GRANDMASTER SUITE

User's Guide to Payroll

Information in this document is subject to change without notice and does not represent a commitment on the part of Can-Pay. The software described in this document is furnished under a licence agreement. The software may be used or copied only in accordance with the terms of the agreement. No part of this manual may be reproduced or transmitted in any form or by any means, electronic or manual, including photocopying and recording, for any purpose other than the purchaser's personal use without the written permission of Can-Pay Computer Software Ltd.

ACCPAC is a registered trademark of Computer Associates International, Inc.

Btrieve is a registered trademark of SoftCraft, Inc.

Client Strategist is a registered trademark of MICROWARE Consultants Inc.

MS-DOS and Windows are registered trademarks of Microsoft Corporation.

Epson is a registered trademark of Epson America, Inc.

GrandMaster Suite is a registered trademark of Can-Pay Computer Software Ltd.

Great Plains Software and Great Plains Logo are registered trademarks of Great Plains Software Inc.

IBM and OS/2 are registered trademarks of International Business Machines Corp.

Macola is a registered trademark of Macola, Inc.

Okidata is a registered trademark of Oki America, Inc.

Platinum is a registered trademark of Advanced Business Microsystems, Inc.

Qume is a registered trademark of Qume Corporation.

Printed in Canada – 03/98

Table of Contents

1GRANDMASTER SUITE

User's Guide to Payroll1

2Table of Contentsi

1
INTRODUCTION 1
i

2. . . . . File
Menu 3 i

3. . . . . Data
11 i

4. . . . . Groups
139 iv

5
Calculation 151
v

6
REPORTS 169
v

8
EMPLOYEE INFORMATION 269
vi

Common Selection Screens I
ix

1INTRODUCTION1

Main Payroll Menu 2

2File Menu3

Set Search Technique 4

Selecting/De-selecting a Payroll 6

Inserting a New Payroll 7

Passwords 8

Updating an Existing Payroll 9

System Options 10

3Data11

Payroll Information 12

EFT Settings 16

Payroll EFT Settings 17

Funds Transfer EFT Settings 18

Revenue Canada EFT Settings 20

Quebec EFT Settings 21

EFT Processing Overview 22

Re-Creating a Funds Transfer File 22

Workers Compensation Settings 23

Insert New Workers Compensation Setting 24

Update an Existing Workers Compensation Setting 25

Delete an Existing Workers Compensation Setting 26

Provincial Health Settings 27

Insert New Provincial Health Setting 28

Update an Existing Provincial Health Setting 29

Delete Existing Provincial Health Setting 30

Rate Tables 31

Earning Rate Tables 32

Insert/Update Earning Rate Table 33

Setting Up Rate Tables 34

Deduction Rate Tables 35

Insert/Update Deduction Rate Tables 36

Setting Up Rate Tables 37

Accumulator Rate Tables 38

Insert/Update Accumulator Rate Tables 39

Setting Up Rate Tables 40

Earnings 41

Payroll Earning Types 42

Earning Types and Effective Dates 43

Creating the Master Earning Types 43

Earnings Overall 44

Payroll Earnings Update 45

Earning by Position 53

Contra Processing Options 54

Contra Processing Settings 54

Special Processing for Advance Pay Run 56

Deductions 57

Payroll Deduction Types 57

Creating The Master Deduction Types 58

Deduction and Benefit Examples 86

Accumulators 88

Payroll Accumulator Types 88

Creating the Master Accumulator Types 88

Accumulator Calculation Codes 100

Accumulator Processing 101

Vacation Accumulator 101

Paying out Vacation 101

Paying out Vacation for Salaried Personnel 102

Distribution Tables 103

Employee Model Definition 106

Employee Model Definition 107

Update Employees with Model. 111

Calendar Update 112

Defining a New Calendar Date 114

Deleting an Existing Calendar Date 116

Standard Work Week 117

Standard Earnings Use 118

Import 121

Import Pay Hours 122

Import Overrides. 126

Import Employee Names 130

Export Employee Names 133

Payhour Export 135

4Groups139

Selection Groups 140

Dynamic Groups 140

Fixed Groups 140

Defining Employee Selection Groups 141

Selection Group Restrictions 141

Selection Group Processing 142

Data Conditions for Selection Groups 142

Selecting an Employee Group 143

Employee Selection List 146

Loading an Employee Group 147

Refresh Selection Group 148

Modifying the Current Group 148

Enabling an Employee Group 150

Disabling an Employee Group 150

5Calculation151

How Do I Run a Payroll Calculation? 152

Set Calculation Type 153

Normal Pay Calculation 154

Additional Pay Calculation 155

Extra Pay Calculation 156

Reverse Pay Calculation 157

Advance Cheque Run 158

Month End Accrual 159

Earning Selection 160

Deduction Selection 162

Accumulator Selection 164

Calculate Payroll 166

Close Pay Period 168

6REPORTS169

General Operation 170

Printer Setup 171

Payroll Entry Report 173

Calculation Total Report 174

Payroll Register 175

Employee Pay Statements with Cheques 177

Pay Statements w/cheques - General information for Pay Statement w/cheque . . . 198

Employee Pay Statements - Statements EFT/Stubs 199

Cheque Register 200

Transaction Report 202

Customized Report 211

Examples of Customized Report 220

Name and Address Report 222

Name and Address Label 229

Employee Profile Report 236

Record of Employment 243

Journal Entry 254

Payroll Payrate Reports 258

Global Payrate Reports 259

Global Earning Report 260

Global Deduction Report 263

Global Accumulator Report 265

Global Earning Table 268

7YEAR-END PROCESSING269

Type of Pension Adjustment 270

Creating T4\T4A's 271

T4/T4A Data Report 273

Edit T4/T4A Data 274

Print T4 Statment 275

T4 Magnetic Filing 276

T4 Summuary 277

8EMPLOYEE INFORMATION269

Add an Employee 270

Assign Employee Number 277

Payroll Specific Information 278

Payroll Specific Information 279

Earnings by Employee 290

Deductions by Employee 293

Deductions (Employee) 294

Accumulators (Employee) 298

Add a New Employee - End Cycle 302

Hours Entry 303

. . . . . Employee Menu 306

File . . 307

Select an Employee 308

Employee List 309

Add an Employee 310

Select a Payroll 310

Set Search Technique 310

Exit Employee 310

Profile Query 311

Data . . 330

Employee Update 331

Payroll Specific Information 331

Earnings 332

Earnings (Employee) - Employee 333

Earnings (Employee) - Employee Position 334

Deleting an Existing Position Code 336

Deductions (Employee) 337

Accumulators (Employee) 338

Enter Hours 339

Transactions Entered 341

Pay Advances 342

Pay Advances 343
Advance Deduction 344
Pay Period Overrides 345
Earnings 346
Deductions 347
Benefits 348
Accumulators 349
Statutory Deduction Override 350
Statutory Benefits Override 351
Adjustments 352
Payout Accumulator 353
Payout Part 354
Payout All 355
YTD Adjustments 356
YTD Overrides 357
E.I. Transactions 358
E.I. Adjustments 359
Calculation 360
Results 362
Generated Transaction 368
View Pay History 369
View EI History 376
Reports 377

1Common Selection ScreensI

Accumulators II

Deductions III

Select Activity Selection IV

Select Area Selection V

Select Earnings Selection VI

Select Grand Master Payroll File VII

Inserting a New Payroll VII

Updating an Existing Payroll VIII

Deleting an Existing Payroll VIII

Select Positions Selection IX

Select Reasons Selection X

Select Shifts Selection XI

Select Single Client Selection XII

Select Single Employee Selection XIII

Select Skill Selection XIV

Select Subactivity Selection XV

Select Subarea Selection XVI

2INDEXi

INTRODUCTION

Welcome to Can-Pay's GM Suite **Payroll Module**. The Payroll Module is a user-friendly system. The Payroll Module is a Windows/OS2 program, and uses the standard Windows features which make it simple to learn and use. The Payroll Module meets all your payroll needs by providing the facilities to run multiple payrolls or to recalculate the payroll for just one employee.

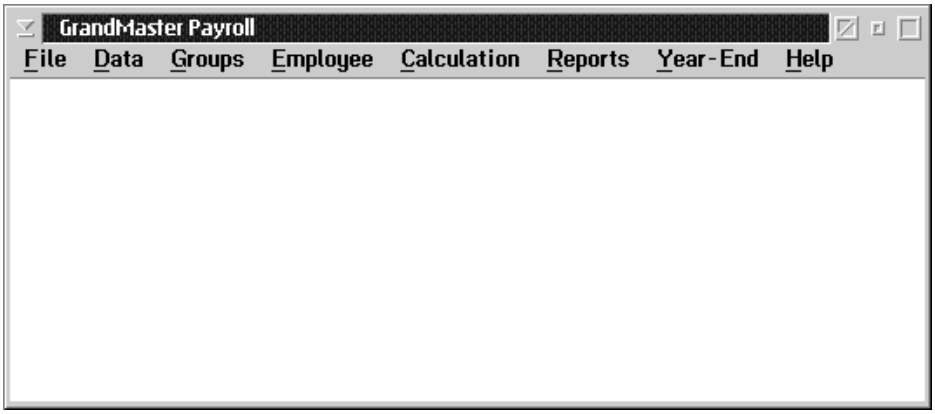
The system is flexible with user defined options. These options allow users to setup their own database with variable information about each category of information within the database. The data input screen and report layouts are also fully user defined.

The Payroll module calculates tax for all Canadian provinces and territories. The system is user friendly, flexible and includes many features normally only available on large main frame system. The Payroll Module provides the facilities to record and administer employee and position information. Some of the features are:

- 200 earnings, deductions and accumulators
- future transaction processing
- date or unit sensitivity
- wage rates dependent on rate table
- pay cheques and/or direct deposit, posting to most general ledger account numbers using 8 segments, reports including Pay Register and Cheque Register, Statistics Canada, Record of Employment, Workers Compensation, Labels, Name and Address Listing and Journal Entry
- All reports can be customized by the user, table driven earnings, deductions, and employee benefit costs split by general ledger allocation, interface to electronic time clock.

Main Payroll Menu

The Main Payroll Menu provides access to the payroll setup definitions, employee definitions, payroll calculation processing, report definitions and employee selection group functions.



File The File menu provides options for setting the overall search techniques, selecting or deselecting a particular payroll. Enabling some additional system options for exiting from the payroll module.

Data The Data menu provides the means for defining the payroll at the company level. Setting the definition and operation parameters for earnings, deductions and accumulators as well as defining general ledger definition tables, defining employee model types, setting rate tables establishing a basic company holiday reconciliation and the standard work week.

Groups The Groups menu provides functions for setting up and using or saving employee sub sets in groups.

Employee The Employee menu provides functions for entering hours for all or some employees or going to the employee level where all specific employee data is maintained as well as providing for adding a new employee.

Calculation The Calculation menu allows for the setting of calculation types and dates and calculating and choosing a pay run.

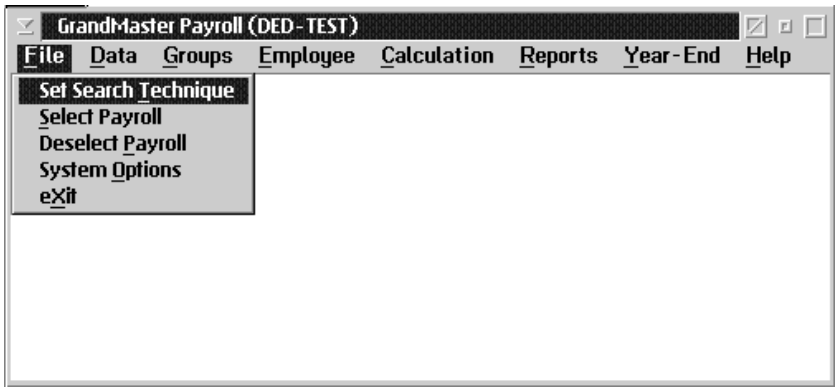
Reports The Reports menu provides for the standard printer set up and selecting of various standard and customized reports.

Year End The Year end menu provides for the processing of the year end T4 and T4a files.

Help The Help menu provides basic help functions following standard help conventions.

File Menu

The File Menu from the main Payroll Menu bar provides options that are the key to proceeding through the Payroll Module.



The options available to you are:

- set preferences for accessing employees
- select/de-select a payroll
- set system options
- exit from the GrandMaster Suite Payroll module

Set Search Technique

If the **Set Search Technique** option is selected from the File menu, then the following screen will appear:

Employees on the system may be accessed through three different techniques:

- **Employee Name** - The employee name or a portion of the employee name may be entered. The system will provide a list of the names that match the portion entered. The name matching process requires that the last name be entered first, given name last. When a name is entered it must be preceded by the "%" character, or the system option for employee search must be set for employee name search.
- **Employee Number** - The employee number may be used to locate an employee. The employee number search may only be used when a payroll has been selected. When an employee number is entered the number must be preceded by the "#" character or the system option set for employee search must be set for employee number search.
- **Badge Number** - The employee badge number may be used to locate an employee. The badge number is a left justified 10 character alphanumeric field. When a badge number is entered the number must be preceded by the "@" character or the system option for employee search must be set for badge number search.

☞ When an employee group is in effect the search for an employee is restricted to the selection group.

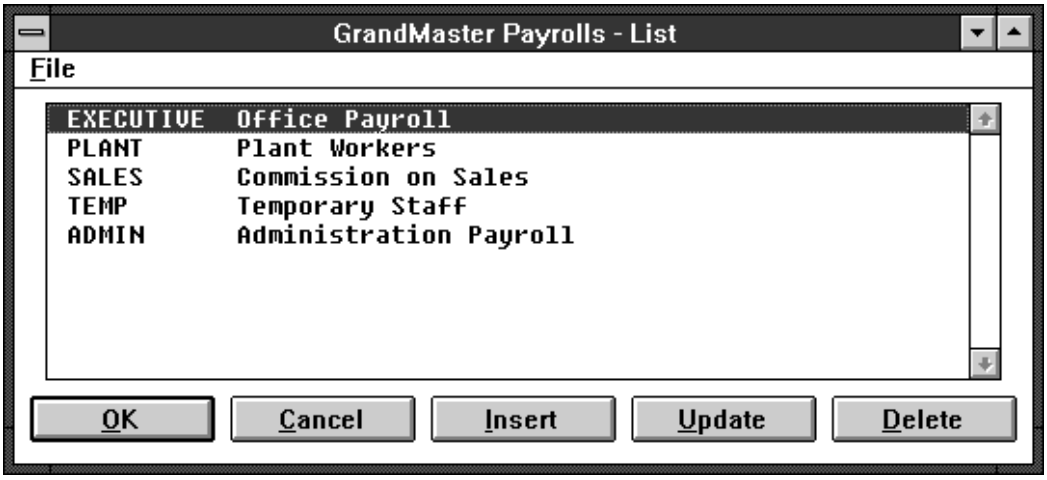
Each user may save their preference for a search technique.

☞ When the preferred search is on the employee number, the system will require the selection of a payroll to search for employees.

When a function offers a **next employee** or **prior employee** option the order of presentation for the employees will depend on the search technique in effect.

Selecting/De-selecting a Payroll

The **Select Payroll** option from the File menu is used to select the payroll for processing. Selecting this will result in a dialog box which displays a list of all the available payrolls:

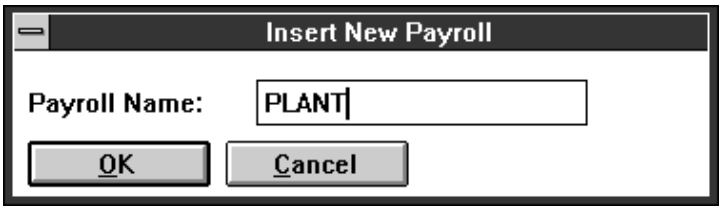


One of these payrolls must be selected for use. The payroll is selected by placing the cursor over the payroll and clicking the left-hand mouse button, or by pressing the OK button. The payroll selected will appear in the main menu screen.

The **De-select Payroll** option from the File menu is used to de-select the currently selected payroll. Selecting this will result in no payrolls being selected.

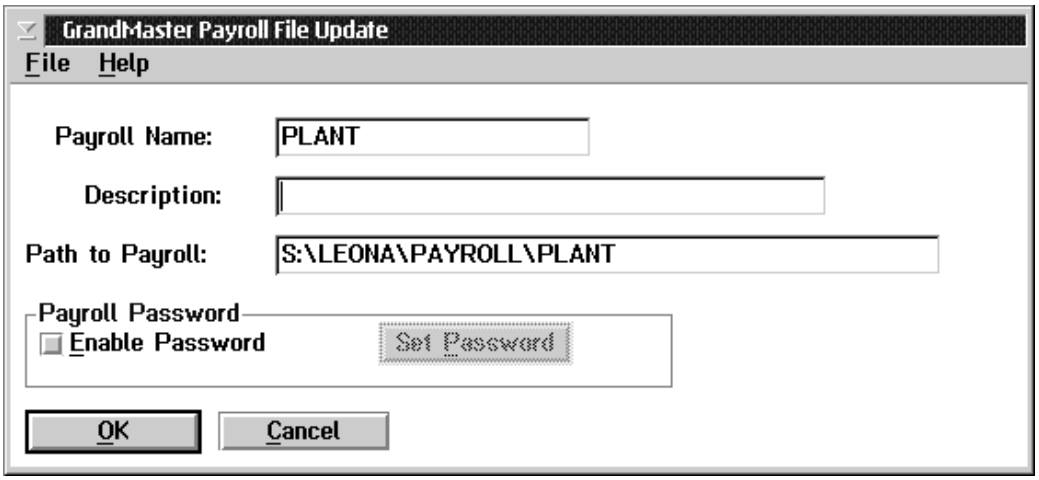
Inserting a New Payroll

The **Insert** option from the select payroll program will allow you to create a new payroll. The following dialog box appears:



Type in the name of the new payroll and select the OK button.

The GrandMaster Payroll File Update dialog box will appear as follows:

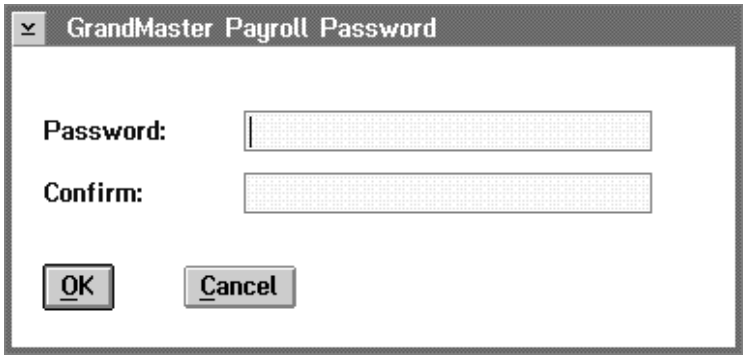


Type in the payroll name, description, and path to the payroll, and select OK or the **Save** option from the File menu.

Click on the box to the left of the **Enable Password** if you wish to password protect the payroll.

Passwords

If you have selected **Enable Password** and pressed the **Set Password** button, the following dialog will appear:



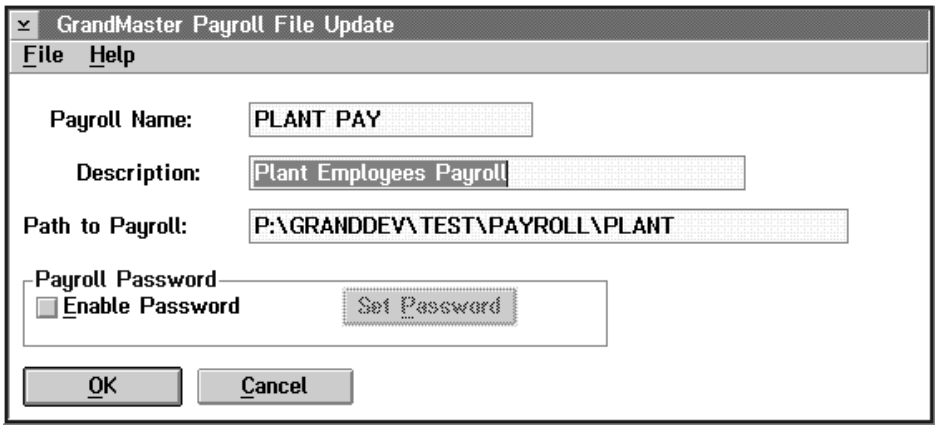
Enter your desired password and then retype the password in the confirm field.

☞ For security reasons, the password will be shown as *'s on the screen as you are typing.

☠ Don't forget your password. Keep a record of it somewhere safe!

Updating an Existing Payroll

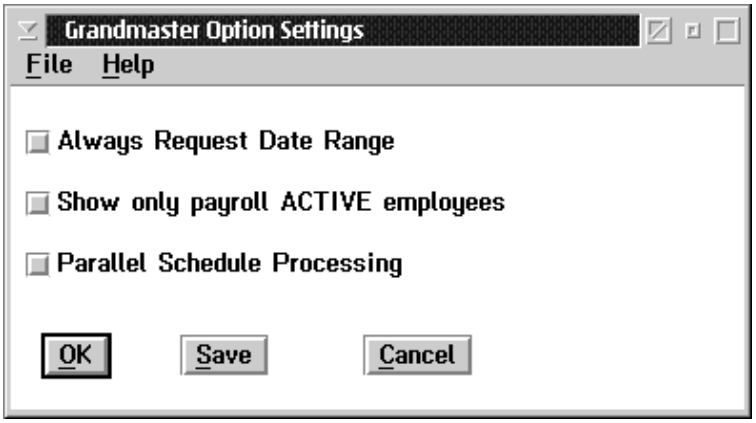
The **Update** option from the select payroll will allow you to update the payroll name, description and path to the payroll. As with the Insert option, the following dialog box will appear:



When you have made the required changes select OK or the **Save** option from the File menu.

System Options

When the user selects the System option from the file menu the following screen will appear:



Always Request Date Range — If this option is selected a number of screens presenting views of certain lists or information will prompt for a date range to be entered prior to displaying.

Show only Payroll Active Employees — If this option is selected the system will present only those employees who are currently an active status within the payroll on employee lists or for selection from the Employee menu as well as reporting only those active employees.

Parallel Schedule Processing — This option is reserved for very limited special case processing to be run in conjunction with certain scheduling installation sites.

OK — Pressing OK will use the options selected during the current session only.

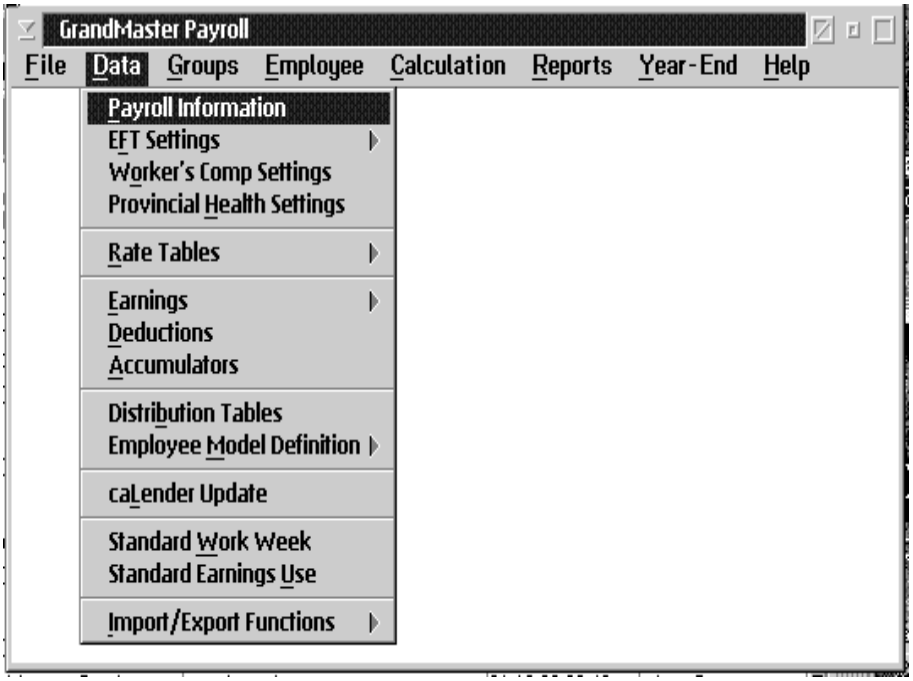
Save — Pressing save will save the options selected as default settings.

Cancel — Pressing the cancel will exit the screen without changes.

Data

The **Data** menu from the main menu bar is used to setup the information needed to run payrolls.

This menu appears as follows:



The functions available allow you to define:

- general payroll information
- EFT, Workers Compensation and Provincial Health settings
- rate tables
- earning, deduction and accumulator information
- distribution tables
- employee model definition
- calendar dates
- standard work weeks and standard earnings
- import functions/export functions

DATA

Payroll Information

The **Payroll Information** function is used to set up the employer information.

This function displays a notebook with four pages. Each page has information that must be entered to run and report the payroll correctly.

The **Address** page allows you to enter the company name, two address lines, the city, province, postal code and telephone number for the company. The **Address** page appears as follows:

The following table gives a description of the screen:

Field	Description
Name	This field contains the name of the company.
Address 1	This field contains the address of the company.
Address 2	This field contains an alternate address for the company.
City	This field contains the city of the company.
Province	This field contains the province of the company.
Postal Code	This field contains the postal code for the company.
Phone	This field contains the phone number of the company.

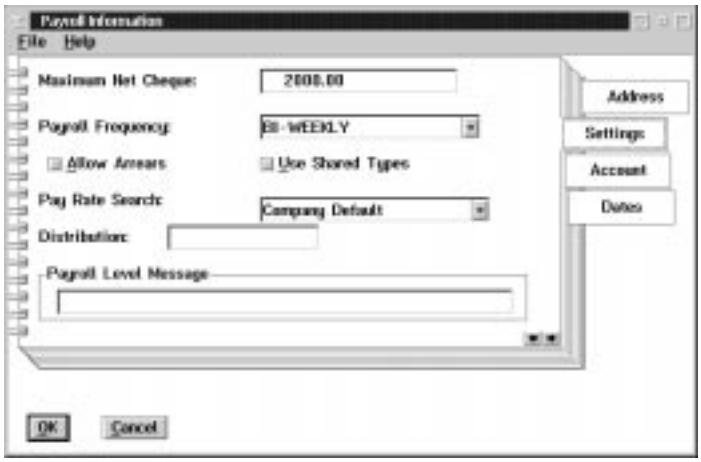
OK

The OK button, or the **Save** option in the File menu, will save any changes made in the dialog box.

CANCEL

The CANCEL button, or the **Exit** option in the File menu, will exit the dialog box without saving any changes.

The **Settings** page allows you to enter certain specifics about payroll, such as the maximum net cheque the system will issue, and the payroll frequency. The **Settings** page appears as follows:

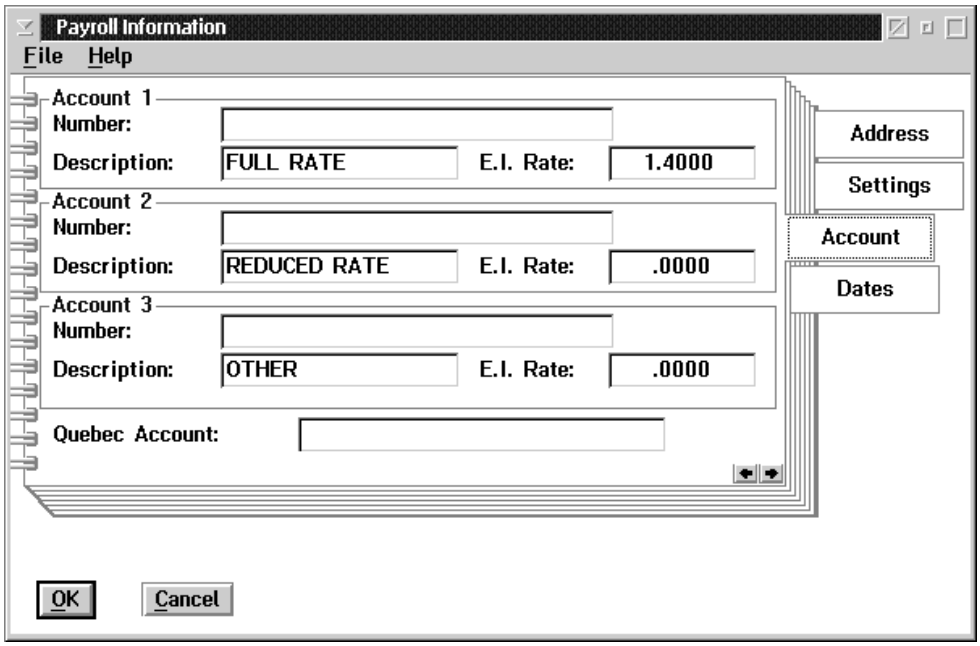


The following table gives a description of the screen:

Field	Description
Maximum Net Cheque	This option allows the restriction of the maximum cheque issued.
Payroll Frequency	This field is used to enter the payroll frequency. There are several choices such as: Weekly, Bi-Weekly, Semi-monthly, Monthly, 10-month or Yearly.
Allow Arrears	This field allows for the situation that may occur when deductions exceed the earnings of an employee in a given pay period resulting in an employee receivable. This may occur for example when group insurance deductions comes out of the first pay period of the month but the employee does not have sufficient earnings to accommodate it. The company may pay this on the employees behalf and create an arrears which the system will deduct from the next pay to offset arrears.
Use Shared Types	When this field is checked this payroll will share the Earning, Deduction, and Accumulator definitions with other payrolls on the system.
Pay Rate Search	This field determines the order that will be used to resolve pay rates for the employees. The options are: Company Default, Earnings Search and Position Search.
Distribution	This field contains the name of the distribution table that a payroll as a whole can be assigned to or in the case where the company has different distribution tables that apply for expenses but use only one set of liability accounts for all.
Payroll Level Message	This message will print on all cheques issued.

DATA

The **Account** page allows you to enter up to three Revenue Canada Account numbers for each payroll, and one Quebec tax account. The **Account** page appears as follows:



☞ Three account numbers are allowed. The first is for 'Full Rate' E.I. Employer's Portion employees. The second is for 'Reduced Rate' E.I. Employer's Portion employees. The third may be used in special arrangements with Revenue Canada.

The Dates page allows for the entry of Company important dates. The Date page appears as follows:

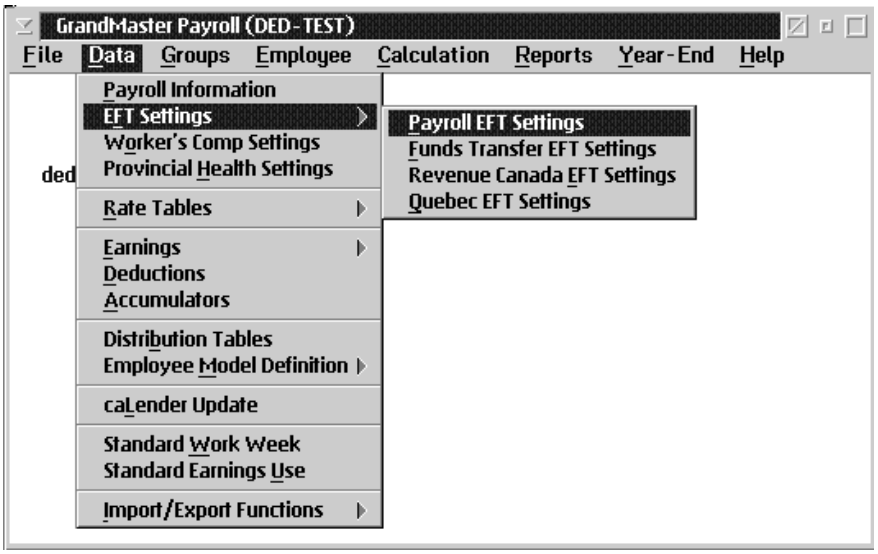
The following table gives a description of the screen:

Field	Description
Company Anniversary	This field allows for the input of month day date format to signify the company's anniversary date which may be the company beginning fiscal period date.
Vacation Anniversary	This field allows input of month day date format to indicate the start of company policy vacation year.
Sick Anniversary	This field may be used to input in month day date format the start of company policy sick time allowed year.
Holiday Anniversary	This field may be used to input in month day date format the start of company policy date regarding statutory holiday time allowance.

DATA

EFT Settings

The following sub menu is available under the **EFT Settings** option in the Data menu:



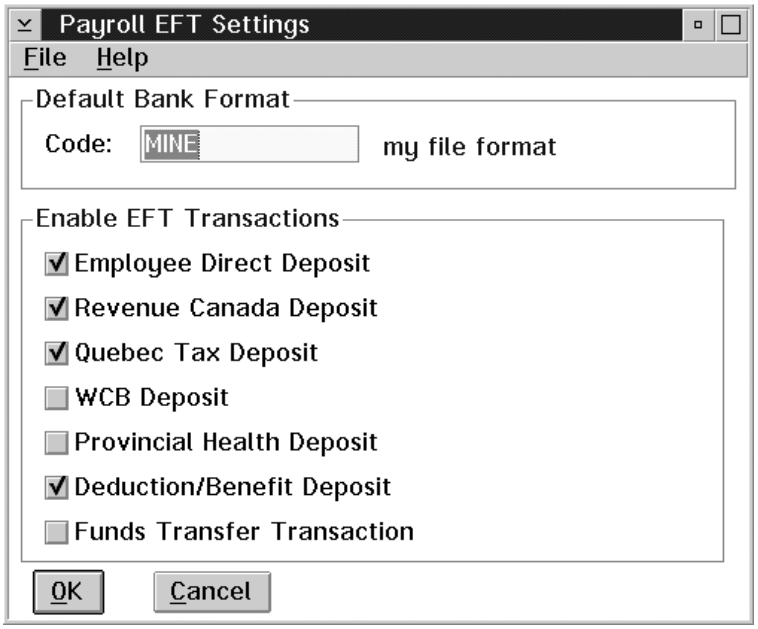
☞ EFT settings may be needed for the following:

- payroll
- funds transfer
- Revenue Canada
- Quebec

☞ In the event that EFT is selected for payments processing the EFT module must also be activated in addition to the payroll module of the GrandMaster Suite. Please ensure that you have been licenced for this module as well before attempting to do direct deposits for your employees next payroll.

Payroll EFT Settings

When the **Payroll EFT Settings** option is selected a dialog box similar to the following will appear:



The following table describes the fields available:

Field	Description
Code	This field is used to identify the EFT standard bank profile.
Enable EFT Transactions	
Employee Direct Deposit	This check box is used to turn on employee direct deposit.
Revenue Canada Direct Deposit	This check box is used to turn on Revenue Canada Direct Deposit.
Quebec Tax Deposit	This check box is used to turn on Quebec Tax Deposit.
WCB Deposit	This check box is used to turn on WCB Deposit.
Provincial Health Deposit	This check box is used to turn on Provincial Health Deposit.
Deduction/Benefit Deposit	This check box is used to turn on Deduction/Benefit Deposit.
Funds Transfer Transaction	This check box is used to turn on Funds Transfer Transaction.

F8 (list)

The F8 key, or the **List** option in the File menu will bring up a list of all the available codes when the cursor is placed in the Code data field.

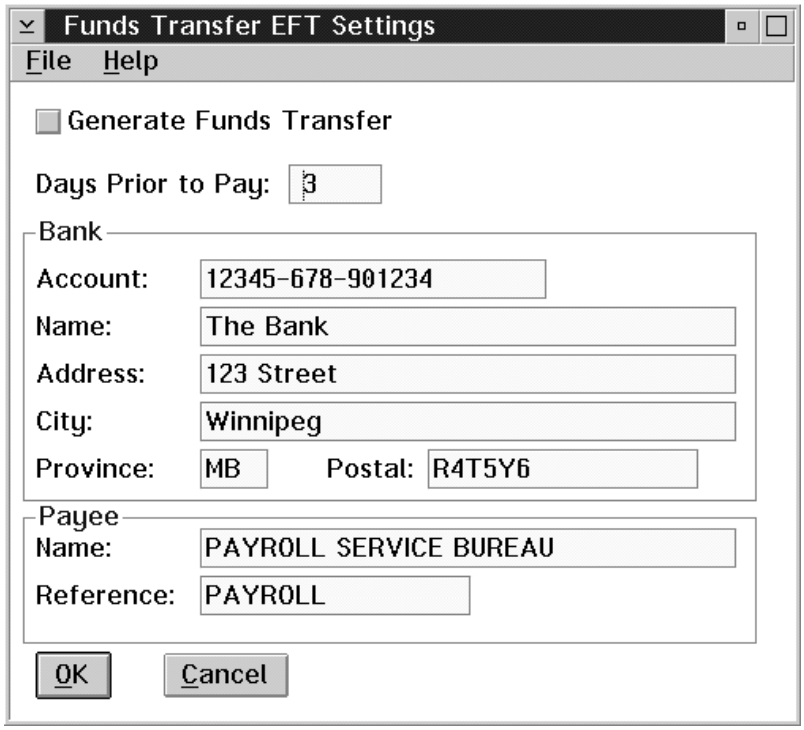
DATA

Save The OK button, or the **Save** option in the File menu will save any changes made in the dialog box.

Esc (exit) The ESC key, CANCEL button, or the **Exit** option in the File menu will exit the dialog box without saving any changes.

Funds Transfer EFT Settings

When the **Funds Transfer EFT Settings** option is selected a dialog box similar to the following will appear:



The following table describes the fields available:

Field	Description
Generate Funds Transfer	This field is used to turn on the Funds Transfer Option.
Days Prior to Pay	This field is used to indicate the number of days prior to the pay date by which payroll funds must be in banking institutions
Bank	
Account	This field contains the bank account number from which to obtain funds.
Name	This field contains the bank account name.
Address	This field contains the address of the bank.
City	This field contains the city of the bank.

Field	Description
Province	This field contains the province of the bank.
Postal	This field contains the postal code of the bank.
Payee	
Name	This field contains the name of the payee for the transfer.
Reference	This field contains the reference for the transfer.

Save

The OK button, or the **Save** option in the File menu, will save any changes made in the dialog box.

Esc (exit)

The ESC key, CANCEL button, or the **Exit** option in the File menu will exit the dialog box without saving any changes.

Revenue Canada EFT Settings

When the **Revenue Canada EFT Settings** option is selected a dialog box similar to the following will appear:

The following table describes the fields available:

Field	Description
Generate Revenue Canada Payment	This option is used to turn on the transfer.
Account	This field contains the bank account number from which funds will be drawn.
Name	This field contains the name of the bank.
Address	This field contains the address of the bank.
City	This field contains the city of the bank.
Province	This field contains the province of the bank.
Postal	This field contains the postal code of the bank.
Regular	This field contains the payment threshold.
Threshold 1	This field is used to determine how often funds must be remitted.
Threshold 2	This field is used to determine how often funds must be remitted.

Save

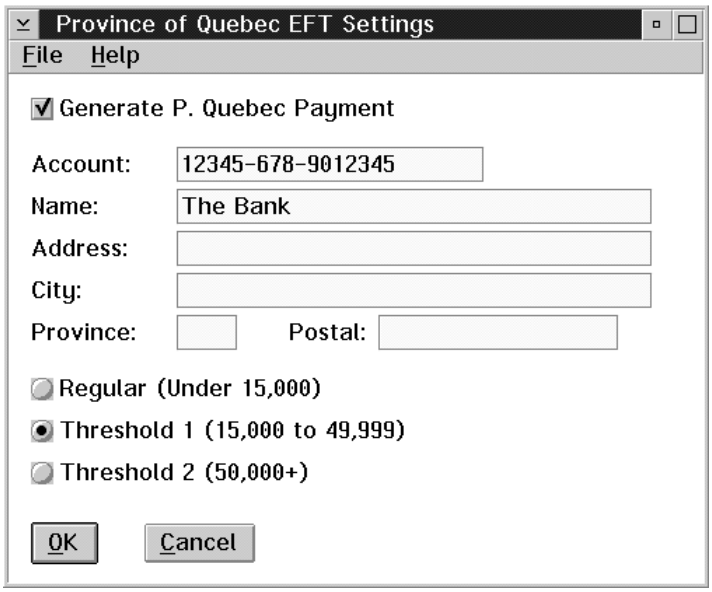
The OK button, or the **Save** option in the File menu, will save any changes made in the dialog box.

Esc (exit)

The ESC key, CANCEL button, or the **Exit** option in the File menu, will exit the dialog box without saving any changes.

Quebec EFT Settings

When the **Quebec EFT Settings** option is selected a dialog box similar to the following will appear:



The following table describes the fields available:

Field	Description
Generate P. Quebec Payment	This field is used to turn on the transfer option.
Account	This field contains the bank account number from which funds will be drawn.
Name	This field contains the name of the bank.
Address	This field contains the address of the bank.
City	This field contains the city of the bank.
Province	This field contains the province of the bank.
Postal	This field contains the postal code of the bank.
Regular	This field is used to determine the payment threshold.
Threshold 1	This field is used to determine how often funds must be remitted.
Threshold 2	This field is used to determine how often funds must be remitted.

Save

The OK button, or the **Save** option in the File menu, will save any changes made in the dialog box.

Esc (exit)

The ESC key, CANCEL button, or the **Exit** option in the File menu, will exit the dialog box without saving any changes.

DATA

EFT Processing Overview

The GrandMaster Suite EFT Processing Module is used to generate the funds transfer data files that are transmitted to your bank for processing.

When you undertake the agreement with your bank for Electronic Funds Transfer, you will be supplied with information that is required to generate your EFT funds transfer file.

This information is entered into the Bank Profile Update screen. You must complete the screen before you can generate the funds transfer files.

The generation of a funds transfer file can only take place after you have closed the payroll. Closing the payroll allows access to data used by the Electronic Funds Transfer Module.

The Actual transmission of the data file to the bank computer requires the use of a third-party communications package. You may acquire this package through the bank or it may be purchased through your local computer software supplier.

Re-Creating a Funds Transfer File

When a payroll is selected for processing by the EFT module, the List screen shows the starting and ending sequence numbers that will be processed.

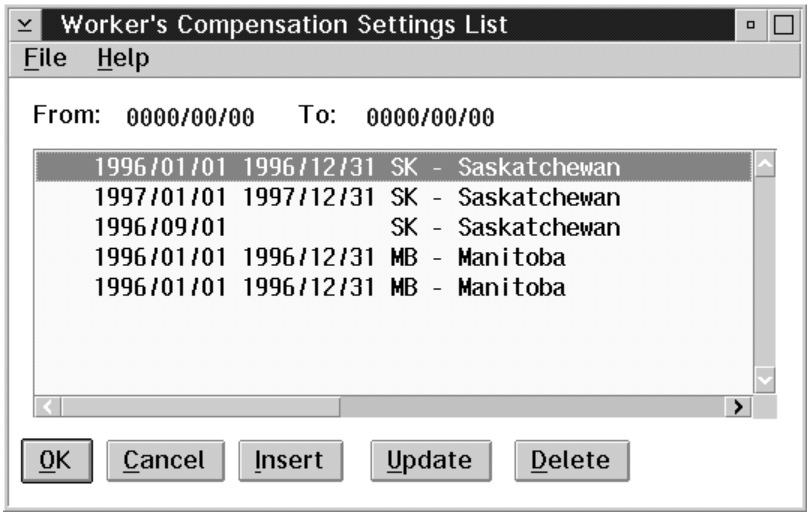
You can change the sequence numbers by double clicking on the list item for the payroll. This will display a dialog box that allows you to change the starting and ending sequence numbers that will be processed.

☠ Use this option carefully. You can easily double pay employees if you do this.

This option allows you to re-create a funds transfer file. It will be assigned the next available batch number.

Workers Compensation Settings

When the Workers Compensation settings menu is selected a screen will appear as follows:



The following table gives a description of the dialog box:

Field	Description
From	The starting date of the date range selected is displayed in this field.
To	The ending date of the date range selected is displayed in this field.
List of Workers Compensation Settings	The list will only contain those workers compensation settings that fall within the selected date range. Shown in the list from left to right are: starting date for the setting, ending date for the setting, province code, and province.

Set Date Range The **Set Date Range** option under the **File** menu will allow you set the date range to delimit the range of the selection list.

OK The OK button, or the **Save** option in the File menu, will save any changes made in the dialog box.

Cancel The CANCEL button, or the **Exit** option in the File menu, will exit the dialog box without saving any changes.

Insert The INSERT button is used to insert a new workers compensation setting.

Update The UPDATE button is used to update an existing workers compensation setting.

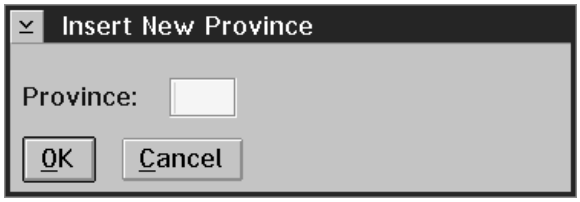
Delete The DELETE button is used to delete an existing workers compensation setting.

DATA

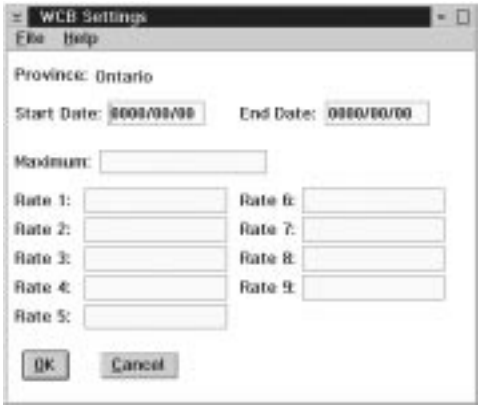
Insert New Workers Compensation Setting

To insert a new workers compensation setting, do the following:

1. Select the **Workers Compensation Settings** option from the Data menu. The Workers Compensation Settings List will appear.
2. Select the INSERT button. The following screen will appear:



3. Type in the 2 letter province code and select the OK button. A dialog box will appear as follows:



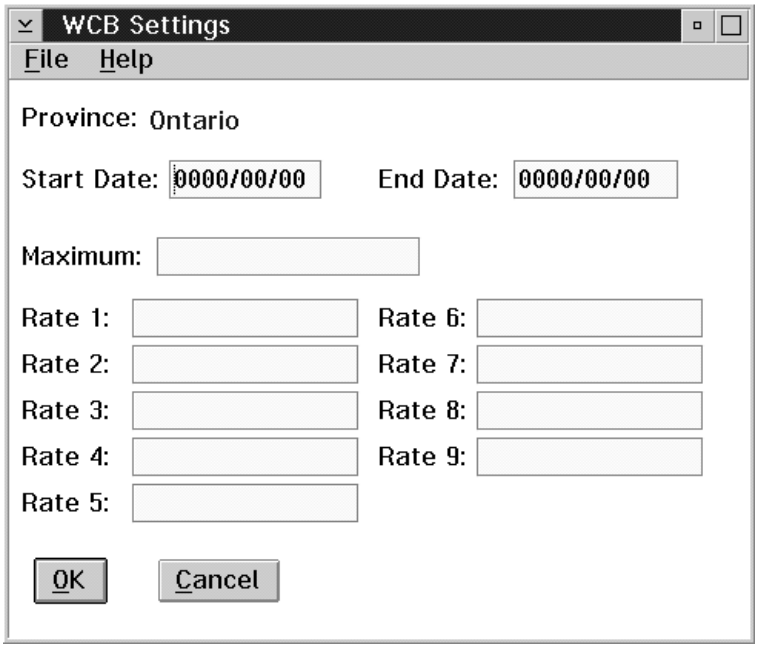
The following table gives a description of the data fields:

Field	Description
Province	The selected province will appear at the top of the dialog box. This field is for display only.
Start Date	This field contains the starting date of WCB rates.
End Date	This field contains the ending date for the WCB rates.
Maximum	This field contains the maximum assessable amount for the WCB rates.
Rates	This field contains the 9 rate levels that may be entered for the given province for WCB.

4. Enter the appropriate information into the data fields.
5. Select the OK button to save the changes.

Update an Existing Workers Compensation Setting

The UPDATE button is used to make changes to the setting currently selected within the selection bar. The following dialog box will appear:



The following table gives a description of the data fields:

Field	Description
Province	The selected province will appear at the top of the dialog box. This field is for display only.
Start Date	This field contains the starting date of WCB rates.
End Date	This field contains the ending date for the WCB rates.
Maximum	This field contains the maximum assessable amount for the WCB rates.
Rates	This field contains the 9 rate levels that may be entered for the given province for WCB.

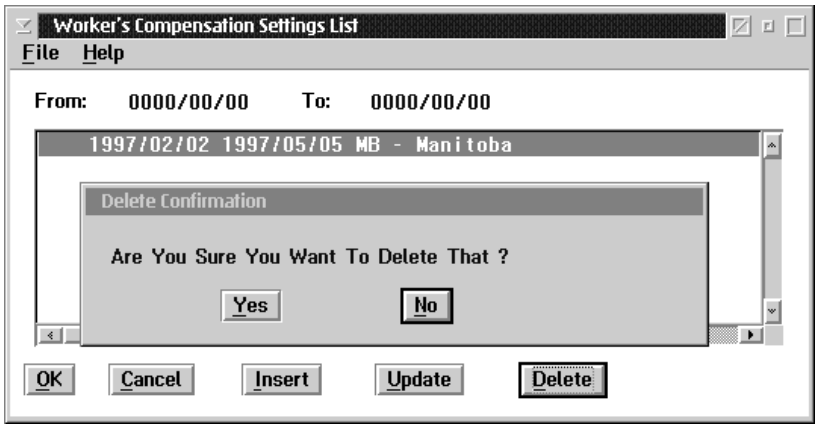
OK The OK button, or the save option in the File Menu, will save any concerns that have been made to any of the input fields.

Cancel The Cancel button, or Exit option in the File menu, willexit the dialog box without saving any changes.

DATA

Delete an Existing Workers Compensation Setting

To delete an existing Workers Compensation Setting highlight the item to be deleted and select delete. A screen will appear asking you to confirm the deletion. You may select "Yes" to confirm and proceed with the deletion to the record. Selecting "No" will exit from the deletion process.



Provincial Health Settings

When the Provincial Health settings menu is selected a screen will appear as follows:

The following table gives a description of the dialog box:

Field	Description
From	The starting date of the date range selected is displayed in this field.
To	The ending date of the date range selected is displayed in this field.
List of Provincial Health Settings	The list will only contain those provincial health settings that fall within the selected date range. Shown in the list from left to right are: starting date for the setting, ending date for the setting, province code, and province.

Set Date Range The **Set Date Range** option under the **File** menu will allow you set the date range to delimit the range of the selection list.

OK The OK button, or the **Save** option in the File menu will save any changes made in the dialog box.

Cancel The CANCEL button, or the **Exit** option in the File menu will exit the dialog box without saving any changes.

Insert The INSERT button is used to insert a new provincial health setting.

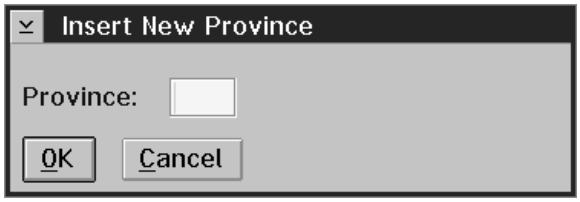
Update The UPDATE button is used to update an existing provincial health setting.

Delete The DELETE button is used to delete an existing provincial health setting.

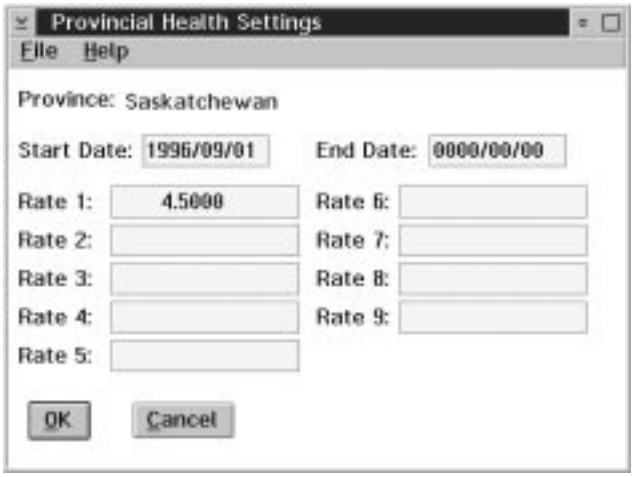
Insert New Provincial Health Setting

To insert a new provincial health setting, do the following:

1. Select the **Provincial Health Settings** option from the Data menu. The Provincial Health Settings List will appear.
2. Select the INSERT button. The following screen will appear:



3. Type in the 2 letter province code and select the OK button. A dialog box will appear as follows:



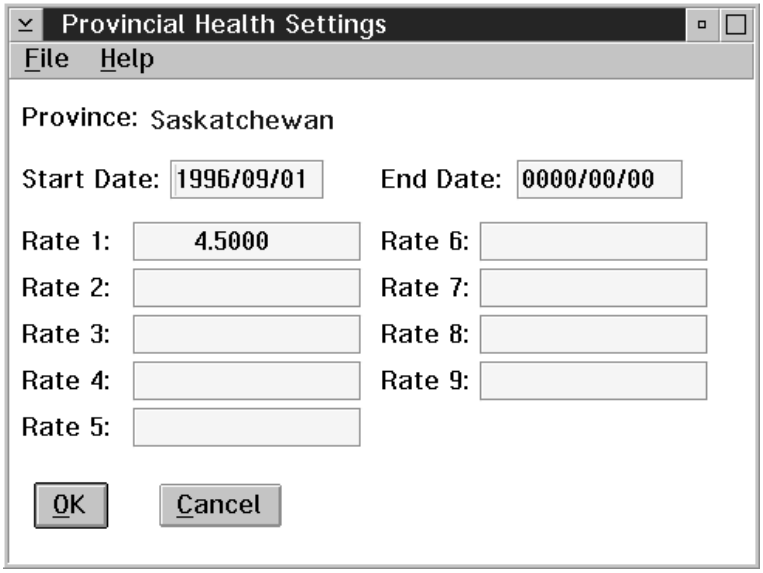
The following table gives a description of the data fields:

Field	Description
Province	The selected province will appear at the top of the dialog box. This field is for display only.
Start Date	This field contains the starting date of the rates.
End Date	This field contains the ending dates of the rates.
Rates	This field contains 9 rate levels that may be entered for a given province for Provincial Health.

4. Enter the appropriate information into the data fields.
5. Select the OK button to save the changes.

Update an Existing Provincial Health Setting

The UPDATE button is used to make changes to the setting currently selected with the selection bar.



The following table gives a description of the data fields:

Field	Description
Province	The selected province will appear at the top of the dialog box. This field is for display only.
Start Date	This field contains the starting date of the rates.
End Date	This field contains the ending dates of the rates.
Rates	This field contains 9 rate levels that may be entered for a given province for Provincial Health.

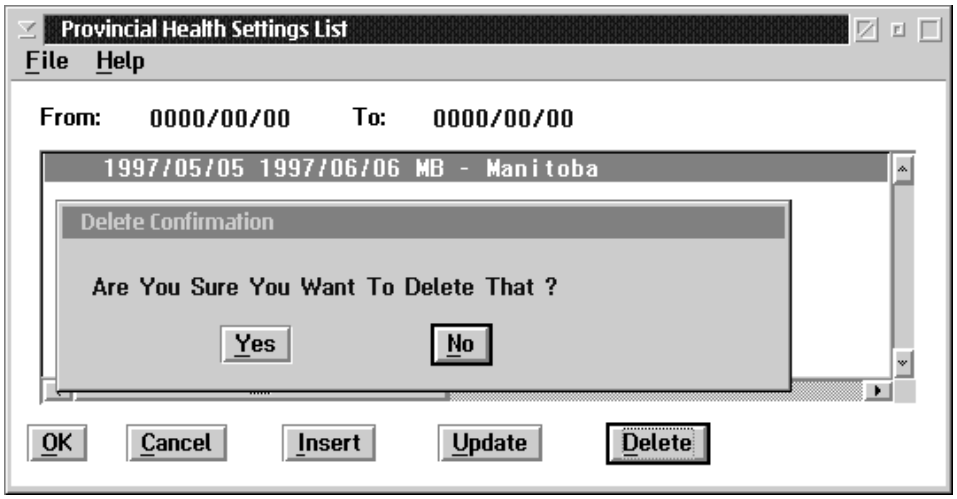
OK The OK button saves any changes made in the dialog box.

Esc (exit) The ESC key, CANCEL button, or **Exit** option in the File menu, will exit the dialog box without saving any changes.

DATA

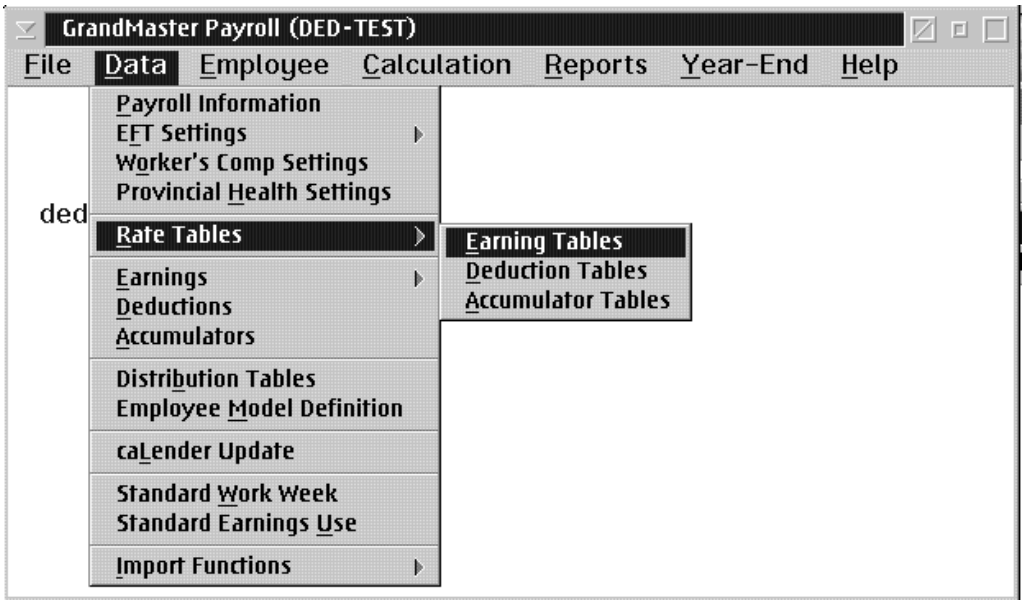
Delete Existing Provincial Health Setting

To delete an existing Provincial Health Setting highlight the item to be deleted and select delete. A screen will appear asking you to confirm the deletion. You may select "Yes" to confirm and proceed with the deletion to the record. Selecting "No" will exit from the deletion process.



Rate Tables

The Rate Tables option contains the following sub menu:



The options available to the user in the Rate Tables sub menu are:

- Earning Tables
- Deduction Tables
- Accumulator Tables

Earning Rate Tables

Rate Tables set up in the Earning Rate Tables option will apply to all payrolls in the GrandMaster Suite system.

When the Global Earning Rate Tables option is selected the following dialog box will appear:

☞ If no global rate table codes have been previously defined the list will appear empty.

The list contains the global earning code and a description of the code to the right.

OK The OK button will save any changes made in the dialog box.

ESC (exit) The ESC key, CANCEL button, or the Exit option from the File menu will exit the dialog box without saving any changes.

Insert The INSERT button allows the user to insert a new global earning rate.

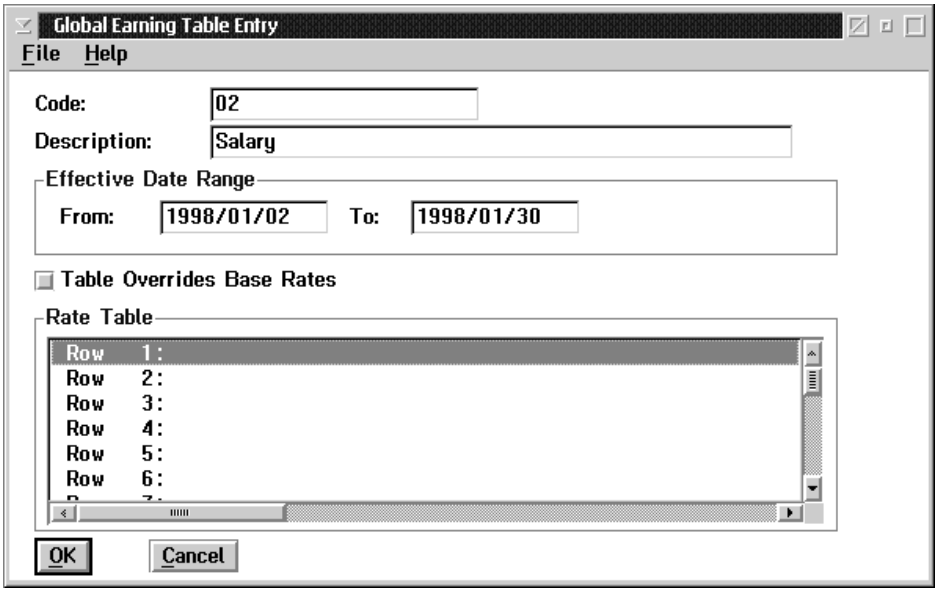
Additional The ADDITIONAL button allows the user to insert another global earning rate for the currently selected code. This allows for a copy to be made of an existing rate table with different effective dates being assigned.

Update The UPDATE button allows the user to update the global earning rate currently selected by the selection n bar.

Delete The DELETE button allows the user to delete the global earning rate currently selected by the selection bar.

Insert/Update Earning Rate Table

When the user inserts a new rate table or updates an existing rate table the following screen will appear:



The following table contains a description of the data fields in the dialog box:

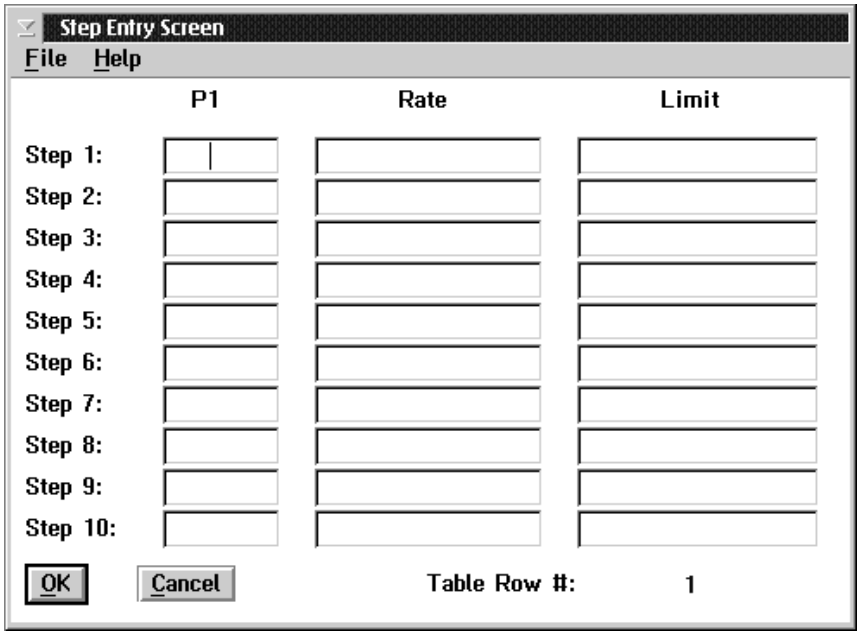
Field	Description
Code	The rate code is entered in this field.
Description	A description of the rate code must be entered into this field.
Date Range From	This field is used to indicate the effective start date of the rate table.
Date Range To	This field is used to indicate the effective end date of the rate table.
Table Overrides Base Rate	If this field is checked the rate table entries will override an existing employee rate if the coordinates of the rate table also exist on the employee record.
Rate Table List	Up to 200 rows can be set up. To the right of each row number may be up to 10 rates. Highlight the row to be completed or updated and double click to call up the entry screen for the insertion of rates.

DATA

Setting Up Rate Tables

Up to 200 different rows can be set up for each type of pay rate.

When the user double clicks on a row the rate table lists the following screen will appear:



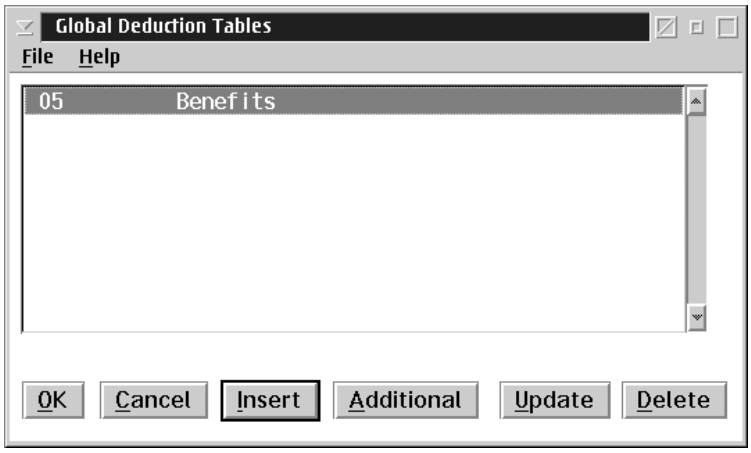
The following table describes the data fields within the dialog box:

Field	Description
P1	This field is reserved for future development.
Rate	This field is used to input the hourly rate.
Limit	This field is used in conjunction with a value from an accumulator that has been assigned to an earning type definition. When the limit is matched to a value in a specified accumulator the corresponding rate of pay will be used.
Step #	This field is used to indicate the column number that the rate will appear in on the rate table.
Table Row #	The number in the bottom right hand corner indicates the table row currently selected. This number is for display only.

Deduction Rate Tables

Rate Tables set up in the Deduction Rate Tables option will apply to all payrolls in the GrandMaster Suite system.

When the Deduction Rate Tables option is selected the following dialog box will appear:



☞ If no global rate table codes have been previously defined the list will appear empty.

The list contains the global deduction code and a description of the code to the right.

OK The OK button will save any changes made in the dialog box.

ESC (exit) The ESC key, CANCEL button, or the Exit option from the File menu will exit the dialog box without saving any changes.

Insert The INSERT button allows the user to insert a new global deduction rate.

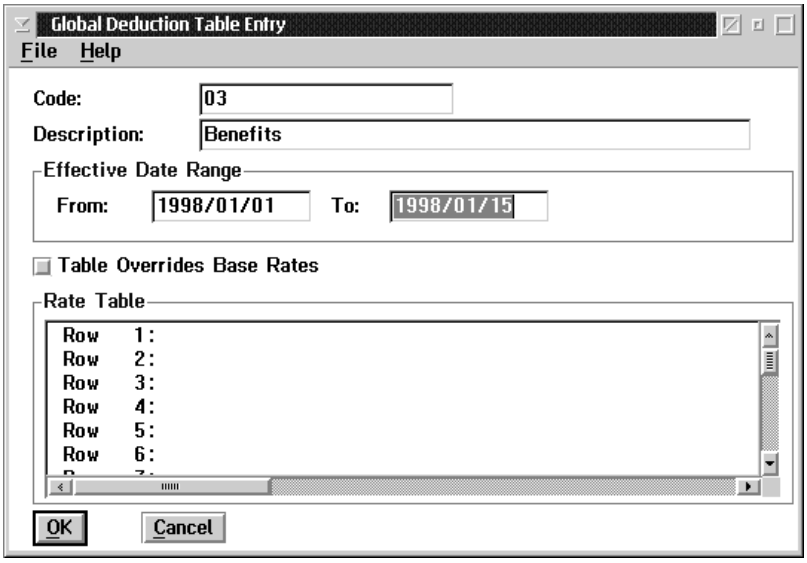
Additional The ADDITIONAL button allows the user to insert another global deduction rate for the currently selected code. This allows for a copy to be made of an existing rate table with different effective dates being assigned.

Update The UPDATE button allows the user to update the global deduction rate currently selected by the selection bar.

Delete The DELETE button allows the user to delete the global deduction rate currently selected by the selection bar.

Insert/Update Deduction Rate Tables

When the user inserts a new rate table or updates an existing rate table the following screen will appear:



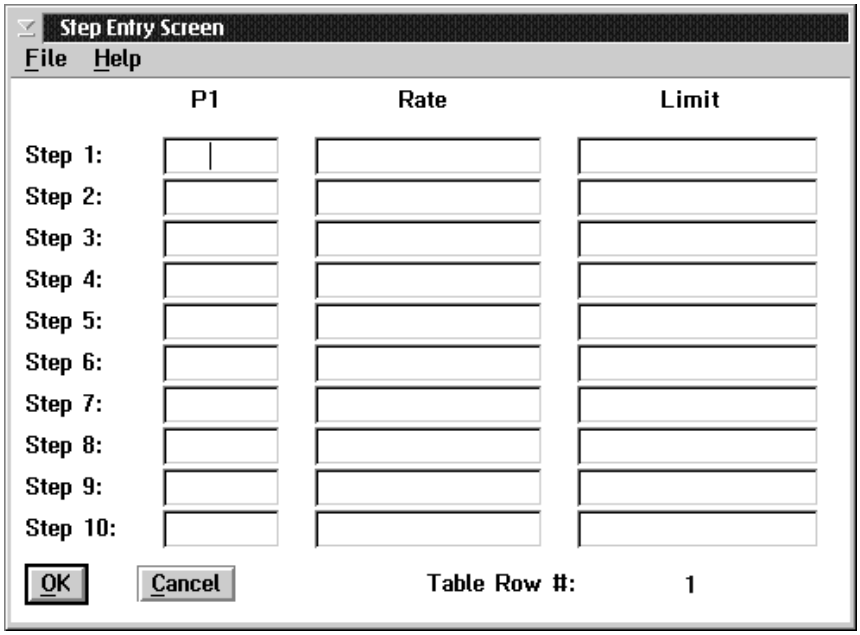
The following table contains a description of the data fields in the dialog box:

Field	Description
Code	The rate code is entered in this field.
Description	A description of the rate code must be entered into this field.
Date Range From	This field is used to indicate the effective start date of the rate table.
Date Range To	This field is used to indicate the effective end date of the rate table.
Table Overrides Base Rate	This field does not apply to deductions and has no effect if checked.
Rate Table List	Up to 200 rows can be set up. To the right of each row number may be up to 10 rates. Highlight the row to be completed or updated and double click to call up the entry screen for the insertion of rates.

Setting Up Rate Tables

Up to 200 different rows can be set up for each type of deduction.

When the user double clicks on a row the rate table lists the following screen will appear:



The following table describes the data fields within the dialog box:

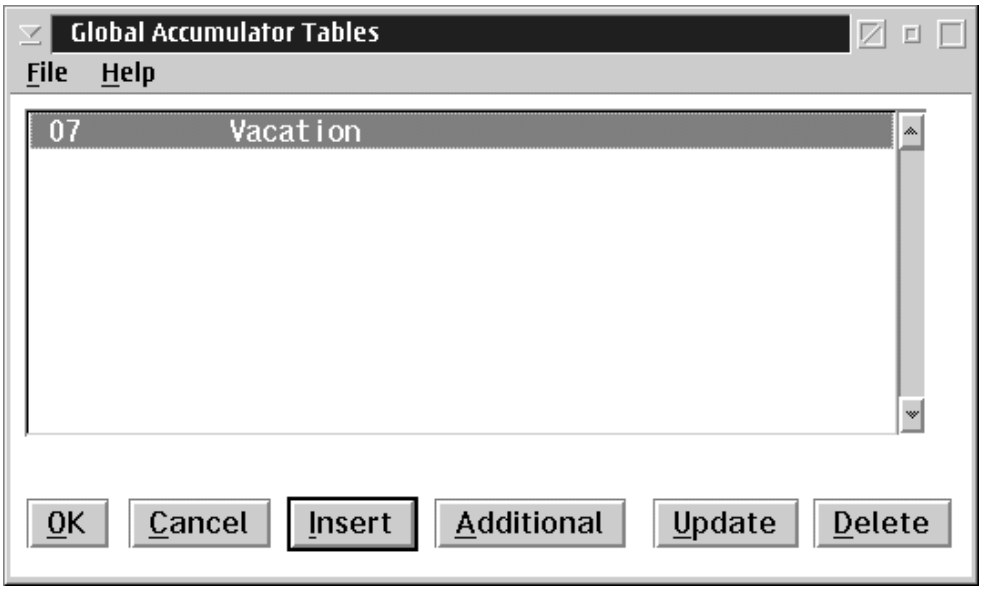
Field	Description
P1	This field is reserved for future development.
Rate	This field is used to input the deduction amount.
Limit	This field is not used in the processing of a deduction rate table.
Step #	This field is used to indicate the column number that the rate will appear in on the rate table.
Table Row #	The number in the bottom right hand corner indicates the table row currently selected. This number is for display only.

DATA

Accumulator Rate Tables

Rate Tables set up in the Accumulator Rate Tables option will apply to all payrolls in the GrandMaster Suite system.

When the Accumulator Rate Tables option is selected the following dialog box will appear:



If no global rate table codes have been previously defined the list will appear empty.

The list contains the global accumulator code and a description of the code to the right.

OK The OK button will save any changes made in the dialog box.

ESC (exit) The ESC key, CANCEL button, or the Exit option from the File menu will exit the dialog box without saving any changes.

Insert The INSERT button allows the user to insert a new global accumulator rate.

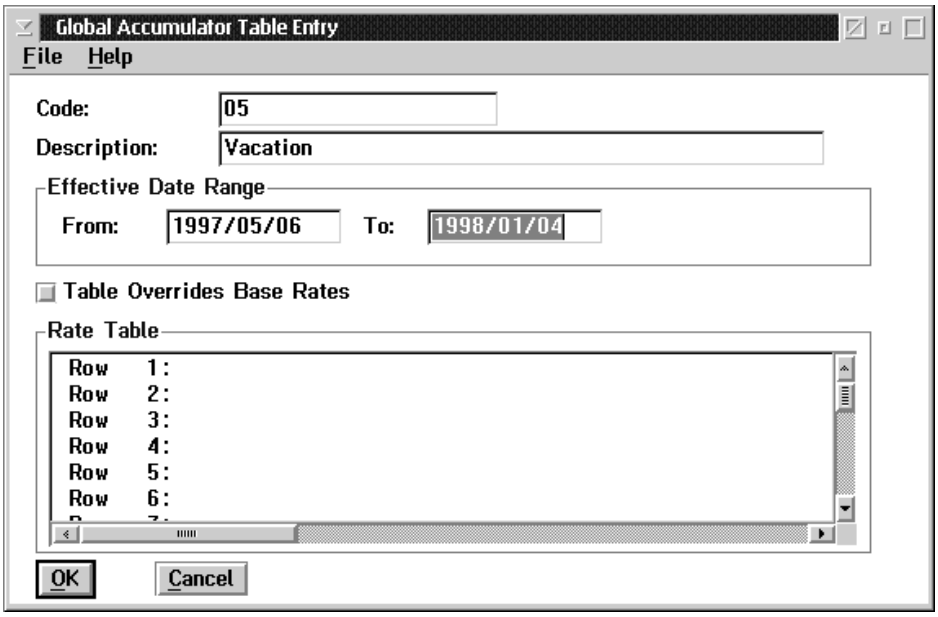
Additional The ADDITIONAL button allows the user to insert another global accumulator rate for the currently selected code. This allows for a copy to be made of an existing rate table with different effective dates being assigned.

Update The UPDATE button allows the user to update the global accumulator rate currently selected by the selection bar.

Delete The DELETE button allows the user to delete the global accumulator rate currently selected by the selection bar.

Insert/Update Accumulator Rate Tables

When the user inserts a new rate table or update an existing rate table the following screen will appear:



The following table contains a description of the data fields in the dialog box:

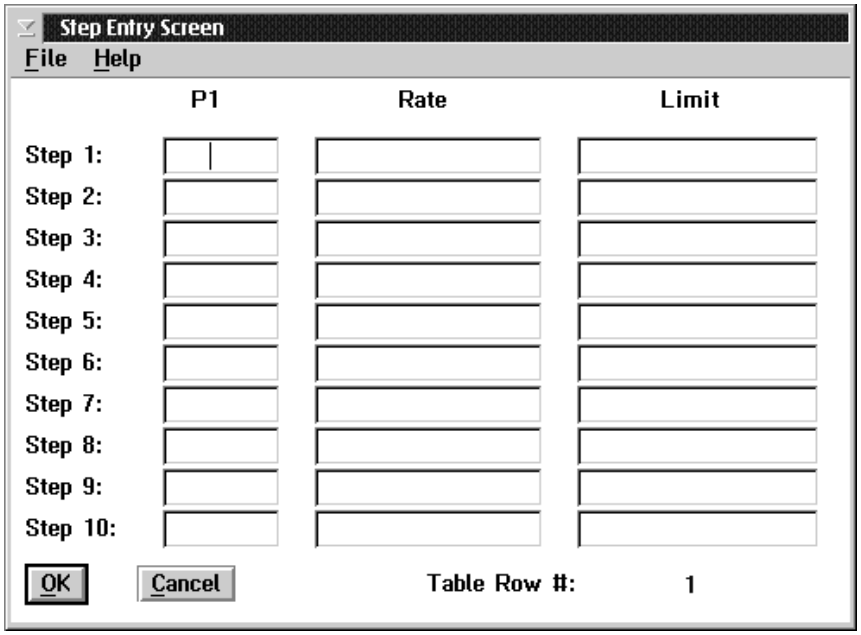
Field	Description
Code	The rate code is entered in this field.
Description	A description of the rate code must be entered into this field.
Date Range From	This field is used to indicate the effective start date of the rate table.
Date Range To	This field is used to indicate the effective end date of the rate table.
Table Overrides Base Rate	This field does not apply to accumulators and has no effect if checked.
Rate Table List	Up to 200 rows can be set up. To the right of each row number may be up to 10 rates. Highlight the row to be completed or updated and double click to call up the entry screen for the insertion of rates.

DATA

Setting Up Rate Tables

Up to 200 different rows can be set up for each type of accumulator.

When the user double clicks on a row the rate table lists the following screen will appear:

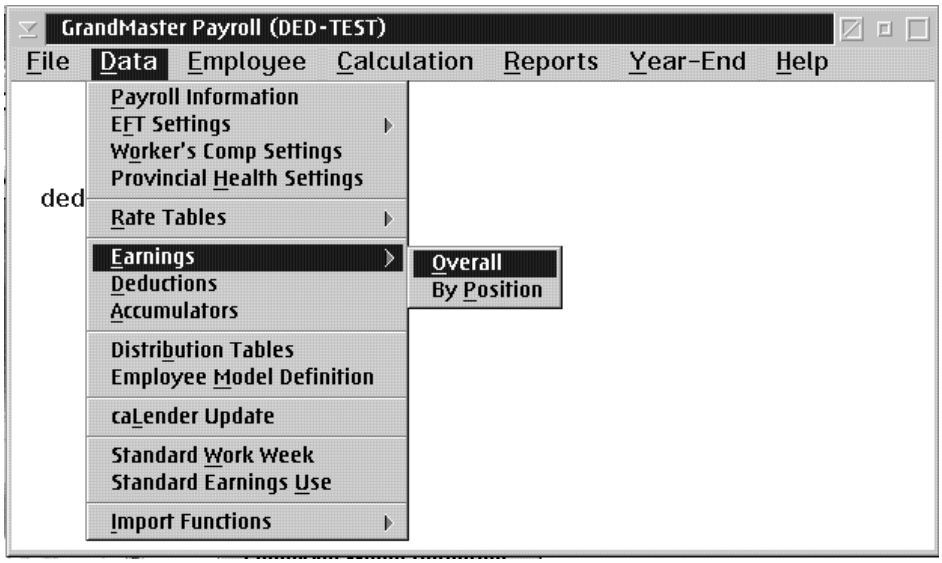


The following table describes the data fields within the dialog box:

Field	Description
P1	This field does not apply to accumulators.
Rate	This field is used to input the rate for the accumulator.
Limit	This field does not apply to accumulators.
Step #	This field is to indicate the column number that the rate will appear on the rate table.
Table Row #	The number in the bottom right hand corner indicates the table row currently selected. This number is for display only.

Earnings

The **Earnings** option contains the following sub menu:



Earnings are entered as one of either:

- Overall - Overall Earnings are earning types that are available for use by all employees.
- Position - Position Earnings are restricted to a particular position class. These earnings are used for special settings that are applicable to a given position class.

DATA

Payroll Earning Types

Payroll Earning Types are used to define the categories of earnings that will be reported for employees. Up to 200 earning types can be accommodated by the system.

The earning categories defined must adhere to the Revenue Canada and Human Resources Canada requirements for assessment of employee source deductions.

An earning type sets the normal rate of pay for the hours worked in that category. Earning types will have to be present to provide pay rates for regular time, overtime, and double time.

Earning types also have to be defined for those amounts that are paid out as a result of Accumulator Type processing.

The following table outlines some common earning types:

Earning Type	Description
Regular Hours	Earning type used for hours worked at the employee's regular rate of pay. This earning is subject to taxes, CPP and EI.
Overtime Hours	Earning type used for hours worked at the employee's overtime rate of pay. This earning is subject to taxes, CPP and EI.
Double Time Hours	Earning type used for hours worked at the employee's double time rate. This earning is subject to taxes, CPP and EI.
Vacation Taken	Earning type used for earnings that occur when an employee takes vacation. This earning has insurable dollars and hours for EI purposes, as well as being subject to taxes and CPP.
Vacation Paid Out	Earning type used for earnings that occur when an employee has vacation paid out. This earning has insurable dollars only for EI purposes, as well as being subject to taxes and CPP.
Travel Expense	Earning type used for reimbursement of travel expenses for an employee. This earning is not subject to taxes, CPP or EI.
Sick Pay	Earning type used for payment of sick pay. This earning is subject to taxes, CPP and EI.
Advance	Earning type used for processing employee advances. This earning is not subject to taxes, CPP or EI.
Salary	Earning type used for processing salary amounts paid. This earning is subject to taxes, CPP and EI pre-set hours and dollars.

Earning Types and Effective Dates

The Suite Payroll provides support for effective dates on earning types. This allows the changes made to earning type definitions to have a start date and an end date that specify the effective date range for the earning type occurrence.

An example of this would be the overall overtime rate for the company is being changed from a rate that is 1.4 times the employee's regular rate of pay to 1.5 times the employee's regular rate of pay, effective June 17, 1997. A new occurrence of the over-time earning type would be set up with an effective date of June 17, 1997, with the new multiplier for the over time rate. If this date falls in the middle of a pay period the overtime hours worked prior to June 17, 1997 would be paid at the 1.4 times rate, while the overtime hours worked on and after June 17 would be paid at the 1.5 times rate.

The effective date range for the different occurrences of an earning type may not overlap. The update process will not allow the entry of a date range that will result in an overlap.

Creating the Master Earning Types

Earning types are set up through the **Earnings** choice on the Payroll Data menu. The **Earnings** choice displays a sub menu with the options **Overall** and **By Position**. Using the latter, the GrandMaster Suite Payroll supports the definition of earning types that have special rates for certain position classes.

Earnings Overall

The **Overall** choice is used to define the master payroll earning types. Selecting this choice causes the Payroll Earning List screen to appear, as shown below. This screen displays a list of existing earning types defined in the payroll. The **File** menu on the screen has menu choices that allow you to display the earnings by effective date range, and to display any earnings that are marked for deletion.

The window title may be either payroll earnings list or global earnings lists depending on whether you are sharing the earnings with other payrolls or not. (Global earnings are shared between payrolls, payroll earnings are not shared)

OK The OK button, or the **Save** option in the File menu, will save any changes made in the dialog box.

Cancel The CANCEL button, or the **Exit** option in the File menu, will exit the dialog box without saving any changes.

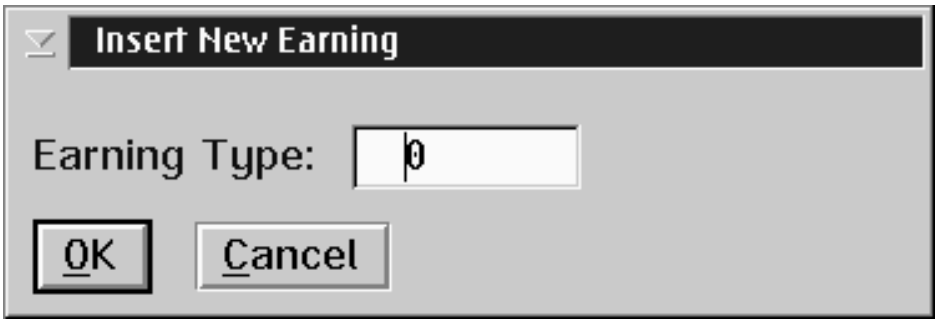
Insert The INSERT button is used to insert a new earning.

Update The UPDATE button is used to update an existing earning.

Delete The DELETE button is used to delete an existing earning.

The INSERT button is used to insert new earnings in the payroll. The insert button will display a dialog box that requests the new earning type number. If the number of an existing earning type is entered in the **Earning Type** field, the function will retrieve the latest version of that earning type for update.

The **Insert New Earning** screen appears as follows:



Enter a number for the Earning Type, and press the OK button. It is recommended that the earning codes be assigned in numeric sequence beginning at number 1. This will improve processing and display time. Once you have selected OK the payroll earnings update notebook will be presented.

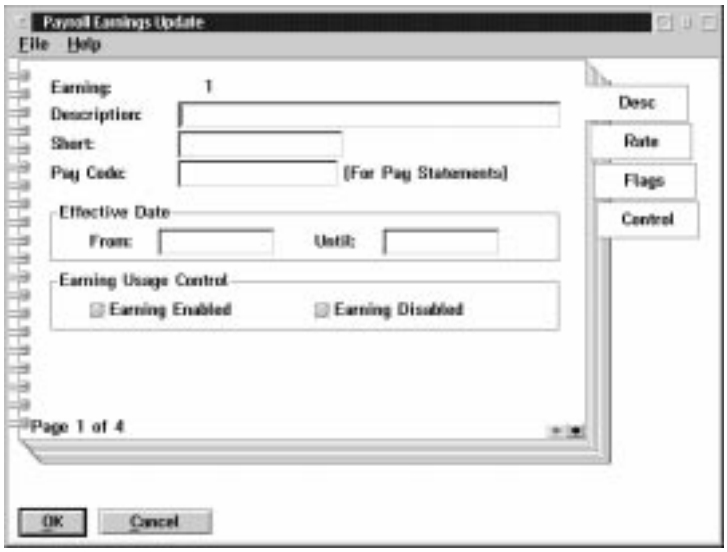
Payroll Earnings Update

The **Earnings Update** screen contains a notebook with four pages. Each of these pages contains information that is used for processing the earnings. The payroll level earnings data is used in conjunction with the employee earnings rates and hours worked to determine the employees' pay.

The values set in the Master Earning Rate page can be used as the default values for the employee level earning rates for all employees with this earning type assigned or actual pay rates can be set at the individual employee level.

The **Desc**(Description) page contains fields for describing the earnings, and for setting the effective date range for the earning type.

When you select the **Desc** tab on the **Payroll Earning Update** the following screen will appear:



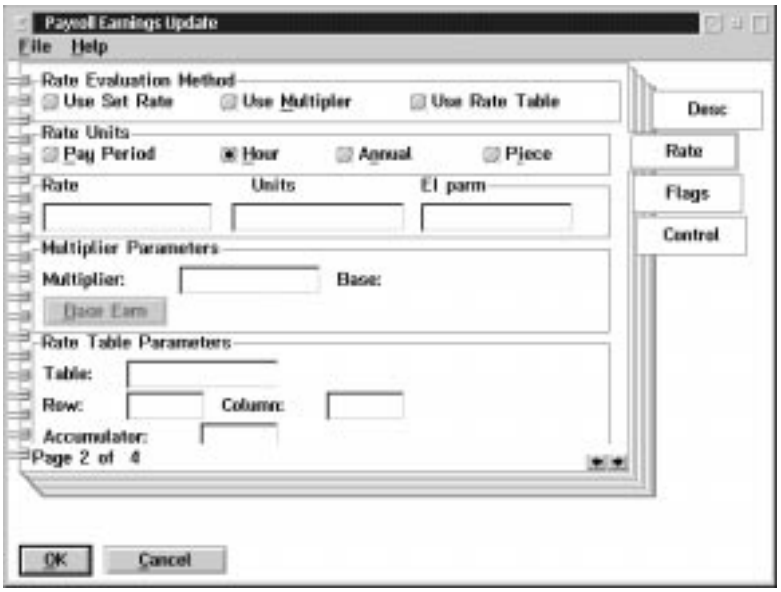
The following table gives a description of the data fields:

Field	Description
Earning	This field contains the code number of the earning.
Description	The description field is used for describing the earning on pop-up lists and on reports.
Short	The short description field is used for printing a description on pay statements.
Pay Code	The pay code field is used for printing a description on pay statements.
Date From	This field is used to set the starting date of the effective date range for the earning.
Date Until	This field is used to set the ending date of the effective date range for the earning.
Earning usage Control	This field determines whether the earning is enabled or disabled.

☞ Normally only the starting date is entered when entering an earning. The function automatically sets the end date of the earning type when a new entry for the earning type is made with a start date that is later than the start date on an existing earning entry.

The **Rate** page contains data fields that are used to set the default rate treatments. These values may be changed for the individual employee when setting up the Employee Pay Rates.

When you select the **Rate** tab on the **Payroll Earning Update** the following screen will appear:



When rate values are set at the payroll level they are used as the default for the earning when the earning is established for an employee. The values may be changed when setting-up the earning for a particular employee.

DATA

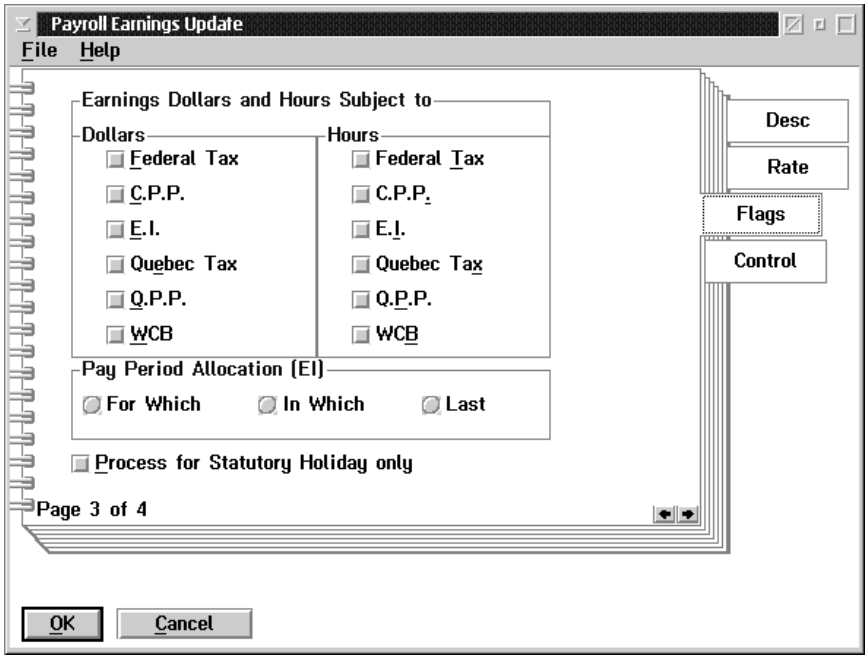
The following table gives a description of the data fields:

Field	Description
Rate Evaluation Method :	
Use Set Rate	When use set rate is selected as an evaluation method the system will assume a rate value will be used to determine the pay calculation. A rate value can be set at the payroll level as a default rate or at the individual employee level.
Use Multiplier	When this option is selected as an evaluation method. The system will perform the pay calculation based on the parameters set in the "multiple parameters", where pay calculation is given the values to be used in determining a pay rate which is dependent on a different earning type.
Use Rate Table	When this option is selected as an evaluation method the system will search for a "rate table" being assigned at the payroll level as a default or at the individual employee level to determine the rate of pay to be used.
Rate Units:	
Pay Period	When this option is selected the system,using a previously selected evaluation method of "Use set rate", determines the rate values given at either the payroll or employee level are to be calculated per each pay period.
Hour	When this option is selected the system, using one of the previously selected evaluation methods, determines the rate values given at either the payroll or employee level are to be calculated per each hour input.
Annual	When this option is selected the system, using a previously selected evaluation method "Use set Rate", determines the rate values given at either the payroll or employee level are to be divided by the company's pay frequency type to establish a current pay gross earning. Note: When the annual pay period rate unit type is selected in order for the system to correctly resolve another pay rate using the annual earning amount as the base earning amount. The annual rate amount must be accompanied by the annual number of work hours represented.
Piece	When this option is selected the system, using one of the previously selected evaluation methods determines the rate values given at either the payroll or the employee level are to be calculated per each piece work unit input.
Payroll Level Default Rate and Unit Settings:	
Rate	This field may be used to input a payroll level default rate for all employees assigned this earning type depending on the evaluation and rate period units previously selected.
Units	This field may be used to input a payroll level default unit that the default rate may apply to, again, depending on the evaluation and rate period unit previously selected. This field may be either hours or piece work units.
E.I. Parameters	This field may be used to input a payroll level default employment insurance insurable hours equivalency when units is a piece work unit. Eg: 1 piece work unit takes 15 minutes to complete, therefore the "EI parm" would be .25 of an insurable hour.
Multiple Parameters:	
Multiplier	This field is used to enter a factor that is used to multiply the rate value of the base earning to calculate the rate of this earning being defined.

Field	Description
Base Earning	By pressing the base earning box a list of previously defined earning types will be presented to select the appropriate earning to be considered as a base earning to be multiplied by above factor to determine the new earning rate value.
Rate Table Parameters:	
Table	This field is used to input the rate table code number where individual rates are set up.
Row	This field is used to enter the appropriate row number of the rate table for the rate value.
Column	This field is used to enter the column/step number of the rate table for the rate value.
Accumulator	This field is used to enter the appropriate accumulator code number that will determine the corresponding rate of pay when the value in the accumulator matches the value in the "limit" field of the rate table.

The **Flags** page contains fields that indicate whether or not the earning type is subject to the various payroll source deductions and taxes.

When you select the **Flags** tab on the Payroll Earning Update the following screen will appear:



The following table gives a description of the data fields:

Field	Description
Earning Dollars	If the box is checked the earnings will be subject to one or more of: federal tax, CPP, EI, Quebec tax, QPP, and WCB.
Earning Hours	If the box is checked the earning hours will be subject to one or more of: federal tax, CPP, EI, Quebec tax, QPP, and WCB.
Pay Period Allocation (EI)	The Pay Period Allocation buttons affect the treatment of the hours in the earning when preparing Record of Employment forms. Please refer to the Human Resource Canada documents to determine the treatment for the pay period allocation of insurable hours.
Process for Statutory Holiday Only	If this box is checked the earning will be processed for statutory holidays only.

☞ The system will default settings to turn on:

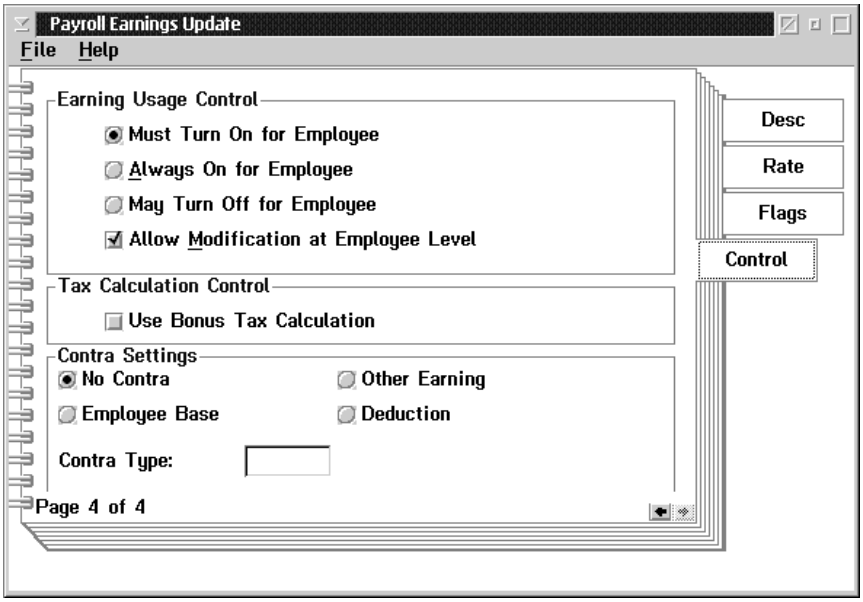
Under Dollars - Federal Tax, C.P.P., E.I., WCB

Under Hours - E.I.

since this would be be the most common earning settings

The **Control** page contains a number of options for the processing of the earning type.

When you select the **Control** tab on the Payroll Earning Update, the following screen will appear:



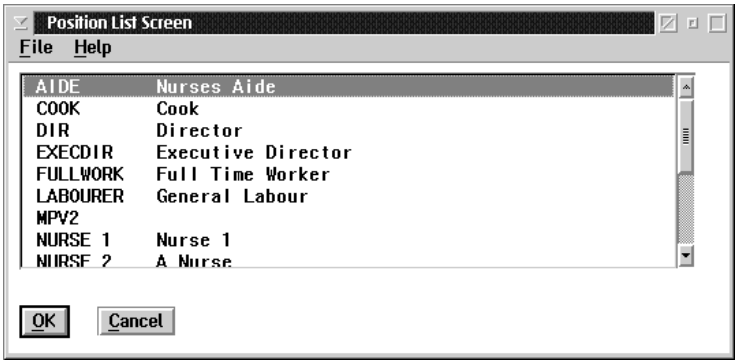
DATA

The following table gives a description of the data fields:

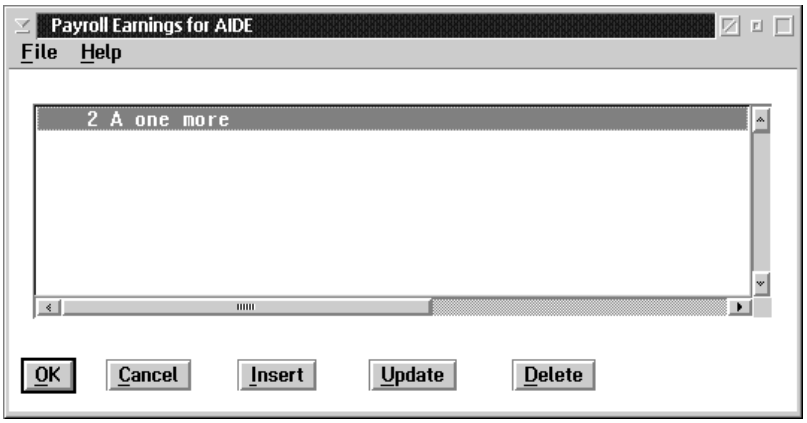
Field	Description
Earning Usage Control:	
Must Turn On for Employee	When this field is selected, the earning will only be used for an employee when the earning is specifically set for that employee.
Always On for Employee	When this field is selected, the earning will always be available for all employees. This button will always prevent employee level modifications of the earning rate settings.
May Turn Off for Employee	When this field is selected, the earning is normally available for all employees. In order for an employee not to have access to the earning type it must be specifically disabled for the employee.
Allow Modification at Employee Level	This field is used to determine if a rate setting can be modified for the employee. When this box is checked the employee may have modifications to the rate settings. Note - this check box has no effect when the "Always on for Employee" button is selected.
Tax Calculation	
Use Bonus Tax Calculation	When this check box is ticked the amounts input for this earning will be treated as a bonus for the tax calculation.
Contra Earning Setting:	
No Contra	This button turns off any automatic processing.
Employee Base	This button will result in the employee's declared base earning (please refer to the Employee Payroll Specific information settings) being used for the automatic processing.
Other Earning	This button uses the earning specified in the "Other Earning " field for the automatic processing.
Deduction	When this button is selected a specified deductions type will be the contra rather than another earning type resulting in an automatic pay deduction transaction being processed on the next normal pay calculation. This is intended to be used in the case of an advance earning type where an auto deduction of the advance amount is to be deducted from a subsequent normal pay.
Contra Type	This field is used to input the appropriate earning or deduction code to be used as the contra automatic processing recipient for this earning type.

Earning by Position

When you select earnings **By Position** a dialog box will be displayed to ask what position you would like to see the earnings set up for.



After you have selected a position the earnings for the position will be displayed.



OK The OK button, or the **Save** option in the File menu will save any changes made in the dialog box.

Cancel The CANCEL button, or the **Exit** option in the File menu will exit the dialog box without saving any changes.

Insert The INSERT button is used to insert a new position.

Update The UPDATE button is used to update an existing position.

Delete The DELETE button is used to delete an existing position.

☞ After selecting a position from an existing list or inserting a new position type, the system will ask for an earning code to be inserted or updated and will then present the standard payroll earnings update notebook. Please refer to Earnings - Overall for a full description of the earnings notebook.

DATA

Contra Processing Options

The Contra Processing options are used when a payment to an employee through an earning should automatically create a transaction to reduce a payment through another earning, or automatically create a deduction.

The most common uses of the contra processing options are:

1. Reduce the amount of salary paid to an employee when sick pay is paid.
2. Reduce the amount of salary paid to an employee when leave time is paid.
3. Automatically create a deduction for a salary advance paid to an employee.
4. Automatically create a deduction for an expense advance paid to an employee.

Contra Processing Settings

The Contra Processing settings are set for an earning at the payroll level.

An earning may be set to generate a contra transaction for one of three items:

1. Contra to the employee's designated base earning
2. Contra to a specific earning
3. Contra to a specific deduction

This allows the contra option to reduce an employee's salary when unpaid leave is taken.

<u>An example of using the contra processing for unpaid leave is:</u>

Earning 1 (base salary)/ 800.00 per pay (40 hour)

Earning 12 (unpaid leave)/ 0.00 per hour

Set to contra Earning 1

When a transaction is entered for Earning 12 for 6 hours.

Entered: Earning 12= 6 hours @ $0.00

This processing generates a transaction that will subtract 6 hours pay from the employee's salary (Earning 1)

Generated Earning 1 is 6 hours @ $20.00 =120.00

The Employee will receive gross pay of:

Earning 1 (Base Salary)

40 Hours @ 20.00 =	$800.00
-6 Hours @ 20.00 =	-$120.00

Earning 2 (unpaid leave)

6 hours @ 0.00 =	$ 0.00
Total Gross	$680.00

An example of using the contra processing for sick leave is:

Earning 1(base salary) /$800.00 per pay (40 hours week)

Earning 11 (sick pay) rate 1 times base pay per hours set to contra Earning 1

☞ If an earning is a multiple of another the system will automatically convert from "per pay" rates to hourly rates using the number of hours in the employee work week.

When a transaction is entered for Earning 11 for (4) hours

Entered: Earning 11=4 hours @ 20.00

The processing generates a transaction that will subtract four hours from the employee's salary (Earning 1)

Generated Earning 1 is - 4 hours @$20.00 =$80.00

The Employee will receive a Gross pay of:

Earning 1 (per pay)	$800.00
-4 hours @ $20.00	-$ 80.00
Earning 11 4 hours @ 20.00	$ 80.00
Total Gross	$800.00

Special Processing for Advance Pay Run

Earnings that are set to contra to a deduction will be evaluated during an advance pay run.

When this earning has a number of units, and a pay rate, and it is set to contra to a deduction, the earning is processed during an advance pay run.

The amount specified by the earning (units times rate) is paid out to the employee.

A transaction is generated for the contra deduction for the same amount.

Because the advance pay run does not evaluate deductions, the net cheque to the employee will be the amount of the earning.

The contra deduction transaction will be included in the next normal pay run. This will reduce the employee's net pay by the amount of the advance.

Deductions

Payroll Deduction Types

What Deduction Types do I need?

Payroll Deduction Types are used to define the categories of company deductions and benefits that will be included in the calculation of an employee's pay.

A Deduction Type defines the calculation that will be used to determine the deduction and benefit amounts that apply to the deduction. The Deduction Type can also define the list of earnings, other deductions, or benefits that will be included in the calculation.

What decides how the calculation is done?

The Suite Payroll module provides over a hundred calculation formulas that can be used to calculate a deduction and/or benefit. Each deduction formula provides a number of parameters that can be used to determine the results of the calculation.

Alternatively, the deduction and/or benefit can be set up as a fixed amount to deduct for each pay. This method can be used when the actual amount is decided independently of the values processed in the pay calculation.

Examples of Deduction Types

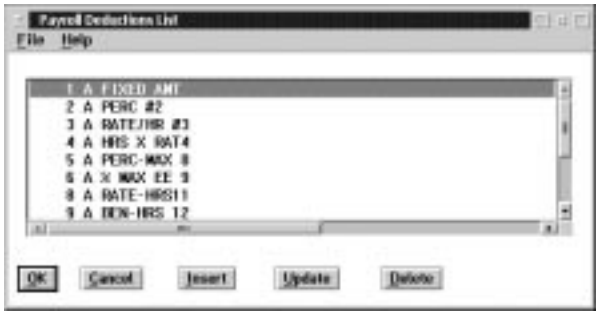
Field	Description
Union Dues	This deduction is used to calculate union dues. Normally this deduction type will require a calculation code that will calculate some percentage of the employee earnings that are subject to the union dues deduction. Calculation would be a percentage of earnings. The list of earnings would include regular and overtime wages but would not include expense reimbursement.
Registered Pension Plan	This deduction is used to calculate the employee contribution to a pension plan. The deduction type will require a calculation code that uses a list of earnings that are subject to the deduction. The calculation code used may also calculate a benefit for the employee that is the company portion of the contribution.
Health Insurance Plan	This deduction is used to calculate the employee Heath Insurance premium. The calculation may be based on a base rate depending on the employee's age and additional premiums based on the number of dependents that the employee has. The employee's earnings do not have to be entered into a deduction calculation.

Creating The Master Deduction Types

Grand Master Suite Payroll allows you to have up to 200 different deduction types. Each type determines a category of deductions for an employee. The **Deductions** choice on the Data menu is used to access the deduction update function.

Because the GrandMaster Suite Payroll supports date-sensitive processing, several deductions of each type may be present. Each one will cover a particular date range. When you insert a new deduction with the same number as an existing one you must specify a date range for the new deduction that is later than the date range in use for the existing deduction.

The **Deduction List** screen is displayed when you select the menu choice. The screen appears as follows:



The window title may be either Payroll Deduction List or Global Deduction List, depending on whether or not you are sharing the deduction with other payrolls. (Global Deductions are shared between payrolls, Payroll Deductions are not shared).

OK The OK button, or the **Save** option in the File menu, will save any changes made in the dialog box.

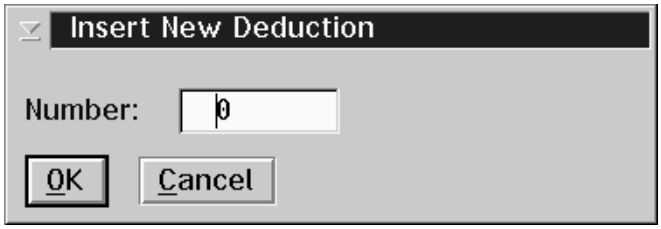
Cancel The CANCEL button, or the **Exit** option in the File menu, will exit the dialog box without saving any changes.

Insert The INSERT button is used to insert a new deduction to the list.

Update The UPDATE button is used to update an existing deduction.

Delete The DELETE button is used to delete an existing deduction.

The INSERT button is used to add a new deduction type to the list. When this button is pressed a dialog box will appear that asks for the deduction type number. The **Insert New Deduction** screen appears as follows:



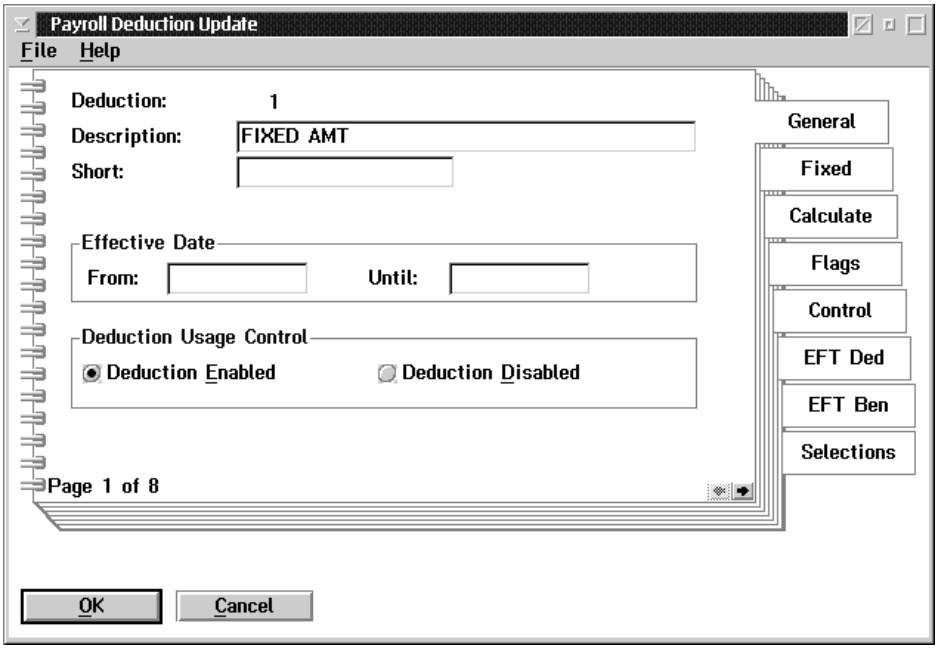
If you enter the number of an existing deduction type, that deduction will be retrieved to be updated.

It is recommended that the deduction codes be assigned in numeric sequence beginning at number 1. This will improve processing and display times.

The Deduction Update screen contains a notebook with eight pages. Each of these pages contains information that is used for processing deductions.

The **General** page contains fields for describing the deduction and setting the effective date range of the deduction type.

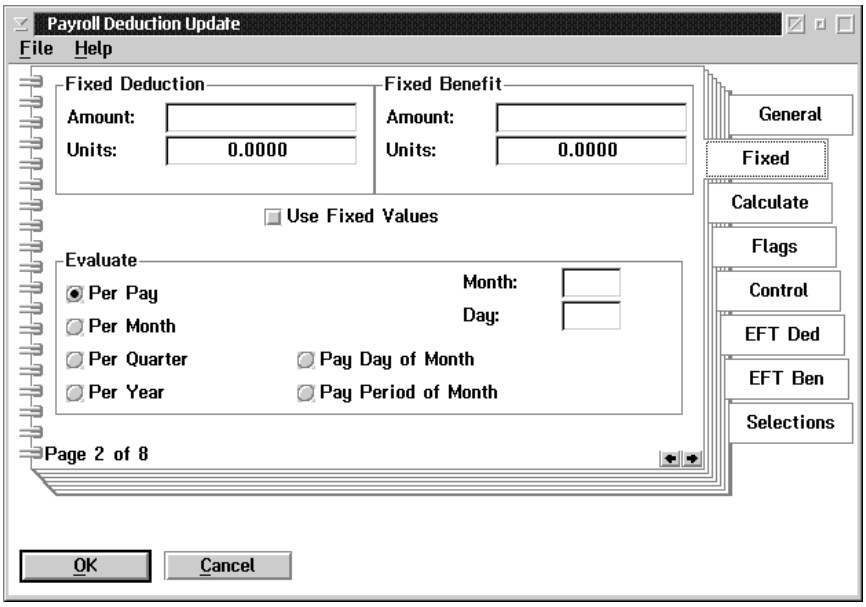
When you select the General tab on the Deduction Update the following screen will appear:



The following table gives a description of the screen:

Field	Description
Deduction	This field displays the code number of the deduction.
Description	The long description is used for reporting, and for descriptions on screen displays.
Short	The short description is used on pay statements.
From	This field is used to set the starting date of the effective date range for the deduction.
Until	This field is used to set the end date of the effective date range for the deduction.
Deduction Usage Control	This field contains two buttons that are used to Enable or Disable the uses of the deduction type. When the deduction type is disabled the deduction will not be used for pay processing.

The **Fixed** page contains fields that are used to input fixed amount that are used to input fixed amounts for the deduction processing. When you select the **Fixed** tab on the **Deduction Update** the following screen will appear:



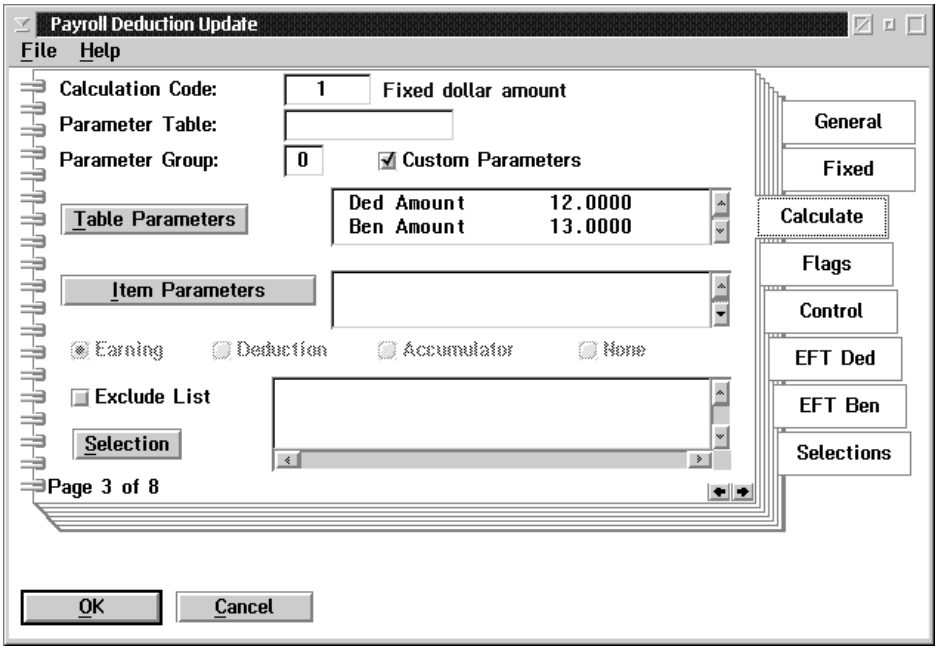
The following table gives a description of the screen:

Field	Description
Fixed Deduction	
Amount	This field contains the values that could be deducted for employee for each periodor it can be set at an employees level for individually applicable amounts.
Unit	This field contains the corresponding unit values if applicable.
Fixed Benefit	
Amount	This field contains the values that could be recorded as a benefit to the employee for each period. These can be set at an employee level for individually applicable amounts.
Units	This field contains the corresponding unit values if applicable.
Use Fixed Values: This field contains the override "use fixed values" check boc. When this box is checked only those amounts appearing in the deductions and/or benefit field at wither the payroll or employee level will be used.	
Evaluate: The Evaluate box allows for a selection of periods when the deduction processing is to take place. The evaluation periods apply whether you use fixed amounts or the result ofa calculation for the deduction.	
Per Pay	When this option is selected the deduction processing will occur for every pay. This is the system default setting.
Per Month	When this option is selected the deduction processing will occur once a month. The month that this evaluation method is to begin must be inserted in the "Month" box. A "day" of the month can also be inserted but if it is not the system will default to the first day of the month.

DATA

Field	Description
Per Quarter	When this option is selected the deduction processing will occur once every 3 months. The month that begins the first quarter of the fiscal or calendar year must be inserted in the "month" box. The day will default to the first day of each new quarter period.
Per Year	When this option is selected the deduction processing will occur once a year. The annual "month" and "day" must be specified in the appropriate boxes.
Pay Day of Month	When this option is selected the deduction processing will occur on the pay day of the month as specified in the "day" insert box. Pay day is the actual pay cheque day in this case. Eg) Deduction Type- Union Dues payable on the first of the month. Pay period was: Start: December 15, 1997; End: December 28, 1997; Pay Day: January 2, 1998. If the evaluate method is pay day of month with day =1 the union deduction processing would take place and be deducted from the January 2, 1998 cheque.
Pay Period of Month	When this option is selected the deduction processing will occur on the pay day falling within the pay period specified in the "day" insert box. Eg) Deduction Type - Union Dues, payable on the first of the month. Pay period was: Start: December 29, 1997; End: January 11, 1998; Pay Day: January 16, 1998. If the evaluate method is pay period of month with day =1 the union deduction processing would take place and be deducted from the January 16, 1998 pay cheque since this is the first pay period of January 1998.

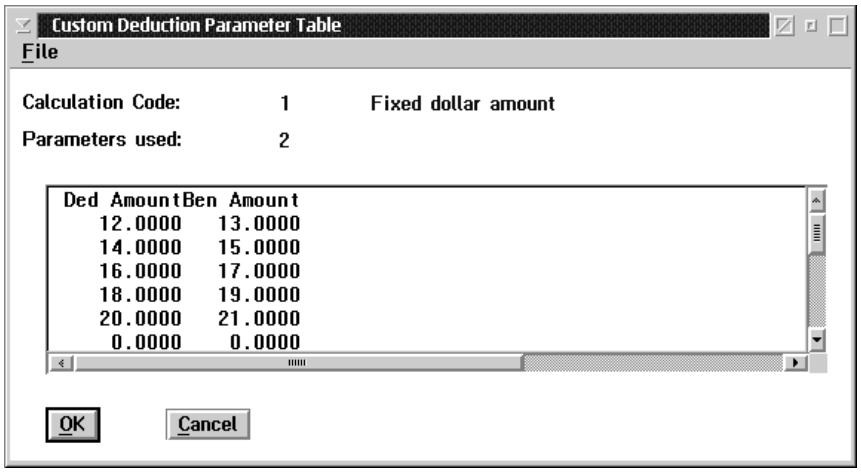
The **Calculate** page is used to set the values for the calculation that will be done to determine the amount of the deduction. When you select the **Calculate** tab on the **Deduction Update**, the following screen will appear:



The following table gives a description of the screen:

Field	Description
Calculation Code	This field is used to enter the number of the calculation code that will be used to calculate the value of the deduction. A list of calculation codes can be displayed by pressing the F8 key when the Calculation Code field is selected.
Parameter Table	This field is used to enter the name of a parameter table. A list of the tables already defined can be obtained by pressing the F8 key when the Parameter Table field is selected.
Parameter Group	This field is used to enter the default group (row) for the deduction type.
Custom Parameters	This field is used to determine if a Named Table or a Custom Parameter table will be used in the calculation for the deduction type.
Table Parameters	This field is used to call up a screen that is used to enter the custom table parameters.
Item Parameters	This field is used to update item parameters required by the deduction code selected.
Exclude List	This field can be used to indicate those earnings, deductions or benefits that should be excluded from a calculation.
Selection	This field is used to call up a screen that can be used to select the earnings, deductions, or benefits that will be summarized for this calculation code.

The TABLE PARAMETERS button is used to call up a screen that is used to enter the custom table parameters. The screen shows a list of the values in the parameter table. The Custom Deduction Parameter Table appears as follows:

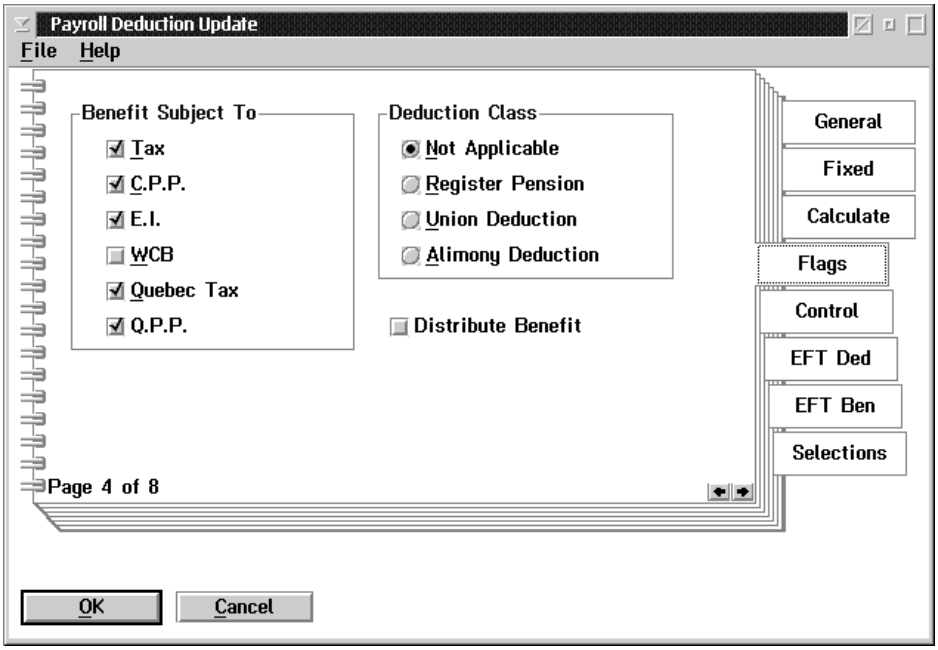


The values in a row of the list are updated by double-clicking on the row. This will display a screen that is used to update the individual parameters in the row. The employee deduction set up will select a particular row in the table to use for the employee calculation.

The SELECTION button is used to call up a screen that can be used to select the earnings, deductions, or benefits that will be summarized for this calculation code. The **Payroll Earnings Selection** screen appears as follows:

The calculation code requirements decides the type of list that will be displayed. Items in the list are selected by single-clicking on them with the mouse. Any number of items can be selected from the list. You may also use the Include/Exclude buttons to indicate an exclude list rather than an include list. An exclude list selects only the items that are NOT to be included for the calculation.

The **Flags** page contains settings that are used to control the use of the deduction type. When you select the **Flags** tab on the **Deduction Update** the following screen will appear:

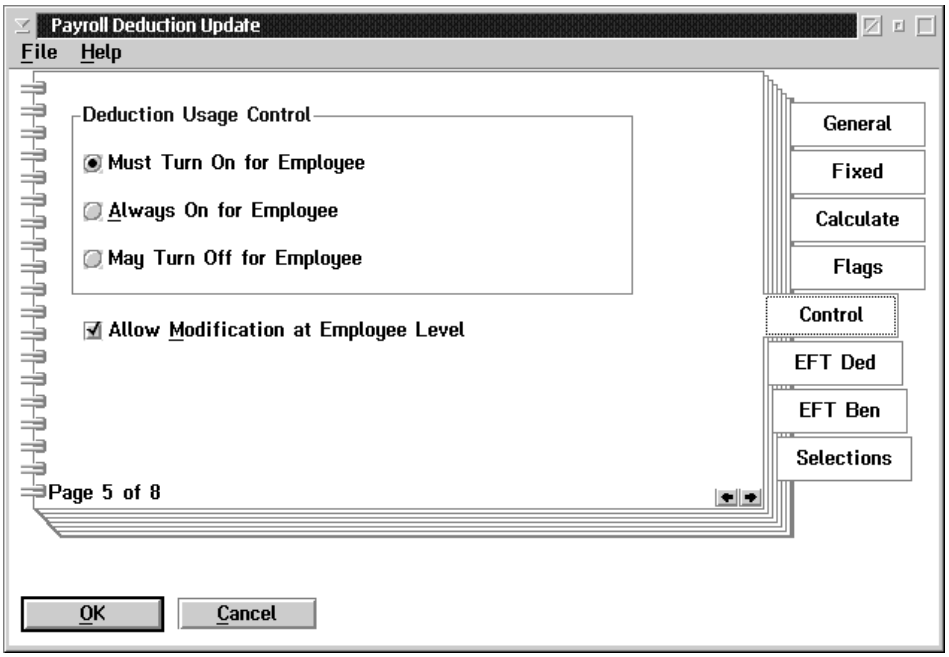


The following table gives a description of the screen:

Field	Description
Benefit Subject To	These fields are used to indicate what statutory deductions that the benefit calculated by this deduction type is subject to.
Deduction Class	These fields are used to indicate the class of the deduction for Revenue Canada tax treatment.
Distribute Benefit	This field is used to specify that the benefit calculated is included in the Journal Entry file prepared from the payroll.

DATA

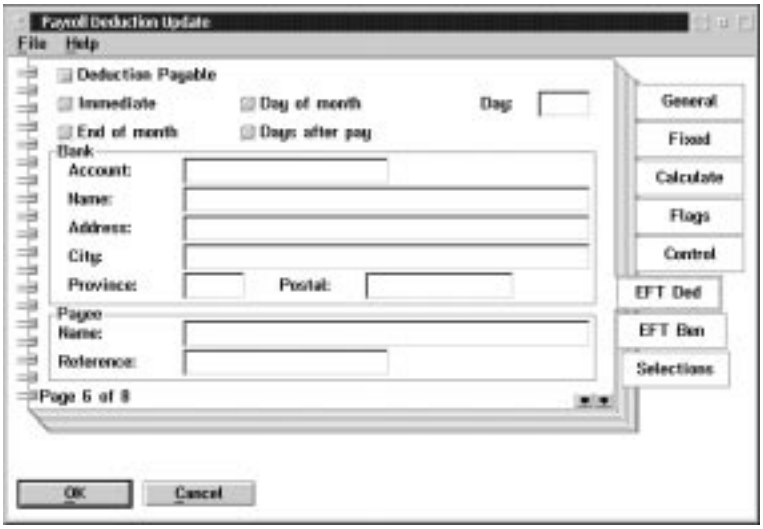
The **Control** Page is used to set the conditions for the use of the deduction type by employees. When you select the **Control** tab on the following screen will appear:



The following table gives a description of the screen:

Field	Description
Deduction Usage Control	This dialog box contains three buttons that determine the default processing of the deduction for the employee.
Must Turn On for Employee	This field sets the option that requires that the deduction be enabled at the employee level before the deduction will affect the employee's pay.
Always On for Employee	This field sets the option that the deduction will always affect all employees pay. This option prevents the deduction from being turned off for an employee.
May Turn Off for Employee	This field sets the option that the deduction will affect the employee's pay unless the deduction is disabled at the employee level.
Allow Modification at Employee Level	This field allows the selection of or changes to parameter values for the calculation of the deduction. If this is not turned on no changes to the default parameters are allowed at the employee level.

The **EFT Ded**(EFT Deduction) page allows the entry of data used for processing of the deduction amounts by the Electronic Funds Transfer module. When you select the **EFT Ded** tab on the **Deduction Update** the following screen will appear:

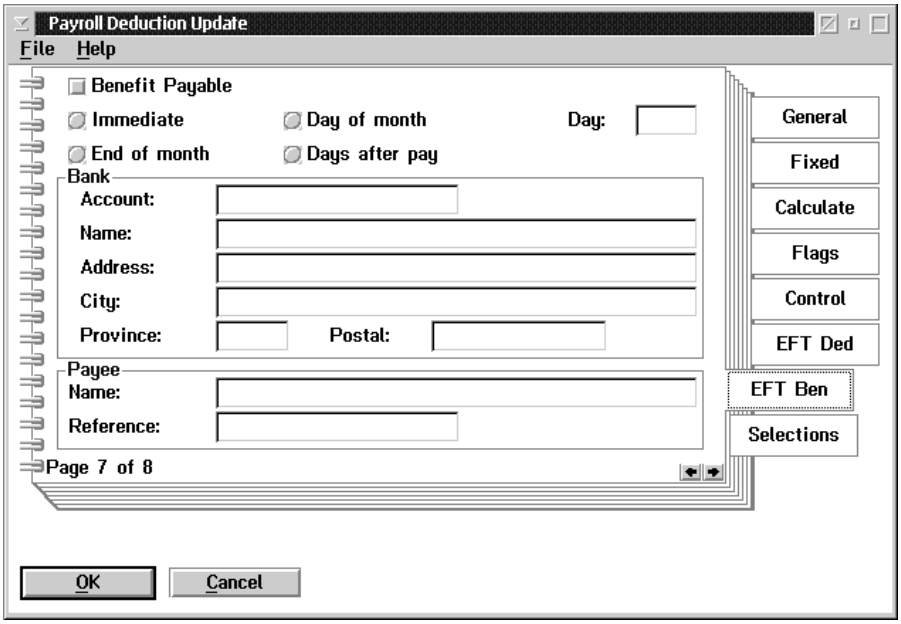


The following table gives a description of the screen:

Field	Description
Deduction Payable	This field is used to indicate that the deduction amount may be processed with the Electronic Funds Transfer module. If this box is not checked no EFT processing will occur for the deduction.
Immediate	This field is used to determine the date to pay out the amounts.
End of Month	This field is used to determine the date to pay out the amounts.
Day of Month	This field is used to determine the date to pay out the amounts. When the Day of Month button is selected the day field must contain a value to use for the number of days or the day of the month.
Days after Pay	This field is used to determine the date to pay out the amounts. When the Days after Pay button is selected the day field must contain a value to use for the number of days or the day of the month.
Bank	These fields contain the bank account number and the name and address of the bank that the deductions payable is drawn from. If these fields are not present no deposit will be prepared.
Payee	These fields contain the name of the payee for the amount, and a reference for the deposit.

DATA

The **EFT Ben**(EFT Benefit) Page allows the entry of data used for the processing of the benefit amounts by the Electronic Funds Transfer Module. When you select the **EFT Ben** tab on the **Deduction Update** the following screen will appear:

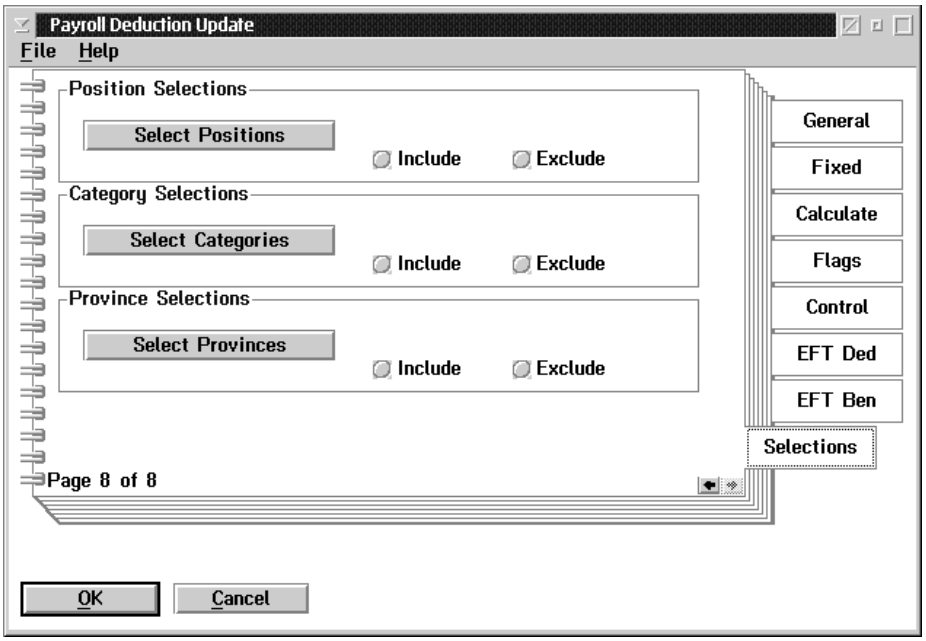


The following table gives a description of the screen:

Field	Description
Benefit Payable	This field is used to indicate that the benefit amount may be processed with the Electronic Funds Transfer module. If this box is not checked no EFT processing will occur for the benefit.
Immediate	This field is used to determine the date to pay out the amounts.
End of Month	This field is used to determine the date to pay out the amounts.
Day of Month	This field is used to determine the date to pay out the amounts. When the Day of Month button is selected the day field must contain a value to use for the number of days or the day of the month.
Days after Pay	This field is used to determine the date to pay out the amounts. When the Days after Pay button is selected the day field must contain a value to use for the number of days or the day of the month.
Bank	These fields contain the bank account number and the name and address of the bank that the benefits payable is drawn from. If these fields are not present no deposit will be prepared.
Payee	These fields contain the name of the payee for the amount and a reference for the deposit.

☞ When the benefit bank account and payee information is blank the benefit deposit will be made using the information from the **EFT Ded** page.

When you choose the **Selections** tab on the **Deduction Update**, the following screen will appear:



The following table gives a description of the screen:

Field	Description
Select Positions	This button is used to select positions for the deduction update.
Select Categories	This button is used to select categories for the deduction update.
Select Province	This button is used to select provinces for the deduction update.
Include	When this check box is checked the position, category or province will be included in the update.
Exclude	When this check box is checked the position, category or province will be excluded in the update.

DATA

The following table outlines available deduction/benefit calculation codes:

	Calculation	Parameters	Description
1	Fixed Dollar amount	Ded. Amount Ben. Amount	The default deduction code. A fixed amount would be entered for the deduction and/or benefit.
2	% of Selected Earnings	Ded. Percent Ben. Percent	A calculation based on a percentage of selected earnings for the deduction and/or benefit.
3	Rate * Selected Hours	Ded. Rate Ben. Rate	A calculation based on a rate times hours of selected earnings for the deduction and/or benefit.
4	Rate * Selected Hourly Rate	Ded. Rate Ben. Rate	A calculation based on a rate times hourly base rate of selected earnings for the deduction and/or benefit.
5			Not Enabled
8	% of Selected Earnings to deduction maximum	Ded. Percent Ben. Percent Ded. YTD Max.	A calculation based on a percentage of selected earnings for the deduction and/or benefit. The deduction is subject to a YTD deduction maximum.
9	% of Selected Earnings to deduction maximum (Ded Only)	Ded. Percent Ded. YTD Max	A calculation based on a percentage of selected earnings for the deduction only to a maximum YTD deduction.
10			Not Enabled

Code	Calculation	Parameters	Description
11	Rate * Selected Multiple Hourly Value (Ded. only)	Ded. Rate	A calculation based on a rate times the hourly base value of selected earnings for the deduction only. The hourly base value is the multiple hourly rate.
12	Rate * Selected Multiple Hourly Value (Ben. only)	Ben. Rate	A calculation based on a rate times the hourly base value of selected earnings for the benefit only. The hourly base value is the multiple hourly rate.
13	Fixed Dollar Amount up to YTD maximum (Ded. Only)	Ded. Amount Ded. YTD Max	A fixed amount up to a year-to-date maximum deduction. Can have employee parameters
14	% <YMPE + % >YMPE On selected earnings	% <YMPE % >YMPE Ben. rate of ded.	A calculation done on a pay period basis on a percentage of earnings less than YMPE + a percentage greater than YMPE. The benefit is taken as a rate times the deductions. The YMPE amount and the number of pay periods are used in the calculation.
15	Rate * Selected Multiple Hourly Value	Ded. Rate Ben. Rate	A calculation based on a rate times hourly base value of selected earnings for deduction and/or benefits. The hourly base value is the multiple hourly rate.
20	Life Insurance Plan on selected earnings	Ded. Rate Ben. Rate Multiplier Maximum per 1000 Minimum per 1000	The premium is calculated as a rate per thousand on the annual salary times the multiplier (rounded up to the next thousand). The annual salary is determined by the selected earnings times the number of pay periods in a year. A minimum and a maximum annual salary can be entered to limit the range of the calculation.
21	% of Selected Earnings less CPP/QPP paid	Ded. Percent Ben. % of Ded	A calculation based on a percentage of selected pensionable earnings less CPP and QPP paid. The benefit is a percentage of the deduction.
22	% of selected Earnings less (CPP + QPP paid CPP Rate)	Ded. Percent % of CPP + QPP paid/CPP Rate Ben. % of Ded.	A calculation based on a percentage of selected earnings less a percentage of CPP + QPP paid divided by CPP rate. The benefit is a percentage of the deduction.
24	% of Selected Earnings (Tax, CPP, QPP, UIC QUE Tax) (Ded. Only)	Ded. Percent Ded. Max YTD	A calculation based on a percentage of selected earnings then subtracts tax, CPP, UIC, QPP, Que tax to a year to date deduction maximum. The deduction cannot be negative. Can have employee parameters.
25	% < YMPE + % > YMPE(Ded)		

DATA

Code	Calculation	Parameters	Description
26	% <YMPE + % >YMPE on selected hours (Ded. only)	% <YMPE % >YMPE	Deduction code developed for Sask Teachers Superannuation Plan. A calculation is done on a per day basis on a percentage of the hourly rate (selected earnings divided by hours) less than YMPE + a percentage above YMPE. The number of days worked in year are 197. The YMPE amount and the number of pay periods are used in the calculation.
27	% Net Pay to a YTD Maximum (Ded. only)	% of net pay Ded. maximum	A calculation based on a percentage (not more than 100%) of the employee's net payroll to a YTD maximum deduction value. Normally used for garnishee orders. The deduction cannot be negative. Can have employee parameters.
28	CPP/UIC Company cost charge back (Ded. only)	NONE	A calculation to charge the company's cost of CPP and QPP paid as well as UIC paid times the UIC rate back to the employee.
29	% >YMPE + % >YMPE on selected earnings	% <YMPE % >YMPE Ben. % of ded.	Deduction code developed for Ontario Hospital Pension Plan. A calculation is done on an annual basis on a percentage of selected earnings less than YMPE + a percentage greater then YMPE. The benefit is a percent of the deduction. The YMPE amount and the number of pay periods are used in the calculations.
30	% <YMPE + % >YMPE on selected earnings	Ded % <YMPE Ded % >YMPE Ben % <YMPE Ben % >YMPE	Deduction code developed for Alberta Lap Municipal employees. A calculation is done on a per pay period basis as a percentage of selected earnings less then YMPE + a percentage greater than YMPE. The benefit has separate percentages for above and below YMPE. The YMPE amount and the number of pay periods are used in the calculation.
31	% <YMPE + % >YMPE on selected earnings and FTE	% of <YMPE % of >YMPE Ben. rate of ded.	Deduction code developed for Alberta Teachers Retirement. A calculation is done on a per pay period basis as a percentage of full time equivalent selected earnings less than YMPE + a percentage greater than YMPE. The benefit is a rate times the deduction. The YMPE amount and the number of pay periods are used in the calculation.

Code	Calculation	Parameters	Description
32	Indemnity Calculation default earnings	Ded. Rate Ded. Percent Weekly Maximum Ben. % of Ded	Deduction code developed for custom use. A calculation is done on a percentage of weekly salary to a weekly maximum amount. The weekly salary is calculated as the default earnings times the number of pay periods divided by 52. The deduction rate is calculated on 1/10th of the weekly salary. The benefit is up to 100% of the deduction. If a benefit has been calculated reduce the deduction by the amount of the benefit.
33	Life Insurance on base earnings	Ded. Rate Ben. Rate Ded. Multiplier Ben. Multiplier Ded. Maximum per 1000	Deduction code is used for custom use only. The premium is calculated as a rate per thousand on the annual salary times the multiplier at a separate deduction and benefit multiplier (rounded up to the next thousand). The annual salary is determined by the selected earnings times the number of pay periods in year. A deduction maximum annual salary can be entered to limit the range of the deduction only. If the earning is a multiple then only the base rate times the hours for earnings amounts.
34	% of selected base earnings	Ded. Percent Ben. Percent	Deduction code developed for custom use. A deduction and or benefit calculation based on a percentage of selected base earnings. If the earning is a multiple then only use base rate times hours for earning amounts.

Code	Calculation	Parameters	Description
35	% <YMPE + % >YMPE (on base earnings)	% <YMPE % >YMPE Ben. rate of ded.	Deduction code developed for custom use. A calculation done on a pay period basis on a percentage of selected base earnings less than YMPE + a percentage greater than YMPE. The benefit is taken as a rate times the deduction. The YMPE amount and the number of pay periods are used in the calculation. If an earning is a multiple then only use base rate times hours for earning amounts.
36	% of previous, deductions and benefits (Sales tax)	Ded. Percent Ben. Percent	Deduction code developed for custom use. A deduction and or benefit calculation based on a percentage of previously calculated deductions and benefits, excluding statutory deductions. Normally used for Ontario/Quebec sales tax.
37	Pay Back of 5/12 UIC Rebate	Rebate Factor	Deduction code developed for custom use. A benefit calculation based on a rebate factor times (UIC paid times 1.4 less UIC paid times UIC rate). Then the deduction is the benefit times -1.
38	Weekly Indemnity on selected hourly rate	Pay frequency Weekly maximum earnings Premium Ben % of ded	Deduction code developed for custom use. A calculation that takes the hourly base rate of selected earnings times the hours worked to get a weekly salary up to a weekly maximum. Then multiplies it by the pay periods to get the annual salary. The calculation takes 2/3 of the annual salary divided by the pay frequency to get the weekly salary. The deduction is then taken on 1/10th of the weekly salary times the deduction rate. The benefit is a percent of the deduction.
39	Monthly Indemnity on selected earnings	Maximum monthly earnings Ded. Percent Ben %of Ded	Deduction code developed for custom use. A calculation that takes the selected earnings up to the monthly maximum then multiples it by the pay periods to get the annual salary. The calculation takes 2/3 of the annual salary divided by 12 to get the monthly salary. The deduction is then taken as a percent of the monthly salary. The benefit is a percent of the deduction.

Code	Calculation	Parameters	Description
40	Rate * Selected Hours to Maximum hours	Ded. Rate Ben. Rate Maximum hours	A calculation based on the deduction or benefit rate times the hours of selected earnings to maximum hours for the deduction and benefits. Can have employee parameters.
41	(Factor * Selected Hourly Rate) + Fixed Amount	Factor Fixed amount Rounding parameter Ben % of ded	A calculation based on a factor times the base hourly rate of selected earnings rounded up if specified, plus a fixed amount. The benefit is a percent of the deduction. The rounding is up to the nearest dollar if the rounding parameter is 1 and no rounding if the parameter is 0.
42	Life Insurance Plan on selected hourly rate	Ded. Rate Ben. Rate Multiple Maximum per 1000 Minimum per 1000	Deduction code developed for custom use. The premium is calculated as a rate per thousand on the annual salary times the multiplier. The annual salary is determined by the hourly rate times hours worked times the number of pay periods in a year. A minimum and a maximum annual salary can be entered to limit the calculation. Can have employee parameters.
43	% of Monthly Salary on selected hourly rate	Ded. Percent Ben. Percent	Deduction code developed for custom use. A calculation is done on a monthly basis done as a percentage of the hourly rate of selected earnings for the deduction and benefit. The monthly earnings are calculated as the hourly rate times the pay periods divided by 12. Can have employee parameters.
44	% <YMPE + % >YMPE on selected hourly rate	% <YMPE % >YMPE Ben % of ded	Deduction code developed for Ontario Hospitals. This calculation is done on a yearly basis on a percentage of selected earnings less than YMPE + a percentage greater then YMPE. The benefit is a percentage of the deduction. The earnings are calculated by the hourly rate times hours worked times the pay periods. The YMPE amount and the number of pay periods are used in the calculation. Can have employee parameters.

DATA

Code	Calculation	Parameters	Description
45	Life Insurance Plan on selected earnings	Ded. Rate Ben. Rate Multiplier Maximum per 1000 Minimum per 1000	Deduction code developed for custom use. The premium is calculated as a rate per thousand on the annual salary times the multiplier (rounded up to the next thousand). The annual salary is determined by the selected earnings times the number of pay period in a year. A minimum and a maximum annual salary can be entered to limit the range of the calculation.
46	Fixed Deduction (Benefit=% of ded.)	Fixed Ded. Ben. % of ded	Deduction code developed for custom use. This calculation has the deduction as a fixed amount and the benefit as a percent of the deduction. Note: You may enter custom parameters, i.e., Employee stock purchase - employees can buy a fixed amount of stock in the company and the employer will split 45, 55% of the purchase as a benefit. If the employee purchases $200 worth of stock, the company's benefit would be calculated as $90 (45% of $200). The employee's deduction would be entered as a fixed $110 amount. Can have employee parameters.
47	% <YMPE + % >YMPE pensionable earnings + pensionable benefits	% <YMPE % >YMPE Ben % ded	This calculation is done on a yearly basis on a percentage of pensionable earnings plus any pensionable benefits at a percentage less than YMPE + a percentage greater than YMPE. The benefit is a percent of the deduction.
48	Life Insurance (on default annual salary)	Rate Maximum per 1000	Deduction code developed for custom use. The premium is calculated as a rate per 1000 on the default annual salary from optional numeric field 1 times a multiplier of 5 (rounded up to the next thousand). A maximum annual salary can be entered to limit the range of the calculation. The benefit is equal to the deduction. Can have employee parameters.

Code	Calculation	Parameters	Description
49	Long Term Disability on default annual salary (Ded. Only)	Ded. Rate	Deduction code developed for custom use. A calculation that takes the default annual salary from optional numeric field 1, divided by 12 for monthly salary. The calculation takes 2/3 of the monthly salary up to 3000 then only 1/2 of the amount above 3000. This amount is then rounded up to the next dollar and then multiplied by the deduction rate divided by 200. Can have employee parameters.
50	Short Term Disability on default annual salary	Ded. Rate Weekly Maximum	Deduction code developed for custom use. A calculation that takes the default annual salary for the optional numeric field 1, divided by 52 for the weekly salary. The calculation takes 3/4 of the weekly salary rounded up to the next dollar, taken only to the weekly maximum amount entered then multiplied by the deduction rate divided by 40 for both the deduction and benefit. Can have employee parameters.
51	Rate * Selected hours (rounded up)	Ded. Rate Ben. Rate	Similar to calculation code 3 except that total hours from selected earnings are rounded up to the next highest hour before multiplying it by the deduction or benefit rate. Can have employee parameters.
52	Union Deduction on selected hours	% Gross % Avg. Hours Ben rate of ded Min. Ded.	A calculation that is done if total gross pay is greater than zero. The lesser of a percentage of total gross pay or total gross pay/selected hours times avg. hours percentage. A benefit can be calculated as a rate times the deduction. The deduction has a minimum deduction to limit the range of the calculation.

Code	Calculation	Parameters	Description
53	Rate * FTE	Ded. Rate Ben. Rate	A calculation of a deduction and/or benefit rate times Full Time Equivalency for the deduction and benefit.
54	Fixed Amount on selected earnings (over minimum)	Ded. Amount Ben. Amount Min. Earnings	A calculation takes a fixed amount for the deduction and the benefit, if selected earnings are greater than the minimum earning.
55	Life Insurance on selected earnings	Ded. Rate Ben. Rate Multiplier Maximum per 1000 Minimum per 1000	A premium is calculated as a rate per thousand on the annual salary times the multiplier. The annual salary is determined by the selected earnings times the number of pay periods in a year. A minimum and maximum annual salary can be entered to limit the range of the calculation.
57	Rate * number of units	Ded. Rate Ben. Rate Unit Pointer (1,2)	The calculation takes the unit pointer and uses numeric field 1 or 2, which is multiplied by the rate for the deduction and/or benefit
56	% <YMPE % >YMPE on selected earnings (entered YMPE amount + FTE)	% <YMPE % >YMPE Ben Rate of ded. YMPE amount	A calculation done on a pay period basis on a percentage of full time equivalent selected earnings less than YMPE + a percentage greater than YMPE. YMPE can be entered as a parameter. The benefit is taken as a rate times the deduction. Note: Used on Filmon Fridays. If YMPE is not entered then it uses the standard YMPE.
58	% of selected earnings (to a YTD Max.)	Ded. Percent Ded. YTD Max Ben. Percent Ben. YTD Max	A percentage of selected earnings for the deduction and/or benefit to a maximum deduction and/or benefit. Can have employee parameters
59	% of selected earnings (to pay period max)	Ded. Percent Ded. Max per PP Ben. Percent Ben. Max per PP	A percentage of selected earnings for the deduction and/or benefit to a maximum deduction and/or benefit per pay period. Can have employee parameters
60	% <YMPE + % >YMPE (on selected YTD earnings)	% <YMPE % >YMPE Ben. % of Ded	Deduction code developed for custom use. This calculation is done on an annual basis and takes the selected year-to-date earnings + current earnings to determine the annual salary. The deduction is based on a percentage less than YMPE + percentage greater than YMPE. The benefit is entered as a percentage of the deduction

Code	Calculation	Parameters	Description
61	Life Insurance on selected earnings	Ded. Rate Ben. Rate Multiplier Maximum per 1000	The premium is calculated as a rate per thousand on the annual salary times the multiplier (rounded up to the next thousand). The annual salary is determined by the selected earnings times the number of pay periods in a year. The deduction is taken at the deduction rate on the amount above the maximum salary and the benefit is taken on the benefit rate on the amount below the maximum salary. If the annual salary is below the maximum the deduction will be zero.
62	% <YMPE + % >YMPE (on selected earnings and selected hourly rates)	% <YMPE % >YMPE Ben. % of Ded Vac. Percent	Deduction code is used for Ontario Hospitals. This calculation is done on an hourly basis using the selected earning rate and hours from the selected earnings to do an hourly calculation when available, or else it is done on a yearly basis on earnings from the selected earnings. If the calculation is hourly you multiply the hourly rate by the vacation percent, adding it to the hourly rate. The deduction is based on a percentage less than YMPE + a percentage greater than YMPE. The benefit is a percentage of the deduction.
63	Long Term Disability on default annual salary	Numeric Pointer Ded. Percent Ben. Percent Factor	This calculation gets the default annual salary from an optional numeric fields and calculates the deduction and/or benefit as a percent of the annual salary divided by the factor.
64	% of an average rate to a max per pay (on selected non-zero hours)	Ded. Percent Ded. Maximum Ben. Percent Ben. Maximum	This calculation takes the total of all the rates from the selected earnings and divides it by the number of rates to get the average rate. The deduction and/or benefit is a percentage of the average rate to a maximum deduction and/or benefit.

Code	Calculation	Parameters	Description
65	Life Insurance on default annual salary	Ded. Rate Ben. Rate Multiplier Maximum per 1000 Numeric Pointer	The premium is calculated as a rate per thousand on the annual salary times the multiplier (rounded up to the next thousand). The annual salary is from the optional numeric fields. If the annual salary is <100 and the hours of pay are not zero, then calculate the annual salary times the hours worked times the pay periods. A maximum annual salary can be entered to limit the range of the calculation. The deduction and benefit are calculated and divided by 2.
66	Long Term Disability on default annual salary	Ded. Rate Ben. Rate Weekly Max Numeric Pointer	This calculation gets the default annual salary from the optional number fields. If the annual salary is <100 and the hours of pay are not zero, then calculate annual salary times the hours of pay times the pay periods. The annual salary is divided by 52 for a weekly salary then taken at 2/3 of the weekly max. (that should already be 2/3). The deduction and benefit are calculated as the rate times the weekly salary then taken at 1/10 and divided by 4.
67	Long Term Disability on default annual salary	Ded. Percent Ben. Percent Monthly Maximum Numeric Pointer	The default annual salary is taken from the optional numeric fields. If the annual amount is <100 and the hours of pay are not zero, then calculate annual salary times the hours of pay times the pay periods. The annual salary is divided by 12 for a monthly salary up to the monthly maximum then taken at 2/3. The deduction and benefit are calculated as a percent of the monthly amount divided by 4.
68	% of Net pay to YTD MAX (Ded. Only)	Ded. Percent Ded. YTD Max Min. Net Pay	This calculation takes the deduction percent up to 100% and calculates the percentage of the net pay for a positive deduction only. If a minimum amount of net pay is required the deduction can only reduce the net pay to this amount. The deduction must not exceed the maximum YTD deduction. Can have employee parameters.

Code	Calculation	Parameters	Description
69	% <YMPE + % >YMPE on selected hours (Ded. Only)	% <YMPE % >YMPE	Deduction code developed for Sask Teachers substitutes. A calculation done on a daily basis on a percentage of selected earnings below YMPE + a percentage above YMPE. The daily rate is calculated as earning divided by hours worked. The number of days worked in a year is 197.
70	Fixed Union Deduction on selected hours (Ded. only)	Fixed Amt Below Fixed Amt Above Threshold Hours	This calculation is a fixed amount deduction for hours below or equal to the threshold and another fixed amount deduction for hours above. The deduction is zero if there are no hours. Can have employee parameters.
71	Life Insurance on hourly rate	Ded. Rate Ben. Rate Multiplier Maximum per 1000 Minimum per 1000	The premium is calculated as a rate per thousand on the annual salary times a multiplier (rounded up to the next thousand). The annual salary is determined by the hourly rate of the selected earnings times the hours worked times the pay periods. A minimum and maximum annual salary can be entered to limit the range of the calculation. Can have employee parameters.
72	% <YMPE + % >YMPE on selected earnings (and FTE)	% CPP Earnings % CPP Exempt Earnings Ben. % of ded	Deduction code developed for Sask Teachers. This calculation is done on a daily basis on a percentage of full time equivalent selected earnings that are pensionable + a percentage that are not pensionable. The benefit is a percentage of the deduction. The earnings are taken at a full time equivalency. The YMPE amount and the number of pay periods are used in the calculation. The number of days worked in a year is 197.
73	% <YMPE + % >YMPE on selected hours	% CPP Earnings % CPP Exempt earnings Ben % of Ded	Deduction code developed for Sask Teachers. This calculation is done on a daily basis on a percentage of selected earnings that are pensionable + a percentage that are not pensionable. The earnings are divided by the hours to get the average daily rate. The benefit is a percent of the deduction The YMPE amount and the number pay period are used in the calculation . The number of days worked in a year is 197.

DATA

Code	Calculation	Parameters	Description
74	Long Term Disability on default annual salary	Ded. Percent Ben. Percent Annual Maximum Numeric Pointer	Deduction code developed for custom use. This calculation uses the default annual salary from the optional numeric fields. If the annual salary is <100 and the hours of pay are not zero, then calculate annual salary times the hours of pay times the pay periods taken to the maximum annual earnings. This amount is divided by 12 to a monthly salary then taken at 2/3. The deduction and benefit are taken as a percentage of that amount.
75	Life Insurance on default annual salary	Ded. Rate Ben. Rate Multiplier Maximum per 1000 Numeric Pointer	The premium is calculated as a rate per thousand of the annual salary times the multiplier (rounded up to the next thousand). The annual salary is from the optional numeric fields. If the annual salary is <100 and the hours of pay are not zero, then calculate the annual salary times hours worked times the pay periods. A maximum annual salary can be entered to limit the range of the calculation.
76	Life Insurance on selected earnings	Ded. Rate Ben. Rate Multiplier Maximum per 1000 Minimum per 1000	The premium is calculated as a rate per thousand of the annual salary times the multiplier (rounded up to the next thousand). The rounding is on earnings greater than 750 rounded up to the next thousand and greater 250 to the next five hundred. The annual salary is determined by the selected earnings times the number of pay periods in a year. A minimum and maximum annual salary can be entered to limit the range of the calculation.
77	% <YMPE + % >YMPE (on selected hours) (prorated YMPE)	% <YMPE % >YMPE Ben % of Ded	Deduction code developed for custom use. This calculation is done on a pay period basis as a percentage of selected earning below prorated YMPE + a percentage above the prorated YMPE. The benefit is a percent of the deduction. The YMPE amount and the number of pay periods are used in the calculation. The prorated YMPE is taken as the hours worked divided by the pay hours multiplied by the YMPE divided by the pay periods.

Code	Calculation	Parameters	Description
78	% of Net Pay to a max per pay period (Ded. Only)	Ded. Percent Ded, Max per pay Min. Net Pay	This calculation takes the deduction percent up to 100% and calculates the percentage on the net pay for a positive deduction only. If a minimum amount of net pay is required the deduction can only reduce the net pay to this amount. The deduction must not exceed the maximum deduction per pay.
79	Rate * selected rate of selected hours if over minimum hours	Ded. Rate Ben. Rate Min. Hours	This calculation takes the deduction and/or benefit rate times the earning rate times the earning rate from the selected rates if the hours from the selected earnings are greater than or equal to minimum hours.
80	% of (selected earnings less CPP/QPP/Tax/QUE tax/EI) (Ded. Only)	Ded. Percent Ded. Maximum	A calculation based on a percentage of selected earnings less Income Tax, CPP, EI, QPP, Que Tax to a deduction maximum. Can have employee parameters.
81	Rate * (selected deductions + QPP/QUE Tax, CPP/EI/TAX) (Ded. Only)	Ded. Rate	A calculation based on a deduction rate of previously calculated deductions plus CPP, QPP, Tax, Que Tax and EI paid for the deduction only. Can have employee parameters
82	Fixed Amount to a YTD Max	Ded. Amount Ded. YTD Max Ben. Amount Ben. YTD Max	A calculation that uses a fixed amount for the deduction and/or benefit to the maximum YTD deduction and/or benefit amount. If no maximums are specified it uses YMPE. The deduction and/or benefit can be zero. Can have employee parameters.
83	% <YMPE + % >YMPE (Ben only) On YTD pensionable earnings + pensionable benefits	% <YMPE % >YMPE	This calculation is done on a yearly basis of pensionable earnings plus any pensionable benefits at a percentage less than YMPE + a percent are greater than YMPE. For the benefit only.
84	% <YMPE + % >YMPE on selected earnings (Ben. only)	% <YMPE % >YMPE	This calculation is done on a per pay period basis on a percentage of selected earnings less than YMPE + a percentage greater than YMPE for benefit only. The YMPE amount and the number of pay periods are used in the calculation.
85	Rate * Selected Earnings divided by UIC Hours	Ded. Rate Ben. Rate	This calculation takes a rate times the selected earning divided by the selected UIC hours.

DATA

Code	Calculation	Parameters	Description
86	Steel Workers Union on selected earnings and EI Hours	Ded. Percent Ded. Rate Non Selected % Ben. rate of Ded	Deduction code developed for custom use. If selected earnings or non-selected hourly earnings are greater then zero the calculation takes the lessor of a percentage of selected earnings or a deduction rate of selected earnings divided by EI hours. The calculation adds a percentage of non-selected hourly earnings. The benefit is a rate of the deduction make the first sentence.
87	% of selected earnings (to a minimum)	Ded. Percent Ded. Minimum Ben. Percent Ben. Minimum	This calculates a deduction and/or benefit percent on selected earnings and will use the minimum deduction and/or benefit if specified.
88	Fixed Amount on selected hours (table of hours)	Min. Hours (8) Ded. Amount (8) Ben. Amount (8)	The calculation searches the table for when the selected hours are less than the minimum hours in that table row, the deduction and/or benefit are the table item fixed amounts for that row.
89	% of taxable income and taxable benefit	Ded. Percent Ben. Percent	Deduction code developed for Northwest Territory special tax. This calculation takes a percentage of the total income and taxable benefits for the deduction and benefit.
90	% <YMPE + % >YMPE (on selected earning)	% CPP Earnings % CPP Exempt Earnings Ben. Rate * Ded	A calculation done on a pay period basis on a percentage of selected earnings that are pensionable + a percent that are not pensionable. The benefit is a rate times the deduction. The YMPE amount, the basic CPP exempt amount and the number of pay periods are used in the calculation.
91	Group Insurance on selected earnings	Ben. Percent Ben. Maximum	Deduction code developed for custom use. This calculation takes the benefit percent times the selected earnings to a maximum benefit. If the benefit is less than the benefit maximum the deduction will be the benefit maximum less the benefit calculated. Can have employee parameters.
92	Group Insurance on selected earnings	Ben. Percent Ben. Minimum	Deduction code developed for custom use. This calculation takes the benefit percent times the selected earnings. If the benefit is less than the benefit minimum the deduction will be benefit minimum less the benefit calculated. Can have employee parameters.

Code	Calculation	Parameters	Description
93	Equalize Dedution and Benefit amount list of Deductions		This calculation adds up the deduction and benefit amounts for the deductions in the list and creates compensating entries to ensure the total deduction and total benefit amount are equal.
101	Indemnity Calculation	Deduction Rate Deduction Percentage Maximum Earnings Benefit Percentage of Deduction	This code calculates a weekly salary by multiplying the standard per pay hours percentage in parameter 2. The value in Parameter 3 is used as a maximum for the weekly salary. The deduction is calculated as 1/10 of the percentage in parameter 1 the benefit is calculated as a percentage of the deduction using parameter 4.

☞ Codes not appearing in the preceding list are currently disabled. If an additional deduction calculation code is required, please contact Can-Pay technical support.

Pension deduction/benefit codes: 14, 25, 26, 29, 30, 31, 35, 44, 47, 56, 60, 62, 69, 72, 73, 77, 83, 84, 90.

Indemnity deduction/benefit codes: 32, 38, 39

Disability deduction/benefit codes: 49, 50, 63, 66, 67, 74, 91, 92

Deduction and Benefit Examples

Field	Description
Deduction Calculation Code No. 1 1) Ded = Ded. Amount 2) Ben = Ben. Amount	Ded. Amount = 5 Ben. Amount = 3 1) Ded = 5 2) Ben = 3
Deduction Calculation Code No. 2 1) Ded = Earnings * Ded. Rate 2) Ben = Earnings * Ben. Rate	Ded. Percent = 5 Ben. Percent = 3 1) Ded = 1,000 * 5/100 = 50 2) Ben = 1,000 * 3/100 = 30
Deduction Calculation Code No. 3 1) Ded = Total-Hours * Ded. Rate 2) Ben = Total-Hours * Ben. Rate	Ded. Rate = .50 Ben. Rate = .30 1) Ded = 80 * .50 = 40. 2) Ben = 80 * .30 = 24.
Deduction Calculation Code No. 4 1) Ded = Hourly Rate * Ded. Rate 2) Ben = Hourly Rate * Ben. Rate	Ded. Rate = .10 Ben. Rate = .15 1) Ded = 5.40 * .10= .54 2) Ben = 5.40 * .15 = .81
Deduction Calculation Code No. 8 1) Ded = Earning * Ded. Percent If Ded+YTD-Ded> Ded-Max-YTD Ded + Ded-Max-YTD less YTD-DED 2) Ben = Earning * Ben-Max-Percent If Ben = YTD - BEN > Ben-Max-YTD Ben = Ben. Percent less YTD - BEN	YTD-DED = 90 YTD-BEN = 50 Ded. Percent = 2 Ben. Percent = 1 Ded Max YTD = 12 Ben Max YTD = 75 Ded = 1000 * 2/100 = 20 If 20 + 90 >100 Then Ded = (100-90) Ben = 1000 * 1/100 = 10 If 10+ 50 > 75 Then Ben = (75-50)
Deduction Calculation Code No.9 1) Ded= Earnings * Deduction Percent If Ded + YTD-Ded > Deduction Max YTD Ded = Ded-Max-YTD less YTD-Ded 2) Ben = 0	YTD-DED = 20 Ded. Percent = 1 Ded. Max YTD = 50 Ded = 1000 * 1/100 = 10 If 10+20 >50 Then Ded = (50-20) 2) Ben = 0
Deduction Calculation Code No. 11 1) DED = MULT-HOURS * Ded. Rate 2) Ben = 0	Ded. Rate = .10 1) Ded = 85 * .10 = 8.50 2) Ben = 0
Deduction Calculation Code No. 12 1) Ded = 0 2) Ben = Mult-Hours * Ben. Rate	Ben. Rate = .10 1) Ded = 0 2) Ben = 85 * .10 = 8.50
Deduction Calculation Code No. 13 1) Ded = Deduction Amount If Ded + YTD=DED > DED-YTD-MAX Ded = DED-MAX-YTD less YTD-DED	YTD-DED=15.00 Ded. Amount = 7.50 Ded. Max YTD = .75 1) Ded = 7.50 If 7.50 + 15.00> Then Ded = 75-15

Deduction Calculation Code No. 14 If Curr- Earn > (CPP-CONST/PP) Move (CPP-CONST/PP) to below Move CURR-EARN-BELOW to above else move 0 to above Move Curr-Earn to below Ded=(below * param (1)/100) + (above * Param (2)/100) Ben = Ded * Param (3)	Param (1) = 5 Param (2) = 7 Param (3) = 2 35,400 /26 = 1361.54 Above = 0 Below = 1000 Ded = (1000 * 5/100) + (0 * 7/100) = 50 Ben = 2 *50 = 100 CPP-CONST=35400 PP= 26
Deduction Calculation Code No. 15 Ded= Mult-Hours * Param (1) Ben + Mult-Hours * Param (2)	Param (1) = .10 Param (2) = .20 Ded = 85 * .10 = 8.50 Ben = 85 * .20 = 17.00

Deduction Calculation Code No. 20
Annual = Curr-Earn * PP * Param (3)
Rounded up to next thousand
If annual < Param (s) * 1000 Then
Annual = Param (5) * 1000
If Annual > Prama (4) * 1000 Then
Annual = Param (4) * 1000
Ded = Annual * Param (1) /1000
Ben = Annual * Param (2) /1000
	Param (1) =.15
	Param (2) =.25
	Param (3) = 2
	Param (4) =55
	Param (5) = 25
	Annual = 1000 * 26 * 2 = 52000
	If 52000 < 15000 Then annual = 15000
	If 5200 > 15000 then annual = 55000
	Ded = 52000 * .15/10000 = 7.8
	Ben = 52000 * .25/1000 = 13.00

Accumulators

Payroll Accumulator Types

What is an Accumulator used For?

Accumulator types are used to define the method used to accumulate values based on other values processed during the payroll calculation.

Examples of Accumulator Types

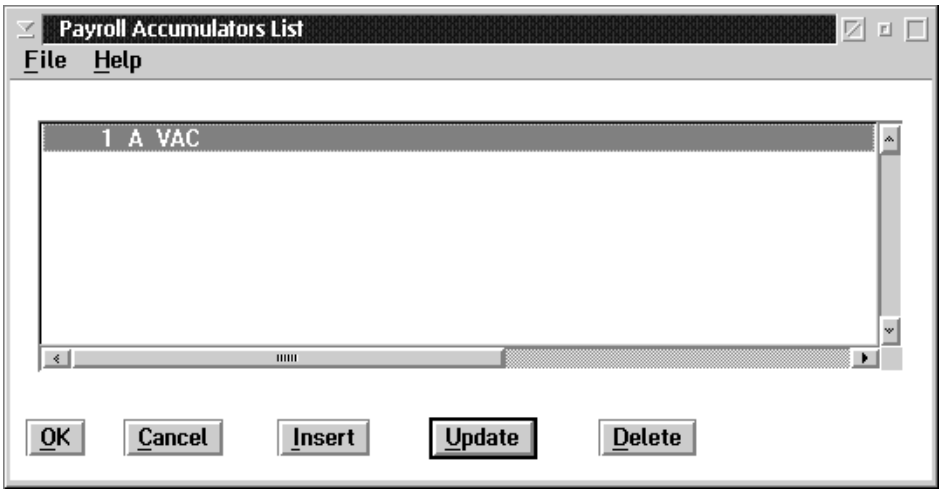
Value to Accumulate	Description
Vacation Entitlements	Vacation entitlements are commonly calculated at a percentage of the earnings that are subject to vacation pay. Different base rates apply in different provinces. For example: in Manitoba vacation entitlements are accumulated at a rate of 4% on regular earnings.
Sick Pay	Sick pay entitlements may be calculated as a percentage of the total amount of a selected list of earnings.
Seniority	Seniority is commonly calculated as the total hours worked for a selected list of earning types.

Creating the Master Accumulator Types

GrandMaster Suite Payroll allows you to have up to 200 different accumulator types. Each type determines a category of accumulator for an employee. The ACCUMULATORS choice on the DATA menu is used to access the accumulator update function.

Because the GrandMaster Suite payroll supports date sensitive processing, several accumulators of each type may be present. Each one will cover a particular date range. When you insert a new accumulator with the same number as an existing one you must specify a date range for the new accumulator that is later than the date range in use for the existing accumulator.

The **Accumulator List** screen is displayed when you select the **Accumulators** option from the Data menu. The Accumulator list screen appears as follows:



The window title may be either Payroll Accumulators List or Global Accumulators List depending on whether or not you are sharing the accumulators with other payrolls. (Global Accumulators are shared between payrolls, Payroll Accumulators are not shared).

OK The OK button, or the **Save** option in the File menu, will save any changes made in the dialog box.

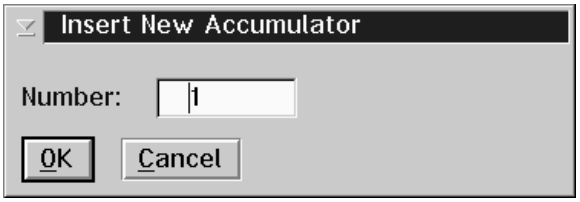
CANCEL The CANCEL button, or the **Exit** option in the File menu, will exit the dialog box without saving any changes.

INSERT The INSERT button is used to insert a new accumulator to the list.

UPDATE The UPDATE button is used to update an existing accumulator in the list.

DELETE The DELETE button is used to delete an existing accumulator in the list.

The INSERT button is used to add a new accumulator type to the list. When this button is pressed a dialog box will appear that asks for the accumulator type number. The **Insert New Accumulator** screen appears as follows:



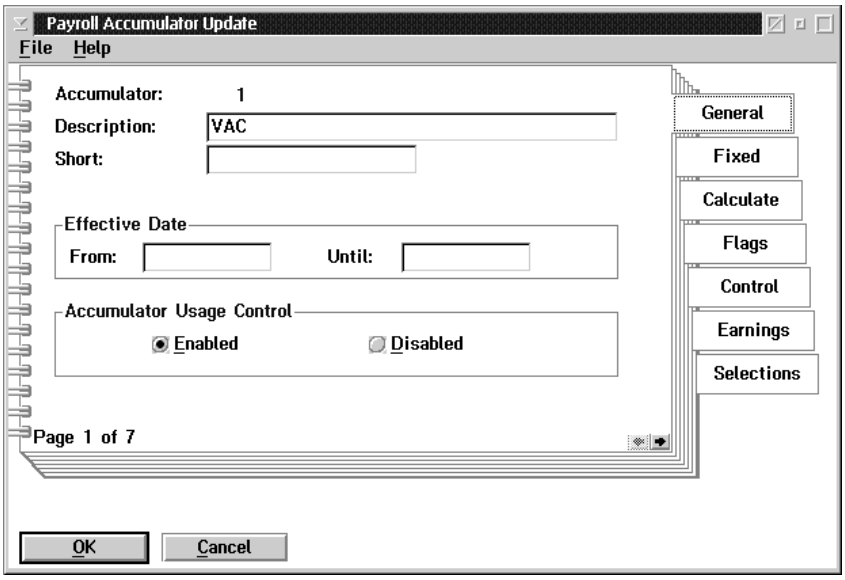
If you enter the number of an existing accumulator type, that accumulator will be retrieved for update.

It is recommended that the accumulator codes be assigned in numeric sequence beginning at number 1. This will improve processing and display times.

The Accumulator Update screen contains a notebook with seven pages. Each of these pages contains information that is used for the processing of accumulators.

The **General** page contains fields for describing the accumulator and setting the effective date range of the accumulator type.

When you select the **General** tab on the **Accumulator Update** the following screen will appear:

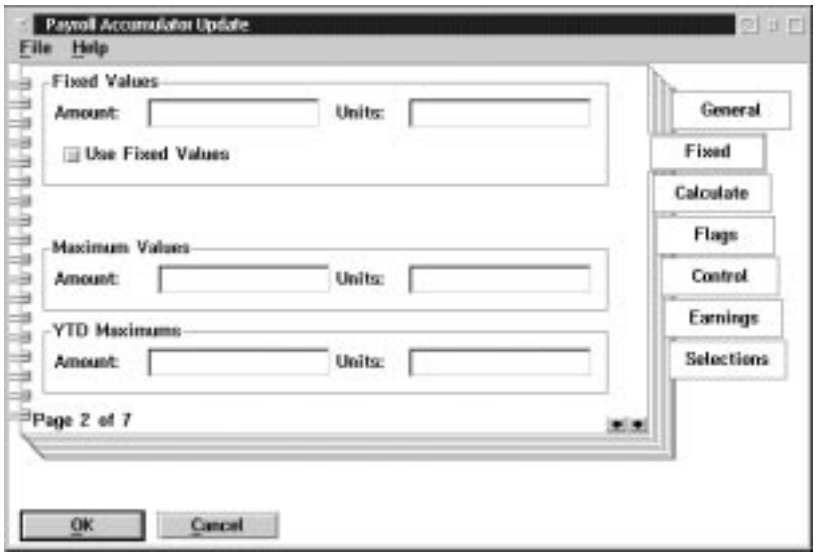


The following table gives a description of the screen:

Field	Description
Accumulator	This field displays the code number of the accumulator.
Description	The long description is used for reporting, and for descriptions on screen displays.
Short	The short description is used on pay statements.
From	This field is used to set the starting date of the effective date range for the accumulator.
Until	This field is used to set the end date of the effective date range for the accumulator.
Accumulator Usage Control	This field contains two buttons that are used to Enable or Disable the uses of the accumulator type. When the accumulator type is disabled the accumulator will not be used for pay processing.

DATA

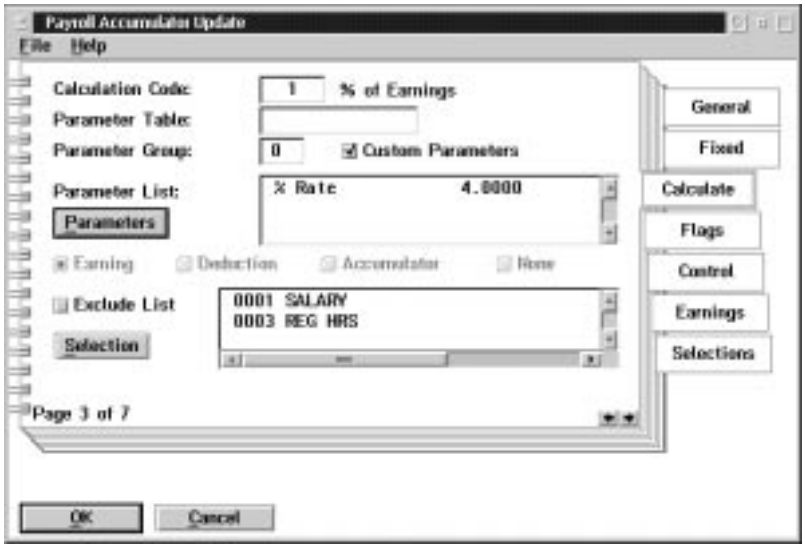
The **Fixed** page contains fields that are used to input fixed amounts for the accumulator processing. When you select the **Fixed** tab on the **Accumulator Update** the following screen will appear:



The following table gives a description of the screen:

Field	Description
Fixed Values	
Amount	This field contains the values that should be accumulated for an employee for each period based on the values in the Evaluation box.
Units	This field contains the values that should be accumulated for an employee for each period based on the values in the Evaluation box.
Use Fixed Values	If this box is checked the amount/units in the fixed value fields will be processed according to the parameters set for the evaluation period and will disregard any calculation results.
Maximum Values	
Amount	This field restricts the amounts accumulated to the maximum value in the field. If the field contains zero(blank) the accumulator is not restricted to a maximum value.
Units	This field restricts the units accumulated to the maximum value in the field. If the field contains zero (blank) the accumulator is not restricted to a maximum value.
YTD Maximums	
Amount	This field restricts the amounts accumulated to the YTD maximum in the field. If the field contains zero(blank) the accumulator is not restricted to a maximum YTD value.
Units	This field restricts the units accumulated to the YTD maximums in the field. If the field contains zero (blank) the accumulator is not restricted to a maximum YTD value

The **Calculate** page is used to set the values for the calculation to determine the amounts to be added to the accumulator. When you select the **Calculate** tab on the **Accumulator Update,** the following screen will appear:

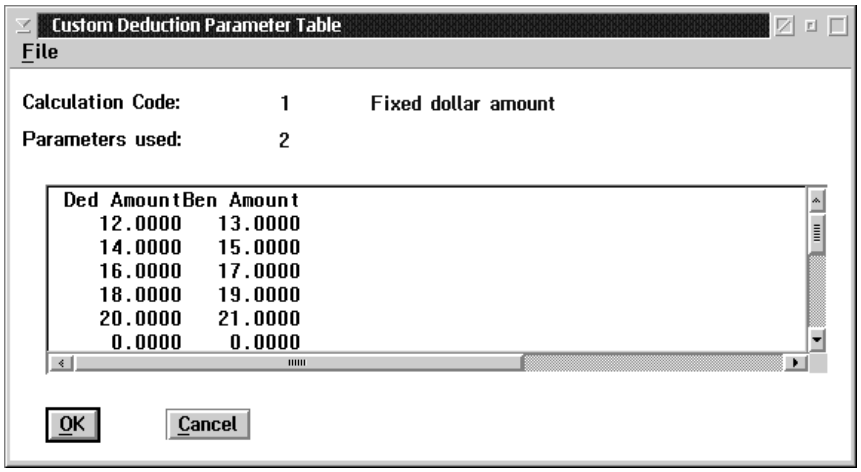


The following table gives a description of the screen:

Field	Description
Calculation Code	This field is used to enter the number of the calculation code that will be used to calculate the value to add to the accumulator. A list of calculation codes can be displayed by pressing the F8 key when the Calculation Code field is selected.
Parameter Table	This field is used to enter the name of a parameter table. A list of the tables already defined can be obtained by pressing the F8 key when the Parameter field is selected.
Parameter Group	This field is used to enter the default group (row) for the accumulator type.
Custom Parameters	This field is used to determine if a Named Table or a Custom Parameter table will be used in the calculation for the accumulator type.
Parameters	This area contains fields used to call up a screen that is used to enter the custom parameters.
Selection	This area contains fields used to select the earnings, deductions, or benefits that will be used for this calculation code.

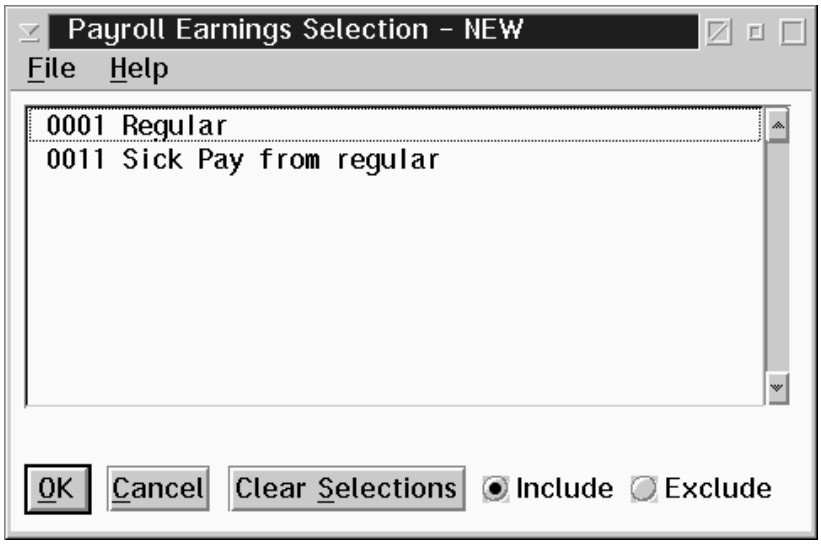
DATA

The PARAMETERS button is used to call up a screen that is used to enter the custom table parameters. The screen shows a list of the values in the parameter table. The **Custom Accumulators Parameter Table** appears as follows:



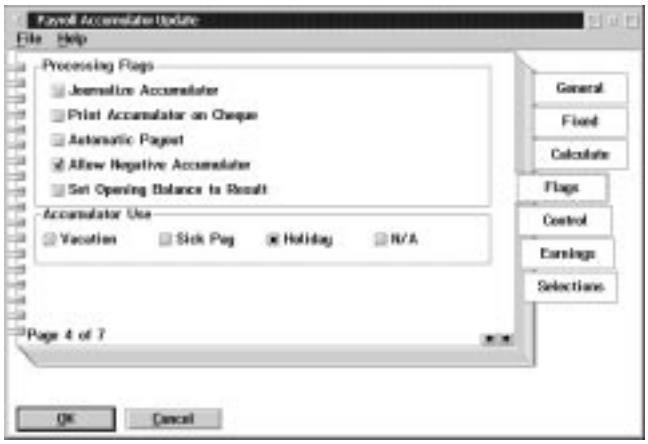
The values in a row of the list are updated by double-clicking on the row. This will display a screen that is used to update the individual parameters in the row. The employee accumulator set up will select a particular row in the table to use for the employee calculation.

The SELECTION button is used to call up a screen that can be used to select the earnings, deductions, or benefits that will be summarized for this calculation code. The **Payroll Earnings Selection** screen appears as follows:



The calculation code requirements decides the type of list that will be displayed. Items in the list are selected by clicking on them with the mouse. Any number of items can be selected from the list. You may also use the Include/Exclude buttons to indicate an exclude list rather than an include list. An exclude list selects only the items that are NOT to be included for the calculation.

The **Flags** page contains settings that are used to control the use of the accumulator type. When you select the **Flags** tab on the **Accumulator Update** the following screen will appear:

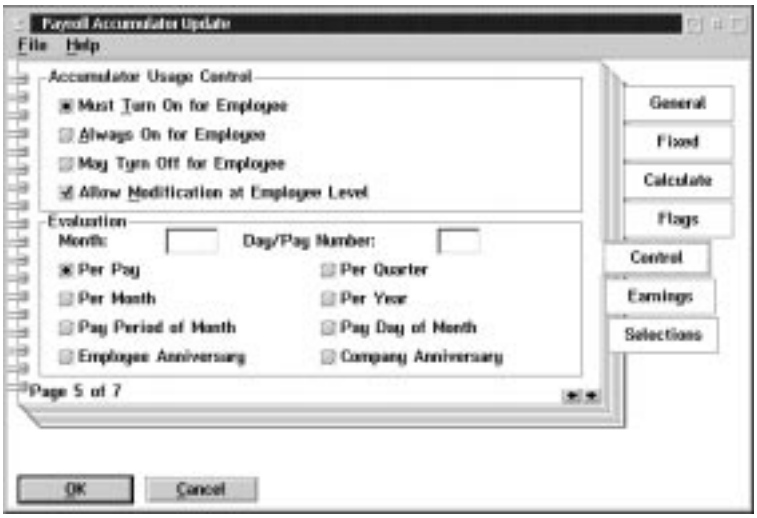


The following table gives a description of the screen:

Field	Description
Journalize Accumulator	This field is used to indicate that you want the values added to or subtracted from the accumulator type to be included in the payroll journal entry.
Print Accumulator on Cheque	This field is used to indicate that you want the value of the accumulator to be printed on the cheque stub.
Automatic Payout	This field is used to indicate that you want any amounts added to the accumulator during the pay calculation to be immediately paid out using the prime earning set on the Earnings Page.
Allow Negative Accumulator	This field indicates that you want the accumulator to be allowed to be negative when subtracting amounts from that accumulator.
Set Opening Balance to Result	This field is used to indicate that the opening value of the accumulator at the beginning of an evaluation period is set to either the results of a calculation or the fixed values established clearing any previous balances.
Accumulator Use	This field indicates the type of accumulator being setup.

DATA

The **Control** Page is used to set the conditions for the use of the deduction type by employees. When you select the **Control** tab on the **Accumulator Update** the following screen will appear:

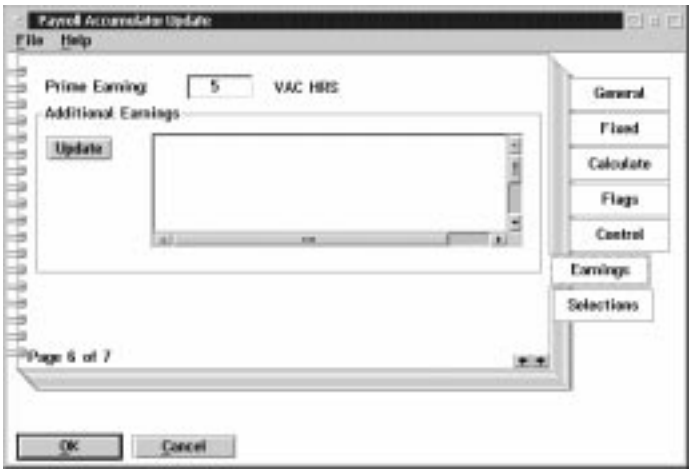


The following table gives a description of the screen:

Field	Description
Accumulator Usage Control: This box contains four buttons that determine the default processing of the accumulator for the employee.	
Must Turn On for Employee	This field sets the option that requires that the deduction be enabled at the employee level before the accumulator will affect the employee's pay.
Always On for Employee	This field sets the option that the accumulator will always affect all employees' pay. This option prevents the accumulator from being turned off for an employee.
May Turn Off for Employee	This field sets the option that the accumulator will affect the employees pay unless the accumulator is disabled at the employee level.
Allow Modification at Employee Level	This field allows the selection of or changes to parameter values for the calculation of the accumulator. If this is not turned on no changes to the default parameters are allowed at the employee level.
Evaluation: this box provides for several different types of evaluations periods which can be selected from for determining when an accumulator will calculate.	
Per Pay	When this option is selected the accumulator processing will occur for each pay period. The system automatically defaults to this option.
Per Month	When this option is selected the accumulator processing will occur once for each month. The "month" box must have the first month that this evaluation period will begin entered. If no day is input to the "day/pay number box" the system defaults to the first day of the month.

Field	Description
Pay Period of Month	When this option is selected the accumulator processing will occur on the specified "day/pay number" that has been input.
Employee Anniversary	When this option is selected the accumulator processing will occur on the annual anniversary of each employee according to their payroll specific dates. This is also dependent on the accumulator usage being set accurately.
Per Quarter	When this option is selected the accumulator processing will occur once every three months. The first month of the first quarter of the fiscal or calendar year must be specified in the "month" box. If no "day/pay number" is specified the system will default to the first day of the quarter.
Per Year	When this option is selected the accumulator processing will occur once a year. The first month of the fiscal or calendar year must be specified in the "month" box. If no "day/pay number" is specified the system will default to the first day of the year month.
Pay Day of Month	When this option is selected the accumulator processing will occur on each specified pay day of each month. The "day/pay number" must be input.
Company Anniversary	When this option is selected the accumulator processing will occur on the company specified anniversary date from the payroll date notebook. This is also dependent on the accumulator usage being set accurately.

The **Earnings** page contains fields that are used to set the Prime Earning for an accumulator type and to set up a list of additional earnings for an accumulator type. When you select the **Earnings** tab on the **Accumulator Update** the following screen will appear:



The following table gives a description of the screen:

Field	Description
Prime Earning	This field contains the earning type that will be used to pay out values from the accumulator in most circumstances.
Additional Earnings/Update	This field contains a list of additional earnings that can beselected from to reduce an accumulator once the update button is pressed.

When you choose the **Selections** tab on the **Accumulator Update** the following screen will appear:

The following table gives a description of the screen:

Field	Description
Select Positions	This button is used to select positions for the accumulator update.
Select Categories	This button is used to select categories for the accumulator update.
Select Provinces	This button is used to select provinces for the accumulator update.
Include	When this box is checked the position, category or province will be included in the update.
Exclude	When this box is checked the position, category or province will be excluded from the update.

DATA

Accumulator Calculation Codes

No.	Option Code	Description
1	% of Earnings	Calculation will be performed based on selected earnings times the employee's rate, and the resulting answer will be added to the accumulating balance.
2	% of Earnings (Taxed)	Calculation will be performed based on selected earnings times the employee's rate, and the resulting answer is taxed in the current pay period, then added to the accumulating balance.
3	% of Hours	Calculation will be performed based on selected hours times the employee's rate, and the resulting answer will be added to the accumulating balance.
4	Fixed Amount	This calculation code allows for a fixed dollar amount to be added to the accumulator balance.
5	No Calculation	No calculation is performed.
6	Fixed Hours	This calculation code allows for a fixed number of hours to be added to the accumulator balance.
7	Rate * Hrs/Norm Hrs (Rate of Hourly Rate)	Calculation will be performed based on selected rate times the total hours divided by normal hours, and the resulting answer will be added to the accumulating balance.
8	% of Earnings (Taxed, WCB)	Calculation will be performed based on selected earnings times the employee's rate, and the resulting answer is taxed in the current pay period, subject to WCB, then added to the accumulating balance.

Accumulator Processing

Accumulator Treatments

Vacation Accumulator

- Vacation accumulators will track a ten (10) year history of vacation entitlements plus the current year.
- If the vacation is not taken within a 10 year period the vacation entitlement is retained as if it occurred for the tenth year.
- When vacation is taken the oldest vacation entitlement is reduced first.
- Vacation taken or paid out is always paid at the current rate of pay for the employee. The rate is based on the pay rate specified for the accumulator's prime earning.

Re-valuation of vacation dollar amounts.

- When the vacation accumulator is processed during a pay calculation the value of the vacation entitlement hours is calculated using the accumulator prime earning rate. If this valuation results in a different dollar value for the vacation entitlements in prior years, a transaction will be generated for the journal entry that contains the dollar value change for the entitlement. The value of the change will be allocated to the accumulators expense & liability accounts.
- When vacation entitlements is acquired as a dollar % of earnings, the hour entitlements will be calculated based on the accumulator prime earning.

Paying out Vacation

Three transactions are available that will pay out vacation entitlements.

1. Payout all of an accumulator balance. This transaction pays out the entire balance of an accumulator.
2. Payout part of an accumulator balance. This transaction pays out a specified number of hours & dollars of an accumulator.

☞ If the dollar value paid out does not reflect the number of hours at the current rate of pay the accumulator dollar balance will be subject to revaluation.

3. Earnings transaction for the prime earning or one of the additional earnings specified for an accumulator.

☞ Method 1 or Method 3 are the preferred techniques for paying out vacation

Paying out Vacation for Salaried Personnel

When an employee has a “permanent” number of hours set for regular wages, the earning used for vacation taken should be set up to “contra” the regular wages earning.

When vacation is “contra” to regular wages, the amounts for vacation taken is subtracted from regular wages.

Distribution Tables

Distribution tables are used to define the relationship between payroll earnings, deductions, benefits, accumulators, and statutory deductions and your general ledger package.

A distribution table contains the general ledger codes that are associated with the payroll earnings, deductions, benefits, and statutory deductions. These general ledger codes are used when the payroll prepares the journal entry file for export to your general ledger.

Each payroll has a default distribution table that is used when no other distribution table specification is available. Distribution tables can be associated with individual employees or with positions. The Employee Hours Entry data entry functions can specify a distribution table code with each entry line.

When the pay calculation is done the amounts for earnings, deductions, benefits, and statutory deductions are summarized by the distribution table used for the amount. These summaries are then used to produce the journal entry file.

Distribution tables are used so that the person processing employee hours does not have to be familiar with the company general ledger coding structure. The entry work only requires that the name of a distribution table be associated with the hours worked.

The DISTRIBUTION TABLES choice under the DATA menu on the payroll menu is used to display a list of the existing distribution tables. The distribution tables screen appears as follows:

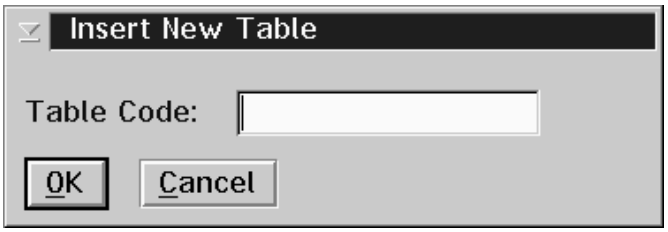
INSERT The INSERT button is used to insert a new distribution table.

COPY The COPY button is used to make a copy of an existing table.

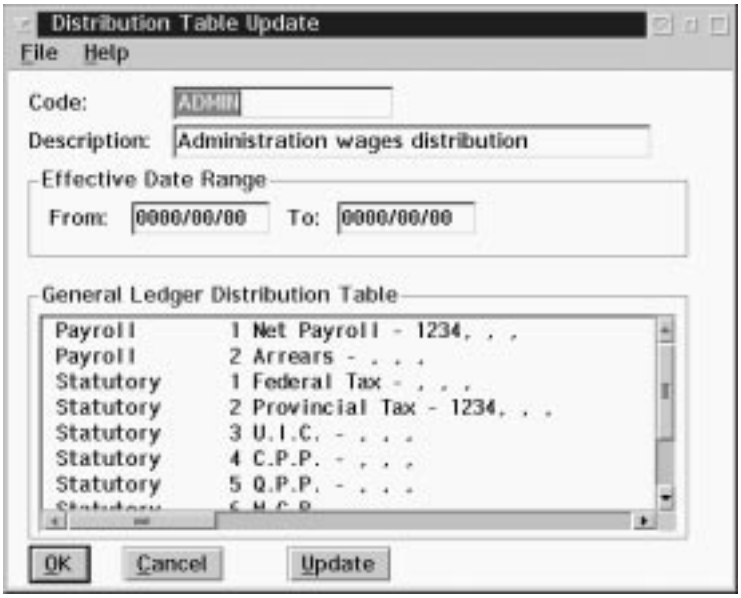
UPDATE The UPDATE button is used to update the distribution table that is selected

DELETE The DELETE button is used to delete a distribution table.

When the INSERT button is pressed a dialog box is displayed that requests the name of the table to insert. The **Insert New Table** screen appears as follows:



The **Distribution Table Update** screen displays the existing statutory deductions, earnings, deductions and accumulators in a list box. This screen appears as follows:



The following table gives a description of the screen:

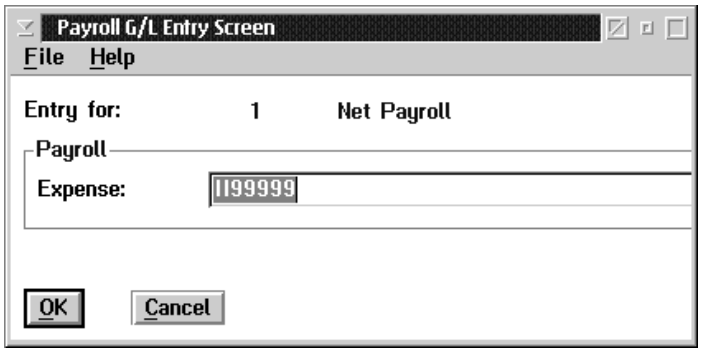
Field	Description
Code	This field contains the code of the distribution table. Several distribution tables may be present with the same code as long as they have different effective date ranges.
Description	This field contains a description of the distribution table.
Effective Date Range	This field allows you to enter the start and end date of the date range for which the distribution table record will be in effect.
General Ledger Distribution Table	This field displays the different earnings, deductions and accumulators present in the payroll. Beside the description of the item the general ledger codes associated are listed. These fields are grouped by class. The classes used are: Payroll, Statutory, Earnings, Deductions and Accumulators.

OK The OK button, or the **Save** option in the File menu, will save any changes made in the dialog box.

CANCEL The CANCEL button, or the **Exit** option in the File menu, will exit the dialog box without saving any changes.

UPDATE The UPDATE button will update the distribution table.

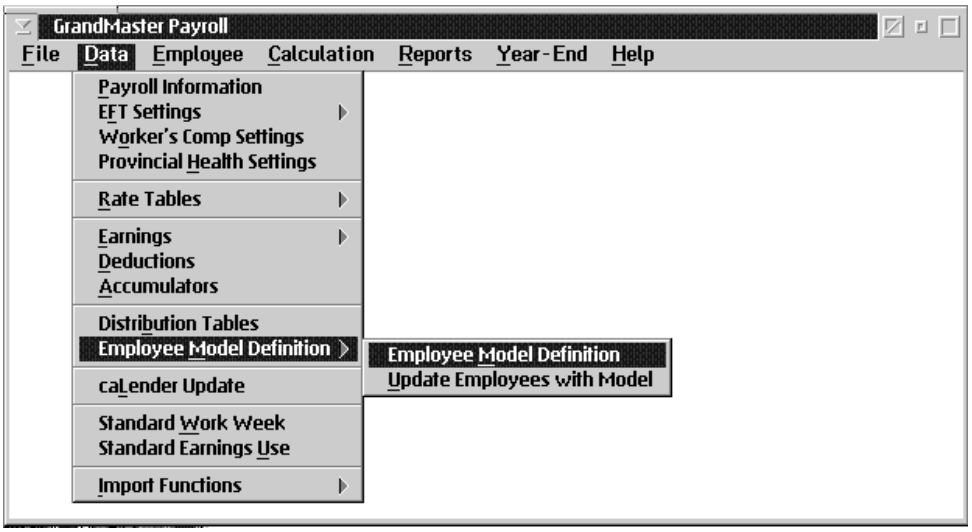
An item on the list can be updated by double-clicking on the item, or by selecting the item and then pressing the UPDATE button. The following screen will appear:



A dialog box is displayed to update the general ledger codes for each item. The number of general ledger codes requested depends on the type of the item. Payroll items require the entry of only a single general ledger code. Statutory items require two general ledger codes, one for the liability, the second for the expense. Earnings require the entry of a single general ledger code. Deductions require the entry of up to four general ledger codes, a liability and expense for the deduction and a liability and expense for the benefit. Accumulators require the entry of up to four general ledger codes, a liability and expense for the accrual of the accumulator amounts and a liability and expense for the pay out of the accumulator amounts.

Employee Model Definition

The following sub menu is available under the **Employee Model Definition option** in the Data menu:



Two functions are available to you here. You may:

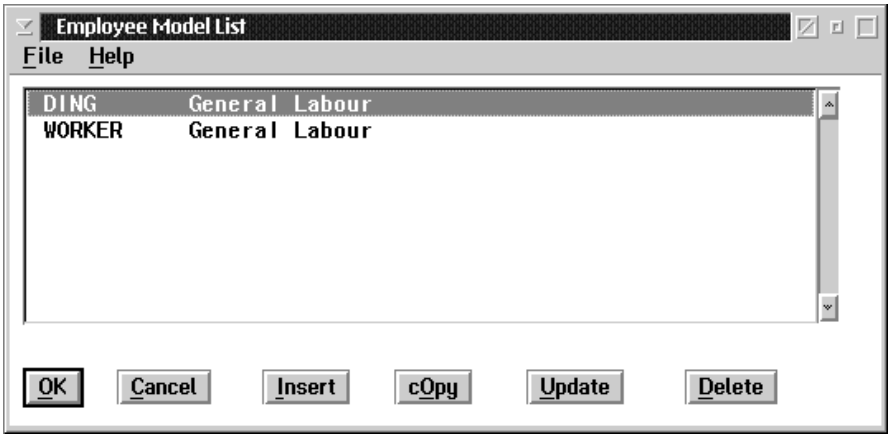
- Define an employee model
- Update employees with a model

Employee Model Definition

Employee Models are used to simplify the set up of employee earnings, deductions and accumulators, and to allow the mass update of the employees in a particular class when changes are made to the earnings, deductions and accumulators for a class of employees.

An Employee Model contains a list of earnings, deductions, and accumulators that have been set up for the employees in the class. When a new employee is added to the payroll, specify the class for the employee and the employees earnings, deductions and accumulators will be automatically set up according to the model as previously defined.

The **Employee Model Definition** choice in the Data menu is used to set up and maintain the employee model definitions. This choice displays a list of the employee models that have been defined. The **Employee Model List** screen appears as follows:



OK The OK button, or the **Save** option in the File menu, will save any changes made in the dialog box.

CANCEL The CANCEL button, or the **Exit** option in the File menu, will exit the dialog box without saving any changes.

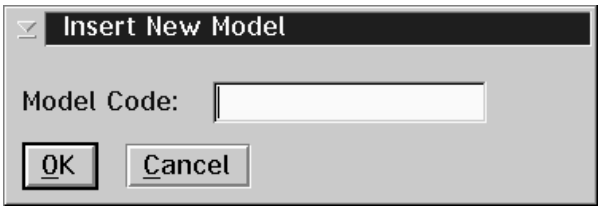
INSERT The INSERT button is used to insert a new employee model.

COPY The COPY button is used to make a copy of an existing employee model.

UPDATE The UPDATE button is used to update the employee model that is selected.

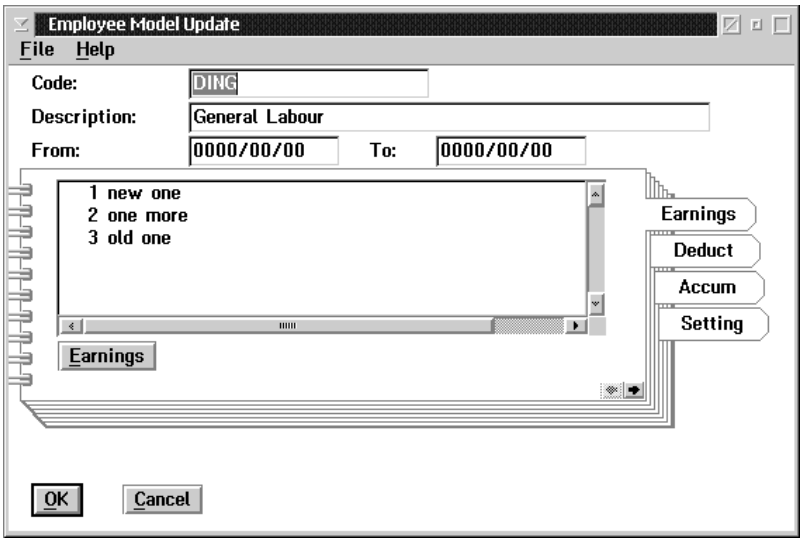
DELETE The DELETE button is used to delete an employee model.

When the INSERT button is pressed the following screen will appear:



The **Employee Model Update** screen is used to mark the earnings, deductions, and accumulators that are assigned to employees in the model. The screen contains a notebook with four pages. Three of the pages contain lists of the earnings, deductions and accumulators that are used for the Employee Model. The fourth page contains settings for several of the payroll specific information fields.

When you select the **Earnings** tab on the **Employee Model Update**, the following screen will appear:



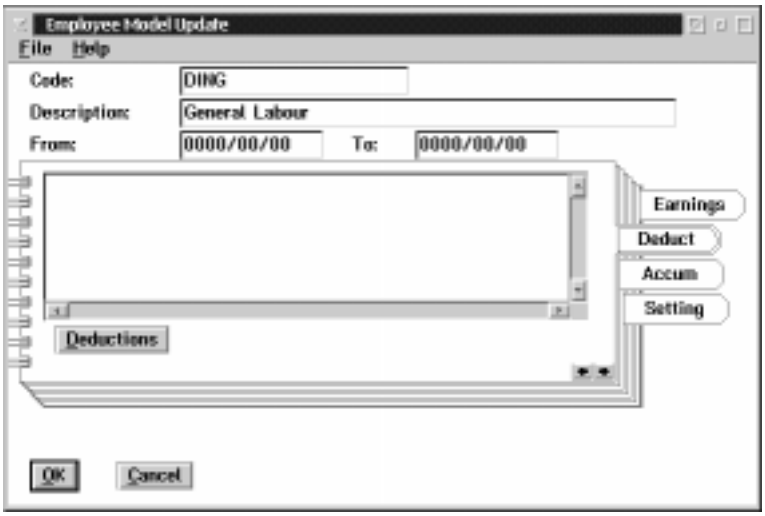
The following table gives a description of the data fields.

Field	Description
Code	This field contains a code name or number of the model update
Description	This field contains a description of the model update.
From	This field contains the starting date of the Employee model update.
To	This field contains the ending date of the employee model update.

Earnings

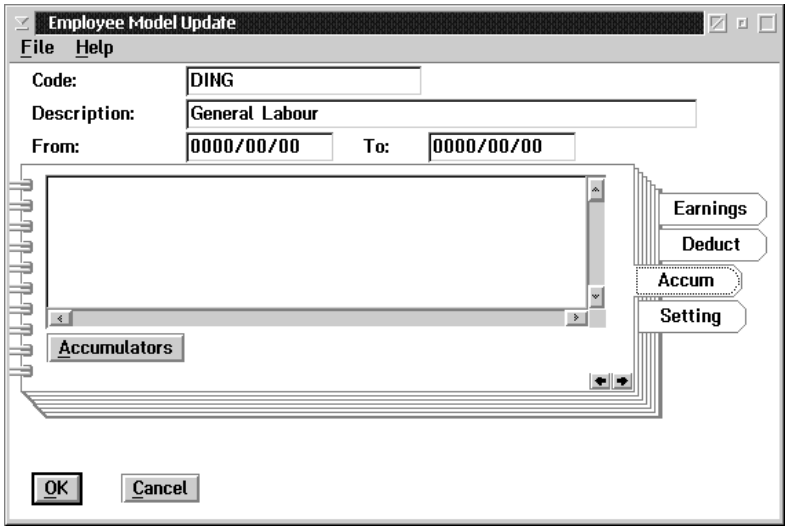
The EARNINGS button brings up a list of existing earnings tp choose from. Select one or more earnings that apply to the Employee Model being defined.

Selecting the **Deduct**(deductions) tab will cause the following screen to appear:



Deductions The DEDUCTIONS button brings up a list of existing deductions to chose from. Select one or more deductions that may apply to the model being defined.

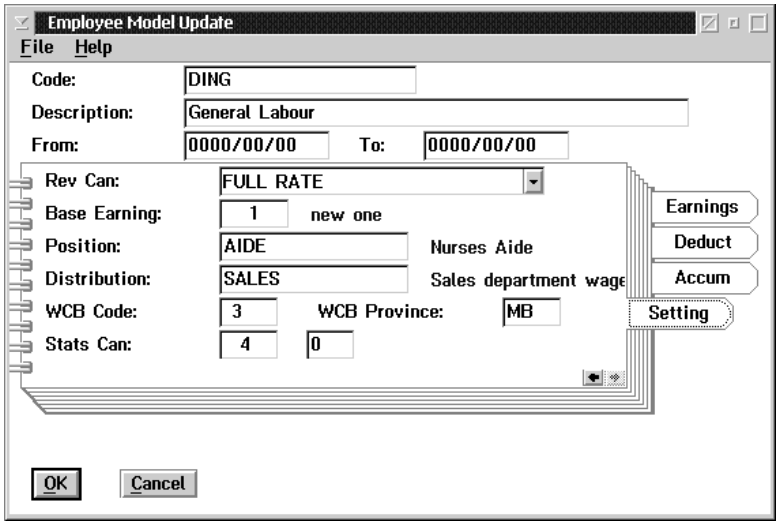
Selecting the **Accum**(accumulators) tab will cause the following screen to appear:



Accumulators The ACCUMULATORS button brings up a list of existing accumulators to choose from. Select one or more accumulators that may apply to the model being defined.

DATA

Selecting the SETTING tab will cause the following screen to appear:

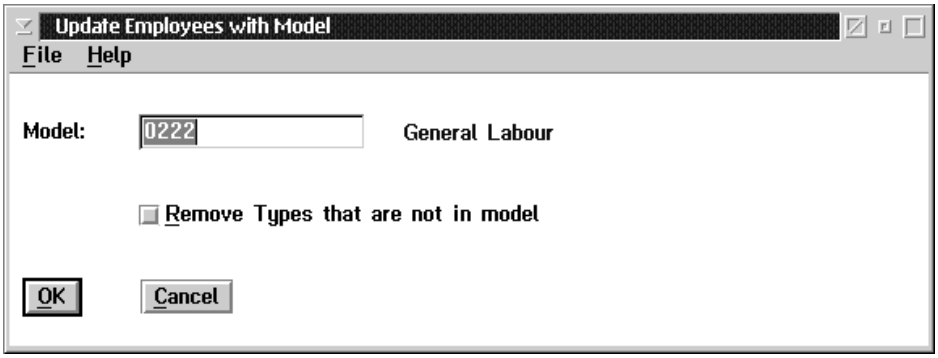


The following table gives a description of the data fields:

Field	Description
Code	This field contains a code name or number of the model update
Description	This field contains a description of the model update.
From	This field contains the starting date of the model update.
To	This field contains the ending date of the model update.
Rev Can	This field indicates whether Revenue Canada full rate or reduced rate applies.
Base Earning	This field contains the base earning code. If you press the F8 key while in this field, a list of existing earnings will appear.
Position	This field contains the position of the employee. If you press the F8 key while in this field, a list of existing positions will appear.
Distribution	This field contains the name of the distribution table. If you press the F8 key while in this field, a list of existing distribution tables will appear.
WCB	This field contains the WCB code.
WCB Province	This field contains the WCB province. If you press the F8 key in this field a list of existing provinces will appear.
Stats Can	These fields contains the Statistics Canada codes.

Update Employees with Model

This screen is used to update the employee settings for earnings, deductions, and accumulators used with any changes made in the employee model. Only employees set up with the model are affected.



The following table gives a description of the screen:

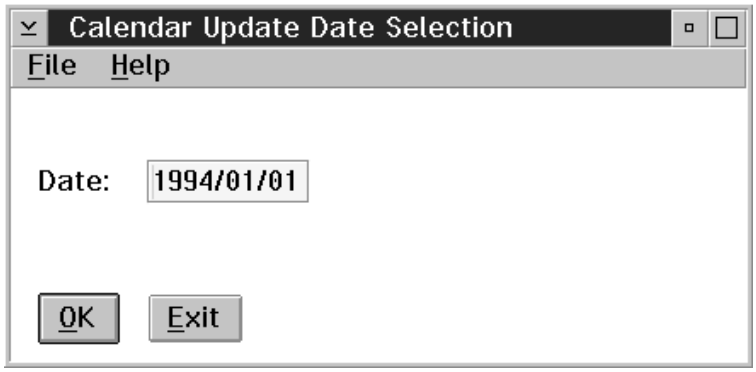
Field	Description
Model	This field is used to enter the model name.
Remove Types	This check box is used to remove earnings, deductions and accumulators that are not in the employee model.

☞ The option to **Remove Types** will delete types set up for the employee that are not present in the model.

Calendar Update

The Payroll module allows the use of special processing for specific dates through a system calendar. This calendar may be used to specify statutory and special company holidays. When the organization chart position requirements are used the calendar may also be used to control the inclusion or exclusion of positions for scheduling.

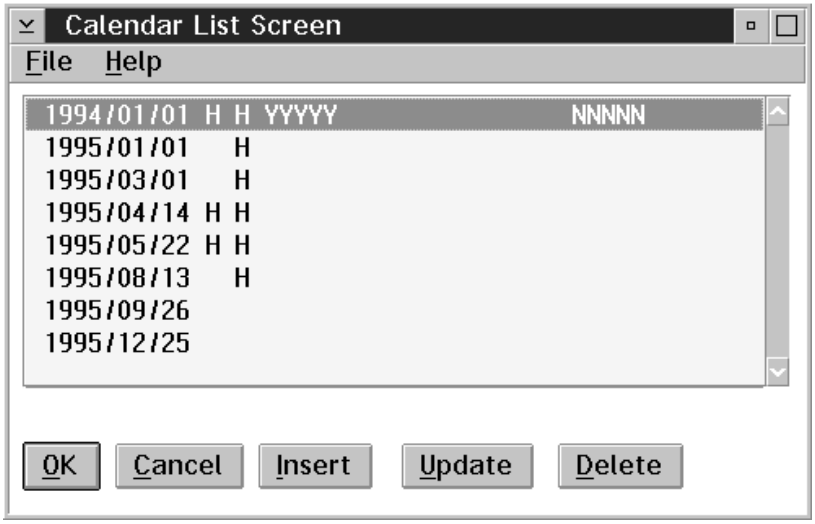
The **Calendar Update** option brings up the following dialog box when selected:



The date can be entered by typing it in or by selecting a defined calendar date from a list.

F8(list)

A list of all the defined calendar dates will appear if the F8 key is pressed, or by selecting the **List** option from the File menu. The list will appear as follows:



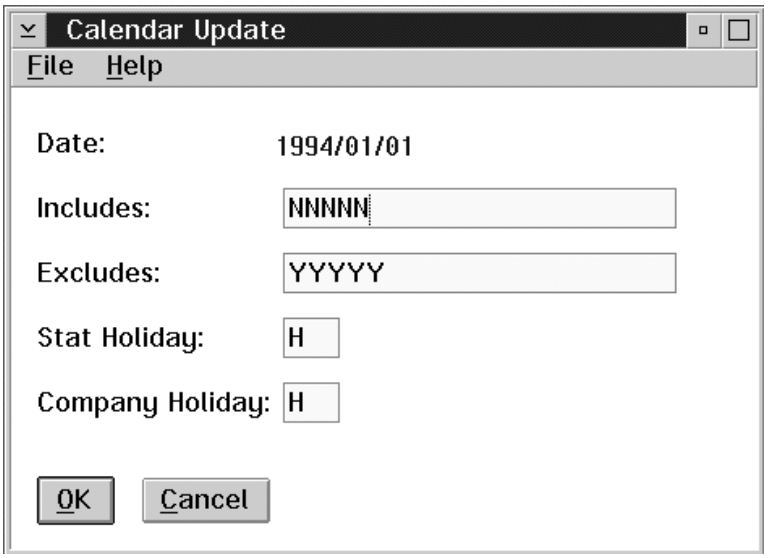
☞ If no dates have been previously defined then the list will appear empty.

The list contains the following information from left to right: date, stat holiday code, company holiday code, excludes (a 1 character code, up to 100 of which can be entered), and includes (a 1 character code, up to 100 of which can be entered).

From this screen the user can insert new calendar dates (using the INSERT button), update defined calendar dates (using the UPDATE button), or delete defined calendar dates (using the DELETE button).

Update

The OK button, or the **Update** option in the File menu, will allow the user to change the data for the currently entered date. A date must be entered into the **Calendar Update Date Selection** dialog box for this function to work. A dialog box will appear as follows:



The following data fields require input:

Field	Description
Includes	This field may hold up to 100 one character codes to be flagged as included in the schedule processing.
Excludes	This field may hold up to 100 one character codes to be flagged as excluded from the schedule processing.
Stat Holiday	This field holds the code to define the date as a statutory holiday.
Company Holiday	This field holds the code to define the date as a company holiday.

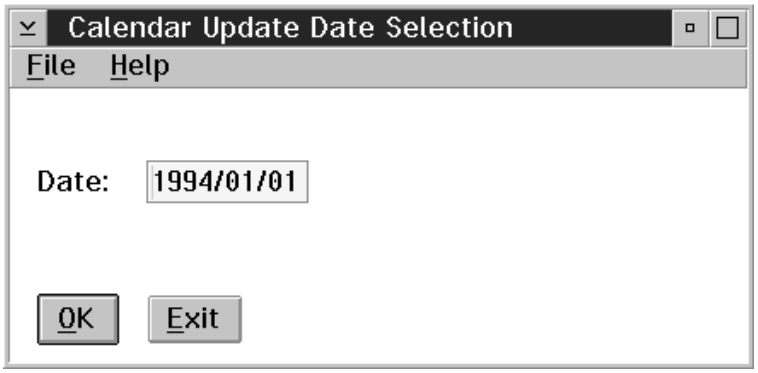
Esc (exit)

The ESC key, the CANCEL button or the **Exit** option from the File menu will exit the dialog box without saving changes.

Defining a New Calendar Date

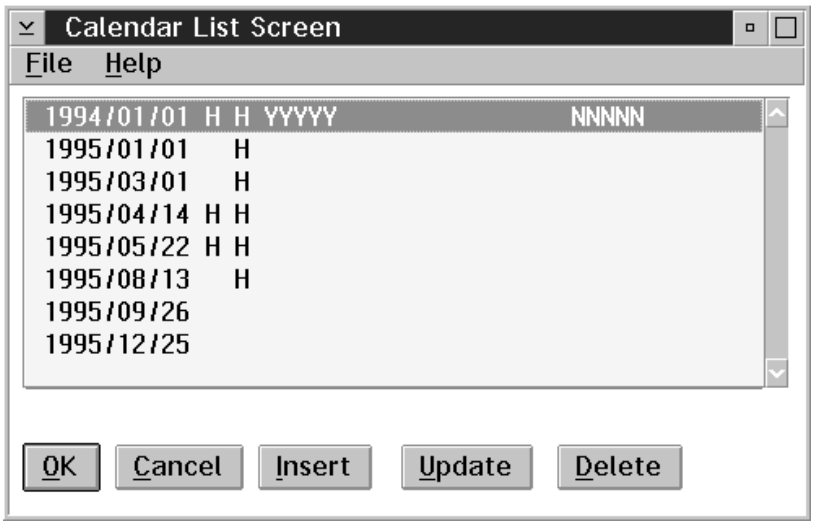
To define a new calendar date do the following:

1. Select the **Calendar Update** option from the Setup menu. The Calendar Update Date Selection dialog box will appear as follows:



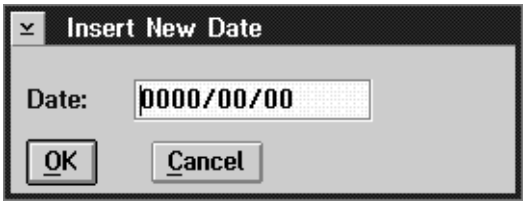
☞ If the date to be defined is already known without checking which dates have been previously defined in the system, then enter the date directly into the Calendar Update Date Selection dialog box, and select the OK button, or the **Update** option from the File menu. This action will bypass the Calendar List Screen and bring up the Calendar Update dialog box, therefore skip to step five. Otherwise, carry on with step two.

2. When the Calendar Update Date Selection dialog box appears select the F8 key, or the **List** option from the File menu to obtain a list of all defined calendar dates. The Calendar List Screen will appear as follows:

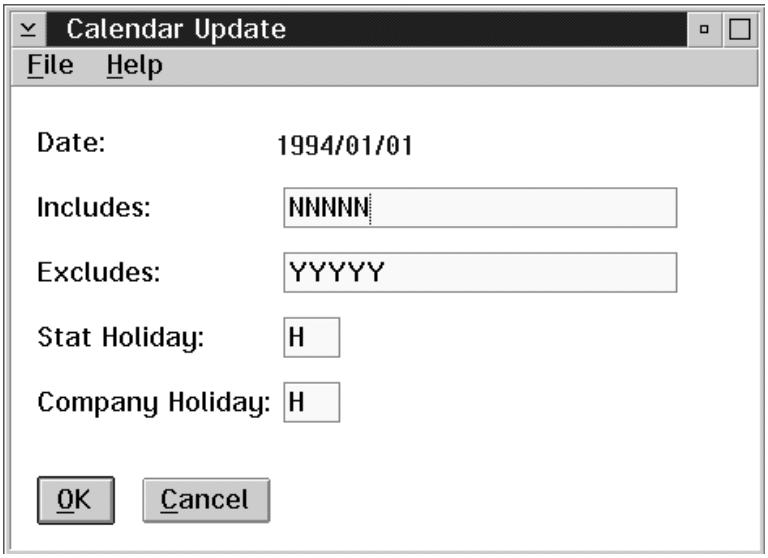


For information about the contents of this screen, refer to Calendar Update section of this manual on the previous page.

3. Select the INSERT button at the bottom of the Calendar List Screen to enter in a new calendar date. A dialog box will appear as follows:



4. Enter the date in the Insert New Date dialog box, and select the OK button. The Calendar Update dialog box will appear as follows:



5. Within the Calendar Update dialog box enter the required information to define the calendar date.

For information about the data fields within this dialog box see the previous description of this dialog box in the Calendar Update section of this manual, page 113.

6. Select the OK button, or **the** Save option from the File menu, when all the information has been entered correctly.

DATA

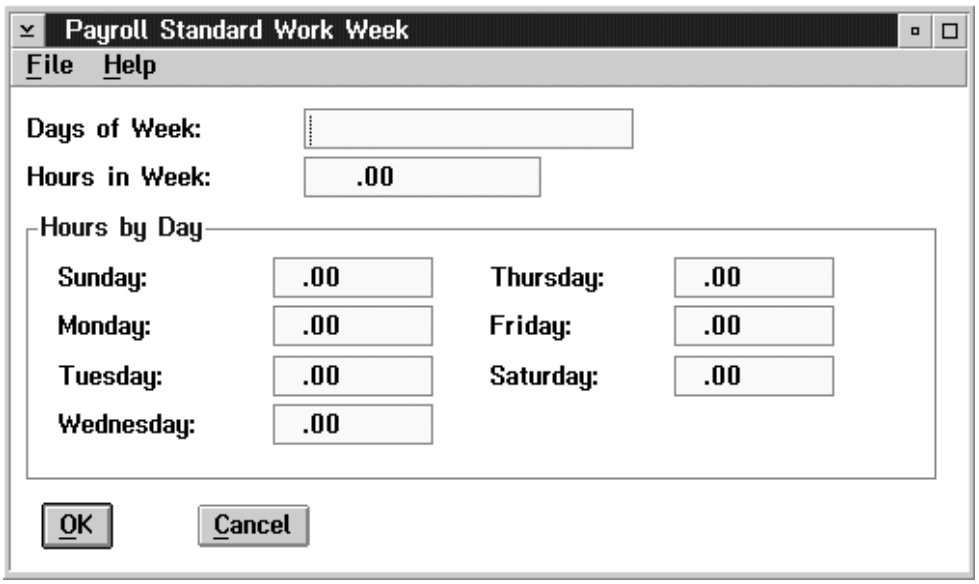
Deleting an Existing Calendar Date

To delete a previously defined calendar date follow these steps:

1. Select the **Calendar Update** option in the Data menu.
2. When the Calendar Update Date Selection dialog box appears press the F8 key, or the **List** option from the File menu to obtain a list of all defined calendar dates.
3. Move the selection bar to the calendar date to delete.
4. Select the DELETE button at the bottom of the Calendar List Screen.
5. A message will appear asking you to confirm the deletion. Select the YES button to delete, the NO button to cancel the deletion process.

Standard Work Week

Selecting the **Standard Work Week** option from the Data menu will bring up the following dialog box:



The following table contains descriptions of the data fields within the dialog box:

Field	Description
Days of Week	This field contains the days represented by the day of the week. Sunday - 1 Monday - 2 etc.
Hours in Week	This field contains the total number of hours worked in a week.
Hours by Day	This table breaks out the hours worked per day. If you change the hours in a day the total hours in the week will be updated.

OK

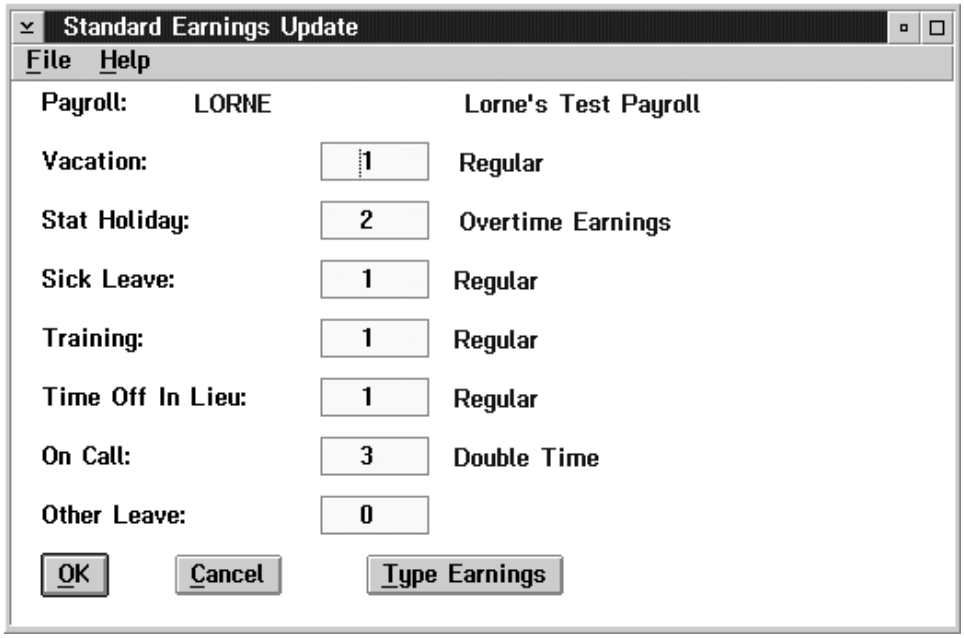
The OK button, or the **Save** option from the File menu, will save any changes made in the dialog box.

Cancel

The ESC key, CANCEL button, or the **Exi**t option from the File menu will exit the dialog box.

Standard Earnings Use

Selecting the **Standard Earnings Use** option will bring up the following dialog box:



The following table contains descriptions of the data fields in the dialog box:

Field	Description
Payroll	This field contains the name of the currently selected payroll.
Vacation	This field is used to enter the earning that will be used for vacation pay.
Stat Holiday	This field is used to enter the earning that will be used for statutory holiday pay.
Sick Leave	This field is used to enter the earning that will be used for sick leave pay.
Training	This field is used to enter the earning that will be used for training pay.
Time Off in Lieu	This field is used to enter the earning that will be used for time off in lieu pay.
On Call	This field is used to enter the earning that will be used for on call pay.
Other Leave	This field is used to enter the earning that will be used for other leave pay.

F8 (list)

The F8 key, or the **List** option from the File menu, will bring up a list of earning types, as follows:

The fields shown in the list box are:

Field	Description
Earning Code	This code is used to identify the earning.
Earning Description	This code is the description used to describe the earning.

OK

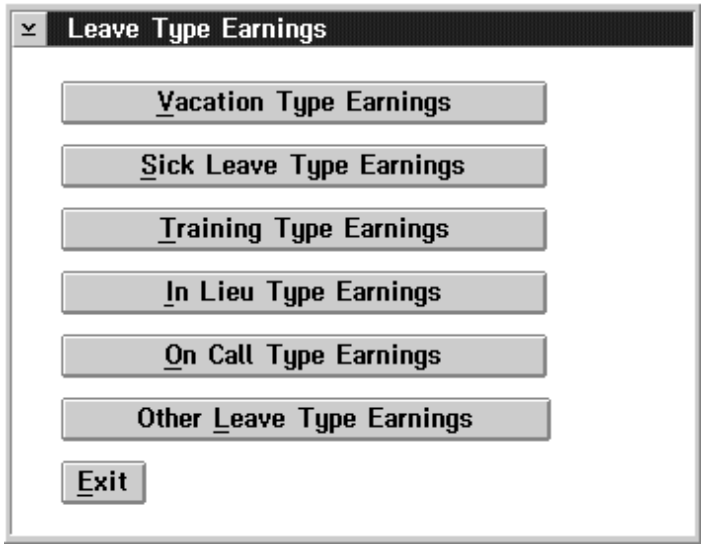
The OK button, or the **Save** option from the File menu, will save any changes made in the dialog box.

Cancel

The ESC key, CANCEL button, or **Exit** option from the File menu, will exit the dialog box without saving any changes.

DATA

Type Earnings When the TYPE EARNINGS button is selected the following screen will appear:



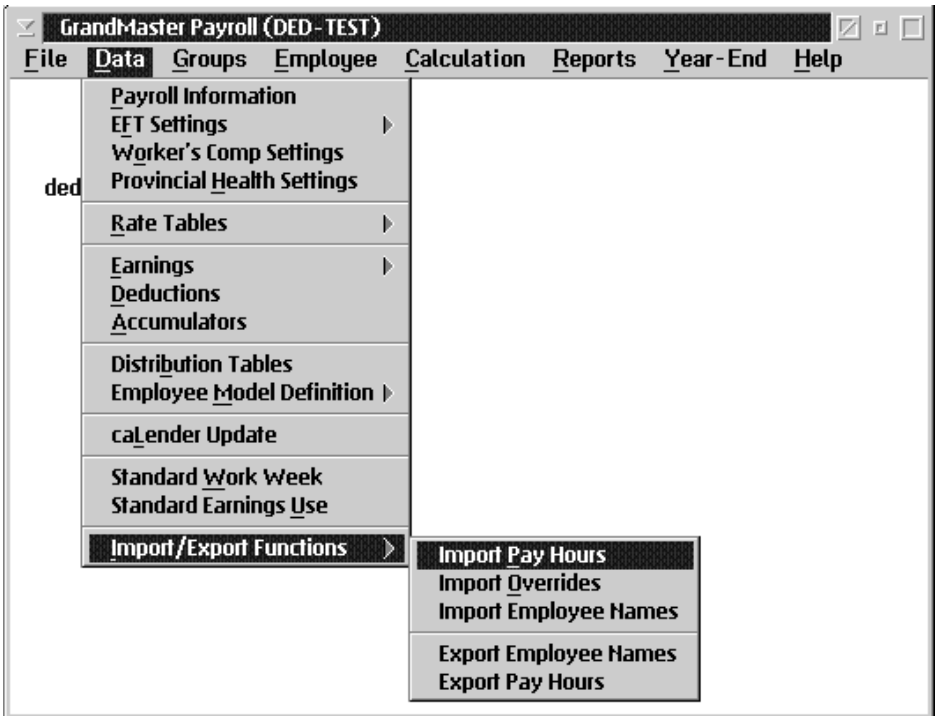
This screen is used to set up different earnings for each type of leave. When payout of different types must be differentiated by earning type, an earning is assigned to the leave type.

For Example: Sick leave may be paid out as personal or family sick leave.

Other Leave types may require different earning types for union leave, unpaid leave of absence, or paid leave.

Import

When the user selects the **Import Functions** option from the Data menu, the following screen will appear:



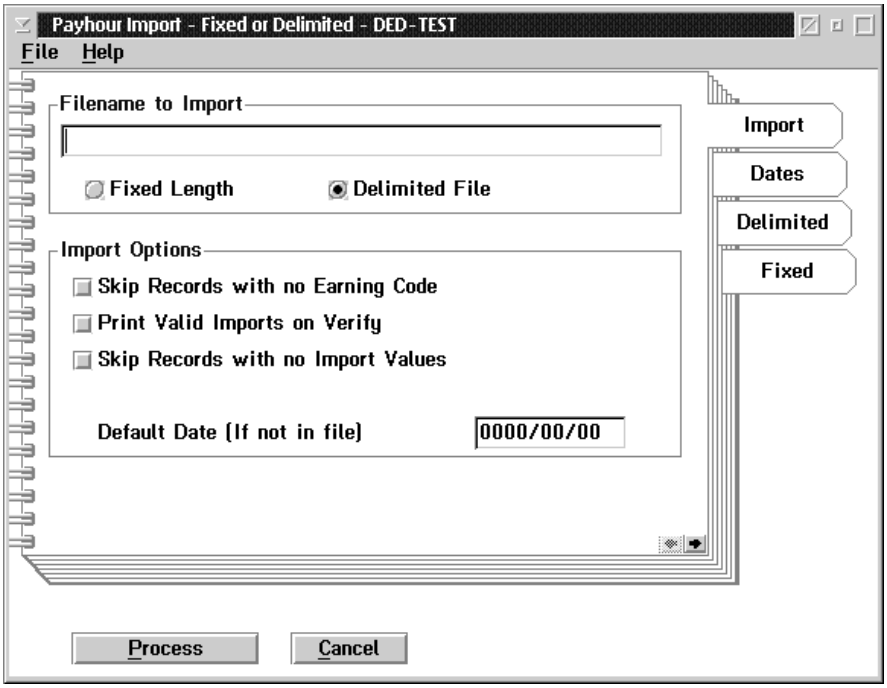
The following options are available to the user:

- Import Pay Hours
- Import Overrides
- Import Employee Names
- Export Employee Names
- Export Pay Hours

DATA

Import Pay Hours

When the user selects **Import Pay Hours** from the Data menu, the following screen will appear:



The following table gives a description of the data fields.

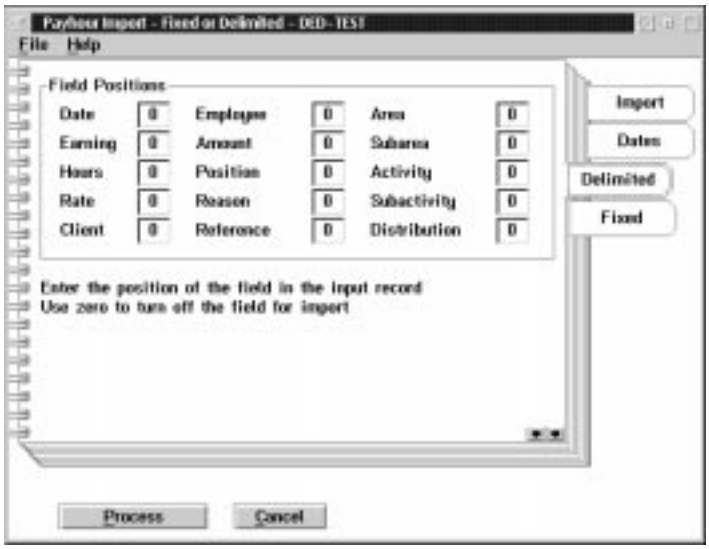
Field	Description
Filename to Import	This field contains the filename you want to import.
Delimited File	Choosing the “Delimited” file button will use the field position numbers on the “Delimited” tab to interpret the file data.
Fixed Length	Choosing the “Fixed Length” file button will use the field offset and lengths on the “Fixed” tab to interpret the file data.
Skip Records with no Earning Code	When this field is checked the pay hour import will skip records with no earning codes.
Print Valid Imports on Verify	When this field is checked the pay hour import will print a list of valid imports to verify.
Skip Records with no Import Values	When this field is checked the pay hour import will skip records with no import value.
Default Date	This field contains the default date if it is not on file.

When the user selects the **Dates** tab from the **Import Pay Hours**, the following screen will appear:

The following table gives a description of the data fields.

Field	Description
Date Format	This field contains a list of date formats for the Pay hour Import.
Year Option	The year option box contains options that specify the handling of the year for dates in imported data.
YYYY Year	The "YYYY Year" check box indicates that the import data contains a full four digit year in any date fields.
Starting Century	The "Starting Century" field is used to insert a value for the first two digits of a four digit year.
Century Break	The "Century Break" is used to set the year that will be used to advance the century. For example a value of "20" would make years of 1921 to 1999 and years of 2000 to 2020.

When the user selects the **Delimited** tab from the Data menu, the following screen will appear:



The following table gives a description of the screen.

Field	Description
Field Position	The field position is the number of fields starting from the left-most data field in the file.

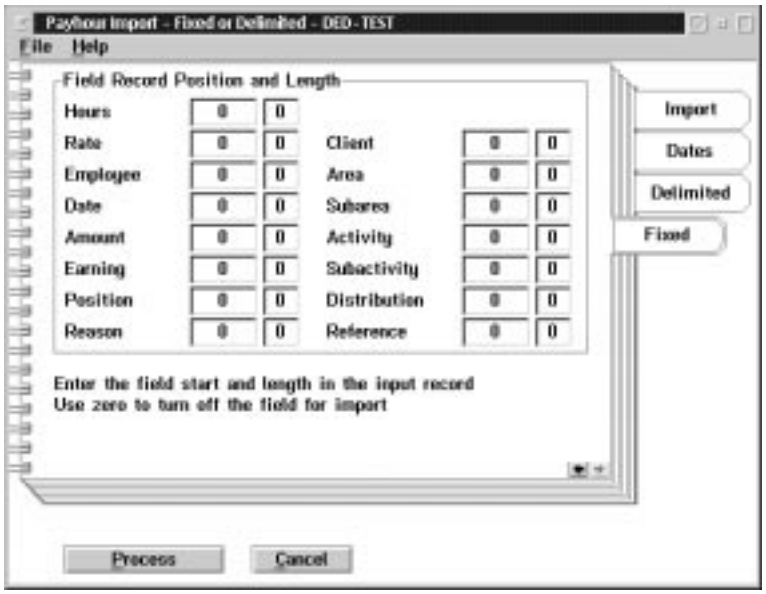
Example:

4798”,10,19971001,”Plant”,7.95,42.5

Position	**1**	This field contains the employee number.
Position	**2**	This field contains the earning number.
Position	**3**	This field contains the date number.
Position	**4**	This field contains the distribution code.
Position	**5**	This field contains the pay rate
Position	**6**	This field contains the hours.

This example would be represented by the **Payhour Import** screen shown above.

When the user selects the **Fixed** tab the following screen will appear:



Field	Description
Field Position	The field position is the number of bytes (characters) from the left-most byte in the record, up to and including the first byte of the data. The length is the number of bytes for the data.

File Data -

4798001019971001PLANT00007.9500042.50

⇑ ⇑ ⇑ ⇑ ⇑ ⇑

1 5 9 17 22 30

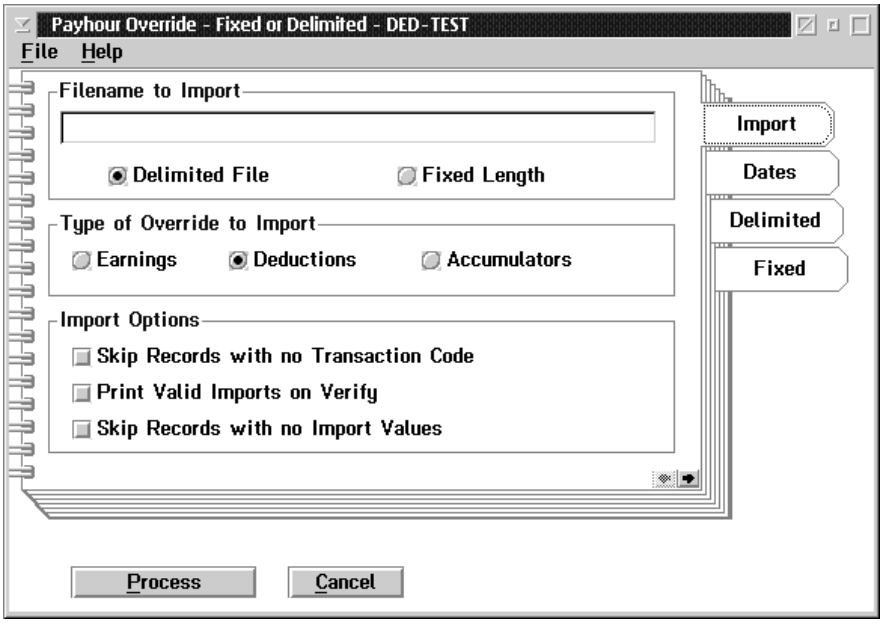
Field	Description
Employee Number	This field is Position 1 Length 4.
Earning	This field is Position 5 Length 4.
Date	This field is Position 9 Length 8.
Distribution Code	This field is Position 17 Length 5.
Rate	This field is Position 22 Length 8.
Hours	This field is Position 30 Length 8.

This example would be represented by the **Payhour Import** screen shown above.

DATA

Import Overrides

When the user selects the **Import Overrides** option from the Data menu, the following screen will appear:



The following table gives a description of the data fields.

Field	Description
Filename to Import	This field contains the filename you want to import.
Delimited File	Choosing the "Delimited" file button will use the field position numbers on the "Delimited" tab to interpret the file data.
Fixed Length	Choosing the "Fixed Length" file button will use the field offset and lengths on the "Fixed" tab to interpret the file data.
Type of Override to Import	This allows you to select whether to import earning, deduction, or accumulator overrides.
Skip Records with no Transaction Code	When this field is checked the pay hour import will skip records with no transaction codes.
Print Valid Imports to Verify	When this field is checked the pay hour import will print a list of valid imports to verify.
Skip Records with no Import Values	When this field is checked the pay hour import will skip records with no import value.

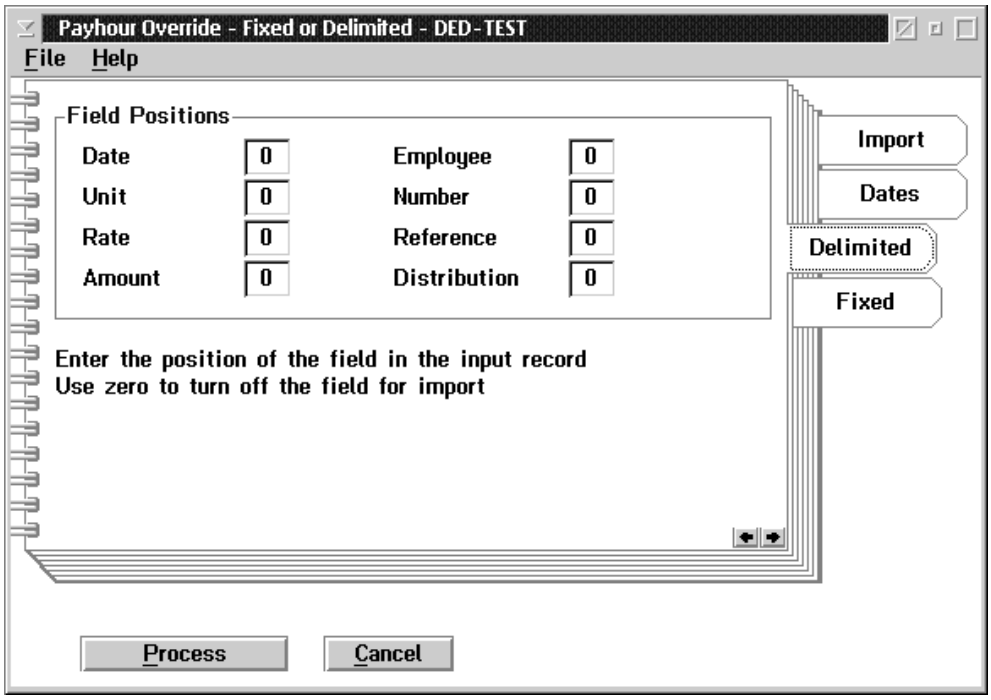
When the user selects the **Dates** tab from the **Payhour Override**, the following screen will appear:

The following table gives a description of the data fields.

Field	Description
Date Format	This field contains a list of date formats for the Payhour Import.
Year Option	The year option box contains options that specify the handling of the year for dates in imported data.
YYYY Year	The “YYYY Year” check box indicates that the import data contains a full four digit year in any date fields.
Starting Century	The “Starting Century” field is used to insert a value for the first two digits of a four digit year.
Century Break	The “Century Break” is used to set the year that will be used to advance the century. For example a value of “20” would make years of 1921 to 1999 and years of 2000 to 2020.

DATA

When the user selects the **Delimited** tab from the **Payhour Override**, the following screen will appear:



The following table gives a description of the screen.

Field	Description
Field Position	The field position is the number of fields starting from the left most data field in the file.

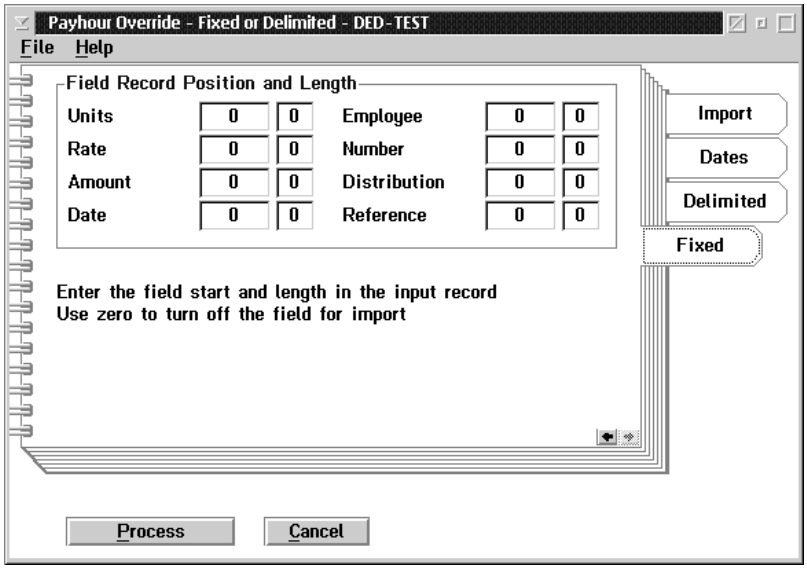
File Data -

4798”,10,19971001,”Plant”,7.95,104.5

Position	**1**	This field contains the employee number.
Position	**2**	This field contains the number of units.
Position	**3**	This field contains the date number.
Position	**4**	This field contains the distribution code.
Position	**5**	This field contains the pay rate
Position	**6**	This field contains the amount.

This example would be represented by the **Payhour Override** screen shown above.

When the user selects the **Fixed** tab, the following screen will appear:



The following table gives a description of the screen:

Field	Description
Field Position	The field position is the number of byte from the left most byte in the record up to and including the first byte of the data. The length is the number of bytes for the data.

File Data

4798001019971001PLANT00007.9500104.50

Ý ⇑ ⇑ ⇑ ⇑ ⇑

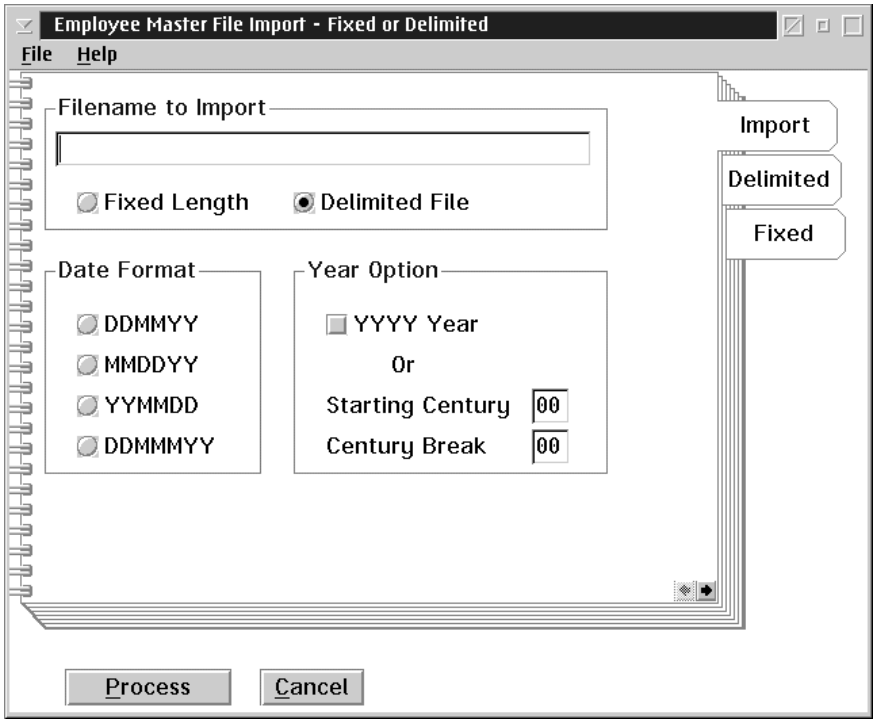
1 5 9 17 22 30

Field	Description
Employee Number	This field is Position 1 Length 4.
Units	This field is Position 5 Length 4.
Date	This field is Position 9 Length 8.
Distribution Code	This field is Position 17 Length 5.
Rate	This field is Position 22 Length 8.
Amount	This field is Position 30 Length 8.

DATA

Import Employee Names

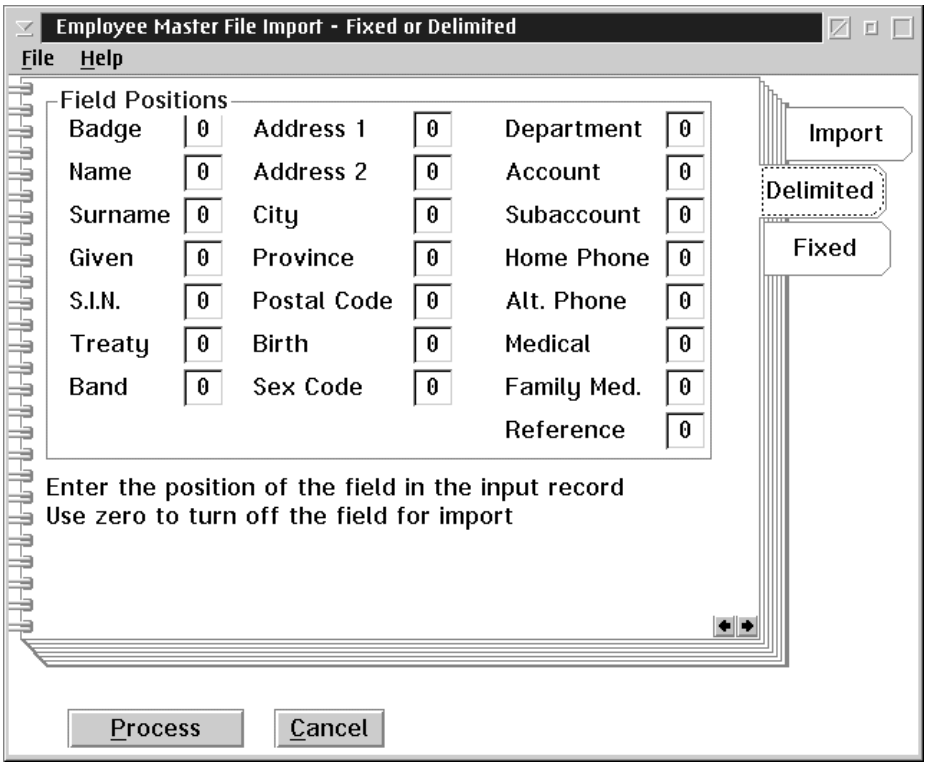
When the user selects import employee names from the Data menu the following screen will appear:



The following table gives a description of the data fields:

Field	Description
Filename to Import	This field contains the filename you want to import.
Fixed Length	Choosing the “Fixed Length” file button will use the field offset and lengths on the “fixed” tab to interpret the file data.
Delimited File	Choosing the “Delimited” file button will used the field position numbers on the “Delimited” tab to interpret the file data.
Date Format	This field contains a list of date formats for the Payhour Import.
Year Option	This year option box contains options that specify the handling for the year for dates in imported data.
Starting Century	The “Starting Century” field issued to insert a value for the first two digits of a four digit year.
Century Break	The “Century Break” is used to set the year that will be used to advance the century. For Example a value of “20” would make years of 1921 to 1999 and years of 2000 to 2020.

When the user selects the delimited tab from the file menu the following screen will appear:



The following table gives a description of the screen:

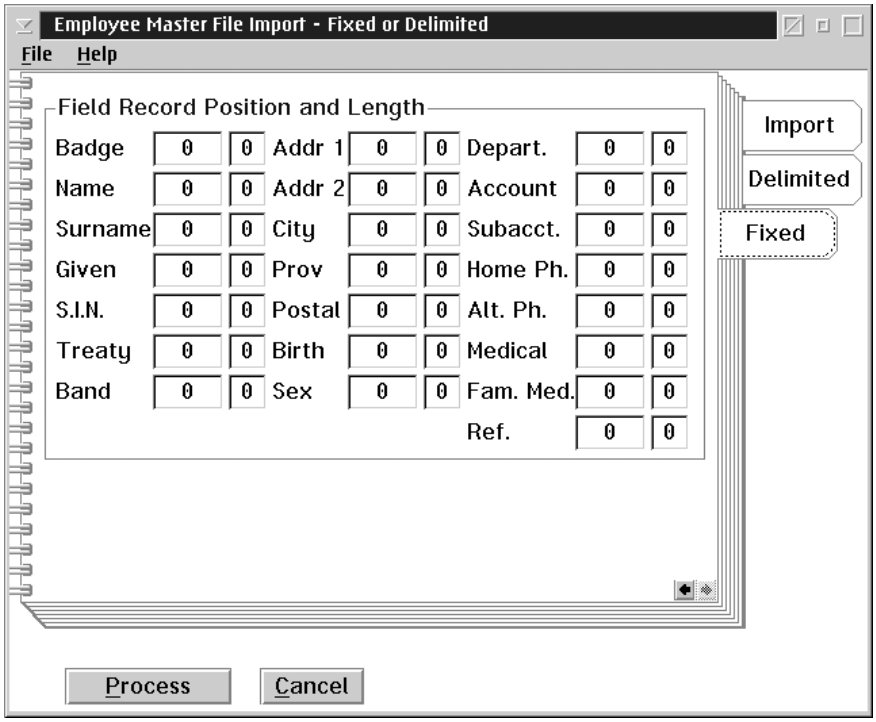
Field	Description
Field Position	This field position is the number of fields starting from the left most data field in the file.

File Data - “4798”,10,19971001,”Plant”,7.95,42.5

Position	**1**	This field contains the employee number.
Position	**2**	This field contains the earning number.
Position	**3**	This field contains the data number.
Position	**4**	This field contains the distribution code.
Position	**5**	This field contains the pay rate.
Position	**6**	This field contains the hours.

DATA

When the user selects the Fixed tab the following screen ill appear:



The following dialog box gives a description of the screen:

Field	Description
Field Position	This field position is the number of byte from the left most byte in the record up to and including the first byte of the data. The length is the number of bytes for the data.

Export Employee Names

When the user selects the export employee names from the Data menu the following screen will appear:

The following table gives a description of the data fields:

Field	Description
Filename to Export	This field contains the file name you want to export.
Date format	This field contains a list of date formats for the Employee Master Export.
Date Separator	This option allows for a selection of a character type to break a date field into its components.

DATA

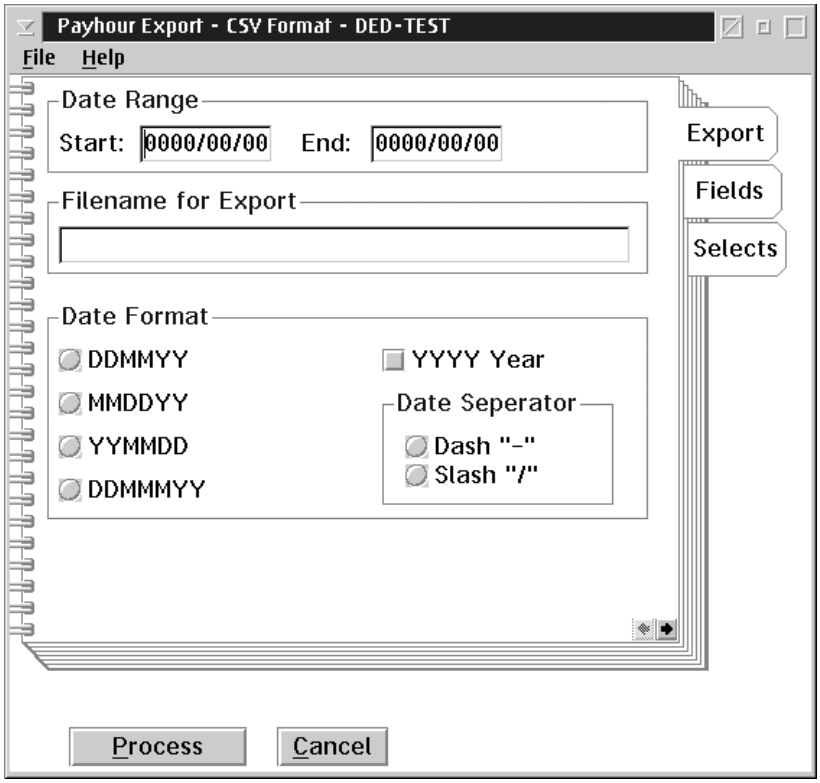
When the user selects the field tab from the data menu the following screen will appear:

The following table gives a description of the data fields:

Field	Description
Field Position	This field position is the number of fields starting from the left most data field in the file.

Payhour Export

When the user selects the Pay hour export from the data menu the following screen will appear:



The following table gives a description of the data fields:

Field	Description
Start	This field contains the starting date of the effective date range for the Payhour export.
Filename for Export	This field contains the filename you want to export.
Date Format	This field contains list of date formats for the Payhour Export.
YYYY Year	The "YYYY Year" check box indicates that the export data contains a full four digit year in any date field.
Date Separator	This option allows for a selection on a character type to break a date field into its components.

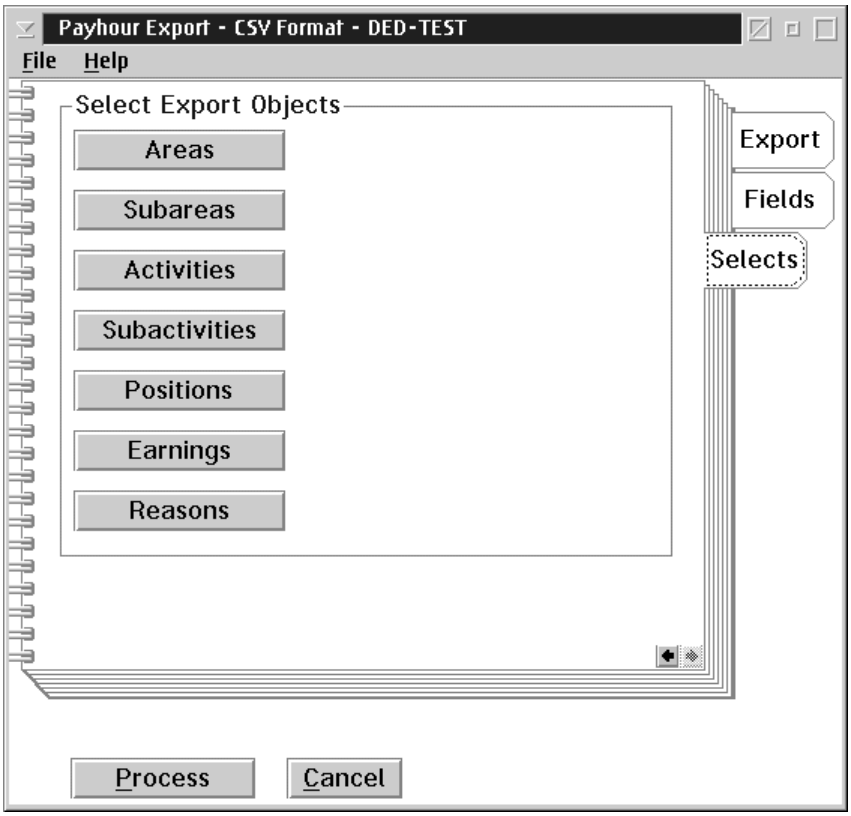
DATA

When the user selects the field tab the following screen will appear:

The following table gives a description of the data fields:

Field	Description
Field Position	The field position is the number of fields starting from the left most data field in the file.

When the user selects the select tab from the Data menu the following screen will appear:



Select Export Objects

This box provides additional fields selection which may also be exported. In choosing one or more of these selection types, the system will present a screen listing of any existing items set up in each selection type. One or more choices can be made from each selection list presented. The selection permitted for export are:

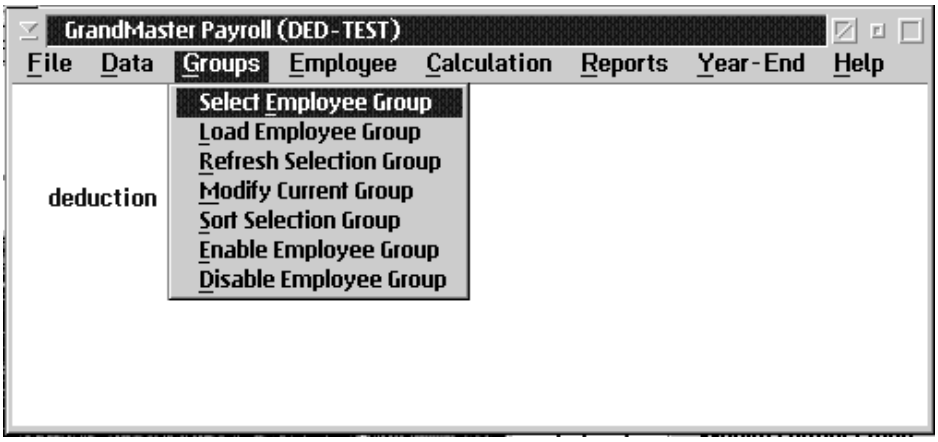
1. Areas
2. Subareas
3. Activities
4. Subactivities
5. Position
6. Earnings
7. Reasons

The location of these export items has been defined on the fields tab.

This page is intentionally left blank.

Groups

When the user selects the Groups menu the following screen will appear:



The user has the following options:

- Select Employee Group
- Load Employee Group
- Refresh Selection Group
- Modify Current Group
- Sort Selection Group
- Enable Employee Group
- Disable Employee Group

Selection Groups

A selection group is a list of employees that may be used to control processing in the Payroll, Human Resources, Scheduling, and Time Keeping modules.

A selection group is created through the **Groups** option on the Payroll main menu.

A selection group may be a **dynamic** or a **fixed** group.

Dynamic Groups

A dynamic group is defined by a set of conditions that determine which employees that the group will consist of.

Each time the group is loaded the load process scans the employee data to determine each member's eligibility. Once loaded the group of employees is static until the group is refreshed or loaded again.

When a dynamic group is saved only the data conditions for the list are stored.

One dynamic group definition utility is provided:

- **Payroll Data Conditions** - The Payroll Data condition is used to define a selection group within a particular payroll. The definition uses a fixed set of payroll data fields to determine membership in the group.

Fixed Groups

A fixed group is defined as a list of specific employees.

When the group is loaded the list is loaded from the storage area.

Fixed group definitions are determined by selecting employees from a list of eligible employees. The list of employees may be from an existing group selection, all employees, or employees in a particular payroll.

Defining Employee Selection Groups

Employee Selection Groups may be defined in two ways:

Picking employees from a list of all employees known to a single payroll on the system.

Selection of employees from a single payroll by setting conditions that payroll data items for the employees must match.

The first type of selection group is a **fixed** list, thus the list must be maintained by the user. A maximum of 1000 employees may be present in a fixed list. The second type is a **dynamic** list, therefore each time the list is loaded the employee data is compared to the conditions that define the selection. A dynamic list may contain any number of employees.

The system provides for saving and loading any number of the selection group types. Only one selection group may be active at a time.

Selection Group Restrictions

A user ID may be restricted to the use of a single selection group. The restriction and name of the selection group are set through the **System Administration** functions.

The selection group restriction feature allows the **System Administrator** to control any user's access to employees to an arbitrary sub-set of all employees on the system.

When a user ID is restricted to a particular selection group only the employees in that selection group are visible to him or her. When restricted, the user ID does not have access to the functions that allow maintenance of the selection group definitions.

The user may remove employees from the selection group but this modification is discarded the next time he or she refreshes the selection group or logs off the system.

Selection Group Processing

System functions that process more than one employee at a time will use the current selection group (loaded and enabled) to determine the employee to process.

When a screen offers a **next employee** option, the next employee is always provided in the order of the current selection group. The sort order of the current selection group may be changed through the **sort selection** option.

When a report is generated the employees included in the report are restricted to the current selection group (loaded and enabled). This feature allows for easy production of sub-set reports.

Mass update options are restricted to the employees in the current selection group (loaded and enabled). This feature can be used to avoid repetitive data entry for employees.

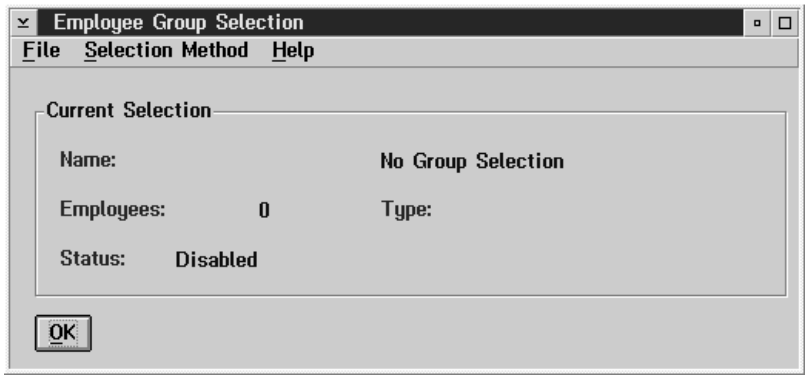
Data Conditions for Selection Groups

A dynamic selection group definition is composed of three parts:

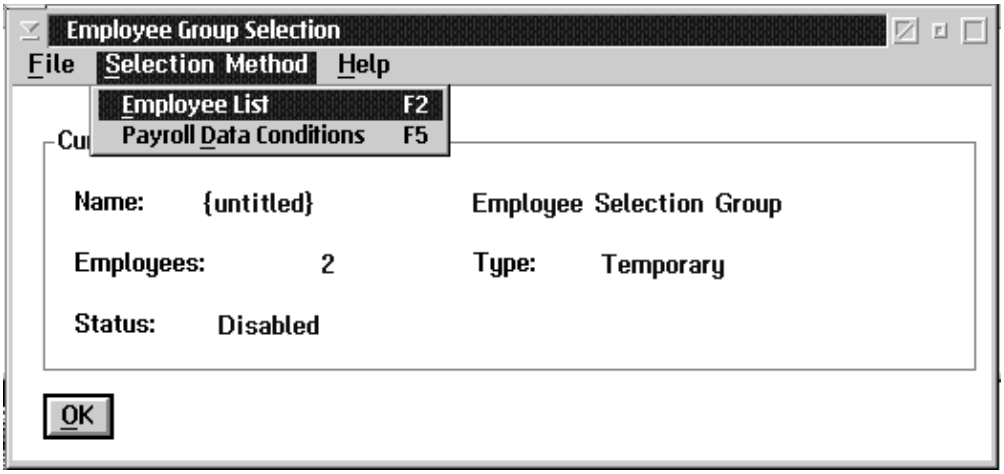
- Include Conditions - these conditions describe the data values that the employee must have to be considered in the selection group.
- Exclusive Conditions- these conditions describe the data values that will result in the employee being dropped from the selection group if the included conditions are satisfied.
- Sort Order - these data fields are used to provide the initial sort order of the selection group.

Selecting an Employee Group

This menu option will start up the **Employee Group Selection** screen. This screen provides the user with the facilities to define and maintain Employee Groups. The following dialog box will appear:



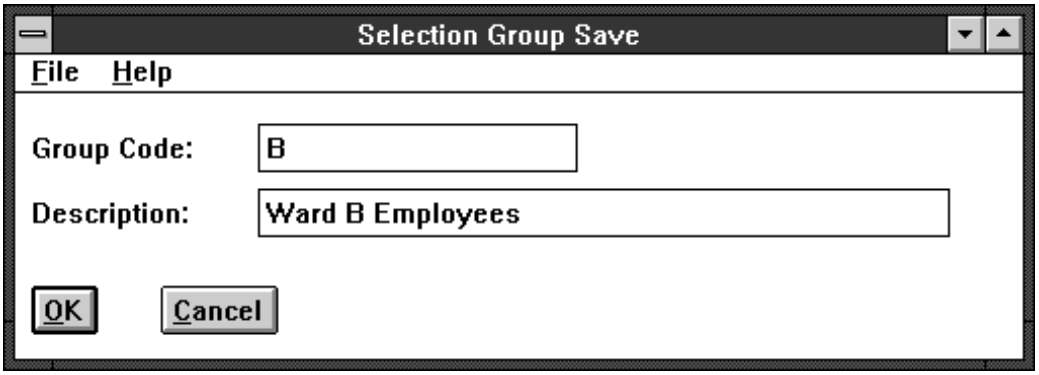
Once the **Employee Group Selection** dialog box appears, choose the method of selection by clicking on the **Selection Method** option in the menu bar. The following sub menu will appear:



If you choose **Employee List**, an employee selection list will appear. Select all the employees to be in the new selection group and press the OK button. The **Employee Group Selection** screen now displays the number of employees in the group, and a status of 'enabled'.

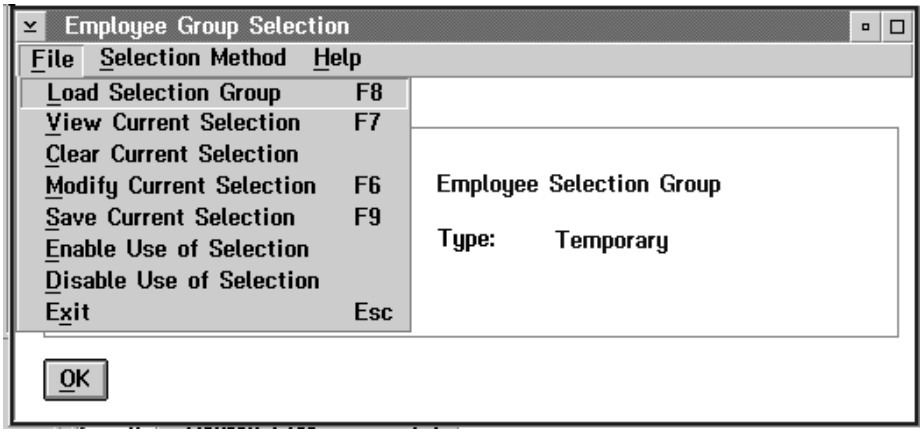
GROUPS

Next, select the **Save Current Selection** option from the File menu. The following dialog box will appear:

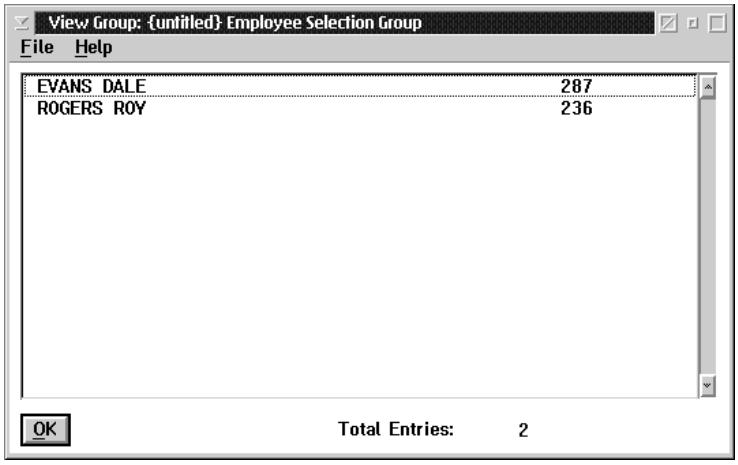


Both the group code and the description must be entered into their respective fields to save the group. Then, select the OK button.

When you are defining and maintaining Employee Groups the following pull down menu is available from the **File** option in the menu bar. It allows you to view, clear, modify, save, enable and disable Employee Groups.



View - to view the employee in the current group select **View Current Selection** from the File menu. The following dialog box will appear:



Clear - to clear the current group select **Clear Current Selection** from the File menu. The **Employee Group Selection** screen will now show no current groups.

Modify - to add or delete an employee from your current group select **Modify Current Selection** from the File menu.

Employee Selection List

The **Employee Selection List** screen is presented when the selection of an employee is required. The employees that appear in the list are subject to a number of conditions:

- Current Selection Group in Effect - When a selection group is loaded and enabled only those employees in the selection group may appear in the list.
- Current Payroll Selected - When a payroll is selected only those employees that are assigned to that payroll may appear in the list.

☞ When both a selection group is present and a payroll is selected only the employees that are present in both the selection group and the payroll may appear in the list.

The order of the employees in the list is dependent on the search technique in effect for the user.

- Search by name will present the employees in alphabetic sequence by surname and given name.
- Search by employee number will present the employees in employee number sequence.
- Search by badge will present the employees in badge number sequence.

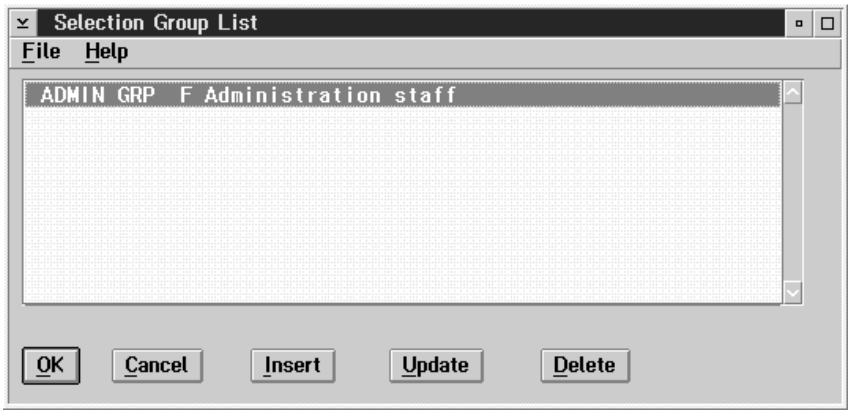
☞ The employees without a badge number will not appear in the list when the search by badge technique is in effect.

The employees in the list are restricted by the value entered to search for an employee.

- Name Search will restrict the list to those employees whose last name corresponds to the last name portion entered for the search.
- Employee Number will restrict the list to those employees whose employee number is equal to or greater than the employee number entered for the search.
- Badge Number will restrict the list to those employees whose badge number corresponds to the badge number portion entered for the search.

Loading an Employee Group

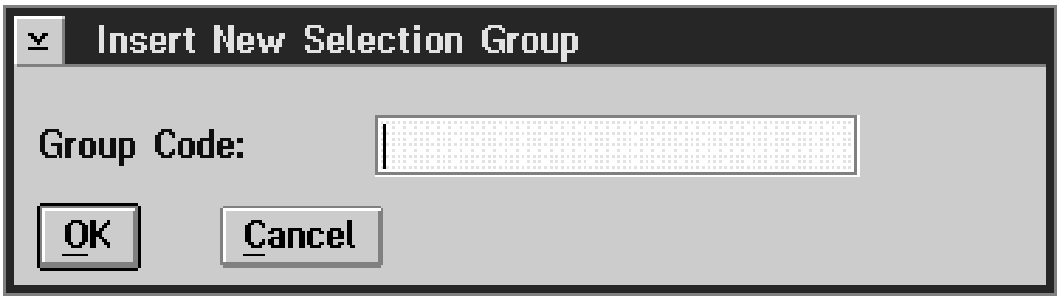
The **Load Employee Group** menu option will display a list of the Employee Groups available to the user. One of these groups may be selected for further operations. The list will appear similar to the following:



By double clicking on the name of a group, the user can load the group or click ok.

Inserting a new group

If the INSERT button is selected a new dialog box will appear that allows the user to define a new employee selection group. The dialog box appears as follows:



Removing a group

Selecting the DELETE button will remove the highlighted employee group from the list.

GROUPS

Refresh Selection Group

The **Refresh Selection Group** option reloads the last selection group loaded. This option is used when the selection group has been modified and the user wants to reload the group to eliminate any modifications.

To refresh a selection group the user simply selects the **Refresh Selection Group** option under the Groups Menu.

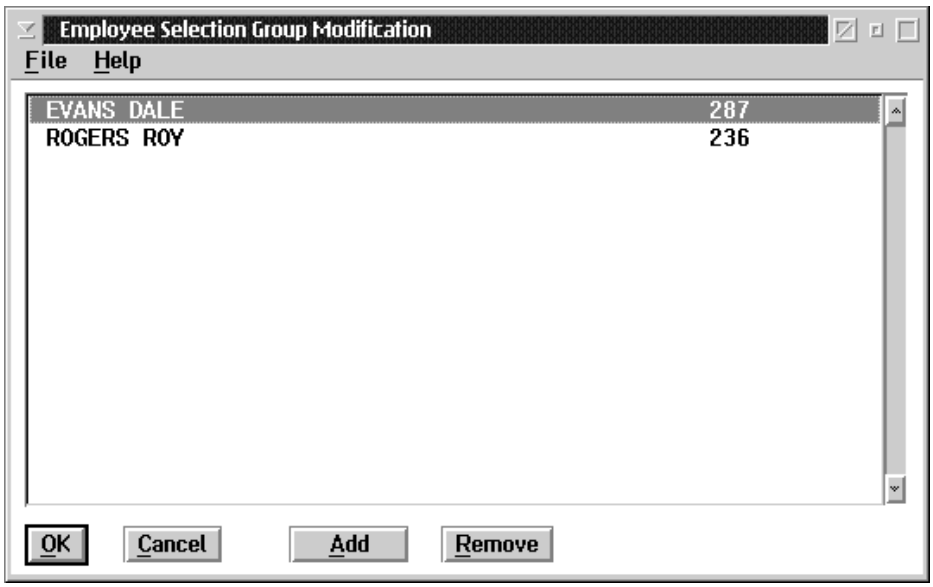
Modifying the Current Group

An existing employee selection group may be temporarily modified by adding or deleting employees in the group.

When the initial group is a dynamic group the modifications will be retained until the group is loaded again or refreshed.

The **Modify Current Group** option will bring up the **Employee Selection Group Modification** dialog box. This option can be found on two different menus but the results are the same. It is available if the user selects the **Select Employee Group** option in the Groups menu, and in the **Employee Group Selection** dialog box if the user pulls down the File menu.

The screen will appear as follows when either option is selected:



The dialog box contains a list of the employees in the currently selected employee group.

To delete an employee from the list, select the employee by single-clicking on that employee, then select the REMOVE button.

Selecting the ADD button causes the Employee Name Selection screen to appear, as shown:

If the user does not know the last name of the employee, then the user can:

- select the NEXT button to go to the following employee in the employee group list, or
- select the PREVIOUS button to go to the previous employee on the employee selection list, or
- select the **List** option from the File menu, which will create a list of all the employees in the current employee group, from which the user can select an employee.

Enabling an Employee Group

The **Enable Employee Group** option will turn on the current employee selection group for processing. If the group is not enabled the system will not use the group for processing.

When the selection group is enabled the system will limit access to the employees in the selection group. This limit applies to both update functions and report functions.

The **Enable Employee Group** option is available in two different menus and thus can be done either way. The user only needs to select the option to enable the current selection group.

- The option is available in the Groups menu.
- It is also available in the File menu of the Employee Group Selection dialog box, with the option name **Enable Use of Selection**.

Disabling an Employee Group

The **Disable Employee Group** option in the File menu will turn off the current employee selection group. User ID's that are forced to use a selection group cannot access this menu choice.

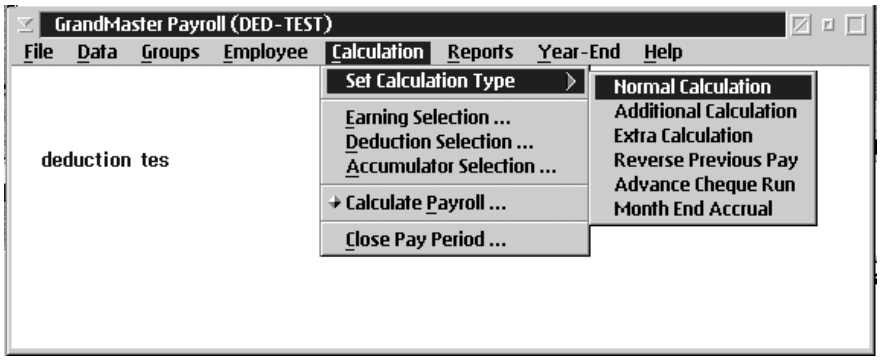
The **Disable Employee Group** option is available in two different menus and thus can be done either way. The user only needs to select the option to disable the current selection group.

- The option is available in the Groups menu.
- It is also available in the File menu of the Employee Group Selection dialog box, with the option name **Disable Use of Selection**.

Calculation

The **Calculation** menu from the main menu bar is used to perform the various payroll calculation functions of the GrandMaster Suite Payroll system.

The **Calculation** sub menu appears as follows:



CALCULATION

The functions carried out by the Calculation menu options are:

- selection of the type of calculation to be run
- selection of the types of earnings, deductions, and accumulators to be included in the payroll run
- calculation of the payroll
- closing of the payroll period

How Do I Run a Payroll Calculation?

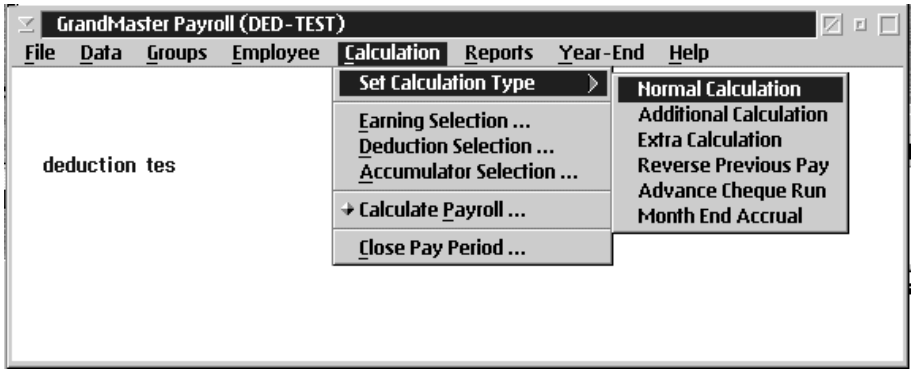
Before You Run A Payroll Calculation

Running a payroll calculation requires that you have already set up the information required to define the payroll, the information for the individual employees in the payroll, and have entered the transactions that apply to the pay run.

Information Required	Description
Payroll Employer Information	The kinds of payroll employer information that must be established are: the pay frequency, Revenue Canada account numbers, WCB rates, Provincial Health Rates, distribution tables, pay rate tables and electronic funds transfer data.
Payroll Earning Types	The payroll earning types determine the categories of earnings that will be reported for the employees. These categories determine if the earnings are subject to tax, CPP, EI, or other payroll taxes.
Payroll Company Deduction Types	The payroll company deduction types determine types of deductions that will be taken from the employee's pay. These deduction types may include union dues, insurance plan deductions, RRSP deductions, and garnishees. The deduction types may also determine the benefits that may accrue to the employee.
Payroll Accumulator Type	The payroll accumulator type determines values that you want to accumulate for the employees on each pay run, These accumulator types may include vacation pay, sick pay, and seniority.
Employees in the Payroll	Employees must be added to the payroll before they will be included in the pay calculation.
Employee Payroll Specific Information	Employees must have the values set for data that affects the pay calculation for the employee. This information includes: the taxation province, personal exemption amount, the number of dependents that the employee has, and additional tax amounts that the employee needs deducted.
Employee Pay Rates	Each employee should have their pay rates set for each of the payroll earning types.
Employee Deduction Rates	Each employee should have rates set for company deductions that apply to the employee.
Employee Accumulator Rates	Each employee should have rates set for the company accumulators that apply to the employee.
Employee Work Hours	Each hourly paid employee will have to have the number of hours worked entered. Hours worked are entered for each of the earning types that apply to the employee. When employees always work a standard number of hours for each earning type these values can be permanently set up in the Employee Earning Type data.
Other Employee Transactions	Other transactions can be entered for the employees for the pay run. These include adjustments for previous pay calculations or overrides to the normal calculations of taxes and company deductions.

Set Calculation Type

When the user selects **Set Calculation Type** from the Calculation menu, the following screen will appear:



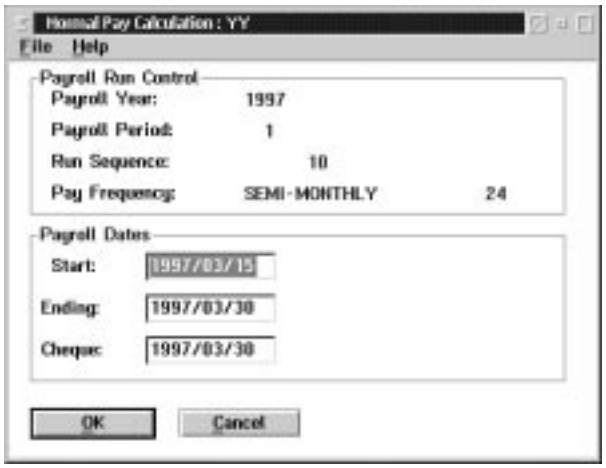
The following is a list of calculation types:

- Normal Calculation
- Additional Calculation
- Extra Calculation
- Reverse Previous Pay
- Advance Cheque Run
- Month End Accrual

Normal Pay Calculation

A normal pay run is the normal calculation used to calculate the pay for employees. After this type of pay run is closed the payroll period and the pay dates will advance.

When the user selects the **Normal Calculation** option from the Set Calculation Type sub menu, the following screen will appear:



The following table gives a description of the data fields:

Field	Description
Payroll Year	This field contains the year of the payroll.
Payroll Period	This field contains the payroll period number within the current year.
Run Sequence	This field contains the payroll sequence number.
Pay Frequency	This field indicates how frequently the employees get paid, (weekly, bi-weekly,semi-monthly or monthly).
Start	This field contain the starting date of the payroll.
Ending	This field contains the ending date of the payroll.
Cheque	This field contains the pay date.

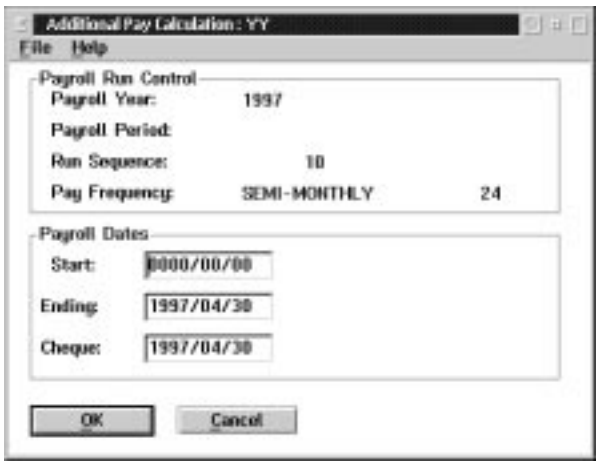
☞ The dates entered will be used for calculating the dates for the next pay run. The dates are used to collect the transactions for the pay calculation, and to determine the earning, deduction and accumulator settings that will be used in the pay calculation.

The payroll sequence number is a unique sequentially system assigned number that increments for every pay calculation regardless of type.

Additional Pay Calculation

An Additional pay run is used to calculate a pay run for employees where the values from the pay must be combined with other pay runs in the same period to calculate taxes.

When the user selects **Additional Calculation** from the Set Calculation Type, the following screen will appear:



The following table gives a description of the data fields:

Field	Description
Payroll Year	This field contains the year of the payroll.
Payroll Period	This field contains the payroll period number that the additional run will be cbined with in the current year.
Run Sequence	This field contains the payroll sequence number.
Pay Frequency	This field indicates how frequently the employees get paid, (weekly, bi-weekly, semi-monthly or monthly).
Start	This field contains the starting date of the payroll.
Ending	This field contains the ending date of the payroll.
Cheque	This field contains the pay date.

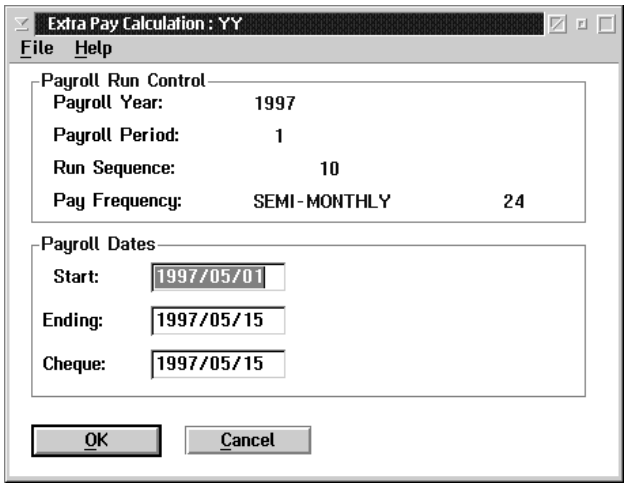
☞ The dates entered will be used for calculating the dates for the next pay run. The dates are used to collect the transactions for the pay calculation, and to determine the earning, deduction and accumulator settings that will be used in the pay calculation.

Extra Pay Calculation

An Extra Pay run is used to calculate a pay run for the employees that does not include any values from Normal or Additional pay runs in the same pay period as the extra pay. This type of pay run would be used when the employee is receiving a vacation pay cheque or other type of compensation that must be considered on its own for calculation of taxes.

An extra pay run takes place in the current pay period.

When the user selects **Extra Calculation** from the Set Calculation Type, the following screen will appear:



The following table gives a description of the data fields:

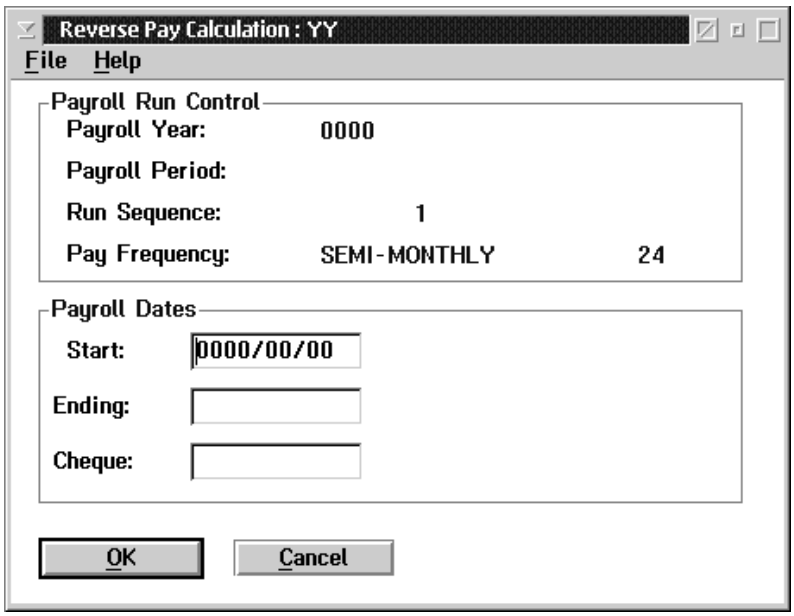
Field	Description
Payroll Year	This field contains the year of the payroll.
Payroll Period	This field contains the payroll number that the extra run will be combined with in the curremt year.
Run Sequence	This field contains the payroll sequence number.
Pay Frequency	This field indicates how frequently the employees get paid, (weekly, bi-weekly, semi-monthly or monthly).
Start	This field contains the starting date of the payroll.
Ending	This field contains the ending date of the payroll.
Cheque	This field contains the pay date.

The dates entered will be used for calculating the dates for the next pay run. The dates are used to collect the transactions for the pay calculation, and to determine the earning, deduction and accumulator settings that will be used in the pay calculation.

Reverse Pay Calculation

A Reverse Previous Pay run is used to reverse the effect of a pay run. This is normally done for only one employee at a time. It can be used however,to reverse an entire pay run if necessary.

When the user selects **Reverse Previous Pay** from the Set Calculation Type, the following screen will appear:



The following table gives a description of the data fields:

Field	Description
Payroll Year	This field contains the year of the payroll.
Payroll Period	This field contains the payroll period number within the current year.
Run Sequence	This field contains the payroll sequence number.
Pay Frequency	This field indicates how frequently the employees get paid.(weekly, bi-weekly, semi-monthly or monthly).
Start	This field contain the starting date of the payroll.
Ending	This field contains the ending date of the payroll.
Cheque	This field contains the pay date.

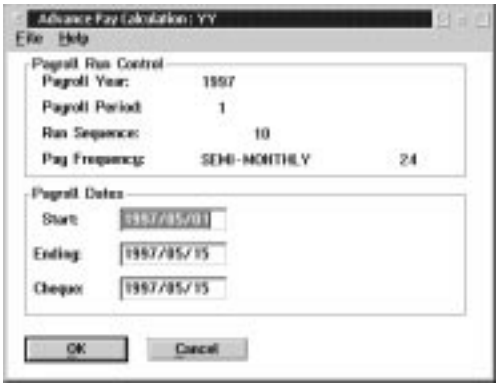
The dates entered will be used for calculating the dates for the next pay run. The dates are used to collect the transactions for the pay calculation, and to determine the earning, deduction and accumulator settings that will be used in the pay calculation.

☞ To select a single employee or a small sub set of all employees that require a previous pay reversal please refer to the"Groups" section of this manual.

CALCULATION

Advance Cheque Run

When the user selects the **Advance Cheque Run** from the Set Calculation Type sub menu, the following screen will appear:



The following table gives a description of the data fields:

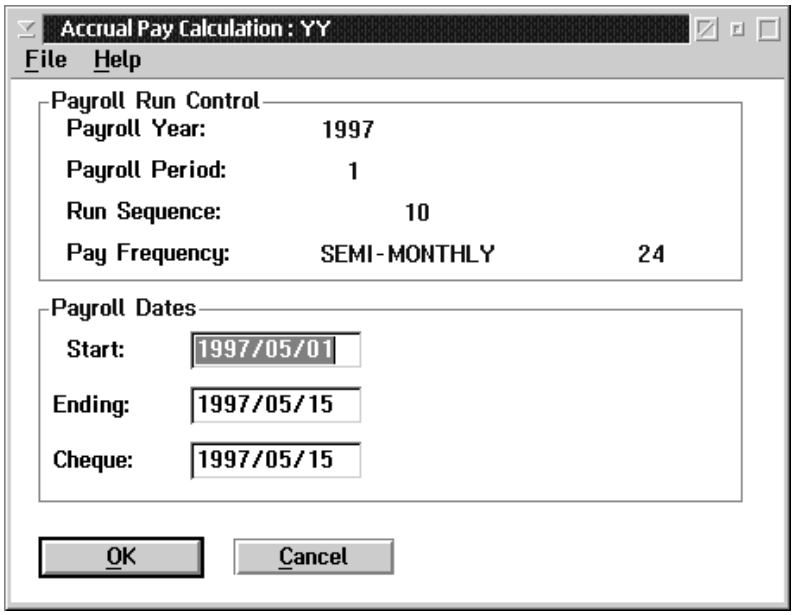
Field	Description
Payroll Year	This field contains the year of the payroll.
Payroll Period	This field contains the payroll period number within the current year.
Run Sequence	This field contains the payroll sequence number.
Pay Frequency	This field indicates how frequently the employees get paid, (weekly, bi-weekly ,semi-monthly or monthly).
Start	This field contains the starting date of the payroll.
Ending	This field contains the ending date of the payroll.
Cheque	This field contains the pay date.

The dates entered will be used for calculating the dates for the next pay run. The dates are used to collect the transactions for the pay calculation, and to determine the earning, deduction and accumulator settings that will be used in the pay calculation.

Month End Accrual

A Month End Accrual pay run is used to generate Journal Entry data only. This type of pay run calculates the pay for a portion of a pay period and creates journal entry data for the expenses and accrued expenses, as well as also creating journal entry data for the reversal of those expenses in the next financial period.

When the user selects the **Month End Accrual** option, the following screen will appear:



The following table gives a description of the data fields:

Field	Description
Payroll Year	This field contains the year of the payroll.
Payroll Period	This field contains the payroll period number within the current year.
Run Sequence	This field contains the payroll sequence number.
Pay Frequency	This field indicates how frequently the employees get paid, (weekly, bi-weekly, semi-monthly or monthly).
Start	This field contains the starting date of the payroll.
Ending	This field contains the ending date of the payroll.
Cheque	This field contains the pay date.

The dates entered will be used for calculating the dates for the next pay run. The dates are used to collect the transactions for the pay calculation, and to determine the earning, deduction and accumulator settings that will be used in the pay calculation.

Earning Selection

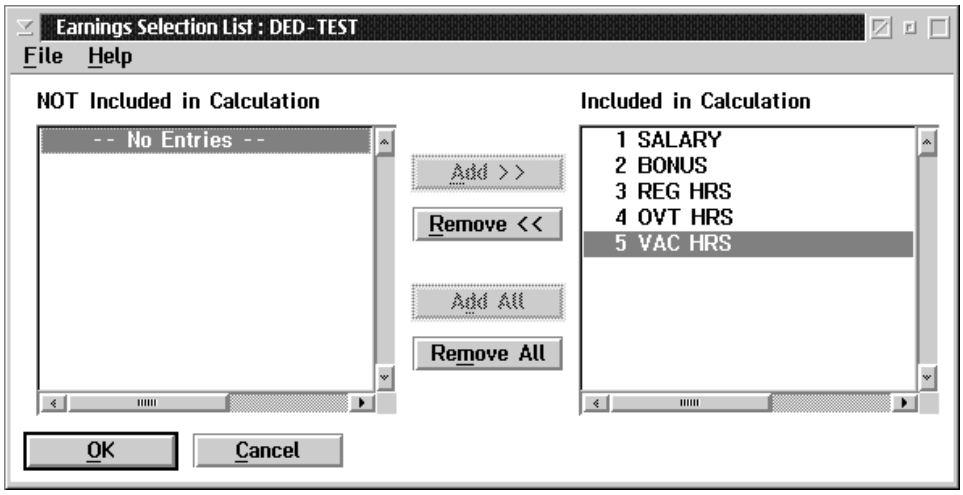
The **Earning Selection...** option allows the user to select, on a payroll level, which previously defined earning types are to be paid on the current payroll run.

☞ If the earning type selected contains no earnings within the specified date range then that earning type will not be calculated when the payroll is run.

The earnings are defined through the **Earnings (Payroll)**, or the **Earnings (Global)** options within the Setup menu.

☞ Any newly defined earnings will automatically be included in the Selected Earnings list and calculated with the next payroll unless the earning has been de-selected by the user.

When the **Earning Selection...** option is selected, a selection list similar to the following will appear:



The system will default to include “ALL” in its selection list unless changed for the particular calculation. The list will revert to the default setting after a “Close”. This applies for earnings deductions and accumulators.

The dialog box contains two lists:

List	Description
Not Included in Calculation	This box contains the earnings not included in the calculation.
Included in Calculation	This box contains the earnings included in the calculation.

Add>> To select an earning type, move it from the Not Included in Calculation list to the Included in Calculation list, by highlighting the name and pressing the ADD>> button.

Remove<< To deselect an earning type, move it from the Included in Calculation list to the Not Included in Calculation list by highlighting the name and pressing the REMOVE<< button.

Add All If all the earning types should be included in the calculation, press the ADD ALL button.

Remove All If all the earning types should be not included in the calculation, press the REMOVE ALL BUTTON.

OK When the user exits this dialog box by selecting the OK button, the system will place a check mark beside the **Earning Selection...** menu item to indicate that earnings have been selected for the current pay calculation.

Esc (exit) The ESC key, CANCEL button, or **Exit** option from the File menu, will exit the dialog box without selecting any earnings for the current pay calculation.

Deduction Selection

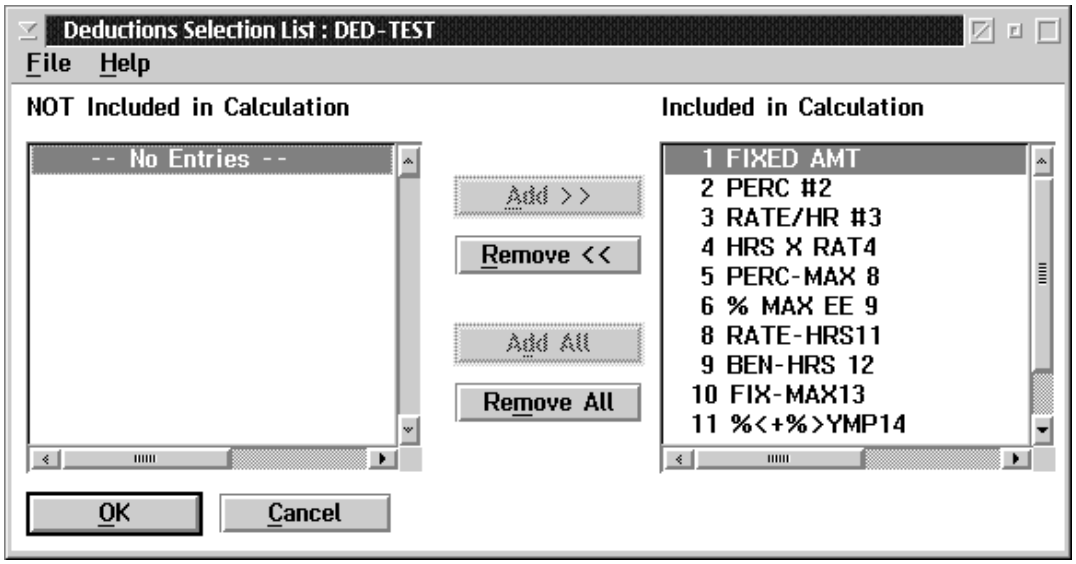
The **Deduction Selection...** option allows the user to select, on a payroll level, which previously defined deduction types are to be deducted on the current payroll run.

☞ If the deduction type selected contains no deductions within the specified date range then that deduction type will not be calculated when the payroll is run.

The deductions are defined through the **Deductions (Payroll)**, or the **Deductions (Global)** options within the Setup menu.

☞ Any newly defined deductions will automatically be included in the Selected Deductions list and deducted with the next payroll unless the deduction has been de-selected by the user.

When the **Deduction Selection...** option is selected, a selection list similar to the following will appear:



The dialog box contains two lists:

List	Description
Not Included in Selection	This box contains the deductions not included in the calculation.
Included in Selection	This box contains the deductions included in the calculation.

Add>> To select an deduction type, move it from the Not Included in Calculation list to the Included in Calculation list, by highlighting the name and pressing the ADD>> button.

Remove<< To deselect an deduction type, move it from the Included in Calculation list to the Not Included in Calculation list, by highlighting the name and pressing the REMOVE<< button.

Add All If all the deduction types should be included in the calculation, press the ADD ALL button.

Remove All If all the deduction types should be not included in the calculation, press the REMOVE ALL BUTTON.

OK When the user exits this dialog box by selecting the OK button, the system will place a check mark beside the Deduction Selection... menu item to indicate that deductions have been selected for the current pay calculation.

Esc (exit) The ESC key, CANCEL button, or **Exit** option from the File menu, will exit the dialog box without selecting any deductions for the current pay calculation.

Accumulator Selection

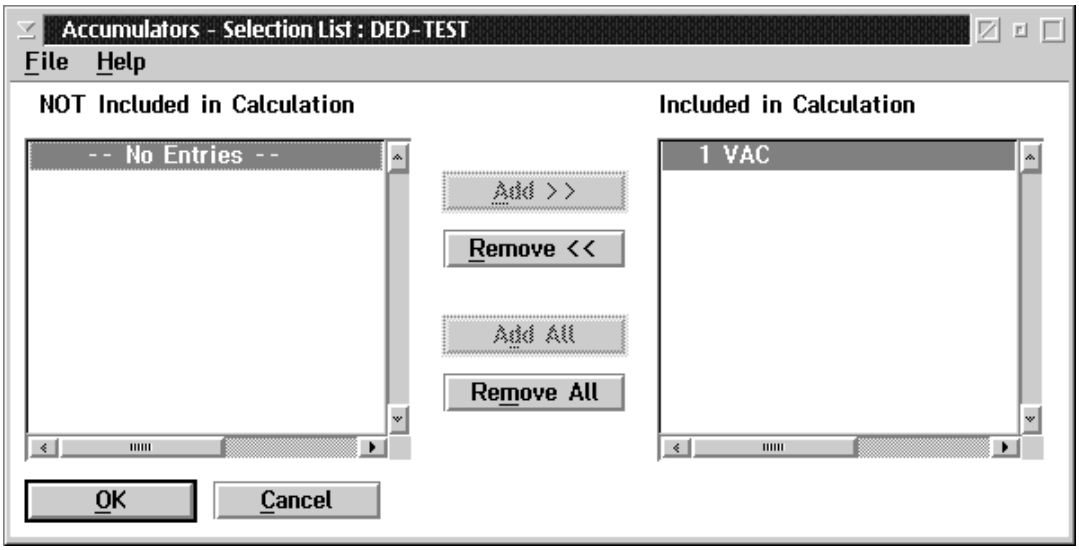
The **Accumulator Selection...** option allows the user to select, on a payroll level, which previously defined accumulator types are to be activated on the current payroll run.

☞ If the accumulator type selected contains no accumulators within the specified date range then that accumulator type will not be activated when the payroll is run.

The accumulators are defined through the **Accumulators (Payroll)**, or the **Accumulators (Global)** options within the Setup menu.

☞ Any newly defined accumulators will automatically be included in the Selected Accumulators list and activated with the next payroll unless the accumulator has been de-selected by the user.

When the **Accumulator Selection...** option is selected, a selection list similar to the following will appear:



The dialog box contains two lists:

List	Description
Not Included in Selection	This box contains the accumulators not included in the calculation.
Included in Selection	This box contains the accumulators included in the calculation.

Add>> To select an accumulator type, move it from the Not Included in Calculation list to the Included in Calculation list, by highlighting the name and pressing the ADD>> button.

Remove<< To deselect an accumulator type, move it from the Included in Calculation list to the Not Included in Calculation list, by highlighting the name and pressing the REMOVE<< button.

Add All If all the accumulator types should be included in the calculation, press the ADD ALL button.

Remove All If all the accumulator types should be not included in the calculation, press the REMOVE ALL BUTTON.

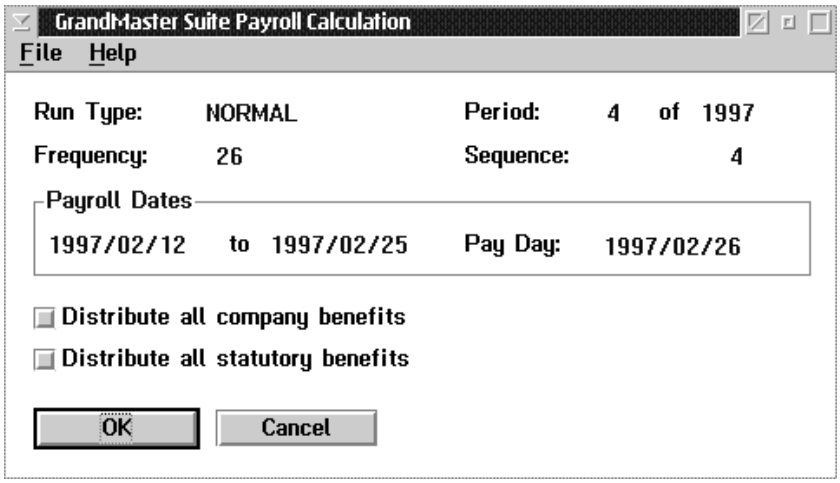
OK When the user exits this dialog box by selecting the OK button, the system will place a check mark beside the Accumulator Selection... menu item to indicate that accumulators have been selected for the current pay calculation.

Esc (exit) The ESC key, CANCEL button, or **Exit** option from the File menu, will exit the dialog box without selecting any accumulators for the current pay calculation.

Calculate Payroll

When you are doing a normal pay run you will usually do the calculation for all employees on the payroll. The **Calculate Payroll** choice on the Calculation menu is used to start a calculation for all employees in the payroll. Pay Calculations for a pay sequence can be done any number of times. Each time the calculation is done the results of the previous calculation are erased and replaced with the new calculation results.

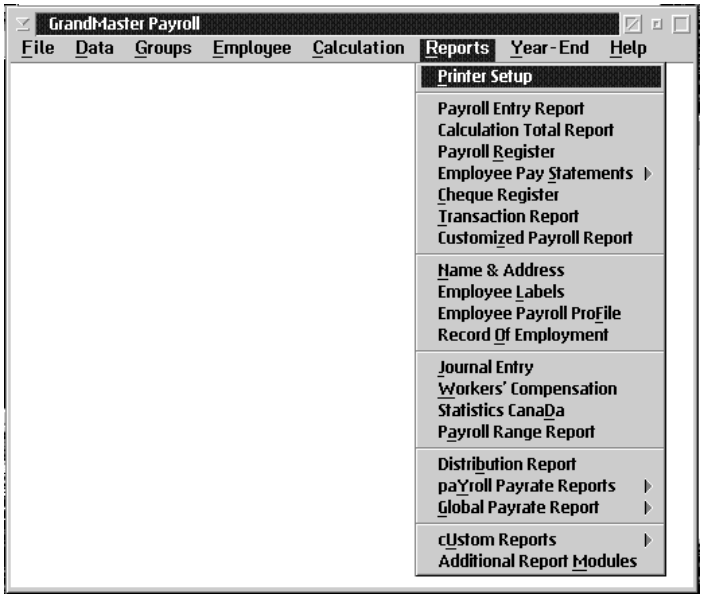
When this choice is selected the **GrandMaster Suite Payroll Calculation** screen is displayed. This screen allows you to set some options for the pay calculation and start the calculation. When you select **Calculate Payroll**, the following screen will appear:



REPORTS

The **Reports** menu from the main menu bar is used to print reports containing the data from the GrandMaster Suite payroll system.

The **Reports** menu appears as follows:



REPORTS

The report generation process will include those employees that are part of the current employee group if one has been selected.

The Payroll Module provides two classes of reports: system defined reports and custom reports.

The date ranges entered limit the range of the report to only those records that fall within the selected date range.

System defined reports have a standard format. The data fields included in the report may be modified by the user to eliminate any that are not being used.

Standard Reports	
Payroll Entry Report	This is a report by date range of transactions entered.
Calculation Total Page	This report prints the current pay period final totals pay register page.
Payroll Register	This report is used to print the payroll register.
Employee Pay Statements	This report is used to print the employee pay statements and/or cheques.
Cheque Register	This report is used to print the cheque register.
Transaction Report	This report is used to print a report of transactions for a period or create an export file.
Customized Payroll Report	This report type allows for printing of user selected non standard additional reports.
Name & Address	This report is used to print name & address report.
Employee Labels	This report is used to print employee labels.
Employee Profiles	This report is used to print employee profiles.
Record of Employment	This report is used to print records of employment.
Journal Entry	This report is used to print journal entries or to create export files.
Worker's Compensation	This report is used to print the Workers' Compensation Report.
Statistics Canada	This report is used to print the Statistics Canada reports.
Payroll Range Report	This report prints a summarized final totals pay register page for a range of pay periods.
Distribution Report	This report is used to print all distribution tables showing their general ledger account allocations.
Payroll Payrate Report	This report is used to print the definitions of earnings, deductions or accumulators within a payroll.
Global Payrate Report	This report is used to print the definitions of global earnings, deductions or accumulators.
Custom Report	This report type is currently disabled.
Additional Modules	Reserved for future development.

General Operation

The report program presents the user with a data selection screen that shows the data fields selected according to the default parameters saved for the report.

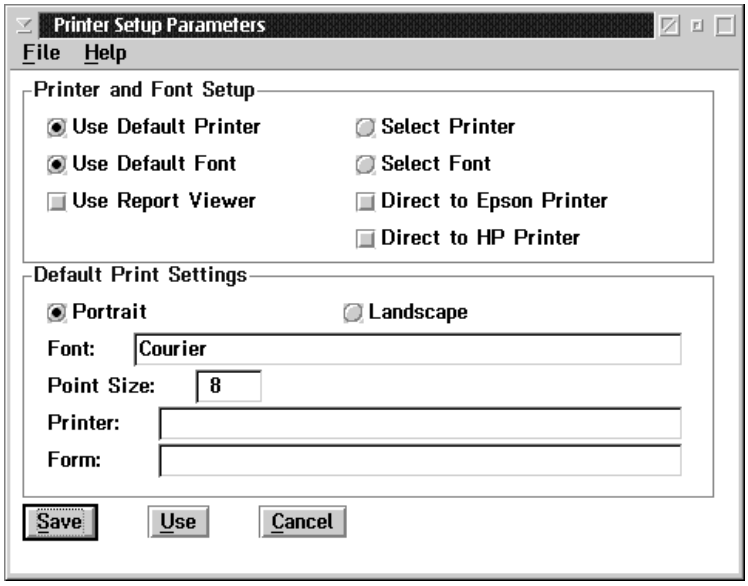
The user may change the data field selections for the report. These changes may be saved as the default selection for the report with the **Save Parameters** menu choice.

The user may select a subset of the user defined items in the system for inclusion in the report. A maximum of one hundred items may be included in the subset.

After the appropriate selections are made the user can print the report by pressing the PRINT REPORT button.

Printer Setup

The **Printer Setup** option allows the user to select a printer, select different fonts, and select the orientation for the print job.



The following table gives a description of the screen:

Field	Description
Printer and Font Setup	
Use Default Printer	In most system setups there will be a printer designated as the default printer for a particular user, commonly associated with LPT 1. When this button is selected, GrandMaster Suite will route print jobs to the designated default printer.
Use Default Font	A default printer is most commonly set up with certain font types that the physical printer can print. When this button is selected, GrandMaster Suite will use one of the defaults fonts supported by the system and the printer.
Use Report Viewer	When this button is selected all reports selected will print to the screen only.
Select Printer	There may be more than one printer available to the user. When this button is selected every time a report is called for a new window will appear presenting a list of available printers to select from.
Select Font	Since all printers support their own list of fonts, when this button is chosen and once a selected printer has also been chosen, a new window will appear presenting a list of fonts and sizes supported by the particular printer.

Field	Description
Direct to Epson Printer	Due to the requirement to be able to print to some custom forms or government documents that may need to be printed on a dot matrix printer it may, at times, be necessary to by pass the Operating Systems print functions and route the print job directly to the printer without interference. This can be accomplished in most cases by selecting this field.
Direct to HP Laser Printer	When this field is chosen the print job will be directly routed to a laser printer by passing the Operating Systems print functions.
Default Print Settings	
Portrait	If this option is chosen and save,d all reports will print 8½" wide by 11" long.
Landscape	If this option is selected and saved, all reports will change the orientation on the page to 8½" long by 11" wide
Font	A monospaced font is recommended for all printing, such as Courier, Courier New or Lin printer. Courier is more commonly associated with dot matrix printers and Courier New with laser printers . For a list of fonts supported by your network and/or the physical printers consult the printer properties in your printer icon.
Point Size	It is recommended that a condensed print character size be used for most reports such as 8. The cheques and/or pay statements and the record of employment are two exceptions which may require a point size of 12.
Printer	The actual printer port location can be inserted here such as LPT 1: In some printing setups it may be necessary to specify the physical location of the printer. Commonly this is left blank but different hardware configurations may require it. Consult with your system/network specialist for assistance or information.
Form	A physical printer can in some network set ups be set to print a particular form type such as "cheques". You may specify the form type here for routing of your print jobs.

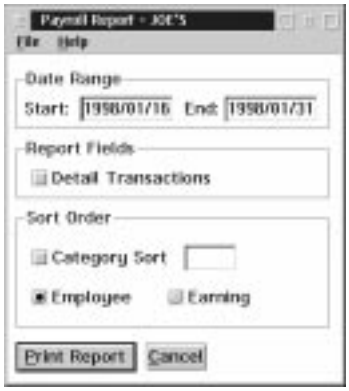
Save After experimentation for the best settings to suit your every day operational needs, the save option will save the settings as defaults that will remain in effect regardless of the report to be printed. The "Saved" setting may need to be reexamined if hardware or network printer changes have occurred.

Use On occasion, you may find it necessary to change or adjust your saved settings to produce a single report. The "Use" option allows you to make changes to your saved settings but they will only be in effect during this currently logged on session. Upon exiting from the system, the settings will revert to previously saved default settings.

Cancel The cancel option will exit without saving any changes.

Payroll Entry Report

The Payroll Entry Report provides a report by date range of transaction entered within that date range for earnings only. The report will provide totals of hours and dollars. When the Payroll Entry Report is selected the following screen will appear:



The following table gives a description of the screen:

Field	Description
Date Range	
Start	This field will default to the current period start date and can be overtyped for a different reporting start date.
End Date	This field will default to the current period end date and can be overtyped for a different end date.
Report Fields	
Detail Transaction	If this option is selected the report will list each entry line for each transaction. By not choosing this option, the system will summarize into 1 report line for each earning type.
Sort Order	
Category	If this option is selected the report will sort files by payroll category with an entry field provided to input the specific category type. If no category number is input the system will default to category 1 (from Employee Payroll Specific Information Notebook) The report will provide category sub totals by hours and amounts in earning type order regardless of any additional sort order selected.
Employee	If this option is selected the report will list earnings, hours and amount, in employee order with a sub-total by employee.
Earning	If this option is selected the report will list earnings, hours and amount in earning type order.

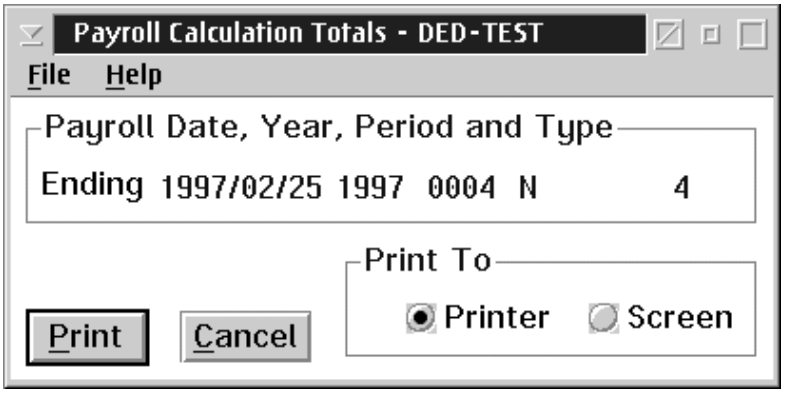
Print Report By pressing this button your report will be routed to your printer. You may also print the report from the "File" Menu.

Cancel The Cancel option will exit the screen without producing the report.

Calculation Total Report

The Calculation Total Report will print the current pay period results of the pay calculation in a final total single page. No year to date amounts will appear.

When the user selects the Calculation Total Report the following screen will appear:



Payroll Date, Year, Period and Type:

The Pay Period End Date, Tax Year, Period Number and Type of Calculation will appear in this box advising of the period that the report will be produced for.

Print By choosing this option the report will be prepared. You may also print from the File menu.

Print To Printer - This option directs the output to a printer.

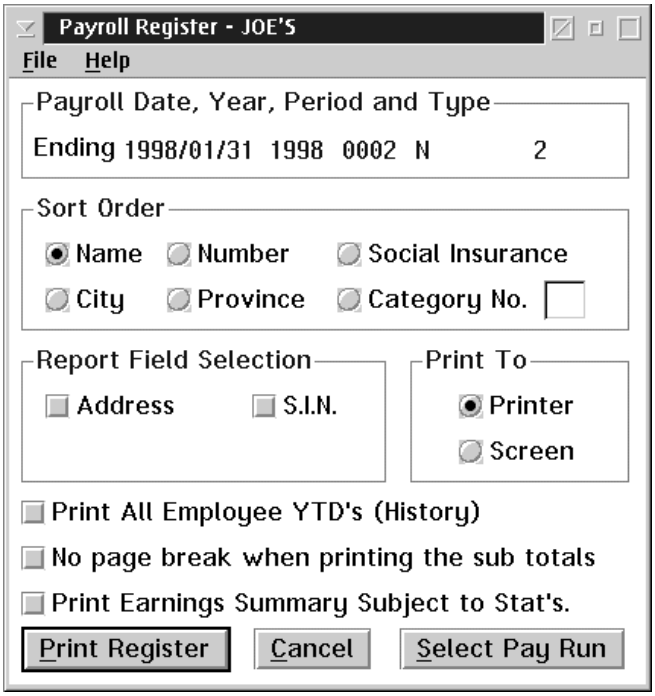
Screen - This option directs the output to the screen for review purposes.

Payroll Register

The **Payroll Register** option provides a complete description of all calculations performed for each employee, showing:

- Employee Name and Address
- Current and Year-to-Date values for Gross Wages, Deductions, Benefits, Current Net Pay, Insurable Earnings
- Accumulators

When the user selects **Payroll Register**, the following dialog box appears:



The current Pay Period Ending Date, Tax year, Period Number and type of Calculation will appear in this box. This box will show only the "Not Closed" pay period. You may choose to print a calculated but not finalized. Ie: "Closed" pay register by **not** "selecting a payroll run."

Sort Order Selections

The sort order options for the report allow for the following sort orders:

- Employee Name
- Employee Number
- Social Insurance
- City
- Province

REPORTS

- Category No.

Report Field Selection

A data field is selected for the report when the box to the left of the field has a check mark.

The report field selection allows for inclusion of the following data fields:

Field	Description
Address	When this field is selected the address will be printed on the report.
SIN	When this field is selected the social insurance number will be printed on the register.
Print All Employees YTD	When this option is selected all employees with earnings in the current tax year regardless of payroll status will be printed on the report. These may or may not have current earnings for the pay run selected for the report.
No Page Break When Printing the Sub-Totals	When this option is selected the print job will be continuous with no page skips inserted when a subtotal page is produced as in the case of a category sort, for example
Print Earnings Summary Subject to Stats	When this option is selected additional lines will appear on the report showing, Taxable Earnings YTD, Canada Pensionable Earnings YTD, Employment Insurance Earnings YTD, Income subject to Workers Compensation YTD, Income Subject to Payroll Tax YTD. Since these fields add additional print lines to the report but are commonly the same it is recommended that this option be selected only periodically for review purposes.
Select Pay Run	When this option is selected a list box will appear displaying all previously closed pay runs. This option allows for printing a pay register at any time once a pay period has been closed. When a pay period has been closed it becomes history and may be printed and reprinted any number of times.

Print To

The Print To selection allows the user to print to either the printer or to the screen.

☞ It is important to be aware of the pay period status that you wish to print a pay register for. If the period has been closed you must use the "Select Pay Run" option to obtain the desired results. If no pay run is selected the system will produce a report for a current open pay run which may result in a blank Pay Register Report.

Printer Register

This option will cause the report to be prepared and printed either to the screen or a printer.

File Menu

You may also print from the File menu and you may choose to Save your report selection parameters.

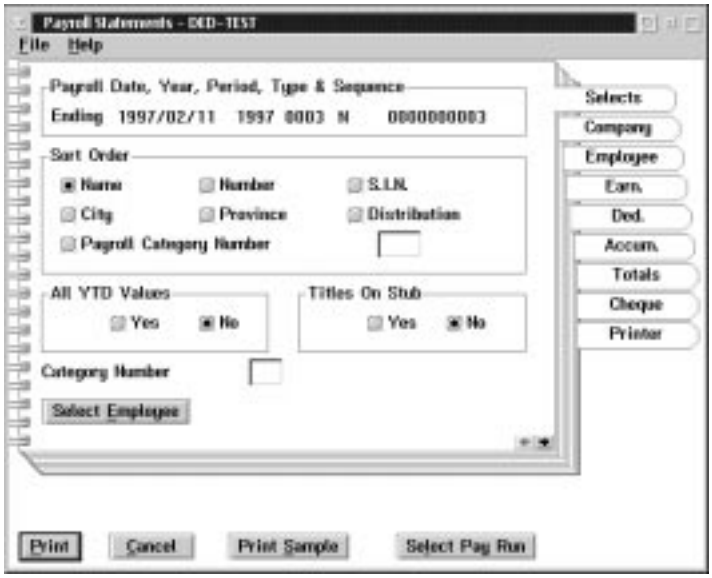
Cancel

The Cancel option will exit without producing the report

Employee Pay Statements with Cheques

Payroll Statements - A pay statement is a current statement of a person's pay for that pay period. Each province has it's own legislation related to the information required on the pay statement.

When the user selects Employee Pay Statements with cheques the following screen will appear:



Sort Order The Payroll Statements lets the user sort by the following fields:

- Name
- City
- Payroll Category Number
- Employee Number
- Province
- Social Insurance Number
- Distribution Code

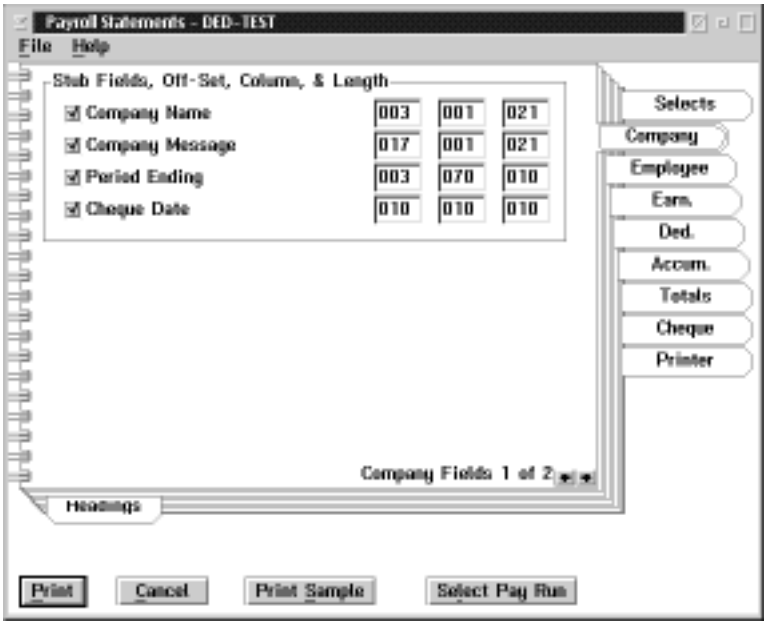
Print Options The YTD values can be turned on or off.

Titles on Stubs The Titles on the Stubs can be printed in the case of a blank statement form or not printed for preprinted custom forms.

Select Employee The Select Employee button allows the user to select a single employee.

REPORTS

When the user selects the Company tab the following screen will appear:



The following table gives a description of the printable fields available for the pay statements section.

Field	Description
Company Name	When this field is checked it will appear on the stub. The boxes beside the field are used to enter the row, column number and length of the field.
Company Message	When this field is checked it will appear on the stub. The boxes beside the field are used to enter the company message row, column number and length of the field.
Period Ending	When this field is checked it will appear on the stub. The boxes beside the field are used to enter the period ending date row, column number and length of the field.
Cheque Date	When this field is checked it will appear on the stub. The boxes beside the field are used to enter the cheque date row, column number and length of the field.

☞ Offset is the row number (up/down orientation)

Column is the starting column position number from left (side to side orientation)

Length is the number of characters to be printed for each field

The System has been preset with standard default settings at the time of installation which may or may not apply in your circumstances. It is recommended that a sample be printed and adjustments made prior to attempting to print your first pay statement.

The Heading Sub-Menu tab provides a method of inputting titles and their position for the fields selected for printing from the previous main tab.

The following screen will appear when the headings sub-menu tab is chosen:

The following table gives a description of the screen:

Field	Description
Company Name	When this field is checked it will appear on the stub. The boxes beside the company name are used to enter the row, column number and length of the field. The empty box at the bottom of company name is used to enter the heading title.
Period Ending	When this field is checked it will appear on the stub. The boxes beside period ending are used to enter the row, column number and length of the field. The empty box at the bottom of period ending is used to enter the heading title.
Cheque Date	When this field is checked it will appear on the stub. The boxes beside the cheque date are used to enter the row, column number and length of the field. The empty box at the bottom of cheque date is used to enter the heading title.

The following screen will appear when **Employee** Tab is chosen:

The following table gives a description of the screen:

Field	Description
Cheque Number	When this field is checked it will appear on the stub. The boxes beside the field are used to enter the row, column number and length of the field.
Employee Number	When this field is checked it will appear on the stub. The boxes beside the field are used to enter the row, column number and length of the field.
Employee Name	When this field is checked it will appear on the stub. The boxes beside the field are used to enter the row, column number and length of the field.
Employee Message	When this field is checked it will appear on the stub. The boxes beside the field are used to enter the row, column number and length of the field.
S.I.N.	When this field is checked it will appear on the stub. The boxes beside the field are used to enter the row, column number and length of the field.
Birth Date	When this field is checked it will appear on the stub. The boxes beside the field are used to enter the row, column number and length of the field.
Distribution	When this field is checked it will appear on the stub. The boxes .beside the field are used to enter the row, column number and length of the field.
Category	When this field is checked it will appear on the stub. The boxes beside the field are used to enter the row, column number and length of the field.
Employee Address	When this field is checked it will appear on the stub. The boxes beside the field are used to enter the row, column number and length of the field.
Position	When this field is checked it will appear on the stub. The boxes beside the field are used to enter the row, column number and length of the field.
Cheque Date	When this field is checked it will appear on the stub. The boxes beside the field are used to enter the row, column number and length of the field.

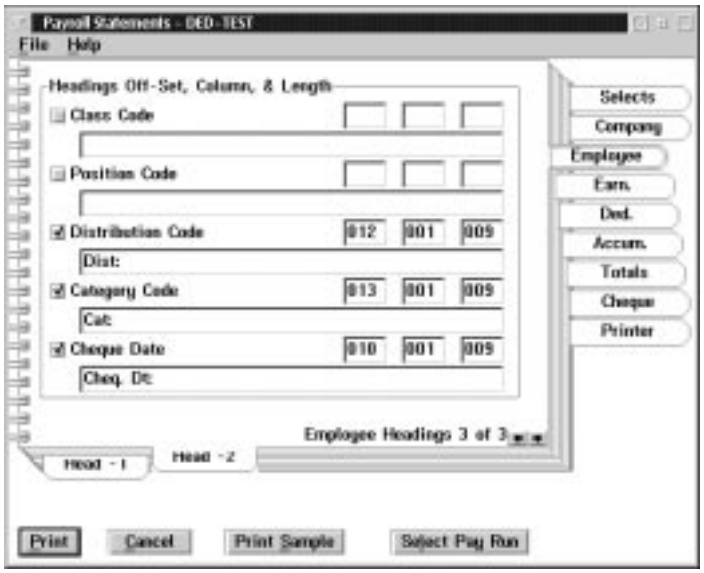
When the user selects the **Heading 1 Sub-Menu** tab from the **Employee** Tab of the Payroll Statements Report the following screen will appear:

The Headings 1 Sub-Menu tab provides a method of inputting titles and their position for the fields selected for printing from the previous main Employee tab.

The following table gives a description of the screen:

Field	Description
Cheque Number	When this field is checked, this title will appear on the stub. The boxes beside the cheque number are used to enter the row, column number and length of the field. The empty box below the check box is used to enter the heading title.
Employee Number	When this field is checked, this title will appear on the stub. The boxes beside the employee number are used to enter the row, column number and length of the field. The empty box below the check box is used to enter the heading title.
Employee Name	When this field is checked , this title will appear on the stub. The boxes to the right of employee number are used to enter the row, column number and length of the field. The empty box below the check box is used to enter the heading title.
Social Insurance Number	When this field is checked, this title will appear on the stub. The boxes to the right of the social insurance number are used to enter the row, column number and length of the field. The empty box below the check box is used to enter the heading title.
Birth Date	When this field is checked, this title will appear on the stub. The boxes to the right of birth date are used to enter the row, column number and the length of the field. The empty box below the check box is used to enter the heading title.

When the user selects the **Heading 2 Sub-Menu** tab from the **Employee** Tab of the Payroll Statements Report the following screen will appear:

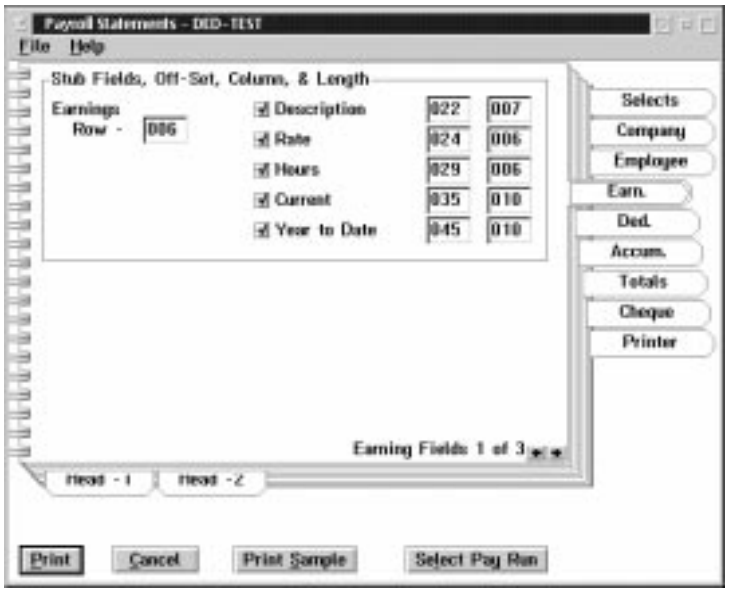


The Heading 2 Sub-Menu tab provides a method of inputting titles and their position for the fields selected for printing from the previous main Employee tab.

The following table gives a description of the screen:

Field	Description
Class Code	Not used
Position Code	When this field is checked, this title will appear on the stub. The boxes to the right of position code are used to enter the row, column number and length of the field. The empty box below the check box is used to enter the heading title.
Distribution Code	When this field is checked, this title will appear on the stub. The boxes to the right of distribution code are used to enter the row, column number and length of the field. The empty box below the check box is used to enter the heading title.
Category Code	When this field is checked, this title will appear on the stub. The boxes to the right of category code are used to enter the row, column number and length of the field. The empty box below the check box is used to enter the heading title.
Cheque Date	When this field is checked, this title will appear on the stub. The boxes to the right of the check date are used to enter the row, column number and length of the field. The empty box below the check box is used to enter the heading title.

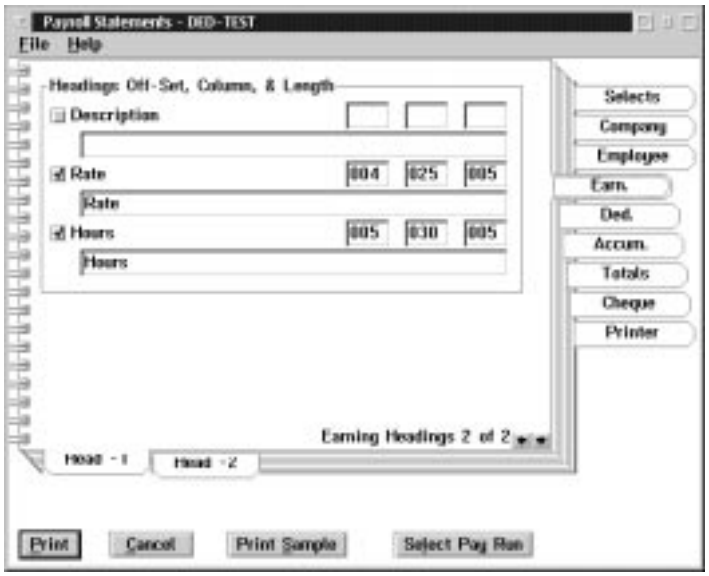
When the user selects the **Earning** tab from the Payroll Statements Report the following screen will appear:



The following table gives a description of the screen:

Field	Description
Earning Row	This field is used to indicate the row number location where the earnings will begin printing.
Description	When this field is checked the short name of each earning will be printed on the stub. The boxes beside the description are used to enter the column number and length of the field.
Rate	When this field is checked the rate that applies for each earning will be printed on the stub. The boxes to the right of the rate are used to enter the column number and length of the field. Allow 5 decimal places.
Hours	When this field is checked the number of hours associated with each earning will be printed on the stub. The boxes to the right of hours are used to enter column number and length of the field. Allow for 5 decimal places.
Current	When this field is checked the current amount being paid for each earning will be printed on the stub. The boxes to the right of the current are used to enter column number and length of the field.
Year to Date	When this field is checked, the year to date amount for each earning will be printed on the stub. The boxes to the right of year to date are used to enter the column number and length of the field.

When the user selects the **Heading 1 Sub-Menu** tab from the **Earning** Tab of the Payroll Statements Report the following screen will appear:

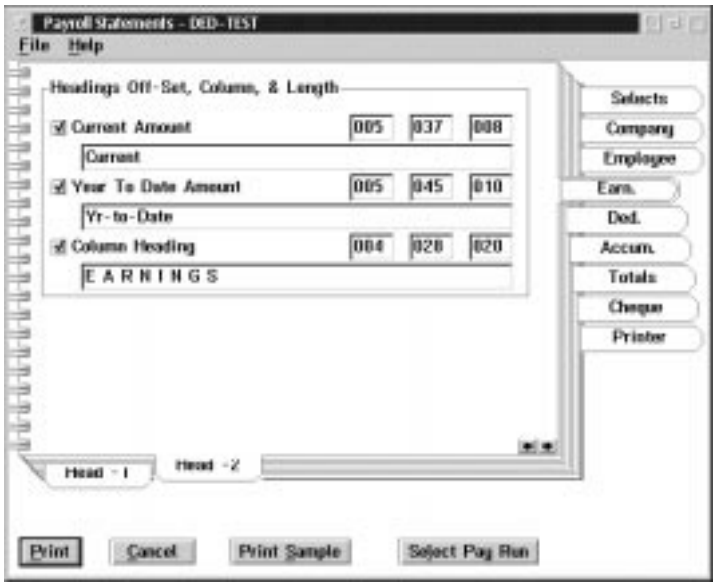


The Heading 1 Sub -Menu tab provides a method of inputting titles and their position for the fields selected for printing from the previous Earning tab.

The following table gives a description of the screen:

Field	Description
Description	When this field is checked,this title will appear on the stub. The boxes to the right of the description are used to enter the row, column number and length of the field. The empty box below the check box is used to enter the heading title.
Rate	When this field is checked, this title will appear on the stub. The boxes to the right of rate used to enter the row,column number and length of the field. The empty box below the check box is used to enter the heading title.
Hours	When this field is checked, this title will appear on the stub. The boxes to the right of hours are used to enter the row, column number and length of the field. The empty box below the check box is used to enter the heading title.

When the user selected the **Heading 2 Sub-Menu** tab from the **Earnin**g tab of the payroll statements report, the following screen will appear:

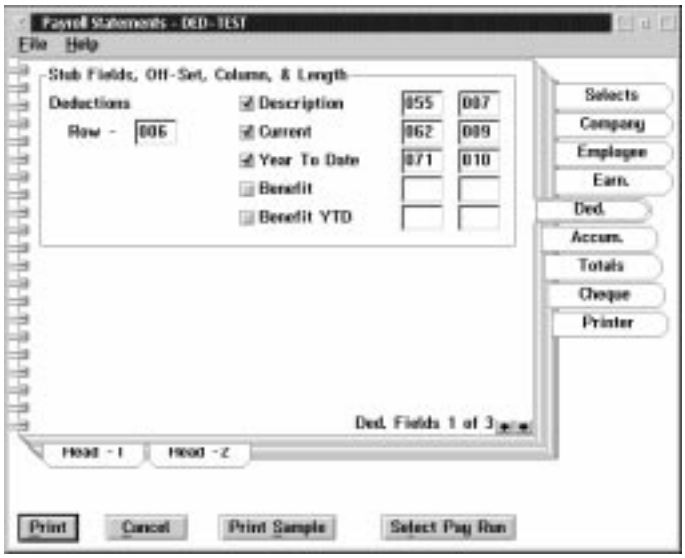


The Headings 2 Sub-Menu tab provides a method of inputting titles and their position for the fields selected for printing from the previous Earning main tab.

The following table gives a description of the screen:

Field	Description
Current Amount	When this field is checked, this title will appear on the stub. The boxes to the right of current amount are used to enter the row, column number and length of the field. The empty box below the check box is used to input the Heading title.
Year To Date	When this field is checked, this title will appear on the stub. The boxes to the right of year to date are used to enter the column number and length of the field. The empty box below the check box is used to enter the heading title.
Column Heading	When this field is checked, this title will appear on the stub. The boxes to the right of column heading are used to enter the row, column number and length of the field. The empty box below the check box is used to input the overall heading title such as “Earnings”.

When the user selects the **Deduction** tab from the Payroll Statements report the following screen will appear:

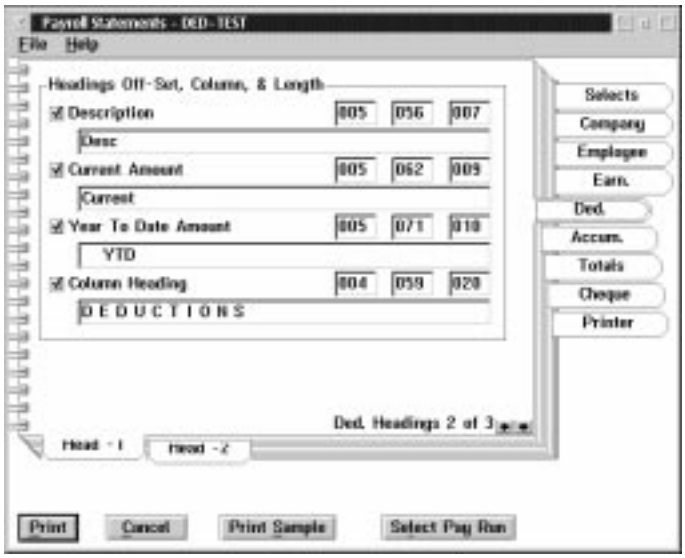


The following table gives a description of the screen:

Field	Description
Deductions Row	This field is used to indicate the row number where the deductions will begin printing.
Description	When this field is checked , the short name of each deduction will be printed on the stub. The boxes beside the description are used to input the column number and length of the field.
Current	When this field is checked, the current amount being deducted for each deduction will be printed on the stub. The boxes to the right of current are used to input the column number and length of the field.
Year to Date	When this field is checked, the year to date amount for each deduction will be printed on the stub. The boxes to the right of year to date are used to enter the column number and length of the field.
Benefit	When this field is checked, the current amount for each benefit will be printed on the stub. The boxes to the right of benefit are used to input the column number and length of the field.
Benefit YTD	When this field is checked, the year to date amount for each benefit will be printed on the stub. The boxes to the right of benefit YTD re used to enter column number and length of the field.

☞ Currently, benefits and benefits YTD print on the right hand side of deductions. The system defaults the position of these fields to that location and will not be able to print below the deductions. If benefits are to be printed on a pay statement, it is suggested that the orientation of the page be set to landscape mode in the printer setup. If no custom form is being used. It may be necessary to turn off (Do not Select/Check) Benefits and Benefits YTD printing at this time.

When the user selects the **Heading 1 Sub-Menu** Tab of the **Deduction** Tab from the Payroll Statements Report the following screen will appear:

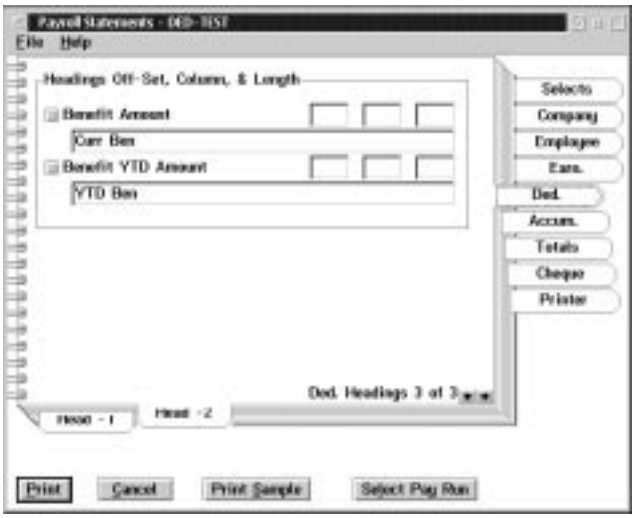


The Headings 1 Sub-Menu tab provides a method of inputting titles and their position for the fields selected for printing from the previous Deduction main tab.

The following table gives a description of the screen:

Field	Description
Description	When this field is checked, this title will appear on the stub. The boxes to the right of description are used to input the row, column number and length of the field. The empty box below the check box is used to enter the heading title.
Current Amount	When this field is checked, this title will appear on the stub. The boxes to the right of current amount are used to input the row, column number and length of the field. The empty box below the check box is used to enter the heading title.
Year To Date Amount	When this field is checked, this title will appear on the stub. The boxes to the right of year to date amount are used to input the row, column number and length of the field. The empty box below the check box is used to enter the heading title.
Column Headings	When this field is checked, this title will appear on the stub. The boxes to the right of column heading are used to enter the row, column number and length of the field. The empty box below the check box is used to input the overall heading title such as “Deductions”.

When the user selects **Heading 2 Sub-Menu** tab of the **Deduction** tab the following screen will appear:



The following table gives a description of the screen:

Field	Description
Benefit Amount	When this field is checked, this title will appear on the stub. The boxes to the right of the benefit amount are used to input the row,column number and length of the field. The empty box below the check box is used to enter the heading title.
Benefit YTD Amount	When this field is checked, this title will appear on the stub. The boxes to the right of benefit YTD amount are used to enter the row, column number and length of the field. The empty box below the check box is used to enter the heading title.

When the user selects the **Accumulator** tab from the Payroll Statements Report the following screen will appear:

The following table gives a description of the screen:

Field	Description
Accumulators Row	This field is used to indicate the row number where the accumulators will begin printing.
Description	When this field is checked, the short name of each accumulator will be printed on the stub. The boxes beside the description are used to enter the column number and length of the field.
Hours	When this field is checked, the number of hours associated with each accumulator will be printed on the stub. The boxes to the right of hours are used to input the column number and length of the field.
Amount	When this field is checked the amounts associated with each accumulator will be printed on the stub. The boxes to the right of amount are used to enter column number and length of the field.

☞ The printing of each accumulator is at the users discretion and works in conjunction with the "Flags" settings for each of the accumulators; for example, from a list of 10 active accumulators, only 2 have been selected for printing on the Pay Statement.

☞ The printing of the selected accumulators as number of hours or dollars is dependent on the calculation code set up for the accumulator and the accumulators usage control setting.

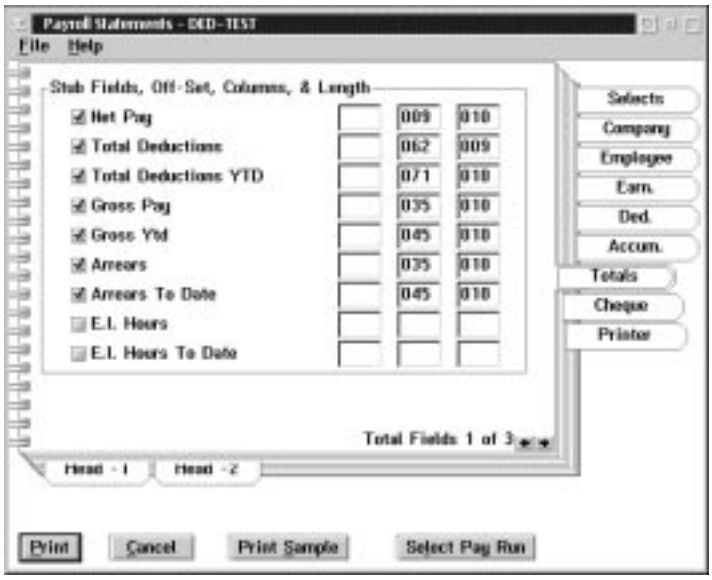
When the user selects the **Headings** Sub-Menu tab of the **Accumulator** tab the following screen will appear:

The Headings Sub Menu tab provides a method of inputting titles and their position for the fields selected for printing from the previous Accumulator main tab.

The following table gives a description of the screen:

Field	Description
Description	When this field is checked, this title will appear on the stub. The boxes to the right of description are used to input the row, column number and length of the field. The empty box below the check box is used to enter the heading title.
Hours	When this field is checked, this title will appear on the stub. The boxes to the right of hours are used to input the row, column number and length of the field. The empty box below the check box is used to enter the heading title.
Year to Date Amount	When this field is checked, this title will appear on the stub. The boxes to the right of year to date amount are used to enter the row, column number and length of the field. The empty box below the check box is used to input the heading title.
Column Headings	When this field is checked, this title will appear on the stub. The boxes to the right of column heading are used to enter the row, column number and length of the field. The empty box below the check box is used to input the overall heading title such as “Accumulators”.

When the user selects the **Totals** tab from the Payroll Statements Report the following screen will appear:

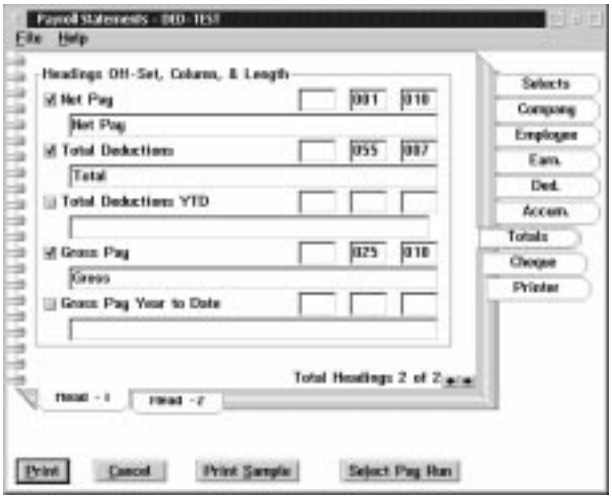


The following table gives a description of the screen:

Field	Description
Net Pay	When this field is checked, this amount will appear on the stub. The boxes to the right of net pay are used to input the row, column number and length of the field.
Total Deduction	When this field is checked, this amount will be printed on the stub. The boxes to the right of total deduction are used to input the row, column number and length of the field.
Total Deduction YTD	When this field is checked, this amount will be printed on the stub. The boxes to the right of total deduction YTD are used to input the row, column number and length of the field.
Gross Pay	When this field is checked, this amount will be printed on the stub. The boxes to the right of gross pay are used to input the row, column number and length of the field.
Gross YTD	When this field is checked, this amount will be printed on the stub. The boxes to the right of gross YTD are used to enter the row, column number and length of the field.
Arrears	When this field is checked, this amount will be printed on the stub. The boxes to the right of arrears are used to enter the row, column number and length of the field.
Arrears to Date	When this field is checked, this amount will be printed on the stub. The boxes to the right of arrears to date are used to enter the row, column number and length of the field.
E.I. Hours	When this field is checked, this number will be printed on the stub. The boxes to the right of E.I. Hours are used to input the row, column number and length of the field.

E.I. Hours to Date	When this field is checked, this number will be printed on the stub. The boxes to the right of E.I. hours to date are used to enter the row, column number and length of the field.

When the user selects the **Heading 1** tab of the **Total** tab the following screen will appear:

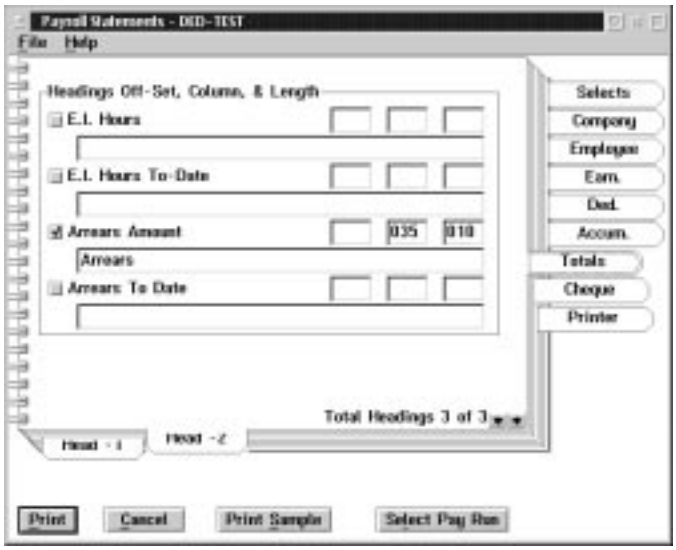


The Headings 1 Sub-Menu tab provides a method of inputting titles and their position for the fields selected for printing from the previous Totals main tab.

The following table gives a description of the screen:

Field	Description
Net Pay	When this field is checked , this title will appear on the stub. The boxes to the right of net pay are used to input the row,column number and length of the field. The empty box below the check box is used to enter the heading title.
Total Deductions	When this field is checked, this title will appear on the stub. The boxes to the right of the total deduction are used to input the row, column number and length of the field. The empty box below the check box is used to enter the heading title.
Total Deduction YTD	When this field is checked, this title will appear on the stub. The boxes to the right of the total deduction YTD are used to enter the row, column number and length of the field. The empty box below the check box is used to input the heading title.
Gross Pay	When this field is checked, this title will appear on the stub. The boxes to the right of gross pay are used to enter the row, column number and length of the field. The empty box below the check box is used to input the heading title.
Gross Pay Year to Date	When this field is checked, this title will appear on the stub. The boxes to the right of the gross pay year to date are used to input the row,column number and length of the field. The empty box below the check box is used to enter the heading title.

When the user selects the **Heading 2 Sub-menu** tab from the **Total** tab the following screen will appear:



The Heading 2 Sub-Menu tab provides a method of inputting titles and their position for the fields selected for printing from the previous “Totals” main tab.

The following table gives a description of the screen:

Field	Description
E.I. Hours	When this field is checked, this title will appear on the stub. The boxes to the right of E.I. hours are used to input the row, column number and length of the field. The empty box below the check box is used to input the heading title.
E.I. Hours to Date	When this field is checked, this title will appear on the stub. The boxes to the right of E.I. hours to Date are used to enter the row, column number and length of the field. The empty box below the check box is used to input the heading title.
Arrears Amount	When this field is checked, this title will appear on the stub. The boxes to the right of arrears amount are used to enter the row, column number and length of the field. The empty box below the check box is used to enter the heading title.
Arrears to Date	When this field is checked, this title will appear on the stub. The boxes to the right of arrears to date are used to enter the row, column number and length of the field. The empty box below the check box is used to enter the heading title.

When the user selects the **Cheque** tab from the Payroll Statements Report the following screen will appear:

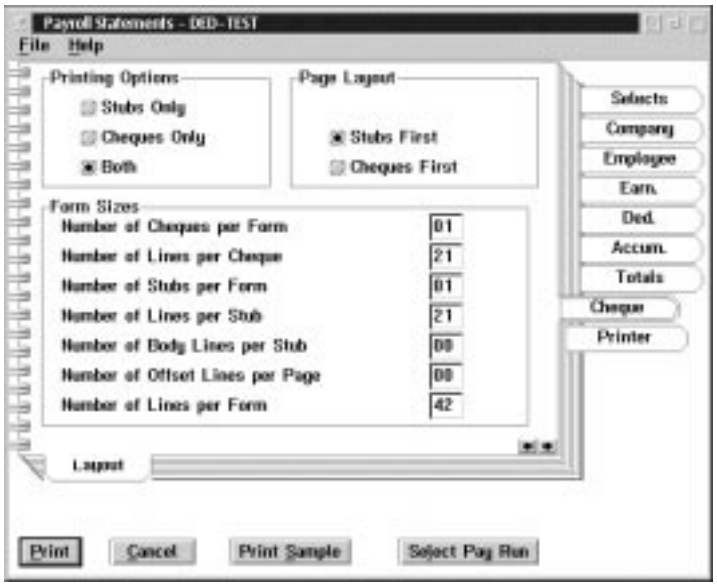
The fields selected from this page will print the employee's current pay values on the cheque portion of the form.

The following table gives a description of the screen:

Field	Description
Company Name	If the cheque is not a preprinted form, the company's name can be printed on the cheque portion of the form when this field is checked. The boxes to the right of company name are used to input the row, column number and length of the field.
Company Address	The company's address can be printed if this field is selected. The boxes to the right of company address are used to input the row, column number and length of the field.
Cheque Date	The date of the cheque will be printed if this field is selected. The boxes to the right of cheque date are used to enter the row, column number and length of the field.
Cheque Number	When this field is selected for printing, the cheque number will be printed on the cheque portion. The boxes to the right of cheque number are used to input the row, column number and length of the field.
Amount - Alpha	The amount of the cheque to be issued will be printed in full words, such as five hundred and twenty-three dollars, when this field is selected. The boxes to the right of amount - alpha are used to input the row, column number and length of the field.
Amount -Numeric	The amount of the cheque to be issued will be printed as numbers when this field is checked. The boxes to the right of amount-numeric are used to input the row, column number and length of the field.
Employee Name	The employees name will be printed on the cheques when this field is selected. The boxes to the right of employee name are used to input the row, column number and length of the field.

Field	Description
Employee Address	The employee address can also be printed on the cheque when this field is selected. The boxes to the right of employee address are used to enter the row, column number and length of the field of the first line of the address.
Starting Cheque Number	This field is used to input the starting cheque number of the series to be printed on the cheque, if that field is selected. This cheque number will also appear on the cheque register as the system assigns the next sequential number to each cheque as it is produced.
Cheque run to Replace EFT run	On occasion it may be necessary to produce cheques to replace a direct deposit transfer that was not successful either for all employees or an individual, or there may be an extra/additional/advance run where cheques are produced and are not commonly part of a direct deposit schedule. This can be accomplished by checking this field.

When the user selects the **Layout Sub-Menu** tab the following screen will appear:



The Layout Sub-Menu Tab provides some additional option choices and allows the user to specify the cheque form size. The following table gives a description of the screen:

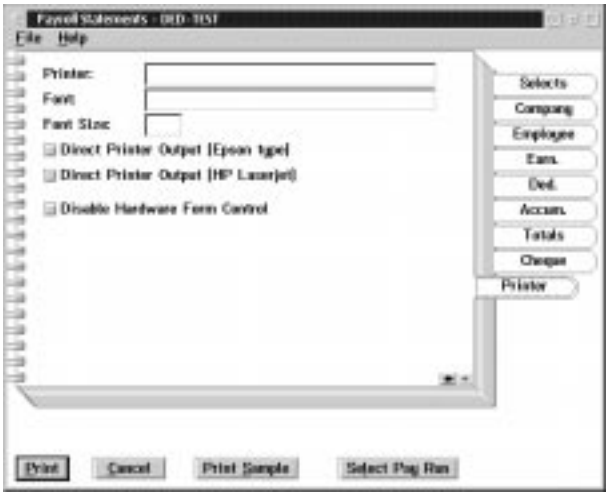
Field	Description
Printing Options	
Stubs Only	This option allows for the printing of payment statement stubs only and could be used in the situation where handwritten cheques are being produced but the cheque numbers must be tracked on the cheque register.
Cheques Only	This option allows for the printing of cheques only where pay statements are printed separately on a custom form.
Both	This option allows for the printing of the cheque and pay statement stub per employee on a single form. Where direct deposit transfers are not used the both setting is the most commonly selected.
Page Layout	

REPORTS

Field	Description
Stub First	This option allows for the specification of the orientation of the form to be printed where the pay statement stub is at the top of the form.
Cheque First	This is the alternate selection where the cheque is at the top of the form.
Form Size	
Number of Cheques per Form	This option allows the user to indicate the number of cheques to be printed per form.
Number of Lines per Cheque	This option allows the user to indicate the number of printable lines there are on the cheque portion per form.
Number of Lines per Form	This option allows the user to indicate the number of pay statement stubs to be printed per form.
Number of Lines per Stub	This option allows the user to indicate the number of printable lines there are on the pay statement stub portion per form.
Number of Body Lines per Stub	This option allows the user to indicate the number of lines specified previously that can be printed per form.
Number of Offset lines per Page	This option allows the user to indicate at what row number the printable area begins if the printer has a pre-set default position past head of form or if the form has a box or frame drawn around its outside parameter.
Number of Lines per Form	This option allows for the specifications of the form length in lines. A standard continuous feed cheques w/stub form is 42 lines, for example. A Standard Laser printable cheque w/stub form is 63 lines, for another example.

☞ We have found that in order to have consistent positioning for the next form you may find it helpful to reduce the “number of lines per stub” by 1.

When the user selects the **Printer** tab the following screen will appear:



In some circumstances it may be necessary to by pass the printer set-ups options and select specific printing options for the pay statements w/cheques. This may be done through the printer tab. The following table gives a description of the screen:

Field	Description
Printer	The actual printer port that the printer is assigned to is inserted here. LPT1: or LPT2:
Font	A monospaced font is recommended, such as courier or line printer, for insertion in this field. It is important to know what font types are supported by your printer.
Font Size	A font size that will allow for the printing of all of the selected fields should be inserted here. Commonly, this would be a font size of 12.
Direct Printer Output (Epson Type)	It is, on occasion, necessary to direct the output for a print job by-passing the Operating Systems print functions and send the print job directly to a printer. By selecting this option the pay statements w/cheques can be directed to a dot matrix printer.
Direct Printer Output (Hp Laserjet)	By selecting this option the pay statements w/cheques can be directed to a laser printer.
Disable Hardware form Control	In the case of some dot matrix printers, the printer may reposition for what it senses as a head of form based on the perforation between forms. This may throw the cheque forms printing out of alignment for continuous feed forms. By selecting this option the printers form feed is disabled and the printing of the pay statements w/cheques can proceed. This option setting cannot be saved and must be reset every run.

☞ It may not be necessary to input on this page or choose any of the options available. It is recommended that a “Print Sample” be attempted with the normal printer set up options first ,with the exception possibly, of the font size selection. The font size can be changed on the “Printer Setup” and set to be “Used” during the printing of pay statements w/cheques. It will then revert to its default “Saved” settings at the end of the users log on session.

Pay Statements w/cheques - General information for Pay Statement w/cheque

Under the **File Menu** selection options are available that will be of interest to the user:

1. **Print Statements** - There is a print option choice here as well as the "Print" button at the bottom of the notebook which is the command to begin the printing of paystatements w/cheques.
2. **Default Format** - To cancel any previous changes to reporting field positions and re-set to the default original settings this option can be selected.
3. **Save Parameters** - Once the user has made appropriate changes to the initial default settings that allow for printing to their custom cheque/statment form they may select this save option to save their changes. Saving the parameters in one selected payroll will save the formatting for any other payrolls on the system.
4. **Exit** - the Exit or Cancel button will exit the program without saving any changes.

Also there are two other options which are important to a satisfactory result of the printing pay statements w/cheques.

5. **Print Sample** - This option allows the user to see the results of the changes specified by printing one, sample at a time. To test for correct form alignment and continuous feed, print two samples in a row without adjusting the form in the printer. The sample cheque printed will be the first cheque from the pay run selected.
6. **Select Pay run** - Pay Statements w/cheques must be run from a closed pay period (history). It is important to select the correct period that you wish to print cheques/statements for. If no pay run is selected the system defaults to print the most recent closed pay run.

Employee Pay Statements - Statements EFT/Stubs

The system allows the user to print pay statements only where Direct Deposit, Electronic Funds Transfer is used to pay the employees of the company. Please refer to Pay Statements w/cheques of this manual for a complete description of the printing options available. The pay statements w/cheques and statement EFT/Stubs are identical with the exception of one notebook page. The "Cheque" tab in pay statements w/cheques is replaced by the "EFT" tab for Statements EFT/Stubs.

The following is a description of the fields on the screen when the EFT tab is selected.

Field	Description
Form Sizes	
Number of Stubs per Form	This option allows the user to specify the number of stubs that can be printed on a pay statement form.
Number of Lines per Stub	This option allows the user to specify the number of lines printable per stub.
Number of Body Lines per Stub	This option allows the user to indicate the number of lines specified previously that can be printed per stub form.
Number of Offset Lines per Page	This option allows the user to indicate at what row number the printable area begins on that stub form.
Bank Account Information	
Bank Account Numbers	This option allows the user to select to print the bank account number(s) for each employee on the pay statements EFT/Stubs.
Print Stubs	
EFT Only	This option allows the user to select pay statements for an EFT Direct Deposit type of a payment form.
EFT and Cheque Stubs	This option allows the user to select pay/statements to print where the payment type was mix an of EFT and Cheques.

REPORTS

☞ The Layout Sub-Menu tab should be reviewed when only pay statements EFt/Stubs are being printed so that the information contained on the layout page is consistent with the information selected on the EFT main tab.

Cheque Register

The **Cheque Register** is a list of all cheques issued during a pay run.

When the user selects the cheque register the following screen will appear:

Sort Order Selections

The Sort order selections for the report allows for the following sort order selections:

- Sequence Number - Sequence Number is the system assigned transaction sequence number more commonly associated with EFTS.
- Cheque Number - Cheque Number is the user assigned cheque number.

Print To

The Print To selection allows the user to print to the following:

- Printer
- Screen

Selection Option

The Selection Option allows the user to print

- Void - Void cheques are those cheques which have been printed but may have had to be re-printed for some reason. The system automatically flags the first series of cheques as void.

- Last Issued - This option is to specifically select the last pay run of cheque printed in contrast to the last pay period issued which may include several pay runs.
- Both - The user may select both the last pay run but also all cheques marked as void by the system.

Processing Option This option allows the user to select the type of payment processed to be reported in the cheque register report.

- Eft - When this option is selected only the EFT items will be reported in system generated sequence number order.
- Cheques - When this option is selected only the cheque items will be reported in either sequence number or cheque number order depending on the sort criteria selected.
- Both - When this options is selected all EFT and Cheque Items will appear together in one report sorted in the order chosen previously.

Select Payroll This allows the user to print a cheque register for a particular pay run. If no pay run is selected the system will default to the pay run pay sequence number that appears at the top of the initial selection screen.

Print Report Initiates the report printing according to the selections made and options chosen. Printing can also be initiated from the File menu.

Cancel The Cancel button or exit from the File menu will exit from the screen without producing the report.

File Menu In addition to the Print and Cancel functions the user is also able to save the Report Parameters Selected.

Transaction Report

The **Transaction Report** prints a report of selected transactions entered for the payroll in the given date range by the sort order selected.

When the user selects Transaction Report the following screen will appear:

The following is a description of the fields on the screen and their use:

Field	Description
Current Pay Run (Not Closed): The system will display the current calculated but not yet closed pay run by period end date, tax year, run type, pay run number and pay sequence number. It will allow the user to choose:	
Include	To include the transactions from this run in the subsequent report.
Exclude	To exclude the transactions from this run in the subsequent report.
Only	To report only the transactions from this run in the subsequent report. A pay run start and end period is not required if this option is chosen.
Pay Run Selection: The system allows the user to select a starting pay run and ending pay run either "Including" or "Excluding: the current pay run.	
Select Start	When the user selects this option a list will appear displaying all previously closed "History" pay runs in order to choose the report's starting run number.
Select End	When the user selects this option a list will appear displaying all previously closed "History" pay runs in order to choose the report's ending run number.
Date Range Selection: The system also provides the user with a method to select transactions from a certain date range for the report.	
From	If this is the method that the user wishes to use, the starting date should be entered in this field in YYYYMMDD format.
To	The ending date of the date range should be entered in this field in YYYYMMDD format.
By Pay Run	The user must specify the selection option that has been chosen, with by pay run requiring a starting and ending pay run number for the subsequent report.
By Date Range	This option requires that the user has chosen and inserted the date range to be reported.

When the user selects the **Sort** tab from the **Transaction** Report the following screen will appear:

Sort Order

The sort order field lets the user sort by one of the following choices:

- Transaction Date
- Employee Name
- Pay Sequence
- Category
- Transaction Type
- Employee Number
- Pay Period Number

Totals By

The "Totals By" allows the user to specify the type of totals that will be printed. The user can select to have totals by one of the following choices:

- Date
- Employee
- Pay Sequence
- Transaction Type
- Transaction Code
- Pay Period Number

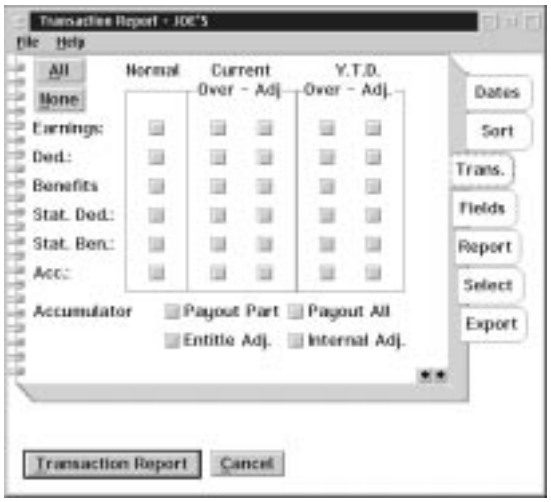
☞ The Totals By should be the same as the sort type with the exception of category sort which will automatically total by category as well.

REPORTS

Summary Totals Only

When this option is selected a single summary total line for the transaction will appear for the sort type. If this option is not selected every detail transaction line will be printed.

When the user selects the **Transaction** tab from the Transaction Report the following screen will appear:



The following table gives a description of the report:

Field	Description
All	The All button will turn on all types of transactions to be printed on the report.
None	The None button will turn off all types of transactions on this screen and is a method of removing previously saved selections.
Normal	This Normal column indicates the normal input or generated transactions. By turning on one of the transaction types in this column the transaction report will print standard transactions for the specified type.
Current	The two columns under this title will report the current period transactions by type selected.
Override	Indicates pay period override transactions by transaction type.
Adjustment	Indicates current period adjustment transactions by transaction type.
YTD	The two columns under this title will report those transactions by transaction type that were input to modify the year to date balances.
Override	Indicates year to date override transactions by transaction type.
Adjustment	Indicates year to date adjustment transactions by transaction type.

The Transaction types that can be selected for reporting are:

- Earnings
- Deductions
- Benefits
- Statutory Deductions
- Statutory Benefits
- Accumulators

There are additional accumulator transactions that can be reported as well, such as:

- Pay out Part
- Payout All
- Entitlement Adjustment
- Internal Adjustment

When the user selects the **Fields** tab from the Transaction Report the following screen will appear:

Transaction Fields

When the user wants a Transaction field to appear on the report click on the box to the left of the field you want to appear on the report. The transaction fields that can be reported are:

- Transaction Type
- Rate
- Hours
- Date
- Amount
- Reason
- Code
- Flag
- Pay Period
- Pay Year
- Pay Sequence
- Position
- Area
- Activity
- Sub Area
- Sub Activity
- Distribution

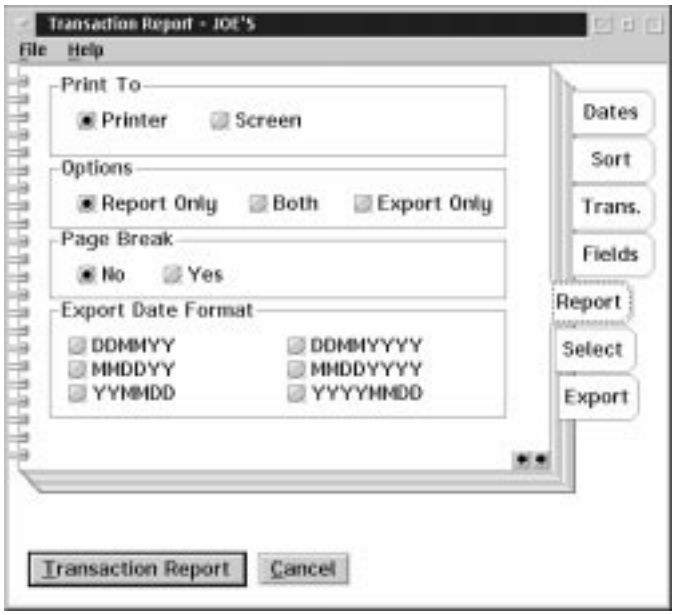
- Reference

☞ In order for the rate field to appear on the report, Summary Totals Only on the Sort tab must be turned off.

Employee Fields In Addition to the transaction reporting fields, there are other fields associated with each employee which can also be selected for the report. Those fields are:

- Employee Number
- Social Insurance Number
- Category with a field to specify which category
- Birth Date
- Sex

When the user selects the **Report** tab from the Transaction Report the following screen will appear:



The Report tab allows the user to specify where the report will print and whether an export file should also be created. The following options are available:

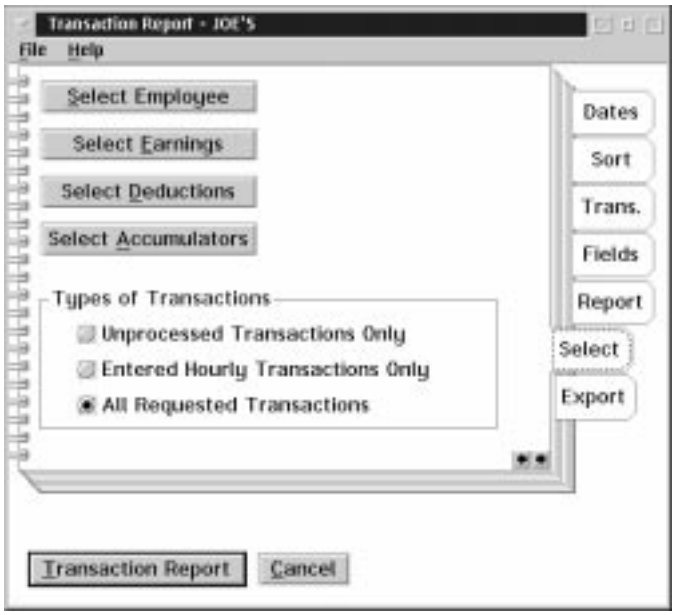
Print To Allows the user to produce the transaction report as a printed report or to appear on the screen for review.

Options Allows the user to specify whether the transactions selected will produce a report only, an export file only or both.

Page Break Allows the user to specify whether there should be a page break after each sort total or not.

Export Data Allows the user to select the Export File's Date format.

When the user selects the **Select** tab from the Transaction Report the following screen will appear:



The Selects tab allows the user to specify a selected list of transaction types by employee. IF no selections are made at this time the system will report for all employees all transactions of the type selected on the transaction tab. By choosing any one of the options listed here a list of existing codes will be presented to choose from. The choices available are to:

- Select an individual "Employee"
- Select from a list of "Earnings"
- Select from a list of "Deductions"
- Select from a list of "Accumulators"

There also exists a range of transactions types to choose from which are:

- Unprocessed Transactions Only - Items entered but not included in calculation yet.
- Entered Hourly Transactions Only - Items entered through hours entry technique
- All Requested Transaction - All items of every kind according to all parameters selected.

When the user selects the **Export** Tab from the Transaction Report Menu the following screen will appear:

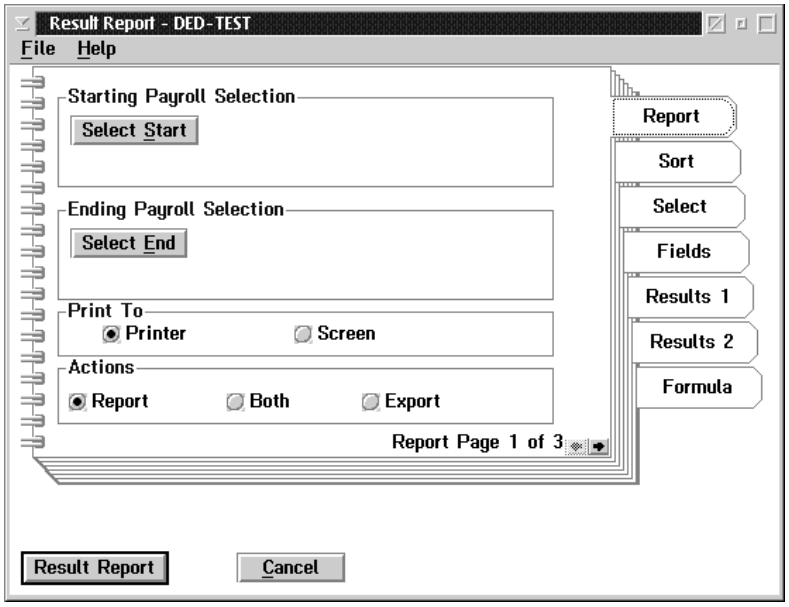
The user is provided with the fields which can be used for export. Each field to be exported must carry a number starting from the left most data field in the file. Enter the position of the field in the output record. Use zero to turn off the field for Export.

☞ The File Menu allows for the saving of the parameters selected for the Transaction Report

Customized Report

The Customized Reports provides the user with a method of creating their own reports in addition to the system standard reports. These created reports may be printed or exported to another system such as a spreadsheet for further manipulation or both printed and exported at the same time. The Customized reports are generated from data contained in closed (history) pay runs. The Customized Report can provide a report spanning several pay runs. The Customized Reports allows for several variations of a similar report based on user requirements.

The following screen will appear when the **Customized Reports** screen is selected:



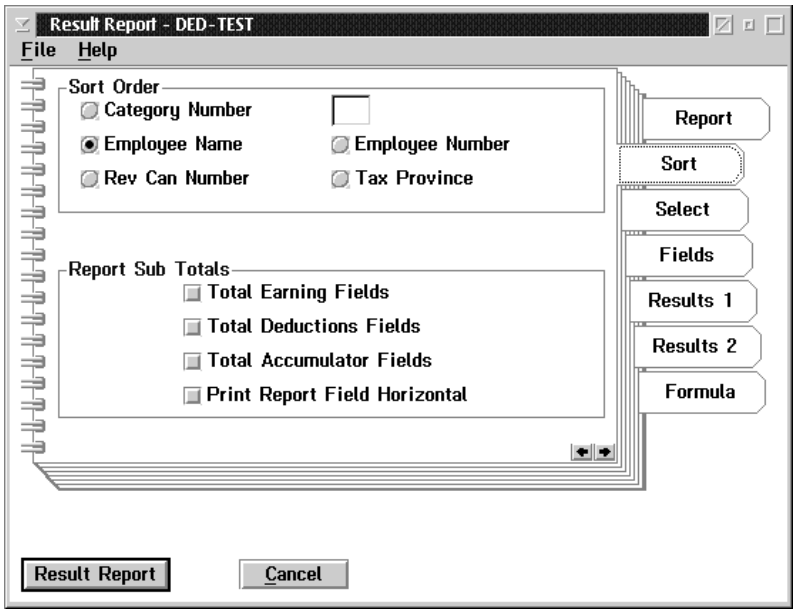
From the Reports Tab of the Customized Report the following options are presented:

Field	Description
Starting Payroll Selection	
Select Start	By pressing this button a list of closed pay runs will be displayed to choose the starting pay run for the report.
Ending Payroll Selection	By pressing this button a list of closed pay runs will be displayed to choose the ending pay run for the report.
Print To	
Printer	The users may direct the report to a printer.
Screen	The user may direct the report to be viewed on the screen.
Actions	
Report	The user may select for a report only.
Both	The user may select for a report and an export file to be created at the same time.

REPORTS

Export	The user may select for an export file to be created only.

When the user selects the **Sort** tab from the Customized Report the following screen will appear:



A number of sort options are available for each report generated. These sort options are:

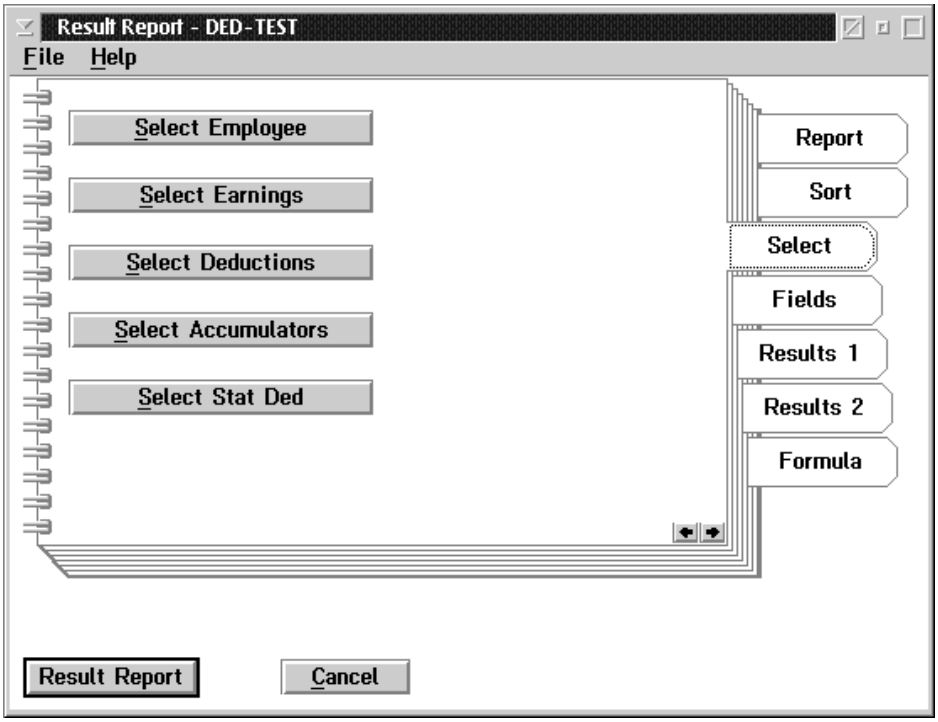
- Category Number - With a field to enter Category Number desired.
- Employee Name
- Revenue Canada Account Number, ie: Full Rate Business Number
- Employee Number
- Tax Province

Report Sub Totals At least one of the totals fields must be checked in order for the report to produce the desired results. The total field selected is dependent on the reports selection criteria. These total fields indicate to the system that summary total lines are required for the report. The sub-total fields selection are:

- Total Earning Fields
- Total Deduction Fields
- Total Accumulator Fields

Print Reprot Field Horizontal This is a printing option to reorient the report to a horizontal layout

When the user selects the **Select** tab the following screen will appear:



The option exist to select a report based on certain parameters. The user may select:

Select Employee To choose a report for one employee

Select Earnings A list of all earning types will be presented to choose one or several for the report.

Select Deductions A list of all Company Deduction types will be presented to choose one or several for the report.

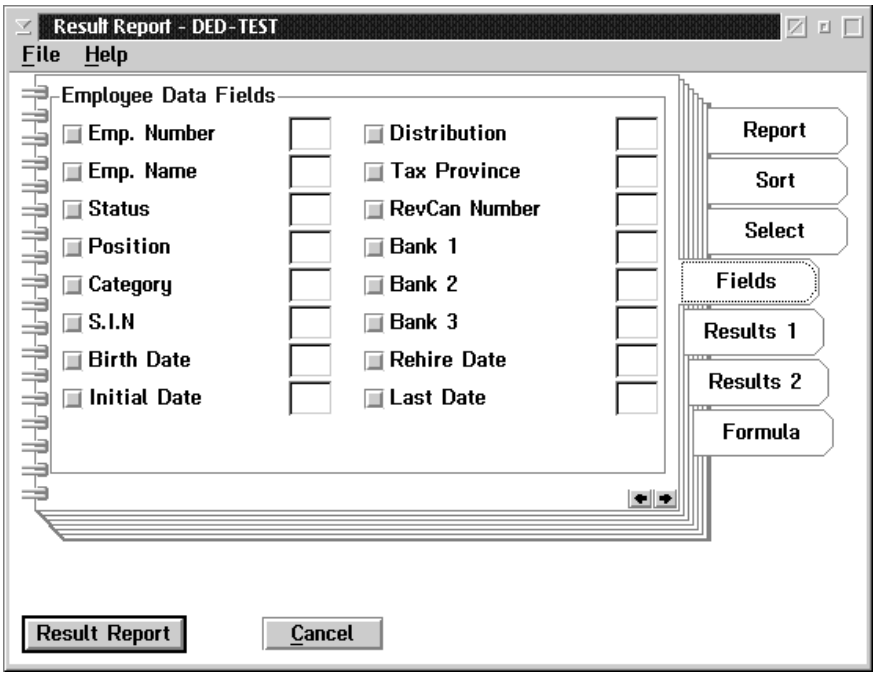
Select Accumulators A list of all accumulator types will be presented to choose one or several for the report

Select Statutory Deductions A list of all statutory deduction will be present to choose one or several to be excluded for the report.

☞ The system defaults to include <u>all statutory deductions in any report unless they are specifically excluded.</u>

REPORTS

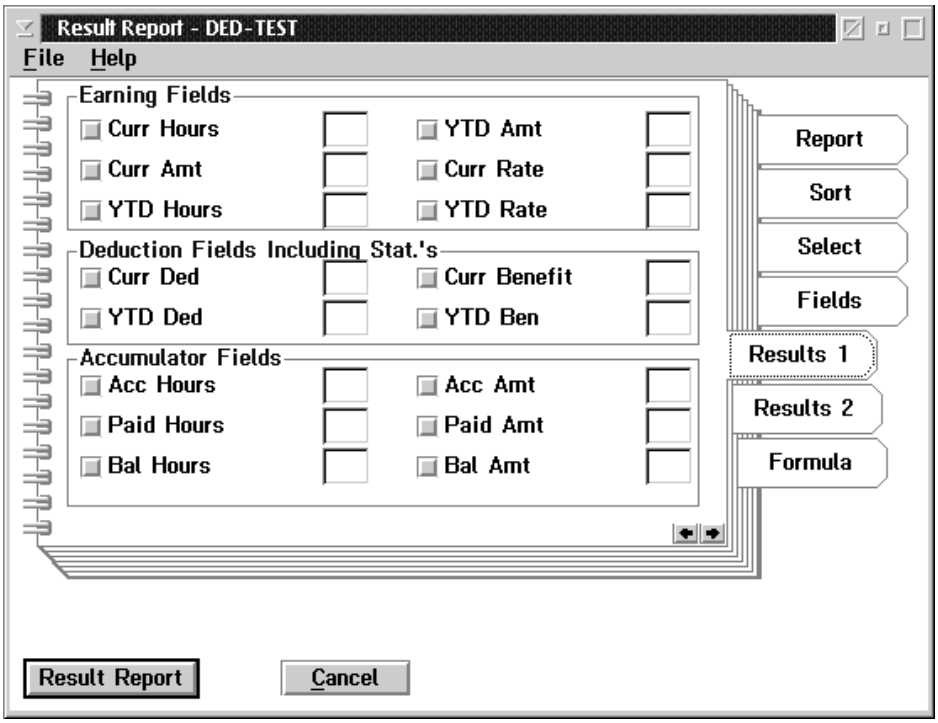
When the user Selects the **Field** tab from the Customized Report the following screen will appear:



Employee Data Fields

The user may select the fields that are desired on the report. The box to the left of the field name indicates that the required report data field is checked. The box to the right of the field name is used to indicate the fields order of export position number.

When the user selects the **Results 1** tab from the Customized Report the following screen will appear:

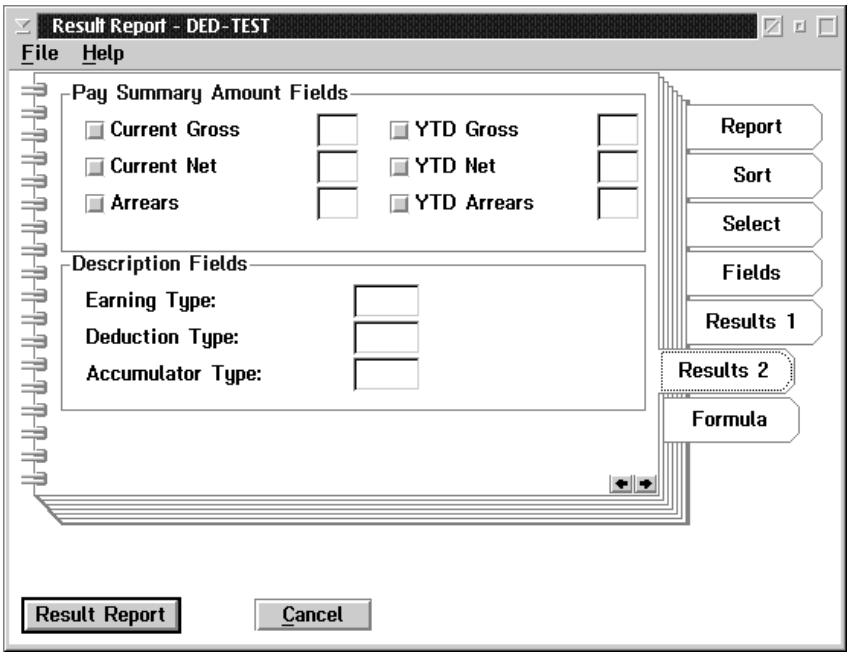


Field	Description
Earning Fields	
Current Hours	If this field is checked and earning type has been selected, the current hours for the report's pay run range will be printed/exported.
Current Amount	If this field is checked and the earning type has been selected, the current amount for the report pay run range will be printed/exported.
YTD Hours	If this field is checked and an earning type has been selected, the YTD hours for the reports pay run end date will be printed/exported.
YTD Amount	If this field is checked and an earning type has been selected, the YTD Amount for the report's pay run end date will be printed/exported.
Current Rate	If this field is checked and an earning type has been selected and employee's have had earnings of this type for the report's pay run range, the current rate will be printed/exported. Note: The system will calculate the current rate based on earnings and does not report the employee's fixed rate. This will produce an average current rate of pay which may differ with an employee's fixed rate depending on the current transactions.
YTD Rate	If this field is checked and an earning type has been selected and the employee has had earnings of this type, the average YTD rate will be calculated and printed/exported.
Deduction Fields Including Stat's	

REPORTS

Field	Description
Current Deductions	If this field is checked and a deduction type has been selected, the current deduction amount for the report's pay run range will be printed/exported.
YTD Deductions	If this field is checked and a deduction type has been selected, the YTD deduction amount for the report ending run date will be printed/exported.
Current Benefits	If this field is checked and a deduction type has been selected, the current benefit amount for the reports pay run range will be printed/exported.
YTD Benefits	If this field is checked and a deduction type has been selected, the YTD Benefits amount for the report's ending run date will be printed/exported. Note: The Statutory deductions will be default also be included in the Report unless specifically excluded from the selections.
Accumulator Fields	
Accumulator Hours	If this field is checked an accumulator type has been selected, the number of accumulated hours for the report's pay run range will be printed/exported.
Paid Hours	If this field is checked and an accumulator type has been selected, the number of paid out hours for the reports pay run range will be printed/exported.
Balance of Hours	If this field is checked and an accumulator type has been selected. The balance of hours remaining in the accumulator at the end of the report's pay run range will be printed/exported.
Accumulator Amount	If this field is checked and an accumulator type has been selected. The amount of accumulator dollars for the report's pay run range will be printed/exported.
Paid Amount	If this field is checked and an accumulator type has been selected, the paid out amount for the report pay run range will be printed/exported.
Balance Amount	If this field is checked and an accumulator type has been selected, the balance of dollars remaining in the accumulator at the end of the report pay run range will be printed/exported.

When the user selects the **Result 2** tab of the Customized Report the following screen will appear:



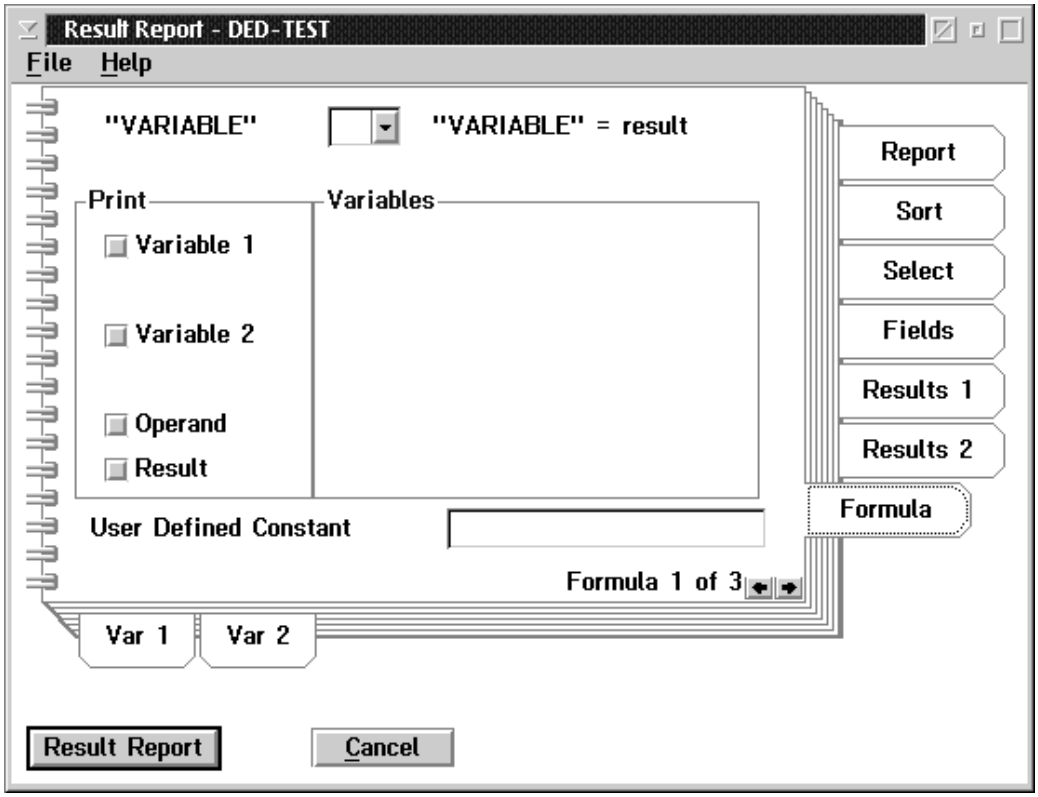
The boxes to the left of the field name are used to indicate that these should be printed/exported. The boxes to the right of the field name are used to induce the order of export position number.

The following table gives a description of the screen:

Field	Description
Pay Summary Amount Fields: There exists the possibility of reporting additional summary data for the report.	
Current Gross	If this field is checked the current gross earnings will appear on the report/export field.
Current Net	IF this field is checked, the current net earnings will appear on the report/export field.
Arrears	If this field is checked. The current arrears will appear on the report/export file.
YTD Gross	If this field is checked, the YTD Gross earnings will appear on the report/export file.
YTD Net	If this field is checked, the YTD net earnings will appear on the report/export file.
YTD Arrears	If this field is checked, the YTD arrears outstanding will appear on the report/export file.

Description Fields: For export file production only. The printing of a report will include all descriptions by default. If the export file also requires the description fields to be exported the user must specify the export order for: Earning Type, Deduction Type and Accumulator Type.

When the user selects the **Formula** tab of the Customized Report the following screen will appear:



On occasion it is necessary to manipulate the data coming from the payroll files and perform some simple mathematical functions, such as combining certain data fields. This may not be desirable in the payroll system but may be necessary for other reporting requirements. The system provides for this requirement in a limited manner. Complex calculation and recombination's cannot be handled on this formula tab but simple functions do exist to provide further flexibility

When the user selects the **Variable 1** Sub-Menu tab on the Customized Report the following screen will appear:

When the user selects the **Variable 2** Sub-Menu tab of the Customized Reports the following screen will appear:

☞ There does not currently exist a method of inserting a custom report name on the Customized Reports produced. This feature will be available in a later release of the software

☞ The report parameters can be saved under the File menu but must be reselected for each new report produced. A method of saving individual report parameters associated with a named report will be available in a later release of the software.

REPORTS

Examples of Customized Report

A: How do I get a Report of RRSP Employee and Employer Contributions for February 1998?

1. Select Payroll Name
2. Go to Reports on Payroll Main Menu, Select Customized Reports
3. Select starting pay run number falling within February 1998
4. Select Ending pay run number falling within February 1998
5. Select to print report r view on the screen
6. Select for Report Only, export only or both
7. Go to Sort Tab, select sort order - Employee Name
8. Select Deduction fields from Report sub totals
9. Go to Select Tab, select deductions - RRSP from list, OK
10. Select Stat. Deductions, highlight all and press exclude, OK
11. Go to Employee Data fields - for Report Only - Click once for each field you wish printed. Employee Name, Social Insurance Number
12. Go to Results 1 Tab, select Current Deductions and Current Benefits
13. Press Result Report

B: How do produce a Report of the Balance of Vacation hours owing to all employee;s for each department supervisor to review?

1. Select Payroll Name
2. Go to Reports on Payroll main menu, Select customized reports.
3. Select starting pay run number - most recent closed.
4. Ending Pay run number will default to same as start.
5. Select to print Report or view on the screen
6. Select for Report
7. Go to Sort tab, Select sort order - Category Number 1
8. Select Accumulator fields from report sub-totals
9. Go to Select Tab, select accumulators - choose Vacation Accumulator(s) form list - OK
10. Go to Fields Tab, Employee Data Fields to choose from: Click once for each field you wish printed. Employee Number, Employee Name
11. Go to Results 1 Tab, Select Accumulator Fields - Balance of hours or Balance or both

12. Press Result Report

C: How Do I get a Report of hours worked and Rate of pay in Mar h 1998 by all employee by province?

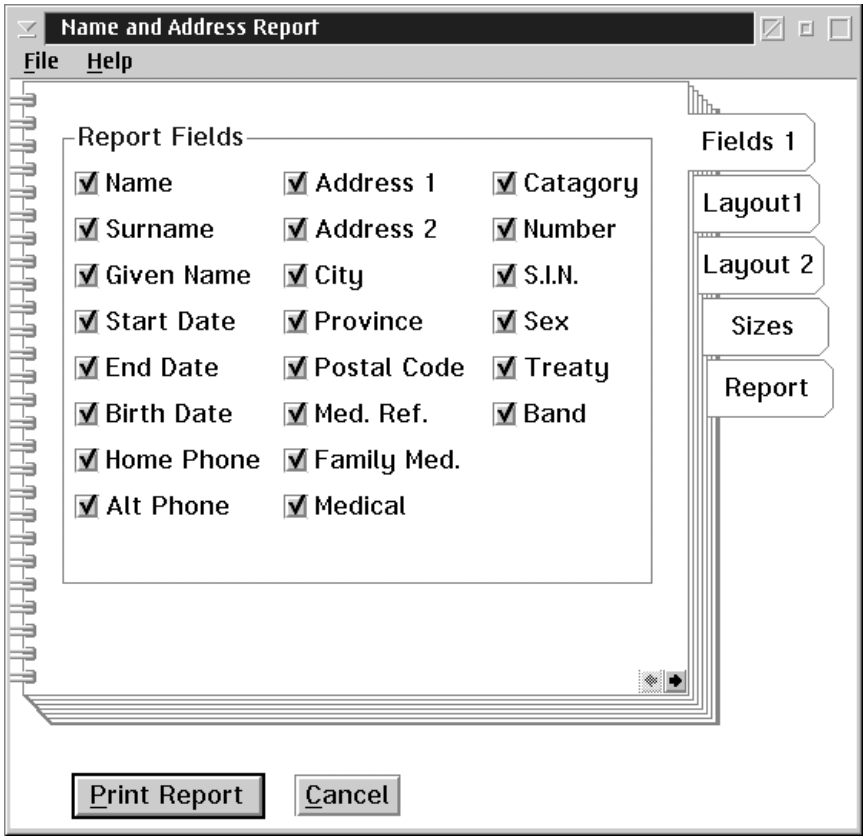
1. Select Payroll Name
2. Go to Reports on the Payroll Main Menu, Select Customized Reports
3. Select Starting pay run number in March 1998
4. Select Ending pay run number in March 1998
5. Select to Print Report or View on the screen
6. Select for Report
7. Go to Sort Tab, Select Sort Order - Tax Province
8. Select Earnings Fields from Report sub-totals
9. Go to Select Tab, Select Earnings - choose earning code(s) from List ,OK
10. Go to Fields Tab, select Employee Data fields to be printed. Click once for each choice. Employee Number, Employee Name, Category, Tax Province
11. Go to Results 1 tab. Select Earnings Fields -Current Hours, Current Rate
12. Press Result Report
13. Remember that the system calculates the current average rate of pay. If an employee has had no earnings of the type selected no rate of pay will appear on the report.

Name and Address Report

The **Name and Address** report option prints a listing of the Employee name and addresses.

This function allows the user to select the data fields to include in the report, the name and address layout, and to select a single employee for the report.

The dialog box for the **Name & Address Report** option in the report menu appears as follows:



Saving...

The selections made by the user can be saved by selecting the **Save Parameters** in the File menu.

Report Fields Selection

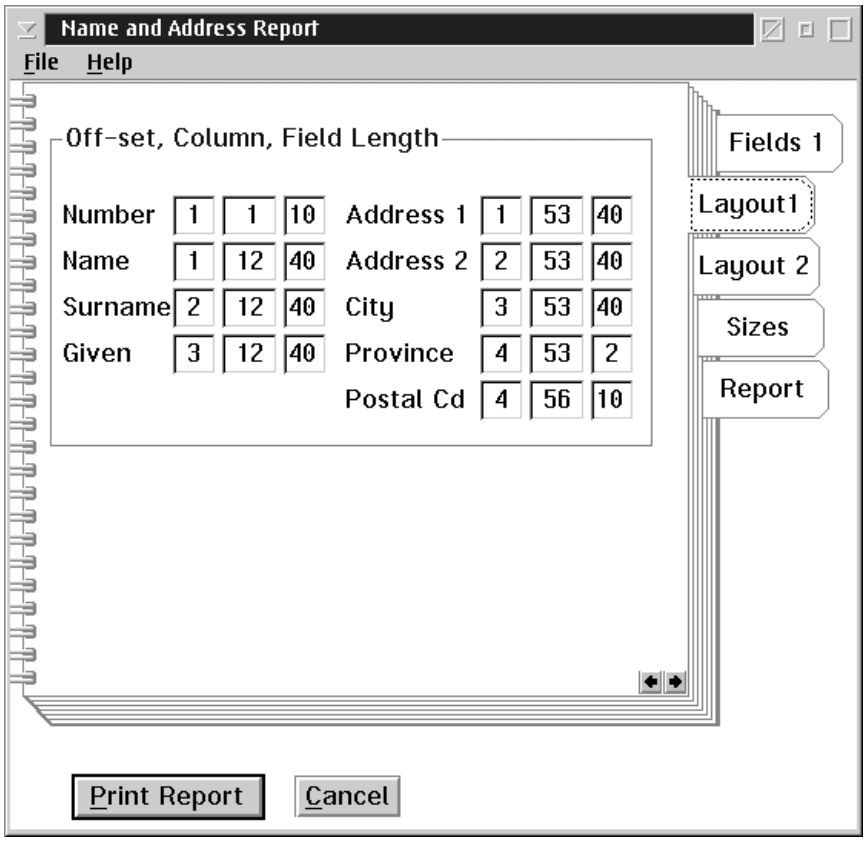
A data field is selected for the report when the box to the left of the field has a check mark.

The report field selection allows for the inclusion of the following 25 data fields:

Field	Description
Name	When this field is checked the name of the employee in the name and address report will be printed.
Surname	When this field is checked the surname of the employee in the name and address report will be printed.
Given Name	When this field is checked the given name of the employee in the name and address report will be printed.
Start Date	When this field is checked the starting date of the name and address report will be printed.
End Date	When this field is checked the ending date of the name and address report will be printed.
Medical	When this field is checked the medical number of the employee will be printed.
Family Med.	When this field is checked the family medical number of the employee will be printed.
Home Phone	When this field is checked the home phone number of the employee will be printed.
Address 1	When this field is checked the address 1 of the address will be printed.
Address 2	When this field is checked the address 2 of the address will be printed.
City	When this field is checked the city will be printed.
Province	When this field is checked the province will be printed.
Postal Code	When this field is checked the postal code will be printed.
Alt. Phone	When this field is checked the alternate phone number will be printed.
Number	When this field is checked the employee number will be printed.
S.I.N.	When this field is checked the S.I.N. of the employee will be printed.
Sex	When this field is checked the sex of the employee will be printed.
Treaty	When this field is checked the treaty number of the employee will be printed.
Band	When this field is checked the band number/name of the employee will be printed.
Birth Date	When this field is checked the employee's birth date will be printed.
Category	When this field is checked the employee's assigned category will be printed.
Medical Reference	When this field is checked the employee's additional medical reference number will be printed.

Layout 1 Selection

The dialog box for the **Name and Address Report** layout appears as follows:

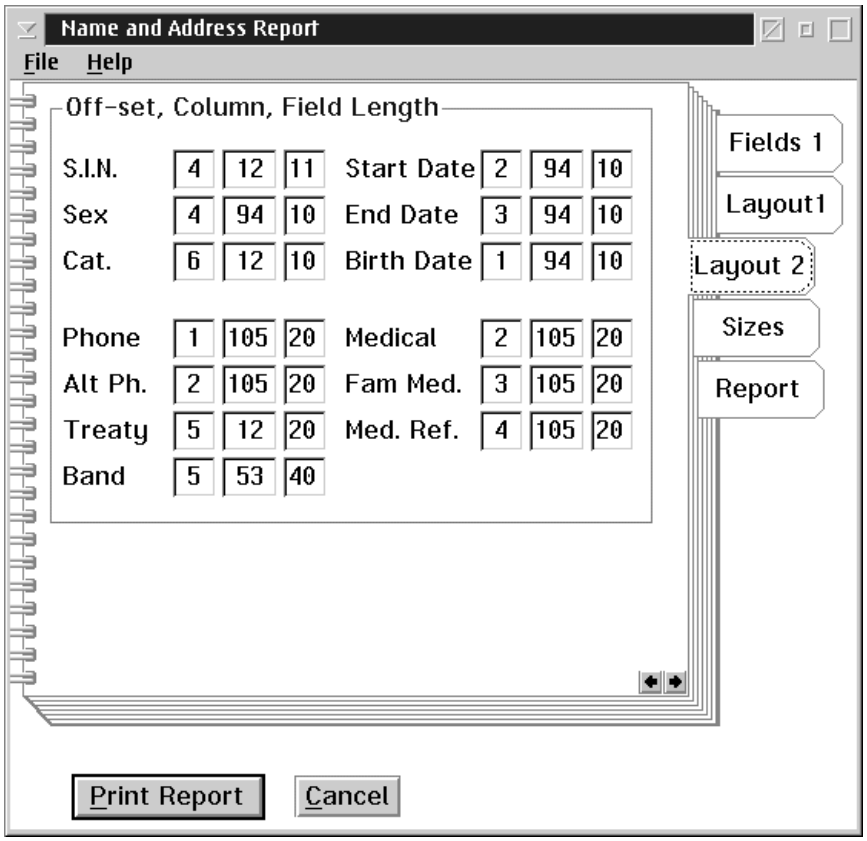


Defaults

The default selections can be redisplayed by selecting the default selections in the file menu. If you wish to always use the defaults, select the **Save Parameter** option in the File menu.

Layout 2 Selection

The second dialog box for the **Name and Address Report** layout appears as follows:



Defaults

The default selections can be re-displayed by selecting the default selections in the file menu. If you wish to always use the defaults, select the **Save Parameter** option in the File menu.

REPORTS

In order to design a report layout you must specify the following 3 things:

- Off-Set
- Column
- Field Length

Off-Set

This is the line offset used for printing the name and address information. Eg) If you want this field to print on the first line of this name and address information use an off-set of zero. If it is to follow on the second line use an off-set of 1. You may have as many off-sets as you need to print all the fields you have selected.

Column

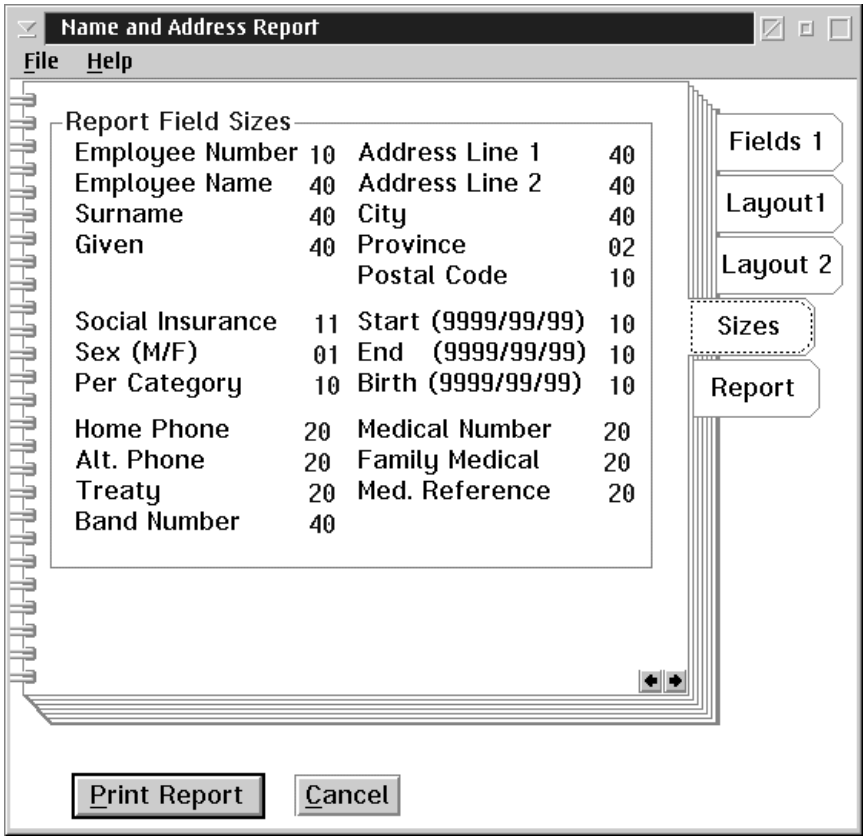
This is the character position on the print line for the name and address information. Eg) If the field is to start 5 spaces in from the left hand margin enter a 6 in the column field. The column numbers are only limited by the number of characters you can print on each line of your selection page.

Field Length

This is the number of characters that make up the field. Eg) Employee number is 10 characters long. If you want to see the entire employee number enter 10 in the field length. If you are doing the date which is 10 characters you may choose to print only the last 5 giving you mm/dd. The date field is the only field that takes the characters from the right hand side.

Sizes Selection

The following dialog box for the **Name and Address Report** appears as follows:

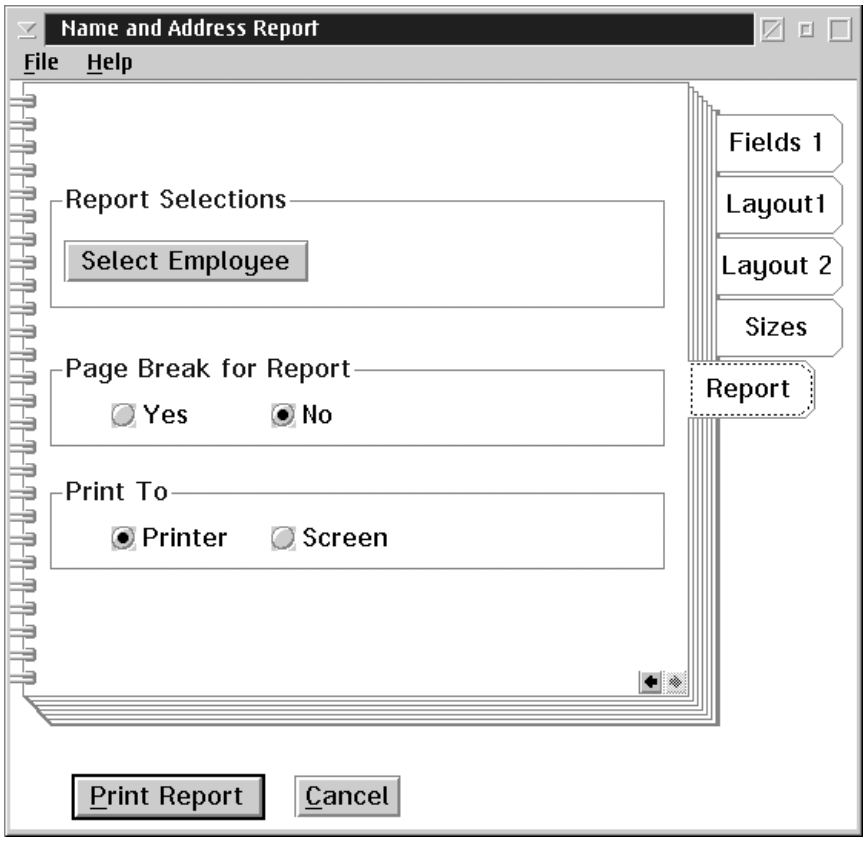


The default number of characters contained in each field are displayed on the report field sizes. TO change any of the field lengths, highlight the field's length and overtype with a new value.

REPORTS

Select Report Selection

The dialog box for the **Name and Address Report** appears as follows:



Single Employee Option

To choose a single employee option for the Name and Address report select the Select Employee option.

Page Break for Report

This report allows you the option to print each employee on a separate page. Select the page break yes field. When this is selected the box to the left of the field has a check mark.

Print To

You may choose to print the report to your screen or to a printer.

File Menu

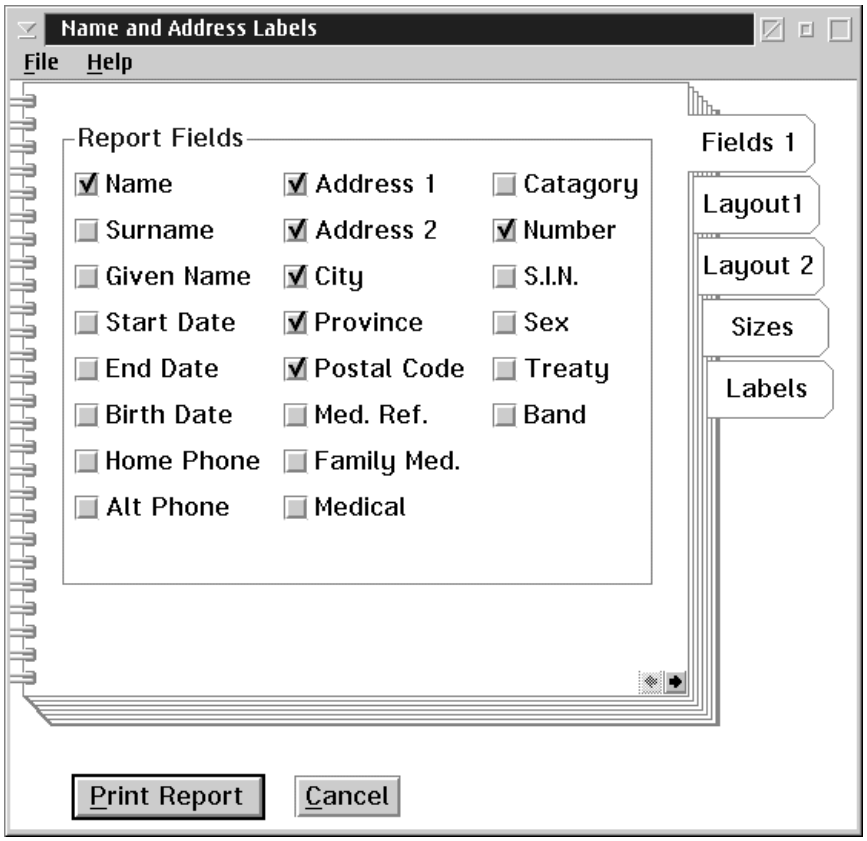
Under the File menu option, you may save the report parameters, print or exit.

Name and Address Label

The **Name & Address Label** option prints an employee name and address label.

This function allows the user to select the data fields to include in the label, the name and address layout, and to set up the label layout.

The dialog box for the **Name & Address Label** option in the report menu appears as follows:



Saving... The selections made by the user can be saved by selecting the **Save Parameters** in the File menu.

REPORTS

Report Fields Selection

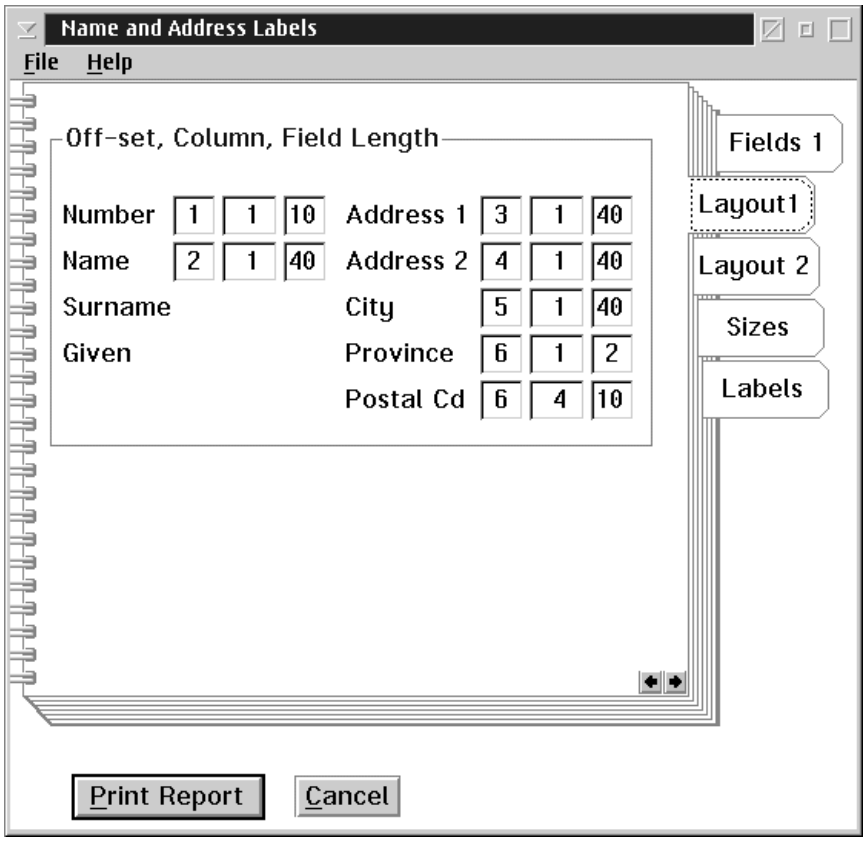
A data field is selected for the label when the box to the left of the field has a check mark.

The report field selection allows for the inclusion of the following 25 data fields:

Field	Description
Name	When this field is checked the name of the employee in the name and address label will be printed.
Surname	When this field is checked the surname of the employee in the name and address label will be printed.
Given Name	When this field is checked the given name of the employee in the name and address label will be printed.
Start Date	When this field is checked the starting date of the name and address label will be printed.
End Date	When this field is checked the ending date of the name and address label will be printed.
Medical	When this field is checked the medical number of the employee will be printed.
Family Med.	When this field is checked the family medical number of the employee will be printed.
Home Phone	When this field is checked the home phone number of the employee will be printed.
Address 1	When this field is checked the address 1 line of the address will be printed.
Address 2	When this field is checked the address 2 line of the address will be printed.
City	When this field is checked the city of the employee will be printed.
Province	When this field is checked the province of the employee will be printed.
Postal Code	When this field is checked the postal code of the employee will be printed.
Alt. Phone	When this field is checked the alternate phone number of the employee will be printed.
Number	When this field is checked the employee number will be printed.
S.I.N.	When this field is checked the S.I.N. of the employee will be printed.
Sex	When this field is checked the sex of the employee will be printed.
Treaty	When this field is checked the treaty number of the employee will be printed.
Band	When this field is checked the band number/name of the employee will be printed.
Birth Date	When this field is checked the employee's birth date will be printed.
Category	When this field is checked the employee's assigned category will be printed.
Medical Reference	When this field is checked the employee's additional medical reference number will be printed.

Layout 1 Selection

The second dialog box for the **Name and Address Label Layout** appears as follows:



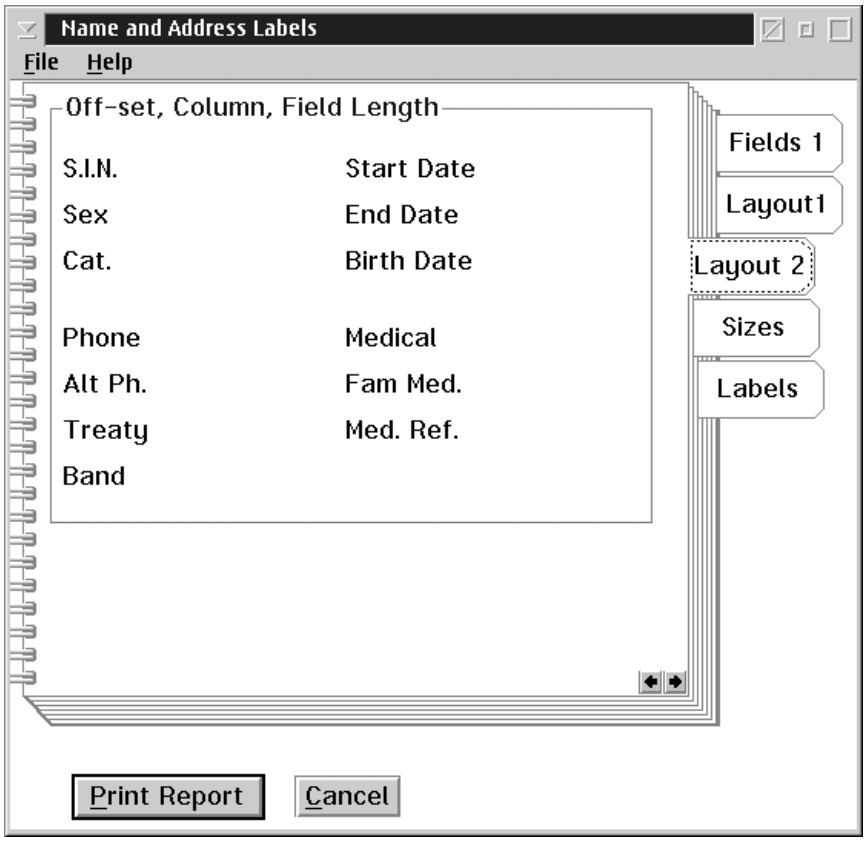
Defaults

The default selections can be re-displayed by selecting the default selections in the file menu. If you wish to always use the defaults select the **Save Parameter** option in the File menu.

REPORTS

Layout 2 Selection

The second dialog box for the **Name and Address Label Layout** appears as follows:



Defaults

The default selections can be re-displayed by selecting the default selections in the file menu. If you wish to always use the defaults select the **Save Parameter** option in the File menu.

In order to design a label layout you must specify the following 3 things:

- Off-Set
- Column
- Field Length

Off-Set

This is the line offset used for printing the name and address information. Eg) If you want this field to print on the first line of this name and address information use an off-set of zero. If it is to follow on the second line use an off-set of 1. You may have as many off-sets as you need to print all the fields you have selected.

Column

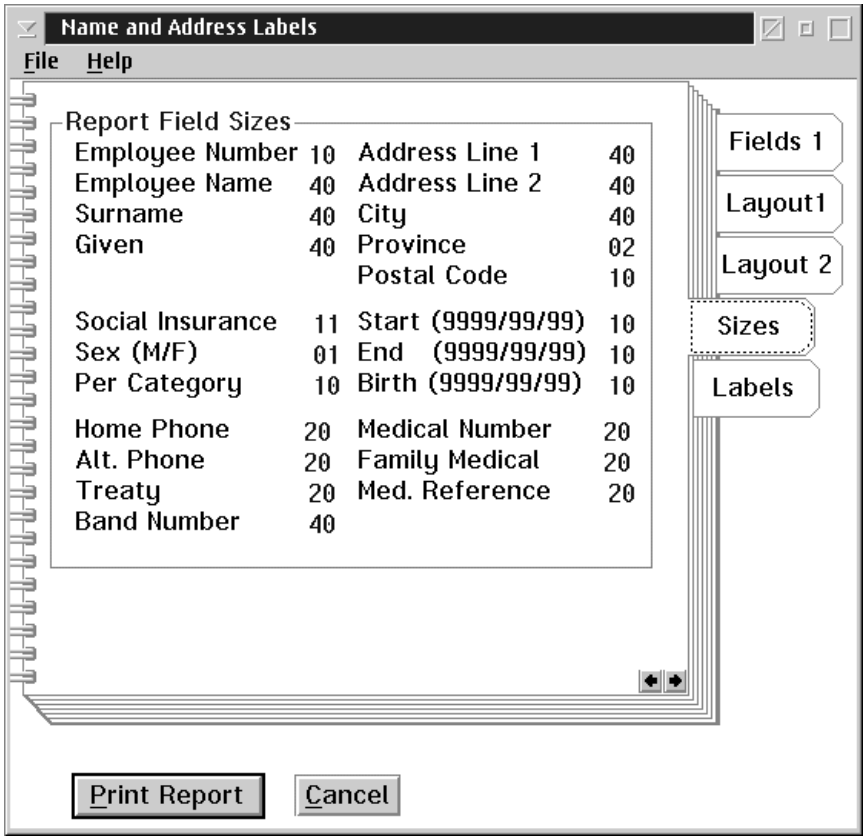
This is the character position on the print line for the name and address information. Eg) If the field is to start 5 spaces in from the left hand margin enter a 6 in the column field. The column numbers are only limited by the number of characters you can print on each line of your selection page.

Field Length

This is the number of characters that make up the field. Eg) Employee number is 10 characters long. If you want to see the entire employee number enter 10 in the field length. If you are doing the date which is 10 characters you may choose to print only the last 5 giving you mm/dd. The date field is the only field that takes the characters from the right hand side.

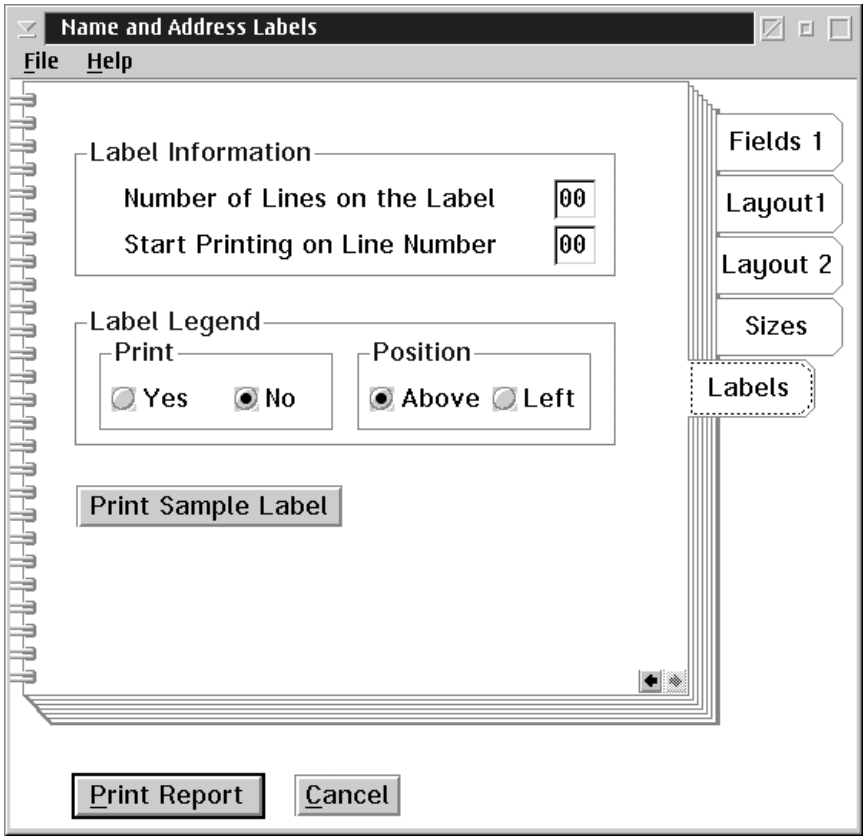
Sizes Selection

The following dialog box for the Name and Address Label appears as follows:



The default number of characters contained in each field are displayed on the report field sizes. To change any of the field lengths highlight the fields length and overtype with a new value.

Label Selection The following dialog box for the **Label** appears as follows:



In laying out the label the other things the program needs to know is:

1. The number of lines your label will hold. A standard label is 8 lines long.
2. The line the label information will start on. This means that after the heading fields are printed the label information will start on which line number.

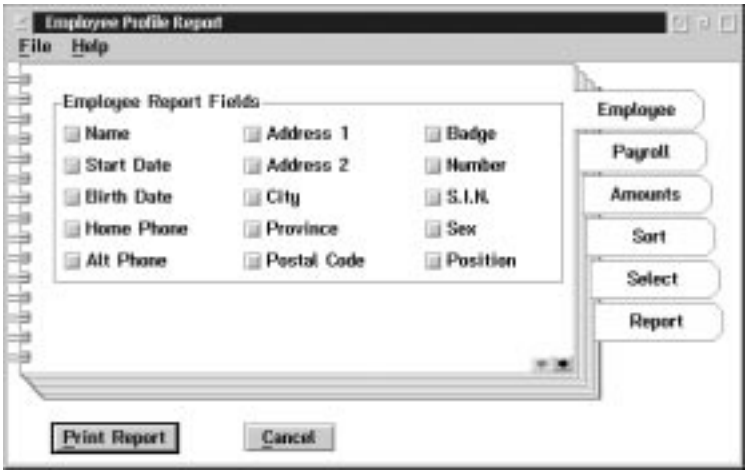
☞ Label Legend - You can specify if the legend will be printed above or to the left of the label information.

Print Sample Label This will print a sample label for you to verify the line up of your label.

REPORTS

Employee Profile Report

When the user selects the **Employee Profile Report** from the Reports menu the following screen will appear:

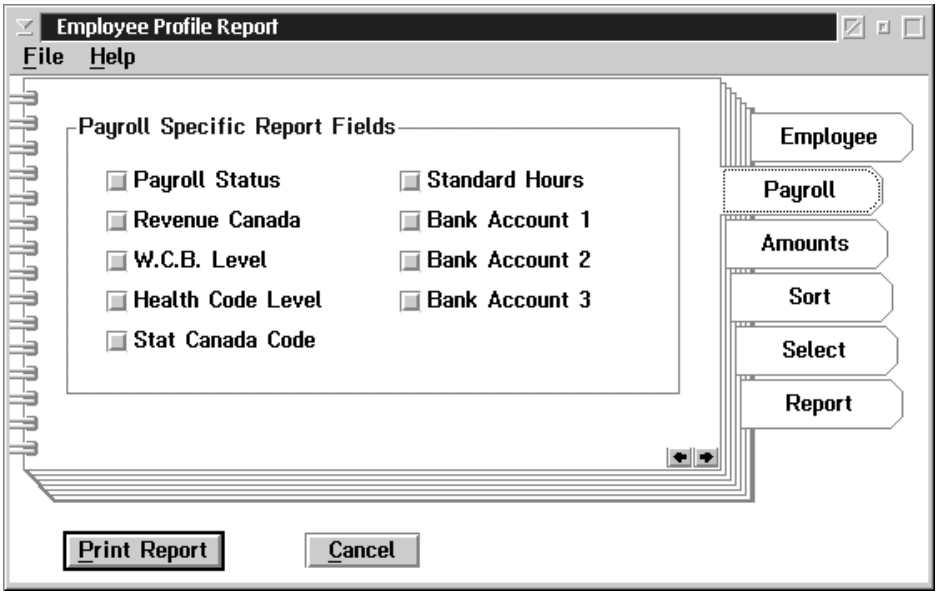


Data Field A data field is selected when the box to the left of the field has a check mark.

The data field selection for the report allows for the inclusion of the following data fields:

Field	Description
Name	When this field is checked the name of the employee will be printed.
Start Date	When this field is checked the starting date of the employee will be printed.
Birth	When this field is checked the birth date of the employee will be printed.
Home Phone	When this field is checked the home phone number of the employee will be printed.
Alt Phone	When this field is checked an alternate phone number of the employee will be printed.
Fam. Medical	When this field is checked the employee's family medical number will be printed.
Address 1	When this field is checked the employee's address will be printed.
Address 2	When this field is checked the an additional address will be printed.
City	When this field is checked the city the employee lives in will be printed.
Province	When this field is checked the province the employee lives in will be printed.
Postal Code	When this field is checked the postal code of the employee will be printed.
Badge	When this field is checked the badge number of the employee will be printed.
Number	When this field is checked the employee's number will be printed.
S.I.N.	When this field is checked the employee's social insurance number will be printed.
Sex	When this field is checked the sex of the employee will be printed.
Position	When this field is checked the position of the employee will be printed.

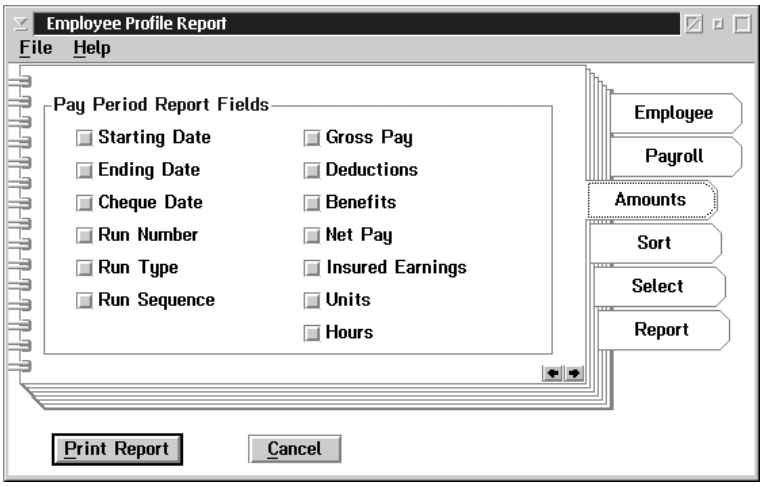
When the user selects the **Payroll** tab from the Employee Profile Report the following screen will appear:



The following table gives a description of the screen:

Field	Description
Payroll Status	This field contains the employee's current status and will print if selected.
Revenue Canada	This field will display full or reduced rate designation and will print if selected.
W.C.B. Level	When this field is checked the WCB rate code assigned will be printed.
Health Code Level	When this field is checked the payroll tax rate code assigned will be printed.
Stat Canada Code	When this field is checked the Statistics Canada Code assigned will be printed.
Standard Hours	When this field is checked the employee's standard work week hours will be printed.
Bank Account 1	If this field is checked the employee's bank account number for direct deposit will be printed.
Bank Account 2	If this field is checked the employee's second bank account number will be printed.
Bank Account 3	If this field is checked the employee's third bank account will be printed.

When the user selects the **Amount** tab from the Employee Payroll Profile Report the following screen will appear:

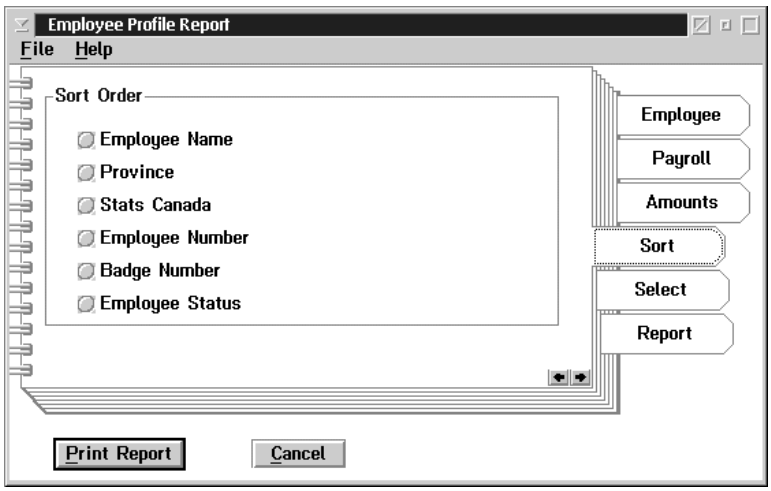


The following table gives a description of the pay period report fields:

Field	Description
Starting Date	When this field is checked the starting date of the selected pay period will be printed.
Ending Date	When this field is checked the ending date of the selected pay period will be printed.
Cheque Date	When this field is checked the cheque date of the selected pay period will be printed.
Run Number	When this field is checked the pay period run number of the selected pay period will be printed.
Run Type	When this field is checked the type of run of the selected pay period will be printed. ie: Normal
Run Sequence	When this field is selected the system assigned run sequence number of the selected pay period will be printed.
Gross Pay	When this field is selected a single gross pay summary total from the selected pay run will be printed.
Deductions	When this field is checked a single company summary total deductions amount from the selected pay run will be printed.
Benefits	When this field is checked a single company summary total benefits amount from the selected pay run will be printed.
Net Pay	When this field is checked a single net pay summary total from the selected pay run will be printed.
Insured Earnings	When this field is selected a single summary insurable earnings total from the selected pay run will be printed.
Units	When this field is checked a single summary units total from the selected pay run will be printed.

Hours	When this field is checked a single summary of actual hours total from the selected pay run will be printed

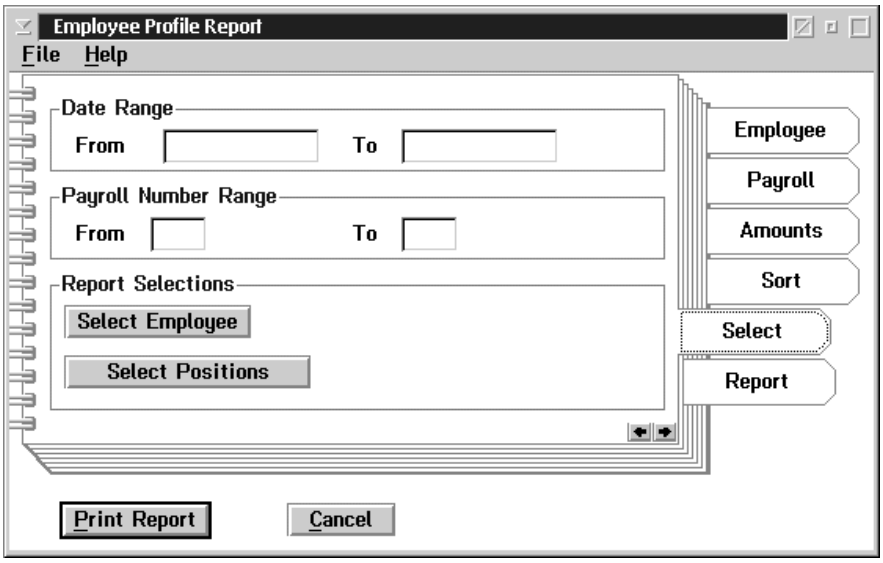
When the user selects the **Sort** tab from the Employee Payroll Profile Report the following screen will appear:



The sort order selection for the report allows for the following sort order selections:

- Employee Name
- Province
- Statistics Canada Code
- Employee Number
- Badge Number
- Employee Status

When the user selects the **Select** tab from the Employee Payroll Profile Report the following screen will appear:



ate Range Selection

To limit the range of the report the starting and ending dates may be entered. If both dates are zero the entire report will be printed. If only the ending date is zero the report will print from the starting date until the end of the current reporting period.

Select Employee Selection

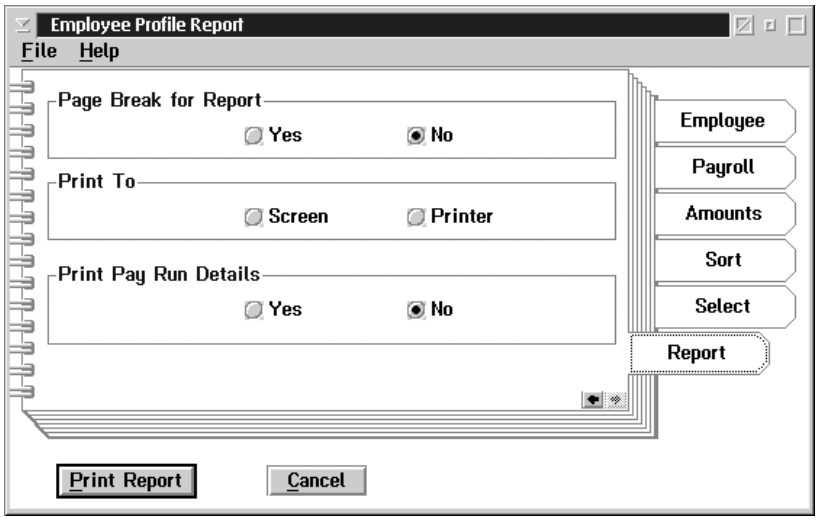
To choose a single employee option for the Employee Profile Report select the Select Employee Option.

Select Positions

To choose a single position option for the Employee Profile report select the Select Positions option.

REPORTS

When the user selects the **Report** tab from the Employee Payroll Profile Report the following screen will appear:



Page Break Selection The page break selection for the report allows for the insertion of page breaks when the program encounters a break on the sort key.

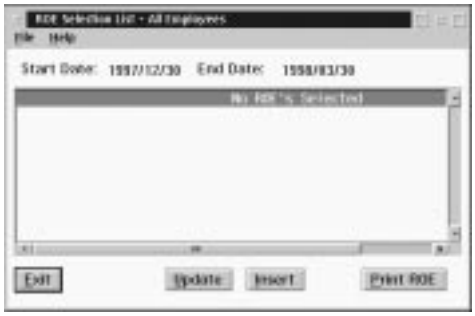
Print to Selection The Print to selection for the report allows for the report to be printed to the printer or on the screen.

Print Pay Run Details The user may select the option of printing all detail lines pertaining to the selected pay run for each employee.

Record of Employment

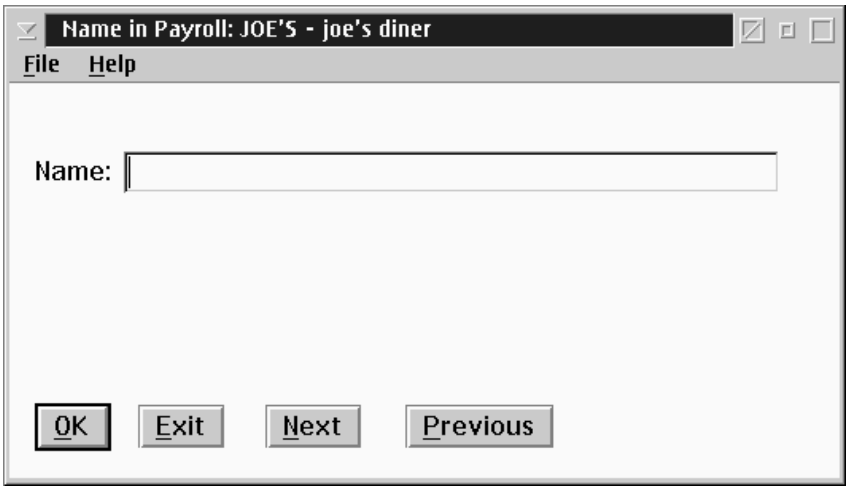
A Record of Employment (ROE) must be issued by employers within five calendar days after an employee's interruption of earnings or the day the employer becomes aware of the interruption. This document is used by Human Resources Development Canada (HRDC) to determine whether a person qualifies for Employment Insurance benefits, how much he or she will receive and the length of time the benefits will be received.

When the user selects the Record of Employment from the Reports menu the following screen will appear:



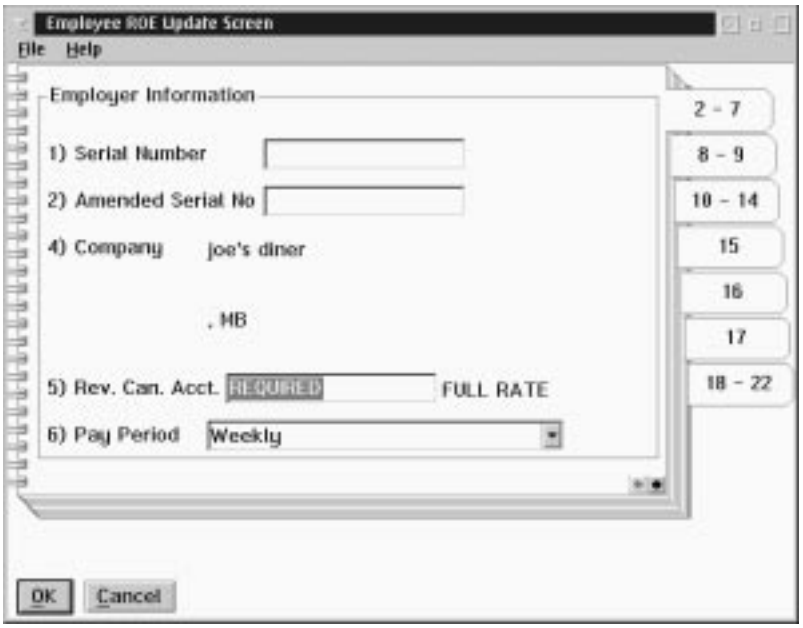
This screen contains a list of employees. To choose the employee for the ROE highlight the employee and select the OK button.

To prepare a new Roe for an Employee. Choose INSERT. The Employee Name selection box will appear:



To select an employee type in the surname, or do a next or previous. Once you have verified your selection press OK.

When the user selects the OK button from the Name in Payroll screen the following screen will appear:



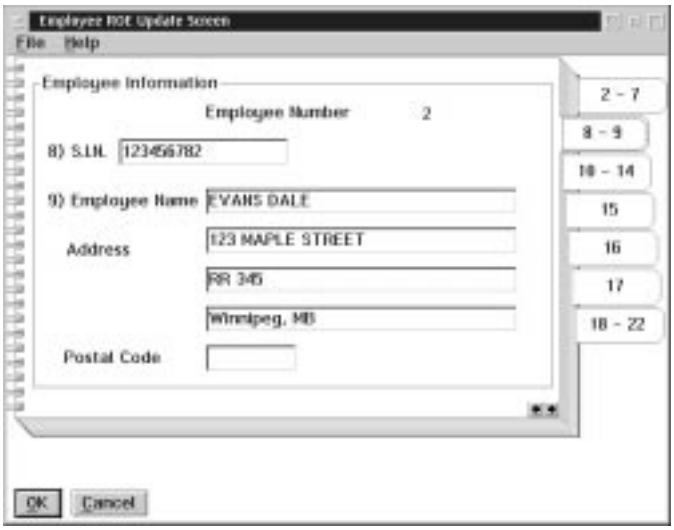
The Employee ROE Update Screen is used to print a ROE.

The following table gives a description the data fields:

Field	Description
Serial Number	This field is used to input the serial number of the ROE form.
Amended Serial No.	This field is used to enter in the serial number of a previously issued ROE that is being replaced.
Company	This field is displays the name of the company.
Address	This field is displays the address of the company.
Revenue Canada Account	This field is displays the business number used to report payroll source deductions for the employee. This field can be overtyped.
Pay Period	This field displays one of the pay period frequency types from the chart provided on the reverse of the ROE. This field can be overtyped.

With the exception of the amended serial number field, these fields will be filled in from existing data. Any field can be over typed for changes.

When the user selects the **8-9** Tab on the Record of Employment the following screen will appear:

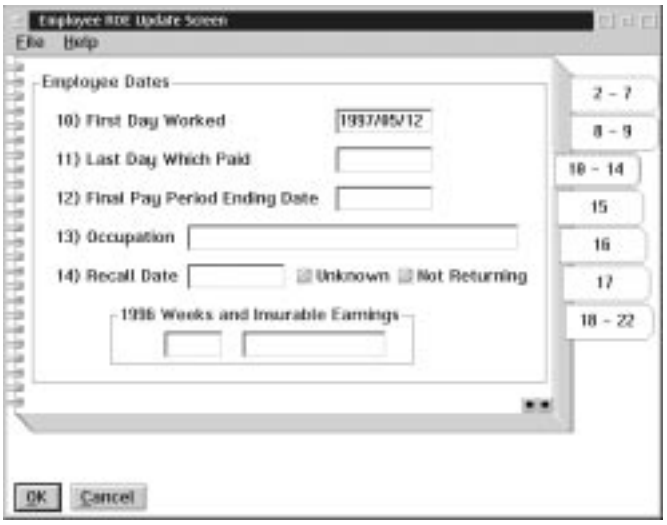


The following table gives a description of the data fields:

Field	Description
Employee Number	This field will display the employee's assigned payroll employee number.
S.I.N.	This field contains the employee's social insurance number.
Employee Name	This field contains the employee's name.
Address	This field contains the employee's address.
Postal Code	This field contains the employee's postal code.

REPORTS

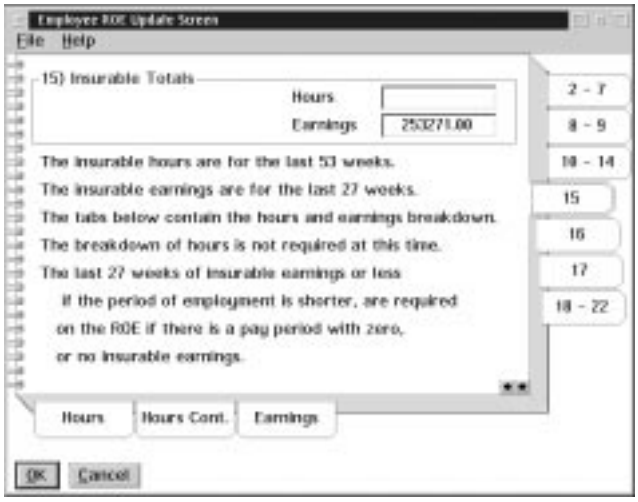
When the user selects the **10-14** tab on the Record of Employment the following screen will appear:



The following table gives a description of the data fields:

Field	Description
First Day Worked	This field is used to enter in the first actual day of employment or the first day the employee returned to employment after an absence for which a previous ROE was issued.
Last Day of which Paid	This field is used to enter the last day for which the employee was paid.
Final Pay period Ending Date	This field is used to enter the final pay period for which the employee has earnings.
Occupation	This field is used to enter a short description of the employees position for statistical purposes.
Recall Date	This field is used to enter the date the employee can be recalled.
1996 Weeks and Insurable Earnings: These fields will contain the appropriate data for 1996 if applicable. This filed will remain blank if period is greater than the maximum reportable period of 53 weeks.	

When the user selects the **15** tab the following screen will appear:

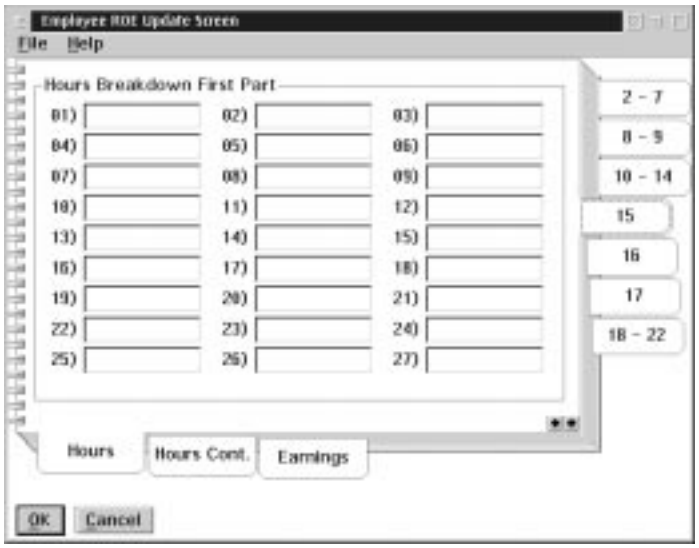


The following table gives a description of the data fields:

Field	Description
Total Insurable Hours	This field displays the total insurable hours for the number of pay periods according to the chart on the reverse side of the ROE. This field may be changed
Total Insurable Earnings	This field is the total insurable earnings for the number of pay periods according to the chart on the reverse side of the ROE. Changes to this field are permitted.

REPORTS

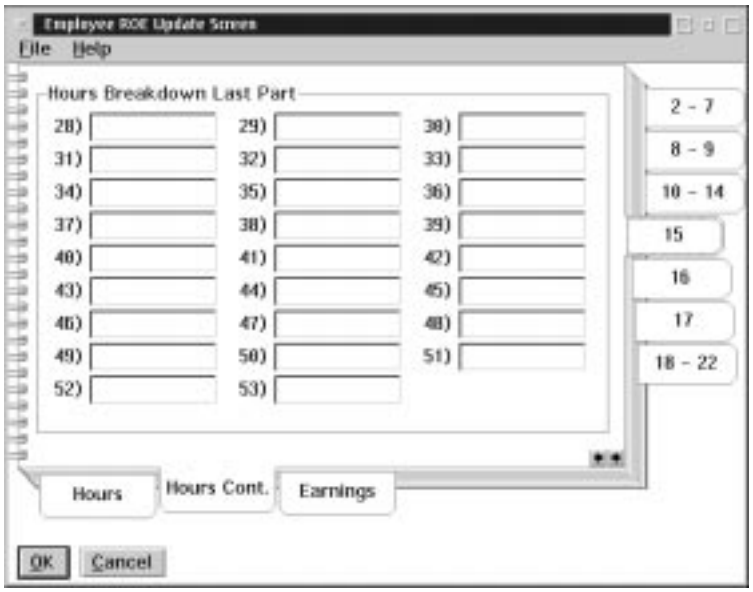
When the user selects the **Hour Sub -Menu** tab from the 15 tab the following screen will appear:



The following table gives a description of the data fields:

Field	Description
Hours Break Down	These fields are used to enter the first insurable hours paid on or after January, 1997. Report any 1996 insurable periods only in block 18.

When the user selects the **Hours Continued Sub-Menu** tab from the **15** tab the following screen will appear:

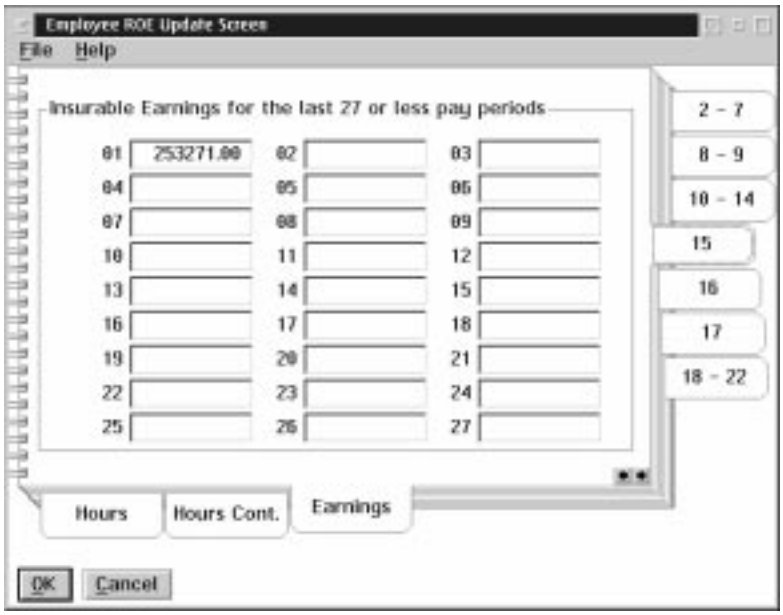


The following table gives description of the data fields:

Field	Description
Hours Breakdown Last Part	These fields are used to enter the first insurable hours paid on or after January, 1997. Report any 1996 insurable periods only in block 18.

REPORTS

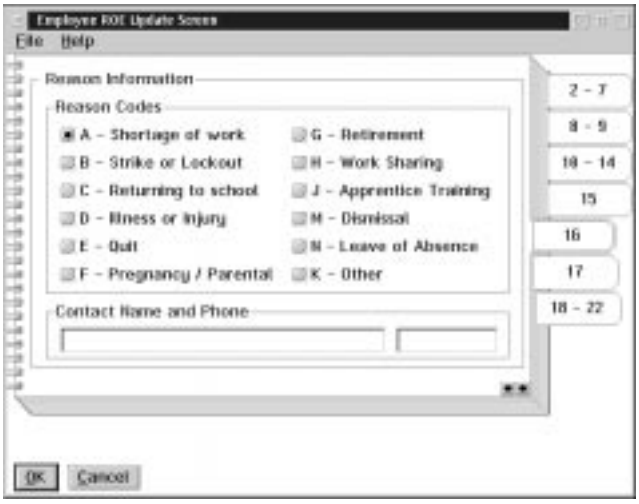
When the user selects the **Earning Sub-Menu** tab from the **15** tab the following screen will appear:



The following table gives a description of the data fields:

Field	Description
Insurable Earnings	This field is used to enter any gaps in service for the required period of report.

When the user selects the **16** tab the following screen will appear:

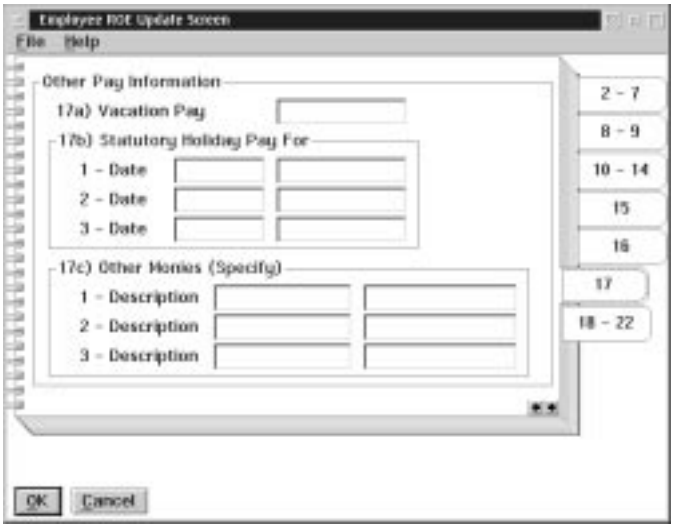


The following table gives a description of the data fields:

Field	Description
Reason Codes	These fields are used to check the reason for the interruption of earnings.
Contact Name and Phone	A contact name and phone number can also be inserted. The first Record of Employment issued by the GrandMaster Suite Payroll will require that this field will be entered. Subsequent Records of Employment will default to this name and phone number unless modified.

REPORTS

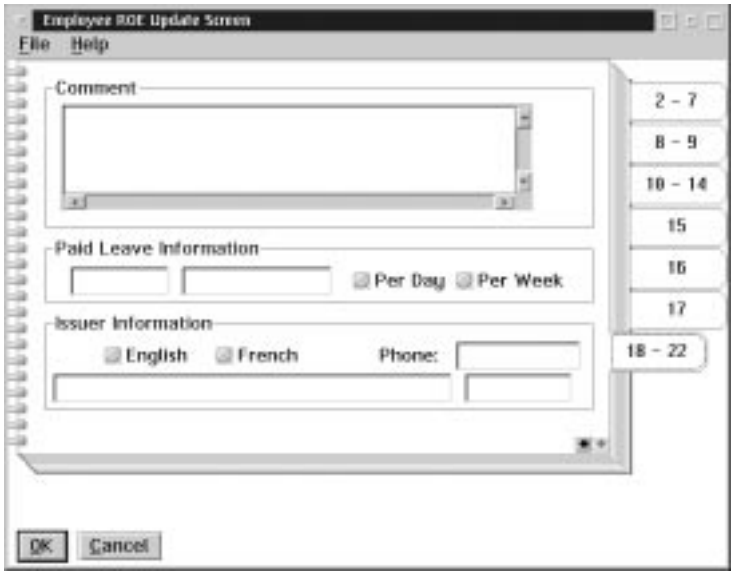
When the user selects the **17** tab the following screen will appear:



The following table gives a description of the data fields:

Field	Description
Vacation Pay	This field is used to enter the amount of any vacation pay paid or owing to an employee on the interruption of earnings.
Statutory Holidays	This field is used to enter the date and amounts owing or paid for any statutory holidays that occurs after the date entered in block 11.
Other Monies	This field is used to enter any other amounts or payments owing to an employee after the interruption of earnings. Eg) Severance pay, retiring allowances, wages in lieu of notice, lump sum and on going pension payments, bonuses and retroactive wage increases.

When the user selects the **18-22** tab the following screen will appear:



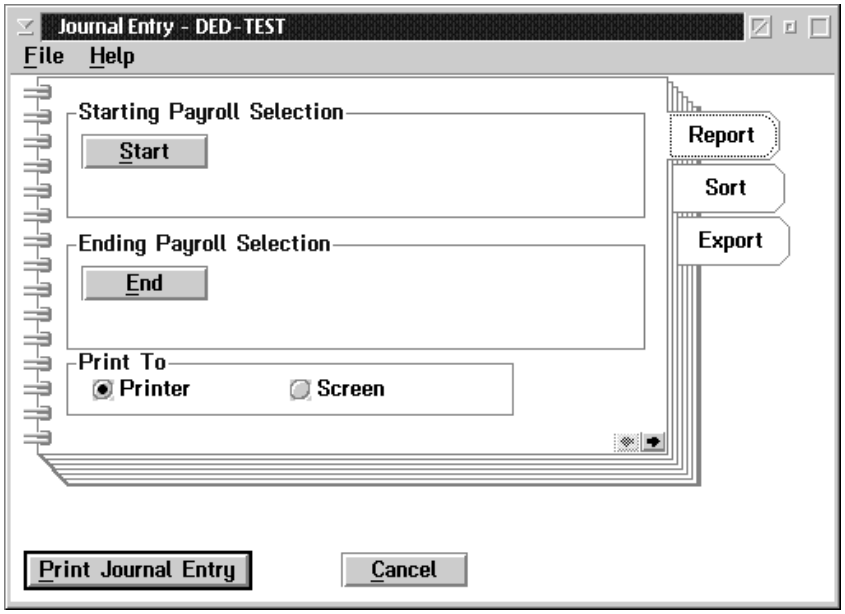
The following table gives a description of the data fields:

Field	Description
Comments	This field is used to enter any information or comments that might be helpful to prevent telephone calls from HRDC for further clarification.
Paid Leave	This field is used to enter the amount for the employee if eligible for an employer paid sick, maternity, parental or adoption leave, or if entitled to payments under a wage loss indemnity plan. Enter the payments start date and the weekly or daily rate.
Issuer Information	This field is used to check if you want the communication in English or French.
Telephone	This field is used to enter the ROE issuer's telephone number.

Journal Entry

When the user selects the Journal Entry option, a report containing all general ledger transactions pertaining to a payroll (or group of payrolls) is created. The information on the report can also be exported to a file for direct interface with an accounting software package.

When the user selects the Journal Entry from the Report menu the following screen will appear:

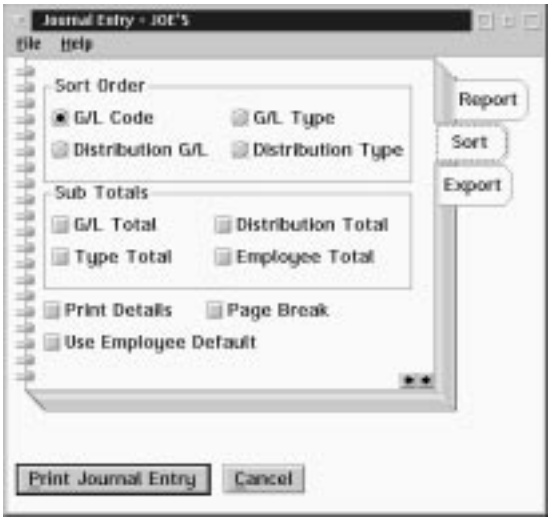


Starting Payroll Selection By pressing the start button a list of all closed (history) pay runs will be presented. The Journal Entry starting pay run can be chosen from this list.

Ending Payroll Selection By pressing the End button the list of the closed (history) pay runs will be presented. The Journal Entry ending pay run range can be chosen from this list.

Print To Allows the user the option of printing to the printer or to the screen.

When the user selects the **Sort** tab the following screen will appear:



The following table gives a description of the screen:

Field	Description
	Sort Order
G/L Code	The Journal Entry can be selected to sort by the General Ledger codes as the primary sort. The G/L Codes will appear in numeric order. When this option is selected the sub-totals by G/L total is the default system setting for sub-total fields printed/exported. Note: Although the system defaults at start up to the G/L code sort order you must actively select it to turn on the default sub-totalling.
Distribution G/L	The Journal Entry can be selected to sort by G/L Code within a Distribution Table. All Earnings, Deductions, Accumulators expense and liabilities can be sorted within the appropriate department/distribution cost centre if this set up applies. When this option is selected the sub-totals by G/L code within distribution totals is the default system setting to the sub-total fields printed/exported.
G/L Type	The Journal Entry can be selected to sort by type of G/L allocation. When this option is selected the sub-totals by G/L total within type totals is the default system setting for the sub-total fields printed.
Distribution Type	The Journal Entry can be selected to sort by the distribution type. When this option is selected the sub-totals by type within the distribution totals is the default system setting for the sub-total fields printed/exported.
Sub-Totals: The sub-totals revert to a system default setting based on the sort order selection made. In addition a sub-total by employee can be obtained within the sort order and sub-total selections already chosen.	
	Additional Options
Print Details	At times it may be necessary to print all Transaction Detail to support the G/L code and distribution table allocations. Selecting the print details option will print every detail item within the pay run range selected for the report. If this option is not checked the system will produce a single summary line within the sort order selected criteria.

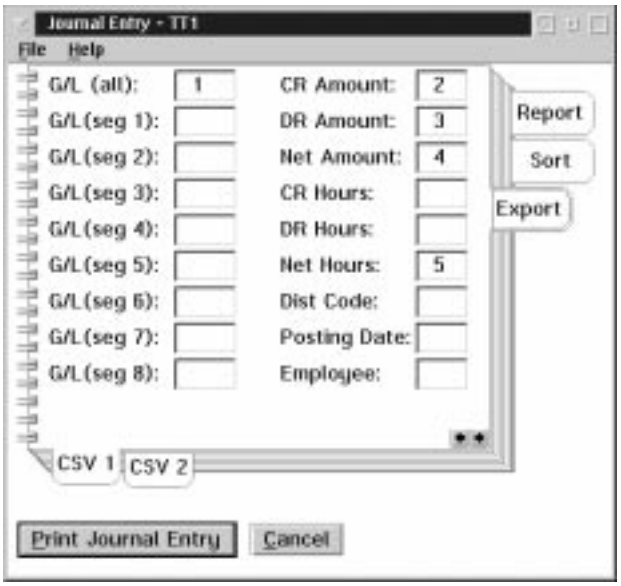
Field	Description
Page Break	This is an option available to turn on page breaks within sort order sub-totalling selections.
Use Employee Default	The option exists to override transaction input distribution and have the system allocate all transactions according to each employee's base distribution tables.
Print All Hours	This option should be selected if the user requires the total number of all hours associated with each earning to be printed/exported.
Print Net Hours	This option exists to select a net number of all hours associated with each earning to be printed/exported including adjustments and credits in a single total number with entered hours.

When the user selects the export tab the following screen will appear:

The following table gives a description of the screen:

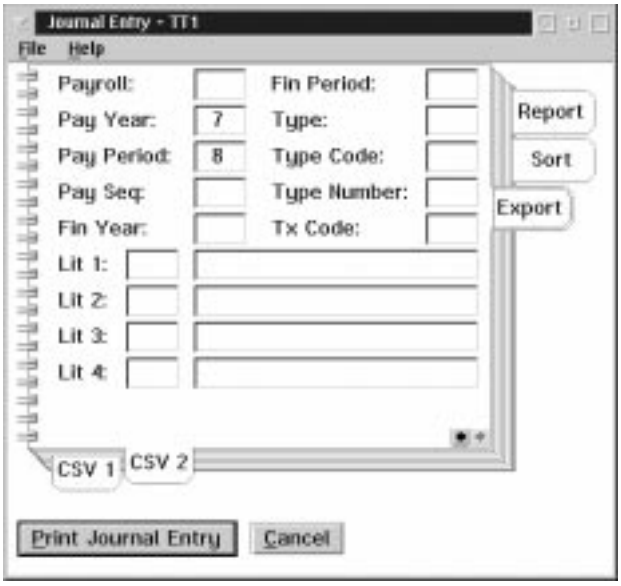
Field	Description
Format	Allows the user to select the financial accounting system format that the Journal entry is exporting to:
File	The file name that is being exported should be entered in this field.
Generate Export File	Selecting this option causes the system to generate the export file in accordance with the sort order and accounting system format selected.
Append to File	Selecting this option will direct the system to generate an additional export file and add it to an existing export file.
Export Data: Some accounting/financial systems require the period processing dates to be part of the import batch information. GrandMaster Suite Payroll System allows for this information to become part of the Journal Entry Export File.	
Fiscal Year	The 4 digit year of the fiscal period can be entered in this field.
Fiscal Period	Up to 2 digit fiscal period/voucher month can be entered in this field.
Posting Date	The date of the file export/import can be entered here in YYYMMDD format.

When the user selects **CSV1 Sub-Menu** tab on the **Export** tab on the Journal Entry Report the following screen will appear:



The boxes to the right of the data field names are used to input the field position on the Export file.

When the user selects the **CSV2 Sub-Menu** tab on the **Export** tab on the Journal Entry Report the following screen will appear:



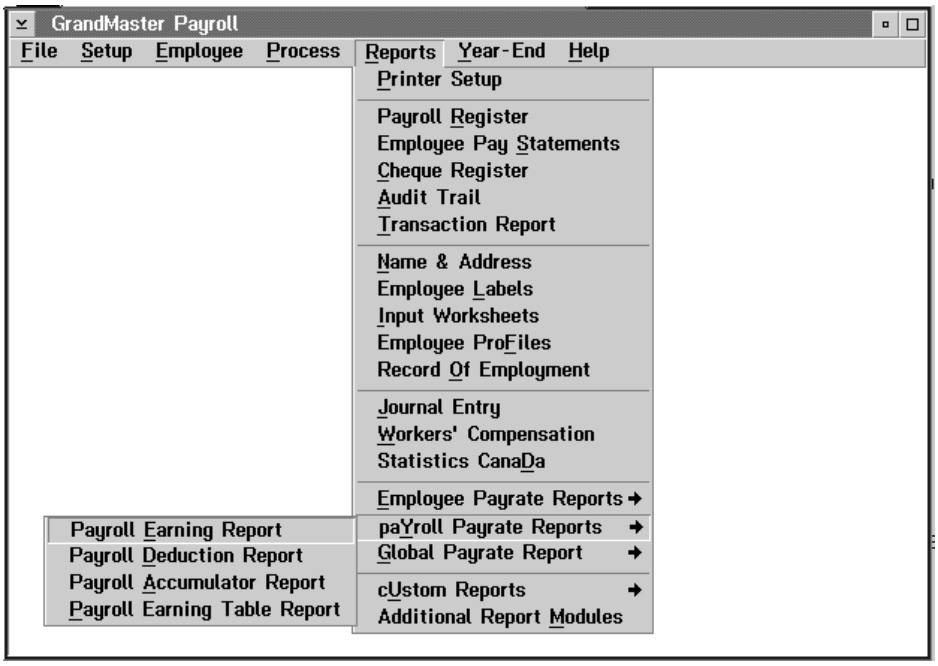
The boxes to the right of the data field names are used to input the field position on the Export file.

The fields labeled Literal 1 to 4 are used to input the field position and a value that may be exported to the finacial/accounting system.

Payroll Payrate Reports

The Payroll Payrate Reports menu from the menu bar is used to print payrate reports from the payroll data.

The Payroll Payrate Reports menu appears as follows:



☞ Payroll Payrate Reports

- Payroll Earning Report
- Payroll Deduction Report
- Payroll Accumulator Report
- Payroll Earning Report

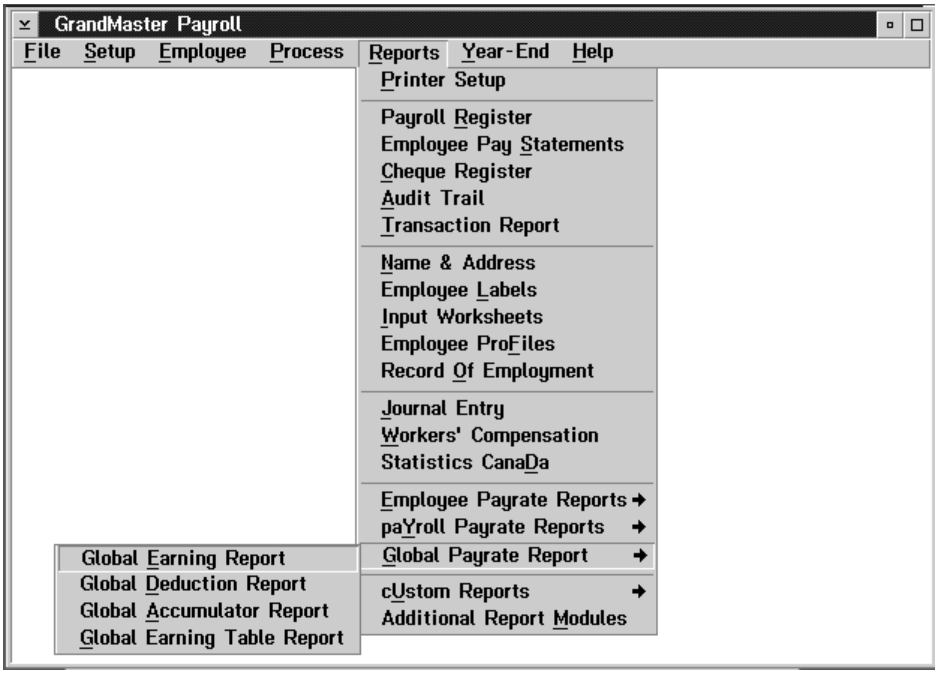
Please refer to the Global Payrate Reports in this manual for more information on these reports.

REPORTS

Global Payrate Reports

The Global Payrate Reports menu from the menu bar is used to print Pirate reports from the payroll data.

The Global Payrate Reports menu appears as follows:



☞ Global Payrate Reports

- Global Earning Report
- Global Deduction Report
- Global Accumulator Report
- Global Earning Table Report

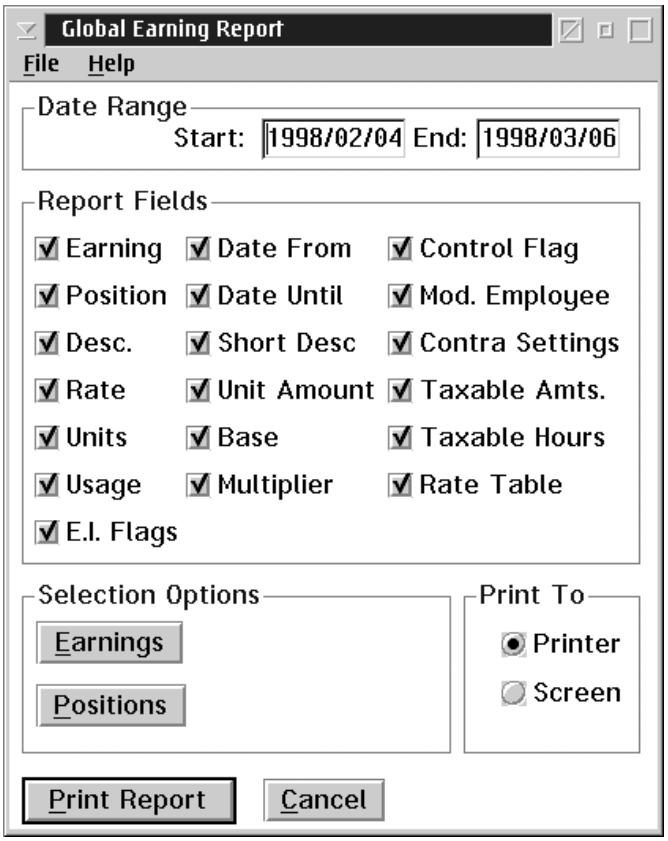
Global Earning Report

The **Global Earning Report** option prints a listing of the Earning Payrates for each employee, payroll or global payroll depending on the menu choice.

This function allows the user to select the date range for the report, the data fields to be included in the report, when to page break, and to select the earning & position to be included in the report.

If a single employee was selected before running this program only that employee will be printed. The employee name will be shown after the report title at the top of the window when only one employee is selected.

The dialog box for the **Global Earning Report** option in the reports menu appears as follows:



Saving...

The selections made by the user can be saved by selecting the **Save Parameters** option in the File menu.

REPORTS

Date Range Selection

To limit the range of the report the starting and ending date may be entered. If both dates are zero the entire report will print from the starting date until the end of the report.

Report Fields Selection

A data field is selected for the report when the box to the left of the field has a check mark.

Field	Description
Earning	When this field is checked the earning code for the global earning will be printed.
Description	When this field is checked the long description for the global earning will be printed.
Status	When this field is checked the status for the global earning will be printed.
Rate	When this field is checked the rate for the global earning will be printed.
Rate Units	When this field is checked the unit of the rate for the global earning will be printed.
Rate Type	When this field is checked the type of rate for the global earning will be printed.
Date From	When this field is checked the date the earning is effective from for the global earning will be printed.
Date Until	When this field is checked the date the earning is effective until for the global earning will be printed.
Short Desc.	When this field is checked the pay statement description for the global earning will be printed.
Unit Amount	When this field is checked the earning unit amount for the global earning will be printed.
Base	When this field is checked the base earning to calculate multiples on or for the global earning will be printed.
Multiplier	When this field is checked the multiplier for the global earning will be printed.
Control Flag	When this field is checked the control flag for the global earning will be printed.
Mod. Lower Level	When this field is checked the message if the earning is modifiable at a lower level for global earning will be printed.
Alternate Desc.	When this field is checked the alternate description for the global earning will be printed.
Taxable Amounts	When this field is checked the taxable amount for the global earning will be printed.
Taxable Hours	When this field is checked the taxable hours for the global earning will be printed.
G/L Distribution	When this field is checked the G/L distribution for the global earning will be printed.

Page Break Selection

If the box to the left of yes has a check mark the report will start each earning object.

Select Earnings Selection

To choose earnings to the Global Earning Report select the select earnings object.

For instructions on how to select earnings refer to the Common Selection Screen chapter of this manual.

Select Positions Selection

To choose selected positions for the Position Assignment Report select the Select Positions object.

For instructions on how to select positions refer to the Common Selection Screen chapter of this manual.

If you have selected positions the message Exclude Selections or Include Selections will be displayed beside the selection button when you return to the select report object dialog box.

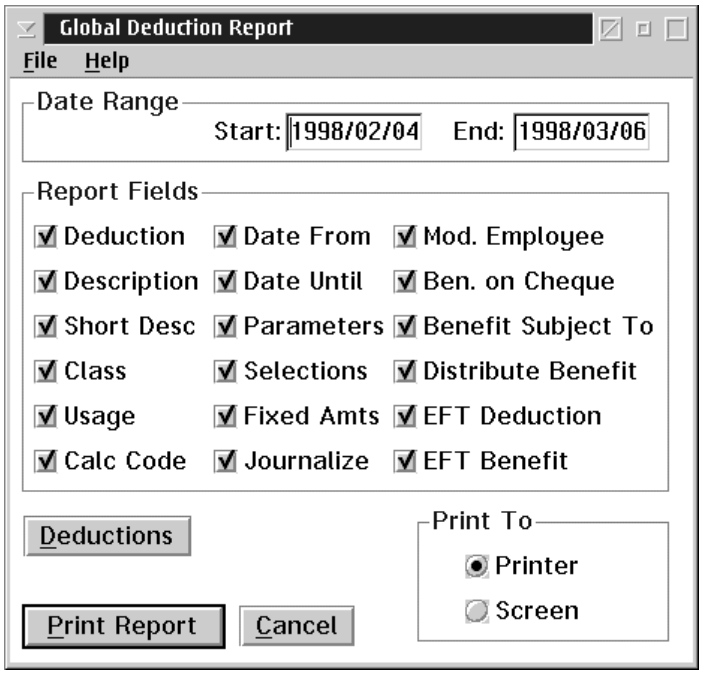
Global Deduction Report

The **Global Deduction Report** option prints a listing of the Deduction Payrates for each employee, payroll or global payroll depending on the menu choice.

This function allows the user to select the date range for the report, the data fields to be included in the report, when to page break, and to select the deduction to be included in the report.

If a single employee was selected before running this program only that employee will be printed. The employee name will be shown after the report title at the top of the window when only one employee is selected.

The dialog box for the **Global Deduction Report** option in the reports menu appears as follows:



Saving...

The selections made by the user can be saved by selecting the **Save Parameters** option in the File menu.

Date Range Selection To limit the range of the report the starting and ending date may be entered. If both dates are zero the entire report will print from the starting date until the end of the report.

Report Fields Selection A data field is selected for the report when the box to the left of the field has a check mark.

Field	Description
Deduction	When this field is checked the deduction for the global deduction will be printed.
Position	When this field is checked the position for the global deduction will be printed.
Description	When this field is checked the description for the global deduction will be printed.
Deduction Status	When this field is checked the deduction status for the global deduction will be printed.
Deduction Type	When this field is checked the deduction type for the global deduction will be printed.
Journal Entry Flag	When this field is checked the journal entry flag for the global deduction will be printed.
Cheque Flag	When this field is checked the cheque flag for the global deduction will be printed.
Calculation Flag	When this field is checked the calculation flag for the global deduction will be printed.
Date From	When this field is checked the date the deduction is effective from for the global deduction will be printed.
Date Until	When this field is checked the date the deduction is effective until for the global deduction will be printed.
Short Description	When this field is checked the pay statement description for the global deduction will be printed.
Calculation Code	When this field is checked the calculation code for the global deduction will be printed.
Calculation Table	When this field is checked the calculation table for the global deduction will be printed.
Custom	When this field is checked the custom for the global deduction will be printed.
Calculation Class	When this field is checked the calculation class for the global deduction will be printed.
Elements	When this field is checked the elements for the global deduction will be printed.
Always Enable	When this field is checked the always enable for the global deduction will be printed.
Mod. Lower Level	When this field is checked the message if the deduction is modifiable at a lower level for the global deduction will be printed.
Taxable Amounts	When this field is checked the taxable amounts for the global deduction will be printed.
Taxable Hours	When this field is checked the taxable hours for the global deduction will be printed.
Fixed Deduction	When this field is checked the fixed deduction for the global deduction will be printed.
Fixed Benefits	When this field is checked the fixed benefits for the global deduction will be printed.
G/L Distribution	When this field is checked the G/L distribution for the global deduction will be printed.

Page Break Selection If the box to the left of yes has a check mark the report will start a new page for each deduction object.

Select Deductions Selection

To choose deductions to the to the Global Deduction report select the select deduction object.

For instructions on how to select deduction refer to the Common Selection Screen chapter in this manual.

Global Accumulator Report

The **Global Accumulator Report** option prints a listing of the Accumulator Payrates for each employee, payroll or global depending on the menu choice.

This function allows the user to select the date range for the report, the data fields to be included in the report, when to page break, and to select the accumulator to be included in the report.

If a single employee was selected before running this program only that employee will be printed. The employee name will be shown after the report title at the top of the window when only one employee is selected.

The dialog box for the **Global Accumulator Report** option in the reports menu appears as follows:

Saving...

The selections made by the user can be saved by selecting the **Save Parameters** option in the File menu.

Date Range Selection To limit the range of the report the starting and ending date may be entered. If both dates are zero the entire report will print from the starting date until the end of the report.

Report Fields Selection A data field is selected for the report when the box to the left of the field has a check mark.

Field	Description
Accumulator	When this field is checked the accumulator code for the global accumulator will be printed.
Description	When this field is checked the description for the global accumulator will be printed.
Acc. Status	When this field is checked the acc. status for the global accumulator will be printed.
Paid Status	When this field is checked the paid status for the global accumulator will be printed.
Max. Amts	When this field is checked the max. amts for the global accumulator will be printed.
Fixed Amts	When this field is checked the fixed amts for the global accumulator will be printed.
G/L Dist	When this field is checked the g/l dist for the global accumulators will be printed.
Date From	When this field is checked the date the accumulator is effective from for the global accumulator will be printed.
Date Until	When this field is checked the date the accumulator is effective until for the global accumulator will be printed.
Short Desc	When this field is checked the pay statement description for the global accumulator will be printed.
J.E. Flag	When this field is checked the J.E. flag for the global accumulator will be printed.
Neg. Flag	When this field is checked the Neg. flag for the global accumulator will be printed.
Payout Flag	When this field is checked the payout flag for the global accumulator will be printed.
Cheque Flag	When this field is checked the cheque flag for the global accumulator will be printed.
Control Flag	When this field is checked the control flag for the global accumulator will be printed.
Mod. Lower Level	When this field is checked the message if the accumulator is modifiable at a lower level for global accumulator will be printed.
Alternate Description	When this field is checked the alternate description for the global accumulator will be printed.
Selections	When this field is checked the selection for the global accumulator will be printed.
Parameters	When this field is checked the parameters for the global accumulator will be printed.
Default Earnings	When this field is checked the default earnings for the global accumulator will be printed.

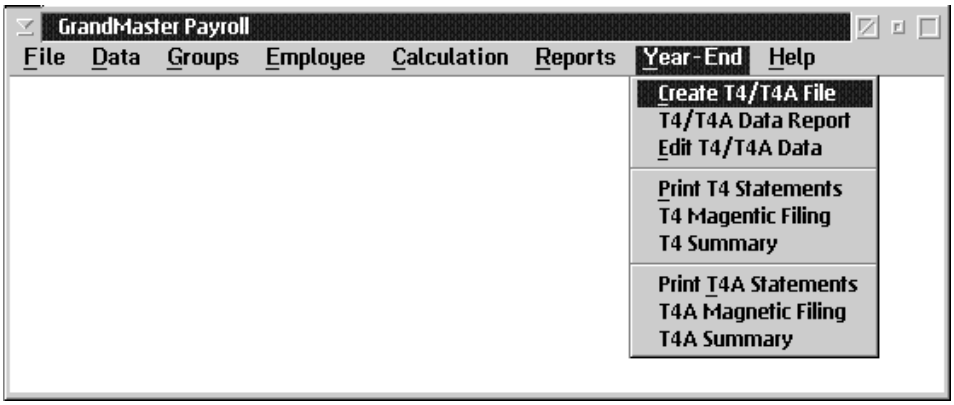
Page Break If the box to the left of yes has a check mark the report will start each accumulator object.

Select Accumulator Selection To choose accumulators to the Global Accumulator Report Select the Select Accumulator object.

For instructions on how to select accumulators refer to the Common Selection Screen chapter of this manual.

YEAR-END PROCESSING

The year end process will extract T4, T4A, and Relevé 1 information from the payroll database, and allow the user to clear YTD amounts. This year-end information is kept in a separate file for additional editing and processing. The Year-End menu appears as follows:



During the year-end process, the user will be prompted to confirm the decisions made by the system regarding placement of earnings, deductions, and benefits. Check your Employer's Guide To Source Deductions to verify year-end processing decisions.

In most provinces, a Workers' Compensation report is required at year-end. Refer to the Workers Compensation section in the Creating Reports chapter for information on generating a Workers' Compensation report.

The Year-End functions integrated into GrandMaster Suite reflect the current specifications as outlined by Revenue Canada. When Revenue Canada updates information pertaining to year-end calculations, these changes will be integrated into the GrandMaster Suite January update.

Type of Pension Adjustment

F - Fixed Monthly Benefit

This calculation is based on the months of employment during the current year times the user-given benefit amount.

An employee is credited $25.00 per month for each completed month of service.

P - Percent of Contributions

This calculation uses the employee's year-to-date Pension Contribution (deduction plus company benefit) times a user-supplied percentage.

An employee is credited with 2.00% of the total contributions to his pension plan.

I - Integrated with C.P.P./Q.P.P

This calculation uses pensionable earnings times a user-supplied percentage for earnings below Yearly Maximum Pensionable Earnings (YMPE) and a second user-supplied percentage for earnings above YMPE. Any earning between $75,000 and $86,111 are excluded from the calculation.

An employee is credited with 1.4% below YMPE and 2.0% above YMPE.

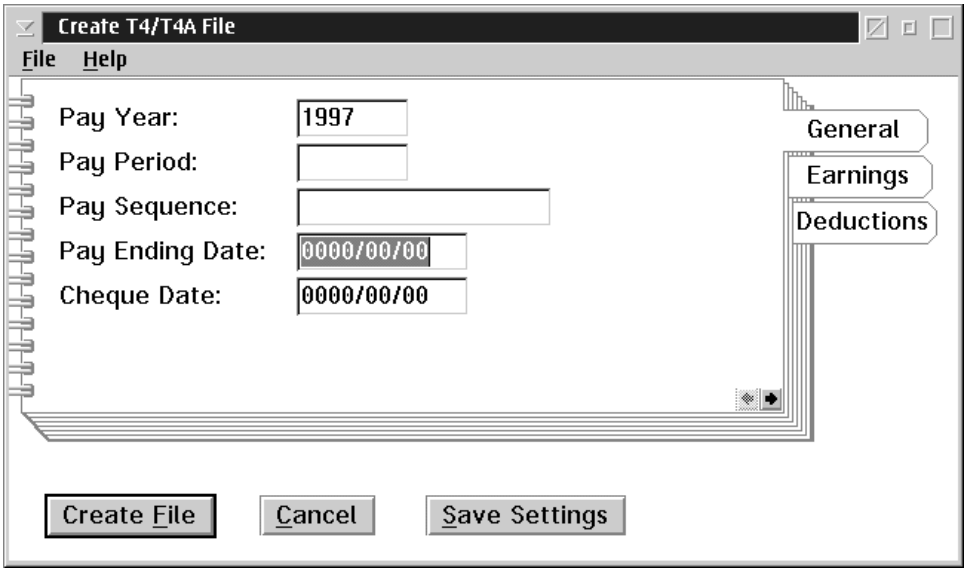
M - Money Purchase Plan

This calculation is the combined total of the employee deduction and the company's contribution to the employee's pension plan.

☞ We strongly recommend that the user thoroughly review the GrandMaster Suite Pension Adjustment calculation, especially in special situations such as rehires during the year, adjustments for prior years service, sabbatical leave, etc. We also strongly recommend that you contact your actuaries in all matters regarding Pension Adjustment!

Creating T4\T4A's

The following screen will appear when the user selects creating T4/T4A's:

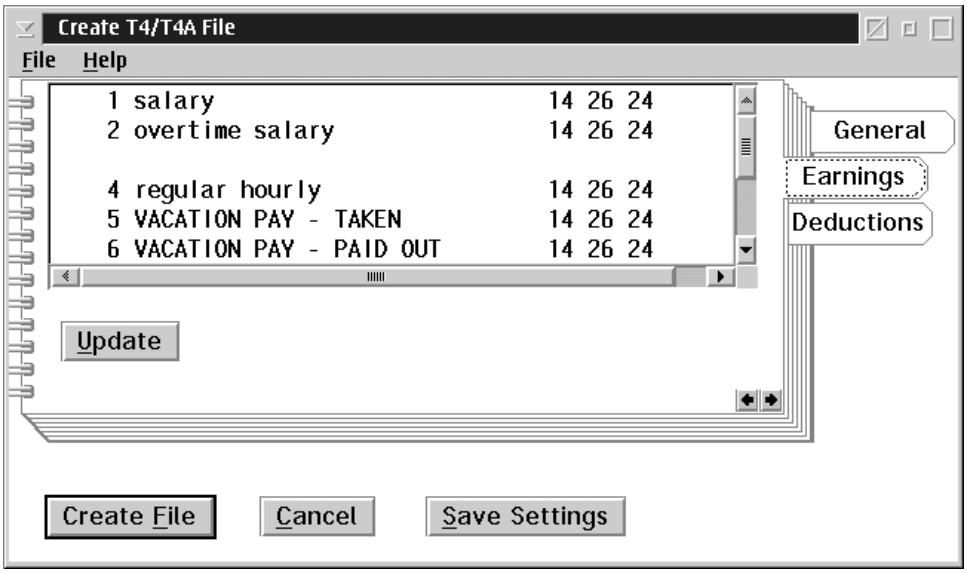


The following table gives a description of the screen:

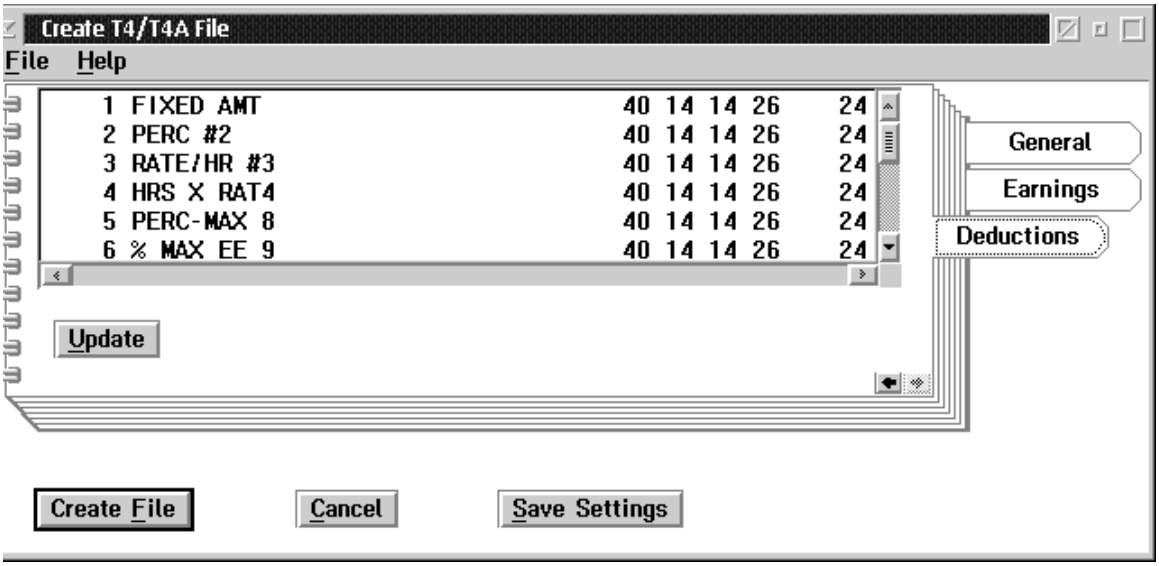
Field	Description
Pay Year	
Pay Period	
Pay Sequence	
Pay Ending Date	
Cheque Date	

YEAR END PROCESSING

When the user selects the Earnings Tab the following screen will appear:



When the user selects the Deductions Tab the following screen will appear:



T4/T4A Data Report

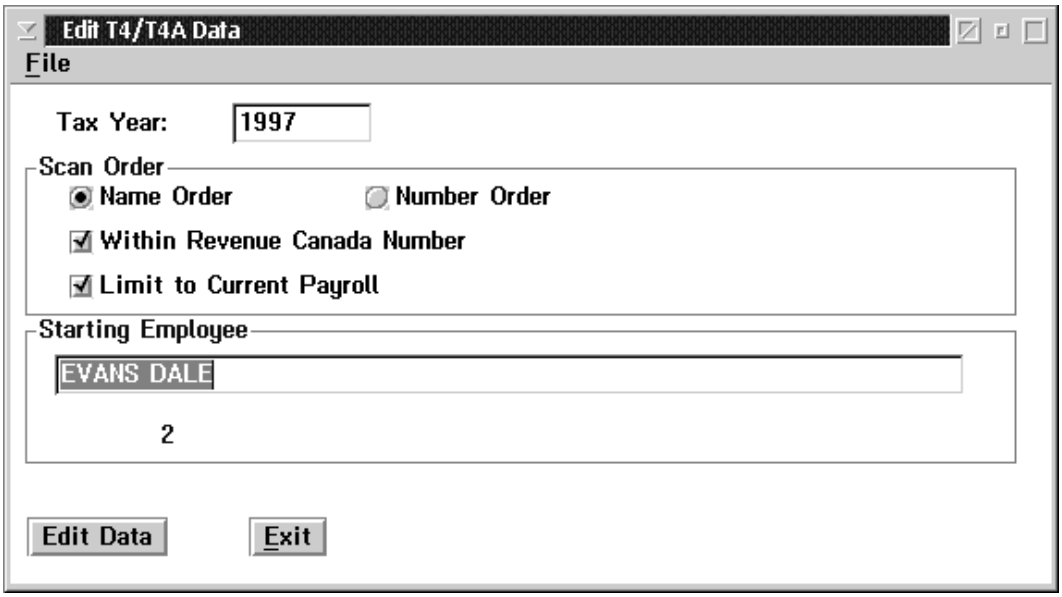
The following screen appears when teh T4\T4A Data Report is chosen:

The following table gives a description of the screen:

Field	Description
Tax Year	
Revenue Canada Number	
Employee Number	
Revenue Canada Totals	
Employee Name	

Edit T4/T4A Data

When the user selects Edit T4 and T4a data the following screen will appear:

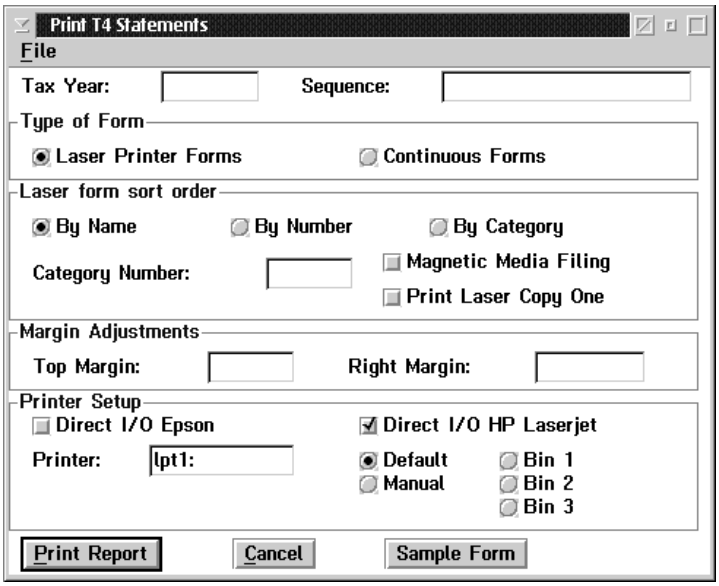


The following table gives a description of the screen:

Field	Description
Tax Year	
Name Order	
Within Revenue Canada Number	
Limit to Current Payroll	
Number Order	
Starting Employee	

Print T4 Statment

When the user selects the T4 statement the following screen will appear:

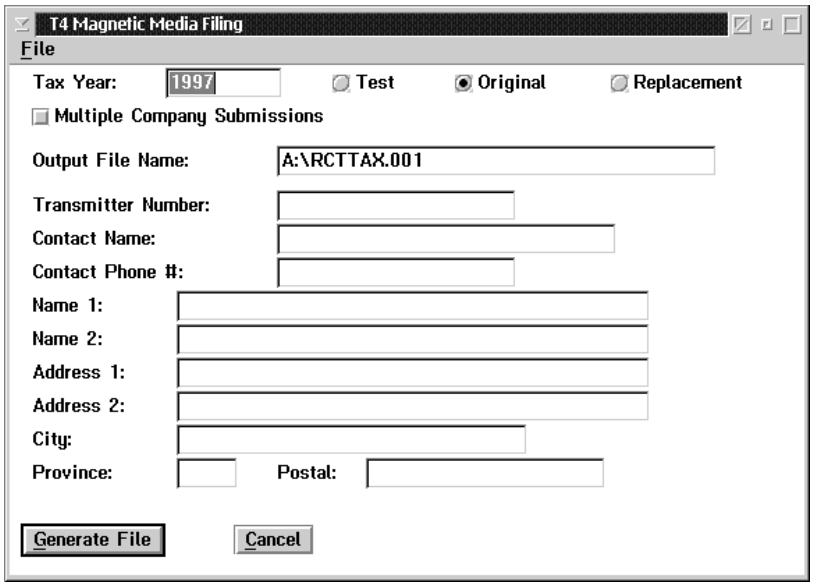


The following table gives a description of the screen:

Field	Description
Tax Year	
Sequence	
Laser Printer Forms	
Continous Forms	
By name	
By Number	
By Category	
Category	
Magnetic Media Filing	
Print Laser Copy One	
Top Margin	
Right Margin	
Direct I/O Epson	
Direct I/O Hp Laser	
Printer	
Bin 1	
Bin 2	
Bin 3	

T4 Magnetic Filing

When the user selects T4 magnetic filing the following screen will appear:



The following table gives a description to the screen:

Field	Description
Tax Year	
Test	
Original	
Replacement	
Multiple Company Statement	
Output File Name	
Transmitter Number	
Contact Name	
Contact Phone #	
Name 1	
Name 2	
Address 1	
Address 2	
City	
Province	
Postal	

EMPLOYEE INFORMATION

The **Employee** menu from the main menu bar is used to either access the Employee menu bar, enter hours worked for employees, or to add a new employee. The Employee menu bar allows the user to apply/remove payroll settings, previously defined at the global or payroll level, to/from individual employees.

The **Employee** menu appears as follows:

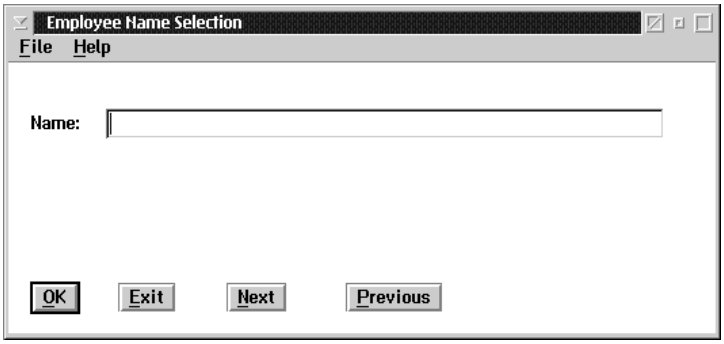
The options available to the user are:

- add an employee
- hours entry
- employee data entry and updates

Add an Employee

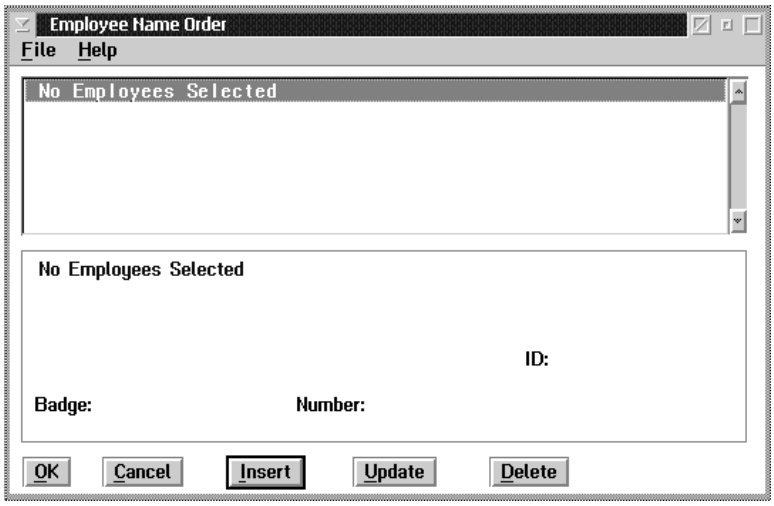
Adding employees to the payroll can be done from either the **Add Employee** option under the Payroll Employee menu, or by choosing the **Add An Employee** option under the File menu item on the Employee **menu.**

The **Add an Employee** function displays a screen that allows you to enter the name of a person that may not be in the payroll. The following screen will appear:



When you enter the surname of an employee or the first 3 or 4 characters of the surname in the Name field of this screen, the system searches for a person with that name in the payroll. If this name is found a screen is displayed showing any names that are a close match to the name entered.

When you are first setting up a payroll you will usually see a screen that does not contain any names. The screen appears as follows:



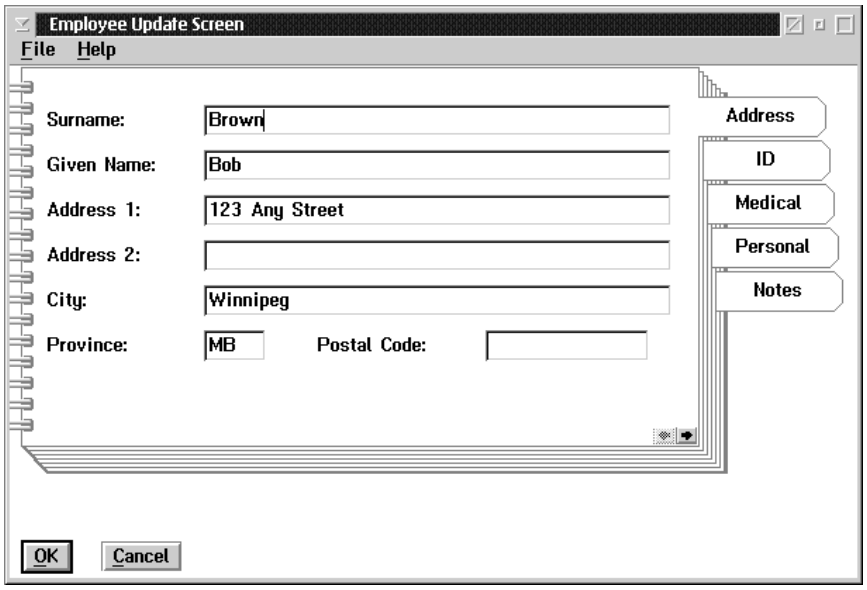
If the screen does contain the name of the person that you want to add to the payroll, select the name by clicking on the line the person appears in, and press the OK button to select the person.

Update The UPDATE button is used to call up the selected person's record for changes to the existing data.

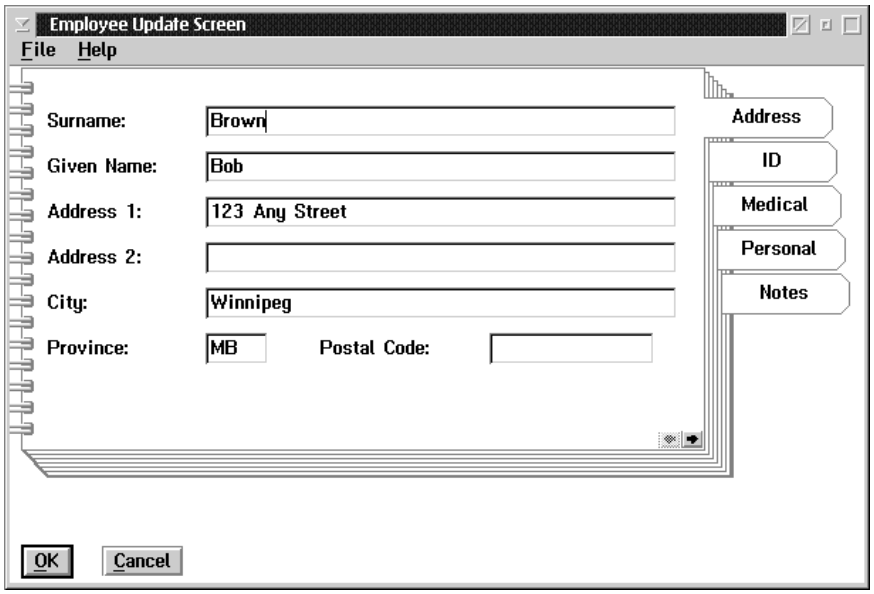
Delete The DELETE button is used to mark the selected person for removal from the file.

Insert The INSERT button is used to add a new person to the file. You will normally do this when adding a new person to the payroll.

The screen used to add a new person contains a notebook of 5 pages. Each page contains fields for data about the person being added to the file. The screen appears as follows:



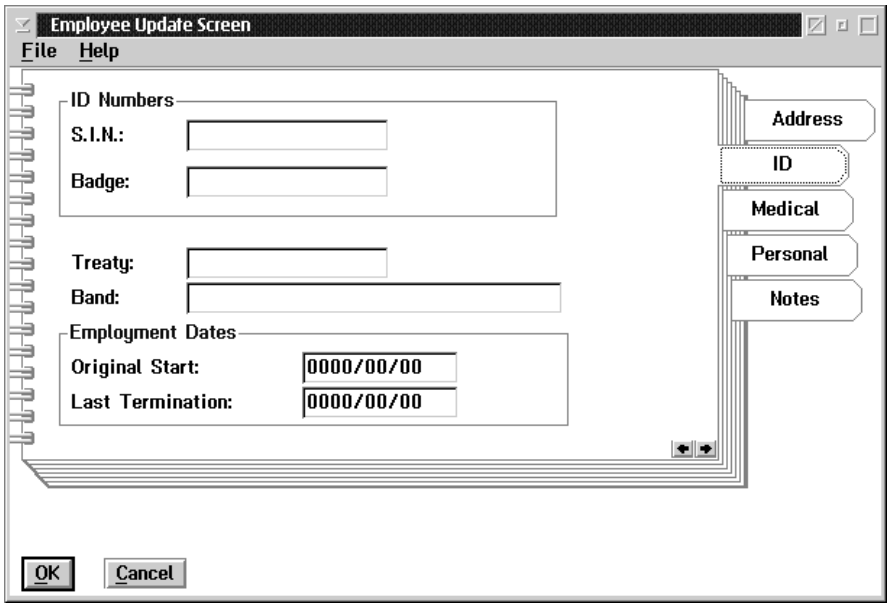
The **Address** page of the notebook appears as follows:



The following table contains a description of the fields in the screen:

Field	Description
Surname	This field contains the surname of the employee.
Given Name	The given name of the employee is entered into this field.
Address 1	The Address Line 1 field is used to enter in the address of the employee.
Address 2	Line 2 is used as an extra address field if the space is needed.
City	This field contains the city in which the employee lives.
Province	The province of the employee must be entered into this field. Note: The employee's tax province will default to the address province unless it is changed on the payroll specific notebook that follows.
Postal Code	This field is for entering the employee's postal code.

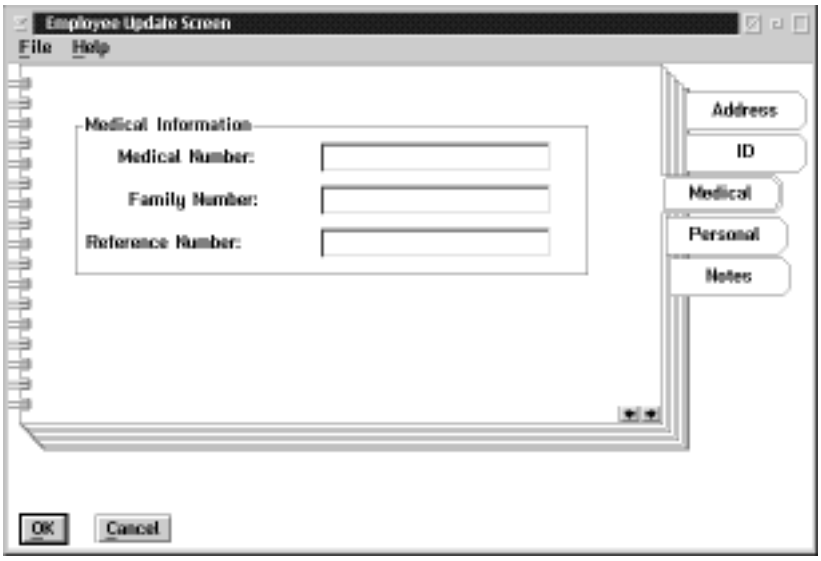
The **ID** page of the notebook appears as follows:



The following table contains a description of the fields in the screen:

Field	Description
S.I.N.	If the social insurance number is not valid the system will issue an error message when the OK button is clicked, and will ask for the field to be corrected. If the social insurance number is blank the system will issue a warning message, but will allow you to continue (as in the case where the employee has not yet been issued a S.I.N.). The payroll administrators should ensure that all employees have valid social insurance numbers.
Badge Number	The badge number of the employee is contained in this field. Using a badge number is optional.
Treaty Number	If the employee has a treaty number, it may be entered in this field.
Band Name	This field is used to enter in the band name of employee, if applicable.
Employment Dates	
Original Start	This field is used to record the initial employment start date. Normally, once this field is completed it would not be changed in the event that an employee may leave and return. This date will indicate the original start date for tracking purposes. The rehire date(s) are recorded elsewhere.
Last Termination	This field is used to record the most current termination or it will be automatically filled in with the issuance of a record of employment for an employee.

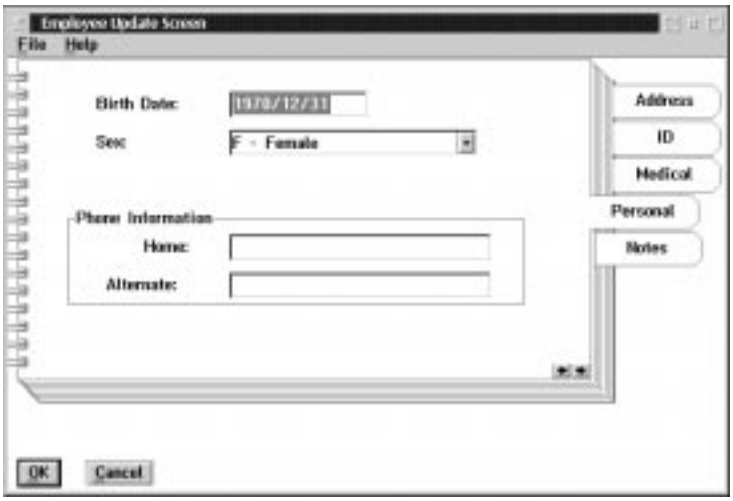
The **Medical** page appears as follows:



The following table contains a description of the fields in the screen:

Field	Description
Medical Number	An employee's medical number can be entered in this field.
Family Number	The employee's family medical number can be entered in this field.
Reference Number	The employee's reference number can be entered in this field.

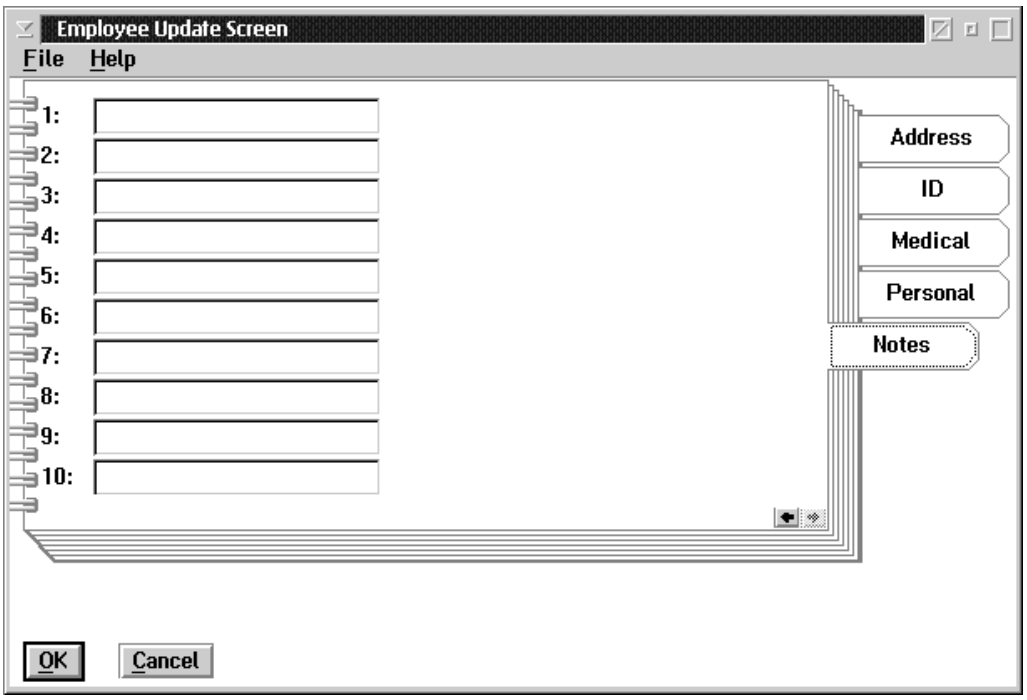
The **Personal** page appears as follows:



The following table contains a description of the fields in the screen:

Field	Description
Birth Date	The birth date of the employee should be entered into this field in YYYY/MM/DD format.
Sex	Either “M” for male, or “F” for female is used to enter in the employee's sex in this field. Data can be entered into this field using the pull down menu.
Home	The home phone number of the employee can be entered into this field.
Alternate	An alternate phone number used to reach the employee may be placed in this field.

The **Notes** page appear as follows:



The notes page of the notebook contains the following data fields:

- The screen contains 10 fields that each contain a 10-character code.
- These codes are defined in the code validation update with the description of the user defined code
- These can be any codes that you want to use to identify additional anecdotal information about the employee, such as; St. John - St. Johns Ambulance first aid.

Pressing the OK button when you are finished filling out the notebook will confirm that this is the employee you want to add to the payroll.

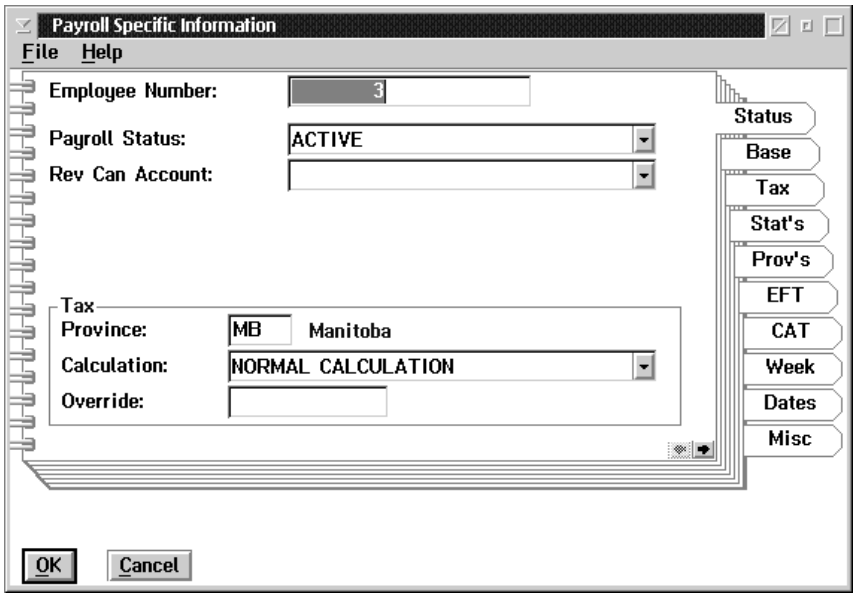
Assign Employee Number

The **Assign Employee Number** screen will then appear:

The Employee Number must be unique within the payroll. If the number has been assigned to another employee an error message will be displayed. The employee will not be added until a unique employee number is assigned. The screen also contains a field to enter the Employee Model Code. When you use an employee model the system will automatically fill in the data fields specified in the model and set up the Earning, Deduction and Accumulator types that are specified in the model. The use of Employee Models can greatly reduce the work of setting up employees. If the Employee Model is not used the function will establish an employee and you will have to fill in all the data fields and enable the Earning, Deduction and Accumulator types in Detail. Pressing the OK button will add the employee to the payroll.

Payroll Specific Information

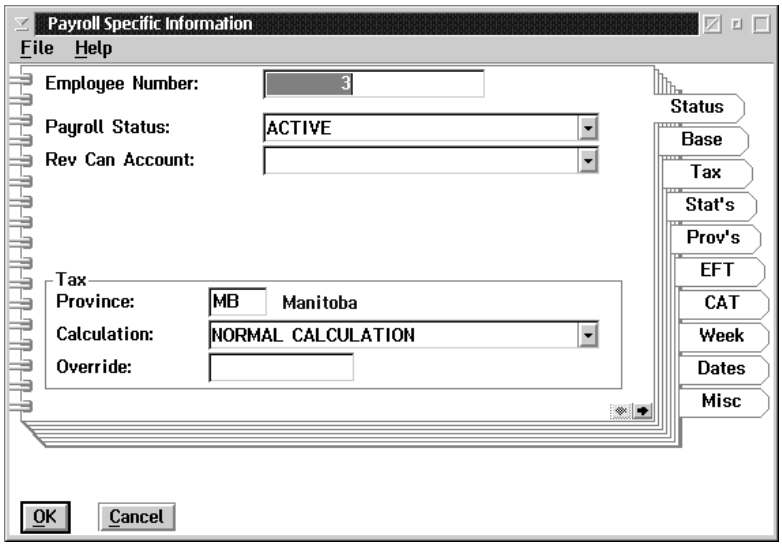
After the Employee is added to the payroll the notebook to enter the payroll specific employee data will be displayed. The **Payroll Specific Information** notebook is automatically displayed when adding a new employee. This screen appears as follows:



Payroll Specific Information

The Payroll Specific information screen contains a notebook with nine pages. Each page is used to enter data for the payroll.

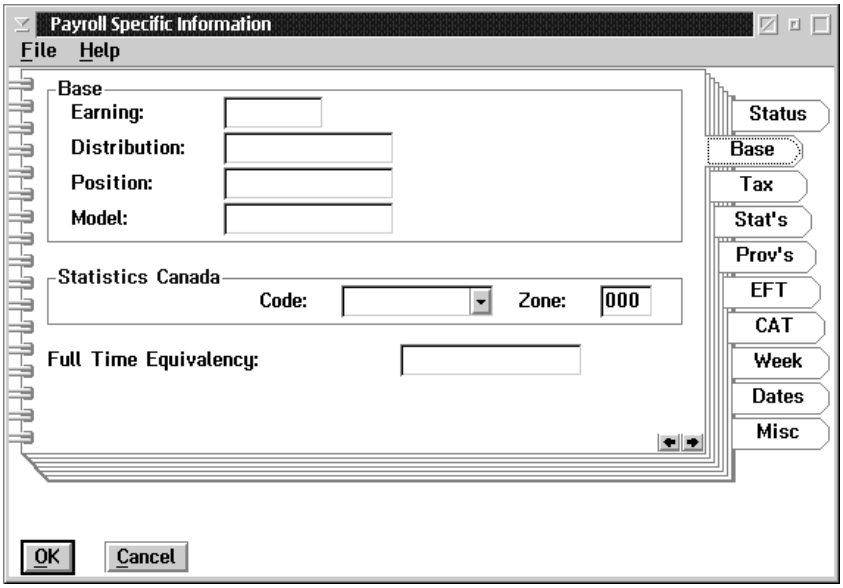
The **Status** page is used to enter several fields that are used to define the status of the employee in the payroll. The **Status** tab of the notebook appears as follows:



The following table provides a description of the data fields within this screen.

Field	Description
Employee Number	The unique number assigned to the employee to identify him or her on this payroll.
Payroll Status	This field contains the employee status on this payroll. It can be one of : Active, On Leave, Terminated, Special, Last Pay, Deleted or Laid off, from a drop down menu.
Rev Can Account	This field contains the Revenue Canada Account (or Business Number) under which statutory deductions for this employee are to be remitted to Revenue Canada. The description of the account will be displayed from a drop down menu.
Tax	
Province	This field contains the province of employment, or the province in which the employee is taxed. This field is defaulted to be the province from the employee's home address unless changed.
Calculation	This field determines the calculation of the payroll. It can be any one of: Normal, No Federal Tax, Fixed amount of Tax, Percent of Taxable, Balance net pay amount from a drop down menu.
Override	This field is used to indicate specific tax rates or amounts if a tax calculation method is selected which is different than normal or no federal tax.

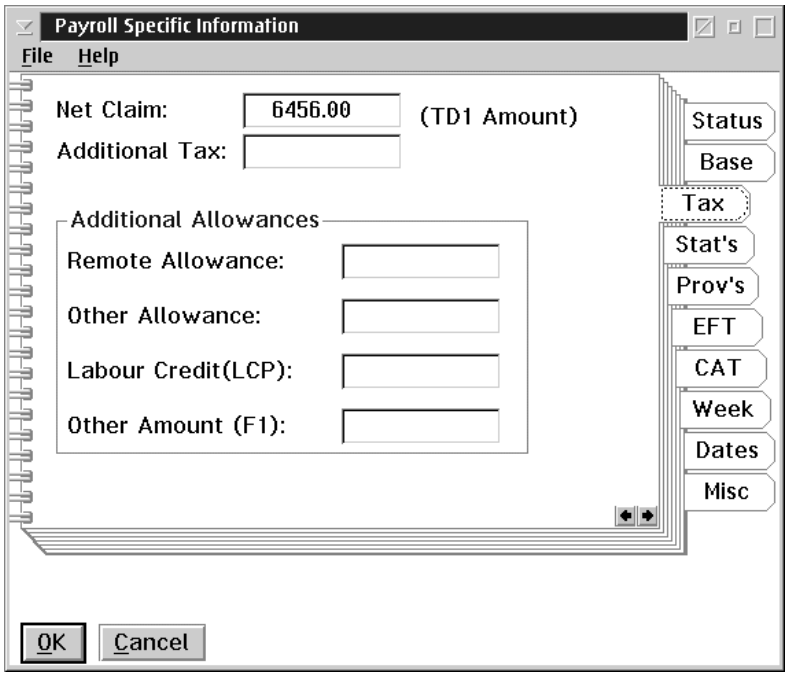
The **Base** tab of the notebook appears as follows:



The following table provides a description of the data fields within this screen:

Field	Description
Base	
Earning	This field contains the normal default earning code number for this employee.
Distribution	This field contains the normal default distribution table code that this employee costs of wages is assigned to.
Position	This field contains the position of this employee.
Model	This field contains the model the employee has been assigned to.
Statistics Canada	
Code	This field contains the Statistics Canada code (hourly/salary/other), for the employee.
Zone	This field contains the Statistics Canada assigned zone number, that can be used to sort the Statistics Canada Report.
Full Time Frequency	This field is used in conjunction with scheduling to determine the full time equivalency for this employee in this payroll. The system will default to 1, if no other figures are entered.

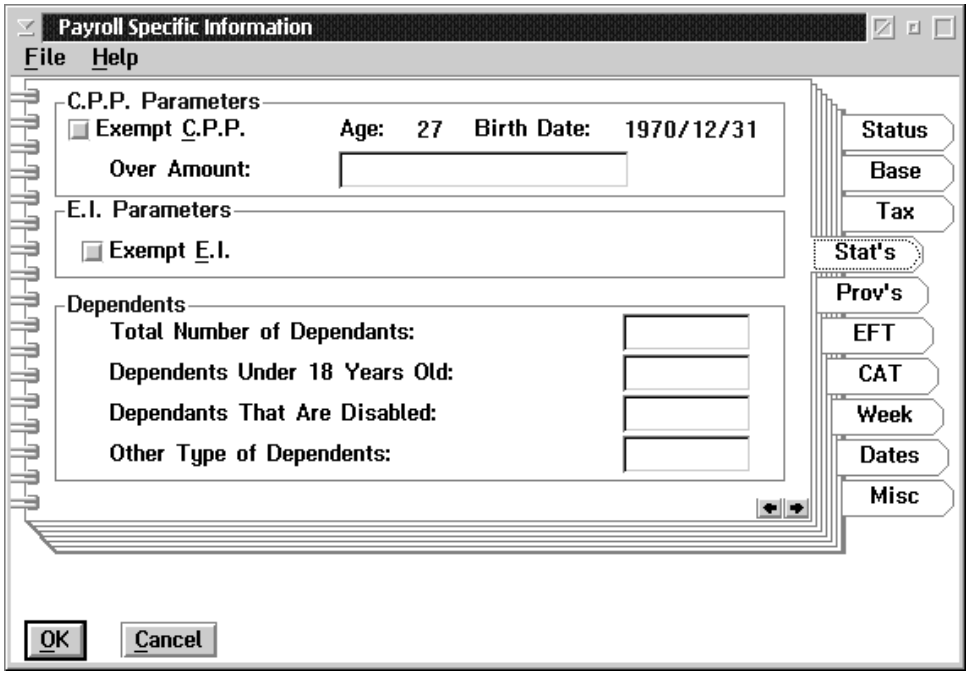
The **Tax** tab of the notebook appears as follows:



The following table provides a description of the data fields within this screen.

Field	Description
Net Claim	The Net Claim Amount found on the employee's TD1 Claim form. The system sets a default setting of the current base exemption.
Additional Tax	Indicates the amount of additional tax to be deducted for the employee at the employee's request.
Additional Allowances	
Remote Allowance	An allowance for persons living in a designated area, as per Revenue Canada guidelines.
Other Allowances	Special tax allowance for persons living in a designated area, as per Revenue Canada guidelines.
Labour Credit (LCP)	This field is used to enter the amount of the LCP credit.
Other Federal Amount	This field is used to enter the amount of other federal tax credits.

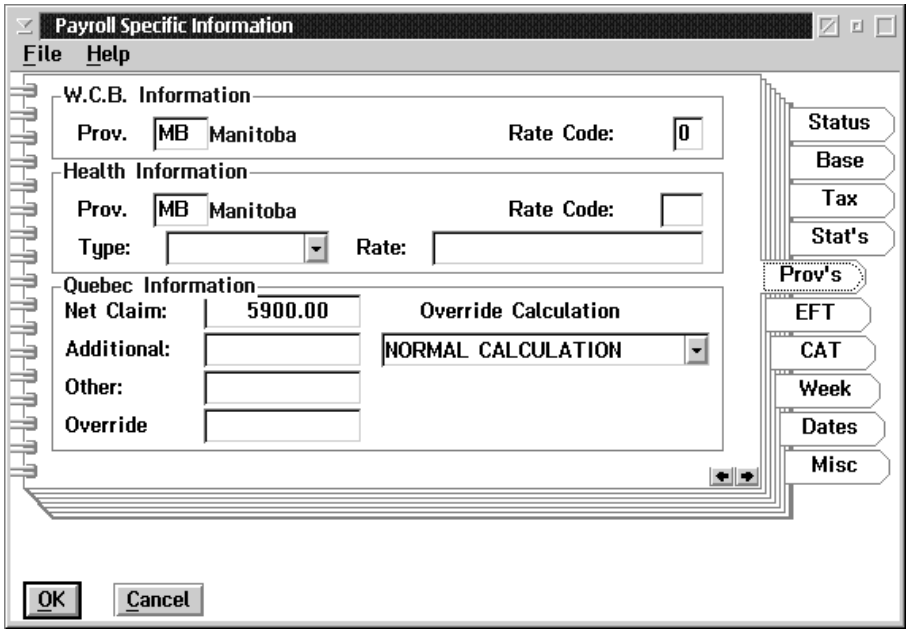
The **Stat's** tab of the notebook appears as follows:



The following table provides a description of the data fields within this screen.

Field	Description
Exempt C.P.P.	If this field is checked if the employee is C.P.P. exempt.
Age	The employee's age, display only.
Birth Date	The employee's date of birth, display only.
Over Amount	This field can be used to insert a permanent CPP override amount to be deducted each pay run.
Exempt E.I.	If this field is checked, the employee is E.I. exempt.
Dependents	The number of dependents (such as, children under the age of 18, or disabled) for this employee.

The **Prov's** (Provinces) tab of the notebook appears as follows:

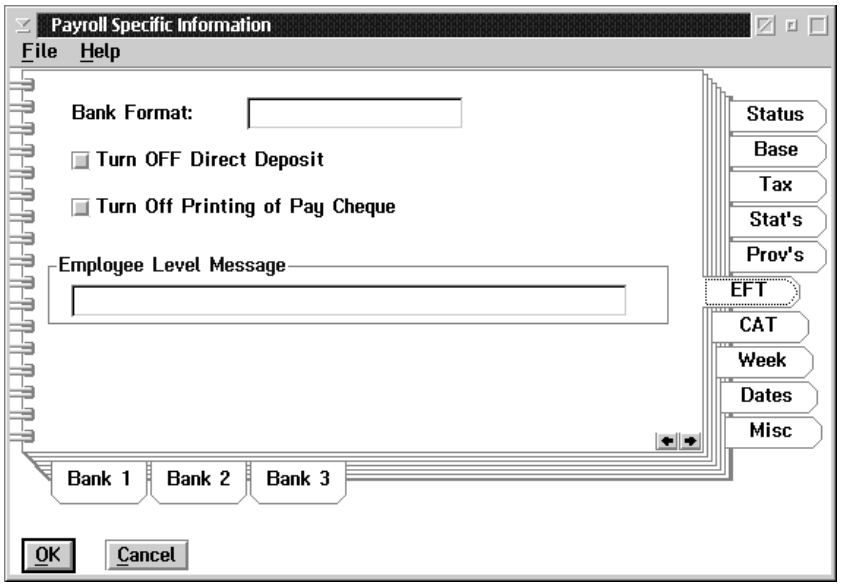


The following table provides a description of the data fields within this screen.

Field	Description
W.C.B. Information	
WCB Province	This field contains the province code and description, default setting from employee's name and address.
WCB Rate Code	This field contains the rate level to use for the Workers Compensation calculation using rate table set at payroll level.
Health Information	
Health Province	This field contains the province code and description, default setting from employee's name and address.
Health Type	This field will allow you to select the type of calculation. The choices are to use a fixed rate or select a code level.
Health Rate Code	If the type of calculation is by code level this field contains the level of rate code to use.
Health Rate	If the type of calculation is by rate this field contains the fixed rate for the health tax calculation.
Quebec Information	
Net Claim	The net claim amount for the employee. The system sets a default QD1 amount as current base exemption.
Additional	Indicates the amount of additional tax to be deducted from the employee for Quebec Tax remittance.
Other	Other allowed tax credits can be inserted here.

Override	This field is used to enter the percentage or amounts to be used in the employee's tax calculation if other than normal is specified.
Override Calculation	This field determines the tax calculation type for the employee.

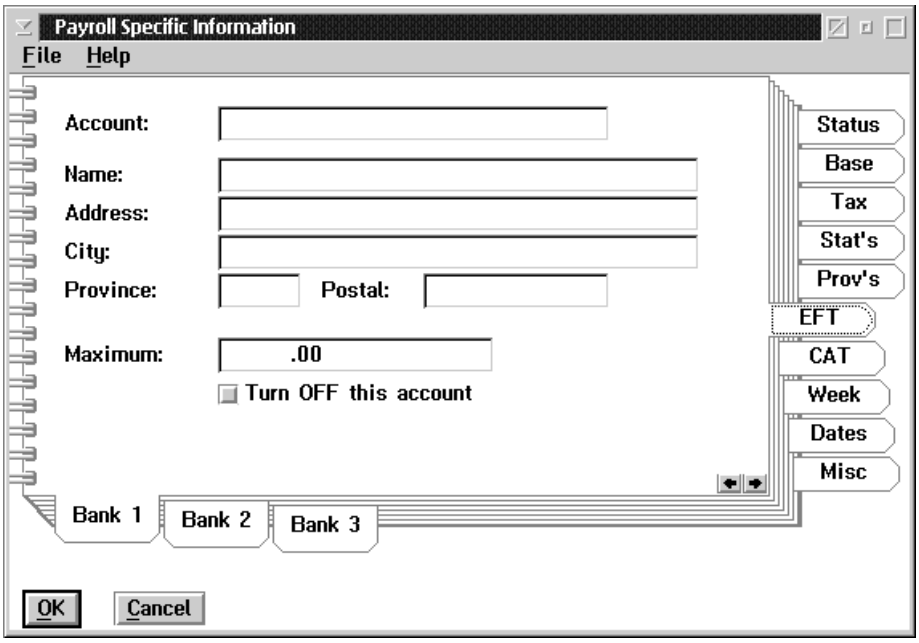
The **EFT** tab of the notebook appears as follows:



The following table provides a description of the data fields within this screen.

Field	Description
Bank Format	This field contains the bank profile type code assigned for issuer's bank. F8 will present a list of defined bank profiles.
Turn OFF Direct Deposit	If this field is checked the EFT function is turned off for this employee.
Turn OFF Printing of Pay Cheque	If this field is checked the employee's pay cheque will not print.
Employee Level Message	A specific message for this employee which will print on the pay statements

The **EFT** screen has secondary tabs. They are as follows:

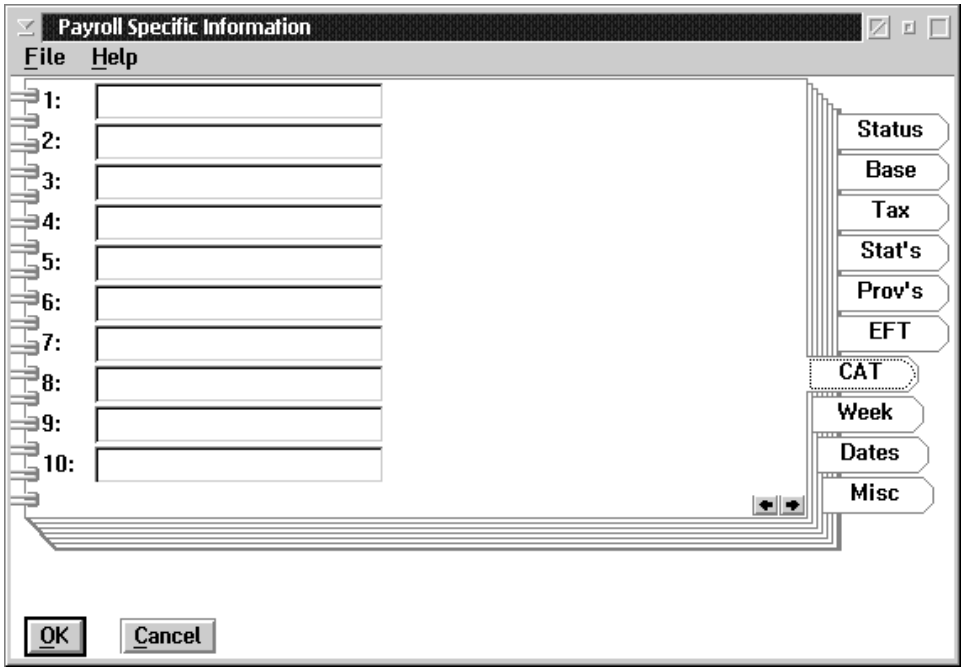


- Bank 1 - First Bank
- Bank 2 - Second Bank
- Bank 3 - Third Bank

The information to be entered for each bank is as follows:

Field	Description
Account	This field contain the bank account number. The employee's bank account number should be entered as 5 digit transit number, 3 digit bank ID number and then the account number.
Name	This field contains the name of the bank.
Address	This field contains the address of the bank.
City	This field contains the city the bank is in.
Province	This field contains the province the bank is in.
Postal	This field contains the postal code of the bank.
Maximum	This field contains the maximum amount of deposit for this account.
Turn off this account	If this field is checked this account is not to be used.

The **CAT** (category) tab of the notebook appears as follows:



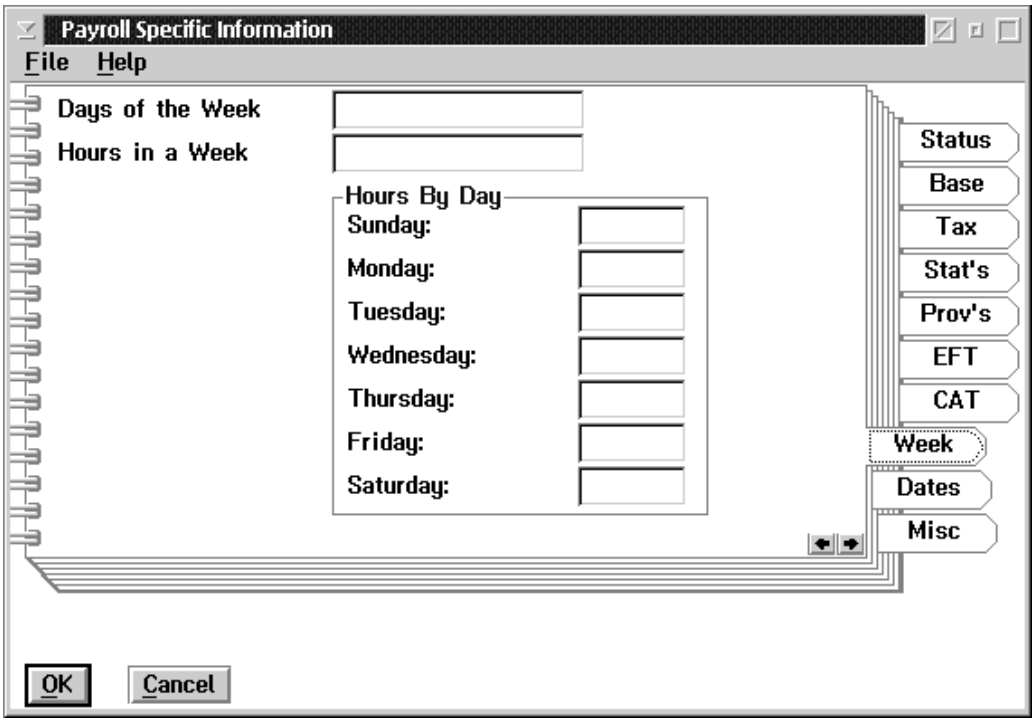
These 10 category codes allow you to set up codes to sort on, or to select employees by. These codes are user defined and may be set up in **Code Validation Update**. (F8)

The Category codes can be 10 characters long. An example of its use could be to assign Category 1 the department number or name. When a report offers a sort choice by category you could use Category 1 and the report would sort by department number.

If you are recently converted from our GrandMaster I or II payroll product, the first 5 to 7 categories will already have familiar data in these fields from the conversion.

Category 1	= For GM I & GMII Department numbers that the employee belonged to will be in this field.
Category 2	= General ledger account number for this employee
Category 3	= For GMII, sub-account number for this employee For GMI, Position Name or Number for this employee
Category 4	= For GMII, Position Name or number for this employee =For GMI, Employment Canada designation of full rate/parttime or reduced rate/ full time.
Category 5	= For GMII, Employment Canada designation as full rate/part time or reduced rate/full time. = For GMI, Company Code
Category 6	= For GMII only, Optional field “A” Contents
Category 7	= For GMII only, Optional Field “B” Contents

The **Week** tab of the notebook appears as follows:

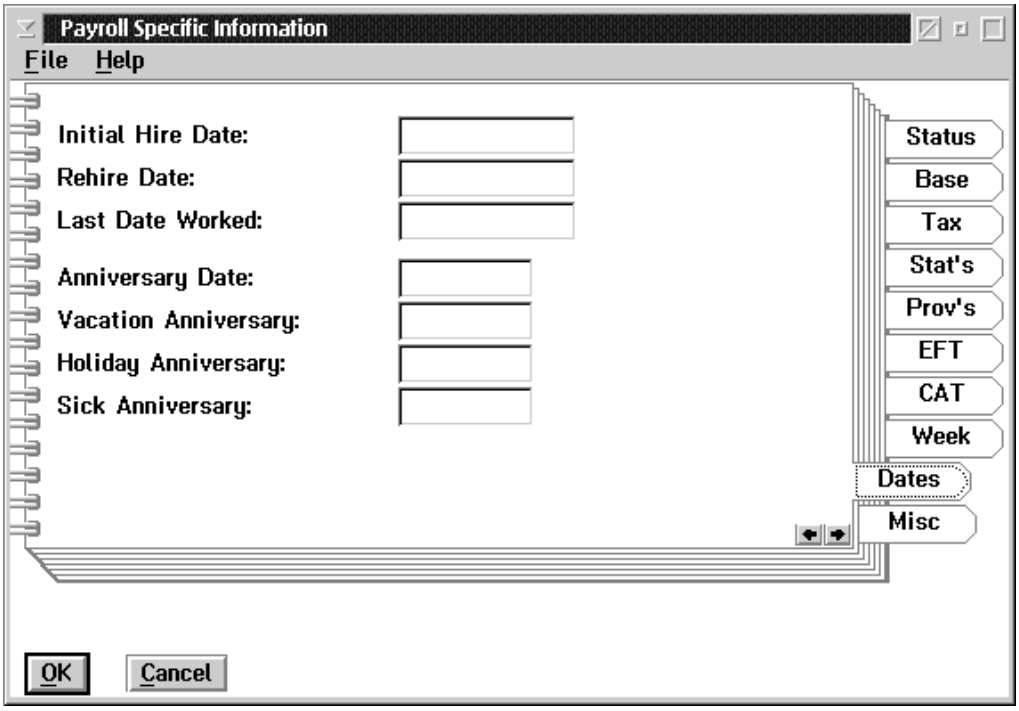


The following table provides a description of the data fields within this screen:

Field	Description
Days of the Week	This field contains the days represented by the day of the week. Sunday - 1 Monday - 2 etc.
Hours in a Week	This field contains the total number of hours worked in a week for this employee.
Hours by Day	This table breaks down the hours worked per day. If you change the hours in a day the total hours in the week will be updated.

☞ If no entries are made on this page of the notebook, the system will assume a standard work week to be Monday to Friday inclusive with 40 hours in the week and 8 hours in a day

The **Dates** tab of the notebook appears as follows:



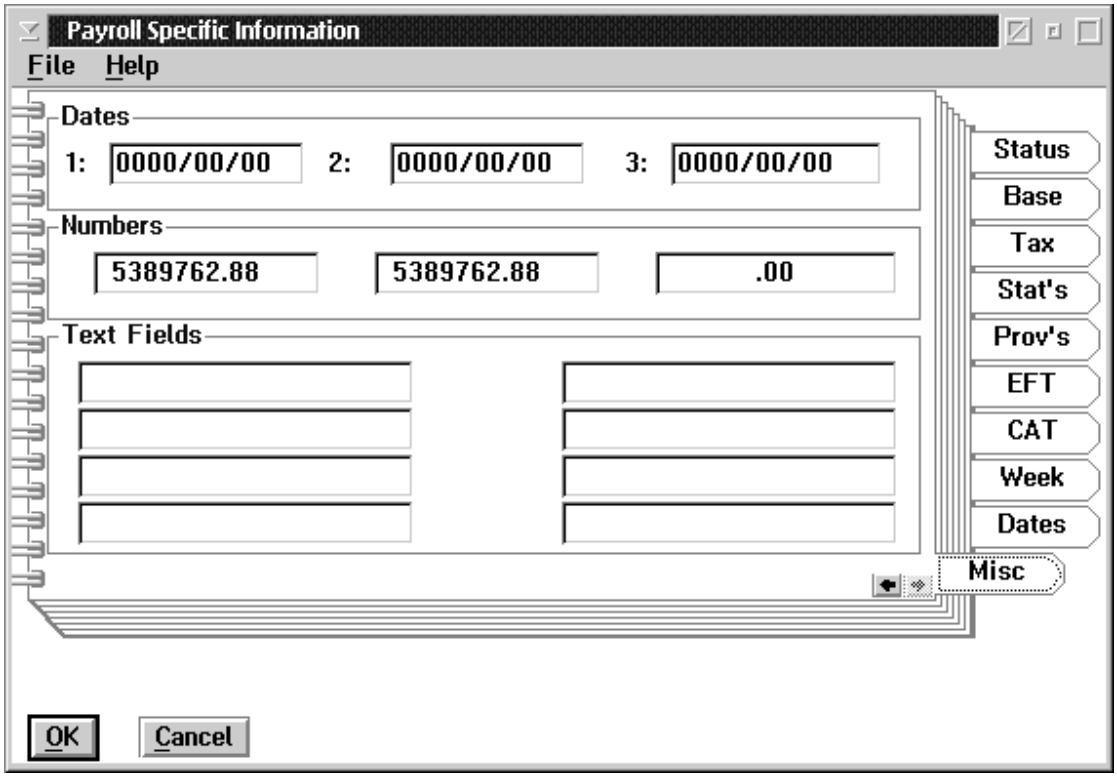
The following table provides a description of the data fields within this screen:

Field	Description
Initial Hire Date	This field contains the first day the employee worked as part of this payroll.
Rehire Date	This field contains the date that an employee has returned to work for the company.
Last Date	This field contains the last day the employee worked as part of this payroll. Note: Upon rehire this date must be deleted. Employment periods history is maintained in the record of employment file.
Anniversary Date	This field is used to enter the month and day of the employee's annual anniversary date.
Vacation Anniversary	This field is used to enter the month and day of the employee's annual vacation evaluation start date.
Holiday Anniversary	This field is used to enter the month and day of the employee's annual holiday evaluation start date. This could be used to indicate the first statutory/company holiday that the new employee is entitled to receive as paid.
Sick Anniversary	This field is used to enter the month and day of the employee's sick day evaluation start date.

OK The OK button , or the **Save** option from the File menu, will save any changes made in the dialog box.

Cancel The ESC key, CANCEL button, or the **Exit** option from the File menu, will exit the dialog box without saving any changes.

This Miscellaneous Tab of the Notebook appears as follows:



The following table provides a description of the data fields within this screen:

Field	Description
Dates	This heading indicates three date fields that can be used to enter additional date information, such as group insurance issuance date, initial pension contribution date, etc.
Numbers	This heading indicates three numeric fields that can be used to enter additional numeric information, such as additional units purchased through group insurance.
Text Field	This heading indicates eight additional 10 character alpha-numeric fields that can be used to input additional information, such as pension plan number, group insurance plan number and I.D., union code numbers, etc.

☞ In the event that you are familiar with or are recently converted from our GrandMaster II payroll product, these fields will have data that was resident in the "Additional Miscellaneous Fields" records of each Employee's "Personal" data.

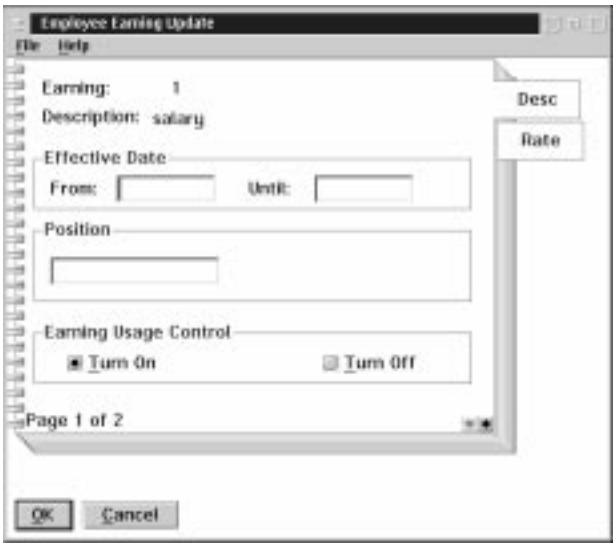
Earnings by Employee

Once the new Employee's Payroll Specific Data Information has been completed and the user saves the entire notebook, as part of the add an employee function still, the system will automatically go to the Earnings by Employee screen.

If a model has been assigned to the new employee a list of earnings will be present that had been previously selected for that model.

If a model was not assigned to the new employee the list of earnings will be blank and each earning type that is appropriate to this employee must be inserted.

When the user selects the UPDATE button from the **Earnings for Employee** screen, the Employee Earning Update screen will be shown. The first page, the **Desc** (Description) tab, appears as follows:



The following table gives a description of the data fields:

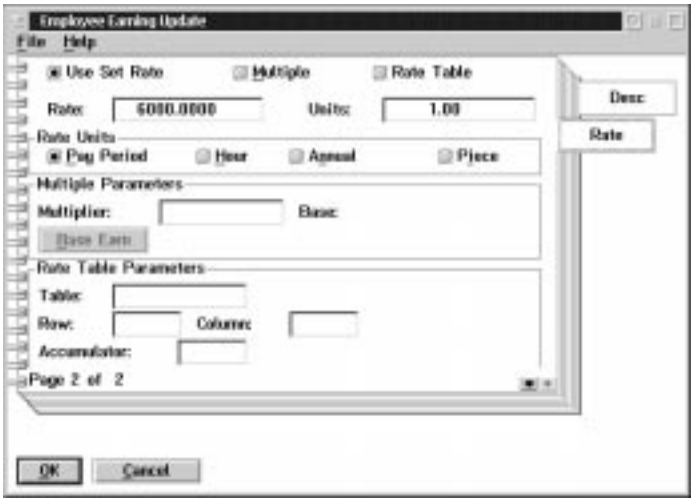
Field	Description
Earning	This field displays the code number of the earning previously assigned at payroll level.
Description	This field displays the description of the earning previously described at the payroll level.
From	This field is used to set the starting date of the effective date range for the earning.
Until	This field is used to set the ending date of the effective date range for the earning.
Position	This field is used to establish the position for the earning as it applies to the employee. If the employee holds two positions that have two different pay rates, the position 1 can be inserted. An "Additional' earning of the same code for "Position 2" can be added for this employee.
Earning Usage Control	This allows you to turn on or turn off the earning for an employee.

EMPLOYEE INFORMATION

☞ If No effective dates are inserted the earning as established here is in effect. If an additional earning of the same type is added with a new effective date the original earning record will have an ending date of one day prior to the new effective start date inserted by the system and will be turned off on that end date. A history of the employee's pay rates can be maintained in this way and can be displayed on the earning list for the employee if the "Show Dates" option is selected under the File menu.

☞ If no position is inserted it is assumed only 1 pay rate is in effect for this employee.

When the user selects the **Rate** tab, the following screen will appear:



The settings for the deduction of the evaluation method and frequency have been completed at hte payroll level. Please refer to Earnings - Overall or By Position at the payroll level in this manual for a detailed description of these default settings.

The Rate tab of the earning notebook at the employee level is normally used to enter the specific rate for this employee.

Example: An example of an hourly rate would be to insert the hourly rate value in the rate box with no units being assigned. The preset definition would be "Use Set Rate" by "Hour"

Example: An example of biweekly salary rate would be toinsert the biweekly gross pay rate value in the rate box with 75 or 80 base hours being inserted in the units box. The preset definitions would be "Use Set Rate" by "Pay Period".

Example: An example of annual salary rate would be to insert the annual gross salary pay rate value in the rate box with (75 base hours x 26 pay periods) 1950 base hours being inserted in the units box. The preset definitions would be "Use Set Rate" by "Annual".

Example: An example of pay rate being selected from a rate table would be to insert the rate table name that applies to this employee in the rate table parameters field with the specific row and column being inserted or an accumulator code being inserted which establishes the limit factor for the pay rate table. The preset definition would be "Use Rate Table" by "Hour".

When adding an new employee, if the model definition was used, the earnings list that appears would have at least the one earnig type which is the base earning for hte emplyee. By highlighting the base earnings and selecting update the new employee's rate of pay can be inserted. In completing the rate and unit boxes for the employee approximately for the base earning, all other earnings on the list should be resolved automatically based on their definitions and dependency on the "Base" Earning Values.

If model ws not used to set up a new employee the user must "Insert" each earning type allowed for htis employee filling inthe rate on the "Base" earning type.

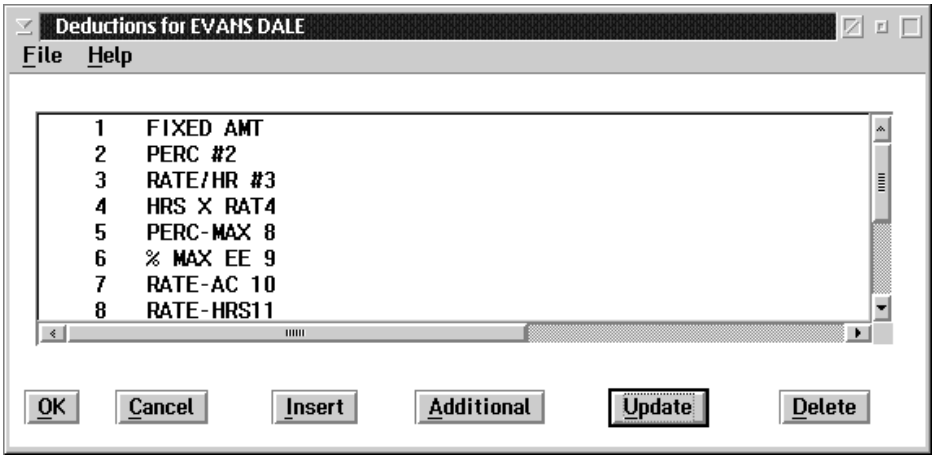
Deductions by Employee

Upon completion of the earnings list for add a new employee the user, by selecting OK or Cancel, signifies an end to earnings assignments and the ystem will present the deduction list be employee automatically for completion.

If a model has been assigned to the new employee a list of deductions will be present that had been previoulsy selected for that model. The user will "Update" the deductions to input the applicable specific rate and amounts. If a model was <u>not</u> assigned to the new employee the list of deductions will be blank and each deduction type that is appropriate to this employee must be inserted.

Deductions (Employee)

When the user selects Deductions from the Employee Data Menu the following screen will appear:



Insert The INSERT button allows the user to insert a new deduction, for the employee.

Additional The ADDITIONAL button allows the user to add an additional effective date range for an existing deduction, for the employee.

Update The UPDATE button allows the user to update a deduction, for the employee..

Delete The DELETE button allows the user to delete a deduction, for the employee.

When the user selects the UPDATE button from the **Deduction for Employee** screen the following screen will appear as follows:

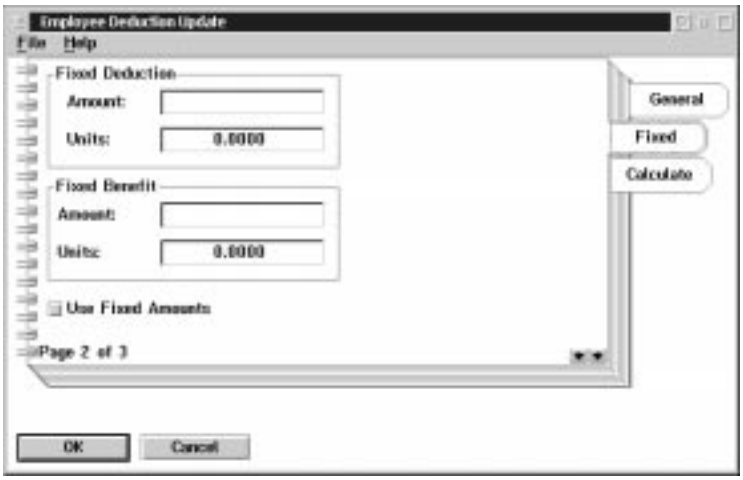
The **General** page contains fields for describing the deduction and setting the effective date range of the deduction type.

The following table gives a description of the data fields:

Field	Description
Deduction	This field contains the code number and description of the deduction.
From	This field is used to set the starting date of the effective date range for the deduction.
Until	This field is used to set the end date of the effective date range for the deduction.
Deduction Usage Control	This field contains two buttons that are used to enable or disable the uses of the deduction type. When the deduction type is disabled, the deduction will not be used for pay processing.

☞ The Deduction type has been defined at the payroll level. The evaluation period, whether the deduction uses fixed value or is a result of a calculation, whether the benefit is taxable, has all been determined at the payroll level. For a detailed description of deduction types and their uses, please refer to Deductions at the Payroll Level in this manual. Normally, at the Employee Level the effective dates, fixed value amounts or calculation code parameters are all that is required.

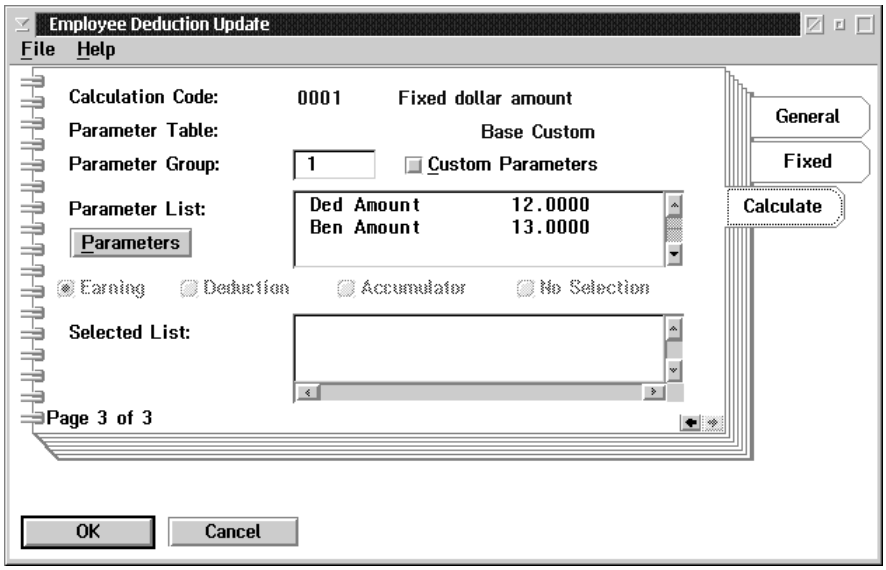
The **Fixed** page contains fields that are used to input fixed amounts for the deduction processing. When you select the Fixed tab on the Deduction Update the following screen will appear:



The following table gives a description of the data fields:

Field	Description
Fixed Deduction	
Amount	This field is used to input the fixed value amount to be deducted from the employee according to evaluation parameters defined at the payroll level.
Unit	This field is used to input a units value if appropriate.
Fixed Benefits	
Amount	This field is used to input the fixed value amount to be paid by the employer on behalf of the employee according to evaluation parameters defined at the payroll level.
Units	This field is used to input a units value if appropriate.
Use Fixed Amounts	This field is used to indicate that fixed values are to be used and can override any results of a calculation code processing.

The Calculate page is used to set the values for the calculation that will be used to determine the amounts to be used for the deduction. When you select the Calculate tab on the Deduction update the following screen will appear:



The following table gives a description of the data fields:

Field	Description
Calculation Code	This field displays the number of the calculation code that will be used to calculate the value of the deduction.
Parameter Table	This field displays the name of a parameter table.
Parameter Group	This field is used to enter the default group (row) for the deduction type.
Custom Parameters	This field is used to replace a parameter table if a unique value is to be the calculation factor.
Table Parameters	This field is used to call up a screen in order to enter the custom table parameters.
Selection	This field is used to call up a screen that can be used to select the earning, deductions, or accumulators that will be summarized for this calculation code if different than those predefined.

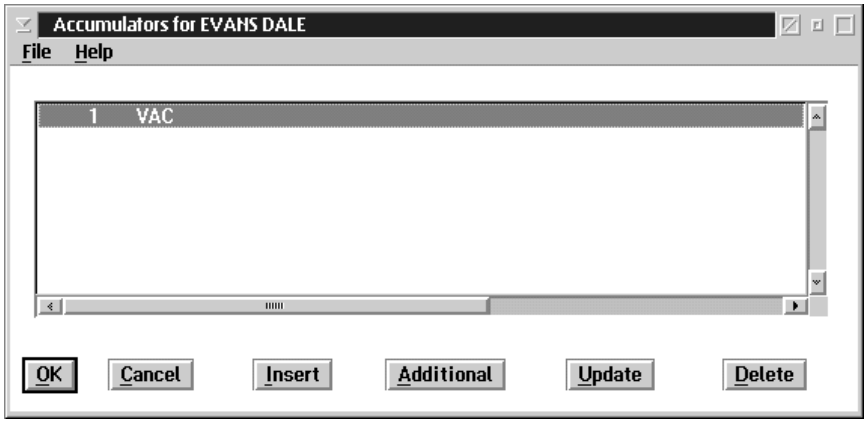
Once the Deductions for an employee have been completed, the user, by selecting OK or Cancel at the deduction list screen, signifies an end to deduction assignments. The system will present the accumulator list by employee automatically for completion.

If a model has been assigned to the new employee a list of accumulators will be present that has been previously selected for that model. The user will "Update" the accumulators to input the specific rates applicable.

If a model was not assigned to the new employee the list of accumulators will be blank and each accumulator type that is appropriate to this employee must be "Inserted".

Accumulators (Employee)

When the user selects **Accumulators** from the Employee Data menu the following screen will appear:



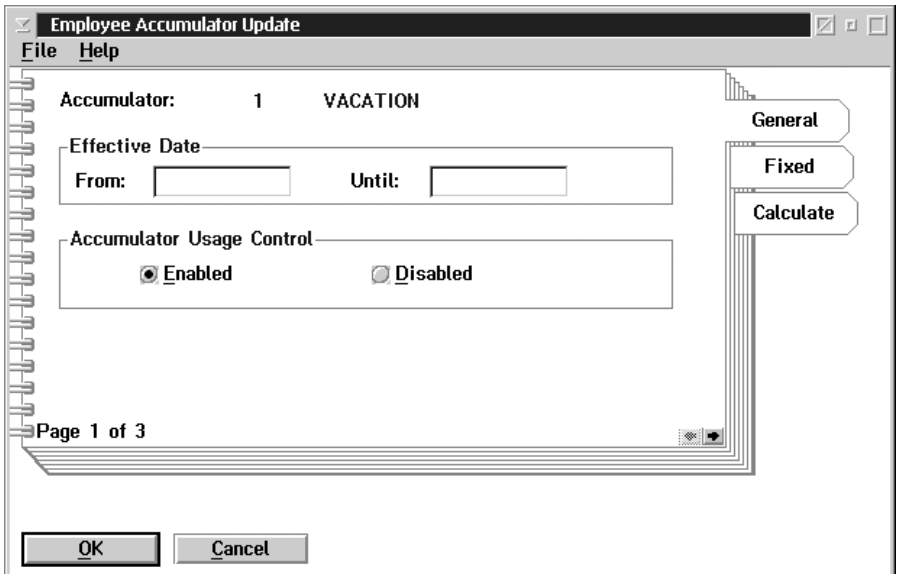
Insert The INSERT button allows the user to insert a new accumulator.

Additional The ADDITIONAL button allows the user to add an additional effective date range for an existing accumulator.

Update The UPDATE button allows the user to update an accumulator.

Delete The DELETE button allows the user to delete an accumulator.

When the user selects the UPDATE button from the **Accumulators for Employee** screen the following screen will appear:



The General page contains fields for describing the accumulator and setting the effective date range of the accumulator type.

The following table gives a description of the data fields:

Field	Description
Accumulator	This field contains the code number and description of the accumulator, defined at the payroll level.
From	This field is used to set the starting date of the effective date range for the accumulator.
Until	This field is used to set the end date of the effective date range for the accumulator.
Accumulator Usage Control	This field contains two buttons that are used to enable or disable the use of the accumulator type. When the accumulator type is disabled the accumulator will not be used for pay processing.

The **Fixed** tab of the notebook contains fields that are used to input fixed amounts for the accumulator processing. When fixed amounts are used the amounts given will be processed for each pay period. When you select the Fixed tab on the Accumulator Update the following screen will appear:

The following table gives a description of the data fields:

Field	Description
Fixed Values	
Amount	This field contains the amounts that should be accumulated for an employee for each period.
Unit	This field contains the value, in units, that should be accumulated for an employee for each period
Use Fixed Amounts	When this field is checked the fixed value amounts will calculate during each pay period.
Payout Accumulator	When this field is checked the accumulator will pay out after each calculation during each pay period.
Maximums	
Amount	This field restricts the amounts accumulated to the maximum net value in the field. If the field contains zero (blank) the accumulator is not restricted to a maximum value.
Unit	This field restricts the units accumulated to the maximum net balance value in the field. If the field contains zero (blank) the accumulator is not restricted to a maximum value.
YTD Maximums	
Amount	This field is used to input an annual maximum dollar value that is allowed to accumulate. The value input in the YTD amount restricts the amount added to the accumulator for the year, and disregards any deductions form the accumulator during the year.

Unit	This field is used to input an annual maximum unit/hour value that is allowed to accumulate. The value input in the ytd unit restricts the unit/hours added to the accumulator for the year and disregards any deductions from the accumulator during the year.

The **Calculate** page is used to set the values for the calculation that will be used to determine the amounts to be added to the accumulator. When you select the **Calculate** tab on the **Accumulator Update** the following screen will appear:

The following table gives a description of the data fields:

Field	Description
Calculation Code	This field displays the number of the calculation code and the description that will be used to calculate the value to add to the accumulator.
Parameter Table	This field displays the name of a parameter table, if one is assigned.
Parameter Group	This field is used to enter the default group (row) for the calculation type.
Custom Parameters	This field is used to determine if a Named table or a Custom Parameter table will be used in the calculation for the accumulator type.
Parameters	This field is used to call up a screen that is used to enter the custom parameters. "Custom Parameters" must be checked to use this feature.
Selected List	This field is used to call up a screen that can be used to select the earnings, deductions or accumulators that will be summarized for this calculation code, if different than those set at the payroll level.

Add a New Employee - End Cycle

Upon completion of the accumulator assignment the user may select OK or Cancel from the accumulator list screen and will be returned to the main payroll level menu screen. The add a new employee cycle has been completed upon exiting the accumulator list.

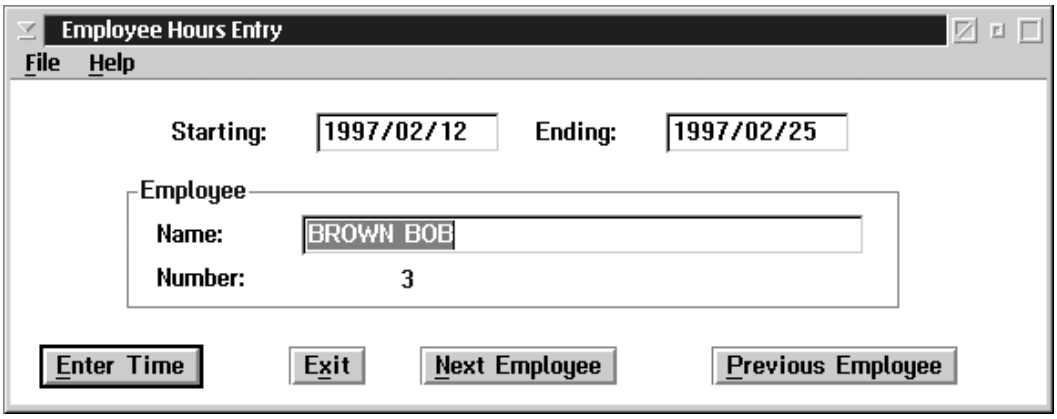
The add a new employee cycle has incorporated several steps into a single process. In adding a new employee the user has:

- Identified the Employee - Employee Update Menu
- Placed the Employee in a payroll - Payroll Specific Information Menu
- Assigned Earnings and Pay Rates - Earnings Menu
- Assigned Deductions and Specific Rates - Deductions Menu
- Assigned Accumulators and Specific Rates - Accumulators Menu

Hours Entry

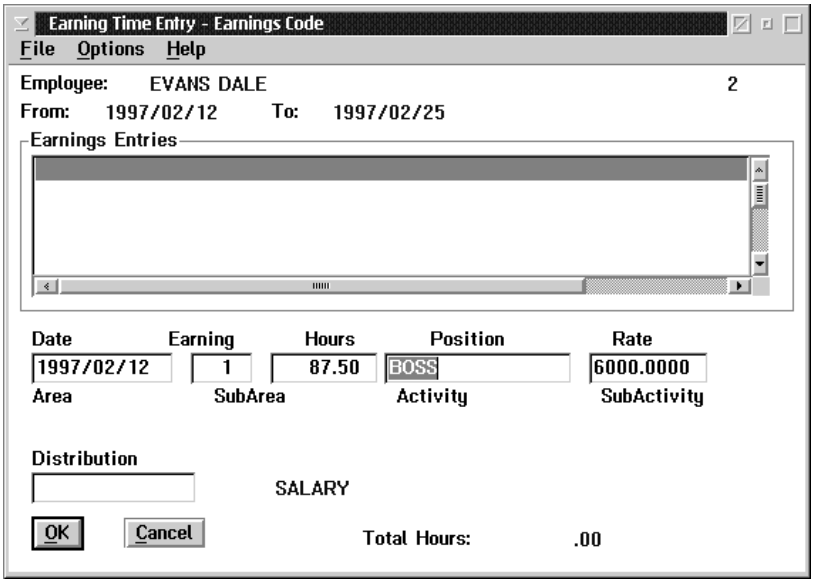
The **Employee Hours Entry** screen from the main Payroll Level Menu is used to enter in the employees' hours worked. This function from the main payroll level menu would normally be used in the case where there is more than one employee to enter hours for.

The following screen will appear:



To Select an Employee to enter hours for the user may type in the surname or employee number depending on the default search technique set or by pressing "Next Employee" or "Previous Employee". When the correct employee appears in the screen, press the Enter Time button.

The following screen will appear:



The **Earning Time Entry** screen is used to enter hours for the employee.

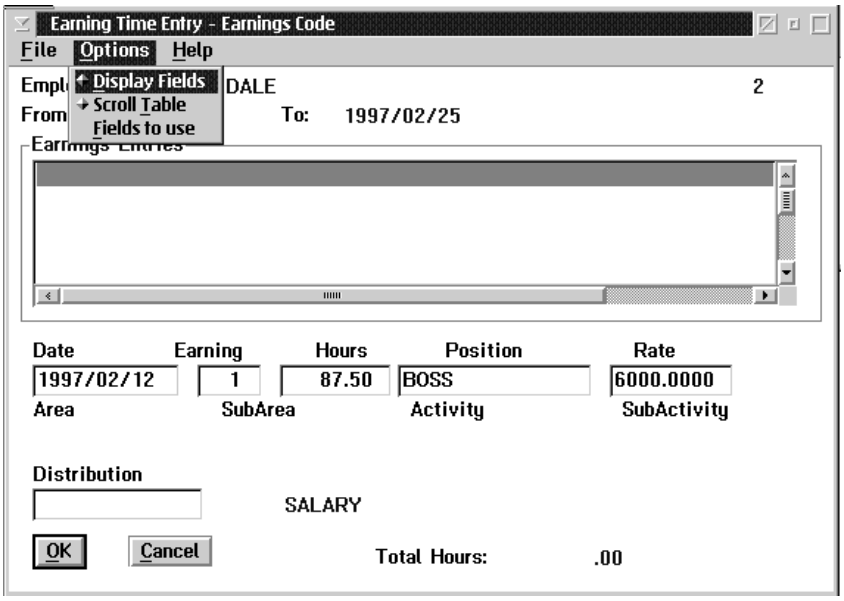
EMPLOYEE INFORMATION

The following table gives a description of the data fields:

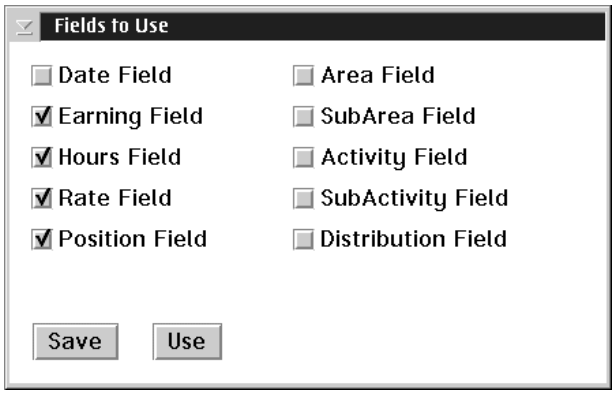
Field	Description
Employee	This field contains the name of the employee.
From	This field contains the starting date of the pay period.
To	This field contains the ending date of the pay period.
Earning Entries	This list box displays a line for each line of the hours entered for the date range above.
Date	This field is used to enter the day date in YYYYMMDD format.
Earning	This field is used to enter the earning code.
Hours	This field is used to enter the hours the employee worked.
Position	This field contains the employee's position, if assigned.
Rate	This field contains the employee's rate of pay and can be overtyped.
Distribution	This field is used to record specific distribution codes for hours entered if they are different than the employee's default distribution.

F8(List) Selecting the F8 key when your cursor is in the earning field will bring up a list of earnings. The list will appear similar to the following:

When the user selects the **Options** drop down menu on the **Earning Time Entry** screen, the following choices become available:



The **Fields to Use** option allows you to turn on and off certain entry fields such as area, sub area, activity and sub activity. If the date is turned off as an entry field the system will auto fill with the period end date.



EMPLOYEE INFORMATION

Employee Menu...

The **Employee Menu...** option under the Employee menu allows the user to update an individual employee's payroll-related information.

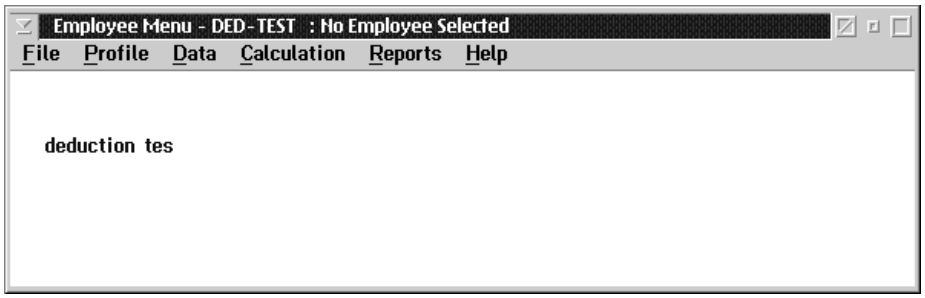
☞ A payroll must be selected to have access to the **Employee Menu...** option. If one is not, the system will prompt the user to select a payroll.

When the **Employee Menu...** option is selected the following screen with a different menu bar will appear:

Once an employee has been selected his/her name will appear in the title bar of the screen. If no employee has been selected the message "No Employee Selected" will be displayed in place of the name.

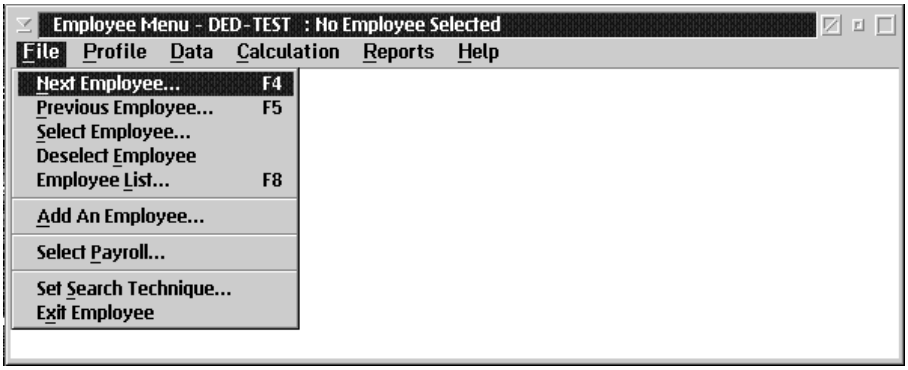
☞ The employee that appears at the top of the screen is said to be the current employee. All modifications made in any dialog box under the Employee Menu bar apply only to the current employee.

An employee must be selected in order to enter information into any options from the Employee Menu screen.



File

The File menu of the Employee Menu screen appears as follows:

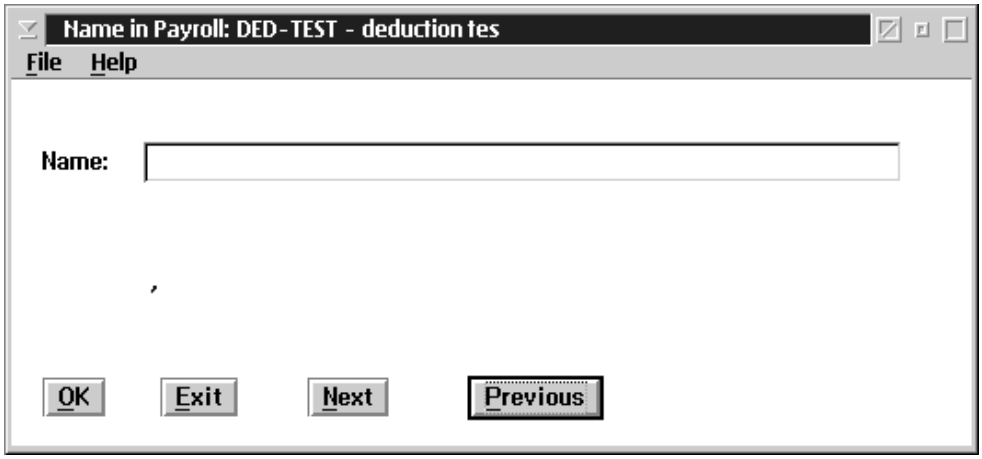


The options in the File menu allow the user to:

- select the next employee in the list
- select the previous employee in the list
- to select an employee
- to deselect a previously selected employee
- to call up a list of employees who are in the currently selected payroll
- add an employee
- select a payroll
- set search technique
- exit back to the Payroll main menu

Select an Employee

When the user selects **Select Employee** from the File menu, the **Name in Payroll** screen appears as follows:



Next The NEXT button, or **Next Employee** option from the File menu, will select the next employee listed in the payroll according to the search technique set.

Previous The PREVIOUS button, or **Previous Employee** option from the File menu, will select the previous employee listed in the payroll according to the search technique set.

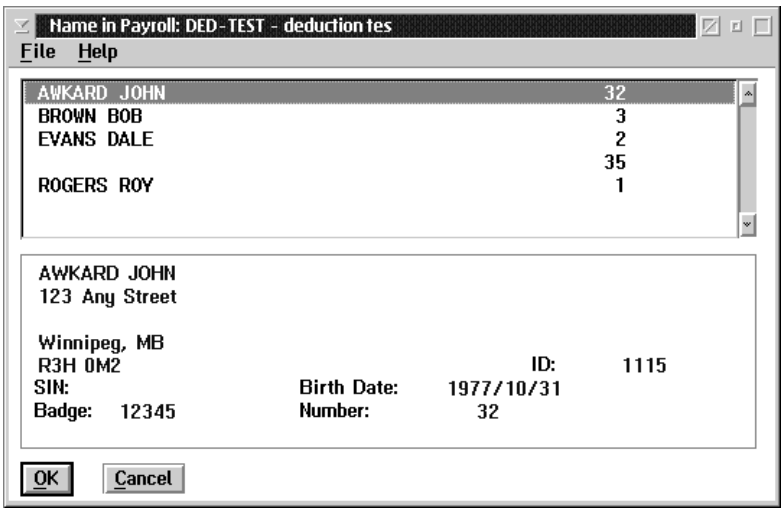
Deselect The Deselect option from the File menu exits from the previously selected employee and returns the user to the Employee level menu will "No Employee" Selected.

OK When you press the OK button whatever is listed in the name field will be selected. If you have entered only a partial name, number or badge (depending on the search setting), the system will select the employee which most closely matches or will display a list of employees to choose from.

Exit The EXIT button, or the **Exit** option in the File menu, will exit the screen without selecting any employee.

Employee List

When the user selects the **Employee List** option from the File menu, a list of current employees in the payroll will appear. The **Name in Payroll** screen appears as follows:



In order to select an employee, you must highlight the employee you want to select and then press the OK button.

Add an Employee

The system allows for the insertion of a new employee from the File Menu of the Employee Menu as well as from add employee option on the main payroll menu.

For a complete description of the add and Employee cycle please refer to add an employee option from main payroll level menu at the beginning of this chapter in this manual.

Select a Payroll

The system allows for the selection of a payroll from two locations; under File Menu at the main Payroll Level or under File menu at thte Employee Level menu.

Please refer to Chapter Two - File menu of this manual for a more detailed description

Set Search Technique

The System allows for the selection of a default search technique from two locations; under File Menu at the main payroll level menu or under file menu at the Employee Level menu.

Please refer to Chapter Two - File menu of this manual for a more detailed description

Exit Employee

By selecting the exit employee option under File Menu at the employee level, the system will return the user to the main payroll level menu.

☞ It should be noted that “Exiting Employee” is not the same action as “deselecting an employee” and the results are different “Deselection” ensures that no employee is in place at the Employee Level Menu. “Exiting” takes you from the Employee Level Menu to the Main Payroll Level but the last selected employee remains in residence at the Employee Level until replaced by another employee selection or deselected.

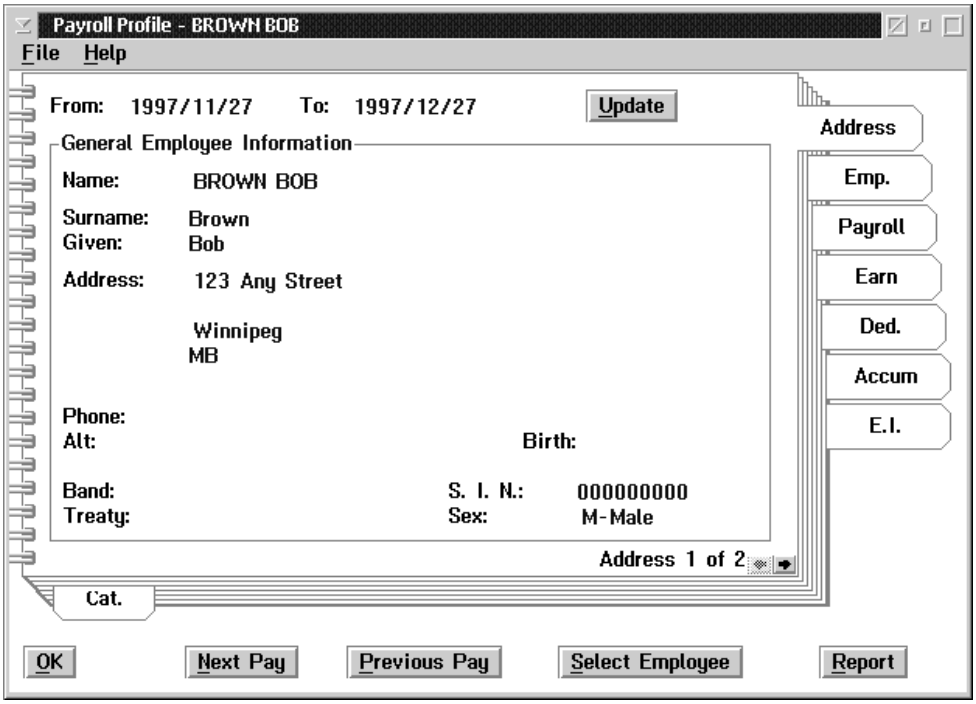
Profile Query

The Payroll Profile serves as a query function that will display all known Payroll Data concerning a specific employee in one notebook. The advantage to this format is that you may view the information in one location rather than having to access several different menu options for the same information.

Once you have selected an Employee's Payroll Profile you have the option of changing date ranges to show other than the immediate current data, selecting a specific pay run's Payroll Data, printing a profile report,updating some data fields for this employee or you may select a different Employee's Profile.

The first page of the Profile Notebook will display Employee basic information. It combines several pages of the "Employee Update" data into one single screen with one sub menu display.

The following screen will appear:



EMPLOYEE INFORMATION

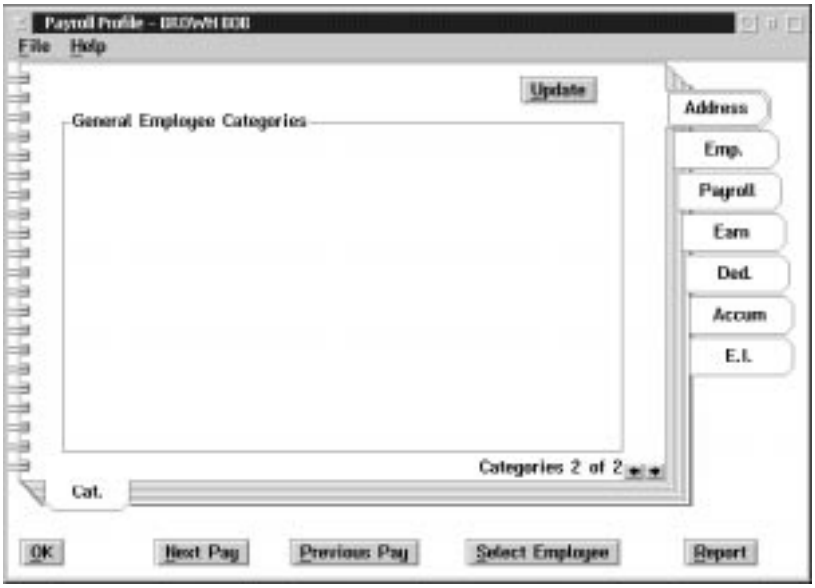
The following table gives a description of the data fields:

Field	Description
From	This field will display the current starting date that the data represents.
To	This field will display a 30 day end date for the data represented. Note: Under the File Menu option a show dates selection can be made which can be used to change the date ranges.
Name	This field displays the full name of the selected employee.
Address	This field displays the full address of the selected employee including the postal code.
Phone	This field contains the phone number of the employee.
Alternate Phone Number	This field contains an alternate phone number for the employee.
Badge	This field displays the selected employee's current assigned badge number. Note: The badge number may be different than the employee's payroll number.
Birth Date	This field contains the birth date of the employee.
Band/Treaty	If the employee has either a band number or treaty number or both they will be displayed here appropriately.
S.I.N.	This field contains the social insurance number of the employee.
Sex	This field contains the sex of the employee.

Update

The Employee Payroll Profile Notebook allows for changes to be made to the selected Employee's data by using the "Update" function button found at the top right hand corner. By pressing the update button the appropriate screens will be called up for changes to be entered. By selecting OK to Save those changes on the appropriate screens, you will be returned to your starting point on the selected Employee's Profile page with the changes reflected immediately on the profile.

When the **Notes** Sub-Menu tab is chosen the following screen will appear:



This screen will list any "Notes" (codes and descriptions) that have been assigned to the selected employee.

Update

The UPDATE button will take you to the **Employee Update** screen, and upon exiting the update you will be returned to the **Employee Profile**.

The Second tab of the Profile notebook will display the selected employee's Payroll information, incorporating several pages of the "Payroll Specific Information" data into one single screen with sub menu displays.

When the **Emp** (Employee) tab is chosen from the Profile notebook, the following screen will appear:

EMPLOYEE INFORMATION

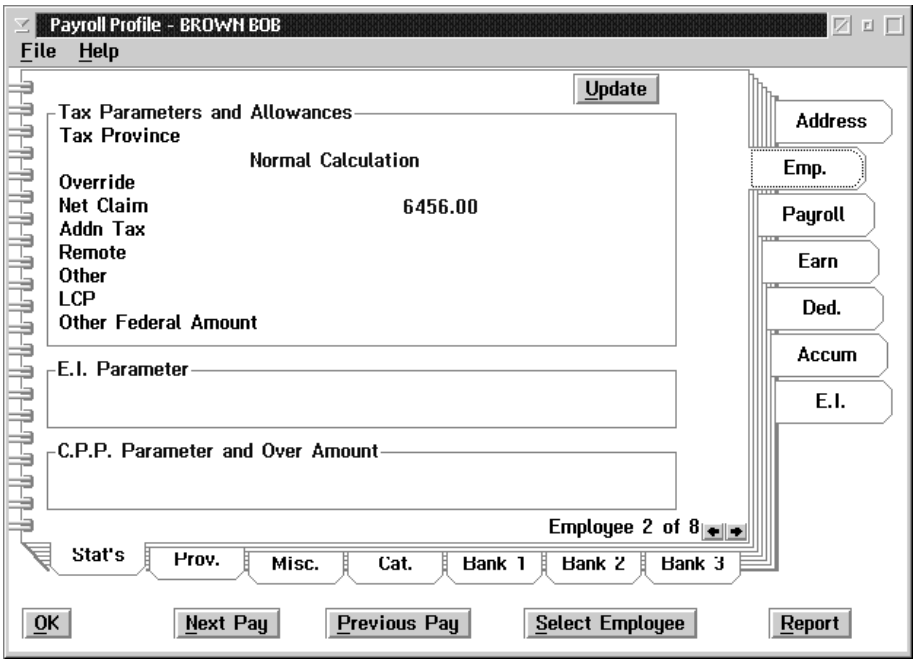
The following table gives a description of the data fields:

Field	Description
Employee Number	This field displays the selected Employee's assigned Employee number.
Payroll Status	This field displays the selected Employee's current status.
Rev. Canada Account	This field displays the employment insurance rate category that the selected employee has been assigned
Full Time Equivalency	This field will display the assignment of the equivalent to full time position rating. Note: This system will default during processing to 1 full time equivalency rating if this field has not been previously assigned.
First Day	This field will display the selected Employee's original start date.
Last Day	This field will display the selected Employee's termination date if applicable.
Employee Message	This field will display the last current employee's message which will appear on the current pay statement.
Base	The following fields will provide the basic assignment for the selected employee for the base default payroll settings.
Earning	This field displays the base earning code type that has been assigned to the selected employee.
Model	This field displays the model code type that may have been assigned to the selected employee.
Position	This field displays the base position type that has been assigned to the selected employee.
Distribution	This field displays the base default distribution table that has been assigned to the selected employee.
Bank Format	This field displays the company's bank defined format when the EFT module is in use.
Direct Deposit	This field displays whether the selected employee has been set up for direct deposits.

Update

The UPDATE button will take you to the Payroll Specific Information screen and upon exiting the update you will be returned to the **Employee Profile**.

When the **Stat's** Sub-Menu tab is selected a screen will appear showing the selected Employee's Statutory Deductions Parameters.

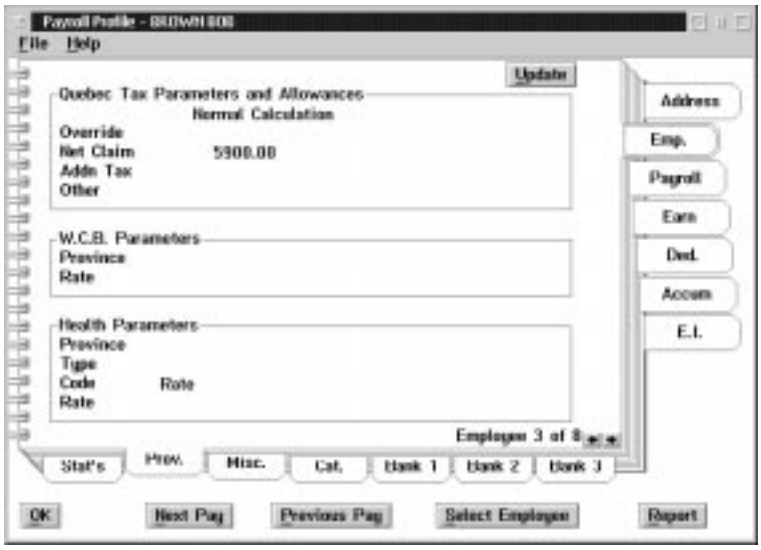


The following table gives a description of the data fields:

Field	Description
Tax Province	This field will display the tax Province that has been assigned to the selected employee. When an employee is first entered into the system the tax province defaults from the employee's home address. The tax province can be changed to reflect the province where the employee works if it is different from the employee's home province.
Type of Calculation	This field will reflect the type of statutory tax deduction chosen for the selected employee: A) Normal Tax Calculation is defined as the most common tax calculation method where the TD1 amount is figured into the formula. The system defaults to normal tax calculation at the time of setting up a new employee. B) No Federal Tax is defined as a tax calculation method where the federal tax is not included in the statutory deduction formula. C) Fixed Amount of tax is defined as a tax calculation method where the TD1 amount is not included in the Statutory Deduction formula and the results of the calculation are overridden by a specified fixed amount. D) Percent of Taxables is defined as a tax calculation method where the TD1 amount is not included in the Statutory Deduction formula and the results of the calculation are overridden by a specified percentage of the gross taxable earnings. E) Balance Net Pay amount is defined as a Tax calculation method where the TD1 amount is not included in the Statutory Deduction and where the CPP & EI are calculated in the normal manner on the gross earnings but where a specified net pay is set to pay out with the difference between gross pay and net pay distributed to other deductions such as group insurance and the remaining amount set to Federal Tax.

Field	Description
Override	This field will reflect any amount or percentage that has been referenced by the type of calculation chosen. In the case of a "Fixed Amount of Tax" calculation type this field will display the specified dollar amount of tax to be taken on each pay calculation for the selected employee. Eg) 430.00 dollars. If the calculation tax type chosen is "Percent of Taxables" this field will display a specified percentage for the selected employee. Eg) 43.00% If the tax calculation type is "Balance Net Pay Amount" the override field will display the specified net pay in dollars for the selected employee Eg) $430.00.
Net Claim	This field will display the net TD1 Claim that has been specified for the selected employee. The system will default to the base exemption amount allowed by Revenue Canada for the current tax year for the selected employee ie: 1998 TD1 amount is $6456.00.
Additional Tax	This field displays any tax to be deducted from the selected employee's gross taxable earnings in addition to the statutory tax deduction calculation as requested by the employee.
Remote	This field displays any remote allowance which may apply for the selected employee's tax calculation.
Other	This field displays any other tax credit which may apply for the selected employee's tax calculation.
LCP	This field displays any labour credit which may apply for the selected employee's tax calculation.
Other Federal Amount	This field displays any additional federal tax credits which may apply for the selected employee's tax calculation.
EI Parameter	This field will display the selected employee's EI status ie: will show if employee is exempt from employment insurance premiums.
CPP Parameter and Over Amount	This field will display the selected employee's Canada Pension Plan Status. If the selected employee is below the age of 18 years or over the age of 70 years, no CPP Premiums will be deducted and the field will display the message Age Exempt. If the employee is marked as exempt on set up, this field will display the message CPP exempt. There also exists the option to override the normal CPP premium calculation with a specified amount.

When the **Prov** (Province) Sub-Menu tab is selected a screen will appear showing the selected employees additional parameters concerning provincial regulations which may apply.



The following table gives a description of the screen:

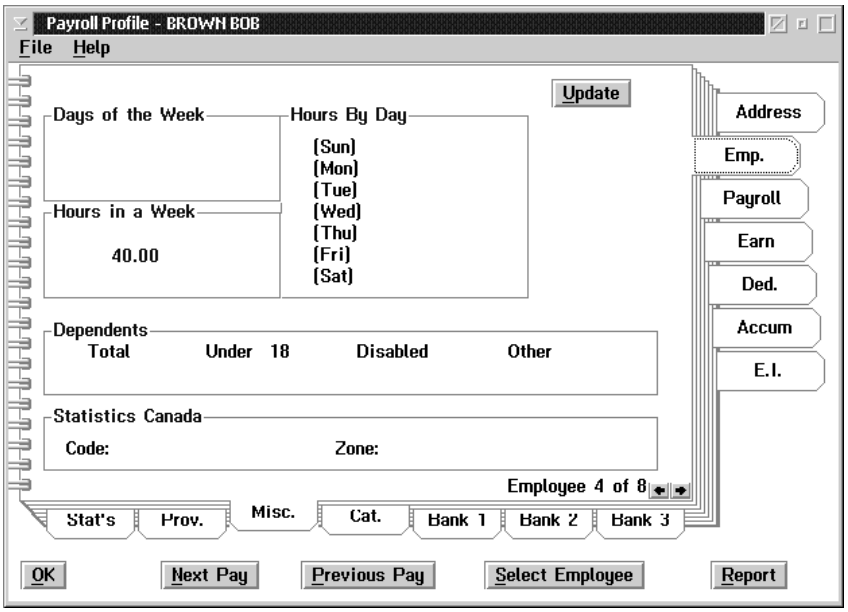
Field	Description
Type of Calculation	This field will reflect the type of Quebec Statutory Tax Deduction method chosen for the selected employee. A) Normal Tax Calculation is defined as the most common tax calculation method where the QD1 amount is figured into the formula. The system defaults to a normal tax calculation at the time of setting up a new employee. The method of calculating Quebec tax only becomes effective if the employee's tax province has been designated as Quebec. B) No Quebec Tax is defined as a tax calculation method where the Quebec tax is not included in the statutory deduction formula. C) Fixed Amount of Tax is defined as a tax calculation method where the QD1 amount is not included in the statutory deduction formula and the results of the calculation are overridden by a specified fixed amount. D) Percent of Taxables is defined as a tax calculation method where the QD1 amount is not included in the statutory deduction formula and the results of the calculation are overridden by a specified percentage of the gross taxable earnings. E) Balance of net pay amount is defined as a tax calculation method where the QD1 amount is not included in the statutory deduction and where the QPP and EI are calculated in the normal manner on the gross earnings but where a specified net pay is to pay out, with the difference between gross pay and net pay distributed to other deductions such as group insurance and the remaining amount set to Quebec tax.
Override	This field will reflect any amount or percentage that has been referenced by the type of calculation chosen for the selected employee. This field will display as a fixed dollar amount or percentage.

Field	Description
Net Claim	This field will display the selected employees net QD1 claim The system will default to the base exemption amount allowed by Revenue Canada for the current tax year for the selected employee, ie; 1998 QD1 amount is $8250.00.
Additional Tax	This field displays any Quebec Tax to be deducted from the selected employee's gross taxable earnings in addition to the Quebec Statutory tax deduction calculation as requested by the employee.
Other	This field displays any other tax credits which may be allowed for the Quebec Tax Calculation.
Province	This field displays the Province in which the selected employee's earnings are to be reported for Workers' Compensation.
Rate	This field displays the rate according to Workers' Compensation assignment for the selected employee.
Province	This field will display the province that has been assigned for the selected employee where the payroll tax is in effect.
Type	This field will display the type of calculation method which can be used to calculate the payroll tax for the specified employee.
Code	This field will display the rate code position on the rate table set up for the indicated province for the specified employee.
Rate	This field will display the assigned rate for the appropriate provincial payroll tax for the specified employee.

Update

The UPDATE button will take you to the **Payroll Specific Information** screen, and upon exiting the specific information you will be returned to the **Employee Profile**.

When the **Miscellaneous** Sub-Menu tab is selected, a screen will appear showing the selected employee's assigned standard work week, number and type of dependents and assigned Statistics Canada settings as well as pertinent dates.



The following table gives a description of the screen:

Field	Description
Days of the week	This field may display the days of the week that the selected employee has been assigned to work, with 1 representing Sunday. If the assignment has been left blank the system assumes Monday up to and including Friday as a normal work week for this employee.
Hours in a Week	This field displays the total number of hours that have been assigned as a normal standard work week for the selected employee or it may display the number of EI insurable hours by week that have been assigned to the selected employee, if however, the EI insurable hours and the standard work week have been left blank for the selected employee the system will assume a standard 40 hours per week
Hours by Day	This display indicates the hours in each day that have been assigned to the selected employee for the standard work week. If this has been left blank the system will assume 8 hours a day.
Employee Anniversary Dates	This display indicates the various anniversary dates that can be assigned for the selected employee.
Anniversary Date	This field displays the month and day of the selected employee's annual anniversary date. This field would in normal circumstances, be the same month and day as the initial hire date and could be used for annual employee performance reviews.

Field	Description
Vacation Anniversary	This field displays the month and day of the selected employee's annual vacation evaluation start date.
Holiday Anniversary	This field displays the month and day of the selected employee's annual holiday evaluation start date.
Sick Anniversary	This field displays the month and day of the selected employee's sick day evaluation start date.
Dependents	This display indicates whether the selected employee has made an additional claim for dependents and the type of dependent.
Total	This field displays the total number of dependents that the selected employee may have made an additional claim for. This field, if filled in, will be used in the selected employees statutory tax calculation providing an additional credit in addition to the TD1 claim amount.
Under 18	This field displays the selected employee's number of total dependents that are under the age of 18 years old.
Disabled	This field displays the selected employee's number of total dependents that are disabled.
Other	This field displays the selected employee's number of total dependents that do not fall in to the previous two categories but who can be legitimately claimed as dependents.
Statistics Canada	This display indicates the Statistics Canada category and zone that the selected employee may be assigned to.
Code	This field displays the category of either hourly or salary type that has been assigned for the selected employee.
Zone	This numeric field displays the zone that the selected employee has been assigned to for Statistics Canada reporting purposes. The zone may be defined by the user to be the various reporting breakdowns other than the category type that may be required by Statistics Canada.

Update

The UPDATE button will take you to the **Payroll Specific Information** screen, and upon exiting the specific information you will be returned to the **Employee Profile**.

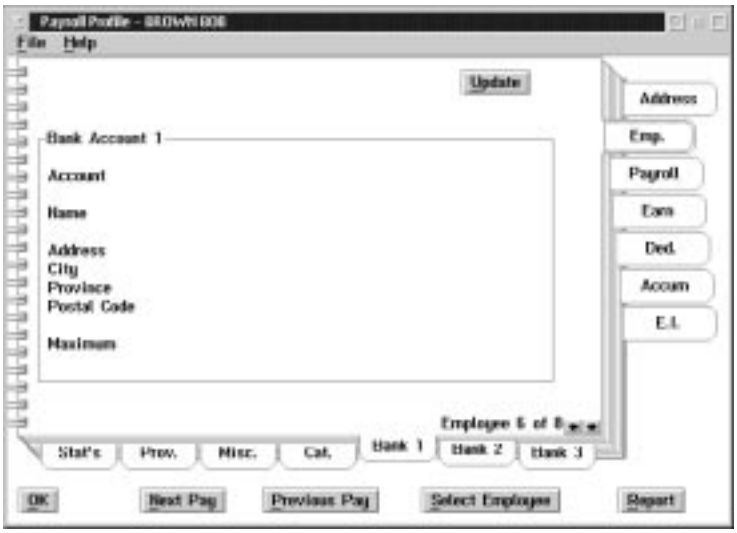
When the **Category** Sub-Menu tab is selected a screen will appear showing the selected employees assigned payroll specific categories. The category code and descriptions will appear on the screen.

Update The UPDATE button will take you to the **Payroll Specific Information** screen and, upon exiting the specific information you will be returned to the **Employee Profile**.

EMPLOYEE INFORMATION

When the **Bank** Sub-Menu tabs are selected a screen will appear showing the selected employee's direct deposit bank information if it is being used for each completed bank detail screen. Each employee can have a maximum of 3 bank accounts where each payroll deposit can be disbursed to.

When any one of the **Bank 1**, **Bank 2**, or **Bank 3** Sub-Menu tabs is chosen a screen similar to the following will appear:



The following table gives a description of the screen:

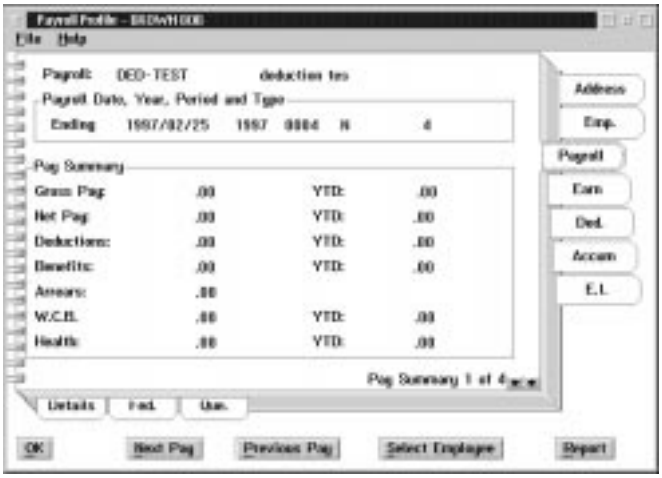
Field	Description
Account	This field displays the selected employee's bank account number in the accepted format of 5 digit transit number, 3 digit bank I.D. number followed by the Bank Account number.
Name	This field displays the selected employee's bank's name.
Address	This field displays the selected employee's bank's street address.
City	This field displays the selected employee's bank's city location.
Province	This field displays the selected employee's bank's province location.
Postal Code	This field displays the selected employee's bank's postal code.
Maximum	This field displays the selected employee's specified amount to be transferred to each bank if the multiple bank option has been chosen. If the multiple bank option has been implemented a maximum amount from the calculated net pay can be directed to be deposited to the first bank, with a second maximum set for the second bank and the maximum would remain blank for the third bank for the net pay remaining.

Update

The UPDATE button will take you to the **Payroll Specific Information** screen and, upon exiting the specific information you will be returned to the **Employee Profile**.

The third tab of the Profile Notebook will display the selected employee's payroll history.

When the **Payroll** tab is chosen from the Profile notebook, the following screen will appear:

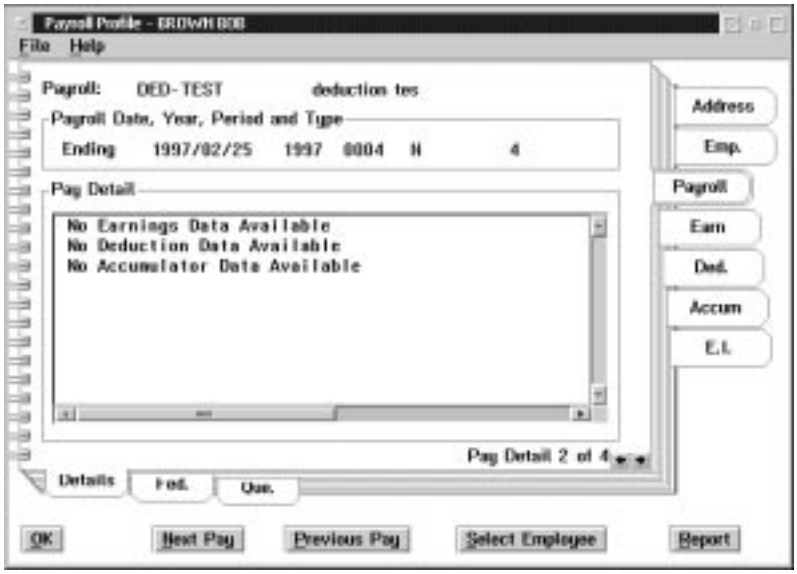


The following table gives a description of the screen:

Field	Description
Payroll	This field displays the payroll name and description that the payroll information for the selected employee is extracted from
Payroll Date, Year, Period and Type	This field displays the most recent payroll identification available for the selected employee indicating the payroll date, taxation year, run number, type of run and sequence number that the pay summary data was extracted from.
Pay Summary: This screen will present a summary of the most recent pay available for the selected employee according to the payroll date, year, period and type of pay calculation as indicated.	
Gross Pay	This field displays a summary line of all earnings for the selected employee in current and year to date amounts.
Net Pay	This field displays a summary line of the net earnings for the selected employee in current and year to date amounts.
Deductions	This field displays a summary line of all deductions - statutory and company for the selected employee in current and year to date amounts.
Benefits	This field displays a summary line of all benefits associated with the selected employee's pay in current and year to date amounts.
Arrears	This field displays the outstanding arrears for the selected employee. The current field will display any arrears amounts generated within the viewed pay run. The YTD field will display the net outstanding arrears balance. The arrears, if allowed (see Payroll Information at Payroll Level) are system generated transactions not input transactions, therefore, the Profile Payroll Query will indicate only current changes, either debit or credit and the net affect on the balance.
WCB	This field will display the system calculated Worker's Compensation amount for the selected employee in current and year to date fields.

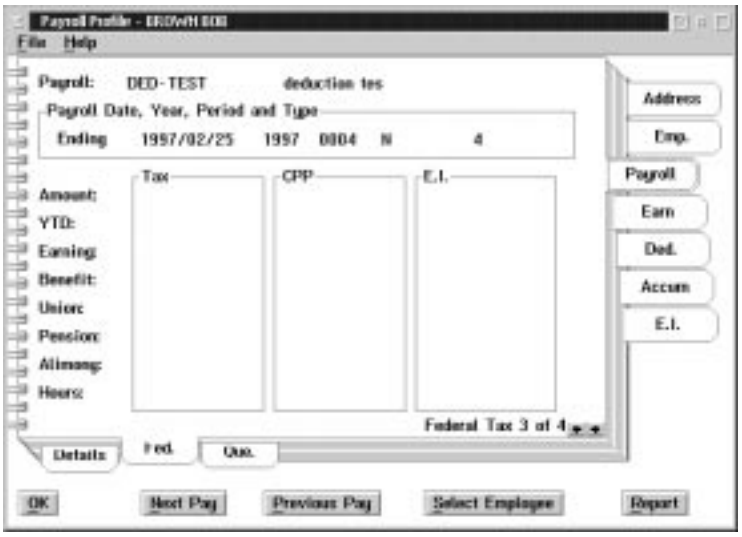
Health	This field will display the system calculated health and education/ payroll tax amount for the selected employee in current and year to date fields.

When the **Details** Sub-Menu tab is chosen, the following screen will appear:



The Details sub menu page provides the details of all Earnings, Company Deductions and Accumulators transactions that have been reported in the summary lines on the payroll main tab.

When the **Fed**(Federal) Sub-Menu tab is chosen the following screen will appear:



The Federal sub-menu page provides the detail of the statutory deductions made for the selected pay run indicating as well those benefits and deduction classes present in this pay run which affected the tax calculation.

When the **Que**(Quebec) sub menu tab is chosen the following screen will appear:

The Quebec sub-menu page will indicate the separate Quebec tax and QPP which may apply.

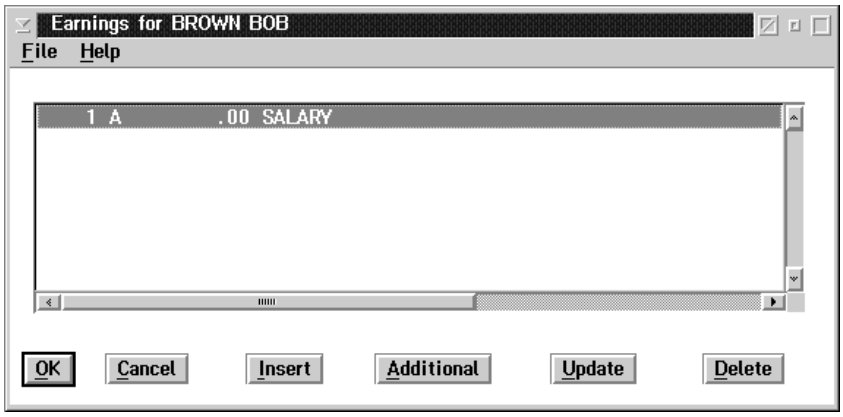
EMPLOYEE INFORMATION

The fourth tab of the Profile Notebook will display the selected employee's earnings types and definitions.

When the **Earn** (Earning) tab is chosen the following screen will appear:

Update

The UPDATE button will take you to a list of Earnings applicable to the employee. The **Earnings for** screen appears as follows.

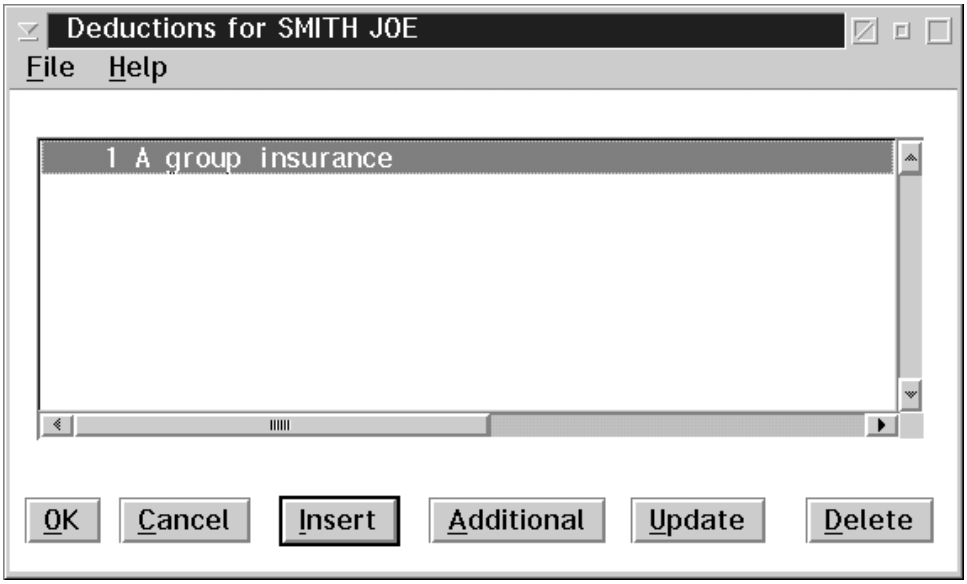


The fifth tab of the Profile Notebook will display the selected employee's deduction types and definitions.

When the **Ded** (Deductions) tab is chosen the following screen will appear:

Update

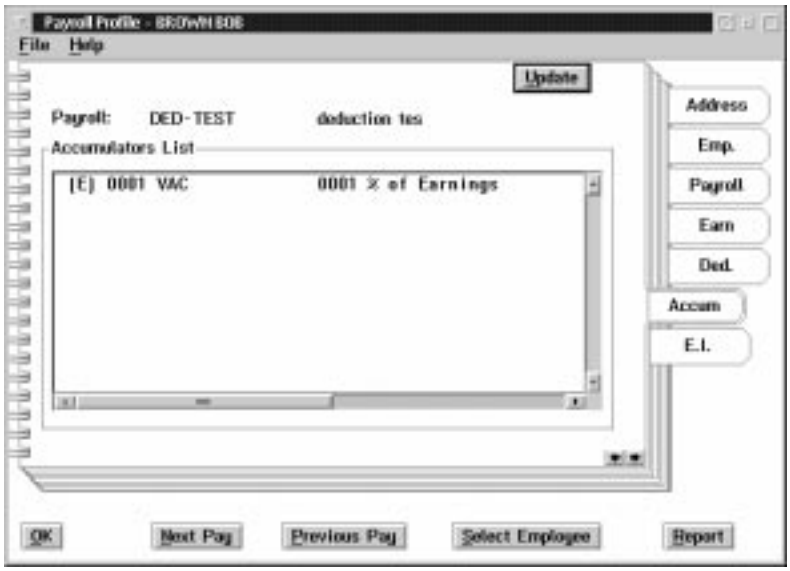
The UPDATE button will take you to a list of deductions and, upon exiting the deductions you will be returned to the **Employee Profile**.



EMPLOYEE INFORMATION

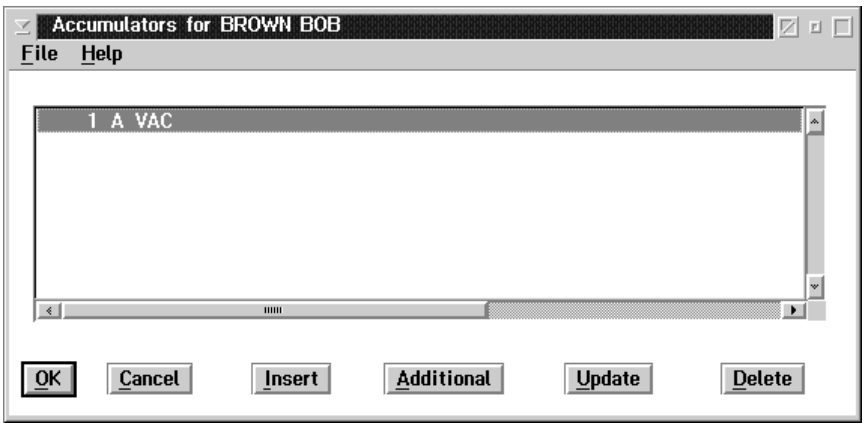
The sixth tab of the Profile Notebook will display the selected employee's accumulator types and definitions.

When the **Accum** (Accumulators) tab is chosen the following screen will appear:



Update

The UPDATE button will take you to a list of accumulators and, upon exiting the accumulators you will be returned to the **Employee Profile**. The screen appears as follows:

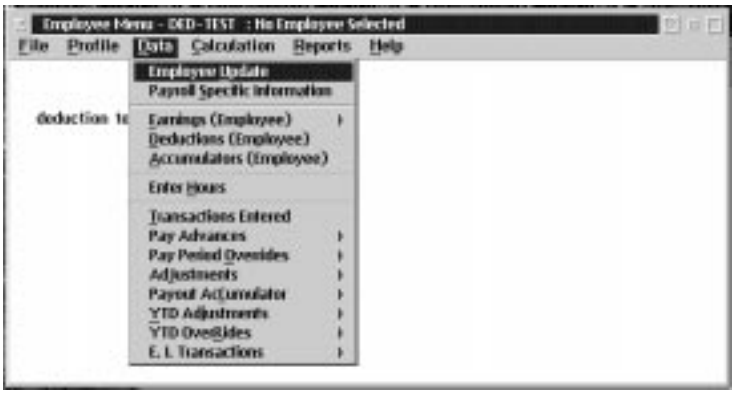


The seventh tab of the Profile Notebook will display the selected employee's current year's E.I. Details and the previous years hours and dollars as a summary line.

When the **E.I.** tab is chosen the following screen will appear:

Data

The **Data** menu from the Employee Menu screen appears as follows:



The options available to the user through the data menu are:

- updating employee information
- entering payroll specific information
- defining earnings, deductions, and accumulators at the employee level
- entering hours worked by employees
- reviewing transactions entered for an employee
- setting up pay advances
- setting up pay period overrides
- making adjustments
- setting the payout accumulator
- entering YTD adjustments and overrides
- entering EI adjustments and overrides

Employee Update

Select the Employee Update option to insert new data or change existing data for an employee already in payroll. A notebook will be presented with pages containing, Name & Address. I.D. such as Social Insurance Number, Medical Number, Personal Data, such as Birth Date or Notes.

For a more detailed description of this notebook please refer to add an employee at the beginning of this chapter in this manual.

Save The OK button, or the save option from the File Menu , will save any changes made within the Employee Update screen.

Cancel The Cancel button or the Exit option from the file menu will exit from the Employee Update screen without saving any changes.

Payroll Specific Information

Select the Payroll Specific Information option to insert new data or change existing data for an employee already in payroll. A notebook will be presented with pages containing Employee's payroll status and tax province, base earning type, distribution, position of the employee, TD1 claim amount and any additional tax to be taken, CPP and EI Statutory parameters, Workers' Compensation and Payroll Tax Rates, Employee Bank Information for direct deposits, Employee's Category Assignments, Standard Work Week Data, important employee dates and miscellaneous information for that employee.

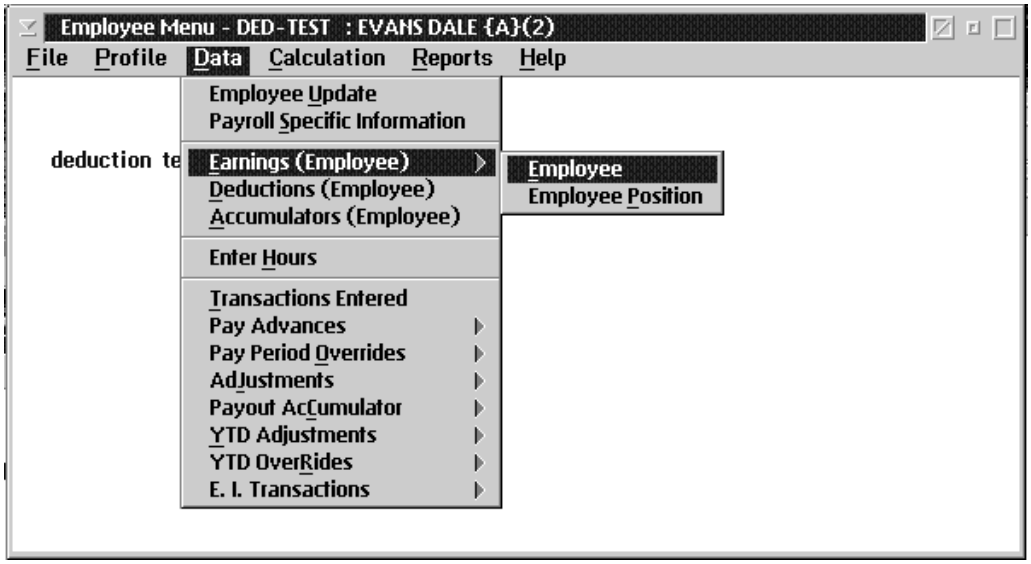
For a more detailed description of this notebook please refer to add an employee at the beginning of this chapter in this manual.

Save The OK button or the Save option from the File menu will save any changes made within the Payroll Specific Information screen.

Cancel The Cancel button or the exit option from the File menu will exit from the Payroll Specific Information screen <u>without</u> saving any changes

Earnings

The **Earnings** sub menu of the Data menu appears as follows:



The functions available to the user are to define earnings by either of:

- Employee
- Employee Position

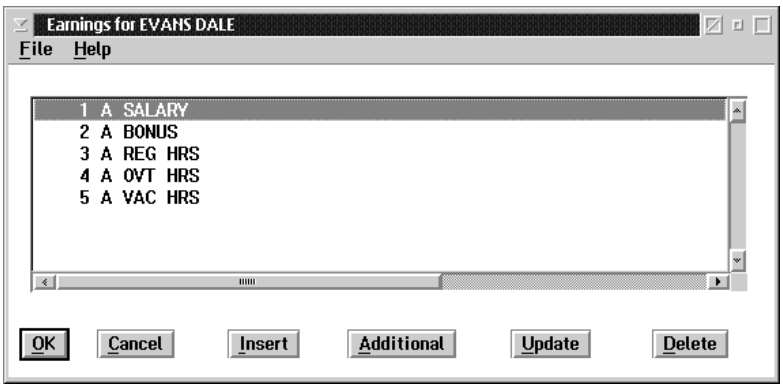
Earnings (Employee) - Employee

Select Earnings by Employee or Employee Position to add a new earning, change existing earning type or delete/disable a previously assigned earning for an existing employee in payroll.

For a more detailed description of Earnings by Employee, please refer to "Add an Employee" at the beginning of this chapter in this manual.

The following is a brief overview of earnings.

When the user selects **By Employee** from the Earning sub menu of the Employee Data Menu, the following screen will appear:



Insert The INSERT button allows the user to insert a new earning for the employee.

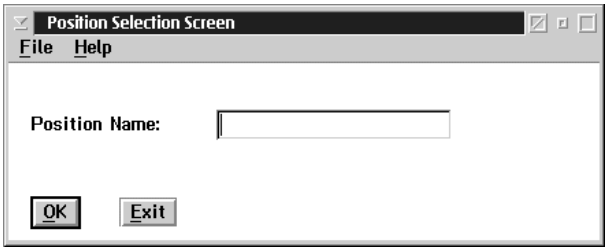
Additional The ADDITIONAL button allows the user to add an additional effective date range for an existing earning for the employee.

Update The UPDATE button allows the user to update an earning for the employee.

Delete The DELETE button allows the user to delete an earning for the employee.

Earnings (Employee) - Employee Position

Selecting the **Employee Position** option brings up the Position Master Update Selection screen. This screen appears as follows:



The position name must be entered into this dialog box. This can be done by typing the position name in or selecting it from a list of position names.

F8 (list)

Selecting the F8 key, or the **List** option from the File menu, will bring up a list of all the defined position names. The list will appear similar to the following:

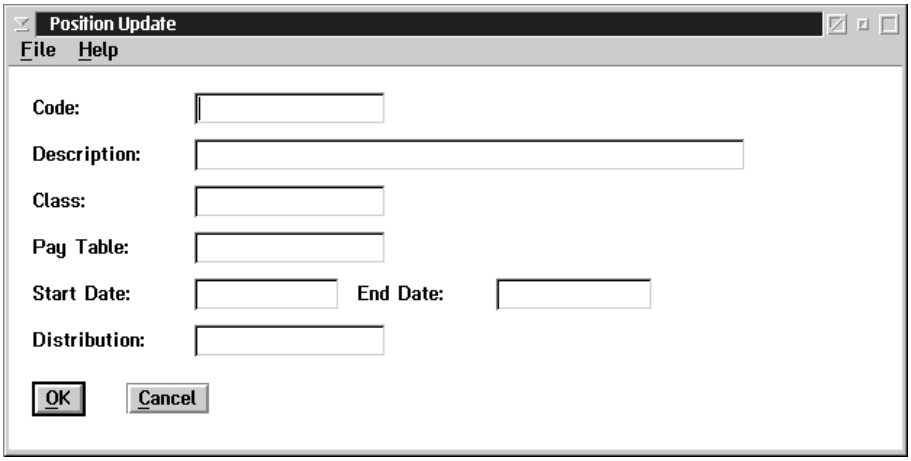
If no position codes have been previously defined the list will be empty.

The screen will list the position codes with their description to the right.

From this screen the user can insert new position codes (using the INSERT button), update defined position codes (using the UPDATE button), or delete defined position codes (using the DELETE button).

Update

The UPDATE button is used to make changes in previously defined position codes. The position code must first be entered into the position code field. The dialog box will appear as follows:



The following data fields require input:

Field	Description
Code	This field contains the code name of the position
Description	This field contains the description of the position.
Class	This field contains the class code of the position.
Pay Table	This field contains the pay table used for the position.
Start Date	This field contains the starting date used for the position.
End Date	This field contains the ending date used for the position.
Distribution	This field contains the G/L distribution of the position.

Esc (exit)

The ESC key, CANCEL button, or the **Exit** option from the File menu, will exit the dialog box.

Deleting an Existing Position Code

To delete a previously defined position code follow these steps:

1. Select the **Position Update** option in the Position Menu.
2. When the Position Master Update Selection dialog box appears select the F8 key,or the **List** option in the File menu to obtain a list of all defined position codes.
3. Move the selection bar to the position code to delete.
4. Select the Delete button at the bottom of the Position List Screen.
5. A message will appear asking you to confirm the deletion. Select the YES button to delete, or the NO button to cancel the deletion process.

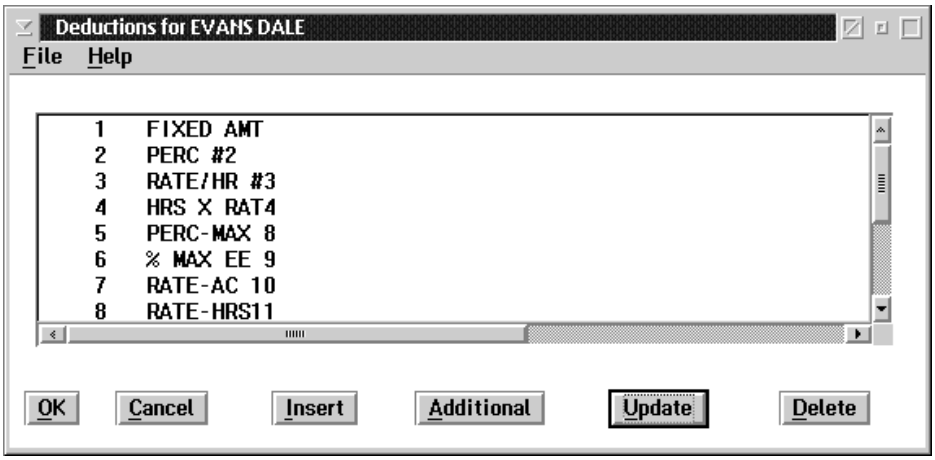
Deductions (Employee)

Select Deductions by Employee to add a new deduction, change existing deduction data, create an additional deduction or delete/disable a previously assigned deduction of an existing employee in payroll.

For a more detailed description of Deductions by Employee, please refer to "Add an Employee" at the beginning of this chapter in this manual.

The following is a brief overview of deductions.

When the user selects Deductions from the Employee Data Menu the following screen will appear:



Insert The INSERT button allows the user to insert a new deduction, for the employee.

Additional The ADDITIONAL button allows the user to add an additional effective date range for an existing deduction, for the employee.

Update The UPDATE button allows the user to update a deduction, for the employee..

Delete The DELETE button allows the user to delete a deduction, for the employee.

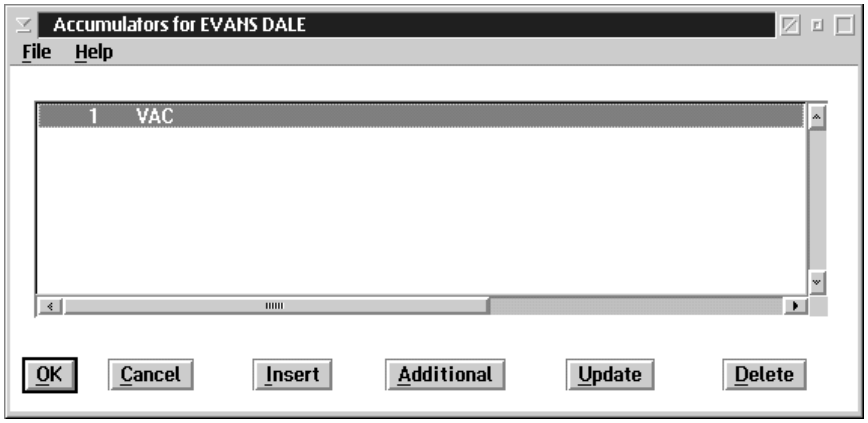
Accumulators (Employee)

Select Accumulators by Employee to add a new accumulator, change existing accumulator data, create an additional accumulator or deleted/disable a previously assigned accumulator for an existing employee in payroll.

Please refer to "Add an Employee" at the beginning of this chapter in this manual for a more detailed description of accumulators.

A brief overview of accumulators follows:

When the user selects **Accumulators** from the Employee Data menu the following screen will appear:



Insert The INSERT button allows the user to insert a new accumulator.

Additional The ADDITIONAL button allows the user to add an additional effective date range for an existing accumulator.

Update The UPDATE button allows the user to update an accumulator.

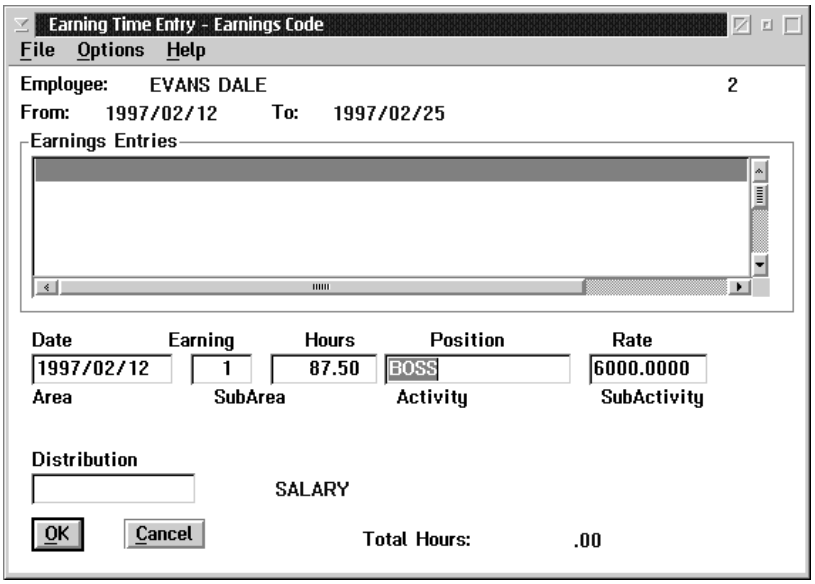
Delete The DELETE button allows the user to delete an accumulator.

Enter Hours

The system allows for the data entry of hours worked by employee from two locations, under employee at main payroll level or under data at the employee level menu.

For additional information about hours entry see the beginning of this chapter in this manual.

The following screen will appear:



The **Earning Time Entry** screen is used to enter hours for the employee.

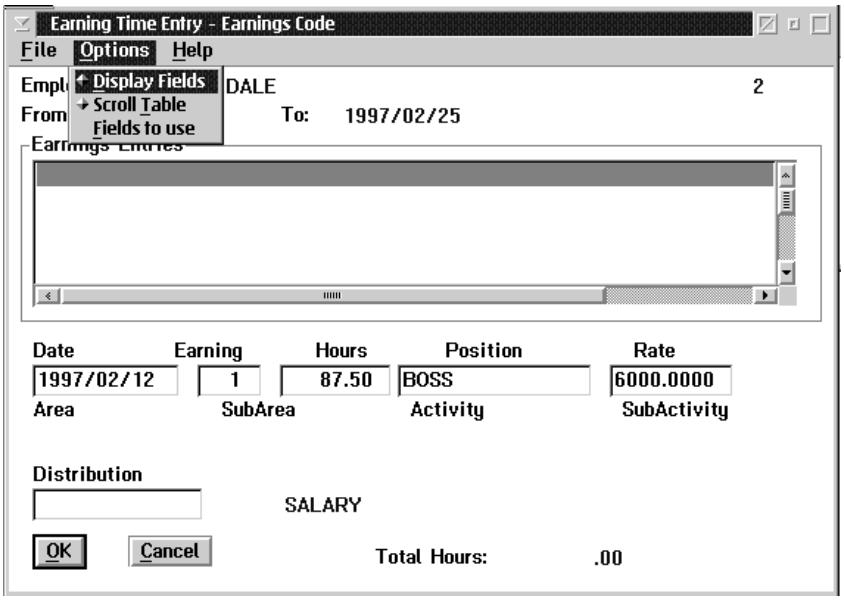
The following table gives a description of the data fields:

Field	Description
Employee	This field contains the name of the employee.
From	This field contains the starting date of the pay period.
To	This field contains the ending date of the pay period.
Earning Entries	This list box displays a line for each line of the hours entered for the date range above.
Date	This field is used to enter the worked day date in YYYYMMDD format.
Earning	This field is used to enter the earning code.
Hours	This field is used to enter the hours the employee worked.
Position	This field contains the employee's position, if assigned.
Rate	This field contains the employee's rate of pay and can be overtyped.

Distribution	This field is used to record specific distribution codes for hours entered if they are different than the employee's default distribution.

F8(List) Selecting the F8 key when your cursor is in the earning field will bring up a list of earnings. The list will appear similar to the following:

When the user selects the **Options** drop down menu on the **Earning Time Entry** screen, the following choices become available:

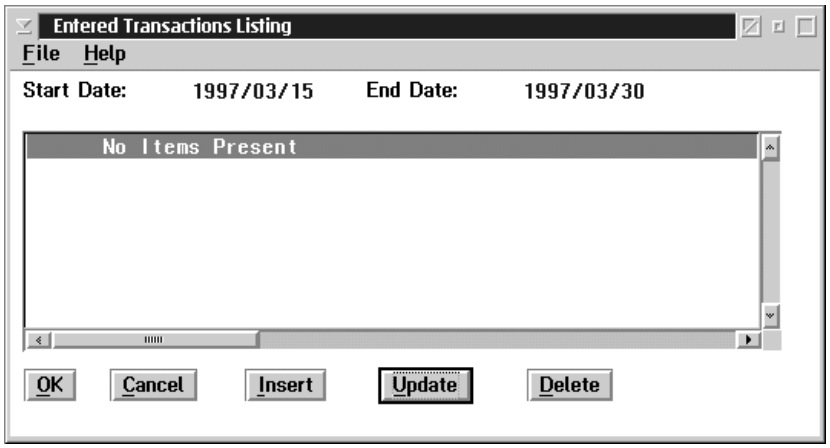


The **Fields to Use** option allows you to turn on and off certain entry fields such as area, sub area, activity and sub activity. If the date is turned off as an entry field the system will auto fill with the period end date.

Transactions Entered

Transactions entered is a query function that allows for the review of transactions entered for a specific employee and their disposition, such as processed or by-passed. If a transaction has been by passed in a calculation it normally means that there is a pay period override transaction with the same earning, deduction or accumulator code. Processed transaction indicates that a payroll calculation has been performed.

When the user selects the **Transactions Entered** option from the Employee Data menu the following screen will appear:



OK, Cancel The OK and Cancel button will exit from the transaction entered screen.

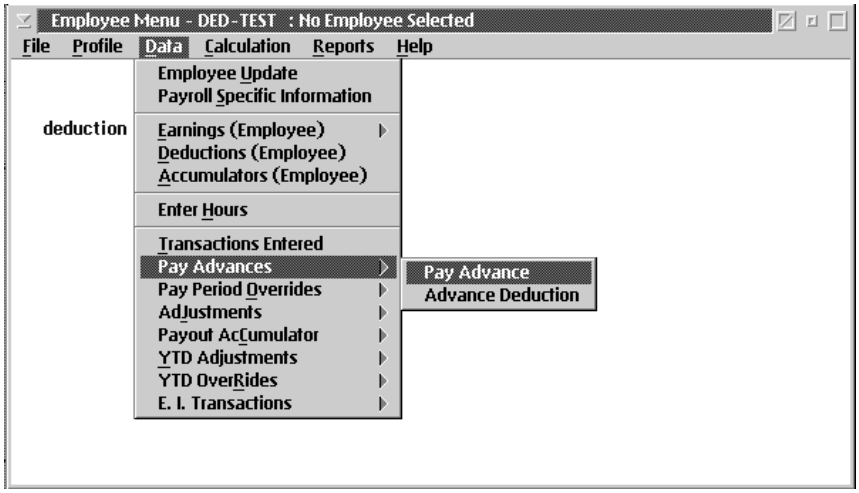
Insert Disabled

Update Disabled

Delete The DELETE button allows the user to delete a transaction and is recommended in the case of an input error prior to a pay recalculation and close.

Pay Advances

When the user selects **Pay Advances** from the Employee Data menu, the following screen will appear:

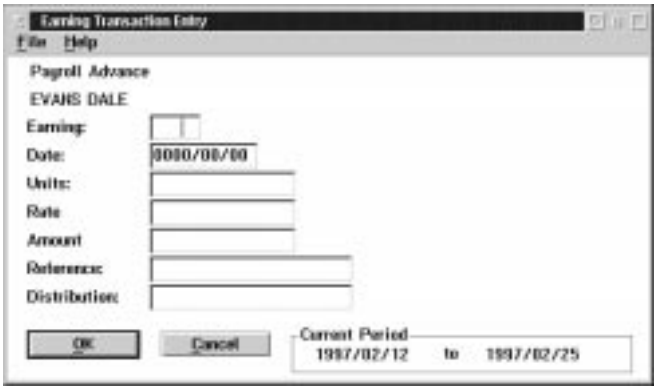


The following options are available to the user:

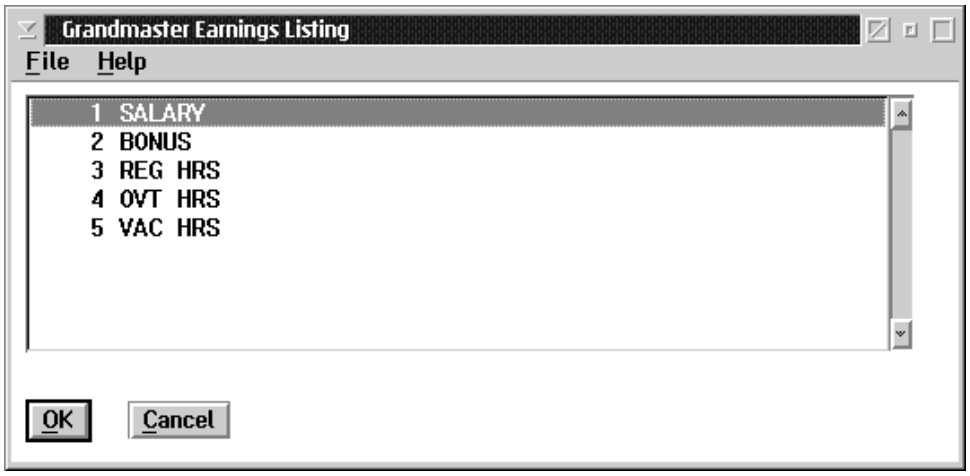
- Pay Advance
- Advance Deduction
- For more detailed description of Pay Advances and Advance Deductions please refer to Chapter Three - Earnings Sub-Heading in this manual

Pay Advances

When the user selects **Pay Advances** from the Employee Data menu, the following screen will appear:



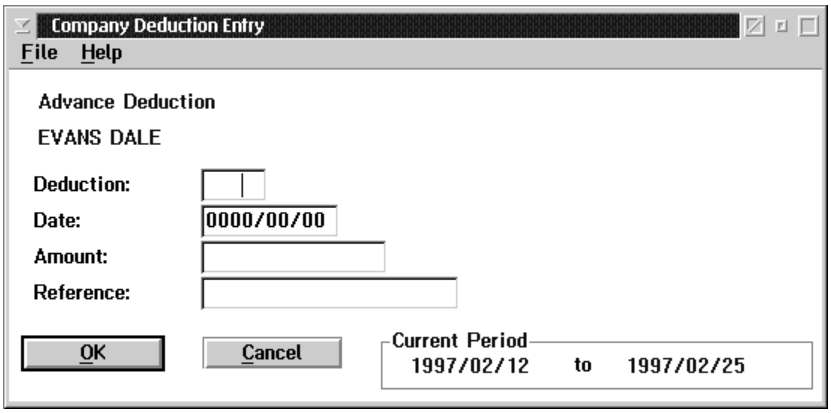
F8 (List) When the user presses the F8 key while the cursor is in the Earning field, a list of earnings will appear as follows:



EMPLOYEE INFORMATION

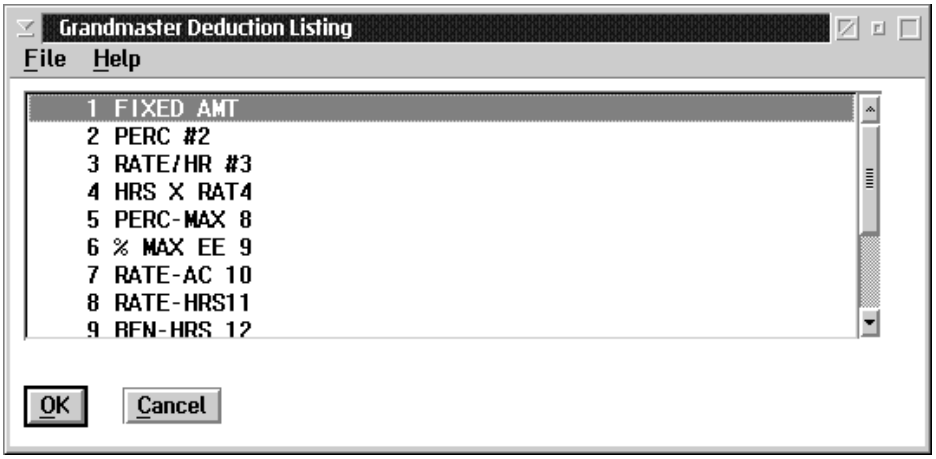
Advance Deduction

This function is used to define which deductions will be taken from an employee's advance pay. When the user selects **Advance Deduction** the following screen will appear:



F8 (List)

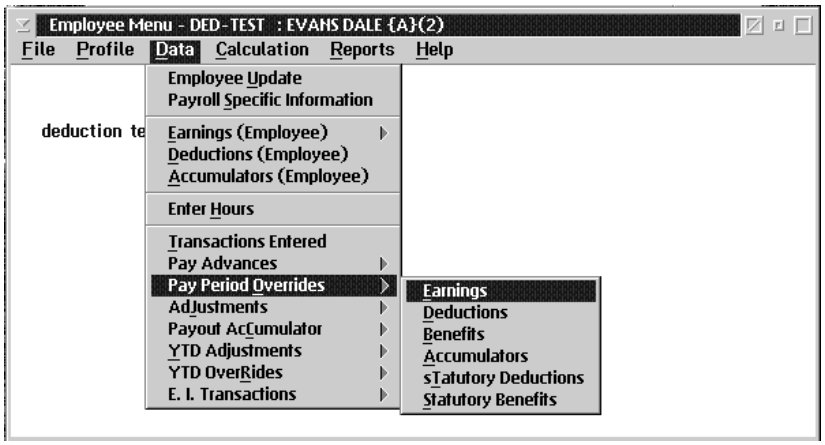
When the user selects the deduction field and presses the F8 key, a list of deductions will appear. The screen appears as follows:



You may select only the deduction from this list that is a contra against the advance earning type by moving the cursor (highlight) to that line, and pressing the OK button.

Pay Period Overrides

The **Pay Period Overrides** menu from the Employee Data menu, appears as follows:



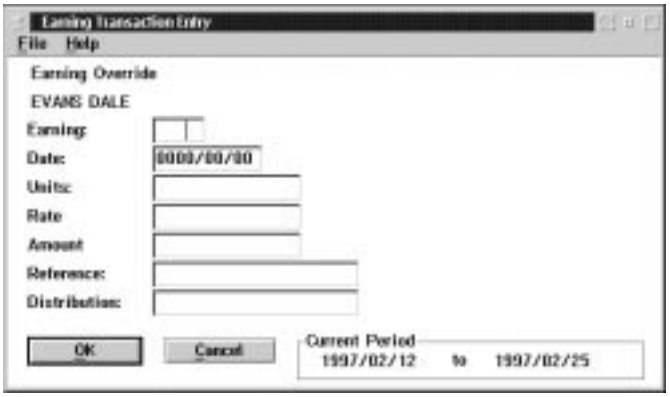
The options available to the user through this menu are to override any of:

- Earnings
- Deductions
- Benefits
- Accumulators
- Statutory Deductions
- Statutory Benefits

☞ It should be noted that selecting a pay period override as a transaction type will override and replace any Earning, Deduction, Benefit, Accumulator, Statutory Deduction or Statutory Benefit of the same code in the same pay run.

Earnings

When the user chooses **Earnings** from the Pay Period Overrides menu, the following screen will appear:



The **Earning Transaction Entry** screen is used to override earnings.

The following table gives a description of the data fields:

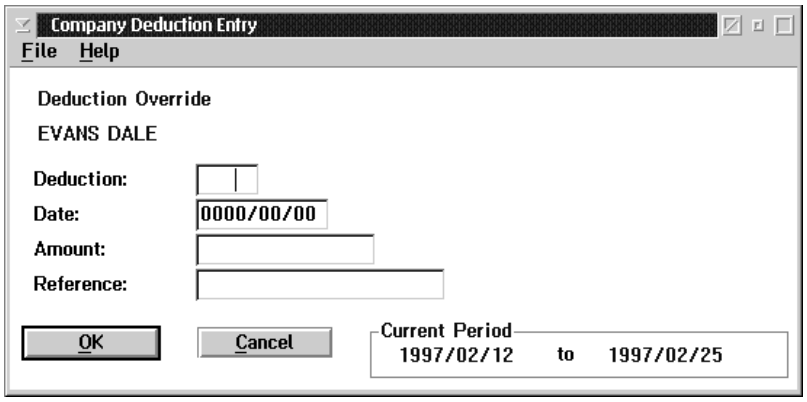
Field	Description
Employee	This field contains the employees name.
Earning	This field contains the earning code.
Date	This field contains the date of the earning override.
Units	This field contains the number of hours for the override.
Rate	This field contains the rate of pay.
Amount	This field contains the extended amount.
Reference	This field contains the reference number.
Distribution	This field contains the distribution table name.

F8

Selecting the F8 key, when your cursor is in the earning field, will bring up a list of earnings. The list will appear similar to the following:

Deductions

When the user chooses **Deductions** from the Pay Period Override menu, the following screen will appear:

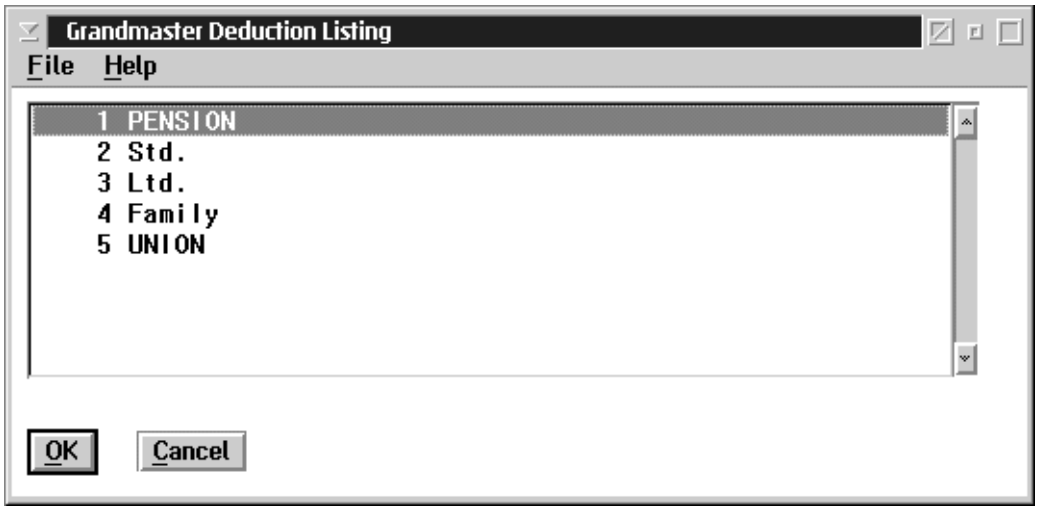


The following table gives a description of the data fields:

Field	Description
Employee	This field contains the name of the employee.
Deduction	This field contains the deduction code.
Date	This field contains the date of the deduction.
Amount	This field contains the extended amount.
Reference	This field contains the reference number.

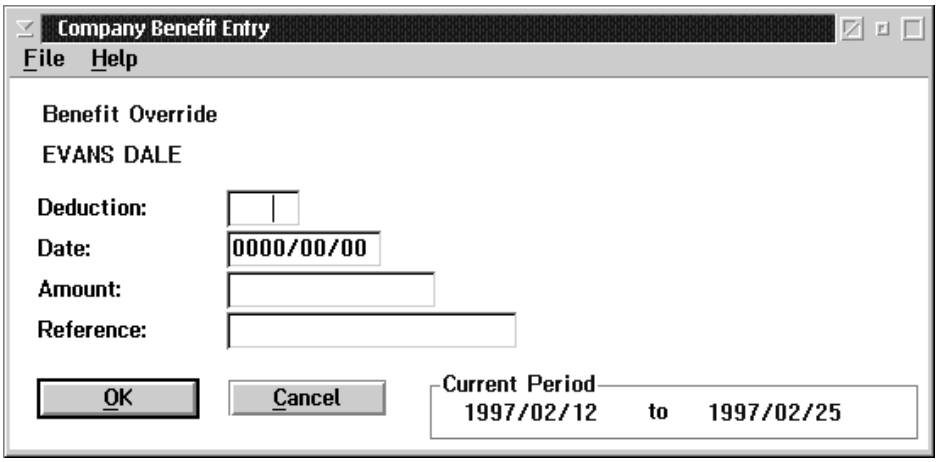
EMPLOYEE INFORMATION

F8(list) Selecting the F8 key, when your cursor in the Deduction field, will bring up a list of Deductions. The list will appear similar to the following:


Grandmaster Deduction Listing
File
Help
1 PENSION
2 Std.
3 Ltd.
4 Family
5 UNION
OK
Cancel

Benefits

When the user chooses **Benefits** from the Pay Period Override menu, the following screen will appear:



The following table gives a description of the data fields:

Field	Description
Employee	This field contains the name of the employee.
Deduction	This field contains the deduction code.
Date	This field contains the date of the benefit.
Amount	This field contains the extended amount.
Reference	This field contains the reference number.

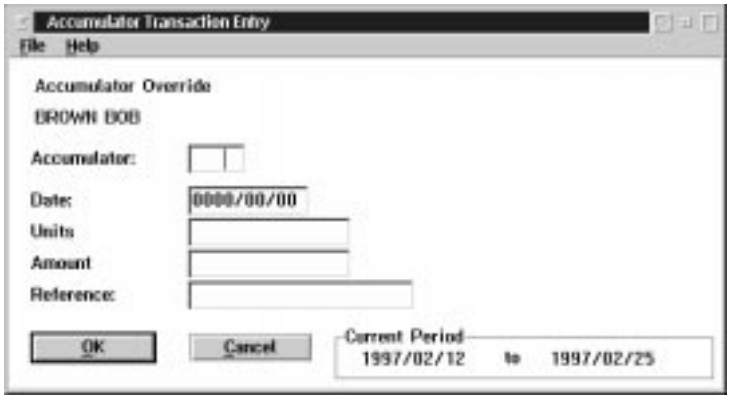
F8(list)

Selecting the F8 key, when your cursor is in the Deduction field, will bring up a list of Deductions. The list will appear similar to the following:

EMPLOYEE INFORMATION

Accumulators

When the user chooses **Accumulators** from the Pay Period Override menu, the following screen will appear:



The following table gives a description of the data fields:

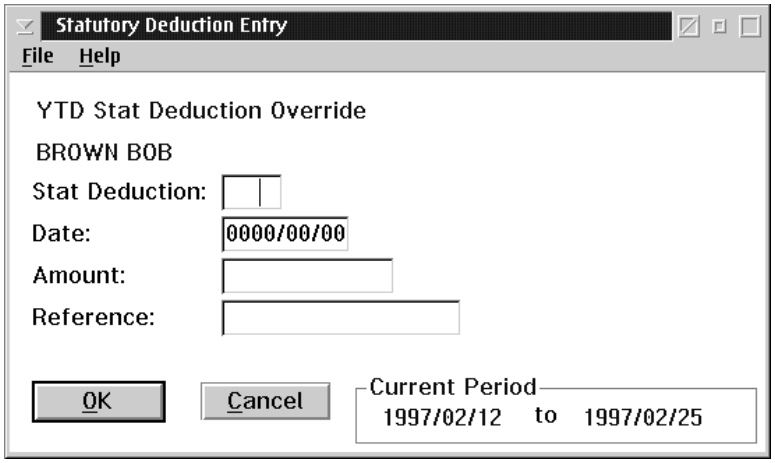
Field	Description
Employee	This field displays the employee's name.
Accumulator	This field contains the accumulator code.
Date	This field contains the date of the accumulator override.
Units	This field contains the number of hours for the override.
Amount	This field contains the extended amount.
Reference	This field contains the reference number.

F8(list)

Selecting the F8 key, when your cursor is in the Accumulator field, will bring up a list of Accumulators. The list will appear similar to the following:

Statutory Deduction Override

When the user chooses **Statutory Deductions** from the Pay Period Override menu, the following screen will appear:

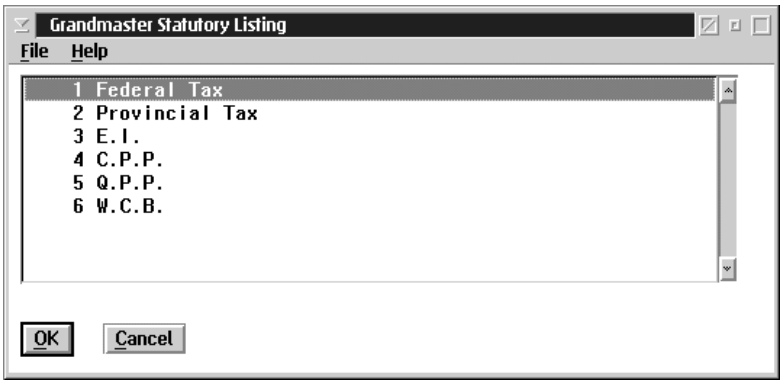


The following table gives a description of the screen:

Field	Description
Employee	This field contains the name of the employee.
Deduction	This field contains the statutory deduction code.
Date	This field contains the date of the statutory deduction.
Amount	This field contains the extended amount.
Reference	This field contains the reference number.

F8(list)

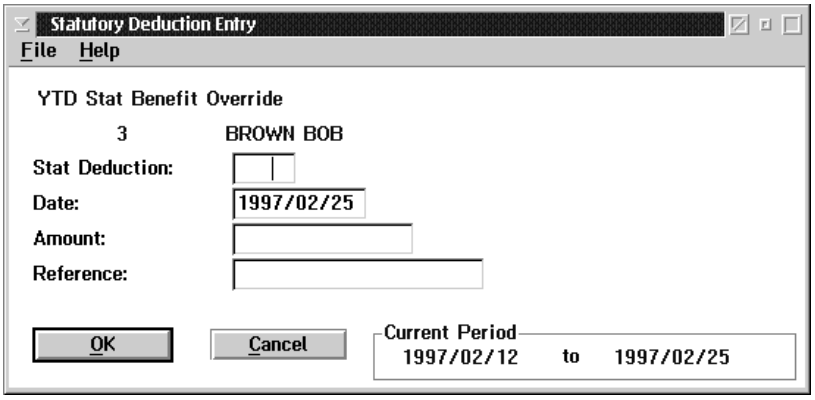
Selecting the F8 key, when your cursor is in the Statutory Deduction field, will bring up a list of Statutory Deductions. The list will appear similar to the following:



EMPLOYEE INFORMATION

Statutory Benefits Override

When the user chooses **Statutory** Benefits from the Pay Period Override menu, the following screen will appear:

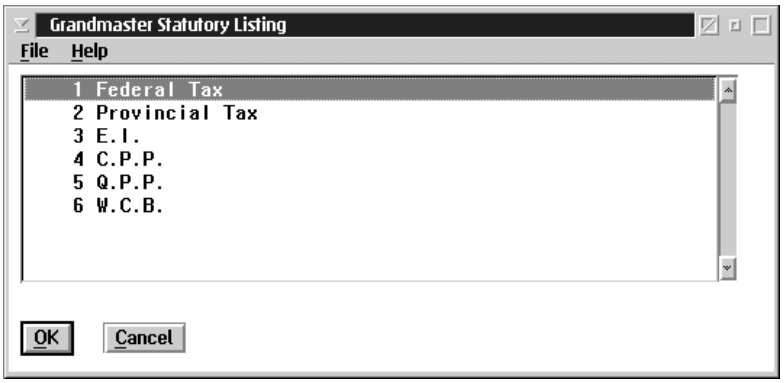


The following table gives a description of the screen:

Field	Description
Employee	This field contains the name of the employee.
Deduction	This field contains the statutory deduction code.
Date	This field contains the date of the statutory benefit.
Amount	This field contains the extended amount.
Reference	This field contains the reference number.

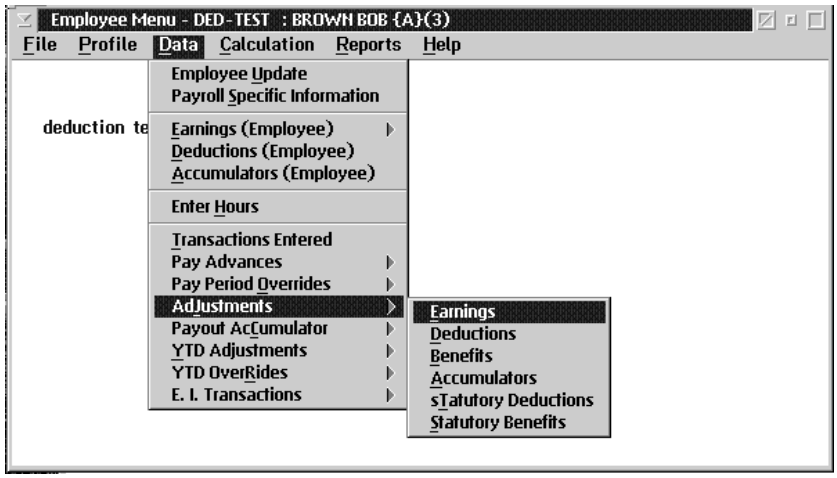
F8(list)

Selecting the F8 key, when your cursor is in the Statutory Deduction field, will bring up a list of Statutory Deductions. The list will appear similar to the following:



Adjustments

The **Adjustments** sub menu, from the Employee Data menu, appears as follows:



The options available to the user through the Adjustments menu are:

- Earnings
- Deductions
- Benefits
- Accumulators
- Statutory Deductions
- Statutory Benefits

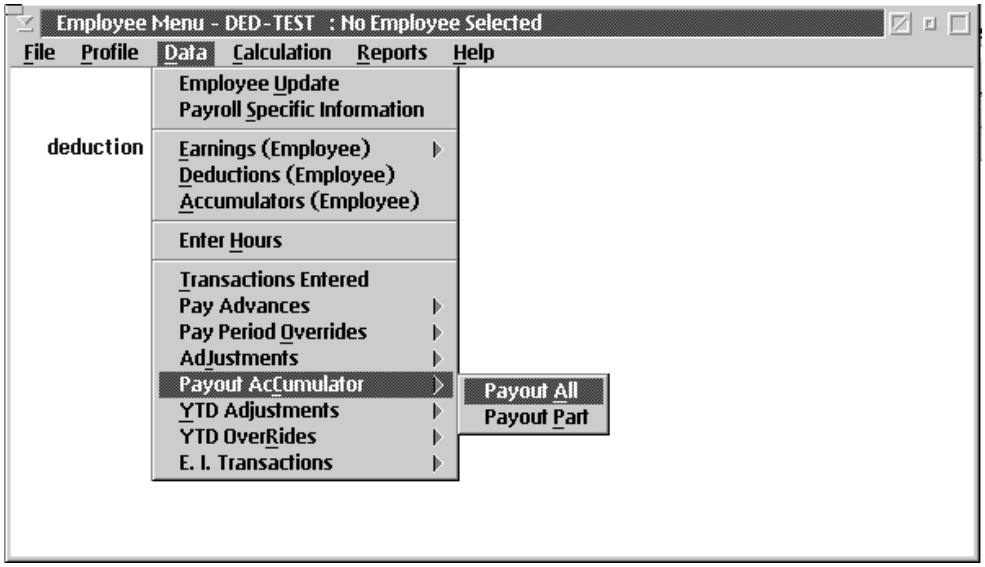
☞ Pay Period Adjustments- This transaction will add the amount entered to the existing pay period values being processed and does not replace/override them.

☞ The screens to perform the adjustment transactions are similar to those used to enter pay period ovverides. Please refer to the preceding section in this chapter.

The adjustments transactions is recommended for processing occasional adjustments to earnings or fixed dollar amounts for deductions which may vary from pay to pay.

Payout Accumulator

When the user selects **Payout Accumulator** from the Employee Data menu, the following sub menu will appear:

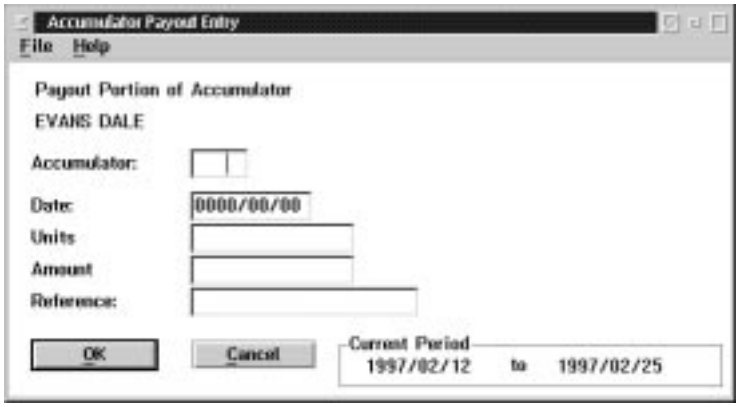


The following options are available to the user:

- Payout All
- Payout Part

Payout Part

When the user selects **Payout Part** from the Payout Accumulator menu the following screen will appear:



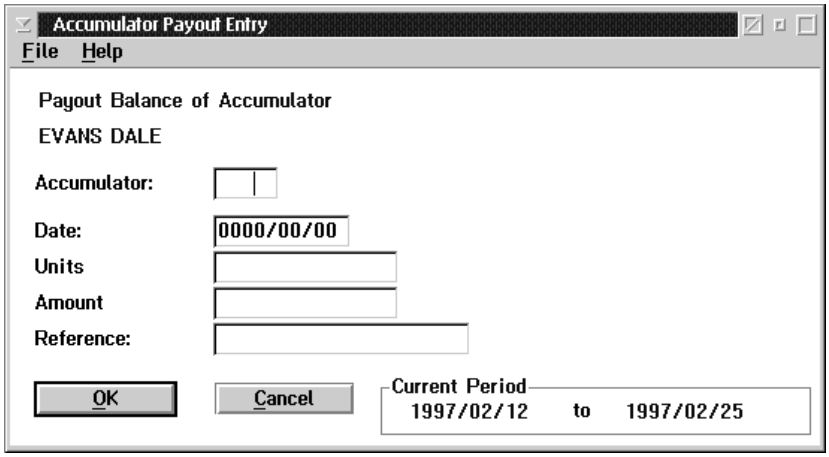
F8

When the user selects the F8 key under the accumulators field a list of accumulators will appear as follows:

EMPLOYEE INFORMATION

Payout All

When the user selects **Payout All** from the Payout Accumulator menu, the following screen will appear:

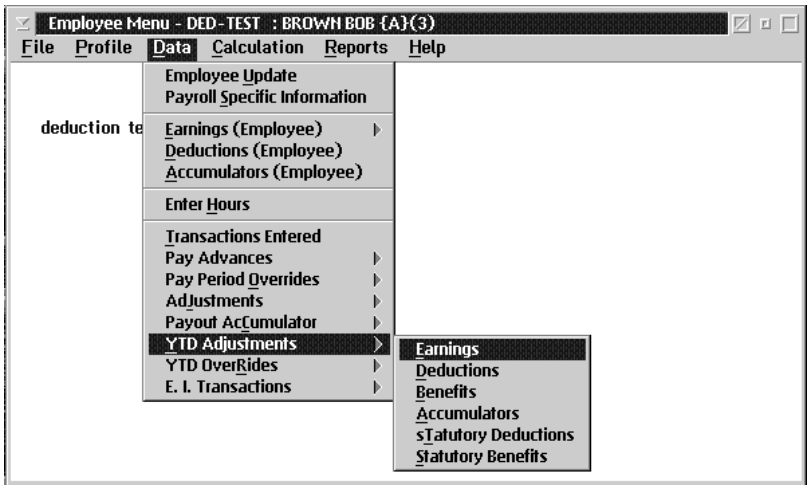


F8

When the user selects the F8 key under the accumulator field a list of accumulators will appear:

YTD Adjustments

The **YTD Adjustments** sub menu, from the Employee Data menu, appears as follows:



The options available to the user through the YTD Adjustments menu are:

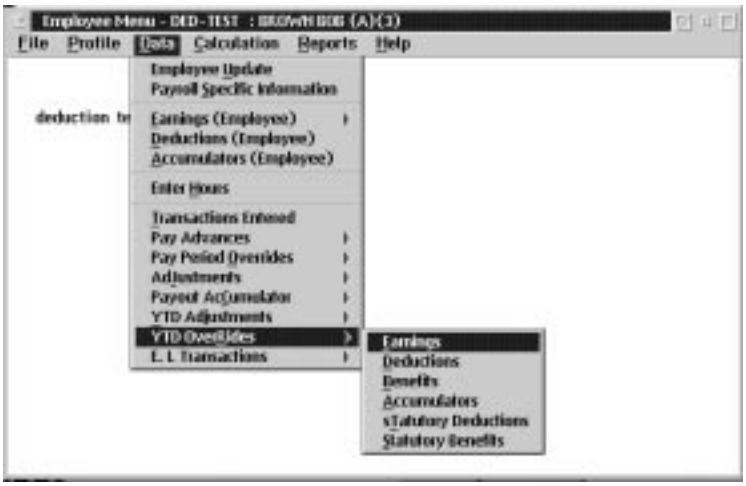
- Earnings
- Deductions
- Benefits
- Accumulators
- Statutory Deductions
- Statutory Benefits

☞ YTD Adjustments- This transaction will add the amount entered to the existing YTD value.

☞ For information on how to fill out the YTD Adjustment screens, please refer to Pay Period Overrides section in this chapter of the manual.

YTD Overrides

The **YTD Overrides** sub menu, from the Employee Data menu, appears as follows:



The options available to the user through the YTD Overrides menu are:

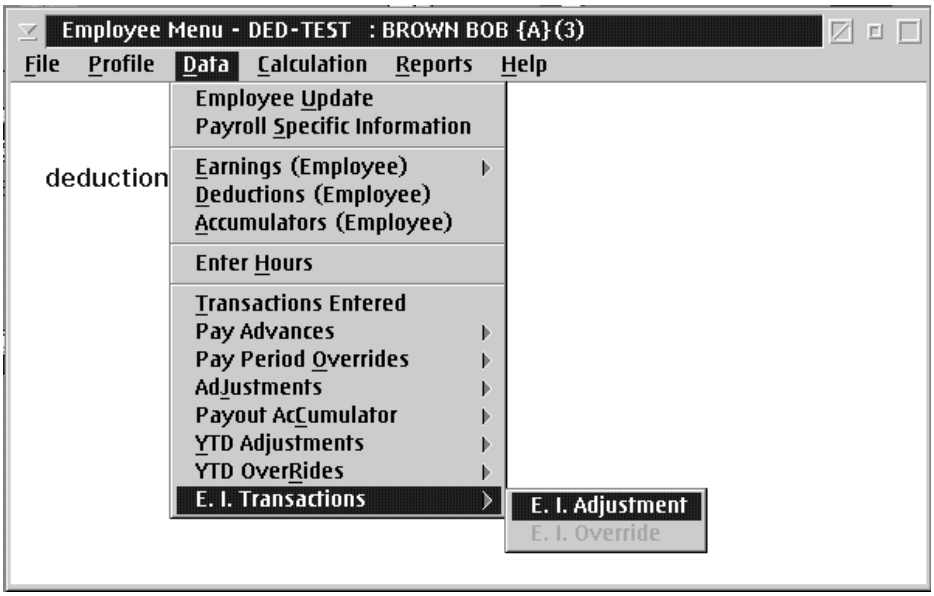
- Earnings
- Deductions
- Benefits
- Accumulators
- Statutory Deductions
- Statutory Benefits

☞ YTD Override - This transaction will set the YTD value to the amount entered as the YTD balance at the start of the pay period.

☞ For information on how to fill out the YTD Overrides screens, please refer to Pay Period Overrides section of this chapter of the manual.

E.I. Transactions

The **E.I. Transactions** sub menu, from the Employee Data menu, appears as follows:



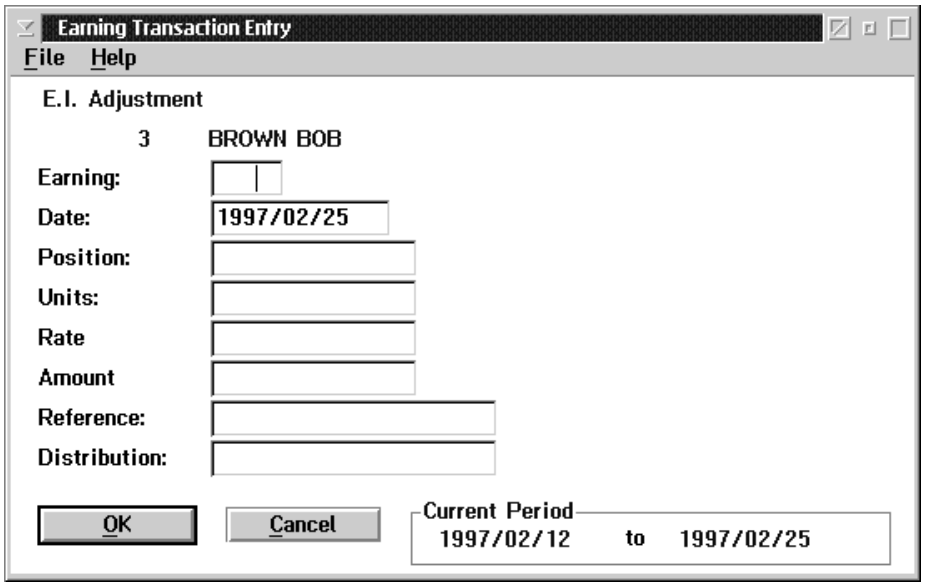
The options available to the user through the E.I. Transaction menu are:

- E.I Adjustments

EMPLOYEE INFORMATION

E.I. Adjustments

When the user selects the E.I. Adjustment the following screen will appear:

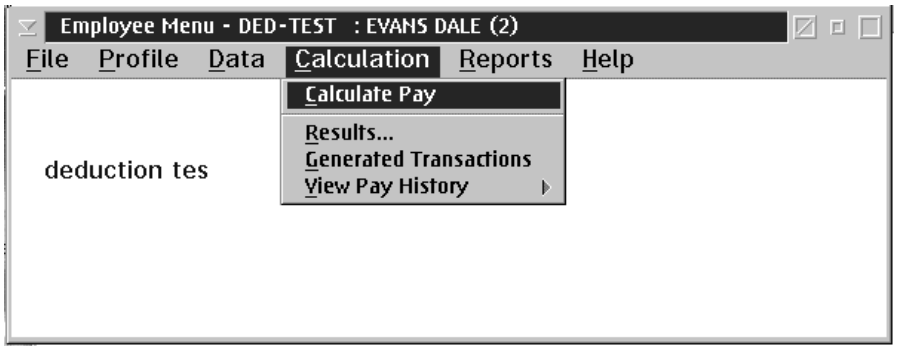


The following table gives a description of the screen:

Field	Description
Earning	This field contains the employee earning code.
Date	This field contains the date of the adjustment.
Position	This field contains the position adjustment.
Units	This field contains the number of units.
Rate	This field contains the rate of the adjustment.
Amount	This field contains the amount of the adjustment.
Reference	This field contains the reference number.
Distribution	This field contains the distribution code.

Calculation

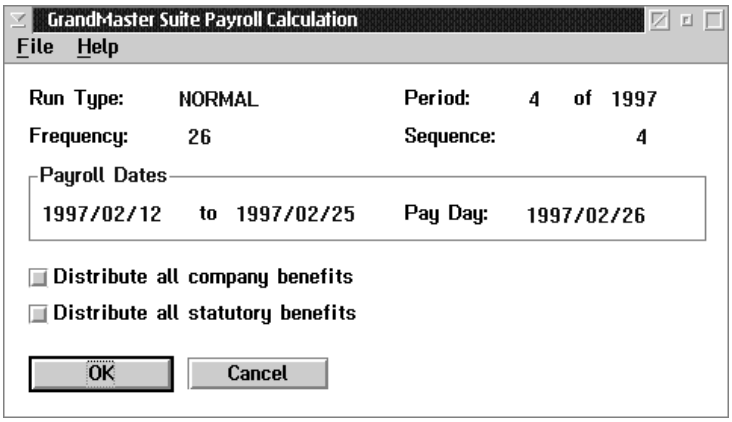
The **Calculation** menu, from the Employee menu, appears as follows:



The options available to the user through the Employee Calculation menu are:

- Calculate Pay
- View Results
- View Generated Transactions
- View Pay History

When the user selects the **Calculate Pay** option from the Employee Calculation menu, the following screen will appear:



This screen allows you to set some options for the pay calculation, and to start the calculation.

Field	Description
Run Type	This field displays the run type for the payroll .
Period	This field displays the period for the payroll.
Frequency	This field displays the payroll frequency.
Payroll Dates	This field displays the starting and ending dates of the payroll.
Pay Date	This field contains the date the employee gets paid.
Distribute all company benefits	This option causes the pay calculation to distribute all company benefits according to the distribution of the earnings that were used to calculate the benefit.
Distribute all statutory benefits	This option causes the pay calculation to distribute all statutory benefits according to the distribution of the earnings that were used to calculate the benefit.

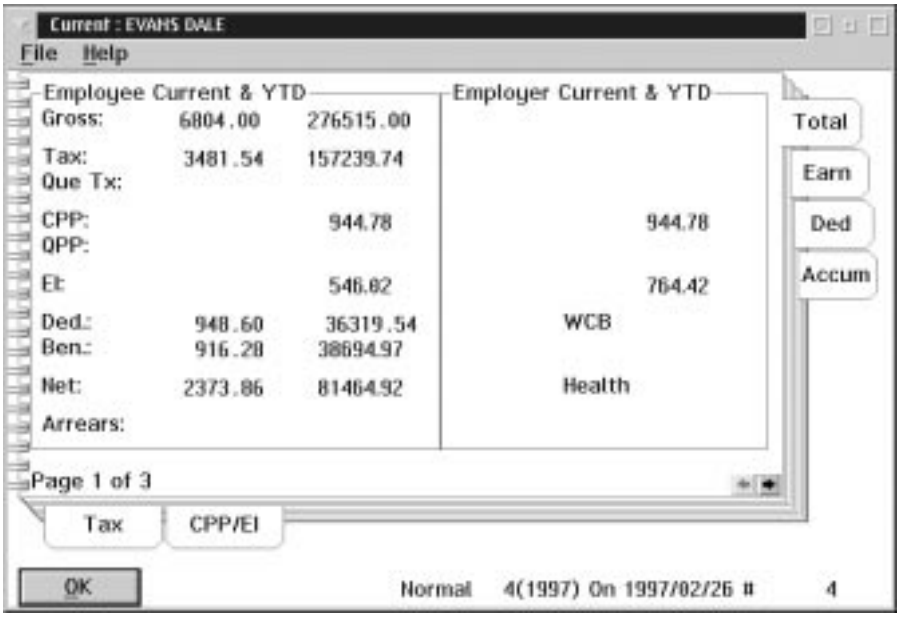
OK The OK button will perform a calculation of the payroll.

CANCEL The CANCEL button, or the **Exit** option from the File menu, will return you to the Employee main menu without doing a pay calculation.

☞ When the pay calculation is being done, a status window is displayed that shows the employee being calculated.

Results

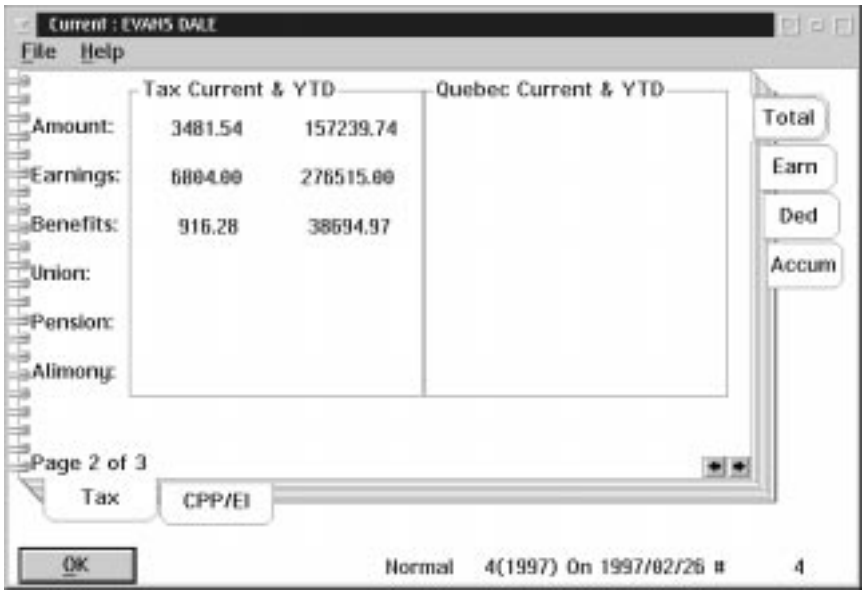
When the user selects **Results** from the Calculation menu, the following screen will appear:



The following table gives a description of the data fields:

Field	Description
Gross	This field contains the current and YTD gross amount.
Tax	This field contains the current and YTD tax amount.
Que Tx	This field contains the current and YTD Quebec tax amount.
CPP	This field contains the current and YTD CPP amount.
QPP	This field contains the current and YTD QPP amount.
EI	This field contains the current and YTD EI amount
Ded	This field contains the current and YTD deduction amount.
Ben	This field contains the current and YTD benefit amount.
Net	This field contains the current and YTD net amount.
Arrears	This field contains the current and YTD arrears amount.
Employer Current & YTD	This field contains the employer's current and YTD amounts for CPP, QPP, EI, WCB and Health.

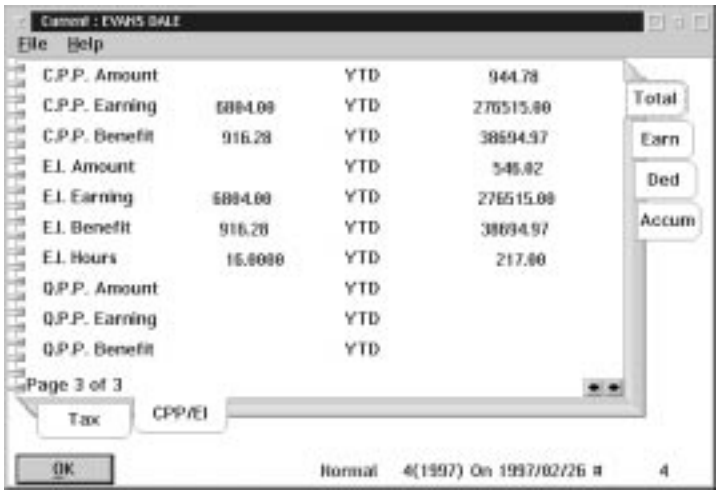
When the user selects the **Tax** sub tab the following screen will appear:



The following table gives a description of the data fields:

Field	Description
Amount	This field contains the current and YTD amounts of tax deducted.
Earning	This field contains the current and YTD earning amount the deduction is taken on.
Benefit	This field contains the current and YTD taxable benefit amount.
Union	This field contains the current and YTD taxable union amount.
Pension	This field contains the current and YTD taxable pension amount.
Alimony	This field contains the current and YTD taxable alimony amount.

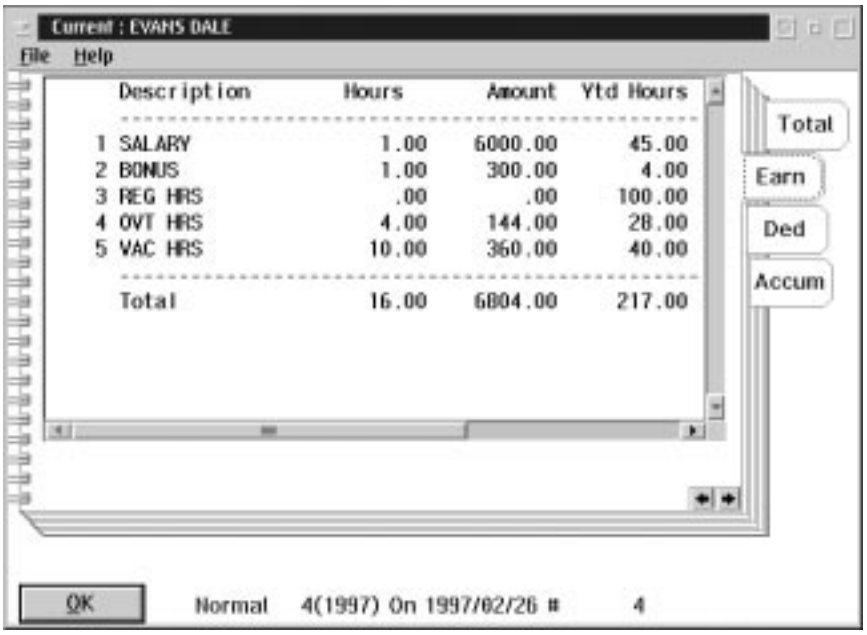
When the user selects the **CPP/EI** sub tab the following screen will appear:



The following table gives a description of the data fields:

Field	Description
CPP Amount	This field contains the current and YTD CPP amount.
CPP Earning	This field contains the current and YTD CPP earning amount.
CPP Benefit	This field contains the current and YTD CPP benefit amount.
E.I. Amount	This field contains the current and YTD EI amount.
E.I. Earning	This field contains the current and YTD EI earning amount.
E.I. Benefit	This field contains the current and YTD EI benefit amount.
E.I. Hours	This field contains the current and YTD EI hours amount.
QPP Amount	This field contains the current and YTD QPP amount.
QPP Earning	This field contains the current and YTD QPP earning amount.
QPP Benefit	This field contains the current and YTD QPP benefit amount.

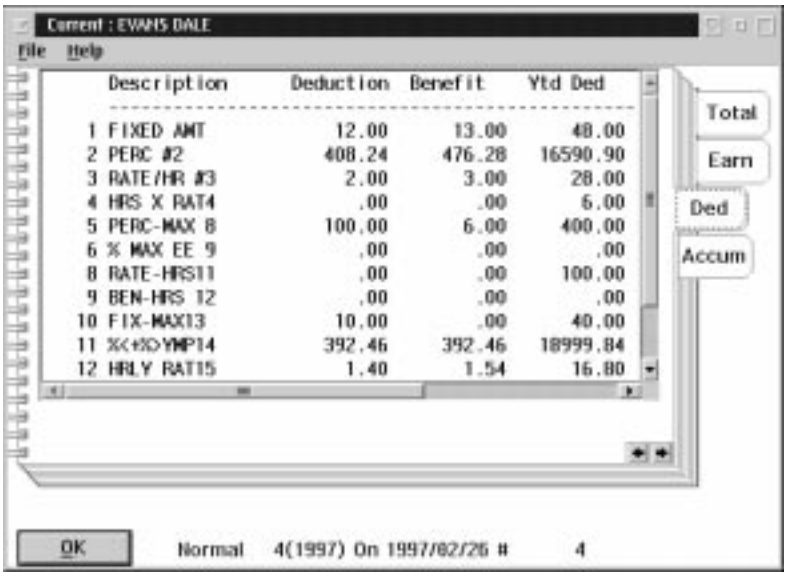
When the user selects the **Earn** (Earnings) tab the following screen will appear:



The following table gives a description of the data fields.

Field	Description
Description	This field contains a description of the earning.
Hours	This field contains the hours.
Amount	This field contains the current pay amount.
YTD Hours	This field contains the total year to date hours.
YTD Amount	This field contains the total year-to-date amount.

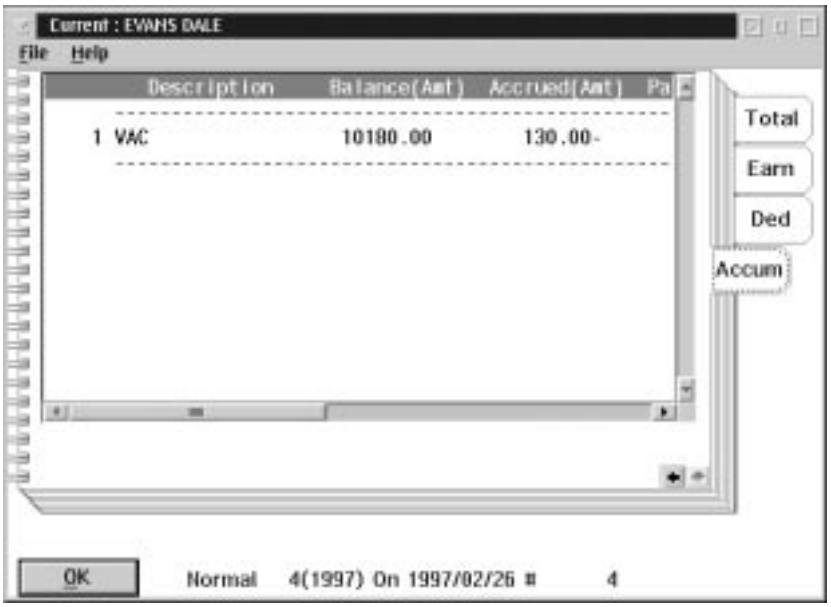
When the user selects the **Ded** (Deductions) tab the following screen will appear:



The following table gives a description of the data fields:

Field	Description
Description	This field contains a description of the deduction.
Deduction	This field contains the deduction amount.
Benefit	This field contains the benefit amount.
YTD Deduction Amount	This field contains the year-to-date deduction amount.
YTD Benefit Amount	This field contains the year-to-date benefit amount.

When the user selects the **Accum** (Accumulators) tab the following screen will appear:

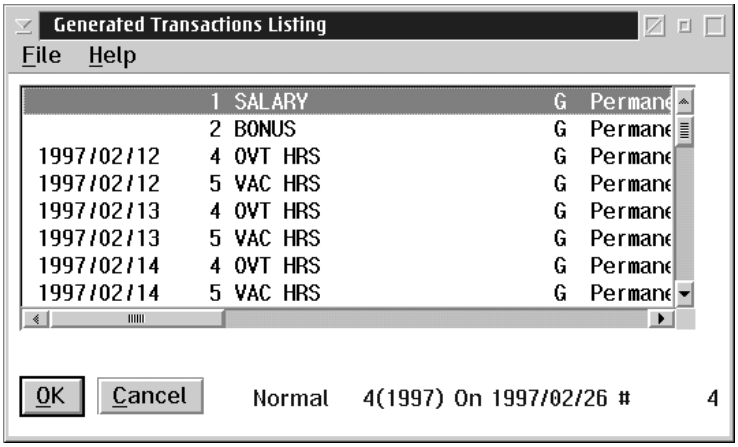


The following table gives a description of the data fields.

Field	Description
Description	This field contains a description of the accumulator.
Balance Amount & Hours	This field contains a balance of the amount and hours.
Accrued Amount & Hours	This field contains an accrued amount and hours.
Paid Amount & Hours	This field contains the amount paid and the hours paid.

Generated Transaction

When the user selects **Generated Transactions** from the Employee Calculation menu, the following screen will appear:



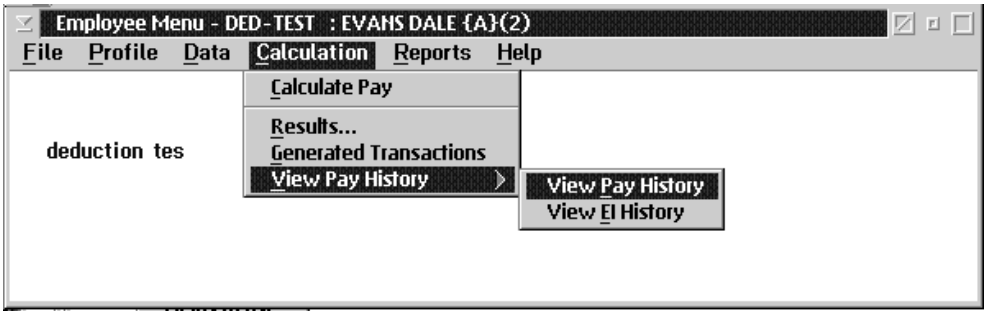
This screen displays the transactions generated by the payroll calculation.

These transactions include:

- Deduction Calculations
- Accumulator Calculations
- Statutory Deduction Calculations
- Contra Earning Transactions
- Contra Deduction Transactions

View Pay History

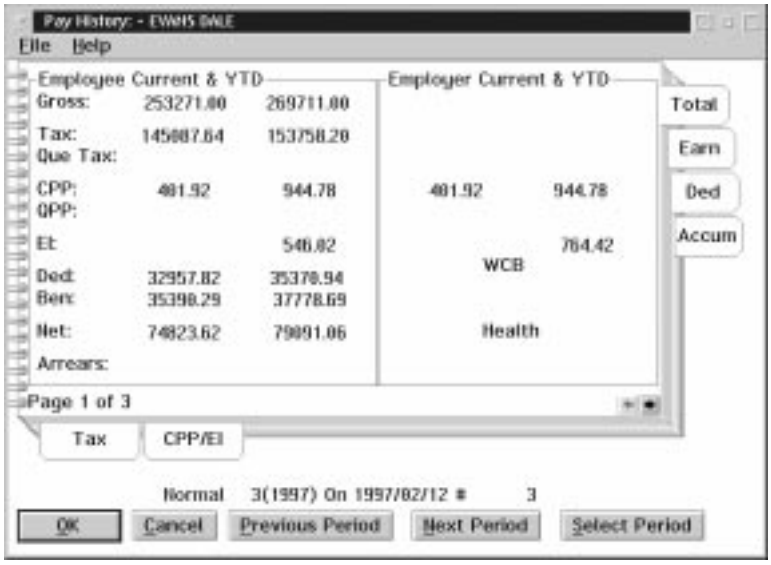
When the **View Pay History** option is selected, only the history from already closed pay periods will be shown.



The following options are available to the user:

- View Pay History
- View EI History

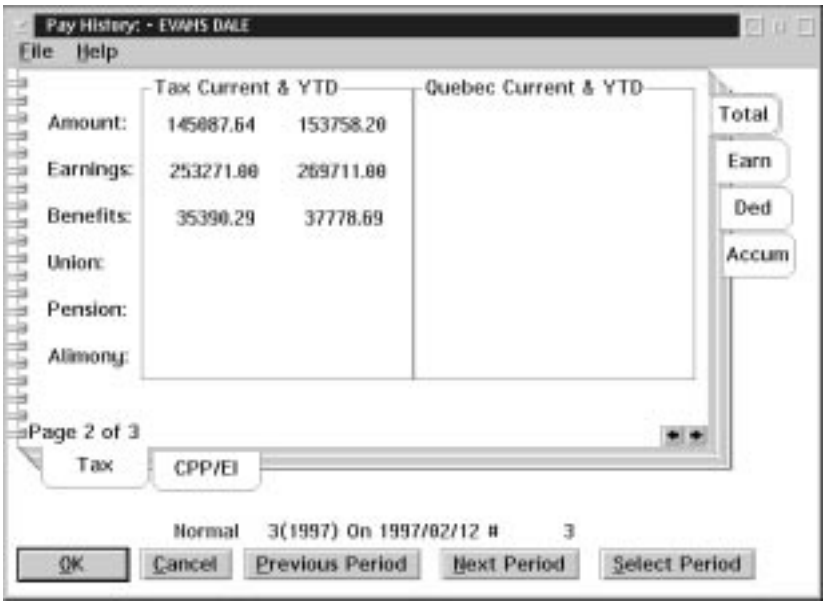
When the user selects **View Pay History** the following screen will appear:



The following table gives a description of the data fields:

Field	Description
Gross	This field contains the current and YTD gross amount.
Tax	This field contains the current and YTD tax amount.
Que Tx	This field contains the current and YTD Quebec tax amount.
CPP	This field contains the current and YTD CPP amount.
QPP	This field contains the current and YTD QPP amount.
EI	This field contains the current and YTD EI amount
Ded	This field contains the current and YTD deduction amount.
Ben	This field contains the current and YTD benefit amount.
Net	This field contains the current and YTD net amount.
Arrears	This field contains the current and YTD arrears amount.
Employer Current & YTD	This field contains the employer's current and YTD amounts for CPP, QPP, EI, WCB and Health.

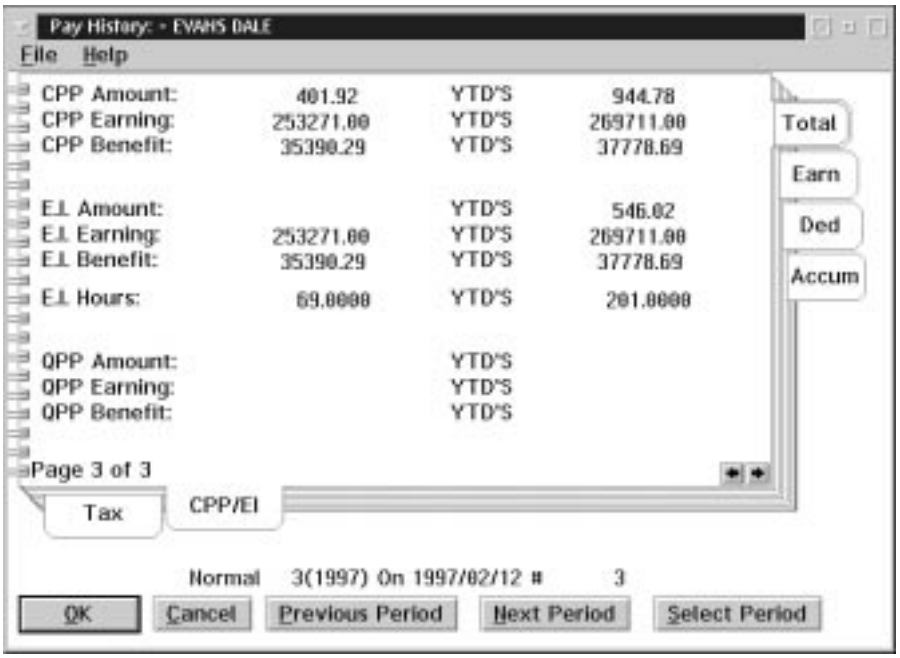
When the user selects the **Tax** sub tab the following screen will appear:



The following table gives a description of the data fields:

Field	Description
Amount	This field contains the current and YTD amount of tax deducted.
Earning	This field contains the current and YTD earning amount the deduction is taken on.
Benefit	This field contains the current and YTD taxable benefit amount.
Union	This field contains the current and YTD taxable union amount.
Pension	This field contains the current and YTD taxable pension amount.
Alimony	This field contains the current and YTD taxable alimony amount.

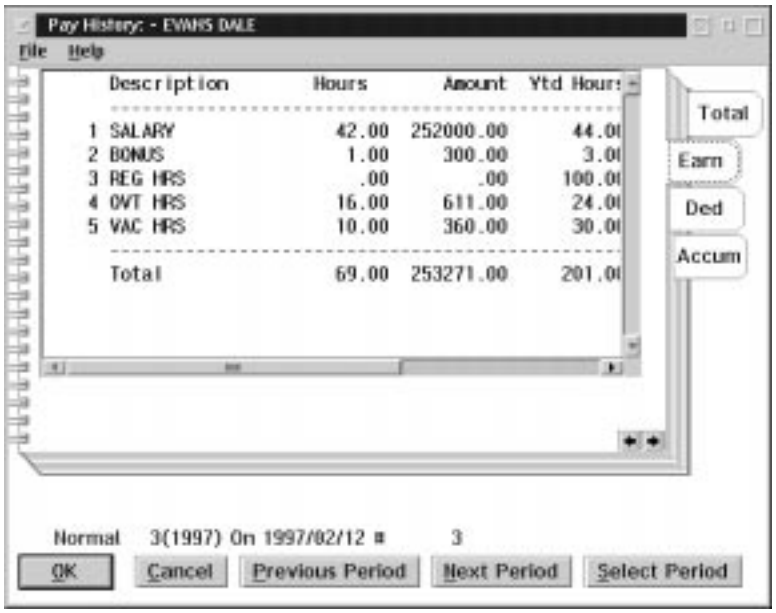
When the user selects **CPP/EI** sub tab the following screen will appear:



The following table gives a description of the data fields:

Field	Description
CPP Amount	This field contains the current and YTD CPP amount.
CPP Earning	This field contains the current and YTD CPP earning amount.
CPP Benefit	This field contains the current and YTD CPP benefit amount.
E.I. Amount	This field contains the current and YTD EI amount.
E.I. Earning	This field contains the current and YTD EI earning amount.
E.I. Benefit	This field contains the current and YTD EI benefit amount.
E.I. Hours	This field contains the current and YTD EI hours amount.
QPP Amount	This field contains the current and YTD QPP amount.
QPP Earning	This field contains the current and YTD QPP earning amount.
QPP Benefit	This field contains the current and YTD QPP benefit amount.

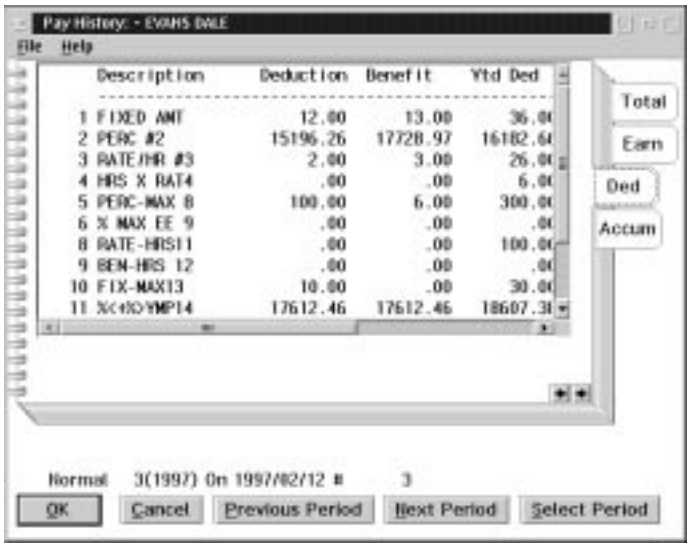
When the user selects the **Earn** (Earnings) tab the following screen will appear:



The following table gives a description of the data fields.

Field	Description
Description	This field contains a description of the earning.
Hours	This field contains the current hours.
Amount	This field contains the current pay amount.
YTD Hours	This field contains the total year-to-date hours.
YTD Amount	This field contains the total year-to-date amount.

When the user selects the **Ded** (Deductions) tab the following screen will appear:



The following table gives a description of the data fields:

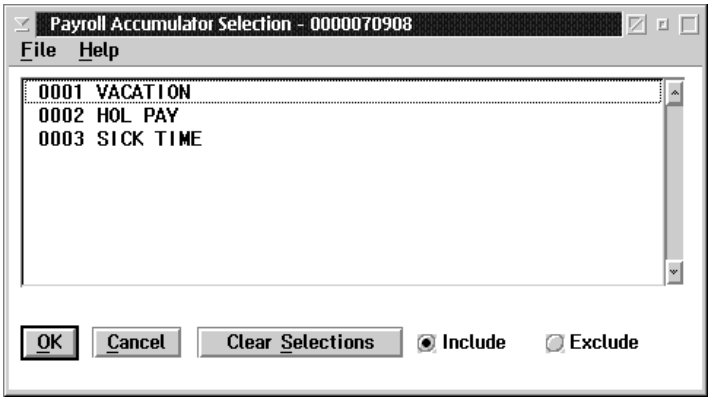
Field	Description
Description	This field contains a description of the deduction.
Deduction Amount	This field contains the deduction amount.
Benefit	This field contains the benefit amount.
YTD Deduction Amount	This field contains the year to date deduction amount.
YTD Benefit Amount	This field contains the year to date benefit amount.

Common Selection Screens

Accumulators

The Payroll Accumulator Selection screen allows you to select accumulators from the list of activities displayed.

The dialog box for the Payroll Accumulator Selection appears as follows:



The accumulators are selected by clicking on the desired accumulator with the mouse once, this accumulator will now be highlighted. Any number of accumulators may be selected by repeating this procedure.

When all the desired accumulators are selected click on the OK button.

To de-select a single accumulator simply click on the highlighted accumulator and it will no longer be selected. To de-select all the selected accumulators click on the Clear Selection object.

When you are selecting certain accumulator you may include or exclude all the selected accumulators in the report. This is done by clicking on the Include or Exclude object.

Deductions

The Payroll Deduction Selection screen allows you to select deduction from the list of deductions displayed.

The dialog box for the Payroll Deduction Selection appears as follows:

The deductions are selected by clicking on the desired deductions with the mouse once, this deduction will now be highlighted. Any number of deductions may be selected by repeating this procedure.

When all the desired deductions are selected click on the OK button.

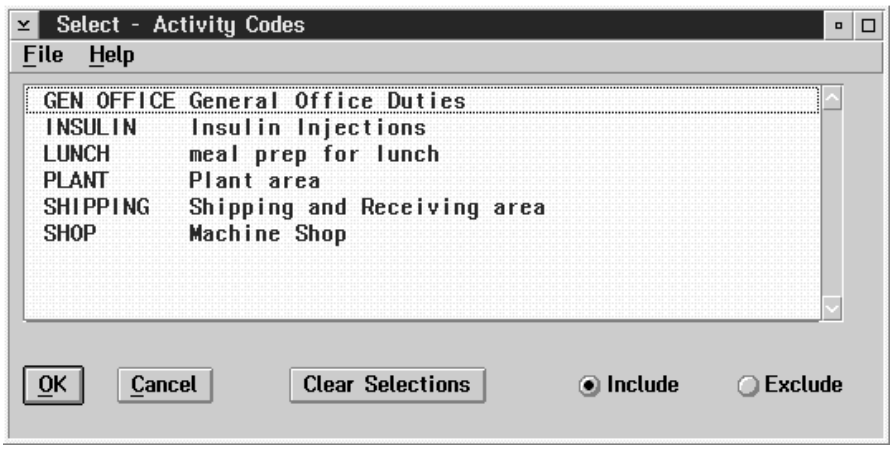
To de-select a single deduction simply click on the highlighted deduction and it will no longer be selected. To de-select all the selected activities click on the Clear Selection object.

When you are selecting certain deductions you may include or exclude all the selected activities in the report. This is done by clicking on the Include or Exclude object.

Select Activity Selection

The Select Activity Selection screen allows you to select activities from the list of activities displayed.

The dialog box for the Activity Selection appears as follows:



The activities are selected by clicking on the desired activities with the mouse once, this activity will now be highlighted. Any number of activities may be selected by repeating this procedure.

When all the desired activities are selected click on the OK button.

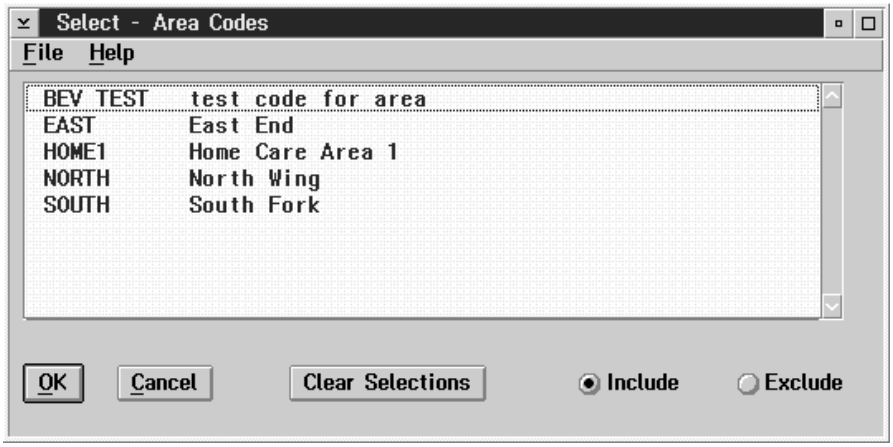
To de-select a single activity simply click on the highlighted activity and it will no longer be selected. To de-select all the selected activities click on the Clear Selection object.

When you are selecting certain activities you may include or exclude all the selected activities in the report. This is done by clicking on the Include or Exclude object.

Select Area Selection

The Select Area Selection screen allows you to select areas from the list of areas displayed.

The dialog box for the Area Selection option appears as follows:



The areas are selected by clicking on the desired area with the mouse once, this area will now be highlighted. Any number of areas may be selected by repeating this procedure.

When all the desired areas are selected click on the OK button.

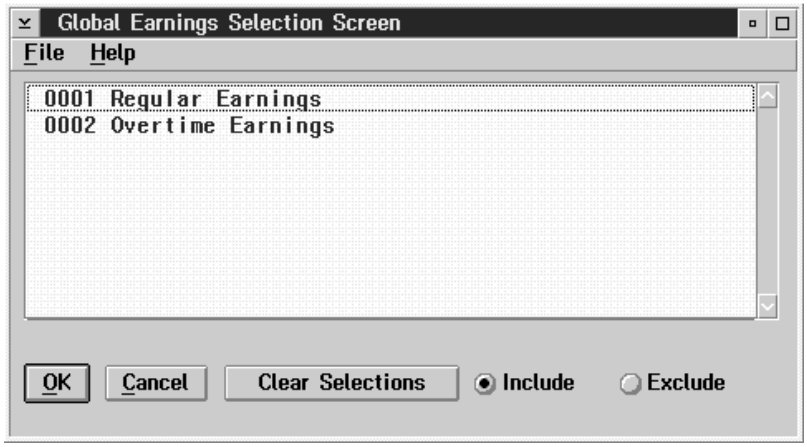
To de-select a single area simply click on the highlighted area and it will no longer be selected. To de-select all the selected areas click on the Clear Selections object.

When you are selecting certain areas you may include or exclude all the selected areas in the report. This is done by clicking on the Include or Exclude object.

Select Earnings Selection

The Select Earnings selection allows you to select earnings from the list of earnings displayed.

The dialog box for the Earnings Selection appears as follows:



The earnings are selected by clicking on the desired earnings with the mouse once, the earning will now be highlighted. Any number of earnings may be selected by repeating this procedure.

When all the desired earnings are selected click on the OK button.

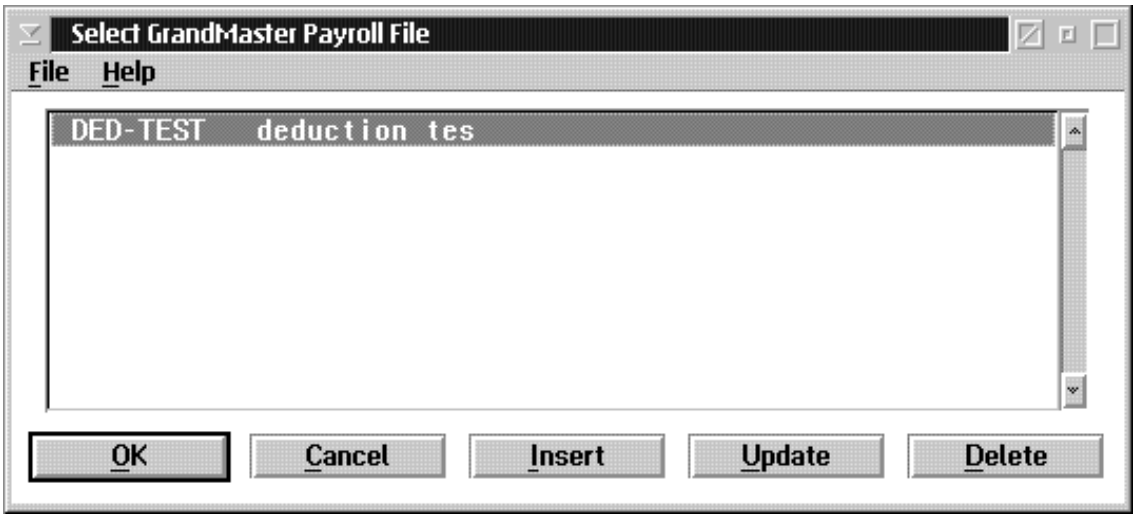
To de-select a single earning simply click on the highlighted earning and it will no longer be selected. To de-select the all selected earnings click on the Clear Selection object.

When you are selecting certain earnings you may include or exclude all the selected earnings in the report. This is done by clicking on the Include or Exclude object.

Select Grand Master Payroll File

One of these payrolls must be selected for scheduling. The payroll is selected by placing the cursor over the payroll and clicking on the left-hand mouse button. The payroll selected will appear in the main menu screen.

The following dialog box appears:



Inserting a New Payroll

The INSERT button will allow the user to add a new payroll to the list of available payrolls. To insert a new payroll the following steps should be taken:

1. Select the INSERT button.
2. Type in the name of the new payroll in the dialog box that appears and select the OK button.
3. In the new dialog box type in the name, description, and path to payroll in the proper fields.
4. In the payroll password if you click on the enable password the set password button will be available.
5. Select the **Save** option from the **File** menu and then select the OK button.
6. Your new payroll will now be displayed on the screen.

Updating an Existing Payroll

If the UPDATE button is selected the user will be able to update the name, description, and/or path to the payroll. To update the payroll follow these steps:

1. Select the UPDATE button.
2. A dialog box will appear which displays the name, description, and path to payroll. Make changes to the necessary fields.
3. Select the Save option from the File menu and then select the OK button.
4. In the payroll password if you click on the enable password the set password button will be available.

Deleting an Existing Payroll

If the DELETE button is selected the user will be able to delete the payroll.

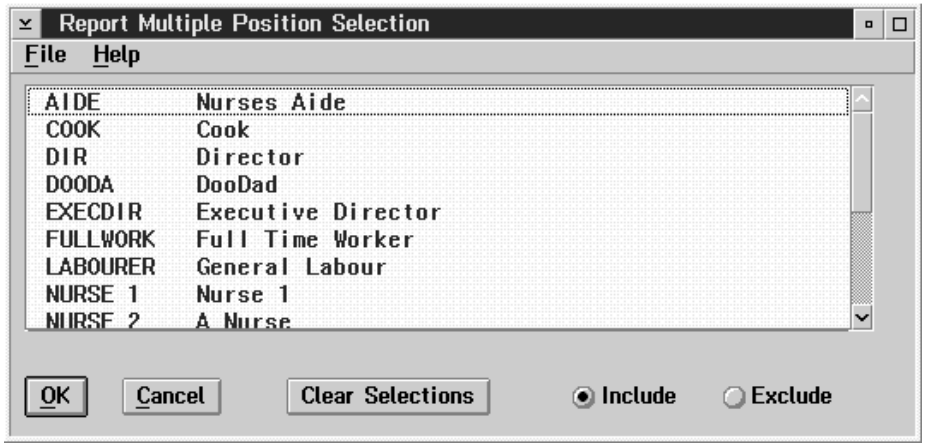
To delete the payroll follow these steps:

1. Select the DELETE button.
2. You are asked to confirm the delete. Click on yes to delete the payroll.

Select Positions Selection

The Select Positions Selection screen allows you to select positions from the list of positions displayed.

The dialog box for the Position Selection appears as follows:



The positions are selected by clicking on the desired position with the mouse once, this position will now be highlighted. Any number of positions may be selected by repeating this procedure.

When all the desired positions are selected click on the OK button.

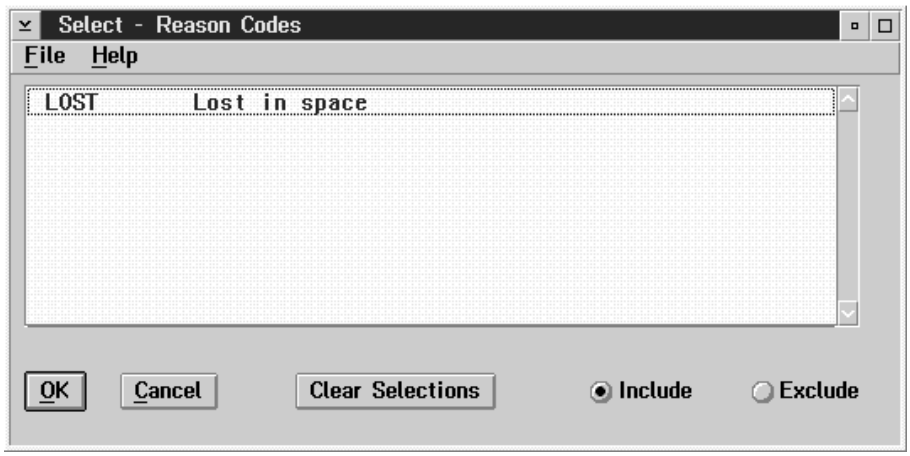
To de-select a single position simply click on the highlighted position and it will no longer be selected. To de-select all the selected positions click on the Clear Selections object.

When you are selecting certain positions you may include or exclude all the selected positions in the report. This is done by clicking on the Include or Exclude object.

Select Reasons Selection

The Select Reasons Selection screen allows you to select reasons from the list of reasons displayed.

The dialog box for the reason selection appears as follows:



The reasons are selected by clicking on the desired reason with the mouse once, the reasons will now be highlighted. Any number of reasons may be selected by repeating this procedure.

When all the desired reasons are selected click on the OK button.

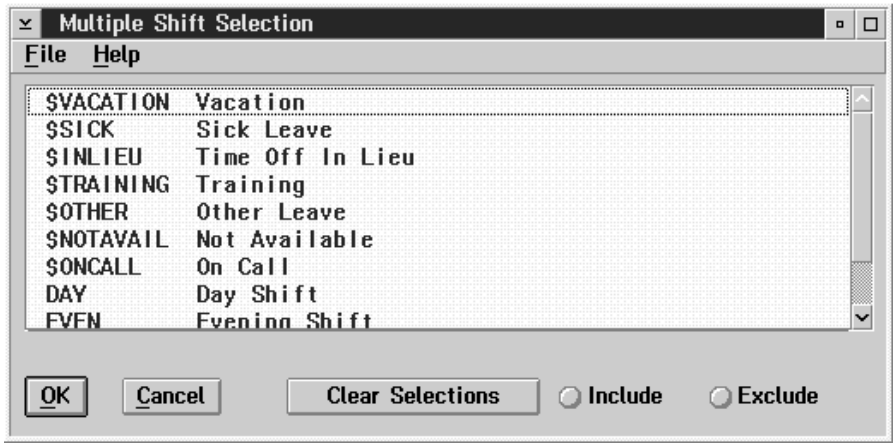
To de-select a single reason simply click on the highlighted reason and it will no longer be selected. To de-select all the selected reasons click on the Clear Selection object.

When you are selecting certain reasons you may include or exclude all the selected reasons in the report. This is done by clicking on the Include or Exclude object.

Select Shifts Selection

The Select Shifts Selection screen allows you to select shifts from the list of shifts displayed.

The dialog box for the Shift Selection appears as follows:



The shifts are selected by clicking on the desired shifts with the mouse once, the shift will now be highlighted. Any number of shifts may be selected by repeating this procedure.

When all the desired shifts are selected click on the OK button.

To de-select a single shift simply click on the highlighted shift and it will no longer be selected. To de-select the all selected shifts click on the Clear Selections object.

When you are selecting certain shifts you may include or exclude all the selected shifts in the report. This is done by clicking on the Include or Exclude object.

Select Single Client Selection

The Select Single Client Selection screen allows you to choose to select only one client from the list of clients displayed.

The dialog box for the client selection appears as follows:

Next Client Pressing the next button or selecting the next client option from the File menu will bring up the next client in the list.

Previous Client Pressing the previous client button or selecting the previous client option from the File Menu will go back to the previous client in the list.

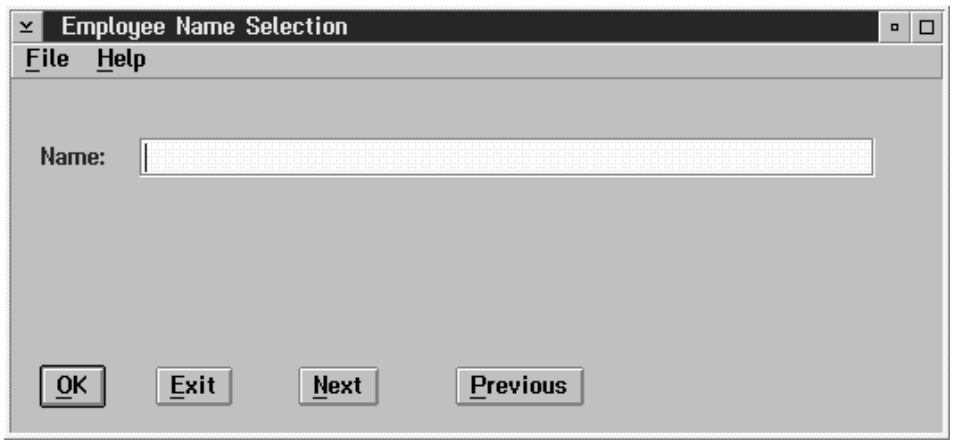
F8 (List) Pressing the F8 key or selecting the list client option from the file menu will bring up a list of clients.

ESC (Exit) The ESC key will exit the user from the current screen.

Select Single Employee Selection

The Select Single Employee Selection screen allows you to select only one employee from the list of employees displayed.

The dialog box for the employee selection appears as follows:



Next Employee Pressing the Next button or selecting the next employee option from the File menu will bring up the next employee in the list.

Previous Employee Pressing the Previous button or selecting the previous employee option from the File Menu will go back to the previous employee in the list.

F8 (List) Pressing the F8 key or selecting the list employee option from the file menu will bring up a list of employees. The list will vary depending on whether or not a payroll has been selected. If no payroll is selected all employees will appear in the list . However if a payroll is selected only the employee in that payroll will appear in the list.

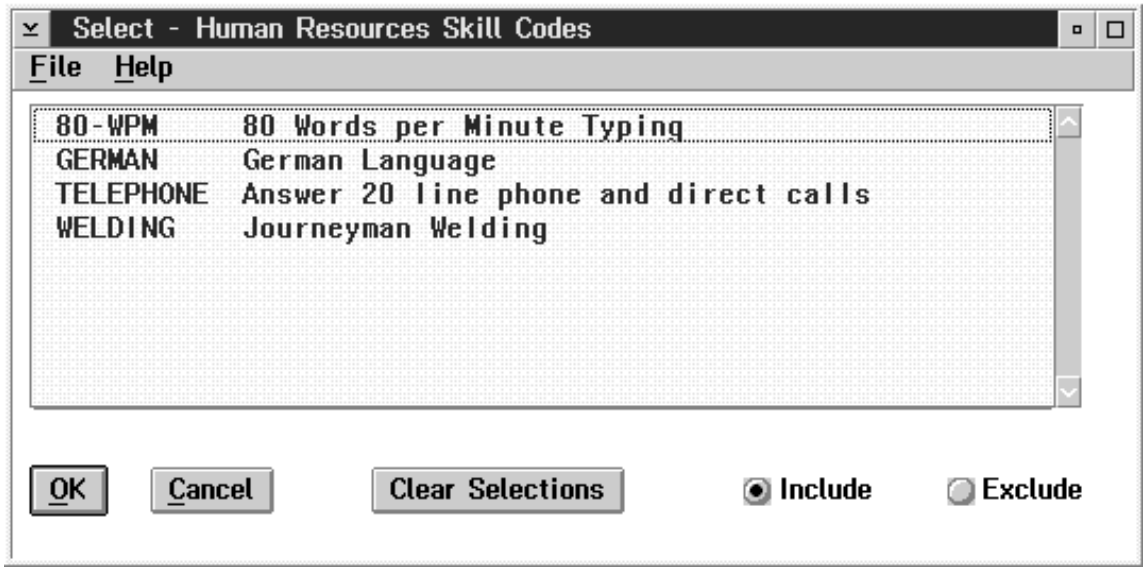
ESC (Exit) The ESC key will exit the user from the current screen.

The search technique that is set will change the order that the employees appear in the list.

Select Skill Selection

The Select Skills Selection screen allows you to select skills from the list of skills displayed.

The dialog box skill selection appears as follows:



The skills are selected by clicking on the desired skill with the mouse once, this skill will now be highlighted. Any number of skills may be selected by repeating this procedure.

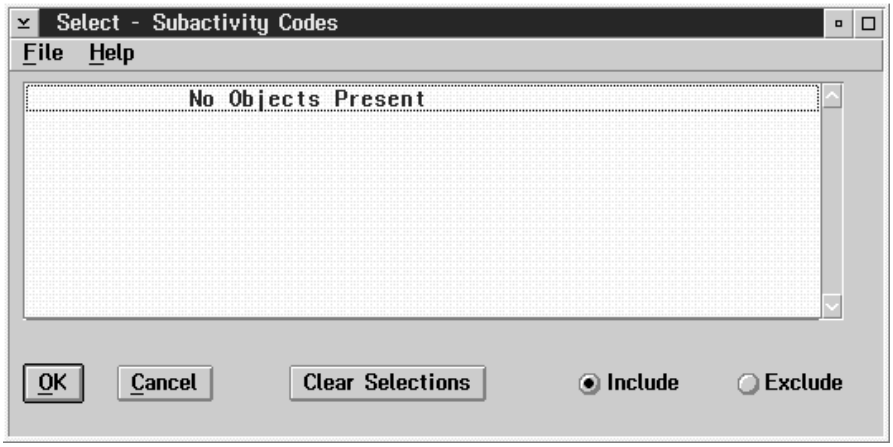
To de-select a single skill simply click on the highlighted skill and it will no longer be selected. To de-select all the selected skills click on the Clear Selections button.

When you are selecting certain skills you may include or exclude all the selected skills in the report. This is done by clicking on the Include or Exclude objects.

Select Subactivity Selection

The Select Subactivity Selection screen allows you to select subactivities from the list of sub activities displayed.

The dialog for the Subactivity selection appears as follows:



The subactivities are selected by clicking on the desired subactivity with the mouse once, this subactivity will now be highlighted. Any number of subactivities may be selected by repeating this procedure.

When all the desired subactivities are selected click on the OK button.

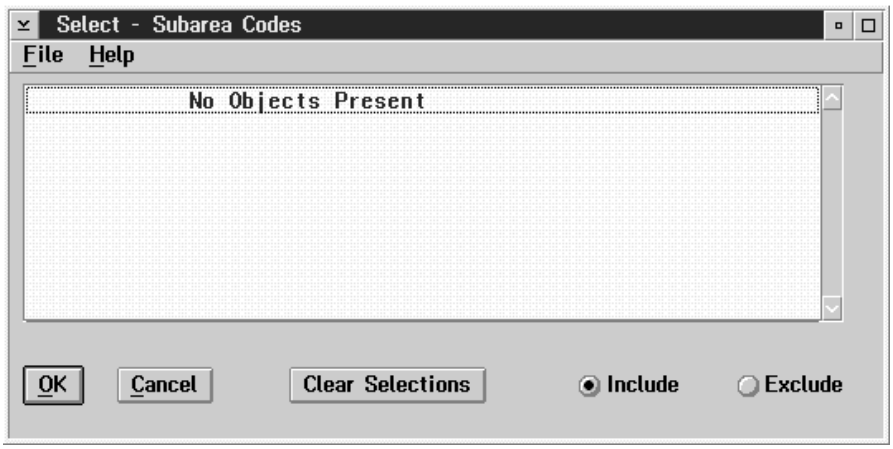
To de-select a single subactivity simply click on the highlighted subactivity and it will now longer be selected. To de-select all the selected subactivites click on the Clear Selections object.

When you are selecting certain subactivities you may include or exclude all the selected sub activities in the report. This is done by clicking on the Include or Exclude object.

Select Subarea Selection

The Select Subarea Selection allows you to select sub areas from the list of sub areas displayed.

The dialog box for the Subarea selection appear as follows:



The subareas are selected by clicking on the desired subareas with the mouse once, this subarea will now be highlighted. Any number of subareas may be selected by repeating this procedure.

To de-select a single subarea simply click on the highlighted subarea and it will no longer be selected. To de-select all the selected subareas click on the Clear Selections object.

When you are selecting certain subareas you may include or exclude all the selected subareas in the report. This is done by clicking on the Include or Exclude object.

INDEX

Index

Accumulator Selection 164

Activity Selection IV

Acummulator Rate 39

Add an Employee 270

Additional Calculation 155

Advance Cheque Run 158

Area Selection V

Calculate Payroll 166

Calculation Total Report 174

Calendar Update 112

Cheque Register 200

Close Pay Period 168

Creating Earnign Types 43

Data Menu 11

Deduction Rate 35

Deduction Selection . . . . . 162, III

Distribution Tables 103

Dynamic Group

- payroll data 140

Dynamic Groups

- employee selection groups 141
- payroll data 140
- utilities 140

Earning Rate 33

Earning Selection 160

Earnings Selection VI

EFT Settings 16

Employee Group Management

- selecting 143

Employee Menu 306

Employee Model Definition 107

Employee Pay Statements 177

Employee Profile 236

Employee Selection Groups 141

- defining 141
- disabling 150
- dynamic 141
- fixed 141
- loading 147
- modify 148
- order of selection list 146
- refresh 148
- selection list 146

Enable Password 8

Enabling an Employee Group 150

Export Functions 133

Extra Calculation 156

File Menu 3

Fixed Groups

defining 140
employee selection groups. 141
Funds Transfer EFT 18

Hours Entry 303

Import Functions 121

Month End Accural 159

Name & Address Report 222

Name & Adress Label 229
Normal Pay Calculation 154

Paying out Vacation 101

Payroll. 6
de-select 6
insert . . . . . 7, VII
select 6
update . . . . . 9, VIII
Payroll Accumulator Type. 88
Payroll Calculation 152
Payroll Deduction Types. 57
Payroll EFT 17
Payroll Entry Report. 173
Payroll Information 12
Payroll Profile 311
Payroll Register 175
Payroll Specific Information. 279
Pension adjustment
Types 270
Position Selection IX
Printer Setup. 171
Provincial Health 27

Quebec EFT 21

Rate Tables 31

Reason Selection X
Record of Employment 243
Revenue Canada EFT 20
Reverse Pay Calculation. 157

Search 4

by badge 4
by name 4
by number 4
order of employees 5
preference 5
restrictions. 5
Select Employee. 308
Selection Group Processing
next employee 142
sort selection 142
Selection Groups 140
conditions 142
creating 140
dynamic. 140
employee. 141

fixed 140
processing 142
purpose 140
restrictions 141
Shift Selection XI
Skill Selection XIV
Standard Work Week 117
System Option 10

T4's

Pension adjustment types 270
Transaction Report 202

Vacation Accumulator 101

Workers Compensation 23