

Code: [MU-PR-4-C] [MU-PR-12-A]

Title: What's New in Payroll

Description: This session will highlight some of the new functionality in Payroll that will be released in Version 11. Learn what is newly available when your organization upgrades to the latest released version, delivered as part of your annual maintenance fees following the Evergreen Philosophy.

Employee Job Salary (Version 11.1)

1) Allocation Codes – General Ledger Allocations & Project Ledger Allocations

Prior to Version 11.1, General Ledger and Project Ledger allocation codes were created and maintained separately.

Employee Job/Salary - Munis

Employee Identification

Employee	SSN	Last Name	First Name	MI	Suffix	Status
18828	123-54-6565	WHITE	WALTER			A - ACTIVE

Main Cycles/Other Next Change Civil Service

Job Class 01NN HRLY CC01 NO SALTBL NO POSCT

Pay Type 101 BASE PAY CC01-----X

Position 000000000

Location LOC3 - LOCATION 3-----X

Group/BU HB - HOURLY BIWEEKLY-----X

Status FP - FULL TIME PERMANANT-----X

Risk Code LOW LOW RISK-----X

Pay Freq B - BIWEEKLY

Start Date 02/18/2015

End Date 12/31/9999

Project Allocation 0

Project Account

Allocation 0

Org 01125001 FINANC-SAL

Object 51010 SALRIES-PT

Project 4313 MILLAY ROAD

001 -1-1350-0000-000-00-1-51010 -4313

Eff Date 02/18/2015

Grade

Step

Calc Code 02 Hours/Day 8.00

Num Pays 26,000 Hours/Year 2080.00

Days/Year 280.00 Days/Period 0

Sched Hours 80.00 Factor 1.0000

Pay Basis H Remain 26,000

Off-Step/Frozen N - No

Pay Status A - ACTIVE

Pay Amounts

FTE %	1.0000	Recurring Pay
Hourly Rate	10.0000	10.1000
Daily Rate	74.2857	75.0286
Period Pay	800.00	808.00
Annual Pay	20,800.00	21,008.00
Remaining	.00	
Reference	21,008.00	

Employee Job/Salary - Munis [MUNIS QA SQL (PR DB) CA V9.1A]

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Employee Identification

Employee SSN Last Name First Name MI Suffix Status

18828 123-54-6565 WHITE WALTER A - ACTIVE

Main Cycles/Other Next Change Civil Service

Job Class 01NN HRLY CC01 NO SALTBL NO POSCT Calc Code 02 Hours/Day 8.00

Pay Type 101 BASE PAY CC01-----X Num Pays 26.000 Hours/Year 2080.00

Position 000000000 Days/Year 280.00 Days/Period 0

Location LOC3 - LOCATION 3-----X Sched Hours 80.00 Factor 1.0000

Group/BU HB - HOURLY BIWEEKLY-----X Pay Basis H Remain 26.000

More...

- Reset Pays
- Mid-Year Reset
- Sched Hours
- Single Emp Increase
- GL Acct Find
- Project Allocation
- GL Allocation
- Employee Expense
- Remaining
- Recalc FTE
- Net to Gross

Project Allocation Detail:

Allocation Summary

Allocation Number 1

Description PL ALLOCATION

Allocation Detail

Project Account	Percent
1000 -1000 -1000 -1000	60.00000
1000 -1000 -1000 -2000	40.00000

GL Allocation Detail:

Allocation Number 2

Description GL ALLOC

Org	Object	Proj	Account Desc	Percent	Pay	Local
01131001	51010		SALARIES - PART TIME-----X	60.000		
03801001	51000		SALARIES - FULL TIME-----X	40.000		

At the point history records were created, the GL and PL allocations would be merged together so the money would be properly allocated to both the PL and GL accounts. In the following example, there are two GL accounts making up a single GL allocation and two PL strings making up a separate project allocation, each having a 60/40 split.

GL Accounts	Percent	PL Strings	Percent
A	60%	C	60%
B	40%	D	40%

As an example, \$1000 was paid against Pay 101 for this employee and we can see there is an allocation and a project allocation associated with this pay line which is shown below within Payroll Earnings and Deductions.

In the above example, GL and PL allocations were combined and 60% of the allocation from GL Account A would be applied to both PL strings for the each of the percentages. The same will apply to GL Account B, resulting in the following blended allocation:

GL Accounts	PL Strings	Percent	Amount
A (60%)	C (60%)	36%	\$360
A (60%)	D (40%)	24%	\$240
B (40%)	C (60%)	24%	\$240
B (40%)	D (40%)	16%	\$160

The following is a sample of the Payroll Distribution Journal reflecting the amounts that were outlined above.

Project String	GL Org	GL Obj	GL Project	Amount
1000 -1000 -1000 -1000	01131001	51010		360.00
1000 -1000 -1000 -2000	01131001	51010		240.00
1000 -1000 -1000 -1000	03801001	51000		240.00
1000 -1000 -1000 -2000	03801001	51000		160.00

If we examine this setup there were limitations sine there wasn't a way to only distribute GL Account A to PL strings C & D, leaving the entire 40% allocated to Account B with no PL string association. For example:

GL Accounts	PL Strings	Percent
A (60%)	C (60%)	36%
A (60%)	D (40%)	24%
B (40%)	--	40%

Version 11.1 now works in a way where GL Accounts and PL Accounts can be setup together for specific distributions within a single allocation code similar to the example above. There no longer exists the need of setting up one GL allocation code and a separate PL allocation code.

Allocation Number	2						
Description	PL/GL ALLOCATION						
	<input type="checkbox"/> Apply Pay Type Overrides						
PA Type	Project Account	Org	Object	Proj	Account Desc	Percent	Pay
E	1000 -1000 -1000 -1000	01131001	51010		SALARIES - PART TIME-----X	36.000	
E	1000 -1000 -1000 -2000	01131001	51010		SALARIES - PART TIME-----X	24.000	
		03801001	51000		SALARIES - FULL TIME-----X	40.000	

Employee Job/Salary - Munis

HOME

Accept Cancel Search Browse Add Update Delete Global* Duplicate Print PDF Excel Word Email Attach Notes Audit Text Global Update Project Update Recurring Global Add/Del More... Return

Confirm Search Actions Output Office Tools Menu

Main Cycles/Other Next Change Civil Service

Job Class 01NN ... HRLY CC01 NO SALTBL NO POSCT
Pay Type 101 ... BASE PAY CC01-----X
Work Start/End 02/18/2015 / 12/31/9999
Position 00000000 ...
Location LOC3 - LOCATION 3-----X
Group/BU HB - HOURLY BIWEEKLY-----X
Status FP - FULL TIME PERMANENT-----X
Risk Code LOW ... LOW RISK-----X
Pay Freq B - BIWEEKLY
Start Date 02/18/2015
End Date 12/31/9999
Project Account - - - - -
Allocation 2 ... PL/GL ALLOCATION
Org ...
Object ...
Project ...
Eff Date 02/18/2015
Grade ...
Step ...

Calc Code 02 Hours/Day 8.00
Num Pays 26.000 Hours/Year 2080.00
Days/Year 280.00 Days/Period 0
Sched Hours 80.00 Factor 1.0000
Pay Basis H Remain 26.000
Off-Step/Frozen N - No
Pay Status A - ACTIVE

Pay Amounts

FTE %	1.0000	Recurring Pay
Hourly Rate	10.0000	10.1000
Daily Rate	74.2857	75.0286
Period Pay	800.00	808.00
Annual Pay	20,800.00	21,008.00
Remaining	.00	
Reference	21,008.00	

Allocation Detail

PA Type	Project Account	Org	Object	Project	Loc	Position FTE	Amount	Hours	Percent
E	1000 -1000 -1000 -1000	01131001	51010		LOC3	0.0000	288.00	28.80	36.000
E	1000 -1000 -1000 -2000	01131001	51010		LOC3	0.0000	192.00	19.20	24.000
		03801001	51000		LOC3	0.0000	320.00	32.00	40.000

1 of 4 Record(s) updated.

For organizations using PL allocation codes, when upgrading to Version 11.1, your system will go through a migration to blend together the GL account allocations and PL string allocations for a given Employee Job/Salary record.

When upgrading to 11.1, if an organization is using GL and PL allocations on their Employee Job/Salary records, the allocations will be blended together in order to form a single allocation containing both GL accounts and PL strings.

The GL/PL migration document can be referenced within the 11.1 Product Release Notes. This document will outline the various ways GL account allocations and PL string allocations will blend together.

One thing to note is that if an account being blended does not exist as a valid GL account, an error will occur at the time the allocation code is entered in Employee Job/Salary.

2) Pay Type Overrides

In Version 11.1 functionality was added to allow the ability for pay type segments to be applied to allocations. For example, when utilizing pay type overrides, if an allocation code exists and a pay type has a default object code defined, this will override the object code established on the allocation. In the following example, an allocation has been setup with pay type overrides:

Allocation Number	2									
Description	PL/GL ALLOCATION									
	<input checked="" type="checkbox"/> Apply Pay Type Overrides									
PA Type	Project Account				Org	Object	Proj	Account Desc	Percent Pay	Location
E	1000	-1000	-1000	-1000	01131001	51010		SALARIES - PART TIME-----X	36.000	
E	1000	-1000	-1000	-2000	01131001	51010		SALARIES - PART TIME-----X	24.000	
					03801001	51000		SALARIES - FULL TIME-----X	40.000	

Applying pay type overrides is something that will be determined by using a new option on the Payroll Allocations screen, as outlined in the allocation example above.

Organizations may not want all users to have access to the pay type override option within the Payroll Allocations program therefore two Control File settings exist surrounding this option. The first setting is labeled 'EDIT APPLY PAY TYPE OVERRIDE FLAG'. The second Control Setting was added to control the default value for this option. This setting is labeled 'DEFAULT Y/N FOR APPLY PAY TYPE OVERRIDE'. These options are outlined below:

Category	Label	Value
1 ALLOCATIONS	DEFAULT Y/N FOR APPLY PAY TYPE OVERRIDE	N
2 ALLOCATIONS	EDIT APPLY PAY TYPE OVERRIDE FLAG	A
3 CHECK	ANNUAL SALARY	N

When the option 'DEFAULT Y/N FOR APPLY PAY TYPE OVERRIDE' is set to N, the option will be unchecked when adding a record. When set to Y, the option will be checked when adding a record.

Category	ALLOCATIONS
Label	DEFAULT Y/N FOR APPLY PAY TYPE OVERRIDE
Description	DEFAULT YES OR NO FOR THE APPLY PAY TYPE OVERRIDE IN ALLOCATION MAINTENANCE.
Value	Y
	YES
Reference	

The option 'EDIT APPLY PAY TYPE OVERRIDE FLAG' will determine who has the ability to update this flag once it has been added. The options are 'A', 'N', and 'S' and are outlined below:

Value	Description
A	ALL
N	NONE
S	SUPERUSER

Option 'A' – All, allows all users who have access to the program to update the pay type override option.
Option 'N' – None, prevents all users from changing the pay type override option once it has been set.
Option 'S' – Superuser, only allows payroll superusers to update the pay type override option.

In the instance where the 'Apply Pay Type Overrides' field is set, the object code defined on the Payroll Allocation will be replaced with the object code defined on the Pay at the time the pay lines are generated. We can see an example of this below.

Pay code 101 has an object code of 51400 defined on the Pay Master record.

Pay	Start Date	End Date	Short Desc	Long Description	Abbr
101	01/01/1900	12/31/9999	BASE CC01	BASE PAY CC01-----X	BP 01

Main Paycheck/Cycles Impact Accruals	
W2 Code	
Tax Method	T - TAX TABLE
Units	H - HOURS
Category	1 - BASE PAY
Calc Code	01 - HOURLY RT - NO STANDARD HRS
Rate/Amount	0.0000
Factor	1.0000
Comp Factor	1.0000
Bill Rate	0.0000
Reference	REFEREN2
Escrow	
Extra Serv	
Longevity	
FLSA/OT	Y - FLSA
Project Account	
Default Org	
Default Object	51400 RETIREMENT EXPENSE-----X
Default Days/Yr	0.00
ESS Time Entry	N - NO ACCESS
Subtract OT	N - NO SUBTRACTION
<input type="checkbox"/> Add to Base <input type="checkbox"/> Subtract from Base <input type="checkbox"/> Verify Accrual Balance <input type="checkbox"/> Encumber Remaining Pay <input type="checkbox"/> Seasonal Wages <input type="checkbox"/> Generate Labor <input type="checkbox"/> Hours Entry <input type="checkbox"/> Fringe Pay Dock <input type="checkbox"/> Include in PAF File <input checked="" type="checkbox"/> Include in position FTE calc <input type="checkbox"/> Secondary Check <input type="checkbox"/> Worker's Compensation	

The following allocation is tied to the following Employee Job/Salary record for Pay 101. Notice that object code 51400 is associated with the Payroll allocation.

Accept Cancel Search Query Builder Add Update Duplicate Print PDF Preview Excel Word Email Schedule Attach Notify Alerts Text Global Update Recurring Project Update Global Add/Del More... Return

Confirm Search Actions Output Office Tools Menu

Employee Identification

Employee 18828 SSN 126-45-5421 Last Name WHITE First Name WALTER MI Suffix Status A - ACTIVE

Main Cycles/Other Next Change Civil Service

Job Class 01NN HRLY CC01 NO SALTBL NO POSCT
 Pay Type 101 BASE PAY CC01-----X
 Work Start/End 02/18/2015 / 12/31/9999
 Position 00000000
 Location LOC3 - LOCATION 3-----X
 Group/BU HB - HOURLY BIWEEKLY-----X
 Status FP - FULL TIME PERMANANT-----X
 Risk Code LOW LOW RISK-----X
 Pay Freq B - BIWEEKLY
 Start Date 02/18/2015
 End Date 12/31/9999
 Project Account - - -
 Allocation 2 PL/GL ALLOCATION
 Org -
 Object -
 Project -
 Eff Date 02/18/2015
 Grade -
 Step -

Calc Code 02 Hours/Day 8.00
 Num Pays 26.000 Hours/Year 2080.00
 Days/Year 280.00 Days/Period 0
 Sched Hours 80.00 Factor 1.0000
 Pay Basis H Remain 26.000
 Off-Step/Frozen N - No
 Pay Status A - ACTIVE

Pay Amounts

FTE %	1.0000	Recurring Pay
Hourly Rate	10.0000	10.1000
Daily Rate	74.2857	75.0286
Period Pay	800.00	808.00
Annual Pay	20,800.00	21,008.00
Remaining	.00	
Reference	21,008.00	

Allocation Detail

PA Type	Project Account	Org	Object	Project	Loc	Position FTE	Amount	Hours	Percent
E	1000 -1000 -1000 -1000	01131001	51400		LOC3	0.0000	288.00	28.80	36.000
E	1000 -1000 -1000 -2000	01131001	51400		LOC3	0.0000	192.00	19.20	24.000
		03801001	51400		LOC3	0.0000	320.00	32.00	40.000

When the employee pay records are generated into Payroll Earnings and Deductions, the object code associated with the payroll allocation will be replaced with the object code that is defined on the pay record since pay type overrides are in use.

Employee Identification

Employee 18828 SSN 126-45-5421 Last Name WHITE First Name WALTER MI Suffix

Chk # 0 Gross 80.00 Deductions 0.00 Net 80.00

Payroll Earnings Detail

Pay Code 101 BASE PAY CC01-----X Error Level 0
 Job Class 01NN HRLY CC01 NO SALTBL NO POSCT Changed 1039
 Location LOC3 LOCATION 3-----X Limited N - No
 Position 0
 Alloc Code 2 - PL/GL ALLOCATION
 Project Account - - -
 Org/Obj/Proj - - -
 Risk Code LOW - LOW RISK-----X
 Pay Category 1
 Taxable Type T - TAX TABLE
 Hours/Days 80.00 Scheduled Hrs 1000.00
 Rate 1.0000 Days Worked 0.00 Days Not Worked 0.00
 Pay Amount 80.00 Pay Earned 0.00 Pay Escrowed 0.00
 Comments Begin Date 07/06/2014 End Date 07/19/2014

Hours Detail										
Hours	80.00	Amt	80.00	Dist	80.00	Rem	0.00			
GL Allocation Detail										
PA Type	Project Account				Org	Object	Project	Amount	Hours	Percent
E	1000	-1000	-1000	-1000	01131001	51400		28.80	28.80	36.00
E	1000	-1000	-1000	-2000	01131001	51400		19.20	19.20	24.00
					03801001	51400		32.00	32.00	40.00

If pay type overrides are not in use, the object code will not be replaced and will reflect the account(s) that reside on the allocation code. The following uses the same setup as above, the only difference being the pay type override option is unchecked.

Allocation Number	2												
Description	PL/GL ALLOCATION												
	<input type="checkbox"/> Apply Pay Type Overrides												
PA Type	Project	Account					Org	Object	Proj	Account Desc	Percent	Pay	Location
E	1000	-1000	-1000	-1000				01131001	51010		SALARIES - PART TIME-----X	36.000	
E	1000	-1000	-1000	-2000				01131001	51010		SALARIES - PART TIME-----X	24.000	
								03801001	51000		SALARIES - FULL TIME-----X	40.000	

When the employee pay records are generated into Payroll Earnings and Deductions, the object code associated with the payroll allocation retains the object code(s) defined on the allocation code which is outlined below.

Employee Identification									
Employee	SSN	Last Name	First Name	MI	Suffix				
18828 ...	126-45-5421	WHITE	WALTER						
Chk #	0	Gross	1,000.00	Deductions	0.00	Net	1,000.00		
Payroll Earnings Detail									
Pay Code	101 ...	BASE PAY CC01-----X				Error Level	0		
Job Class	01NN ...	HRLY CC01 NO SALTBL NO POSCT				Changed	1039		
Location	LOC3 ...	LOCATION 3-----X				Limited	N - No		
Position	0								
Alloc Code	2 - PL/GL ALLOCATION								
Project Account	- - - - -								
Org/Obj/Proj								
Risk Code	LOW - LOW RISK-----X								
Pay Category	1								
Taxable Type	T - TAX TABLE								
Hours/Days	1.00	Scheduled Hrs	80.00						
Rate	1000.0000	Days Worked	0.00	Days Not Worked	0.00				
Pay Amount	1000.00	Pay Earned	0.00	Pay Escrowed	0.00				
Comments			Begin Date	07/06/2014	End Date	07/19/2014			

Hours Detail										
Hours	1.00	Amt	1000.00	Dist	1000.00	Rem	0.00			
GL Allocation Detail										
PA Type	Project Account				Org	Object	Project	Amount	Hours	Percent
E	1000	-1000	-1000	-1000	01131001	51010		360.00	0.36	36.00
E	1000	-1000	-1000	-2000	01131001	51010		240.00	0.24	24.00
					03801001	51000		400.00	0.40	40.00

In some instances, depending on the accounts defined within the allocation code, allocation lines may be grouped together when using pay type overrides. For example, an organization code may be shared across multiple lines of the allocation, however the object codes may vary. When using pay type overrides, the object code will be replaced resulting in several lines with the same organization code and object code, in which case those lines will be consolidated.

The following example outlines this situation. Notice lines one and two on the allocation code have the same organization code, but different object codes and pay type overrides are in use.

Allocation Number	2						
Description	PL/GL ALLOCATION						
	<input checked="" type="checkbox"/> Apply Pay Type Overrides						
PA Type	Project Account	Org	Object	Proj	Account Desc	Percent Pay	Location
		01131001	51010		SALARIES - PART TIME-----X	36.000	
		01131001	51020		SALARIES - OVERTIME-----X	24.000	
		03801001	51000		SALARIES - FULL TIME-----X	40.000	

When the pay line is generated, lines one and two will result in the same account and grouped into a single line, rolling up the amounts, hours, and percentages.

Employee Identification									
Employee	SSN	Last Name		First Name		MI	Suffix		
18828 ...	126-45-5421	WHITE		WALTER					
Chk #	0	Gross	1,000.00	Deductions	0.00	Net	1,000.00		
Payroll Earnings Detail									
Pay Code	101 ...	BASE PAY CC01-----X				Error Level	0		
Job Class	01NN ...	HRLY CC01 NO SALTBL NO POSCT				Changed	1039		
Location	LOC3 ...	LOCATION 3-----X				Limited	N - No		
Position	0								
Alloc Code	2 - PL/GL ALLOCATION								
Project Account	- - -								
Org/Obj/Proj								
Risk Code	LOW - LOW RISK-----X								
Pay Category	1								
Taxable Type	T - TAX TABLE								
Hours/Days	1.00	Scheduled Hrs	80.00						
Rate	1000.0000	Days Worked	0.00	Days Not Worked	0.00				
Pay Amount	1000.00	Pay Earned	0.00	Pay Escrowed	0.00				
Comments			Begin Date	07/06/2014	End Date	07/19/2014			
Hours Detail									
Hours	1.00	Amt	1000.00	Dist	1000.00	Rem	0.00		
GL Allocation Detail									
PA Type	Project Account	Org	Object	Project	Amount	Hours	Percent		
		01131001	51400		600.00	0.60	60.00		
		03801001	51400		400.00	0.40	40.00		

3) New User Interface

Another exciting feature in Version 11.1 are the changes made to the main screen of Employee Job/Salary. Prior to Version 11.1, GL allocation and PL allocation information was not directly visible from the main screen of Employee Job/Salary. The user would have to select the GL Allocation option to view the GL accounts making up the allocation code and the PL Allocation option to view PL strings making up a specific PL allocation. There wasn't a way to see this in a consolidated view or query records having specific allocation criteria.

In Version 11.1, the allocation information will now be incorporated into the main screen of Employee Job/Salary. This will allow for all of the allocation information associated with a certain Employee Job/Salary record to be visible up front without needing to choose separate options to see this information.

Employee Identification									
Employee	SSN	Last Name	First Name	MI	Suffix	Status			
18828	126-45-5421	WHITE	WALTER			A - ACTIVE			

Main		Cycles/Other	Next Change	Civil Service
Job Class	01NN	HRLY CC01 NO SALTBL NO POSCT		
Pay Type	101	BASE PAY CC01-----X		
Work Start/End	02/18/2015 / 12/31/9999			
Position	000000000			
Location	LOC3 - LOCATION 3-----X			
Group/BU	HB - HOURLY BIWEEKLY-----X			
Status	FP - FULL TIME PERMANANT-----X			
Risk Code	LOW LOW RISK-----X			
Pay Freq	B - BIWEEKLY			
Start Date	02/18/2015			
End Date	12/31/9999			
Project Account				
Allocation	2	PL/GL ALLOCATION		
Org				
Object				
Project				
Eff Date	02/18/2015			
Grade				
Star				

Calc Code	Hours/Day	Num Pays	Hours/Year	Days/Year	Sched Hours	Factor	Pay Basis	Remain	Off-Step/Frozen	Pay Status
02	8.00	26.000	2080.00	260.00	80.00	1.0000	H	26.000	N - No	A - ACTIVE

Pay Amounts	
FTE %	1.0000
Hourly Rate	10.0000
Daily Rate	74.2857
Period Pay	800.00
Annual Pay	20,800.00
Remaining	.00
Reference	21,008.00

Allocation Detail									
Position	PA Type	Project Account	Org	Object	Project	Loc	Position FTE	Amount	Hours
0			01131001	51400		LOC3	0.0000	480.00	48.00
0			03801001	51400		LOC3	0.0000	320.00	32.00

1 of 4

This new area of Employee Job/Salary not only allows viewing of allocation information but is also searchable. This is extremely helpful and will return all Employee Job/Salary records meeting the find criteria entered in the array.

Selecting 'Search' will allow access to the Allocation Detail array, allowing for all Employee Job/Salary records to be queried based on any of the allocation selection criteria. In the example below, the object code has been entered which returns all Employee Job/Salary information having a payroll allocation(s) matching that object code value entered.

Accept

Cancel

Search

Query Builder

Add

Update

Delete

Global*

Duplicate

Print

Text file

PDF

Preview

Excel

Word

Email

Schedule

Attach

Notes

Audit

Maplink*

Alerts*

GL Acct Find

Project Account Find

Return

ConfirmSearchActionsOutputOfficeToolsMenu

Employee Identification

Employee

SSN

Last Name

First Name

MI

Suffix

Status

Main

Cycles/Other

Next Change

Civil Service

Job Class

Pay Type

Work Start/End

Position

Location

Group/BU

Status

Risk Code

Pay Freq

Start Date

End Date

Project Account

Allocation

Org

Object

Project

Eff Date

Grade

Step

Calc Code

Num Pays

Days/Year

Sched Hours

Pay Basis

Hours/Day

Hours/Year

Days/Period

Factor

Remain

Off-Step/Frozen

Pay Status

Pay Amounts

FTE %

Hourly Rate

Daily Rate

Period Pay

Annual Pay

Remaining

Reference

Allocation Detail

Position	PA Type	Project Account	Org	Object	Project	Loc	Position FTE	Amount	Hours
				51400					

4) Compa-ratio

Modifications were made to allow for an employee's compa-ratio to be surfaced with Employee Job/Salary for base pay records. Compa-ratio stands for comparative ratio and is used to determine how the employee's current salary stands up to the company's competitive pay policy. This functionality will be enabled with a new payroll control setting.

Payroll Control Settings - Munis

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Preview Excel Word Email Schedule Attach Notes Notify Audit Maplin Alerts

Confirm Search Actions Output Office Tools

Category: GENERAL

Label: DISPLAY COMPA-RATIO

Description: ENABLES DISPLAY AND EXPORT OF COMPA-RATIO WITHIN EMPLOYEE INQUIRY AND EMPLOYEE JOB/SALARY.

Value: N

Reference:

The compa-ratio will be determined by selecting the employee's annual pay using Employee Job/Salary record. In the following example, position control is not in use, therefore we will determine the mid pay rate located on the Job Class record as seen below:

Employee Identification

Employee SSN Last Name First Name MI Suffix Status
18828 126-45-5421 WHITE WALTER A - ACTIVE

Main Cycles/Other Next Change Civil Service

Job Class 01NN HRLY CC01 NO SALTBL NO POSCT
Pay Type 101 BASE PAY CC01-----X
Work Start/End 02/18/2015 12/31/9999
Position 00000000
Location LOC3 - LOCATION 3-----X
Group/BU HB - HOURLY BIWEEKLY-----X
Status FP - FULL TIME PERMANANT-----X
Risk Code LOW LOW RISK-----X
Pay Freq B - BIWEEKLY
Start Date 02/18/2015
End Date 12/31/9999
Project Account
Allocation 2 PL/GL ALLOCATION
Org
Object
Project
Eff Date 02/18/2015
Grade
Step

Calc Code 02 Hours/Day 8.00
Num Pays 26.000 Hours/Year 2080.00
Days/Year 280.00 Days/Period 0
Sched Hours 80.00 Factor 1.0000
Pay Basis H Remain 26.000
Compa-Ratio 86.96
Off-Step/Frozen N - No
Pay Status A - ACTIVE

Pay Amounts

	FTE %	Recurring Pay
Hourly Rate	10.0000	10.1000
Daily Rate	74.2857	75.0286
Period Pay	800.00	808.00
Annual Pay	20,800.00	21,008.00
Remaining	.00	
Reference	21,008.00	

Allocation Detail

Position	PA Type	Project Account	Org	Object	Project	Loc	Position FTE	Amount	Hours	Percent
0			01131001	51400		LOC3	0.0000	480.00	48.00	60.000
0			03801001	51400		LOC3	0.0000	320.00	32.00	40.000

Looking at the Salary information associated with this Job Class has the following Hourly rates associated:

Job	Short Desc	Long Description
01NN	HRLY 01NN	HRLY CC01 NO SALTBL NO POSCT

Main	Salary Data	Holding Account
Salary Table N - No		
Calendar 		
Min Grade 	Max Grade 	
Min Step 000	Max Step 000	
Min Rate 10.0000	Pay Freq B - BIWEEKLY	
Mid Rate 11.5000	Pay Periods 26.000	
Max Rate 13.0000	Hours/Day 8.00	
Market Rate .0000	Hrs/Period 80.00	
	Hours/Year 2,080.00	
Pay Basis H - HOURLY	Days/Year 280.00	
Calc Code 02 - HOURLY RT - STANDARD HRS & AMT	Days/Month 20.00	

In this example, the Compa-ratio for this employee's base pay will be calculated as follows:
 $\$10.00 / \$11.50 = 0.86956 * 100 = 86.96\%$ and is correctly reflected as the Compa-ratio.

If Position Control is in use, the Annual Pay will still be selected based on the Employee Job/Salary record, however the mid-rate will be selected based on the position as outlined below:

Employee Job/Salary - Munis							
Employee Identification							
Employee	SSN	Last Name	First Name	MI	Suffix	Status	
21	021-21-2121	ELLS	COBY	I	SIR	A - ACTIVE	
Main Cycles/Other Next Change Civil Service							
Job Class	333	RR JOB CLASS		Calc Code	02	Hours/Day	8.00
Pay Type	100	BASE PAY		Num Pays	26.000	Hours/Year	2080.00
Position	000000333	RR POSITION		Days/Year	260.00	Days/Period	0
Location	1973 - RR LOCATION			Sched Hours	80.00	Factor	1.0000
Group/BU	23 - RR GROUP/BU			Pay Basis	H	Remain	26.000
Status	FT - FULL TIME TEMPORARY			Compa-ratio	69.33	Off-Step/Frozen	N - No
Risk Code				Pay Status	A - ACTIVE		
Pay Freq	B - BIWEEKLY			Pay Amounts			
Start Date	01/01/2001			FTE %	1.0000	Recurring Pay	
End Date	12/31/9999			Hourly Rate	20.0000	1,600.0000	
Project Allocation	0			Daily Rate	160.0000	.0000	
Project Account				Period Pay	1,600.00	128,000.00	
Allocation	0			Annual Pay	41,600.00	3,328,000.00	
Org	34342323 RR Fund			Remaining	.00		
Object	01011 Salaries			Reference	3,328,000.00		
Project	2323-3434-34 -01011 -56 -1-DEPT-LVL						
Eff Date	12/17/2009						
Grade							
Step							

Position Identification				
Position	Description	State Pos	Status	Create Date
000000333	RR POSITION	RR	A - ACTIVE	10/15/2007

Main	Salary Data	Budget	Civil Service	Comments
------	-------------	--------	---------------	----------

Longevity

OT Table

Salary Table

Calendar

Grade/Step	
Min Grade <input type="text"/>	Max Grade <input type="text"/>
Min Step <input type="text" value="000"/>	Max Step <input type="text" value="000"/>

Pay Information	
Min Rate <input type="text" value="40000.0000"/>	Pay Freq <input type="text" value="B - BIWEEKLY"/>
Mid Rate <input type="text" value="60000.0000"/>	Pay Periods <input type="text" value="26.000"/>
Max Rate <input type="text" value="80000.0000"/>	Hours/Day <input type="text" value="8.00"/>
Market Rate <input type="text" value=".0000"/>	Hrs/Period <input type="text" value="80.00"/>
	Hours/Year <input type="text" value="2080.00"/>
Pay Basis <input type="text" value="H - HOURLY"/>	Days/Year <input type="text" value="260.00"/>
Calc Code <input type="text" value="02 - HOURLY RT - STANDARD HRS & AMT"/>	Days/Month <input type="text" value="22.00"/>

In this example, the compa-ratio will be calculated as follows: $\$41,600 / \$60,000 = 0.6933 * 100 = 69.33\%$

If an employee happens to be tied to a Pay Band, the midpoint of the pay band is the amount that will be used. When using a pay band, the number of steps can vary. The first step starts with 00 and increments by 1, therefore if there are an odd number of steps the midpoint will be used as seen below:

Steps/Levels				
Level	Hourly Rate	Daily Rate	Period Salary	Annual Salary
00	10.0000	80.0000	800.00	20,800.00
01	20.0000	160.0000	1,600.00	41,600.00
02	30.0000	240.0000	2,400.00	62,400.00
03	40.0000	320.0000	3,200.00	83,200.00
04	50.0000	400.0000	4,000.00	104,000.00
05	60.0000	480.0000	4,800.00	124,800.00
06	70.0000	560.0000	5,600.00	145,600.00

If the pay band contains an even number of steps, the average salary will be taken using the two middle steps as seen below:

Steps/Levels					
Level	Percent	Hourly Rate	Daily Rate	Period Salary	Annual Salary
00	0.0000	12.5000	108.3333	500.00	26,000.00
01	3.0000	12.8750	111.5833	515.00	26,780.00
02	6.0000	13.2500	114.8333	530.00	27,560.00
03	9.0000	13.6250	118.0833	545.00	28,340.00
04	12.0000	14.0000	121.3333	560.00	29,120.00
05	15.0000	14.3750	124.5833	575.00	29,900.00
06	18.0000	14.7500	127.8333	590.00	30,680.00
07	20.0000	15.0000	130.0000	600.00	31,200.00
08	25.0000	15.6250	135.4167	625.00	32,500.00
09	30.0000	16.2500	140.8333	650.00	33,800.00
10	35.0000	16.8750	146.2500	675.00	35,100.00
11	40.0000	17.5000	151.6667	700.00	36,400.00

In addition to being surfaced within Employee Job/Salary, the compa-ratio will also be available within our current reporting views that currently report base pay information as well Excel exports.

Supervisor by Position (Version 11.1)

Prior to Version 11.1, the only option available to modify an employee's Supervisor was to update the Employee Master record to reflect the correct employee number of their Supervisor. Any changes to an Employee's Supervisor would result in the user having to manually update the Employee Master record or import the information using the employee import.

In Version 11.1, organizations using Position Control will have the option of enabling Supervisor by Position functionality. This will allow for employee's supervisors to be tracked by position number instead of by employee number and is integrated with accruals, time entry, evaluations, and training courses.

Let's review the basic example below to illustrate how this functionality works. In the following example, Position 806 represents the role of a Director, Mike. The Director's position is responsible for supervising the Development Supervisor's position. The Development Supervisor position, supervises Programmer I and Associate Programmer positions. Notice the employee Todd is associated with two different positions, Associate Programmer and Computer Technician, therefore Todd has two supervisors, Walter and Hank.

<u>Employee</u>	<u>Employee Position</u>	<u>Supervisor</u>	<u>Supervisor Position #</u>
194 - Mike	806 - Director	--	--
192 - Gus	803 - Development Supervisor	Mike	806 - Director
192 - Hank	804 - IT Supervisor	Mike	806 - Director
188 - Walter	800- Programmer I	Gus	803 - Development Supervisor
191 - Todd	801 - Associate Programmer	Gus	803 - Development Supervisor
191 - Todd	805 - Computer Technician	Hank	804 - IT Supervisor

Prior to Version 11.1, the only way to maintain the supervisor of an employee was to manually modify the Employee Master record to reflect the correct supervisor as outlined below. In the example above, even though Todd has two supervisors, only Gus is listed and there isn't a way to view all of the Supervisors associated with a specific employee from the Employee Master record.

[Main](#)
[Dates](#)
[Demographics](#)
[Address](#)
[Payroll](#)
[Mail Sort](#)
[Last Change](#)
[User Defined](#)
[Benefit FTI](#)

Address Information

Line 1 100 MAIN ST First line of home address
Line 2
City WELLS
State ME **Zip** 04090 ...
Country
County
City Code
Home Phone
Email
Alt Email
Prior Name
FOIA Exempt
Supervisor 193 ... SCHRADER, HANK
Spouse 0 ...

Additional Information

[Addresses](#)
[Phones](#)
[Dependents](#)
[Beneficiaries](#)
[Contacts](#)

1 of 1
 [Attachments \(0\)](#)

With Supervisor by Position enabled, viewing Todd's employee record will list all of Todd's Supervisors as well as their corresponding supervisor levels.

Employee Master - Munis > Supervisor List

Employee Number	First Name	Last Name	Supervisor Level
192	GUS	FRING	1
193	HANK	SCHRADER	1
194	MICHAEL	EHRMANTRAUT	2

If personnel changes take place and Gus retires and Walter gets promoted and takes over Gus' position as Development Manager, the only update that needs to occur is Walter's position on his Employee Job/Salary record. Once updated, this information will be automatically referenced for the Employees who used to report to Gus since the position number is used.

To outline this example, changes were made to the Employee Job/Salary record to change Walter's position to 803 – Development Supervisor. As a result of these changes, we can now see that Todd is reporting to Walter instead of Gus.

Employee Identification									
Employee	SSN	Last Name	First Name	MI	Suffix	Status			
188	126-54-6542	WHITE	WALTER			A - ACTIVE			
Main Cycles/Other Next Change Civil Service									
Job Class	001	DEV JOB CLASS				Calc Code	02	Hours/Day	0.00
Pay Type	101	BASE PAY CC01-----X				Num Pays	52.000	Hours/Year	0.00
Work Start/End	02/24/2015	/	12/31/9999						
Position	000000803	DEV SUPERVISOR							
Location	LC1 - LOCATION CODE 1								
Group/BU	GR01 - GROUP BARGAIN UNIT 1-----X								
Status	FP - FULL TIME PERMANANT-----X								
Risk Code									
Pay Freq	W - WEEKLY								
Start Date	02/24/2015								
End Date	12/31/9999								
Project Account									
Allocation	0								
Account	001 -1-1310-0000-000-00-1-51010 -1300								
Eff Date	02/24/2015								
Grade									
Step									

Pay Amounts		
FTE %	1.0000	Recurring Pay
Hourly Rate	.0000	.0000
Daily Rate	.0000	.0000
Period Pay	.00	.00
Annual Pay	.00	.00
Remaining	.00	
Reference	.00	

Employee Number	First Name	Last Name	Supervisor Level
188	WALTER	WHITE	1
193	HANK	SCHRADER	1
194	MICHAEL	EHRMANTRAUT	2

Prior to 11.1, if Walter's position changed, each of his subordinates would need to be manually updated.

Now that the basic functionality has been covered, additional details will be reviewed.

When utilizing the Supervisor by Position functionality, it will also be required for the Personnel Settings to use the option 'Use Position Number in Supervisor Field' as shown below:

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel

Confirm Search Actions Output

Settings Position Control Training Evaluations Quick History

Position Control Update

O - OPTIONAL

☐ Print Employee Position Overbudget Report

☐ Update From Job/Salary

☐ Position Change/Request

☒ Use Position Number in Supervisor Field

☐ Show Leading Zeros

☐ Disallow use of Inactive Positions

☐ Use Budget by FTE Vacancy Calc

☐ Require Only One Certification

Length of Position Number 9

Hiring Freeze in Employee Job/Salary ALLOW POSITIONS

Supervisor by Position functionality is optional and to enable this functionality, Payroll Control Settings will need to be enabled.

Payroll Control Settings - Munis > Payroll Control Settings

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Schedule Attach Notes Notify Maplink Alerts

Confirm Search Actions Output Office Tools

Record Number	Category	Label	Value
134	SUPERVISORS	SUPERVISOR BY POSITION (ACCRUALS)	N
135	SUPERVISORS	SUPERVISOR BY POSITION (EMPLOYEE EVALUATIONS)	N
136	SUPERVISORS	SUPERVISOR BY POSITION	Y
137	SUPERVISORS	SUPERVISOR BY POSITION (TIME ENTRY)	N
138	SUPERVISORS	SUPERVISOR BY POSITION (TRAINING COURSES)	N

Each Supervisor by Position control file setting controls a different process. The main Supervisor by Position functionality is controlled using the Control Setting 135 - 'SUPERVISOR BY POSITION'. If this option is set to 'N', the Supervisor by Position functionality won't be enabled. If 'Y' is selected then it causes supervisors to resolve by looking at all positions held by the employee and listing all employees holding those positions as supervisor. This will also show the situations where employees have more than one Supervisor. When set to 'P', only the supervisors of the employee's Primary Job are listed as Supervisors.

Value	Description
N	DETERMINE SUPERVISOR BY EMPLOYEE NUMBER
P	DETERMINE SUPERVISOR BY POSITION (PRIMARY ONLY)
Y	DETERMINE SUPERVISOR BY POSITION

In our initial example, the Control Setting 135 – ‘SUPERVISOR BY POSITION’ was set to ‘Y’. When setting this to ‘P’ you will notice that Hank is no longer listed as Todd’s Supervisor. This is because Todd’s Primary Job is associated with Development and not IT, therefore Hank will be completely eliminated from the supervisor listing.

Employee Number	First Name	Last Name	Supervisor Level
188	WALTER	WHITE	1
194	MICHAEL	EHRMANTRAUT	2

There are additional Control Settings that expand upon the Supervisor by Position functionality in the areas of Accruals, Employee Evaluations, Time Entry, and Training Courses.

Supervisor by Position (Time Entry)

Value	Description
J	DETERMINE SUPERVISOR BY POSITION AND JOB CLASS
L	DETERMINE SUPERVISOR BY POSITION AND LOCATION
N	DETERMINE SUPERVISOR BY EMPLOYEE NUMBER
P	DETERMINE SUPERVISOR BY POSITION (PRIMARY ONLY)
Y	DETERMINE SUPERVISOR BY POSITION

Supervisor by Position (Training Courses)

Value	Description
J	DETERMINE SUPERVISOR BY POSITION AND JOB CLASS
N	DETERMINE SUPERVISOR BY EMPLOYEE NUMBER
P	DETERMINE SUPERVISOR BY POSITION (PRIMARY ONLY)
Y	DETERMINE SUPERVISOR BY POSITION

Supervisor by Position (Employee Evaluations)

Value	Description
J	DETERMINE SUPERVISOR BY POSITION AND JOB CLASS
N	DETERMINE SUPERVISOR BY EMPLOYEE NUMBER
P	DETERMINE SUPERVISOR BY POSITION (PRIMARY ONLY)
Y	DETERMINE SUPERVISOR BY POSITION

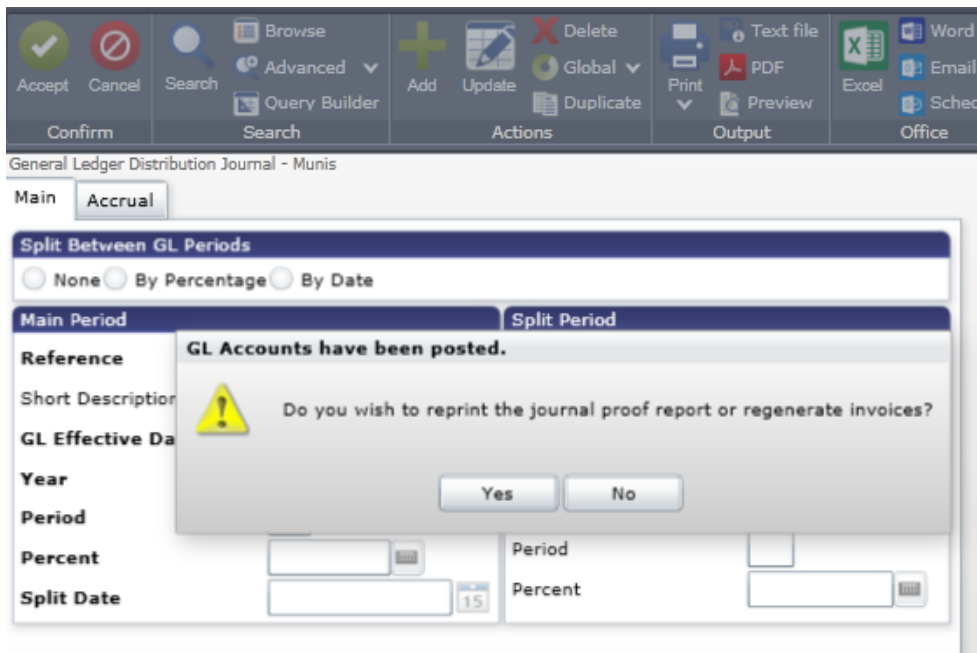
Supervisor by Position (Accruals)

Value	Description
J	DETERMINE SUPERVISOR BY POSITION AND JOB CLASS
N	DETERMINE SUPERVISOR BY EMPLOYEE NUMBER
P	DETERMINE SUPERVISOR BY POSITION (PRIMARY ONLY)
Y	DETERMINE SUPERVISOR BY POSITION

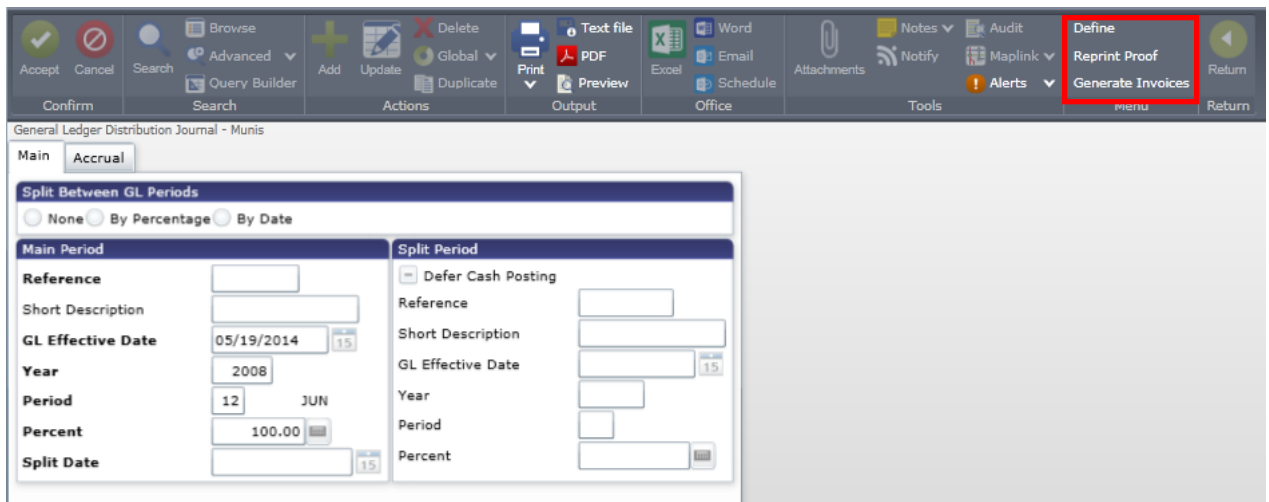
General Ledger Distribution Journal (Version 10.3+)

1) Distribution Proof

In prior versions of Munis, after running the General Ledger Distribution Journal process, there wasn't a way to rerun the proof. In Versions 10.3 and above, this option is now available. If the General Ledger Distribution Journal has been processed, the user will receive the following message asking the user whether or not they wish to reprint the journal proof list or regenerate ASCII invoices.



If the user selects 'Yes', then two options called, Reprint Proof and Generate Invoices options will be available. The user will select 'Define' and redefine the proof criteria. The 'Reprint Proof' option will allow users to regenerate the proof list if needed. Additionally, they will also be able to regenerate ASCII invoices if needed.



2) Defer Cash Posting

Another feature added in Version 11.1 to the General Ledger Distribution Journal was to allow for cash to be deferred in a payroll being split between two periods. Prior to Version 11.1, when splitting a journal by percentage, it was required that the percentage be greater than zero between the two journals in order to defer cash.

In this example, the journal split is taking place between June and July, however when deferring cash, the first year of the split could not be set to 100%.

Main Accrual

Split Between GL Periods

☐ None ☒ By Percentage ☐ By Date

Main Period		Split Period	
Reference	PRJNL1	<input checked="" type="checkbox"/> Defer Cash Posting	
Short Description	PRJNL1	Reference	PRJNL2
GL Effective Date	06/30/2008 15	Short Description	PRJNL2
Year	2008	GL Effective Date	07/01/2008 15
Period	12 JUN	Year	2009
Percent	100.00	Period	JUL
Split Date		Percent	0.00

A single Year/Period may not be 100% when periods are split.

In several cases, organizations want the ability to post 100% of their expenses to one year while deferring 100% of cash to the next year. The changes made allow for a payroll split where the first journal allows for 100% of the costs. If the first percentage is set to 100%, the 'Defer Cash Posting' option will be automatically enabled and the second journal percentage will be set to 0%. The user will not have the ability to set the first journal percentage to 100% with the 'Defer Cash Posting' flag set to 'No'. If that is required then the split option should be set to 'None'

Main Accrual

Split Between GL Periods

☐ None ☒ By Percentage ☐ By Date

Main Period		Split Period	
Reference	PRJNL1	<input checked="" type="checkbox"/> Defer Cash Posting	
Short Description	PRJNL1	Reference	PRJNL2
GL Effective Date	06/30/2008	Short Description	PRJNL2
Year	2008	GL Effective Date	07/01/2008
Period	12 JUN	Year	2009
Percent	100.00	Period	1 JUL
Split Date		Percent	0.00


Deduction Vendor Remits (Version 11.1)

The payroll process now allows for multiple remit addresses when paying a vendor for an employee deduction or benefit. Prior to Version 11.1, a separate deduction record would need to be created if multiple remit addresses were needed, which was very cumbersome.





In Version 11.1, a single Deduction and Benefit Master record allows for a remit address to be selected. The remit is also present within Payroll Vendor Processing. When generating ASCII Invoices within the Payroll Distribution Journal the remit will carry through to the file being generated.

Let's review an example of this process. In the following example, two employees have the same deduction and vendor number but each vendor is associated with a different remit address.

Looking at the vendor record, we can see that vendor 1701 contains two different remit addresses.

General Vendor Information		Audits	
Vendor	1701 <small>+1</small>	Entered	06/03/1999
Alpha	Colonial Insurance C	Modified	05/12/2004
Status	ACTIVE	By	jcase
Entity	1	Change Set	Current 
Type	PAY - Payroll Vendor		
Reason			

Main	General	Miscellaneous	Contacts	Certifications	Insurances	Withholding
------	---------	---------------	----------	----------------	------------	-------------

Contact Information	
Company Name	Colonial Insurance Co  Addresses (1)  Comments (0)
DBA	
Address	389 Union Hwy
Zip code	03211 ...
City	Albany
State	NY ... New York
Country	<input type="checkbox"/> Foreign entity
Email	
Fax	
WWW	

Remit Address	
Address number	1 <small>+1</small>
Type	GENERAL - General Addresses <small>▼</small> Contacts (0)
Alpha	Colonial Insurance C
Company Name	Colonial Insurance Co
DBA	
Address	1000 Main Street
Zip code	04105 <small>...</small>
City/State	Falmouth <small>ME</small> <small>...</small> Maine
County	<small>▼</small>
Country	
Fax	
Email	
DUNS	
	<input checked="" type="checkbox"/> Active

Remit Address	
Address number	2 <small>+1</small>
Type	GENERAL - General Addresses <small>▼</small> <small>Contacts (0)</small>
Alpha	Colonial Insurance C
Company Name	Colonial Insurance Co
DBA	
Address	1201 State Street
Zip code	01567 <small>...</small>
City/State	SHREWSBURY <small>MA</small> <small>...</small> Massachusetts
County	<small>▼</small>
Country	
Fax	
Email	
DUNS	
	<input checked="" type="checkbox"/> Active

In the following example, you will see two different employees with the same vendor but different remit addresses.

Employee Identification									
Employee	SSN	Last Name	First Name	MI	Suffix	Status			
18828 ...	123-45-6789	WHITE	WALTER			A - ACTIVE			
Deduction	4000 ...	MAINE STATE INCOME TAX		Loc	0735	Group/BU	DTXX		
<div> Main Cycles Insurance Health Insurance Escrow Garnishments Optional Life COBRA </div>									
Start Date	04/07/2014				<input checked="" type="checkbox"/> Active				
End Date	12/31/9999								
Calc Code	05 - TAX TABLE								
Factor	1.0000								
Marital Status	S - SINGLE								
Exemptions	0		Additional Allowances		0		<input type="checkbox"/> Exempt		
Employee Amt/Pct	.0000		Employer Amt/Pct		.0000				
Employee Ann Amt	.00		Employer Ann Amt		.00				
			Employer Remaining		.00				
Employee Limit	.00		Employer Limit		.00				
Vendor Number	1701 ...		Address		0 ...		Colonial Insurance Co		
Reference									
Direct Deposit									
Bank									
Routing Number	<input type="checkbox"/> Prenote								
Account Number	<input type="radio"/> Checking <input type="radio"/> Savings								
<div> K < 5 of 11 > Q </div>									

Remit 0 corresponds to the primary address of the Vendor. The address help field will show all of the additional remit addresses associated with the vendor.

Vendor processing has also been modified so the vendor address can be specified along with the vendor number. This will return employee and employer amounts by vendor and remit.

The screenshot shows a software interface with a top navigation bar containing a 'HOME' tab and several action buttons: Accept, Cancel, Search, Browse, Query Builder, Add, Update, Delete, Global, and Duplicate. Below the navigation bar is a form with the following fields: Vendor Number (highlighted with a red box), Address (highlighted with a red box), Check/Invoice, Check Number, Employee Amount, and Employer Amount.

When printing Payroll Advices the remit address is correctly reflected and this also carries through to the Advice Register, showing a separate line for each remit.

When running the General Ledger Distribution Journal, when selecting the ACII Invoice option, the remit will be correctly exported and imported through the Accounts Payable Invoice Import process.

Benefit Arrears (Version 11.1)

1) As Much As Possible

A modification was added to Version 11.1 to allow the option for organizations to take as-much-as-possible of a deduction within a particular payroll and cover the remainder for their employees in cases where that employee does not have sufficient earnings to cover their share of the deduction. This situation arises almost exclusively for benefit costs.

When viewing a specific deduction, there is now a new insufficiency option labeled 'B' – AS MUCH AS POSSIBLE – ARREARS which applies to calculation codes that are non-gross based due to the fact we cannot recalculate appropriately as a deduction amount may shift due to gross amounts changing.

Deduction and Benefit Master - Munis

HOME

Accept Cancel Search Query Builder Add Update Duplicate Delete Global* Print Preview Excel Word Email Schedule Office Attach Notify Maplink- Alerts- Return

Confirm Search Actions Output

Deduction Identification

Deduction	Short Desc	Long Description	Abbrev	Start Date	End Date
8888	SUPP INS	SUPPLEMENTAL INSURANCE	SUPP I	01/01/1900	12/31/9999

Main Cycles Garnishments Check Options Insurance Escrow

Primary Information

Priority: 8888 Empe/Empr: 1 - EMPLOYEE PAYS

Category: 04 - LIFE ☒ Benefit

Insufficiency: B - AS MUCH AS POSSIBLE - ARREARS ☒ Annual Tax Table

Calc Code: 24 - OPTIONAL LIFE - ANN SALARY/AGE ☒ Credit Emp Acct via ACH

State Code: ☐ Encumber Remaining

Local Code: ☐ Adjust for Rounding

Tax Table Type: Total Cycles: 0

Check Type: N - NO CHECK Expense:

Ck/Invoice Entity: Withholding: 5704

Vendor Number: 0 Address: 0 INSURANCES

Amounts/Limits

Empe Amt/Pct	Empr Amt/Pct
100.0000	.0000
Empe Annual Amt: 120.00	Empr Annual Amt: .00
Empe Limit: 120.00	Empr Limit: .00
Limit Type: <input type="text"/>	Multi-Limit: <input type="text"/>
Empe Minimum: .00	Transaction Fee: <input type="text"/>

1 of 1

This insufficiency code allows your organization to take as much of a deduction amount as possible from an employee and then cover the remainder of the amount when the employee does not have sufficient earnings to cover their share of the deduction amount.

In the following example, an employee was paid \$80 however their share of benefit costs should have been \$100.

Employee Identification

Employee	SSN	Last Name	First Name	MI	Suffix	Group/BU
188	126-54-6542	WHITE	WALTER			GR01

Check	Total Gross	Deductions	Net Pay	Total Days	Total Non Days
0	80.00	80.00	0.00	0.00	0.00

Summary Pay Withholding

Pay	Description	Hrs/Days	Rate	Pay Amount	Allocation	Project Account	Account
100	BAS PAY ST	0.00	0.0000	80.00	-	-	001 -1-1310-0000-000-00-1-51000 -1300

Notice there are two lines for the deduction withholding, one for \$80 (Employee Contribution Amount) and another line for \$20 (Employer Amount needing coverage).

Employee Identification

Employee	SSN	Last Name	First Name	MI	Suffix	Group/BU
188	126-54-6542	WHITE	WALTER			GR01

Check	Total Gross	Deductions	Net Pay	Total Days	Total Non Days
0	80.00	80.00	0.00	0.00	0.00

Summary Pay Withholding

Deduc	Description	Employee Amt	Employer Amt	Fringe	Not Taken	Taken
8888	SUPP INS	80.00	0.00	0.00	0.00	80.00
8888	SUPP INS	0.00	20.00	0.00	0.00	0.00

If we examine the detail associated with these two lines, we can see that the second line is marked as being Employee Insufficient.

Employee Deduction Detail			
Deduction	8888 ...	SUPPLEMENTAL INSURANCE	
Calc Code	01 - AMT FROM DEDUCTION MASTER		
Tax Table			
Sufficiency	B - AS MUCH AS POSSIBLE - ARREARS		
Tax Marital			
Exemptions	0	Error Level	0
Add'l Allow	0	Changed	0
State Code		Benefit Arrears	I - EMPLOYEE INSUFF
<input type="checkbox"/> Exempt		<input type="checkbox"/> Prenote	
Local Code			
Deduction Gross	80.00	Not Taken	Taken
Employee Amount	0.00	.00	0.00
Employer Amount	20.00	.00	20.00

To utilize this functionality, the deduction code should be setup to 'Use Benefit Arrears repayment process' as outlined below:

Repayment Deduction Code	8888 ...
Repayment Option	Use Benefits Arrears repayment process
	Use Benefits Arrears repayment process
	Repay only when original deduction is paid
	Repay only when original deduction is not paid
	Repay in any payroll where employee is paid

As a result, the amount that isn't covered needs to be collected. The amount due for collection will be tracked in Employee Benefit Premium Arrears and used to perform the necessary billing and will be outlined in the following section, *Bill Processing*. In this example, you can see \$20 needs to be collected from the employee.

Employee	SSN	Last Name	First Name	MI	Suffix	Status
188 ...	126-54-6542	WHITE	WALTER			A - ACTIVE

History							
Run	Warrant	Check	Invoice Number	Check/Invoice Date	Deduction	Amount	Inactiv
1 - BIWEEKLY GENERIC PAYROLL	022515	0		0 02/25/2015	8888	20.00	

2) Bill Processing

When a deduction is setup using the new option of insufficiency option 'B' – AS MUCH AS POSSIBLE – ARREARS, benefit amounts taken that exceed an employee's pay will be tracked within the Employee Benefit Premium Arrears program.

Employee Benefit Premium Arrears - Munis

Employee	SSN	Last Name	First Name	MI	Suffix	Status
188	126-54-6542	WHITE	WALTER			A - ACTIVE

Run	Warrant	Check	Invoice Number	Check/Invoice Date	Deduction	Amount	Inactiv
1 - BIWEEKLY GENERIC PAYROLL	022515	0		02/25/2015	8888	20.00	

Upon entering the Employee Benefit Premium Arrears program, a search can be performed by a single employee or all employees. Next, select the 'Generate Bill' option. After selecting this option, the user will be presented with a message asking the following:

Generate Bills

Would you like to generate bills for this employee only, or for all employees that owe for specific deductions?

Single Employee **Deductions** **Cancel**

The user will have the option to generate a bill by employee or by deduction. The following needs to be considered prior to generating the AR bill.

A customer record needs to exist in Accounts Receivable for the employee. If a customer record does not exist, the 'Generate Bill' process will automatically launch the Customers program so the record can be created and will prompt the user with the following message:

Add Customer Record ✕

A customer account needs to be created for this employee before a bill can be generated.

Do you want to create a customer record for this employee?

Yes
No

If 'Yes' is selected, the Customers program will open with the default information coming from the Employee Master record.

Customer

Customer ID +1

☒ Active

Last changed by

Created by department

through module

02/25/2015 at **16:42**

Person/Entity P - Person ▼

Name

☐ THE SSN/FID

Contact Information

Other

User Defined

Contact information

Address

100 MAIN ST

City, State, ZIP

WELLS

ME

04090

...

Country

Telephone number

Fax number

Email address

📧

Web address

🌐

📁 Additional Addresses

📁 Special Conditions

Accounts Receivable charge codes must be established that will be used for the deduction codes the user is trying to create the bill for.

Once the bill is generated, the following screen will be displayed, listing the General Billing Invoice number and the Check/Invoice Date fields that will be used when creating the bill.

Employee Benefit Premium Arrears - Munis > Generate Bills for Benefit Arrears

AR code	GB - GENERAL BILLING		
GL effective date	02/25/2015	15	
Year/per	2015	8	FEB
Invoice date	02/25/2015	15	
Invoice description			

Batch number

The output options from this program provides a detail report that will include all of the General Billing Invoice information, including the invoice number, year, check/invoice date for all repayment information. If a General Billing Invoice needs to be maintained, this can be done by selecting the 'Detail' option within the menu.

Employee Benefit Premium Arrears - Munis > Employee Benefit Premium Arrears Detail - Munis

Employee	SSN	Last Name	First Name	MI	Suffix	Status
188 ...	126-54-6542	WHITE	WALTER			A - ACTIVE

Payroll Run	1 - BIWEEKLY GENERIC PAYROLL	Original Payroll Run	1 - BIWEEKLY GENERIC PAYROLL
Payroll Warrant	022515 ...	Original Payroll Warrant	022515 ...
Check	0	Original Check	0
Invoice Number	0	Original Deduction	8888 ...
Invoice Year	0		
Check/Invoice Date	02/25/2015		
Deduction	8888 ...		
Amount	20.00		
Inactive Code	...		

Current Balance ☐ Record Manually Modified


1 of 1

Employee Self-Service (ESS) – Timesheets (Version 10.5+)

There were modifications made in the area of ESS Timesheets going back to Version 10.5.

1) Request time off

This option used to be available and only used for time off request. There is now only one option, 'Submit' that will submit time as well as accrual requests all at once, routing approval requests to the appropriate ESA (ESS Accrual Requests) and EST (ESS Time Sheets) business rules.


MATT JONES ▾

Enter time

⏪
MAJ ▾


Adding 56 from 9/28/2014 to 10/4/2014
 Copy from previous week
Save for later
Submit

	Sunday 9/28	Monday 9/29	Tuesday 9/30	Wednesday 10/1	Thursday 10/2	Friday 10/3	Saturday 10/4	Weekly Total
Aug 2014 <small>prior week</small>								
Nov 2014 <small>next week</small>								
BASE PAY CC11-----X		8	8	8	8	8		40
CONTRACT OT								
VACATION PAY CC90 HOURLY-----X	8						8	16

In addition, accrual requests can now be cancelled at any point up to the point they are processed in payroll.

2) Save for Later

Accrual entries can now be saved for later. Prior to these modifications, timesheets that contained accrual entries would not be saved if 'Save for Later' was selected. This has since been modified so time entered as well as accrual time entered can be saved for later. In the following example, when selecting 'Save for Later', all 56 hours will be saved.


MATT JONES ▾

Enter time

◀
MAJ ▾
Adding 56 from 9/28/2014 to 10/4/2014
Copy from previous week
Save for later
Submit

	Aug 2014 prior week	Nov 2014 next week	Sunday 9/28	Monday 9/29	Tuesday 9/30	Wednesday 10/1	Thursday 10/2	Friday 10/3	Saturday 10/4	Weekly Total
BASE PAY CC11-----X				8	8	8	8	8		40
CONTRACT OT										
VACATION PAY CC90 HOURLY----X			8						8	16
Reason <input type="text"/> ▾	Notes <input type="text"/>									
SICK PAY CC90 HOURLY-----X										
TOTAL			8	8	8	8	8	8	8	56

3) Modifying Timesheet Records

Timesheets can now be modified after being submitted. Prior to these modifications if a user needed to modify an already submitted timesheet they would need to have their timesheet rejected, and then re-enter their hours.

In Version 10.5 and above, if changes need to be made after submitting a timesheet record, the user can simply select the 'Change' option.

Enter time

✓ Your time has been submitted. ✕

MAJ ▼

Copy from previous week
Save for later
Submit

Aug 2014 <small>prior week</small>	Nov 2014 <small>next week</small>	Sunday 9/28	Monday 9/29	Tuesday 9/30	Wednesday 10/1	Thursday 10/2	Friday 10/3	Saturday 10/4	Weekly Total
BASE PAY CC11-----X			8	8	8	8	8		40

Hours 8 General ledger account 01105003-58200- Change

Hours

Project ledger account

General ledger account

Work order

Task

Activity

Reason

Notes

Add line item

Once selecting 'Change', the user will be presented with two options 'Edit' and 'Delete' where they can choose to modify their current line or remove the line entirely. If any changes are made, once the user selects 'Submit' the workflow process will restart and the appropriate users will be notified according to the business rule setup.

Enter time

✓ Your time has been submitted. ✕

MAJ ▼

Adding 8.00 on 9/29/2014
Copy from previous week
Save for later
Submit

Aug 2014 <small>prior week</small>	Nov 2014 <small>next week</small>	Sunday 9/28	Monday 9/29	Tuesday 9/30	Wednesday 10/1	Thursday 10/2	Friday 10/3	Saturday 10/4	Weekly Total
BASE PAY CC11-----X			8	8	8	8	8		40

Hours 8 General ledger account 01105003-58200- Edit Delete

Hours

Project ledger account

General ledger account

Work order

Task

Activity

Reason

Notes

Add line item