

Quick Reference Guide for Common Anthology Payroll Setup Forms

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Introduction

This guide is a quick reference guide for some of the standard setup forms in Anthology Payroll.

All forms are located under **Setup > Tables** in the navigation pane.

Earnings Reference

The following table describes the earnings forms and their basic purpose:

Name	Description	Navigation
Earning	Shows all earnings configured in a particular company. Earning code controls accounting information for transaction postings and impacts worker salaries.	Earnings > Earnings
Earning type	Used to classify earnings for reporting purposes only.	Earnings > Earning types
Earning groups	Shows all earning groups configured in a particular company and add earnings to groups. Groups simplify certain aspects of data maintenance.	Earnings > Earning groups
Earning group earnings	Lists all earnings that have been added to earning groups. Also allows you to add earnings to groups.	Earnings > Earning group earnings
Earning rule groups	Control which earnings workers receive. Must be at least one rule group in an implementation.	Earnings > Earning rule groups
Earning rule group calculations	Defines how an earning is calculated and which rule group it calculates for.	Earnings > Earning rule group calculations
Earning account exceptions	Override the default ledger accounts with alternative accounts and financial dimensions on earnings according to conditions you specify.	Earnings > Earning account exceptions
Entitlement earnings	Indicate which earnings increment or decrement an entitlement bank.	Entitlements > Entitlement earnings
Payment type earning selections	Restrict which earnings can be processed on a payment type.	Payments > Payment type earning selections
Earning splits	Define specific conditions under which earnings are supplemented by additional earnings or split into other earning codes by a predefined percentage.	Earnings > Earning splits
Earning thresholds	Define different pay rates for different portions of consecutive overtime.	Earnings > Earning thresholds

Name	Description	Navigation
Generated earnings	Allowance-type earnings. Either fixed or calculated amounts. Each generated earning is linked to a corresponding earning code.	Earnings > Generated earnings
Generated earning groups	Shows all generated earning groups configured in a particular company. Groups simplify certain aspects of data maintenance.	Earnings > Generated earning groups
Generated earning enrollments	Enroll workers in specific generated earnings.	Earnings > Generated earning enrollments
Pay period generated earning schedules	Schedule when a generated earning (or generated earning group) is to calculate and generate for a particular period.	Schedules > Pay period generated earnings

Benefit/deductions Reference

The following table describes the benefit/deductions (ben/deds) forms and their basic purpose:

Name	Description	Navigation
Benefit/deductions	Shows all ben/deds configured in a particular company. Ben/ded code represents a specific benefit or deduction with accounting information for transaction postings.	Benefit/deductions > Benefit/deductions
Benefit/deduction enrollments	All the different types of enrollments that can be associated with a ben/ded code. Enrollments are not directly tied to any specific ben/ded, each enrollment type can be associated with multiple ben/ded codes.	Benefit/deductions > Benefit/deduction enrollments
Benefit/deduction types	Used for classification and reporting purposes only.	Benefit/deductions > Benefit/deduction types
Benefit/deduction groups	Shows all ben/ded groups configured in a particular company and add ben/ded to groups. Groups simplify certain aspects of data maintenance.	Benefit/deductions > Benefit/deduction groups
Benefit/deduction group benefit/deductions	Lists all ben/ded that have been added to ben/ded groups. Also allows you to add ben/ded to groups.	Benefit/deductions > Benefit/deduction group benefit/deductions
Benefit/deduction rule groups	Control which ben/deds workers receive. Must be at least one rule group in an implementation.	Benefit/deductions > Benefit/deduction rule groups

Name	Description	Navigation
Benefit/deduction rule group calculations	Defines how a ben/ded is calculated and which rule group it calculates for.	Benefit/deductions > Benefit/deduction rule group calculations
Benefit/deduction account exceptions	Override the default ledger accounts with alternative accounts and financial dimensions on ben/deds according to conditions you specify.	Benefit/deductions > Benefit/deduction account exceptions
Benefit/deduction rule group dates	Specific rules on ben/deds that only take effect after a certain amount of time has passed since a worker has been employed	Benefit/deductions > Benefit/deduction rule group dates
Payment type benefit/deduction selections	Restrict which ben/deds can be processed on a payment type.	Payments > Payment type benefit deduction selections
Benefit/deduction sequences	Define calculation and depletion sequence overrides for ben/deds when workers have a certain set of ben/deds. Used for US garnishments.	Benefit/deductions > Benefit/deduction sequences
Self-service benefit/deduction calculation variables	Calculation variables that workers can view on the Employee Self-Service portal.	Benefit/deductions > Self-service benefit/deduction calculation variables
Pay period benefit/deduction schedules	Schedule when a ben/ded (or ben/ded group) is to calculate and generate for a particular period.	Schedules > Pay period benefit/deductions

Entitlements Reference

The following table describes the entitlement forms and their basic purpose:

Name	Description	Navigation
Entitlements	Shows all entitlements configured in a particular company. Entitlements are banks of time or earnings that workers can accumulate and deplete.	Entitlements > Entitlements
Entitlement reasons	Reasons specified for auditing purposes when an entitlement is adjusted.	Entitlements > Entitlement reasons
Entitlement groups	Used to identify multiple entitlements that need to be reported on or managed together.	Entitlements > Entitlement groups
Entitlement group entitlements	Lists all entitlements that have been added to entitlement groups. Also allows you to add entitlements to groups.	Entitlements > Entitlement group entitlements

Name	Description	Navigation
Entitlement rule groups	Control which entitlements workers receive. Must be at least one rule group in an implementation.	Entitlements > Entitlement rule groups
Entitlement rule group calculations	Defines how an entitlement is accrued and depleted, and which entitlement rule group it accrues/depletes for	Entitlements > Entitlement rule group calculations
Entitlement earnings	Indicate which earnings increment or decrement an entitlement bank.	Entitlements > Entitlement earnings
Pay period entitlement schedules	Schedule when an entitlement (or entitlement group) is scheduled to accrue for a particular period.	Schedules > Pay period entitlements

Time Reference

The following table describes the time forms and their basic purpose:

Name	Description	Navigation
Reasons	Used as additional information on time and earning transactions. Can also be used as conditional information for time premiums and earning splits.	Reasons > Reasons
Rotations	Shows all rotations configured in a particular company. Rotations are defined patterns of shifts that can be assigned to workers to generate time transactions.	Time > Rotations
Shifts	Shows all shift codes configured in a particular company. Shifts are defined sets of hours in a day that can be assigned to and worked.	Time > Shifts
Shift groups	Group together multiple shift codes that are used in setting up occupation shift rules and time premiums.	Time > Shift groups
Shift group shifts	Lists all shift codes that have been added to shift groups. Also allows you to add shifts to groups.	Time > Shift group shifts
Shift length types	Define the boundary restrictions on the duration of shifts in hours. Optional.	Time > Shift length types
Shift types	Classify shift codes for ease of usability. Optional.	Time > Shift types
Shift type groups	Used to identify multiple shift types that can be grouped together for use in time premiums.	Time > Shift type groups
Shift eligibility groups	Define which workers can work certain shifts according to position type. Optional.	Eligibilities > Shifts
Time premiums	Identify different types of automatically calculated shift premiums. Policies are defined in conjunction with time rule groups.	Time > Time premiums

Name	Description	Navigation
Time rule groups	Control which time premiums workers receive. Optional to an implementation.	Time > Time rule groups
Time rule group premiums	Define the policies of a time premium and which rule group those policies apply to.	Time > Time rule group premiums
Time rule group premium premiums	Define stop time conditions that indicate when a time premium stops calculating when another premium is present.	Time > Time rule group premium premiums

Pieces Reference

The following table describes the piece forms and their basic purpose:

Name	Description	Navigation
Pieces	Shows all piece codes configured in a particular company. Piece codes are unit-based earnings that are paid out according to the number produced or completed. Must be tied to an earning code.	Pieces > Pieces
Piece eligibility groups	Define which workers can produce certain piece codes according to position type. Optional.	Eligibilities > Pieces
Piece groups	Group together multiple piece codes to be used in setting up occupations.	Pieces > Piece groups
Piece group pieces	Lists all piece codes that have been added to piece groups. Also allows you to add piece codes to groups.	Pieces > Piece group pieces

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