiary ledgers are used to validate payroll data consistency.

Using Payroll Audit in Quarterly Reporting

The *praudit* program addresses the timing issue on quarterly reports. If an institution initializes the quarterly figures through the *prstart* program and then realizes that quarterly reports need to be run, the user can do the following:
1. Run *praudit* with Update for the last date of the quarter for which the quarterly reports are to be printed.
2. Run the quarterly reports.
3. Run *praudit* with Update for the check date of the last completed payroll.

Record Usage

Introduction

A. The *praudit* program processes the Assignment records for each employee in ID order. If ID numbers pass through the command line arguments, the IDs will process in the order given.

B. After *praudit* loads a structure that contains all the Assignment records for an employee, it loads the Deduction records.

C. Then *praudit* loads the Subsidiary Entry and Transaction records for the employee as well as all the General Ledger Transaction records.

D. The *praudit* program determines if any of the records need updating.

Deduction Amounts

The Subsidiary Transaction records are processed to determine if they should be included in the to date figures for the deduction amount month, quarter, year, and contract. The comparison dates are the run date (today's date or command line date) and the voucher date (when the subsidiary transaction occurred). If the voucher date is greater than the run date, the transaction will not be included in the deduction amount.

Deduction Base Amounts

The base is accumulated based on the (subtr_assoc_amt) as found in the Subsidiary Transaction records for the deduction being updated.

Note: The deduction amounts are only accumulated if there was a Deduction Calculation record open on the voucher date that created the subsidiary transactions. This allows for the base of a deduction (e.g., FICA) to be updated only for parts of a year. This is very useful for students who work during both the summer and the school year.

Assignment Salary Amounts

The general ledger transactions update the assignment salary amounts. Transactions entered on the same general ledger entry as the subsidiary entries located for the employee will be included.

Note: The system updates an assignment by finding all the transactions that were not deduction, subsidiary control, or due to/from accounts. The transactions are associated with an employee through the Position record. The Position record for the employee will hold the account that should be in the general ledger transaction. This means that a position that has been used should not have the account changed even though the program allows for this update. The only reason *employ* allows for the update is if a position is added incorrectly and noticed before the position is used.

Program Mail

The program mails a message to the user upon completion. The following in an example of a mail file:

```
Audit File: '/usr/carsdev/audit/payroll/850304.1130'
Could not find the position record for assgn_rec '615' 'BIOHEADD'. Stat:'6010'
No assignment calculation for ID:  '2203' Pr:  'STU ' Pos: 'BIOSTU'
No Pos:  'ANTHHEAD' in the assignment records for ID:  '2345' Pr:  'MNT'
Multiple assignment calculations for ID:  '4567' Pr:  'MNTH' Pos:  'STUDENT'
      Check Date:  '03/01/91' Bal Prd:  'MNT056'
No valid assignment calculation for ID:  '5777' Pr:  'STUD' Pos:  'STUDJAN'
      Check Date:  '02/28/91' Bal Prd:  'STU022'
Multiple positions with acct '10-1004-6020-   -    ' Pr: 'SAL' ID: 34444
No pos w/ acct '10-1604-6000-   -   ' Pr: 'TES' ID:  110 Amt:  1100.00
ID-110.Subs trs earnings were 1100.00.GL trs totaled 0.00.Balprd: 'TES012'
Payroll Audit completed successfully
```

Note: The first line in the mail file will be the file name for the output of the program. The location of the audit file is $CARSPATH/audit/payroll. The file name is a combination of the system date and time in the form "yymmdd.hhmm". If more than one audit is started in the same minute of time, a lower case letter (beginning with "a'" will be appended to the file name as a suffix.

Example: If the program is started on 09/15/98 at 10:00 am, the file will be 980915.1000.

Example Output from Payroll Audit

Payroll Audit generates output in the following format:

```
Payroll Audit run for date: 03/31/1998
ID          Code    Pr       Rec Amt       Computed Amt     Type  Prd  Upd
00000110    ACCI             1200.00              0.00      DEDBASE  M
                             2400.00           1200.00      DEDBASE  Q
```

ID column
Gives the ID number of the employee.

Code column
Gives the deduction code or the position code of the employee.

Pr column
Gives the payroll on which the employee worked in the position. It is only relevant to positions because deductions are not stored by payroll.

Rec Amt column
Gives the amount that is currently stored in the Deduction or Assignment record.

Computed Amt column
Gives the amount that should be in the Deduction or Assignment record according to the system.

Type column
Describes what type of field is being updated. It can be one of four values: DEDBASE, DEDAMT, ASSGN, or ASSGNC.

Prd column
Indicates which of the fields is being updated:
- P - period to date
- M - month to date
- Q - quarter to date
- Y - year to date
- F - fiscal to date, where C = contract to date, and A = actual to date (assignment calculation records only)

Upd column

Indicates if the record was actually updated. If an "*" appears in the column, the record was updated in the database.

Parameters

Command Line

Four different options can be passed to *praudit*. They allow for updating data values where current data differs from computed amount (-u), passing a date to *praudit* to recompute the data values (-d), passing payroll subsidiaries to *praudit* (-s), and passing ID numbers to be audited (-i).

-u

Denotes that the program should update any field in which the current data differs from the amount computed.

-d

Allows the operator to pass the date for which the audit is to be run. If the date is not given, the run date is considered to be the system date.

-s

Allows the operator to pass the payroll subsidiaries to the program.

-i

Allows the operator to pass the IDs to audit. If this argument is not given, *praudit* will process all employees that have Assignment records.

Examples of Parameter Usage

1. Audit records based on the system date for W/P (no update):
   % praudit -s W/P
2. Audit records for third quarter for W/P and W/S (no update):
   % praudit -s W/P W/S -d 09/31/1998
3. Audit records for third quarter for W/P and W/S, update differences:
   % praudit -s W/P W/S -d 09/31/1998 -u
4. Audit records for third quarter for W/P for IDs 110, 112, 114
   updating any differences:
   % praudit -s W/P -d 09/31/1998 -i 110 112 114 -u

Examples of Run Date Usage

The run date parameter dictates the transactions that Payroll Audit reviews.

A user just ran a payroll today (09/13/1998) for a voucher date (check date) of 09/15/1998. If the program is called as follows, "% praudit -s W/P -u," then those transactions for the payroll the user ran today will be excluded in the update since their check date is two days greater than the rundate. If it was desired to include those transactions, the program command line arguments should be "% praudit -s W/P -u -d 09/15/1998." This means that the following date range of transactions will be included if the rundate is 09/15/1998:

    month to date   = 09/01/1998 - 09/15/1998
    quarter to date = 07/01/1998 - 09/15/1998
    year to date   = 01/01/1998 - 09/15/1998
    fiscal to date = 06/01/1998 - 09/15/1998
    system to date = 01/01/2001 - 09/15/1998

SECTION 6 - W-2 BUILD

Overview

Introduction

Information about each employee is gathered into a database file before the printing of W-2s. This allows you to make adjustments of W-2 data before and after the printing of test W-2s if necessary. After the information has been stored in the W-2 file, the payroll system can start up the new year's payrolls and proceed as normal.

Program Features Detailed

This section contains details about the following features of *w2build*:
- Process flow
- Parameters

Setup for W-2 Processing

The *w2build* program is run once a year for Federal W-2s, and four times a year for quarterly state magnetic tape reporting. The program determines the information to be put on the W-2 from the Deduction and Assignment records and puts this information in the w2_rec file. The w2_rec is a temporary working file for the W-2 process. Information from previous years or previous quarters is, however, retained in the w2_rec for future reference. When *w2build* is run, it deletes any information for the current quarter or year from the database. The information is then read from the database and added to the W-2 records. This allows you to run *w2build*, find and correct a problem, and rerun it as many times as necessary.

Example: w2build -d 12/31/1998

Box 10 - Dependent Care Benefits
Box 10 reports the total amount of dependent care benefits under section 129 paid or incurred by the employer for the employee, including any amount in excess of the $5,000 exclusion. A Y/N flag will need to be set in the Deduction table to indicate that the table entry is for a dependent care benefit. This is done by updating the Dependency Care field to "Yes."

Box 11 - Nonqualified Plans
Box 11 reports the total amount of distribution to the employee from a nonqualified deferred compensation plan or a Section 457 plan. If either case is true for your institution, the Deduction table entry for that particular deduction will need to be updated. The update that needs to occur is the setting of a logical (Y/N) flag on the second display of the Deduction table screen. If the deduction represents a distribution from a nonqualified plan, the Nonqualified Plan field should be updated to "Yes." Likewise, if the deduction represents a distribution from a Section 457 plan, the Section 457 Plan field should be "Yes." These flags should not both be "Yes" for any given deduction since the deduction represents a distribution from one type of plan or the other, not both.

Box 12 - Fringe Benefits and Allowances
The IRS requires that fringe benefits be reported in box 12 of the employee's W-2. The *w2build* determines which deductions are fringe benefits by looking for deduction types of F (fringe) or A (allowances.) If an allowance or fringe benefit is not reductive to federal tax, it will be included in box 12. The total of the fringe benefits the employee receives will be printed in box 12 and included in the wages, tips, and other compensation reported in Box 1.

Box 13 - Special Reporting Codes
The federal government specifies thirteen codes for use in box 13. These codes, as described in the IRS documentation, *Instructions for Form W-2*, are the following:
- A - Uncollected social security tax on tips
- B - Uncollected Medicare tax on tips
- C - Group life insurance for employees (cost of coverage over $50,000)
- D - Contributions to a Section 401(k) cash or deferred arrangement
- E - Contributions to a Section 403(b) salary reduction agreement to purchase an annuity contract
- F - Contributions to a Section 408(k)(6) salary reduction SEP
- G - Contributions to a Section 457 deferred compensation plan for state or local government employees
- H - Contributions to a Section 501(c)(18)(D) tax-exempt organization plan
- I - Sick pay not includable as income
- J - Excess golden parachute payments
- K - Amount of employee business expenses treated as substantiated (i.e., the nontaxable portion)
- L - Uncollected social security tax on excess group term life insurance
- M - Uncollected Medicare tax on excess group term life insurance

CX currently has no way to determine the value of uncollected social security taxes on tips, the cost of group-term life insurance, sick pay, or "golden parachute" payments. As stated earlier, the only reporting codes functionally supported are those related to deferred compensation, codes D through H. If any of the other circumstances apply to you, you will have to update the employee's W-2 record after *w2build* has finished.

For those deductions that do fall under the qualifications for one of the deferred compensation codes D through H, not only will the code have to be entered in the W2 Code (Box 13) field of the Deduction table screen, but several logical fields will need to be updated also. The Deferred Compensation logical field will need to be set to "Yes" for W-2 codes D through H.

Each form may have up to three codes listed in Box 13. If a for has more than three codes, additional separate forms will be printed until all the deduction codes for a particular employee are listed. The code will print as a capital letter followed by the associated dollar amount. A single blank space will appear between the letter and the amount.

Box 14 - Other Information
You may use Box 14 to report any other information you want to give to your employee. Set this up in the Deduction table by updating the W-2 Type field with a code of E for each deduction you desire to report in Box 14. As mentioned earlier in this document, the format of the information printed in Box 14 is the four character deduction code followed by the associated amount. Examples are union dues, health insurance premiums deducted, moving expenses paid, educational assistance, etc. There is enough room for up to four items in Box 14, and additional separate forms will be printed to list all the information available.

Output from W-2 Build

When finished, *w2build* will send electronic mail to the operator. The subject line of the mail message will say that *w2build* completed successfully or indicate that an error occurred. If an error occurs, the problem will need to be corrected and *w2build* rerun before processing the rest of the W-2s. Otherwise, if the error is not easily correctable, the W-2 records will need to be updated by the operator to correctly reflect an individual's wage record.

Process Flow

Introduction to the W-2 Process

The Payroll/Personnel system accumulates data about employees' earnings and deductions in several files in the CX database. The w2build program reads employee data from these files, performing whatever accumulation and calculations are necessary, and writes the resulting information into the W-2 records. The *w2form* program uses this file to create a file for the Forms Production System, and the new file is used to print the W-2s. The *w2tape* program also uses it to create a tape for the Social Security administration.

A record of the data used in the printing of W-2s is maintained in the W-2 records. You can view or update the records for individual employees by querying on their ID numbers and the year. Before printing the W-2s on preprinted forms, Jenzabar suggests that you print the W-2s on blank paper to verify them. This will help you estimate of how many W-2s you will use (and help insure you have an adequate supply of preprinted forms), and more importantly, it will let you verify the information without wasting any preprinted forms. If there are any problems with the data, you can update the W-2 records and reprint the test W-2s.

Preparing the Database

You should run *w2build* before the first payroll of the new year since the first payroll re-initializes the payroll data. Check the validity of all the payroll and accounting data after the last payroll run in the previous year. Although the W-2 record itself may be corrected or additional records entered, it is more efficient (and preferable from an accounting standpoint) to make sure the data is correct before creating the W-2 records. You can verify data by running *glaudit*, *saaudit*, and *praudit.*

Also, you should double check data in the Payroll tables (Deduction, Payroll, Reduction, etc.) before running *w2build*.

In the Deduction table, the W-2 Type Code must be specified to differentiate between various federal, social security, state tax, local tax, unemployment, and Medicare deductions. The W-2 type codes are A,B,C, D, F, and G respectively. If the correct W-2 type is omitted for a deduction, *w2build* will not evaluate that deduction's data for use in the W-2 record. This will result in incorrect W-2s.

Another W-2 Type code, E, is for those deductions that you want to display in Box 14 of Form W-2 as additional information to the employee. The W-2 form will display this information in the format of the four character deduction code followed by the amount associated with that particular deduction.

For state tax deductions, the state abbreviation found in the Deduction table should correspond to the abbreviation found in the State table. Local tax deductions should have the name of the locality entered in the appropriate field as it is to appear on the W-2 form as well as the correct local tax type.

The Deduction table also contains a W-2 Code field which must be entered for the reporting of deductions that are to appear in Box 13 of the W-2 form. Only the deductions that are determined to be those representing deferred compensation plans (codes D through H) are possible candidates for a code value in this field. For a complete list of code values, see *Box 13 - Special Reporting Codes*.

Other fields in the Deduction table that require special notice for W-2 reporting are a group of Y/N fields that indicate unique characteristics about a Deduction table entry. A Yes in these fields to indicates that the deduction is one of the following:

- Deferred Compensation
- Section 457 Plan (distribution only)
- Nonqualified Plan (distribution only)
- Dependency Care

Finally, the Payroll table for each type of payroll needs to contain an entry for the format of W-2 form to be printed. Normally the form type is w2, but some institutions also run print their W-2s on double-wide forms (w2dbl).

Parameters

Introduction

CX contains parameters and compilation values for executing the W2 Build program. You can specify parameters to compile *w2build* in a specified manner at the time of execution.

> **Note:** You can also specify compilation values with the includes for the Payroll/Personnel product that affect *w2build*.

Parameters

The following lists the parameters for running *w2build*.

The -d (date) Operator
Required - *w2build* determines the tax year from the date parameter given with the -d operator. For the 1998 tax year, the calendar year end date, 12/31/1998, would be used.

The -q (quarterly reporting) Operator
Optional - The -q operator indicates that *w2build* is being run to generate quarterly state reporting information. Currently, the only states supported are Ohio and Texas.

SECTION 7 - W-2 TAPE

Overview

The W-2 magnetic tape reporting process (*w2tape*) uses the information in the W-2 record to report annual FICA wage and federal tax information to the Social Security Administration.

Introduction

The *w2tape* program formats the W-2 information previously prepared by the *w2build* so it can be written to a magnetic tape. The *w2tp* program writes this information onto the tape that you will send to the Social Security Administration.

CX only reports data for FICA wage and federal tax purposes. CX also supports state information for Ohio and Texas quarterly reporting requirements. Other states may accept the information produced by the quarterly reporting options.

Program Features Detailed

This section contains details about the following features of the *w2tp* program.
- Process flow
- Parameters

Process Flow

Writing the W-2 Tape

The Write W-2 Tape menu option takes the information created by *w2tp* and writes the W-2 tape. When this option is run, it displays the date and time of the most recent tape file and asks you if you want to use this file to create the tape. If the operator enters N, the program will search for the next file that has not been written. When all files are written, the program will exit.

After a file is selected by the operator, you write to the tape. The files are stored in ${CARSPATH}/spool/tape. The *w2tp* program creates two files in ${CARSPATH}/spool/tape with names of wXXXXXX.dat and wXXXXXX.lab (where XXXXXX is a number assigned by the program). After you write them to tape, the program renames them cXXXXXX.dat and cXXXXXX.lab respectively.

Rewriting the W-2 Tape

If you need to rewrite a tape after you have written the W-2 tape, you can rename the files and rewrite the tape. For example, enter the following commands at the UNIX prompt:

cd $CARSPATH/spool/tape
ls -lt c*

This command will list the completed W-2 tape files. To rewrite the last tape, select the first two files on the list and rename them as follows:

mv c123456.dat w123456.dat
mv c123456.lab w123456.lab

Parameters

Introduction

CX contains parameters and compilation values for executing the W-2 Tape program. You can specify parameters to compile W-2 Tape in a specified manner at the time of execution.

> **Note:** You can also specify compilation values with the includes for the Payroll/Personnel product that affect the W-2 Tape program.

Parameters

The following lists the parameters for running *w2tp*.

-f Form Type for Output
The -f operator gives the type of form to use to create the data file for *w2tp*. Only W-2 records that have this formtype will be selected for the tape. This allows for one type of W-2 to be reported on magnetic tape while another type is reported on printed form. This is primarily useful in the case of pension W-2s, which have a different tape format and use a different printed form.

-i ID Numbers for Employees
The -i operator enables you to pass one or more employee ID numbers to *w2tape* for writing a select group of employees to tape. This is intended for testing purposes only. The Social Security Administration recommends that corrections to a tape submission be made on paper forms. Magnetic tape corrections differ from the regular W-2 magnetic tape format and are not supported by CX.

-q Quarterly Reporting Options
These options appear only on the State QTD Reporting menu and tell *w2tape* it should produce the quarterly state tape instead of the yearly federal tape.

SECTION 8 - DIRECT DEPOSIT PROGRAMS

Introduction

Two programs need to be run for direct deposit. The first program is *dirdep* that creates a file in /usr/spool/tape for the program *ddtp* to create the direct deposit tape. The *dirdep* program's main purpose is to create two files in /usr/spool/tape as tXXXXXX.lab and tXXXXXX.dat. These files are the input into the *ddtp* program that actually writes the tape.

When to Run

The direct deposit programs should be run after *ckslct* for the direct deposit run. For more information on these programs, see the *Financial Technical Manual.*

Parameters

There are seven command line arguments to the *dirdep* program:

```
        -c n            Check group selected for checks
        -d n            Destination ACH
        -i n            Company federal tax identification no.
        -m n            Immediate destination code
        -n n            Company name
        -o n            Origin ACH
        -r n            Reference code
```

The last six arguments will be kept in the menu file system since they will remain constant on all direct deposit runs. Therefore, only the Check Group record number will be needed as input to *dirdep*.

The *dirdep* program completes two main passes. The first pass is through all the Subsidiary Account records for W/P subsidiary. In this pass, a check is made to determine if prenotification should be done. Prenotification will only be done on those employees who have the suba_auto_bank = Y and ckall_prenot_proc = N. In addition, those employees who are candidates for prenotification must have the fields ckall_bank_code, ckall_bank_acct, and ckall_acct_type entered correctly for each account.

The second pass is through the Check Request records (ckreq_rec) for the Check Group record (ckgrp_rec) given as a command line argument. For each employee, an entry will be made on the direct deposit tape.

> **CAUTION:** Do not update any ckreq_recs to get the desired results in *dirdep*. A change to the ckreq_rec causes a fatal error in the check posting program (*ckpost*) and *FPS* would print an erroneous amount on the form of payment.

> **Note:** To abort a run of *dirdep*, the Jenzabar coordinator must execute three steps.
>   1. Update all prenotification processed flags to N where the prenotification date equals the ckgrp_rec date.
>   2. Update the ckgrp_rec record so the field ckgrp_dirdep_date is set to 00/00/00.
>   3. Remove the two entries in /usr/spool/tape created on this run. Check the date on the files to ensure you are removing the correct ones.

Example Email from *dirdep*

The following is an example of the mail that could be received from *dirdep*:

```
From kelly Wed Nov 22 13:06:08 1998
 id AA06617; Wed, 22 Nov 98 13:06:07 est
Date: Wed, 22 Nov 98 13:06:07 est
From: Kelly R. Smith <kelly>
Message-Id: <9711221806.AA06617@carsmax.UUCP>
To: kelly
Subject: Dirdep reports
Status: R
                --------Dirdep Prenotification Report--------
Roberts, Charles Ira, Id #   110 (Acct '544445') prenotification completed
    --------Dirdep tape control file and tape data file written--------
Roberts, Charles Ir, id:         110, acct: 654634212121212  , amount:     78.44
Roberts, Charles Ir, id:         110, acct: 66666666666666666, amount:    705.94
Harris, William L, , id:       20240, acct: 10-30-30          , amount:    100.00
Harris, William L, , id:       20240, acct: 123456787654321   , amount:     25.16
Harris, William L, , id:       20240, acct: 11-20-89          , amount:    132.11
Ogle, Barbara Lou  , id:        2664, acct: 532234111         , amount:    247.97
                --------Dirdep Error Report--------
---> Key: W/P  110 (Acct '544445'):
---> Key: W/P  110 (Acct '44444'):
        - No blanks allowable in bank code: '4 4444442'
        - Bank code check digit invalid: '4 4444442'
```

This report gives the following information.
- An employee has an entry for prenotification.
- Three employees will receive direct deposit to the accounts shown for the amounts shown.
- Employee 110 will not receive direct deposit to account 544445 or account 44444 because of errors in the Check Allocation record (ckalloc_rec). Instead, the amounts specified for these accounts will overflow into prenotified accounts.
Errors will only show for those who have the suba_auto_bank field as "Y".

The *ddtp* Program

The *ddtp* program takes a file from the "/usr/spool/tape" directory and writes the direct deposit tape. When *ddtp* is run, it displays the date and time that the file was created and prompts the operator to use this file to create the tape. If the operator enters an N, the program will try to find another file that has not been written and prompt the user it about using that file. When there are no more files, the program will exit.

After the operator selects a file, it will be written to tape. When the program has successfully completed, the "tXXXXXX.dat" and "_XXXXX.lab" will become "dXXXXXX.dat" and "dXXXXXX.lab," respectively.

If for some reason a tape needs to be rerun after the *ddtp* program thinks that it ran successfully, the "'XXXXXX.dat" and "dXXXXXXX.lab" should be renamed to:
- "tXXXXXX.dat"
- "tXXXXXXX.lab"

   Example: mv d123456.dat t123456.dat
                mv d123456.lab t123456.lab

SECTION 9 - MENUS, SCREENS, SCRIPTS, AND REPORTS

Overview

Introduction

This section provide reference information for the following features of the Payroll/Personnel product:
- Menu source files
- Menu option files
- PERFORM screens
- SQL scripts
- Csh scripts
- ACE reports

Directory Locations

The features detailed in this section are located in the following directory paths:

Menu Source Files
- $CARSPATH/menusrc/payroll/eeomain
- $CARSPATH/menusrc/payroll/employee
- $CARSPATH/menusrc/payroll/instrptg
- $CARSPATH/menusrc/payroll/praudit
- $CARSPATH/menusrc/payroll/prprocess
- $CARSPATH/menusrc/payroll/statetape
- $CARSPATH/menusrc/payroll/tables
- $CARSPATH/menusrc/payroll/w2

Menu Option Files
- $CARSPATH/menuopt/payroll/informers
- $CARSPATH/menuopt/payroll/programs
- $CARSPATH/menuopt/payroll/reports
- $CARSPATH/menuopt/payroll/screens
- $CARSPATH/menuopt/payroll/scripts
- $CARSPATH/menuopt/personnel/programs
- $CARSPATH/menuopt/personnel/reports
- $CARSPATH/menuopt/personnel/screens

PERFORM Screens
- $CARSPATH/modules/payroll/screens
- $CARSPATH/modules/personnel/screens

SQL Scripts
- $CARSPATH/modules/payroll/informers

Csh Scripts
- $CARSPATH/modules/payroll/scripts

ACE Reports
- $CARSPATH/modules/payroll/reports
- $CARSPATH/modules/payroll/others
- $CARSPATH/modules/personnel/reports

Payroll/Personnel Menus

Introduction

The CX menu source (menusrc) directory path contains definitions of the CX menu structure. Specifically, the $CARSPATH/menusrc/fiscal directory path contains definitions for Payroll/Personnel menus. The following directories corresponding to Payroll/Personnel appear in these paths:

- $CARSPATH/menusrc/fiscal/payroll/eeomain
- $CARSPATH/menusrc/fiscal/payroll/eeomain/eeorptg
- $CARSPATH/menusrc/fiscal/payroll/employee
- $CARSPATH/menusrc/fiscal/payroll/instrptg
- $CARSPATH/menusrc/fiscal/payroll/instrptg/prrptg
- $CARSPATH/menusrc/fiscal/payroll/instrptg/persrptg
- $CARSPATH/menusrc/fiscal/payroll/instrptg/govrptg
- $CARSPATH/menusrc/fiscal/payroll/instrptg/cwsp
- $CARSPATH/menusrc/fiscal/payroll/instrptg/eeo
- $CARSPATH/menusrc/fiscal/payroll/praudit
- $CARSPATH/menusrc/fiscal/payroll/prprocess
- $CARSPATH/menusrc/fiscal/payroll/prprocess/ckwrtg
- $CARSPATH/menusrc/fiscal/payroll/statetape
- $CARSPATH/menusrc/fiscal/payroll/tables
- $CARSPATH/menusrc/fiscal/payroll/tables/system/codes/payrollak
- $CARSPATH/menusrc/fiscal/payroll/tables/system/codes/payrolllr
- $CARSPATH/menusrc/fiscal/payroll/tables/system/codes/payrollsz
- $CARSPATH/menusrc/fiscal/payroll/w2

Menu Structure

Introduction

CX menus provide access to a functionally related group of menu options. For example, a CX user in the Admissions office can access all the options necessary for processing prospects, recruits, and applicants from his/her menu, but typically cannot access options for processing accounting information. Depending on the work responsibilities of the CX users at your institution, you can customize their menus to offer access to as many or as few menu options as desired.

The selections that appear on the CX menus at your institution are controlled by a variety of interrelated directories and files. This section explains how the directories and files define CX menus, and it provides information about the standard CX menu options.

Directories and Files that Define Menu Structures

The directories and files that control the standard CX menus are:
- Menu source directories
- Menu description files
- Menu option files

Menu Source Directories

Menu source (menusrc) directories define the branches of menus and submenus that offer access to CX features. The highest level of the menu source directory, located at $CARSPATH/menusrc, contains files and subdirectories similar to the following:

```
admit/                    student/
fiscal/                   system/
instdev/                  utility/
menudesc
```

Note: In this example, six subdirectories (designated with a slash [/] after their names) and one file appear in the menusrc directory.

## The Menu Description File: Example 1

Menusrc directories always contain a menu description (menudesc) file. The menudesc file
defines the options available at the current menu level. To continue the example above, the
menudesc file in the $CARSPATH/menusrc directory contains the following type of information:

```
#
#Revision Information (Automatically maintained by 'make' - DON'T CHANGE)
#-------------------------------------------------------------------------
#$Header:
#$Log:
#
#-------------------------------------------------------------------------
#
#
TI=INST_NAME: Master Menu
SD=CARS Solution Master Menu
LD=Master Menu For INST_NAME
m4_keepif(ENABLE_MOD_ADMISSIONS, `Y')
MNU_SUB(admit)
m4_keepend
MNU_SUB(student)
MNU_SUB(fiscal)
m4_keepif(ENABLE_MOD_DEVELOP, `Y')
MNU_SUB(instdev)
m4_keepend
MNU_SUB(system)
```

Interpreting the menudesc File in Example 1

In this example, the menudesc file has the following information:
- Comment lines (lines beginning with a pound sign [#])
- Title and descriptive information (lines beginning with TI [title], SD [short description], or LD [long description])
- Keepif lines (lines indicating that a particular submenu is available if a corresponding ENABLE macro is set to Y)
- Keepend lines (lines indicating the end of a macro-controlled option)
- MNU_SUB lines (lines showing the name of the submenu)

Specifically, this example defines a menu called <institution name>: Master Menu. Assuming your institution has purchased the Admissions and Development applications and has enabled the ENABLE_MOD_ADMISSIONS and ENABLE_MOD_DEVELOP macros, your Master Menu would contain the following menu options:
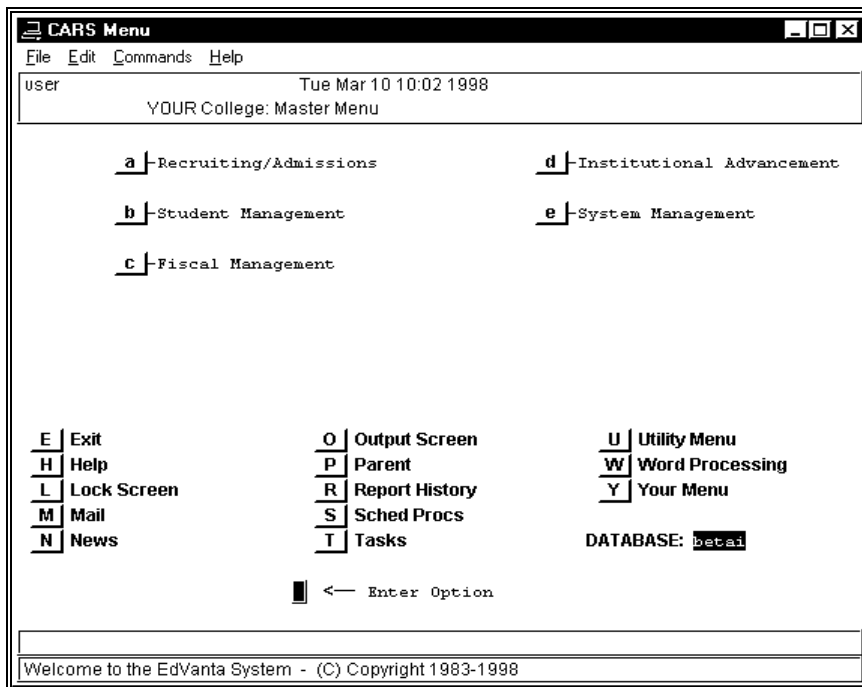
Note: The names used for each of the submenus are controlled in their respective submenus.

Subdirectories in the menusrc Directory

Typically, the menusrc directory for a particular menu also contains subdirectories that relate to that menu's submenu options. In the example of the Master Menu, the following subdirectories are in the main $CARSPATH/menusrc directory, and they relate directly to the menu options that appear on the preceding menu screen example.

admit/
Recruiting/Admissions submenu

fiscal/
Fiscal Management submenu

instdev/
Institutional Advancement submenu

student/
Student Management submenu

system/
System Management submenu

utility/
Utility submenu (accessed from the lower part of the CX menu screen)

Contents of menusrc Subdirectories

The menusrc subdirectories have the same components as the main menusrc directory used in the preceding examples. Each contains subdirectories for more submenus, as well as a menudesc file that defines the appearance and contents of the submenu itself.

Navigating the menusrc Subdirectories

By using UNIX commands to move into any of the menusrc subdirectories and viewing its contents (i.e., its own subdirectories, if any, and its related menudesc file), you can view and map the menus, submenus, and menu options available at your institution. To continue the preceding example, if you enter **cd utility** at the UNIX prompt while in the $CARSPATH/menusrc directory, you can then enter **lsf** to display the contents of the utility subdirectory, as in the following:

```
Makefile         data/           iq/           ltrlblrep/      spooler/
RCS/             document/       login/        menudesc
adr/             files/          ltrlbl/       sbscr/
```

If you then enter **cd data** at the UNIX prompt and execute the **lsf** command again, you display the contents of the data subdirectory, as in the following:

```
Makefile         RCS            menudesc
```

In this example, only a menudesc file appears, indicating that no submenus exist at the $CARSPATH/menusrc/utility/data menu source level. The menudesc file in this case contains the actual menu options you can run from the Utilities/Data Entry menu. If desired, you can view the menudesc file using *vi, more,* or other UNIX commands.

The Menu Description File: Example 2

The menudesc file in Example 1 contains references only to submenus, that is, each line in the menudesc file that begins with MNU_SUB refers to a submenu. Another type of line can appear in the menudesc file: the MNU_OPT line. MNU_OPT lines do not refer to submenus; instead, they provide the link from the menu to the actual process (e.g., a program, script, report, or screen) you can run. For example, the menudesc file in the $CARSPATH/menusrc/utility/data directory contains the following type of information:

```
#
#Revision Information (Automatically maintained by 'make' - DON'T CHANGE)
#----------------------------------------------------------------------
#$Header: menudesc,v 8.1 97/10/03 15:34:36 jdoe Released $
#----------------------------------------------------------------------
#
TI=Utilities: Data Entry Menu
SD=Data Entry
LD=Data Entry
PW=@STD
MNU_OPT(common/programs/ide)
```

Interpreting the menudesc File in Example 2

In this example, the menudesc file has the following information:
- Comment lines (lines beginning with a pound sign [#])
- Title and descriptive information (lines beginning with TI [title], SD [short description], or LD [long description])
- Password information (the line beginning with PW)
- MNU_OPT line (the line showing the location of the menu option itself)

Note:
- As with the menudesc file in Example 1, this file can also contain Keepif and Keepend lines to control the availability of optional processes.
- Although the menudesc file in Example 2 contains only one menu option (common/programs/ide), menudesc files can contain as many options as you care to display on a single menu.

Menu Option Files

The menudesc file for a particular menu or submenu points to the specific menu options you can run (e.g., Example 2 referred to the single menu option common/programs/ide, indicating that a common program is the only option available from the selected submenu).

To locate the menu option files for a particular menu, use the following command syntax:

cd menuopt/<directory on menudesc line>

For Example 2, the appropriate command is:

cd menuopt/common/programs

When you list the contents of the directory, the list resembles the following:

```
Makefile          ctcbatchr        ide              tuserid
RCS/              evnte            ide,fa
adrtest           fo.op            perm.a
ctcbatch          fo.stu           perm.c
```

This directory example contains several menu option files that are linked to other menudesc files. By their names, you can usually determine the process the menu option executes. For example, ide and ide.fa run versions of *identry*, and fo.op and fo.stu run versions of *forment*. More than one version of these processes exist because, depending on the needs of each menu user, you may want to use different titles or parameters.

You can view the specific menu option file using *vi*, *more*, or other UNIX commands.

Interpreting the Menu Option File

The menu option file contains three primary types of information:
- A definition of the parameter screen that appears when a user selects the option from the menu, including information for comment lines
- The name of the screen, program, script, or report the menu option executes
- The parameters, if any, that determine how the menu option should execute

An excerpt from the ide menu option file demonstrates these three types of information. The horizontal lines on the excerpt divide the types of information and have been added to help you interpret the file's contents.

```
----------------------------- Parameter screen --------------------------------------
}
screen
{
                  m4_center_clipped(ID DATA ENTRY,40)
                  m4_center_clipped(PP_OFFICE[PA5], 40)
                  m4_center_clipped(PP_TICK[PA7], 40)
}
end
attributes
SD: optional,
    default = "ID Data Entry";
PW: optional,
    default = "@STD";
RD1: optional,
    default = "`Functions:'                              ";
RD2: optional,
    default = "";
RD3: optional,
    default = "`Enter ID Records for Individuals'    ";
RD4: optional,
    default = "Enter ID Records for Non-individuals";
PR: optional,
--------------------------------Executed Process---------------------------------------
    default = "BIN_PATH/identry";
------------------------------Processing Parameters-------------------------------------
m4_keepif(ENABLE_FEAT_AUTOMODE, `Y')
PA1: optional,
    default = "-a";
m4_keepelse
m4_keepif(ENABLE_FEAT_FORCEQUERY, `Y')
PA1: optional,
    default = "-F";
m4_keepend
m4_keepend
PA2: optional,
    default = "-D";
PA3: optional,
    default = "3";
PA4: optional,
    default = "-o";
LU5 = ofc_table.txt, optional;
PA5: optional,
    comments = "COMMENT_OFC_TBCODE  COMMENT_TBL",
    length = 4,
    lookup LU5 joining *ofc_table.ofc,
    upshift;
PA6: optional,
    default = "-T";
LU7 = tick_table.txt, optional;
PA7: optional,
    comments = "COMMENT_TICK  COMMENT_TBL",
    length = 4,
    lookup LU7 joining *tick_table.tick,
    upshift;
end
```

Determining the Type of Executed Process

In the preceding example, the location of the menu option ($CARSPATH/menuopt/common/programs) indicates that the menu option executes a program. The reference to BIN_PATH within the menu option file also indicates the execution of a program. However, many menu options execute other types of processes (e.g., screens, scripts, or reports).

The following list shows the type of process executed, the _PATH reference from the menu option file, and the type of menu option directory path in which the process resides.

Process type	_PATH reference	Menu option directory path
Program	BIN_PATH	/programs
C shell script	SCP_PATH	/scripts
Report	ARC_PATH OTH_PATH	/reports /others
SQL statement	INF_PATH	/informers
PERFORM screen	SCR_PATH FRM_PATH	/screens
Utility	UTL_PATH	/utilities

Summary of Menu Source, Menu Description, and Menu Option Information

When you need to modify any menu options in use at your institution, remember the following:
- Menu source directories reflect your CX menus and submenus.
- Menu source directories contain other menu source subdirectories and menu description files.
- Menu description files define the menu options that appear on each menu.
- Menu description files contain lists of the menu options and submenus.
- Menu option files contain the instructions needed to execute each CX process on every menu.

Menu Options

Payroll/Personnel : Data Entry Menu

Employee Maintenance

Menuopt File: $CARSPATH/menuopt/payroll/programs/emp
Program: employ

Id/Profile/Personnel

Menuopt File: $CARSPATH/menuopt/personnel/screens/idprofpers
PERFORM Screen: idprofpers

Before Changing Position

Menuopt File: $CARSPATH/menuopt/payroll/informers/chgpos
SQL Statement: chgpos

Update Maximum Deductions

Menuopt File: $CARSPATH/menuopt/payroll/informers/upddedmax
SQL Statement: upddedmax

Add Benefits

Menuopt File: $CARSPATH/menuopt/payroll/informers/addben
SQL Statement: addben

Benefit Maintenance

Menuopt File: $CARSPATH/menuopt/payroll/screens/ben
PERFORM screen: ben

Faculty Maintenance

Menuopt File: $CARSPATH/menuopt/common/screens/faculty
PERFORM screen: faculty

Skills Maintenance

Menuopt File: $CARSPATH/menuopt/payroll/screens/skills
PERFORM screen: skills

Payroll Records Maint

Menuopt File: $CARSPATH/menuopt/payroll/screens/pr
PERFORM screen: pr

Direct Deposit Maintenance

Menuopt File: $CARSPATH/menuopt/payroll/screens/subacct
PERFORM screen: subacct

Time Sheets

Menuopt File: $CARSPATH/menuopt/payroll/reports/timesheet
ACE Report: timesheet

Payroll Startup

Menuopt File: $CARSPATH/menuopt/payroll/programs/prst
Program: prstart

Entry of Time

Menuopt File: $CARSPATH/menuopt/payroll/programs/time
Program: timeent

Pre-Payroll Register

Menuopt File: $CARSPATH/menuopt/payroll/scripts/tmpayreg
Csh Script: tmpayreg

Time Register

Menuopt File: $CARSPATH/menuopt/payroll/programs/timereg
Program: timereg

Create Payroll Liability

Menuopt File: $CARSPATH/menuopt/payroll/reports/pay
ACE Report: pay

Deduction Period Register

Menuopt File: $CARSPATH/menuopt/payroll/scripts/dedprd
Csh Script: dedprd

Post Payroll Register

Menuopt File: $CARSPATH/menuopt/payroll/scripts/payreg
Csh Script: payreg

Employer Paid Deductions

Menuopt File: $CARSPATH/menuopt/payroll/reports/emprreg
ACE Report: emprreg

Payroll Audit by Subs

Menuopt File: $CARSPATH/menuopt/payroll/programs/prau.s
Program: praudit

Payroll Audit Through Date

Menuopt File: $CARSPATH/menuopt/payroll/programs/prau.sd
Program: praudit

Payroll Audit Update

Menuopt File: $CARSPATH/menuopt/payroll/programs/prau.su
Program: praudit

Payroll Audit by ID

Menuopt File: $CARSPATH/menuopt/payroll/programs/prau.sdi
Program: praudit

Payroll Audit Update ID

Menuopt File: $CARSPATH/menuopt/payroll/programs/prau.sdiu
Program: praudit

Payroll/Personnel : Payroll Reports Menu

Deduction Calculations

Menuopt File: $CARSPATH/menuopt/payroll/reports/dedcalc
ACE Report: dedcalc

Deductions by Employee

Menuopt File: $CARSPATH/menuopt/payroll/reports/empded
ACE Report: empded

Deduction Exceptions

Menuopt File: $CARSPATH/menuopt/payroll/reports/except
ACE Report: except

Deductions by ID

Menuopt File: $CARSPATH/menuopt/payroll/reports/empdeddtl
ACE Report: empdeddtl

Direct Deposit Records

Menuopt File: $CARSPATH/menuopt/payroll/reports/ddepsub
ACE Report: ddepsub

Employee Assignments

Menuopt File: $CARSPATH/menuopt/payroll/reports/empassgn
ACE Report: empassgn

Employees by Deduction

Menuopt File: $CARSPATH/menuopt/payroll/reports/ded
ACE Report: ded

Payroll Record

Menuopt File: $CARSPATH/menuopt/payroll/reports/pr
ACE Report: pr

Specific Deduction

Menuopt File: $CARSPATH/menuopt/payroll/reports/specded
ACE Report: specded

W-2 Box Table Report

Menuopt File: $CARSPATH/menuopt/payroll/reports/tw2box
ACE Report: tw2box

Payroll/Personnel : Personnel Reports Menu

Department Staffing

Menuopt File: $CARSPATH/menuopt/payroll/reports/deptstaff
ACE Report: deptstaff

Employee by Positions

Menuopt File: $CARSPATH/menuopt/payroll/reports/emppos
ACE Report: emppos

Performance Evaluation

Menuopt File: $CARSPATH/menuopt/personnel/reports/perfrev
ACE Report: perfrev

Personnel Directory

Menuopt File: $CARSPATH/menuopt/personnel/reports/persdir
ACE Report: persdir

Phone Directory by Name

Menuopt File: $CARSPATH/menuopt/personnel/reports/telid
ACE Report: telid

Phone Directory/Position

Menuopt File: $CARSPATH/menuopt/personnel/reports/telpos
ACE Report: telpos

Position Codes

Menuopt File: $CARSPATH/menuopt/payroll/reports/pos
ACE Report: pos

Position Vacancy

Menuopt File: $CARSPATH/menuopt/payroll/reports/posvacancy
ACE Report: posvacancy

Seniority by Assign Date

Menuopt File: $CARSPATH/menuopt/personnel/reports/senority
ACE Report: senority

Payroll/Personnel : Government Reports Menu

Quarterly Form 941

Menuopt File: $CARSPATH/menuopt/payroll/reports/qtd941
ACE Report: qtd941

City Tax QTD

Menuopt File: $CARSPATH/menuopt/payroll/reports/qtdcit
ACE Report: qtdcit

Earned Income Credit QTD

Menuopt File: $CARSPATH/menuopt/payroll/reports/qtdeic
ACE Report: qtdeic

Federal Income Tax QTD

Menuopt File: $CARSPATH/menuopt/payroll/reports/qtdfit
ACE Report: qtdfit

Employee Fica/Medicare QTD

Menuopt File: $CARSPATH/menuopt/payroll/reports/qtdfica
ACE Report: qtdfica

Employer Fica/Medicare QTD

Menuopt File: $CARSPATH/menuopt/payroll/reports/qtdficr
ACE Report: qtdficr

State Income Tax MTD

Menuopt File: $CARSPATH/menuopt/payroll/reports/mtdsit
ACE Report: mtdsit

State Income Tax QTD

Menuopt File: $CARSPATH/menuopt/payroll/reports/qtdsit
ACE Report: qtdsit

State Unemploy - 941

Menuopt File: $CARSPATH/menuopt/payroll/reports/qtdsui
ACE Report: qtdsui

Unemployment QTD

Menuopt File: $CARSPATH/menuopt/payroll/reports/qtdunem
ACE Report: qtdunem

Note: Another menu option, $CARSPATH/menuopt/payroll/reports/qtdde3b, appears on the menu if the INST_ST macro is set to CA (California).

Payroll/Personnel : College Work Study Program Menu

Student Payroll/Ledger

Menuopt File: $CARSPATH/menuopt/payroll/reports/prstuldgr
ACE Report: prstuldgr

Student Payrolls - Summary

Menuopt File: $CARSPATH/menuopt/payroll/reports/sumstupr
ACE Report: sumstupr

Student Work Study Aid

Menuopt File: $CARSPATH/menuopt/payroll/reports/wsneedrpt
ACE Report: wsneedrpt

Payroll/Personnel : State QTD Tape Menu

Create QTD Tape Records

Menuopt File: $CARSPATH/menuopt/payroll/programs/w2bd.q
Program: w2build

Create QTD Output

Menuopt File: $CARSPATH/menuopt/payroll/programs/w2ta.q
Program: w2tape

Review QTD Information

Menuopt File: $CARSPATH/menuopt/payroll/scripts/reviewqtd
Csh Script: reviewqtd

Query/Maintain W-2 Records

Menuopt File: $CARSPATH/menuopt/payroll/screens/w2
PERFORM screen: w2

Write QTD Tape

Menuopt File: $CARSPATH/menuopt/payroll/programs/w2tp.q
Program: w2tp

Verify Tape

Menuopt File: $CARSPATH/menuopt/utilities/programs/tprd
Utility: taperead

Payroll/Personnel : W-2 Menu

Build W-2 Records

Menuopt File: $CARSPATH/menuopt/payroll/programs/w2bd
Program: w2build

Query/Maintain W-2 Records

Menuopt File: $CARSPATH/menuopt/payroll/screens/w2
PERFORM Screen: w2

Prepare W-2 Forms

Menuopt File: $CARSPATH/menuopt/payroll/programs/w2fm.f
Program: w2form

Prepare W-2 Form by ID

Menuopt File: $CARSPATH/menuopt/payroll/programs/w2fm.fi
Program: w2fm

Expand Double-Wide Form

Menuopt File: $CARSPATH/menuopt/payroll/scripts/fixw2dbl
Csh Script: fixw2dbl

Print W-2 Forms

Menuopt File: $CARSPATH/menuopt/utilities/programs/fps.w2
Utility: fps

Prepare W-2's for Tape

Menuopt File: $CARSPATH/menuopt/payroll/programs/w2ta.f
Program: w2tape

Prepare W-2's for Diskette

Menuopt File: $CARSPATH/menuopt/payroll/programs/w2dsk.f
Program: w2disk

Write W-2 Tape

Menuopt File: $CARSPATH/menuopt/payroll/programs/w2tp
Program: w2tp

Verify W-2 Tape

Menuopt File: $CARSPATH/menuopt/payroll/programs/tprd
Utility: taperead

Payroll/Personnel : EEO Menu

Personnel/EEO Information

Menuopt File: $CARSPATH/menuopt/personnel/screens/perseeo
PERFORM Screen: perseeo

Positions and EEO Ranks

Menuopt File: $CARSPATH/menuopt/personnel/screens/postrank
PERFORM Screen: postrank

Create EEO Records

Menuopt File: $CARSPATH/menuopt/personnel/scripts/eeocreate
Csh Script: eeocreate

EEO Reporting Information

Menuopt File: $CARSPATH/menuopt/personnel/screens/eeo
PERFORM Screen: eeo

Payroll/Personnel : EEO Reports Menu

EEO Data Validation

Menuopt File: $CARSPATH/menuopt/payroll/reports/eeocheck
ACE Report: eeocheck

EEO Contract

Menuopt File: $CARSPATH/menuopt/payroll/reports/eeoctrct
ACE Report: eeoctrct

EEO Contract Detail

Menuopt File: $CARSPATH/menuopt/payroll/reports/eeodtlctrc
ACE Report: eeodtlctrc

EEO Faculty

Menuopt File: $CARSPATH/menuopt/payroll/reports/eeofac
ACE Report: eeofac

EEO Faculty Detail

Menuopt File: $CARSPATH/menuopt/payroll/reports/eeodtlfac
ACE Report: eeodtlfac

EEO Full Time

Menuopt File: $CARSPATH/menuopt/payroll/reports/eeofull
ACE Report: eeofull

EEO Full Time Detail

Menuopt File: $CARSPATH/menuopt/payroll/reports/eeodtlfull
ACE Report: eeodtlfull

EEO Part Time

Menuopt File: $CARSPATH/menuopt/payroll/reports/eeopart
ACE Report: eeopart

EEO Part Time Detail

Menuopt File: $CARSPATH/menuopt/payroll/reports/eeodtlpart
ACE Report: eeodtlpart

EEO New Hire

Menuopt File: $CARSPATH/menuopt/payroll/reports/eeonewhire
ACE Report: eeonewhire

EEO New Hire Detail

Menuopt File: $CARSPATH/menuopt/payroll/reports/eeodtlnew
ACE Report: eeodtlnew

EEO Other

Menuopt File: $CARSPATH/menuopt/payroll/reports/eeoother
ACE Report: eeoother

EEO Other Detail

Menuopt File: $CARSPATH/menuopt/payroll/reports/eeodtloth
ACE Report: eeodtloth

Table Maintenance : Payroll (A-K) Menu

Benefit

Menuopt File: $CARSPATH/menuopt/payroll/screens/tben
PERFORM Screen: tben

Benefit Report

Menuopt File: $CARSPATH/menuopt/payroll/reports/tben
ACE Report: tben

Computation

Menuopt File: $CARSPATH/menuopt/payroll/screens/tcmpt
PERFORM Screen: tcmpt

Computation Report

Menuopt File: $CARSPATH/menuopt/payroll/reports/tcmpt
ACE Report: tcmpt

Deduction Comparison

Menuopt File: $CARSPATH/menuopt/payroll/screens/tdedcmp
PERFORM Screen: tdedcmp

Deduction Comparison Report

Menuopt File: $CARSPATH/menuopt/payroll/reports/tdedcmp
ACE Report: tdedcmp

Deduction Exclusion

Menuopt File: $CARSPATH/menuopt/payroll/screens/tdedexcl
PERFORM Screen: tdedexcl

Deduction Exclusion Report

Menuopt File: $CARSPATH/menuopt/payroll/reports/tdedexcl
ACE Report: tdedexcl

Deduction

Menuopt File: $CARSPATH/menuopt/payroll/screens/tded
PERFORM Screen: tded

After Adding Deduction

Menuopt File: $CARSPATH/menuopt/payroll/informers/addtosubs
SQL Statement: addtosubs

Deduction Report

Menuopt File: $CARSPATH/menuopt/payroll/reports/tded
ACE Report: tded

Default Deduction

Menuopt File: $CARSPATH/menuopt/payroll/screens/tdefded
PERFORM Screen: tdefded

Default Deduction Report

Menuopt File: $CARSPATH/menuopt/payroll/reports/tdefded
ACE Report: tdefded

Table Maintenance : Payroll (L-R) Menu

Low Income

Menuopt File: $CARSPATH/menuopt/payroll/screens/tlowinc
PERFORM Screen: tlowinc

Low Income Report

Menuopt File: $CARSPATH/menuopt/payroll/reports/tlowinc
ACE Report: tlowinc

Overtime

Menuopt File: $CARSPATH/menuopt/payroll/screens/tot
PERFORM Screen: tot

Overtime Report

Menuopt File: $CARSPATH/menuopt/payroll/reports/tot
ACE Report: tot

Payroll

Menuopt File: $CARSPATH/menuopt/payroll/screens/tpr
PERFORM Screen: tpr

Payroll Report

Menuopt File: $CARSPATH/menuopt/payroll/reports/tpr
ACE Report: tpr

Position Funding

Menuopt File: $CARSPATH/menuopt/payroll/screens/tpostfnd
PERFORM Screen: tpostfnd

Position Funding Report

Menuopt File: $CARSPATH/menuopt/payroll/reports/tposfnd
ACE Report: tposfnd

Rank

Menuopt File: $CARSPATH/menuopt/payroll/screens/trank
PERFORM Screen: trank

Rank Report

Menuopt File: $CARSPATH/menuopt/payroll/reports/trank
ACE Report: trank

Reductions

Menuopt File: $CARSPATH/menuopt/payroll/screens/tred
PERFORM Screen: tred

Reductions Report

Menuopt File: $CARSPATH/menuopt/payroll/reports/tred
ACE Report: tred

Table Maintenance : Payroll (S-Z) Menu

Skill and Skill Level

Menuopt File: $CARSPATH/menuopt/payroll/screens/tskl
PERFORM Screen: tskl

Skills Report

Menuopt File: $CARSPATH/menuopt/payroll/reports/tskill
ACE Report: tskill

Skill Level Report

Menuopt File: $CARSPATH/menuopt/payroll/reports/tskl
ACE Report: tskl

Tax Credit

Menuopt File: $CARSPATH/menuopt/payroll/screens/ttaxcred
PERFORM Screen: ttaxcred

Tax Credit Report

Menuopt File: $CARSPATH/menuopt/payroll/reports/ttaxcred
ACE Report: ttaxcred

Tax

Menuopt File: $CARSPATH/menuopt/payroll/screens/ttax
PERFORM Screen: ttax

Tax Report

Menuopt File: $CARSPATH/menuopt/payroll/reports/ttax
ACE Report: ttax

Time

Menuopt File: $CARSPATH/menuopt/payroll/screens/ttime
PERFORM Screen: ttime

Time Report

Menuopt File: $CARSPATH/menuopt/payroll/reports/ttime
ACE Report: ttime

W-2 Box Table

Menuopt File: $CARSPATH/menuopt/payroll/screens/tw2box
PERFORM Screen: tw2box

W-2 Box Table Report

Menuopt File: $CARSPATH/menuopt/payroll/reports/tw2box
ACE Report: tw2box

PERFORM (Table Maintenance) Screens

Introduction

Payroll/Personnel uses PERFORM screens for displaying maintenance tables and some records. You can access the screen files in the following directory paths: $CARSPATH/modules/payroll/screens and $CARSPATH/modules/personnel/screens.

PERFORM Screens

The following lists the PERFORM screens used in Payroll/Personnel:

Screen File: ben
Screen Title: Benefit Record

Screen File: ckgrppr
Screen Title: Check Group Record

Screen File: pr
Screen Title: Payroll Records

Screen File: skills
Screen Title: Skills Records

Screen File: subacct
Screen Title: Subsidiary Account Record

Screen File: tben
Screen Title: Benefits Table

Screen File: tcmpt
Screen Title: Computation Method table

Screen File: tded
Screen Title: Deductions Table

Screen File: tdedcmp
Screen Title: Standard Deduction Comparison Table

Screen File: tdedexcl
Screen Title: Position Deduction Table

Screen File: tdefded
Screen Title: Default Deduction Table

Screen File: tlowinc
Screen Title: Low Income Exemption Table

Screen File: tot
Screen Title: Overtime Table

Screen File: tposfnd
Screen Title: Position Funding Table

Screen File: tpr
Screen Title: Payroll Table

Screen File: trank
Screen Title: Payroll Ranking Table

Screen File: tred
Screen Title: Payroll Reduction Table

Screen File: tw2box
Screen Title: W-2 Box Table

Screen File: w2
Screen Title: W-2 Information

Screen File: tskl
Screen Title: Table of Employee Skills and Skill Levels

Screen File: ttax
Screen Title: Tax Table

Screen File: ttaxcred
Screen Title: Tax Credit Table

Screen File: ttime
Screen Title: Payroll Time Table

Screen File: eeo
Screen Title: EEO Reporting Information

Screen File: idprofpers
Screen Title: ID Information

Screen File: perseeo
Screen Title: EEO/Personnel Information

Screen File: postrank
Screen Title: Positions and EEO Ranks

SQL Scripts

Introduction

The Payroll/Personnel product contains SQL scripts that perform queries and produce reports from database records. The scripts are located in the following directory path: $CARSPATH/modules/payroll/informers.

> **Note:** Csh scripts can call ACE reports and SQL scripts. Such ACE reports and SQL scripts do not reside on the CX menu system.

SQL Scripts

The following lists the SQL scripts provided with Payroll/Personnel.

addben

Adds a new ben_code to the Benefit records, excluding employees who already have a benefit of NEWBEN.

Menu Access: Add Benefits

Tables/Records Used:
- ben_rec
- pers_rec

addtosubs

Updates the Subsidiary tables after adding a deduction code using the Deduction option.

Menu Access: After Adding Deduction

Tables/Records Used:
- subt_table
- ded_table
- time_table
- subas_table

chgpos

Changes a position code's account distribution.

Menu Access: Before Changing Position

Tables/Records Used:
- assgn_rec
- pos_rec

upddedmax

Updates deduction maximums.

Menu Access: Update Maximum Deductions

Tables/Records Used:
- ded_rec

Csh Scripts

Introduction

Payroll/Personnel contains Csh scripts to automate the processing of information. Csh scripts are UNIX-based program statements that can execute a series of SQL scripts or reports. The Payroll/Personnel Csh scripts are located in the following directory path: $CARSPATH/modules/payroll/scripts.

Csh Scripts

The following list associates a Payroll/Personnel Csh script and a description of the script.

databackup
Creates backup files.

eeocreate
Runs EEO Creation ACE/SQL and mails possible error messages to the user.

fixw2dbl
Corrects scrolling regions on double-wide W-2 forms.

lastdd
Retrieves the last payroll document number used and prints the next payroll check number.

payreg
Runs the Payroll Register report.

payregs
Runs the Payroll Register report and the Employer Paid Deductions report.

restoredat
Creates backup files.

reviewqtd
Allows you to view state quarterly tape control files.

tmpayreg
Runs *dbsu* (database superuser) utility, the Time Entry program, and Payroll Register report. The dbsu utility gives a program database superuser permissions.

ACE Reports

Introduction

CX contains ACE reports for easy reporting of Payroll/Personnel database information.

ACE Reports

The following lists the ACE reports provided with Payroll/Personnel. Some reports listed do not appear on the CX menu system because they are used only in Csh scripts.

Direct Deposit Records
Prints information from the Check Allocation record for direct deposit.

> *Menu Access:*　Payroll Reports Menu:　Direct Deposit Records option

> *File:*　$CARSPATH/modules/payroll/reports/ddepsub

Employees by Deduction
Lists all employees under a deduction.

> *Menu Access:*　Payroll Reports Menu: Employees By Deduction

> *File:*　$CARSPATH/modules/payroll/reports/ded

Deduction Calculations
Lists all employees under a deduction.

> *Menu Access:*　Payroll Reports Menu:　Deduction Calculations

> *File:*　$CARSPATH/modules/payroll/reports/dedcalc

Deduction Period Register
Lists the amount withheld for all employees under a deduction.

> *Menu Access:*　Processing Menu:　Deduction Period Register

> *File:*　$CARSPATH/modules/payroll/reports/dedprd

Department Staffing
Prints a Department Staffing Report by position.

> *Menu Access:*　Personnel Reports Menu:　Department Staffing

> *File:*　$CARSPATH/modules/payroll/reports/deptstaff

Earnings Statement
Prints check stub information.

> *Menu Access:*　no menu option

> *File:*　$CARSPATH/modules/payroll/reports/earnstmt

EEO Data Validation
Lists all employees under a deduction.

> *Menu Access:*　EEO Reports Menu:　EEO Data Validation

> *File:*　$CARSPATH/modules/payroll/reports/eeocheck

Create EEO Record
Creates an EEO record for EEO Reporting.

Menu Access: no menu option

File: $CARSPATH/modules/payroll/reports/eeocreate

EEO Contract
Prints full time faculty report by contract code.

Menu Access: EEO Reports Menu: EEO Contract

File: $CARSPATH/modules/payroll/reports/eeoctrct

EEO Detail Report
Lists all employees under a deduction.

Menu Access: no menu option

File: $CARSPATH/modules/payroll/reports/eeodetail

EEO Contract Detail
Creates an EEO Detail report for faculty by rank and tenure.

Menu Access: EEO Reports Menu: EEO Contract Detail

File: $CARSPATH/modules/payroll/reports/eeodtlctrc

EEO Faculty Detail
Prints an EEO Detail report for faculty by rank and tenure.

Menu Access: EEO Reports Menu: EEO Faculty Detail

File: $CARSPATH/modules/payroll/reports/eeodtlfac

EEO Full Time Detail
Prints an EEO Detail report for faculty by rank and tenure.

Menu Access: EEO Reports Menu: EEO Full Time Detail

File: $CARSPATH/modules/payroll/reports/eeodtlfull

EEO New Hire Detail
Prints an EEO Detail report for part time and temporary employees.

Menu Access: EEO Reports Menu: EEO New Hire Detail

File: $CARSPATH/modules/payroll/reports/eeodtlnew

EEO Other Detail
Prints EEO Part II.

Menu Access: EEO Reports Menu: EEO Other Detail

File: $CARSPATH/modules/payroll/reports/eeodtloth

EEO Part Time Detail
Prints an EEO Detail report for part time/temporary employees.

Menu Access: EEO Reports Menu: EEO Part Time Detail

File: $CARSPATH/modules/payroll/reports/eeodtlpart

EEO Faculty
Prints an EEO report for full time faculty by rank and tenure.

Menu Access: EEO Reports Menu: EEO Faculty

File: $CARSPATH/modules/payroll/reports/eeofac

EEO Full Time
Produces "All Other Full Time Employees" section of the EEO - 6 report.

Menu Access: EEO Reports Menu: EEO Full Time

File: $CARSPATH/modules/payroll/reports/eeofull

EEO New Hire
Prints a list of permanent, full time new hires.

Menu Access: EEO Reports Menu: EEO New Hire

File: $CARSPATH/modules/payroll/reports/eeonewhire

EEO Other
Prints EEO Part II.

Menu Access: EEO Reports Menu: EEO Other Detail

File: $CARSPATH/modules/payroll/reports/eeoother

EEO Part Time
Produces sections of the EEO - 6 Report for part time or temporary employees.

Menu Access: EEO Reports Menu: EEO Part Time

File: $CARSPATH/modules/payroll/reports/eeopart

Employee Assignments
Prints detail information on each employee's position, assignment, and assignment calculation.

Menu Access: Payroll Reports Menu: Employee Assignments

File: $CARSPATH/modules/payroll/reports/empassgn

Deductions by Employee
Prints deductions under each employee.

Menu Access: Payroll Reports Menu: Deductions by Employee

File: $CARSPATH/modules/payroll/reports/empded

Deductions by ID
Prints the detail information on each employee.

Menu Access: Payroll Reports Menu: Deductions by ID

File: $CARSPATH/modules/payroll/reports/empded

Employee by Positions
Prints an Employee Position report.

Menu Access: Personnel Reports Menu: Employee by Positions

File: $CARSPATH/modules/payroll/reports/emppos

Employer Paid Deductions
Prints a payroll register that lists employer-paid deductions.

Menu Access: Processing Menu: Employer Paid Deductions

File: $CARSPATH/modules/payroll/reports/emprreg

Deduction Exceptions
Lists employees that do not have a given deduction.

Menu Access: Payroll Reports Menu: Deduction Exceptions

File: $CARSPATH/modules/payroll/reports/except

Funding Distribution
Shows amounts charged to each department by funding code.

Menu Access: no menu option

File: $CARSPATH/modules/payroll/reports/funding

State Income Tax MTD
Summarizes monthly income tax paid to a state.

Note: Any mtd reports must be run before payroll because the mtd totals are zeroed when you run payroll.

Menu Access: Government Reports Menu: State Income Tax MTD

File: $CARSPATH/modules/payroll/reports/mtdsit

Payroll Register
Prints a payroll register that lists the earned pay minus all deductions to obtain net pay.

Menu Access: no menu option

File: $CARSPATH/modules/payroll/reports/payreg

Position Codes
Prints all the current positions held by employees.

Menu Access: Personnel Reports Menu: Position Codes

File: $CARSPATH/modules/payroll/reports/pos

Payroll Record
Prints information on a given payroll record.

Menu Access: Payroll Reports Menu: Payroll Record

File: $CARSPATH/modules/payroll/reports/pr

Position Vacancy
Lists position vacancies on positions not yet filled.

Menu Access: Personnel Reports Menu: Position Vacancy

File: $CARSPATH/modules/payroll/reports/posvacancy

College Work Study Program
Prints a Student Payroll Ledger report.

Menu Access: Student Payroll Ledger Menu: College Work Study Program

File: $CARSPATH/modules/payroll/reports/prstuldgr

Modify the following at the client site:
1. The account numbers in "read into a" should be changed to be the account numbers on the report.
2. The school should decide if it wants the transactions for the 80% refund to appear on the report.

Example: In "read into b," the information looks as follows:

```
                                      (gle_type = "DIST" or
                                       gle_type = "VDPR" or
                                       gle_type = "FNDG" or
                                       gle_type = "VFND")
          Outcome:
110 Morgan Eugene, Thomas Robert
                                                  Paid
                                         Amt    Inst   CWSP
07/01/85  1003  Biology Dept            10.00
          1003  Biology Dept            -8.00
                                                 0.00  10.00
```

Quarterly Form 941
Prints a quarterly tax report.

Menu Access: Government Reports Menu: Quarterly Form 941

File: $CARSPATH/modules/payroll/reports/qtd941

City Tax QTD
Summarizes Quarterly income tax paid to a city.

Menu Access: Government Reports Menu: City Tax QTD

File: $CARSPATH/modules/payroll/reports/qtdcit

Note: Any qtd reports must be run before payroll because the qtd totals are zeroed when you run payroll.

California DE-3B Report
This menu option appears on the menu when the INST_ST macro is set to CA (for California schools only).

Menu Access: Government Reports Menu

File: $CARSPATH/modules/payroll/reports/qtdde3b

Earned Income Credit QTD
Summarizes quarterly Earned Income Credit.

Menu Access: Government Reports Menu: Earned Income Credit QTD

File: $CARSPATH/modules/payroll/reports/qtdeic

Note: Any qtd reports must be run before payroll because the qtd totals are zeroed when you run payroll.

Employee FICA/Medicare
Summarize quarterly income tax paid to FICA.

Menu Access: Government Reports Menu: Employee FICA/Medicare

File: $CARSPATH/modules/payroll/reports/qtdfica

> **Note:** Any qtd reports must be run before payroll because the qtd totals are zeroed when you run payroll.

Employer FICA/Medicare
Summarizes quarterly income tax paid to FICR.

Menu Access: Government Reports Menu: Employer FICA/Medicare

File: $CARSPATH/modules/payroll/reports/qtdficr

> **Note:** Any qtd reports must be run before payroll because the qtd totals are zeroed when you run payroll.

Federal Income Tax QTD
Summarizes quarterly income tax paid to FITS and FITM.

Menu Access: Government Reports Menu: Federal Income Tax QTD

File: $CARSPATH/modules/payroll/reports/qtdfit

> **Note:** Any qtd reports must be run before payroll because the qtd totals are zeroed when you run payroll.

State Income Tax QTD
Summarizes quarterly income tax paid to a state.

Menu Access: Government Reports Menu: State Income Tax QTD

File: $CARSPATH/modules/payroll/reports/qtdsit

> **Note:** Any qtd reports must be run before payroll because the qtd totals are zeroed when you run payroll.

State Unemploy - 941
Summarizes quarterly income tax paid to state unemployment.

Menu Access: Government Reports Menu: State Unemploy - 941

File: $CARSPATH/modules/payroll/reports/qtdsui

> **Note:** Any qtd reports must be run before payroll because the qtd totals are zeroed when you run payroll.

Unemployment QTD
Summarizes quarterly income tax paid to unemployment.

Menu Access: Government Reports Menu: Unemployment QTD

File: $CARSPATH/modules/payroll/reports/qtdunem

> **Note:** Any qtd reports must be run before payroll because the qtd totals are zeroed when you run payroll.

Weeks Worked
Reports weeks worked based on the date ranges in the Assignment Calculation record.

Menu Access: no menu option

File: $CARSPATH/modules/payroll/reports/qtdweek

Specific Deduction
Lists all employees under a deduction (that the user specifies).

Menu Access: Payroll Reports Menu: Specific Deduction

File: $CARSPATH/modules/payroll/reports/specded

Student Payrolls
Prints a summary of student payrolls. This report is hardcoded to use the pr_codes of CWSP and INST.

Menu Access: Summary College Work Study Program Reports Menu: Student Payroll

File: $CARSPATH/modules/payroll/reports/sumstupr

Note: This report does not take into account voided checks.

Benefit Report
Prints the Benefit table.

Menu Access: Table Maintenance: Payroll (A-K) Menu: Benefit Report

File: $CARSPATH/modules/payroll/reports/tben

Computation Report
Prints the Computation Method table.

Menu Access: Table Maintenance: Payroll (A-K) Menu: Computation Report

File: $CARSPATH/modules/payroll/reports/tcmpt

Deduction Report
Prints the Deduction table.

Menu Access: Table Maintenance: Payroll (A-K) Menu: Deduction Report

File: $CARSPATH/modules/payroll/reports/tded

Deduction Comparison Report
Prints the Deduction Comparison table.

Menu Access: Table Maintenance Payroll (A-K) Menu: Deduction Comparison Report

File: $CARSPATH/modules/payroll/reports/tdedcmp

(PR) Deduction Codes
Prints the Deduction table.

Menu Access: Table Maintenance: Payroll (A-K) Menu: (PR) Deduction Codes

File: $CARSPATH/modules/payroll/reports/tdedcond

Deduction Exclusion Report
Prints the Deduction Exclusion table.

Menu Access: Table Maintenance: Payroll (A-K) Menu: Deduction Exclusion Report

File: $CARSPATH/modules/payroll/reports/tdedexcl

Default Deduction Report
Prints the Default Deduction table.

Menu Access: Table Maintenance: Payroll (A-K) Menu: Default Deduction Report

File: $CARSPATH/modules/payroll/reports/tdefded

Time Register

Prints a time register that lists the hours for each employee.

Menu Access: Processing Menu: Time Register

File: $CARSPATH/modules/payroll/reports/timereg

Time Sheets

Prints a time sheet for each employee for the current pay period.

Menu Access: Processing Menu: Time Sheets

File: $CARSPATH/modules/payroll/reports/timesheet

Low Income Report

Reports Low Income table values.

Menu Access: Table Maintenance (L-R) Menu: Low Income Report

File: $CARSPATH/modules/payroll/reports/tlowinc

Overtime Report

Prints the Overtime table.

Menu Access: Table Maintenance (L-R) Menu: Overtime Report

File: $CARSPATH/modules/payroll/reports/tot

Position Funding Report

Prints the Position Funding table.

Menu Access: Table Maintenance (L-R) Menu: Position Funding Report

File: $CARSPATH/modules/payroll/reports/tposfnd

Payroll Report

Prints the Payroll table.

Menu Access: Table Maintenance (L-R) Menu: Payroll Report

File: $CARSPATH/modules/payroll/reports/tpr

Rank Report

Prints the Rank table.

Menu Access: Table Maintenance (L-R) Menu: Rank Report

File: $CARSPATH/modules/payroll/reports/trank

Reductions Report

Prints the Reduction table.

Menu Access: Table Maintenance (L-R) Menu: Reductions Report

File: $CARSPATH/modules/payroll/reports/tred

Skills Report

Prints the Skills table.

Menu Access: Table Maintenance (S-Z) Menu: Skills Report

File: $CARSPATH/modules/payroll/reports/tskill

Skill Level Report

Prints the Skill Level table.

Menu Access: Table Maintenance (S-Z) Menu: Skill Level Report

File: $CARSPATH/modules/payroll/reports/tskl

Tax Report
Prints the Tax table.

Menu Access: Table Maintenance (S-Z) Menu: Tax Report

File: $CARSPATH/modules/payroll/reports/ttax

Tax Credit Report
Prints the Tax Credit table.

Menu Access: Table Maintenance (S-Z) Menu: Tax Credit Report

File: $CARSPATH/modules/payroll/reports/ttaxcred

Time Report
Prints the Time table.

Menu Access: Table Maintenance (S-Z) Menu: Time Report

File: $CARSPATH/modules/payroll/reports/ttime

W-2 Box Table Report
Prints the W-2 Box table.

Menu Access: Table Maintenance (S-Z) Menu: W-2 Box Report

File: $CARSPATH/modules/payroll/reports/tw2box

W/P History
Prints the W/P history.

Menu Access: no menu option

File: $CARSPATH/modules/payroll/reports/wphistory

Student Work Study Aid
Prints the Student Work Study Need report. This report prints the total aid without work study plus Actual Amount Paid for work study, and it only shows students who have been paid, not students who only received aid.

Menu Access: College Work Study Program Menu: Student Work Study Aid

File: $CARSPATH/modules/payroll/reports/wsneedrpt

Performance Evaluation
Contains information about each employee's performance review.

Menu Access: Personnel Reports Menu: Performance Evaluation

File: $CARSPATH/modules/personnel/reports/perfrev

Personnel Applicants Profile
Prints one Personnel Applicants Profile Sheet

Menu Access: Personnel Reports Menu: Personnel Applicants Profile

File: $CARSPATH/modules/personnel/reports/persapp

Personnel Directory
Prints a personnel directory on 132 character wide paper.

Menu Access: Personnel Reports Menu: Personnel Directory

File: $CARSPATH/modules/personnel/reports/persdir

Seniority by Assign Date
    Lists the date of assignment for each employee for seniority purposes.

      Menu Access: Personnel Reports Menu: Senority by Assign Date

      File: $CARSPATH/modules/personnel/reports/senority

Phone Directory by Name
    Prints telephone numbers by individual.

      Menu Access: Personnel Reports Menu: Phone Directory by Name

      File: $CARSPATH/modules/personnel/reports/telid

Phone Directory by Position
    Prints telephone numbers by position title.

      Menu Access: Personnel Reports Menu: Phone Directory by Position

      File: $CARSPATH/modules/personnel/reports/telpos

SECTION 10 - CUSTOMIZING THE PAYROLL/PERSONNEL PROCESSES

Overview

Introduction

This section provides the following information to help you customize the Payroll/Personnel product:
- Reviewing cross-functional implementation issues
- Reviewing and modifying data in tables and records
- Building the Payroll/Personnel tables
- Setting up accounting tables and records
- Completing the Payroll records
- Defining Position codes
- Using Earned Income Credit

Cross-Functional Implementation Issues

Introduction

The Payroll/Personnel module closely relates to the following Jenzabar modules:
- Financial Aid
- General Ledger and Reporting
- Student Billing

This section includes important issues that affect these modules. The issues relate to coordinating table values and macros, and communicating decisions with other offices.

Relationships Between Tables

The following tables each define a code that appears in the Subsidiary Total table (subt_table). As you complete each of the tables, be sure that the codes you define are unique (i.e., do not use the same codes to define aids, charges, or deductions).
- Aid table (Financial Aid module)
- Charge table (Student Billing module)
- Deduction table (Payroll/Personnel module)

Financial Aid Issues

Implementation for the Financial Aid module includes the definition of the FISAP_CWSP macro. The macro declares what Total code the Financial Aid module uses for Federal Work Study Programs. The macro value must appear in the Position Funding table if you plan to implement position funding at your institution.

General Ledger and Reporting Issues

To successfully implement Payroll/Personnel, you must establish your institution's chart of accounts. Specifically, you must identify the salary and benefit accounts for each type of payroll and you must set up the following tables to include the payroll accounts:
- Fund table (fund_table)
- Function table (func_table)
- Object table (obj_table)
- Subfund table (subfund_table)

You must also modify the Document table (doc_table) to reflect the use of payroll checks.

Reviewing and Modifying Data in Tables and Records

Introduction

After assessing the issues that affect other departments on your campus, you can review the setup of CX tables and records.

Important General Ledger and Reporting Tables and Records

The following tables are typically part of your setup for the General Ledger and Reporting product but are essential to your implementation of Payroll/Personnel:

1. Account tables (fund_table, func_table, obj_table, subfund_table)

2. Financial Statement table (fs_table)

3. Defined Accounts record (gld_rec)

4. Fiscal Calendar record (fscl_cal_rec)

5. Document table (doc_table)

6. Amount Type table (atype_table)

7. Entry table (ent_table)

8. Journal table (vch_table)

9. Subsidiary tables (subs_table, subb_table, subt_table, subas_table)

Table Setup Sequence

Set up the Payroll/Personnel tables in the following order. Information about setting up each of the tables below follows in this section. The Payroll/Personnel tables appear in the Payroll/Personnel: Table Maintenance menu.

1. Payroll table (pr_table)

2. Deduction table (ded_table)

3. Default Deduction table (defded_table)

4. Time table (time_table)

5. Overtime table (ot_table)

6. Additional W-2 Information record (w2box_rec)

7. Assignment record (assgn_rec)

8. Assignment Calculation record (assgncalc_rec)

9. Benefit record (ben_rec)

10. Benefit table (ben_table)

11. Computation Method table (cmpt_table)

12. Deduction record (ded_rec)

13. Deduction Calculation record (dedcalc_rec)

14. Deduction Comparison table (dedcmp_table)

15. Deduction Exclusion table (dedexcl_table)

16. Low Income table (lowinc_table)

17. Payroll Detail record (prdtl_rec)

18. Payroll record (pr_rec)

19. Personnel record (pers_rec)

20. Position Funding table (posfnd_table)

21. Position record (pos_rec)

22. Rank table (rank_table)

23. Reduction table (red_table)

24. Skill Level table (skl_table)

25. Skills table (skill_table)

26. Subsidiary table (subs_table)

27. Tax table (tax_table)

28. Tax Credit table (taxcred_table)

29. Time record (time_rec)

30. W-2 Box table (w2ded_table)

31. W-2 record (w2_rec)

Building the Payroll/Personnel Tables

Introduction

The processes in the Payroll/Personnel product use tables to control data entry and to provide necessary information for processing. You must build these tables before performing any Payroll/Personnel processing.

Benefit Table

The Benefit table defines the time benefits at the institution and relates to the Benefit record that tracks benefits for employees at the institution. Time benefits differ from paid benefits in that they are calculated based on number of hours worked. For example, vacation and sick leave are time benefits, while health care and insurance are paid benefits.

Fields in the Benefit table

The following fields are in the Benefit table.

Code
Identifies a time benefit.

Description
Describes the benefit code.

Deduction Table

The Deduction table defines the valid types of deductions and includes information used in payroll calculations and W-2 preparation. The Deduction table appears on three table maintenance screens. Field Descriptions are divided by screen.

Screen 1 Fields in the Deduction Table

The following fields appear in the first Deduction table screen.

Bal Code
Identifies the subsidiary used for this deduction; if you do not enter a code in this field, the system will not create any subsidiary balances.

Beginning Date
Identifies the date that the deduction goes into effect.

Benefits
Indicates whether or not this deduction includes earnings entered on the benefit line; enter Y for yes or N for no. The default value is Y.

Deduction Code
Identifies the code used for this deduction and provides a code to print on check stub.

Deduction Text
Describes the deduction code and optionally provides a description to print on the check stub.

EGP Type
Identifies the basis on which the system calculates earned gross pay (EGP); valid values are as follows:
- O - Overload
- R - Regular
- * - Both regular and overload

Note: An entry in this field is required.

Ending Date
Identifies the date on which the deduction will be discontinued.

Note: Enter 00/00/00 if you do not want to specify an ending date.

Expenditure - Fd
Identifies the expenditure fund associated with this deduction.

Expenditure - Func
Identifies the expenditure function associated with this deduction.

Note: If you mask the function value (e.g., ****), the system will obtain the function code from the Position record's function value.

Expenditure - Obj
Identifies the expenditure object associated with this deduction.

Note: If you mask the object value (e.g., ****), the system will obtain the object code from the Position record's object value.

Expenditure - Subf
Identifies the expenditure subfund associated with this deduction.

Note: If you mask the subfund value (e.g., ****), the system will obtain the subfund code from the Position record's subfund value.

Liability - Fd
Identifies the liability fund associated with this deduction.

Liability - Func
Identifies the liability function associated with this deduction.

Liability - Obj
Identifies the liability object associated with this deduction.

Liability - Subf
Identifies the liability subfund associated with this deduction.

Negate
Indicates whether this deduction is negative (e.g., Earned Income Credit); enter Y for yes or N for no.
- If Y, the account on the expenditure line will be credited and the account on the liability line will be debited.
- The Default value is N.

Overtime
Indicates whether or not this deduction includes earnings entered on the overtime line(s); enter Y for yes or N for no. The default value is Y.

Payer

Identifies the party responsible for paying this deduction. Valid values are as follows:

- E - Employee
- R - Employer

Note: An entry in this field is required.

Subs

Identifies the subsidiary control account for this deduction.

Subs ID

Identifies the subsidiary account number or the ID number to use for this deduction; enter 0 to use the ID number and to have the *voucher* program create a separate subsidiary account for each employee.

Taxes Use YTD Amounts

Indicates whether or not year-to-date amounts are to be used to calculate tax deductions (e.g., FICA, where there is a predetermined earnings ceiling); enter Y for yes or N for no.

- If N, the system will annualize the computation for deductions.
- The default value is N.

Tot Code

Identifies the subsidiary total code for this subsidiary transaction; if blank, the subsidiary will not maintain totals.

Type

Identifies the deduction type; valid values are as follows:

- A - Allowance
- C - Compensation
- F - Fringe
- R - Remuneration
- T - Tax
- V - Voluntary

Note: An entry in this field is required.

Undertime

Indicates whether or not this deduction will include earnings entered on the undertime line(s); enter Y for yes or N for no. The default value is Y.

Screen 2 Fields in the Deduction Table

The following fields appear in the second Deduction table screen.

Additional Exemption/Allowance Amount

Identifies the additional exemption/allowance amount per additional exemption claimed; the system adds the amount to each additional withholding exemption, and the number of additional withholding exemptions appears on the Deduction Calculation record.

Deduction Code

Identifies the code used for this deduction; this field is display-only.

Deduction Text

Describes the deduction code; this field is display-only.

Earned Gross Pay Break Amount

Identifies the break amount that the earned gross pay cannot exceed (i.e., represents the maximum gross wages amount to use with the earned gross pay percentage); the system will apply the Zero Base Tax Percent to any amount over this maximum.

Earned Gross Pay Percentage
Identifies the percentage applied to the earned gross pay to calculate the taxable income amount.

Excessive EGP Tax Percentage
Identifies the percentage applied to the amount in excess of the Earned Gross Pay Break Amount.

Exemption/Allowance Amount
Identifies the tax exemption/allowance amount per exemption claimed (e.g., the dollar amount associated with each exemption for Federal Income Tax purposes).

Standard Deduction Comparison Amount
Identifies the maximum annual amount allowed for standard deductions.

> **Note:** The system compares the value in this field to the deductions in the Deduction Comparison table and uses the lesser amount as the standard deduction.

Standard Deduction Flat Amount
Identifies the flat standard deduction amount, subtracted from gross wages before taxes are computed.

Standard Deduction Maximum Percentage
Identifies the maximum standard deduction based on percentage.

Standard Deduction Minimum Percentage
Identifies the minimum standard deduction based on percentage.

Standard Deduction Percentage
The standard deduction percentage subtracted from gross wages before taxes are computed; the format is ###.##.

Zero-Base Tax Percentage
Identifies the tax percentage applied to earned gross pay if the adjusted tax base amount is zero or negative.

Screen 3 Fields in the Deduction Table

The following fields appear in the third Deduction Table screen.

Deduction Code
Identifies the code used for this deduction; this field is display-only.

Deduction Text
Describes the deduction code; this field is display-only.

Deferred Compensation?
Indicates whether or not this deduction specifies contributions to a deferred compensation plan (e.g., 401(k) or 403(b) retirement plan); enter Y for yes or N for no. The default value is N.

Dependency Care?
Indicated whether or not this deduction specifies dependent care benefits (e.g., day care for children); enter Y for yes or N for no. The default value is N.

Local Tax Type
Identifies the local tax type. The default value is blank. Valid values are as follows:
- C - City
- D - County
- E - School district
- F - Other
- (blank) - None

Max Percentage
Identifies the maximum percentage for this deduction if applicable; this value is for reporting purposes only.

> **Note:** Each employee's Deduction record contains the maximum percentage for the individual.

Name of Locality
Identifies the name of the city or locality for the local tax if applicable.

> **Note:** The name in this field prints in Box 22 on the W-2 form.

Nonqualified Plan?
Indicates whether or not this deduction specifies distributions from a nonqualified plan; enter Y for yes or N for no. The default value is N.

Report Header 1
Identifies the header information used on some deduction reports (e.g., Deduction Exemption 1).

Report Header 2
Identifies the second header information used on some deduction reports (e.g., Deduction Exemption 2).

Section 457
Indicates whether or not this deduction specifies distribution from a Section 457 plan; enter Y for yes or N for no. The default value is N.

State Abbreviation
Identifies the state abbreviation if applicable.

> **Note:** The system uses the state abbreviation in this field for reporting of W-2s.

W-2 Code (Box 13)
Identifies the W-2 codes for Box 13; valid values are as follows:
- A - Uncollected social security tax on tips
- B - Uncollected Medicare tax on tips
- C - Group life insurance for employees (cost of coverage over $50,000)
- D - Contributions to a Section 401(k) cash or deferred arrangement
- E - Contributions to a Section 403(b) salary reduction agreement to purchase an annuity
- F - Contributions to a Section 408(k)(6) salary reduction SEP
- G - Contributions to a Section 457 deferred compensation plan for state and local government employees
- H - Contributions to a Section 501(c)(18)(D) tax-exempt organization plan
- J - Sick pay not included as income
- K - 20% excise tax on excess golden parachute payments
- L - Amount of employee business expense treated as substantiated (i.e., the nontaxable portion)
- M - Uncollected social security tax on excess group term life insurance
- N - Uncollected Medicare tax on excess group term life insurance
- P - Excludable reimbursed moving expenses
- (blank) - None

W-2 Type

Identifies the W-2 class or type. Valid values are as follows:
- A - Federal
- B - Social Security
- C - State
- D - Local
- E - Box 14
- F - Unemployment
- G - Medicare
- (blank) - None

Special Values in the Deduction Table

The following are special values and the fields affected:

Beginning/Ending Date

The system verifies the dates in the Deduction Calculation record against the beginning and ending dates in the Deduction record when you add the Deduction Calculation record.

> **Note:** On tax type deduction codes such as FICA or OHIO, enter new start dates in the Tax table (not in the Deduction table) when you change the rates for a new year so that you can use the same codes with updated rates.

Egp type/Overtime/Undertime/Benefits

These four fields create the base for the deduction.

Expenditure Accounts

These fields must be completed for all employer-paid deductions.

> **Note:** These accounts are usually the debit accounts.

Liability Accounts

These fields must be completed for all deductions except for employer-paid allowances. These accounts are usually the credit accounts.

> **Note:** Allowances require expenditure accounts only.

Subs (subsidiary)

Complete the field for any subsidiary in which you want to record payroll transactions except for W/P.

Tips for Completing the Deduction Table

- Add a deduction code for each employee- or employer-paid deduction, allowance, or benefit.
- You can add a deduction code that will become effective at a later date for all employees who have an individual Deduction record with the same code. The effective dates are controlled by the Beginning and Ending dates and affect all employees with this code. Individual employee deduction Beginning and Ending dates are in the individual's Deduction record. You add the Deduction records later.
- Deduction records use payroll check date, not payroll ending date. Therefore, the check date must fall in the deduction date range, or the system will not use the deduction.
- If you are posting an employer-paid deduction to a subsidiary, the program will use the expenditure account as the control account.
- If you are posting an employee-paid deduction to a subsidiary, the program will use the liability account as the control account.
- An employee-paid deduction always debits the W/P (wages payable) subsidiary.

- When you add new Deduction codes to the Deduction table, you must also add the new codes to the Subsidiary Total table (subt_table), using the menu option After Adding Deduction.

- If you want a true maximum withholding to be in effect for a particular deduction code, you must run the menu option Update Maximum Deductions. Run the option for the period for which you want the maximum to be in effect. Enter the maximum amount (not a percentage) to be withheld for the period specified.

Deduction Comparison Table

The Deduction Comparison table determines the deduction amounts that must be compared with a fixed dollar amount in determining the standard deduction amount for state tax calculations. For example, the state of Oregon's standard deduction amount is the lesser of the Federal Income Tax deducted or a fixed deduction amount (e.g., $3000 per year). Most state tax deduction calculations will not require the use of this table. CX does not require use of this table.

Fields in the Deduction Comparison Table

The following fields appear in the Deduction Comparison table.

Comparison Deduction Code
Identifies the deduction whose computed amount will be compared to the fixed standard deduction comparison amount in the Deduction table (i.e., the deduction that the system computes and evaluates as the standard deduction amount).

Comparison Deduction Description
Describes the comparison deduction code; this field is display-only and requires no entry of information.

Primary Deduction Code
Identifies the code to which the standard deduction is being applied.

Primary Deduction Description
Describes the primary deduction code; this field is display-only and requires no entry of information.

Deduction Exclusion Table

The Deduction Exclusion table defines deductions that will be excluded from the computations for the give positions.

Fields in the Deduction Exclusion Table

The following fields appear in the Deduction Exclusion table.

Deduction Code
Identifies the deduction code excluded in the computation for positions that fall into this category.

Exclusion Code
Identifies a category of deductions for exclusion.

Exclusion Description
Describes this category of deduction exclusion.

Tips for Completing the Deduction Exclusion Table

- The Exclusion Code defines a deduction or group of deductions that will not be calculated on the earnings for a specified Position Code. Since you must specify a Position Code in each employee's Assignment Calculation record, employees with an assignment using a Position Code which has a Deduction Exclusion associated with it will have earnings from that position excluded from the base pay calculations for computing any of the deduction(s)

specified in the Deduction Exclusion table for that position and for which that individual also has a Deduction record.

- If the Deduction Exclusion Code field is blank in a Position record, then any deduction can be computed for that position.
- If the Deduction Exclusion Code field is not blank, the system will not compute the deductions corresponding to that code in the Deduction Exclusion table.

If all employees are only taxed by one local government per person, then this table is not required, except for a single entry in which the Deduction Code is blank.

Default Deduction Table

The Default Deduction table defines deductions that are common to all or most employees for a particular payroll. For example, if all employees in the monthly salaried (MNTH) payroll have deductions for federal income tax, you can establish FIT as a default deduction for MNTH.

Fields in the Default Deduction Table

The following fields appear in the Default Deduction table.

Deduction Code
Identifies the deduction code that is defaulted and links the table entry to the corresponding Deduction table entry.

Flat Amount
Identifies the dollar amount that is defaulted into the flat amount field in the Deduction Calculation record.

> **Note:** The dollar amount is a fixed amount that the system can add to a percentage or a tax or use in place of the percentage or tax.

Maximum Period to Date
Identifies the maximum amount of the deduction for a single payroll run.

> **Note:** Enter $0.00 to indicate that there is no maximum amount.

Payroll Code
Identifies the payroll on which the deduction is defaulted and links the table entry to the corresponding Payroll table entry.

Percentage
Identifies the percentage of the deduction base that the system will compute for the deduction.

Percentage Base Amount
Identifies the percentage base dollar amount that is defaulted into the Deduction Calculation record (i.e., the fixed amount used to reduce the computed deduction base prior to multiplication by the deduction percentage).

Period Type
Identifies the period code defaulted to in the Deduction Calculation record. Valid values, listed alphabetically, are as follows:
- C - Contractual
- F - Fourth period of the month (i.e., the deduction occurs in the fourth payroll run of the month)
- M - Monthly (i.e., the deduction occurs in the first payroll run of the month)
- N - Not applicable (e.g., used for taxes that are in a Tax table and that are based on percentages)
- P - Periodic type of deduction (i.e., the deduction occurs every payroll run)
- Q - Quarterly (i.e., the deduction occurs in the first payroll run of a quarter)
- S - Second period of the month (i.e., the deduction occurs in the second payroll run of the month)

- T - Third period of the month (i.e., the deduction occurs in the third payroll run of the month)
- W - Twice monthly (i.e., the deduction occurs in the first and second payroll run of the month)
- Y - Yearly (i.e., the deduction occurs in the first payroll run of the year)

Prompt Before Adding
Indicates whether or not to prompt the operator before adding this deduction; enter Y for yes or N for no.

> **Example:** Set the indicator to N for FICA to avoid having to confirm that all employees must have FICA deducted from their wages.

Use Number of Exemptions
Indicates whether or not exemptions are meaningful for this type of deduction (e.g., Y for federal income tax deductions); enter Y for yes and N for no.

Special Values in the Default Deduction Table

The following are special values and the fields affected:

Deduction Code
You must first define this code in the Payroll table.

Payroll Code
You must first define this code in the Deduction table.

Tips for Completing the Default Deduction Table

- You must put a percentage or a flat amount in the Default Deduction table or in each individual Deduction record if you want a percentage or flat amount to be used for an actual deduction. An exception is that any Tax type deduction codes will use the percentage specified in the Tax table and will ignore any percentage in the Deduction record looking at flat amounts in the individual records (if any) and adding the flat amount to any Tax table percentage amount calculated.
- Each deduction code that you want to use as a default must be set up to default to a specific payroll code.
- Do not put a percentage on the Percentage line for tax type deduction codes. All tax type deductions refer to the Tax table for the percentage calculations and only accept an additional flat amount for individual Deduction records.

Low Income Table

The Low Income table determines the minimum income an employee may earn to incur a specific deduction. Certain state tax calculations require the use of this table; however, most state tax calculations do not require its use.

Fields in the Low Income Table

The following fields appear in the Low Income table.

Code
Identifies the deduction code for a low income exemption amount.

Income Amount
Identifies the maximum income level for this tax exemption; an employee earning less than the amount in this field is exempt from this deduction.

Number of Exemptions
Identifies the number of exemptions used to determine the low income amount.

Starting Date
> Identifies the date this table entry is effective.

Overtime Table

> The Overtime table defines the valid overtime codes and overtime rate and specifies the number of normal working hours in a day at the employment site. The system uses the default hours in the Overtime table to calculate prorated earnings for employees who were not employed for the entire pay period. Do not use the Overtime table to compute overtime.

Fields in the Overtime Table

> The following fields appear in the Overtime table.

Days per Overtime Period
> Identifies the number of days in the overtime pay period; an entry in this field is required.

> **Example:** Enter -1 for the entire pay period; 7 for a single week; 14 for two weeks. Most institutions use either -1 or 7.

Default Hours: Sun
> Identifies the number of hours defaulted for Sunday in payroll; an entry in this field is required.

> > **Note:** This field is used only for defaulting hours and prorating salaried assignments.

Default Hours: Mon
> Identifies the number of hours defaulted for Monday in payroll; an entry in this field is required.

> > **Note:** This field is used only for defaulting hours and prorating salaried assignments.

Default Hours: Tue
> Identifies the number of hours defaulted for Tuesday in payroll; an entry in this field is required.

> > **Note:** This field is used only for defaulting hours and prorating salaried assignments.

Default Hours: Wed
> Identifies the number of hours defaulted for Wednesday in payroll; an entry in this field is required.

> > **Note:** This field is used only for defaulting hours and prorating salaried assignments.

Default Hours: Thu
> Identifies the number of hours defaulted for Thursday in payroll; an entry in this field is required.

> > **Note:** This field is used only for defaulting hours and prorating salaried assignments.

Default Hours: Fri
> Identifies the number of hours defaulted for Friday in payroll; an entry in this field is required.

> > **Note:** This field is used only for defaulting hours and prorating salaried assignments.

Default Hours: Sat
> Identifies the number of hours defaulted for Saturday in payroll; an entry in this field is required.

> > **Note:** This field is used only for defaulting hours and prorating salaried assignments.

Hour Breaks: Daily Break 1
>Not fully implemented at this time; however, an entry in this field is required.

>>**Note:** Set this value at an unrealistically high level (e.g., 9999) to enable Time Entry to compute overtime from the hours entered in the Reg earnings row of the Time Entry screen.

Hour Breaks: Daily Break 2
>Not fully implemented at this time; however, an entry in this field is required.

>>**Note:** Set this value at an unrealistically high level (e.g., 9999) to enable Time Entry to compute overtime from the hours entered in the Reg earnings row of the Time Entry screen.

Hour Breaks: Daily Break 3
>Not fully implemented at this time; however, an entry in this field is required.

>>**Note:** Set this value at an unrealistically high level (e.g., 9999) to enable Time Entry to compute overtime from the hours entered in the Reg earnings row of the Time Entry screen.

Hour Breaks: Daily Break 4
>Not fully implemented at this time; however, an entry in this field is required.

>>**Note:** Set this value at an unrealistically high level (e.g., 9999) to enable Time Entry to compute overtime from the hours entered in the Reg earnings row of the Time Entry screen.

Hour Breaks: Period Break 1
>Not fully implemented at this time; however, an entry in this field is required.

>>**Note:** Set this value at an unrealistically high level (e.g., 9999) to enable Time Entry to compute overtime from the hours entered in the Reg earnings row of the Time Entry screen.

Hour Breaks: Period Break 2
>Not fully implemented at this time; however, an entry in this field is required.

>>**Note:** Set this value at an unrealistically high level (e.g., 9999) to enable Time Entry to compute overtime from the hours entered in the Reg earnings row of the Time Entry screen.

Hour Breaks: Period Break 3
>Not fully implemented at this time; however, an entry in this field is required.

>>**Note:** Set this value at an unrealistically high level (e.g., 9999) to enable Time Entry to compute overtime from the hours entered in the Reg earnings row of the Time Entry screen.

Hour Breaks: Period Break 4
>Not fully implemented at this time; however, an entry in this field is required.

>>**Note:** Set this value at an unrealistically high level (e.g., 9999) to enable Time Entry to compute overtime from the hours entered in the Reg earnings row of the Time Entry screen.

Hour Breaks: Rate 1
>Not fully implemented at this time; however, an entry in this field is required.

>>**Note:** Always enter 1.0 in this field.

Hour Breaks: Rate 2
Not fully implemented at this time; however, an entry in this field is required.

> **Note:** Always enter 1.0 in this field.

Hour Breaks: Rate 3
Not fully implemented at this time; however, an entry in this field is required.

> **Note:** Always enter 1.0 in this field.

Hour Breaks: Rate 4
Not fully implemented at this time; however, an entry in this field is required.

> **Note:** Always enter 1.0 in this field.

Overtime Code
Identifies a type of overtime; an entry in this field is required.

> **Note:** The Overtime code appears in the Position record.

Overtime Period Beginning Day
Identifies the beginning day for this overtime period; valid values are:
- 1 - Obtain beginning day from the Payroll table
- 0 - Sunday
- 1 - Monday
- 2 - Tuesday
- 3 - Wednesday
- 4 - Thursday
- 5 - Friday
- 6 - Saturday

> **Note:** An entry in this field is required.

Undertime: Break
Currently not in use.

Undertime: Rate
Currently not in use.

Undertime: Type
Currently not in use.

Tips for Completing the Overtime Table
- The Pay program recognizes overtime only when an employee works in a single department. For example, if an employee spends 25 hours per week at one position and 20 hour per week at another position, *pay* does not recognize the total in computing overtime.
- Do not use the Overtime table to compute overtime. Use the Time Entry program to compute overtime.

Payroll Table

The Payroll table defines the valid payroll codes and provides other information about how the payroll is run.

Fields in the Payroll Table

The following fields appear in the Payroll table.

Beginning Day
Identifies the beginning day for this payroll; valid values are as follows as follows:
- 0 - Sunday
- 1 - Monday
- 2 - Tuesday
- 3 - Wednesday
- 4 - Thursday
- 5 - Friday
- 6 - Saturday

Note: The default value is 0.

Check: Document Code
Identifies the code from the Document table (doc_table) that the Check Posting program uses to post checks (e.g., PR).

Check: Form Type
Identifies the document code used for the payroll checks (e.g., prcheck).

Code
Identifies the type of payroll for this table entry.

Note: The first three characters of this four-character code must be unique as the Fiscal Calendar record uses the first three characters to identify a specific period.

Default Hours
Indicates whether or not the Payroll Start program defaults hours for all employees from the Overtime table; enter Y for yes or N for no. The default value is N.

Direct Deposit: Allowed
Indicates whether or not there are direct deposit employees in this payroll; enter Y for yes or N for no.

Note: An entry in this field is required.

Direct Deposit: Document Code
Identifies the direct deposit document code from the Document; the default value is DD.

Note: An entry in this field is required.

Form Type
Identifies the payroll formtype for direct deposit slips (e.g., dirdep).

Note: An entry in this field is required.

Input Control
Identifies the input control for this payroll type; valid values are as follows:
- B - Batch (i.e., enables you to run the payroll automatically for all employees in the payroll).
- I - Interactive (i.e., enables you to add hourly information for each employee).

Note: The default value is I.

Number Last Issued
Identifies the last issued payroll number of this type.

Pay Period
Identifies the length of the pay period for this payroll; valid values are as follows:
- AN - Annually
- BM - Bimonthly
- BW - Biweekly
- MO - Monthly
- QU - Quarterly
- SA - Semiannually
- SM - Semimonthly
- WK - Weekly

Note: The default value is SM.

Process Control
Identifies the process control for this payroll; valid values are as follows:
- B - Hours and compute (i.e., the operator can both enter hours and view the computation of wages).
- C - Compute (i.e., the operator can view the computed wages only).
- D - Compute and optional hours (i.e., the operator can view the computed wages and optionally display and update hours).
- E - Hours and optional compute (i.e., the operator can enter wages and optionally view the computation of wages).
- H - Hours (i.e., the operator can enter hours only).

Note: The default value is H.

Sort Option
Identifies the sort option for this payroll; valid values are:
- 1 By ID number
- 2 By last name

Note: The default value is 1.

Subsidiary
Identifies the subsidiary to which you want to post this type of payroll; the default value is W/P.

Note: The Pay program uses the subsidiary when it creates the Check Group record (chkgrp_rec).

Text
Describes the payroll code for this type of payroll.

Unemployment Status
Indicates whether or not this payroll is subject to unemployment; enter Y for yes or N for no.
- The default value is Y.
- Quarter-to-date unemployment reports use the Unemployment Status.

W2 Form
Identifies the form that is used to print W-2s for this type of payroll; the default value is w2.

Tips for Completing the Payroll Table

Jenzabar recommends that you set up different payrolls for hourly and salaried employees so that you can run the salaried payroll in batch mode (since you do not need to enter hours for salaried employees).

Position Funding Table

The Position Funding table defines the valid position funding codes and associated accounts. It also defines the subsidiary information for the accounts. It enables a department to receive a refund for part of the wages charged against it. Refunds are most common in Federal Work Study Programs (FWSP).

Fields in the Position Funding Table

The following fields appear in the Position Funding table.

Code
Identifies the code for this funding; an entry in this field is required.

Description
Describes this funding code for reporting purposes.

Funding Account - Function
Identifies the function funding account for this position funding.

> **Note:** You can mask this field to link to the Position record's function value.

Funding Account - Fund
Identifies the fund funding account for this position funding.

> **Note:** You can mask this field to link to the Position record's fund value.

Funding Account - Object
Identifies the object funding account for this position funding.

> **Note:** You can mask this field to link to the Position record's object value.

Funding Account - Subfund
Identifies the subfund funding account for this position funding.

> **Note:** You can mask this field to link to the Position record's subfund value.

Include Employer Paid Deductions in the Percentage Base
Indicates whether or not employer-paid deductions are included in the percentage base; enter Y for yes or N for no.
- An entry in this field is required.
- If the funding is for a program such as Title III, you can set this field to Y. FWSP does not allow the inclusion of employer-paid deductions. If the Deduction table for the employer-paid deductions does not include masked account numbers, it is possible to refund more money to the department than was originally charged.

Percentage to be Funded
Identifies the percentage of wages and deductions (if included) that will be refunded to the department; an entry in this field is required.

Subsidiary Information: Bal
Identifies the subsidiary balance code used in the subsidiary ledger transactions for the funding entry (e.g., SB for FWSP).

Subsidiary Information: Code
Identifies the subsidiary code used in the funding entry.

> **Note:** An entry in this field is required for FWSP. The funding entry that will be created in the accounting system will be a debit and credit against the subsidiary control account to update the Subsidiary Balance and Subsidiary Total records.

Subsidiary Information: Tot
Identifies the subsidiary total code that is used in the subsidiary ledger transactions for the funding entry (FWSP for Federal WorkStudy Program).

Tips for Completing the Position Funding Table

- Your institution must have at least one entry in the Position Funding table to validate a No Funding status.
- The Position Funding table enables you to record student earnings in display-only mode in the Student Accounts (S/A) subsidiary, so that other campus employees can view a student's earnings without having permission to access the Wages Payable (W/P) subsidiary.

Rank Table

The Rank table defines the ranking of positions on an institution's campus and related EEO information.

Fields in the Rank Table

The following fields appear in the Rank table.

EEO Information - Faculty
Identifies the EEO faculty code for this payroll rank; valid values are 0 - 6 (*See* Faculty list in lower portion of the screen).

> **Note:** An entry in this field is required.

EEO Information - Position
Identifies the EEO position code for this payroll rank; valid values are 0 - 10 (*See* Position list in lower portion of the screen).

> **Note:** An entry in this field is required.

EEO Information - Priority
Identifies the ranking of positions in priority of appearance on the EEO reports if a person has a position greater than 1 (zero is the highest).

Rank
Identifies a type of rank for the employee positions, followed by a description of the rank.

> **Note:** An entry in this field is required.

Reduction Table

The Reduction table defines the deduction computation routines when there are deductions which should be excluded from the base. For example, a housing allowance that is not included in the taxable base for FICA is a reduction. The Reduction table must contain an entry for every benefit that should not be taxed (e.g., if a TIAA benefit is not federally taxed, the Federal tax base should be reduced by the TIAA deduction).

Fields in the Reduction Table

The following fields appear in the Reduction table.

Code (Excluded)
Identifies the Deduction Code whose dollar amount is excluded from the base of the reduction Reduced code; the system automatically displays the description for the entered code.

> **Note:** An entry in this field is required.

Code (Reduced)
Identifies the deduction code whose base is reduced by the dollar amount of the Reduction Excluded code; the system automatically displays the description for the entered code.

>   **Note:** An entry in this field is required.

Is the Excluded Amount Excluded ...
A Y/N field indicating whether or not the reduction occurs for computational purposes only (not to affect the deduction reporting base).

>   **Note:** The default value is N.

Is the Excluded Amount Included ...
A Y/N field indicating whether or not to include this reduction in the computation of the standard deduction percentage amount).

>   **Note:** The default value is N.

Maximum Year-To-Date Amount Allowed ...
Identifies the maximum year-to-date amount allowed to be subtracted from the taxable base amount; the default value is 0.00.

Skills Table

The Skills table defines all valid skill codes.

Fields in the Skills Table

The following fields appear in the Skills table.

Description
Identifies the type of skill.

Skill Code
Describes the type of skill.

>   **Note:** An entry in this field is required.

Skill Value 1
Identifies the first 10-character skill value in the Skill record (e.g., words).

Skill Value 2
Identifies the second 10-character skill value in the Skill record (e.g., pages).

Skill Level Table

The Skill Level table defines the valid skill levels.

Skill Level Table Field Descriptions

The following fields appear in the Skill Level table.

Code
Identifies the type of skill level; an entry in field is required.

Description
Describes the type of skill level identified in the Code field.

Tax Table

The Tax table defines the valid tax codes and the percentages used in calculating taxes based on those codes. You must maintain the Tax table regularly as tax rates change.

Fields in the Tax Table

The following fields appear in the Tax table.

> **Note:** The system computes a tax by multiplying the tax percentage by the adjusted earnings (earnings minus the break amount), and then adding the base tax.

Code
Identifies the code for a tax.

> **Note:** An entry in field is required.

Base Tax
Identifies the base tax amount; the default value is 0.00.

Break Amount
Identifies the minimum earnings required to activate this tax entry; the default value is 0.00.

Percentage
Identifies the percentage figure for use in calculating a tax. Valid values are 0 - 100. The default value is 0.

Starting Date
Identifies the date this table entry becomes effective.

> **Note:** You can use the Starting Date field to supersede one table entry with a newer entry. For example, you can enter a new date in this field every year and use the same code (e.g., FICA) every year with updated rates.

Tax Credit Table

The Tax Credit table is used in calculating tax exemption credit amounts based on the tax code and the number of tax exemptions. It applies to certain state tax calculations.

Fields in the Tax Credit Table

The following fields appear in the Tax Credit table.

Additional Credit Amount
Identifies the additional amount added to the exemption credit after the exemption is calculated.

Code
Identifies the code for a tax credit entry.

> **Note:** An entry in this field is required.

Credit Amount
Identifies the annual dollar amount allowed for one tax exemption.

> **Note:** An entry in this field is required.

Number of Exemptions
Identifies the number of tax exemptions used in computing the exemption tax credit.

> **Note:** An entry in this field is required.

Starting Date
Identifies the date that this tax credit entry is effective.

> **Note:** An entry in this field is required.

Time Table

The Time table defines valid time codes.

Fields in the Time Table

The following fields appear in the Time table.

Benefit Code
A Y/N field indicating whether or not this time code is a benefit code.

> **Note:** An entry in this field is required. If you enter Y in this field, the Time Code must match a Benefit Code.

Bias Rate
Identifies the multiplier for this type of time (e.g., 2.00 means a double-time rate of payment for this type of time); the default value is 1.0.

Description
Describes the type of time.

Included in Overtime
A Y/N field indicating whether to include these time type hours in overtime determination.

> **Note:** An entry in this field is required.

Sort Order
Identifies the order that the time codes are displayed on the Time Entry screen (e.g., 0 is the first).

> **Note:** An entry in this field is required.

Time Code
Identifies a type of time.

> **Note:** An entry in this field is required.

Time Status
Identifies a unique code for time records; this field is used to link time codes with employee time records.

> **Note:** An entry in this field is required.

W-2 Box Table

The W-2 Box table provides a description of the W-2 box codes that appear in Box 13 of the W-2 form.

Fields in the W-2 Box Table

The following fields appear in the W-2 Box table.

Description
A two-line description of the code.

W-2 code
The W-2 box code that corresponds to the W-2 code in the Deduction table.

Setting Up Accounting Tables and Records

Introduction

Because of the impact of payroll processing on an institution's accounting system, several accounting tables and records may require modification in order for you to successfully process a payroll.

Subsidiary Table

The Subsidiary table (subs_table) defines the subsidiary ledgers that the institution uses. When you install CX, you install a standard Subsidiary table that you must modify. One of the entries in the standard Subsidiary table defines the Wages Payable (W/P) subsidiary.

The following lists and describes the changes you must make to the Wages Payable entry in the Subsidiary table.

> **Note:** Depending on your institution's needs, you may need to create additional entries in the Subsidiary table for other subsidiaries. For example, you may need a subsidiary for employee advances.
>
> If you create another payroll-related subsidiary, you must validate it in the SUBS_VALID macro in macros/usr/common.

Account number
Enter the Fund/Function/Object/Subfund numbers that you use at your institution for Wages Payable.

Default Office for Check
The value in this field must match a code in your institution's Office table (ofc_table).

Subsidiary Balance Table

The Subsidiary Balance table (subb_table) defines the balances that you want to maintain for each subsidiary at your institution. For example, the standard CX Subsidiary Balance table establishes a balance code for Net Pay.

The Subsidiary Balance table is correct as delivered; you should, however, verify that the table contains entries for the following two balance codes:
- EMPR
- NPAY

General Ledger Account Record

The General Ledger Account record (gla_record) defines, for each fiscal year, the journals that can post transactions to an account. It also maintains balances by month for the account.

The following lists and describes the changes you must make to the General Ledger Account record.

Subsidiary
You must verify that a General Ledger Account record exists for the W/P subsidiary.

Account
You must verify that the correct fund, function, object, and subfund exist for the W/P subsidiary.

Fiscal Year
    You must set up a General Ledger Account record for a test year and for the next fiscal year.

Entry Table

The Entry table defines the valid entry types and permissions to execute various accounting functions, including payroll processing.

The standard Entry table is correct as delivered; to verify that it is complete, review the table to ensure that it contains entries for the following entry types that pertain to payroll processing:

- CHK
- DIST
- FNDG
- IEMP
- IFND
- NPAY
- PEMP
- PFND
- VDIN
- VDPR
- VDPY
- VFND
- VIFN
- VOID
- VPFN

Document Table

The Document table defines each type of document that CX uses and maintains control information about the documents.

To set up the Document table for payroll processing, verify that entries exist for each of the following codes:

- CK
- DD
- LD
- NP

In addition, you must modify the entries for the CK and DD codes.

Make the following changes to the entries to the CK and DD codes.

Acct
    Enter your bank account number.

        Note: Complete this field for Direct Deposit only.

Financial Institution ID
    Enter the CX ID number for the bank in which you maintain your payroll account.

        Note: Complete this field for Direct Deposit only.

Form Layout
    Define the correct formtypes for the codes as follows:

- PR - prcheck
- DD - dirdep

G/L Acct
>Enter your payroll checking account number in this field.

Journals Allowed for Document
>Verify that the following Journals Allowed for Document fields contain a Y:
>- CK
>- QC
>- PD
>- PR

Number Last Issued
>Enter the number that immediately precedes the first payroll check in your current check stock.
>
>**Note:** Complete this field for Payroll Checks only.

Pay mode
>Enter the following codes:
>- C   Payroll check
>- D   Direct deposit

Transit
>Enter the bank routing number.
>
>**Note:** Complete this field for Direct Deposit only.

Fiscal Calendar Record

The Fiscal Calendar record (fscl_cal_rec) defines, for a year, amount type (e.g., actual or budget), and subsidiary, the valid dates in which financial activity can be recorded.

Ensure that your standard Jenzabar files contain entries in which W/P appears in the Ledger field of the Fiscal Calendar record. Then, verify that the following values appear in the records.

Amount type
>Enter ACT for actual.

Beginning Date
>Enter 01/01 for the correct year.

Close Balance
>Enter A.

Closed Date
>Enter a date that is a few days after the Ending Date.

Ending Date
>Enter 12/31 for the correct year.

Fiscal Year
>Leave this field blank.

Ledger
>You must have a record for W/P; optionally, you can set up other ledger codes (e.g., ADV for advances).

Month
>Leave this field blank.

Opened Date
>Enter a date that is a few days before the Beginning Date.

Period

Ensure that you have a record for a test year and for the next year in which you will run live payrolls. Enter a value in the following format: CY199X.

Period Number

Enter 0.

Priority

Enter 0.

System-Created Fiscal Calendar Records

Each time CX posts a payroll, it automatically adds a Fiscal Calendar record. Do not add or change these records.

You can identify the records added by CX as the contents of the six-character Period field have the following format:
- Characters 1-3   The first three positions of the Payroll Code.
- Characters 4-6   A three-digit number that identifies the payroll run.

Completing the Payroll Records

Introduction

The CX tables define the valid values for many of the variables you can use in the Payroll/Personnel module. After you define your institution's values in the tables, you use the values to input personnel and payroll information about employees, salaries, wages, deductions, and taxes. This tool describes the Payroll/Personnel records that you use.

Payroll/Personnel Records

The Payroll/Personnel records in CX and their menu locations are as follows:

Assignment record (assgn_rec)

Payroll/Personnel: Data Entry: Employee Maintenance: Employee menu

Assignment Calculation record (assgncalc_rec)

Payroll/Personnel: Data Entry: Employee Maintenance: Employee menu

Benefit record (ben_rec)

Payroll/Personnel: Benefit Maintenance

Deduction record (ded_rec)

Payroll/Personnel: Data Entry: Employee Maintenance: Employee menu

Deduction Calculation record (dedcalc_rec)

Payroll/Personnel: Data Entry: Employee Maintenance: Employee menu

Payroll record (pr_rec)

Payroll/Personnel: Data Entry: Payroll Records Maint

Personnel record (pers_rec)

Payroll/Personnel: Data Entry: Employee Maintenance: Employee menu

Position record (pos_rec)

Payroll/Personnel: Data Entry: Employee Maintenance: Positions

Skills record (skill_rec)

Payroll/Personnel: Data Entry: Skills Maintenance

Time record (time_rec)
Payroll/Personnel: Processing Menu: Entry of Time

Commands for Maintaining Employee Records in the Employee Program

You access the following Payroll/Personnel records from within the Employee program (*employ*):
- Assignment
- Assignment Calculation
- Deduction
- Deduction Calculation
- Personnel
- Profile

The commands that you use in the Employee program are different from the commands that appear in other Jenzabar entry programs.

Example: Select **Change** when you want to update a record.

Select **File** when you want to switch between the Assignment and the Assignment Calculation records or between the Deduction and the Deduction Calculation records.

Assignment Record

The Assignment record provides information about an employee who works in a particular position on a specific payroll. A series of dates in the record provides a time frame during which each employee has held a position. The record also contains accumulators that track the following information:
- Employee earnings
- Employee hours in the position/payroll type

Example of Assignment Record

The following Assignment Record screen may vary from your screen format and content due to your institution's specifications.

```
Query  Next  Previous  (UP First)  (DOWN Last)  Add  Update Delete  File
Terminate  Reinstate  Menu  eXit
                                              Assignment

Id No.......[        0]              Name...

Position...[      ]
Payroll... [    ]

Assignment Dates:                                Assignment Status...[ ]
Start..[        ]  Antic Term..[       ] Term..[      ]   Status...[        ]

                   Salary            Hourly
Month to Date......[          0.00]  [          0.0]
Quarter to Date. .[          0.00]   [          0.0]
Year to Date.......[          0.00]   [          0.0]
Fiscal to Date.....[          0.00]   [          0.0]
Contract to Date...[          0.00]   [          0.0]
```

Fields in the Assignment Record

The following list contains descriptions of the fields contained on the Assignment Record screen.

Note: The employee's ID number, the Payroll code, and the Position code provide the index for the Assignment record.

Assignment Dates: Antic Term
The anticipated termination date for the employee's work on the specific payroll and position.

> **Note:** You can leave this field blank if you expect the position and payroll code to continue indefinitely.

Assignment Dates: Start
The date the employee began to work on the specific payroll and position; the date is not necessarily the employee's hire date.

Assignment Dates: Status
The status of the assignment. The following two codes are valid:
- E - Employed
- T - Terminated

Assignment Dates: Term
The date the employee stopped working at the position. The date cannot be before the end date of any of the employee's Assignment Calculation records for the specified position and payroll.

> **Note:** The Assignment Calculation record(s) restrict the termination of payment.

Assignment Status
The date the Assignment Status was last updated.

Contract to Date Hourly
The hours accumulated to date for the employee in the specified position and payroll.

Contract to Date Salary
The salary dollars accumulated to date for the employee in the specified position and payroll.

Fiscal to Date Hourly
The hours accumulated during the fiscal year for the employee in the specified position and payroll.

Fiscal to Date Salary
The salary dollars accumulated during the fiscal year for the employee in the specified position and payroll.

Id No
The ID number of the employee.

> **Note:** Each employee must have an ID record and a Personnel record before the system can add an Assignment record.

Month to Date Hourly
The hours accumulated during the month for the employee in the specified position and payroll.

Month to Date Salary
The salary dollars accumulated during the month for the employee in the specified position and payroll.

Name
The name of the employee.

Payroll
The payroll in which the employee works for the position that appears in the Position field.

Position
The position in which the employee works for the payroll specified in the Payroll field.

Quarter to Date Hourly
>The hours accumulated during the quarter for the employee in the specified position and payroll.

Quarter to Date Salary
>The salary dollars accumulated during the quarter for the employee in the specified position and payroll.

Year to Date Hourly
>The hours accumulated during the year for the employee in the specified position and payroll.

Year to Date Salary
>The salary dollars accumulated during the year for the employee in the specified position and payroll.

Assignment Calculation Record

The Assignment Calculation record specifies the salary or wage an employee should receive for a specified date range. The Assignment Calculation record joins with the Assignment record through the ID, Payroll code, and Position code. The Assignment Calculation record also contains an optional funding code that enables you to charge all or part of the expenses of the position assignment (e.g., Federal Work Study Programs).

Example of Assignment Calculation Record

The following Assignment Calculation Record screen may vary from your screen format and content due to your institution's specifications.

```
Query  Next  Previous  (UP First)  (DOWN Last)  Add  Change  Delete  File
Menu  eXit

                                              Assignment   Calculation
Id No......[        0]
Position...[         ]
Payroll... [     ]

Dates: [        ]-[         ]  Status.[ ]

Salary Information:
    Wage Type...........[ ]   Hourly....[        0.00]
    Salary...[        0.00]   Rate Period..... ...[   ]  Contract..[           ]
    Overload/Regular....[ ]   Funding Code.........[ ]

Contract Information:
    Contributed Service.[ ]  Contract No.[     0.00]

Last Calculation:
    Wages....[        0.00]  Date..........[         ]
    Hours......[        0.0]  Time.........[        0]

Sort Number..[        0]     Serial No....[        0]  Paid  to Date.[    0.00]
```

Fields in the Assignment Calculation Record

The following list contains descriptions of the fields contained on the Assignment Calculation Record screen.

Contract Information: Contract No.
>The contract number of the employee that authorized payment.

>>**Note:** You can use this field to track different information if desired.

Contract Information: Contributed Service
A Y/N flag that indicates whether the employee is contributing the work defined by the assignment to the institution. If the work is contributed, no payment is computed in the Assignment Calculation record. However, the hours you enter in Time Entry appear in the Last Calculation: Hours field.

Dates
The dates during which the specified earnings relate to the employee. By using different beginning and ending dates, you can pay an employee different hourly or salary wages during a particular payroll period. For a specific date, you may create only one Assignment Calculation record for the ID, Payroll code, and Position code combination.

Id No
The ID number of the employee.

> **Note:** Each employee must have an ID record and a Personnel record before you can create an Assignment Calculation record for the employee.

Last Calculation: Date
The date on which the Pay program last updated the Assignment Calculation record.

Last Calculation: Hours
The total number of hours entered for a single payroll period.

> **Note:** The Payroll Start program initializes the value in this field to 0.0, and Time Entry updates the field.

Last Calculation: Time
The time when the Pay program last updated the Assignment Calculation record.

Last Calculation: Wages
The computed earnings amount for an employee for a single payroll.

> **Note:** The Payroll Start program initializes the value in this field to $0.00, and Time Entry and the Pay program update the field.

Paid to Date
Currently not in use.

Payroll
The payroll in which the employee works for the position that appears in the Position field.

Position
The position in which the employee works for the payroll specified in the Payroll field.

Salary Information: Contract
The dollar amount specified in the employee's contract.

Salary Information: Funding Code
A code that specifies the type of funding, if any, that pertains to this assignment calculation.

> **Note:** By using this field and the dates in the Assignment Calculation record, you can fund an employee through one program for part of a payroll period, and through another program (or no program at all) for the other part of the payroll period.

Salary Information: Hourly
The hourly rate of the Assignment Calculation record that the system uses when the value in the Salary Information: Wage Type field is E, H, or N.

Salary Information: Overload/Regular

A code that specifies if the Assignment Calculation record relates to a regular or overload type of assignment. Valid values are as follows:

- O - Overload
- R - Regular

Salary Information: Rate Period

The period of time on which the amount in the Salary Information: Salary field is based. The Assignment Calculation record uses this field when the value in the Salary Information: Wage Type field is S or N. Valid values are as follows:

- AN - Annually
- BM - Bi-monthly
- BW - Bi-weekly
- MO - Monthly
- QU - Quarterly
- SA - Semi-annually
- SM - Semi-monthly
- WK - Weekly

Salary Information: Salary

The salary amount of the assignment calculation that relates to the Salary Information: Rate Period field. The Assignment Calculation record uses this field when the value in the Salary Information: Wage Type field is S or N.

Salary Information: Wage Type

A code that defines how the system must compute the employee's payment. Valid values are as follows:

- E - Exempt from overtime (hourly employees who are ineligible for overtime pay)
- H - Hourly
- N - Non-exempt salary (salaried employees who are eligible for overtime pay)
- S - Salaried

Serial No.

The computer-assigned number that uniquely identifies an Assignment Calculation record.

Sort Number

A sequence number that specifies the order in which Time Entry processes the employee records.

> **Note:** The Payroll Start program (*prstart*) assigns the Sort Number.

Status

The status of the Assignment Calculation record. Valid values are as follows:

- E - Employed (normal working status)
- H - Hired, not yet working
- L - Leave (unpaid)
- P - Paid leave

> **Note:** If the status is not E or P, the Payroll programs do not use the Assignment Calculation record during payroll calculations.

Benefit Record

The Benefit record specifies the benefits that an employee has used as well as the benefit time that has been allocated but not taken.

> **Note:** The benefits on the Benefit record are *time* benefits (e.g., vacation or sick time), not *monetary* benefits (e.g., employer-paid insurance).

Example of Benefit Record

The following Benefit Record screen may vary from your screen format and content due to your institution's specifications.

```
PERFORM:   Query  Next  Previous  View  Add  Update  Remove  Table  Screen  ...
                                      ** 1: id_rec table
                           ID RECORD

Id No.........[           ]  Name..
==========================PERSONNEL RECORD DATES=============================
          Original  Hire... 00/00/00   Original  Terminate. .. 00/00/00
          Rehire... ....... 00/00/00   Final   Terminate...... 00/00/00
          Effective  Hire.. 00/00/00   Effective  Terminate.. 00/00/00
==============================BENEFIT RECORD================================
Benefit..........[   ]      Text......
Accum.............[       ]
Last Date.........[   ]
Compute Method....[   ]
                           BENEFITS TAKEN
                   In hours                      In  dollars
Period to Date.....[           ]             [          $0.00]
Month to Date......[           ]             [          $0.00]
Quarter to Date....[           ]             [          $0.00]
Year to Date.......[           ]             [          $0.00]
Fiscal to Date.....[           ]             [          $0.00]
```

Fields in the Benefit Record

The following list contains descriptions of the fields contained on the Benefits Record screen.

Accum
The number of unused benefit hours for the employee.

Benefit
The benefit code.

> **Note:** You must use a benefit code that appears in the Benefit table.

Compute Method
Currently not in use.

Contract to Date: In Dollars
An accumulator for the cost of the benefits that have been used since inception.

> **Note:** Because costs are based on hourly wage rates, the cost accumulators are meaningful for hourly employees only.

Contract to Date: In Hours
An accumulator for the benefit hours that have been used since inception.

> **Note:** The Pay program updates the accumulator, based on hours entered in Time Entry.

Effective Hire
The date the employee was hired for payroll computation purposes as specified in the Personnel record.

Effective Terminate
The date the employee was terminated for payroll computation purposes as specified in the Personnel record.

Final Terminate
The date the employee was terminated for the last time as specified in the Personnel record.

Fiscal to Date: In Dollars
An accumulator for the cost of the benefits that have been used since the beginning of the fiscal year.

> **Note:** Because costs are based on hourly wage rates, the cost accumulators are meaningful for hourly employees only.

Fiscal to Date: In Hours
An accumulator for the benefit hours that have been used since the beginning of the fiscal year.

> **Note:** The Pay program updates the accumulator based on hours entered in Time Entry, and the Payroll Start program initializes the accumulator to 0.0 at the beginning of the period.

Id No
The ID number of the employee.

Last Date
The date on which the Payroll program last updated the Benefit record.

Month to Date: In Dollars
An accumulator for the cost of the benefits that have been used since the beginning of the month.

> **Note:** Because costs are based on hourly wage rates, the cost accumulators are meaningful for hourly employees only.

Month to Date: In Hours
An accumulator for the benefit hours that have been used since the beginning of the month.

> **Note:** The Pay program updates the accumulator based on hours entered in Time Entry, and the Payroll Start program initializes the accumulator to 0.0 at the beginning of the period.

Name
The employee name.

Original Hire
The date the employee was originally hired as specified in the Personnel record.

Original Terminate
The date the employee was originally terminated (if applicable) as specified in the Personnel record.

Period to Date: In Dollars
An accumulator for the cost of the benefits that have been used since the beginning of the period.

> **Note:** Because costs are based on hourly wage rates, the cost accumulators are meaningful for hourly employees only.

Period to Date: In Hours
An accumulator for the benefit hours that have been used since the beginning of the period.

> **Note:** The Pay program updates the accumulator based on hours entered in Time Entry, and the Payroll Start program initializes the accumulator to 0.0 at the beginning of the period.

Quarter to Date: In Dollars
An accumulator for the cost of the benefits that have been used since the beginning of the quarter.

> **Note:** Because costs are based on hourly wage rates, the cost accumulators are meaningful for hourly employees only.

Quarter to Date: In Hours
An accumulator for the benefit hours that have been used since the beginning of the quarter.

> **Note:** The Pay program updates the accumulator based on hours entered in Time Entry, and the Payroll Start program initializes the accumulator to 0.0 at the beginning of the period.

Rehire
The date the employee was rehired, as specified in the Personnel record.

Year to Date: In Hours
An accumulator for the benefit hours that have been used since the beginning of the year.

> **Note:** The Pay program updates the accumulator, based on hours entered in Time Entry, and the Payroll Start program initializes the accumulator to 0.0 at the beginning of the period.

Year to Date: In dollars
An accumulator for the cost of the benefits that have been used since the beginning of the year.

> **Note:** Because costs are based on hourly wage rates, the cost accumulators are meaningful for hourly employees only.

Deduction Record

The Deduction record stores accumulators for the amount of a deduction, the base of the deduction, and the maximum allowable amount for a deduction. Create the Deduction table before you add Deduction records. The ID number and the Deduction Code form the unique key for the Deduction record. Payroll/Personnel programs do not store the Deduction record; they store Deduction Calculation records.

Example of Deduction Record

The following Deduction Record screen may vary from your screen format and content due to your institution's specifications.

```
Query  Next  Previous  (UP First)  (DOWN Last)  Add  Delete  Update
File  Menu  eXit
                                                      Deduction

Id No.......[0         ]          Name...

Deduction Code....[    ]

              Amount of Deduction      Based on      Maximum Deduction
Month to Date......[       $0.00]     [      $0.00]    [      $0.00]
Quarter  to  Date..[       $0.00]     [      $0.00]    [      $0.00]
Year to Date.......[       $0.00]     [      $0.00]    [      $0.00]
Contract to Date...[       $0.00]     [      $0.00]    [      $0.00]

Last Update Date.......[          ] Last Update Time........[0         ]   Payroll Check Date
of Last Update..............................[        ]
```

Fields in the Deduction Record

The following list contains descriptions of the fields contained on the Deduction Record screen.

Contract to Date: Amount of Deduction
The amount that has been computed for the deduction over the life of the contract. The Pay program and the Payroll Check Adjustment program update the field, and Payroll Start initializes the field at $0.00 at the beginning of a new contract period.

Contract to Date: Based on
The base amount that has been computed for the deduction over the life of the contract. This amount is the amount upon which a deduction is computed. The Pay program and the Payroll Check Adjustment program update the field, and Payroll Start initializes the field at $0.00 at the beginning of a new contract period.

Contract to Date: Maximum Deduction
The maximum amount that can be withheld for the deduction for the employee over the life of the contract.

> **Note:** If you update the field after the maximum withholding has been exceeded, the Pay program will refund the excess deduction amount to the employee in the next payroll run.

Deduction Code
The code associated with the deduction.

Id No.
The ID number of the employee.

Last Update Date
The last date on which the Pay program updated the Deduction record.

Last Update Time
The last time at which the Pay program updated the Deduction record.

Month to Date: Amount of Deduction
The amount that has been computed for the month. The Pay program and the Payroll Check Adjustment program update the field, and Payroll Start initializes the field at $0.00 at the beginning of a new month.

Month to Date: Based on
The base amount that has been computed for the deduction for the month. This amount is the amount upon which a deduction is computed. The Pay program and the Payroll Check Adjustment program update the field, and Payroll Start initializes the field at $0.00 at the beginning of a new month.

Month to Date: Maximum Deduction
The maximum amount that can be withheld for the deduction for the employee for the month.

> **Note:** If you update the field after the maximum withholding has been exceeded, the Pay program will refund the excess deduction amount to the employee in the next payroll run.

Name
The name of the employee.

Payroll Check Date of Last Update
The check date of the payroll the last time the Pay program updated the Deduction record.

Quarter to Date: Amount of Deduction
The amount that has been computed for the deduction for the quarter. The Pay program and the Payroll Check Adjustment program update the field, and Payroll Start initializes the field at $0.00 at the beginning of a new quarter.

Quarter to Date: Based On
The base amount that has been computed for the deduction for the quarter. This amount is the amount upon which a deduction is computed. The Pay program and the Payroll Check Adjustment program update the field, and Payroll Start initializes the field at $0.00 at the beginning of a quarter.

Quarter to Date: Maximum Deduction
The maximum amount that can be withheld for the deduction for the employee for the quarter.

> **Note:** If you update the field after the maximum withholding has been exceeded, the Pay program will refund the excess deduction amount to the employee in the next payroll run.

Year to Date: Amount of Deduction
The amount that has been computed for the deduction for the year. The Pay program and the Payroll Check Adjustment program update the field, and Payroll Start initializes the field at $0.00 at the beginning of a new year.

Year to Date: Based On
The base amount that has been computed for the deduction for the year. This amount is the amount upon which a deduction is computed. The Pay program and the Payroll Check Adjustment program update the field, and Payroll Start initializes the field at $0.00 at the beginning of a new year.

Year to Date: Maximum Deduction
The maximum amount that can be withheld for the deduction for the employee for the year.

> **Note:** If you update the field after the maximum withholding has been exceeded, the Pay program will refund the excess deduction amount to the employee in the next payroll run.

Deduction Calculation Record

The Deduction Calculation record specifies the amount for a deduction on a specific payroll for a specified date range. The Deduction Calculation record joins with the Deduction record through the ID and the Deduction Code. During deduction processing, the Pay program checks the Deduction record to locate the maximum deduction amounts for the specified time periods.

Example of Deduction Calculation Record

The following Deduction Calculation Record screen may vary from your screen format and content due to your institution's specifications.

```
Query  Next  Previous  (UP First) (DOWN Last) Change  Add  Delete  File
(TAB Default Deductions) Menu  eXit
                                               Deduction Calculation
Id No.......[          0]
DeductionCode.... [    ]
Payroll...........[    ]

Dates: [        ]-[        ]

Calculation Variables:
    Withholding  Period.....[ ]         Percentage of Year Withheld..[ 0]
    Exemptions..........[    0]         Addl Withholding Exemptions..[ 0]

    Flat Amount. [       0.00]
    Percentage  .......[   0.0]         Base Exclusion Amt. [     0.00]

    Payroll Max .[       0.00]

Last Calculated:
    Base........[          0.00]        Amount...............[      0.00]

Serial Number.....[          0]         Authorization No ....[         ]
```

Fields in the Deduction Calculation Record

The following list contains descriptions of the fields contained on the Deduction Calculation record.

Authorization No.
A twelve-character, free-formatted field for use by the institution.

Calculation Variables: Addl Withholding Exemptions
The number of additional withholding exemptions that the system uses, along with the Additional Withholding Amount in the Deduction table, to calculate the total additional withholding allowance.

Calculation Variables: Base Exclusion Amt
The amount that the system uses with the Percentage field to compute the percentage amount of deductions.

Calculation Variables: Exemptions
The number of exemptions that the system uses to compute taxes.

> **Note:** Two of the most common computations that use the number of exemptions are the calculation of the exemption allowance and the calculation of the exemption credit. Since the Deduction Calculation record stores this information, an employee can have different exemptions for different deductions. You can use the dates in the Deduction Calculation record to change the number of exemptions before the specified payroll run.

Calculation Variables: Flat Amount
The amount that the system will add to the amount computed based on the calculation variables.

> **Note:** You can enter a negative amount to refund a deduction amount.

Calculation Variables: Payroll Max.
The maximum amount that the system may compute for the specified deduction on a particular payroll run.

Calculation Variables: Percentage
   The amount that the system uses with the Base Exclusion Amt field to compute the
   percentage amount of deductions.
   Enter the percentages as whole numbers (e.g., enter **10.0** for ten percent [not 0.10]).

Calculation Variables: Percentage of Year Withheld
   The percentage of the year for which the system must calculate deductions.

   > **Note:** This field pertains to employees who receive pay for less than twelve months.

Calculation Variables: Withholding Period
   A code that specifies the payroll period upon which this deduction is to be computed. The
   following values are valid:
   - C - Contractual
   - F - Fourth period of the month
   - M - First payroll of the month
   - N - Not applicable
   - P - Periodic - every payroll
   - Q - First payroll of the quarter
   - S - Second period of the month
   - T - Third period of the month
   - W - First and second payroll of the month (for months with three payrolls)
   - Y - First payroll of the year

Dates
   The date range for which the computation of the deduction occurs. Only the deductions that
   are open on the payroll check date are used when you run payroll. For a specific check date,
   you can only have one Deduction Calculation record for the ID, Payroll, and Deduction
   Code.

Deduction Code
   The code for the deduction that is to be computed for the employee.

Id No.
   The ID number of the employee.

Last Calculated: Amount
   The amount that Time Entry and the Pay program last computed for the base of the
   Deduction Calculation record.

Last Calculated: Base
   The amount that the system last computed for the base of the Deduction Calculation record.

Payroll
   The payroll for which the employee is to have the deduction computed.

Serial Number
   A computer-assigned number to uniquely identify a Deduction Calculation record.

Payroll Record

The Payroll record contains information that results from your processing a payroll run with the
Pay program. The data from a specific payroll run appears in each Payroll record.

Example of Payroll Record

The following Payroll Record screen may vary from your screen format and content due to your institution's specifications.

```
PERFORM:   Query  Next  Previous  View  Add  Update  Remove  Table  Screen  ...
Searches the active database table.          ** 1: pr_rec table**
                          PAYROLL RECORD

Code....................[    ]          Payroll No..............[0     ]
Payroll Status..........[ ]
Process Control.........[ ]             Input Control...........[ ]

Dates:
Check Date..............[          ]
Period Beginning........[         ]     Period Ending...........[          ]
Number of Employees.....[       ]       Last Number Processed...[          ]

                          PAYROLL CASH TOTALS
Wages......[$0.00       ]
Allowances.[$0.00       ]               Employee Paid Benefits..[$0.00      ]
Net Pay....[$0.00       ]               Employer Paid Benefits..[$0.00    ]

                          PAYROLL TIME TOTALS

Regular....[       ]                    Overtime................[      ]
Other......[       ]                    Payroll Journal Number..[0      ]
```

Fields in the Payroll Record

The following list contains descriptions of the fields contained on the Payroll record.

Allowances
The total of all the allowances earned on the payroll as defined by the deduction type of A. The Pay program computes the total after completing the payroll run.

Check Date
The date that appears on the checks created in the payroll run. The Pay program compares this date to the beginning and ending dates on the Deduction Calculation records to determine the valid deductions for the payroll run.

Code
A code that defines the payroll.

> **Note:** You must define this code in the Payroll table.

Employee Paid Benefits
The total of all the employee-paid deductions for the payroll run.

Employer Paid Benefits
The total of all the employer-paid deductions for the payroll run.

Input Control
A code that indicates the processing method for the entry of employees' ID numbers and time information. The following two codes are valid:
- B - Batch (the Payroll Start program will sort the IDs
- I - Interactive (you must enter all the ID and hourly information)

Last Number Processed
The sort sequence number of the last employee that was processed through Time Entry. Time Entry uses this number when the Input Control field indicates the payroll is a batch run. The number serves as a place marker, enabling Time Entry to begin with the same ID that it was processing when you last exited the program.

Net Pay

The total of the net pay for the payroll run.

Number of Employees

The number of employees that have active Assignment Calculation records based on the Period Beginning and Period Ending dates.

Other

The number of non-regular benefit hours that the employees worked during the payroll run.

Overtime

The number of non-regular and non-benefit hours the employees worked.

Payroll Journal Number

The reference and number of the journal that creates the Wages Payable liability.

Payroll No.

The sequential number of the payroll for the code specified in the Code field.

Payroll Status

The progress status of the Payroll record. The following codes are valid:
- A - Aborted (You used Payroll Start to abort the Payroll record)
- C - Completed (The Pay program completed successfully)
- H - Hours (You exited Time Entry with the Abort command)
- S - Started (Payroll Start added the record)
- T - Time Entry (You exited Time Entry with the Finished command)

Period Beginning

The beginning date of the payroll run.

> **Note:** Time Entry uses the date (along with the Period Ending date) as data entry time constraints and to load the appropriate Assignment Calculation records.

Period Ending

The ending date of the payroll run.

> **Note:** Time Entry uses the date (along with the Period Beginning date) as data entry time constraints and to load the appropriate Assignment Calculation records.

Process Control

Identifies the process control for this payroll. Time Entry uses the field to determine the mode of processing and to speed up the processing by only displaying the screens that the operator needs to review. The default value is H. Valid values are:
- B - hours and compute (i.e., the operator can both enter hours and view the computation of wages)
- C - compute (i.e., the operator can view the computed wages only)
- D - compute and optional hours (i.e., the operator can view the computed wages and optionally display and update hours)
- E - hours and optional compute (i.e., the operator can enter wages and optionally view the computation of wages)
- H - hours (i.e., the operator can enter hours only)

Regular

The number of regular hours that you entered in Time Entry.

> **Note:** Regular hours are those hours that you enter in the top line of "Types of Time" in Time Entry.

Wages
The total of all the wages earned on the payroll. The Pay program uses the Assignment
record amounts to compute the total.

Personnel Record

The Personnel record maintains personnel information for the institution's employees. You must
have an ID record and a Personnel record for each employee at the institution.

> **Note:** For Payroll/Personnel purposes, the only required fields on the Personnel
> record are the Original Hire Date and the Effective Hire Date.

Example of Personnel Record

The following Personnel Record screen may vary from your screen format and content due to
your institution's specifications.

```
PERFORM:  Query  Next  Previous  View  Add  Update  Remove  Table  Screen  ...
Selects the current table.                      ** 3: pers_rec table**
Id No...[          ]                    Social Sec..
Title..                                .Name........
========================   PERSONNEL  INFORMATION=============================

        Original Hire.   .[        ]          Self Employed......[ ]
        Original Terminate..[        ]           Pension............[ ]
        Rehire.............[         ]           Minister...........[ ]
        Final Terminate.....[        ]           Parttime...........[ ]
        Effective Hire......[        ]           Temporary..........[ ]
        Effective Terminate.[        ]

        Union:  Member.......[ ] Classification..[    ] Code..[  ]
        Personnel Class......[    ]
        Master Position......[        ]
        TIAA.................[           ]

        W2 Info:  Statutory..[ ]  Legal Rep..[ ]   942 Employee..[ ]
```

Fields in the Personnel Record

The following list contains descriptions of the fields contained on the Payroll Record screen.

Effective Hire
The date that the Payroll/Personnel module uses to determine when to begin paying an
employee.

> **Note:** This date may differ from the Assignment Hire Date, but the Assignment
> Calculation Beginning date cannot precede this date.

Effective Terminate
The date that the Payroll/Personnel module uses to determine when to discontinue paying
an employee.

> **Note:** This date may differ from the Assignment Hire Date, but the Assignment
> Calculation Beginning date cannot be after this date.

Final Terminate
The date that an employee was finally terminated after being rehired.

Id No.
The ID number of the employee.

Master Position

The master position of the employee. The personnel master position is relevant for reporting purposes.

Minister

A logical field indicating if the employee is employed as a minister.

Name

The name of the employee.

Original Hire

The date that the employee was originally hired by the institution.

> **Note:** The Payroll/Personnel module does not rely on this date to compute payroll, but instead uses the Effective Hire date.

Original Terminate

The date that the employee was terminated by the institution. If the employee has been terminated more than one time, this date is the first termination date.

> **Note:** The Payroll/Personnel module does not rely on this date to compute payroll, but instead uses the Effective Terminate date.

Parttime

A Y/N field indicating whether the employee is employed part time.

Pension

A Y/N field indicating whether the employee participates in a pension plan.

Personnel Class

The optional four-character free-formatted field that the institution can use to classify a particular employee.

Rehire

The date that the employee was rehired after a termination.

Self Employed

A Y/N field indicating whether the employee is self-employed.

Social Sec.

The social security number of the employee.

Temporary

A Y/N field indicating whether the employee is employed on a temporary basis.

TIAA

The twelve-character field used for TIAA purposes.

Title

The employee's job title.

Union: Classification

The four-character, free-formatted field that the institution uses to identify the classification of a particular union employee.

Union: Code

The four-character, free-formatted field that the institution uses to identify the code of a particular union employee.

Union: Member

A Y/N field indicating whether an employee is a member of a labor union.

W2 Info: Employee
> A Y/N field used in printing W-2s.

>> **Note:** Consult IRS publications to determine the appropriate use for this field.
> Complete this field before you run the *w2build* program.

W2 Info: Legal Rep
> A Y/N field used in printing W-2s.

>> **Note:** Consult IRS publications to determine the appropriate use for this field.
> Complete this field before you run the *w2build* program.

W2 Info: Statutory
> A Y/N field used in printing W-2s.

>> **Note:** Consult IRS publications to determine the appropriate use for this field.
> Complete this field before you run the *w2build* program.

Position Record

The purpose of the Position record is to provide information about a particular function served by one or more employees at an institution. For example, several students can fill, on a part time basis, the position of library aide.

The record specifies an ongoing or temporary position and does not change with personnel hiring and termination. You link a position to an employee through the Assignment and Assignment Calculation records.

The information in the Position record includes the beginning and ending dates for the position as well as the account that your institution charges for the expenses of the employee(s) who serves in the position.

- An employee should never have two assignments using the same Position Code. If this condition occurs, the Payroll Audit program (*praudit*) will generate an error message.
- Do *not* change the account after you use the position in the Pay program, because the change will cause the Payroll Audit program (*praudit*) to become inoperable.

Example of Position Record

The following Position Record screen may vary from your screen format and content due to your institution's specifications.

```
Query  Next  Previous  Add  Update  Delete  (UP First)  (DOWN Last)
Menu  eXit
                              Position  Record
Position  Code..[ ]                      Desc..[                    ]

Position Dates:     Beginning..[     ]             Ending......[    ]  Expense Account:
Fund Func Obj Subf.[                 ]

    Subsidiary .............[    ]
    Subsidiary ID.......[      ]
    Subsidiary Balance Code.[    ]
    Subsidiary Total Code...[    ]

Overtime  Code........[ ]
Deduction  Exclusion...[ ]
Salary Minimum...[         ]   Salary Maximum...[         ]
Hourly Minimum...[         ]   Hourly Maximum...[         ]

Organization:  Level1.......[     ]        Level2.....[      ]
Rank................[       ]
Campus..................[    ]  Building................[    ]  Room....................[
]  Extension...............[    ]
```

Fields in the Position Record

The following list contains descriptions of the fields contained on the Position record.

Building
A code that identifies the building where the position occurs. The system uses the Building code for reporting purposes.

Campus
A code that identifies the campus where the position occurs. The system uses the Campus code for reporting purposes.

Deduction Exclusion
A code that identifies a group of deductions that Payroll will not calculate for this position's earnings.

Desc.
A free-formatted description of the position.

Expense Account
The account to which you want the expenses of the position charged.

Extension
A code that identifies the telephone extension for the room where the position occurs. The system uses the Extension code for reporting purposes.

Hourly Maximum
The maximum hourly rate for the position.

> **Note:** The value in this field is for guideline purposes only; the system does not validate amounts based on this field.

Hourly Minimum
The minimum hourly rate for the position.

> **Note:** The value in this field is for guideline purposes only; the system does not validate amounts based on this field.

Organization: Level 1
An optional, user-defined integer field that you can use for tracking levels for creating organizational charts.

Organization: Level 2
An optional, user-defined integer field that you can use for tracking levels for creating organizational charts.

Overtime Code
With the Overtime table, a code that specifies the type of overtime calculation for the position.

Position Code
The unique eight-character code that identifies the position.

> **Note:** Assign the most descriptive codes possible for the Position Code. For example, you might want to define the first four characters as the Function code, and the last four characters as the Object code.

Position Dates: Beginning
The date the position became active at the institution.

Position Dates: Ending
The date the position became inactive at the institution. To indicate a perpetual position, enter **00/00/0000**.

Rank
The eight-character optional field that corresponds to the Rank code in the Rank table.

Room
A code that identifies the room number where the position occurs. The system uses the Room code for reporting purposes.

Salary Maximum
The maximum salary for the position.

> **Note:** The value in this field is for guideline purposes only; the system does not validate amounts based on this field.

Salary Minimum
The minimum salary for the position.

> **Note:** The value in this field is for guideline purposes only; the system does not validate amounts based on this field.

Subsidiary
The subsidiary this position will use. The subsidiary control account should be the same as the general ledger account, or the Voucher program will not be able to post the payroll to the general ledger. If this field is blank, the Pay program will not create any subsidiary entries or transactions.

Subsidiary Balance Code
The subsidiary balance code that the Pay program will use to create subsidiary transactions.

> **Note:** If this field is blank, the Pay program assumes you are describing a subsidiary without balances.

Subsidiary ID
The subsidiary account that the Pay program will use.

> **Note:** If you enter **0** in this field, the employee's ID number will be used, and the Voucher program will create a separate subsidiary account for each person who occupies this position.

Subsidiary Total Code
    The subsidiary total code that the Pay program will use to create subsidiary transactions.

>   **Note:** If this field is blank, the Pay program assumes you are describing a subsidiary
>   without totals.

Skills Record

The purpose of the Skills record is to enable the Personnel department to record employees'
different skills and skill levels. The Skills record is not required; your institution can use the record
as much or as little as desired and can use it to track such skills as typing and shorthand speed
or the ability to use various types of equipment.

Example of Skills Record

The following Skill Record screen may vary from your screen format and content due to your
institution's specifications.

```
PERFORM:   Query  Next  Previous  View  Add  Update  Remove  Table  Screen  ...
Searches the active database table.            ** 1: skills_rec table**
                              ID RECORD

Id No.......[0        ]         Social Security..
Name........

===============================================================================

                          EMPLOYEE SKILLS RECORD

Skill Code.........[    ]
Skill Level........[    ]


Skill Value........[          ] [          ]
```

Fields in the Skills Record

The following list contains descriptions of the fields contained on the Skills record.

Id No.
    The ID number of the employee.

Name
    The name of the employee.

Skill Code
    The four-character code of the skill as defined in the Skills table.

Skill Level
    The four-character code of the skill level as defined in the Skill Level table (tskl_table).

Skill Value
    Two ten-character user-defined fields.

Time Record

The Time record maintains the information about employees' time in their positions as entered in
Time Entry. The Pay program accesses the Time record to compute wages.

Example of Time Record

The following Time Record screen may vary from your screen format and content due to your institution's specifications.

```
(RETURN Right) (LEFT Left) (DOWN Down) (UP Up) (CTRL-U Command) (CTRL-W Help)
(TAB Default) (ESCAPE Finished) (CTRL-C Abort (CTRL-N Next) (CTRL-G Previous)
ID 12       Alexander, Elizabeth          Ssn 360-27-9993  Sort 6     Wage S
Pos ASSTPROF                             Payroll  MNTH  Salary Payroll
================================================================================
    SA 08/27 SU 08/28 MO 08/29 TU 08/30 WE 08/31 TH 09/01 FR 09/02   Wk Tot

 REG        –        –        –        –        >[        ]–      |     0.0
 OT         –        –        –        –        >         –       |     0.0
 VAC        –        –        –        –        >         –       |     0.0
 HOL        –        –        –        –        >         –       |     0.0
 SICK       –        –        –        –        >         –       |     0.0
 UNDR       –        –        –        –        >         –       |     0.0
 CIVL       –        –        –        –        >         –       |     0.0
 FUNL       –        –        –        –        >         –       |     0.0
 MIL        –        –        –        –        >         –       |     0.0

 Wtot                                                            |
 Btot                                                            |
 Gtot                                                            |
================================================================================
                       +          =  Total
Previous week(s)
```

Fields in the Time Record

The following list contains descriptions of the fields contained on the Time record.

Id No.
The ID number of the employee.

Payroll Code
The code of the payroll on which the time was entered for the employee.

Position Code
The position for which the time was entered for the employee.

Time Date
The date on which you used Time Entry to enter time for the employee.

Time Hours
The number of hours for the employee/payroll/position/date.

Time Status Code
The time code under which the hours were entered for the employee. The code corresponds to the values in the Time table.

Defining Position Codes

Introduction

The CX Position Code is an eight-character alphanumeric field. Each institution must create its own Position Codes. Jenzabar suggests that you incorporate codes for EEO reporting into the Position Codes that you establish for your institution.

Current EEO Classifications

The following table lists the current classifications that EEO uses to identify positions.

Jenzabar code	EEO Position Classification		enzabar code	Faculty Classification	
A	1	Exec/admin/managerial	P	1	Professor
F	2	Faculty - Tenured	C	2	Associate professor
N	3	Faculty - Non-tenured	S	3	Assistant professor
O	4	Faculty - Other	I	4	Instructor
P	5	Other professionals	L	5	Lecturer
S	6	Secretarial/clerical	O	6	Other faculty
T	7	Technical/ paraprofessional	V	7	Non-faculty (void: no faculty classification
C	8	Skilled craft			
M	9	Service/maintenance			
R	10	Instruction/ research assistant			

Values for Each Position Code Character

The following provides suggestions or examples for the values that you can use for each of the eight characters in the Position Code.

1

The Jenzabar code that corresponds to the Position Classifications in the above table (e.g., F for Faculty - Tenured).

2

The Jenzabar code that corresponds to the Faculty Classifications in the above table (e.g., S for Assistant professor).

3-6

The Function from the account number (e.g., 2500 for the Anthropology department).

7

A budget line item code as follows:
- Y - Faculty salaries
- R - Summer salaries
- F - Staff salaries
- T - Student wages
- P - FWSP wages

8

Other codes as needed as in the following examples:
- E - Electrician
- P - Painter
- U - Plumber
- V - Void/No code

Examples of Position Codes

Some examples of the Jenzabar-recommended Position codes are as follows:
- President of the college   AV1000FV
- Secretary of the Anthropology department   SV2500FV
- Assistant Professor of Biology   NS2300YV
- Maintenance worker   MV9000FU

Using Earned Income Credit

Introduction

Some employees at your institution may qualify for Earned Income Credit. To provide this credit, you must establish a negative "deduction" in the Deduction table and Reduction table and assign the deduction to the employee in the Deduction Calculation record.

Procedure

The following steps describe how to use earned income credit:

1. Add codes for EICS (single) and EICM (married) to the Deduction table.

2. Change the flag in the Negate field to **Y**.

3. Add the flexible benefit deductions and pension account deductions to the Reduction table. You do this the same way that you do the federal withholding deductions.

4. Add the amounts from the circular E to the Tax table.

   The Tax table entries look like this:

EICS			
Starting Date	1/1/98	1/1/98	1/1/98
Break Amount	0.00	6680.00	12260.00
Percentage	20.4	0.0	-9.588000
Base Tax	0.00	1363.00	1363.00

> **Note:** You cannot enter a negative amount in the percentage field through the tax table screen. You must do this through senter2.

SECTION 11 - PAYROLL/PERSONNEL MAINTENANCE PROCEDURES

Overview

Introduction

This section provides procedures you need to maintain Payroll/Personnel information at your institution and to use some less commonly used CX features.

Maintenance Issues

Maintenance topics included in this section are:
- Changing payroll positions
- Creating additional earnings statements
- Rerunning payrolls
- Using direct deposit

Changing Payroll Positions

Introduction

Specific procedures, such as changing either the G/L account number for position or changing position codes, must be followed to maintain consistency between the payroll and accounting areas. Changing the G/L account numbers in the Position records has serious consequences in the Payroll Audit. The *praudit* program compares the G/L transaction account numbers against the Position record account numbers and will report errors if the two do not match. Assignment records may be updated incorrectly if the G/L account number does not correctly match the G/L account number in the Position record(s).

Changing the G/L Account Number for Position Codes

You can change G/L account numbers in two ways:
- Stop using the position code and add a new one with the new G/L account number.
- Run a menu option for changing positions that will allow the current code to be continued.

Create a New Code for the New G/L Account Number
This approach only requires you to use *employ* to make the changes. However, each person using the position to be changed must be updated.
To update, complete the following steps:
1. Create the new position code with the new G/L account number.
2. Enter an ending date in the Assignment Calculation records for each employee that has the position to be changed.
3. Create a new Assignment Calculation record for the new position code.

Update the Current Position Code with a New G/L Account Number

This method involves more steps but allows the position code to be continued as a valid code. There is a menu option called "Change Position Account" for changing the G/L account for position codes. This option executes a script to change the position code with the current G/L account to a new code and update the corresponding payroll records.

Example: Employee was assigned to position TESTCASE from 01/01/98 to 12/31/98. It was determined on 06/30/98 that the G/L account number for TESTCASE was to be changed with the new fiscal year accounts. The script was run to preserve TESTCASE data under the new code %TESTCAS.

```
Old Data:
    Position:                   TESTCASE       10-1011-6012
    Assignment Calculation:     TESTCASE       01/01/98 - 12/31/98
Data After INFORMER and Position Update:
    Position:                   TESTCASE       10-1011-6013
    Position:                   %TESTCAS       10-1011-6012
    Assignment Calculation:     TESTCASE       07/01/98 - 12/31/98
    Assignment Calculation:     %TESTCAS       01/01/98 - 06/31/98
```

The menu option will prompt the operator for the current position code (TESTCASE in the example above), the new code or code that will be used with the current G/L account (%TESTCASE above), and the date when this change became effective (06/30/98 above).

After the Informer script has completed, run *employ* to update the G/L account in the Position record. The position record that needs to be updated is the existing record (In the above example, TESTCASE). Then run *praudit* to update the payroll data.

Delete a Current Position

Follow these steps to delete a position that is currently being used.

1. Follow the procedures for updating Assignment Calculation records listed under "Create A New Code For A New G/L Account."

2. Place an ending date for the position in the Position record and terminate the Assignment Calculation record for each employee with that position.

3. If the code is to be replaced with a new code, you will have to add Assignment Calculation records for those employees with the old code.

Creating Additional Earnings Statements

Introduction

Because the accounting system writes all checks, some desired and needed information does not print on the standard payroll checks. You may distribute supplemental information to employees for each payroll by printing three-part checks, by inserting a supplemental earnings statement in the employee's check, or by adding to the existing check stub. This supplemental information is provided in addition to the normal breakdown of wages and deductions printed on the check stub.

Available Information

Four main types of information are available for printing. These types may be used in any combination, and the none of the types is required. The groups are as follows:
- Earnings information
- Deduction information
- Benefit information
- Miscellaneous information

Earnings Information

Internal to the payroll programs is a structure of earnings information. This structure is used in a way that any or all the information in this structure can be used without a programming change. Following is a list of the names in the structure as well as an explanation of the fields.

ckstub_name
> The name of the employee from the id_rec (e.g., DeGroft, Scott R.).

ckstub_id
> The ID number of the employee from the id_rec (e.g., 20228).

ckstub_egp_type
> The earned gross pay type as found in the assgncalc_rec (An R is changed to a blank for printing purposes).

ckstub_pos
> The position code as found in the assgncalc_rec (e.g., HOURLY1).

ckstub_wage_type
> The wage type as found in the assgncalc_rec (e.g., H, S, N, or E).

ckstub_beg_date
> The beginning date as found in the assgncalc_rec (e.g., 11/04/98).

ckstub_end_date
> The ending date as found in the assgncalc_rec (e.g., 00/00/00)

ckstub_time_type
> The type of time that hours were entered against in the Time Entry program (e.g., OT).

ckstub_hours
> The number of hours that were entered in the Time Entry program for the type of time denoted by "ckstub_time_type" (e.g., 2.0).

ckstub_rate
> The hourly rate as found in the assgncalc_rec (e.g., $5.10).

ckstub_bias

The bias rate for the type of time as found in the time_table (e.g., 1.5).

ckstub_cmpt_rate

The computed rate for payment. "ckstub_rate" multiplied by the "ckstub_bias" (e.g., $7.65).

ckstub_amt

The amount of the earnings for the type of time for the Assignment Calculation record (e.g., $15.30).

Deduction Information

All the fields in the Deduction and Deduction Calculation records for deductions that are employer-paid are available for printing. If deductions are printed, all employer-paid deductions will be printed. Review the fields in these records to decide the fields that should be printed.

Benefit Information

All the fields in the Benefit record are also available for printing. Review the fields in these records to decide the fields that should be printed.

While there are advantages to printing benefit information on each payroll run, remember the following. Benefit records are not currently not being audited by the Payroll Audit program. Nor are Benefit records adjusted by the program that removes the payroll liability for voided checks. (They must be hand updated by the Payroll office through the PERFORM screen.) If you desire to print the hours remaining yet to be used remember that the CX payroll system does not currently have a benefit allocation program. This means there will be more pressure on the Payroll office to keep up to date in its updating of the Benefit records.

Miscellaneous Information

In addition to the above three groups of information, the following thirteen other fields are available for printing on the form $CARSPATH/modules/payroll/forms/Libpr/earn:

begdate

Beginning date of the payroll.

denddate

Ending date of the payroll.

totamt

Total of the field ckstub_amt.

totdedp

Total of the field dedc_amt_ptd for employer paid deductions.

totdedy

Total of the field ded_amt_ytd for employer paid deductions.

totbp

Total of the field ben_hrs_ptd.

totby

Total of the field ben_hrs_ytd.

rhrs

All hours entered in Time Entry where the bias rate = 1.0.

ohrs

All hours entered in Time Entry where the bias rate > 1.0.

uhrs

All hours entered that are not regular or overtime hours (undertime).

whrs

Summation of rhrs and ohrs.

hwage

Hourly wage as found in assgncalc_recs.

r

Field filled with an '*' if there are two different hourly rages for an employee.

Setting Up the Form for Supplemental Earnings

Your screen can be formatted to match the criteria of the payroll office. Once the fields that are to be printed and the size of the form to be used have been selected, the screen can be created. The location of the screen is $CARSPATH/modules/payroll/forms/Libpr/earn. To aid the Jenzabar coordinator in setting up the screen, CX provides a sample screen. Following is the sample output from that screen:

```
                         Supplemental Earnings Information
  DeGroft, Scott R.              20228
    Position  Eff. Date Type  Hours     Rate      Amount   Type     Amt       Ytd
    HOURLY1   11/01/98 VAC     8.00   $ 5.02  $   40.16 | FICR  $  0.00  $ 2791.80
    HOURLY1   11/04/98 REG    24.00   $ 5.10  $  122.40 | MMED  $ 12.35  $   24.70
    HOURLY1   11/04/98 SICK    8.00   $ 5.10  $   40.80 | RENT  $100.00  $  900.00
    HOURLY1   11/04/98 OT      2.00   $ 7.65  $   15.30 | TDIS  $ 12.02  $   24.04
    HOURLY2   11/01/98 REG             $ 5.50           | TIAR  $ 60.00  $  120.00
    SALARY1   11/01/98 REG                   $  100.00  |
  O SALARY2   11/01/98 REG                   $ 1200.00  |
                                                        |
                                                        |
                                                        |   --------  ----------
                                                        |   $184.37   $ 3860.54
                                                        | Ben   Prd Taken Ytd Taken
                                                        | CIVL       .00      8.00
                                                        | SICK      8.00     16.00
                                                        | VAC       8.00     49.50
                                                        |
                                           ---------    |   ------   ---------
  Payroll Period: 11/01/98  -  11/07/98    $1518.66     |    16.00      73.50
```

Note: In this example there is no allowance for any blank lines for the form perforations.

Testing the Form

Through the Time Entry program, the form can be tested to see if it meets the criteria of the payroll office. To test it, run sample employees through Time Entry where the "pr_proc_ctrl" is set to B. After the sample employees have been processed through time entry run the menu option "Print Check Stubs". (For instructions on how to run the menu option, see the section *Supplemental Form To Be Inserted With Payroll Check*). After printing the stubs, the form can be modified as necessary until the output meets the needs of the payroll office.

Supplemental Earnings Statement Options

You can distribute the additional earnings statement in three ways:
- Use a second check stub that makes the check a three-part check.
- Print a separate earnings statement and insert it into the employee's check envelope.
- Print limited information on the existing check stub.

Second Check Stub (Three-Part Check)

To print the supplemental information on the payroll check, you must modify the check screen file. The location of the file is $CARSPATH/modules/acctspay/forms/ckslct/prcheck. For an example of the changes needed, evaluate the form located in that directory called prcheck. The new fields are st1, st2, st3, ... st21, sc_st and stub_text. There should be as many "st" lines in the check as there are lines in the form file located in $CARSPATH/modules/payroll/forms/Libpr/earn.

Advantages/Disadvantages to Second Check Stub

The primary advantage to the second check stub is that, once the checks are set up, there is not a need for further processing. The payroll system will automatically print the information on each payroll run. Another advantage to the second check stub is that it removes the probability of error that can occur when stuffing envelopes.

A disadvantage to the second check stub is that cost of a three-part check is higher than a two part check. This extra expense may not be deemed necessary for student employees. Also, your institution may have a large supply of current two-part checks on hand. This could be handled by using the existing two-part checks for students and the three-part check for faculty and staff.

Example Payroll Check with Second Check Stub

The following is an example of a payroll check with a second check stub.

```
                                                          NO. 1
               Non-Negotiable
 PAYROLL CHECK / ID  20228                                11/08/98
 PAY    $*****1,093*  US DOLLARS  *34*  CENTS       $*****1,093.34*
           DeGroft, Scott R.
           Address Line 1
           Address Line 2
           Cincinnati
                         OH  45240-1719
 ----------------------------------------------------------------------
 11/08/98  20228   DeGroft, Scott R.                       159-54-1430
 Desc      Gross Pay     YTD Accum    Desc    Deductions    YTD Accum
 VAC   $        40.16  $     505.16   20%   $     240.00  $     240.00
 OT    $        15.30  $     675.30   FITM  $      54.98  $     325.81
 RENT  $       100.00  $     500.00   7%    $      84.00  $      84.00
 SICK  $        40.80  $     180.80   FAIR  $      15.38  $      15.38
 REG   $     1,422.40  $  14,370.73   FICA  $        .00  $    2791.80
 UNDR  $          .00  $    -620.00   UWAY  $       1.00  $       1.00
 CIVL  $          .00  $     145.00   MEDS  $       2.58  $       2.58
                                      BLCR  $      20.00  $      40.00
                                      CAPT  $      20.00  $     206.75
                                      TIEN  $      80.17  $      80.17
                                      OHIO  $       7.21  $       7.21
 ----------------------------------------------------------------------
 Off: CASH                  $ 1618.66 - $      525.32 =$     1093.34
                       Supplemental Earnings Information
  DeGroft, Scott R.               20228
   Position   Eff. Date Type  Hours    Rate     Amount   Type    Amt        Ytd
   HOURLY1   11/01/98 VAC    8.00  $ 5.02  $  40.16 | FICR  $  0.00  $ 2791.80
   HOURLY1   11/04/98 REG   24.00  $ 5.10  $ 122.40 | MMED  $ 12.35  $   24.70
   HOURLY1   11/04/98 SICK   8.00  $ 5.10  $  40.80 | RENT  $100.00  $  900.00
   HOURLY1   11/04/98 OT     2.00  $ 7.65  $  15.30 | TDIS  $ 12.02  $   24.04
   HOURLY2   11/01/98 REG          $ 5.50           | TIAR  $ 60.00  $  120.00
   SALARY1   11/01/98 REG                  $ 100.00 |
 O SALARY2   11/01/98 REG                  $1200.00 |
                                                    |
                                                    |
                                                    |   -------- ----------
                                                    |   $184.37  $ 3860.54
                                                    | Ben  Prd Taken Ytd Taken
                                                    | CIVL     .00       8.00
                                                    | SICK    8.00      16.00
                                                    | VAC     8.00      49.50
                                                    |
                                        ---------   |   ------  ---------
  Payroll Period: 11/01/98 - 11/07/98    $1518.66 |    16.00      73.50
```

Supplemental Form Inserted With Payroll Check

The Pay program will create the supplemental forms to be inserted with the payroll check. When the program is completed, the payroll personnel can run the menu option "Print Check Stubs". This menu option can be run at any time and does not interfere with the check processing. This menu option asks the user the following three questions (in addition to printer and time of day desired.)

1. The first question asked is the payroll period code. This is the subsidiary balance period for the payroll. It is comprised of the first three characters of the payroll code and the payroll number as found in the payroll record. To find the number, query on the Payroll record using the Payroll code and the Payroll Check Date. If the payroll code is WEEK, and the payroll number is 12, the payroll period code is WEE012.

2. The second question is the line number to start the sort on. This allows the operator to sort the files so that they come out in id number or name order. For example, if the form has the name on the second line and the sort is desired to be alphabetical, the number 2 should be inserted on this line.

3. The third question is to enter the tag with which to sort or return to use the entire line. This line is useful if you want to sort the file alphabetically, but the name field is not the first field on the line. Consider the following example of the second line of a file:

```
Payroll:  01/05/96 - 01/11/98          Name: DeGroft, Scott R.
```

To sort the files alphabetically, this question should be answered "Name:". This would cause the script to sort the files based on the values following the tag Name:". If the second line of the file was

```
DeGroft, Scott R.                     Payroll:  01/05/98 - 01/11/98
```

the user would press the <Return> key.

> **Note:** Because of the programming change to *ckslct,* the Jenzabar coordinator will need to make a change to the check screen file. The location of the file is $CARSPATH/modules/acctspay/forms/ckslct. The change needed is to insert the two following lines into the file.

```
    sc_st:optional;
    stub_text:optional;
```

Advantages/Disadvantages to Supplemental Earning Form

The first advantage is that there is not a need for any new checks to be ordered to use this new feature. This advantage is both a cost and a timing advantage. The second advantage is that you can choose the payrolls that are to get the supplemental forms. You may not desire to give the form to students even though it does give hourly information.

The primary disadvantage is that the employee's payroll check envelopes will need to be stuffed with this form. This can create two problems. First, if the payroll office is running behind schedule this is an additional step. Second, there is the chance that the forms will get in the wrong employee's envelope.

Additional Information on Existing Stub

You can print the information available on the supplemental earnings statement on the existing check stub. As with the second check stub option (three part check), the check screen file will need to be modified. The location of the file is $CARSPATH/modules/acctspay/forms/ckslct. For more information, see *Second Check Stub (Three Part Check)* in this section.

Advantages/Disadvantages of Additional Information on Existing Stub

The primary advantage to putting the additional information on the existing stub is that there is not a need for a new check layout. The payroll system will automatically print the information on each payroll run. This removes the probability of error that can occur when stuffing envelopes.

The biggest disadvantage is that there probably is not enough room on the existing stub to put the additional information that is desired. To fit this new information on the existing stub means that some scrolling buffers must be deleted. This means that there is a greater probability of an employee needing two stubs. As a result, a check may need to be voided by the system. This would, of course, vary by school since the information printed is at the school's discretion.

Example Check with Additional Information on Existing Stub

```
                                                        NO. 1
          Non-Negotiable
PAYROLL CHECK / ID  20228                                      11/08/98
PAY    $*****1,093*  US DOLLARS  *34*  CENTS        $*****1,093.34*
          DeGroft, Scott R.
          Address Line 1
          Address Line 2
          Cincinnati
                          OH  45240-1719
------------------------------------------------------------------------
11/08/95  20228   DeGroft, Scott R.                         159-54-1430
Desc      Gross Pay      YTD Accum    Desc   Deductions    YTD Accum
VAC   $         40.16  $      505.16  20%   $    240.00  $     240.00
OT    $         15.30  $      675.30  FITM  $     54.98  $     325.81
RENT  $        100.00  $      500.00  7%    $     84.00  $      84.00
SICK  $         40.80  $      180.80  FAIR  $     15.38  $      15.38
REG   $      1,422.40  $   14,370.73  FICA  $       .00  $    2791.80
UNDR  $           .00  $     -620.00  UWAY  $      1.00  $       1.00
CIVL  $           .00  $      145.00  MEDS  $      2.58  $       2.58
  Reg Hours        Overtime Hours    BLCR  $     20.00  $      40.00
     40.00               2.00        CAPT  $     20.00  $     206.75
  Remaining          Remaining       TIEN  $     80.17  $      80.17
CIVL  16.00     SICK    16.00        OHIO  $      7.21  $       7.21
VAC   32.00
------------------------------------------------------------------------
Off: CASH                 $ 1618.66 - $     525.32 =$    1093.34
```

Disk Usage

The information used in printing the check stub is stored on the disk. This means that, if your institution desires, the Jenzabar coordinator can remove the files from old payroll runs. This clean-up activity should be a joint venture between the payroll office and the Jenzabar coordinator. The location of the files is $CARSPATH/text/subb_rec/subb_prim. The file name is comprised of four field values: the subsidiary, the subsidiary number (id number), the subsidiary balance period (payroll period code), and the subsidiary balance code.

Example: Employee 615 received payment on payroll code WEEK payroll number 12
The file name is W-P_615WEE012NPAY

When the payroll office tells the coordinator that the check stub is no longer needed for payroll code WEEK and payroll number 12, the files can be removed. The command rm ***WEE012*** would remove the files from that payroll.

Rerunning Payrolls

Overview

At times it is necessary to rerun a payroll for specific employees. This can happen when checks were erroneous, time cards were received after payment of employees, or the Payroll office was not notified of a new employee.

Payroll Rerun

If you need to run a payroll again for an employee or a group of employees, follow this procedure:
- Create a new payroll code in the Payroll table.
- Set up employee records.
- Run *prstart*.
- Run *timeent.*
- Run *pay.*
- Create a QC voucher for any adjustments dispersed to the employee by hand-typed checks.

Creating a New Payroll Code in the Payroll Table

Jenzabar recommends that you construct payroll rerun codes by using the letter R as the first character followed by the first three characters of the payroll code which is being rerun. Please note that the first three character of the payroll code must be unique because the first three characters help construct the subsidiary balance code.

Example: RSTU = rerun of STU
RWEE = rerun of WEEK

Setting up Employee Records

Run employ to set up the Assignment, Assignment Calculation, and Deduction Calculation records for the payroll code of the rerun. Open Assignment Calculation records for the length of the payroll being rerun and open Deduction Calculation records for the check date of the payroll being rerun. Be sure that the Assignment Calculation records satisfy all funding implications.

Run *prstart*

Run the Payroll Start program with the dates of the payroll that you are attempting to rerun. The operator should be sure to enter the exact beginning, ending, and check dates.

Run *timeent*

Run the Time Entry program and validate the display screen for each employee having their check adjusted. Do *not* assume that data entry was correct. Each employee *must* be validated.

Run *pay*

Run the *pay* program with the check date entered by *voucher* for the posting date.

Create a QC Voucher for Any Adjustments to the Employee by Hand-Typed Checks.

The *voucher* program should be started with the following information:

```
Voucher Reference = QC
Document = Document code and Number of typed check
Posting Date = Check Date of the payroll
Entry Type = PAID
Description = Something meaningful to user
               Example: "pay adjust. Ck.123"
Reference ID = Employee Id
```

Example: Employee earned $500.00, had FITM refunded for $10.00, and had other deductions totaling $45.00.

W/P	$510.00	W/P	$ 45.00
Cash	$465.00		

The account that should be debited is the subsidiary control account (W/P or W/S) for the payroll. The amount of the debit should be the amount of monies that were added to the employee's check (Gross Pay). This would include earnings, allowances, and negative deductions. The *voucher* program will then take the user to the subsidiary screen. The subsidiary number that should be entered is the employee ID. The following information will be displayed:

```
===============================================================================
Type:  PAID    Desc:  pay adjust. ck 123                 Amt:  $458.00
ACT    QC000053-0001   02/28/95   TC-000000000111-011260  Fm:      Stat: P
===============================================================================
NPAY RST001 02/28/95 Tms: PR    Due: 02/28/95 Inv:          Po:    0
Act: $-419.43     Enc: $0.00        Total: $-419.43    Stat: O  Hold: N
===============================================================================
```

It is very important at this point that the user validate some of the information on the screen. On the right of "NPAY" will be a six character subsidiary balance period. It is comprised of the first three characters of the payroll code and then the payroll number. The amount that shows under the period with the tag "Act:" should be the amount of the check that was typed. If the six character balance period or the amount is not correct, do not continue posting against this balance.

If the above information is correct, a series of Subsidiary Total records will be displayed. The operator should post against those total records which are displayed as having negative amounts. (The sum of the negative subsidiary amounts should equal the amount of the transaction being processed).

The first account to be credited is once again the subsidiary control account. The amount of this transaction should be the summation of the deductions from the employee's check.

Note: The difference between the debit and the credit to the subsidiary control account should be the net of the check.

This will once again put the user on the Subsidiary screen where the procedure is the same as that mentioned above, except that the total records that should be posted against are those with positive amounts.

The second account to be credited is the cash account for the typed check. It should be for the amount of the typed check.

Run *ckslct*

After all hand typed checks are processed through a QC voucher, *ckslct* can be run for any checks to be printed. Before *ckslct* is run all hand written checks must be completely processed through the QC voucher. If *ckslct* is run before the QC voucher is processed the hand written checks will be selected and then computer printed. If all checks were hand typed the ckgrp record that was added for the rerun should have its status (ckgrp_stat) changed to A (Aborted).

Using Direct Deposit

Overview

Direct Deposit (*dirdep*) is a means of paying an employee or vendor by depositing the amount due the individual directly to the bank and account(s) of his/her choice. Currently, direct deposit is set to handle only payroll accounts where earnings can be deposited to any number of accounts.

Introduction

The CX Payroll module allows employees to be paid either by a check or by direct deposit to the bank(s) and account(s) of their choice. Currently, the Payroll module allows for the earnings of an employee to be issued in either a single check or to a number of accounts by direct deposit.

Subsidiary Account Record

For an employee to be eligible for direct deposit, a Subsidiary Account record must be added for the employee as well as at least one Check Allocation record. Following is the PERFORM screen used to add Subsidiary Account and Check Allocation records as found in "FRM_PATH/payroll/subacct":

```
        Subsidiary...............[W/P ]
        Subsidiary Number..[20240      ]  Harris, William L, Jr.
        Id Number.......... 20240          Harris, William L, Jr.
        Office for Check:  CASH        Direct Deposit:    Y
======================== CHECK ALLOCATION RECORD ========================
        Acct Type.....................[S]  Overflow......................[Y]
        Bank Code:       [444444442]       Bank Account.[123456787654321   ]
        Prenotification: Processed....[Y]
                        Date..[11/01/89]  Flat Amount..[$0.00      ]
                        Time......[1106]  Percentage...[16 ]
```

All the fields on this screen, except for the office for check field, are used for direct deposit (the office for check field is used as part of the sort criteria for Ckslct). If the employee does not desire to have direct deposit, the field "Direct Deposit" should be N, and no other fields need to be filled in. If the employee does desire to have direct deposit, the field "Direct Deposit" should be Y, and there needs to be at least one associated Check Allocation record. Here a Subsidiary record does not have to be added manually. The *voucher* program will add the record automatically in the Pay program. The only reason it would need to be added here is if the default value from subs_table for the office for check field is not desired.

If the employee does want direct deposit the field "Direct Deposit" should have a Y in it. The field "Acct Type" should be either C (Checking), or S (Savings). "Bank Code" is the nine digit bank transit number of the employee's bank. "Bank Account" is the employee's bank account number.

"Overflow" is a Boolean value which tells *dirdep* to deposit excess amounts into the specified account. This situation arises when more than one account is specified for direct deposit and one of the accounts has not been prenotified. "Flat Amount" tells *dirdep* to apply the specified amount to the specified account. "Percentage" tells *dirdep* to apply the specified percentage of the direct deposit check to the specified account. The total of the percentages for all accounts must be exactly 100 percent. The "Flat Amount" field and the "Percentage" field are mutually exclusive. In other words, both fields cannot specify a value, other than zero, for the same account.

The next group of fields all have to do with Prenotification. The National Automated Clearing House Association specifies that the bank must be pre-notified ten (10) days before an actual entry into a given account. This means that there must be an entry on a direct deposit tape for an employee with a zero dollar amount. This is used to validate that the information on file is correct. The three fields "Processed", "Date'" and "Time" are program-updated. Therefore, the processed field should be entered initially as N. The *dirdep* program will then prenotify the bank and update the "Date" and "Time" fields with the current date and time.

Payroll Table

The Payroll table must be updated for every payroll type that contains employees on direct deposit. This allows *pay* to add two Check Group records; one for direct deposit and one for the regular payroll check run.

Following is an example of an entry in the Payroll table for a payroll type with some employees on direct deposit. This PERFORM screen is located in "`FRM_PATH'/common/tpr".

```
                         Payroll Table
Code.....................[SAL ]    Text.............[Salary Payroll        ]
Number Last Issued..[7       ]    Pay Period.....[MO]    Beginning Day...[6 ]
Process Control.............[B]    Input Control...[B]    Sort Option.....[2 ]
Subsidiary...............[W/P ]     Wages Payable
Payroll Unit.............[    ]
Default Hours.................[N]
Check:Form Type...[prcheck        ]
       Document Code..........[PR]     Payroll Checks
Direct Deposit: Allowed....[Y]     Form Type...[dirdep        ]
              Document Code...[DD]    Direct Deposit
```

The only fields exclusively needed for direct deposit are the last three. If some employees have direct deposit the "Allowed" field should be Y. The "Form Type" field should have the name of the FPS (Forms Production System) form that is used for printing purposes. The document code is the two-character code from the document table that contains the cash account.

Payroll Processing

Direct Deposit for payroll follows similar procedures for producing a payroll.

Initial Data Entry

On a payroll run that includes some employees with direct deposit as their mode of payment, there is no deviation from the standard data input. The only additional input is the Subsidiary Account record discussed above.

Payroll Processing

The *prstart* and *timeent* processing do not differ for payrolls with direct deposit. The only difference in *pay* is that two Check Group records will automatically be added as noted by the Payroll table.

Check Writing

It is in the Check Writing programs that the direct deposit feature changes the normal flow of operations. The first change is in *ckslct*. The ckgrp_rec has a field called ckgrp_dep; ckgrp_dep means check group dependency. The ckgrp_rec that is for direct deposit must be processed completely through the check writing function before *ckslct* can be executed on the check printing run (This includes *ckslct*, *FPS*, and *ckpost*).

In the *ckslct* run for direct deposit, a decision table is used. Based on the Subsidiary Account record and the associated Check Allocation records, the program decides if an employee is eligible for direct deposit. Following is the decision table that is used:

```
                          Decision Table
                          Direct Deposit
Current Check Date:  11/30/98
    Auto      $$$         Direct          Prenot          Acct        Bank       Check
    Bank      amt         prenot-         date            type        code       digit
                          Proc            (time)
(1) N
(2) Y         $0.00
(3) Y         +           N
(4) Y         +           Y               00/00/00
(5) Y         +           Y               11/25/98
(6) Y         +           Y               11/15/98        Not S or C
(7) Y         +           Y               11/15/98        S or C      Any " "'s
(8) Y         +           Y               11/15/98        S or C      No " "     Invalid
(9) Y         +           Y               11/15/98        S or C      No " "     Valid
Conditions:
(1) Direct Deposit Not Desired
(2) Program Error - Cannot have check for $0.00
(3) Mail status - Prenotification will be done
(4) Program Error - Direct Deposit Program should update date when prenotif done
(5) Mail status - Prenotification was done less than 10 days ago
(6) Operator Error - The Only valid type(s) of accounts are Savings and Checking
(7) Operator Error - Cannot not have blanks in the bank code
(8) Operator Error - The check digit on the bank code is invalid
(9) Direct Deposit will be processed - Check will not be printed
```

If any of the first eight conditions occur, the employee will not receive direct deposit on this check run. The *ckslct* program will mail the appropriate message(s) and continue with the next employee.

> **CAUTION:** Do not think that if the erroneous information is updated after *ckslct* has completed that the *dirdep* program will then write an entry on tape for direct deposit. The *dirdep* program only runs off the data the *ckslct* program selects for direct deposit. If *ckslct* does mail an operator error that can be fixed *and* time exists to rerun *ckslct* the following should be done:

First, *ckabort* should be run on the ckgrp_rec. Then *ckslct* will need to be rerun when the corrected employee should be selected.

The *ckslct* program will also mail the names, ID numbers, and account numbers of all employees who will receive prenotification on this run. On the next payroll run, those employees will be eligible for direct deposit. They will be eligible only if the prenotification does not fail and the next payroll run is at least ten (10) days after the current payroll run. If prenotification fails for any reason (the bank should send a rejection of prenotification), the field ckall_prenot_proc should be set to N for the given account and ckall_prenot_date and ckall_prenot_time should be set to 0 for the given account.

The processing of *FPS* and *ckpost* will remain the same for both the check run and the direct deposit run.

On the *ckslct* run for checks, a message will be given that says "? checks to be printed that have flag notifying direct deposit desired." This is *not* an error message but is just a notification to the program operator that for some reason an employee who desired direct deposit did not receive it. Possible reasons would be prenotification and/or erroneous data in ckalloc_rec. The Dirdep run that would have already occurred would have printed all messages to explain why a person did not receive direct deposit.

SECTION 12 - PROGRAM ERRORS AND CRASH RECOVERY

Overview

Introduction

This section provides the following:
- A list of serious and fatal errors
- Crash recovery procedures

Note: Refer to *Using Payroll/Personnel* for a list of the more common status, field error, and warning messages that can occur when menu users execute the programs in Payroll/Personnel.

Fatal Errors

Fatal errors can occur in the following programs in Payroll/Personnel:

The *praudit* program

The error messages from *praudit* may be interpreted as follows:

Could not find the position record for assgn_rec '615' 'BIOHEADD'. Stat:'6010'-
A Position record could not be found for an Assignment record. This will only occur if a position code in the Position record has been removed or changed to differ from a position code found in the Assignment record. The audit will not process that individual's assignment.

No assignment calculation for ID: '2203' Pr: 'STU ' Pos: 'BIOSTU'
An employee has an Assignment record but no associated Assignment Calculation records for the specified position and payroll.

No Pos: 'ANTHHEAD' in the assignment records for ID: '2345' Pr: 'MNT'
An Assignment record with the indicated position cannot be found for the subsidiary entries and associated transactions that are linked to the specified id and payroll.

Multiple assignment calculations for ID: '4567' Pr: 'MNTH' Pos: 'STUDENT' Check Date: '03/01/1998' Bal Prd: 'MNT056'
This employee has more than one Assignment Calculation record that is valid for the check date specified. In other words, the beginning and ending dates of Assignment Calculation record for this individual are overlapping.

No valid assignment calculation for ID: '5777' Pr: 'STUD' Pos: 'STUDJAN'
   Check Date: '02/28/1998' Bal Prd: 'STU022'
For the check date specified, there was no Assignment Calculation record found with the appropriate beginning and ending dates.

Multiple positions with acct '10-1004-6020-   - ' Pr: 'SAL' ID: 34444
This employee has more than one position with the same account number. All updating will be done to the first Assignment record found regardless of the hire and termination dates of the assignment or the beginning and ending dates of the Assignment Calculation records.

No pos w/ acct '10-1604-6000-   - ' Pr: 'TES' ID: 110 Amt: 1100.00
No Position record was found associated with this employee that could be linked to the general ledger account number specified.

ID-110.Subs trs earnings were 1100.00.GL trs totaled 0.00.Balprd: 'TES012'
The subsidiary transactions associated with earnings did not equal the total of the general ledger transactions for the specified balance period. This error will occur if a deduction account is the same as the position account.

The last line in the mail file will tell if the program processed completely through the Assignment records. "Successfully completed" does not mean that no errors were found. It only means that the program completed without encountering a fatal error condition.

W-2 Build program

If the Subject line in mail denotes a Status report, *w2build* may still have encountered some problems which may need to be corrected. There are five possible warning messages.

Problem in Assignment Calculation Record(s)
The first possible warning describes a problem in the Assignment Calculation record for an employee. The message states:

```
Id  615. Assgncalc_Rec Has First Week Greater Than The Last Week. Serial: 1001
```

For the reporting of W-2s on magnetic tape, the IRS requires the number of weeks an employee worked. This information is gathered from the assignment calculation records. The error message above states that the ending date is before the beginning date in the Assignment Calculation record with serial number 1001. This error should never occur because *employ* will not allow you to add assignment records where the ending date precedes the beginning date.

Two or More W-2's
The second possible warning notifies the operator that an employee has multiple states or localities to be reported in their records. The message states:

```
    ID 615 has multiple states listed in the deduction records.
                        or
  ID 615 has multiple localities listed in the deduction records.
```

If this warning is given, you should verify its validity. For the yearly Federal W-2 reporting, if the employee did move from one state to another or from one city to another, no further action is required. The *w2form* program will print up to two states and/or localities on each W-2 form. Additional forms will be used if there are more than two states and/or localities to report. If the Deduction records are not correct, the W-2 records for the employee may be corrected.

If you get this message for a quarterly state report, you must manually add the state amounts reported on the Supplemental W-2 records to the amounts in the regular W-2 record.

Two W-2 Types Needed
The third possible type of warning is produced when an employee's earnings should be split on two different types of W-2s. This will occur if an employee works under two separate payrolls and the payroll table has two different values for the W-2 form type for each payroll type. The message states:

```
Employee  '615' has earnings on multiple forms.
```

The splitting of the earnings and deductions into two W-2 records will have to be done by the payroll office. If the record is not updated, the employee will not receive a W-2 on either payroll.

Negative Wages or Withholding

Another possible warning occurs when the deduction and assignment information *w2build* uses produces negative pay or deductions:

```
WARNING:  Employee '256' has negative Fica wages.
WARNING:  Employee '256' has negative federal wages.
WARNING:  Employee '256' has negative state wages.
WARNING:  Employee '256' has negative local wages.
WARNING:  Employee '256' has negative wages.
WARNING:  Employee '256' has negative Fica withholding.
WARNING:  Employee '256' has negative federal withholding.
WARNING:  Employee '256' has negative state withholding.
WARNING:  Employee '256' has negative local withholding.
```

Either the deduction or assignment information that produced the erroneous w2_rec should be corrected, and *w2build* rerun, or the W-2 record should be manually corrected. A W-2 with negative amounts will not be printed, and will cause *w2form* and *w2tape* to exit with a fatal error.

Computed Wages <> Federal Tax Base

Another warning comes when the total of an employee's earnings do not match the base that was used to calculate federal withholding:

```
Employee 20240's computed wages do not equal the federal tax base in the
      deduction records. 20506.30 (assignments) <> 18506.30 (tax base)
```

This error normally occurs if the deductions were being computed incorrectly during some portion of the year.

The most common reason for this warning is that the reductive status of a deduction was changed sometime during the year; either making it reductive to federal income tax, or taking it out of the reductions for federal income tax. The assignment earnings reported in the warning message are computed from the total earnings in the Assignment record, plus the total fringe benefits and allowances, minus the deductions that are reduced from the tax base. This is usually the correct amount.

The tax base (as reported in the message) is the total of the federal income tax base as computed on each payroll throughout the year. On any given payroll, this will reflect the status of the reduction table at the time that payroll is run. A change in the Reduction table will not retroactively change amounts deducted in previous payrolls, and therefore may not match the amounts computed from the Assignment records at the end of the year if the table was changed during the year.

A less common reason for this warning would be that Payroll Audit reported an error that was not corrected. The strategy for investigating this warning is as follows:
1. Run Payroll Audit for one of the individuals concerned, and verify that there were no errors on the audit.
2. Add up the employee's year to date totals in his assignment records, and the year to date totals in the deduction records for allowances and fringe benefits. Subtract the deductions reductive to federal income tax from this amount and compare it to the amount *w2build* computed for this employee.
3. Next, add up the employee's year to database amounts for all federal income tax deductions. Remember to add in the "20%" overload deduction. If this amount matches the amounts reported in the W-2 records, re-run *w2build* and see if this employee is reported in the error messages again.
4. Compare the amounts you computed against the amounts in the error message and try to isolate the problem to one specific deduction or assignment. If you can show that the assignment amount is correct, you do not have to do anything else, although you may want to investigate why the deduction base appears to be incorrect.

5. If the deduction base amount is correct, Payroll Audit is probably not updating the Assignment records correctly. You can contact Jenzabar for further investigation into the problem, or if you need the W-2 information faster than we can find and resolve the problem, you can update the W-2 records manually (or with an informer).

Employee Has a Blank Form Type

One error may occur if an employee has received fringe benefits and allowances but has not actually been paid:

```
WARNING:  Employee '1000' has a blank w2 form type.
          This could happen if this employee received no wages but had
          allowances or fringe benefits that are to be reported on the w2.
```

This message should only happen if an employee has received only fringe benefits or allowances. When you get this message, you will have to manually update the form type for this employee.

Separate Benefit Schedule Needed

The last possible warning happens when an employee has more fringe benefits than can fit in Box 16 of the W-2 form. The amount reported under "wages, compensations, and tips" (Box 1) is correct, and box 12 displays the total noncash fringe benefits, but Box 12 does not itemize all the fringe benefits that are included in Box 1. A separate schedule should be given to the employee showing the benefits that are included in w2*build* mail. An example of the message follows:

```
    Employee '615' has more fringe benefits that can fit on w2.
       Benefits not shown on w2 include 'LINS' for $100.00
```

If your institution does magnetic tape reporting for W-2s, further action may be required. If the benefits reported in the mail message is the employer cost for the group life insurance, the W-2 record will need to be updated. The value that should be updated is the code and amount of one of the fringe benefits that appears in Box 16. The value that is currently in the record should be replaced with the life insurance cost.

The W-2 Tape Program

Supplemental Records

If you get the message, "Supplemental record for employee nnn ignored.", where nnn is the id number of the employee, you should verify that the employee's earnings correctly appear on one W-2 record.

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