



## Anthology Payroll for Anthology Finance & HCM

# Year-End Preparation

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## Introduction

This document describes the general procedures required to prepare for a new tax year in Anthology Payroll for Anthology Finance & HCM. This document can be used as a checklist to ensure your implementation is properly configured for the start of a new tax year.

## Prepare for the New Tax Year

The following objects in your implementation of Anthology Payroll must be updated for the new tax year.

### Date Groups

If you are using date groups, new dates for each group must be added for the new year. To update date groups:

1. In the **Anthology Payroll** navigation pane, click **Setup > Tables > Dates > Date groups** to open the **Date groups** form.
2. On the **Overview** tab, select the date group to update.
3. On the **Dates** tab, create a new date to the date group. Specify fields accordingly.
4. Repeat as necessary for additional date groups.

### Date Period Dates

Your date periods must have date ranges set up for the new year. For the date periods that had date period dates for the year now ending, set up a new set of dates for the upcoming year. Take note of which date periods have a pay group in the current year.

Some typical date periods are:

- Calendar Month
- Calendar Quarter
- Calendar Week
- Calendar Year
- Pay Period
- Pay Year
- Tax Year
- Tax Week

To update date period dates:

1. In the **Anthology Payroll** navigation pane, click **Setup > Tables > Dates > Date period dates** to open the **Date period dates** form.
2. On the **Fast entry** tab, specify a **Date period** to add dates for. Specify a **Pay group** if the dates are applicable only to that pay group; otherwise leave **Pay group** blank to allow the dates of that date period to apply to all pay groups.
3. Fill out the other fields as necessary to generate the new dates for the new year. Ensure that your new date periods start the day after the corresponding previous year's date periods end. Click **Generate** to create the new dates.

4. After generating the new dates, check for gaps to ensure that there are none. If there are gaps, adjust dates accordingly.
5. Repeat for each pay group with different pay periods (e.g. *Weekly* and *Bi-weekly*) and additional date periods.

If you have *Weekly* and *Bi-weekly* pay periods, It is recommended to create 53 *Weekly* periods and 27 *Bi-weekly* periods. Then check the **Statement date** of the last pay period created. If the date is in the next tax year, then delete the last period.

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**Note:** *once you have completed the setup, compare the **Dates Period Dates** from the current year with the previous years to ensure the current year setup is the same as the previous year setup. This can be done by filtering on the year, exporting the data to a spreadsheet and inserting a pivot table to compare the current year and the previous year's date periods.*

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## Benefit/deduction Schedules

Benefit/deductions must be scheduled for the new year otherwise they will not be deducted. It is recommended to copy the schedules from the current year to the next year with the same **Benefit/deduction rule groups** (if any).

To update benefit/deduction schedules:

1. In the **Anthology Payroll** navigation pane, click **Setup > Tables > Schedules > Pay period benefit/deductions** to open the **Pay period benefit/deduction schedules** form.
2. On the **Overview** tab, review the schedules that were set up for the previous year.
3. If your benefit/deduction schedules are set up for **Benefit/deduction groups** (e.g.: *Apply every pay period, Apply monthly*, etc.):
  - a. On the **Fast entry** tab, select the applicable **Pay groups** and **Benefit/deduction group**.
  - b. Select the **Pay period end dates** to schedule for the benefit/deductions in the group. These are the pay periods when the benefit/deductions will deduct.
  - c. If your benefit/deduction rule groups have different schedules, select the appropriate **Benefit/deduction rule group**. Note that you must repeat this process for each rule group with different schedules.
  - d. Click **Insert** to create the schedules for the group.
  - e. Repeat as required for additional benefit/deduction groups and/or rule groups.
4. If your benefit/deduction schedules are set up individually for each **Benefit/deduction**:
  - a. On the **Fast entry** tab, select the applicable **Pay groups** and the **Benefit deduction**.
  - b. Select the **Pay period end dates** to schedule for the benefit/deduction. These are the pay periods when the benefit/deduction will deduct.
  - c. If your benefit/deduction rule groups have different schedules, select the appropriate **Benefit/deduction rule group**. Note that you must repeat this process for each rule group with different schedules.

- d. Click **Insert** to create the schedules for the benefit/deduction.
- e. Repeat as required for additional benefit/deductions and/or rule groups.

## Entitlement Schedules

Entitlements must be scheduled for the new year otherwise they will not accrue.

To update entitlement schedules:

1. In the **Anthology Payroll** navigation pane, click **Setup > Tables > Schedules > Pay period entitlements** to open the **Pay period entitlement schedules** form.
2. On the **Overview** tab, review the schedules that were set up for the previous year.
3. If your entitlement schedules are set up for **Entitlement groups** (e.g.: *Apply every pay period, Apply monthly*, etc.):
  - a. On the **Fast entry** tab, select the applicable **Pay groups** and **Entitlement group**.
  - b. Select the **Pay period end dates** to schedule for the entitlements in the group. These are the pay periods when the entitlements will accrue.
  - c. If your entitlement rule groups have different schedules, select the appropriate **Entitlement rule group**. Note that you must repeat this process for each rule group with different schedules.
  - d. Click **Insert** to create the schedules for the group.
  - e. Repeat as required for additional entitlement groups and/or rule groups.
4. If your entitlement schedules are set up individually for each **Entitlement**:
  - a. On the **Fast entry** tab, select the applicable **Pay groups** and the **Entitlement**.
  - b. Select the **Pay period end dates** to schedule for the entitlement. These are the pay periods when the entitlement will accrue.
  - c. If your entitlement rule groups have different schedules, select the appropriate **Entitlement rule group**. Note that you must repeat this process for each rule group with different schedules.
  - d. Click **Insert** to create the schedules for the entitlement.
  - e. Repeat as required for additional entitlements and/or rule groups.

## Generated Earning Schedules

Generated earnings must be scheduled for the new year otherwise they will not be generated.

To update generated earning schedules:

1. In the **Anthology Payroll** navigation pane, click **Setup > Tables > Schedules > Pay period generated earnings** to open the **Pay period generated earning schedules** form.
2. On the **Overview** tab, review the schedules that were set up for the previous year.
3. If your generated earning schedules are set up for **Generated earning groups**:

- a. On the **Fast entry** tab, select the applicable **Pay groups** and **Generated earning group**.
  - b. Select the **Pay period end dates** to schedule for the generated earnings in the group. These are the pay periods when the generated earnings are generated.
  - c. If your earning rule groups have different schedules, select the appropriate **Earning rule group**. Note that you must repeat this process for each rule group with different schedules.
  - d. Click **Insert** to create the schedules for the group.
  - e. Repeat as required for additional generated earning groups and/or rule groups.
4. If your generated earning schedules are set up individually for each **Generated earning**:
    - a. On the **Fast entry** tab, select the applicable **Pay groups** and the **Generated earning**.
    - b. Select the **Pay period end dates** to schedule for the generated earning. These are the pay periods when the generated earning is generated.
    - c. If your earning rule groups have different schedules, select the appropriate **Earning rule group**. Note that you must repeat this process for each rule group with different schedules.
    - d. Click **Insert** to create the schedules for the generated earning.
    - e. Repeat as required for additional generated earnings and/or rule groups.

## Statutory Deduction Rate Changes

For most statutory deduction rates, Anthology Inc. maintains the latest rates with the latest version of the Statutory Deductions Spreadsheet for Anthology Payroll. The spreadsheet is imported to update your environments.

If you have defined your own rates in calculations for other statutory deductions that are specific to your company and jurisdiction, and they are changing in the new tax year, you must update them in an effective-dated change. For example, if you have any of the following types of calculations that are not managed by the Statutory Deductions Spreadsheet:

- state unemployment insurance rates
- other rates that are managed manually

To update calculations:

1. In the **Anthology Payroll** navigation pane, click **Setup > Tables > Calculations > Calculations** to open the **Calculations** form.
2. On the **Overview** tab, select the calculation containing the rate to update. Expand the **Maintain effective date entries** pane.
3. On the **Maintain effective date entries** pane, create a new effective-dated record of the calculation.
4. Change the **Active date** of the new record to the first day of the new tax year (or the appropriate date the new rate is to take effect).
5. On the **Rule** tab, click **Edit** to open the **Calculation setup** form. Change the **Calculation result** (or **Calculation string**) to the new rate.
6. Click **Validate** to validate your calculation string. Verify that the validation passes.

7. Click **Save** to save your changes and close the **Calculation setup** form.
8. Repeat for each rate change defined in a calculation.

## Calculations with Explicit Dates

If you have defined any calculations that incorporate explicit dates (non-system dates) that change each year, you must update them with an effective-dated change.

To update calculations:

1. In the **Anthology Payroll** navigation pane, click **Setup > Tables > Calculations > Calculations** to open the **Calculations** form.
2. On the **Overview** tab, select the calculation containing the date to update. Expand the **Maintain effective date entries** pane.
3. On the **Maintain effective date entries** pane, create a new effective-dated record of the calculation.
4. Change the **Active date** of the new record to the first day (or another appropriate date) of the new tax year.
5. On the **Rule** tab, click **Edit** to open the **Calculation setup** form. Change the explicit date in the **Calculation result** (or **Calculation string**).
6. Click **Validate** to validate your calculation string. Verify that the validation passes.
7. Click **Save** to save your changes and close the **Calculation setup** form.
8. Repeat for each calculation with explicit dates.

## Statutory Deductions Spreadsheets

Anthology Inc. provides regularly-updated statutory deductions in the form of importable Microsoft Excel spreadsheets for each version and localization of Anthology Payroll.

To obtain the latest spreadsheet for your jurisdiction, please contact AnthologyClient Support:

<https://www.anthology.com/community-and-support>

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