

Quick Reference Guide for Pay Period Processes

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Table of Contents

Introduction	2
Pay Period Process Reference	2

Introduction

This guide is a quick reference guide for the pay period process in Anthology Payroll.

All forms, dialogs, functions, and journals are located under **Periodic > Pay period** in the navigation pane.

Pay Period Process Reference

Running payroll is a multi-step process. You would typically run payroll once every pay period for each of your pay groups in each company in the system. The following table is a reference for each function and what it does.

The pay period processes are the only items in the navigation pane that are not organized alphabetically. That is because they are organized according to the order in which they are normally run during a typical pay run. All items are accessed from **Periodic > Pay period** (except for the first three items). Unless stated otherwise, all processes are run for a specified pay group.

Function	Description
Batch jobs	<ul style="list-style-type: none">• Opens the batch jobs inquiry to show all payroll processes sent to the batch server and their statuses• Batch jobs are run in the background for performance purposes• Not specific to a pay group
Delete files on server	<ul style="list-style-type: none">• Clean up any files generated by payroll processes that are stored on the server, such as electronics fund transfer (EFT) files, governmental reporting files, etc.• Specific to Dynamics 365 as the server is hosted on the cloud and clients may not have access to the server file system• Not specific to a pay group
Download files to local network	<ul style="list-style-type: none">• Download any files generated by payroll processes that are stored on the server, such as EFTs, reports, pay statements, etc.• Specific to Dynamics 365 as the server is hosted on the cloud and clients may not have access to the server file system• Files are downloaded through the browser• Not specific to a pay group
Import time	<ul style="list-style-type: none">• Import time (and piece) records to Anthology Payroll from an import file• Imported records must be committed before they appear as actual worker time records• If StaffRight Scheduling is also implemented, can import time from StaffRight
Commit import time	<ul style="list-style-type: none">• Validate imported time records and commit them to the Anthology Payroll database• Imported records can be modified before committing

Quick Reference Guide for Pay Period Processes

Function	Description
Import earnings	<ul style="list-style-type: none"> • Import earnings records to Anthology Payroll from an import file • Imported records must be committed before they appear as actual worker earnings records
Commit imported earnings	<ul style="list-style-type: none"> • Validate imported earnings records and commit them to the Anthology Payroll database • Imported records can be modified before committing
Create time from rotation	<ul style="list-style-type: none"> • Generate time records for workers who have rotation assignments • Rotations may be used by hourly and salaried workers • Can be run as a batch process
Time approval	<ul style="list-style-type: none"> • View, approve or unapprove time records before processing • Only approved time records are considered for processing into earnings • Unapproved and unprocessed time records can still be edited • Time generated from rotations is automatically approved
Time to earnings	<ul style="list-style-type: none"> • Process all time records in the pay period and generate the necessary earning records for each • Generate earnings from salary settings for salaried workers • Apply rules for earning calculations or behaviour, such as premiums, splits and thresholds • Can be run as a batch process
Entitlement updates	<ul style="list-style-type: none"> • Update entitlement banks with impacts from the time and earnings in this pay period • Increment and decrement worker entitlement banks, invoke entitlement overflow behavior when applicable • Can be run as a batch process
Accumulator updates	<ul style="list-style-type: none"> • Update accumulator amounts with impacts from the earnings in this pay period • Once this step is performed, any further changes to time or earnings records in this pay period must be done with careful attention, as accumulators will not include those changes unless this step is performed again • Can be run as a batch process
Earnings generation	<ul style="list-style-type: none"> • Create generated earnings for all workers in the pay group • Generated earnings are allowance-type earnings that are usually based on other earnings • Update earning-based accumulators with the impacts of the generated earnings • Check earning split rules for generated earnings • Can be run as a batch process

Quick Reference Guide for Pay Period Processes

Function	Description
Import benefit/deduction amounts	<ul style="list-style-type: none"> • Import benefit/deduction records to Anthology Payroll from an import file • Imported records must be committed before they appear as actual worker benefit/deduction records
Commit benefit/deduction amounts import	<ul style="list-style-type: none"> • Validate imported benefit/deduction records and commit them to the Anthology Payroll database • Imported records can be modified before committing • Records are committed as benefit/deduction schedules (one-time deductions) for the pay period
Check accumulated amounts	<ul style="list-style-type: none"> • Validate workers' assigned benefit/deductions and generated earnings against their pay period accumulators to ensure they have the correct assignments to prevent costly errors before generating payments • Requires benefit/deductions enrollment checks and generated earnings enrollment checks to be configured beforehand • Is optional • Can be run as a batch process
Payments generation	<ul style="list-style-type: none"> • Calculate gross-to-net, benefit, and deduction totals for all workers in the pay period • Creates payment records for each worker • Updates accumulators that are based on benefit/deductions and payment information • Can be run as a batch process
Approve payments > Create bank information	<ul style="list-style-type: none"> • Generate the direct deposit EFT files for the entire pay group's payments
Approve payments > Prepare pay statements	<ul style="list-style-type: none"> • Populates the payment print history for each worker in the pay group • Prepares pay statements for printing • Can be run as a batch process
Approve payments> Print pay statements	<ul style="list-style-type: none"> • Prints pay statements for the entire pay group or a worker group subset • Can only print for one payment method (check or direct deposit) at a time • Can be run as a batch process
Approve payments > Process selected payments	<ul style="list-style-type: none"> • Approve payment records and create the checks and direct deposit EFT files from those payments for individual workers • Recreate and retransmit checks and EFT files as required • Payments must be approved separately based on their payment method (checks and direct deposits separately) • Is optional if the other payment approval processes are already run for the pay group

Quick Reference Guide for Pay Period Processes

Function	Description
Entitlements generation	<ul style="list-style-type: none"> • Generate (accrue) entitlement banks in preparation for the next pay period • Entitlement bank accrual may be based on time and earnings in this pay period
Entitlements liability posting	<ul style="list-style-type: none"> • Create posting transactions for entitlements liability for the General Ledger module
Payments posting	<ul style="list-style-type: none"> • Create posting transactions for payment records for the General Ledger module
Benefits posting	<ul style="list-style-type: none"> • Create posting transactions for benefit amounts for the General Ledger module
AP invoice posting	<ul style="list-style-type: none"> • Create posting transactions for benefit and deduction amounts for the Accounts Payable module
Approve postings	<ul style="list-style-type: none"> • Approve and post the posting transactions to their respective modules • Can be run as a batch process
Project posting	<ul style="list-style-type: none"> • Create posting transactions for project time and earnings for the Hours and Expense journals in the Project Management and Accounting module
Approve project postings	<ul style="list-style-type: none"> • Approve and post the project posting transactions to the Project Management and Accounting module • Can be run as a batch process
Pay period end	<ul style="list-style-type: none"> • Validate all pay process procedures are completed for this pay period and close the pay period • Advance the pay period status to the next pay period

Quick Reference Guide for Pay Period Processes

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