Anthology Payroll for Microsoft Dynamics 365 Finance

Implementer Training Guide

May 2024

www.lokisys.com

REVISION HISTORY

Date	Details
April 2021	Various updates to latest released version of Anthology Payroll. Earning thresholds setup updated for better clarity.
April 2019	Various updates to latest released version of Anthology Payroll. Updated screen captures to latest released version.
June 2017	Updated after peer review.
May 2017	Release version updated for Dynamics 365 for Operations

TABLE OF CONTENTS

INTRODUCTION

This section introduces the Anthology Payroll for Microsoft Dynamics 365 Finance Implementer Training Guide and course materials, and outlines the resources and conventions used.

Welcome

We know training is a vital component of retaining the value of your Microsoft Dynamics 365 Finance investment. Our quality training from industry experts keeps you up-to-date on your solution and helps you develop the skills necessary for fully maximizing the value of your solution. Whether you choose Online Training, Classroom Training, or Training Materials; there is a type of training to meet everyone's needs. Choose the training type that best suits you so you can stay ahead of the competition.

Online and Classroom Training

Anthology Payroll implementation training is available in two forms: online and classroom.

Online Training

Online Training delivers convenient, in-depth training to you in the comfort of your own home or office. Online training provides immediate access to training 24 hours-a-day. It is perfect for the customer who does not have the time or budget to travel. Our newest online training option, eCourses, combine the efficiency of online training with the in-depth product coverage of classroom training, with at least two weeks to complete each course.

Classroom Training

Classroom Training provides serious, in-depth learning through hands-on interaction. From demonstrations to presentations to classroom activities, you receive hands-on experience with instruction from our certified staff of experts. Regularly scheduled throughout North America, you can be sure you will find a class convenient for you.

Training Material Format

This training material is designed to allow you to learn at your own pace and on your own time with guided and procedural instruction.

Each chapter typically includes the following sections to aid and evaluate your learning.

Objectives

Each chapter is preceded by the learning goals for that chapter, which preview the major discussion topics at a high level.

Test Your Skills

Within the training materials, there are a variety of different lab exercises with accompanying real world scenarios. These exercises are offered at three levels to accommodate the varying degrees of learning for each student.

It is suggested to attempt the level three exercises first as they will challenge the depth of your comprehension. If you need help completing the task, refer to the hints in the level two exercises. Further assistance can be found in the level one exercises, which detail each process step-by-step.

Challenge Yourself!

Level 3 exercises are the most challenging. These exercises are designed for the experienced student who requires little instruction to complete the required task.

Need a Little Help?

Level 2 exercises are designed to challenge students while providing some assistance. These exercises provide helpful hints and additional information to complete the exercise without stating each step of the exercise.

Step by Step

Level 1 exercises are geared towards novice users and provide detailed instructions and explanations. Level 1 exercises guide you through the task step-by-step.

Quick Interaction: Lessons Learned

At the end of each chapter within the Anthology Payroll for Microsoft Dynamics 365 Finance Training Material, there is a *Quick Interaction: Lessons Learned* section. This interaction is designed to provide the student with a moment to reflect on the material they have learned. By outlining three key points from the chapter, the student increases knowledge retention and provides for themselves an excellent resource for reviewing key points after class.

Documentation Conventions

The following conventions and icons are used throughout this document to help you quickly and effectively navigate through the information.

CAUTION: *Cautions are found throughout the training manual and are preceded by the word CAUTION in bold. Cautions are used to remind you of a specific result of a specific action which may be undesirable.*

NOTE: *Notes are found throughout the training manual and are preceded by the word NOTE in bold. Notes are used to provide information which, while not critical, may be valuable to an end user.*

Student Objectives

What do you hope to learn by participating in this course?

List three main objectives below:

1.

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CHAPTER 1: INTRODUCTION TO THE PAYROLL PROCESS

Objectives

The objectives for this chapter are:

- Describe the basic concepts, terms, data, and processes that are used by a payroll department, from the perspective of a payroll system's end product.
- Describe how payroll tasks are divided into the three Microsoft Dynamics 365 Finance functional payroll categories, and how these categories help organize Anthology Payroll module features and procedures.
- Describe the typical clients and users of the Anthology Payroll module and the kinds of payroll systems they may be converting from.

Introduction

To learn how to implement, set up, and manage a payroll system, you first have to learn what that system produces: accurate and timely pay for each worker. From this perspective, you can see the results of any payroll system in worker pay statements. This chapter uses a typical pay statement to show the basic concepts, terms, data, and processes that are used by a payroll department.

Because the clients you will be working with may be new to Anthology Payroll for Microsoft Dynamics 365 Finance, you must be familiar with the kinds of systems they may be currently using to meet their objectives. You must also consider the system users with whom you will be working: administrators, super users, and other implementers. Learning about system users and their objectives helps you prepare for **Chapter 2: Introduction to Anthology Payroll for Microsoft Dynamics 365 Finance**.

Pay Statements

Every payroll department and payroll system must produce accurate and timely pay for each worker. Workers earn payment for work that is performed during a defined calendar period, also known as a pay period. To make sure the payments are accurate, the system must know all the earnings and deductions applicable to every worker during any pay period, and must be able to make all the associated calculations. Any payroll system must be able to transfer funds for payment to workers, unions, government agencies, retirement funds, and so on. Finally, all of a payroll system's transaction history must be accountable through reporting.

A standard reporting function is the pay statement, or pay advice. This provides individual pay information to every worker for every pay period. It tells workers what they have earned and what was deducted during the current pay period. It also shows how the final pay was calculated and lists the year-to-date totals for those earnings and deductions.

In Anthology Payroll, pay statements are always printed when workers are paid by check. It is also common for companies to issue pay statements when paying workers via direct deposit. To facilitate data storage and multiple printing requirements, we recommend that companies print pay statements to file.

The following example of a pay statement summarizes the basic concepts, terms, data, and processes that a typical payroll department uses.

LOKI CAN Demo			Pay Period Ending:	January 15, 2016		Check No:		
Aaren Ekelund			Pay Period:	2016-01		Worker ID:		000095
Payment			Amount	YTD	Benefits		Amount	YTD
Gross Pay			1,290.91	1,290.91	EI		21.56	21.56
Deductions			465.90	465.90				
Net Pay			825.01	825.01				
Advances			0.00	0.00				
Revised Payments' Refunds			0.00	0.00				
Total Payment			825.01	825.01				
					Total Benefits		21.56	21.56
Earnings	Units/Hours	Rate	Amount	YTD	Deductions		Amount	YTD
Salary			1,090.91	1,090.91	FEDERAL TAX		179.00	179.00
Allowance 5			200.00	200.00	BCTax		146.00	146.00
Unpaid Leave	8.00		0.00	0.00	CPP		49.50	49.50
					EI		15.40	15.40
					BC WCB		27.00	27.00
					Union Dues		5.00	5.00
					Group Life		10.00	10.00
					Long Term Disability		7.00	7.00
					Short Term Disablit		7.00	7.00
					Dental		20.00	20.00
Total Earnings	8.00		1,290.91	1,290.91	Total Deductions		465.90	465.90
Bank Description		Accrued	Taken	Balance	Event Description			Event Date

LOKI

LOKI CAN Demo
CAN

Check No:

Check Date: 1/15/2016

Pay
To
The
Order
Of

Aaren Ekelund
123 Ash Street,
Oakland, CA 94115

Authorized By: _____

Authorized By: _____

Authorized By: _____

FIGURE 2.1: SAMPLE WORKER PAY STATEMENT

Layout and Definitions

The check at the bottom of the pay statement in Figure 2.1 indicates that the company pays this worker by check. The pay statement is divided into six areas.

Area	Description
Payment	The net pay that a worker will receive for the pay period. The basic calculation is shown: **Net Pay** = Gross Pay - Deductions **Total Payment** = Net Pay + Advances
Benefits	Benefits to the worker are services paid by the employer, whereas deductions are charges or services paid by the worker. In some cases, both worker and employer will contribute to the same benefit/deduction. Examples of benefits include the following: • Insurance plans (for example, dental, health, or life insurance) • Company contributions to pension funds • Company contributions to charges for parking or use of a company gym The amounts are itemized, and a **Total Benefits** sum is displayed.
Earnings	The amount that a worker has earned during the pay period. It is either: • a salary amount • an hourly rate multiplied by a number of hours worked • a piece rate multiplied by pieces of completed work • a flat amount (known as a generated earning in Anthology Payroll) The amounts are itemized, and a **Total Earnings** sum is displayed.
Deductions	A summary of all deductions from a worker's earnings. Deductions are calculated each pay period during the payment process, and are recorded for reporting and remittance purposes. Examples of deductions include the following: • National and regional income taxes • Union or professional dues • Court-ordered deductions (garnishes, child support) • Advance recovery deductions (after a worker has received a pay advance) • Negative net deductions (used when a worker has more deductions than earnings on a payment, and an advance is created to bring net pay to zero) The amounts are itemized, and a **Total Deductions** sum is displayed.
Bank Description	Banks reflect the current status of a worker's entitlements. Entitlements are worker time and monetary rights associated with employment that workers can accumulate and deplete. Examples include the following: • Vacation • Banked overtime • Sick leave Entitlement banks are examples of "accumulated" data—hours or earnings that accumulate or deplete over periods of time.
Event Description	Notification to workers about important employment-related events, such as performance reviews, job changes, and so on.

Pay Periods and Pay Processes

Workers typically receive a pay statement each pay period, whether it be weekly, monthly, bi-weekly, and so on. This means that their employer's payroll department adopts a process to prepare and verify each worker's employment data each pay period—known as a *pay process*.

Some companies have different pay groups for different types of workers—such as one for *Managers* and one for *Staff*. Each pay group can run their pay process at different times depending on how often it is, such as weekly or monthly. This means that they must manage a separate pay process for each pay group.

Common tasks during a pay process include:

- Collecting payroll data
- Calculating earnings
- Producing payments
- Applying taxes
- Creating reports

Payroll Data

Most payroll departments use similar payroll processes that they customize to their particular requirements. The process is performed for each pay cycle, and uses several kinds of data. Figure 2.1 shows how the data seen in a pay statement can be grouped into these general kinds of data.

Type of Data	Description and Examples
Worker Data	Data specific to each worker. Examples include: • Salaries • Wage and piece rates • Worker benefits and deductions • Personal information • Worker position • Worker bank accounts
Pay Period Data	Data specific to the pay period. Examples include: • Shifts, hours worked • Overtime • Unscheduled benefits and deductions • Piecework records
Calculated Payment Data	Worker data that must be calculated for each pay process. Examples include: • Earnings (salaried, hourly, or piecework) • Premiums • Payment (Gross-to-Net)

Type of Data	Description and Examples
Accumulated Data	Data that the company, government, or worker must track for payroll or taxation purposes. Accumulated data are typically running totals that record increments or decrements over time. Examples include: • Gross pay • Tax deductions • Vacation time, banked overtime, sick leave time • Garnishments Anthology Payroll stores accumulated data in specific objects called accumulators.
Distribution and Reporting Data	Data used for distribution of payments and payroll reporting. Examples include: • Check identification and accounting information • Direct deposit information • Employment-related information (such as events) • Tax reports made to governments • Information that is provided to unions • Internal company reports

Standard Payroll Process

Proper payroll management is a critical priority for any company as poor payroll management can have legal, financial, and human resource consequences. Proper payroll management is:

- Accurate
- Compliant with government, union, and corporate regulations and guidelines
- Confidential
- Timely

To achieve these goals, most payroll organizations follow a general payroll process. This process can be broken down into a series of phases.
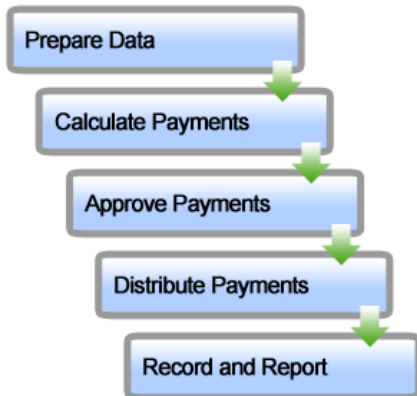
FIGURE 2.2: STANDARD PAYROLL PROCESS

The following table illustrates some typical activities associated with each phase:

Stage	Associated Activities
Prepare Data	• Add or remove workers as required • Modify data associated with workers (wages, benefits, contact information, etc.) as required • Collect and verify time data
Calculate Payments	• Calculate base wages (salary, hourly, bonuses, etc.) • Calculate benefits and deductions • Calculate taxes and after-tax deductions • Calculate net pay
Approve Payments	• Review payments for accuracy and format • Approve payments
Distribute Payments	• Distribute payments (print, send, document) • Deposit collected deductions
Record and Report	• Corporate reports • Government reports • Reports sent to workers • Reports sent to other parties (health plans, pension plans, etc.)

Anthology Payroll Functional Categories

Anthology Payroll for Microsoft Dynamics 365 Finance groups the detailed steps in each stage of the general payroll process into four functional categories:

- System data setup
- Worker data management
- Payroll processing
- Pay period reporting and record-keeping

These functional categories form the basis for how Anthology Payroll for Microsoft Dynamics 365 Finance organizes its features and functionality and how clients can organize and complete their pay process tasks.

System Data Setup

System data setup is typically performed by the implementer and super user. System data setup includes:

- Initial payroll environment configuration
- Setting up time and earnings
- Setting up calculations
- Setting up benefits and deductions
- Setting up payments and postings
- Importing legacy data
- Statutory reporting

System data setup is discussed in **Chapter 6: Important Setup Concepts** and onward.

Worker Data Management

Worker data management involves adding, modifying, or deleting various kinds of data. Examples include:

- Adding or removing workers as required
- Modifying data associated with workers (salaries, rates, benefits, contact information, etc.)
- Collecting and verifying time-related data

Payroll Processing

Processing prepared data involves:

- Calculating payment (benefits, deductions, and gross-to-net calculations)
- Approving payments
- Distributing payments (checks and direct deposits)

Reporting and Record Keeping

Anthology Payroll's pay period reporting features ensure fidelity and visibility. These features include:

- Recording payments
- Recording deducted taxes that must be remitted to government agencies
- Tracking worker benefits
- Producing all the necessary corporate, government, and worker-related reports

User Types

Up to now, this chapter has referred to Anthology Payroll users in a very generic way, using terms such as the following:

- Payroll department
- Anthology Payroll users
- Payroll administrators
- Payroll professionals

It is important to be specific about the kinds of users who will be involved in Anthology Payroll setup, implementation, and steady-state use.

From an implementer's viewpoint, there are three kinds of users for Anthology Payroll for Microsoft Dynamics 365 Finance:

- Payroll administrators
- Super users
- Implementers

The following table summarizes the roles, responsibilities, and recommended qualifications and experience for each user type:

User Type	Roles and Duties	Desired Experience and Qualifications
Payroll administrator	Processes payroll each pay period and is also responsible for: • Administering worker data • Inputting and approving time • Generating earnings • Generating, approving and distributing payment • Producing reports and make inquiries	• Payroll professional certification • Experienced with existing payroll process • Competent level of computer skills • Available for Anthology Payroll User Administrator Training • Available for implementation team member duties
Super user	Key client representative during implementation: • *Implementation Assistant*: assists with planning, setup, data migration, and testing • *Administrator Supervisor*: supervises payroll processing functions and staff • *System Manager*: provides system security, authorization, and setup list changes	• Experienced with existing payroll process • High-level computer skills • Available for Anthology Payroll Super User Training • Priority on implementation team member duties
Implementer	Implementation team leader, overall implementation project manager, and trainer. Duties include: • Acting as team leader for the implementation team • Creating, managing, and documenting implementation project • Communicating with the client • Training Super users as required	• Microsoft Certified Business Management Solutions Professional - Applications for Microsoft Dynamics 365 Finance • Microsoft Certified Business Management Solutions Specialist - Anthology Payroll for Microsoft Dynamics 365 Finance • Experienced in using Anthology Payroll for Microsoft Dynamics 365 Finance implementation methodologies • Experienced in training new software users

Legacy Payroll Solutions

The standard payroll process is generally performed using one of the following methods:

• Manual Payroll Processing
• Outsourced Payroll Processing
• Automated Payroll Processing

The Manual Payroll Solution

The manual process is increasingly rare, even with small organizations. To be able to highlight the advantages of Anthology Payroll for Microsoft Dynamics 365 Finance (an automated system), you must know the major disadvantages of a non-automated system:

- *Additional Labor* - workers must enter time cards by hand or punch a clock. Payroll staff must manually add and verify hours worked, calculate wages and taxes, and create paychecks.
- *Increased Probability of Error* - manual calculation and check creation are far more error-prone than automatic methods. This increased probability of error could result in additional time and labor for correction.
- *Large Time Commitment* - the additional time required for manual processing could be better spent elsewhere.

The Outsourced Automated Payroll Solution

New Anthology Payroll for Microsoft Dynamics 365 Finance clients may be transferring from an outsourced system. Some companies—especially smaller companies that may not have internal access to payroll expertise—have hired an outside provider to perform payroll services. The payroll service provider manages processing payroll transactions, printing reports and pay statements, making tax deposits, and making tax reports. Although this option is expensive, the appeal is that client involvement is limited—especially in taxation and government-required reports. The client's involvement is limited to:

- Maintaining worker information
- Providing hours for payroll calculation
- Providing payroll changes
- Providing any off-cycle paycheck data
- Validating payments
- Distributing paychecks
- Recording payroll information in appropriate ledgers

The Automated Payroll Solution

In-house, automated payroll processes offer significant accuracy, efficiency, and capability advantages over manual methods and are generally less expensive than outsourced solutions. They range from less comprehensive systems at minimal cost to more comprehensive and expensive systems that large companies favor. Automated solutions do, however, require companies to have sufficient payroll expertise to monitor, supervise, and perform payroll functions. Fully automated systems can include both time entry automation and the ability to have workers edit their own personal information and deduction changes.

These advantages make in-house, automated payroll solutions very popular and explain why there are many payroll software solutions available on the market.

Anthology Payroll for Microsoft Dynamics 365 Finance is a comprehensive solution that has several key capabilities that take advantage of the intrinsic advantages of in-house systems. In particular, Anthology Payroll is completely table-driven, rules-based, and effective-dated—meaning it is completely adaptable in the face of changing client circumstances. Also, this flexibility exists at the user level, without the need for

programming changes, and is itself leveraged by integration with other Microsoft Dynamics 365 Finance modules.

Summary

A payroll system must produce accurate and timely pay for the work each worker performs during a defined calendar period, known as a pay period. You can see the data types and the basic process the system uses in one of its primary end-products: the pay statement.

A company may have many different pay periods for different groups of workers. Each pay period has an associated pay cycle, during which the system must provide a reason for each worker's earnings, deductions, and pay calculations. The system must be able to transfer funds for payment to workers, unions, government agencies, retirement funds, and so on. It must also make sure that all the necessary reporting is completed.

Most payroll systems use some variation of the same basic process. Anthology Payroll for Microsoft Dynamics 365 Finance divides the process and its tasks into four categories. These categories form the basis for how Anthology Payroll organizes its features and functionality:

- Data Management
- Payroll Processing
- Reporting and Record Keeping
- System Data Setup

From an implementer's point of view, three kinds of users will use the system:

- Payroll administrator
- Super user
- Implementer

During the implementation process, these users cooperate to transfer a payroll department from a legacy system to Anthology Payroll for Microsoft Dynamics 365 Finance. The legacy system is typically one of three implementations:

- Manual Payroll Processing
- Outsourced Payroll Processing
- Automated Payroll Processing

The next section of this training introduces the Anthology Payroll for Microsoft Dynamics 365 Finance module and its user interface.

Test Your Knowledge

1. Describe what a benefit is, what a deduction is, and the difference between the two.

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   _____

   _____

2. List three possible reasons why you might group workers into separate pay groups.

   _____

   _____

   _____

   _____

3. What type of data is included in a worker's salary?

   ( ) Worker Data

   ( ) Pay Period Data

   ( ) Calculation Data

   ( ) Taxation Data

4. What type of data is included in a net payment?

   ( ) Accumulated Payment Data

   ( ) Earnings Data

   ( ) Calculated Payment Data

   ( ) Reporting Data

5. List the three functional areas that Anthology Payroll for Microsoft Dynamics 365 Finance divides payroll process and tasks into.

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6. List the three types of users involved in Anthology Payroll implementation.

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Quick Interaction: Lessons Learned

Take a moment and write down three key points you have learned from this chapter.

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Solutions

Test Your Knowledge

1. Describe what a benefit is, what a deduction is, and the difference between the two.

   MODEL ANSWER:

   A benefit is a charge or service paid for by the employer, and is considered a employment benefit to the worker. A deduction is considered any subtraction of funds from a worker's earnings. In some cases, both worker and employer will contribute to the same benefit/deduction.

2. List three possible reasons why you might group workers into separate pay groups.

   MODEL ANSWER:

   To simplify payroll processing, you may want to group workers who share the same pay period, are paid in the same currency, or who have the same security requirements for pay information.

3. What type of data is included in a worker's salary?

   (√) Worker Data

   ( ) Pay Period Data

   ( ) Calculation Data

   ( ) Taxation Data

4. What type of data is included in a net payment?

   ( ) Accumulated Payment Data

   ( ) Earnings Data

   (√) Calculated Payment Data

   ( ) Reporting Data

5. List the three functional areas that Anthology Payroll for Microsoft Dynamics 365 Finance divides payroll process and tasks into.

   MODEL ANSWER:

   Data Management, Payroll Processing, Reporting and Record Keeping

6. List the three types of users involved in Anthology Payroll implementation.

   MODEL ANSWER:

   Payroll Implementer; Super User; Payroll Administrator

CHAPTER 2: INTRODUCTION TO ANTHOLOGY PAYROLL FOR MICROSOFT DYNAMICS 365 FOR OPERATIONS

Objectives

The objectives for this chapter are:

- Introduce Anthology Payroll's user interface, its conventions, and the organization of its features.
- Identify and describe some concepts that are central to setting up, implementing, and using Anthology Payroll.

Introduction

The Anthology Payroll user interface (UI) is designed to:

- Adhere to Microsoft Dynamics 365 Finance UI conventions.
- Aid users in performing their tasks efficiently.
- Promote understanding and ease-of-use.

The Anthology Payroll UI meets these objectives by:

- Grouping features according to function, data type, and primary user.
- Combining key concepts with powerful tools to simplify user tasks.

Anthology Payroll User Interface

The Anthology Payroll for Microsoft Dynamics 365 Finance user interface (UI) uses the same visual structure as other Microsoft Dynamics 365 Finance modules. This structure is organized according to functional categories and the activities of each user type discussed previously.

To simplify user tasks, the system uses common characteristics and conventions throughout the Anthology Payroll module.

Unlike previous versions of Microsoft Dynamics, Microsoft Dynamics 365 Finance is accessed through an internet browser and this comes with the navigation characteristics (and limitations) of the browser.

UI Organization

Anthology Payroll's user interface is organized according to four functional categories:

- Data management
- Payroll processing
- Reporting and record keeping
- System data setup (implementer and super user only)

These categories represent one approach to how functions are organized. Other approaches involve grouping according to the task and data types, or the frequency and order of task usage.

For example, the setup features in the **Setup** area are divided into sub-menus such as **Earnings**, **Benefit/deductions**, and **Time**. The **Benefit/deductions** menu is further divided according to the data type.

Figure 2.3 shows the Anthology Payroll navigation pane and how its interface is organized.
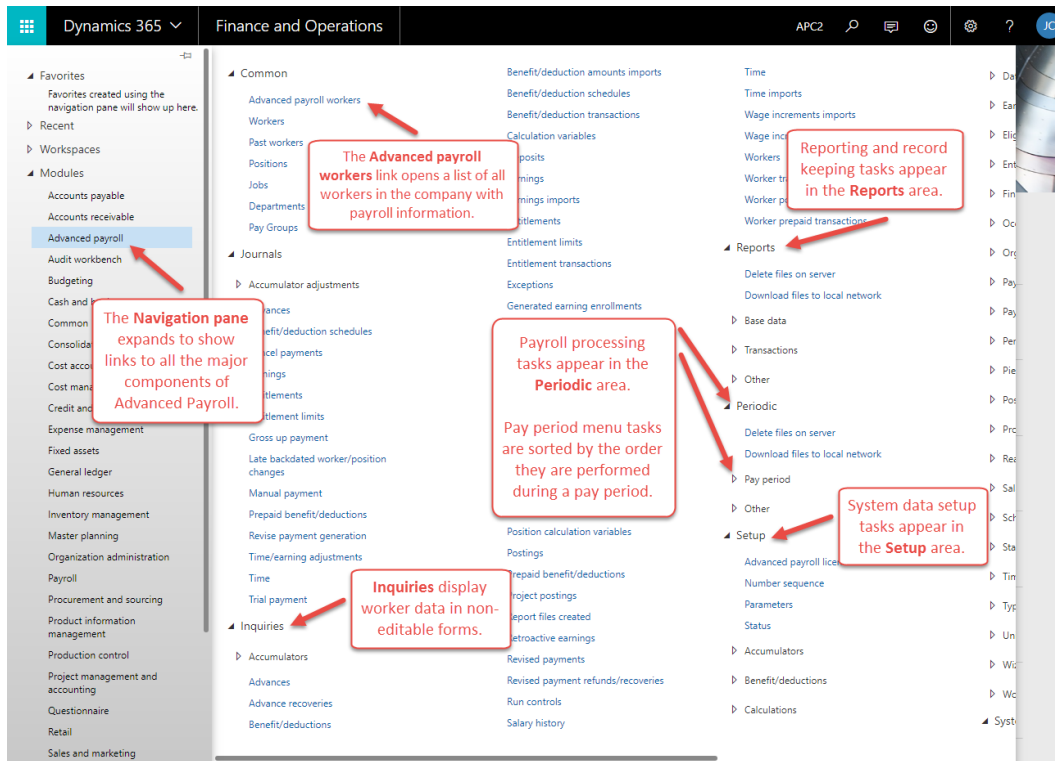
FIGURE 2.3: ANTHOLOGY PAYROLL NAVIGATION PANE

User Preferences

In Microsoft Dynamics 365 Finance, you can set your preferences for the initial view mode of forms and your language and date formats. The language setting is important depending on the localization of Anthology Payroll you are using as it allows labels on forms to appear correctly in the format of your localization.

It is also recommended to set your default view mode to *Edit* mode as it reduces the number of steps during operation and mimics behavior in older versions of Dynamics. This guide is written in the context of already being in *Edit* mode on forms.
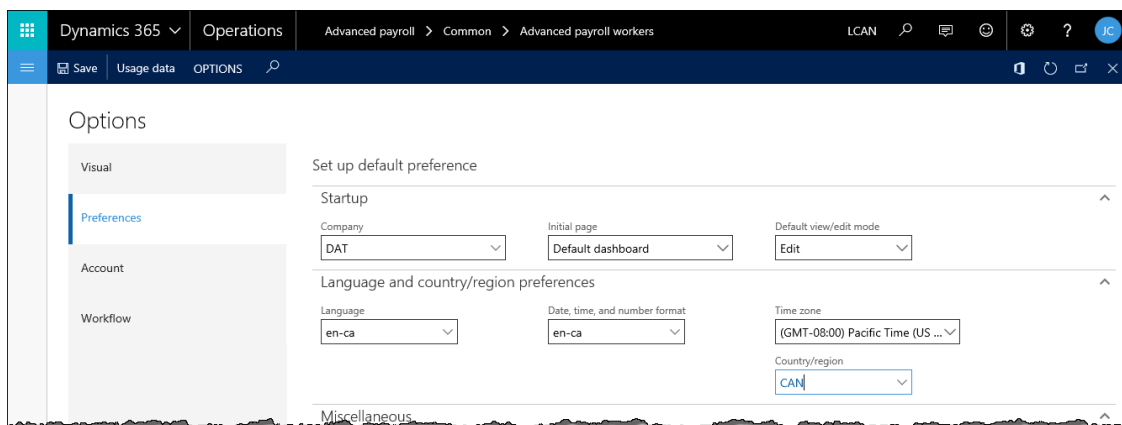
FIGURE 2.4: USER PREFERENCES PAGE

To set your user preferences:

1. In Microsoft Dynamics 365 Finance, click **Settings** > **User options** in the top-right corner of the page to open the **Options** page.

2. Click the **Preferences** tab.

3. Set your **Default view/edit mode** to *Edit*. This is optional, but recommended.

4. You can set your default **Company** to open upon logging in as well as the **Initial page** to display.

5. Set your **Language**, **Date, time, and number format** and **Country/region** to your specific local settings. You may choose to set your **Time zone** as well.

6. Click **Save** to save your changes.

7. Refresh your browser (**F5**) to enable your language and region preferences.

Function Category Groupings

Functions are primarily accessed via the navigation pane.

The navigation pane always appears on the left side of the Microsoft Dynamics 365 Finance window and it can be minimized. It provides convenient access to the major components of Anthology Payroll as well as other modules.

The major data components of the navigation pane are:

- **Favorites**: a customizable list where users can add their own menu items
- **Recent**: displays a list of your most recently accessed forms
- **Workspaces**: access to the different workspaces in Microsoft Dynamics 365 Finance. Anthology Payroll has its own workspace, which displays your job activity in a dashboard format.
- **Modules**: access to the different modules in Microsoft Dynamics 365 Finance

After expanding the Anthology Payroll module in the navigation pane, the expanded navigation is categorized as follows:

- **Journals**: forms used to enter transactions
- **Inquiries**: non-editable forms that display worker data
- **Reports**: printable and exportable reports opened in web browser
- **Periodic**: pay processing tasks ordered by how often they are performed
- **Setup**: forms to configure all objects used in Anthology Payroll
- **System update utilities**: utilities typically used for applying regular maintenance updates
- **Implementations**: utilities typically used during implementation

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NOTE: *All menu items are sorted alphabetically except for the* **Periodic** > **Pay Period** *menu. Functions in this menu are sorted according to the order they are used during regular pay period processing.*

The following sections explain each functional category (see the **UI Organization** section on page 32) further.

Data Management Tasks

Data management tasks involve maintaining various types of worker data and department data.

Access to worker data is located primarily on the ribbon of the **Anthology Payroll workers** list. The list is located in the **Common** group in the navigation pane. Some of this information is shared by other Microsoft Dynamics 365 Finance modules. The same ribbon appears in the **Workers** list, but Anthology Payroll functions will be grayed out for workers that have not been added to Anthology Payroll.
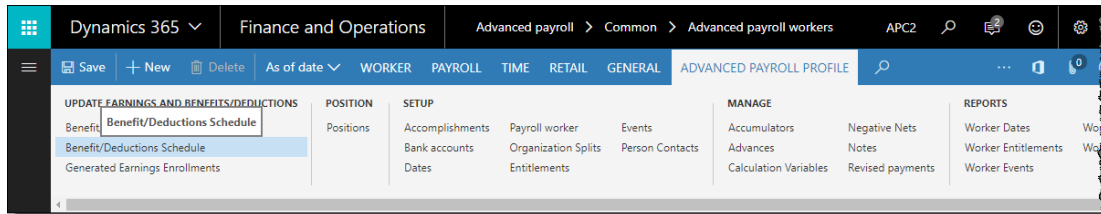
FIGURE 2.5: ANTHOLOGY PAYROLL WORKERS RIBBON

The ribbon contains the following tabs:
- *Anthology Payroll Profile*: perform payroll-related setup activities for a selected worker. Most worker data is located here.
- *Anthology Payroll Transactions*: perform payroll journal functions for a selected worker. These functions are typically pay processing functions.
- *Other tabs*: maintain non-Anthology Payroll worker data for other D365 modules.

To access department data, in the navigation pane, click **Common** > **Departments** to open the **Departments** form.

Payroll Processing Tasks

Payroll processing tasks involve updating worker time and earnings, and transactions. These tasks are located within the **Periodic** and **Journals** menus on the navigation pane. These tasks are also located in the ribbon of the **Pay Groups** list, located in the **Common** group.
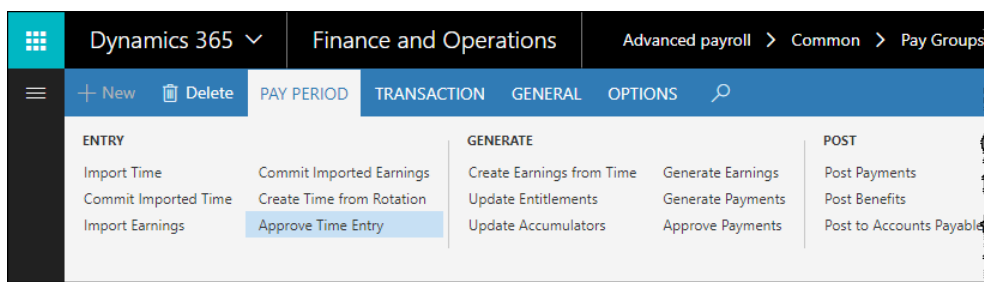
FIGURE 2.6: PAY GROUPS RIBBON

The pay groups ribbon contains the following tabs:
- *Pay Period*: run pay period processes
- *Transaction*: perform data entry functions and adjustments
- *General*: view inquiries and reports

Reporting and Record Keeping Tasks

Reporting and record keeping features are in the **Reports** and **Periodic** areas, accessible through the navigation bar or the **General** tab of the ribbon on the **Pay Groups** list.
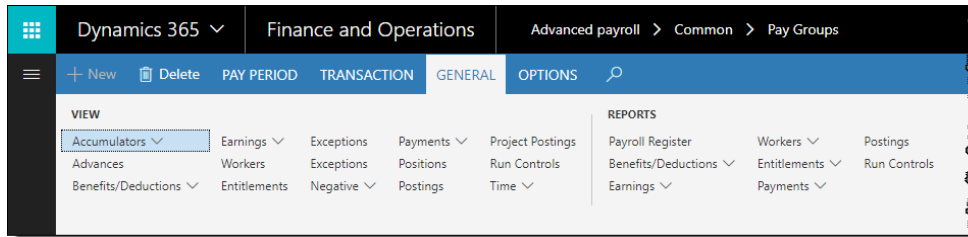
FIGURE 2.7: GENERAL TAB ON PAY GROUPS RIBBON

More information on reports can be found in the **Inquiries and Reporting** section on page 154.

System Data Setup Tasks

System data setup tasks are performed during implementation and regular maintenance schedules to update payroll system data. Setup tasks are located in the **Setup** area.
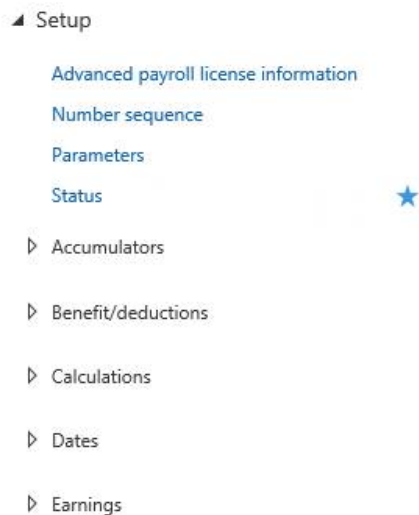
FIGURE 2.8: SETUP AREA

System data setup tasks are discussed in **Chapter 6: Important Setup Concepts** and onward.

Conventions and Characteristics

Throughout Anthology Payroll, there are several common UI conventions and characteristics:

- List view and Data Entry tabs
- Mandatory fields
- Data entry methods

List View and Data Entry Tabs

Many forms contain a list view of the records in that form or table and the main page which usually contains the following tabs:

- **Maintain versions** tab: make effective-dated changes to a selected record on the form
- **General**: all fields for a selected record are displayed in a form for ease of data entry

Mandatory Fields

All mandatory fields in a form appear with a red asterisk. The underline only appears when the mandatory field is blank.

Data Entry

In any form, click the funnel-shaped **Filter** button to open the **Filters** pane to apply filters to the list view. Click **New** to create a new record on the form or **Edit** to enable editing mode on an existing record on the form, if your user preferences are not set to always open in **Edit** mode.

In Microsoft Dynamics 365 Finance, the toolbar has a **Save** button that saves any changes or new records added to the form. In previous versions, saving was automatic upon closing the form, but a web browser does not always imitate this functionality. Some forms in Anthology Payroll have their own **Save** buttons located on the form itself in addition to the one on the toolbar. On these forms, the **Save** button on the form must be clicked to save your changes as the one on the toolbar does not actually commit your changes to the database.

Some forms have a **Fast entry** tab for bulk data entry. This option allows the creation of multiple records in one operation.

Most forms have a **Maintain versions** pane with an expandable **Maintain effective date entries** tab. After selecting a record in the list view, you can open the **Maintain effective date entries** pane and create a new effective-dated record to replace the selected record. The new record automatically copies all the information from the old record and the old record is expired one day before the **Active date** of the new record. Other fields on the new record can be modified directly on the **Maintain effective date entries** pane, in the **General** tab.

Effective dating is explained in greater detail later in this chapter.

Important Concepts

There are some fundamental design concepts in Anthology Payroll that must be understood to ensure successful implementation and operation.

Effective Dating

Anthology Payroll for Microsoft Dynamics 365 Finance is an "effective-dated" software system. This means that data records include the date they take effect and the date they end.

Effective dating is the term used for making a change to a property that takes effect at some other time, either in the past or the future. For example, you can set up a worker salary rate increase ahead of time so that it becomes effective in a few weeks.

Effective dating is key to the capabilities of Anthology Payroll for Microsoft Dynamics 365 Finance. Every table in Anthology Payroll is impacted by effective dating. Changes made to a record can take effect at any time: retroactively, for the current period, or in the future.

Effective dating provides several benefits:

- You can date records in the past, present, or future.
- You can enter future-dated changes as soon as you are aware, and the change is automatically applied on the specified date.
- The system maintains a history of all changes.
- Daily time and earning records provide accurate, timely retroactive pay calculations.
- Reports contain accurate historical, current, and projected information.

When creating a new record in Anthology Payroll:

- **Active Date** defaults to the system date.
- **Expiry Date** defaults to *December 31, 2154*.

You may change the default **Active Date** for certain data entry tasks using the *Default active date for new code entries* **General definition code** on the **General definitions** form. See the Anthology Payroll Help for more details.

NOTE: *During implementation, use the same active date (such as January 1 of the previous year) for all table entries. Consistent dating minimizes data mismatches.*

There is a slight discrepancy in how effective dates are interpreted between Anthology Payroll and other Microsoft Dynamics 365 Finance modules.

Module	Active Date or Valid From Date	Expiry Date or Valid To Date
Anthology Payroll	The date when a record takes effect.	The last day when the record is in effect.
Microsoft Dynamics 365 Finance	The date when a record takes effect.	The first day the record is no longer in effect.

NOTE: *In Anthology Payroll, the* **Expiry Date** *is one day before the* **Valid To Date** *in HRM.*

Local Time Zones and Daylight Savings Time

In Microsoft Dynamics 365 Finance, the user's preferences and options control a significant amount of what is displayed to them. For example, the user's language preference is required to be set to the correct jurisdiction (i.e.: Canada, United States, etc.) in order to run the **Database definition upgrade** procedure

for their localization of Anthology Payroll. This procedure is a required installation procedure when new updates to the product are installed and it is dependent on the user's jurisdiction preferences.

The user's preferences, specifically their **Time zone** setting, control how certain timestamps are displayed in the user interface. It is relevant to note that dates and times can appear differently to different users who are in different time zones due to Daylight Savings Time (DST) as some time zones are affected by DST and others are not.

When a date/time is stored in the Dynamics database, it is stored as *purely* GMT time without any daylight savings modifications. This time is adjusted for DST according to the preferences of the user account that created the record. When displaying that record to another user, Dynamics determines whether the date/time falls within Daylight Savings Time using that user's time zone and adjusts the time accordingly. The time zone of the server does not affect date/times that are displayed to users.

For example, if a user in the United Kingdom saves a record with a timestamp of *27/03/2018* (March 27, 2018) *00:00:00* (midnight), it is actually stored in the database as *26/03/2018* (March 26, 2018) *23:00:00* (11:00pm) GMT. A user in the United States (UTC-08:00) would see this date/time as *26/03/2018 16:00:00* (4:00pm) because they are also observant of DST, while a user in India (UTC+03:00) would see this date/time as *27/03/2018 02:00:00* (2:00am) because they do not observe DST.

To view the user preferences page, see the **User Preferences** section on page 33.

General Definitions

General definitions, also referred to as *parameters*, are AX company-wide settings in Anthology Payroll that control a variety of general functions. They are set on the **General definitions** form and they dictate how Anthology Payroll operates with regards to certain payroll processes and localization-specific functionality. For example, if you have a localization of Anthology Payroll, you would set your country's jurisdiction in one of the general definition parameters.

All general definitions are managed by Anthology Inc and new definitions cannot be created manually. Typically, general definitions are set during project implementation time and not changed during day-to-day operations. Periodically, new general definitions are created to control new Anthology Payroll functionality and are installed via hotfix updates.

Each general definition code has a unique name, description, category, and a user-configurable string field. Each record is effective-dated.

For more information on specific general definitions and how to configure them, please refer to the localization-specific configuration guides.

Workers, Jobs, Occupations, and Positions

To use Anthology Payroll effectively, you must understand the differences between workers, jobs, occupations, and positions.

Workers

In Microsoft Dynamics 365 Finance and Anthology Payroll, a worker identifies:

- A unique ID for an individual employed by the company.
- An HR record against which attributes can be assigned, such as positions.
- An HR record against which payroll information can be associated, for the purposes of paying that individual.

Workers in Anthology Payroll can be any person employed by the company. They are typically created in the Human resources module, but can also be created in Anthology Payroll.

Some general notes about workers:

- In Anthology Payroll and Microsoft Dynamics 365 Finance, the term, *worker* is used to refer to the employed individual. In previous versions, both products used the term, *employee*.
- Workers in Microsoft Dynamics 365 Finance may not necessarily have Anthology Payroll information; Anthology Payroll-related fields in the **Anthology Payroll Profile** tab are greyed out for any worker that has not been set up in Anthology Payroll. The **Anthology Payroll workers** list shows only workers who have been set up in Anthology Payroll whereas the **Workers** list shows all workers regardless of Anthology Payroll setup.

Jobs and Occupations

Jobs are budgeted roles in the organization. Jobs cannot be assigned directly to workers, but are used as templates for creating positions. For example, a company may create a *Sales Manager* job and then create five *Sales Manager* positions and assign them to workers. Positions created from jobs inherit attributes from the job.

Jobs are created and maintained in the HR module. When setting up a job in the HR module, you can use the **Anthology Payroll Profile** tab in the **Jobs** list to associate payroll attributes to jobs.

Occupations are used only in Anthology Payroll and are categories that may include multiple jobs and positions. For example, the *Accountant* occupation may include several different jobs (such as *Payroll Admin*, *Auditor*), with multiple positions based on each job. Some payroll attributes can be set on occupations.

Positions

Positions are created and maintained in the HR module.

Workers must have at least one position to be paid and can have multiple positions. Positions can only be assigned to a single worker at any one time. Conceptually, the position defines the type of work the worker does for the company.

To pay a worker accurately, the worker's position must be associated with at least a **Pay group**. Other attributes (such as rule groups, hours of work, salary information) are also required, but can be associated with the worker at the occupation level. Pay groups are discussed in the next section.

Some general notes about positions:

- Anthology Payroll may use only a subset of all the positions defined in the HR module.
- Anthology Payroll uses effective-dated records called *Worker positions*. Each of these records pairs one position with one worker and associates certain payroll information with the pairing. This information is used in processing the worker's pay.

- Workers can be assigned multiple positions. One position must be designated as the worker's primary position and an employment factor or full-time equivalent value can be used to denote the division of time.
- You can assign the same position multiple times to the same worker, but these assignments cannot be active at the same time. In other words, the time periods defined by the *Active dates* and *Expiry dates* cannot overlap.

NOTE: *Although salary can be specified at the worker level, it is recommended that salary be specified at the position level in Anthology Payroll. This avoids confusion related to having salary information stored at different levels because data at the position level overrides all other levels.*

Pay Periods and Pay Groups

In Anthology Payroll, *Pay periods* (also called *Pay period cycles*) represent how often workers are paid (weekly, monthly, semi-monthly, etc.). Pay periods in the context of pay processes were discussed in the **Pay Periods and Pay Processes** section on page 20. One pay period must exist for each varying cycle of a pay process.

A *Pay group* is a group of workers who are paid at the same time, defined by a pay period. Pay groups help to reduce payroll data maintenance and processing overhead. In a typical implementation, you may create multiple pay groups for workers who are:

- Paid on different pay periods
- Paid on different pay days
- Have specific security rules surrounding how they are paid

Pay groups are assigned to positions, so workers with multiple positions can have a different pay group for each position. Workers must belong to a pay group to receive pay, which means there must be at least one pay group to process pay.

NOTE: *The payroll process must be run for each pay group. It is recommended to keep the number of pay groups to a minimum to reduce workload during payroll processing.*

Accumulators

Accumulated data is any data that the company, government, or worker must summarize for record keeping, reporting, calculation, or taxation purposes. Accumulated data is usually a running total that reflects an increase, decrease, or both over time. Examples include:

- Gross pay
- Tax deductions
- Vacation hours or days
- Banked overtime
- Sick leave hours or days
- Garnishments

Accumulators are used to keep track of how this data accumulates or decrements over time. An accumulator is a storage object that tracks the current numeric value of specific data, such as taxable income, as it changes over time. Accumulators can be configured to accumulate over any time period defined in Anthology Payroll, such as per pay period or year-to-date. Accumulators collect data at one of four levels:

- Company level
- Pay group level
- Worker level
- Position level

Worker-level accumulators would accumulate data specifically for a worker. In contrast, a company-level accumulator would accumulate data for all workers in the company.

Accumulator setup is discussed in the **Accumulators** section on page 171 of **Chapter 6: Important Setup Concepts**.

Calculations

Calculations are used throughout Anthology Payroll for a variety of important functions. Calculations are used to define values and amounts of:

- Earnings, such as regular earnings and overtime
- Benefits and deductions, such as federal taxes, medical plans, and pension plans
- Leave entitlements, such as vacation and sick days entitlements
- Time premiums, such as night shift premiums

Calculations range in complexity as required to meet client needs—from flat amounts to complex, multi-variable, nested tax calculations. Calculations can involve variables and rates.

A calculation variable is a calculation amount that is unique to a worker, such as a personal tax exemption. Variables are defined on the **Worker calculation variables** form for each worker. Modifying worker calculation variables is discussed in **Chapter 3: Payroll Administration — Data Management Tasks**.

A calculation rate is a lookup table that returns a value based on an input value. They are commonly used to model divisions such as tax brackets for use in calculating income tax.

Calculation setup is discussed in **Chapter 8: Anthology Payroll Calculations**.

Earnings

In Anthology Payroll, the term *earnings* refers to all wages, allowances, and bonuses that a worker can be paid.

Some examples of earnings are:

- Fixed amounts (salaries) issued each pay period
- Calculated amounts (hourly rate times hours worked) issued each pay period
- Generated amounts when particular conditions apply

Generated earnings are automatically generated, allowance-type earnings. A generated earning can be either:

- *Enrolled*: given to workers who have been explicitly identified as eligible to receive it; or
- *Non-enrolled*: available to all workers in the selected earning rule groups and pay groups, or limited by accumulator lookup criteria.

Each worker who is entitled to an *enrolled earning* (or "allowance") must have a *generated earning enrollment* record set up for them. If there is no enrollment, no earning is generated. An enrolled earning could be a car allowance or a footwear allowance. In some cases, negative generated earnings are used for salary sacrifice schemes. Generated earnings enrollments are discussed in **Chapter 3: Payroll Administration — Data Management Tasks**.

A *non-enrolled earning* might be a year-end bonus that everyone in a pay group will receive, based on a particular calculation; another example could be bachelor's or master's degree earnings, where everyone who has hours accumulated in their education allowance accumulator receives the allowance.

Generated earnings are not dependent on time worked; the generated earning setup and schedule determines how and when the generated earning calculates.

A common set of earnings and generated earnings can be grouped together in an *Earning rule group* and then assigned to workers.

Earning setup is discussed in **Chapter 9: Set Up Time and Earnings**.

Time

In Anthology Payroll, time is a separate concept from earnings. Hourly wages are paid based on time records. A time record is associated with a worker and a position; it contains a date and a number of hours.

There are four ways to record time records in Anthology Payroll:

- calculated through Anthology Payroll configuration
- manual entry
- import from a spreadsheet (CSV, or TXT)
- import through customized code using the Anthology Payroll application programming interface (API)

When you enter information manually or import, you do not need to specify worker time parameters. However, you must specify them if the company manages:

- hourly paid worker time
- salaried worker pay

In companies where there are no hourly workers, time records and shifts do not need to be used whatsoever. In companies with both hourly and salaried workers, time records can be used to track exception time for salaried workers. The benefit of this is exceptions for both types of workers can be managed together.

Regular pay is generated around any existing exceptions. For example, if you record three hours of sick leave on Friday for a worker who works eight hours Monday to Friday, Anthology Payroll creates eight

hours of regular pay for each day in the worker's rotation except for Friday, where only five hours of regular pay are generated to complement the three hours of sick leave.

Similarly, piece-based earnings are based on time records that include units, rather than hours or shifts. Units can be recorded manually or imported from a spreadsheet.

Shifts and Rotations

Shifts are pre-defined sets of hours in a day. Shifts can be associated with time records to specify the actual hours of the time record. Shifts can also be associated with positions so that all time records entered for workers with those positions use that default shift code.

Rotations are repeating patterns of shifts that can be associated with positions. Anthology Payroll uses rotations to generate worker time during a pay process. Although rotations are typically applied to hourly workers, rotations can also be associated with salaried workers to override their normal hours of work.

Shift and rotation setup are discussed in **Chapter 9: Set Up Time and Earnings**.

Salaries

A salary is a fixed amount that a worker is paid in a defined time period—such as annually, monthly, or per pay period. The salary period is selected automatically when selecting a salary grid, or can be overridden by explicitly specifying the **Hours of work**. Salaried workers do not require time records as their earning records are created automatically as part of regular pay processing. Earning record dates are divided among the work days in the pay period. If a worker's salary changes during a pay period, they are paid the old salary for some days of the pay period and the new salary for the days when it takes effect.

In addition to the date, earning records contain an hour value. The hours are based on the **Hours of work** fields defined on the position or worker forms or the **Union affiliation/certification** associated with the position. These hours must be defined in order for salaried workers to be paid. Exceptions to regular pay, such as vacation and unpaid leave, can be entered manually as either time or earnings records.

Salary setup is discussed in **Chapter 7: Set Up Initial Anthology Payroll Environment**.

Benefit/deductions

The term, *benefit/deduction* refers to a charge or service paid by the worker, employer, or both. Benefit/deductions are payroll data used solely in Anthology Payroll. Conceptually, benefits are typically paid by the employer on the worker's behalf and deductions are typically paid by the worker. Examples include:

- Income taxes
- Enrolled insurance plan deductions
- Registered pension plan contributions
- Court-ordered deductions

Benefit/deductions can have different levels of enrollment, such as single or married filing statuses for income tax. A common set of benefit/deductions can be grouped together into a *Benefit/deduction rule group* and then assigned to workers.

Benefit/deduction setup is discussed in **Chapter 10: Set Up Benefit/Deductions**.

Entitlements

Entitlements are banks of hours or earnings that workers can accrue and consume during their employment. Examples include:

- Overtime
- Sick leave
- Vacation

Entitlement banks grow as a result of time worked or in periodic increments, and decrease as a result of time or earnings taken, expiration, or being paid out. You can have multiple entitlement banks that accumulate and deplete according to different policies.

There are five administrative processes involving entitlement banks:

- Entitlement updates from earnings
- Entitlement generation
- Manual adjustment of entitlements
- Paying out entitlements
- Resetting entitlements

Entitlement updates and generation are part of the regular pay process. Manual adjustments, payouts, and resets are performed only when required.

Entitlement balances are typically established when the worker is hired, and are maintained automatically on a predictable accruing period with no manual intervention required.

When an entitlement bank is depleted, further decrements are handled by:

- processing against a different earning code (unpaid sick leave, unpaid vacation).
- re-directing to another entitlement bank.
- allowing the entitlement bank to be overdrawn with the balance becoming negative.

Entitlement setup is discussed in **Chapter 12: Additional Setup Features**.

Advances and Negative Nets

Payroll administrators can set up a pay advance for a worker in the current pay period and set up a recovery of that advance over any number of subsequent pay periods. Advance recoveries are treated as benefit/deductions applied to future payments.

During Anthology Payroll implementation, a default *Advance recovery* deduction code is set up. Some companies have circumstances that require the use of more than one code and payroll administrators must ensure the appropriate code is specified for each advance recovery.

Advance recoveries can be recovered over a certain number of pay periods, be recovered in certain increments, or both. Anthology Payroll can also recover only a portion of the advance when the rest is recovered outside the system.

The following table shows general information about working with advances and recoveries:

Advance Situation	Description
Multiple advances	You can set up an unlimited number of advances for the same worker in the same pay period.
Cannot recover in designated pay period	If advances cannot be recovered in the designated pay period, they are automatically rescheduled for recovery in the next available pay period.
Cannot recover full payment	If the full amount of an advance recovery cannot be taken during a given pay period, the remainder will be automatically recovered from the worker's next payment.
Current pay period is closed	If the advance is to be recovered during the current pay period and it is closed, a warning will be generated and the amount is automatically recovered in the next pay period.
Multiple outstanding recovery amounts	If multiple advance recovery amounts (or outstanding portions of recovery amounts) have been automatically deferred to a pay period, Anthology Payroll will attempt to recover all of them—starting with the oldest outstanding amount.
Warning if no recovery set up	If you create an advance and attempt to close the form or create another advance before setting up the advance recovery, Anthology Payroll will generate a warning.

Negative nets occur when the total deductions from a worker's payment are greater than the gross amount of that payment. Negative net conditions are detected automatically, but Anthology Payroll can be configured to allow or disallow negative nets.

When a negative net occurs, the following actions are taken:
- the payment to the worker becomes zero.
- recovery is automatically scheduled on the next payment.
- the recovery is always for the total amount and cannot be divided between successive future payments.
- if the next payment is not enough to cover the full amount of the recovery, the entire payment is withheld again and a new negative net with the remaining balance is created.

If a negative net is recovered outside of Anthology Payroll (for example, by personal check or cash), then you must record that recovery to prevent recovering the negative net a second time.

Summary

Anthology Payroll for Microsoft Dynamics 365 Finance uses the same user interface structure as other Microsoft Dynamics 365 Finance modules. The interface is organized according to function. The four categories (data management, payroll processing, reporting and record keeping, and setup) define one level at which the interface is organized. The interface is also organized at other levels, such as task type and data type.

The navigation pane displays the following functional groups in the expanded pane:

- Common
- Journals
- Inquiries
- Reports
- Periodic
- Setup
- System update utilities
- Implementations

There are common interface conventions used throughout Anthology Payroll to aid in usability and comprehension. Additionally, there are some fundamental design concepts that must be understood to make the most out of Anthology Payroll's functionality:

- effective dating
- workers, jobs, and positions
- pay periods and pay groups
- accumulators
- calculations
- earnings
- time
- salaries
- benefit/deductions
- entitlements
- advances and negative Nets

The next two chapters will focus on how to use Anthology Payroll to complete payroll administrator tasks.

Test Your Knowledge

Test your knowledge with the following questions.

1. Which modules can you use to create workers?

   _____

   _____

   _____

   _____

2. What is the difference between a job and a position?

_____

_____

_____

_____

3. You can assign a job to more than one worker.

    ( ) True

    ( ) False

4. A worker can have more than one position.

    ( ) True

    ( ) False

5. What are the effective date fields in Anthology Payroll for Microsoft Dynamics 365 Finance called?

    _____

    _____

    _____

    _____

6. How are the effective date fields in Anthology Payroll for Microsoft Dynamics 365 Finance and other modules different?

    _____

    _____

    _____

7. Can a customer have more than one pay period length in Anthology Payroll for Microsoft Dynamics 365 Finance?

    ( ) Yes

    ( ) No

Quick Interaction: Lessons Learned

Take a moment and write down three key points you have learned from this chapter.

1.

_____

_____

_____

_____

2.

_____

_____

_____

_____

3.

_____

_____

_____

_____

Solutions

Test Your Knowledge

1. Which modules can you use to create workers?

   MODEL ANSWER:

   Worker records are created in the HRM module and can also be created from Anthology Payroll.

2. What is the difference between a job and a position?

   MODEL ANSWER:

A job is a budgeted role in an organization. Jobs cannot be assigned directly to workers, but are used as templates for positions. A position is assigned to a specific worker, and can be seen as what that worker does for work. Workers can have multiple positions, and workers must have at least one position to be paid.

3. You can assign a job to more than one worker.

(√) True

( ) False

4. A worker can have more than one position.

(√) True

( ) False

5. What are the effective date fields in Anthology Payroll for Microsoft Dynamics 365 Finance called?

MODEL ANSWER:

Active Date and Expiry Date.

6. How are the effective date fields in Anthology Payroll for Microsoft Dynamics 365 Finance and other modules different?

MODEL ANSWER:

The **Expiry date** in Anthology Payroll is the last day the record is in effect. The **Valid to** date in Microsoft Dynamics 365 Finance HRM is the first day the record is no longer in effect.

7. Can a customer have more than one pay period length in Anthology Payroll for Microsoft Dynamics 365 Finance?

(√) Yes

( ) No

CHAPTER 3: PAYROLL ADMINISTRATION — DATA MANAGEMENT TASKS

Objectives

The objectives for this chapter are:

- Introduce worker position information.
- Introduce worker demographic information.
- Introduce worker pay information.
- Introduce procedures to manage worker information.

Introduction

Payroll administrators are the day-to-day prime users of Anthology Payroll. They are responsible for all routine tasks associated with administering a typical pay process. Administrative tasks fall into three functional groups:

- Worker data management
- Payroll processing
- Payroll reporting

This chapter concerns worker data management tasks. This chapter first introduces the descriptions of worker data and where they are specified and then provides procedures for:

1. Hiring a worker and adding them to Anthology Payroll
2. Maintaining worker data
3. Terminating a worker

Payroll Administration Scenarios

Throughout this chapter, scenarios show how and why payroll administrators perform their tasks. These scenarios use payroll administrator personas defined in the Contoso Entertainment System (GLMF) company. This company is included as part of the Microsoft Dynamics 365 Finance demo data set.

Mia is the payroll administrator in the Finance department. She manages the company's payroll process throughout the year. Each pay period, she collects data, calculates earnings, produces payments, oversees all applicable taxes, and performs required reporting tasks. She occasionally receives assistance from other payroll staff.

NOTE: *Some worker data is shared between Anthology Payroll and the Human Resources (HR) module. The worker data mentioned in these scenarios refer to the worker data in Anthology Payroll unless explicitly stated otherwise.*

Scenario

Mia has become aware of several worker data management tasks that she must perform before she begins processing payroll for the current pay period.

These tasks result from some worker-related changes within Contoso. Mia must make sure that these changes are accounted for from a payroll standpoint. The changes include the following:

- New workers are hired, for whom new positions must be created.
- A worker takes on multiple positions.
- A worker requires changes to her existing position.
- A worker leaves the company.
- A worker transfers from one position to another.
- New workers require that payroll-related information (bank accounts, benefits and deductions, accumulator values, entitlements, and so on) be recorded, while other workers require changes to existing information.
- A worker moves, therefore the address change must be recorded.

Strategies for Reducing Data Entry

Implementers and payroll administrators have strategies to help minimize setup and maintenance workloads. These strategies involve grouping similar settings and values together, assigning a name to that group of values, and associating the group with the appropriate entity in various Anthology Payroll forms.

For example, you can define daily, annual, and pay period hours in a union affiliation/certification and then associate that affiliation to a particular position in the **Worker positions** form. The values set for the affiliation are then inherited by the position.

You can group values and settings for the following objects (list not comprehensive):
- Position types and position assignment types
- Position filters
- Rule groups for:
    - earnings
    - time premiums
    - benefit/deductions
    - entitlements
- Salary grids
- Union affiliations and certifications

Apart from grouping settings together to reduce data entry, you can also save maintenance time when associating the group to workers and positions. Anthology Payroll defines a hierarchy where worker payroll data can be specified at different levels. Priority is given to the information specified at the lowest, most specific (position) level.

Payroll information can be specified at the following levels:
1. Occupation
2. Worker
3. Worker position

When processing pay, Anthology Payroll will look for a worker's payroll information in their **Worker positions** form. If it is not specified there, it will look in the **Workers** form and so on, until the payroll information is found.

To avoid confusion in data maintenance, it is recommended to be consistent in specifying the different types of information at the various levels. For example, if you defined benefit/deduction rule groups at the Worker level across the company, you should not specify any benefit/deduction rule groups on the **Worker positions** form when adding new workers.

This chapter discusses the position and worker levels. Occupations, which can encompass multiple positions, are discussed in **Chapter 12: Additional Setup Features**

Worker Data

Worker data is grouped into three general categories:

- Position
- Demographic
- Payroll

Position data includes information such as the worker's pay group, salary or hourly wage, shift, and rotation. *Demographic* data includes information such as the worker's address, contact information, and events. *Pay* data includes information specific to how a worker's pay and deductions are calculated. Position data is not limited to these examples.

All worker data is accessed on the **Anthology Payroll Profile** tab on the **Anthology Payroll workers** list. The list is located on the **Common** menu.

FIGURE 2.9: ANTHOLOGY PAYROLL WORKERS LIST

Worker Position Data

Most of the information controlling how a worker's time and earnings are recorded comes from attributes set on their positions. A position describes what a particular worker does for work and provides a repository of information related to that work and how the worker is paid. Positions are required to match the correct salary, benefits, deductions, entitlements, and earnings information to every worker.

Workers can have more than one position. Giving a worker more than one active position at a time adds complexity, because time and earnings must be associated with the correct position for the worker. Multiple active positions can model the following scenarios:

- The worker receives different wages for different functions they perform in the company.
- Earned entitlements (such as vacation or banked overtime) are calculated differently for different function that the worker performs.
- The company posts the worker's payroll expenses to various ledger accounts or dimensions and wants those postings to be based on actual earnings calculated from specific positions, rather than through organization splits.

Payroll administrators create and assign positions to workers, modify and transfer those positions when necessary, and end positions. They can perform these tasks on the **Positions** form accessed from the **Common** menu.

From Anthology Payroll's perspective, each position also has important payroll information specific to the worker. This information includes:

- Identification
- Position
- Employment
- Location
- Job contact
- Hours of work
- Salary
- State taxes
- Effective date

This information is recorded on the **Worker positions** form, but salary and employment information can also be recorded in the **Workers** form. Refer to the **Strategies for Reducing Data Entry** section on page 53 for details on how these two forms operate together.

Worker Positions Form Elements

The **Worker positions** form is accessed from the **Positions** button on the **Anthology Payroll Profile** tab when viewing the **Anthology Payroll workers** list. The form shows all the positions assigned to the selected worker and the relevant payroll information for that worker/position combination.

This section provides an overview of the information that can be specified on the **Worker positions** form. The images are all taken from the **General** tab of the form.
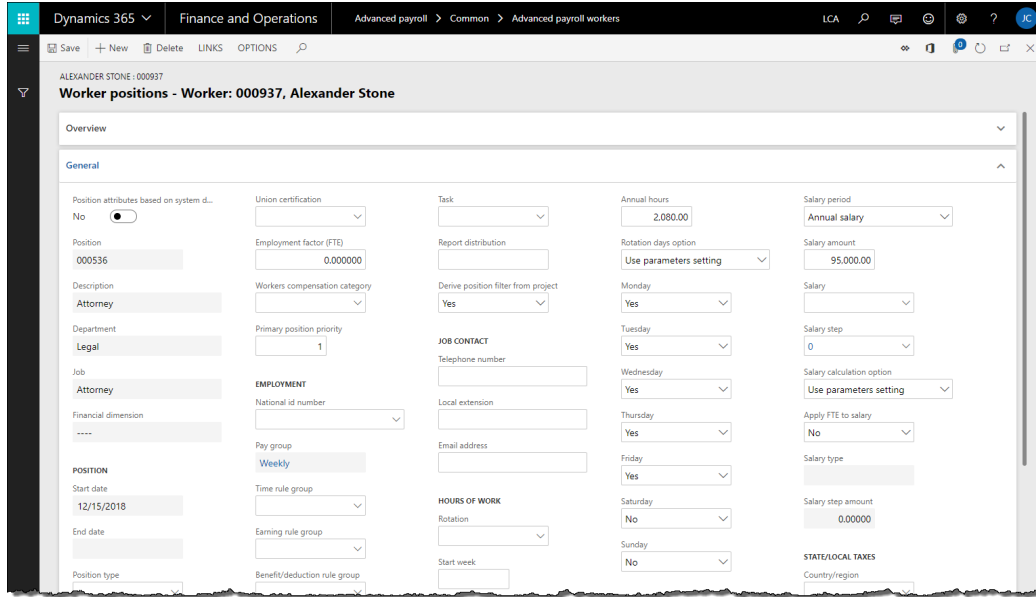
FIGURE 2.10: WORKER POSITIONS FORM (GENERAL TAB)

Identification
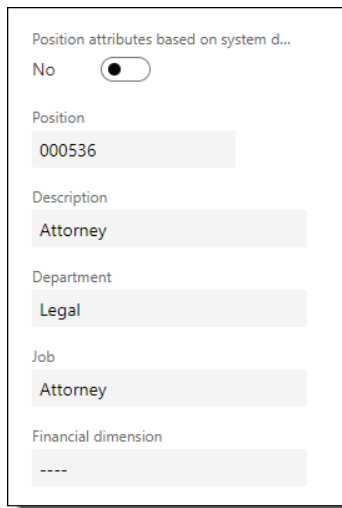
FIGURE 2.11: WORKER POSITIONS FORM—IDENTIFICATION SECTION

The identification section of the form contains:

Field	Description
Position attributes based on system date	toggle to display department and financial information from the HR module based on the current date instead of position active date
Position	name of the position assigned to the worker
Description	description of the position
Department	department associated with the position

Field	Description
Job	job template from which the position was created
Financial dimensions	any financial dimensions specified on this position

Typically, these fields are not modified after the position is assigned to a worker and are here for informational purposes only.

Position

FIGURE 2.12: WORKER POSITIONS FORM—POSITION SECTION

The position section of the form contains:

Field	Description
Start date	start and end dates of the position assignment carried over from the Human Resources module
End date	
Position type	optional information to define eligibility for accumulators that this position requires. More detail in **Chapter 7: Set Up Initial Anthology Payroll Environment**.
Position assignment type	
Occupation	occupation to which the position belongs. More detail in **Chapter 12: Additional Setup Features**.

Field	Description
Union affiliation	define standard work hours for the position. Union affiliation is required, but union certification is optional. More detail in **Chapter 7: Set Up Initial Anthology Payroll Environment**.
Union certification	
Employment factor	also known as full-time equivalent (FTE) value of this position assignment. This value is optional.
Workers compensation category	category name required for Workers' Compensation Board (WCB) reporting. This is a Canadian localization-specific field.
Primary position priority	priority value if the worker is employed in multiple positions. Lower values are higher priority.

Employment

FIGURE 2.13: WORKER POSITIONS FORM—EMPLOYMENT SECTION

The employment section of the form contains:

Field	Description
National id number	optional identifier number for the worker
Pay group	pay group that the position is associated with. Changing pay groups requires a separate procedure. More detail in the **Pay Periods and Pay Groups** section on page 41.
Time rule group	defines the time premiums for the position. More detail in **Chapter 9: Set Up Time and Earnings**.
Earning rule group	defines how earnings are calculated for the position. More detail in **Chapter 9: Set Up Time and Earnings**.
Benefit deduction rule group	defines how benefits and deductions are calculated for the position. More detail in **Chapter 10: Set Up Benefit/Deductions**.

Field	Description
Entitlement rule group	defines how entitlements accumulate and deplete for the position. More detail in **Chapter 12: Additional Setup Features**.

Employment information can also be specified at the worker and occupation levels.

Location

FIGURE 2.14: WORKER POSITIONS FORM—LOCATION SECTION

The location section of the form contains:

Field	Description
Location	physical location where the position is employed
Position filter	defines tax jurisdictions that apply to the position
Task	specific task to which the position charges salary costs
Report distribution	a numerical value used to sort the order of how checks and pay statements are printed. Used only by Anthology Payroll.
Derive position filter from project	indicate whether to derive the worker's position filter from a worked project's location for use in attributing the worker's time transactions to the correct location

All of the location information is optional. Location information is discussed in more detail in **Chapter 7: Set Up Initial Anthology Payroll Environment**.

Job Contact

FIGURE 2.15: WORKER POSITIONS FORM—JOB CONTACT SECTION

The job contact section of the form contains:

Field	Description
Telephone number	worker's telephone number
Local extension	extension number for telephone number
Email address	worker's email address

Job contact information is optional.

Hours of Work

FIGURE 2.16: WORKER POSITIONS FORM—HOURS OF WORK SECTION

The hours of work section of the form contains:

Field	Description
Rotation	regular working rotation for hourly workers. More detail in the **Time** section on page 43.
Start week	
Start date	
Shift	default shift code to use when entering time records manually for hourly or salaried workers. More detail in **Chapter 9: Set Up Time and Earnings**.

Field	Description
Daily hours	overrides used for converting wages between hourly rates and annual rates in calculations.
Pay period hours	
Annual hours	
Rotation days option	if the worker is salaried and assigned a rotation, this option determines how their rotation is used in calculating daily pay in pay periods with differing number of workdays: • *Use parameters setting*: use the corresponding default option set on the **General definitions** form • *All rotation shifts*: all shifts configured with the position's rotation are considered eligible for calculating daily salary • *Rotation shifts on position's work days*: only shifts on the position's workdays (**Monday**, **Tuesday**, etc.) are eligible for calculating daily salary
days of the week	the days of the week that the worker works in the position

Hours of work information is optional. If you do use them, they can be set only at the position level—not the worker level. Values specified here will override the worker and occupations levels and hours of work defined on the union affiliation/certification.

Salary

FIGURE 2.17: WORKER POSITIONS FORM—SALARY SECTION

The salary section of the form contains:

Field	Description
Grade number	calculates relief premiums when workers work in higher-rated or lower-rated positions
Hourly rate	worker's hourly rate, if applicable
Compa ratio	worker's comparative ratio that determines their actual salary. More detail in **Chapter 7: Set Up Initial Anthology Payroll Environment**.
Salary period	defines the worker's gross salary over the time period specified
Salary amount	
Salary	salary code that either references a salary grid or defines a median amount for use with a compa ratio
Salary step	the worker's step on a salary grid. More detail in **Chapter 7: Set Up Initial Anthology Payroll Environment**.
Salary calculation option	determines which day salary is generated on and how pay period salary is allocated among those days: *Use parameters setting*: use the corresponding default option set on the **General definitions** form *Work day hours from pay period hours*: salary rate per day remains constant and hours worked per day changes *Work day hours from daily hours*: hours worked per day remains constant and salary rate changes per day *Rotation hours with same pay for each day*: workers are paid the same amount per work day with adjusting salary rates and hours worked per day. Only applicable to salaried workers on rotation. *Rotation hours with pay based on rate times hours*: workers are paid the exact amount per work day according to their salary rate and hours worked per day. Only applicable to salaried workers on rotation.
Apply FTE to salary	determines whether or not the workers FTE factors in with determining salary. Only used for workers with multiple positions.
Salary type	reference information populated from the salary code. These fields cannot be modified.
Salary step amount	

Salary information can also be specified at the worker level.

State Taxes and Effective Date

FIGURE 2.18: WORKER POSITIONS FORM—STATE TAXES SECTION

The state taxes section of the form contains:

Field	Description
Country/region	the worker's country or region of residence. Used for multi-state taxes in the US localization.
State of residence	the US state in which the worker resides. Used for multi-state taxes in the US localization.

State tax information is required only for the United States localization of Anthology Payroll.

FIGURE 2.19: WORKER POSITIONS FORM—EFFECTIVE DATE SECTION

The effective date section of the form contains the *Active date* and the *Expiry date*. Effective dates are discussed in greater detail in the **Effective Dating** section on page 37.

Workers Form Elements

The **Workers** form is accessed from the **Payroll worker** button on the **Anthology Payroll Profile** tab when viewing the **Anthology Payroll workers** list. The **Workers** form shows the worker-level payroll information for the selected worker.

This section provides an overview of the information that can be specified on the **Workers** form. The images are all taken from the **General** tab of the form.
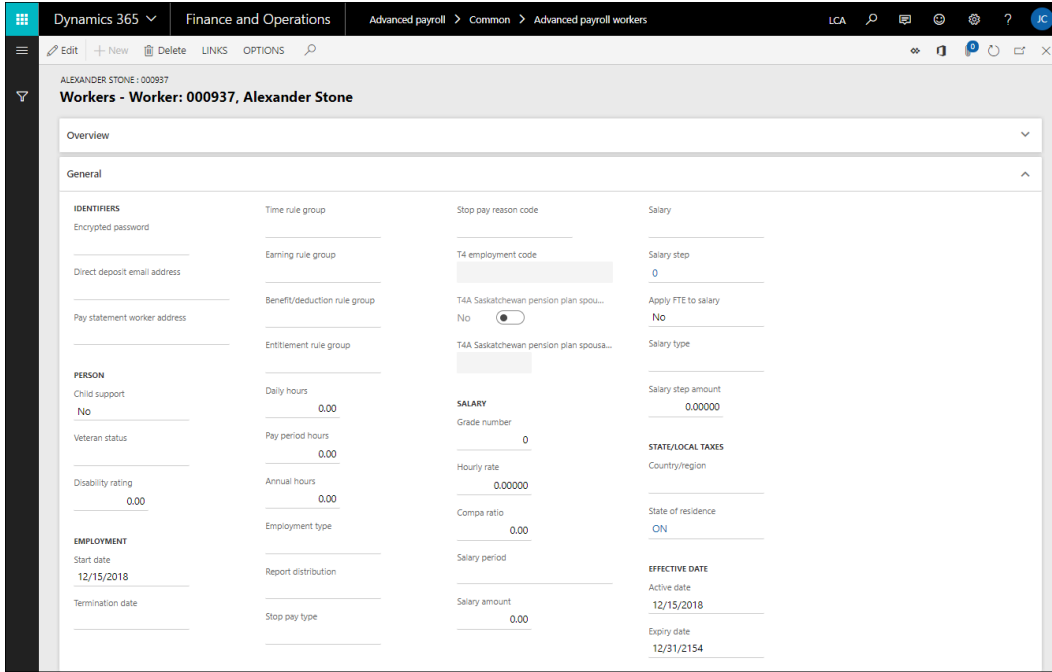
FIGURE 2.20: WORKERS FORM (GENERAL TAB)

Identifiers
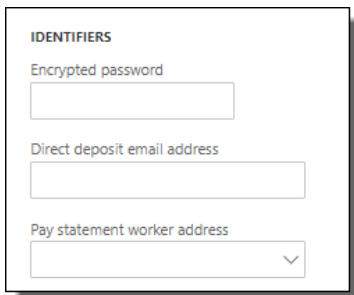
FIGURE 2.21: WORKERS FORM—IDENTIFIERS SECTION

The identifiers section of this form contains:

Field	Description
Encrypted password	password used to protect direct deposit PDF pay statements generated for this worker. Used only if PDF pay statement encryption is enabled.
Direct deposit email address	email address to send direct deposit PDF pay statements for this worker. Overrides worker's email address in the global address book.
Pay statement worker address	address to display on the worker's pay statements. Overrides worker's address in the global address book.

Person

FIGURE 2.22: WORKERS FORM—PERSON SECTION

The person section of this form contains:

Field	Description
Child support	if the worker is paying child support. This is a required field.
Veteran status	the worker's veteran status, if applicable
Disability rating	the worker's disability rating, if applicable

These fields are generally used for reporting purposes and specific to certain localizations of Anthology Payroll.

Employment and Salary

The employment and salary sections on the **Workers** form are identical to those on the **Worker positions** form. Any information entered on this form will be overridden by information on the **Worker positions** form if it exists there.

Employment information is discussed in the **Employment** section on page 58.

Salary information is discussed in the **Salary** section on page 61.

State Taxes and Effective Date

The employment and salary sections on the **Workers** form are identical to those on the **Worker positions** form, discussed in the **State Taxes and Effective Date** section on page 62.

Worker Demographic Data

Worker demographic data is maintained solely in Anthology Payroll. It exists separately from any similar information maintained in Microsoft Dynamics 365 Finance. Demographic data is typically used for reporting purposes. Anthology Payroll uses the address information stored in the Microsoft Dynamics 365 Finance global address book, which is shared across multiple modules.

Worker demographic data includes:

- Accomplishments: completed certifications or accolades
- Dates: important dates for a particular worker. Each date corresponds to a worker's position.
- Events: upcoming deadlines or milestones. Each event corresponds to a worker's position.
- Person contacts: people designated as contacts for the worker

Most demographic data requires some setup of data types before the demographic data can be associated with workers.

Types of demographic data are discussed in more detail in **Chapter 7: Set Up Initial Anthology Payroll Environment**.

Worker Payroll Data

Worker payroll data consists of the data required to process and issue pay accurately for each individual worker. This data includes:

- Account information
- Organization splits
- Accumulators
- Calculation variables
- Benefits and deductions
- Entitlements
- Advances and negative nets

Payroll administrators must update and maintain this information as it changes as part of their regular pay process.

Worker Accounts

Account data is accessed from the **Bank accounts** button on the **Anthology Payroll workers** list.

Account information allows Anthology Payroll to pay a worker by direct deposit. If a worker does not have any account information, they will be paid by check.

FIGURE 2.23: WORKER BANK ACCOUNTS FORM

The form contains the following attributes:

Field	Description
Financial institution	name of the financial institution
Account	worker's account number at the financial institution
Account type	type of account at the financial institution
Percentage	percentage of all payments to deposit to the account. The percentage is used for splitting earnings across multiple accounts (discussed below). Total percentage cannot exceed *100*.
Amount	maximum flat amount to deposit to the account. The amount is used for splitting payments across multiple accounts.
Apply to remainder	specifies whether to deposit all remaining payments to the account after applying splits. If the worker has multiple bank accounts, only one account should have this flag set to *Yes*.
Prenotified?	specifies whether this account requires a NACHA (National Automated Clearing House Association) prenotification process, which is generally required for US implementations

Financial institutions and account types are discussed in more detail in **Chapter 11: Set Up Payments and Postings**.

When splitting earnings across multiple accounts, it is recommended to use percentages over amounts unless the payments are always uniform, and to use the **Apply to remainder** field for one account to capture all remaining payments. The remainder account does not require a percentage or amount to be specified.

Figure 2.24 shows an example of a worker who has chosen to deposit 5 percent of their salary into a savings account and the rest into their checking account.

FIGURE 2.24: PERCENTAGE-BASED EARNINGS SPLIT BETWEEN TWO ACCOUNTS

Organization Splits

Organization split data is accessed from the **Organization Splits** button on the **Anthology Payroll workers** list.

Organization splits allow postings of a worker's earnings and benefit/deductions to split automatically between two or more organizations according to a user-defined ratio.

The organization associated with a position is one possible source of dimension values for the earnings and benefit costs posted to the General ledger. Organization splits override the organization selection for the position and divide those expenses among one or more organizations specified in the split.
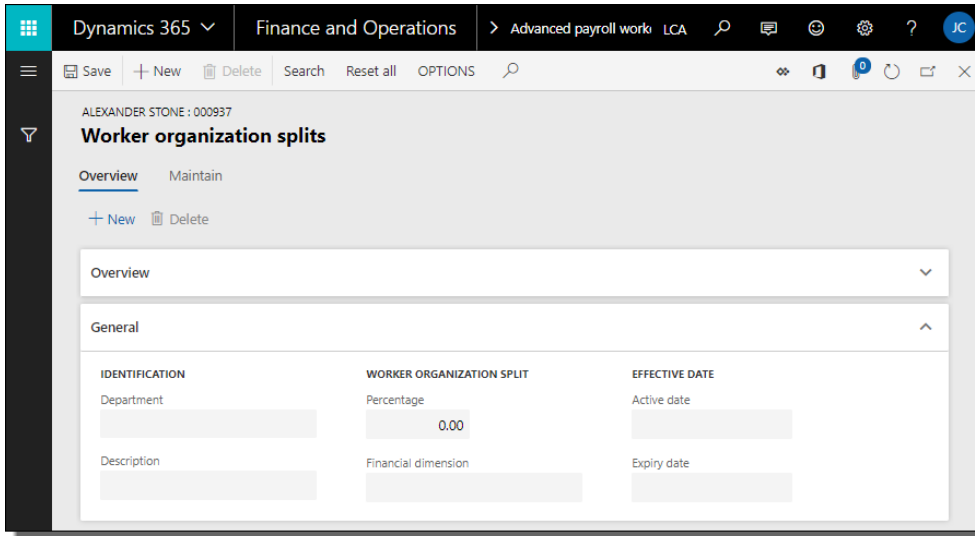
FIGURE 2.25: WORKER ORGANIZATION SPLITS FORM

The form contains the following attributes:

Field	Description
Department	name of the department
Description	long description of the department
Financial dimension	any financial dimension(s) of the account to which the earnings and benefit/deductions are posted
Percentage	percentage of all earnings or benefit/deductions to post to the dimension. Total percentage cannot exceed *100*.

Accumulators

Accumulator data is accessed from the **Accumulators** button on the **Anthology Payroll workers** list.

Accumulators are discussed in more detail in the **Accumulators** section on page 41. Accumulator setup is discussed in **Chapter 6: Important Setup Concepts**.
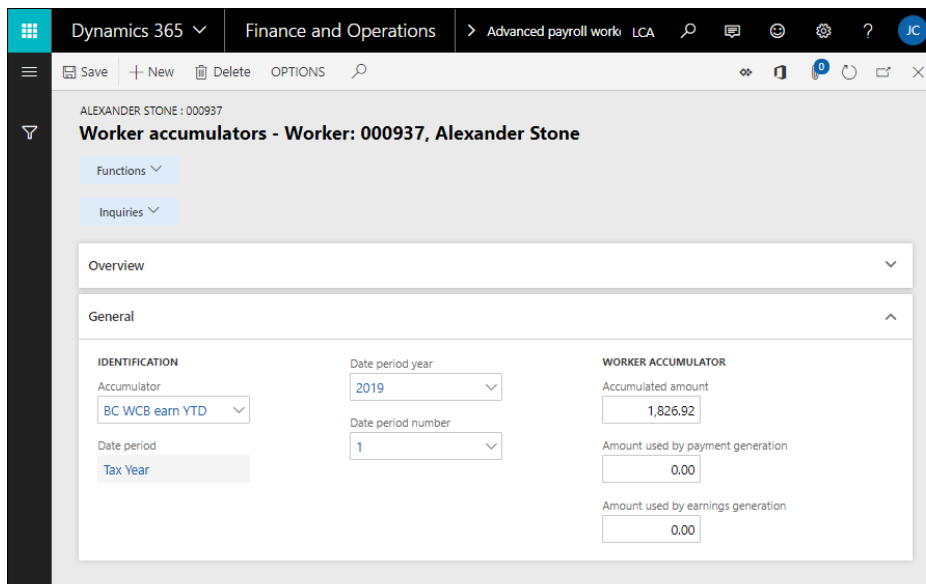
FIGURE 2.26: WORKER ACCUMULATORS FORM

The form contains the following attributes:

Field	Description
Accumulator	name of the accumulator
Date period	type of time period over which the accumulator gathers data
Date period year	the active year over which the accumulator gathers data
Date period number	the active period if the date period year contains multiple periods
Accumulated amount	current value of the accumulator
Amount used by payment generation	current amount of the accumulator that have contributed to payment totals
Amount used by earnings generation	current amount of the accumulator that have contributed to earnings totals

Any changes to accumulator values should not be made in this form, but instead be made in the **Worker accumulator adjustments** form accessible from the **Functions** button.

Calculation Variables

Calculation variable data is accessed from the **Calculation Variables** button on the **Anthology Payroll workers** list.

Calculation variables are numeric amounts specific to a worker used in earnings and benefit/deduction calculations. They affect payment parameters such as tax exemption amounts and retirement savings rates.

Calculation variables are discussed in more detail in **Chapter 8: Anthology Payroll Calculations**.
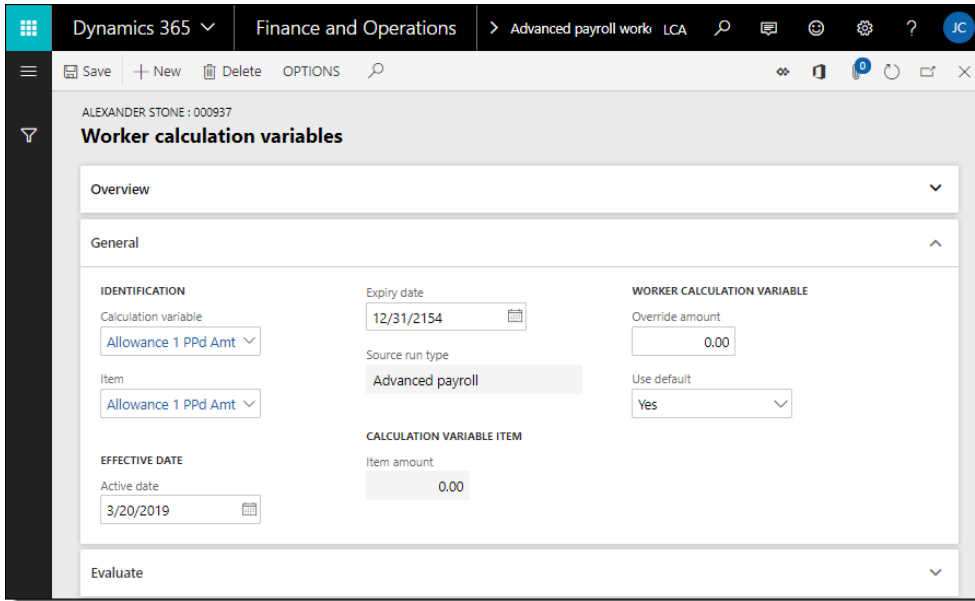
FIGURE 2.27: WORKER CALCULATION VARIABLES FORM

The form contains the following attributes:

Field	Description
Calculation variable	name of the calculation variable assigned to the worker
Item	name of the calculation variable item assigned to the worker
Item amount	default flat amount of the variable
Item rate	default rate of the variable. This rate is multiplied against the **Rate counter** to produce the variable's value.
Override amount/rate	a specific amount or rate to be used for this worker instead of the defaults
Rate counter	multiplier for the **Item rate**
Use default	specifies whether this worker uses the default or override values

The following table illustrates some example item rates, rate counters and resulting values:

Item rate	Rate counter	Result
1000	3	3000
50	2	100
1000	0.5	500

Benefits and Deductions

Benefit and deduction data is accessed from the **Benefit/Deductions** button on the **Anthology Payroll workers** list.

Benefits and deductions are discussed in more detail in the **Benefit/deductions** section on page 44. Benefit/deduction setup is discussed in **Chapter 10: Set Up Benefit/Deductions**.
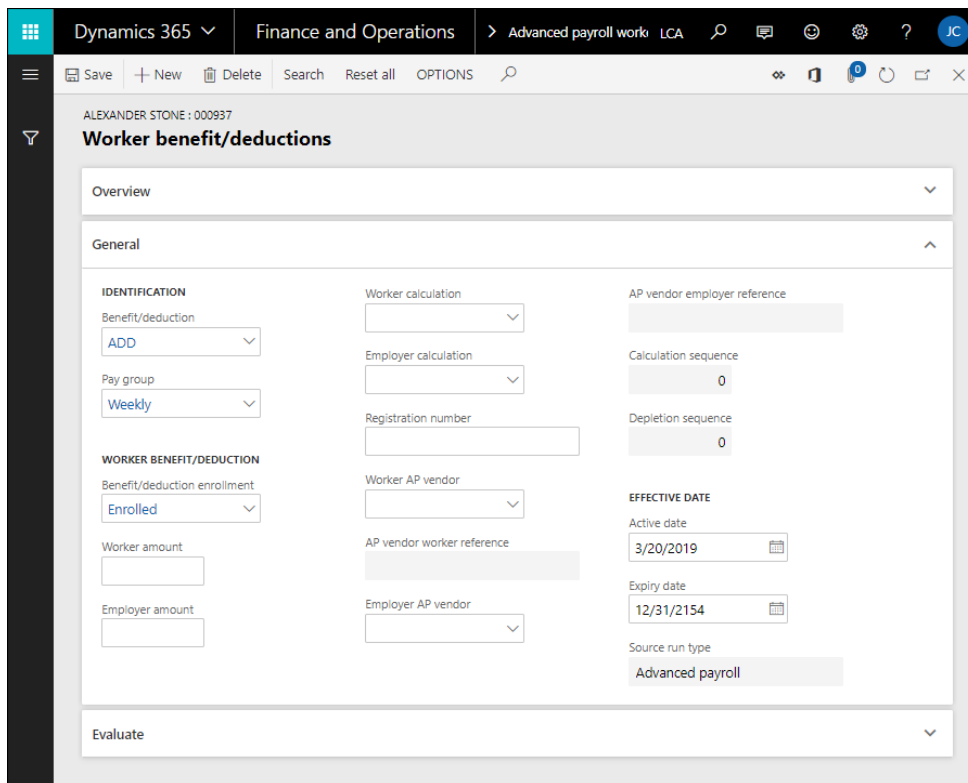
FIGURE 2.28: WORKER BENEFIT/DEDUCTIONS FORM

The form contains the following attributes:

Field	Description
Benefit/deduction	name of the benefit/deduction code
Pay group	the worker's pay group for their position
Benefit/deduction enrollment	type of enrollment the worker has in this benefit/deduction, if applicable
Worker amount	flat amount the worker contributes towards the benefit/deduction
Employer amount	flat amount the employer contributes on the worker's behalf towards the benefit/deduction
Worker calculation	calculation used to determine the amount the worker contributes towards the benefit/deduction. Cannot be specified together with **Worker amount**.
Employer calculation	calculation used to determine the amount the employer contributes on the worker's behalf towards the benefit/deduction. Cannot be specified together with **Employer amount**.

Field	Description
Registration number	reference number for benefits. Informational only.
Worker AP vendor	account in Accounts Payable module used to pay the worker amount
AP vendor worker reference	reference text for **Worker AP vendor**
Employer AP vendor	account in Accounts Payable module used to pay the employer amount
AP vendor employer reference	reference text for **Employer AP vendor**

Any modifications made to these fields on this form will override the defaults set on the **Benefit/deduction rule group**. These changes will only apply to the selected worker.

Generated Earning Enrollment Data

Generated earning enrollment data is accessed from the **Generated Earnings Enrollments** button on the **Anthology Payroll workers** list.

Generated earnings are discussed in more detail in the **Earnings** section on page 42. Generated earnings setup is discussed in **Chapter 9: Set Up Time and Earnings**.
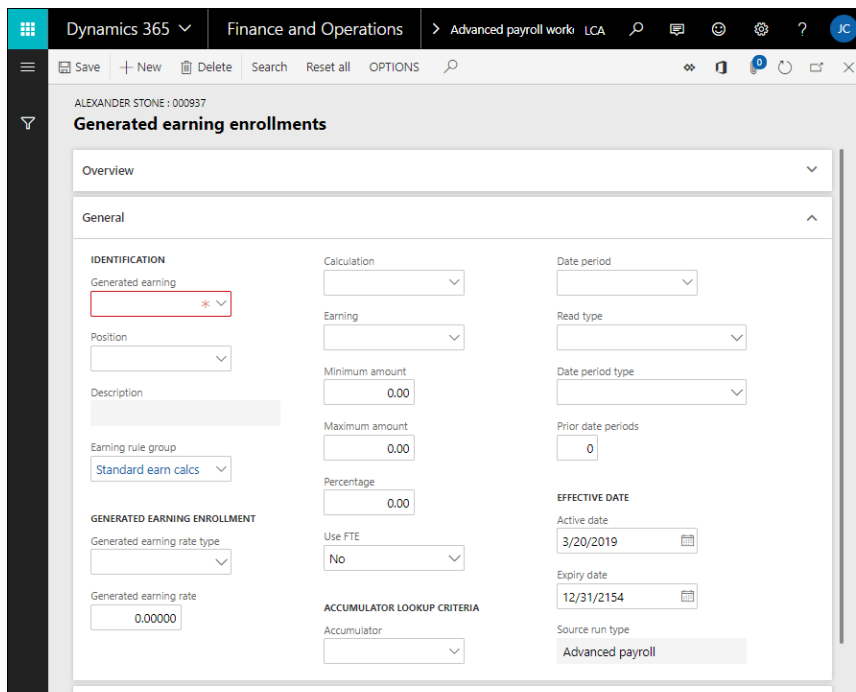
FIGURE 2.29: GENERATED EARNING ENROLLMENTS FORM

The form contains the following attributes:

Field	Description
Generated earning	name of the generated earning
Position	the worker's position
Description	long description of the worker's position
Earning rule group	worker's earning rule group that controls how this generated earning is calculated
Generated earning rate type	flat amount or rate
Generated earning rate	the value of the earning amount or rate
Calculation	calculation used to determine the amount of the generated earning
Earning	earning name that appears on pay statements for the generated earning
Minimum amount	minimum amount the generated earning can be
Maximum amount	maximum amount the generated earning can be
Percentage	percentage of the generated earning that the worker receives. Default is *100%*.
Use FTE	if *Yes*, the generated earning is multiplied against the worker's FTE value
Accumulator	if specified, the value of the accumulator is multiplied against the **Generated earning rate** to produce the generated earning.
Date period	information about the **Accumulator** that is automatically populated
Read type	
Date period type	
Prior date periods	

All attributes set on this form will override the default attributes configured for the generated earning.

Entitlement Data

Worker entitlement data is accessed from the **Entitlements** button on the **Anthology Payroll workers** list.

Entitlements are discussed in more detail in the **Entitlements** section on page 45. Entitlement setup is discussed in **Chapter 12: Additional Setup Features**.

The list shows an entitlement bank amount summary.
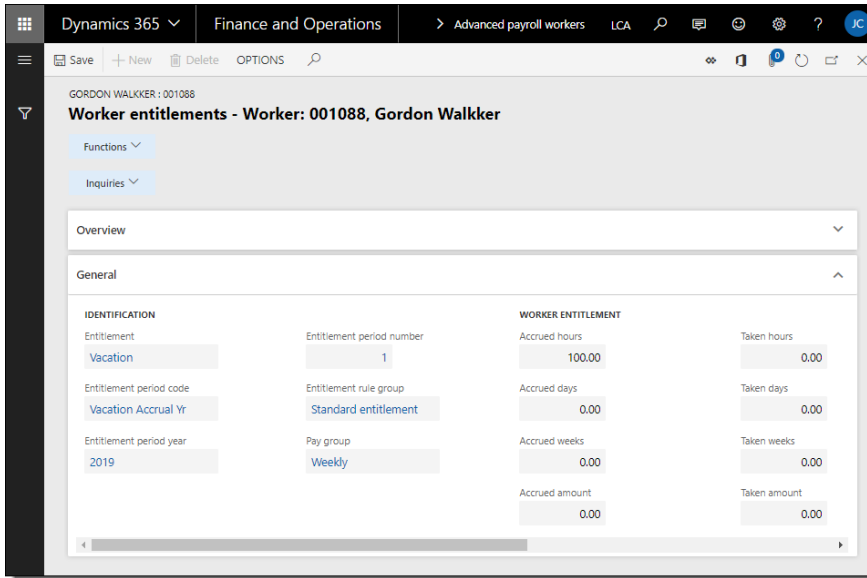
FIGURE 2.30: WORKER ENTITLEMENTS FORM

The form contains the following attributes:

Field	Description
Entitlement	name of the entitlement bank
Entitlement period code	the date period type associated with the entitlement
Entitlement period year	the active year over which the entitlement bank stores its value
Entitlement period number	the active period if the period year contains multiple periods
Entitlement rule group	rule group to which the entitlement belongs
Pay group	the worker's pay group
Accrued hours, days, weeks, and amount	total value of the entitlement bank
Taken hours, days, weeks, and amount	the value of the bank consumed by the worker
Remaining hours, days, weeks, and amount	accrued value minus taken value
Projection hours, days, weeks, and amount	a projected accrued value at the end of the entitlement period, if the entitlement is accrued based on time worked

Worker entitlement banks cannot be directly modified once assigned to a worker—only the values of the banks can be adjusted.

Rolling Entitlements

Rolling entitlements are certain type of entitlement bank that have a moving window of time for the taking period and a bank balance that replenishes incrementally as time moves forward day-by-day. Rolling entitlements can be viewed only after providing a *context date* as the balance of a rolling entitlement

depends on the point in time. Rolling entitlements are discussed in more detail in the **Rolling Entitlements** section on page 366.

Advance Data

Pay advance data is accessed from the **Advances** button on the **Anthology Payroll workers** list.

Pay advances are discussed in more detail in the **Advances and Negative Nets** section on page 45. Advance setup is discussed in **Chapter 10: Set Up Benefit/Deductions**.
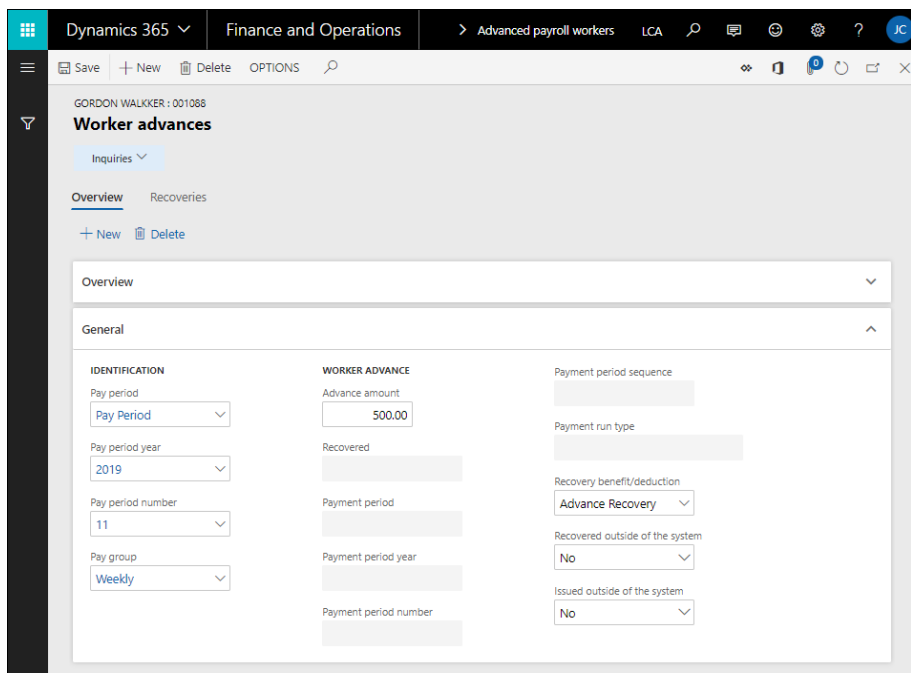
FIGURE 2.31: WORKER ADVANCES FORM

The form contains the following attributes:

Field	Description
Pay period	the date period over which the advance was issued
Pay period year	the active year when the advance was issued
Pay period number	the active pay period in the year when the advance was issued
Pay group	the worker's pay group
Advance amount	value of the advance issued
Recovered	indicates whether the advance has been fully recovered yet
Payment period	the date period over which the advance was received by the worker
Payment period year	the active year when the advance was recieved
Payment period number	the active pay period in the year when the advance was received

Field	Description
Payment period sequence	the payment sequence number if the **Payment period number** contained multiple payments
Payment run type	the method the payment was generated
Recovery benefit deduction	the benefit/deduction code under which the advance recovery will be made. This code appears on the worker's pay statement.
Recovered outside of the system	indicates whether the advance was recovered outside of Anthology Payroll. If *Yes*, Anthology Payroll does not attempt to recover the advance.
Issued outside of the system	indicates whether the advance was issued outside of Anthology Payroll

If the company does not issue pay advances, this form can be ignored. Advances are discussed further in **Chapter 4: Payroll Administration — Payroll Processing Tasks**.

Negative Net Data

Negative net data is accessed from the **Negative nets** button on the **Anthology Payroll workers** list.

Negative nets are discussed in more detail in the **Advances and Negative Nets** section on page 45. Negative net setup is discussed in **Chapter 10: Set Up Benefit/Deductions**.
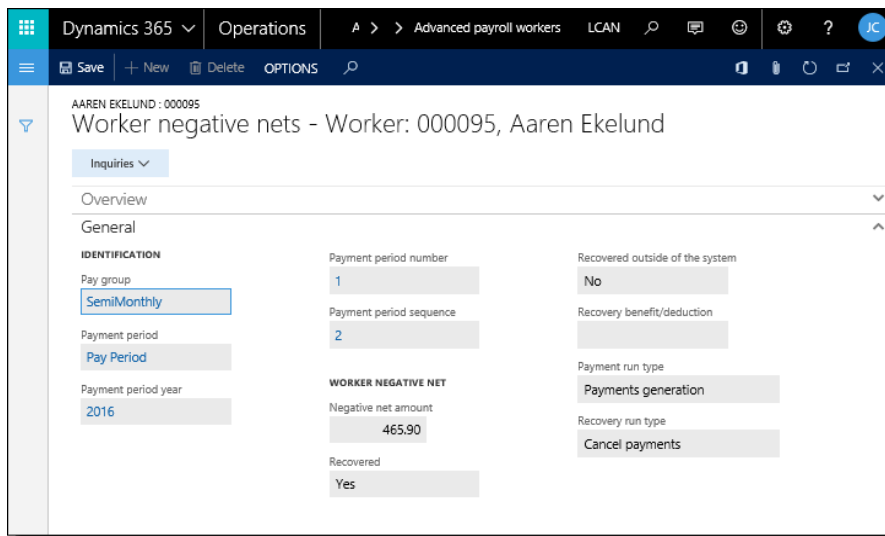
FIGURE 2.32: WORKER NEGATIVE NETS FORM

The form contains the following attributes:

Field	Description
Pay group	the worker's pay group
Payment period	date period type of the payment in which the negative net was incurred
Payment period year	year of the payment in which the negative net was incurred

Field	Description
Payment period number	date period in the year of the payment in which the negative net was incurred
Payment period sequence	sequence order of the payment, if the date period in which the negative net was incurred had multiple payments
Negative net amount	value of the negative net
Recovered	whether the negative net has been recovered yet or not
Recovered outside of the system	indicates whether the negative net was recovered outside of Anthology Payroll. If *Yes*, Anthology Payroll does not attempt to recover the negative net.
Recovery benefit deduction	the benefit/deduction code under which the negative net recovery will be made. This code appears on the worker's pay statement.
Payment run type	method of payment generation when the negative net was incurred
Recovery run type	method of payment generation when the negative net was recovered

Negative nets are not typically created, but occur as a result of how your benefits and deductions are configured. Negative nets are discussed further in **Chapter 4: Payroll Administration — Payroll Processing Tasks**.

Hiring New Workers and Assigning Positions

Workers must be hired in the HR module before you can assign positions and configure their payroll information in Anthology Payroll. You can hire a new worker using the **Hire new worker** function. Users can do this from the Anthology Payroll or Human Resources modules.

During the process of hiring the worker, you can assign them a position. Before doing so, evaluate the following factors:

- The position must already exist in the HR module in order to be able to assign it during the hire process.
- Positions can be assigned to a worker at any time.
- You can only assign one position to a worker during the hire process. Assign additional positions after the worker has been hired.

Hire a Worker

To hire a worker:

1. In the navigation pane, click **Common** > **Workers** to open the **Workers** list.
2. Click **New** to open the **Create new worker** pane.
3. Enter the worker's **First name**, **Middle name**, and **Last name**.
4. Select the **Legal entity** into which the worker is being hired.
5. A unique **Personnel number** was automatically generated when you opened the dialog.
6. Select a **Worker type**; examples could include *Employee* or *Contractor*.
7. Confirm or modify the **Employment start date** and the **Employment end date**.

8. Click the **Hire new worker** button at the bottom of the dialog to hire the worker without assigning a position. To hire the worker into an existing position:

   a. Click the **Assign a position** checkbox.

   b. Select a **Position** from the dropdown list provided.

   c. Accept or change **Assignment start** and **Assignment end** dates.

   d. Click the **Hire new worker** button at the bottom of the dialog.

After hiring the worker, the **Worker** form opens containing the information you just specified for that worker.

Before proceeding with setting up your new hire in Anthology Payroll, consider whether or not you should provide some information in the expandable non-Anthology Payroll areas of the **Worker** form:

- Addresses
- Contact information
- Personal information

There are some important characteristics of address and contact information that you must be aware of:

- The worker's address(es) and contact information are used by Anthology Payroll in payroll processing.
- Government-issued identification should be entered on the **Identification** form accessed from the **Personal information** section.
- The address or contact information used for Anthology Payroll purposes is determined by a setting in the **General definitions** form. Address setup is discussed in **Chapter 7: Set Up Initial Anthology Payroll Environment**.

Create a Position

You can create a new position for a specific worker, or you can create a position and leave it unassigned.

To create a new position:

1. In the **Anthology Payroll** navigation pane, click **Common** > **Positions** to open the **Positions** list.
2. Click **New** to open the **Create new position** dialog.
3. Select the **Job** from which the position is to be created. The **Position** ID is automatically generated.
4. Confirm or change the **Activation** and **Retirement** dates. The default activation date is the current date, and the default retirement date is *Never*.
5. Click **Create position** to create the position.

After creating the position, the **Position** form opens showing the details of the new position.

Assign a Position

You can assign a position to a worker at any time. You can also assign more than one position to a worker.

To assign a position to a worker:

1. In the navigation pane, click **Common** > **Positions** to open the **Positions** list. Double-click the desired position to open the **Position** form.

2. In the **Worker assignment** section, click **New** to open the **Create a worker assignment** pane.

3. Select a worker from the dropdown list.

4. Confirm or modify the **Assignment start** and **Assignment end** dates.

5. Select a **Reason code** for the assignment.

6. If this worker has multiple positions and this position is the primary, click the **Make primary** checkbox.

7. Click the **Create worker assignment** button at the bottom of the dialog to create a position assignment record and assign the position to the worker.

To assign additional positions to a worker:

1. In the navigation pane, click **Common** > **Workers** to open the **Workers** list. Select the desired worker.

2. Click **Worker position assignments** on the ribbon to open the **Position assignments** form.

3. Click **Add assignment** to add another position assignment record for the worker. Existing position assignments can also be modified in this form.

Lab 3.1 - Create New Workers

This lab involves creating new workers.

Scenario

Two new workers started working for Contoso Entertainment today. Mia needs to create them in Microsoft Dynamics 365 Finance and add them to Anthology Payroll. She needs to create a position for Adam Barr and assign an existing position to Aik Chen.

Challenge Yourself!

Add the following workers, associated positions, and payroll information to Anthology Payroll:

Worker Name	Adam Barr	Aik Chen
Personnel number	1010	1020
Position	0105	0115
Job Description/Title	Marketing Manager	Marketing Staffer
Job ID	01027	01028
Organization Unit	100	100

Need a Little Help?

To create a new position for a worker in Anthology Payroll, open the **Positions** list and click **Position** in the ribbon to open the **Create new position** dialog.

To create a new worker, open the **Workers** list and click **Hire new worker** in the ribbon to open the **Create new worker** dialog. You can also assign the position from this dialog.

After creating the workers and assigning positions, create worker payroll data using the **Anthology Payroll Profile** tab on the ribbon when the worker is selected on the **Anthology Payroll workers** list. The **Anthology Payroll Profile** tab contains access to various forms that relate specifically to worker payroll

data, such as benefit/deduction enrollments, account information, calculation variables for W4 information, and generated earning enrollments for allowances.

Step by Step

To create a new position for *Adam Barr*:

1. In the navigation pane, click **Common** > **Positions** to open the **Positions** list.
2. Click **New** on the ribbon to open the **Create new position** dialog.
3. In the **Position** field, specify *0105*.
4. In the **Job** field, specify *Marketing Manager* and verify that the **Activation** date is correct.
5. Click the **Create positions** button to create the position and open the **Position** form.
6. Close the form after verifying the information is accurate.

To create a new worker and add them to Anthology Payroll:

1. In the navigation pane, click **Common** > **Workers** to open the **Workers** list.
2. Click **New** on the ribbon to open the **Create new worker** dialog.
3. Enter the worker's name and verify the **Employment start date** and **Employment end date** are correct.
4. Enter the worker's **Personnel number**.
5. Check the **Assign a position** checkbox and specify a **Position**:
    - For *Adam Barr*, specify position *0105*.
    - For *Aik Chen*, enter position number *0115*.
6. Click **Hire new worker** to create the worker and open the **Worker** form.

Maintaining Worker Data

Throughout the pay period, payroll administrators must maintain and update worker data before processing their pay. These updates are critical for accurate pay processing. For example, administrators may have to:

- Update a worker's enrollment status in a benefit from *Single* to *Married*.
- Change a worker's address to reflect them having moved.
- Increase a worker's salary step to reflect a raise.

This section contains procedures on how to maintain the three types of worker data:

- Position
- Demographic
- Payroll

Maintaining Worker Position Data

This section contains procedures for transferring a worker from one position to another and maintaining data on the **Worker positions** and **Workers** forms.

Examples of why you may need to update position data:

- The worker has changed from one position to another.
- The worker has received a raise and their salary has changed.
- As a result of a position change, the worker now belongs to different benefit/deduction rule group.
- The worker has been transferred to a different office.
- The worker has gone on maternity leave and their hours of work must be updated.

Transfer a Worker

Transferring a worker from one position to another can be done within the same company or from one company to another.

To transfer a worker from one position to another within the same company:

1. In the **Anthology Payroll** navigation pane, click **Common** > **Workers** to open the **Workers** list. Select the desired worker.
2. On the **Worker** tab of the ribbon, click **Change position** in the **Personnel actions** section to open the **Transfer worker to a new position assignment** dialog.
3. Select the **Position** to transfer if the worker has multiple positions.
4. Specify the new assignment's **Job** and **Position** fields.
5. Click the **Primary** checkbox if this new assignment is the worker's primary position.
6. Specify the **Full-time equivalent** (FTE) value for the new assignment. FTE is used in calculating entitlements and earnings.
7. The **Assignment end date/time** of the current assignment and the **Assignment start date/time** of the new assignment are automatically set to the current date. Change these if necessary. Specify an **Assignment end date/time** for the new assignment as required.
8. Specify **Transfer reasons** for both assignments.
9. Click the **Retire position** checkbox and specify a **Retirement date** to retire the current position after transferring the worker.
10. Click the **Transfer worker** button to complete the transfer.

To transfer a worker between positions in different companies, you must assign the new position to the worker while in the context of the new company and then retire the old position using the **End assignment** option.

Modify Worker Position Data

Data on the **Worker positions** form is discussed in the **Worker Positions Form Elements** section on page 55.

To modify data on the **Worker positions** form:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.
2. On the **Anthology Payroll Profile** tab of the ribbon, click **Positions** to open the **Worker positions** form.
3. On the **Maintain versions** tab, expand the **Maintain effective date entries** tab.
4. Click **New** to create a new effective-dated record of the position record.

5. Modify position data as required:
   - Position
   - Employment
   - Location
   - Job contact
   - Hours of work
   - Salary
   - State taxes
6. Save your changes and close the form.

The **Pay group** cannot be changed on this form.

Modify Worker Data

Data on the **Workers** form is discussed in the **Workers Form Elements** section on page 63.

To modify data on the **Workers** form:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.
2. On the **Anthology Payroll Profile** tab of the ribbon, click **Payroll workers**to open the **Workers** form.
3. On the **Maintain versions** tab, expand the **Maintain effective date entries** tab.
4. Click **New** to create a new effective-dated record of the worker record.
5. Modify worker data as required:
   - Person
   - W2
   - Employment
   - Salary
   - State taxes
6. Save your changes and close the form.

Manage Worker Position Alternate Occupations

Depending on your implementation, workers may be permitted to have multiple occupation codes associated with their position for the purposes of calculating their pay differently according to the occupation they work.

NOTE: All of a worker's alternate occupations should have the same **Union affiliation** association on the **Occupations** setup form. See the **Set up Occupations** section on page 373 for more details on occupations.

To assign alternate occupations to a worker's position:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.

2. On the **Anthology Payroll Profile** tab of the ribbon, click **Positions** to open the **Worker positions** form.

3. On the **Worker positions** form, click **Links** > **Setup** > **Alternate occupations** to open the **Worker position alternate occupations** form.

4. Click **New** to create a new record.

5. On the **General** tab, specify the **Occupation** to assign to the worker.

6. Specify one of the following to define the occupation's pay characteristics:

   - **Hourly rate** for hourly wage earners
   - **Salary** code and **Salary step number** for salaried workers

7. Specify an **Active date** and **Expiry date**.

8. Repeat as required for additional alternate occupations.

9. Save your changes and close the form.

Maintaining Worker Demographic Data

This section contains procedures for maintaining:

- Accomplishments
- Addresses
- Dates
- Electronic contacts
- Events
- Notes
- Person contacts

Examples of why you may need to update demographic data:

- The worker has changed home addresses.
- The worker's contact information has changed.
- The worker's manager wants to track an upcoming performance review date for that worker.
- The worker has earned a certification and their manager wants to track that information in Anthology Payroll.

Modify Worker Accomplishments

Accomplishment setup is discussed in **Chapter 7: Set Up Initial Anthology Payroll Environment**.

To *create* a new worker accomplishment:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.

2. On the **Anthology Payroll Profile** tab of the ribbon, click **Accomplishments** to open the **Worker accomplishments** form.

3. Click **New** to create a new record.

4. On the **General** tab, specify the **Accomplishment** name.

5. Specify any **Accomplishment details** and an **Accomplishment registration** number.

6. Specify an **Active date** and **Expiry date**.

7. Click **Save** to save your changes.

To *modify* an existing worker accomplishment:

1. On the list, select the accomplishment to modify.

2. On the **General** tab, adjust the data fields as desired.

3. Click **Save** to save your changes.

Modify Worker Addresses

Worker addresses are stored in the global address book and are used in multiple modules.

To create a new address for a worker:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker and double-click them to open the **Worker** form.

2. On the **Addresses** tab, click **Add** to open the **New address** pane.

3. Enter the **Name or description** of the address (e.g.: *Home*, *Office*).

4. Enter the following address information as applicable:

   - Country/region
   - ZIP/postal code
   - Street
   - Street number
   - Building complement
   - Post box
   - City
   - District
   - Province/territory
   - County

5. If this is the worker's primary address, ensure that the **Primary** flag is enabled. Anthology Payroll uses the primary address.

6. Click **OK** to add the address.

To modify an existing address for a worker:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker and double-click them to open the **Worker** form.

2. On the **Addresses** tab, select the address to modify and click **Edit** to open the **Edit address** pane.

3. Edit address information as required.

4. Click **OK** to save your changes.

Modify Worker Dates

Date type setup is discussed in **Chapter 7: Set Up Initial Anthology Payroll Environment**.

To *create* a new worker date:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.
2. On the **Anthology Payroll Profile** tab of the ribbon, click **Dates** to open the **Worker dates** form.
3. Click **New** to create a new record.
4. On the **General** tab, select the position the date applies to.
5. Select the **Date type**.
6. Specify the **Worker date** that determines the calendar date to record.
7. Specify an **Active date** and **Expiry date**.
8. Click **Save** to save your changes.

To *modify* an existing worker date:

1. On the list, select the date to modify.
2. On the **General** tab, adjust the **Position**, **Date type**, and **Worker date** as desired.
3. Click **Save** to save your changes.

Modify Worker Contact Information

Worker contact information is stored on the **Worker** form and is used by multiple modules.

To create new contact information for a worker:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker and double-click them to open the **Worker** form.
2. On the **Contact information** tab, click **Add** to create a new record.
3. Enter the **Description** of the contact (e.g.: *Mobile*, *Email*).
4. Select the contact **Type** and enter the **Contact number/address** and **Extension** as required.
5. If this is the worker's primary contact, ensure that the **Primary** flag is enabled.
6. Click **Save** to save your changes.

To modify existing contact information for a worker:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker and double-click them to open the **Worker** form.
2. On the **Contact information** tab, select the record to modify and change the fields as required.
3. Click **Save** to save your changes.

Modify Worker Events

Event setup is discussed in **Chapter 7: Set Up Initial Anthology Payroll Environment**.

To *create* a new worker event:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.
2. On the **Anthology Payroll Profile** tab of the ribbon, click the **Events** button to open the **Worker events** form.
3. Click **New** to create a new record.
4. On the **General** tab, select the **Position** the event applies to.

5. Specify the **Event** code and associated **Due date**.

6. Click **Save** to save your changes.

To *modify* an existing worker event:

1. On the list, select the event to modify.

2. On the **General** tab, adjust the data fields as desired.

3. Click **Save** to save your changes.

Modify Worker Person Contacts

Person group and type setup is discussed in **Chapter 7: Set Up Initial Anthology Payroll Environment**.

To *create* a new worker person contact:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.

2. On the **Anthology Payroll Profile** tab of the ribbon, click **Person Contacts** to open the **Worker person contacts** form.

3. Click **New** to create a new record.

4. On the **General** tab, select the **Person group** and **Person type**.

5. Click **Setup** > **Name** to open the **Persons** form. This form allows you to edit or create name information for the worker's person contact:

   a. Click **New** to create a new record.

   b. On the **General** tab, enter the person-related information for the person contact.

   c. Click **Save** to save your changes. Click **Back** to return.

6. Click **Setup** > **Electronic contacts** to open the **Person electronic contacts** form. This form allows you to edit or create electronic contact information for the worker's person contact:

   a. Click **New** to create a new record.

   b. On the **General** tab, select the **Contact type** and specify the electronic contact information for the person contact.

   c. Click **Save** to save your changes. Click **Back** to return.

7. Click **Setup** > **Addresses** to open the **Addresses** form. This form allows you to edit or create an address record for the worker's person contact:

   a. Click **New** to create a new record.

   b. On the **General** tab, select the **Address type** and specify the address information for the person contact.

   c. Click **Save** to save your changes. Click **Back** to return.

8. Click **Setup** > **Notes** to open the **Person notes** form. This form allows you to edit or create notes for the worker's person contact:

   a. Click **New** to create a new record.

   b. On the **General** tab, select the **Note type** and enter the **Note subject** and the note itself.

   c. Click **Save** to save your changes. Click **Back** to return.

9. Specify an **Active date** and **Expiry date**.

10. Close the form to save your changes.

To *modify* an existing worker person contact:

1. On the list, select the person to modify.
2. On the **General** tab, adjust the data fields as desired.
3. Click the **Setup** button to access the other person contact forms to modify them as desired.
4. Click **Save** to save your changes.

Maintaining Worker Payroll Data

The procedures in this section describe how to make changes to worker payroll information:

- Bank accounts
- Organization splits
- Accumulators
- Calculation variables
- Benefit/deductions
- Generated earnings
- Entitlements
- Advances
- Negative nets

Examples of why you may need to update payroll data:

- The worker's bank account used for direct deposit has changed.
- Modify a calculation variable associated with a worker's tax exemption.
- Enroll a worker in a new fitness allowance program (a generated earning) the company has just implemented.
- Change a worker's benefits/deductions to reflect a new marital status.
- Transfer an entitlement balance to a new entitlement bank because the worker was promoted and now belongs to a different entitlement rule group.
- Schedule an advance recovery deduction for a worker who was issued an advance on his or her pay.

Modify Bank Accounts

Account data is discussed in the **Worker Accounts** section on page 66.

Account setup is discussed in **Chapter 11: Set Up Payments and Postings**.

To *create* a new bank account for a worker:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.
2. On the **Anthology Payroll Profile** tab of the ribbon, click **Accounts** to open the **Worker bank accounts** form.
3. On the **Maintain** tab, click **New** to create a new record.
4. Specify the **Financial institution**, **Account type**, and enter the **Account** number.

5. Specify any **Percentage**, **Amount**, or **Apply to remainder** options to define account splits. Use the following table as a guide:

6.

Split type	Percentage	Amount	Apply to remainder
Amount	blank	amount	No
Amount remainder	100	blank	Yes
Percentage	percentage	blank	No
Percentage remainder	100 minus percentage	blank	Yes

7. Select an option for **Prenotified?** if this account requires prenotification. If *Yes*, the prenotification is skipped. If *No*, see the following procedure to generate a NACHA prenotification file.

8. Specify an **Active date** and **Expiry date**.

9. Click **Save** to save your changes.

To generate the NACHA (National Automated Clearing House Association) prenotification file:

1. On the **Worker bank accounts** form, click **Functions** > **NACHA Prenotification** to open the **NACHA Prenotification** Pane.

2. Specify the **Pay group** to generate the file for. All workers in the pay group who have the **Prenotified?** flag on their bank accounts set to *No* will be included in the NACHA prenotification file.

3. Enter the **File creation date** as the date stamp on the NACHA prenotification file.

4. If you are creating multiple files on the same date, you can specify a **File ID modifier** to differentiate them.

5. Enter the **Effective entry date** as desired. All worker bank accounts that have an **Active date** earlier than this date will be filtered out and not included in the file.

6. Select **Include all worker bank accounts** to include all worker accounts regardless of their **Prenotified?** flag setting. Leave this option unchecked to only include workers in the pay group who have the **Prenotified?** flag on their bank accounts set to *No*.

7. Click **OK** to generate the NACHA prenotification file. You are prompted to download the file immediately.

To *modify* worker bank accounts:

1. On the **Maintain** tab of the **Worker bank accounts** form, select the account to modify.

2. Adjust the data fields as desired.

3. Click **Save** to save your changes.

4. Close the form.

Modify Worker Organization Splits

Organization split data is discussed in the **Organization Splits** section on page 67.

To *create* an organization split for a worker:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.

2. On the **Anthology Payroll Profile** tab of the ribbon, click **Organization Splits** to open the **Worker organization splits** form.

3. On the **Maintain** tab, click **New** to create a new record.

4. Specify the **Department**.

5. Specify the **Percentage** of worker time charged to that department.

6. Specify an **Active date** and **Expiry date**.

7. Click **Save** to save your changes.

8. Close the form.

To *modify* organization split information:

1. On the **Maintain** tab of the **Worker organization splits** form, select the organization split to modify.

2. Adjust the data fields as desired.

3. Click **Save** to save your changes.

4. Close the form.

Modify Accumulators and Accumulator Values

Accumulator data is discussed in the **Accumulators** section on page 68.

Any changes made in the **Worker accumulators** form are lost when the accumulator is re-initialized (also called re-seeded). If you want to directly and permanently adjust the value of an accumulator, use the **Worker accumulator adjustments** function.

To *add* an accumulator for a worker:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.

2. On the **Anthology Payroll Profile** tab of the ribbon, click **Accumulators** to open the **Worker accumulators** form.

3. Click **New** to create a new record.

4. On the **General** tab, select the **Accumulator** name.

5. Select the **Date period**, **Date period year**, and **Date period number** of the accumulator.

6. Specify an initial **Accumulated amount**, if required.

7. Click **Save** to save your changes.

To *modify* accumulators:

1. On the list, select the accumulator to modify.

2. On the **General** tab, adjust the data fields as desired.

> ***Note***: Adjustments to the **Accumulated amount** are lost when the accumulator is re-initialized.

3. Close the form to save your changes.

To *adjust* accumulator values:

1. In the **Worker accumulators** form, select the accumulator to adjust.

2. Click **Functions** > **Worker accumulator adjustments** to open the **Worker accumulator adjustments** form.

3. Click **New** to create a new adjustment.

4. On the **General** tab, specify the **Adjustment amount**.

5. Enter a descriptive **Note text** comment. This provides an audit trail for changes made to the accumulator.

6. Close the form to save your changes.

Modify Calculation Variables

Calculation variable data is discussed in the **Calculation Variables** section on page 69.

To *add* calculation variables to a worker through calculation variable defaults:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.

2. To add *worker-level* calculation variables, click the **Calculation Variables** button on the **Anthology Payroll Profile** tab of the ribbon to open the **Worker calculation variables** form.

   To add *position-level* calculation variables, click the **Positions** button on the **Anthology Payroll Profile** tab of the ribbon to open the **Worker positions** form. Select the worker's position and click **Setup** > **Calculation variables** to open the **Worker position calculation variables** form.

3. On the **Evaluate** tab, click the **Evaluate** button. Review the list of evaluated calculation variables:
   - A blue background indicates new calculation variables that will be added for this worker.
   - A yellow background indicates calculation variables that have been manually added for this worker.
   - Calculation variables with no background color have not changed since the last evaluation.

4. Modify or delete any calculation variables as required.

5. Click **Save** to commit the changes to the worker's calculation variable list.

6. Close the form.

To *add* a calculation variable manually for a worker:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.

2. To add *worker-level* calculation variables, click **Calculation Variables** on the **Anthology Payroll Profile** tab of the ribbon to open the **Worker calculation variables** form.

   To add *position-level* calculation variables, click the **Positions** button on the **Anthology Payroll Profile** tab of the ribbon to open the **Worker positions** form. Select the worker's position and click **Setup** > **Calculation variables** to open the **Worker position calculation variables** form.

3. Click **New** to create a new record.

4. On the **General** tab, specify the **Calculation variable** name and the calculation variable **Item**. The **Item amount** (or **Item rate**) field automatically populates.

5. If the item is a rate, specify a **Rate counter** to multiply against the **Item rate**. Specify an **Override rate** if not using the default.

6. If the item is an amount, specify an **Override amount** if not using the default.

7. Set **Use default** to *No* if any overrides were specified.

8. Specify an **Active date** and **Expiry date**.

9. Click **Save** to save your changes.

To *modify* a calculation variable:

1. On the list, select the calculation variable to modify.
2. On the **Maintain effective date entries** tab, click **New** to create a new effective-dated record of the calculation variable.
3. Adjust the data fields as desired.
4. Click **Save** to save your changes.

Modify Worker Benefits and Deductions

Benefit/deduction data is discussed in the **Benefits and Deductions** section on page 70.

FIGURE 2.33: WORKER BENEFIT/DEDUCTIONS EVALUATION EXAMPLE

To *add* benefit/deductions for a worker through the rule group:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.
2. To add *worker-level* benefit/deductions, click **Benefit/Deductions** on the **Anthology Payroll Profile** tab of the ribbon to open the **Worker benefit/deductions** form.

   To add *position-level* benefit/deductions, click **Positions** on the **Anthology Payroll Profile** tab of the ribbon to open the **Worker positions** form. Select the worker's position and click **Links** > **Setup** > **Benefit/deductions** to open the **Worker position benefit/deductions** form.
3. On the **Evaluate** tab, click the **Evaluate** button. Review the list of evaluated benefit/deductions:
   * A blue background indicates new benefit/deductions that will be added for this worker.
   * A yellow background indicates benefit/deductions that have been manually added for this worker and are not part of the worker's rule group.
   * Benefit/deductions with no background color have not changed since the last evaluation.
4. Modify or delete any benefit/deductions as required.

5. Click **Save** to commit the changes to the worker's benefit/deduction list.

6. Close the form.

To *add* a benefit/deduction for a worker manually:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.

2. To add *worker-level* benefit/deductions, click **Benefit/Deductions** on the **Anthology Payroll Profile** tab of the ribbon to open the **Worker benefit/deductions** form.

   To add *position-level* benefit/deductions, click **Positions** on the **Anthology Payroll Profile** tab of the ribbon to open the **Worker positions** form. Select the worker's position and click **Setup** > **Benefit/deductions** to open the **Worker position benefit./deductions** form.

3. Click **New** to create a new record.

4. On the **General** tab, select the **Benefit/deduction** name. Verify the worker's **Pay group**.

5. If applicable, specify the following:

   - **Benefit/deduction enrollment**
   - **Worker amount** and/or **Employer amount**
   - **Worker calculation** and/or **Employer calculation**
   - **Worker AP vendor** and/or **Employer AP vendor**

6. If this benefit/deduction is configured with sequence overriding, you can set the **Calculation sequence number** and **Depletion sequence** to determine when the benefit/deduction is calculated and depleted from the worker's pay respective to other deductions. This is more applicable to court-ordered garnishments.

7. Specify an **Active date** and **Expiry date**.

8. Click **Save** to save your changes.

To *modify* a worker's benefit/deductions:

1. On the list of the **Worker benefit/deductions** form or **Worker position benefit/deductions** form, select the benefit/deduction to modify.

2. On the list, select the benefit/deduction to modify.

3. On the **Maintain effective date entries** tab, click **New** to create a new effective-dated record of the benefit/deduction.

4. Adjust the data fields as desired.

5. Click **Save** to save your changes.

Modify Generated Earnings Enrollments

Generated earnings enrollment data is discussed in the **Generated Earning Enrollment Data** section on

To *create* a new generated earning enrollment for a worker:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.

2. On the **Anthology Payroll Profile** tab of the ribbon, click **Generated Earnings Enrollments** to open the **Generated earning enrollments** form.

3. Click **New** to create a new record.

4. On the **General** tab, specify the **Generated earning** code.

5. Select the worker's **Position** and verify their **Earning rule group**.

6. Specify any overrides to the generated earning in the **Generated earning enrollment** section. Select an **Accumulator** if the generated earning is based on one.

7. Specify an **Active date** and **Expiry date**.

8. Click **Save** to save your changes.

To *modify* a generated earning enrollment:

1. On the list, select the generated earning enrollment to modify.

2. On the **Maintain effective date entries** tab, click **New** to create a new effective-dated record of the generated earning enrollment.

3. Adjust the data fields as desired.

4. Click **Save** to save your changes.

Modify Generated Earning Enrollments for Multiple Workers

Anthology Payroll provides a quick way to add generated earnings enrollments for multiple workers at a time.

FIGURE 2.34: GENERATED EARNINGS ENROLLMENTS FORM (FAST ENTRY TAB)

To *add* a generated earning enrollment for multiple workers:

1. In the navigation pane, click **Setup** > **Tables** > **Earnings** > **Generated earning enrollments** to open the **Generated earning enrollments** form.

2. Click the **Fast entry** tab.

3. Select the desired **Generated earnings** and **Earning rule groups**.
4. Select the desired **Workers** to which the generated earnings enrollments apply.
5. Select the **Workers' positions** to which the generated earnings enrollments apply.

> **NOTE**: Adding a generated earning enrollment to the position level will create an enrollment that is tied directly to the position for that worker. If the worker later changes positions, they will lose the enrollment. If you want the enrollment tied at the worker level, do not select any positions.

6. Specify any applicable **Overrides** as required.
7. Specify an **Active date** and **Expiry date**.
8. Click **Insert** to create the selected generated earning enrollments for all selected workers.
9. Click **Save** to save your changes.

To *expire* a generated earning enrollment for multiple workers on the same **Expiry date**:
1. Select the desired generated earnings enrollment and associated workers.
2. Click **Delete** to remove the enrollments from all selected workers.
3. Re-select the desired generated earnings enrollment and associated workers.
4. Specify an **Expiry date** for the enrollment.
5. Click **Insert** to re-add the enrollments to all selected workers with the new **Expiry date**.

Modify Worker Entitlements

Entitlements data is discussed in the **Entitlement Data** section on page 73.

To *add* a new entitlement for a worker:
1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.
2. On the **Anthology Payroll Profile** tab of the ribbon, click **Entitlements** to open the **Worker entitlements** form.
3. Click **Functions** > **Add entitlements** to open the **Add entitlements** dialog.
4. Specify the worker's **Pay group** and select the worker in the **Personnel number** field.
5. Select the **Entitlement** to add and the worker's **Entitlement rule group**
6. Specify the **Entitlement period year** and **Entitlement period number** in which the starting balances should appear. The **Accruing period** will automatically populate.
7. Adjust the **Accrued** and **Taken** fields as required. The **Remaining** field is automatically calculated.
8. Select an **Addition reason code** for tracking purposes.
9. Click **OK** to add the entitlement for the worker.

After an entitlement bank has been granted to a worker, its attributes can no longer be modified. Be sure all selected attributes are correct before granting the entitlement. Only the entitlement balance can be adjusted after the entitlement is granted.

To *adjust* an entitlement bank balance for a worker:
1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.

2. On the **Anthology Payroll Profile** tab of the ribbon, click **Entitlements** to open the **Worker entitlements** form.

3. On the list, select the entitlement to adjust.

4. Click **Functions** > **Adjust entitlements** to open the **Adjust entitlements** dialog.

5. Adjust the **Accrued** and **Taken** fields as required. The **Remaining** field is automatically calculated.

6. Select an **Adjustment reason code** for tracking purposes.

7. Click **OK** to complete the adjustment.

You cannot change the entitlement rule group that is associated with a particular entitlement bank. When you change the entitlement rule group for a position, worker, or occupation, a new entitlement bank is created automatically.

To change entitlement banks, you can create a new effective-dated record of an existing position, assign a new rule group to it, and manually adjust the associated entitlement banks.

For example, suppose the *Vacation* entitlement bank is associated with the *Staff* entitlement rule group for a worker. The worker is promoted and changes to the *Management* entitlement rule group. The next time you update or generate entitlements, a new *Vacation* entitlement bank associated with the *Management* entitlement rule group is created automatically, but it will have no starting balance. The original balance remains in the *Vacation* entitlement bank associated with the *Staff* entitlement rule group. To transfer that balance to the new entitlement bank, you must adjust both banks.

To transfer a balance from one entitlement bank to another:

1. Open the **Worker entitlements** form.

2. On the list, select the entitlement to transfer from.

3. Click **Functions** > **Adjust entitlements** to open the **Adjust entitlements** dialog.

4. Take note of the *Accrued hours* and *Remaining hours* values.

5. Enter the noted *Accrued hours* into the **Taken hours** field.

6. Specify an **Adjustment reason code** and click **OK** to complete the adjustment. The **Remaining hours** should reduce to zero.

7. On the list, select the entitlement to transfer to.

8. Click **Functions** > **Adjust entitlements** to open the **Adjust entitlements** dialog.

9. Enter the noted *Remaining hours* into the **Accrued hours** field. The **Taken hours** field should be zero.

10. Specify an **Adjustment reason code** and click **OK** to complete the adjustment.

11. Close the form.

Modify Worker Rolling Entitlements

Rolling entitlements data is discussed in the **Entitlement Data** section on page 73.

To *add* a new rolling entitlement for a worker:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.

2. On the **Anthology Payroll Profile** tab of the ribbon, click **Entitlements** to open the **Worker entitlements** form.

3. Click **Functions** > **Rolling entitlements** to open the **Rolling entitlements** journal.

4. On the **Rolling entitlements** journal, click **Functions** > **Add rolling entitlements** to open the **Add rolling entitlements** dialog.

5. Specify the worker's **Pay group** and select the worker in the **Personnel number** field.

6. Select the **Entitlement** to add and the worker's **Entitlement rule group**.

7. Specify the **Entitlement period year** and **Entitlement period number** in which the starting balances should appear. The **Accruing period** will automatically populate.

8. Enter a starting entitlement balance in the **Accrued** field.

9. Select an **Addition reason code** for tracking purposes.

10. Click **OK** to add the entitlement for the worker.

11. Close the form.

After an entitlement bank has been granted to a worker, its attributes can no longer be modified. Be sure all selected attributes are correct before granting the entitlement. Only the entitlement balance can be adjusted after the entitlement is granted.

To *adjust* a rolling entitlement bank balance for a worker:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.

2. On the **Anthology Payroll Profile** tab of the ribbon, click **Entitlements** to open the **Worker entitlements** form.

3. Click **Functions** > **Rolling entitlements** to open the **Rolling entitlements** journal.

4. On the **Rolling entitlements** journal, enter the **Pay group**, **Entitlement** to adjust and the **As of date** (current date).

5. On the **Entitlements** tab, select the entitlement to adjust and click **Functions** > **Adjust rolling entitlements** to open the **Adjust rolling entitlements** dialog.

6. Change the **Accrued** and **Taken** fields as required. To specify a negative balance if the entitlement allows, the **Taken** amount must be greater than the **Accrued**.

7. Select an **Adjustment reason code** for tracking purposes.

8. Enter the **Transaction date** of the entitlement adjustment. This is required for rolling entitlements.

9. Click **OK** to complete the adjustment.

Manage Pay Advances

Advance data is discussed in the **Advance Data** section on page 75.

To *create* an advance for a worker:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.

2. On the **Anthology Payroll Profile** tab of the ribbon, click **Advances** to open the **Worker advances** form.

3. Click **New** to create a new record.

4. On the **General** tab, select the **Pay period**, **Pay period year**, and **Pay period number** determining when the advance is paid. Verify the worker's **Pay group**.

5. Specify the **Advance amount** to be paid.

6. Select the **Recovery benefit deduction** code that appears on the worker's pay statement when recovering the advance.

7. Specify whether the advance is **Recovered outside of the system**. If *Yes*, the **Recovered** field automatically changes to *Yes*.

8. Specify whether the advance was **Issued outside of the system**.

9. If the advance is not recovered outside of the system, the form will prompt you to schedule an advance recovery before closing it.

To *schedule* an advance recovery:

1. In the **Worker advances** form, click the **Recoveries** tab.

2. The **Worker amount** shows the amount to be recovered. One advance recovery record is created by default with the full amount of the advance.

3. To specify the number of pay periods over which to recover the advance amount and calculate the recovery amount per pay period:

    a. Set **Advance recovery amount per pay period** to *0*.

    b. Specify the **Number of pay periods to recover advance**.

    c. Click **Update** to generate the advance recovery schedule.

4. To specify the recovery amount per pay period and calculate the number of pay periods required:

    a. Set **Number of pay periods to recover advance** to *0*.

    b. Specify the **Advance recovery amount per pay period**.

    c. Click **Update** to generate the advance recovery schedule.

5. To specify both the recovery amount per pay period and the number of pay periods, and calculate the resulting **Worker amount**:

    a. Specify the **Number of pay periods to recover advance**.

    b. Specify the **Advance recovery amount per pay period**.

    c. Click **Update** to generate the advance recovery schedule.

    > **NOTE**: Anthology Payroll alerts you if the **Worker amount** is less than the total amount.

6. If required, modify the **Pay period end dates** in the recovery schedule table to change the date of each recovery.

7. Click **Save** to commit the advance recovery.

8. Close the form.

To *modify* an existing pay advance:

> **NOTE**: You cannot modify advances that are already recovered.

1. In the **Worker advances** form, select the advance to modify.

2. On the **General** tab, adjust the data fields as desired.

3. Close the form to save your changes.

To *modify* an existing advance recovery schedule:

1. In the **Worker advances** form, select the advance on the list.
2. Click the **Recoveries** tab and select one or all of the recoveries in the table.
3. Click **Delete** to delete the selected records.
4. Click **Save**.
5. Click the **Recoveries** tab to set up recoveries again.

Manage Negative Nets

Negative net data is discussed in the **Negative Net Data** section on page 76. Negative net setup is discussed in **Chapter 10: Set Up Benefit/Deductions**.

Negative nets occur as a result of how your benefit/deductions are configured and negative net recoveries are automatically scheduled for the next pay period. The only management task a payroll administrator can perform on negative nets is to record that it has been recovered outside of Anthology Payroll.

To record a negative net recovered outside of Anthology Payroll:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.
2. On the **Anthology Payroll Profile** tab of the ribbon, click **Negative Nets** to open the **Worker negative nets** form.
3. On the list, select the negative net that has been recovered.
4. On the **General** tab, set **Recovered outside the system** to *Yes*. The **Recovered** field automatically changes to *Yes*.
5. Click **Save** to save your changes.

Manage Wage Increments

Wage increments are predetermined pay increases that occur at a defined time.

You can generate and apply a previously configured wage increment or import a group of workers and their wage increments into Anthology Payroll for immediate processing from a Microsoft Excel spreadsheet. Both procedures require that a wage increment code already be set up (see the **Wage Increments** section on page 217).

You cannot generate and import wage increments for the same wage increment code; it's one or the other. After generating or importing wage increments, they must be reviewed and then applied.

Generate Wage Increments

To generate and apply a previously configured wage increment:

1. In the navigation pane, click **Periodic** > **Other** > **Wage increments** > **Generate wage increments** to open the **Generate wage increments** dialog.
2. Select the **Wage increment** code to generate.
3. Click **OK** to generate the wage increments.

After generating the wage increments, you can review or change them before applying them (see **Review/Change and Apply Wage Increments** section on page 100).

Import Wage Increments

You can import wage increments from a CSV, TXT or DAT file into Anthology Payroll. The import file must follow strict specifications. You must set up the wage increment code before importing wage increments and you can only import wage increments for one code at a time.

The required file format is:

- File type: ASCII text
- Valid file name extensions: *.csv*, *.txt*, or *.dat*
- Field separator: comma (,)
- Record separator: return
- Surround character: double quotes ("); alphanumeric data that includes a comma, such as *Leave, unpaid* must be surrounded by straight, double quotation marks ("Leave, unpaid"), not curly quotes or single quotes.

For more information on the import file specifications, please refer to the Anthology Payroll Help or contact Client Services at Anthology Inc

Each row in the import file describes one wage increment record for one worker and the date it takes effect.

The first row in the import file typically contains column headings. Column headings, if specified, must match existing field names in the proper order. If you do not include a row of column headings, then the file must include all of the columns in the order that they are listed.

Anthology Payroll keeps records of all wage increment history in the form of inquiries and reports.

To import wage increments from an import file:

1. In the navigation pane, click **Periodic** > **Other** > **Wage increments** > **Import wage increments** to open the **Import wage increments** dialog.
2. Specify the **Wage increment** code you are importing for. Verify the **Wage increment description** is what you are importing for.
3. Browse and select the **File name** of the import file.
4. Select or deselect any processing options:
   - **Column heading**: deselect if the first row in the import file is not column headings
   - **Already approved**: deselect if imported wage increment records must be approved/reviewed before applying to workers and positions. This requires a separate process (see **Review/Change and Apply Wage Increments** section on page 100)
   - **Check only**: select to verify the import file only. No wage increment records are imported.
5. Click **OK** to import the file. An alert popup appears with a summary of the import process.

After importing wage increment records, you must commit the import records before applying the effective-dated wage changes on the worker or position records. The commit process allows you to verify the wage changes are valid before they are accepted and available for further processing in Anthology Payroll.

To commit imported wage increments:

1. In the navigation pane, click **Periodic** > **Other** > **Wage increments** > **Commit import wage increments** to open the **Wage increment imports** journal.

2. Specify the **Wage increment** code that wage increments were imported for. Uncommitted, imported wage increment records appear in the list. Note any records that state *No* for the **Valid** field.

3. Review the list of imported wage increments to verify that the data imported correctly. Modify any wage increment records as required. Ensure to resolve the wage increment records that state *No* for the **Valid** field. These records cannot be committed until they are revalidated.

4. Select any records that you have modified and click **Revalidate** to check their validity.

5. When all desired wage increment records are valid, select the records you want to commit and click **Commit wage increments** to commit them to Anthology Payroll. An alert popup appears to verify the procedure.

The imported wage increment records can now be reviewed/changed and applied to workers and positions.

Review/Change and Apply Wage Increments

After generating or importing/committing wage increments, you must review them and manually select which wage increments to apply. If you imported wage increments and selected the **Already approved** flag during the import process, you do not need to review the wage increments further, but you may still choose to.

After reviewing/changing wage increment records, you can apply them and create the appropriate effective-dated changes on worker and worker position records.

To review or change wage increments:

1. In the navigation pane, click **Periodic** > **Other** > **Wage increments** > **Review/change wage increments** to open the **Review/change wage increments** journal.

2. Specify the **Wage increment** code of the wage increments to review or change. If desired, specify a **Worker Id** to view only that worker's wage increments.

3. Change any of the following fields as desired. You can only change wage increments that have not yet been applied:
   - **New effective date**
   - **New salary**
   - **New step number**
   - **New salary period**
   - **New salary amount**
   - **New hourly rate**

4. Review the list of wage increments and determine which you would like to apply. Set the **Apply** flag to *Yes* for these wage increments.

5. Click **Save** to save your changes.

You may now apply the wage increments to workers and worker positions.

To apply wage increment changes:

1. In the navigation pane, click **Periodic** > **Other** > **Wage increments** > **Apply wage increments** to open the **Apply wage increments** dialog.

2. Specify the **Wage increment** code of the wage increments to apply. Verify the **Wage increment description** corresponds to the desired wage increment.

3. If desired, specify a **Worker** to apply only wage increments for that worker.

4. Click **OK** to apply wage increment changes to workers and worker positions. An Infolog popup appears with a summary of the application process.

Lab 3.2 - Maintain Worker Payroll Data

This lab involves changing benefit/deduction enrollments to reflect a change in marital status for a worker.

Scenario

Sean Chai, a worker at Contoso, married on March 19, 2012. Mia needs to update his enrollment statuses in various benefits and deductions.

Challenge Yourself!

Sean Chai's **Personnel number** is *1407*. Open his list of benefit/deductions and change all the *Single* enrollments to *Married* with an **Active date** of *August 10, 2013*.

Need a Little Help?

To access a worker's benefits and deductions, open the **Anthology Payroll worker** list and select the worker. On the **Anthology Payroll Profile** tab, click the **Benefit/Deductions** button to open the **Worker benefit/deductions** form.

To create effective-dated records for benefit/deduction enrollment changes, select the **Benefit/deduction** record and open the **Maintain effective date entries** pane. Select the record in the **Maintain effective date entries** pane and create a new effective-dated copy of that record.

Step by Step

To update Sean's benefit/deduction enrollments:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select *Sean Chai*.

2. On the **Anthology Payroll Profile** tab of the ribbon, click **Benefit/Deductions** to open the **Worker benefit deductions** form.

3. Select the *CA SIT* benefit/deduction and open the **Maintain effective date entries** pane.

4. On the **Maintain effective date entries** pane, select the *CA SIT* benefit/deduction and click **New** to create a new effective-dated copy of the benefit/deduction.

5. Change the **Benefit deduction enrollment** to *Married 1*.

6. Change the **Active date** to *08/10/2013*.

7. Click **Save** to save your changes. A dialog appears notifying you of the effective date change. Click **OK**.

8. Repeat as required for all benefit/deductions with *Single* enrollments.

Terminating Workers

Like all effective-dated records in D365, workers who have moved on from the company are not *deleted*, but merely *expired*. Expiring a worker is known as *terminating* them. Expiring a worker's position is known as *retiring* the position.

This section details procedures for:

- Terminating a worker
- Ending a position assignment
- Retiring a position
- Deleting a position

Terminate a Worker

When terminating a worker, you can choose to retire their position at the same time.

To terminate a worker:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.
2. On the **Worker** tab of the ribbon, click **Terminate** to open the **Terminate workers** dialog.
3. Verify the worker's name. Specify the **Termination date** if it is not the current date.
4. Specify the **Last day worked** if it is not the current date.
5. Select a **Termination reason**.
6. If you want to retire the worker's position, select the **Retire position** checkbox. Specify the position's **Retirement date** if it is not the current date.
7. Click **Terminate workers** to expire the worker (and position) record.

Ending a Position Assignment

If a worker's assignment to a particular position comes to an end, you can remove that position from the worker's list of assigned positions. This will not expire the worker nor the position records, only the assignment of the position.

To end an assignment for a particular worker:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.
2. On the **Worker** tab of the ribbon, click **End assignment** to open the **End the position assignment** dialog.
3. Select the **Position** to end if the worker has multiple positions.
4. Specify the **Assignment end** date if it is not the current date.
5. Specify a **Reason code** for the assignment ending.
6. Click **Update worker assignment** to expire the position assignment.

Retire a Position

If a position is no longer required, you can choose to retire that position. Retiring a position will apply a **Retirement** date to it, after which the position becomes inactive and can no longer be assigned to a worker. Any new workers assigned to a position with a retirement date will automatically have an **Assignment end** date equal to the retirement date.

To retire a position:

1. In the navigation pane, click **Common** > **Positions** to open the **Positions** list. Double-click the desired position to open the **Position** form.
2. Expand the **Position duration** area, and click **Retire** to open the **Retire the position** dialog.
3. Specify the **Retirement** date if it is not the current date.
4. Click **Retire position** to expire the position on the specified date. Any worker currently assigned to the position will have their **Assignment end** date updated accordingly.

Delete a Position

In Microsoft Dynamics 365 Finance, you cannot delete a position after it has been assigned to a worker; you can only end the assignment. To end an assignment, refer to **Ending a Position Assignment** section on page 102.

You can delete a position provided there is no worker assigned to it and there are no historical transaction records against that position. Use this option if you created a position in error.

To delete a position:

1. In the navigation pane, click **Common** > **Positions** to open the **Positions** list. Select the desired position to delete.
2. On the toolbar, click **Delete** to delete the record.
3. Confirm the deletion.

Summary

As the prime users of Anthology Payroll, payroll administrators are responsible for all routine tasks associated with administering a typical pay period.

This chapter discussed the first of three routine tasks—data management. Data management is divided into three categories:

- Managing worker positions
- Managing worker demographic information
- Managing worker payroll information

This chapter also covered the hiring and terminating of workers.

The scope of knowing data management tasks becomes clear in the next chapter, which discusses *Payroll Administrator Processing Tasks.*

Test Your Knowledge

1. Where can you create a new worker, and what must you assign that new worker in order for him or her to be paid by using the Anthology Payroll module?

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   _____

   _____

   _____

2. What is a position and what is the relationship of a position to a job?

   _____

   _____

   _____

   _____

3. Name four types of information that positions contain.

   _____

   _____

   _____

   _____

4. What are the most important criteria when you think of strategies to reduce data input? Why are these criteria important?

   _____

   _____

   _____

5. What is a generated earning enrollment?

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6. What is an organization split?

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7. What is an entitlement and what is the role of an entitlement rule group?

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Quick Interaction: Lessons Learned

Take a moment and write down three key points you have learned from this chapter.

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Solutions

Test Your Knowledge

1. Where can you create a new worker, and what must you assign that new worker in order for him or her to be paid by using the Anthology Payroll module?

   MODEL ANSWER:

   You can create workers in the Anthology Payroll or Human Resources modules. To be paid, a worker must be assigned at least one position.

2. What is a position and what is the relationship of a position to a job?

   MODEL ANSWER:

   A position can be seen as what a particular worker does for work. A job is a template for a position. Positions are required to matching the correct job, wage, benefits, deductions, entitlements, and earnings information to specific workers.

3. Name four types of information that positions contain.

   MODEL ANSWER:

   Worker identification; Employment information; Job information; Rule groups; Location; Salary; Organization; Financial Dimensions; Occupation; Hours of work.

4. What are the most important criteria when you think of strategies to reduce data input? Why are these criteria important?

   MODEL ANSWER:

   When you choose strategies to minimize workload, the most important criteria is consistency - because there may be several options open to you to achieve the same effect. For example, you can define rules groups, dimensions, and salary grids in the Positions, Occupations, or Worker tables. However, even if you define this data in more than one location, Anthology Payroll will only use the first one it finds - and Anthology Payroll always looks for these definitions in the same order: it looks first in Positions, then in Workers, and then in Occupations.

5. What is a generated earning enrollment?

   MODEL ANSWER:

   Generated earnings are automatically-generated, allowance-type earnings that are provided to eligible workers. They can be non-enrolled, and all workers in the specified pay group and earning rule group receive them. Alternatively, they can be enrolled, and only the workers who are individually enrolled for that generated earning receive it.

6. What is an organization split?

   MODEL ANSWER:

   Organization splits override postion organization in determining the dimensions used when posting earning and benefit costs to the General ledger. Organization splits also enable you to divide those costs among more than one organization and its dimensions.

7. What is an entitlement and what is the role of an entitlement rule group?

   MODEL ANSWER:

   Worker entitlements exist in Anthology Payroll as banks of time or earnings, such as vacation, banked overtime, or sick leave, that workers can accumulate and deplete. Examples include sick leave, vacation days, and overtime accrual.   Entitlement banks are increased and decreased based on the entitlement rule group that is associated with workers and their positions.

CHAPTER 4: PAYROLL ADMINISTRATION — PAYROLL PROCESSING TASKS

Objectives

The objectives for this chapter are:

- Provide background and conceptual information about payroll processing and reporting.
- Perform routine payment processing procedures.
- Perform occasional payroll processing tasks.
- Perform payroll inquiries and reports that contain organization-wide and worker-specific information.

Introduction

As the prime users of Anthology Payroll, payroll administrators are responsible for tasks in three functional groups:

- Data management
- Payroll processing
- Payroll reporting and record keeping

This chapter explains payroll processing and reporting tasks.

Payroll processing tasks are divided into those used routinely during most pay periods, and those that are used occasionally when required.

Worker data (discussed in **Chapter 3: Payroll Administration — Data Management Tasks**) provides the framework for pay period payroll processing. During a normal pay process, administrators must:

- Capture time
- Generate earnings
- Calculate payment
- Approve and distribute payments
- Create reports

The following illustration shows the organization of the Anthology Payroll processes and procedures at a high level.
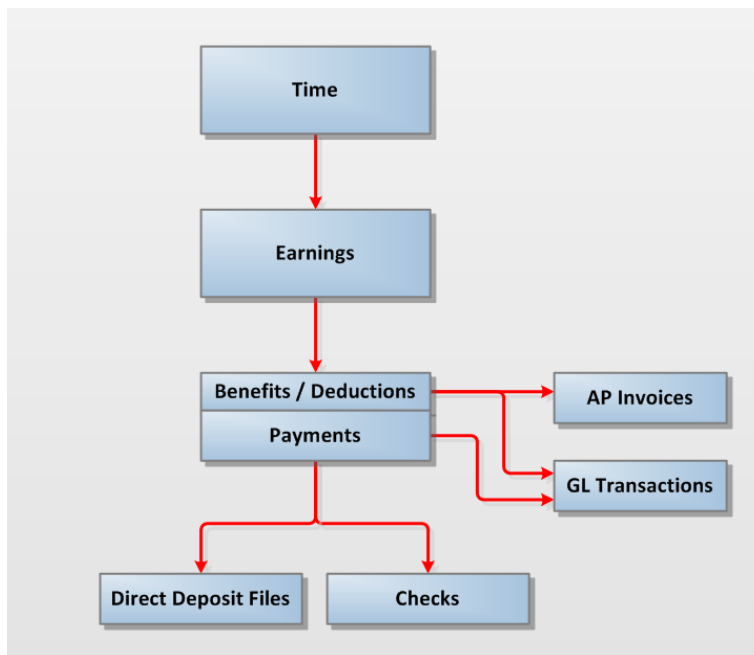
FIGURE 2.35: HIGH-LEVEL PAYROLL PROCESS

Routine Payment Processing Procedures

This section describes the main payroll administrator tasks associated with payroll processing and reporting.

The general payroll process is:

1. Recording time data
2. Recording earnings data
3. Updating entitlements
4. Updating earnings-related accumulators
5. Creating generated earnings
6. Generating payments
7. Approving and posting payments
8. Generating entitlements
9. Closing the pay period

The following illustration provides more detail on how Anthology Payroll organizes data for processing a typical pay period. This illustration is generic and does not reflect any specific configuration in a real-life scenario. Not every element may be used in your implementation.
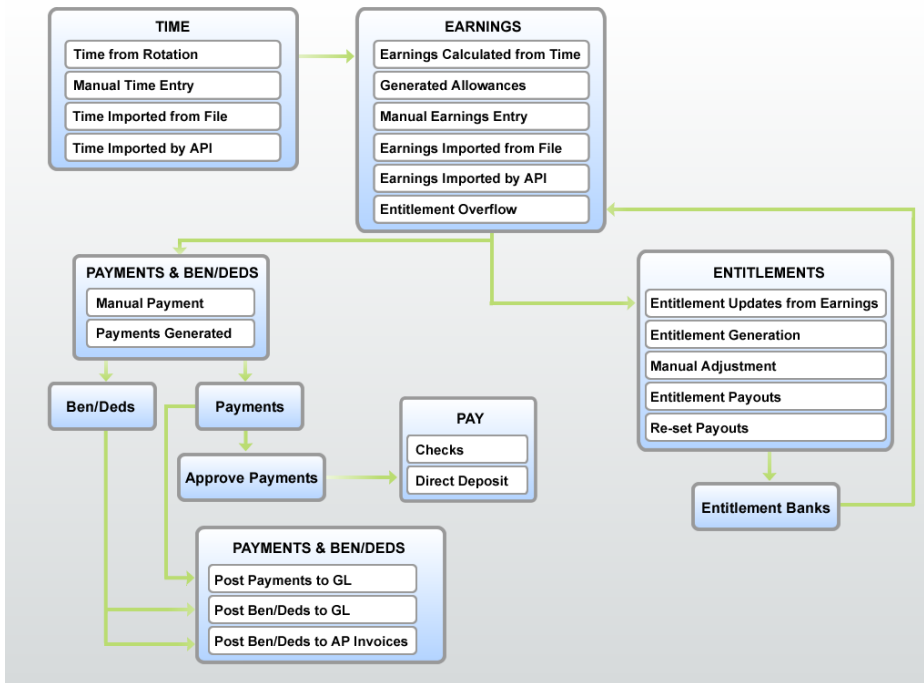
FIGURE 2.36: OVERVIEW OF TYPICAL PAYROLL PROCESS

Payroll processing can be performed automatically by the system or manually by payroll administrators. Implementers must know when and why a company may want to process automatically or manually.

Automatic and Manual Processing

When data management tasks are completed for a current pay period, you can process payments and create pay statements. In Anthology Payroll, payments to workers are calculated as their earnings minus all applicable benefit/deductions. During implementation, Anthology Payroll is configured to calculate most earnings automatically, but exceptions to this process can be common.

Time and earnings in Anthology Payroll are separate concepts. The information in this section is designed to help implementers evaluate how to set up time and earnings in Anthology Payroll to best meet a client's payroll requirements. **Chapter 9: Set Up Time and Earnings** provides detailed procedures for setting up time and earnings.

Implementers can set up automatic processes for recording time data and manage exceptions in several different ways. Similarly, when implementing Anthology Payroll, you must be aware of how the company wants to routinely record worker earnings and how they handle exceptions to that routine.

For example, one company with a regular shift schedule may routinely create earnings from time data that was created from a rotation, while another company may use a pay period salary, and another might import earnings from a spreadsheet. However, all these companies may encounter exceptions that require manual entry of earnings, imported earnings, generated allowances, or earnings from entitlement overflow (e.g.: a payout of unused vacation time).

Recording Time and Piecework

The requirements for time and piecework records differ from company to company according to preference. Typical worker earnings are derived from calculations based on time, piecework, or salaries—all of which correspond to individual workers. Even salaried workers may be eligible for time-dependent earnings, such as overtime if the company's policies allow it.

Anthology Payroll can capture time or piecework records from three sources:

- Create time from rotation (time data only).
- Enter time manually in the **Worker time** form (time and/or piecework).
- Import from external sources using comma-delimited text files (CSV) or using the Anthology Payroll application programming interface (API), which is only compatible with other Microsoft Dynamics 365 Finance modules.

Recording Earnings

There are five methods of entering earnings data in Anthology Payroll:

- Creating earnings from time
- Creating generated earnings
- Manually entering earnings
- Importing earnings
- Overflowing entitlements

Anthology Payroll can process time records into earnings automatically, and can also update entitlements, accumulators, and generated earnings in succession. The calculations used to create earning records from time are based on the rules that the company sets up during implementation.

Generated earnings are automatically generated, allowance-type earnings—such as uniform allowances or signing bonuses. They are generated according to a time schedule and are either individually assigned to workers, or given to all workers in an earning rule group.

Earnings can also be entered manually. This method would be used most frequently for exceptions, such as special earnings like bonuses or commissions, and would be used when small numbers of earnings are involved.

Earning records, like time records, can be imported from comma-delimited text files or through the Anthology Payroll API. The text file must follow specific format requirements and the API method requires a customized solution. Imported earnings must be verified before they can be processed further.

Lastly, earnings can be created as a result of entitlements overflow. Entitlements are banks of time or earnings and when they are not depleted within a certain time frame, they can be configured to automatically pay out to an earning.

Payroll administrators can verify earnings by navigating to **Journals** > **Earnings** and ensuring that the earnings are correct.

Time and Earnings-related Procedures

The following routine payment processing procedures (and the corresponding scenarios) are related to processing worker time and earnings.

These procedures include:

- Creating, entering, and importing time
- Approving time
- Creating, entering, and importing earnings
- Updating entitlements
- Updating earnings-related accumulators
- Creating generated earnings

Import Time for Workers

> *Mia discovers that many workers at Contoso had worked overtime this pay period and that the overtime information was recorded in a comma-delimited Microsoft Excel worksheet file. She decides that it would be faster to import the overtime hours for these workers rather than enter time manually for each of them.*
>
> *First, Mia ensures that the format of the information in the spreadsheet is correct and then she saves it as a .CSV (comma separated values) file. Then she imports these time records into Anthology Payroll and verifies that the imported data is correct.*
>
> *Mia must also commit the imported time records before she can generate earnings from them.*

Payroll administrators can import time or piecework records by:

- Importing comma-delimited text files according to a particular file format; or
- Using the Anthology Payroll application programming interface (API), via custom code created by your implementer to import data from other Microsoft Dynamics 365 Finance modules (such as Shop Floor).

Text import files can be created from a time and attendance system, Microsoft Excel, or any other software that can create text files. The text file must follow Anthology Payroll's format requirements (described below).

To allow Anthology Payroll to process pay for the workers involved, the time records must include:

- Personnel number
- Shift
- Time worked (includes date, start time, and end time).
- Zero-hour shifts; if an absence spans non-work days, zero-hour shifts can be assigned to the non-work days, and can be used in Anthology Payroll.

Position information in the time records is optional. If position information is included in the time record, the import process attempts to match it with a corresponding position in Anthology Payroll. If it does not find a match, an error is returned during import. If there is no position information included in the time

record, Anthology Payroll uses the personnel number to locate the worker's default position and assigns the time to that position.

Required File Format

Requirement	Description
File type	ASCII text
Valid file name extensions	.csv, .txt, or .dat
Mandatory columns	- Worker identification (i.e., personnel number) - Date information - Number of hours, start/end times, or units - Shift code (recommended)
Field separator	Comma
Record separator	Return
Surround character	Alphabetical data must be surrounded by quotation marks.

You can generate a file of the appropriate format by saving an Excel spreadsheet as a .csv file. Field separators, record separators, and surround characters are added automatically.

Rows

The rows in the file should describe a record for a single worker on a single day. If a worker works with one shift code on one day (for example, eight regular hours), and works with a different shift code on the same day (such as two hours of overtime), then there should be one row for each shift for that worker and date.

Usually, the first row in the file contains column headings, which identify both the fields you are importing into Anthology Payroll and the order that they are imported. If you do not include a row of column headings, then the file must include all the columns specified in the Anthology Payroll Help system in the order they are listed.

> **NOTE**: All the rows in a file must belong to a single pay group. If you have multiple pay groups, import their time in separate files.

Import

To import worker time from an external file:

1. In the navigation pane, click **Periodic** > **Pay period** > **Import time** to open the **Import time** dialog.
2. Specify the **Pay group** and the upload file.
3. Specify the following options:
   - **Column heading**: select if the first row of the import file contains column headings
   - **Already approved**: select if management already has approved the time records that you are importing or they should not be included in the Anthology Payroll time approval process
   - **Check only**: select if you only want to verify that the import file is valid and do not want to import the time records

4. Click **OK** to start the import.

5. When you receive an alert message, confirm that the import was successful. Close the form.

After your time records have imported, verify them before incorporating them into your regular payroll time records.

Verify

To verify imported time records:

1. In the navigation pane, click **Periodic** > **Pay period** > **Commit import time** to open the **Time imports** form.

2. Specify the **Pay group** that you imported to. Your uncommitted, imported time records appear in the list. The first column indicates whether the record is committed. The second column indicates whether the record is valid.

3. Review the list of imported time to verify that the data imported correctly. You can make corrections in this list. After making corrections, revalidate them by selecting all rows (click the top left corner of the table) and clicking **Revalidate**.

4. After verifying that the imported time records are accurate, select the records you want to commit and click **Commit time** to commit them to Anthology Payroll. An alert will pop up to verify the procedure.

5. Close the **Time imports** form.

The imported time records are now available to be processed in Anthology Payroll. If you deselected the **Already approved** option at import time, you must first approve the imported time in the **Time approval** dialog.

After the time records are approved, you can process them into earnings using the **Time to earnings** process.

Create Time from Rotation

*Mia needs to process the hourly worker's pay for the current pay period. To do this, she will use the **Create time from rotation** procedure for each pay group. She must create time records before creating earning records based on the time records for all workers in each pay group. Creating time from rotations is the process of creating time records for shift workers, based on their assigned rotations.*

If the company uses rotations, then this step is one of the first in the pay process. Time created from rotations is automatically approved.

This process should be run before earnings are calculated from time, which creates the earning records based on the time records for all workers in a pay group. If the **Create Time from Rotation** process is not run before the **Create Earnings from Time** process, the latter process may need to be run again after time has been created from rotations.

To create time from rotations:

1. In the navigation pane, click **Periodic** > **Pay period** > **Create time from rotation** to open the **Creating time from rotation** dialog.

2. Specify the **Pay group**.

3. To replace any unprocessed time records that have already been created for the pay period, check **Overwrite existing time for pay period**.

4. Click **OK** to calculate time records for all workers in the pay group.

Enter Time for a Worker

*Mia can account for all hourly workers' scheduled hours by running **Create time from rotation**, but she knows that two workers also worked overtime.*

The overtime information can be imported by using a spreadsheet or time and attendance system, but only two workers are involved, so Mia chooses to enter the overtime hours manually. The system will use the overtime rules configured by the implementer to process this overtime.

Payroll administrators can enter time manually for workers using the **Worker time** journal. The same form can be used to enter piecework. The **Worker time** journal can be accessed from **Anthology Payroll** > **Journals** > **Time** on the navigation pane.

Manually-entered time records must be approved before they can be generated into earnings. Once time records are approved, they must be "unapproved" before further modifications are made to them. This also applies to time created from rotations as automatically generated time is automatically approved.

NOTE: *Time records that have been both approved and processed to generate earnings cannot be modified.*

Manual entry of hours is frequently used to enter changes—or *exceptions*—for workers, such as adding an overtime shift, recording vacation time, or correcting a time-entry error.

You can enter time for the current pay period, or modify the time that has been generated by the worker's rotation or schedule information. You also can use the **Quick entry** feature to enter multiple time entries.

Unapprove Generated Hours

If Mia is going to enter time manually and she already has used the **Create time from rotation** procedure mentioned earlier, then she must remember that the hours she generated also are approved automatically. To be able to modify these hours by adding overtime, Mia must first "unapprove" the hours that already have been generated.

To unapprove generated hours:

1. In the navigation pane, click **Periodic** > **Pay period** > **Time approval** to open the **Time approval** form.

2. Specify the **Pay group**. Ensure that **Only view unapproved time** is deselected.

3. Select the time record(s) to unapprove:
   - All records are selected by default.
   - You can quickly select sub-sets within the pay group, by filtering records by **Organization number**, **Department filter method**, and **Filter criteria**.
   - Specify a **Worker ID** to filter the list to only show that worker.

- Select records manually by clicking in the checkbox (leftmost field).

4. Click **Unapprove** to unapprove the selected transactions.

Enter Time

To enter time manually for a worker:

1. In the navigation pane, click **Journals** > **Time** to open the **Worker time** journal.
2. Specify the **Pay group**.
3. Specify the **Worker ID**.
4. Click **New** to create a new record and enter the required information.
5. Click **Save** to save your changes.

Approve Time

NOTE: Time created from the **Create time from rotation** procedure is approved automatically. You do not need to use this approval procedure unless the generated time has been unapproved and adjusted or new time records have been created—such as overtime hours added after automatic time generation, or imported, unapproved time.

To approve time that will be processed for the current pay period:

1. In the navigation pane, click **Periodic** > **Pay period** > **Time approval** to open the **Time approval** form.
2. Specify a **Pay group**. Ensure the **Only view unapproved time** checkbox is deselected.
3. Select the time record to approve:
    - All records are selected by default.
    - You can quickly select sub-sets within the pay group, by filtering records by **Organization number**, **Department filter method**, and **Filter criteria**.
    - Specify a **Worker ID** to filter the list to only show that worker.
    - Select records manually by clicking in the checkbox (leftmost field).
4. Click the **Approve** button to approve the selected time records.

Import Earnings

Mia discovers that ten workers are receiving bonuses during this pay period. The details regarding these earnings were recorded in a Microsoft Excel file, which she is able to quickly modify and import into Anthology Payroll.

Mia decides to import the earnings because it is the most straightforward process to use when a large number of workers' earnings have already been determined externally. Mia verifies that the existing Excel spreadsheet has the minimum required fields, that the basic criteria for the Excel file are followed, and that she saves it as a .CSV file. After that, she can import it into Anthology Payroll.

As soon as Mia's Excel spreadsheet has imported, she can review and verify the ten bonus earnings before they are incorporated into regular payroll time records. As soon as she commits these earnings, the imported records are available to be processed in payments.

These procedures detail how to import earnings records from comma-delimited text files into Anthology Payroll and verify that the imported data is correct.

Required File Format

File type	ASCII text
File type	ASCII text
Valid file name extensions	.CSV, .TXT, or .DAT
Mandatory columns	- Worker identification (i.e., personnel number) - Date information - Earning amount - Earnings code
Field separator	Comma
Record separator	Return
Surround character	Alphabetical data must be surrounded by quotation marks

You can generate a file of the appropriate format by saving an Excel spreadsheet as a .csv file. Field separators, record separators, and surround characters are added automatically.

Rows

The rows in the file should describe one earnings record for one worker. If a worker has two earnings with different earnings codes, then there should be one row for each earning code for that worker and date.

Usually, the first row in the file contains column headings, which identify the fields you are importing into Anthology Payroll and the order that they are imported. If you do not include a row of column headings, then the file must include all the columns specified in the Anthology Payroll Help system in the order they are listed.

NOTE: *All the rows in a file must belong to a single pay group. If you have multiple pay groups, import their time in separate files.*

Import

To import worker earnings from an external file:

1. In the navigation pane, click **Periodic** > **Pay period** > **Import earnings** to open the **Import earnings** dialog.
2. Specify the **Pay group** and the upload file.
3. Select **Column heading** if the first row of the import file contains column headings.

4. Select **Check only** if you only want to verify that the import file is valid and do not want to import the earnings records.
5. Click **OK** to start the import.
6. When you receive an alert message, confirm that the import was successful. Close the form.

After your earnings have imported, verify them before incorporating them into your regular payroll earnings records.

Verify

To verify imported earnings records:

1. In the navigation pane, click **Periodic** > **Pay period** > **Commit import earnings** to open the **Earnings imports** form.
2. Specify the **Pay group** that you imported to. Your uncommitted, imported earnings records appear in the list. The first column indicates whether the record is committed. The second column indicates whether the record is valid.
3. Review the list of imported earnings to verify that the data imported correctly. You can make corrections in this list. After making corrections, revalidate them by selecting all rows (click the top left corner of the table) and clicking **Revalidate**.
4. After verifying that the imported earnings records are accurate, select the records you want to commit and click **Commit earnings** to commit them to Anthology Payroll. An alert will pop up to verify the procedure.
5. Close the **Earnings imports** form.

The imported earnings records are now available to be processed in Anthology Payroll.

Create Earnings from Time Records

*Mia must create earnings from time. To do this, she will use the **Earnings generation and accumulator updates** form.*

Since she is processing pay for the pay period, Mia wants to select all processing options; if she had wanted to only create earnings, she would only select the Time to earnings option.

*To see how the system processed the overtime she entered, Mia navigates to the **Worker earnings inquiry** and verifies that the earnings comply with company policies.*

To generate earnings from time data for all workers in a pay group, open the **Time to earnings** dialog from the **Time to earnings** option in the navigation menu. The option is located at **Anthology Payroll** > **Periodic** > **Pay period** > **Time to earnings**.

This is a multi-purpose dialog; for example, to process pay for the pay period, select all processing options; if you want only to verify earnings, deselect the **Update entitlements**, **Update accumulators**, and **Generated earnings** options.

This is also the same process to create earnings for salaried staff. Although no time records are kept for salaried workers' regular hours, calculations are set up to create earnings based on the worker's salary for a

particular pay period. If earnings have been manually entered for a salaried worker, the remainder of the worker's salary records will be filled in around the manually entered time when this process is run.

The generated earnings are based on time records and can be generated immediately, or at a scheduled time using batch processing. Batch schedules can be one-time or recurring.

To create earnings from time or salary earnings for workers in a pay group:

1. In the navigation pane, click **Periodic** > **Pay period** > **Time to earnings** to open the **Time to earnings** dialog.
2. Select the **Pay group**. The current pay period displays.
3. The **Time to earnings** checkbox is already selected. Select other checkboxes as desired:
   - **Update entitlements**: update entitlement banks that are affected by specific earnings
   - **Update accumulators**: update accumulators associated with time and earnings for the selected pay group. After updating accumulators, any further time/earnings changes must be made using adjustments.
   - **Generated earnings**: create generated earnings, which are non-time based earnings, such as allowances
4. Click **OK** to start the earnings generation process.

Enter Earnings for Workers

Mia has a bonus earning and a commission earning to add, and she can do this more quickly by entering them manually rather than by importing an Excel file.

To enter earnings manually for a worker:

1. In the navigation pane, click **Journals** > **Earnings** to open the **Worker earnings** journal.
2. Specify the **Pay group**.
3. Specify the **Worker ID**.
4. Click **New** to create a new record.
5. Specify an **Earning** and an **Earning date**. The earning date must be within the pay period.
6. Enter a **Pay amount** or the number of **Hours/Units**.
7. Enter the **Rate factor** to multiply against the worker's **Rate of pay**, if there is a premium applied to the worker's rate. Default is *1.00*. If the earning is a flat amount, enter *0* as the rate factor.
8. Enter a **Ledger account** and dimension as required for the earning.
9. Click **Save** to save your changes.

Update Entitlements

Mia must now update the worker entitlement banks with the impact of those earnings.

During a pay process, payroll administrators must update entitlement banks to reflect processed earnings. Entitlement banks may increase or decrease due to earnings (e.g. banking overtime, taking sick leave, etc.). Entitlements must also be updated when new earnings that affect entitlements are added.

Payroll administrators do not typically adjust entitlements manually for individual workers. If circumstances require this, then a time/earnings adjustment (see the **Create Prior Period Adjustments** section on page 139) must be made before updating entitlements.

Updating entitlements is not to be confused with *generating* entitlements. Updating entitlements involves earnings data in the middle of a pay process. Generating entitlements involves the implemented business rules towards the end of the pay process before posting transactions and closing the pay period.

To update entitlements with earning impacts:

1. In the navigation pane, click **Periodic** > **Pay period** > **Entitlement updates** to open the **Entitlement updates** dialog.
2. Select the **Pay group**. The corresponding pay period displays.
3. Click **OK** to update entitlements.

Update Accumulators

After Mia is satisfied with the pay period earnings for each pay group, she can update earning-related accumulators for all the workers in that pay group.

Mia is careful to make sure she has accounted for all earnings, and that she has verified them before updating accumulators. She knows that after accumulators are updated, she can correct errors only by performing time/earning adjustments.

Payroll administrators must update time and earning-related accumulators for all workers in a pay group.

You can add earnings and update accumulators at any time, and you can update an accumulator as many times as desired. You can also schedule updates for earning accumulators—batch processing—on a one-time or recurring basis.

Accumulators can be updated immediately or at a scheduled time using batch processing. Batch schedules can be one-time or recurring.

NOTE: *Verify all earnings before updating earning accumulators. After updating accumulators, you can no longer edit earnings in the **Earnings** journal—you must use the **Time/earning adjustments** journal.*

To manually update accumulators:

1. In the navigation pane, click **Periodic** > **Pay period** > **Accumulator updates** to open the **Accumulator updates** dialog.
2. Select the **Pay group**. The corresponding pay period displays.
3. Click **OK** to update accumulators.

Create Generated Earnings

Mia needs to make sure that car allowances generate for the appropriate workers. Car allowances are "generated earnings," which means they are automatically generated, allowance-type earnings provided to enrolled workers.

*Mia will make sure that the appropriate workers have the required generated earning enrollments and that these earning enrollments are scheduled. She then will use the **Earnings generation and accumulator updates** form to generate the earnings for all workers in a pay group.*

Generated earnings are discussed in greater detail in the **Earnings** section on page 42 of **Chapter 2: Introduction to Anthology Payroll for Microsoft Dynamics 365 Finance**.

You can use this function to create generated earnings for all workers in a pay group; either immediately or at a scheduled time by using batch processing.

Generated earnings setup is discussed in **Chapter 9: Set Up Time and Earnings**.

To create generated earnings for workers:

1. In the navigation pane, click **Periodic** > **Pay period** > **Earnings generation** to open the **Earnings generation** dialog.
2. Select the **Pay group**. The corresponding pay period displays.
3. Click **OK** to create generated earnings.

Payment-related Procedures

The following routine payment processing procedures (and the corresponding scenarios) are related to processing payments.

These procedures include:

- Importing benefit/deduction amounts, if desired
- Generating payments
- Printing the pay register report, if necessary
- Approving payments
- Printing direct deposit pay statements, if configured
- Generating entitlements

Import Benefit/deduction Amounts

Benefit/deduction amounts can be imported for the current pay period prior to generating payments. This procedure is optional according to your business process.

These procedures detail how to import benefit/deduction amount records from comma-delimited text files into Anthology Payroll and verify that the imported data is correct.

Required File Format

File type	ASCII text
File type	ASCII text
Valid file name extensions	.CSV, .TXT, or .DAT

File type	ASCII text
Mandatory columns	• Worker identification (i.e., personnel number) • Benefit/deduction code • Benefit/deduction amount
Field separator	Comma
Record separator	Return
Surround character	Alphabetical data must be surrounded by quotation marks

You can generate a file of the appropriate format by saving an Excel spreadsheet as a .csv file. Field separators, record separators, and surround characters are added automatically.

Rows

The rows in the file should describe one benefit/deduction amount record for one worker. If a worker has two amounts with different benefit/deduction codes, then there should be one row for each benefit/deduction code for that worker.

Usually, the first row in the file contains column headings, which identify the fields you are importing into Anthology Payroll and the order that they are imported. If you do not include a row of column headings, then the file must include all the columns specified in the Anthology Payroll Help system in the order they are listed.

NOTE: All the rows in a file must belong to a single pay group. If you have multiple pay groups, import their time in separate files.

Import

To import worker benefit/deduction amounts from an external file:

1. In the navigation pane, click **Periodic** > **Pay period** > **Import benefit/deduction amounts** to open the **Import worker benefit/deduction amounts** dialog.
2. Specify the **Pay group** and the upload file.
3. Select **Column heading** if the first row of the import file contains column headings.
4. Select **Check only** if you only want to verify that the import file is valid and do not want to import the amount records.
5. Click **OK** to start the import.
6. When you receive an alert message, confirm that the import was successful. Close the form.

After your benefit/deduction amounts have imported, verify them before incorporating them into your payroll processing.

Verify

To verify imported benefit/deduction records:

1. In the navigation pane, click **Periodic** > **Pay period** > **Commit benefit/deduction amounts import** to open the **Benefit/deductions imports** form.

2. Specify the **Pay group** that you imported to. Your uncommitted, imported benefit/deduction amount records appear in the list. The first column indicates whether the record is committed. The second column indicates whether the record is valid.

3. Review the list of imported amounts to verify that the data imported correctly. You can make corrections in this list. After making corrections, revalidate them by selecting all rows (click the top left corner of the table) and clicking **Revalidate**.

4. After verifying that the imported records are accurate, select the records you want to commit and click **Commit ben/deds** to commit them to Anthology Payroll. An alert will pop up to verify the procedure.

5. Close the **Benefit/deductions imports** form.

The imported benefit/deduction amount records are now available to be processed in Anthology Payroll.

Check Accumulated Amounts

At this point in the pay process, it is a good idea to validate that workers have been properly assigned the correct benefit/deduction codes and generated earnings (missing or bad snippet)ments based on their accumulator values in the pay period. This process checks the workers' accumulated amounts against your benefit/deduction and generated earnings setup to ensure that workers have been assigned the proper benefit/deductions and generated earnings they have accumulated amounts for, and returns a warning when this assignment is missing.

This step is optional during the pay process, but your implementation may be configured to make this checking step mandatory. This process requires that benefit/deductions and generated earnings checks be configured first.

To check accumulated amounts:

1. In the navigation pane, click **Periodic** > **Pay period** > **Check accumulated amounts** to open the **Check accumulated amounts** dialog.

2. Select the **Pay group**. The corresponding pay period displays.

3. Select what to check in the **Check type** field. You can check *Generated earnings*, *Benefit/deductions*, or *Both*. The default is *Both*.

4. Click **OK** to check worker accumulated amounts against their generated earnings and/or benefit/deduction enrollments.

Generate Payments

Mia has finished generating earnings and now needs to generate payments for each pay group.

*She uses the **Payment generation** feature for each pay group. She can generate payments immediately, or she can schedule payment generation for a later date. Mia can also check taxes and other benefit/deductions after the payment generation is completed.*

When you generate payments, Anthology Payroll calculates the benefit/deductions, performs gross-to-net calculations, and produces payments. Payments must be approved before you can produce checks or make automatic deposits.

Payroll administrators use this function to generate payments for workers in each pay group. They can generate the payments immediately or at a scheduled time through batch processing.

Before running this process, however, administrators must first ensure that:

- earnings have been generated
- entitlements have been updated
- earning accumulators have been updated
- generated earnings have been created

Payments can be generated immediately or at a scheduled time through batch processing. Batch schedules can be one-time or recurring.

To generate payments for a pay group:

1. In the navigation pane, click **Periodic** > **Pay period** > **Payments generation** to open the **Payment generation** dialog.
2. Select the **Pay group** and **Payment type**. The current pay period displays.
3. Click **OK** to generate payments.

Print Pay Register

Mia needs to send payments from a single pay group through an approval process, and then post them to the General Ledger. In this case, the payments were generated by using time from rotations, with no exceptions that require manual payments.

Mia will send the pay register to Phyllis, the Accounting Manager (AM), and Sara, the Chief Financial Officer (CFO), so that they can review gross-to-net before proceeding with payment approval. This helps make sure that payments are accurate before they are approved in the system.

After she receives confirmation from Sara, Mia will approve the payments to create checks and direct deposit statements so that the workers can be paid.

The pay register provides the pay details of every payment generated for every worker in the pay period.

The report contains the current pay period details for each earning, benefit/deduction, and tax calculation, as well as the year-to-date accumulations of these items.

Typically, this report is:

1. Printed after the pay process has been run for the pay period.
2. Reviewed as appropriate (typically, managers review gross-to-net before proceeding with payment approval).
3. Followed by payment approval, which produces checks and direct deposit statements.

To print the pay register:

1. In the navigation pane, click **Reports** > **Transactions** > **Payroll register** to open the **Payroll register** report.
2. Select the **Pay group** for the report.
3. Click **OK** to display the report in a new browser window.

4. In the report window, you can choose to print or export the report to another format (MS Word or Excel, for example).

5. Close the report window when finished.

Approve Payments

Approving payments for the current pay period creates checks, direct deposit statements, and the direct deposit transmission file.

To approve payments for a pay group:

1. In the navigation pane, click **Periodic** > **Pay period** > **Approve payments** to open the **Worker payments** journal.

2. There are three categories of payments that you can choose to display in the table; check all that apply:

    - **Unapproved** payments
    - **Approved, not issued** payments
    - **Issued** payments

3. Select the payment(s) to approve:

    a. Select a **Pay group** to see payments for all workers in that group.

    b. Specify a **Worker ID** to view payments for just one worker.

    c. Select and deselect any number of workers directly in the table.

4. Click **Approve** to approve payments.

5. Click **Save** to save your changes.

NOTE: *You cannot approve checks and direct deposits together. Each pay method needs to be filtered and approved separately.*

Download Files to Local Network

In Microsoft Dynamics 365 Finance, your application server is likely located in the cloud and any generated export format (XML) files might reside in a directory on this cloud environment that you may not have immediate access to. As a result of this, Anthology Payroll provides a mechanism for you to download any generated files directly from your web browser. This applies to payment submission files and any government reporting files specific to your localization.

To download export format files from the cloud to your local network:

1. In the navigation pane, click **Periodic** > **Download files to local network** to open the **Download files to local network** page.

2. Locate the file you want to download in the list. Items are sorted by date of creation and the **Source run type** indicates the payroll process that created the file.

3. Click **Download File** to download the file from your browser. Save the file accordingly.

Files can also be deleted from the server environment if they are no longer needed. Anthology Payroll maintains a record of the file's creation even if the file is deleted, but deleted files can no longer be downloaded.

Note*: deleted files cannot be recovered. Please be sure that they are no longer needed before deleting them.*

To delete export format files from the server environment:

1. In the navigation pane, click **Periodic** > **Delete files on server** to open the **Delete files on server** page.
2. Locate the file you want to delete in the list. Items are sorted by date of creation and the **Source run type** indicates the payroll process that created the file.
3. Click **Delete File** to delete the file from the server. Confirm the deletion.

Print Direct Deposit Pay Statements

This option is only available if you have configured your implementation of Anthology Payroll to print direct deposit pay statements separately from the EFT file generation. This also applies to emailing direct deposit PDF statements, if your implementation is configured for it.

Only approved direct deposit payments can be printed with this process. Direct deposit pay statements cannot be reprinted with this process. See the **Cancel, Reprint, and Retransmit Payments** section on page 145.

Transmitted, but unprinted direct deposits do not prevent you from closing a pay period, however Anthology Payroll will warn you of any unprinted pay statements when you close the pay period.

To print direct deposit pay statements:

1. In the **Anthology Payroll** navigation pane, click **Periodic** > **Pay period** > **Print direct deposit pay statements** to open the **Print direct deposit pay statements** journal.
2. Specify the **Pay group** to print statements for. All approved payments appear in the list.
3. By default, all payments are already selected. Deselect any payments as required.
4. Click **Print direct deposits** to print /email the pay statements.
5. Close the journal when finished.

Generate Entitlements

Entitlements may have liabilities associated with them, so they must be generated before any posting is done. Generating entitlements involves calculating the accruals and decrements in preparation for the next pay period.

Entitlement accruals and decrements are created according to how entitlements were set up during implementation. Accruals are always added to the current accrual date period for the entitlement bank, whereas decrements always come out of the bank's oldest taking date period.

If payroll administrators discover a problem in how accruals were calculated, they can reverse them, provided the pay period in which they were calculated has not been closed.

To generate entitlements:

1. In the navigation pane, click **Periodic** > **Pay period** > **Entitlements generation** to open the **Entitlements generation** dialog.

2. Select the **Pay group**.

3. Click **OK** to generate entitlements.

To reverse entitlement generation:

1. In the navigation pane, click **Periodic** > **Other** > **Entitlements reversal** to open the **Entitlements reversal** dialog.

2. Select the **Pay group**.

3. Specify any **Processing options** (**Pay period** or **Anniversary**).

4. Click **OK** to reverse entitlement generation.

End of Pay Period Procedures

The following procedures are typically performed at the end of a pay period, after payment processing has been completed.

These procedures include:

- Posting transactions and approving postings
- Closing the pay period

Entitlements Liability Posting

If your entitlements are configured with ledger accounts for the purposes of liability tracking, you must post entitlement transactions to the general ledger after generating entitlements.

If there are entitlement transactions that have not yet been posted in the current pay period, it cannot be closed.

To create entitlement liability postings:

1. In the **Anthology Payroll** navigation pane, click **Periodic** > **Pay period** > **Entitlements liability posting** to open the **Payroll - post to general ledger** dialog.

2. Select the **Pay group**. The **Pay period dates** display.

3. Click **OK** to create entitlement liability postings.

4. Close the alert when the process is complete.

Post Payments

Payment postings consist of earnings, worker benefit/deductions, negative nets, advances, and net payment transactions, which are then posted to the General ledger module. Payment postings can be generated immediately or at a scheduled time using batch processing. Batch schedules can be one-time or recurring.

To generate payment postings for a pay group:

1. In the navigation pane, click **Periodic** > **Pay period** > **Payments posting** to open the **Payroll - post to general ledger** dialog.

2. Select the **Pay group**. The **Pay period dates** display.

3. Click **OK** to generate payment postings.

4. Close the alert when the process is complete.

Post Benefits

Worker and employer benefit and deduction postings can be generated immediately or at a scheduled time using batch processing. Batch schedules can be one-time or recurring.

To generate benefit/deduction postings for a pay group:

1. In the navigation pane, click **Periodic** > **Pay period** > **Benefits posting** to open the **Payroll - post to general ledger** dialog.
2. Select the **Pay group**.
3. Click **OK** to generate benefit/deduction postings.
4. Close the alert when the process is complete.

Post Accounts Payable Transactions

Worker and employer benefits and deductions transactions that are defined for vendors can be posted to Accounts payable. Invoices are created in Accounts payable for each vendor in the pay group. The transaction postings can be generated immediately or at a scheduled time using batch processing. Batch schedules can be one-time or recurring.

To generate Accounts payable transaction postings for a pay group:

1. In the navigation pane, click **Periodic** > **Pay period** > **AP invoice posting** to open the **Payroll - create ben/ded vendor invoice** dialog.
2. Select the **Pay group**.
3. Click **OK** to generate the transaction postings.
4. Close the alert when the process is complete.

Approve Postings

After generating the postings for the General ledger or Accounts payable, payroll administrators must approve them to post the transactions. Administrators can also update the General ledger accounts and dimensions from the **Approve postings** form.

To approve postings:

1. In the navigation pane, click **Periodic** > **Pay period** > **Approve postings** to open the **Payroll ledger transactions** journal.
2. Ensure the **Only view unapproved postings** checkbox is selected.
3. Select a **Pay group**.
4. Click **Approve all** to approve all the postings or specify a **Ledger posting type** to only approve postings of a particular type.
5. Close the alert when the process is complete. Close the form.

Post to Projects

Worker and employer benefits and deductions transactions can be posted to Project management and accounting. The transactions can be posted immediately or at a scheduled time using batch processing. Batch schedules can be one-time or recurring.

To post transactions for a pay group to Projects:

1. In the navigation pane, click **Periodic** > **Pay period** > **Project posting** to open the **Payroll -post to projects** dialog.
2. Select the **Pay group**.
3. Click **OK** to create project posting transactions.
4. Close the alert when the process is complete.

Postings to project have their own approval process.

To approve project postings:

1. In the navigation pane, click **Periodic** > **Pay period** > **Approve project postings** to open the **Approve project posting transactions** journal.
2. Ensure the **Only view unapproved postings** checkbox is selected.
3. Select a **Pay group**.
4. Click **Approve all** to approve all the postings or select individual postings to approve.
5. Close the alert when the process is complete. Close the form.

Close Pay Period

The last step in processing payroll is to close the current pay period and open the next.

After generating entitlements and approving payments and postings, payroll administrators can close the current pay period and start the next. When the pay period is closed, any further changes to it must be made through the **Time/earning adjustments** journal.

NOTE: *The pay period will not close unless all postings to the General ledger for the selected pay group are completed and approved and all earnings and time records from this period have been processed for the selected pay group.*

To close the current pay period for a pay group:

1. In the navigation pane, click **Periodic** > **Pay period** > **Pay period end** to open the **Pay period end** journal.
2. Select the **Pay group**.

NOTE: *If an alert pops up with exceptions, return to earlier procedures and resolve the exceptions before proceeding further.*

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3. Click **End period** to end the current pay period for this pay group.
4. Close the alert when the process is complete.

To verify the pay period closed successfully, navigate to **Pay Groups** in the **Anthology Payroll** navigation pane. The **Current pay period end date** field for the pay group should display the end date of the new pay period.

Lab 4.1 - Process a Pay Period

Scenario

Mia needs to process routine pay for the *Staff-USA* pay group.

Challenge Yourself!

The first step in processing the pay period is creating time from rotation for your hourly workers. Some exceptions, such as sick leave and vacation, have already been entered. Enter the following exceptions:

Run the time to earnings process and enter the following earning exceptions:

Generate the earnings and payments, approve the payments and finish by closing the pay period. Ignore the AP and Project posting steps.

Need a Little Help?

To process pay, open the **Pay groups** list and select a pay group. The **Pay period** tab on the ribbon contains the forms necessary for processing payroll. The **Transaction** tab on the ribbon contains the forms for modifying time and earnings. These forms can also be accessed from the navigation pane through the **Periodic** > **Pay period** menu.

To modify time generated from rotation, you must first unapprove it. In the **Time approval** form, uncheck the **Only view unapproved time** checkbox. Select all the time records and click the **Unapprove** button.

To enter time and earning adjustments, open the **Time** and **Earning** journals from the **Transaction** tab on the ribbon.

After making the required manual changes, remember to approve the time again in the **Time approval** form. Manual earning entries do not need to be approved.

Continue with the pay process by generating earnings, payments and closing the pay period.

Step by Step

The pay process is divided into:
- Time
- Earnings
- Payments
- Posting and Closing

To process time:

1. In the navigation pane, click **Common** > **Pay Groups** to open the **Pay Groups** list. Select the *Staff-USA* pay group.
2. On the **Pay Period** tab, click **Create Time from Rotation** to open the **Creating time from rotation** dialog. Click **OK** to create time records from worker rotations.
3. Click **Approve Time Entry** to open the **Time approval** form. Uncheck the **Only view unapproved time** checkbox to see approved time entries. Select all time records and click **Unapprove** to unapprove them. Close the form.
4. On the **Transaction** tab of the **Pay Groups** list, click **Enter Time** to open the **Worker time** journal.

5. To update Shai Bassli's time:

   a. In the **Worker ID** field, select *1127*.

   b. Change the **Shift** for the *16/01/13* time record to *Sick Leave*.

6. To update Keith Harris' time:

   a. In the **Worker ID** field, select *3079*.

   b. Click **New** to create a new record.

   c. Specify a **Shift** of *Vacation*.

   d. Enter a **Work date** of *19/01/2013*.

   e. Enter *4* **Work hours**. Close the journal.

7. On the **Pay Period** tab, click **Approve Time Entry** to open the **Time approval** form. Ensure all the unapproved time records are selected and click **Approve** to approve them. Close the form.

To process earnings:

1. With the *Staff-USA* pay group still selected, on the **Transaction** tab of the **Pay Groups** list, click **Enter Earnings** to open the **Worker earnings** journal.

2. Update Shai Bassli's earnings:

   a. In the **Worker ID** field, select *1127*.

   b. Click **New** to create a new record.

   c. Specify an **Earning** of *Bonus*.

   d. Enter an **Earning date** of *16/01/2013*.

   e. Enter a **Pay amount** of *500*.

3. Repeat the previous step for Keith Harris.

4. On the **Pay Period** tab, click **Create Earnings from Time** to open the **Time to earnings** dialog. Select all the checkboxes. Click **OK** to create earnings from time, update entitlements, update accumulators, and create generated earnings.

5. To review created earnings, on the **General** tab, click **Earnings** > **Earnings** to open the **Worker earnings inquiry**. Review the list and close it when done.

To process payments:

1. With the *Staff-USA* pay group still selected, on the **Pay Period** tab of the **Pay Groups** list, click **Generate Payments** to open the **Payment generation** dialog. Click **OK** to generate payments.

2. To review generated payments, on the **General** tab, click **Payroll Register** to open the **Pay register** dialog. Select *All* for the **Payments option** and click **Display report** to view the report. Review the report and close it when done. Close the **Pay register** dialog.

3. On the **Pay Period** tab, click **Approve Payments** to open the **Worker payments** form. Ensure all the unapproved payment records are selected and click **Approve** to approve them.

4. In the **Direct deposit print** dialog, click **OK**.

5. In the **NACHA parameters** dialog, change the **File creation date** to *23/01/2013* and click **OK**.

6. When the payments have been processed, close the confirmation dialog. Save the pay advice image file to a temporary location.

7. Close the **Worker payments** form.

8. With the *Staff-USA* pay group still selected, on the **Pay Period** tab of the **Pay Groups** list, click **Generate Entitlements** to open the **Entitlements generation** dialog. Click **OK** to generate entitlements.

To process postings and close the pay period:

1. With the *Staff-USA* pay group still selected, on the **Pay Period** tab of the **Pay Groups** list, click **Post Payments** to open the **Payroll - post to general ledger** dialog. Click **OK** to post payments to the general ledger.

2. Click **Post Benefits** to open the **Payroll - post to general ledger** dialog. Click **OK** to post benefits to the general ledger.

3. Click **Post to Accounts Payable** to open the **Payroll - create ben/ded vendor invoice** dialog. Click **OK** to post deductions to accounts payable.

4. Click **Approve Postings** to open the **Payroll ledger transactions** form. Click **Approve all** to approve all postings.

5. Click **End Pay Period** to open the **Pay period end** form. Click **End Period** to close the pay period.

Occasional Payroll Processing Tasks

The following tasks are performed frequently by payroll administrators, but on an as-required basis instead of every pay period. This section contains descriptions of these tasks.

Occasional payroll processing tasks include:

- Benefit/deduction-related procedures
  - Prepaying benefit/deductions
  - Consuming prepaid benefit/deductions
  - Ending and adjusting prepaid benefit/deductions
- Time and earnings-related procedures
  - Creating prior period adjustments
  - Managing generated earning enrollments
  - Generating retroactive earnings
- Payment-related procedures
  - Creating a manual payment
  - Cancelling, reprinting, or retransmitting payments
- Entitlement-related procedures
  - Resetting entitlement balances
  - Paying out entitlements

Benefit/deduction-related Procedures

This section describes benefit/deduction-related procedures that are performed occasionally.

These procedures include:

- Scheduling one-time benefit/deductions
- Prepay benefit/deductions

- Consume prepaid benefit/deductions
- End and adjust prepaid benefit/deductions

Schedule One-time Benefit/deductions

Benefit/deductions can be scheduled for a single worker to be deducted in a future pay period in advance. These are known as *benefit/deduction schedules*.

NOTE: *Worker benefit/deductions schedules is not to be confused with benefit/deduction scheduling. Scheduling refers to setting up pay period benefit/deduction schedules, a required step for setting up regular benefit/deductions.*

To *add* a benefit/deduction schedule for a worker:

1. In the navigation pane, click **Journals** > **Benefit/deduction schedules** to open the **Worker benefit/deduction schedules** journal.
2. Click **New** to create a new record.
3. Specify the **Worker** to assign the benefit/deduction to.
4. Verify the worker's **Pay group**.
5. Specify the **Pay period end date** when the benefit/deduction will be deducted from the worker's pay. The default is the next pay period.
6. Select the **Benefit/deduction** code.
7. Specify any overrides for the benefit/deduction:
      - the **Payment type** of the benefit/deduction
      - a **Worker amount** and/or **Employer amount** of the deduction
      - a **Worker calculation** and/or **Employer calculation** used to calculate the amount of the deduction
8. If this benefit/deduction is configured with sequence overriding, you can set the **Calculation sequence number** and **Depletion sequence** to determine when the benefit/deduction is calculated and depleted from the worker's pay respective to other deductions. This is more applicable to court-ordered garnishments.
9. Click **Save** to save your changes.

To *modify* a benefit/deduction schedule for a worker:

1. On the list, select the benefit/deduction schedule to modify.
2. In the **General** tab, adjust the data fields as desired.
3. Click **Save** to save your changes.

Prepay Benefit/deductions

Anthology Payroll provides prepaid benefit/deduction functionality, which allows a worker to prepay benefit/deductions in advance of any period in which the worker will be on unpaid leave and not receiving payments.

Typically, prepayments are first made outside of Anthology Payroll and must then be recorded in Anthology Payroll. The entire prepayment balance is typically provided by the worker with one check, although it may be spread out over several checks.

The prepaid benefit/deduction balance is consumed during a period of time when that worker is not being paid, but is receiving benefits (such as medical or life insurance). Examples of such periods include when a worker is leaving the company, or decides to take unpaid leave.

Payments and Transactions

When a worker who has prepaid a particular benefit deduction ceases to receive payments and begins to consume the prepaid balance, Anthology Payroll generates payments that:

- *Do not include* earnings; and
- *Do include* transactions for prepaid benefits.

Contributions to the benefit/deduction (and the corresponding decrease in the worker's prepaid balance) are recorded by the prepaid transactions. Such transactions will continue to be generated each pay period until either:

- The prepayment balance has been consumed; or
- The worker discontinues the benefit and must be refunded any remaining balance.

Infrastructure

Prepaid functionality requires certain infrastructure to be set up to reflect the policies of your company. This infrastructure is set up during implementation, and typically includes:

- A separate prepaid benefit/deduction code for each benefit/deduction for which the company accepts prepayment.
- Payment type configurations for prepaid benefit/deductions.
- Calculations (worker and, if necessary, employer) to produce the values required.

This infrastructure setup depends on several factors:

- The number of benefit/deductions that workers are permitted to pre-pay.
- If there is an employer contribution to the benefit while the worker is not receiving payment.
- Different cost sharing plans for different workers—if some workers qualify for employer assistance with premiums while others do not, then different benefit/deduction codes are needed to handle these prepayment scenarios.
- The prepaid benefit/deduction tracking requirements of the company.

The general process of using prepaid benefit/deductions is:

1. Set up an individual worker to have a prepaid benefit/deduction.
2. Record the worker's prepayment(s).
3. Process payroll transactions that charge the expense of the benefit to the worker's prepayment balance.
4. Report on prepayment balances and transactions.

To assign the appropriate prepaid benefit/deduction code to the worker:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.

2. On the **Anthology Payroll Profile** tab of the ribbon, click **Benefit/Deductions** to open the **Worker benefit/deductions** form.

3. Expire (change the **Expiry date** in the **General** tab) any benefit/deductions that should not be taken while the worker is on unpaid leave.

4. Click **New** to create a new record.

5. On the **General** tab, specify the appropriate **Benefit/deduction**.

6. As necessary, select the appropriate **Worker calculation**, **Employer calculation**, and the **Pay group**.

7. Confirm the **Active date** and **Expiry date**.

8. Click **Close** to save your changes.

9. If a popup reports that the benefit/deduction is not normally set up for this type of worker, click **Yes** to proceed.

   NOTE: *This message means the selected benefit/deduction code has not been associated to calculations in the **Benefit/deduction rule group** form, which is not an issue for this type of benefit/deduction.*

   ---

10. Repeat this process for any other prepaid benefit/deductions for this worker.

After associating the prepaid benefit/deduction with the worker, any prepayments from the worker can be entered into the **Prepaid benefit/deduction** journal.

To record a worker's first *prepayment*:

1. Confirm the worker's payment has been received, the value of that payment, and that the value has been entered into the General ledger. Recording this payment in Anthology Payroll does not invoke any posting to the General ledger.

2. In the navigation pane, click **Journals** > **Prepaid benefit/deductions** to open the **Worker prepaids** journal.

3. Click **New** to create a new record.

4. On the **General** tab, specify the **Worker**, the appropriate **Benefit/deduction** and verify the worker's **Pay group**.

5. Enter the amount received from the worker's payment in the **Prepaid amount** field.

6. In the **Consumed amount type** field, specify which calculation values will reduce the worker's prepaid amount:

   - If the prepaid amount should be consumed only by the worker portion of the calculation, specify *Worker*.

   - If the prepaid amount should be consumed only by the employer portion of the calculation, select *Employer*.

   - If the prepaid amount should be consumed by the total cost of the benefit/deduction (worker and employer calculations added together), select *Both*.

7. Repeat as necessary for any other benefit/deductions this worker is prepaying. Ensure that the total

Prepaid amount across all prepayment records equals the value of the worker's payment.

8. Click **Save** to save your changes.

To record a worker's *subsequent* prepayments on a particular benefit/deduction:

1. Confirm the worker's payment has been received, the value of that payment, and that the value has been entered into the General ledger. Recording this payment in Anthology Payroll does not invoke any posting to the General ledger.

2. In the navigation pane, click **Journals** > **Prepaid benefit/deductions** to open the **Worker prepaids** journal.

3. Select the existing prepayment record to be updated.

4. Adjust the **Prepaid amount** to reflect the sum of the new payment value and the existing **Prepaid amount**.

5. Click **Save** to save your changes.

Consume Prepaid Benefit/deductions

To begin consuming prepaid benefit/deductions on each pay period, a worker must be put on extended unpaid leave. To put a worker on extended unpaid leave, payroll administrators must:

- Create a new effective-dated record for the worker; and

- Assign a salary value of zero.

Depending on how the worker's pay is managed, the salary code can be assigned in one of two places: the **Worker positions** form, or the **Worker** form. Typically, salary information is managed on the **Worker positions** form.

To put a worker on extended unpaid leave:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.

2. On the **Anthology Payroll Profile** tab of the ribbon, click **Positions** to open the **Worker positions** form.

3. Select the worker's position and expand the **Maintain effective date entries** pane.

4. In the **Maintain effective date entries** pane, select the position record and click **New** to create a new effective-dated record.

5. On the **General** tab of the **Maintain effective date entries** pane, ensure that new position record has an **Active date** that represents the period in which the workeris on leave.

6. In the **Salary** section, adjust the fields (remove **Salary** code and apply a **Salary period**) to ensure no earnings will be made over the active period for this position record.

7. Click **Save** to save your changes. Click **Yes** on any warnings about zero salaries. Close the form.

8. On the **Anthology Payroll Profile** tab of the ribbon, click **Benefit/Deductions** to open the **Worker benefit deductions** form.

9. Expire any benefit/deductions that should not be taken while the worker is on unpaid leave.

No earnings will be created for the active date range of the new position; however, zero-value payments will be created to process active benefit/deductions.

To return a worker from leave:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.

2. On the **Anthology Payroll Profile** tab of the ribbon, click **Positions** to open the **Worker positions** form.

3. Select the position record that was active before the worker went on leave and expand the **Maintain effective date entries** pane.

4. In the **Maintain effective date entries** pane, select the position record and click **New** to create a new effective-dated record.

5. On the **General** tab of the **Maintain effective date entries** pane, ensure that new position record has an **Active date** that represents the period in which the worker is active and receiving payment.

6. In the **Salary** section, adjust the fields to reflect the worker's return to work.

7. Click **Save** to save your changes. Close the form.

8. On the **Anthology Payroll Profile** tab of the ribbon, click **Benefit/Deductions** to open the **Worker benefit deductions** form.

9. Re-activate any benefit/deductions that had been expired while the worker was on unpaid leave.

End and Adjust Prepaid Benefit/deductions

Anthology Payroll allows ending a prepayment and adjustment of prepayment amounts at any time.

If the worker's entire prepayment balance is consumed by prepaid transactions, then the prepayment will cease by itself; however, payroll administrators may be required to end prepaid benefits prior to that point. For example, a worker may have prepaid for a medical plan and is then hired by a new employer before the prepaid balance is fully consumed. If the new employer offers a medical plan, there is no need for the prepaid benefit to continue.

A situation in which a prepayment has been processed in error may also occur. For example, a prepayment that is to be processed after termination is mistakenly processed prior to termination, resulting in premature consumption of the worker's prepayment balance. In this case, the payroll administrator must immediately cease the prepayment, correct the consumed values, and re-issue the prepayment.

It is also possible that a prepayment commences on time, but produces an erroneous result due to an error during setup. In this case, the payroll administrator must cease the prepayment, correct the problem, correct the consumed values, and re-issue the prepayment.

Prepaid Benefit/deductions and Prepaid Transactions

When using forms related to prepayments, be sure to distinguish between the term *Prepaid benefit/deduction* and *Prepaid transaction*. A prepaid benefit/deduction refers to the worker setup information for prepayment. A transaction is the consumption of a prepayment. For example, there are two inquiries that differentiate this data:

- **Worker prepaids** inquiry:
  - If accessed from the navigation pane, displays all prepaid benefit/deductions for all workers and provides high-level data (total prepaid amount, consumed amount).
  - If accessed from the **Worker** form, shows a record of every prepaid benefit/deduction for the selected worker.

- **Worker prepaid transactions** inquiry:
  - If accessed from the navigation pane, displays all prepaid transactions for all workers and provides high-level data (total prepaid amount, consumed amount).
  - If accessed from the **Worker prepaids** inquiry, shows a record of every prepaid transaction for the selected worker.

To end prepaid benefits for a worker:

1. If the prepaid benefit is stopping because the worker has left the company, ensure the worker is terminated (See **Terminating Workers** section on page 102).
2. In the navigation pane, click **Journals** > **Prepaid benefit/deductions** to open the **Worker prepaids** journal.
3. Select the prepaid record for the worker and note the difference between the **Prepaid amount** and the **Consumed amount**, if any. That amount needs to be refunded to the worker.
4. Adjust the **Prepaid amount** to match the **Consumed amount**.
5. Follow any company procedures for additional adjustments and issue the worker a refund check, if necessary.

To adjust prepaid transactions:

1. In the navigation pane, click **Journals** > **Cancel payments** to open the **Cancel payments** journal.
2. Select a **Pay group** and a **Worker ID**.
3. Select the payment(s) to cancel.
4. Click the **Cancel selected payments** button.
5. To verify, open the **Worker prepaids** journal and confirm that the **Consumed amount** is correct.
6. After cancelling the payment(s), you can now correct the prepaid benefit/deduction setup, and create a manual payment to re-issue the incorrect payment to the worker.

Time and Earnings-related Procedures

This section describes time and earnings-related procedures that are performed occasionally.

These procedures include:

- Create prior period adjustments
- Manage generated earning enrollments
- Generate retroactive earnings

Create Prior Period Adjustments

Payroll administrators can use the **Time/earning adjustments** journal to adjust a worker's time and earnings data in a prior period, or the current period after accumulators have been updated.

Use the time/earning adjustment procedure to change:

- time or earnings from a previous pay period
- time in the current pay period that has been processed into earnings
- earnings in the current pay period that have updated accumulators

To make a time adjustment:

1. In the navigation pane, click **Journals** > **Time/earning adjustments** to open the **Time/earning adjustments** journal.
2. Select the **Pay group** and **Worker ID**.
3. Enter the **Start date** and **End date** of the pay period to adjust, and click **View** to see the worker's time and earnings for that date range. If the pay run has been completed for this date range, an alert warning appears.
4. In the **Time** tab, click inside the **Original** list and either:
   - Select an existing record to adjust and modify the desired fields.
   - Click **New** to create a new record. Specify the **Work date** and select the desired **Shift**. The remaining required information appears by default.
   - Select a record and click **Delete** to delete it.
5. Click off that record and the **Adjusted** section updates with your changes in both the **Time** and **Earnings** tabs.
6. Click **Commit adjustments** to save the changes. Close the **Time/earning adjustments** journal.

To make an earning adjustment:

1. In the navigation pane, click **Journals** > **Time/earning adjustments** to open the **Time/earning adjustments** journal.
2. Select the **Pay group** and **Worker ID**.
3. Enter the appropriate date range in the **Start date** and **End date** fields, then click **View** to see the worker's time and earnings for that date range. If the pay run has been completed for this date range, an alert warning appears.
4. In the **Earnings** tab, click inside the **Original** list and either:
   - Select an existing record to adjust and modify the desired fields.
   - Click **New** to create a new record. Specify the **Earning date** and select the desired **Earning**.
5. Click off that record and the **Adjusted** section updates with your changes in the **Earnings** tab.
6. Click **Commit adjustments** to save the changes. Close the **Time/earning adjustments** journal.

If the company owes the worker payment after the adjustment, the amount will be paid in next payment generation or can be paid using a manual payment. If the worker owes payment to the company, payroll administrators can take recovery action.

Manage Generated Earning Enrollments

Generated earnings are automatically generated, allowance-type earnings. Typically, these earnings are for items such as uniform allowances or signing bonuses. In some companies, negative generated earnings are used for salary sacrifice schemes.

To add, modify, or expire generated earning enrollments for a single worker, refer to the **Modify Generated Earnings Enrollments** section on page 92.

To add, modify, or expire generated earning enrollments for multiple workers, refer to the **Modify Generated Earning Enrollments for Multiple Workers** section on page 93.

Generate Retroactive Earnings

Retroactive earnings can be calculated for workers who have received a pay rate increase that occurs in the past to generate reconciliatory payment for them.

Retroactive earnings can also be used to calculate the incremental cost of pay rate changes without actually making payments or changing current pay rates—payroll administrators can process a *trial* calculation of retroactive earnings and then delete the temporary results:

- If rate changes take effect in the past and include dates for which workers have already been paid, the retroactive pay difference that the rate change produces can be calculated.
- If the rate changes take effect in the future, a trial retroactive earnings calculation can be performed for a specific pay period in the past. The results can help anticipate how earnings expenses will increase as a result of implementing those changes.

Note that retroactive earnings calculations take into account earnings that have already been calculated—not projected earnings:

- When creating a trial run, Anthology Payroll shows the total retroactive earnings payable to workers on the day the retroactive earnings are calculated.
- If the company continued to pay staff at their current rates for another month after increasing pay rates, but before calculating retroactive earnings, then the actual retroactive earnings will include an additional month of retroactive pay when they are calculated.

The process of calculating retroactive earnings is called a *retroactive run*. A retroactive run calculates earnings for one or more:

- Earning codes
- Earning groups
- Earning rule groups
- Salaries
- Occupations
- Departments (Organizations)
- Position types
- Position assignment types
- Workers

Rate Changes

A rate change can be specified as a percentage or, for hourly rates, as a new rate. A retroactive run can be created for each change of earning code or job type.

For example, to increase salaries by 5 percent and hourly rates by 6.5 percent, the payroll administrator will create two retroactive runs: one for the earning codes increasing by 5 percent and the other for the earning codes increasing by 6.5 percent.

The following procedures detail how to:

- Set up a retroactive run
- Generate retroactive earning records

- Review the retroactive earning records
- Delete the retroactive earning records for trial runs

To set up a retroactive run:

1. In the navigation pane, click **Setup** > **Tables** > **Payroll** > **Retroactive runs** to open the **Retroactive runs** form.

2. Click **New** to create a new record. Click the **General** tab.

3. In the *Identification* section, enter a name for the run in the **Retroactive run** field.

4. In the *Dates* section, enter the **Start date** and **End date** of the period for which to calculate retroactive earnings. If the **End date** is in the future and there are no earnings for those dates, the calculation cannot generate retroactive pay for those dates.

5. In the *Run parameters* section:
   a. Select the **Salary type**.
   b. Select *Yes* in the **Include accumulator based** field to include accumulator-based earnings.
   c. Enter the **Minimum amount** and **Maximum amount** of the retroactive earning. If you are decreasing a rate, ensure the minimum is an appropriate negative value.

6. In the *Salary overrides* section, either:
   - Enter a new **Hourly rate** to override earnings records that have an hourly rate; or

      > *NOTE: When using an **Hourly rate** override, ensure that the appropriate earning codes are selected in the following step. For example, it is illogical to apply a $25 hourly rate to a $1 per hour earning code for evening shift premiums.*

   - Enter a **Percentage amount** to override all types of earnings records. Earnings are multiplied by the percentage that specified. For example, to specify a 5 percent increase, enter *105*. To specify a 5 percent decrease, enter *95*.

   > *NOTE: If both values in the Salary overrides section are zero, the current wage, salary, and calculation settings are used to recalculate earnings. Any differences from the prior earnings that were generated according to the settings at that time are returned as retroactive earnings.*

7. Determine the filter criteria for this retroactive run. Click the tab corresponding to the type of data to filter by. The retroactive run will only apply to the items in the **Selected** pane. The filter criteria can be based on multiple tabs. Selected earnings can be based on:
   - Earning codes
   - Earning groups
   - Earning rule groups
   - Salaries
   - Occupations
   - Departments (Organizations)
   - Position types
   - Position assignment types
   - Workers

> **NOTE**: If the **Selected** pane is empty for a data type, the retroactive run will apply to all entries of that type.

8. Repeat as desired to create retroactive runs to handle additional rate changes.
9. Click **Close** to save your changes.

To generate retroactive earnings records:

1. In the navigation pane, click **Periodic** > **Other** > **Retroactive earnings generation** to open the **Retroactive earnings generation** dialog.
2. Select a **Pay group**, **Pay period year**, and **Pay period number** to specify the period in which to generate retroactive earnings. The year and number must be the current pay period or a future pay period. The **Pay period dates** section reflects the date range period for the earnings generation.
3. Select the **Retroactive run** for the earnings generation.
4. Click **OK** to generate retroactive earnings.
5. Repeat as desired for additional retroactive runs and pay groups.

To review (and accept) retroactive earnings records:

1. In the navigation pane, click **Periodic** > **Other** > **Approve/change retroactive earnings** to open the **Worker retroactive earnings** form.
2. Select a **Pay group**. All retroactive earnings records for this pay group appear in the list. The total amount appears at the top of the form.
3. To filter the list on a single retroactive run, select the **Retroactive run**.
4. To filter the list on a single worker, select that **Worker ID**.
5. Select the desired earnings to add and click **Approve** to commit them as earnings records on the specified **Earning date**.
6. Repeat as desired for additional pay groups.

To delete retroactive earnings records (for trial runs):

1. In the **Worker retroactive earnings** form, select a **Pay group**. All retroactive earnings records for this pay group appear in the list. The total amount appears at the top of the form.
2. Select the desired earnings to delete and click **Delete** to delete them.
3. Repeat as desired for additional pay groups.

Payment-related Procedures

This section describes payment-related procedures that are performed occasionally.

These procedures include:

- Create a manual payment
- Cancel, reprint, or retransmit payments
- Create a gross-up payment
- Revise past payments
- Create trial payments
- Process late first payments

Create a Manual Payment

In Anthology Payroll, a single manual payment can be created at any time for a worker. For example, when a worker's employment is terminated before the end of the pay period, you may need to create a final payment for that worker. Manual payments can also be used to pay additional earnings that were not included in a regular payment or to use different tax rules, such as bonus payments.

To create a manual payment:

1. In the navigation pane, click **Journals** > **Manual payment** to open the **Manual payment entry** journal.
2. Select the **Pay group** and the **Worker ID**.
3. In the **Payment** section, change the **Method** and **Type**, if required. The **Type** indicates which earnings and benefit/deductions are processed by the payment.

   NOTE: *If time or earnings are not available to process for the worker, an alert message will pop up.*

4. If the worker is paid hourly, time records display in the **Time** tab.

   NOTE: *If any of the time records are incorrect, you must generate earnings before correcting the records in the **Worker time** journal.*

5. Click **Generate earnings** to create earning records.
6. The **Earnings** tab displays the earnings records, generated earnings, and any earnings created during the **Time to earnings** process for salaried workers.

   NOTE: *If any of the earning records are incorrect, you must correct them in the **Worker earnings** journal.*

7. Click **Calculate payment** to apply benefits and deductions to the earnings and produce a payment.
8. On the **Benefits/deductions** tab, view or modify the benefit/deductions that are included in the manual payment.
9. Click **Recalculate payment** after modifying benefits and deductions to recalculate the payment.
10. Click **Issue payment** to create the manual payment.
11. On the **Payment** tab, view the gross-to-net results of the payment calculation.

To verify the manual payment, navigate to **Anthology Payroll > Inquiries** > **Payments** to open the **Worker payments** inquiry.

NOTE: *a worker's work date and earning date are associated, but do not have to be the same date. Work date comes from the **Time to earnings** process, and earning date comes from the **Earnings generation** process. Typically, these dates will be equal; however, when a process is run and there is no date—only an earning—the earning date is the pay period ending date.*

Cancel, Reprint, and Retransmit Payments

Worker payments can be cancelled in situations where they were made in error or the benefits and deductions must be recalculated and the payment reissued. Payments can only be cancelled in the current pay period. Manual payments and regular payments can be cancelled with the same procedure.

When a worker's payment is cancelled, the benefit/deductions and gross-to-net calculations are cancelled, but the worker's time and earnings remain. Time and earnings can only be changed through the **Time/earnings adjustment** journal. Benefit/deductions are recalculated only during a payment cancellation—not a time/earnings adjustment.

Before cancelling payments or adjusting time/earnings, determine if the associated earnings or benefit/deductions have changed since the original payment. The **Cancel payments** journal uses the worker's current earnings and benefit/deductions and the **Time/earnings adjustment** journal uses current earning information from the position. If earning or benefit/deduction information changed after the original payment, then cancelling a payment or adjusting time/earnings will use the current values—not the original ones used to produce the original payment.

Checks and direct deposit pay statements can be reprinted and direct deposits can be retransmitted at any time. Retransmitting direct deposit payments recreates the EFT file.

To cancel a payment that has already been issued to a worker:
1. In the navigation pane, click **Journals** > **Cancel payments** to open the **Cancel payments** journal.
2. Select a **Pay group** and a **Worker ID**.
3. Select the payment(s) to cancel and verify the payment information.
4. Click **Cancel selected payments**.
5. Click **Yes** in the confirmation dialog to cancel the payments.

To reprint or retransmit a check or direct deposit:
1. In the navigation pane, click **Periodic** > **Pay period** > **Approve payments** to open the **Worker payments** form.
2. Select a **Pay group** to see all payments for that group. Ensure that the **Issued** checkbox is checked.
3. Select **a Worker ID** to see payments for that worker.
4. Select the payment to reprint or retransmit.
5. Click **Reprint** to reprint the check or direct deposit or click **Retransmit** to retransmit the direct deposit.

Create a Gross-up Payment

Gross-up payments are payments to workers where you can specify the exact net amount they receive after deductions. Anthology Payroll calculates the gross earnings amount before deductions and gives the worker the gross earnings such that after deductions, they receive the specified net amount.

For example, you may use this functionality to issue a $1000 bonus to a worker after deductions. You can only issue gross-up payments to one worker at a time.

Gross-up payments require a gross-up payment type to be set up before payments can be created. Payment type setup is discussed in **Chapter 11: Set Up Payments and Postings**.

To issue a gross-up payment:

1. In the **Anthology Payroll** navigation pane, click **Journals** > **Gross up payment** to open the **Gross up payment generation** pane.

2. Select the worker's **Pay group**. Verify the **Pay period dates** are correct for the current pay period.

3. Specify the **Worker** to issue the gross-up payment to.

4. Specify the **Payment type** (e.g.: *Gross up*).

5. Change the **Reporting date** as required.

6. Enter the **Net amount** to issue to the worker. This is the amount the worker is paid after deductions.

7. Click **OK** to generate the gross up payment.

After the gross-up payment has been issued, it must be approved to generate a pay statement.

Revise Past Payments

Occasionally, you may need to recalculate a past payment due to retroactive benefit or deduction changes, or if you discovered that a benefit/deduction was set up incorrectly and the worker has already been paid.

Revised payments are different from canceled payments in that revised payments do not alter any existing payments and do not cancel or produce any checks or direct deposits, but instead, create refund or recovery amounts to be reconciled in the current pay period.

NOTE: *you cannot revise past payment transactions that have been migrated from a legacy payroll system, including Anthology Payroll 2012 RTM. You also cannot revise past payment transactions dating back more than one year from the current pay period end date.*

Revised payments require a revised payment type to be set up before revisions can be made. Payment type setup is discussed in **Chapter 11: Set Up Payments and Postings**.

Also, net recoveries (amounts owed by workers) must have a corresponding benefit/deduction code set on the **General definitions** form. See the **Recoveries and Negative Nets** section on page 315 in **Chapter 10: Set Up Benefit/Deductions** for the procedure.

To generate revised payments:

1. In the navigation pane, click **Journals** > **Revise payment generation** to open the **Revise payment generation** journal.

2. Specify a **Pay group** to generate revised payments for.

3. Specify a **Worker** to generate revised payments for. Leave this field blank to revise payments for the entire **Pay group**.

4. Specify the **Pay period year** and **Pay period number** of the past pay period containing the payment to revise. All payments from that point onward are subsequently recalculated.

5. Specify a **Payment period sequence** of the past payment if the past pay period contained multiple payments.

6. Enter a **Description** for the revised payment generation for your own tracking purposes.

7. Click **OK** to generate the revised payment.

Payments that are revised contain either refunds to the worker or recovery amounts for the employer. Refunds can be paid out to the worker in the current pay period through the regular pay process or through a manual payment. Recovery amounts are recovered as benefit/deductions on the worker's next payment, similar to advance recoveries.

Create Trial Payments

Trial payments are a sandbox functionality where you can create fictional payments to workers using manually entered data or, depending on how far along you are in the pay process of the current pay period, actual transactional data records in Anthology Payroll. You can only create trial payments for one worker at a time and for the current pay period.

You can use trial payments to model "what if" scenarios regarding worker salary changes and your benefit/deduction and accumulator setup.

To create a trial payment:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.

2. On the **Anthology Payroll Transactions** tab of the ribbon, click the **Create Trial Payments** button to open the **Trial payment** journal.

3. If desired, change the **End date** to the next pay period if the current has already been processed.

4. Change the payment **Method** and **Type** as required. The **Type** indicates which earnings and benefit/deductions are processed by the payment.

5. On the **Enter time** tab, you can (entering time is optional):

   - click **Use existing time entries** to copy existing time records for this worker in this pay period to the journal. This overwrites any current data on the tab.

   - click **New** to create a new time record

   - change any time records as desired

   - click **Create all earnings** to generate earning records from the time records on the **Enter time** tab and add to them any salary earnings from the worker's salary information (if any) and proceed to the **Enter earnings** tab

   - click **Create earnings from time** to generate earning records from only the time records on the **Enter time** tab and proceed to the **Enter earnings** tab

   - skip entering time altogether and proceed to entering earnings on the **Enter earnings** tab

6. On the **Enter earnings** tab, you can:

   - click **Use existing earning entries** to copy existing earning records for this worker in this pay period to the journal. This overwrites any current data on the tab.

   - click **New** to create a new earning record

   - change any earning records as desired

   - click **Update accumulators** to update accumulators with the effects of the earnings on this tab and proceed to the **Enter accumulators** tab

7. On the **Enter accumulators** tab, you can:
   - click **Use existing accumulator entries** to copy existing accumulator values for this worker in this pay period to the journal, if the accumulator update process has been run for this period. This overwrites any current data on the tab.
   - click **New** to create a new accumulator amount
   - change any accumulator amounts as desired

8. On the **Enter advances/recoveries** tab, you can (entering advances/recoveries is optional):
   - click **Use existing advance entries** to copy existing pay advance amounts for this worker in this pay period to the journal. This overwrites any current data on the tab.
   - click **Use existing advance recovery entries** to copy existing advance recovery amounts for this worker in this pay period to the journal. This overwrites any current data on the tab.
   - click **New** to create a new advance or recovery amount
   - change any advance or recovery amounts as desired

9. Click **Calculate trial payment** on either the **Enter accumulators** or **Enter advances/recoveries** tab to calculate the benefit/deduction amounts and apply gross-to-net calculations.

10. On the **Review trial payment tab**, you can:
    - click **New** to create new benefit/deduction amounts
    - modify any benefit/deduction amounts as desired
    - click **Recalculate trial payment** button to recalculate gross-to-net after modifying benefit/deduction amounts
    - review the benefit/deductions taken and the worker's net pay

11. Close the form when finished. No data in the **Trial payments** journal is preserved.

Process Late First Payments

Processing late first payments refers to the circumstance where you would need to issue a payment to a newly hired (or rehired) worker after the pay period in which they were hired has already been closed. The reason for issuing the payment is because that worker had worked in the previous pay period and therefore has earnings in that period, but the notification for their hiring (or rehiring) was received late. This scenario can occur more frequently in organizations that use longer pay periods.

You may only process late first payments for newly hired or rehired workers who have no other pay activity in the current pay year and you may only process payments for one (closed) pay period before the current pay period. If you do create late first payments, you cannot close the current pay period until all the pay processes for the late first payments have been completed.

Processing late first payments uses a subset of the normal pay period process, but there are two methods of starting the process depending on preference. Alternatively, you may issue a manual late first payment.

Process Late First Payments Manually

To process a late first payment, the first step involves entering time records. There are two options for entering time: manual and import. Importing time is recommended if you have a large number of new hires to process. Salaried workers may not need additional time records.

The time import process uses the same file specifications as the time import process for normal pay. See the **Import Time for Workers** section on page 113 for the specifications. The procedure used is under a different section on the navigation menu.

All processing procedures for late first payments are found under **Periodic** > **Other** > **Late first payments**. The procedures for each function are identical to the regular pay process (see **Routine Payment Processing Procedures** section on page 110) except that the pay period to process is the previous pay period to the current one. This section will not go over individual details for running each procedure, but instead provide an overview. Detailed procedures can be found in D365 Help.
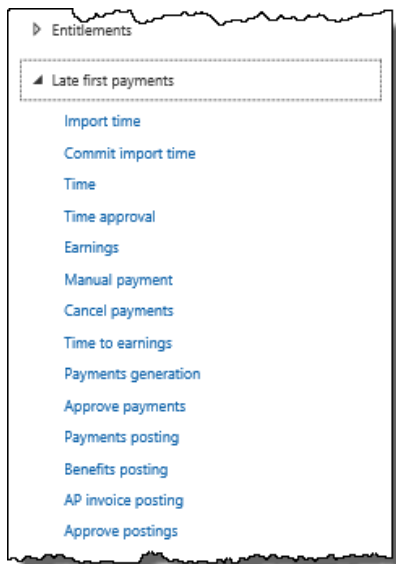
FIGURE 2.37: LATE FIRST PAYMENTS IN NAVIGATION PANE

To process late first payments manually:

1. Enter time records for eligible workers using one of the following methods:
   - Import time using **Import time** function. Use **Commit import time** function to commit the time records to Anthology Payroll.
   - Enter individual time records manually using the **Time** function.
2. Approve time records using the **Time approval** function.
3. Enter earnings manually for hourly workers using the **Earnings** function.
4. Generate earnings (salaried workers) and update entitlements, accumulators and generated earnings with the **Time to earnings** function.
5. Generate payments with the **Payments generation** function.
6. Approve payments using the **Approve payments** function.
7. Post payment and deduction transactions using the **Payments posting**, **Benefits posting**, and **AP invoice posting** functions.
8. Approve postings with the **Approve postings** function.
9. Proceed with normal pay period process for the current pay period.

Issue a Manual Late First Payment

Instead of processing late first payments in its own payroll process, you may issue a late first payment manually to a single worker. All conditions around late first payments still apply, as the worker must have been hired (or rehired) in the previous, closed pay period and have no other pay activity in the pay year.

To issue a manual late first payment for a single worker:

1. In the navigation pane, click **Periodic** > **Other** > **Late first payments** > **Manual payment** to open the **Late first payments - Manual payment entry** journal.
2. Select the **Pay group** and **Worker Id**. If the worker is not eligible for a late first payment, an alert popup appears.
3. Change the **Statement date** to the current pay period as needed.
4. Change the **Method** and **Type**, if required. The **Type** indicates which earnings and benefit/deductions are processed by the payment.

   NOTE: the payment type you select will restrict which earnings and deductions can be processed for the manual payment. Deductions can be manually added on the **Benefit/deductions** *tab, but earnings are restricted to the type.*

5. If the worker is paid hourly, time records display in the **Time** tab.

   NOTE: if any of the time records are incorrect, you must generate earnings before correcting the records in the **Late first payments - Worker time** *journal.*

6. Click **Generate earnings** to create earning records.
7. The **Earnings** tab displays the earnings records, generated earnings, and any earnings created during the **Time to earnings** process for salaried workers.

   NOTE: if any of the earning records are incorrect, you must correct them in the **Late first payments - Worker earnings** *journal.*

8. Click **Calculate payment** to apply benefits and deductions to the earnings and produce a payment.
9. On the **Benefits/deductions** tab, view or modify the benefit/deductions that are included in the manual payment.
10. Click **Recalculate payment** after modifying benefits and deductions.
11. Click **Issue payment** to create the manual payment.
12. On the **Payment** tab, view the gross-to-net results of the payment calculation.

After the manual payment has been issued, it must be approved to generate a pay statement. Also, the necessary posting transactions must be created for other D365 modules. Refer to the previous section for these procedures.

Entitlement-related Procedures

This section describes entitlement-related procedures that are performed occasionally.

These procedures include:

- Reviewing entitlements
- Pay out entitlements
- Reset entitlement balances

Reviewing Entitlements

You can review worker entitlements, including accrued, taken, and remaining values by navigating to **Journals** > **Entitlements** or **Inquiries** > **Entitlements**.

You can review worker entitlement transactions, including accrued, taken, and remaining values, reason codes for manual adjustments, and source run types for automatic transactions.

To review all worker entitlement transactions, navigate to **Inquiries** > **Entitlement transactions** to open the **Worker entitlement transactions inquiry**.

To review worker entitlement transactions by the entitlement:

1. Navigate to either:
   - **Journals** > **Entitlements** and select a worker's entitlement; or
   - **Inquiries** > **Entitlements** and select a worker's entitlement.
2. Click **Inquiries** > **Entitlement transactions** to open the **Worker entitlement transactions inquiry**.

To review worker entitlement transactions by the worker and entitlement:

1. Navigate to **Anthology Payroll workers** and select a worker.
2. Click **Entitlements** in the **Setup** section of the **Anthology Payroll Profile** tab of the ribbon to open the **Worker entitlements** form.
3. Select an entitlement and click **Inquiries** > **Entitlement transactions** to open the **Worker entitlement transactions inquiry**.

Pay Out Entitlements

Entitlements are part of normal pay period processing tasks, but they also require additional processing when a worker or a group of workers require entitlement payouts.

Entitlement payouts may be required when a worker is terminated, goes on leave, or is otherwise prevented from taking the entitlement due to exceptional circumstances. Payouts may also be required if the company has a policy requiring certain entitlements to be reset if they are not used within a particular time frame.

Entitlement payouts and resets do not happen automatically and must be initiated manually. Payroll administrators can pay out the entitlement balance (or a portion thereof) for a specific period to all workers who have a remaining balance. After the entitlement is paid out, administrators should deplete the entitlement bank to zero.

Modifying entitlements is discussed in the **Modify Worker Entitlements** section on page 94 of **Chapter 3: Payroll Administration — Data Management Tasks**.

Rolling entitlements can also be paid out, but this is not a normal scenario. It would generally be a huge liability for organizations to pay out rolling entitlements.

To pay out an entitlement to an individual worker:

1. In the navigation pane, click **Journals** > **Entitlements** to open the **Worker entitlements** journal.
2. Select the entitlement to pay out and click **Functions** > **Pay out entitlements** to open the **Pay out entitlements** dialog.
3. Select the amount to pay out:
   - For the full remaining balance of the entitlement, select *Yes* in the **Payout outstanding balance** field and select a **Payout reason code**.
   - For a maximum on the amount paid out, select *No* in the **Payout outstanding balance** field and specify the hours (or amount) to pay out in the **Payout hours** (or **Payout amount**) field.
4. Specify a **Payout reason code** for the entitlement payout.
5. The **Reset hours** (**or amount**) field automatically adjusts to show the balance remaining after payout. To further reduce it (for example, to zero), manually enter the value and select a **Reset reason code**.
6. Select the **Pay period end date**. The default is the current pay period end date, but a future end date can be selected.
7. Select the **Payout earning code** and **Payout earning date** for the earning.
8. Enter changes as needed to the position information associated with the payout earning in the *Position details* section.
9. Click **OK** to create an earning for the worker and adjust their entitlement bank accordingly.

To pay out an entitlement to all workers in a pay group:

1. In the navigation pane, click **Periodic** > **Other** > **Entitlements mass pay out** to open the **Entitlements mass pay out** dialog.
2. Select a **Pay group**, **Entitlement**, and **Entitlement rule group** for the mass payout.
3. Select the **Entitlement period year** and an **Entitlement period number**. For example, in April 2012, you might select the 2011 entitlement year to pay out unused vacation from 2011. Vacation accrued in 2012 would not be affected.
4. Select the amount to pay out:
   - For the full remaining balance of the entitlement, select *Yes* in the **Payout outstanding balance** field and select a **Payout reason code**.
   - For a maximum on the amount paid out, select *No* in the **Payout outstanding balance** field and specify the hours (or amount) to pay out in the **Payout hours** (or **Payout amount**) field.
5. Specify a **Payout reason code** for the entitlement payout.
6. The **Reset hours** (**or amount**) field automatically adjusts to show the balance remaining after payout. To further reduce it (for example, to zero), manually enter the value and select a **Reset reason code**.
7. Select the **Pay period end date**. The default is the current pay period end date, but a future end date can be selected.
8. Select the **Payout earning code** and **Payout earning date** for the earning.
9. Click **OK** to create an earning for each worker who had entitlements remaining and adjust their entitlement banks accordingly.
10. Repeat as required for each entitlement, entitlement rule group, and pay group that must be paid out.

Reset Entitlement Balances

A company policy may require entitlement banks to be reset to zero for specific workers after a certain time frame.

Resetting an entitlement bank to zero for a specific period is a manual process. The reset procedure applies to all workers in a particular pay group.

Typically, payroll administrators would not reset entitlement balances if they need to be paid out.

> **NOTE**: While the reset process creates transaction records for each worker's entitlement that is reset, there is no process to undo the mass reset. Ensure that this process is required before executing it.

To reset entitlement balances for all workers in a pay group to zero:

1. In the navigation pane, click **Periodic** > **Other** > **Entitlements reset** to open the **Entitlements reset** dialogue.
2. Select a **Pay group**, **Entitlement**, and **Entitlement rule group** for the reset.
3. Select the **Entitlement period year** and an **Entitlement period number** for the reset. For example, in April 2012, you might select the 2011 entitlement year to eliminate unused vacation from 2011. Vacation accrued in 2012 would not be affected.
4. Click **OK** to reset entitlement balances to zero.
5. Repeat as required for each entitlement, entitlement rule group, and pay group that must be reset.

Lab 4.2 - Prior Period Adjustment and Manual Payment

This lab involves adjusting time and earnings in a past pay period and issuing a manual payment after the adjustment.

Scenario

Sam Abolorous pointed out that he had not been paid for an extra shift he worked in the previous pay period. His manager confirms that he worked that shift, but it was not included in the time reported to the payroll department. Mia needs to record that shift and its earnings and generate a check for Sam.

Challenge Yourself!

Add an eight-hour night shift for *Sam Abolorous* on July 29, 2013—a date in the previous pay period. Then generate a manual check to pay out those earnings.

Sam is in the *Staff-USA* pay group and his **Worker ID** is *2248*.

Need a Little Help?

Use the **Time/earnings adjustments** journal to adjust Sam's time worked in the previous pay period. View Sam's past shifts in the **Time** tab and create a new time record. After adjusting the new shift information, the **Adjusted** pane in both the **Time** and **Earnings** tabs will be updated.

Use the **Manual payment** journal to issue a payment to Sam outside of the normal pay process. Select the **Pay group** and the **Worker ID** and generate earnings and payment in the journal. On the

Benefits/deductions tab, review the list of benefits and deductions and remove any that do not need to be withheld before issuing the payment.

Complete the manual payment process by approving the payment in the **Worker payments** form.

Step by Step

To add the past shift for Sam:

1. In the navigation pane, click **Journals** > **Time/earning adjustments** to open the **Time/earning adjustments** journal.
2. Specify *Staff-USA* as the **Pay group** and *2248* as the **Worker ID**.
3. Enter the date range *13/01/2013* to *20/01/2013* as the **Start date** and **End date**. Click **View** to see Sam's time and earnings in that period.
4. On the **Time** tab, click **New** to create a new record.
5. Enter *18/01/2013* as the **Work date** and specify *Night* as the **Shift**.
6. Click on another record to update the **Adjusted** pane in both the **Time** and **Earnings** tabs. Sam receives regular hourly pay and a shift premium for the eight night shift hours.
7. Click **Commit adjustments** to save your changes. Close the form.

To create a manual check for Sam:

1. In the navigation pane, click **Journals** > **Manual payment** to open the **Manual payment entry** journal.
2. Specify *Staff-USA* as the **Pay group** and *2248* as the **Worker ID**.
3. Select a payment **Method** of *Check* and payment **Type** of *Manual*.
4. On the **Earnings** tab, verify that the January 18 earnings are listed. Click **Calculate payment** to apply benefits and deductions to the earnings.
5. On the **Benefits/deductions** tab, remove the benefits leaving only the taxes. Select the following benefits and click **Delete** to remove them:
    *   401K
    *   Dental plan
    *   Health plan
6. Click **Recalculate payment** to update the totals.
7. Click **Issue payment** to complete the manual payment. Close the form.
8. In the navigation pane, click **Periodic** > **Pay period** > **Approve payments** to open the **Worker payments** journal.
9. Specify *Staff-USA* as the **Pay group** and *2248* as the **Worker ID**.
10. Click **Approve** to generate a manual check for Sam.
11. In the **Check print** dialog, click **OK** to print the pay statement.

Inquiries and Reporting

Anthology Payroll for Microsoft Dynamics 365 Finance provides **Inquiries** and **Reports** to view and print records, respectively.

Inquiries are a "view only" form that can be used during the payroll processing cycle to check the accuracy of payroll information. Inquiries can also be used to view historical information. Inquiries can be exported to other formats, such as Microsoft Excel.

Reports allow you to print records in Anthology Payroll. You can use reports to view all relevant data in the database.

Inquiries and reports have many options for helping users quickly retrieve information from any area of Anthology Payroll.

Viewing Inquiries

Inquiries allow payroll administrators to view records across the company as well as for individual workers.

To view records across the company:

1. In the **Anthology Payroll** navigation pane, click **Inquiries**.
2. Select the type of information to view:
   - Accumulators
   - Accumulator adjustments
   - Advances
   - Advance recoveries
   - Batch jobs
   - Benefit/deductions
   - Benefit/deduction amounts imports
   - Benefit/deduction schedules
   - Benefit/deduction transactions
   - Calculation variables
   - Changed transactional data
   - Deposits
   - Earnings
   - Earnings imports
   - Entitlements
   - Entitlement limits
   - Entitlement transactions
   - Exceptions
   - Generated earning enrollments
   - Late backdated worker/position changes
   - Multi-threaded batch tasks
   - Negative nets
   - Negative net recoveries
   - Organization splits
   - Payments

- Payment accumulators
- Payroll jobs
- Position benefit/deductions
- Position calculation variables
- Postings
- Prepaid benefit/deductions
- Project postings
- Report files created
- Retroactive earnings
- Revised payments
- Revised payment refunds/recoveries
- Run controls
- Salary history
- Time
- Time imports
- Wage increments imports
- Wage increments
- Workers
- Worker transactions
- Worker positions
- Worker prepaid transactions
- localization-specific inquiries

3. The list displays every record in the system of the selected type.
4. Select a record and click the **General** tab to view its details.
5. The **Filter** tab allows you to filter on any combination of selection criteria.

Narrowing the Filter

You can also filter directly on the list. Click any of the column headings open a small dialog box to sort or filter by that field.

For example, on the **Worker time** inquiry, you want to filter on:

- Time records for January 10, 2011.
- Time records of workers in the Staff pay group whose occupations include the word "Clerk".

To filter on the above criteria:

1. Navigate to **Inquiries** > **Time** to open the **Worker time** inquiry.
2. Select *Staff* in the **Pay group** field.
3. Specify *10/01/2011* in the **Work date** field.
4. Enter **clerk** in the **Occupation** field.
5. Press **Enter** to apply the filter.

Viewing Reports

In the Anthology Payroll navigation pane, the **Reports** section contains many reports that generate payroll data. These reports can be generated and printed at any time.

Report Types

Reports can be differentiated into two types according to how they are generated—pay period-specific and non-pay period-specific.

The pay-period specific reports are:
- Benefit/deductions change
- Benefit/deductions enrollment change
- Benefit/deductions list
- Checks
- Direct deposits
- Payroll register
- Payroll variance
- localization-specific reports

The non pay period-specific reports are:
- Benefit/deductions
- Earnings
- Entitlement transactions
- Postings
- Prepaid benefit/deductions
- Reconciliation
- Retro earnings
- Run controls
- Statutory deduction reports
- Time
- Worker bank accounts
- Worker dates
- Worker entitlements
- Worker events
- Worker list
- Worker payments
- Worker prepaid transactions
- Worker profiles
- Worker wage increments

Reports can also be differentiated according to the type of data—base data, transaction, and other reports. The following table describes the reports:

Type	Report Name	Description
Base data	Worker list	workers and their hire and termination dates
	Worker bank accounts	financial institution accounts that have been configured for workers, as of a **Context date**
	Worker profiles	all worker information

Type	Report Name	Description
Transaction	Benefit/deductions	the benefit and deduction amounts taken from an individual worker
	Benefit/deductions change	changes in benefit and deduction amounts taken in a specific pay period
	Benefit/deductions enrollment change	changes in enrollments in a specific pay period
	Benefit/deductions list	the selected benefit and deduction amounts taken from an individual worker or a group of workers in a specific pay period
	Checks	reports checks generated for a pay group in a specific pay period
	Direct deposits	reports direct deposits generated for a pay group in a specific pay period
	Earnings	specific or all earning records for one or more workers
	Entitlement transactions	all changes to worker entitlement banks
	Payroll register	all payroll data for a selected pay group in a specific pay period
	Prepaid benefit/deductions	prepaid and consumed amounts for all workers with prepaid benefit/deductions
	Postings	worker payments postings in a specific pay period
	Retro earnings	worker retroactive earnings in a specific pay period
	Run controls	processing information for specific processes in the Journals, Periodic, and Reports sections. You can print a record of what occurred during a process (such as the number of records created), the time the process ran, and the user who ran the process.
	Time	specific or all time records for one or more workers
	Worker dates	significant worker dates, such as anniversary dates
	Worker entitlements	specific or all entitlement bank balance information
	Worker events	significant worker events, such as performance reviews
	Worker payments	all payment records generated for workers for a specific pay period. In this report use the **Summarize** tab to produce subtotals of selected records such as gross, net, payment, or benefit/deduction amount
	Worker prepaid transactions	the changes to prepaid and consumed amounts for workers with prepaid benefit/deductions

Type	Report Name	Description
Other	Reconciliation	summaries of all processes for a pay group and details at the code, department, and worker level
	Worker wage increments	summary of all wage increments generated and applied to workers
	Statutory reports	information on demographic-specific statutory deductions and government reporting for workers

Generating Reports

To generate a report:

1. In the navigation pane, click **Reports** and click the desired pay period-specific report.
2. Specify a **Pay group** for the report. The **Date period** and **End date** fields of the current pay period display automatically. Select a different **Pay period number** to report on a previous pay period.
3. To report on a specific **Payment run**, select it from the list. This option is not available for every report.
4. Select the desired options for the data to report, and select the **Sort option**.
5. Select specific items to display in the report, as desired.
6. Specify the **Destination** of the report, as desired. The default is to display in the browser window.
7. If the report supports it, you can specify **Processing notes**, a simple text field to help you identify this particular run of the report. You can then choose to run the report in the background as a batch process by setting options in the **Run in the background** section. Only reports with the **Processing notes** field can be run as a batch process.
8. Click **OK** to display the report in a browser window or run the report in the background, depending on your selected option.

For reports that do not display immediately within the browser window, or if you ran them as a batch process in the background, you can open the **Report runs** form from **Reports** > **Report runs**. On this form, you can view the status parameters of your executed report and choose display and print options.

For example, suppose you wanted to view and save a report with the following criteria:

- a list of workers sorted by their pay group
- each pay group displaying on a new page
- each worker's salary information
- only salaried workers

To view such a report, specify the following information on the **Worker profiles** report:

1. Create a sort field record on pay group and set **Break** to *Yes*.
2. Create summary field records for pay group, worker name, and salary information.
3. Create a qualifier field record on salary. Set the **Operator type** to *Greater than* and the **Real value** to *0.00*.

Summary

This chapter explained the two functional groups of payroll administrator tasks that follow Data Management—Payroll Processing and Payroll Reporting.

Payroll processing tasks include these major activities:

- Capturing time
- Making payment calculations
- Approving payments
- Distributing payments
- Viewing pay period reports

Payroll processing tasks are divided into routine tasks used nearly every pay period and occasional tasks used on an as-required basis.

Payroll administrators can use **Inquiries** and **Reports** to view and print records across the entire system or for specific workers.

Test Your Knowledge

1. Which one of the following is not a valid method of capturing time data?

   ( ) Recording time in the rotation.

   ( ) Importing from a comma-delimited text file.

   ( ) Manually entering time for a worker.

   ( ) Creating Creating time from rotation.

2. When turning time into earnings, which of the following can Anthology Payroll for Microsoft Dynamics 365 Finance also automatically update?

   ( ) Entitlements, advances, and manual payments.

   ( ) Entitlements, accumulators, and negative nets.

   ( ) Entitlements, accumulators, and generated earnings (allowances)

   ( ) Accumulators, generated earnings, and payments.

3. Once satisfied with the pay period earnings for each pay group, the payroll administrator can update accumulators for all the workers in each pay group. Briefly explain why updating accumulators can be seen as a critical point in pay period processing.

   _____

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   _____

4. Which of the following is a correct statement about generated earnings?

( ) Generated earnings are based on the worker's salary.

( ) Generated earnings are time-dependent.

( ) Generated earnings are created when you create earnings from time records.

( ) Generated earnings are automatically -generated, allowance-type earnings that are provided to eligible workers.

5. If a payroll administrator discovers a problem in how entitlement accruals were calculated, the accruals can be reversed - as long as a major condition is fulfilled. Identify the condition, and briefly describe the process that is used to reverse the accruals.

6. After payments are generated, payroll administrators manage a review and approval process. Explain this process, who does the review, and what happens after the payments are approved.

Quick Interaction: Lessons Learned

Take a moment and write down three key points you have learned from this chapter.

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3. _____

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Solutions

Test Your Knowledge

1. Which one of the following is not a valid method of capturing time data?

   (√) Recording time in the rotation.

   ( ) Importing from a comma-delimited text file.

   ( ) Manually entering time for a worker.

   ( ) Creating Creating time from rotation.

2. When turning time into earnings, which of the following can Anthology Payroll for Microsoft Dynamics 365 Finance also automatically update?

   ( ) Entitlements, advances, and manual payments.

   ( ) Entitlements, accumulators, and negative nets.

   (√) Entitlements, accumulators, and generated earnings (allowances)

   ( ) Accumulators, generated earnings, and payments.

3. Once satisfied with the pay period earnings for each pay group, the payroll administrator can update accumulators for all the workers in each pay group. Briefly explain why updating accumulators can be seen as a critical point in pay period processing.

MODEL ANSWER:

Because as soon as the accumulators are updated, then the only way you can then reverse them is to use Timetime/earning adjustments.

4. Which of the following is a correct statement about generated earnings?

    ( ) Generated earnings are based on the worker's salary.

    ( ) Generated earnings are time-dependent.

    ( ) Generated earnings are created when you create earnings from time records.

    (√) Generated earnings are automatically -generated, allowance-type earnings that are provided to eligible workers.

5. If a payroll administrator discovers a problem in how entitlement accruals were calculated, the accruals can be reversed - as long as a major condition is fulfilled. Identify the condition, and briefly describe the process that is used to reverse the accruals.

    MODEL ANSWER:

    Accruals can be reversed as long as the pay period that they were calculated in has not been closed. To reverse entitlement accruals: In the Anthology Payroll area page, click Periodic, select Other, and select Entitlements reversal. Select the Pay group. Click OK.

6. After payments are generated, payroll administrators manage a review and approval process. Explain this process, who does the review, and what happens after the payments are approved.

    MODEL ANSWER:

    After payments have been generated, payroll administrators normally print the pay register and send it to financial managers for review. This helps make sure that payments are accurate before they are approved in the system.   After management confirmation of the printed pay register, the payroll administrator approves the payments, posts the payments and benefit/deductions, and closes the pay period.

CHAPTER 5: PAYROLL IMPLEMENTATION OVERVIEW

Objectives

The objectives for this chapter are:

- Provide an overview of a standard Anthology Payroll implementation project.
- Provide an overview of your role as an implementer in an Anthology Payroll implementation project.
- Suggest other resources for more in-depth information.

Introduction

This chapter introduces and gives a brief overview of the Anthology Payroll implementation project and your role as an implementer during the project. This chapter does not go into the full details of an implementation project as there are other better resources for that information.

You can find a reference to other sources of information for the full details of implementing Microsoft Dynamics 365 Finance projects.

Implementation Participants

When Anthology Payroll is being implemented as part of a larger Microsoft Dynamics 365 Finance implementation, the project usually has participants from three organizations:

- *Client*: responsible for sign-off on key deliverables, including user acceptance testing and go-live decision. Provides the business requirements of the project.
- *Loki*: responsible for implementation of Anthology Payroll in coordination with the partner and, depending on contract, payroll data migration.
- *Implementation partner*: responsible for Microsoft Dynamics 365 Finance implementation and overall framework and timeline of the project.

Microsoft Dynamics Sure Step

The Anthology Payroll implementation project follows the Microsoft Dynamics Sure Step methodology, which is the standard for all Microsoft Dynamics implementation projects. The Sure Step methodology is a full customer life-cycle methodology for all Microsoft Dynamics solutions, encompassing the project management discipline and field-driven best practices. Sure Step is designed to reduce the total cost of ownership of Microsoft Dynamics, and implementing Advance Payroll has the same goal.

The Microsoft Dynamics Sure Step methodology outlines the following phases in a typical implementation project:

1. **Diagnostic**: project initialization phase. This phase contains analysis of the customer's business process at a very high level. In this phase, the scope and method of approach is defined.
2. **Analysis**: requirements analysis phase. This phase contains analysis of the customer's business processes and requirements, as well as any fit/gaps. In this phase, the *Functional Requirements Document* (FRD) is completed.
3. **Design**: configuration design phase. This phase encompasses the solution design, where Anthology Payroll is fitted to the requirements specified from the **Analysis** phase. In this phase, the *Detailed*

Configuration Design (DCD) document and *Solution Design Document* (SDD) are completed. The DCD contains lists of all the Anthology Payroll objects (pay groups, occupations, entitlements, etc.) that are to be implemented. The SDD contains user procedures referencing those objects and how they meet the requirements detailed in the FRD.

4. **Development**: development and implementation phase where the configuration design in the SDD is implemented in Anthology Payroll and any customizations to the client's solution are developed. In this phase, a database is created containing the client's full Anthology Payroll test environment. Also in this phase, user documentation (if required) is developed and the client is trained in operating their implementation of Anthology Payroll. This phase is usually the longest in the entire project.

5. **Deployment**: data migration and testing phase where the client's legacy payroll data is migrated to the new Microsoft Dynamics 365 Finance environment and then parallel tested with the legacy system to ensure the results are the same. Legacy data migration is discussed in detail in **Chapter 13: Custom Setup Tasks**. In this phase, a production database and environment is created after numerous testing cycles.

6. **Operation**: in this phase, testing is passed and the client goes live with their production environment.

Depending on the requirements of the project and the scope of the client's organization, additional data migration may be required for other D365 companies.

Anthology Inc provides a Microsoft Project file outlining the Anthology Payroll implementation project as a whole and the tasks and hours required within each phase.

Resources

Some additional resources on Microsoft Dynamics Sure Step and Microsoft Dynamics 365 Finance project implementation:

- [Microsoft Dynamics CRM Community blog](#)
- [Microsoft Dynamics CRM Sure Step Guide](#) (requires PartnerSource login)
- [Microsoft Dynamics Sure Step Methodology reference chart](#) (hosted by Loki)

Anthology Payroll QuickStart

To reduce total cost of ownership and time to implement, as well as provide a standardized pricing model and payroll configuration foundation, Anthology Inc has developed the Anthology Payroll QuickStart project. The QuickStart project includes a Microsoft SQL Server database that contains pre-configured Anthology Payroll objects depending on the client's jurisdiction. Currently, Anthology Payroll QuickStart is offered in one of four localizations:

- Canadian
- United States
- United Kingdom
- Australian

The idea behind a QuickStart database is to provide all the configuration required for *simple* implementation projects. For more complicated implementations, the QuickStart database can be used as a foundation to modify and build on. This approach drastically reduces implementation time (**Development**

phase) compared to developing an environment from scratch. The QuickStart database can be imported via data packages or deployed with a new environment on Azure.

Some of the objects included with a QuickStart database are, but not limited to:

- weekly, bi-weekly, semi-monthly, and monthly pay groups
- statutory deductions and objects from the Statutory Deduction Spreadsheet of the corresponding localization, as well as configuration required for these objects
- forms and format setup for statutory reporting of the corresponding localization
- some basic earning codes (e.g.: hourly wage, salary, allowances, etc.)
- some basic benefit/deduction codes apart from the statutory deductions (e.g.: pensions, miscellaneous benefits, charities, taxable benefits, etc.)
- overtime, sick leave, and vacation entitlements
- calculations, variables, and rates to match their corresponding payroll objects
- basic payment types (e.g.: regular, off-cycle, cancelled, etc.)

Manual setup of these objects are discussed in later chapters.

Summary

An Anthology Payroll implementation project is a lengthy and complicated process involving three parties: the client, Anthology Inc, and the Microsoft Dynamics partner.

D365 project implementation follows the Microsoft Dynamics Sure Step methodology. The methodology outlines the following major phases of implementation: **Diagnostic**, **Analysis**, **Design**, **Development**, **Deployment**, and **Operation**.

Anthology Payroll implementation projects may involve the QuickStart framework as a starting point for implementation. The QuickStart database contains a pre-configured payroll implementation for a specific localization.

Quick Interaction: Lessons Learned

Take a moment and write down three key points you have learned from this chapter.

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CHAPTER 6: IMPORTANT SETUP CONCEPTS

Objectives

The objectives for this chapter are:

- Introduce concepts and process required to set up an accumulator.
- Introduce concepts associated with calculations.
- Introduce concepts associated with earnings.
- Introduce concepts associated with benefit/deductions.
- Introduce the relationships between accumulators, calculations, earnings and benefit/deductions.

Introduction

Earlier chapters introduced four basic concepts required for managing payroll with Anthology Payroll:

- Accumulators
- Calculations
- Earnings
- Benefit/deductions

This chapter discusses conceptual information regarding the above and several other topics. These concepts are important to understand before configuring the initial Anthology Payroll environment—also known as the implementation phase. Detailed setup procedures are provided in subsequent chapters.

Proper setup of these basic concepts are essential to ensure accurate and timely payroll information. Proper setup also minimizes data entry and maintenance workloads for payroll administrators. Setup is typically performed by the implementer.

Accumulators

In Anthology Payroll, accumulators work as storage devices for tracking a single piece of numeric data over a period of time. Accumulator data:

- accumulates and/or decrements over time
- is stored for later reference, reporting, or calculation purposes
- can have different values depending on when the accumulator is accessed

Implementers set up as many accumulators as necessary for a client's reporting and calculation purposes. The data in each accumulator can be gathered automatically, but it also can be imported or edited manually if required. Examples of accumulators include the following:

- Year-to-date worker hours (individual or by group)
- Yearly taxable earnings
- Data for retirement plan calculations
- Data for withholding tax calculations
- Data for garnishment deduction calculations

Accumulators can store earning totals, hours associated with earnings, benefit/deduction totals (worker contributions, employer contributions, or both), or payment amounts. They can accumulate values in a single pay period, monthly, annually, ongoing, or over any other date period defined in Anthology Payroll.

Accumulators are associated with one of four levels:

- Company
- Pay group
- Worker
- Worker/position

A company accumulator stores data for every worker in the company. A pay group accumulator stores data for every worker in that pay group. Worker and position-level accumulators only store data for the associated worker and position.

Accumulators are defined by *accumulator values* which dictate the exact benefit/deductions and earnings that contribute to the values the accumulator stores. Additionally, accumulators only accumulate for workers that meet the *accumulator eligibility* requirements, which are filters based on certain workers and position attributes. For example, you may have a company-level accumulator that accumulates taxable income for all workers that are Status Indians for reporting purposes.

Accumulator setup procedures are discussed in **Chapter 7: Set Up Initial Anthology Payroll Environment**.

Accumulator Values

Accumulator values determine which earnings, benefit/deductions, or payments contribute to the accumulator. You can define an accumulator value in terms of:

- an individual earning
- a benefit/deduction
- a payment type
- an earning group
- a benefit/deduction group
- a payment type group

For example, the accumulator value for an accumulator that tracks year-to-date RSP contributions would be the RSP benefit/deduction. This example is shown in Figure 2.38.
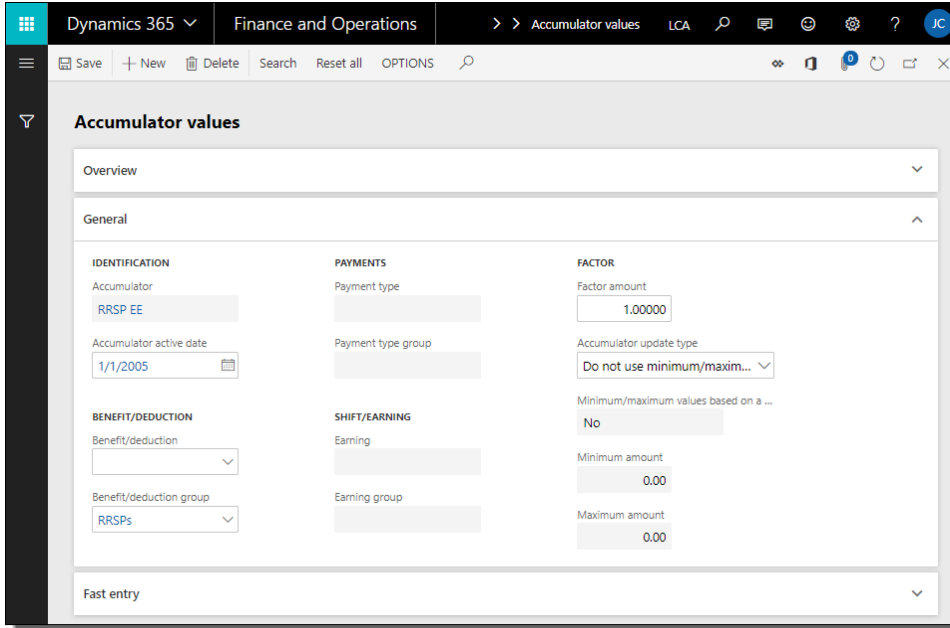
FIGURE 2.38: ACCUMULATOR VALUE FOR RSP CONTRIBUTIONS YTD ACCUMULATOR

Accumulator values can also be groups of earnings, benefit/deductions, or payments. For example, the accumulator value for a taxable earnings accumulator may be an *All earnings* earning group. This earning group could be used to populate the values for several different accumulators depending on different time periods—pay period, quarterly, and year-to-date. This example is displayed in Figure 2.39.
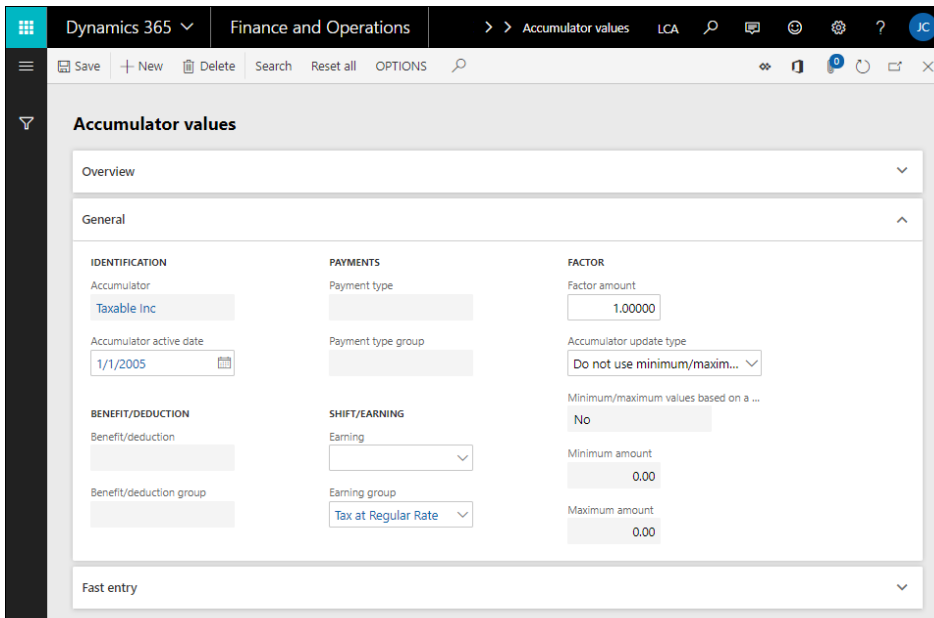
FIGURE 2.39: ACCUMULATOR VALUE FOR TAXABLE EARNINGS ACCUMULATOR

Accumulator Eligibility

Accumulator eligibilities are filters that define which workers or positions the accumulator accumulates data for. The accumulator accumulates the values of earnings, benefits/deductions, or payments for only those workers and positions that meet the criteria of the accumulator eligibility.

You can base your eligibility upon the worker and position attributes listed on the **Accumulator eligibility** form. An accumulator will not populate with data unless it has at least one eligibility. You can create a blank eligibility record to denote no filtering on eligibility.

Figure 2.40 shows an accumulator eligibility determined by pay group.

FIGURE 2.40: ACCUMULATOR ELIGIBILITY DETERMINED BY PAY GROUP

Calculations

Setting up calculations is an important step during implementation. Calculations produce numeric amounts that are used for processing worker earnings, benefit/deductions, and entitlements. All calculations are maintained in the **Calculations** form.

Calculations are typically reusable. A single calculation can use *calculation variables* and *calculation rates* to generate amounts specific to each worker or circumstance.

Calculations, calculation variables, and calculation rates all have effective dates. Payroll administrators should create new effective-dated versions of these records when the values change.

Procedures for setting up calculations, calculation variables, and calculation rates are discussed in **Chapter 8: Anthology Payroll Calculations**.

Calculation Variables

Calculation variables keep track of values specific to individual workers and are primarily used in calculating earnings and benefit/deductions. For example, calculation variables can be used to track exemption amounts in tax-specific benefit/deduction calculations.

FIGURE 2.41: CALCULATION VARIABLE EXAMPLE

Calculation variables can be useful when:

- You have a calculation that applies to many workers, but each worker may have a different value for one of the calculation's operands.
- You must track, for reporting purposes, a certain value for each worker and that value is different for each worker.

Calculation variables are typically associated with one or more *Calculation variable items*. Calculation variable items provide the default rate or amount information for their associated calculation variables. A calculation variable may have multiple items as in the case of filing statuses, such as *Married*, *Single* and *Head of Household*.

Calculation Rates

Calculation rates are lookup tables that are used in calculations to return a value that is based on some other value. Calculation rates are typically used to model tax brackets, where a tax rate is returned depending on a worker's gross income.
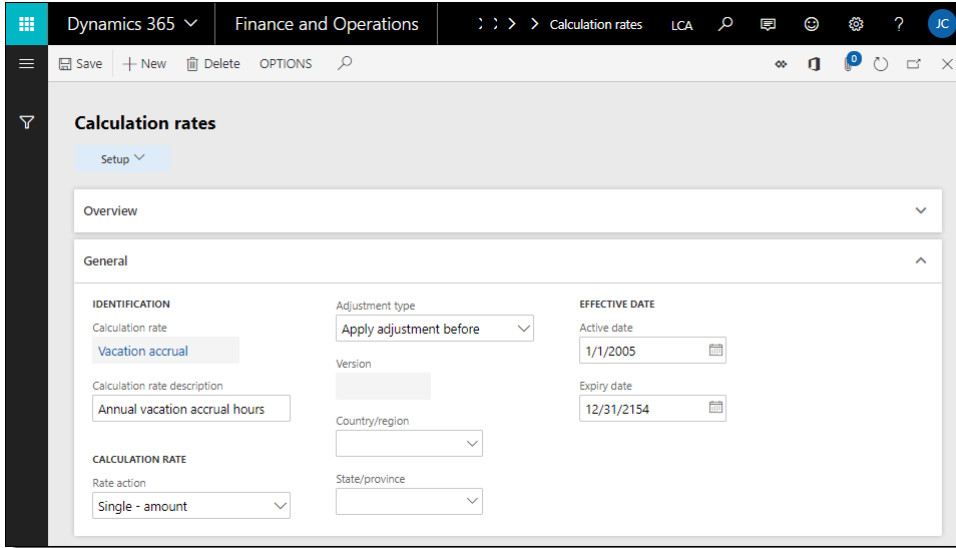
FIGURE 2.42: CALCULATION RATE FOR VACATION AMOUNT

Calculation rates accept an input value and compare it to a list of *Calculation rate items*. The rate items determine what value the calculation rate returns. For example, if vacation accrual for management personnel is based on the number of years worked, then the calculation should include the worker's years of service, which is passed into the vacation entitlement rate table, which would return the number of accrued vacation hours.

Figure 2.43 illustrates a calculation rate items table for vacation amount.
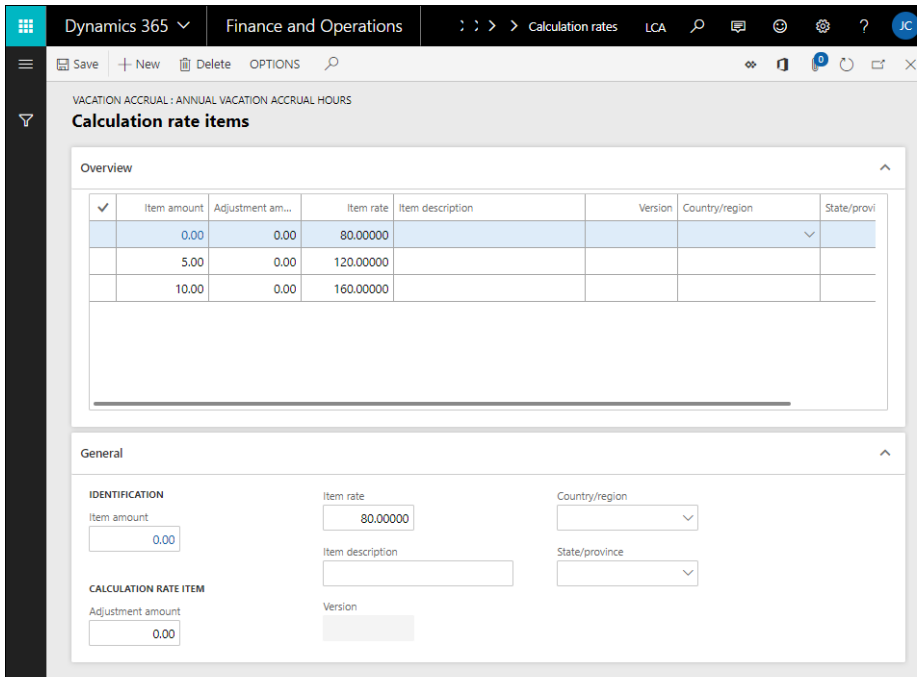
FIGURE 2.43: CALCULATION RATE ITEMS TABLE SHOWING YEARS WORKED AND VACATION AMOUNT

Earnings

Each earning is identified by a unique earning code, which must be set up during implementation. Earnings are usually based on calculations. Earnings and calculations are assigned to *Earning rule groups* through an *Earning rule group calculation*. The earning rule groups are then assigned to specific workers and positions. Figure 2.44 illustrates the relationship between these forms.
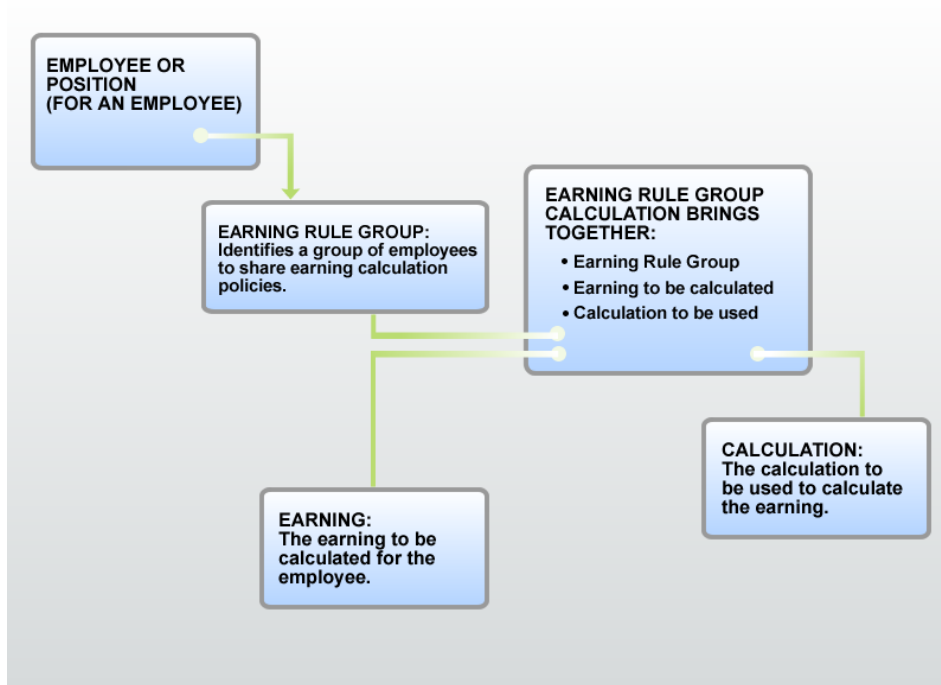
FIGURE 2.44: ROLE OF THE EARNING RULE GROUP CALCULATION FORM

Individual earnings can be grouped together in *Earning groups*. Grouping earnings with similar characteristics together reduces the overall cost of maintenance as earning groups can then be assigned to earning rule groups and calculations.

Some earnings are known as generated earnings, which are allowance-type earnings that are automatically generated for specific workers at certain schedules.

> **NOTE**: The term "generated earning" can refer to two different concepts in Anthology Payroll. It can refer to non-time-based, automatically granted earnings in addition to regular pay. It can also refer to time-based, automatically generated earnings—such as shift premiums. Be aware of the context you are referring to when working with generated earnings.

Procedures for setting up earnings and earnings-related associations are discussed in **Chapter 9: Set Up Time and Earnings**.

Time

In Anthology Payroll for Microsoft Dynamics 365 Finance, time is a separate concept from earnings. Setting up time is unnecessary if all workers are salaried. Time setup is only required if workers are paid based on time or if time must be tracked. Time setup is typically implemented after earnings setup.

Time setup also involves *Time premiums*. Time premiums are time-related rules that alter earnings calculations depending on the time the worker worked. Time premiums are grouped into *Time rule groups* through *Time rule group premiums*. Time rule groups can be assigned to workers or positions.

Time setup is discussed in **Chapter 9: Set Up Time and Earnings**.

Benefit/Deductions

Benefits administration a major task for payroll staff. Benefit/deduction maintenance is essential to successful pay period processing.

Benefit/deduction contributions may be a fixed amount or (more commonly) based on calculations. Benefit/deductions and calculations are assigned to *Benefit/deduction rule groups* through *Benefit/deduction rule group calculations*. Benefit/deduction rule groups are assigned to workers or positions.

Some benefit/deductions may have contributions by both the worker and the employer, such as a matched pension plan. Some may have multiple types of enrollments depending on a worker's status, such as a dental plan for married individuals. These factors play a part in determining how benefit/deductions are associated with calculations.

The term *statutory deductions* refers to benefit/deductions that are governmental and legally mandated. Consult Loki Client Support about the availability of managed statutory benefit/deductions for the jurisdictions applicable to you. Loki Systems provides these types of deductions for certain jurisdictions and keeps them up-to-date.

Benefit/deductions setup is discussed in **Chapter 10: Set Up Benefit/Deductions**.

Payments

Payment setup involves configuring payment methods (e.g.: checks, direct deposits), payment types (e.g.: regular payment, advances, supplements), and other elements related to how workers are paid.

Payment setup is relatively straightforward compared to earnings and benefit/deductions setup, but are still essential for the payroll process. Payment setup is discussed in **Chapter 11: Set Up Payments and Postings**

Postings

Postings are transaction records generated from Anthology Payroll that are *posted* to other Microsoft Dynamics 365 Finance modules—such as the General ledger. In this way, payroll information can be communicated to other Dynamics modules for accounting purposes.

Posting setup involves configuring Anthology Payroll with the correct accounts to post the transaction records. Posting setup is discussed in **Chapter 11: Set Up Payments and Postings**.

Entitlements

Entitlements are banks of time or earnings (e.g. vacation, overtime) assigned to workers that can be accumulated or decremented. Each worker may have a different set of entitlement banks. Entitlement setup involves configuring the rules that determine how and when each entitlement bank accumulates or decrements.

Entitlements can be grouped into *Entitlement rule groups* through *Entitlement rule group calculations*. Entitlement rule groups are assigned to workers or positions. Workers then automatically receive all the entitlement banks that are associated with the rule group.

Entitlement setup is discussed in **Chapter 12: Additional Setup Features**.

Summary

This chapter provided basic concepts around the major functional elements of Anthology Payroll. These concepts are important to understand before starting the implementation phase.

Accumulators and calculations are used throughout the Anthology Payroll implementation process and are integral to setting up earnings and benefit/deductions. Calculations are discussed in more detail in **Chapter 8: Anthology Payroll Calculations**.

Subsequent chapters discuss detailed procedures in setting up:

- Time and earnings
- Benefits and deductions
- Payments and postings
- Entitlements
- And more

The next chapter discusses the setup of the initial payroll environment.

Test Your Knowledge

1. What kinds of purposes are accumulators used for? (Select all that apply)

    ( ) To hold data used in calculations.

    ( ) To hold data for reporting purposes.

    ( ) To accumulate data used to trigger events.

    ( ) To accumulate or decrement entitlement-related data.

2. What is the purpose of the **Accumulator eligibility** form, and how is accumulator eligibility determined?

_____

_____

_____

_____

3. Each accumulator is either:

   - earnings-based
   - benefit/deduction-based
   - payment-based

   The accumulator values selected in the **Accumulator values** form determine which earnings, benefit/deductions, or payments will be used to update the accumulator. Accumulator values can be defined in terms of individual codes or groups (for example, individual earning codes or earning groups, such as "Federal taxable earnings").

   What, generally, can you do with your accumulator values to make your Anthology Payroll configuration as easy to maintain as possible?

   _____

   _____

   _____

   _____

4. Where are all calculations maintained?

   ( ) All calculations are maintained in the worker calculation accumulator.

   ( ) All calculations are maintained in the Worker benefit/deduction form.

   ( ) All calculations are maintained in the Calculations table that corresponds to an organization, whereas related tables contain the required rates and variables.

   ( ) All calculations are maintained in the Calculation variables table.

5. What are the three basic categories of calculations used in Anthology Payroll for Microsoft Dynamics 365 Finance?

   _____

   _____

_____

_____

6. What does the term "earning" refer to in Anthology Payroll for Microsoft Dynamics 365 Finance?

_____

_____

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_____

Quick Interaction: Lessons Learned

Take a moment and write down three key points you have learned from this chapter.

1.

_____

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2.

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3.

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Solutions

Test Your Knowledge

1. What kinds of purposes are accumulators used for? (Select all that apply)

   (√) To hold data used in calculations.

   (√) To hold data for reporting purposes.

   (√) To accumulate data used to trigger events.

   (√) To accumulate or decrement entitlement-related data.

2. What is the purpose of the **Accumulator eligibility** form, and how is accumulator eligibility determined?

   MODEL ANSWER:

   Accumulator eligibility determines which workers, jobs, or pay groups the accumulator will applies to. Accumulator eligibility is defined using filters that screen for particular worker and job attributes. These filters are set up for each accumulator in the **Accumulator eligibility** form.

3. Each accumulator is either:
   - earnings-based
   - benefit/deduction-based
   - payment-based

   The accumulator values selected in the **Accumulator values** form determine which earnings, benefit/deductions, or payments will be used to update the accumulator. Accumulator values can be defined in terms of individual codes or groups (for example, individual earning codes or earning groups, such as "Federal taxable earnings").

   What, generally, can you do with your accumulator values to make your Anthology Payroll configuration as easy to maintain as possible?

   MODEL ANSWER:

   Generally, you can make your Anthology Payroll configuration as maintainable as possible by defining your accumulator values in terms of groups, unless the accumulator really does apply to only one earning or benefit/deduction.

4. Where are all calculations maintained?

   ( ) All calculations are maintained in the worker calculation accumulator.

   ( ) All calculations are maintained in the Worker benefit/deduction form.

   (√) All calculations are maintained in the Calculations table that corresponds to an organization, whereas related tables contain the required rates and variables.

   ( ) All calculations are maintained in the Calculation variables table.

5. What are the three basic categories of calculations used in Anthology Payroll for Microsoft Dynamics 365 Finance?

   MODEL ANSWER:

   Calculations can be termed Simple, Basic, or Complex. Simple calculations include constant use of a fixed amount, or standard add, subtract, multiply, and divide operations. Basic calculations can include a minimum and/or a maximum value, rounding up or down to the nearest value, bracketed equations, and variable rates. Complex calculations can include calculations within calculations, and conditional statements.

6. What does the term "earning" refer to in Anthology Payroll for Microsoft Dynamics 365 Finance?

   MODEL ANSWER:

   In Anthology Payroll for Microsoft Dynamics 365 Finance, the term earnings refers to the all wages, allowances, and bonuses that a worker is entitled to. Each different kind of earning in a worker's earnings is identified by a unique Earning earning code, which must be set up by the implementer. A worker`s earnings can be fixed (salary), calculated, and fixed but condition-based (Generated earnings - a fixed amount, but awarded only when certain criteria are met).

CHAPTER 7: SET UP INITIAL ANTHOLOGY PAYROLL ENVIRONMENT

Objectives

The objectives for this chapter are:
- Provide procedures for setting up date information and pay groups.
- Provide procedures for setting up organizations.
- Provide procedures for setting up person information.
- Provide procedures for setting up positions.
- Provide procedures for setting up salaries.
- Provide procedures for setting up union affiliations and certifications.

Introduction

This chapter discusses procedures required for setting up an initial Anthology Payroll environment.

An initial environment consists of company-specific periods, cycles, groups, types, definitions, and parameters. These elements are necessary before you can set up earnings, time, benefit/deductions, payments, and postings.

This chapter is divided into the following setup groups:
- Date information and pay group
- Organization
- Person
- Position
- Salaries
- Unions

Date Information and Pay Group Setup

This section contains procedures and guidelines for setting up date information and pay groups. These are some of the most basic elements in Anthology Payroll, and must be configured properly before proceeding to set up any financial or payment information.

Date information and pay groups define how the company manages worker pay calculations and payment, and determine how and when workers are paid. Ensure that dates and pay groups meet the company requirements because they directly affect the setup of worker shifts, rotations, positions, earnings, benefits, and payments.

Customizing Date Information

The way that date information is configured depends on jurisdictional requirements (such as tax reporting periods) and company policies (such as pay year organization). Even if two companies used exactly the same calendar, pay, and reporting dates, the way that each company applies them (for example, to accumulator updates, statutory reporting, and pay processing) may be completely unique.

The interaction of calendar years, pay years, and statutory reporting requirements is an example of how implementers need to consider both jurisdiction and company requirements when setting up date periods.

Calendar Year and Pay Year

Calendar year and pay year are two common concepts in the payroll industry. Generally, a calendar year starts on January 1 and ends on December 31. A pay year is defined to include all pay periods occurring in that year, but its start and end dates may or may not correspond to the calendar year. For example, the first pay period in the pay year might start December 29 of the previous year and end on Jan 4 (weekly). In this case, the pay year runs from December 29 of the previous year to December 27 of the current year. Such differences impact features like accumulators, which might be used to track annual pay or statutory deductions for tax reporting.

For example, when setting up an accumulator to track year-to-date pay, it is a good idea to set it to update on the end date of every pay period and to stop updating after the last pay period in that pay year. This accumulator can then be used in payroll processing and reporting. However, if the last pay period extends into the next calendar year and the company's jurisdiction requires tax reporting by calendar year, then this accumulator may not be a viable choice.

Similar complications can occur if jurisdictional tax reporting is based on pay statement dates (the date the pay is actually received by the worker), instead of pay period end dates.

Pay Period Start, End, and Statement Dates

It is important to understand the differences between three key date period dates: pay period start, end, and statement dates. Figure 2.45
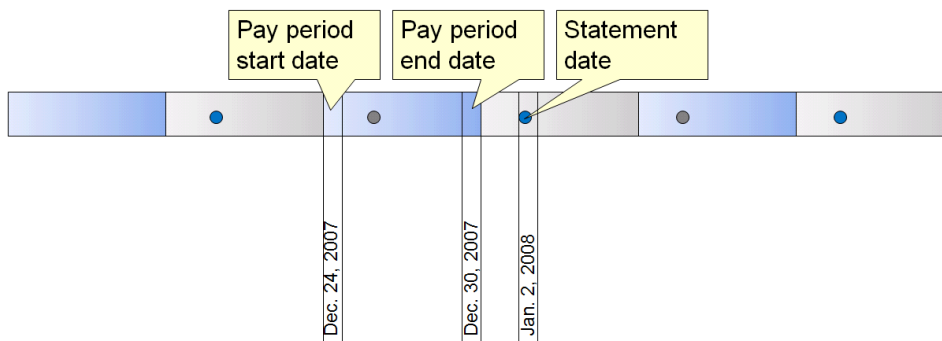
FIGURE 2.45: PAY PERIOD START, END, AND STATEMENT DATES.

Pay period start, end and statement dates may fall across calendar year and pay year boundaries. Many Anthology Payroll features (e.g.: accumulators) depend on date period dates, so implementers must understand the implications of these choices. A good example of where this is important is in statutory deductions and tax reporting.

Date Periods and Tax Reporting

To report on statutory deductions, the company must identify the pay periods that are covered during the tax reporting period mandated by their jurisdiction. Because of the issues with date periods and pay/calendar year boundaries, the implementer must identify the first and last pay periods in a year. Figure

2.46 illustrates a pay period occurring in the prior calendar year with a statement date occurring in the current year.
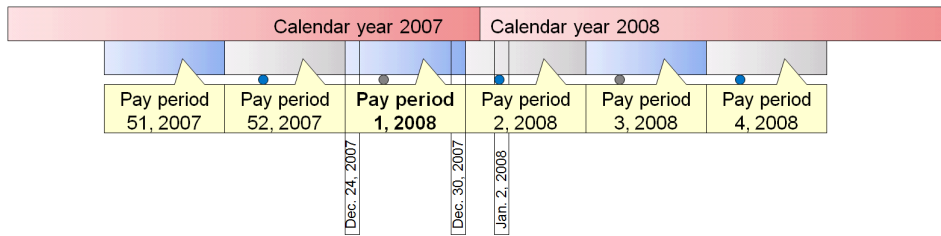
FIGURE 2.46: FIRST PAY PERIOD OF THE YEAR DETERMINED BY STATEMENT DATE (2 JAN 08)

Some tax jurisdictions require tax reporting based on the calendar year and only include payments that are received during the calendar year. This means that the company must only report pay periods where the statement date falls within the calendar year.

In contrast, other jurisdictions may require tax reporting based on the calendar year and on payments calculated for pay periods that fall within the calendar year. This means that the company must report all pay periods where the pay period end dates fall within the calendar year.

Date Information Setup

For every pay period, the payroll department:
- Collects data
- Calculates earnings
- Produces payments
- Withholds applicable taxes and benefits/deductions
- Performs reporting tasks

All the above activities are tied to specific time periods and dates. This section discusses concepts and procedures for the following:
- Date periods
- Date period dates
- Date groups
- Date group date types
- Date types
- Derived dates
- Pay period cycles

NOTE: *Date periods must be set up before pay period cycles and pay groups.*

Date Periods

A date period is a predetermined unit of time associated with specific, real-world dates. For example, a date period can be:

- Calendar-based periods such as calendar month, calendar quarter, and calendar year
- Reporting periods such as fiscal year
- Weekly, biweekly, and semi-monthly pay periods
- Pay year
- Ongoing

A date period can be used like a template for many iterations of that period as required. For example, a date period called *Calendar month* can define individual iterations of each calendar month for as many years as required. Each iteration is defined by a **Start date** and an **End date**. Specific dates (time units) defined for a date period are known as **Date period dates**.

Some date periods can be versioned, meaning they contain a version number and pre-determined dates. These versioned date periods are maintained by Anthology Inc and cannot be edited manually.

Implementers must ensure that the necessary date periods are created during implementation to meet all business needs.

To set up a new date period:

1. In the navigation pane, click **Setup** > **Tables** > **Dates** > **Date periods** to open the **Date periods** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the following:
   - **Date period** name and **Date period description**
   - **Active date** and **Expiry date**
4. The **Short code** defaults to the first five letters of the name.
5. Enter **Country/region** and **State/province** information only if:
   - You are importing period data from a spreadsheet; and
   - You have to filter by **Country/region** or **State/province** after importing.
6. Click **Save** to save your changes.

NOTE: The date period's **Active date** and **Expiry date** specifies the effective date of the date period. They are not to be confused with the **Start date** and **End date** for its individual iterations (date period dates).

Date Period Dates

Date period dates are the specific, real-world dates associated with a date period. Each date period date record consists of:

- *Date period*: the associated date period that defines the time unit of the date period date (e.g.: Calendar month)
- *Date period year*: the year value of the date period date (e.g.: 2013)
- *Date period number*: a numeric value representing the period of the year (e.g.: "5" meaning the 5th month of 2013)
- *Date period active date*: the start date of the date period's effective date.

- *Start date*: the first day of the date period date (e.g.: 01/05/2013)
- *End date*: the last day of the date period date (e.g.: 31/05/2013)

The start and end dates of a date period date cannot overlap with other dates of the same date period. The following table illustrates how to arrange date period dates:

Date Period Date	Start and End Dates
Pay Period 1	12/26/2012 - 01/08/2013
Pay Period 2	01/09/2013 - 01/22/2013
Calendar Month 1	01/01/2013 - 01/31/2013
Calendar Month 2	02/01/2013 - 02/28/2013

NOTE: *During implementation, an initial set of **Date period dates** will be set up for the company's business needs. Setting up subsequent dates at appropriate times (each year) is the responsibility of the company's payroll administrators.*

To set up a date period date:

1. In the navigation pane, click **Setup** > **Tables** > **Dates** > **Date period dates** to open the **Date period dates** form.
2. Click **New** to create a new record.
3. On the **General** tab, specify the **Date period**.
4. Specify the **Pay group** if this date period date is specific to a pay group.

   NOTE: *date periods relating to your tax year/quarter/month/week should not be associated to a specific pay group.*

5. Specify the **Date period year** for the date period date.
6. Specify the **Date period number** of the date period date. You cannot specify a number that already exists for this date period and year.
7. Verify that the **Date period active date** is correct. This date comes from the associated date period.
8. Specify the **Start date** to define the first day of this date period date.
9. Specify the **End date** to define the last day of this date period date.
10. In the **Statement date** field, enter the date that will print on the direct deposit or check (for use only with pay periods).
11. Specify the number of **Work days** to include in the date period. Anthology Payroll does not use this information, but it can be included in reports.

As it is tedious to enter each date period date manually, Anthology Payroll provides a method to generate multiple date period dates automatically for a specified date range.

To generate multiple date period dates automatically:

1. In the **Date period dates** form, click the **Fast entry** tab.
2. Specify the **Pay group** if the date period dates are specific to a pay group.

> ***NOTE***: *date periods relating to your tax year/quarter/month/week should not be associated to a specific pay group.*

3. Specify the **Date period** for which to generate date period dates.

4. Specify the **Date period year** for the date period dates.

5. Specify the **Date period number** of the first date period date. You cannot specify any number that already exists for this date period and year. All date period dates are generated in succession from this number.

6. Select the **Start date** of the first date period date to generate.

7. Specify the **Statement date** of the first date period date. This statement date is propagated to each generated date period date according to the increment cycle.

8. Specify the number of **Work days** to include in the date period. Anthology Payroll does not use this information, but it can be included in reports.

9. Specify an **Increment cycle**, which determines the time interval between each successive date period date. The available options are:
   - Days
   - Weeks
   - Semi-monthly (half a month)
   - Months
   - Years

10. Specify a **Cycle length**, which acts as a multiplier for the **Increment cycle**. The product of the increment cycle and cycle length determines the overall length of each date period date. For example, an **Increment cycle** of *Weeks* and a **Cycle length** of *2* will produce biweekly date period dates.

11. Specify a **Cycle number**, which determines how many date period dates to create. For example, to generate a biweekly pay period cycle for one year, the **Cycle number** must be *26* (sometimes *27*).

12. Click **Generate** to generate the date period dates.

To check a date period for any gaps between its date period dates:

1. In the **Date period dates** form, click the **Fast entry** tab.

2. Specify the **Pay group** (if any) and **Date period** to check.

3. Click **Check** to check for gaps.

If there are gaps, an alert popup message displays a warning. You can create the necessary dates to fill in the gaps manually or with **Fast entry**.

Date Groups and Date Group Date Types

A date group is a common set of dates required for calculating time rule premiums, such as statutory holidays. Date groups are also associated with earning thresholds.

Date group date types can be used to differentiate between different types of dates (e.g. statutory, federal, state/provincial, etc.) in a date group. These date types can appear in reports and are optional to set up.

For more detailed discussion on using date groups in conjunction with time premiums or earning thresholds, refer to **Chapter 9: Set Up Time and Earnings**.

NOTE: *If you do not use time premiums or earning thresholds, you do not need date groups.*

To set up a date group date type:

1. In the navigation pane, click **Setup** > **Tables** > **Dates** > **Date group date types** to open the **Date group date types** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Date type** name and **Date type description**. The **Short code** defaults to the first five characters of the name.
4. Specify the **Active date** and **Expiry date**.
5. Click **Save** to save your changes.

To set up a date group:

1. In the navigation pane, click **Setup** > **Tables** > **Dates** > **Date groups** to open the **Date groups** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Date group** name and **Date group description**. The **Short code** defaults to the first five characters of the name.
4. Specify the **Active date** and **Expiry date**.
5. On the **Dates** tab, click **New** to create a new date group date.
6. Specify the **Date** to add:
   - Type *T* to enter the machine date
   - Type *D* to enter the system date
   - Select a date using the calendar
7. Specify a **Date description** for the date as required.
8. Select a **Date type** for the date as required. To create a date type, see the preceding procedure.
9. Repeat as required for additional dates.
10. Click **Save** to save your changes.

Dates in a date group can be copied from existing date groups for subsequent years. To copy a set of dates from an existing date group:

1. In the **Date groups** form, select a date group to copy dates to in the list.
2. On the **Dates** tab, select an existing **Date group** to copy dates from.
3. Specify the **Source year** of the dates to copy from the source date group. All dates matching this year will be copied.
4. Specify the **Destination year** of the dates to add to the destination date group. All copied dates will have this year value.
5. Click **Copy** to copy the date group dates from the source to the destination.
6. Click **Save** to save your changes.

Date Types

Date types are used to define worker dates such as anniversaries and performance reviews. These dates are assigned to workers on the **Worker dates** form (see the **Modify Worker Dates** section on page 84).

These dates can also be used in date difference operations in calculations. For a more detailed discussion of using date types in calculations, see **Chapter 8: Anthology Payroll Calculations**.

To set up a date type:

1. In the navigation pane, click **Setup** > **Tables** > **Dates** > **Date types** to open the **Date types** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Date type** name and **Date type description**. The **Short code** defaults to the first five characters of the name.
4. Specify a **Minimum date** for this date type. This is the earliest that the date can be when this date type is added for a worker.
5. Specify a **Maximum date** for this date type. This is the latest that the date can be when this date type is added for a worker.
6. Specify an **Active date** and **Expiry date**.
7. Click **Save** to save your changes.

After creating the date type, it can be added to a worker in the **Worker dates** form.

Derived Dates

Derived dates are calculated dates that designate a specific date after a worker's start date (e.g. 3 months after start date). The worker's start date comes from the **Employment start date** field of their employment record in the HR module.

Derived dates are typically used to determine the start date of certain benefits and deductions. For example, if workers become eligible for a health care benefit after three months of employment, a derived date can be used to calculate those three months.

After creating a derived date, it can be used to define a particular benefit/deduction in a benefit/deduction rule group using the **Benefit/deduction rule group dates** form. The setup procedure for benefit/deduction rule group dates is discussed in **Chapter 10: Set Up Benefit/Deductions**.

To set up a derived date:

1. In the navigation pane, click **Setup** > **Tables** > **Dates** > **Derived dates** to open the **Derived dates** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Derived date** name and **Derived date description**. The **Short code** defaults to the first five characters of the name.
4. Specify the **Start increment type** to determine the time unit used to derive the benefit/deduction's start date. Valid selections are:
    - Days
    - Weeks
    - Months
    - Pay Periods
5. Specify a **Start increment value** to determine the number of increment types used to derive the start date.

6. Specify an **Alignment type** if the benefit/deduction start date should be adjusted after the date is derived. **Alignment type** is optional. Valid selections are:

   - *Day number*: aligns the start date to a specified **Alignment day** of the month according to an **Alignment operator**.
   - *End of month*: aligns the start date to the last day of the derived month.
   - *Day increment*: aligns the start date to a specified number of **Alignment days** after the derived date.

7. Specify an **Alignment day** and/or **Alignment operator** depending on the **Alignment type**.
8. Specify an **Active date** and **Expiry date**.
9. Click **Save** to save your changes.

For example, if the benefit/deduction code should become active on the 15th of the month that falls 30 days after the worker's start date the following options apply:

- **Start increment type** = *Days*
- **Start increment value** = *30*
- **Alignment type** = *Day number*
- **Alignment day** = *15*
- **Alignment operator** = *Greater than or equal to*

Derived dates can also be tested using the **Derived dates test** dialog. To test a derived date:

1. On the **Derived dates** form, select a derived date to test.
2. Click **Functions** > **Derived dates test** to open the **Derived dates test** dialog.
3. Set the **Parameters** for the test:

   - **Start date**: the worker's **Employment start date**
   - **Pay group**: the worker's pay group
   - **Context date**: the current date

4. Click **Calculate derived start date** to calculate the derived date. The calculated date will appear in the **Derived start date** field.

Pay Period Cycles

A pay period cycle (or pay cycle) is the date period in which a single, complete iteration of a company's payroll process occurs. Different groups of workers may require different pay period cycles. Each pay period cycle used must be associated with a distinct pay group.

Examples of pay period cycles:

- Weekly
- Biweekly
- Semi-monthly

Pay period cycles are discussed in more detail in the **Pay Periods and Pay Groups** section on page 41 of **Chapter 2: Introduction to Anthology Payroll for Microsoft Dynamics 365 Finance**.

To set up a pay period cycle:

1. In the navigation pane, click **Setup** > **Tables** > **Payroll** > **Pay cycles** to open the **Pay period cycles** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Pay period cycle** name and **Pay period cycle description**. The **Short code** defaults to the first five characters of the name.
4. Select the **Date period** of the pay period cycle. (See the **Date Periods** section on page 187.)
5. Specify the **Start date** of the pay period cycle.
6. Specify the **Pay period cycle type** to determine the time interval unit of the pay period cycle. Valid options are:
   - Weekly
   - Semi-monthly
   - Monthly
7. Specify a **Pay period increment** to determine the number of cycle types that define the length of the pay period cycle. For example, to define a biweekly cycle, specify a **Pay period cycle type** of *Weekly* and a **Pay period increment** of *2*.
8. Specify an **Active date** and **Expiry date**.
9. Click **Save** to save your changes.

Default Active Date

As part of date setup, you can set a default active date for new code entries. This date is applied as the **Active date** (see the **Effective Dating** for more information) when creating new Anthology Payroll objects such as benefit/deductions, earning codes, and entitlements.

This setting is optional and is intended to aid in manual implementation. If this option is not set, the default active date for new records is *01/01/2005*.

To set the default active date parameter:

1. In the navigation pane, click **Setup** > **Parameters** to open the **General definitions** form.
2. On the list, locate the *Default active date for new code entries* parameter and select it.
3. On the **General** tab, specify your desired default active date in the **Date** field.
4. Specify an **Active date** and **Expiry date**.
5. Click **Save** to save your changes.

Pay Group Setup

Pay groups are groups of workers with similar pay characteristics. Pay groups are discussed in greater detail in the **Pay Periods and Pay Groups** section on page 41 of **Chapter 2: Introduction to Anthology Payroll for Microsoft Dynamics 365 Finance**.

Pay groups are associated with the following attributes:
- pay period cycle
- check format

- company bank account
- currency of pay

There must be at least one pay group to process pay.

To set up a pay group:

1. In the navigation pane, click **Setup** > **Tables** > **Payroll** > **Pay groups** to open the **Pay groups** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Pay group** name and **Pay group description**. The **Short code** defaults to the first five characters of the name.
4. Select the **Pay period cycle** associated with the pay group.
5. Select the following options:
   - **Check form type**: language-based format for printed paychecks
   - **Company bank account**: default financial institution for paying out transactions in this pay group. Options determined by Cash and bank management module.
   - If your implementation is configured to use bridging accounts in AP or AR, select the **Bridging posting** checkbox. Specify the **Bridging account** that payments from this pay group are posted to. This can also be set at the payment method level (see the **Payment Methods** section on page 337), which overrides the pay group level.
   - **Currency**: default currency type of transactions for this pay group. Options determined by the General ledger module.
6. Specify a maximum number of **Future entry periods** for which adjustments can be entered, if any.
7. If you have the US localization of Anthology Payroll and you have workers living in one state and working in another, select an option for **Multi-state tax processing**.
8. Specify an **Active date** and **Expiry date**.
9. Click **Save** to save your changes.

Pay Group Accumulators

Pay groups typically require particular accumulators to be associated with **Date periods**, for specific **Date period dates** in the year. Pay group accumulators can track this information, but payroll administrators must periodically create new accumulators for later dates.

For example, a particular pay group may use *Calendar Quarter* as a **Date period** and must track federal taxes collected to-date each quarter. The payroll administrator must associate the appropriate accumulator with each **Date period date** in *Calendar Quarter* and repeat this for as many years as required.

To set up pay group accumulators:

1. In the navigation pane, click **Setup** > **Tables** > **Payroll** > **Pay groups** to open the **Pay groups** form.
2. On the list, select the pay group to receive the accumulator.
3. Click **Setup** > **Pay group accumulators** to open the **Pay group accumulators** form.
4. Click **New** to create a new record.
5. Select the **Accumulator** to associate with the pay group.
6. Select the **Date period** over which to accumulate data.
7. Specify the **Date period year** and **Date period number** over which to accumulate data.

8. Repeat for as many accumulators, date periods, years, and numbers as required.
9. Click **Save** to save your changes.

Eligibility Group Setup

Eligibility groups are user-definable sets of eligibility conditions that can be used to determine which workers are eligible for contributing to accumulators and occupation rules. Eligibility groups can be used in conjunction with (or to replace) existing eligibility based on combinations of position filter, position type, position assignment type, etc.

Eligibility groups are defined in terms of calculation variables, where workers who have the corresponding calculation variables and variable amounts are considered as meeting the eligibility requirements. Eligibility groups can contain any number of calculation variables as part of its condition set. Calculation variable setup is discussed in the **Calculation Variables** section on page 241 in **Chapter 8: Anthology Payroll Calculations**.

Create or Edit an Eligibility Group

FIGURE 2.47: ELIGIBILITY GROUPS FORM

To create a new eligibility group:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Eligibilities** > **Eligibility groups** to open the **Eligibility groups** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Eligibility group** name and **Description**. The **Short code** defaults to the first five characters of the name.

4. Specify an **Active date** and **Expiry date**.

5. On the **Calculation variable items** tab, click the **Edit** button to open the **Calculation variable items setup** form. Define the **Expression string**. The syntax of the expression string is discussed in detail in the next section.

FIGURE 2.48: CALCULATION VARIABLE ITEMS SETUP FORM

6. Click **Validate** to perform a syntax check on the expression string. The expression cannot be saved unless it is valid.

7. If desired, select a **Worker Id** and **Position Id** and click **Check eligibility group** to perform a unit test on that worker and position. The test checks the worker or position's currently assigned calculation variables against the **Expression string**.

8. Click **Save** to save the expression string. Click **Close** to close the form.

9. Click **Save** on the **Eligibility groups** form to save your changes.

To view and edit an existing eligibility group:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Eligibilities** > **Eligibility groups** to open the **Eligibility groups** form.

2. In the list, select the eligibility group to edit and expand the **Maintain effective date entries** tab.

3. In the **Maintain effective date entries** tab, select the eligibility group and click **New** to create a new effective-dated version of the eligibility group. Change the **Active date** as desired.

4. Modify any fields as desired. To modify the **Expression string**, expand the **Calculation variable**

items tab.

5. Click **Save** to save your changes.

Eligibility Group Syntax

An eligibility group's value is determined by the **Expression string**. The expression string has its own syntax, similar to calculations, but with fewer operators and only calculation variable items as operands.

Eligibility Group Calculation Variable Items

FIGURE 2.49: CALCULATION VARIABLE ITEMS FOR ELIGIBILITY GROUPS

The eligibility group expression string accepts only calculation variable items as operands. Each calculation variable item must be associated with an inequality operator and item amount to form an inequality expression. The item amount is a specified numeric value. The syntax is as follows:

<calculation variable>#<calculation variable item> <inequality operator> <item amount>

For example:

Normal weekly hours#Weekly hours < 20.00

is a calculation variable condition that holds true when a worker has the *Normal weekly hours* calculation variable with the *Weekly hours* item where the item's value (default or overridden) is less than *20* hours. Logically, this expression identifies workers who work less than 20 hours a week.

Eligibility Group Operators

FIGURE 2.50: OPERATORS FOR ELIGIBILITY GROUPS

The eligibility group expression string can contain any number of calculation variable item expressions provided they are conjoined with the logical operators—**OR** and **AND**. Each operator joins two calculation

variable expressions together to return a single binary result—true or false (i.e.: eligible or ineligible). Calculation variable items can be also be reused multiple times in different expressions.

For example:

(Normal weekly hours#Weekly hours < 20.00) OR (Normal weekly hours#Weekly hours > 40.00)

returns true (eligible) when the worker has the *Weekly hours* calculation variable item and the item's value (default or overridden) is either less than *20* or more than *40* hours. Logically, this expression identifies workers who work less than 20 hours or more than 40 hours a week.

Accumulator Setup

Accumulators are discussed in greater detail in the **Accumulators** section on page 171 of **Chapter 6: Important Setup Concepts**.

The process of creating a new accumulator includes three procedures:

1. Define and name the new accumulator.
2. Define the contents of the accumulator using accumulator values.
3. Define who is eligible to update the accumulator using accumulator eligibilities.

This section discusses each procedure step-by-step. Anthology Payroll also contains a wizard that walks through each step required to create a new accumulator. The wizard is located at **Anthology Payroll** > **Setup** > **Wizards** > **Setup** > **Accumulator**.

Define and Name an Accumulator

The **Accumulators** form is where the accumulator is defined and named.

FIGURE 2.51: ACCUMULATORS FORM

There are several notable fields in the **Accumulators** form:

- **Date period**: the time interval over which the accumulator gathers its values. The accumulator uses the **Date period dates** form to find the start and end dates for the accumulation period (See **Date Period Dates** section on page 188 for more information).
- **Accumulator type**: the level of the accumulator:
  - *Company*: one total record for this earning for all workers in the company
  - *Pay group*: one total record for this earning for each pay group
  - *Worker*: one record for this earning for each worker in the company. If the worker is assigned to two positions, the earnings will accumulate in a single accumulator.
  - *Worker/position*: one record for each position a worker is assigned to
- **Accumulator unit type field**: the type of value to store in the accumulator:
  - *Earning hours*: track the hours associated with earnings
  - *Earning units*: track units or pieces produced
  - *Earning amount*: track earning amounts
  - *Earning occurrences*: track the number of times an earning is earned
  - *Worker deduction amount*: the amount the worker has contributed towards a benefit/deduction

- *Employer deduction amount*: the amount the employer has contributed towards a benefit/deduction on the worker's behalf
- *Net amount*: earnings minus deductions
- *Payment amount*: earnings minus deductions plus advances
- *Total deduction amount*: sum of worker and employer deduction amounts
- **Date period type**: the date of the period when the accumulator updates its value:
    - *Statement date*: the check/direct deposit statement date
    - *Pay period end date*: the last day of the pay period
    - *Pay period start date*: the first day of the pay period
    - *Earning date*: the date on the earning record
    - *Context date*: the system session date on which the earning was created
    - *Reporting date*: the date when the earning is reported to a statutory authority (default is same as *Statement date*)

To define and name a new accumulator:

1. In the navigation pane, click **Setup** > **Tables** > **Accumulators** > **Accumulators** to open the **Accumulators** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Accumulator** name and **Accumulator description**. The **Short code** defaults to the first five characters of the name.
4. Specify the following fields that are described above:
    - **Date period**
    - **Accumulator type**
    - **Accumulator unit type**
    - **Date period type**
5. Select a **Read type**. Read type determines how the accumulator updates its value in the case of multiple accumulations of the same values over a single date period. Another way to describe it is what kind of value you expect to see when the accumulator is "read." If the accumulator should accumulate all amounts for the entire date period, select *Full amount*. If the accumulator should accumulate only the amount that has changed since the last payment was processed, select *Incremental amount*.
6. Select *Yes* or *No* in the **Prior period** field to determine whether the accumulator can update its value retroactively when initialized.
7. Specify **Statement** options:
    - **Print on statements**: *Yes/No* if the accumulator appears on pay statements
    - **Statement description**: the accumulator description on pay statements
    - **Statement sequence**: the list order of the accumulator on pay statements. Lower numbers are higher priority. This number is not unique.
8. Specify an **Active date** and **Expiry date** for the accumulator.
9. Click **Save** to save your changes.
10. Close the form or click **Setup** to access accumulator eligibility and values.

Define Accumulator Values

To keep maintenance costs on your configuration low, it is generally recommended to define your accumulator values in terms of groups, unless the accumulator only accumulates one earning or benefit/deduction.

As you create accumulators, decide whether you need to create a new group for populating the accumulator values. The question to consider is:

When a user adds a new earning to the affected earning group, do you want the earning to populate all the associated accumulators automatically, or should the user review individual accumulators instead and decide if the earning applies to that accumulator?

For example, a new federally taxable earning is created and added to the *Federal taxable* earnings group. You do not need to consider all the accumulators that should be collecting federally taxable earnings; instead, once the new earning is added to the earning group, all associated accumulators are updated automatically.

Define accumulator values for an accumulator on the **Accumulator values** form.

FIGURE 2.52: ACCUMULATOR VALUES FORM (FAST ENTRY TAB)

To define the values that the accumulator accumulates:

1. In the navigation pane, click **Setup** > **Tables** > **Accumulators** > **Accumulator values** to open the **Accumulator values** form.
2. Click the **Fast entry** tab.
3. Select the accumulator to modify in the **Accumulator** field. The **Accumulator active date** appears automatically.

4. Select the **Earnings**, **Earning groups**, **Benefit/deductions**, **Benefit/deduction groups**, **Payment types**, or **Payment type groups** that contribute to this accumulator from their respective panes. The selectable values are determined by the **Accumulator unit type**.

5. Specify in the **Factor amount** field whether the accumulator value should increase or decrease when updated. For example, the default value of *1.0* means the accumulator will increase by one times its associated value on every update. A banked overtime accumulator may decrease by a factor of *-1.0* every time an earning of banked overtime usage is created.

6. Specify an **Accumulator update type** if desired. This option allows you to specify minimum and maximum values on accumulator updates for each date period.

7. Specify **Minimum** or **Maximum amounts** depending on your **Accumulator update type**.

8. Click **Insert** to insert the values for the accumulator.

9. To remove accumulator values from accumulators, click **Delete**. All selected earnings and benefit/deductions are removed from the specified accumulator, if those associations exist.

Add Accumulator Eligibility

Accumulators must have at least one eligibility record before they start to accumulate data. Eligibility for an accumulator is set on the **Accumulator eligibility** form.

FIGURE 2.53: ACCUMULATOR ELIGIBILITY FORM

To reduce maintenance costs, define accumulator eligibility using as few data elements as possible. For example, if the accumulator should populate for all workers, create a new accumulator eligibility record and leave it blank. If the accumulator is relevant to one tax jurisdiction, create a new record and select only the **Position filter** for that jurisdiction. If it applies to four tax jurisdictions, create four records, one for each **Position filter**.

To add accumulator eligibility to an accumulator:

1. In the navigation pane, click **Setup** > **Tables** > **Accumulators** > **Accumulators** to open the **Accumulators** form. Select the accumulator.
2. Click **Setup** > **Accumulator eligibility** to open the **Accumulator eligibility** form.
3. Click **New** to create a new record.
4. On the **General** tab, specify the appropriate combination of:
   - **Department**
   - **Occupation**
   - **Position type**
   - **Position assignment type**
   - **Pay group**
   - **Position filter**

   NOTE: *It is recommended to select eligibility criteria with the fewest constraints possible to reduce maintenance costs.*

   ---

5. Alternatively, you may specify an existing **Eligibility group** containing the exact eligibility for this accumulator.
6. Repeat for additional eligibility restrictions on the same accumulator
7. Click **Save** to save your changes.

Organization Setup

In Microsoft Dynamics 365 Finance, the **Departments** table is a basic shared table. Detailed discussions about setting up the department structure are available in other Microsoft Dynamics 365 Finance courses and are not discussed in this guide.

Instead, this section focuses on setting up Anthology Payroll objects that contain information across the entire organization (legal entity) such as company accumulators and demographic information. These objects are used solely within Anthology Payroll and have no effects on other Dynamics modules. This setup is typically optional, depending on the client's business requirements.

This section contains procedures and conceptual information on:
- Company accumulators
- Organization addresses
- Locations
- Tasks

Company Accumulators

Company accumulators are accumulators that have been set up to collect data across eligible workers in the entire D365 company. These accumulators must be either:
- populated with initial values during payroll implementation (discussed in this section); or
- initialized from benefit/deductions or earnings transactions that have been loaded into the system during implementation.

For a more detailed discussion on loading transaction information into the system and initializing accumulator values from that information, see **Chapter 13: Custom Setup Tasks**.

For procedures on setting up accumulators, see the following:

- For accumulators in general, see the **Accumulators** section on page 171.
- For earning type accumulators, see **Chapter 9: Set Up Time and Earnings**
- For benefit/deduction type accumulators, see **Chapter 10: Set Up Benefit/Deductions**.

To populate the initial values of company-level accumulators:

1. In the navigation pane, click **Setup** > **Tables** > **Organization** > **Company accumulators** to open the **Company accumulators** form.
2. Click **New** to create a new record.
3. Select the **Accumulator** to initialize. If the selected accumulator is not company-level, an error message will display. The **Date period** field will populate based on the accumulator.
4. Specify the **Date period year** and **Date period number** that represents the **Date period date** of the accumulator to populate.
5. Specify the **Accumulated amount** (initial value) of the accumulator.
6. Repeat for additional company accumulators as required.
7. Click **Save** to save your changes.

Company Bank Accounts

Your company may have one or more bank accounts used to pay workers. Depending on your implementation, you may choose to use one default account for all workers and pay groups (general definitions, see below), have a separate account for each pay group (different currencies, see the **Pay Group Setup** section on page 194) or have different accounts according to different payment methods (see the **Payment Methods** section on page 337).

Anthology Payroll checks for which bank account to use when approving payments in the following order:

1. payment methods
2. pay group
3. general definitions

To set up the company bank account general definitions:

1. In the navigation pane, click **Setup** > **Parameters** to open the **General definitions** form.
2. On the list, select the *Check clearing account* **General definition code**.
3. On the **General** tab, specify a **String value** of the bank account used to pay out checks to workers. The options available are determined by the **Cash and bank management** module.
4. Specify an **Active date** and **Expiry date**.
5. On the list, select the *Direct deposit clearing account* **General definition code**.
6. On the **General** tab, specify a **String value** of the bank account used to pay out direct deposits to workers. The options available are determined by the **Cash and bank management** module.
7. Specify an **Active date** and **Expiry date**.
8. Click **Save** to save your changes.

Organization Addresses

If a country extension is available for your jurisdiction, you can use the organization address to accommodate federal reporting needs. Because of this possible requirement, it is recommended to specify an address at the highest level of the organization during implementation.

To set up an organization address:

1. In the navigation pane, click **Common** > **Departments** to open the **Department** list.
2. Select the department that represents the highest level in your organization.
3. Expand the **Addresses** tab.
4. Click **Add** to add an address for the department. Enter the address details.
5. Click **OK** to save your changes.

Company Meal Breaks

This functionality is not yet implemented.

Locations

In Anthology Payroll, locations (distinct from addresses and divisions) are used to refer to physical locations within an organization. They are typically used for reporting purposes.

A location can be associated with a department and/or a position filter, and locations can have sub-locations. In the case of a sub-location, the parent location must be created before the sub-location.

> **NOTE**: Depending on the size and complexity of an organization, tracking location information may be unnecessary—for example, an organization with only one physical location.

If locations are used, a company must set up (in order) any locations together with the addresses, persons, electronic contacts, and notes associated with them before setting up more advanced features.

To set up a location:

1. In the navigation pane, click **Setup** > **Tables** > **Organization** > **Locations** to open the **Locations** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Location** name and **Location description**. The **Short code** defaults to the first five characters of the name.
4. Specify a **Parent location**, if any.
5. Specify the **Organization unit** associated with this location, if any.
6. Specify a **Position filter** associated with this location, if any.
7. Specify a **Suta location**, if any.
8. Specify an **Active date** and **Expiry date**.
9. Click **Save** to save your changes.

The **Setup** button on the **Locations** form provides links to set up addresses, electronic contacts, notes, and persons for the selected location code.

Tasks

Tasks are used to charge salary costs to different general ledger accounts and dimensions than the ones typically used for the costs. Tasks can be used to create account overrides for earnings and benefit/deductions.

For example, if your organization employs researchers who work on a variety of research tasks at the same time, you can use tasks to track the time and costs for each research task.

For a more detailed discussion on ledger accounts and postings, see **Chapter 11: Set Up Payments and Postings**.

To set up a task:

1. In the navigation pane, click **Setup** > **Tables** > **Organization** > **Tasks** to open the **Tasks** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Task** name and **Task description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. On the **Financial dimension** tab, enter the desired financial dimensions (cost center, department, etc.) for this task.
6. Click **Save** to save your changes.

Person Setup

Anthology Payroll for Microsoft Dynamics 365 Finance can track a variety of personal and contact information. This information is not essential for pay processing, but some information is used in reporting or can appear on pay statements.

This section includes descriptions and setup procedures for the following:

- Person groups and Person types
- Electronic contact types
- Employment types
- Accomplishments and Accomplishment types
- Events and Event types
- Note Types
- Veteran Statuses — US localization only
- Workers Compensation Categories — Canadian localization only

Most personal and contact information is considered as worker demographic data. Some exceptions are worker position data. Managing worker position and demographic data is discussed in **Chapter 3: Payroll Administration — Data Management Tasks**.

Person Groups and Person Types

Person groups and types are used in defining a worker's demographic information. Person groups identify classifications of worker person contacts. Person types identify a person contact's relation to the worker.

Examples of person groups include:

- Beneficiaries
- Emergency contacts

Examples of person types include:

- Parent (Father, Mother)
- Friend
- Supervisor

To set up a person group:

1. In the navigation pane, click **Setup** > **Tables** > **Persons** > **Person groups** to open the **Person groups** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Person group** name and **Person group description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. Click **Save** to save your changes.

To set up a person type:

1. In the navigation pane, click **Setup** > **Tables** > **Persons** > **Person types** to open the **Person types** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Person type** name and **Person type description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. Click **Save** to save your changes.

Electronic Contact Types

Electronic contact types are used in defining a worker's demographic information. Electronic contact types identify the type of contact for a worker's electronic contacts.

Examples include:

- Cell phone
- Email
- Telephone

To set up an electronic contact type:

1. In the navigation pane, click **Setup** > **Tables** > **Types** > **Electronic contact types** to open the **Electronic contact types** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Contact type** name and **Contact type description**. The **Short code** defaults to the first five characters of the name.

4. Specify an **Active date** and **Expiry date**.

5. Click **Save** to save your changes.

Employment Types

Employment type is specified on the **Workers** form. Employment types identify different classifications of workers according to how they are employed by the company.

Examples include:

- Regular workers
- Auxiliary workers

To set up an employment type:

1. In the navigation pane, click **Setup** > **Tables** > **Workers** > **Employment types** to open the **Employment types** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Employment type** name and **Employment type description**. The **Short code** defaults to the first five characters of the name.

4. Specify an **Active date** and **Expiry date**.

5. Click **Save** to save your changes.

Accomplishments and Accomplishment Types

Accomplishments and accomplishment types are used in defining a worker's demographic information. Accomplishments record specific achievements, skills, or other worker qualifications for reporting purposes. Accomplishment types identify categories of accomplishments. Accomplishment types should be set up before their corresponding accomplishments.

Examples of accomplishments include:

- Microsoft Dynamics 365 Finance certification
- Bachelor of Science degree
- Driver's license

Examples of accomplishment types include:

- Certifications
- Courses
- Degrees

To set up an accomplishment type:

1. In the navigation pane, click **Setup** > **Tables** > **Workers** > **Accomplishment types** to open the **Accomplishment types** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Accomplishment type** name and **Accomplishment type description**. The **Short code** defaults to the first five characters of the name.

4. Specify an **Active date** and **Expiry date**.

5. Click **Save** to save your changes.

To set up an accomplishment:

1. In the navigation pane, click **Setup** > **Tables** > **Workers** > **Accomplishments** to open the **Accomplishments** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Accomplishment** name and **Accomplishment description**. The **Short code** defaults to the first five characters of the name.

4. Select the **Accomplishment type**.

5. Specify an **Active date** and **Expiry date**.

6. Click **Save** to save your changes.

Events, Event Values and Event types

Events, event values and event types are used in defining a worker's demographic information. Events identify a worker's upcoming deadlines or milestones. Event values record the outcome of specific events. Event types identify classes of events. Event types should be set up before events or event values.

Examples of events include:

- Annual performance review date
- Product development examination date

Examples of event values include:

- Excellent, Good, Fair
- Complete, Incomplete

Examples of event types include:

- Performance events
- Health events
- Security events

To set up an event type:

1. In the navigation pane, click **Setup** > **Tables** > **Workers** > **Event types** to open the **Event types** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Event type** name and **Event type description**. The **Short code** defaults to the first five characters of the name.

4. Select the **Event unit type** that best fits this event type.

5. Specify an **Active date** and **Expiry date**.

6. Click **Save** to save your changes.

To set up an event:

1. In the navigation pane, click **Setup** > **Tables** > **Workers** > **Events** to open the **Events** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Event** name and **Event description**. The **Short code** defaults to the first five characters of the name.
4. Select the **Event type**.
5. Specify an **Event accumulator** if this event contributes to an accumulator.
6. Specify **Statement** options:
   - **Print on statements**: *Yes/No* if the event appears on pay statements.
   - **Statement description**: the event description on pay statements.
   - **Statement sequence**: the list order of the event on pay statements. Lower numbers are higher priority. This number is not unique.
7. Specify an **Active date** and **Expiry date**.
8. Click **Save** to save your changes.

To set up an event value:

1. In the navigation pane, click **Setup** > **Tables** > **Workers** > **Event values** to open the **Event values** form.
2. Click **New** to create a new record.
3. Select the **Event** to which this value is associated.
4. On the **General** tab, enter the **Event value** name and **Event value description**. The **Short code** defaults to the first five characters of the name.
5. Specify an **Active date** and **Expiry date**.
6. Click **Save** to save your changes.

Note Types

Note types are used in defining a worker's demographic information. Note types identify different classifications of worker notes. Worker notes are internal memorandums for a specific worker.

To set up a note type:

1. In the navigation pane, click **Setup** > **Tables** > **Types** > **Note types** to open the **Note types** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Note type** name and **Note type description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. Click **Save** to save your changes.

Veteran Statuses

Veteran status is specified on the **Workers** form. Veteran statuses identify different classifications of veteran or military status. Veteran statuses are only used for US statutory reporting and may differ from state to state.

Examples of veteran status include:

- Disabled Veteran
- Armed Forces Service Medal Veteran
- Recently Separated Veteran

To set up an electronic contact type:

1. In the navigation pane, click **Setup** > **Tables** > **Types** > **Veteran statuses** to open the **Veteran statuses** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Veteran status** name and **Veteran status description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. Click **Save** to save your changes.

Workers Compensation Categories

Worker's compensation categories are used strictly for Workers Compensation Board (WCB) statutory reporting requirements for Canadian jurisdictions. Please refer to the *Anthology Payroll Canadian Localization Configuration Guide* for more information on Canadian jurisdiction setup.

To set up a worker's compensation category:

1. In the navigation pane, click **Setup** > **Tables** > **Types** > **Worker's compensation categories** to open the **Worker's compensation categories** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Worker's compensation category** name and **Worker's compensation category description**. The **Short code** defaults to the first five characters of the name.
4. Specify the **Province/territory**.
5. Specify the **Eligible earnings accumulator** and **Eligible fringe benefits accumulator** that store the earnings and deductions eligible for compensation.
6. Specify an **Active date** and **Expiry date**.
7. Click **Save** to save your changes.

Worker Groups

Worker groups are subsets of workers within the same pay group. You can run certain pay processes on a worker group for more control and organization over pay groups with a large number of workers. All workers in a worker group must also belong to the same pay group.

When running the **Payment generation** pay process (see **Generate Payments** section on page 124) for a particular worker group, you can further specify some additional processing options for overriding the payment method, statement date, and/or reporting dates for the workers in the group. This functionality is only enabled for worker groups and not pay groups as a whole.

Worker groups are optional for use in an implementation.

To set up worker groups:

1. In the navigation pane, click **Setup** > **Tables** > **Workers** > **Worker groups** to open the **Worker groups** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Worker group** name and **Worker group description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. On the **Worker group workers** tab, add workers into the group by moving them into the **Workers selected** pane. Only workers with the associated pay group are displayed.
6. Click **Save** to save your changes.

When running pay processes for worker groups, only workers with the associated pay group at the time of the processing are included. If a worker is added to a worker group, but they subsequently change pay groups, that worker is ignored when the pay process is run for that worker group.

Position Setup

Positions are an important element within Anthology Payroll as workers must have at least one position to be paid. Position data is discussed in greater detail in the **Worker Position Data** section on page 54.

While position assignment can be managed within Anthology Payroll, the position table is actually part of the Microsoft Dynamics 365 Finance HR module. For this reason, only limited position setup procedures are available within Anthology Payroll. These procedures include:

- Position types
- Position assignment types
- Position filters
- Position filter parameters

Position Types and Position Assignment Types

Position type (e.g.: full-time, part-time, etc.) and position assignment type (e.g.: temporary, permanent, etc.) are attributes on the **Worker positions** form. These types are defined by the company and they are used in conjunction with accumulator eligibilities to define which positions can populate certain accumulators. Additionally, position types are used to determine:

- Shift eligibility to control which positions are eligible to work certain shifts
- Piece eligibility to control which positions can manufacture certain pieces

Shift and piece eligibility are discussed in **Chapter 9: Set Up Time and Earnings**.

To set up a position type:

1. In the navigation pane, click **Setup** > **Tables** > **Positions** > **Position types** to open the **Position types** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Position type** name and **Position type description**. The **Short code** defaults to the first five characters of the name.

4. Specify an **Active date** and **Expiry date**.

5. Click **Save** to save your changes.

To set up a position assignment type:

1. In the navigation pane, click **Setup** >**Tables** > **Positions** > **Position assignment types** to open the **Position assignment types** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Position type** name and **Position type description**. The **Short code** defaults to the first five characters of the name.

4. Specify an **Active date** and **Expiry date**.

5. Click **Save** to save your changes.

Position Filters and Position Filter Parameters

Position filters are used to classify positions that reside in specific jurisdictions such as states, provinces, and countries. This information controls accumulator eligibility and other reporting requirements. Position filters are necessary for workers with multiple positions in multiple jurisdictions, such as a technician working in two different states with different tax rates.

Position filter is an attribute on the **Worker positions** form.

There are two parameters in the **General definitions** form that must be set when position filters are used:

- *Locations mandatory on positions*: makes location information (location, position filter, task, etc.) mandatory on the **Worker positions** form

- *Multiple jurisdiction workers*: allows workers to be employed in multiple jurisdictions

If the company has workers employed in multiple jurisdictions and is using position filters, both parameters must be set to *Yes*.

To set up a position filter:

1. In the navigation pane, click **Setup** > **Tables** > **Positions** > **Position filters** to open the **Position filters** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Position filter** name and **Position filter description**. The **Short code** defaults to the first five characters of the name.

4. Specify the **Country/region** of the filter.

5. Specify the **State** (or province) of the filter.

6. Specify an **Active date** and **Expiry date**.

7. Click **Save** to save your changes.

To set position filter parameters:

1. In the navigation pane, click **Setup** > **Parameters** to open the **General definitions** form.

2. On the list, locate the *Locations mandatory on positions* **General definition code**.

3. On the **General** tab, set its **String value** to *Yes*.

4. Specify an **Active date** and **Expiry date**.

5. On the list, locate the *Multiple jurisdiction workers* **General definition code**.

6. Verify that the **Active date** and **Expiry date** are correct for the parameter.

7. On the **General** tab, set its **String value** to *Yes*.

8. Specify an **Active date** and **Expiry date**.

9. Click **Save** to save your changes.

Salary Setup

Setting up salaries involves setting up one of two methods for managing structured pay increase systems:

- Salary grids
- Compa ratio

If an organization defines unique salaries for each individual worker, then no structured pay increase system is required—payroll administrators can define a salary period and amount for each worker. However, structured salary systems are more manageable for large numbers of workers and are compliant towards salary scales determined by union contracts.

Salary grids and compa ratios provide payroll administrators with the ability to easily administer standard pay increases, differences between pay scales established with different unions, and changes to any particular pay scales being used by the organization.

You cannot assign both a salary grid and a compa ratio to the same worker. Compa ratio amounts are set on the **Salaries** form.

Salary Grids

Salary grids are schemes that use pre-set salary increases, also known as steps. Pay raises typically occur according to a predictable scale. Salary grids are useful in companies with a large number of workers and a structured pay increase system—for example, a unionized workforce.

Salary grids should be used wherever multiple positions share a wage as a matter of policy, regardless of whether those wages are hourly or salaried. When a wage policy changes, it is simple to create a new, effective-dated record with the new step amounts to apply it to all worker/positions using that salary grid. When a specific worker changes steps in a salary grid, the change does not affect any other workers.

In Anthology Payroll, you can set up salary grids for both hourly wage earners (steps in hourly rates) and salary earners (steps in the salary amount paid each pay period). All salary grids must be associated with salary codes.

If all wages are determined by comparative ratio, salary grids do not need to be defined.

To set up a salary grid:

1. In the navigation pane, click **Setup** > **Tables** > **Salary** > **Salary grids** to open the **Salary grids** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Salary grid** name and **Salary grid description**. The **Short code** defaults to the first five characters of the name.

4. Select the **Wage type** for the salary: *Hourly* or *Salary*.

5. Select the **Salary period** that defines the salary's periodicity (monthly, weekly, pay period, etc.). Leave this field blank if **Wage type** is *Hourly*.

6. Select the **Usage period type** and enter the **Usage period length** that defines the minimum amount of time a worker must stay on each salary step before they can advance to the next. This applies to all steps in the grid, but can be overridden when steps are defined. Leave blank to define an indefinite period (manual advancement).

7. Specify an **Active date** and **Expiry date**.

8. Click **Save** to save your changes. Proceed to set up salary steps.

Salary steps can be created manually, automatically, or can be copied from an existing set of salary steps.

To manually create salary steps:

1. In the **Salary steps** tab, click inside the **Steps** pane.

2. Click **New** to create a new record.

3. Specify the **Step number**.

4. Enter the **Salary amount** for the step. This amount is also used for hourly salary grids.

5. Select the **Usage period type** and enter the **Usage period length** that defines the minimum amount of time a worker must stay on this salary step before they can advance to the next. Leave blank to use the length defined on the salary grid (if it exists) or to define an indefinite period (manual advancement).

6. Repeat as required for additional steps.

To create salary steps automatically:

1. In the **Salary steps** tab, enter a **Starting salary step number** to define the first step number to create.

2. Enter the **Increment for the salary step number** that determines the next step increase from the starting step. For example, with a starting step of 1 and increment of 2, the next steps created will be 3, 5, 7...

3. Specify a **Starting salary** as the salary amount for the starting step.

4. Specify a **Salary increment** as the salary or hourly increase for each new step.

5. Click **Create Step** to create the next step in the grid. Click the button again to create additional steps.

6. Enter **Usage period types** and **Usage period lengths** as desired. These define the minimum amount of time a worker must stay on a salary step before they can advance to the next. Leave blank to use the length defined on the salary grid (if it exists) or to define an indefinite period (manual advancement).

To copy salary step amounts from an existing salary grid:

1. In the **Salary steps** tab, specify the **Salary grid** to copy from.

2. Specify an **Adjustment factor** if desired. When copying salary grid steps, the resulting salary amounts are a product of the copied salary amounts and the adjustment factor.

3. Click **Copy** to copy all the steps from the specified salary grid, with or without adjustment.

Salary Codes and Compa Ratios

Comparative ratios, or compa ratios, are multiplied against a median salary amount to determine the actual salary for a particular worker. The median amount represents the industry standard for employment for

that position. Minimum and maximum amounts are defined to establish boundaries for the actual salary. Typically, compa ratios are determined by a company's policies and practices.

Payroll administrators can set a compa ratio value for a worker at the position, worker, or occupation level.

To set up a salary code or compa ratio:

1. In the navigation pane, click **Setup** > **Tables** > **Salary** > **Salaries** to open the **Salaries** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Salary** name and **Salary description**. The **Short code** defaults to the first five characters of the name.
4. Select a **Salary grid** if this salary code represents a salary grid.
5. If this salary code represents a compa ratio:
    - Enter a **Minimum amount** for the comparative salary.
    - Enter a **Median amount** that defines the industry standard for this salary. The worker's compa ratio is multiplied against this amount.
    - Enter a **Maximum amount** for the comparative salary.
6. Specify an **Active date** and **Expiry date**.
7. Click **Save** to save your changes.

Wage Increments

Wage increments are pre-determined pay increases that occur at a defined time. Wage increments can be created for both hourly and salaried workers and filtered according to various worker data, such as position types, occupations, and pay groups. Increments can be flat amounts, percentages, or advances to the next salary step in a salary grid.

Implementers can set up wage increment codes from within Anthology Payroll for a defined group of workers according to eligibility criteria or import a group of workers and their wage increments directly into Anthology Payroll for immediate processing via a Microsoft Excel spreadsheet. Wage increment imports must reference an existing wage increment code. Importing wage increments is discussed in **Chapter 3: Payroll Administration — Data Management Tasks**.

Anthology Payroll keeps records of all wage increment history in the form of inquiries and reports.

To set up a wage increment code:

1. In the navigation pane, click **Setup** > **Tables** > **Salary** > **Wage increments** to open the **Wage increments** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Wage increment** name and **Description**. The **Short code** defaults to the first five characters of the name.
4. Enter the **Start date** and **End date** of the wage increment. Workers and positions must be active within this date range to be considered for eligibility.
5. Enter the **Minimum amount** and **Maximum amount** as annualized (hourly and salary) outer boundaries for the wage increment. Wage increments that fall outside these boundaries are still generated, but not automatically applied.

6. Select the **Salary type** to be considered for this wage increment.

7. Set any of the following run parameters:
   - **Next step**: *Yes* to allow workers or positions associated with salary grids to advance to the next step as a result of this wage increment. Workers at the highest step in the salary grid are still generated, but not automatically applied.
   - **Terminated**: *Yes* to allow workers or positions that terminate within the date range to still be considered for the wage increment
   - **Use import file only**: *Yes* to disallow wage increment generation on this wage increment code. Wage increments can only be imported for this code.
   - **Usage period type**: *Yes* to follow usage periods when considering workers or positions to advance to the next step in a salary grid. Usage periods denote how long a worker must be in a salary step before they can advance to the next step.

8. Enter one of:
   - **Percentage amount**: a percentage (*5.0* is 5%) amount to apply to both hourly rates and salary amounts. This percentage can be negative.
   - **Hourly rate** and/or **Salary period** and **Salary amount**: hourly workers receive the **Hourly rate** as their new hourly rate. Salaried workers receive the **Salary amount** as their new salary amount. The **Salary period** is used to calculate the annual salary.

9. Specify an **Effective date**. All wage increment changes use this date as their active date.

10. Further refine the eligibility criteria of the wage increment on the following tabs:
    - **Pay groups**: only workers in the selected pay groups are eligible
    - **Salaries**: only workers with the selected salary codes are eligible
    - **Occupations**: only workers in the selected occupations are eligible
    - **Departments**: only workers in the selected departments are eligible
    - **Position types**: only workers with the selected **Position types** on their **Worker positions** form are eligible
    - **Position assignment types**: only workers with the selected **Position assignment types** on their **Worker positions** form are eligible
    - **Workers**: only selected workers are eligible

11. Click **Save** to save your changes.

Union Affiliation and Certification Setup

Union affiliations define standard work hours for workers. They are not specific to unionized environments and can be used by any company. Union certifications define a second level of standard work hours.

In non-unionized environments, at least one union affiliation must be set up unless:
- All salaried workers in the company are assigned to rotations.
- The company elects to define standard work hours in each position or worker record.

Hours of work (see the **Hours of Work** section on page 60) defined on the position will override hours specified in a union affiliation.

In unionized environments, union affiliation defines the union to which workers belong, and union certification is often referred to as a union local. Union locals represent a separate bargaining instance of a union affiliation within a company. For example, a company may have three locations, with all workers sharing the same union affiliation; however, each location may have different rules governing work hours. In this case, one union affiliation code and three union certification codes would be needed to represent the standard work hours for this company.

This section discusses concepts and procedures around:

- Union affiliations
- Union certifications
- Union affiliations/certifications
- Union affiliation/certification hours

NOTE: *The order of these setup procedures is important.*

Union Affiliations

Union affiliations control the standard work hours for different groups of workers. These standardized daily hours, pay period hours, and annual hours can be used in earnings, benefit/deductions, and leave entitlement calculations.

Groups of workers with different standard work hours can belong to different union affiliations, or they can belong to the same union but with different union certifications.

To set up a union affiliation:

1. In the navigation pane, click **Setup** > **Tables** > **Unions** > **Union affiliations** to open the **Union affiliations** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Union affiliation** name and **Union affiliation description**. The **Short code** defaults to the first five characters of the name.
4. Specify the standard **Daily hours** for workers with this union affiliation, if any.
5. Specify the standard **Pay period hours** for workers with this union affiliation, if any.
6. Specify the standard **Annual hours** for workers with this union affiliation.
7. Specify the standard **Leave of absence annual hours** for workers with this union affiliation, if any.
8. Specify an **Active date** and **Expiry date**.
9. Click **Save** to save your changes.

Union Certifications

Union certifications can be used for either tracking a worker's union certifications or differentiating workers with different standard hours within one union affiliation.

Using union certifications in conjunction with union affiliations to derive a different set of hours requires additional setup procedures for the following:

- Union affiliations/certifications
- Union affiliation/certification hours (if necessary)

Union affiliations/certifications define standard work hours for union affiliation and certification combinations. Hours defined at this level override those defined at the union affiliation level. Union affiliation/certification hours must be set up if workers in the combination belong to different pay groups.

To set up a union certification:

1. In the navigation pane, click **Setup** > **Tables** > **Unions** > **Union certifications** to open the **Union certifications** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Union certification** name and **Union certification description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. Click **Save** to save your changes.

To set up hours on a union affiliation/certification combination:

1. In the navigation pane, click **Setup** > **Tables** > **Unions** > **Union affiliations/certifications** to open the **Union affiliations/certifications** form.
2. Click **New** to create a new record.
3. Select a **Union affiliation** for the combination.
4. Select a **Union certification** for the combination.
5. Specify the standard **Daily hours** for workers with this combination, if any.
6. Specify the standard **Pay period hours** for workers with this combination, if any.
7. Specify the standard **Annual hours** for workers with this combination.
8. Specify the standard **Leave of absence annual hours** for workers with this combination, if any.
9. Specify an **Active date** and **Expiry date**.
10. Click **Save** to save your changes.

To set up hours on a union affiliation/certification combination for workers with different pay cycles:

1. In the navigation pane, click **Setup** > **Tables** > **Unions** > **Union affiliation/certification hours** to open the **Union affiliation/certification hours** form.
2. Click **New** to create a new record.
3. Select a **Union affiliation** for the combination.
4. Select a **Union certification** for the combination.
5. Select a **Pay period cycle** for the combination.
6. Specify the standard **Daily hours** for workers with this combination, if any.
7. Specify the standard **Pay period hours** for workers with this combination, if any.
8. Specify the standard **Annual hours** for workers with this combination.
9. Specify an **Active date** and **Expiry date**.
10. Click **Save** to save your changes.

Summary

The initial Anthology Payroll environment configuration involves setting up some basic elements and parameters that other major components require. These elements are business-specific and vary from implementation to implementation. This chapter provided concepts and procedures for the following:

- Date information and pay groups
- Organizations
- Persons
- Positions
- Salaries
- Union affiliations and certifications

These elements form the basis for later chapters, which discuss the following major payroll components:

- Earnings
- Time
- Benefits and deductions
- Payments
- Postings
- Entitlements

Test Your Knowledge

1. What is the form hierarchy for determining a worker's salary?

   ( ) Worker, Position, then Occupation.

   ( ) Occupation, Worker, then Position.

   ( ) Position, Worker, then Occupation.

2. Before setting up any financial institution and payment information, in what order must the implementer set up the following:

   ( ) Date period dates, Date periods, Pay cycles, Pay groups.

   ( ) Date periods, Date period dates, Pay cycles, Pay groups.

   ( ) Date period dates, Date periods, Pay groups, Pay cycles.

   ( ) Pay groups, Date period dates, Date periods, Pay cycles.

3. Which of the following do date period dates control? Select all that apply:

   ( ) When calculations become effective.

   ( ) When date periods become active.

   ( ) When date periods become effective.

   ( ) When calculations are performed.

4. A date group is a common set of dates required for calculating time rule premiums, such as statutory holidays. Date groups can also be used in association with earning thresholds. Which one of the following correctly states the conditions under which no entries need to be created in this table?

( ) If both time rule premiums or earning thresholds are used.

( ) If earning thresholds are not used.

( ) If time rule premiums or earning thresholds are not used.

( ) If time rule premiums are not used.

5. Which one of the following statements about pay cycles is correct?

( ) In the Anthology Payroll module, pay cycles and pay periods are separate concepts. At least one pay cycle and one pay period must be set up.

( ) In the Anthology Payroll module, pay cycles reflect the length of the pay period. At least one pay period must be set up.

( ) In the Anthology Payroll module, pay groups and pay cycles are related.

( ) In the Anthology Payroll module, pay cycles reflect the length of the pay period. At least one pay cycle must be set up.

6. Which of the following correctly finishes this statement? Accumulators for collecting data at the company level are either:

( ) Pre-defined with initial values upon installation, or initialized from a spreadsheet provided on Partner Source.

( ) Populated with initial values during implementation, or initialized from benefit/deduction or earnings transactions loaded during implementation.

8. For what purpose would you use position filters?

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9. Salary grids and compa ratios provide payroll administrators with the ability to easily administer standard pay increases, differences between pay scales established with different unions, and changes to any particular pay scales being used by the organization. Which of the following statements about salary grids and compa ratios is true?

( ) You cannot assign Salary grids and compa ratios cannot be assigned to individual worker positions.

( ) The three levels at which you can define salaries and compa ratios are considered as having equal priorities.

( ) You cannot assign both a salary grid and a compa ratio to the same worker.

10. Which of the following statements about union affiliations is true: (Select all that apply)

( ) The purpose of Union affiliation/certification is to define standard work hours, even in a non-unionized environment. You must assign one to every worker.

( ) The purpose of Union affiliation/certification is to define standard work hours only for a unionized environment. Only unionized workers are assigned affiliations.

( ) The purpose of Union affiliation/certification is to define non-standard work hours, even in a non-unionized environment.

Quick Interaction: Lessons Learned

Take a moment and write down three key points you have learned from this chapter.

1. _____

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2. _____

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3. _____

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Solutions

Test Your Knowledge

1. What is the form hierarchy for determining a worker's salary?

   ( ) Worker, Position, then Occupation.

   ( ) Occupation, Worker, then Position.

   (√) Position, Worker, then Occupation.

2. Before setting up any financial institution and payment information, in what order must the implementer set up the following:

   ( ) Date period dates, Date periods, Pay cycles, Pay groups.

   (√) Date periods, Date period dates, Pay cycles, Pay groups.

   ( ) Date period dates, Date periods, Pay groups, Pay cycles.

   ( ) Pay groups, Date period dates, Date periods, Pay cycles.

3. Which of the following do date period dates control? Select all that apply:

   ( ) When calculations become effective.

   ( ) When date periods become active.

   ( ) When date periods become effective.

   (√) When calculations are performed.

4. A date group is a common set of dates required for calculating time rule premiums, such as statutory holidays. Date groups can also be used in association with earning thresholds. Which one of the following correctly states the conditions under which no entries need to be created in this table?

   ( ) If both time rule premiums or earning thresholds are used.

   ( ) If earning thresholds are not used.

   (√) If time rule premiums or earning thresholds are not used.

   ( ) If time rule premiums are not used.

5. Which one of the following statements about pay cycles is correct?

   ( ) In the Anthology Payroll module, pay cycles and pay periods are separate concepts. At least one pay cycle and one pay period must be set up.

   ( ) In the Anthology Payroll module, pay cycles reflect the length of the pay period. At least one pay period must be set up.

   ( ) In the Anthology Payroll module, pay groups and pay cycles are related.

   (√) In the Anthology Payroll module, pay cycles reflect the length of the pay period. At least one pay cycle must be set up.

6. Which of the following correctly finishes this statement? Accumulators for collecting data at the company level are either:

   ( ) Pre-defined with initial values upon installation, or initialized from a spreadsheet provided on Partner Source.

   (√) Populated with initial values during implementation, or initialized from benefit/deduction or earnings transactions loaded during implementation.

8. For what purpose would you use position filters?

   MODEL ANSWER:

   Use position filters to associate positions with specific jurisdictions (such as states, provinces, and countries) in order to control different accumulator eligibility and other reporting requirements. This is important for workers who have positions in more than one jurisdiction, such as a technician who works in two different states with different tax rates.

9. Salary grids and compa ratios provide payroll administrators with the ability to easily administer standard pay increases, differences between pay scales established with different unions, and changes to any particular pay scales being used by the organization. Which of the following statements about salary grids and compa ratios is true?

   ( ) You cannot assign Salary grids and compa ratios can not be assigned to individual worker positions.

   ( ) The three levels at which you can define salaries and compa ratios are considered as having equal priorities.

   (√) You cannot assign both a salary grid and a compa ratio to the same worker.

10. Which of the following statements about union affiliations is true: (Select all that apply)

    (√) The purpose of Union affiliation/certification is to define standard work hours, even in a non-unionized environment. You must assign one to every worker.

    ( ) The purpose of Union affiliation/certification is to define standard work hours only for a unionized environment. Only unionized workers are assigned affiliations.

    ( ) The purpose of Union affiliation/certification is to define non-standard work hours, even in a non-unionized environment.

CHAPTER 8: ANTHOLOGY PAYROLL CALCULATIONS

Objectives

The objectives for this chapter are:
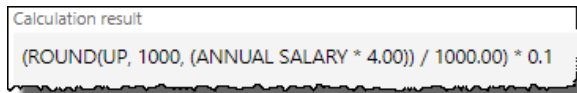
- Introduce concepts, process, and procedures for creating and editing calculations.
- Discuss the syntax of operands and operations used in calculations.
- Discuss the concepts and procedures for calculation rates and calculation variables.
- Introduce procedures for validating and testing calculations.
- Walk through a sample calculation.

Introduction

This chapter discusses concepts about calculations, the elements within them, and the processes for using these elements. Calculations are a basic element within Anthology Payroll and are used to determine values for:

- Earnings
- Benefit/deductions
- Calculated entitlement accruals
- Data-based fields in statutory reports

Anthology Payroll uses its own formula syntax to define calculations. This syntax is similar to many other systems, such as Microsoft Excel. An example of this syntax is shown in Figure 2.54.

Calculation result

(ROUND(UP, 1000, (ANNUAL SALARY * 4.00)) / 1000.00) * 0.1

FIGURE 2.54: CALCULATION STRING WITH A ROUNDING
OPERATION

Examples of Calculations

Calculations in Anthology Payroll can have varying levels of complexity. This section provides some simple, basic, and complex examples of calculations to give you an idea of what the Anthology Payroll calculation engine is capable of.

Some simple calculations are:

- a fixed amount
- standard add, subtract, multiply, and divide operations

Some basic calculations are:

- a minimum or maximum value, or both
- a value rounded up or down
- equations with parenthesized order of operations
- calculation variables and accumulators

Some complex calculations are:

- nested calculations
- calculation variables and calculation rates
- conditional statements using IF operators

Simple Calculations

Example 1

Suppose workers who have the *Assembly* earning rule group assigned to them are given $6.00 for a paid meal break each day. The earning code for this is *Meal Break*.

FIGURE 2.55: EARNING RULE GROUP CALCULATION FOR MEAL BREAK EARNING

The earning rule group calculation associates the *Meal Break* earning with the *Assembly* earning rule group and the *Meal Break* calculation.

FIGURE 2.56: MEAL BREAK CALCULATION

The **Calculation result**, a flat amount of *6.00*, is shown in the **Rule** tab of the **Calculations** form.
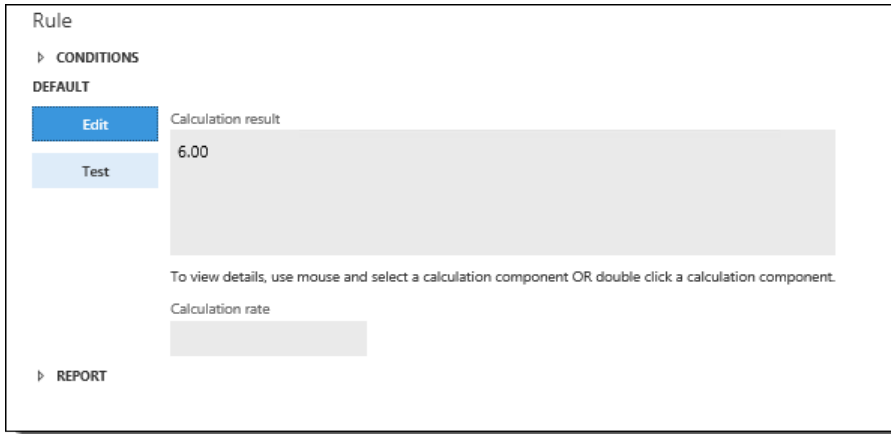
FIGURE 2.57: CALCULATION RESULT FOR MEAL BREAK

Example 2

Suppose workers who have the *Assembly* earning rule group are eligible to earn overtime at 1.5 times their hourly rate. To facilitate this, an earning rule group calculation associates an *OT @ 1.5* earning code, the *Assembly* earning rule group, and an *Hourly Rate @ 1.5* calculation.
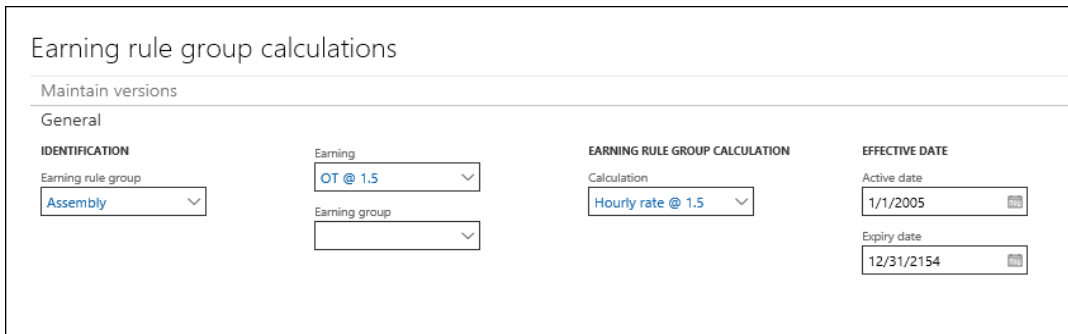
FIGURE 2.58: EARNING RULE GROUP CALCULATION FOR OT @ 1.5 EARNING

The **Calculation result** is a simple formula to derive the overtime pay. *HOURLY RATE*, in this context, is a worker attribute that comes from the worker or position record.
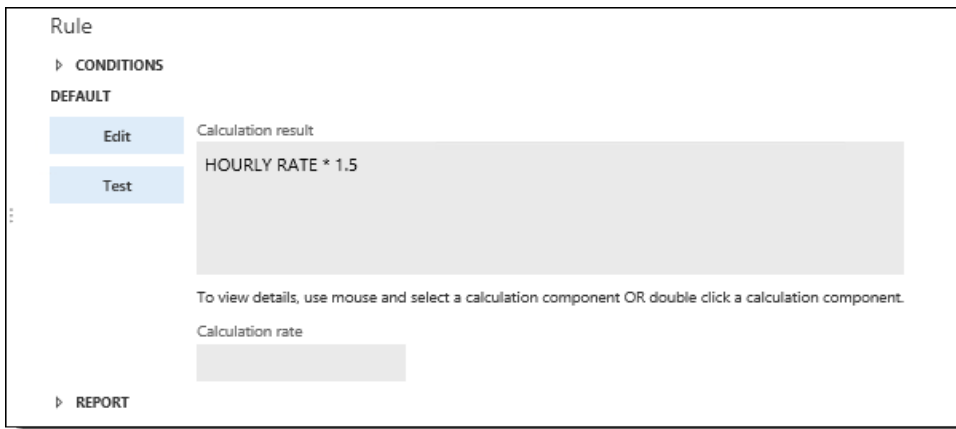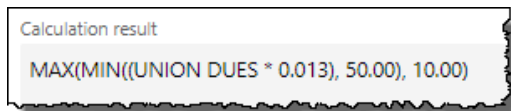
FIGURE 2.59: CALCULATION RESULT FOR HOURLY RATE @ 1.5

Basic Calculations

Example 1

Suppose workers pay 1.3 percent of their eligible earnings as a union dues deduction with a minimum deduction of $10.00 and a maximum deduction of $50.00 per regular payment. The accumulator *Union Dues* represents the worker's earnings that are eligible for union dues deduction. The calculation string appears as follows:
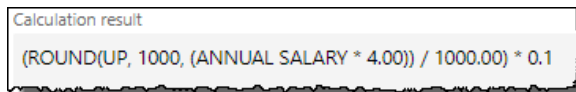
> Calculation result
>
> MAX(MIN((UNION DUES * 0.013), 50.00), 10.00)

FIGURE 2.60: CALCULATION STRING FOR UNION DUES
CALCULATION

Example 2

Suppose workers pay $0.01 per $1,000.00 of coverage for life insurance. The coverage is based on four times the worker's annual salary, rounded up to the nearest thousand. The calculation string appears as follows:

> Calculation result
>
> (ROUND(UP, 1000, (ANNUAL SALARY * 4.00)) / 1000.00) * 0.1

FIGURE 2.61: CALCULATION STRING FOR LIFE INSURANCE
CALCULATION

Complex Calculations

In this example, a complex calculation is used for worker-paid life insurance. The amount of coverage is based on three times annual salary, rounded down to the nearest thousand. The rate paid for each thousand dollars of coverage is based on the worker's age, which represents age at the end of the year:

- Workers aged 18-25 pay $0.03 per $1000 of coverage
- Workers aged 26-35 pay $0.05 per $1000
- Workers aged 36-45 pay $0.07 per $1000
- Workers aged 46-55 pay $0.09 per $1000
- Workers aged greater than 55 pay $0.11 per $1000

Such a calculation would require five age-based conditions to be set up for the same calculation, or a calculation passing the age to a calculation rate to determine the premium amount and a second calculation to determine the total coverage amount.

The Calculations Form

The **Calculations** form is where you can create, define, and edit calculations used in Anthology Payroll. The form allows you to:

- Set the name, type, and effective dates for the calculation
- Define the calculation rule

The list shows all existing calculations. Select a calculation to edit or click **New** to create a new calculation.

FIGURE 2.62: CALCULATIONS FORM

On the **General** tab, you can:

- Specify the **Calculation** name (code) and **Calculation description**.
- Specify whether the calculation will **Display in list**:
  - *Yes* means the calculation is a *final* calculation and will appear in **Earnings rule group calculations**, **Benefit/deduction rule group calculations**, and **Generated earnings** forms.
  - *No* means the calculation is an *intermediate* calculation to be used in other calculations.
- Specify effective dates for the calculation.
- View the version number of the calculation. Versioned calculations are managed by Anthology Inc and cannot be edited.

On the **Rule** tab, you can define the calculation rule using Anthology Payroll syntax to create a formula in the **Calculation result**.

FIGURE 2.63: CALCULATIONS FORM (RULE TAB)

Creating or Editing a Calculation

NOTE: *Pre-defined calculations for taxes are available for some statutory jurisdictions. These calculations are versioned and cannot be edited.*

To create a new calculation:

1. In the navigation pane, click **Setup** > **Tables** > **Calculations** > **Calculations** to open the **Calculations** form.

2. Click **New** to create a new record.

3. On the **General** tab, specify:
   - The **Calculation** name
   - The calculation **Short code** (default is first five letters of the name)
   - The **Calculation description**

NOTE: *If you are creating many calculations, it is recommended to establish naming conventions to distinguish intermediate calculations from final calculations. It is also recommended to prefix the name of all related calculations with a common identifier.*

---

4. Specify a **Display in list** option:
   - *Yes* if this is a final calculation.
   - *No* if this is an intermediate calculation to be used in other calculations.

5. Define the calculation rule. Expand the **Rule** tab to access the calculation rule. Defining the calculation rule is discussed in the next section.

To view and edit an existing calculation:

1. In the navigation pane, click **Setup** > **Tables** > **Calculations** > **Calculations** to open the **Calculations** form.
2. In the list, select the calculation to edit and then expand the **Maintain effective date entries** tab.
3. On the **Maintain effective date entries** tab, click **New** to create a new effective-dated record.
4. Change any fields as desired.

NOTE: Specifying an **Expiry date** will expire the calculation on that date.

---

5. To edit the calculation rule, expand the **Rule** tab under the **Maintain effective date entries** tab, to access it. Defining the calculation rule is discussed in the next section.

Defining the Calculation Result

A calculation's value is determined by the **Calculation result**. The calculation result is defined by the **Calculation string** together with the **Calculation rate** (if it exists) in the **Calculation setup** form.

To open the **Calculation setup** form:

1. On the **Calculations** form, click the **Rule** tab.
2. Click **Edit** to open the **Calculation setup** form.

FIGURE 2.64: CALCULATION SETUP FORM

To define the calculation string for a calculation in the **Calculation setup** form:

1. If necessary, select the default *0.00* value in the **Calculation string** and delete it.
2. Specify the **Calculation string** for the calculation:
   - If you know the syntax of the formula, type it directly into the field.
   - If you do not know the syntax of the formula, use the **Operands**, **Operators**, **Rounding**, and **Date difference** controls to add calculation components to the calculation string. These controls are discussed in later sections.
3. To apply the calculation value to a rate table to determine the final result, set the **Calculation rate** field (see the **Calculation Rates** section on page 245).
4. To determine what a particular operand is (i.e.: calculation code, accumulator, etc.), copy and paste it into the **What's this?** field and a description appears beside it.
5. Click **Validate** to perform a syntax check on the calculation string. The calculation cannot be saved unless it is valid.
6. Click **Test** to perform a unit test on the calculation string. This function is discussed in the **Testing Calculations** section on page 250.
7. Click **Save** to save the calculation string.
8. Close the form.

Calculation Syntax

This section describes the syntax of operands and operations used in the **Calculation string** on the **Calculation setup** form. This section discusses:

- Calculation operands and operators
- Rounding
- Date differences

All procedures in this section assume the **Calculation setup** form is already open.

Calculation Operands

Calculation operands are numerical values that contribute towards a calculation value. Operands can represent the following:

- flat amounts
- accumulators
- worker attributes
- calculation variables
- other calculations

Operands can be added to the **Calculation string** in the **Calculation setup** form using the **Add operand** button.

This section contains conceptual and procedural information on the different types of operands.

Flat Amounts

A flat amount is a fixed numeric value. An entire calculation can be defined as a flat amount. For example, you could define *16.75* in the **Calculation string** as the amount deducted from single workers for their dental plan contribution.

Calculations can also include flat amounts as components of the calculation string. For example, you could define *NET INCOME * 0.02* in the **Calculation string** where the net income variable is multiplied by a flat amount of 0.02.

To add a flat amount to a calculation string in the **Calculation setup** form, you have two methods:

- Type the amount directly in the **Calculation string**.
- Type the amount in the **Flat amount** field and click the **Add operand** button to append it to the end of the calculation string.

Accumulators

An accumulator is a storage device containing a sum of data values accumulated over a specific period of time. Accumulators can add time-sensitive data to a calculation when used as operands and are the basis of many statutory deduction calculations.

For example, consider the following state income tax calculation:
MAX((((AL TAXABLE INC + (AL FRINGE BENEFITS + AL FRINGE BENEFIT ER)) - AL DED FRM INC) * NUMBER OF PAY PERIODS), 0.00)

where *AL TAXABLE INC*, *AL FRINGE BENEFITS*, *AL FRINGE BENEFIT ER*, and *AL DED FRM INC* are all accumulators related to taxable income, worker-paid taxable benefits, employer-paid taxable benefits, and worker-paid non-taxable benefits respectively, all within the state of Alabama. If the worker does not work in Alabama and accumulates no data values for these accumulators, the calculation returns a value of zero.

To add an accumulator to the calculation string:

1. Specify the accumulator in the **Accumulators** field. The **Date period**, **Read type**, and **Date period type** fields automatically populate with the accumulator's attributes.
2. You may change the **Date period**, **Read type** and/or **Date period type** to any other value to override the way the accumulator accumulates for the purposes of your calculation. These overrides do not alter the accumulator outside of the current calculation.
3. Click the **Add accumulator** button to append the accumulator (and any overrides) to the end of the calculation string.

Worker Attributes

Worker attributes are values obtained from fields in other Anthology Payroll forms:

Worker attribute	Description
Annual salary	worker's annual wage for the position. If the worker's wage rate is something other than an annual salary, the system automatically calculates the annual salary. For example, for hourly workers, their hourly rate is multiplied with their position's *Annual hours* field to determine an annual wage.
Hourly rate	hourly wage for the worker's position. If the worker's wage rate is something other than hourly, the system automatically calculates an hourly rate.
Age	worker's age at the end of the current calendar year
Number of pay periods	number of pay periods in the year for the pay group associated with the worker's position. Pay periods for a year are defined in the **Date period dates** form.
Birthday falls in pay period	binary flag (0 or 1) depending on whether the worker's birth date is in the current pay period
Default annual salary	worker's defined annual salary for their primary position, not including the protected amount
Protected annual salary	worker's protected annual salary for their primary position if the worker is under salary protection
Full time hourly rate	worker's hourly rate for their primary position, with FTE applied
Full time Annual salary	worker's annual wage for their primary position, with FTE applied
Full time default annual salary	worker's defined annual salary for their primary position, not including the protected amount, with FTE applied
Full time protected annual salary	worker's protected annual salary for their primary psotion if the worker is under salary protection, with FTE applied
Normal pay period salary	the worker's calculated pay period salary according to their salary information on their **Worker positions** or **Workers** form, in that order of priority. If the worker's pay period salary changes in the middle of the pay period, this operand returns a blended salary based on the salary at the beginning and the end of the pay period.
Daily hours	the worker's number of hours worked per work day
Hourly based	
Salary based	

To add a worker attribute to a calculation string:

1. Select the attribute in the **Worker attribute** field in the **Operands** section.
2. Click the **Add operand** button to append the attribute to the end of the calculation string.

Calculation Variables

Calculation variables are user-definable amounts specific to each worker. Calculation variables allow calculations to be generic, but still generate accurate values for each worker.

For example, a calculation variable could store the amount that a worker receives for a car allowance. If a calculation that includes this variable applies to a worker who does not have a car allowance, the calculation uses a value of zero for the variable.

To add a calculation variable to the calculation string:

1. Specify the calculation variable in the **Calculation variable** field.
2. Click the **Add operand** button to append the variable to the end of the calculation string.

Procedures for defining calculation variables are in the **Calculation Variables** section on page 241.

Calculations

Calculations can contain other calculations as operands such that the result of one (the *intermediate* calculation) is used as a value in the other (the *final* calculation). There is no limit to how many calculation operands a calculation can use nor how many levels calculations can be nested.

Nested calculations may be used to:

- Calculate a result from a lookup value from a calculation rate.
- Separate a component of a calculation to be used by multiple calculations.
- Break up a large calculation to improve legibility.

To add a calculation to the calculation string:

1. Specify the calculation in the **Calculation** field.
2. Click the **Add operand** button to append the calculation to the end of the calculation string.

Calculation Operators

Anthology Payroll supports standard mathematical operators:

Operator	Purpose
+	Add
-	Subtract
/	Divide
*	Multiply
( )	Parentheses for order of operations.
	For example, distinguish 6 + 4 / 2 = 8 from (6 + 4) / 2 = 5. Parentheses are also part of the syntax for Min, Max, If, Rounding, and Date difference operations.

Operator	Purpose
^	Exponent For example, 5 ^ 2 means 5 to the power of 2 = 25.
,	Comma Used as a separator in Min, Max, If, Rounding, and Date difference operations.
< > = !	Inequality signs Used as comparison operators for the condition clause of the If operator: • < : less than • > : greater than • = : equal to • != : not equal to
If	Conditional operator Selects one of two values depending on the results of a condition clause. The syntax is: *IIF(Condition, TrueValue, FalseValue)* where: • *Condition* is a logical expression that can evaluate to TRUE or FALSE • *TrueValue* is the value returned if *Condition* is TRUE • *FalseValue* is the value returned if *Condition* is FALSE For example, if an employer only matches a worker's RSP contribution if it is at least $100, the calculation would be: *IIF(Worker RSP contribution >= 100, Employer match, 0)*
Min	Selects the lesser of two values. The syntax is: *MIN(FirstValue, SecondValue)* where *FirstValue* and *SecondValue* could be any operand or combination of operands and operators, including rounding and date differences. For example, if an employer matches a worker RSP contribution up to $1000, the calculation would be: *MIN(1000, Worker RSP contribution)*
Max	Selects the greater of two values. The syntax is *MAX(FirstValue, SecondValue)* where *FirstValue* and *SecondValue* could be any operand or combination of operands and operators, including rounding and date differences.

To add an operator to a calculation string:

- Type the operator directly in the **Calculation string**.
- Click the button corresponding to the desired operator in the **Operators** section to add it to the end of the calculation string.

NOTE: *For the **Min**, **Max** and **If** operators, only the operator and opening parenthesis are added. Complete the rest of the formula with the **,** and **)** operators.*

Rounding

The syntax for rounding is:

ROUND(*RoundingDirection, RoundingParameter, ValueToRound*)

where *ValueToRound* is any operand or combination of operands and operators, including rounding and date differences.

RoundingDirection is one of: *Up, Down,* or *Nearest*. The following table illustrates how *RoundingDirection* works when rounding a decimal to a whole number.

Rounding direction	2.4 rounded	2.6 rounded
Up	3	3
Down	2	2
Nearest	2	3

RoundingParameter specifies the nearest amount the operation rounds to. The following table illustrates how *RoundingParameter* works when rounding a decimal number to the nearest parameter.

Rounding parameter	3.4444 rounded
0	3.4444
1	3
0.01	3.44
0.05	3.45
0.25	3.50
10	0

Example:

ROUND(*Nearest, 0.01, Union Dues*)

rounds the results of a calculation called *Union Dues* to the nearest penny.

Alternatively, instead of using a separate calculation for *Union Dues*, the calculation could include the operands used to calculate *Union Dues*—a fixed rate and an accumulator called *Hours worked*:

ROUND(*Nearest, 0.01, 0.2756605 * Hours worked*)

To add rounding to a calculation string:

1. Select a **Rounding direction**.
2. Enter a **Rounding parameter**.
3. Click the **Add rounding** button to append the rounding function, rounding direction, and rounding parameter to the end of the calculation string.
4. Add the value to be rounded and click the **)** button to close the round function.

Date Differences

Date differences calculate the difference between two dates in terms of days, months, or years. Date differences are useful in determining seniority and are often used together with calculation rates.

Date from and **Date to** are the two dates being compared. **Date from** should be the earlier date. You can manually enter a specific date, select a date type you created for worker dates, or select one of the following system-defined derived dates:

- System date, which is the user's session date at the time the calculation is invoked
- Company start
- Company end
- Position start
- Position end
- Pay period start
- Pay period end
- Birth date
- Pay year start
- Pay year end
- Calendar year start
- Calendar year end
- Enterprise hire (across all companies)
- Enterprise termination (across all companies)
- Enterprise continuous start (across all companies)

The **Date diff type** specifies the time unit for the date difference. The available options are:

- Days
- Months
- Years
- Completed years

The date difference operation compares strict values of only the specified type. For *Days*, the operation calculates the number of days between the two dates. For *Months*, the operation calculates only the number of months between the two dates and ignores the days. The date difference in *Months* between any day in January and any day in February of the same year is one month. The *Completed years* type returns only full years between the two dates. The following table illustrates further examples of the **Date diff type**:

Date from	Date to	Date diff type	Result
Jan. 1, 2013	Jan. 31, 2013	Days	30
Jan. 31, 2013	Feb. 1, 2013	Days	1
Jan. 1, 2013	Jan. 31, 2013	Months	0
Jan. 31, 2013	Feb. 1, 2013	Months	1

Date from	Date to	Date diff type	Result
Jan. 31, 2013	Feb. 1, 2014	Months	13
Jan. 1, 2013	Dec. 31, 2013	Years	0
Jan. 31, 2013	Mar. 1, 2014	Years	1
Dec. 31, 2013	Jan. 1, 2014	Years	1
Jan. 1, 2013	Jan. 1, 2014	Completed years	1
Jan. 2, 2013	Jan. 1, 2014	Completed years	0
Dec. 31, 2013	Jan. 1, 2014	Completed years	0

The syntax for a date difference is:

DATEDIFF(*ToDate,FromDate,DateDiffType*)

Where *ToDate* and *FromDate* are the names or values of the dates being compared and *DateDiffType* is the time unit.

Example:

DATEDIFF(*Pay period end, Hire, Months*)

returns the number of months between a worker's hire date and the last day of the pay period in which the calculation is run.

To add a date difference to a calculation string:

1. Specify the earlier date in the **Date from** field.
2. Specify the later date in the **Date to** field.
3. Select a **Date diff type**.
4. Click the **Add date diff** button to append the date difference to the end of the calculation string.

Calculation Variables

Calculation variables are calculated values specific to a worker. They are defined during implementation and payroll administrators maintain the appropriate values for each worker.

Calculation variables are typically associated with a single *Calculation variable item*, although multiple variable items can denote different types of exemption statuses—for example, single or married. Calculation variable items can specify a default value for the variable, but this default can be overridden when the variable is assigned to a worker. Variables are associated with a worker on the **Worker calculation variables** form.

The procedure to assign calculation variables to a worker was discussed in the **Modify Calculation Variables** section on page 90.

The value of a calculation variable is either:

- a flat amount from the **Calculation variable item** (or overridden on the **Worker calculation variables** form); or

- the product of the *Rate counter* from the **Worker calculation variables** form and a *rate* from the **Calculation variable item** (or overridden on the **Worker calculation variables** form).

To add a calculation variable as an operand in a calculation, select it in the **Calculation variable** field in the **Calculation setup** form and click the **Add operand** button.

This section contains a procedure for setting up a calculation variable.

Calculation Variables Form

The **Calculation variables** form is where you can:
- Create and edit calculation variables.
- Access the **Calculation variable items** form via the **Setup** button.

The list shows all existing calculation variables. The **General** tab shows all the attributes of a selected calculation variable.

FIGURE 2.65: CALCULATION VARIABLES FORM

The calculation variable attributes are:
- **Calculation variable** name, **Short code**, and **Calculation variable description**
- **Version number**: versioned calculation variables are imported by the implementer and are managed by Anthology Inc. Versioned variables cannot be edited.
- **Country/region** and **State or province**: jurisdictional information that applies to versioned calculation variables
- **Used by worker**: *Yes*/*No* to denote whether the variable is assigned to workers at the worker level. A warning appears if the variable is assigned to a worker when this field is *No*.
- **Default worker item**: default calculation variable item the worker receives when the variable is assigned at the worker level
- **Used by worker position**: *Yes*/*No* to denote whether the variable is assigned to workers at the position level. A warning appears if the variable is assigned to a position when this field is *No*.

- **Default worker position item**: default calculation variable item the worker receives when the variable is assigned at the position level
- **Used by project**: *Yes*/*No* to denote whether the variable is assigned to workers at the project level. A warning appears if the variable is assigned to a project when this field is *No*.
- **Default project item**: default calculation variable item the worker receives when the variable is assigned at the project level
- **Active date** and **Expiry date**: the calculation variable's effective date

Calculation Variable Items Form

The **Calculation variable items** form is where you create and edit individual records in a **Calculation variable**. Each variable item can be conceptualized as an enrollment type or exemption status. A variable item contains either an *Item amount* or an *Item rate*, but not both.

There are two ways to access this form. Depending on how the form is accessed, the list displays different information:

- If this form is accessed from **Setup** > **Tables** > **Calculations** > **Calculation variable items** in the navigation pane or area page, the list shows all existing calculation variable items, including expired items.
- If this form is accessed from the **Setup** button on the **Calculation variables** form, the list shows only the current variable item(s) for the selected calculation variable.

The **General** tab shows all the attributes of a selected calculation variable item.
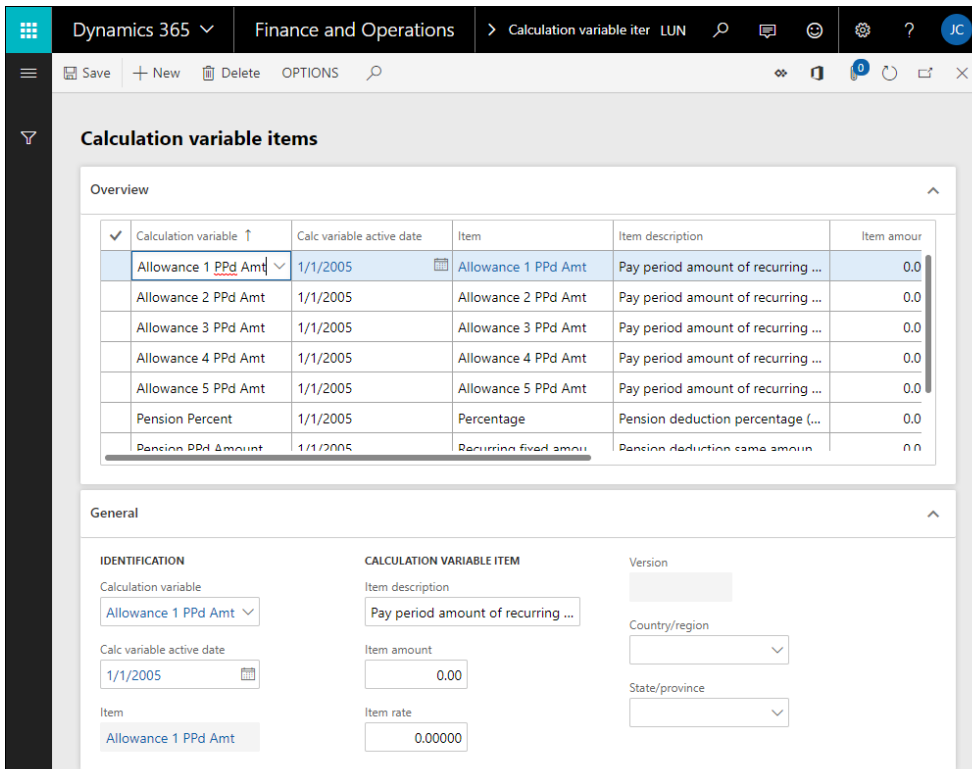
FIGURE 2.66: CALCULATION VARIABLE ITEMS FORM (GENERAL TAB)

The calculation variable item attributes are:

- **Calculation variable** name and **Calc variable active date**: these fields only appear if the form displays all existing variable items. The active date defaults to the **Active date** of the associated **Calculation variable**.
- **Item** and **Item description**: the name and short description of the calculation variable item. The name is used when assigning the calculation variable to a worker.
- **Item amount**: the default flat amount of this item
- **Item rate**: a default rate value that is multiplied against the **Rate counter** of the **Worker calculation variable** record
- **Version number**: versioned calculation variable items are imported by the implementer and are managed by Anthology Inc. Versioned items cannot be modified.
- **Country/region** and **State/province**: jurisdictional information that applies to versioned calculation variable items

Worker Calculation Variables Form

The **Worker calculation variables** form is where you assign calculation variables to a specific worker and set any override values. Once the variable is assigned to a worker, it can be used in a calculation for that worker.

Worker calculation variables are discussed in more detail in the **Calculation Variables** section on page 69 of **Chapter 3: Payroll Administration — Data Management Tasks**.

To access the form:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select the desired worker.
2. On the **Anthology Payroll Profile** tab of the ribbon, click **Calculation variables** to open the **Worker calculation variables** form.

Procedure: Set Up a Calculation Variable

To set up a calculation variable:

1. In the navigation pane, click **Setup** > **Tables** > **Calculations** > **Calculation variables** to open the **Calculation variables** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter a **Calculation variable** name and description. The **Short code** defaults to the first five characters of the name.
4. Specify the following preference defaults as desired:
   - **Used by worker**: *Yes* to denote the variable is assigned to workers at the worker level. *No*, otherwise. A warning appears if the variable assigned to a worker when this field is *No*.
   - **Default worker item**: default calculation variable item the worker receives when the variable is assigned at the worker level. Requires items to be set up first.

- **Used by worker position**: *Yes* to denote the variable is assigned to workers at the position level. *No*, otherwise. A warning appears if the variable assigned to a position when this field is *No*.
- **Default worker position item**: default calculation variable item the worker receives when the variable is assigned at the position level. Requires items to be set up first.
- **Used by project**: *Yes* to denote the variable is assigned to workers at the project level. *No*, otherwise. A warning appears if the variable assigned to a project when this field is *No*.
- **Default project item**: default calculation variable item the worker receives when the variable is assigned at the project level. Requires items to be set up first.

5. Specify an **Active date** and **Expiry date** as desired.
6. Click **Save** to save your changes. Proceed to add calculation variable items.

At this point, the calculation variable is created, but contains no variable items. The variable items must be created in the **Calculation variable items** form.

To create calculation variable items for a calculation variable:

1. In the **Calculation variables** form, select the calculation variable. Click **Setup** > **Calculation variable items** to open the **Calculation variable items** form.
2. Click **New** to create a new record.
3. On the **General** tab, specify the **Item** name and description.
4. Specify one of the following:
    - the **Item amount** for a default flat amount
    - the **Item rate** for a default amount that is affected by the worker's **Rate counter**
5. Repeat as necessary for any additional variable items.
6. Click **Save** to save your changes.

Calculation Rates

Calculation rates are lookup tables containing a range of different values known as **Calculation rate items**.

The standard process of a calculation with a calculation rate is:

1. Calculate the **Calculation string** and compare it to the calculation rate.
2. Determine the *maximum tier rate* in the table of **Calculation rate items**. The maximum tier rate is the highest calculation rate that is less than or equal to the **Calculation string**—a tax bracket, for example.
3. Apply any adjustments against the **Calculation string** and maximum tier rate, if required.
4. Return the final result.

The final result is either:

- a flat amount from the calculation rate; or
- the product of the **Calculation result** and a rate from the rate table determined by the maximum tier.

Calculation rate tables are commonly used for taxes that have different rates for different levels of income. A calculation can only be associated with at most one calculation rate; however, since calculations can have

other calculations as operands, you may chain calculation rates in succession over the course of multiple nested calculations.

To add a calculation rate to a calculation, select it in the **Calculation rate** field in the **Calculation setup** form.

This section contains a procedure for setting up a calculation rate.

Calculation Rates Form

The **Calculation rates** form is where you can:
- Create and edit calculation rates.
- Access the **Calculation rate items** form via the **Setup** button.

The list shows all existing calculation rates. The **General** tab shows all the attributes of a selected calculation rate.


FIGURE 2.67: CALCULATION RATES FORM

The calculation rate attributes are:
- **Calculation rate** name and **Calculation rate description**
- **Rate action**: determines how the **Calculation result** is handled against the calculation rate. The rate action is discussed in the **Rate Action** section on page 248.
- **Adjustment type**: determines how **Adjustment amounts** are handled against the **Calculation result**. Adjustment amounts are defined on the **Calculation rate item**.
- **Version number**: versioned calculation rates are imported by the implementer and are managed by Anthology Inc. Versioned rates cannot be edited.
- **Country/region** and **State/province**: jurisdictional information that applies to versioned calculation rates.
- **Active date** and **Expiry date**: the calculation rate's effective date

Calculation Rate Items Form

The **Calculation rate items** form is where you create and edit individual records in a **Calculation rate**. Each rate item can be conceptualized as a tier or bracket.

There are two ways to access this form. Depending on how the form is accessed, the list displays different information:

- If the form is accessed from **Setup** > **Tables** > **Calculations** > **Calculation rate items** in the navigation pane or area page, the list shows all existing calculation rate items, including expired items.
- If the form is accessed from the **Setup** button on the **Calculation rates** form, the list shows only the current rate items for the selected calculation rate.
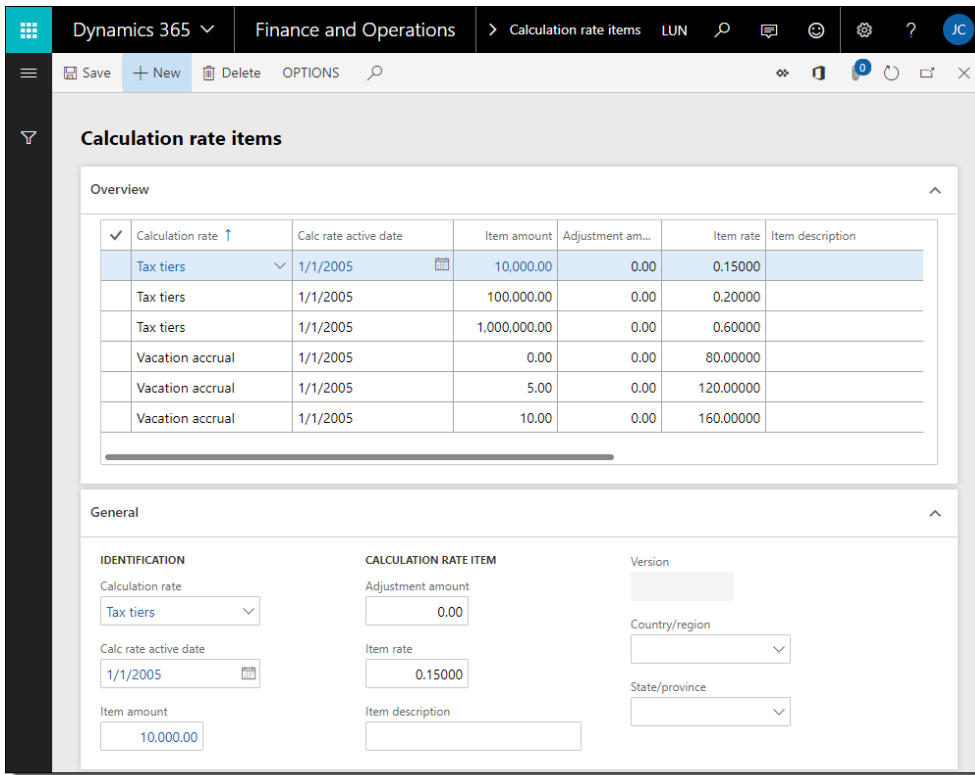
FIGURE 2.68: CALCULATION RATE ITEMS FORM ACCESSED FROM CALCULATION RATES FORM

The **General** tab shows all the attributes of a selected calculation rate item.

The calculation rate item attributes are:

- **Calculation rate** name and **Calc rate active date**: only appear if the form displays all existing calculation rate items. The active date defaults to the **Active date** of the associated **Calculation rate**.
- **Item amount**: the minimum value of a tier to which the **Calculation result** is compared to determine the maximum tier rate or amount

- **Adjustment amount**: a positive or negative value that is added to either the **Calculation string** before rate calculations or the final result after rate calculations. This adjustment is made after the tier lookup. This amount is optional.
- **Item rate**: the rate value that is applied to the **Calculation result** for this tier. The rate is either multiplied with the result or returned as the result.
- **Version number**: versioned calculation rate items are imported by the implementer and are managed by Anthology Inc. Versioned rate items cannot be edited.
- **Country/region** and **State/province**: jurisdictional information that applies to versioned calculation rate items.

Rate Action

The calculation rate's **Rate action** determines how the final calculation result is calculated. The rate action dictates the action to take with regards to the **Calculation result** and the maximum tier rate's **Item amount** and **Item rate** attributes.

The available options for rate action are:

- *Single - rate*: calculates the multiplication product between the **Calculation result** and the maximum tier rate's **Item rate**. The product is returned as the final result.
- *Multiple - rate*: calculates the sum of all products of the **Item amounts** and their corresponding **Item rates** for all tiers lower than the maximum tier rate. The difference (remainder) between the **Calculation result** and the maximum tier rate is multiplied with the corresponding **Item rate** to produce one last product, which is added to the sum. The total sum is returned as the final result.
- *Full - rate*: calculates the sum of all products of the full **Calculation result** and the corresponding **Item rates** of the maximum tier rate and all lower tiers. The sum is returned as the final result.
- *Single - amount*: results in the maximum tier rate's **Item rate** returned as the final result.
- *Multiple - amount*: calculates the sum of all **Item rates** of the maximum tier rate and all lower tiers. The sum is returned as the final result.

The following examples illustrate the different rate actions.

Example 1

Suppose a calculation rate with the following rate items:

Item amount	Item rate
0	0.05
10,000	0.07
25,000	0.10
50,000	0.15
100,000	0.25

If your **Calculation result** is *25,456.21*, the maximum tier item is *25,000*. The following table shows the results for various **Rate actions**:

Rate action	Result
Single - rate	• 0.10 * 25,456.21 = 2,545.621 • Final result is *2,545.621*
Multiple - rate	• 0.05 * (10,000 - 0) = 500 • 0.07 * (25,000 - 10,000) = 1,050 • 0.10 * (25,456.21 - 25,000) = 45.621 • Sum(500, 1,050, 45.621) = 1,595.621 • Final result is *1,595.621*
Full - rate	• 0.05 * 25,456.21 = 1,272.8105 • 0.07 * 25,456.21 = 1,781.9347 • 0.10 * 25,456.21 = 2,545.621 • Sum(1,272.8105, 1,781.9347, 2,545.621) = 5,600.3662 • Final result is *5,600.3662*

Example 2

Suppose a calculation rate with the following rate items:

Item amount	Item rate
0	120
5	160
10	200

If your **Calculation result** is *7*, the maximum tier is *5*. If your **Rate action** is:

Rate action	Result
Single - amount	• Final result is *160*
Multiple - amount	• Sum(120, 160) = 280 • Final result is *280*

Procedure: Set up a Calculation Rate

To set up a calculation rate:

1. In the navigation pane, click **Setup** > **Tables** > **Calculations** > **Calculation rates** to open the **Calculation rates** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter a **Calculation rate** name and description.
4. Select a **Rate action**.
5. If required, select an **Adjustment type**:
   - *Apply adjustment before* to add an adjustment amount to the **Calculation result** before applying any rate calculations

- *Apply adjustment after* to add an adjustment amount to the final result after applying rate calculations

6. Specify an **Active date** and **Expiry date** as desired.

7. Click **Save** to save your changes. Proceed to add calculation rate items.

At this point, the calculation rate is created, but contains no rate items. The rate items must be created in the **Calculation rate items** form.

To create calculation rate items for a calculation rate:

1. In the **Calculation rates** form, select the calculation rate. Click **Setup** > **Tables** > **Calculation rate items** to open the **Calculation rate items** form.

2. Click **New** to create a new record.

3. On the **General** tab, specify:

    - the **Item amount** that defines this tier
    - the **Adjustment amount**, if any. Amount may be negative.
    - the **Item rate** that modifies the calculation

4. Repeat for each tier needed in the calculation rate table.

5. Click **Save** to save your changes.

Calculation Conditions

Calculation conditions are a legacy function in Anthology Payroll that allow calculations to behave differently under specific, user-defined conditions.

This guide does not recommend the use of calculation conditions. Conditional requirements for a calculation should instead be captured with **If** statements in the **Calculation string** itself.

Testing Calculations

After creating a calculation, it should be tested for correctness in a real-life scenario.

There are two methods to test calculations:

- testing calculations with test inputs
- testing calculations in a test environment with workers

Testing Calculations with Test Inputs

A calculation with valid syntax does not necessarily mean it will produce accurate results. Anthology Payroll provides a simple form to test calculations using various test inputs. These test inputs are determined by the user.

To test your calculation with test inputs:

1. In the navigation pane, click **Setup** > **Tables** > **Calculations** > **Calculations** to open the **Calculations** form.

2. Select the calculation to test and click the **Rule** tab.

3. Click **Test** to open the **Calculation test** dialog.

4. In the **Calculation test** dialog, each operand used in the calculation is displayed in a table. Enter test inputs in the **Flat amount** column for each operand.

5. Click **Calculate** to test the calculation with the specified test inputs. The result appears at the top of the form.

This test only validates the correctness of the calculation given certain operand values. This is not a substitute for testing in a test environment and ensuring that the actual operands populate correctly and are used correctly in the calculation, and that the calculation produces the desired earning, benefit/deduction, generated earning, or entitlement that it represents.

Testing Calculations in a Test Environment

The final and most comprehensive test for a calculation is to use it in a real-life scenario. This involves a test environment with various workers and pay groups that use the calculation and a simulated pay cycle routine that creates data records with the calculation. The goal is to produce pay statements that are consistent with expected results.

For example, if you are using the calculation to calculate a deduction, the test will ensure that:
- the calculation results in appropriate deductions on simulated earnings.
- the calculation is tied to the correct benefit/deduction code and rule group in the **Benefit/deduction rule group calculations** form.
- the benefit/deduction is scheduled.
- the benefit/deduction is assigned to the appropriate workers.

NOTE: *Ensure that test sample of workers are representative of as many different permutations of the calculation operands as possible to ensure a more complete test.*

Sample Calculation: Retirement Savings Plan Contribution

At Contoso, workers can have retirement savings plan contributions deducted from their pay. Workers can specify the percentage of their taxable earnings to contribute and the maximum contribution they want to make in a year.

Mia has a calculation called **Retirement Sav Contr**, which calculates the amount to withhold from each payment. It multiplies the worker's taxable income for that payment by the worker's contribution percentage, and ensures that the total contribution does not exceed the worker's annual maximum.

That calculation needs two worker-specific pieces of information—the worker's contribution percentage and annual maximum, which are stored in two calculation variables called **Retirement Sav Pct** and **Retirement Sav Max** respectively.

The calculation also needs two accumulators—the RSP contribution total for the current year and the taxable income for the pay period, which are stored in accumulators named **Retirement Savgs YTD** and **Taxable Inc** respectively. The year-to-date accumulator's **Read type** is *Full amount* and the taxable income accumulator's **Read type** is *Incremental amount*.

The base retirement savings contribution is:

Taxable Inc * Retirement Sav Pct / 100

To ensure that workers do not exceed their annual maximum, the calculation first determines the worker's contribution limit remaining by subtracting their year-to-date contributions from the maximum:

Retirement Sav Max - Retirement Sav YTD

The calculation selects the lesser between the base retirement savings contribution and the contribution limit remaining:

MIN(Retirement Sav Max - Retirement Sav YTD, Taxable Inc * Retirement Sav Pct / 100)

Finally, it is possible for a worker's contributions in a year to exceed their stated maximum, perhaps because the worker requested the maximum lowered to an amount below year-to-date contributions, or because the worker requested a higher contribution to be set manually. In such cases, the contribution limit remaining part of the equation would return a negative value, which would ultimately result in a negative benefit that would increase the worker's pay.

To prevent negative results, the final element of the equation uses the MAX operation to return the greater between the calculated amount and zero:

MAX(MIN(Retirement Sav Max - Retirement Sav YTD, Taxable Inc * Retirement Sav Pct / 100),0.00)

Sample Calculation Questions

1. If Mia enters a **Retirement Sav Pct** calculation variable for a worker, but does not give the worker a **Retirement Sav Max** calculation variable, what will happen?

    _____

    _____

    _____

    _____

2. Most workers have a maximum contribution of $9,000. Mia would like the calculation to automatically use this amount, unless she specifies otherwise. How can this be accomplished? (Select all that apply)

    ( ) Leave the main calculation unchanged. Add a condition: Condition: Retirement Sav Max = 0 Result: same as the main calculation, but replace Retirement Sav Max with 9000

    ( ) Replace Retirement Sav Max in the calculation with MAX(Retirement Sav Max,9000)

    ( ) Create an interim calculation that sends Retirement Sav Max to a rate table with tiers of 0 and 0.01 that multiplies by 1 and, for the 0 tier, has a 9000 adjustment.

    ( ) Set the default value for the Retirement Sav Max calculation variable to 9000.

Summary

Calculations determine the values for:

- Earnings
- Benefit/deductions
- Calculated entitlement accruals
- Data-based fields in statutory reports

Calculations use Anthology Payroll syntax to express formulas in the calculation strings. **Operand** and **Operation** buttons are provided to aid in creating calculation strings. Calculations can use the following operands:

- flat amounts
- accumulators
- worker attributes
- calculation variables
- other calculations

You can use calculation rates, conditional statements, and date differences to further define calculations.

Calculations should be tested before being used in a live environment. The most comprehensive test is to use the calculation in a real-life scenario in a suitable test environment.

Test Your Knowledge

1. What kinds of calculations are not editable, and how can you identify them?

   ( ) All calculations.

   ( ) Benefit/deduction calculations.

   ( ) Pre-defined calculations for statutory deductions. They are imported with a version number that appears in the **Calculations** form.

   ( ) Intermediate calculations.

2. Briefly describe when calculation rates should be used and provide an example.

   _____

   _____

   _____

   _____

3. What is the difference between an intermediate calculation and a final calculation, and where to do you specify which of these types you want your calculation to be?

_____

_____

_____

_____

4. Which three statements about date differences are correct?

( ) Date differences calculate the difference between two dates, in terms of days, months, or years.

( ) The date diff type determines whether the date diff calculation compares pay periods or active/expiry dates .

( ) Date differences are often used in conjunction with calculation rates.

( ) Date differences are very useful in determining seniority.

Quick Interaction: Lessons Learned

Take a moment and write down three key points you have learned from this chapter.

1.

_____

_____

_____

2.

_____

_____

_____

3.

_____

_____

Solutions

Sample Calculation: Retirement Savings Plan Contribution

1. If Mia enters a **Retirement Sav Pct** calculation variable for a worker, but does not give the worker a **Retirement Sav Max** calculation variable, what will happen?

   MODEL ANSWER:

   The worker will not have retirement savings contributions withheld from his or her pay statements because the calculation will consider the worker's Retirement Sav Max to be zero, so any contribution would exceed that maximum.

2. Most workers have a maximum contribution of $9,000. Mia would like the calculation to automatically use this amount, unless she specifies otherwise. How can this be accomplished? Select all that apply. (Select all that apply)

   (√) Leave the main calculation unchanged. Add a condition: Condition: Retirement Sav Max = 0 Result: same as the main calculation, but replace Retirement Sav Max with 9000

   ( ) Replace Retirement Sav Max in the calculation with MAX(Retirement Sav Max,9000)

   (√) Create an interim calculation which that sends Retirement Sav Max to a rate table with tiers of 0 and 0.01 that multiplies by 1 and, for the 0 tier, has a 9000 adjustment.

   ( ) Set the default value for the Retirement Sav Max calculation variable to 9000.

Test Your Knowledge

1. What kinds of calculations are not editable, and how can you identify them?

   ( ) All calculations.

   ( ) Benefit/deduction calculations.

   (√) Pre-defined calculations for statutory deductions. They are imported with a version number that appears in the **Calculations** form.

   ( ) Intermediate calculations.

2. Briefly describe when calculation rates should be used and provide an example.

   MODEL ANSWER:

   Calculation rates should be used in situations where workers can have varying amounts of a particular attribute (such as income) and depending on that amount, a particular value is calculated for that worker (such as a tax rate). Calculation rates can then be used to calculate final amounts (income tax) for a group of workers.

3. What is the difference between an intermediate calculation and a final calculation, and where to do you specify which of these types you want your calculation to be?

   MODEL ANSWER:

   A final calculation must be listed as an available calculation in rule groups and generated earnings. An intermediate calculation contributes its results for use in a final calculation. To specify which one a calculation is going to be, use the **Display in list** field in the **General** tab of the **Calculations** form.

4. Which three statements about date differences are correct?

   (√) Date differences calculate the difference between two dates, in terms of days, months, or years.

   ( ) The date diff type determines whether the date diff calculation compares pay periods or active/expiry dates.

   (√) Date differences are often used in conjunction with calculation rates.

   (√) Date differences are very useful in determining seniority.

CHAPTER 9: SET UP TIME AND EARNINGS

Objectives

The objectives for this chapter are:

- Discuss the process in creating an earning in Anthology Payroll.
- Introduce procedures for setting up shifts, rotations, and time premiums.

Introduction

This chapter discusses detailed concepts and procedures for setting up earnings and time.

Set up Earnings

Earnings can be classified into four general categories:

- Hourly earnings, where earnings are generated based on the actual hours worked.
- Salaried earnings, where earnings are generated each pay period regardless of actual hours worked.
- Generated earnings, which are non-time-based, allowances that are scheduled automatically by pay period for workers who meet certain conditions (e.g.: clothing allowance, traveling stipend).
- Pieces, which are non-time-based earnings based on the number of work units (e.g.: items, materials) produced by a worker; also known as piecework.

Hourly and salaried earnings are common to most companies and implementations. This chapter does not differentiate between the two types of earnings when referring to setting them up. However, this chapter does differentiate between generated earnings and pieces as specific earning categories.

This section discusses the process of setting up an earning and the detailed procedures required for each stage of the process. The process can be divided into four major stages:

1. Define the earning
2. Associate the earning
3. Set up optional earning associations
4. Set up generated earnings

Each stage contains various setup procedures and conceptual information regarding the procedure. Each procedure contains step-by-step instructions. Anthology Payroll also contains a wizard that walks through each step required to create a new earning. The wizard is located at **Anthology Payroll** > **Setup** > **Wizards** > **Setup** > **Earning**.

Stage One: Define the Earning

The first stage in the process of creating an earning is to define and name the new earning so it can be assigned to workers. Defining an earning involves the following forms and elements:

- Earning types
- Earnings

The **Earnings** form is shown in Figure 2.69:

FIGURE 2.69: EARNINGS FORM

Earning Types

Earning types are used to classify different earnings into groups (e.g.: base earnings, overtime earnings, unpaid earnings) and for reporting purposes. Earning types are optional, but should be set up before earning codes.

To set up an earning type:

1. In the navigation pane, click **Setup** > **Tables** > **Earnings** > **Earning types** to open the **Earning types** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Earning type** name and **Earning type description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. Click **Save** to save your changes.

Earning Codes

Each earning must be defined by a distinct earning code. Examples include:

- Regular
- Sick
- Vacation
- Overtime
- Evening shift premium

- Bonus
- Unpaid leave
- Piece

Earnings are discussed in greater detail in the **Earnings** section on page 177 of **Chapter 6: Important Setup Concepts**.

To set up an earning:

1. In the navigation pane, click **Setup** > **Tables** > **Earnings** > **Earnings** to open the **Earnings** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Earning** name and **Earning description**. The **Short code** defaults to the first five characters of the name.

4. Specify the **Earning type**, if any (see **Earning Types** section on page 259).

5. Specify a **Unit type**:
    - *Amount*: flat amount earnings (e.g.: bonus, commission)
    - *Hours*: time-based earnings (e.g.: regular shift, evening premium)
    - *Units*: piece-based earnings

6. Specify the **Salaried impact** of this earning on worker salaries:
    - *Included*: default option to include this earning with the worker's salary (e.g.: paid sick, paid vacation)
    - *Additional*: this earning is paid on top of the worker's salary (e.g: bonus, commission)
    - *Replacement*: this earning is paid in place of the worker's salary (e.g: unpaid sick leave, maternity leave)

7. Specify a **Display sequence** to determine the list order in which this earning appears in dropdown menus. Lower numbers are higher priority. This number is not unique.

8. Specify a **Retro earning code**, if any. The retro earning code is used when retroactive pay is run for this earning code. Separate earning codes are used for retroactive runs to prevent updating accumulators multiple times with the same earnings. (See the **Generate Retroactive Earnings** section on page 141 of **Chapter 4: Payroll Administration — Payroll Processing Tasks**.)

9. Specify the General ledger account(s) used for this earning in the **DR ledger account** and **CR ledger account** fields. (See **Chapter 11: Set Up Payments and Postings** for more information on ledger accounts.) Financial dimensions are defined in the same field.

10. Specify **Statement** options:
    - **Print on statements**: *Yes/No* if the earning appears on pay statements
    - **Statement description**: the earning description on pay statements
    - **Statement sequence**: the list order of the earning on pay statements. Lower numbers are higher priority. This number is not unique.

11. Specify an **Active date** and **Expiry date**.

12. Click **Save** to save your changes.

Stage Two: Associate the Earning

The second stage of creating an earning involves associating the earning with relevant groups, accumulators, calculations, and payments. Grouping earnings is not mandatory, but is recommended to reduce administration costs.
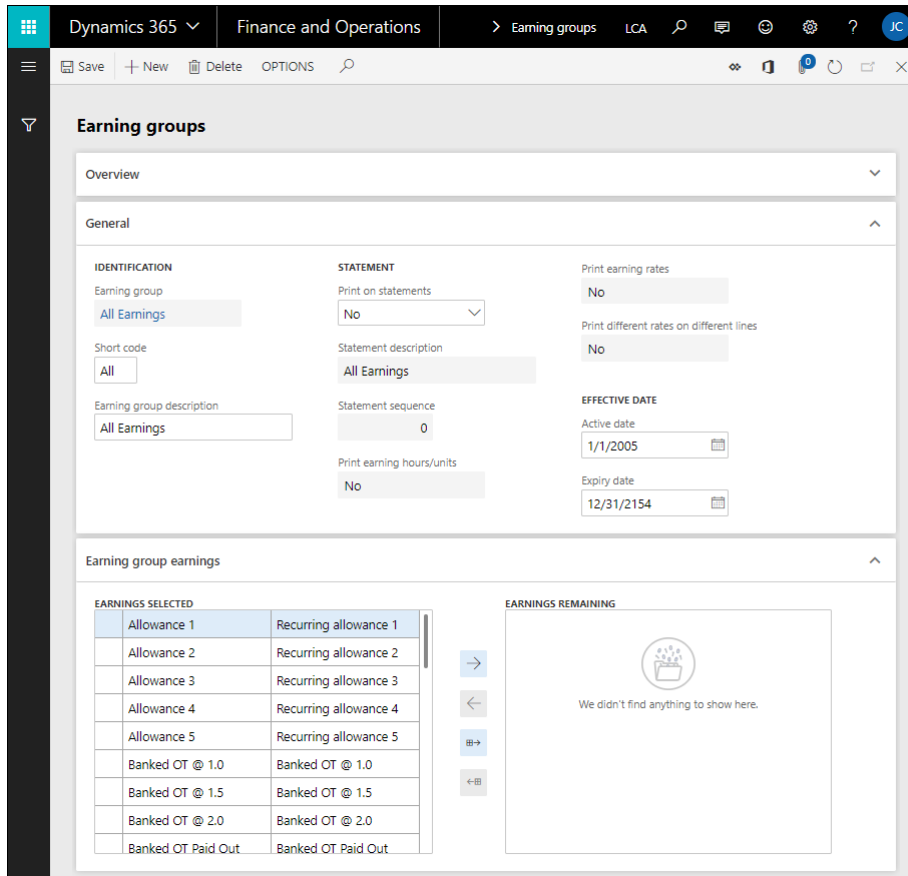
FIGURE 2.70: ADDING EARNINGS TO AN EARNING GROUP

Associating an earning involves the following forms and elements:

- Earning groups
- Earning rule groups
- Calculations
- Earning rule group calculations
- Accumulators
- Payment type earning selections

Earning Groups

Earning groups simplify maintenance tasks, accumulator updates, and creation of earning rule group calculations. Group together earnings that:

- are calculated the same way
- contribute to the same accumulators
- are associated with the same payment type
- need to be printed as a single line on pay statements
- are used in *Time rule group premiums* and *Earning thresholds*
- are used with an earning project category

NOTE: *Earnings printed on pay statements as earning groups should only belong to a single printed earning group to prevent duplication.*

Examples of earning groups are:

- All earnings
- Base earnings
- Bonuses
- No Pay earnings

Implementers should attempt to plan earning groups based on company requirements and add new earning codes to existing earning groups as they are defined. However, earning groups can be created to meet new requirements at any time.

The following table identifies other Anthology Payroll forms that reference earning groups and examples of the types of groups they may reference.

Form	Examples of groups
Accumulator values	• Taxable earnings • Non-taxable earnings
Earning rule group calculations	• Regular wage rate earnings (e.g.: regular pay, vacation pay) • Unpaid earnings (e.g.: unpaid leave, jury duty)
Payment type earning selections	• Regular earnings • Supplemental earnings (e.g.: commissions, bonuses)
Time rule group premiums	• Overtime earnings
Earning thresholds	• Eligible for thresholds group

To create a new earning group:

1. In the navigation pane, click **Setup** > **Tables** > **Earnings** > **Earning groups** to open the **Earning groups** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Earning group** name and **Earning group description**. The **Short code** defaults to the first five characters of the name.
4. Specify a **Print on statements** option to determine whether this group of earnings appears as a single earning on pay statements. If *Yes*, specify:

- **Statement description**: the earning group description on pay statements
- **Statement sequence**: the list order of the earning on pay statements. Lower numbers are higher priority. This number is not unique.
- **Print earning hours/units**: whether the total hours/units of all earnings in the group appears on pay statements
- **Print earning rates**: whether the rates of all the earnings in the group appears on pay statements
- **Print different rates on different lines**: whether different earning rates should appear on separate lines on pay statements if **Print earning rates** is *Yes*

5. Specify an **Active date** and **Expiry date**.
6. After creating the earning group, you may want to associate earnings with the group.

To associate earnings with an earning group:

1. On the **Earning groups** form, select the earning group to add earnings to.
2. Move earnings from the **Earnings remaining** pane to the **Earnings selected** pane to add them to the group.
3. Click **Save** to save your changes.

Anthology Payroll provides a fast entry method to add earnings to earning groups. This method also allows you to add earnings to multiple earning groups at a time. To associate earnings with multiple earning groups:

1. In the navigation pane, click **Setup** > **Tables** > **Earnings** > **Earning group earnings** to open the **Earning group earnings** form.
2. Click the **Fast entry** tab.
3. In the **Earnings** section, select all the earnings to be added to groups.
4. In the **Earning groups** section, select all the earning groups to receive the selected earnings.
5. Click **Insert** to add *all* selected earnings to *all* selected earning groups.
6. To remove earnings from earning groups, click **Delete**. All selected earnings are removed from all selected earning groups if those associations exist.

Earning Rule Groups

Earning rule groups are container objects that combine earnings (or earning groups) with calculations. An earning rule group and calculation are associated using one or more *Earning rule group calculation* records. Earning rule groups are assigned to workers and positions.

There must be at least one earning rule group to calculate earnings. Typically, multiple earning rule groups are necessary if there are different policies that determine how earnings are calculated for different groups of workers. In this case, many workers can have the same earning codes, but the earning rule group assigned to each worker determines how those earnings are calculated for different groups of workers.

For example, an *Overtime* earning code is assigned to all workers, but managers receive twice their regular rate for overtime and regular staff receive 1.5 times their regular rate for overtime. In this case, two earning rule groups are required to manage the policies around the *Overtime* earning, one for managers and one for regular staff.

Earning rule groups can be assigned to workers at three different levels. Anthology Payroll uses the first earning rule group information it finds. The levels in descending priority are:

- Position
- Worker
- Occupation

It is important to decide on a consistent implementation methodology for assigning earning rule groups to workers. Consider both ease-of-implementation and ease-of-maintenance. Once decided, end users should maintain this information as consistently as possible and understand the consequences of assigning earning rule groups at multiple levels.

For example, if earning rule groups are assigned at the position level, and a user subsequently changes an earning rule group at the worker level, the expected change will not occur. The existing position-level information overrides the user's change, potentially resulting in inaccuracies during the earnings generation process.

To set up an earning rule group:

1. In the navigation pane, click **Setup** > **Tables** > **Earnings** > **Earning rule groups** to open the **Earning rule groups** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Earning rule group** name and **Earning rule group description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. Click **Save** to save your changes.

Earnings and Calculations

A calculation of some kind is required to produce most earnings. For example: a worker's regular hourly earnings are calculated using a time record (number of hours) and the worker's hourly wage.

Some earnings, such as a bonus earning, may not require a calculation. When a bonus is awarded, it is recorded in the earnings journal as a flat amount against a worker ID and date.

An earning might have a single calculation that applies to all workers in the company, or use different calculations depending on the earning rule group the worker belongs to. For example, workers in a *Staff* rule group may be paid 1.5 times their hourly rate for overtime while workers in the *Managers* rule group may be paid 2 times their hourly rate for overtime. This scenario requires a separate calculation for each rule.

Different earning codes may also use the same calculation, and earning groups can be associated with a single calculation. For example, a group of unpaid earnings can be associated with a calculation that simply returns zero.

Calculations are associated with earnings in the following forms:

- Earning rule group calculations
- Generated earnings
- Generated earnings enrollments

To set up a calculation for an earning, refer to the **Creating or Editing a Calculation** section on page 232 of **Chapter 8: Anthology Payroll Calculations**.

Earning Rule Group Calculations

Earning rule group calculations define the relationship between earning codes (or groups), earning rule groups, and calculations. Each earning rule group calculation links an earning code (or group) to a calculation and assigns that linking to a particular earning rule group, such that all workers with that rule group will have that earning calculated in the way specified by the calculation.

Refer to Figure 2.44 on the **Earnings** section on page 177 for an illustration of the earning rule group calculation's role in the system.

The **Earning rule group calculations** form contains definitions for all the relationships between calculations, earning rule groups, and earnings (or groups). If a particular earning should not calculate for workers in a particular earning rule group, then this form should contain no record for that earning rule group/earning combination. Figure 2.71 illustrates the fields on the **Earning rule group calculations** form.

FIGURE 2.71: EARNING RULE GROUP CALCULATIONS FORM (GENERAL TAB)

Earnings whose amounts are not calculated by the system, but entered manually or imported (e.g.: bonuses), should not have an earning rule group calculation record.

To set up an earning rule group calculation:

1. In the navigation pane, click **Setup** > **Tables** > **Earnings** > **Earning rule group calculations** to open the **Earning rule group calculations** form.
2. Click **New** to create a new record.
3. On the **General** tab, specify the **Earning rule group** for this earning rule group calculation.
4. Specify either an **Earning group** or an **Earning** for this earning rule group calculation depending on your business needs. If you specify a group, all earnings in the group are calculated the same way for this rule group.
5. Specify the **Calculation** for this earning rule group calculation.

6. Specify an **Active date** and **Expiry date**.
7. Click **Save** to save your changes.

Earnings and Accumulators

Earnings and earning groups can be accumulated values. Earnings-based accumulators can be used in calculations or used to track earning amounts (i.e.: year-to-date totals) for reporting or statement printing purposes.

Earnings are associated with accumulators on the **Accumulator values** form. An accumulator value can refer to individual earning codes or earning groups. Generally, earning groups are used with accumulators that contain values from more than one earning code.

Examples of earning accumulators:

Accumulator	Period	Accumulator values
PP Taxable Income	Pay Period	Taxable earning group
QTD Taxable Income	Tax Quarter	Taxable earnings group
YTD Taxable Income	Tax Year	Taxable earnings group
YTD Gross Earnings	Tax Year	Gross earnings group

Accumulators are discussed in further detail in the **Accumulators** section on page 171 of **Chapter 6: Important Setup Concepts**.

To set up an accumulator for an earning or earning group, refer to the **Accumulator Setup** section on page 199 of **Chapter 7: Set Up Initial Anthology Payroll Environment**.

After setting up the earning accumulator, you must also set up accumulator values and eligibilities.

To set up accumulator values, refer to the **Define Accumulator Values** section on page 202 of **Chapter 7: Set Up Initial Anthology Payroll Environment**.

To set up accumulator eligibilities, refer to the **Add Accumulator Eligibility** section on page 203 of **Chapter 7: Set Up Initial Anthology Payroll Environment**.

Payment Type Earning Selections

Earnings (or earning groups) must be associated with payment types in order to be processed on those payments. A payment type defines the characteristics of a payment, such as maximum and minimum payments, maximum payments per period, and the types of payments that are allowed (advances, negative nets, etc.). Earnings are linked to payment types through *Payment type earning selections*.

For example, if bonus and commission earnings are always issued as separate supplemental payments, then the implementer should associate those earnings with the *Supplemental* payment type. Other payment types should not include the bonus and commission earnings.

By default, a payment type with no earning selections means any earning can be processed on payments of that type.

Payment type setup is discussed in **Chapter 11: Set Up Payments and Postings**.

To set up payment type earning selections:

1. In the navigation pane, click **Setup** > **Tables** > **Payments** > **Payment type earning selections** to open the **Payment type earning selections** form.
2. Click the **Fast entry** tab.
3. In the **Payment types** section, select all the payment types to receive earnings or earning groups.
4. Select either:
   - **Earnings** to associate with the payment type; or
   - **Earning groups** to associate with the payment type.
5. Click **Insert** to associate *all* selected earnings or earning groups to *all* selected payment types.
6. To remove earnings or earning groups from payment types, click **Delete**. All selected earnings or earning groups are removed from all selected payment types if those associations exist.

Stage Three: Set up Optional Earning Associations

The third stage of creating an earning involves setting up optional associations such as earning account exceptions and entitlement impacts depending on specific business rules around the earning. These associations are configurations of Anthology Payroll that directly reflect a company's business requirements.

Setting up optional associations involves the following forms and elements:
- Earning account exceptions
- Entitlement earnings
- Earning project category
- Earning splits
- Earning thresholds
- Pieces
- Piece groups
- Piece eligibility groups

Pieces

Some earnings are based on the amount of completed units of a particular product or task—known as pieces. Examples include:
- Hats
- Televisions
- Sales calls

Earning codes that apply to piecework require additional setup tasks. These tasks involve setting up:
- Piece codes
- Piece groups
- Piece eligibility groups

NOTE: *Earning codes representing piecework must be set up before setting up the piece code. If a company does not pay by piecework, no further setup is required.*

Piece codes can be grouped together to be associated with occupations. This is done in the **Occupation pieces** form. Examples of piece groups include:

- Garments
- All electronics
- All pieces

Piece eligibility groups define which workers can produce certain pieces. The eligibility is defined with position types—a required field on a worker's **Position** form. Position types are discussed in the **Position Types and Position Assignment Types** section on page 213.

Piece eligibility groups are an attribute of piece codes. Setting up piece eligibility groups is optional.

The following table contains examples of piece eligibility groups:

Piece eligibility group	Eligible position types
Standard Pieces	Full-time, Part-time
All Pieces	Full-time, Part-time, Casual

To set up a piece code:

1. In the navigation pane, click **Setup** > **Tables** > **Pieces** > **Pieces** to open the **Pieces** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Piece** name and **Piece description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Earning** code to apply to this piece code.
5. Specify an **Eligibility group code** (piece eligibility group) for this piece code, if any.
6. Specify the **Minimum units** and **Maximum units** of this piece code that can be recorded for a worker in a pay period. These values are optional.
7. Specify an **Active date** and **Expiry date**.
8. Click **Save** to save your changes.

To set up a piece group:

1. In the navigation pane, click **Setup** > **Tables** > **Pieces** > **Piece groups** to open the **Piece groups** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Piece group code** name and **Piece group description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. After creating the piece group, you may want to add pieces to the group.

To add pieces to a piece group:

1. On the **Piece groups** form, select the piece group to add pieces to.
2. Move pieces from the **Pieces remaining** pane to the **Pieces selected** pane to add them to the group.
3. Click **Save** to save your changes.

To add multiple pieces to multiple groups:

1. In the navigation pane, click **Setup** > **Tables** > **Pieces** > **Piece group pieces** to open the **Piece group pieces** form.
2. Click the **Fast entry** tab.
3. In the **Pieces** section, select all the pieces to be added to groups.
4. In the **Piece groups** section, select all the piece groups to receive the selected pieces.
5. Click **Insert** to add *all* selected pieces to *all* selected piece groups.
6. To remove pieces from piece groups, click **Delete**. All selected pieces are removed from all selected piece groups if those associations exist.

To set up a piece eligibility group:

1. In the navigation pane, click **Setup** > **Tables** > **Eligibilities** > **Pieces** to open the **Piece eligibility groups** form..
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Eligibility group code** name and **Eligibility group description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. After creating the piece eligibility group, you may want to associate position types with the group.

To associate position types with a piece eligibility group:

1. On the **Piece eligibility groups** form, select the piece eligibility group to add position types to.
2. Move position types from the **Position types remaining** pane to the **Position types selected** pane to add them to the group.
3. Click **Save** to save your changes.

Earning Account Exceptions

Earning account exceptions define the account to debit for earnings expenses when general ledger transactions are generated. The details for the account are based on various combinations of payroll codes.

Earnings account exceptions can be split across multiple ledger accounts provided the total percentage sums to 100%. The exceptions override the general ledger account number associated with an earnings code, which allows you to generate detailed accounting records. If you do not define an account for exceptions, the account details for the earnings code are used.

Earning account exceptions are only triggered on earnings created from time or system-created earnings, such as salaries and generated earnings. Earning account exceptions are not triggered on imported or manually entered earnings.

To set up earning account exceptions:

1. In the navigation pane, click **Setup** > **Tables** > **Earnings** > **Earning account exceptions** to open the **Earning account exceptions** form.
2. On the **Maintain** tab, specify the **Earning** for which to create the account exception.
3. Select a **Transaction type** of *Debit* or *Credit*.
4. Specify the **Department** of the account exception.
5. Specify the **Task** that applies to the account exception.

6. Specify the **Work reason** of the earning account exception.

7. Specify the **Relief reason** that occurred for the earning account exception.

8. Click **New** to create a new earning account exception record.

9. Specify the **Ledger account** to which the account exception is posted.

10. Enter a **Percentage** of the **Earning** that is charged to the **Ledger account**.

11. Specify an **Active date** and **Expiry date**.

12. Enter **Financial dimensions** for accounting as needed.

13. Create additional account exception records as required to split the earning charge to multiple ledger accounts. The total **Percentage** must equal *100%*.

14. Click **Save** to create the earning account exception.

Entitlement Earnings

Entitlement earnings are the earnings that contribute towards incrementing and decrementing entitlement banks. Examples include vacation earnings and banked overtime earnings. If the new earning increments or decrements any existing entitlement banks, you must set up a record on the **Entitlement earnings** form to capture that functionality.

Entitlement earnings are discussed in greater detail in **Chapter 12: Additional Setup Features**.

The procedure to set up entitlement earnings is discussed in the **Entitlement Earnings** section on page 370 of **Chapter 12: Additional Setup Features**.

Earning Splits

Earning splits define specific conditions under which earnings are supplemented by additional earnings or split into other earning codes according to a specified percentage. An earning created from an earning split is called a *split earning*. A worker must meet three conditions in order for a split to occur:

- The worker is assigned to the appropriate **Time rule group**. Time rule groups are discussed in the **Time Premiums and Overtime** section on page 284.

- An earning split is set up on the worker's earning code.

- The earning transaction's **Reason** code (or **Work reason** in some forms) matches the condition for the earning split. Reasons are discussed in the **Time-related Reasons** section on page 278.

For example, whenever a worker earns *Regular Shift* earnings with the reason of *Paid Meals*, they are entitled to an additional split earning of 30 minutes (i.e.: a meal allowance). An earning split can be set up to automatically give the worker 100 percent of the regular earning with an additional 30 minutes of a meal allowance split earning whenever the above conditions are met.

Earning splits can also be used to split or break up one earning code into multiple split earning codes by percentage. Split earnings can also be allocated to different organizations from the original earning.

NOTE: *The split earning can be tied to an earning threshold; however, an earning threshold cannot be applied to an earning with earning split conditions as earning splits are processed before thresholds.*

To set up an earnings split:

1. In the navigation pane, click **Setup** > **Tables** > **Earnings** > **Earning splits** to open the **Earning splits** form.
2. Click the **Maintain** tab.
3. Select a **Time rule group** to determine the eligible workers for this split.
4. Select an **Earning** that will trigger the split.
5. Select an earning **Reason** to set the condition under which the split occurs.
6. Click **New** to create a new earning split record.
7. Specify the **Split earning** that is created when the earning split is triggered.
8. Specify a **Percentage** of the **Earning** to allocate to the **Split earning** when the split is triggered.
9. To generate additional time (and possibly earnings) when this split triggers, enter the **Hours**.
10. To generate additional units for pieces (and possibly earnings) when this split triggers, enter the **Units**.
11. To allocate the **Split earning** to a different organization from the original, specify an **Organization option**:
    - **Worked organization**: the organization associated with the **Split earning**
    - **Position's organization**: the organization associated with the worker's position
    - **Primary position's organization**: the organization associated with the worker's primary position, if the worker has multiple positions
12. Specify an **Active date** and **Expiry date**.
13. Create additional split earning records as required to split the trigger **Earning** further.
14. Click **Save** to create the earning split.

Earning Thresholds

Earning thresholds define different pay rates for different portions of consecutive overtime. For example, a company's policy may require workers to be paid 1.5 times regular wage for the first four hours of overtime and two times regular wage for overtime exceeding four hours. In this case, the threshold is set to four hours, after which a different pay rate applies. The earning code that replaces the regular earnings after the threshold is met is called a *threshold earning*. Multiple earning thresholds can apply to the same threshold earning to define additional pay rates on consecutive overtime.

Earning thresholds can be specific to certain dates. These dates are specified through date groups, which are user-defined. For example, if holiday pay is paid at different rates depending on the consecutive hours worked on statutory holidays, then a *Statutory Holidays* date group can be assigned to the threshold. Date groups are discussed in the **Date Groups and Date Group Date Types** section on page 190.

Earning thresholds contain maximum (also called threshold) and minimum values. The maximum indicates that the threshold earning is paid only up to a maximum amount, after which another threshold (or no earning) may apply. The minimum indicates the minimum amount or number of hours the worker is paid for after they meet the threshold. Thresholds can also be associated with a minimum earning code, such that actual earnings that are less than the minimum are "topped-up" with this earning code and paid at the minimum.

Earning thresholds are different from *earning splits*. Splits are processed before thresholds and a threshold earning may be used as a split earning code. Earning splits are discussed in the **Earning Splits** section on page 270.

Setting up earning thresholds involves setting up two sets of conditions:

- Threshold identification conditions
- Earning threshold conditions

To set up an earning threshold:

1. In the navigation pane, click **Setup** > **Tables** > **Earnings** > **Earning thresholds** to open the **Earning thresholds** form.
2. Click **New** to create a new record.
3. On the **General** tab, specify the **Earning rule group** to define the workers who are eligible for this threshold.
4. Specify the **Earning** that this threshold applies to. These earning codes exist to be able to set up earning thresholds, and will appear at least twice in the **Earning thresholds** form. For each occurrence of this earning in the table, the actual earning that the worker will receive is specified in the **Threshold earning** field or **Threshold earning group** field.
5. Specify a **Date group** if the threshold should only apply on specific dates.
6. Specify a maximum amount for this threshold. This threshold applies until the worker's earning reaches this maximum. The unit type is defined by the selected **Earning**:
    - **Threshold hours** for time-based earnings
    - **Threshold amount** for flat amount earnings
    - **Threshold units** for piecework
7. Specify a minimum amount for this threshold, if any. The worker is paid for at least this amount whenever they cross the threshold. The unit type is defined by the selected **Earning**:
    - **Minimum hours** for time-based earnings
    - **Minimum amount** for flat amount earnings
    - **Minimum units** for piecework
8. Specify the earning that the worker receives when the threshold applies. This can be in the form of either:
    - a **Threshold earning** code; or
    - a **Threshold earning group**.
9. If this threshold has a minimum amount, specify the earning that the worker receives when the minimum amount is paid. This can be in the form of either:
    - a **Minimum earning** code; or
    - a **Minimum earning group**.
10. Specify an **Active date** and **Expiry date**.
11. Create additional earning thresholds as required for multiple pay rate changes.
12. Click **Save** to save your changes.

Stage Four: Set up Generated Earnings

The final stage in creating an earning is dependent on whether the earning is a generated earning or not. Generated earnings are earnings based on other earnings. Allowances and stipends are typical examples of generated earnings.

Setting up generated earnings involves the following forms and elements:

- Generated earnings
- Generated earning groups
- Generated earning enrollments
- Pay period generated earnings

Generated Earnings and Generated Earning Groups

As mentioned before, generated earnings are usually allowance-type earnings. They can be either fixed or calculated amounts. Generated earnings must be scheduled to occur at specified times.

A generated earning is based on an existing earning code. This means that the earning code must be created before the generated earning. Some planning may be required when setting up generated earnings.

FIGURE 2.72: GENERATED EARNINGS FORM

Generated earnings can be:

- *Enrolled*: granted only to specific workers who are enrolled in the generated earning
- *Not enrolled*: granted to everyone in an earning rule group

Generated earnings produce an amount of hours or earnings for a worker in one of two ways:

- A calculation
- A rate multiplier and an accumulator

Generated earnings that are paid in the same pay period can be grouped into the same *Generated earning group* and scheduled together. This reduces necessary maintenance tasks.

To set up a generated earning:

1. In the navigation pane, click **Setup** > **Tables** > **Earnings** > **Generated earnings** to open the **Generated earnings** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Generated earning** name and **Generated earning description**. The **Short code** defaults to the first five characters of the name.
4. Specify the **Generated earning rate type** that this generated earning will produce—either *Amount* or *Hours*.
5. Specify the **Generated earning type** that determines how workers receive this generated earning— either *Enrolled* or *Non-enrolled*.
6. Set up how the generated earning is calculated:
   - Select a **Calculation**; or
   - Specify a **Generated earning rate** to multiply against an accumulator. Then select the **Accumulator**. The other fields in the **Accumulator lookup criteria** section automatically populate.
7. Select the **Earning** that this generated earning is associated with..
8. Specify any **Minimum amount** and **Maximum amount** as necessary. These values define the value boundaries of the generated earning.
9. Specify a **Percentage** of the generated earning that worker s receive. The default is *100%*.
10. Specify whether to **Use FTE** in applying the generated earning for workers. *Yes* would multiply the generated earning against the worker's full-time equivalency value. The default is *No*.
11. Specify whether this generated earning will **Generate after termination**. In some jurisdictions, the company must pay certain earnings after the worker has been terminated. The default is *No*.
12. Specify an **Active date** and **Expiry date**.
13. Click **Save** to save your changes.

To create a generated earning group:

1. In the navigation pane, click **Setup** > **Tables** > **Earnings** > **Generated earning groups** to open the **Generated earning groups** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Generated earning group** name and **Generated earning group description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.

5. After creating the generated earning group, you may want to associate generated earnings with the group.

To add generated earnings to a generated earning group:

1. On the **Generated earning groups** form, select the generated earning group to add generated earnings to.

2. Move generated earnings from the **Generated earnings remaining** pane to the **Generated earnings selected** pane to add them to the group.

3. Click **Save** to save your changes.

Generated Earning Enrollments

Non-enrolled generated earnings are given to all workers in an earning rule group. Enrolled generated earnings must be specifically assigned to individual workers in the **Generated earning enrollments** form.

FIGURE 2.73: GENERATED EARNINGS ENROLLMENTS FORM (FAST ENTRY TAB)

Generated earning enrollments can override the settings of the generated earning. This override is only applicable to the worker for which the enrollment applies.

To create a generated earning enrollment for a specific worker, refer to the **Modify Generated Earnings Enrollments** section on page 92 of **Chapter 3: Payroll Administration — Data Management Tasks**.

To create multiple generated earning enrollments at a time, refer to the **Modify Generated Earning Enrollments for Multiple Workers** section on page 93.

Generated Earning Enrollment Checks

Generated earning enrollment checks are a mechanism by which you can create validation rules to ensure that workers are assigned the correct generated earning codes before processing payments. These are intended to catch any missing worker payroll information before producing payments in the pay period.

The validation rules associate any number of accumulators with a generated earning code. Presumably, these are the accumulators that are used in the calculation of the generated earning. When the accumulator check process is run during the pay period, any workers who are to receive a generated earning on their payment, but do not have one or more of the accumulators associated with the validation rule for that generated earning will then trigger an exception alert to the user. The user can then identify the affected workers and investigate and resolve the issues prior to processing pay.

While enrollment checks are not a required step in the pay process, they can be configured to be mandatory. Your implementation may choose to enable mandatory enrollment checks through a general definition parameter to aid in identifying errors prior to pay processing.

The Statutory Deductions Spreadsheet for your localization of Anthology Payroll contains the necessary validation checks for all statutory generated earnings and these are managed by the software provider. If you want to enforce enrollment checks, you only need to create validation rules for generated earnings that your implementation specifically creates.

To make generated earning enrollment checks mandatory during the pay process:

1. In the navigation pane, click **Setup** > **Parameters** to open the **General definitions** form.
2. On the list, locate the *Check accumulators against enrollments* parameter and select it.
3. Change the **String value** to *Yes*.
4. Click **Save** to save your changes.

To set up generated earning enrollment checks:

1. In the navigation pane, click **Setup** > **Tables** > **Earnings** > **Generated earning enrollment checks** to open the **Generated earning enrollment checks** form.
2. Click **New** to create a new account exception record.
3. On the **General** tab, select the **Generated earning** code to associate accumulators with.
4. On the **Generated earning enrollment check accumulators** tab, select all accumulators used in the calculation of the generated earning and move them to the **Accumulators selected** pane.
5. Repeat for additional enrollment checks.
6. Click **Save** to save your changes.

To set up multiple enrollment checks at a time:

1. In the navigation pane, click **Setup** > **Tables** > **Earnings** > **Generated earning enrollment check accumulators** to open the **Generated earning enrollment check accumulators** form.
2. On the **Fast entry** tab, select one or more **Generated earning** codes to associate accumulators with.
3. Select all **Accumulators** used in the calculation of the generated earnings.
4. Click **Insert** to associate all selected **Accumulators** with all selected **Generated earnings**.
5. To remove associated accumulators from generated earnings, click **Delete**. All selected accumulators are removed from all selected generated earnings, if those associations exist.

Pay Period Generated Earning Schedules

Generated earnings must be associated with a schedule before they can be calculated. New generated earnings can be added to groups that are already associated with schedules, or new schedules can be created.

FIGURE 2.74: PAY PERIOD GENERATED EARNINGS SCHEDULES FORM (GENERAL TAB)

Generated earning schedules define the pay periods in which the generated earnings are created. Each schedule is associated with a particular *Earning rule group* and *Pay group*. Every unique pair of earning rule group and pay group requires its own schedule in order to create generated earnings.

To schedule a generated earning or generated earning group for a single pay period:

1. In the navigation pane, click **Setup** > **Tables** > **Schedules** > **Pay period generated earnings** to open the **Pay period generated earning schedules** form.
2. Click **New** to create a new record.
3. On the **General** tab, select the **Pay group** that the schedule applies to.
4. Select the **Earning rule group** that the generated earning applies to.
5. Select one of the following for this schedule:
   - A **Generated earning**; or
   - A **Generated earning group**
6. Specify a **Pay period end date** that defines the pay period in which this schedule occurs.
7. Click **Save** to save your changes.

To schedule a generated earning or generated earning group for multiple pay periods:

1. In the navigation pane, click **Setup** > **Tables** > **Schedules** > **Pay period generated earnings** to open the **Pay period generated earning schedules** form.
2. Click the **Fast entry** tab.
3. Select the **Pay group** that the schedule applies to. The **Pay period end dates** will appear after selection.

4. Select the **Pay period end dates** for each pay period in which the schedule occurs. Select the appropriate **Date period**. Click **All** to select all pay periods.

5. Select the **Earning rule groups** that the generated earning applies to.

6. Select from the following:

   - One or more **Generated earnings**; or
   - One or more **Generated earning groups**

7. Click **Insert** to create the selected generated earning schedules for all selected pay groups and earning rule groups.

8. To remove schedules, click **Delete**. All selected schedules for all selected pay groups and earning rule groups are deleted if they exist.

Set up Time

You can enter time records for both hourly and salaried workers. When you enter time for a worker, you must specify the shift code needed to create the appropriate earnings later in the pay processing cycle. Time records can also be created from rotations, which are repeating patterns of shifts.

Time setup also includes time premiums. Time premiums are an optional feature that allow a company to automatically calculate overtime pay without additional manual processing.

This section discusses concepts and procedures for the following time-related features:

- Time-related reasons
- Shifts
- Rotations
- Time premiums

Time-related Reasons

Time-related reasons are reason codes associated with various time records. Reason codes provide additional information for any time logged in Anthology Payroll. Reasons can be specified when:

- Specifying work and relief reasons for time records
- Setting up conditions when time rule group premiums should not be generated
- Coordinating with earnings entries
- Identifying earning split conditions

Regardless of the method used to create time records, you can enter work reasons or relief reasons for those records as additional information. Anthology Payroll can be configured to invoke certain processes, such as an earning split, when specific conditions are met. Time-related reasons are one way of specifying these conditions.

As another example, if the company is using time premiums, you can set up reasons to prevent calculating time premiums. This is to avoid automatically calculating overtime for a worker under certain circumstances.

To set up time-related reasons:

1. In the navigation pane, click **Setup** > **Tables** > **Reasons** > **Reasons** to open the **Reasons** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Reason** name and **Reason description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. Click **Save** to save your changes.

Shifts

All time and earning records can be associated with shift codes. Shifts define the start time for time transactions and their durations. Shift codes are used with both rotations and manual time entry. You can associate shifts with different shift types and shift length types to help drive time-based premiums. Shifts can also be associated with eligibilities to only allow certain shifts to be worked depending on position types.

A default shift code can be assigned to a worker's position. That shift code is automatically associated with any time records created manually or imported for that worker when a shift code is not otherwise specified.

If no default shift code is supplied on a worker's position, then:

- Imported time must be associated with a shift code or the import will be invalid.
- Manual time entry will not be possible until the shift code is specified.

NOTE: *When importing time, all specified shifts must match existing shift codes in Anthology Payroll.*

Shift Eligibility Groups

Shift eligibility groups define which workers can work certain shifts according to position type. Position type is specified on the **Worker position** form. Position type setup is discussed in **Chapter 7: Set Up Initial Anthology Payroll Environment**.

Shift eligibility groups are optional. If all workers can work any shift, eligibility groups are unnecessary. Shift eligibility groups can be set on the shift code.

Examples include:

Shift eligibility group	Position type
Regular	• Full time • Part time
All	• Full time • Part time • Casual
Relief	• Part time • Casual

To set up shift eligibility groups:

1. In the navigation pane, click **Setup** > **Tables** > **Eligibilities** > **Shifts** to open the **Shift eligibility groups** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Eligibility group** name and **Eligibility group description**. The **Short code** defaults to the first five characters of the name.

4. Specify an **Active date** and **Expiry date**.

5. After creating the shift eligibility group, you may want to add position types to the group.

To add position types to a shift eligibility group:

1. On the **Shift eligibility groups** form, select the group to add position types to.

2. Move position types from the **Position types remaining** pane to the **Position types selected** pane to add them to the group.

3. Click **Save** to save your changes.

Shift Types and Shift Type Groups

Shift types are optional and are specified on the **Shifts** form. Shift types can be used in conjunction with shift type groups to define eligibility for time premiums. If used, shift types must be set up before shift codes. Shift type groups are also optional.

Examples of shift types include:

- Day shifts
- Evening shifts
- Non-working shifts

Examples of shift type groups include:

- Worked shifts
- Weekend shifts

To set up a shift type:

1. In the navigation pane, click **Setup** > **Tables** > **Time** > **Shift types** to open the **Shift types** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Shift type** name and **Shift type description**. The **Short code** defaults to the first five characters of the name.

4. Specify an **Active date** and **Expiry date**.

5. Click **Save** to save your changes.

To set up a shift type group:

1. In the navigation pane, click **Setup** > **Tables** > **Time** > **Shift type groups** to open the **Shift type groups** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Shift type group** name and **Shift type group description**. The **Short code** defaults to the first five characters of the name.

4. Specify an **Active date** and **Expiry date**.

5. After creating the shift type group, you may want to add shift types to the group.

To add shift types to a shift type group:

1. On the **Shift type groups** form, select the group to add shift types to.
2. Move shift types from the **Shift types remaining** pane to the **Shift types selected** pane to add them to the group.
3. Click **Save** to save your changes.

Shift Length Types

Shift length types are optional and are specified on the **Shifts** form. Shift length types determine the length boundaries of shifts in hours. Shift length types can be used to define eligibility for time premiums.

Examples include:

- Normal shifts
- Extended shifts

To set up a shift length type:

1. In the navigation pane, click **Setup** > **Tables** > **Time** > **Shift length types** to open the **Shift length types** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Shift length type** name and **Shift length type description**. The **Short code** defaults to the first five characters of the name.
4. Enter a **Minimum hours length** for the shift length type. Time records associated with this shift cannot have hours less than this value.
5. Enter a **Maximum hours length** for the shift length type. Time records associated with this shift cannot have hours greater than this value.
6. Specify an **Active date** and **Expiry date**.
7. Click **Save** to save your changes.

Procedure: Set up Shifts

Shifts are discussed in the **Shifts** section on page 279.

To set up a shift:

1. In the navigation pane, click **Setup** > **Tables** > **Time** > **Shifts** to open the **Shifts** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Shift** name and **Shift description**. The **Short code** defaults to the first five characters of the name.
4. Enter the **Start time** of the shift.
5. Enter the **Hours length** of the shift. An **Hours length** of *7.5* means *7* hours and *30* minutes.
6. Specify the **Earning** code created when this shift is selected.
7. Specify a **Shift type** if desired. This determines if this shift is eligible for time premiums.
8. Specify a **Shift length type** if this shift is eligible for time premiums.

9. Specify an optional **Eligibility group** to only allow certain workers to work this shift. This field refers to *Shift eligibility groups* and should not be confused with *Eligibility groups*, which are used for defining accumulator eligibility.

10. Set **Review** to *Yes* to flag the shift for review by payroll staff. Processing payroll with this shift will generate a run time error. Otherwise, set **Review** to *No*.

11. Specify an **Active date** and **Expiry date**.

12. Click **Save** to save your changes.

Shift Groups

Shifts can be organized into shift groups to be used in setting up shift eligibilities for occupations. Occupation setup is discussed in **Chapter 12: Additional Setup Features**.

Shift groups are also specified in time premiums to identify which shifts can have their associated earnings code overridden.

Examples of shift groups include:

- Evening shifts
- Non-worked shifts
- Unpaid shifts
- Overtime shifts

To set up a shift group:

1. In the navigation pane, click **Setup** > **Tables** > **Time** > **Shift groups** to open the **Shift groups** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Shift group** name and **Shift group description**. The **Short code** defaults to the first five characters of the name.

4. Specify an **Active date** and **Expiry date**.

5. After creating the shift group, you may want to add shifts to the group.

To add shifts to a shift group:

1. On the **Shift groups** form, select the group to add shifts to.

2. Move shifts from the **Shift remaining** pane to the **Shift selected** pane to add them to the group.

3. Click **Save** to save your changes.

To add multiple shifts to a multiple groups at a time:

1. In the navigation pane, click **Setup** > **Tables** > **Time** > **Shift group shifts** to open the **Shift group shifts** form.

2. Click the **Fast entry** tab.

3. In the **Shift groups** section, select all the shift groups to receive shift codes.

4. In the **Shifts** section, select all the shift codes to add to the selected shift groups.

5. Click **Insert** to add all selected shifts to all selected shift groups.

6. To delete shift group shifts, click **Delete**. All selected shifts are removed from all selected shift groups if those associations exist.

Rotations

Rotations are repeating patterns of shifts. Rotations can use any shift code, contain any number of shifts in a day, and be any length of time, though the length is usually a multiple of 7 days (one week). When payroll administrators process a pay period and run the **Create time from rotation** process, Anthology Payroll uses these repeating shift patterns to generate time for hourly workers.

Rotations can also be used for salaried workers. For example, a *Maternity leave* rotation could be assigned to any worker, salaried or hourly, who is on paid maternity leave.

Rotations are specified on **Worker positions** form (see **Chapter 3: Payroll Administration — Data Management Tasks**).

Examples of rotations are:

Rotation	Length	Shifts						
		Mon	**Tues**	**Wed**	**Thu**	**Fri**	**Sat**	**Sun**
Admin Schedule	7 days	Day	Day	Day	Day	Day	Off	Off
Warehouse Swing Schedule 1	14 days	Ext. Day	Ext. Day	Ext. Day	Off	Off	Off	Off
		Ext. Night	Ext. Night	Ext. Night	Ext. Night	Off	Off	Off

To set up a rotation:

1. In the navigation pane, click **Setup** > **Tables** > **Time** > **Rotations** to open the **Rotations** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Rotation** name and **Rotation description**. The **Short code** defaults to the first five characters of the name.
4. Specify the **Start date** of when this rotation begins.
5. Enter the **Total days** that determines the length of the rotation.
6. Specify an **Active date** and **Expiry date**.
7. On the **Shifts** tab, click **New** to create a new line for the first shift of the rotation.
8. Enter the **Day number** of the rotation that the shift falls on. *1* = the first day of the rotation, *2* = the second day, etc. You do not need to create days that don't have shifts.
9. Specify the **Shift** code for this shift in the rotation.
10. The **Day** field displays the day of the week defined by the **Day number**. The day of the week is also determined by the **Start date** of the rotation.
11. Specify a **Day sequence** if this day contains multiple shifts. *1* = the first shift of the day, *2* = the second shift of the day, etc.
12. Repeat as required to fill out the length of the rotation.
13. Click **Save** to save your changes.

Time Premiums and Overtime

Time premiums are an Anthology Payroll function that allow a company to process various types of overtime rules automatically. These rules are based on the company's compliance regulations with unions and policies.

If Anthology Payroll is configured to use time premiums, then overtime is calculated and paid without the need for specific approval—only unique overtime exceptions will have to be processed manually.

Time premiums are organized into *Time rule groups*, which are assigned to workers, positions, or occupations. Workers with a specific time rule group are automatically eligible for all time premiums associated with that rule group.

Individual time premiums and how they are calculated are defined on the **Time rule group premiums** form. Exceptions to prevent time premiums from being calculated when another premium is present (known as a stop time premium) are defined in the **Time rule group premium premiums** form.

For example, the following table illustrates:
- Workers in the *Union* time rule group are eligible for the *Evening premium*, paid under the *EVE* earning code.
- Workers in the *Staff* time rule group are eligible for *Night premium* and *Night extended* premiums, paid under the *NGT* earning code.

Time rule group	Time premium	Shift length type	Start time/day	End time/day	Earning code
Union	Evening premium	Normal shift	1600 Sun	2400 Sat	EVE
Staff	Night premium	Normal shift	0000 Sun	0800 Sat	NGT
Staff	Night extended	Extended shift	0000 Sun	0800 Sat	NGT

Time Premiums

Time premium records identify different types of automatically calculated premiums.

Some examples of time premiums that you can set up are:
- Calculated daily overtime
- Shift premiums
- Night premiums

To set up a time premium:
1. In the navigation pane, click **Setup** > **Tables** > **Time** > **Time premiums** to open the **Time premiums** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Time premium** name and **Time premium description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. Click **Save** to save your changes.

Time Rule Groups

Time rule groups are sets of time premiums that can be assigned to workers. Workers are automatically eligible for every time premium in the rule group assigned to them.

A separate time rule group must be created for each time premium that calculates differently depending on the type of worker. For example, if managers earn a *1.00* premium on every hour worked during the evening shift while regular staff earn a *.50* premium for the same shift, you must set up at least two separate rule groups. If premiums and overtime rules are the same for everyone in the organization, then you need only a single rule group. If the system does not automatically calculate any overtime, you do not need to use time rule groups.

Time rule groups can be associated with workers at three levels—position, worker, or occupation. These levels are hierarchical, and Anthology Payroll uses rule group information found at the lowest level. See **Strategies for Reducing Data Entry** section on page 53 for more information.

To set up a time rule group:

1. In the navigation pane, click **Setup** > **Tables** > **Time** > **Time rule groups** to open the **Time rule groups** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Time rule group** name and **Time rule group description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. Click **Save** to save your changes.

Time Rule Group Premiums

The **Time rule group premiums** form is where time premium policies are defined. The form also links time premiums to specific time rule groups. You can only set up one time rule group premium record for each time premium policy.

This section contains a general procedure for setting up a time rule group premium and several specific examples of settings that relate to common time premiums. The time premium examples are:

- Shift premiums
- Daily overtime
- Period overtime (weekly, monthly, pay period)
- Consecutive days overtime
- Excessive days overtime
- Worked statutory holidays

To set up a time rule group premium:

1. In the navigation pane, click **Setup** > **Tables** > **Time** > **Time rule group premiums** to open the **Time rule group premiums** form.
2. Click **New** to create a new record.
3. Specify the **Time rule group** that this time premium belongs to.
4. Specify the **Time premium** that this policy applies to.

5. Specify a **Shift type group** to define the eligible shift types for this policy.

6. Specify a **Shift length type** to define the eligible shift length types for this policy.

7. Specify the **Earning** code that is paid out to workers earning this premium. Note that this earning may be associated with earning thresholds or splits.

8. Enter the **Minimum earning hours** and **Maximum earning hours** required to be worked to qualify a worker for this premium.

9. Select the **Start day** and **End day** of the week that this premium is valid for. If the time premium is valid for multiple days of the week, ensure that all days are represented in the time interval. If the premium is valid for only certain hours of a day, the start day and end day must be the same.

10. Enter the **Start time** and **End Time** of the days that this premium is valid for. Use *HH:MM* format. Ensure that the full length of the time period is represented (i.e.: do not use *11:59 pm* for end of day).

11. Select a **Time calculation** option that determines the premium hours earned:
    - *Actual*: the actual number of hours worked in the eligibility period.
    - *Majority*: the entire length of the shift if the majority of the hours worked fall in the eligibility period.
    - *Daily overtime*: the difference between the minimum earning hours and the actual hours worked for the day.
    - *Period overtime*: the difference between the minimum earning hours and the actual hours worked for the period.
    - *Consecutive days overtime*: all hours worked in excess of a certain number of consecutive days within a period.
    - *Excessive days overtime*: all hours worked in excess of a number of days within a period.

12. Enter the **Minimum hours** and **Maximum hours** allowable that a worker can earn as premium.

13. Specify a **Stop reason**, if required. This time premium is not calculated for any time records associated with this reason.

14. Specify a **Date group** to force this premium to only be valid on specific dates. Date groups are discussed in **Chapter 7: Set Up Initial Anthology Payroll Environment**.

15. If this time premium is an overtime premium:
    a. Specify a **Base shift group** that represents the shifts to use when calculating overtime.
    b. Specify an **Overwrite earning group** that represents the earnings that can be overwritten with the earning associated with this premium.
    c. Select the **Period type** used to determine the amount of actual time worked in order to qualify for the premium. Enter the **Number of periods** for multiple periods.
    d. Enter a **Period start date**. This date determines the day of the period when the overtime premium starts. This date must correspond with the **Start day**.
    e. If this overtime calculation is consecutive or excessive days, enter an **Excess days** value as the minimum days threshold before the premium is valid.

16. Specify an **Active date** and **Expiry date**.

17. Click **Save** to save your changes.

To test a time rule group premium:

1. Assign the time rule group to a worker.

2. Create one or more time records in the **Time** journal for the worker that fall within the start and end times defined on the premium and have the appropriate shift code. Entering time manually is discussed in **Chapter 4: Payroll Administration — Payroll Processing Tasks**.

3. Approve the time.

4. Create a manual payment for the worker.

5. View the statement and verify that the appropriate time premiums were applied.

6. Repeat for a worker without the time rule group, and verify that the worker did not receive the time premiums.

Shift Premiums

Shift premiums are additional earnings workers can earn based on the time period that they worked. Shift premiums can be based on actual time worked or on the time period where the majority of time is worked.

For example, a company has a policy where workers are paid an extra 75 cents for every hour worked in an evening shift. This premium applies only to the actual time worked. To set up such a premium, create a time rule group premium with the following options:

- **Shift type group**: *Worked* shifts or *Evening* shifts
- **Earning**: a shift premium earning associated with a calculation of *0.75*
- **Minimum earning hours**: *0*
- **Maximum earning hours**: a maximum number of hours a worker can work before they stop qualifying for the shift premium
- **Start day** and **End day**: *Sunday*
- **Start time**: *5:00 pm*
- **End time**: *12:00 am*
- **Time calculation**: *Actual*
- **Minimum hours**: *0*
- **Maximum hours**: a maximum number of hours the worker can receive as premium

Suppose a company has a policy where workers are paid 1.5 times their hourly rate for every hour worked in weekend shift provided they worked at least half a full shift. To set up such a premium, create a time rule group premium with the following options:

- **Shift type group**: *Worked* shifts or *Weekend* shifts
- **Earning**: a shift premium earning associated with a calculation of *1.5 * Hourly rate*
- **Minimum earning hours**: *4*
- **Maximum earning hours**: a maximum number of hours a worker can work before they stop qualifying for the shift premium
- **Start day**: *Saturday*
- **End day**: *Monday*
- **Start time**: *12:00 am*
- **End time**: *12:00 am*
- **Time calculation**: *Majority*

- **Minimum hours**: *4*
- **Maximum hours**: a maximum number of hours the worker can receive as premium

Daily Overtime

Daily overtime is typically awarded to workers who work a minimum number of hours on any given day.

For example, a company may pay workers 1.5 times their regular earnings for all time worked over and above eight hours in a day. To set up such a premium, create a time rule group premium with the following options:

- **Earning**: a shift premium earning associated with a calculation of *1.5 * Hourly rate*
- **Minimum earning hours**: *8*
- **Maximum earning hours**: a maximum number of hours a worker can work before they stop qualifying for the shift premium
- **Time calculation**: *Daily overtime*
- **Minimum hours**: *0*
- **Maximum hours**: a maximum number of hours the worker can receive as premium
- **Base shift group**: the shifts that are eligible for daily overtime
- **Overwrite earning group**: *All earnings*

If the company requires multiple tiers of earning rates to be used for daily overtime, then the **Earning** associated with the premium can also be associated with an earning threshold. For example, a company may require that workers be paid 1.5 times their regular rate for the first three hours of daily overtime and any time beyond that is paid at 2 times their regular rate. To accomplish this, you can associate an earning with earning thresholds at three hours and beyond, and generate the earning using the time rule group premium. Earning thresholds are discussed in the **Earning Thresholds** section on page 271.

Period Overtime

Period overtime is typically awarded to workers who work a minimum number of hours within a defined period.

For example, a company may pay workers 2 times their regular rate for any time worked in excess of 40 hours a week. To set up such a premium, create a time rule group premium with the following options:

- **Earning**: a shift premium earning associated with a calculation of *2 * Hourly rate*
- **Minimum earning hours**: *40*
- **Maximum earning hours**: a maximum number of hours a worker can work before they stop qualifying for the shift premium
- **Start day**: *Monday*
- **End day**: *Sunday*
- **Time calculation**: *Period overtime*
- **Minimum hours**: *0*
- **Maximum hours**: a maximum number of hours the worker can receive as premium
- **Base shift group**: the shifts that are eligible for period overtime
- **Overwrite earning group**: *All earnings*
- **Period type**: *Weeks*

- **Number of periods**: *1*
- **Period start date**: the upcoming *Monday*

Consecutive Days Overtime

A consecutive days overtime premium is typically awarded to workers when they have worked a specific number of days in a row.

For example, a company may pay workers 2 times their normal rate for any days worked after having worked 7 days in a row within any two week period. To set up such a premium, create a time rule group premium with the following options:

- **Earning**: a shift premium earning associated with a calculation of *2 * Hourly rate*
- **Minimum earning hours**: minimum total of hours worked during the consecutive period
- **Maximum earning hours**: a maximum number of hours a worker can work before they stop qualifying for the shift premium
- **Start day**: *Monday*
- **End day**: *Sunday*
- **Time calculation**: *Consecutive days overtime*
- **Minimum hours**: *0*
- **Maximum hours**: a maximum number of hours the worker can receive as premium
- **Base shift group**: the shifts that are eligible for consecutive days overtime
- **Overwrite earning group**: *All earnings*
- **Period type**: *Weeks*
- **Number of periods**: *2*
- **Period start date**: the upcoming *Monday*
- **Excess days**: *7*

Excessive Days Overtime

An excessive days overtime premium is typically awarded to workers when they have worked beyond a specific number of days within a given period.

For example, a company may pay workers 1.5 times their regular rate for any days worked in excess of 10 days in their biweekly pay period. To set up such a premium, create a time rule group premium with the following options:

- **Earning**: a shift premium earning associated with a calculation of *1.5 * Hourly rate*
- **Minimum earning hours**: minimum total of hours worked during the pay period
- **Maximum earning hours**: a maximum number of hours a worker can work before they stop qualifying for the shift premium
- **Start day**: first day of pay period
- **End day**: last day of pay period
- **Time calculation**: *Excessive days overtime*
- **Minimum hours**: *0*
- **Maximum hours**: a maximum number of hours the worker can receive as premium
- **Base shift group**: the shifts that are eligible for excessive days overtime

- **Overwrite earning group**: *All earnings*
- **Period type**: *Pay period*
- **Number of periods**: *1*
- **Period start date**: start date of the next pay period. Must be the same day of week as **Start day**.
- **Excess days**: *10*

Worked Holidays

Worked statutory holiday pay is awarded to workers when they work on a holiday that is typically time off from work.

For example, a company may pay workers 2 times their regular rate when they are called in to work on a statutory holiday. To set up such a premium, create a time rule group premium with the following options:

- **Shift type group**: a shift type group containing all shift types where statutory holiday premium can apply to, such as all regular working shifts that can be worked on statutory holidays
- **Earning**: a shift premium earning associated with a calculation of *Hourly rate* and **Salaried impact** of *Additional*
- **Minimum earning hours**: *0*
- **Maximum earning hours**: *24* (workers are qualified even if they work the whole day)
- **Time calculation**: *Actual*
- **Minimum hours**: *0*
- **Maximum hours**: *24*
- **Start day**: leave blank
- **End day**: leave blank
- **Date group**: *Statutory Holidays* date group

Time Rule Group Premium Premiums

The **Time rule group premium premiums** form contains a set of *stop rules* that prevent certain time premiums from calculating when another time premium exists. Generally, these stop rules prevent time premium conflicts and situations where time premiums can be calculated twice for a given worker.

For example, suppose a company has time premiums for both daily overtime and weekly overtime and the weekly overtime premium overrules the daily. A stop rule is required to prevent a worker from being awarded both weekly overtime and daily overtime premiums in any given week where they have worked overtime that meets the time premium policies.

To set up a time rule group premium premium:

1. In the navigation pane, click **Setup** > **Tables** > **Time** > **Time rule group premium premiums** to open the **Time rule group premium premiums** form.
2. Click **New** to create a new record.
3. On the **General** tab, specify the **Time rule group** that this stop rule applies to.
4. Specify the **Time premium** where if present, will stop the stop time premium from calculating.
5. Specify the **Stop time premium** that will be stopped if the other premium is present.
6. Click **Save** to save your changes.

Lab 9.1 - Set up Earnings

This lab involves creating an earning using a common payroll administration scenario.

Scenario

As of August 15, 2013, Contoso began paying first aider premiums to workers with first aid responsibilities. Mia must set up these earnings in Anthology Payroll.

Challenge Yourself!

For first aid responsibility, workers in the Production earning rule group earn an additional $2.50 each hour. Workers in the Assembly earning rule group earn an extra ten percent of their wages. Workers in the General earning rule groups earn an eight percent premium if they have first aid level 1 certification and 15 percent if they have first aid level 2 certification.

Set up a *First Aider* earning code, give that earning to test workers from each of the earning rule groups, and generate manual payments for those workers to verify that the earning is set up correctly.

Test worker	Pay group	Earning rule group	Earning for 8 hours
3048 Fadi Fakhouri	Staff-USA	Production	2.50 x 8 = 20.00
6028 Liz Keyser	Staff-USA	Assembly	23.10 each hour x 0.1 x 8 hours = 18.48
1109 Jeffrey Zeng Level 1 first aid	Staff-USA	General Staff-USA	38.50 each hour x 0.08 x 8 hours = 24.64
3068 Eduardo Melo Level 2 first aid	Staff-Canada	General Staff-CAD	21.32 each hour x 0.15 x 8 hours = 25.58

Need a Little Help?

Remember to give all the objects you create, including earnings and calculations, an active date that is earlier than the earning date you plan to use.

The *First Aider* earning requires three different calculations. The General earning rule group calculation requires a calculation variable, which you will use to identify the level of first aid certification that a worker has. Remember to give your test workers from the General earning rule groups the calculation variable.

Remember to put your earnings into earning groups. Your Anthology Payroll data should include earning groups to manage things such as:

- which earnings can be included in each payment type
- generated earning schedules
- which earnings are taxable

To manually assign first aider earnings to your test workers, click **Journals**> **Earnings** and create a new record in the earning journal. Select the worker and a date that is within the current pay period shown in the form heading, then enter the number of hours.

When you open the manual payment journal and select a worker with this earning, then click the **Earnings** tab, if no earning appears, the problem could be that the earning date does not fall within the current pay period, or the earning is not included in the payment type you have selected. If the earning appears, but its

value is zero, the earning may not have a calculation for the worker's earning rule group, or the calculation may have an Active date that is after the earning date.

Step by Step

First, create the earning. Contoso has three different ways to pay the First Aider premium earning. All three are based on the number of hours worked; none are a flat amount which is paid regardless of the number of hours worked. Therefore, all three can be paid with the same earning code, which will have a **Unit type** of *Hours*, instead of *Amount*.

1. In the navigation pane, click **Setup** > **Tables** > **Earnings** > **Earnings** to open the **Earnings** form.
2. Click **New** to create a new record.
3. On the **General** tab, name the earning *First Aider* and select *Hours* as the **Unit type**. The **Salaried impact** must be *Additional* such that salaried workers receiving this earning will receive this amount in addition to their salary. Enter *1/1/2008* as the **Active date**.
4. Set **Print on statements** to *Yes* and enter a **Statement description**.
5. Click **Save** to save your changes.

Add the new earning into earning groups so that it will be included in the right payment types and so that it will be taxed.

1. In the navigation pane, click **Setup** > **Tables** > **Earnings** > **Earning groups** to open the **Earning groups** form.
2. Select a group that the earning belongs to, such as *All Earnings*, and click the **Earning group earnings** tab.
3. Select and move the *First Aider* earning to the **Earnings selected** list.
4. Repeat steps 2-3 for the *Taxable earnings* and *Apply to regular pmt* earning groups.
5. Click **Save** to save your changes.

The *First Aider* earning requires three different calculations for three different earning rule groups.

Workers in the *Production* earning rule group receive $2.50 each hour, so they will need a calculation equal to *2.5*.

1. In the navigation pane, click **Setup** > **Tables** > **Calculations** > **Calculations** to open the **Calculations** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter *First Aid Prod* as the calculation name. Set **Display in list** to *Yes* to make this calculation available in the **Earning rule group calculations** form. Enter *1/1/2008* as the **Active date**.
4. On the **Rule** tab, click **Edit** to open the **Calculation setup** form.
5. In the **Calculation string**, enter *2.5*. Click **Validate**.
6. Click **Save** after the validation is successful and close the form.

Workers in the *Assembly* earning rule group receive an additional ten percent of their wages for each hour of first aider duty, so they need a calculation that multiplies the worker's hourly wage by *0.1*. This calculation can apply to both hourly and salaried workers.

1. In the **Calculations** form, click **New** to create another new calculation.
2. Enter *First Aid Assem* as the calculation name. Set **Display in list** to *Yes* to make this calculation available in the **Earning rule group calculations** form. Enter *1/1/2008* as the **Active date**.
3. On the **Rule** tab, click **Edit** to open the **Calculation setup** form.
4. In the **Calculation string**, enter *0.1*.
5. In the **Operators** section, click the ***** button (multiplication) to add a *** to the calculation string.
6. In the **Operands** section, select *Hourly rate* from the **Worker attribute** list and click **Add operand** to add it to the calculation string. The completed equation should be *0.1*Hourly rate*.
7. Click **Validate**.
8. Click **Save** after the validation is successful.
9. In the **Test** form, enter an hourly rate and click **Test**. The heading of the test form shows the result of the calculation, one-tenth of the value you entered. Close the form.
10. Click **Save** and close the form.

Finally, workers in the *General* earning rule groups are paid a different rate, depending on the worker's level of first aid certification. Any calculation that depends on custom worker-level information requires a calculation variable. In this instance, you can create a calculation variable that has calculation variable items for each level of first aid certification. Anthology Payroll users will have to maintain each worker's level of first aid certification, but the pay rate corresponding to each certification level will be administered centrally.

Before creating the calculation, create the calculation variable that it requires.

1. In the navigation pane, click **Setup** > **Tables** > **Calculations** > **Calculation variables** to open the **Calculation variables** form.
2. Click **New** to create a new calculation variable.
3. On the **General** tab, enter *First Aid Cert* as the name of the calculation variable and give it an **Active date** of *1/1/2008*.
4. Click **Save** to save your changes.

A calculation variable must have at least one calculation variable item. In this case, you need two, one for each level of first aid certification.

1. In the **Calculation variable** form, click **Setup** > **Calculation variable items** to open the **Calculation variable items** form.
2. Click **New** to create a new calculation variable item.
3. On the **General** tab, enter *Cert Level 1* as the **Item** and **Item description**.
4. Enter *8*, the level 1 amount, in the **Item amount** field. Ignore the **Item rate** field.
5. Click **New** to create another calculation variable item.
6. Enter *Cert Level 2* as the **Item** and **Item description**.
7. Enter *15*, the level 2 amount, in the **Item amount** field. Ignore the **Item rate** field.
8. Click **Save** to save your changes.

You need a calculation that uses the calculation variables.

1. In the navigation pane, click **Setup** > **Tables** > **Calculations** > **Calculations** to open the **Calculations** form.
2. Click **New** to create a new calculation.
3. Enter *First Aid Cert Level* as the calculation name. Set **Display in list** to *Yes* to make this calculation available in the **Earning rule group calculations** form. Enter *1/1/2008* as the **Active date**.
4. On the **Rule** tab, click **Edit** to open the **Calculation setup** form.
5. In the **Calculation string**, delete the *0.00*. Select *First Aid Cert* in the **Calculation variable** field and click **Add operand** to add it to the calculation string. This variable brings the appropriate percentage number (8 or 15) into the calculation, depending on which cert level the worker has.
6. To convert that number into a percentage, click the **/** button to add the division operator to the string. Enter *100* in the **Flat amount** field and click **Add operand** to add it to the string.
7. To multiply that percentage by the worker's hourly wage, click the ***** (asterisk) button and then select *Hourly rate* from the **Worker attribute** list and click **Add operand** to add it to the calculation string.
8. Click **Validate**.
9. Click **Test** after the validation is successful.
10. In the **Test** form, enter a first aid level percentage (either 8 or 15) and a worker's hourly rate and click **Test**. The heading of the test form shows the result of the calculation, either eight percent or fifteen percent of the hourly rate that you entered. Close the **Test** form.
11. Click **Save** to save your calculation and close the form.

Now you have created your earning and all its calculations. The earning rule groups already exist, so you are ready to connect them all in earning rule group calculations.

1. In the navigation pane, click **Setup** > **Tables** > **Earnings** > **Earning rule group calculations** to open the **Earning rule group calculations** form.
2. Click **New** to create a new record.
3. On the **General** tab, select the *Assembly* **Earning rule group** and the *First Aider* **Earning**.
4. Select the *First Aid Assemb* **Calculation** for the assembly earning rule group and enter an **Active date** of *1/1/2008*.
5. Repeat steps 2-4 for the *Production* and the two *General* earning rule groups, selecting the appropriate calculation for each.
6. Click **Save** to save your changes.

Now you are ready to test your earning setup.

Start by giving each of the *General* earning rule group workers a first aid calculation variable.

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list.
2. Select *1109 Jeffrey Zeng*. On the **Payroll Profile** tab of the ribbon, click **Calculation Variables** to open the **Worker calculation variables** form.
3. Click **New** to create a new record.
4. On the **General** tab, specify the *First Aid Cert* calculation variable and the level 1 calculation variable item. Set an **Active date** of *1/1/2008*.
5. Click **Save** to save your changes.

6. Repeat steps 2-5 with *3068 Eduardo Melo*, selecting the first aid level 2 calculation variable item for Eduardo.

Next, give each test worker eight hours of first aider earnings.

1. In the navigation pane, click **Journals** > **Earnings** to open the **Worker earnings** journal.
2. Specify the *Staff-USA* **Pay group**.
3. Click **New** to create a new record.
4. Select *3048 Fadi Fakhouri* and the *First Aider* **Earning** code. Enter an earning date that falls between the start and end date of the pay period listed in the form heading (e.g. *22/01/2013*). Enter *8* **Hours**.
5. Repeat step 3 for *6028 Liz Keyser* and *1109 Jeffrey Zeng*.
6. Select the *Staff-Canada* **Pay group**.
7. Repeat step 3 for *3068 Eduardo Melo*.
8. Click **Save** to save your changes.

The final step of this test is to ensure that this earning appears on a regular pay statement. You can use the manual payment journal to confirm this.

1. In the navigation pane, click **Journals** > **Manual payment** to open the **Manual payment entry** journal.
2. Select *Regular* as the payment **Type**
3. Specify the *Staff-USA* **Pay group**.
4. Select a **Worker Id** for *3048 Fadi Fakhouri* and click the **Generate earnings** button. Verify that the total earning for 8 hours is *20.00*.
5. Repeat step 4 for *6028 Liz Keyser* and *1109 Jeffrey Zeng*. Liz should earn *18.48* and Jeffrey should earn *24.64*.
6. Select the *Staff-Canada* **Pay group**.
7. Repeat step 4 for *3068 Eduardo Melo*. He should earn *25.58*.

Those four staff tested the behavior of the *First Aider* earning in four scenarios. Now consider what other scenarios you should test.

Summary

This chapter introduced processes and procedures for setting up earnings and time. Setting up earnings is one of the major tasks for an implementer and doing it properly is key to a successful implementation. Setting up time is also important, but not every company will make use of every time feature that Anthology Payroll provides.

Time and earnings are the first to be processed during a pay process. The next step is to apply benefits and deductions. Benefit and deduction setup is discussed in the next chapter.

Test Your Knowledge

1. Which of the following statements about earning types is true?

   ( ) Earning types are not optional, and you must be create them before creating earning codes are created.

( ) Earning types are optional; if they are being used, they you should be create them after creating earning codes are created.

( ) Earning types are optional; if they are being used, you should be create them before creating earning codes are created.

( ) Earning types are not optional, and you must be created them after creating earning codes are created.

2. What levels can earning accumulators be defined at?

( ) Company, job, worker/position, and pay group.

( ) Company, worker/position, and pay group.

( ) Job, position, worker, shift, and company.

( ) Worker, worker/position, pay group, and company.

3. Match the following earning-related items:

_____ 1. Earning rule group. _____ 2. Earning rule group calculation. _____ 3. Earning group. _____ 4. Generated earning group. _____ 5. Generated earning. _____ 6. Earning type	a. Associates each earning rule group with one corresponding earning, and one corresponding calculation. b. Associate earnings with accumulators and payment types. Also can also be used for reporting purposes. c. Associates a calculation to a set of earnings, so that earnings can be calculated. Every organization must have at least one. d. Used to organize similar types of earnings for reporting purposes, usually set up during implementation, and optional. e. A collection of generated earnings that are paid in the same pay period. f. An earning that is set up for automatic generation and has an earning code.

4. Put the following earning-related steps in order:

Step:

_____: Add the earning to the appropriate earning groups.

_____: Make any unique, non-group related links as required.

_____: If needed, create or modify a generated earning. If it is an enrolled generated earning, create or modify a generated earning enrollment.

_____: If the earning needs a new calculation, create it; then associate the earning with an earning rule group.

_____: If the generated earning needs to be scheduled individually, rather than through an earning group, then schedule the generated earning.

_____: Define and name the new earning code.

5. This question concerns rotations in the Anthology Payroll module. Identify which three of the following statements are true.

( ) You can use rotations for an hourly worker when you are importing time or obtaining it using the API.

( ) the The Anthology Payroll module uses rotations (repeating shift patterns) to automatically generate time for hourly workers.

( ) Time created from rotations is seen by the Anthology Payroll module as already approved for the pay period.

( ) Rotations can be used for salaried workers, too.

6. Which of the following statements are true about time rule group premiums? (Select all that apply)

( ) Time rule group premiums can be set up to automatically calculate different types of premiums.

( ) Time rule group premiums can be set up to automatically calculate one specific type of premium.

( ) Time rule group premiums specify the set of premiums that will be used for workers who belong to a particular time rule group.

( ) Time rule group premiums all are all treated separately and calculated independently, but you can also can be set them up to cease calculation if a specified premium is present.

Quick Interaction: Lessons Learned

Take a moment and write down three key points you have learned from this chapter.

1.

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3.

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Solutions

Test Your Knowledge

1. Which of the following statements about earning types is true?

   ( ) Earning types are not optional, and you must be create them before creating earning codes are created.

   ( ) Earning types are optional; if they are being used, they you should be create them after creating earning codes are created.

   (√) Earning types are optional; if they are being used, you should be create them before creating earning codes are created.

   ( ) Earning types are not optional, and you must be created them after creating earning codes are created.

2. What levels can earning accumulators be defined at?

   ( ) Company, job, worker/position, and pay group.

   ( ) Company, worker/position, and pay group.

   ( ) Job, position, worker, shift, and company.

   (√) Worker, worker/position, pay group, and company.

3. Match the following earning-related items:

_c_ 1. Earning rule group.	a. Associates each earning rule group with one corresponding earning, and one corresponding calculation.
_a_ 2. Earning rule group calculation.	b. Associate earnings with accumulators and payment types. Also can also be used for reporting purposes.
_b_ 3. Earning group.	c. Associates a calculation to a set of earnings, so that earnings can be calculated. Every organization must have at least one.
_e_ 4. Generated earning group.	d. Used to organize similar types of earnings for reporting purposes, usually set up during implementation, and optional.
_f_ 5. Generated earning.	e. A collection of generated earnings that are paid in the same pay period.
_d_ 6. Earning type	f. An earning that is set up for automatic generation and has an earning code.

4. Put the following earning-related steps in order:

   Step:

   __2__: Add the earning to the appropriate earning groups.

   __3__: Make any unique, non-group related links as required.

   __5__: If needed, create or modify a generated earning. If it is an enrolled generated earning, create or modify a generated earning enrollment.

   __4__: If the earning needs a new calculation, create it; then associate the earning with an earning rule group.

   __6__: If the generated earning needs to be scheduled individually, rather than through an earning group, then schedule the generated earning.

   __1__: Define and name the new earning code.

5. This question concerns rotations in the Anthology Payroll module. Identify which three of the following statements are true.

   ( ) You can use rotations for an hourly worker when you are importing time or obtaining it using the API.

   (√) the The Anthology Payroll module uses rotations (repeating shift patterns) to automatically generate time for hourly workers.

   (√) Time created from rotations is seen by the Anthology Payroll module as already approved for the pay period.

   (√) Rotations can be used for salaried workers, too.

6. Which of the following statements are true about time rule group premiums? (Select all that apply)

   (√) Time rule group premiums can be set up to automatically calculate different types of premiums.

   (√) Time rule group premiums can be set up to automatically calculate one specific type of premium.

(√) Time rule group premiums specify the set of premiums that will be used for workers who belong to a particular time rule group.

(√) Time rule group premiums all are all treated separately and calculated independently, but you can also can be set them up to cease calculation if a specified premium is present.

CHAPTER 10: SET UP BENEFIT/DEDUCTIONS

Objectives

The objectives for this chapter are:
- Introduce procedures for setting up benefit/deductions.
- Introduce the process of setting up statutory deductions.

Introduction

This chapter discusses detailed concepts and procedures for setting up benefits and deductions in Anthology Payroll. A general process for setting up statutory deductions is also discussed.

Set up Benefits and Deductions

Benefit/deductions refers to charges or services paid by the worker, employer, or both while the worker is employed by the company.

Examples of benefit/deductions include:
- National, provincial, or local income taxes
- Insurance plans (e.g.: dental, health, life)
- Company-specified fees (e.g.: parking, company gym)
- Enrolled pension plans
- Union or professional dues
- Court-ordered deductions (e.g.: garnishments, child support)
- Advance recoveries
- Negative net recoveries

This section discusses the process of setting up a benefit/deduction and the detailed procedures required for each stage of the process. The process of setting up a benefit/deduction can be divided into four major stages:

1. Define the benefit/deduction
2. Associate the benefit/deduction
3. Set up optional benefit/deduction associations
4. Schedule and assign benefit/deductions

Each stage contains various setup procedures and conceptual information regarding the procedure. Each procedure contains step-by-step instructions. Anthology Payroll also contains a wizard that walks through each step required to create a new benefit/deduction. The wizard is located at **Anthology Payroll** > **Setup** > **Wizards** > **Setup** > **Benefit/deduction**.

Stage One: Define the Benefit/deduction

The first stage of the process of creating a benefit/deduction is defining the new benefit/deduction code and which workers can enroll in it. Before defining the actual benefit/deduction code, the implementer

should consider whether the benefit/deduction will make use of *Benefit/deduction types* and *Benefit/deduction enrollments*.

FIGURE 2.75: BENEFIT/DEDUCTIONS FORM (GENERAL TAB)

Defining a benefit/deduction involves the following forms and elements:

- Benefit/deduction enrollments
- Benefit/deduction types
- Benefit/deductions

Benefit/deduction Enrollments

A particular benefit/deduction may be applied differently in different circumstances. For example, there may be three different ways in which a worker could be enrolled in a *Dental Plan* benefit—depending on if they are single, in a relationship, or if they have children. In this case, the benefit/deduction should use *Benefit/deduction enrollments* to accommodate the different enrollment types.

Benefit/deduction enrollments are not directly tied to any specific benefit/deduction, so each enrollment type can be reused by multiple benefit/deductions that have the same enrollment types. Enrollments are assigned to benefit/deductions on the **Benefit/deductions** form.

A worker's benefit/deduction enrollment (if applicable) is specified on the **Worker benefit/deductions** form. The enrollment dictates the calculation used to determine the value of the worker's benefit/deduction.

Benefit/deduction enrollments should be created before benefit/deduction codes.

To set up a benefit/deduction enrollment:

1. In the navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deduction enrollments** to open the **Benefit/deduction enrollments** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Benefit/deduction enrollment** name. The name is the type of enrollment in the benefit/deduction. The **Short code** defaults to the first five characters of the name.

4. Enter the **Benefit/deduction enrollment description**.

5. Specify an **Active date** and **Expiry date**.

6. Click **Save** to save your changes.

Benefit/deductions and Benefit/deduction Types

Each benefit/deduction code represents a specific benefit/deduction, such as a *Dental Plan* benefit or an *Advance Recovery* deduction. Accounting information for the General ledger and Accounts payable modules can be associated with benefit/deductions in the **Benefit/deductions** form.

Taking benefits and deductions can result in *Negative nets* depending on how your benefit/deductions are configured. Negative nets refer to the scenario where the deduction is greater than the worker's gross pay and after deducting the amount, a negative balance is left. Anthology Payroll can be set up to automatically schedule this balance to be deducted in the next pay period. Negative nets are discussed in greater detail in the **Advances and Negative Nets** section on page 45 of **Chapter 2: Introduction to Anthology Payroll for Microsoft Dynamics 365 Finance**.

Benefit/deduction types are used for classification and reporting purposes only. For example, you can use *Mandatory* or *Optional* types to classify benefit/deductions. Benefit/deduction types are optional, but should be created before benefit/deduction codes.

To set up a benefit/deduction type:

1. In the navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deduction types** to open the **Benefit/deduction types** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Benefit/deduction type** name and **Benefit/deduction type description**. The **Short code** defaults to the first five characters of the name.

4. Specify an **Active date** and **Expiry date**.

5. Click **Save** to save your changes.

To set up a benefit/deduction code:

1. In the navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deductions** to open the **Benefit/deductions** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Benefit/deduction** name and **Benefit/deduction description**. The **Short code** defaults to the first five characters of the name.

4. Specify a **Benefit/deduction type** as desired.

5. Specify a **Calculation sequence number** to determine the order in which this benefit/deduction is calculated during pay processing. If this benefit/deduction calculation depends on the result of another, you must assign the sequence numbers accordingly. Lower numbers are calculated first.

6. Specify a **Depletion sequence** number to determine the order in which to subtract this benefit/deduction from gross pay. For example, garnishments are taken before taxes which are taken before voluntary benefits. Lower numbers are processed first.

7. If you are grouping this benefit/deduction and overriding its calculation or depletion sequence with other benefit/deductions, specify a **Benefit/deduction sequence** to associate it with. Benefit/deduction sequences must already be set up, so you may skip this field and set it later (see **Benefit/deduction Sequences** section on page 314).

8. Specify an **Insufficient funds** option to determine how the benefit/deduction behaves when a worker's gross pay is less than their deduction:

    - *Take the whole deduction no matter what*: the amount is always deducted from the gross pay, possibly resulting in a negative net
    - *Take the whole deduction amount or else ignore the worker deduction*: the amount is only deducted from the gross pay if it can be deducted in full
    - *Take the whole deduction amount or else retrieve in a future period*: the amount is only deducted from the gross pay if it can be deducted in full, otherwise it is scheduled for the next pay period
    - *Take what is available and ignore the rest*: the amount is deducted from the gross pay and any partial amount not able to be taken is ignored
    - *Take what is available and retrieve the rest in a future period*: the amount is deducted from the gross pay and any partial amount not able to be taken is scheduled for the next pay period.

9. Specify a **Prepaid allowed** option to indicate whether workers can pay this benefit/deduction in advance.

10. Specify a **Benefit** attribute to determine where this benefit/deduction prints on the pay statement: *Yes* to print in the **Benefit** section and *No* to print in the **Deduction** section.

11. Specify whether to **Apportion** this benefit/deduction according to the amount of time a worker worked during a pay period in which they were hired or terminated. This option typically only applies to flat amount benefit/deductions.

12. Specify a **Date period type** to determine when the benefit/deduction is calculated:

    - *Context date*: system session date
    - *Pay period end date*: last day of the pay period
    - *Pay period start date*: first day of the pay period
    - *Reporting date*: date when the payment is reported to a statutory authority (default is same as *Statement date*)
    - *Statement date*: check/direct deposit statement date

13. Specify a **Display sequence** that determines the order in which this benefit/deduction displays on reports. Lower numbers display higher.

14. Specify **Statement** options:
    - **Print on statements**: *Yes*/*No* if the benefit/deduction appears on pay statements
    - **Statement description**: the benefit/deduction description on pay statements
    - **Statement sequence**: the list order of the benefit/deduction on pay statements. Lower numbers are higher priority.
    - **Print employer amount**: *Yes*/*No* if the benefit/deduction's employer contribution appears on pay statements

15. Specify the General ledger account(s) used for this benefit/deduction in the **DR ledger account** and **CR ledger account** fields for the worker and employer amounts. (See **Chapter 11: Set Up Payments and Postings** for more information on ledger accounts.) Financial dimensions are defined in the same field.

16. Specify the following preference defaults as desired:
    - **Used by worker**: *Yes* to denote the benefit/deduction is assigned to workers at the worker level. *No*, otherwise. A warning appears if the benefit/deduction is assigned to a worker when this field is *No*.
    - **Default worker enrollment**: default benefit/deduction enrollment the worker receives when the benefit/deduction is assigned at the worker level.
    - **Used by worker position**: *Yes* to denote the benefit/deduction is assigned to workers at the position level. *No*, otherwise. A warning appears if the benefit/deduction is assigned to a position when this field is *No*.
    - **Default worker position enrollment**: default benefit/deduction enrollment the worker receives when the benefit/deduction is assigned at the position level.

17. Specify an **Active date** and **Expiry date**.

18. After creating the benefit/deduction, you may want to associate enrollments with it, if required.

NOTE: *Benefit/deductions that always use the same calculation do not require enrollments.*

To add benefit/deduction enrollments to a benefit/deduction:

1. On the **Benefit/deductions** form, select the benefit/deduction to add enrollments to.

2. Move enrollments from the **Benefit/deduction enrollments remaining** pane to the **Benefit/deduction enrollments selected** pane to add them to the benefit/deduction.

3. Click **Save** to save your changes.

Stage Two: Associate the Benefit/deduction

The second stage of creating a benefit/deduction involves associating the benefit/deduction with relevant groups, accumulators, calculations, and payments. Grouping benefit/deductions is not mandatory, but is highly recommended to reduce administration costs.
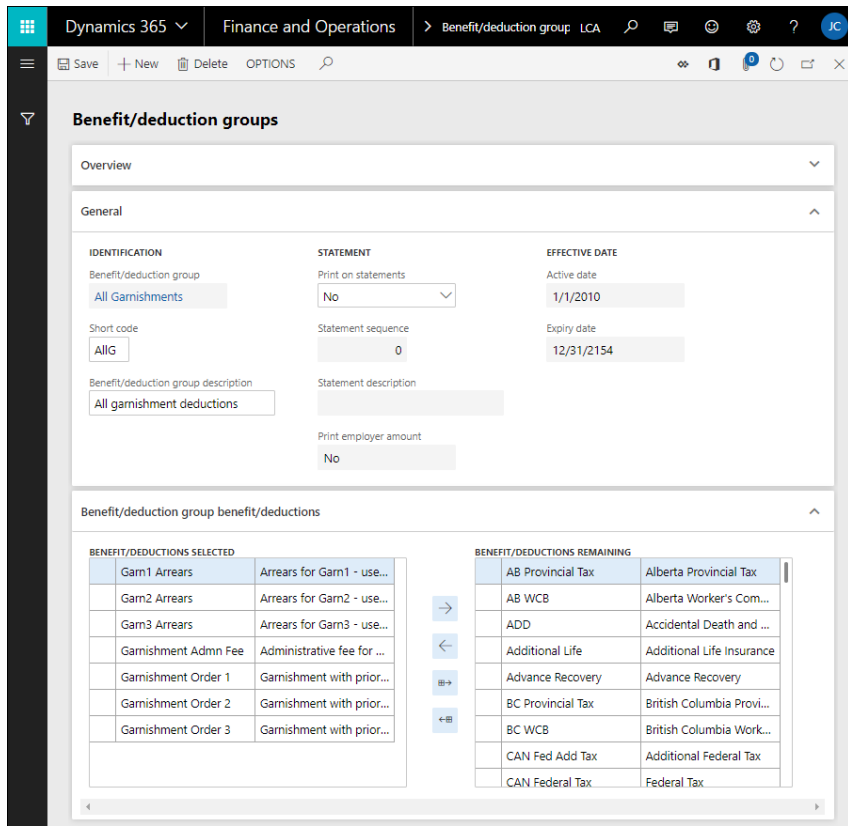
FIGURE 2.76: ADDING BENEFIT/DEDUCTIONS TO A BENEFIT/DEDUCTION GROUP

Associating a benefit/deduction involves the following forms and elements:

- Benefit/deduction groups
- Benefit/deduction rule groups
- Calculations
- Benefit/deduction rule group calculations
- Accumulators
- Payment type benefit/deduction selections

Benefit/deduction Groups

Benefit/deductions can be grouped together into *Benefit/deduction groups*. Benefit/deduction groups are used for various reasons:

- when similar benefit/deductions are applied on the same pay periods
- when similar benefit/deductions are associated with the same payment type
- when similar benefit/deductions contribute to an accumulator
- to display multiple benefit/deductions as one on a pay statement
- to associate with an optional cafeteria plan
- to be calculated at special times using a derived date

For example, a company may choose to include a *Dental Plan* benefit/deduction in two different benefit/deduction groups:

- one that is applied every pay period
- one that deducts only from payments that are of the *Regular Payments* type (and not, for example, from bonus payments)

In contrast, tax deductions would likely belong to a benefit/deduction group that includes all payment types. Other examples of benefit/deduction groups are:

- Apply every pay period
- Federal taxes
- Garnishments
- Taxable benefits

Benefit/deduction groups help simplify data entry when scheduling benefits and deductions. For example, a benefit/deduction group called *Regular Payments* is scheduled for every regular pay period. Any new benefit/deductions that are added to that group are automatically scheduled for every regular pay period.

To set up a benefit/deduction group:

1. In the navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deduction groups** to open the **Benefit/deduction groups** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Benefit/deduction group** name and **Benefit/deduction group description**. The **Short code** defaults to the first five characters of the name.
4. Specify a **Print on statements** option to determine whether this group of benefit/deductions appears as a single benefit/deduction on pay statements. If *Yes*, specify:
   - **Statement sequence**: the list order of the benefit/deduction group on pay statements. Lower numbers are higher priority.
   - **Statement description**: the benefit/deduction group description on pay statements
   - **Print employer amount**: *Yes/No* if the employer contribution appears on pay statements
5. Specify an **Active date** and **Expiry date**.
6. After creating the benefit/deduction group, you may want to associate benefit/deductions with the group.

To add a benefit/deduction to a benefit/deduction group:

1. On the **Benefit/deduction groups** form, select the group to add benefit/deductions to.
2. Move benefit/deductions from the **Benefit/deductions remaining** pane to the **Benefit/deductions selected** pane to add them to the group.
3. Click **Save** to save your changes.

Anthology Payroll provides a fast entry method to add benefit/deductions to benefit/deduction groups. This method also allows you to add benefit/deductions to multiple groups at a time. To associate benefit/deductions with multiple benefit/deduction groups:

1. In the navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deduction group benefit/deductions** to open the **Benefit/deduction group benefit/deductions** form.

2. Click the **Fast entry** tab.
3. In the **Benefit/deductions** section, select the benefit/deductions to be added to groups.
4. In the **Benefit/deduction groups** section, select the benefit/deduction groups to receive selected benefit/deductions.
5. Click **Insert** to add *all* selected benefit/deductions to *all* selected benefit/deduction groups.
6. To remove benefit/deductions from benefit/deduction groups, click **Delete**. All selected benefit/deductions are removed from all selected benefit/deduction groups if those associations exist.

Benefit/deduction Rule Groups

Benefit/deduction rule groups are container objects that combine benefit/deductions (or benefit/deduction groups) with calculations. A benefit/deduction rule group and calculation are tied together using one or more *Benefit/deduction rule group calculation* records. Rule groups are assigned to specific workers and positions. There must be at least one rule group to tie benefit/deductions to their calculations.

Like earning rule groups, benefit/deduction rule groups can be assigned to workers at three different levels. The levels in descending priority are:

- Position
- Worker
- Occupation

Using benefit/deduction rule groups helps to minimize the effort in selecting benefit/deductions for new workers. A new worker can be assigned a benefit/deduction rule group, which allows the payroll administrator to generate a default list of benefit/deductions for that worker. The default list is determined by the benefit/deductions contained in the rule group. Any benefit/deductions not tied to a rule group must be assigned manually and individually.

The following are some situations where multiple benefit/deduction rule groups are beneficial:

- If taxes are withheld for multiple tax jurisdictions, workers working in one jurisdiction need a different set of benefit/deductions than those working in another jurisdiction.
- Different workers may have different benefit packages.
- One group of workers may pay all of the expense for a benefit while another group of workers may pay only half alongside an employer match.

Some key points to understand about benefit/deductions and benefit/deduction rule groups:

- A worker's list of benefit/deductions is still maintained separately for each worker in the **Worker benefit/deductions** form.
- Any changes made to a worker's benefit/deductions in the **Worker benefit/deductions** form (addition, expiry, calculation change, etc.) will override the default benefit/deductions. These changes do not affect other workers nor the benefit/deduction rule group.
- Changes made to a benefit/deduction rule group do not automatically update any workers associated with that rule group. A separate process to update benefit/deductions must be executed.

To set up a benefit/deduction rule group:

1. In the navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deduction rule groups** to open the **Benefit/deduction rule groups** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Benefit/deduction rule group** name and **Benefit/deduction rule group description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. Click **Save** to save your changes.

Benefit/deductions and Calculations

Most benefit/deductions must use specific calculations. The calculations should be set up after accumulators but before benefit/deduction rule group calculations. Calculations are associated with benefit/deductions on the **Benefit/deduction rule group calculations** form.

Examples of benefit/deduction calculations include the following:

- A worker wants to deduct a specific amount as a charitable donation every pay period.
- A worker has a court order that requires 30 percent of the worker's gross pay to be garnished every pay period.
- A health plan for regular workers has flat rates that depend on how many family members are enrolled in the plan with a different amount for singles, couples, and families.

Some benefit/deductions must account for two contributions to the same benefit/deduction—a worker amount and an employer amount. The number of calculations required for these benefit/deductions depends on the following:

- If worker and employer contributions are equal every time the benefit applies, then one calculation can be used for both contribution amounts.
- If worker and employer contributions are different, then two separate calculations are required.
- If the benefit/deduction has different enrollments, then a separate calculation is required for each enrollment.

To set up a calculation for a benefit/deduction, refer to the **Creating or Editing a Calculation** section on page 232 of **Chapter 8: Anthology Payroll Calculations**

Benefit/deduction Rule Group Calculations

Benefit/deduction rule group calculations define the relationship between *Benefit/deduction* codes (or groups), *Benefit/deduction rule groups*, *Calculations* and optionally, *Benefit/deduction enrollments*. Each benefit/deduction rule group calculation links a benefit/deduction code (or group) and any enrollments it may have to a calculation and assigns that relationship to a particular benefit/deduction rule group. Rule groups typically contain many of these relationship pairings, according to the number of benefits, deductions, and enrollments in the implementation.

The benefit/deduction rule group calculation dictates how a benefit/deduction is calculated for all workers that are assigned to the associated rule group. Rule groups are assigned to workers on the **Workers** form or **Worker positions** form (or inherited from their occupation).
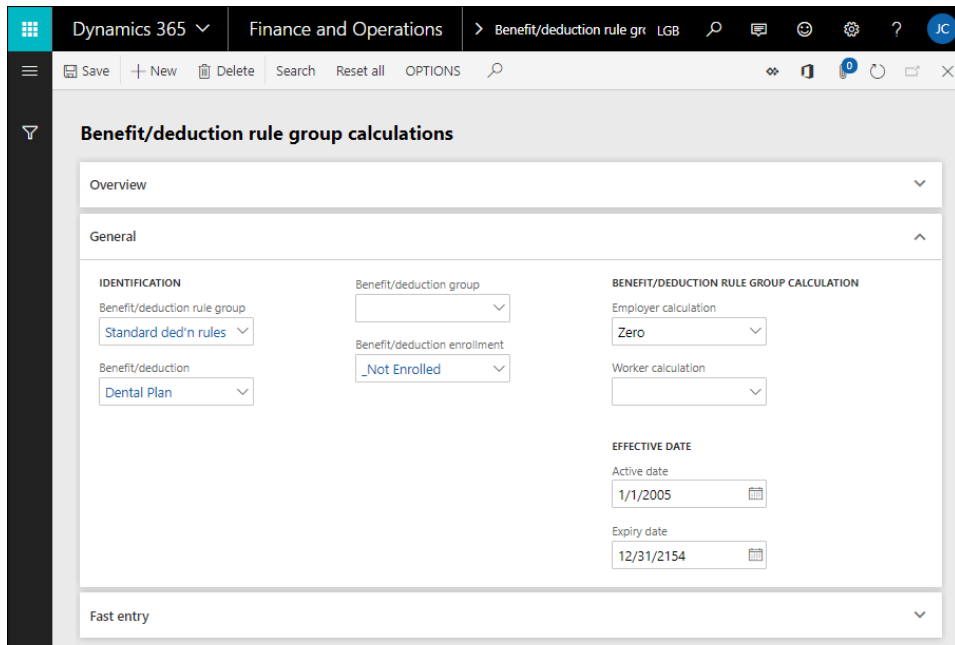
FIGURE 2.77: BENEFIT/DEDUCTION RULE GROUP CALCULATIONS FORM (GENERAL TAB)

Some examples of rule group calculations are:

Benefit/deduction rule group	Benefit/deduction	Enrollment	Calculation
Staff	Health plan	Single	HPS
		Family	HPF
	Union dues		Dues
Exec	Health plan	Single	HPS
	Life Insurance		Life

To set up a benefit/deduction rule group calculation:

1. In the navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deduction rule group calculations** to open the **Benefit/deduction rule group calculations** form.

2. Click **New** to create a new record.

3. On the **General** tab, specify the **Benefit/deduction rule group** for this benefit/deduction rule group calculation.

4. Specify either a **Benefit/deduction group** or a **Benefit/deduction** for this benefit/deduction rule group calculation depending on your business needs.

5. Specify a **Benefit/deduction enrollment** for this benefit/deduction rule group calculation, if any.

6. Specify an **Employer calculation** if this benefit/deduction rule group calculation has an employer contribution.

7. Specify a **Worker calculation** if this benefit/deduction rule group calculation has a worker contribution.

8. Specify an **Active date** and **Expiry date**.

9. Click **Save** to save your changes.

Multiple benefit/deduction rule group calculations can be set up at the same time, provided they all use the same calculation (worker and/or employer-paid). To set up multiple benefit/deduction rule group calculations simultaneously:

1. In the navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deduction rule group calculations** to open the **Benefit/deduction rule group calculations** form.

2. Click the **Fast entry** tab.

3. In the **Benefit/deduction rule groups** section, select the benefit/deduction rule groups to receive the benefit/deduction rule group calculations.

4. Select the **Benefit/deductions** or **Benefit/deduction groups** to add to the selected benefit/deduction rule groups. You can only select from one of these sections.

5. Select any **Benefit/deduction enrollments** to associate with the rule group calculations. One benefit/deduction rule group calculation record will be created for each selected enrollment.

6. Specify an **Employer calculation** if these benefit/deduction rule group calculations have an employer contribution. All selected benefit/deductions or groups will be associated with this calculation.

7. Specify a **Worker calculation** if these benefit/deduction rule group calculations have a worker contribution. All selected benefit/deductions or groups will be associated with this calculation.

8. Specify the **Active date** for all rule group calculations to be created. The **Expiry date** defaults to the maximum end date.

9. Click **Insert** to create benefit/deduction rule group calculations for *all* combinations of rule groups, benefit/deductions (or groups), and enrollments. All created rule group calculations are associated with the same **Employer calculation**, **Worker calculation** and **Active date**.

10. To delete benefit/deduction rule group calculations, click **Delete**. All selected combinations of rule groups, benefit/deductions (or groups), and enrollments are removed if those rule group calculations exist.

Benefit/deductions and Accumulators

Benefit/deductions can contribute to accumulators for reporting and other purposes. At minimum, an implementer should set up accumulators to track the worker's and employer's contributions made over time.

Additional accumulators may be also required. For example, if the company's dental plan offers workers the option of contributing toward their own dental fund, then a separate accumulator may need to be configured to track contributions and withdrawals from that fund.

Accumulators can be associated with individual benefit/deduction codes or benefit/deduction groups. Some examples of benefit/deduction accumulators are:

Accumulator	Period	Accumulator values
Fringe Benefits	Pay Period	Taxable benefits
Garnishment Balance	Ongoing	Garnishee

Accumulator	Period	Accumulator values
Medicare Deductions	Pay Period	Deductions from Income
USA FIT QTD	Tax Quarter	USA FIT

Accumulators are discussed in further detail in the **Accumulators** section on page 171 of **Chapter 6: Important Setup Concepts**.

To set up an accumulator for a benefit/deduction or benefit/deduction group, refer to the **Accumulator Setup** section on page 199 of **Chapter 7: Set Up Initial Anthology Payroll Environment**.

After setting up the benefit/deduction accumulator, you must also set up accumulator values and eligibilities.

To set up accumulator values, refer to the **Define Accumulator Values** section on page 202 of **Chapter 7: Set Up Initial Anthology Payroll Environment**.

To set up accumulator eligibilities, refer to the **Add Accumulator Eligibility** section on page 203 of **Chapter 7: Set Up Initial Anthology Payroll Environment**.

Payment Type Benefit/deduction Selections

Benefit/deductions (or benefit/deduction groups) must be associated with payment types to be processed on those payments. A payment type defines the characteristics of a payment, such as maximum and minimum payments, maximum payments per period, and the types of payments that are allowed (benefits, negative nets, etc.). Benefit/deductions are linked to payment types through *Payment type benefit/deduction selections*.

FIGURE 2.78: PAYMENT TYPE BENEFIT/DEDUCTIONS FORM (FAST ENTRY TAB)

For example, if all benefit/deductions should be processed on a *Regular* payment type, associate a benefit/deduction group containing all benefit/deductions to that payment type.

By default, a payment type with no benefit/deduction selections means all benefit/deductions can be processed on payments of that type.

Payment type setup is discussed in **Chapter 11: Set Up Payments and Postings**.

To set up payment type benefit/deduction selections:

1. In the navigation pane, click **Setup** > **Tables** > **Payments** > **Payment type benefit/deduction selections** to open the **Payment type benefit/deduction selections** form.

2. Click the **Fast entry** tab.

3. In the **Payment types** section, select all the payment types that will receive benefit/deductions or benefit/deduction groups.

4. Select either:
    - **Benefit/deductions** to associate with the payment type; or
    - **Benefit/deduction groups** to associate with the payment type.

5. Click **Insert** to associate *all* selected benefit/deductions or benefit/deduction groups to *all* selected payment types.

6. To remove benefit/deductions or benefit/deductions groups from payment types, click **Delete**. All selected benefit/deductions or benefit/deduction groups are removed from all selected payment types if those associations exist.

Stage Three: Set up Optional Benefit/deduction Associations

The third stage of creating a benefit/deduction involves setting up optional associations such as benefit/deduction account exception, and rule group dates according to how your benefit/deduction represents a real-life benefit or deduction. These associations are configurations of Anthology Payroll that directly reflect a company's business requirements.

Setting up optional associations involves the following forms and elements:
- Configuring advance recoveries and negative net recoveries
- Benefit/deduction rule group dates
- Benefit/deduction account exceptions
- Benefit/deduction project category
- Cafeteria plans

Benefit/deduction Sequences

Benefit/deduction sequences are a mechanism by which you can associate certain benefit/deduction codes to a single calculation sequence number and depletion sequence number in a grouping. Benefit/deductions associated in such a way can have their calculation and depletion sequences controlled at a more granular level to determine their order relative to one another for different workers. This allows you to group together certain benefit/deductions such that they are processed together respective to other benefit/deductions and, if needed, you can override the order of their calculation and depletion for different workers depending on your business needs.

Benefit/deduction sequences are optional. Their intended use is for added control in the order of benefit/deduction calculation and depletion in cases where workers have many deductions that can compete for withholding depending on order of arrival and each worker can have a different order. One such case is with US garnishments and child support orders.

For example, you can set up one benefit/deduction sequence for child support order deductions and one for creditor garnishments. All child support orders deductions can be associated with the sequence for child support orders which can be set as higher priority than all the creditor garnishments. Then, if a worker were to have multiple child support orders, their order of deduction can be set individually for that worker while ensuring that they all still have higher priority than creditor garnishments.

To set up a benefit/deduction sequence:

1. In the navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deduction sequences** to open the **Benefit deduction sequences** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Benefit/deduction sequence** name and **Benefit/deduction sequence description**. The **Short code** defaults to the first five characters of the name.
4. Enter the **Calculation sequence**. All benefit/deduction codes associated with this benefit/deduction sequence will have this calculation sequence. Lower numbers are higher priority.
5. Enter the **Depletion sequence**. All benefit/deduction codes associated with this benefit/deduction sequence will have this depletion sequence. Lower numbers are higher priority.
6. Specify an **Active date** and **Expiry date**.
7. Click **Save** to save your changes.

Recoveries and Negative Nets

Advance recoveries and negative nets are discussed in greater detail in the **Advances and Negative Nets** section on page 45 of **Chapter 2: Introduction to Anthology Payroll for Microsoft Dynamics 365 Finance**.

Recoveries can also result from revised and recalculated payments. Revised payment recoveries appear on the worker's pay statements as a net deduction.

If your company issues pay advances or allows negative net scenarios, then you must set up appropriate benefit/deduction codes to recover both pay advances and negative nets. You must also set up parameters in the **General definitions** table to enable recoveries.

For a negative net to occur, the following configurations must be met:

- A **Negative net deduction** code is set up in the **General definitions** form.
- Negative amounts are allowed for the particular payment type in the **Payment types** form.
- The **Insufficient funds** option for the particular benefit/deduction must be set to *Take the whole deduction no matter what*.

Before proceeding further, ensure that the appropriate benefit/deduction codes for recovering advances, revised payments, and negative nets have already been created.

To set up the recovery and negative net deduction parameters:

1. In the navigation pane, click **Setup** > **Parameters** to open the **General definitions** form.
2. On the list, locate the *Advance recovery deduction code* parameter and select it.
3. On the **General** tab, select the benefit/deduction code for recovering advances from future payments in the **String value**.
4. Specify an **Active date** and **Expiry date**.
5. On the list, locate the *Negative net deduction code* parameter and select it.
6. On the **General** tab, select the benefit/deduction code for recovering negative nets from future payments in the **String value**.
7. Specify an **Active date** and **Expiry date**.
8. On the list, locate the *Revised payment net deduction code* parameter and select it.
9. On the **General** tab, select the benefit/deduction code for recovering revised payments in the **String value**.
10. Specify an **Active date** and **Expiry date**.
11. Click **Save** to save your changes.

Benefit/deduction Rule Group Dates

Some benefits and deductions only take effect after a certain amount of time from a worker's hire date. For example, a health benefit that only applies to workers who have been employed with the company for three months.

To represent these kinds of benefits and deductions, you can associate certain benefit/deductions with a derived date and assign them to a rule group in the **Benefit/deduction rule group dates** form. Workers with that benefit/deduction rule group will automatically receive the benefit/deduction when the appropriate date passes.

Derived dates are discussed in the **Derived Dates** section on page 192 of **Chapter 7: Set Up Initial Anthology Payroll Environment**.

To set up a benefit/deduction rule group date:
1. In the navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deduction rule group dates** to open the **Benefit/deduction rule group dates** form.
2. Click **New** to create a new record.
3. On the **General** tab, specify the **Benefit/deduction rule group** for this benefit/deduction rule group date.
4. Specify either a **Benefit/deduction group** or a **Benefit/deduction** for this benefit/deduction rule group date depending on your business needs.
5. Specify the **Derived date** when this benefit/deduction takes effect.
6. Specify an **Active date** and **Expiry date**.
7. Click **Save** to save your changes.

To set up multiple benefit/deduction rule group dates:
1. In the navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deduction rule group dates** to open the **Benefit/deduction rule group dates** form.
2. Click the **Fast entry** tab.

3. In the **Benefit/deduction rule groups** section, select the benefit/deduction rule groups to receive the benefit/deduction rule group dates.

4. Select the **Benefit/deductions** or **Benefit/deduction groups** to add to the selected benefit/deduction rule group dates. You can only select from one of these panes.

5. Specify the **Derived date** that applies to all selected benefit/deductions or groups.

6. Click **Insert** to create benefit/deduction rule group dates for the selected rule groups and benefit/deductions. All created rule group dates are associated with the same **Derived date**.

7. To delete benefit/deduction rule group dates, click **Delete**. All selected combinations of rule groups and benefit/deductions are removed if those rule group dates exist.

Benefit/deduction Account Exceptions

When Anthology Payroll creates benefits postings to the General ledger, each benefit/deduction results in (at least) one debit/credit pair of postings for the worker and employer amounts—whichever are applicable. The designated accounts and financial dimensions for the postings are typically set up with the benefit/deduction.

Benefit/deduction account exceptions allow you to override those defaults on certain benefit/deductions under specific conditions. The account exceptions define alternative accounts and dimensions for benefits postings according to worker and earning criteria. Account exceptions can also split postings to multiple accounts and dimensions to represent the situation where a benefit cost is shared among multiple ledger accounts.

To set up a benefit/deduction account exception, you need to specify:

- The benefit/deduction: benefit/deduction code, amount type, transaction type
- The conditions under which the exception applies: department, occupation, task, work or relief reason
- The ledger account overrides: ledger account, financial dimensions, percentage

For example, a particular employer benefit/deduction contribution applies to all workers, but the contributions for Accountants must be debited from a different ledger account than the rest of the workers. A benefit/deduction account exception can override the normal operation of these employer contribution postings for Accountants and debit the correct ledger account.

To set up benefit/deduction account exceptions:

1. In the navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deduction account exceptions** to open the **Benefit/deduction account exceptions** form.

2. Click the **Maintain** tab.

3. Select the **Benefit/deduction** for which to create the account exception.

4. Select a **Benefit/deduction amount type** of *Worker* or *Employer* to specify which amount requires the exception.

5. Select a **Transaction type** of *Debit* or *Credit*.

6. Specify the following conditions that must be met for the account exception to occur. If multiple fields are set, the worker's benefit/deduction posting must match them all before the exception occurs:

- **Department**
- **Occupation**
- **Task**
- **Work reason**
- **Relief reason**

7. Click **New** to create a new account exception record.

8. Specify the **Ledger account** to which the account exception is posted. Financial dimensions are selected in the same field.

9. Specify a **Percentage** of the contribution amount that is charged to the ledger account. The sum of all percentages must total *100*.

10. Specify an **Active date** and **Expiry date**.

11. Create additional account exception records as required to charge the deduction to additional ledger accounts.

12. Click **Save** to create the benefit/deduction account exception.

Benefit/deduction Enrollment Checks

Benefit/deduction enrollment checks are a mechanism by which you can create validation rules to ensure that workers are assigned the correct benefit/deduction codes before processing payments. These are intended to catch any missing worker payroll information before producing payments in the pay period.

The validation rules associate any number of accumulators with a benefit/deduction code. Presumably, these are the accumulators that are used in the calculation of the benefit/deduction. When the accumulator check process is run during the pay period, any workers who are to receive a benefit/deduction on their payment, but do not have one or more of the accumulators associated with the validation rule for that benefit/deduction will then trigger an exception alert to the user. The user can then identify the affected workers and investigate and resolve the issue prior to processing pay.

While enrollment checks are not a required step in the pay process, they can be configured to be mandatory. Your implementation may choose to enable mandatory enrollment checks through a general definition parameter to aid in identifying errors prior to pay processing.

The Statutory Deductions Spreadsheet for your localization of Anthology Payroll contains the necessary validation checks for all statutory benefit/deductions and these are managed by the software provider. If you want to enforce enrollment checks, you only need to create validation rules for benefit/deductions that your implementation specifically creates.

To make benefit/deduction enrollment checks mandatory during the pay process:

1. In the navigation pane, click **Setup** > **Parameters** to open the **General definitions** form.

2. On the list, locate the *Check accumulators against enrollments* parameter and select it.

3. Change the **String value** to *Yes*.

4. Click **Save** to save your changes.

To set up benefit/deduction enrollment checks:

1. In the navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deduction enrollment checks** to open the **Benefit/deduction enrollment checks** form.

2. Click **New** to create a new account exception record.

3. On the **General** tab, select the **Benefit/deduction** code to associate accumulators with.

4. On the **Benefit/deduction enrollment check accumulators** tab, select all accumulators used in the calculation of the benefit/deduction and move them to the **Accumulators selected** pane.

5. Repeat for additional enrollment checks.

6. Click **Save** to save your changes.

To set up multiple enrollment checks at a time:

1. In the navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deduction enrollment check accumulators** to open the **Benefit/deduction enrollment check accumulators** form.

2. On the **Fast entry** tab, select one or more **Benefit/deduction** codes to associate accumulators with.

3. Select all **Accumulators** used in the calculation of the benefit/deductions.

4. Click **Insert** to associate all selected **Accumulators** with all selected **Benefit/deductions**.

5. To remove associated accumulators from benefit/deductions, click **Delete**. All selected accumulators are removed from all selected benefit/deductions, if those associations exist.

Cafeteria Plans

Cafeteria plans have not yet been implemented.

Stage Four: Schedule and Assign Benefit/deductions

The final stage in creating benefit/deductions is creating schedules for when they occur and assigning them to individual workers according to their rule groups. Benefit/deductions must be scheduled and assigned to workers for proper payment processing.

Scheduling and assigning benefit/deductions involves the following forms and elements:

- Pay period benefit/deductions
- Worker benefit/deductions

Pay Period Benefit/deduction Schedules

Benefit/deductions must be scheduled for deduction through a *Pay period benefit/deduction schedule*, otherwise they are not calculated. Typically, you associate schedules with benefit/deduction groups such that new benefit/deduction codes can simply be added to the correct group to automatically receive a corresponding schedule.

Schedules allow you to dictate when certain benefit/deductions are to be calculated and deducted from payments. For example, if you have a monthly pay period and have a particular deduction that is only to be deducted once per quarter, you may create a separate schedule for that deduction instead of calculating it on every pay period when most of those pay periods would result in a zero deduction.

FIGURE 2.79: PAY PERIOD BENEFIT/DEDUCTIONS SCHEDULES FORM (GENERAL TAB)

A schedule must be established for each:

- benefit/deduction (or group) in a pay group
- benefit/deduction rule group combination

The following table illustrates an example:

Pay group	Benefit/deduction rule group	Benefit/deduction	Periods
Staff	Assembly	Union dues	2006-01 2006-02 2006-03...
Staff	Assembly	Health plan	2006-02 2006-04 2006-06...

To schedule benefit/deduction or benefit/deduction group for a single pay period:

1. In the navigation pane, click **Setup** > **Tables** > **Schedules** > **Pay period benefit/deductions** to open the **Pay period benefit/deduction schedules** form.
2. Click **New** to create a new record.
3. On the **General** tab, select the **Pay group** that the schedule applies to.
4. Select the **Benefit/deduction rule group** that the benefit/deduction applies to, if required.
5. Select one of the following for this schedule:
   - A **Benefit/deduction**; or
   - A **Benefit/deduction group**
6. Specify a **Pay period end date** that defines the pay period in which this schedule occurs.
7. Click **Save** to save your changes.

To schedule one or more benefit/deduction or benefit/deduction group for multiple pay periods:

1. In the navigation pane, click **Setup** > **Tables** > **Schedules** > **Pay period benefit/deductions** to open the **Pay period benefit/deduction schedules** form.
2. Click the **Fast entry** tab.
3. Select the **Pay group** that the schedule applies to. The **Pay period end dates** will appear after selection.
4. Select the **Pay period end dates** for each pay period in which the schedule occurs. Click **All** to select all pay periods. Select the appropriate **Date period**.
5. Select the **Benefit/deduction rule groups** that the benefit/deduction applies to, if required.
6. Select from the following:
   - Multiple **Benefit/deductions**; or
   - Multiple **Benefit/deduction groups**
7. Click **Insert** to create the selected benefit/deduction schedules for all selected pay groups and benefit/deduction rule groups.
8. To remove schedules, click **Delete**. All selected schedules for all selected pay groups and benefit/deduction rule groups are deleted if they exist.

Assigning Benefit/deductions to Workers

Benefit/deduction rule groups act as a template for the package of benefit/deductions a worker would normally receive, but the actual management of benefit/deductions lies at the worker level on the **Worker benefit/deductions** form.

When new benefit/deductions are created and associated with a rule group, they are not automatically added to a worker's package of benefit/deductions. New benefit/deductions must be assigned to appropriate workers through a benefit/deduction update function. Updates can be done on individual workers or en masse via the **Mass Update Benefit/Deductions** function.

To assign benefit/deductions to workers, refer to the **Modify Worker Benefits and Deductions** section on page 91 of **Chapter 3: Payroll Administration — Data Management Tasks**.

The **Mass Update Benefit/Deductions** function is discussed in the **Modify Benefits and Deductions for Multiple Workers** section on page 1.

Statutory Deduction Setup Process

The term *statutory deduction* refers to all benefit/deductions that are governmentally and/or legally required, such as taxes and Medicare.

In some areas, pre-defined statutory benefit/deductions (and their associated calculations and accumulators) may be available for import into Anthology Payroll. Otherwise, implementers must set them up manually. Statutory deductions also can be imported from a spreadsheet.

For a payroll administrator to be able to process statutory deductions in a jurisdiction, the system-defined deductions, calculations, and accumulators for that jurisdiction must be set up properly. This section provides the general process for setting up statutory deductions. Detailed procedures are available at Partner Source.

To set up statutory deductions:

1. Create position filters to control which workers are subject to which statutory deductions. Assign these position filters to workers on the **Worker positions** form.

   Position filters are discussed in the **Position Filters and Position Filter Parameters** section on page 214.

2. Create the necessary benefit/deductions to match statutory deduction requirements. Depending on the jurisdiction, this step may vary:

   - For Australian, Canadian, United Kingdom, and United States jurisdictions, a statutory deduction spreadsheet is available from Anthology Inc This spreadsheet can be imported into Anthology Payroll through the **System update utilities** > **Import statutory deduction updates function** to update all statutory deductions for the associated jurisdiction automatically. Each spreadsheet comes with its own installation instructions.

   - For other jurisdictions, you must create statutory deductions manually. This means creating/associating the benefit/deduction codes, groups, rule groups, calculations, accumulators, schedules, and any enrollments required to meet statutory requirements.

     Benefit/deduction setup is discussed in the **Set up Benefits and Deductions** section on page 302

3. Assign the statutory deductions to workers either individually or through a rule group.

4. Process pay as normal.

Testing Benefit/deductions

The specific method of testing a new benefit/deduction depends on the nature of the benefit/deduction being tested. Use the following general process to test a newly created benefit/deduction.

1. Add the new benefit/deduction to a selected worker.

2. Create a manual payment for the selected worker.

3. Verify that the new benefit/deduction is applied to the worker's earnings. Ensure that the deduction amount is as expected.

Lab 10.1 Set up Benefit/deductions

This lab involves creating a benefit/deduction using a common payroll scenario.

Scenario

Contoso intends to offer workers interest-free loans towards purchasing a computer. The repayments are to be withheld from worker paychecks. Mia must set up the loan repayment deduction.

Challenge Yourself!

Set up a benefit/deduction to withhold loan repayments from the paychecks of workers who have an outstanding loan. You must track the amount that was loaned to a worker and the amount that should be withheld from each paycheck. Ensure that the deduction will stop when the loan is fully repaid.

Use any ledger account for this deduction.

Ensure that the **Active dates** for the benefit/deduction, calculation, and calculation variables are earlier than the date that you start using this benefit/deduction.

Need a Little Help?

The amount that is loaned to workers and the amount that is to be recovered from workers per pay period are worker-specific. This means you must create two calculation variables—loan amount and loan recovery amount—to track these values for every worker with a loan.

You need an accumulator to track how much of the loan has been already recovered. The calculation that determines the amount of the recovery per pay period should use the *MIN* function to prevent recovering more than the actual loan total. The calculation should take the minimum between the loan recovery amount and the loan amount less the loan accumulator.

Add the new benefit/deduction to an existing group to manage when it is deducted (every pay period) and which payment types it is deducted from (regular payments).

You can associate your loan benefit/deduction with every benefit/deduction rule group to give this offer to all Contoso staff. That means that it will be calculated for every worker, but the deduction will only be taken from workers with the appropriate calculation variables. Alternatively, you can elect to not associate the loan benefit deduction with any rule groups and add it and the calculation variables manually to workers who make use of the loan. The next section details how to set up the former option.

Step by Step

These steps detail how to set up the following:

- the loan benefit/deduction
- the benefit/deduction schedule
- the loan amount and loan recovery amount calculation variables
- the loan recovery total accumulator
- the loan recovery amount calculation
- the benefit/deduction rule group calculations

To create the loan benefit/deduction code:

1. In the navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deductions** to open the **Benefit/deductions** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter *Computer Loan* as the **Benefit/deduction** name.
4. Enter a high **Depletion sequence** number to give this benefit/deduction a low priority among other benefit/deductions when deducted from payments.
5. Select *Take the whole deduction no matter what* for **Insufficient funds**.
6. Select *Pay period end date* for **Date period type**.
7. Select *Yes* for the **Print on statements** option to print it on pay statements. Enter a **Statement description** and **Statement sequence**.
8. Specify any **DR worker ledger account** and **CR worker ledger account**.
9. Change the **Active date** to *1/1/2008*.
10. Click **Save** to save your changes.

To set up the loan benefit/deduction schedule:

1. In the navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deduction groups** to open the **Benefit/deduction groups** form.
2. Add the *Computer loan* benefit/deduction to each of the following benefit/deduction groups through the **Benefit/deduction group benefit deductions** tab:
    - All deductions
    - Apply every pay pd
    - Apply reg pmt only
    - Apply all pay types
3. Click **Save** to save your changes.

To create the loan amount and loan recovery amount calculation variables:

1. In the navigation pane, click **Setup** > **Tables** > **Calculations** > **Calculation variables** to open the **Calculation variables** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter *Loan amount* as the **Calculation variable** name.
4. Change the **Active date** to *1/1/2008*.
5. Click **Setup** > **Calculation variable items** to open the **Calculation variable items** form.
6. Click **New** to create a new record.
7. On the **General** tab, enter *Loan amount* as the **Item** name. Close the form.
8. In the **Calculation variables** form, click **New** to create a new record.
9. Enter *Loan recovery amount* as the **Calculation variable** name.
10. Change the **Active date** to *1/1/2008*.
11. Click **Setup** > **Calculation variable items** to open the **Calculation variable items** form.
12. Click **New** to create a new record.
13. On the **General** tab, enter *Loan recovery amount* as the **Item** name. Close the form.
14. Click **Save** to save your changes.
15. Close the **Calculation variables** form.

To set up the loan recovery total accumulator:

1. In the navigation pane, click **Setup** > **Tables** > **Accumulators** > **Accumulators** to open the **Accumulators** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter *Loan recovery total* as the **Accumulator** name.
4. Specify *Ongoing* for **Date period** and select any **Date period type**. Date period type is not relevant for ongoing accumulators.
5. Select *Worker level* for **Accumulator type** and *Worker deduction amount* for **Accumulator unit type**.
6. Select *Full amount* for **Read type**.
7. Change the **Active date** to *1/1/2008*.
8. Click **Setup** > **Accumulator eligibility** to open the **Accumulator eligibility** form.

9. On the **Fast entry** tab, select the following:
   - **Accumulators**: *Loan recovery total*
   - **Pay groups**: *all*
10. Click **Insert** to create the accumulator eligibilities. Close the form.
11. On the **Accumulators** form, click **Setup** > **Accumulator values** to open the **Accumulator values** form.
12. On the **Fast entry** tab, select *Computer loan* for **Benefit deductions**.
13. Click **Insert** to create the accumulator values. Close the form.
14. Close the **Accumulators** form.

To create the loan recovery amount calculation:
1. In the navigation pane, click **Setup** > **Tables** > **Calculations** > **Calculations** to open the **Calculations** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter *Loan recovery amt* as the **Calculation**.
4. Select *Yes* for **Display in list**.
5. Change the **Active date** to *1/1/2008*.
6. On the **Rule** tab, click **Edit** to open the **Calculation setup** form. Clear the **Calculation string**.
7. Click **Min** to add the *MIN* operator to the calculation string.
8. Specify *Loan recovery amount* for **Calculation variable** and click **Add operand** to add it to the calculation string.
9. Click the **,** and **(** buttons to add them to the calculation string.
10. Specify *Loan amount* for **Calculation variable** and click **Add operand** to add it to the calculation string.
11. Click the **-** button to add it to the calculation string.
12. Specify *Loan recovery total* for **Accumulator** and click **Add accumulator** to add it to the calculation string.
13. Click the **)** button twice to add them to the calculation string.
14. Click **Validate** to check the calculation syntax.
15. Click **Test** to open the **Calculation test** form.
16. To test the calculation, enter a **Loan amount** of *500*, a **Loan recovery total** of *100*, and a **Loan recovery amount** of *50*. Click **Calculate** and verify that the result is a deduction of *50*. Change the **Loan recovery total** to *490*. Click **Calculate** and verify that the result is a deduction of *10*. Close the **Calculation test** form.
17. Click **Save** in the **Calculation setup** form to save the calculation. Close the **Calculations** form.

To create benefit/deduction rule group calculations for existing rule groups:
1. In the navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deduction rule group calculations** to open the **Benefit/deduction rule group calculations** form.

2. On the **Fast entry** tab, select the following:
   - **Benefit/deduction rule groups**: *all*
   - **Benefit deductions**: *Computer loan*
   - **Worker calculation**: *Loan recovery amt*
   - **Active date**: *1/1/2008*
3. Click **Insert** to create the rule group calculations. Close the form.

To test the computer loan benefit/deduction:

1. In the navigation pane, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select *1077 Brynja Blomsterberg*.
2. On the **Anthology Payroll Profile** tab of the ribbon, click the **Benefit/Deductions** button to open the **Worker benefit deductions** form.
3. Click **New** to create a new record.
4. Specify *Computer Loan* for **Benefit/deduction**.
5. Change the **Active date** to *9/1/2013*. Close the form.
6. On the **Anthology Payroll Profile** tab, click the **Calculation variables** button to open the **Worker calculation variables** form.
7. Click **New** to create a new record.
8. On the **General** tab, specify *Loan amount* for **Calculation variable** and **Item**. Enter the amount of the loan in the **Override amount** field and ensure that **Use default** changes to *No*. Change the **Active date** to *9/1/2013*.
9. Click **New** to create a new record.
10. On the **General** tab, specify *Loan recovery amount* for **Calculation variable** and **Item**. Enter the amount of the recovery deduction in the **Override amount** field and ensure that **Use default** changes to *No*. Change the **Active date** to *9/1/2013*. Close the form.
11. In the navigation pane, click **Journals** > **Manual payment** to open the **Manual payment entry** journal.
12. Specify *Staff-USA* as the **Pay group** and *1077 Brynja Blomsterberg* as the **Worker ID**.
13. Select a payment **Method** of *Check* and payment **Type** of *Manual*.
14. On the **Time** tab, click **Generate earnings** to create time from earnings.
15. On the **Earnings** tab, click **Calculate payment** to apply benefits and deductions to the earnings.
16. On the **Benefits/deductions** tab, verify that the *Computer Loan* deduction is applied using the *Loan recovery amount* that you specified earlier.

Summary

Well-planned, accurate, and efficiently set up benefit/deductions are one of the keys to a successful implementation. Well-designed benefit/deductions can save time and resources for both the implementation team and the end users.

This chapter covered:

- Procedures for setting up benefit/deductions
- Processes for configuring statutory deductions

Test Your Knowledge

1. What is the role of worker benefit/deduction enrollments in the Anthology Payroll module?

_____

_____

_____

_____

2. Benefit/deduction enrollment codes should be created:

( ) after benefit/deduction codes.

( ) before benefit/deduction groups.

( ) before benefit/deduction codes.

( ) before benefit/deduction types.

3. Match the following benefit/deduction-related items:

_____ 1. What are benefit/deduction groups set up to achieve?	a. To account for and manage specific worker benefits or deductions.
_____ 2. What purpose do benefit/deductions serve?	b. To link together benefit/deductions, calculations, and benefit/deduction rule groups.
_____ 3. What are benefit/deduction rule groups used for?	c. To schedule when the benefit/deductions are to must be calculated and deducted.
_____ 4. What are benefit/deduction rule group calculations used for?	d. To help minimize the workload in selecting benefit/deductions for new workers, and to minimize benefit/deduction maintenance for payroll administrators.

4. Benefit/deduction types are optional, and are used for what purposes?

_____

_____

_____

5. Choose the feature for which this statement is true: at least one of these must be set up for each company.

( ) Benefit/deduction enrollment code

( ) Benefit/deduction rule group

( ) Benefit/deduction rule group calculation

( ) Benefit/deduction group

6. Some benefit/deduction calculations use specific benefit/deduction accumulators. Which two of the following statements combine to accurately describe when these accumulators should be created? (Select all that apply)

( ) Create these accumulators after benefit/deduction rule groups.

( ) Create these accumulators before benefit/deduction rule groups.

( ) Create these accumulators after benefit/ deduction calculations.

( ) Create these accumulators before benefit/ deduction calculations.

7. True or false: most benefit/deductions must use specific benefit/deduction calculations.

( ) True

( ) False

8. Answer these three scheduling-related questions:
   • What basic purpose do benefit/deduction groups serve for payroll administrators?
   • What happens if you do not schedule each benefit/deduction for specific pay periods?
   • How does a benefit/deduction group serve the purpose referred to above?

9. Where are calculations associated with benefit/deductions?

( ) In the Benefit/deduction rule group calculations form.

( ) In the Benefit/deduction rule group form.

( ) In the Benefit/deduction calculation form.

( ) In the Benefit/deduction group form.

10. This question concerns the process of creating a new benefit/deduction. Put the following steps in order for creating a new benefit/deduction:

Step:

____: Schedule the new benefit/deduction by using benefit/deduction groups, or by scheduling individually on the basis of time or payment type.

____: Test the new benefit/deduction.

____: Create calculation(s) for the new benefit/deduction.

____: Name and define the new benefit/deduction, then add enrollments.

____: Unless assigning individual, worker-specific benefit/deductions, set up or select a benefit/deduction rule group.

____: Tie together the new benefit/deduction, calculation(s), and benefit/deduction rule group by setting up a new benefit/deduction rule group calculation.

____: Add the new benefit/deduction to the appropriate accumulators.

Quick Interaction: Lessons Learned

Take a moment and write down three key points you have learned from this chapter.

1.

2.

3.

Solutions

Test Your Knowledge

1. What is the role of worker benefit/deduction enrollments in the Anthology Payroll module?

   MODEL ANSWER:

   Worker's' benefit/deduction enrollments determine in what way the benefit/deduction will be applied - ultimately, they help determine what calculation is used to determine a particular worker's benefit deduction. For example, a benefit/deduction may include enrollments called Couple, Family, and Single, to provide for three different ways in which a benefit (such as medical or dental benefits) can be applied to workers.

2. Benefit/deduction enrollment codes should be created:

   ( ) after benefit/deduction codes.

   ( ) before benefit/deduction groups.

   (√) before benefit/deduction codes.

   ( ) before benefit/deduction types.

3. Match the following benefit/deduction-related items:

__c__ 1. What are benefit/deduction groups set up to achieve?	a. To account for and manage specific worker benefits or deductions.
__a__ 2. What purpose do benefit/deductions serve?	b. To link together benefit/deductions, calculations, and benefit/deduction rule groups.
__d__ 3. What are benefit/deduction rule groups used for?	c. To schedule when the benefit/deductions are to must be calculated and deducted.
__b__ 4. What are benefit/deduction rule group calculations used for?	d. To help minimize the workload in selecting benefit/deductions for new workers, and to minimize benefit/deduction maintenance for payroll administrators.

4. Benefit/deduction types are optional, and are used for what purposes?

   MODEL ANSWER:

   Benefit/deduction types are used for classification and reporting purposes only. For example, you can use benefit/deduction types to classify benefit/deductions as either mandatory or optional.

5. Choose the feature for which this statement is true: at least one of these must be set up for each company.

   ( ) Benefit/deduction enrollment code

   (√) Benefit/deduction rule group

   ( ) Benefit/deduction rule group calculation

   ( ) Benefit/deduction group

6. Some benefit/deduction calculations use specific benefit/deduction accumulators. Which two of the following statements combine to accurately describe when these accumulators should be created? (Select all that apply)

   (√) Create these accumulators after benefit/deduction rule groups

   ( ) Create these accumulators before benefit/deduction rule groups

   ( ) Create these accumulators after benefit/ deduction calculations

   (√) Create these accumulators before benefit/ deduction calculations

7. True or false: most benefit/deductions must use specific benefit/deduction calculations.

   (√) True

   ( ) False

8. Answer these three scheduling-related questions:
   - What basic purpose do benefit/deduction groups serve for payroll administrators?
   - What happens if you do not schedule each benefit/deduction for specific pay periods?
   - How does a benefit/deduction group serve the purpose referred to above?

   MODEL ANSWER:

   You can use Benefit/deduction groups to simplify data entry when scheduling benefit/deductions. You must schedule each benefit/deduction for the specific pay periods in which it will be calculated or no calculations will be performed. Once the benefit/deduction group is scheduled, any new benefit/deductions that are added to the group will be automatically scheduled automatically.

9. Where are calculations associated with benefit/deductions?

   (√) In the Benefit/deduction rule group calculations form.

   ( ) In the Benefit/deduction rule group form.

   ( ) In the Benefit/deduction calculation form.

   ( ) In the Benefit/deduction group form.

10. This question concerns the process of creating a new benefit/deduction. Put the following steps in order for creating a new benefit/deduction:

    Step:

    __2__: Schedule the new benefit/deduction by using benefit/deduction groups, or by scheduling individually on the basis of time or payment type.

   __7__ : Test the new benefit/deduction.

   __4__ : Create calculation(s) for the new benefit/deduction.

   __1__ : Name and define the new benefit/deduction, then add enrollments.

   __5__ : Unless assigning individual, worker-specific benefit/deductions, set up or select a
benefit/deduction rule group.

   __6__ : Tie together the new benefit/deduction, calculation(s), and benefit/deduction rule group by
setting up a new benefit/deduction rule group calculation.

   __3__ : Add the new benefit/deduction to the appropriate accumulators.

CHAPTER 11: SET UP PAYMENTS AND POSTINGS

Objectives

The objectives for this chapter are:

- Introduce procedures for setting up payments in Anthology Payroll.
- Introduce procedures for setting up checks and direct deposits in Anthology Payroll.
- Introduce the concepts and processes involved in posting payments, benefits, accounts payable invoices, and dimensions to the General ledger.

Introduction

This chapter introduces procedures that are used to set up payments and postings in Anthology Payroll.

Payments include both check and direct deposit formats. A check layout determines how a paycheck is formatted. Direct deposit format requires additional configuration for financial institutions and is discussed in its own section.

Set up Payments

Setting up payments involves setting up the following objects:

- payment types
- payment type groups
- payment methods
- statement message types
- statement messages
- check layouts

Payment setup also includes the configuration of several parameters in the **General definitions** form specific to cancelled, manual, and regular payments.

Payment type benefit/deduction selections and earning selections determine which benefit/deductions or earnings can be processed on which payment types. These are typically set up when creating new benefit/deductions or earnings. As such, the procedures to set up these objects are discussed in **Chapter 9: Set Up Time and Earnings** for earnings, and **Chapter 10: Set Up Benefit/Deductions** for benefit/deductions.

Statement Messages and Statement Message Types

Statement messages are memos printed on pay statements. Statement message types are groups or categories of statement messages.

Typical examples of statement message types are:

- Company announcements
- Holiday messages
- Safety reminders

When processing regular pay, payroll administrators can select a specific statement message to print on pay statements. To print multiple statement messages, payroll administrators can select a statement message type.

Statement message types can be associated with *payment types* to automatically print certain messages when those payment types are processed. Statement message types should be set up before statement messages.

To set up a statement message type:
1. In the navigation pane, click **Setup** > **Tables** > **Payroll** > **Statement message types** to open the **Statement message types** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Statement message type** name and **Statement message type description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. Click **Save** to save your changes.

To set up a statement message:
1. In the navigation pane, click **Setup** > **Tables** > **Payroll** > **Statement messages** to open the **Statement messages** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Statement message** name and **Statement message description**. The **Short code** defaults to the first five characters of the name.
4. Specify a **Statement message type** to group this message with a statement message type.
5. Select *Check* or *Direct deposit* for the **Statement type**. This statement will only print on payments of this type.
6. Enter the **Message** as it will appear on pay statements. Maximum 85 characters.
7. Enter the **Statement sequence** that determines the list order of the message on pay statements. Lower numbers are higher priority.
8. Specify the **Start date** and **End date** of when the message will appear on pay statements.
9. Specify an **Active date** and **Expiry date**.
10. Click **Save** to save your changes.

Payment Types

Payment types control the types of transactions, calculations, and deductions that the system can process when generating a payment. All payments generated from Anthology Payroll must have a type. Some examples of payment types are:
- Regular
- Replacement
- Advance
- Cancellation
- Supplemental

To set up a payment type:

1. In the navigation pane, click **Setup** > **Tables** > **Payments** > **Payment types** to open the **Payment types** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Payment type** name and **Payment type description**. The **Short code** defaults to the first five characters of the name.
4. Enter a **Maximum payments per period** to set a limit on the number of times that this payment type can be processed in one pay period.
5. Enter a **Minimum payment amount** and **Maximum payment amount** to set boundaries on the amount of pay generated for this payment type. These values can be negative.
6. Select *Yes* or *No* for the following options to allow or disallow this payment type to perform the specified actions:

Payment	Description
Gross up	Issue gross up payments. Can only be associated with one payment type earning selection and that earning must have a salary impact of *Additional*. See the **Payment Type Earning Selections** section on page 266.
Advance	Issue pay advances
Advance recovered	Recover pay advances
Supplements	Only calculate benefits and deductions as a top-up of the worker's regular payment. Fixed amount deductions that have already been deducted from regular payment during the pay period are not recalculated on supplemental payments.
Cancel	Reverse all benefit/deductions and advances for a specific payment. Cancelled payments do not reverse earnings, which must be done manually through adjustments.
Benefit/deduction recovery	Recover benefit/deduction amounts owing if there is enough gross pay.
Benefit	Calculate worker benefits
Negative net	Generate an advance if the net pay for any pay statement is negative.
Negative net recovered	Recover negative net advances if there is enough gross pay.
Prepaid benefit	Process prepaid benefit/deduction amounts
Worker deduction	Process worker deductions
Employer deduction	Process employer deductions
Employer deductions when earnings zero	Process employer deductions when the worker has no earnings

Payment	Description
Revise	Process revised payments. Revised payments are recalculations of all benefit/deductions, earnings, and accumulators from a past pay period to the current pay period.
Revised payment refund	Process owed amounts to the worker generated from revised payments.
Revised payment recovery	Recover owed amounts to the employer generated from revised payments.

7. Specify an **Active date** and **Expiry date**.

8. If this payment type processes *Supplements*, on the **Payment type supplement selections** tab, move payment types to the **Payment types selected** pane to define which payment types this payment type is supplemental to. Supplemental payment types are checked during processing to ensure that deductions are not taken twice or over-deducted.

9. On the **Payment type statement message types** tab, move statement message types to the **Statement message types selected** pane to define the statement messages that can print on this payment type.

10. Click **Save** to save your changes.

Payment Type Groups

Payment type groups are used to group payment types for user-defined reports. Payment type groups are not currently used in any standard system reports and are optional to set up.

To set up a payment type group:

1. In the navigation pane, click **Setup** > **Tables** > **Payments** > **Payment type groups** to open the **Payment type groups** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Payment type group** name and **Payment type group description**. The **Short code** defaults to the first five characters of the name.

4. Specify an **Active date** and **Expiry date**.

5. To add payment types to the group, move payment types from the **Payment types remaining** pane and to the **Payment types selected** pane.

6. Click **Save** to save your changes.

Payment Methods

Payment methods identify how workers are paid and the appropriate report and bank export information for the payment method. You may have different payment methods for various forms of currency. Most implementations have the following standard payment methods:

- Check
- Direct deposit

To set up a payment method:

1. In the navigation pane, click **Setup** > **Tables** > **Payments** > **Payment methods** to open the **Payment methods** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Payment method** name and **Payment method description**. The **Short code** defaults to the first five characters of the name.
4. Select *Check* or *Direct deposit* for the **Statement type**.
5. Specify a **Company bank account** as the default account used for all payments of this method. Bank accounts are defined on the Cash and bank management module.
6. If your implementation is configured to use bridging accounts in AP or AR, you can select the **Bridging posting** checkbox. Specify the **Bridging account** that payments of this payment method are posted to.
7. Specify a **Report name** to associate all payments of this type with a report format (check layout). This format is used for all printed checks and pay statements.
8. Specify an **Active date** and **Expiry date**.
9. Click **Save** to save your changes.

Check Layouts

Check layouts define how check and direct deposit information is arranged on pay statements and checks. You can create an unlimited number of check and direct deposit layouts.

In Anthology Payroll for Microsoft Dynamics 365 Finance, check and direct deposit formats are controlled by report definition language (RDL) files that are managed by SQL Server Reporting Services. The report format is specified on the **Payment methods** form. Check layouts are now optional for checks and direct deposits.

To set up a check layout:

1. In the navigation pane, click **Setup** > **Tables** > **Payroll** > **Check layout** to open the **Payroll check format** form.
2. Click **New** to create a new record.
3. Select the **Check form type** according to jurisdiction. Check form types are system-defined.
4. Select *Check* or *Direct deposit* for the **Statement type**.
5. On the **General** tab, select *Top* or *Bottom* for the **Check position** to define the orientation of the negotiable check on the layout.
6. Enter a **Check start position** or **Check stub start position** value to define the number of units from the page border that the check or check stub information starts to print.
7. Select the **Unit for the start position of the check** or **Unit for the start position of the check stub** for use with the position value:
   - *mm*: millimeters
   - *cm*: centimeters
   - *pt*: points
   - *char*: character widths
   - *Inch*: inches

8. Enter any currency character **Prefix** that is to appear before the check amount.
9. Select a **Check date format** (examples):
    - *Formatted*: September 23 2012
    - *YYYYMMDD*: 20120923
    - *DDMMYYYY*: 23092012
    - *MMDDYYYY*: 09232012
10. On the **Setup** tab, select the corresponding checkboxes to print the item on the check:
    - Bank name
    - Bank address
    - Bank telephone
    - Company name
    - Company address
    - Company telephone
    - Company logo
    - Worker address (will only print if **Display** is set to *Yes* for the worker's address)
11. Select an option for **Print company details** to specify where the company name, address and telephone details are retrieved from.
12. Select the **Statement print sort order**:
    - *Report distribution/Name*: sort by the **Report distribution** on the worker's position and then alphabetically by name
    - *Name*: sort alphabetically by the worker's name
    - *Worker ID*: sort by **Personnel number**
    - *Report distribution/Worker ID*: sort by the **Report distribution** on the worker's position and then by **Personnel number**
13. For *Direct deposits*, specify the number of **Bank deposit lines** or **Hide deposit information** altogether.
14. On the **Stub** tab, select **Sections to be shown**, enter the number of **Lines to display** for each section, and select **Force long listings** to print the full description of the field on the check.
15. On the **Signature** tab, select **Print first signature**, **Print second signature**, and **Print third signature** to indicate the number signatures required on the check. Enter the net pay limit that the signatory has authority to sign for in the **First amount limit**, **Second amount limit**, and **Third amount limit** fields.
16. Click **Print test** to print a test page with the check layout specifications.
17. Click **Company logo** to open the **Image** dialog. Click **Change** to specify an image file as the company logo.
18. Click **Bank signature** to open the **Signature** dialog. Click **Change** on any of the signatures to specify signature images to print on the check.
19. Click **Save** to save your changes.

Payment Parameters

There are several payment type codes that must be identified on the **General definitions** form to allow Anthology Payroll to process payments correctly:

- Cancelled payments: payments to a worker that are reversed.
- Manual payments: payments to a worker that are issued outside of the normal pay process.
- Regular payments: payments issued by the normal pay process.

To configure the payment parameters:

1. In the navigation pane, click **Setup** > **Parameters** to open the **General definitions** form.
2. On the list, select the *Cancelled payment type code* **General definition code**.
3. On the **General** tab, specify a **String value** of the payment type that should be used for cancelled payments.
4. Specify an **Active date** and **Expiry date**.
5. On the list, select the *Manual payment type code* **General definition code**.
6. On the **General** tab, specify a **String value** of the payment type that should be used for manual payments.
7. Specify an **Active date** and **Expiry date**.
8. On the list, select the *Regular payment type code* **General definition code**.
9. On the **General** tab, specify a **String value** of the payment type that should be used for regular payments.
10. Specify an **Active date** and **Expiry date**.
11. Click **Save** to save your changes.

Set up Direct Deposits

Direct deposit payments in Anthology Payroll require additional setup over check payments. This setup includes:

- Account types
- Financial institutions
- Financial institution export formats

For each financial institution, you can set up:

- Addresses
- Electronic contacts
- Notes
- Persons

For each financial institution contact person, you can set up:

- Addresses
- Electronic contacts

- Name
- Notes

If the company uses direct deposit for worker pay, then you must set up account types for worker savings and checking accounts. Direct deposit setup also includes the configuration of several parameters relating to account types on the **General definitions** form. This configuration is important for creating electronic deposit files—data files sent to financial institutions to deposit worker payment into the appropriate accounts.

Financial Institutions

Financial institutions represent branches of financial institutions where workers can receive their direct deposit pay. One record must be created for every branch of a financial institution. The name should be meaningful because the bank number and transit number do not display when associating account information to a worker.

To set up a financial institution code:

1. In the navigation pane, click **Setup** > **Tables** > **Financial institutions** > **Financial institutions** to open the **Financial institutions** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Financial institution** name and **Financial institution description**. The **Short code** defaults to the first five characters of the name.
4. Enter the **Bank number** that represents the primary identifier of the financial institution.
5. Enter the **Transit number** that represents the secondary identifier of the financial institution.
6. Specify an **Active date** and **Expiry date**.
7. Proceed to set up addresses, electronic contacts, notes, and persons for the financial institution.

Financial Institution Addresses

Financial institution addresses are used for reporting purposes.

To set up a financial institution address:

1. On the **Financial institutions** form, click **Setup** > **Addresses** to open the **Financial institution addresses** form.
2. Click **New** to create a new record.
3. On the **General** tab, specify an **Address type**.
4. Enter the following information:
   - **Street** address
   - **ZIP/postal code**
   - **City**
   - **County** (if applicable)
   - **State or province**
   - **Country/region**

5. Select *Yes* or *No* in the **Display** field. This determines if the financial institution address information is printed on reports and forms.

6. If the address information is to display, specify a **Display priority** number. This number is used to determine which address will be printed when only one can be printed. Higher values are higher priority. *Zero* is the lowest priority.

7. Specify an **Active date** and **Expiry date**.

8. Click **Save** to save your changes.

Financial Institution Electronic Contacts

Financial institution electronic contact information is used for reporting purposes.

To set up a financial institution electronic contact:

1. On the **Financial institutions** form, click **Setup** > **Electronic contacts** to open the **Financial institution electronic contacts** form.

2. Click **New** to create a new record.

3. On the **General** tab, specify a **Contact type**.

4. Enter the following information:

   - **Telephone**
   - **Extension** (if applicable)
   - **E-mail** address
   - **Internet address** or web site

5. Select *Yes* or *No* in the **Display** field. This determines if the financial institution electronic contact information is printed on reports and forms.

6. If the address information is to display, specify a **Display priority** number. This number is used to determine which contact will be printed when only one can be printed. Higher values are higher priority. *Zero* is the lowest priority.

7. Specify an **Active date** and **Expiry date**.

8. Click **Save** to save your changes.

Financial Institution Notes

Financial institution notes can be used to store miscellaneous information, such as hours of business or general remarks regarding financial institutions.

To set up a financial institution note:

1. On the **Financial institutions** form, click **Setup** > **Notes** to open the **Financial institution notes** form.

2. Click **New** to create a new record.

3. On the **General** tab, specify the **Note type**.

4. Enter the **Note subject** and the **Note text**.

5. Specify an **Active date** and **Expiry date**.

6. Click **Save** to save your changes.

Financial Institution Persons

Financial institution persons are contacts associated with a financial institution. Examples of contact persons include:

- Business accounts manager
- Bank manager

Financial institution persons must be associated with a person group and a person type, which are used for reporting purposes. Person group and person type setup is discussed in **Chapter 7: Set Up Initial Anthology Payroll Environment**.

Additional information can be set up for each financial institution person:

- Address
- Electronic contact
- Name
- Notes

An example of when you may choose to do this is when a financial institution contact person's address is different, or more detailed, than the financial institution's address.

To set up a financial institution person:

1. On the **Financial institutions** form, click **Setup** > **Persons** to open the **Financial institution persons** form.
2. Click **New** to create a new record.
3. On the **General** tab, specify a **Person group**.
4. Specify a **Person type**.
5. Specify an **Active date** and **Expiry date**.
6. Click **Save** to save your changes.
7. Proceed to set up address, electronic contacts, the name, and notes for this person.

To set up a financial institution person's address:

1. On the **Financial institution persons** form, click **Setup** > **Addresses** to open the **Addresses** form.
2. Click **New** to create a new record.
3. On the **General** tab, specify an **Address type**.
4. Enter the following information:
   - **Street** address
   - **ZIP/postal code**
   - **City**
   - **County** (if applicable)
   - **State or province**
   - **Country/region**
5. Select *Yes* or *No* in the **Display** field. This determines if the person's address information is printed on reports and forms.

6. If the address information is to display, specify a **Display priority** number. This number is used to determine which address will be printed when only one can be printed. Higher values are higher priority. *Zero* is the lowest priority.

7. Specify an **Active date** and **Expiry date**.

8. Click **Save** to save your changes.

To set up a financial institution person's electronic contact information:

1. On the **Financial institution persons** form, click **Setup** > **Electronic contacts** to open the **Person electronic contacts** form.

2. Click **New** to create a new record.

3. On the **General** tab, specify a **Contact type**.

4. Enter the following information:

   - **Telephone**
   - **Extension** (if applicable)
   - **E-mail** address
   - **Internet address** or web site

5. Select *Yes* or *No* in the **Display** field. This determines if the financial institution electronic contact information is printed on reports and forms.

6. If the address information is to display, specify a **Display priority** number. This number is used to determine which contact will be printed when only one can be printed. Higher values are higher priority. *Zero* is the lowest priority.

7. Specify an **Active date** and **Expiry date**.

8. Click **Save** to save your changes.

To set up a financial institution person's name:

1. On the **Financial institution persons** form, click **Setup** > **Name** to open the **Persons** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the following information as applicable:

   - **Professional prefix**
   - **Salutation**
   - **First name**, **Middle name**, and **Last name** (max 25 characters each)
   - **Suffix**
   - **Search name**
   - **Nickname** (max 25 characters)

4. Select a **Name sequence** to control how the name is displayed when printed.

5. Specify an **Active date** and **Expiry date**.

6. Click **Save** to save your changes.

To set up a financial institution person's notes:

1. On the **Financial institution persons** form, click **Setup** > **Notes** to open the **Person notes** form.

2. Click **New** to create a new record.

3. On the **General** tab, specify the **Note type**.

4. Enter the **Note subject** and the **Note text**.

5. Specify an **Active date** and **Expiry date**.

6. Click **Save** to save your changes.

Close the **Financial institution persons** form when finished.

Account Types

Account types identify the different types of accounts used for direct deposits. Account types can be used for reporting purposes and must be set up if account information is recorded for workers. Examples include:

- Checking
- Savings

To set up an account type:

1. In the navigation pane, click **Setup** > **Tables** > **Financial institutions** > **Account types** to open the **Account types** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Account type** name and **Account type description**. The **Short code** defaults to the first five characters of the name.

4. Specify an **Active date** and **Expiry date**.

5. Click **Save** to save your changes.

Direct Deposit Parameters

If the company uses direct deposit to pay workers, you must configure the account type parameters for savings and checking accounts on the **General definitions** form. Ensure that the appropriate account types have been created before configuring these parameters.

These parameters are used in producing electronic funds transfer (EFT) files.

Also, you can separate the printing of direct deposit pay statements from the EFT file generation according to your business needs. Once separated, another process must be run to print direct deposit pay statements.

To configure direct deposit parameters:

1. In the navigation pane, click **Setup** > **Parameters** to open the **General definitions** form.

2. On the list, select the *Worker checking account type* **General definition code**.

3. On the **General** tab, specify a **String value** of the account type that should be used for checking accounts.

4. Specify an **Active date** and **Expiry date**.

5. On the list, select the *Worker savings account type* **General definition code**.

6. On the **General** tab, specify a **String value** of the account type that should be used for savings accounts.

7. Specify an **Active date** and **Expiry date**.

8. On the list, select the *Print direct deposit statements option* **General definition code**.

9. On the **General** tab, specify a **String value** of *No* to separate the printing of direct deposit pay statements from the EFT file generation. The default is *Yes*. This is optional.

10. Specify an **Active date** and **Expiry date**.

11. Close the form to save your changes.

Financial Institution Export Formats

Export files contain direct deposit information and must be uploaded to a financial institution. To change the location where a financial institution export file will be created on the server machine, you must change the export file location.

For Microsoft Dynamics 365 environments that are hosted on the cloud, this file location may not be accessible by users as the location resides on the server. Instead, files produced as part of pay processing can be downloaded through the browser using the **Download files to local network** function.

To change the export file location:

1. In the navigation pane, click **Setup** > **Tables** > **Financial institutions** > **Financial institution export formats** to open the **Financial institution export formats** form.

2. On the list, select the financial institution to modify.

3. On the **General** tab, specify an **Export file name** as desired.

4. Change the **Export file location** as desired.

5. Click **Save** to save your changes.

Set Up Transaction Postings

Creating transaction postings is one of the final steps during a pay process. All worker payments and withholding must be posted back to the General ledger and Accounts payable from Anthology Payroll.

There are no specific setup procedures for transaction postings, but Anthology Payroll posts from different accounts according to how your pay group ledger accounts and earning and benefit/deduction account exceptions are configured.

This section describes:

- Which Anthology Payroll accounts are selected when transactions post to GL accounts and where to set them up.
- The priority system used to select dimension values during the posting process.
- How Anthology Payroll determines offset accounts during the posting process.

Pay group ledger accounts are accounting rules that are one method of determining the ledger accounts that different types of transactions are posted to. These rules apply specifically to one pay group. To set up pay group ledger accounts:

1. In the navigation pane, click **Setup** > **Tables** > **Payroll** > **Pay group ledger accounts** to open the **Pay group ledger accounts** form.

2. Click **New** to create a new record.

3. On the **General** tab, select the **Pay group**. This accounting rule applies only to this pay group. Enter a **Description** of the accounting rule

4. Select the **Account type** for the types of transactions to post.
5. Specify the **Ledger account** that transactions of this type are posted to.
6. Specify an **Active date** and **Expiry date**.
7. Click **Save** to save your changes.

Entitlements Posting

Entitlements are posted using the **Periodic** > **Pay Period** > **Entitlements liability posting** process.

Ledger accounts for entitlements posting can be set on the following forms:

- **Earning account exceptions** form: **Setup** > **Earnings** > **Earning account exceptions**
- **Earnings** form: **Setup** > **Earnings** > **Earnings**
- **Pay group ledger accounts** form: **Setup** > **Payroll** > **Pay group ledger accounts**
- **Entitlements** form: **Setup** > **Entitlements** > **Entitlements**

Entitlement accrual or accrual adjustments

Type	GL Account	Amount	Date
Debit	Entitlement expense	Entitlement accrual	Pay Period end
Anthology Payroll uses the **DR ledger account** specified for the entitlement on the **Entitlements** form			
Credit	Entitlement liability	Entitlement accrual	Pay Period end
Anthology Payroll uses the **CR ledger account** specified for the entitlement on the **Entitlements** form			

Entitlement taken via earnings

Type	GL Account	Amount	Date
Debit	Entitlement liability	Entitlement taken	Pay Period end*
Anthology Payroll searches for the entitlement liability account in the following order: a. the **Ledger account** defined on the **Earning account exceptions** form for the *Debit* transaction b. the **DR ledger account** specified on the earning code on the **Earnings** form			
Credit	Payroll Clearing	Entitlement taken	Pay Period end*
Anthology Payroll searches for the payroll clearing account in the following order: a. the **Ledger account** defined on the **Earning account exceptions** form for the *Credit* transaction b. the **CR ledger account** specified on the earning code on the **Earnings** form c. the *Payroll clearing* account specified for the pay group on the **Pay group ledger accounts** form			

*This date can be **Pay period end date** or **Statement date**.

Entitlement taken adjustments

Type	GL Account	Amount	Date
Debit	Entitlement liability	Entitlement adjustment	Pay Period end
Anthology Payroll uses the **CR ledger account** specified for the entitlement on the **Entitlements** form			
Credit	Entitlement expense	Entitlement adjustment	Pay Period end
Anthology Payroll uses the **DR ledger account** specified for the entitlement on the **Entitlements** form			

Payments Posting

Payments are posted using the **Periodic** > **Pay Period** > **Payments posting** process. Payments include the following types of transactions:

- Earnings
- Worker-paid benefit/deduction amounts
- Negative nets
- Advances
- Net Pay

It is recommended not to override any postings that debit or credit the *Payroll Clearing* account.

Ledger accounts for all payment transactions can be set on the following forms:

- **Earning account exceptions** form: **Setup** > **Earnings** > **Earning account exceptions**
- **Earnings** form: accessed from **Setup** > **Earnings** > **Earnings**
- **Pay group ledger accounts** form: **Setup** > **Payroll** > **Pay group ledger accounts**
- **Benefit deduction account exceptions** form: **Setup** > **Benefit/deductions** > **Benefit/deduction account exceptions**
- **Benefit deductions** form: **Setup** > **Benefit/deductions** > **Benefit/deductions**
- **Bank accounts** list: **Cash and bank management** module > **Common** > **Bank accounts**
- **General definitions** form: **Setup** > **Parameters**
- **Payment methods** form: **Setup** > **Payments** > **Payment methods**
- **Pay groups** form: **Setup** > **Payroll** > **Pay groups**

The following tables explain each of these types of transactions and the hierarchy of where ledger account information is obtained:

Earnings

Type	GL Account	Amount	Date
Debit	Expense Account*	Labor expense	Posting date**

Type	GL Account	Amount	Date
Anthology Payroll searches for the expense account in the following order: a. the **Ledger account** defined on the **Earning account exceptions** form for the *Debit* transaction b. the **DR ledger account** specified on the earning code on the **Earnings** form			
Credit	Payroll Clearing*	Payroll liability	Posting date**
Anthology Payroll searches for the payroll clearing account in the following order: a. the **Ledger account** defined on the **Earning account exceptions** form for the *Credit* transaction b. the **CR ledger account** specified on the earning code on the **Earnings** form c. the *Payroll clearing* account specified for the pay group on the **Pay group ledger accounts** form			

*The GL account can be manually modified in the **Earnings** journal or **Time/earning adjustments** journal prior to posting. See the **Create Prior Period Adjustments** section on page 139.

** If the *GL postings to be summarized* general definition is set to *Yes*, then the **Posting date** is the **Pay period end date**; otherwise, the **Posting date** is the **Earning date**. It is recommended that this definition be set to allow correcting transactions that are dated in the past.

Worker-paid Benefit/deductions

Type	GL Account	Amount	Date
Debit	Payroll Clearing	Worker amount of benefit/deduction	Pay Period end
Anthology Payroll searches for the payroll clearing account in the following order: a. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the *Debit* transaction b. the **DR worker ledger account** specified on the benefit/deduction code on the **Benefit/deductions** form c. the *Payroll clearing* account specified for the pay group on the **Pay group ledger accounts** form			
Credit	Benefit/ deduction Liability	Worker amount of benefit/deduction	Pay Period end
Anthology Payroll searches for the benefit/deduction liability account in the following order: a. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the *Credit* transaction b. the **CR employer ledger account** specified for the benefit/deduction on the **Benefit/deductions** form c. the *Employer deduction liability* account specified for the pay group on the **Pay group ledger accounts** form			

Negative Nets

Type	GL Account	Amount	Date
Debit	Negative net Receivable	Negative net incurred amount	Pay Period end
Anthology Payroll uses the *Negative net receivable* account specified for the pay group on the **Pay group ledger accounts** form.			
Credit	Payroll Clearing	Negative net incurred amount	Pay Period end
Anthology Payroll uses the *Payroll clearing* account specified for the pay group on the **Pay group ledger accounts** form.			
Debit	Payroll Clearing	Negative net recovery amount	Pay Period end
Anthology Payroll searches for the payroll clearing account in the following order: a. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the *Debit* transaction b. the **DR worker ledger account** specified on the benefit/deduction code on the **Benefit/deductions** form c. the *Payroll clearing* account specified for the pay group on the **Pay group ledger accounts** form			
Credit	Negative net Receivable	Negative net recovery amount	Pay Period end
Anthology Payroll searches for the negative net receivable account in the following order: a. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the *Credit* transaction b. the **DR employer ledger account** specified on the benefit/deduction code on the **Benefit/deductions** form c. the *Worker deduction liability* account specified for the pay group on the **Pay group ledger accounts** form			

Advances

Type	GL Account	Amount	Date
Debit	Advance Receivable	Advance payment amount	Pay Period end
Anthology Payroll uses the *Advance receivable* account specified for the pay group on the **Pay group ledger accounts** form.			
Credit	Payroll Clearing	Advance payment amount	Pay Period end
Anthology Payroll uses the *Payroll clearing* account specified for the pay group on the **Pay group ledger accounts** form.			

Type	GL Account	Amount	Date
Debit	Payroll Clearing	Advance recovery amount	Pay Period end
Anthology Payroll searches for the payroll clearing account in the following order: a. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the *Debit* transaction b. the **DR worker ledger account** specified on the benefit/deduction code on the **Benefit/deductions** form c. the *Payroll clearing* account specified for the pay group on the **Pay group ledger accounts** form			
Credit	Advance Receivable	Advance recovery amount	Pay Period end
Anthology Payroll searches for the advance receivable account in the following order: a. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the *Credit* transaction b. the **DR employer ledger account** specified on the benefit/deduction code on the **Benefit/deductions** form c. the *Worker deduction liability* account specified for the pay group on the **Pay group ledger accounts** form			

Revised Payments

Type	GL Account	Amount	Date
Debit	Revised payment recovery receivable	Recovery incurred	Pay period end
Anthology Payroll uses the *Revised payment recovery receivable* account specified for the pay group on the **Pay group ledger accounts** form			
Credit	Cash/bank account	Recovery incurred	Pay period end
Anthology Payroll searches for the cash/bank account in the following order: a. the **Company bank account** defined on the **Payment methods** form for the corresponding payment b. the **Company bank account** specified on the pay group on the **Pay groups** form			
Debit	Payroll clearing	Recovery taken	Pay period end
Anthology Payroll searches for the payroll clearing account in the following order: a. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the *Debit* transaction b. the **DR worker ledger account** specified on the benefit/deduction code on the **Benefit/deductions** form c. the *Payroll clearing* account specified for the pay group on the **Pay group ledger accounts** form			

Type	GL Account	Amount	Date
Credit	Revised payment recovery receivable	Recovery taken	Pay period end
Anthology Payroll searches for the revised payment recovery receivable account in the following order: a. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the *Credit* transaction b. the **DR employer ledger account** specified on the benefit/deduction code on the **Benefit/deductions** form c. the *Revised payment recovery receivable* account specified for the pay group on the **Pay group ledger accounts** form			
Debit	Cash/bank account	Refund incurred	Pay period end
Anthology Payroll searches for the cash/bank account in the following order: a. the **Company bank account** defined on the **Payment methods** form for the corresponding payment b. the **Company bank account** specified on the pay group on the **Pay groups** form			
Credit	Revised payment refund liability	Refund incurred	Pay period end
Anthology Payroll uses the *Revised payment refund liability* account specified for the pay group on the **Pay group ledger accounts** form			
Debit	Revised payment refund liability	Refund paid	Pay period end
Anthology Payroll uses the *Revised payment refund liability* account specified for the pay group on the **Pay group ledger accounts** form			
Credit	Payroll clearing	Refund paid	Pay period end
Anthology Payroll uses the *Payroll clearing* account specified for the pay group on the **Pay group ledger accounts** form			

Net Pay

Type	GL Account	Amount	Date
Debit	Payroll Clearing	Net pay amount	Statement date
Anthology Payroll uses the *Payroll clearing* account specified for the pay group on the **Pay group ledger accounts** form.			
Credit	Cash/Bank	Net pay amount	Statement date
Anthology Payroll uses the ledger account specified for the bank selected in the *Check clearing account* and *Direct deposit clearing account* general definitions. The ledger account for the bank is specified in the **Cash and bank management** module.			

Benefits Posting

Benefits are posting using the **Periodic** > **Pay Period** > **Benefits posting** process.

Ledger accounts for employer-paid benefit/deductions can be set on the following forms:

- **Benefit deduction account exceptions** form: **Setup** > **Benefit/deductions** > **Benefit/deduction account exceptions**
- **Benefit/deductions** form: **Setup** > **Benefit/deductions** > **Benefit/deductions**
- **Pay group ledger accounts** form: **Setup** > **Payroll** > **Pay group ledger accounts**

Employer-paid Benefit/deductions

Type	GL Account	Amount	Date
Debit	Unit benefit/ deduction expense	Employer (ER) amount of benefit/ deduction	Pay Period end
Anthology Payroll searches for the unit benefit/deduction expense account in the following order: a. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the *Debit* transaction b. the **DR employer ledger account** specified on the benefit/deduction code on the **Benefit/deductions** form			
Credit	Benefit/ deduction Liability	Employer (ER) amount of benefit/ deduction	Pay Period end
Anthology Payroll searches for the benefit/deduction liability account in the following order: a. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the *Credit* transaction b. the **CR employer ledger account** specified for the benefit/deduction on the **Benefit/deductions** form c. the *Employer deduction liability* account specified for the pay group on the **Pay group ledger accounts** form			

AP Invoice Posting

AP invoices are posted using the **Periodic** > **Pay Period** > **AP invoice posting** process.

Ledger accounts for AP vendors are defined in the **Accounts payable** module. Ledger accounts and vendors for benefit/deduction transactions that generate AP invoices can be set on the following forms:

- **Worker benefit deductions** form: **Common** > **Anthology Payroll workers** list > *worker* > **Anthology Payroll Profile** tab > **Benefit/Deductions**
- **Benefit/deductions** form: **Setup** > **Benefit/deductions** > **Benefit/deductions**
- **Pay group ledger accounts** form: **Setup** > **Payroll** > **Pay group ledger accounts**

Benefit/Deduction Transaction Generating an AP Invoice

Type	GL Account	Amount	Date
Debit	Benefit/ deduction Liability	Worker amount of benefit/ deduction	Pay Period end*
Anthology Payroll uses the *Worker deduction liability* account specified for the pay group on the **Pay group ledger accounts** form.			
Debit	Benefit/ deduction Liability	Employer amount of benefit/ deduction	Pay Period end*
Anthology Payroll uses the *Employer deduction liability* account specified for the pay group on the **Pay group ledger accounts** form.			
Credit	Accounts Payable Control	All benefit/ deduction amounts	Pay Period end*
Anthology Payroll searches for the accounts payable vendor(s) in the following order: a. the **Worker AP vendor** and **Employer AP vendor** specified for the benefit/deduction on the **Worker benefit/deductions** form b. the **Worker AP vendor** and **Employer AP vendor** specified on the benefit/deduction code on the **Benefit/deductions** form			

*This date can be **Pay period end date** or **Statement date**.

Dimension Selection

The Anthology Payroll module selects dimensions for the earnings and benefit/deductions associated with the transactions it posts to GL. It selects the dimensions to use by looking for this data in a series of locations, and using the first data it finds.

The following tables show these locations in the order they are viewed by Anthology Payroll, and also show the navigation path used to enter or modify the dimension data.

Earnings

Location and Order of Priority	Navigation Path for Data Entry/Modification
1. Earning account exception	**Setup** > **Earnings** > **Earning account exceptions** form. Used only if you want the same earning code to generate different dimension values based on: • Worker's department • Worker's occupation • Earning's task • Earning's work reason • Earning's relief reason

Location and Order of Priority	Navigation Path for Data Entry/Modification
2. Earnings	**Setup** > **Earnings** > **Earnings** form.
3. Organization split on position level	**Common** > **Anthology Payroll workers** list > *worker* > **Anthology Payroll Profile** tab > **Positions** > **Worker position** form > *position* > **Setup** > **Organization Splits** to select a department. Anthology Payroll then uses any dimension values set for that department.
4. Organization split on worker level	**Common** > **Anthology Payroll workers** list > *worker* > **Anthology Payroll Profile** tab > **Organization Splits** to select a department. Anthology Payroll then uses any dimension values set for that department.
5. Department on HR worker record	**Common** > **Anthology Payroll workers** list > *worker* > **Worker** form > **Employment** tab > **Financial dimensions** section. Anthology Payroll uses any dimension values set for that department.
6. Pay group ledger account	**Setup** > **Payroll** > **Pay group ledger accounts** form

Benefit/deductions

Location and Order of Priority	Navigation Path for Data Entry/Modification
1. Benefit/deduction account exception	**Setup** > **Benefit/deductions** > **Benefit/deduction account exceptions** form. Used only if you want the same benefit/deduction code to generate different dimension values based on: • Worker's position's department • Worker's position's occupation • Earning's task • Earning's work reason • Earning's relief reason If the payment is based on earnings that have the task, work reason and/or relief reason specified, then Anthology Payroll determines what fraction of all earnings that the earnings with the specified task, work reason and relief reason is. It then calculates a similar fraction of the selected benefit/deduction amount and posts it to the selected account.
2. Benefit/deduction	**Setup** > **Benefit/deductions** > **Benefit/deductions** form

Location and Order of Priority	Navigation Path for Data Entry/Modification
3. Organization split on position level	**Common** > **Anthology Payroll workers** list > *worker* > **Anthology Payroll Profile** tab > **Positions** > **Worker position** form > *position* > **Setup** > **Organization Splits** to select a department. Anthology Payroll then uses any dimension values set for that department.
4. Organization split on worker level	**Common** > **Anthology Payroll workers** list > *worker* > **Anthology Payroll Profile** tab > **Organization Splits** to select a department. Anthology Payroll then uses any dimension values set for that department.
5. Department on HR worker record	**Common** > **Anthology Payroll workers** list > *worker* > **Worker** form > **Employment** tab > **Financial dimensions** section. Anthology Payroll uses any dimension values set for that department.
6. Pay group ledger account	**Setup** > **Payroll** > **Pay group ledger accounts** form. For each pay group, select: • Employer deduction liability account • Worker deduction liability account

Determining Offset Accounts

This section describes how the Anthology Payroll module determines offset accounts of the following types:

- Earning Offset Accounts
- Benefit/deduction Offset Accounts

Earning Offset Accounts

If any accounting exceptions on the **Earning account exceptions** table exist for the earning, the system goes through the exceptions in the following sequence until it locates dimension codes for the combination.

1. Earning Code + Occupation + Department + Task + Work reason + Relief reason
2. Earning Code + Occupation + Department + Task + Work reason
3. Earning Code + Occupation + Department + Task + Relief reason
4. Earning Code + Occupation + Department + Task
5. Earning Code + Occupation + Department + Work reason + Relief reason
6. Earning Code + Occupation + Department + Work reason
7. Earning Code + Occupation + Department + Relief reason
8. Earning Code + Occupation + Department
9. Earning Code + Occupation + Task + Work reason + Relief reason
10. Earning Code + Occupation + Task + Work reason
11. Earning Code + Occupation + Task + Relief reason
12. Earning Code + Occupation + Task

13. Earning Code + Occupation + Work reason + Relief reason
14. Earning Code + Occupation + Work reason
15. Earning Code + Occupation + Relief reason
16. Earning Code + Occupation
17. Earning Code + Department + Task + Work + Relief reason
18. Earning Code + Department + Task + Work reason
19. Earning Code + Department + Task + Relief reason
20. Earning Code + Department + Task
21. Earning Code + Department + Work reason + Relief reason
22. Earning Code + Department + Work reason
23. Earning Code + Department + Relief reason
24. Earning Code + Department

Benefit/deduction offset accounts

If there are any accounting exceptions on the **Benefit/deduction account exceptions** table for the benefit/deduction, the system goes through the exceptions in the following sequence until dimension codes are located for the combination.

1. Ben/Ded Code + Occupation + Department +Task + Work reason + Relief reason
2. Ben/Ded Code + Occupation + Department + Task + Work reason
3. Ben/Ded Code + Occupation + Department + Task + Relief reason
4. Ben/Ded Code + Occupation + Department + Task
5. Ben/Ded Code + Occupation + Department + Work reason + Relief reason
6. Ben/Ded Code + Occupation + Department + Work reason
7. Ben/Ded Code + Occupation + Department + Relief reason
8. Ben/Ded Code + Occupation + Department
9. Ben/Ded Code + Occupation + Task + Work reason + Relief reason
10. Ben/Ded Code + Occupation + Task + Work reason
11. Ben/Ded Code + Occupation + Task + Relief reason
12. Ben/Ded Code + Occupation + Task
13. Ben/Ded Code + Occupation + Work reason + Relief reason
14. Ben/Ded Code + Occupation + Work reason
15. Ben/Ded Code + Occupation + Relief reason
16. Ben/Ded Code + Occupation
17. Ben/Ded Code + Department + Task + Work reason + Relief reason
18. Ben/Ded Code + Department + Task + Work reason
19. Ben/Ded Code + Department + Task + Relief reason
20. Ben/Ded Code + Department + Task
21. Ben/Ded Code + Department + Work reason + Relief reason
22. Ben/Ded Code + Department + Work reason

23. Ben/Ded Code + Department + Relief reason
24. Ben/Ded Code + Department

Summary

Setting up payments and postings in Anthology Payroll involves:

- Setting up payment types, methods, groups, statements, and associated features and parameters.
- Setting up financial institution codes, account types, export formats, and associated contact information and parameters.
- Setting up which Anthology Payroll accounts are selected when transactions post to GL, and where to set them up.

Test Your Knowledge

1. Which of the following statements is true about statement message types? (Select all that apply)

   ( ) Statement message types categorize the types of messages that can appear on pay statements.

   ( ) A statement type is associated with a pay group in the Payment types table.

   ( ) Statement message types are associated to payment types on the Payment types table.

   ( ) One example of a statement message type could be safety reminders.

2. Check layouts define how check and direct deposit information is arranged on pay statements and checks. You can create an unlimited number of check and direct deposit layout definitions, however:

   ( ) Statement message types categorize the types of check layouts.

   ( ) At least one statement type must be defined for each check layout.

   ( ) At least one check layout must be defined for each statement type.

   ( ) There are some cases where no check and direct deposit layout definitions need to exist.

3. Which of the following statements about setting up financial institution codes is not correct?

   ( ) Implementers create financial institution codes for each different bank branch that workers use for direct deposits.

   ( ) The financial institution code should be meaningful, because the bank and transit numbers do not display when a bank is identified for a worker.

   ( ) Financial institution codes are only used for workers in the same pay group.

   ( ) A financial institution code is used for workers who are paid by direct deposit.

4. Explain when and where you must set up account type parameters for worker savings and checking accounts. Also, state anything else you must do before you can set up these parameters.

   _____

   _____

_____

_____

5. What are the three types of postings that can be made:

( ) Payments

( ) AP Invoice

( ) Benefits

( ) Earnings

Quick Interaction: Lessons Learned

Take a moment and write down three key points you have learned from this chapter.

1.

_____

_____

_____

2.

_____

_____

_____

3.

_____

_____

_____

Solutions

Test Your Knowledge

1. Which of the following statements is true about statement message types? (Select all that apply)

   (√) Statement message types categorize the types of messages that can appear on pay statements.

   ( ) A statement type is associated with a pay group in the Payment types table.

   (√) Statement message types are associated to payment types on the Payment types table.

   (√) One example of a statement message type could be safety reminders.

2. Check layouts define how check and direct deposit information is arranged on pay statements and checks. You can create an unlimited number of check and direct deposit layout definitions, however:

   ( ) Statement message types categorize the types of check layouts.

   ( ) At least one statement type must be defined for each check layout.

   (√) At least one check layout must be defined for each statement type.

   ( ) There are some cases where no check and direct deposit layout definitions need to exist.

3. Which of the following statements about setting up financial institution codes is not correct?

   ( ) Implementers create financial institution codes for each different bank branch that workers use for direct deposits.

   ( ) The financial institution code should be meaningful, because the bank and transit numbers do not display when a bank is identified for a worker.

   (√) Financial institution codes are only used for workers in the same pay group.

   ( ) A financial institution code is used for workers who are paid by direct deposit.

4. Explain when and where you must set up account type parameters for worker savings and checking accounts. Also, state anything else you must do before you can set up these parameters.

   MODEL ANSWER:

   If the organization uses direct deposit for worker pay, then the account type codes used for worker savings and checking accounts must be set up on the Parameters table. Before these parameters can be set, the account types must first be set up. These parameters are used to produce electronic deposit files, with the appropriate bank account information, for each worker deposit.

5. What are the three types of postings that can be made:

   (√) Payments

   (√) AP Invoice

   (√) Benefits

   ( ) Earnings

CHAPTER 12: ADDITIONAL SETUP FEATURES

Objectives

The objectives for this chapter are:

- Introduce procedures for setting up occupations.
- Introduce procedures for setting up entitlements.

Introduction

This chapter provides setup instructions for occupations and entitlements.

Entitlements-related objects include:

- Entitlement codes
- Entitlement groups
- Entitlement rule groups
- Entitlement rule group calculations
- Entitlement reasons
- Entitlement earnings
- Pay period entitlements

Occupation-related objects include:

- Occupation codes
- Occupation group
- Occupation shifts
- Organization occupation
- Occupation earning rules
- Occupation time rules
- Occupation benefit/deduction rules
- Occupation entitlement rules

Set Up Entitlements

Entitlements are banks of time or earnings that workers can accumulate and deplete. They must be planned accordingly because each entitlement accumulates and decreases according to specific rules.

After planning entitlements according to requirements, set up entitlements according to this process:

1. Define the entitlements
2. Associate the entitlement
3. Schedule and assign the entitlement

Stage One: Define the Entitlement

The first stage of setting up an entitlement is to define the entitlement code. Also included in this stage is defining *Entitlement reasons* and *Entitlement groups*. At least one reason must exist to allow entitlements to be adjusted. Entitlement groups are strictly for reporting purposes and are optional.

FIGURE 2.80: ENTITLEMENTS FORM (GENERAL TAB)

Set up an Entitlement

To set up an entitlement:

1. In the navigation pane, click **Setup** > **Tables** > **Entitlements** > **Entitlements** to open the **Entitlements** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter the **Entitlement** name and **Entitlement description**. The **Short code** defaults to the first five characters of the name.

4. Specify **Statement** options:

   - **Print on statements**: *Yes/No* if the entitlement appears on pay statements
   - **Statement description**: the entitlement description on pay statements.
   - **Statement sequence**: the list order of the entitlement on pay statements. Lower numbers are higher priority.

5. If you want to track liability for the entitlement, enter the General ledger account(s) in the **DR ledger account** and **CR ledger account** fields. (See **Chapter 11: Set Up Payments and Postings** for more information on ledger accounts.) Financial dimensions are defined in the same field.

6. Specify an **Active date** and **Expiry date**.

7. Click **Save** to save your changes.

Entitlement Reasons and Groups

Entitlement reasons are required for manual adjustment of worker entitlements. A reason must be specified when adjusting any entitlement manually for auditing purposes. At least one entitlement reason must exist.

Entitlement groups are used to identify multiple entitlements that need to be reported on or managed together. Entitlement groups are optional, but useful with implementations that contain a large number of entitlements.

To set up an entitlement reason:

1. In the navigation pane, click **Setup** > **Tables** > **Entitlements** > **Entitlement reasons** to open the **Entitlement reasons** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Entitlement reason** name and **Entitlement reason description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. Click **Save** to save your changes.

To set up an entitlement group:

1. In the navigation pane, click **Setup** > **Tables** > **Entitlements** > **Entitlement groups** to open the **Entitlement groups** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Entitlement group** name and **Entitlement group description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. Click **Save** to save your changes.
6. After creating the entitlement group, you may want to associate entitlements with the group.

To add an entitlement to an entitlement group:

1. On the **Entitlement groups** form, select the group to add entitlements to.
2. Move entitlements from the **Entitlements remaining** pane to the **Entitlements selected** pane to add them to the group.
3. Click **Save** to save your changes.

Stage Two: Associate the Entitlement

The second stage of creating an entitlement involves associating the entitlement with all the necessary earnings, calculations and rule groups. Entitlement rule groups are required to define the policies around how an entitlement accrues and depletes.

Associating an entitlement involves the following forms and elements:

- Accumulators
- Calculations
- Entitlement rule groups
- Entitlement rule group calculations
- Entitlement earnings
- Rolling entitlements

Entitlements, Accumulators and Calculations

Entitlements rely on accumulators and calculations to control how the entitlement bank accrues or depletes. For example, a vacation entitlement bank would accrue worker vacation hours as a percentage of

hours worked. In this case, you will need an accumulator that tracks hours worked and a calculation that multiplies that accumulator with one of the following:

- a fixed percentage amount, if all workers accrue vacation at the same rate
- a calculation rate, if there are varying rates of accrual dependent on a numerical factor, such as the number of years the worker has been employed
- a calculation variable, if the accrual rate varies from worker to worker

Accumulators and calculations used by entitlements must be set up before the entitlement rule group calculation is set up.

Accumulator setup is discussed in the **Accumulator Setup** section on page 199 of **Chapter 6: Important Setup Concepts**.

Calculations, calculation rates, and calculation variables are discussed in **Chapter 8: Anthology Payroll Calculations**.

Accruing and Taking Periods

Accruing and taking periods are defined on the **Entitlement rule group calculations** form. Usually, accruing and taking periods are the same, but companies can have restrictions or policies around when entitlements can be taken. For example, a company may require a worker to wait three months after accruing vacation before taking it.

Accruing period refers to the date period when entitlements are increased. Taking period refers to the date period when workers are eligible to deplete their entitlement balance.

Another thing to consider is whether unused entitlement balances must be paid out at the end of the taking period.

The following table provides examples of entitlement date periods:

Scenario Example	Accruing Period	Taking Period
A simple ongoing running total. Time or money goes into the bank, and workers can draw on those amounts immediately. There are no rules for clearing or paying out the bank at a particular time.	Ongoing	Ongoing
Each year's vacation must be taken by March 31 of the following year.	Calendar Year	Calendar Year
Vacation earned in January cannot be taken until three months later, in April. Each year's vacation must be taken by March 31 of the following year.	Calendar Month	Custom Date Period

The entitlement bank for each period is shown in:

- Worker entitlements form
- Entitlements report
- Printed pay statements

For example, if your vacation entitlement accrues by year, then a worker's list of entitlements might include both Vacation 2011 and Vacation 2012.

The following example shows the scenario where vacation earned cannot be taken until three months later.

Date period year	Date period number	Accruing period = Calendar month	Taking period = custom	Vacation Balance (Hours)
2011	12	December 1 - 31	March 1 - 31	0.0
2012	1	January 1 - 31	April 1 - 30	7.0
2012	2	February 1 - 29	May 1 - 31	9.5
2012	3	March 1 - 31	June 1 - 30	9.5
2012	4	April 1 - 30	July 1 - 31	9.5
2012	5	May 1 - 31	August 1 - 31	4.5

In the above example, on May 16, 2012, any vacation time that a worker accrues will be added to the worker's vacation bank for date period 5 of 2012, increasing the 4.5 value. Determine the amount of vacation time that the worker is eligible to take as of May 16, 2012 by finding the taking period date period that includes May 16, then using its date period year and date period number (period 2 of 2012) to find the corresponding accruing period (February 1-29, 2012). The worker is eligible to take all banked amounts for that accruing period and earlier (9.5 hours + 7.0 hours = 16.5 hours).

When the worker takes vacation, the earliest bank is depleted first, and then more recent banks are depleted, if necessary. For example, if the worker takes eight hours of vacation on May 16, 2012, then the vacation balance for taking period 1 of 2012 is reduced to 0.0, and the balance for taking period 2 of 2012 is reduced to 8.5.

Date period setup is discussed in the **Date Information Setup** section on page 187 of **Chapter 7: Set Up Initial Anthology Payroll Environment**.

Rolling Entitlements

Entitlements may also be configured with a *rolling* taking period, known thereafter as *rolling entitlements*. Rolling entitlements offer workers a moving window of time to deplete their bank, which replenishes according to how much time has lapsed since the bank was decremented according to a context date, which is usually the current date. Typically, rolling entitlements have an initial bank amount. The current bank amount is calculated by looking at the transactions in the previous rolling period and decrementing the initial bank amount by those transactions. As time moves forward, the rolling taking period also moves forward and the current bank amount is replenished according to the transactions that no longer fall within the rolling period. After a full rolling period of inactivity, the current amount of the entitlement bank is restored to the initial amount.

For example, a worker may have a bank of *15* days to consume over a rolling period of one year. If the worker takes 5 consecutive days out of the bank starting from January 5th, 2014, the worker will have a remaining balance of *10* days until January 6th, 2015. On that date, he or she will have a balance of *11* days. On January 7th, 2015, the worker will have *12* days, and so on until the bank returns to a full balance of *15* days.

Rolling entitlements are configured on the **Entitlement rule group calculations** form. Rolling entitlements that are assigned to workers are managed differently than non-rolling entitlements. See the

Modify Worker Rolling Entitlements section on page 95 in **Chapter 3: Payroll Administration — Data Management Tasks** for details.

Entitlement Rule Groups

Entitlement rule groups are container objects that combine entitlements with calculations. An entitlement is associated with a calculation through a *Entitlement rule group calculation* record. Entitlement rule groups control which entitlements workers receive. There must be at least one entitlement rule group in an implementation.

Create one entitlement rule group for each group of workers with:

- a unique configuration of entitlement banks.
- unique rules governing how entitlements accrue and are consumed.

To set up an entitlement rule group:

1. In the navigation pane, click **Setup** > **Tables** > **Entitlements** > **Entitlement rule groups** to open the **Entitlement rule groups** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Entitlement rule group** name and **Entitlement rule group description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. Click **Save** to save your changes.

Entitlement Rule Group Calculations

The entitlement rule group calculation controls how a particular entitlement bank behaves with regards to how it accumulates and depletes. At least one entitlement rule group calculation must be set up for each entitlement. An entitlement rule group calculation indicates that a particular entitlement applies to a particular entitlement rule group, and it specifies how that entitlement is calculated and managed for that group of workers.

FIGURE 2.81: ENTITLEMENT RULE GROUP CALCULATIONS FORM (GENERAL TAB)

Entitlement Overflow

Entitlement overflow is the situation when a worker takes time from an entitlement and the entitlement balance depletes past zero. Every entitlement bank must specify how to handle overflows. There are two methods to handle entitlement overflow:

- *Overflow earning*: an earning is generated for the remainder of the overflow amount.
- *Overflow entitlement*: the remainder of the overflow amount is depleted from another entitlement bank.

To determine which method to use, consider this scenario:

- Worker has 1 hour of *Sick* entitlement bank
- Worker has 20 hours of *Vacation* entitlement bank
- Worker takes 8 hours of *Sick* time

Overflow method	Results
Earning	• 1 hour of *Sick* earnings paid • 7 hours of *Vacation* earnings paid • *Sick* entitlement depleted by 1 • *Vacation* entitlement depleted by 7 • Worker's General ledger accounts are updated for both *Sick* and *Vacation* earnings
Entitlement	• 8 hours of *Sick* earnings paid • *Sick* entitlement depleted by 1 • *Vacation* entitlement depleted by 7 • Worker's General ledger account is updated for *Sick* earnings

Entitlement Rule Group Calculation Setup

To set up an entitlement rule group calculation:

1. In the navigation pane, click **Setup** > **Tables** > **Entitlements** > **Entitlement rule group calculations** to open the **Entitlement rule group calculations** form.
2. Click **New** to create a new record.
3. On the **General** tab, specify the **Entitlement rule group** and **Entitlement** that this calculation is defined for. Workers receiving this rule group will automatically start to accrue this entitlement.
4. Specify a **Calculation** if this entitlement uses one.
5. Enter an **Entitlement limit amount**, if any. Accruals will not go over this limit. The limit unit is based on **Entitlement unit**.
6. Specify *Yes* for **FTE** if the entitlement accrual rate and limit amount should be multiplied against the worker's employment factor for that position. The default is *No*.
7. Specify *No* for **Apportion** if the entitlement accrual rate should not be based on the amount of hours the worker worked in the pay period if they were not employed for the duration of the pay period. Your entitlement accrual calculations may already factor in the worker's employment hours. The default is *Yes*.
8. Enter an option for **Based on**. Entitlement accrual periods can be based on *Pay period schedule* or an *Anniversary date* for the worker. If based on an *Anniversary date*, specify the **Anniversary period**, **Number of periods**, and **Anniversary date type**. The date type can be the worker's *Hire*, *Birth*, *Enterprise hire*, *Enterprise continuous start* date, or a custom **Date type**.
9. If this entitlement is intended to be a rolling entitlement, enter the **Rolling period number** and **Rolling period type**. Specify the **Rolling period end** as desired.
10. Select the **Entitlement unit** that this entitlement accrues.
11. If the **Entitlement unit** is *Week*, specify the **Start day** that determines the first day of the work week for this rule group.
12. Specify the **Accruing period** over which the entitlement will accrue.

13. Specify the **Taking period** over which workers can deplete this entitlement. Typically, taking period is the same as accruing period unless if there is a delay period between when entitlements are accrued and when they can be taken.

14. Specify projection options to estimate the entitlement bank balance at the end of the current accrual period based on the worker's past accrual rate:
    - **Projection**: set to *Yes* to turn projection on. Default is *No*.
    - **Projection periods**: the number of past accruing periods to include in the projection.
    - **Projection qualifier** and **Projection qualifier value**: exclude past projection periods according to specified critera. For example, to exclude periods in which a worker had an unusually low accrual due to leave, specify *Greater than* and *1.00*.

15. Select a **Negative balance** option to allow or disallow this entitlement bank to be overdrawn. If allowed, enter a **Negative balance limit**.

16. Specify a **Payout earning** if the remaining balance on this entitlement should be paid out to an earning at the end of the taking period.

17. Specify one of the following to handle entitlement overflow:
    - Specify an **Overflow earning** to generate an earning for the worker for entitlement overflows. This is usually an unpaid earning.
    - Specify an **Overflow entitlement** to deplete from another entitlement.

18. Specify an **Active date** and **Expiry date**.

19. Click **Save** to save your changes.

Entitlement Earnings

Entitlement earnings indicate which earnings increase or decrease an entitlement bank. Typically, there is at least one entitlement earning that decreases each entitlement bank.

Entitlements may have multiple entitlement earnings that serve different purposes:

Purpose	Example
Depleting entitlement balance	When a worker takes vacation earnings, their vacation entitlement bank depletes.
Increasing entitlement balance	When a worker earns banked overtime earnings, their overtime entitlement bank accrues.
Paying out entitlement balances	At the end of the year, a worker's remaining vacation entitlement balance is paid out to a lump sum.
Overflow earnings	A worker claims eight hours of vacation, but is entitled to only five hours. The worker will receive five hours of vacation pay and three hours of unpaid earnings.

To set up an entitlement earning:

1. In the navigation pane, click **Setup** > **Tables** > **Entitlements** > **Entitlement earnings** to open the **Entitlement earnings** form.

2. Click **New** to create a new record.

3. On the **General** tab, specify the **Earning** that will update the entitlement.

4. Specify the **Entitlement** bank that will be updated.

5. Specify the **Entitlement rule group** which defines which workers this entitlement earning applies to. If this entitlement earning affects multiple rule groups, one entitlement earning must be created for each rule group.

6. Select whether the earning will **Decrement** the entitlement or not:
   - If *No*, the earning increases the entitlement bank.
   - If *Yes*, the earning decreases the entitlement bank.

7. Specify a **Factor amount**. The factor amount is multiplied against the earning value to determine the amount the entitlement adjusts. E.g.: a factor amount of *1.00* means one hour of earnings adjusts the bank by one hour; a factor amount of *1.50* means one hour of earnings adjusts the bank by *1.5* hours.

8. Click **Save** to save your changes.

Stage Three: Schedule and Assign the Entitlement

The third and final stage of creating an entitlement is to set up the schedules for when entitlements are accrued and assign them to workers. Schedules are only required for entitlements that are not accrued by any earnings, such as a vacation entitlement bank that is awarded at the beginning of every year.

Scheduling and assigning entitlements involves the following forms and elements:
- Pay period entitlements
- Worker positions or Workers
- Worker entitlements

Pay Period Entitlements

Entitlements tied to calculations must be scheduled to accrue according to pay periods. You can schedule it to accrue in every pay period, or in one pay period per year.

FIGURE 2.82: PAY PERIOD ENTITLEMENT SCHEDULES FORM (GENERAL TAB)

To schedule an entitlement or entitlement group for a single pay period:

1. In the navigation pane, click **Setup** > **Tables** > **Schedules** > **Pay period entitlements** to open the **Pay period entitlement schedules** form.
2. Click **New** to create a new record.
3. On the **General** tab, select the **Pay group** that the schedule applies to.
4. Select the **Entitlement rule group** that the entitlement applies to, if required.
5. Select one of the following for this schedule:
   - an **Entitlement**; or
   - an **Entitlement group**
6. Specify a **Pay period end date** that defines the pay period in which this schedule occurs.
7. Click **Save** to save your changes.

To schedule one or more entitlements or entitlement groups for multiple pay periods:

1. In the navigation pane, click **Setup** > **Tables** > **Schedules** > **Pay period entitlements** to open the **Pay period entitlement schedules** form.
2. Click the **Fast entry** tab.
3. Select the **Pay group** that the schedule applies to. The **Pay period end dates** will appear after selection.
4. Select the **Pay period end dates** for each pay period in which the schedule occurs. Click **All** to select all pay periods. Select the appropriate **Date period**.
5. Select the **Entitlement rule groups** that the entitlement applies to, if required.
6. Select from the following:
   - one or more **Entitlements**; or
   - one or more **Entitlements groups**

7. Click **Insert** to create the selected entitlement schedules for all selected pay groups and entitlement rule groups.

8. To remove schedules, click **Delete**. All selected schedules for all selected pay groups and entitlement rule groups are deleted if they exist.

Assigning Entitlements to Workers

Entitlement rule groups act as a template for the package of entitlements a worker would normally receive. Entitlements can also be manually assigned to workers. Entitlements can be assigned to workers at three levels:

- At the worker level, entitlement banks are increased and decreased by earnings associated with all of the worker's positions.
- At the position level, each entitlement bank is specific to that position. For example, vacation time accrued on position 1 cannot be taken from position 2. When a worker moves from one position to another, new entitlement banks must be created and the balances must be transferred.
- At the job or occupation level, entitlements are inherited by the positions created from the job or associated with the occupation.

To assign entitlement rule groups to workers, see the **Adding a Worker to Anthology Payroll** section on page 1 of **Chapter 3: Payroll Administration — Data Management Tasks**.

To manually assign entitlements to workers, see the **Modify Worker Entitlements** section on page 94.

Set up Occupations

This section introduces procedures for setting up occupations. The purpose of occupations is to group together common position data to reduce the amount of data entry when hiring new workers or modifying data. Part of any implementation is determining how many occupations best suit customer needs, and careful planning of occupation setup. This entails:

- Understanding the relationship between occupations, jobs, and positions
- Understanding how to use occupations to reduce data entry

Occupations, jobs, and positions were first introduced in the **Workers, Jobs, Occupations, and Positions** section on page 39 of **Chapter 2: Introduction to Anthology Payroll for Microsoft Dynamics 365 Finance**. This section describes these concepts from a setup perspective. This section also references the data entry reduction strategies introduced in the **Strategies for Reducing Data Entry** section on page 53 of **Chapter 3: Payroll Administration — Data Management Tasks**

Occupations

Occupations are employment-related categories that define some payroll data. Payroll attributes specified on an occupation are inherited by all positions associated with that occupation. This data can be overridden by attributes specified at the worker and position levels. The following attributes can be specified for occupations:

- rule groups
- eligibilities

- union affiliations
- salary information

Jobs

Jobs are templates from which positions are created. Subsequent changes to positions created from a job do not impact the job, nor do changes to the job propagate down to existing positions created from that job. Jobs can be associated with an occupation.

Positions

Every worker must have a position before pay can be processed for them. Attributes specified at the position level override all other levels. Positions can be directly associated with occupations.

Using Occupations to Reduce Data Entry

Planning occupations involves strategies on how to define common payroll data at the right level such that the data is defined for the widest range of workers without being incorrectly defined for some. For example, suppose a company had a group of workers known as *Sales Staff*. Sales staff may include various positions, such as *Sales Representatives*, *Sales Managers*, and *Customer Advocates*. All workers in these positions receive the same benefits package and work the same rotations. It is then recommended to create an occupation called *Sales Staff* and define the **Benefit/deduction rule group** and **Rotation** at the occupation level.

It is important to maintain consistency when defining payroll data at the occupation and job level because data at this level is easily overridden by data defined at the worker and position levels.

Occupations

Occupation codes define some default payroll attributes for a group of jobs or positions.

To set up an occupation:

1. In the navigation pane, click **Setup** > **Tables** > **Occupations** > **Occupations** to open the **Occupations** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Occupation** name and **Occupation description**. The **Short code** defaults to the first five characters of the name.
4. Specify a **Union affiliation** to define a set of standard work hours for the occupation.
5. Specify a **Salary** to define a default salary code or salary grid for the occupation.
6. Enter a **Grade number** to calculate relief premiums according to higher-rated or lower-rated positions.
7. Specify a **Task** to define a specific general ledger account to charge salary expenses to for all positions associated with this occupation.
8. Specify any other fields as required by your implementation design and localization of Anthology Payroll.
9. Specify an **Active date** and **Expiry date**.
10. Click **Save** to save your changes.

> **NOTE**: *Additional fields on this form will vary with different localizations.*

Occupation Groups

Occupation groups are typically used for reporting purposes and department occupations.

To set up an occupation group:

1. In the navigation pane, click **Setup** > **Tables** > **Occupations** > **Occupation groups** to open the **Occupation groups** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter the **Occupation group** name and **Occupation group description**. The **Short code** defaults to the first five characters of the name.
4. Specify an **Active date** and **Expiry date**.
5. Click **Save** to save your changes.
6. After creating the occupation group, you may want to associate occupations with the group.

To associate occupations with an occupation group:

1. On the **Occupation groups** form, select the occupation group to add occupations to.
2. Move occupations from the **Occupations remaining** pane to the **Occupations selected** pane to add them to the group.
3. Click **Save** to save your changes.

Anthology Payroll provides a fast entry method to add occupations to occupation groups. This method also allows you to add occupations to multiple occupation groups at a time. To associate occupations with multiple occupation groups:

1. In the navigation pane, click **Setup** > **Tables** > **Occupations** > **Occupation group occupations** to open the **Occupation group occupations** form.
2. Click the **Fast entry** tab.
3. In the **Occupations** section, select the occupations to be added to groups.
4. In the **Occupation groups** section, select the occupation groups to receive the selected occupations.
5. Click **Insert** to add *all* selected occupations to *all* selected occupation groups.
6. To remove occupations from occupation groups, click **Delete**. All selected occupations are removed from all selected occupation groups if those associations exist.

Department Occupations

Department (or Organization, in some versions) occupations define specific departments within a company where only certain occupation groups are permitted to work.

If there are no organization occupations, all occupations can work in any organization.

To set up a department occupation:

1. In the navigation pane, click **Setup** > **Tables** > **Occupations** > **Department occupations** to open the **Department occupations** form.
2. Click **New** to create a new record.

3. On the **General** tab, specify the **Department** that has a restriction on occupations.

4. Specify the **Occupation group** that contains the occupations that are permitted to work in this department.

5. Specify an **Active date** and **Expiry date**.

6. Click **Save** to save your changes.

Occupation Benefit/deduction Rules

Occupation benefit/deduction rules allow you to associate a benefit/deduction rule group to a set of selection criteria. When a worker's position data matches this criteria, the benefit/deduction rule group is automatically assigned to them, provided the benefit/deduction rule group is not explicitly specified on the worker's position. The criteria is based on the following:

- Department
- Occupation
- Position type
- Position assignment type
- Position filters
- Eligibility group

Setting up position types, assignment types, and filters are discussed in **Chapter 7: Set Up Initial Anthology Payroll Environment**.

Fields that are unspecified on an occupation benefit/deduction rule are considered wildcards.

To set up an occupation benefit/deduction rule:

1. In the navigation pane, click **Setup** > **Tables** > **Occupations** > **Occupation benefit/deduction rules** to open the **Occupation benefit/deduction rules** form.

2. Click **New** to create a new record.

3. On the **General** tab, specify the appropriate combination of:

    - **Department**
    - **Occupation**
    - **Position type**
    - **Position assignment type**
    - **Position filter**

4. Alternatively, you may specify an existing **Eligibility group** containing the exact eligibilities for this benefit/deduction rule.

5. Specify the **Benefit/deduction rule group** assigned to workers who meet the selection criteria specified above.

6. Specify an **Active date** and **Expiry date**.

7. Click **Save** to save your changes.

To set up multiple occupation benefit/deduction rules for a single benefit/deduction rule group:

1. In the navigation pane, click **Setup** > **Tables** > **Occupations** > **Occupation benefit/deduction rules** to open the **Occupation benefit/deduction rules** form.

2. Click the **Fast entry** tab.

3. Specify the **Benefit/deduction rule group** to associate with the selection criteria.

4. Select the appropriate combination of items that define the eligibility from the following panes:
   - **Departments**
   - **Occupations**
   - **Position types**
   - **Position assignment types**
   - **Position filters**
   - **Eligibility groups**

5. Click **Insert** to create occupation benefit/deduction rules for *all* combinations of selection criteria. All created occupation benefit/deduction rules are associated with the same **Benefit/deduction rule group**.

6. To delete occupation benefit/deduction rules, click **Delete**. All combinations of selection criteria are removed if those occupation benefit/deduction rules exist.

Occupation Earning Rules

Occupation earning rules allow you to associate an earning rule group to a set of selection criteria. When a worker's position data matches this criteria, the earning rule group is automatically assigned to them, provided the earning rule group is not explicitly specified on the worker's position. The criteria is based on the following:

- Department
- Occupation
- Position type
- Position assignment type
- Position filters
- Eligibility group

Setting up position types, assignment types, and filters are discussed in **Chapter 7: Set Up Initial Anthology Payroll Environment**.

Fields that are unspecified on an occupation earning rule are considered wildcards.

To set up an occupation earning rule:

1. In the navigation pane, click **Setup** > **Tables** > **Occupations** > **Occupation earning rules** to open the **Occupation earning rules** form.

2. Click **New** to create a new record.

3. On the **General** tab, specify the appropriate combination of:
   - **Department**
   - **Occupation**
   - **Position type**
   - **Position assignment type**
   - **Position filter**

4. Alternatively, you may specify an existing **Eligibility group** containing the exact eligibilities for this earning rule.

5. Specify the **Earning rule group** assigned to workers who meet the selection criteria specified above.

6. Specify an **Active date** and **Expiry date**.

7. Click **Save** to save your changes.

To set up multiple occupation earning rules for a single earning rule group:

1. In the navigation pane, click **Setup** > **Tables** > **Occupations** > **Occupation earning rules** to open the **Occupation earning rules** form.

2. Click the **Fast entry** tab.

3. Specify the **Earning rule group** to associate with the selection criteria.

4. Select the appropriate combination of items that define the eligibility from the following panes:

   - **Departments**
   - **Occupations**
   - **Position types**
   - **Position assignment types**
   - **Position filters**
   - **Eligibility groups**

5. Click **Insert** to create occupation earning rules for *all* combinations of selection criteria. All created occupation earning rules are associated with the same **Earning rule group**.

6. To delete occupation earning rules, click **Delete**. All combinations of selection criteria are removed if those occupation earning rules exist.

Occupation Entitlement Rules

Occupation entitlement rules allow you to minimize how many individual workers or positions you must set up entitlement rule groups for.

Recall that entitlement rule groups specify a unique combination of occupations, organization units, position types, position assignment types, or position filters. You can set up occupation entitlement rules so that you do not have to enter entitlement rule groups for workers or their position - unless they are an exception to the occupation entitlement rules.

If no entitlement rule group is specified on either the position or the worker record, and if only one occupation entitlement rule applies to a worker, then the entitlement rule group specified in that occupation entitlement rule is used.

An occupation entitlement rule applies to a worker if the selections in the occupations, organization units, position types, position assignment types, or position filters columns all match the worker's selections. If an occupation entitlement rule column is empty (for example, position type), then any worker position type will match. If no entitlement rule group is associated with a worker, then you cannot accrue or pay out entitlements for that worker.

If you specify a position type, position assignment type, or position filter, then the resulting entitlement rule group will be managed at the worker position level, rather than the worker level. When the entitlement rule group is managed at the position level, entitlement banks are managed for each position

independently. For example, vacation or sick time accrued while a worker is working in position 1 cannot be taken as entitlements accrued for position 2. When a worker transfers from one position to another, if entitlement balances should transfer to the new entitlement, you must transfer those balances manually.

If a worker's entitlement rule group is determined by his or her occupation, perhaps in combination with an organization unit, position type, position assignment type, or position filter, then you can define occupation entitlement rules to associate workers with the appropriate entitlement rule group, instead of selecting the entitlement rule group individually for each worker or position. Occupation entitlement rules are used only when no entitlement rule group is specified for the worker or the worker's position.

To set up an occupation earning rule:

1. In the navigation pane, click **Setup** > **Tables** > **Occupations** > **Occupation entitlement rules** to open the **Occupation entitlement rules** form.

2. Click **New** to create a new record.

3. On the **General** tab, specify the appropriate combination of:

   - **Department**
   - **Occupation**
   - **Position type**
   - **Position assignment type**
   - **Position filter**

4. Alternatively, you may specify an existing **Eligibility group** containing the exact eligibility for this entitlement rule.

5. Specify the **Entitlement rule group** assigned to workers who meet the selection criteria specified above.

6. Specify an **Active date** and **Expiry date**.

7. Click **Save** to save your changes.

To set up multiple occupation entitlement rules for a single entitlement rule group:

1. In the navigation pane, click **Setup** > **Tables** > **Occupations** > **Occupation entitlement rules** to open the **Occupation entitlement rules** form.

2. Click the **Fast entry** tab.

3. Specify the **Entitlement rule group** to associate with the selection criteria.

4. Select the appropriate combination of items that define the eligibility from the following panes:

   - **Departments**
   - **Occupations**
   - **Position types**
   - **Position assignment types**
   - **Position filters**
   - **Eligibility groups**

5. Click **Insert** to create occupation entitlement rules for *all* combinations of selection criteria. All created occupation entitlement rules are associated with the same **Entitlement rule group**.

6. To delete occupation entitlement rules, click **Delete**. All combinations of selection criteria are removed if those occupation entitlement rules exist.

NOTE: a blank field means any value is eligible.

Occupation Shift Rules

Occupation shift rules allow you to associate a shift group to a set of selection criteria. The list of selectable shifts are restricted according to the group when a worker's position data matches this criteria. The criteria is based on the following:

- Department
- Occupation
- Position type
- Position assignment type
- Position filters

Setting up position types, assignment types, and filters are discussed in **Chapter 7: Set Up Initial Anthology Payroll Environment**.

Fields that are unspecified on an occupation shift rule are considered wildcards.

To set up an occupation shift rule:

1. In the navigation pane, click **Setup** > **Tables** > **Occupations** > **Occupation shifts** to open the **Occupation shifts** form.
2. Click **New** to create a new record.
3. On the **General** tab, specify the **Shift group** restricted to workers who meet the selection criteria specified above.
4. Specify a **Department** to add it to the selection criteria.
5. Specify an **Occupation** to add it to the selection criteria.
6. Specify a **Position type** to add it to the selection criteria.
7. Specify a **Position assignment type** to add it to the selection criteria.
8. Specify a **Position filter** to add it to the selection criteria.
9. Click **Save** to save your changes.

To set up multiple occupation shift rules:

1. In the navigation pane, click **Setup** > **Tables** > **Occupations** > **Occupation shift rules** to open the **Occupation shift rules** form.
2. Click the **Fast entry** tab.
3. Specify the **Shift groups** to associate with the selection criteria.
4. Select the **Departments** to associate with the shift group.
5. Select the **Occupations** to associate with the shift group. Specify a **Union affiliation** to select all occupations associated with that union affiliation.
6. Select the **Position types** to associate with the shift group.
7. Select the **Position assignment types** to associate with the shift group.

8. Select the **Position filters** to associate with the shift group.

9. Click **Insert** to create occupation shift rules for *all* combinations of selection criteria and selected **Shift groups**.

10. To delete occupation shift rules, click **Delete**. All combinations of selection criteria are removed if those occupation shift rules exist.

Occupation Time Rules

Occupation time rules allow you to associate a time rule group to a set of selection criteria. When a worker's position data matches this criteria, the time rule group is automatically assigned to them, provided the time rule group is not explicitly specified on the worker's position. The criteria is based on the following:

- Department
- Occupation
- Position type
- Position assignment type
- Position filters

Setting up position types, assignment types, and filters are discussed in **Chapter 7: Set Up Initial Anthology Payroll Environment**.

Fields that are unspecified on an occupation time rule are considered wildcards.

To set up an occupation time rule:

1. In the navigation pane, click **Setup** > **Tables** > **Occupations** > **Occupation time rules** to open the **Occupation time rules** form.

2. Click **New** to create a new record.

3. On the **General** tab, specify a **Department** to add it to the selection criteria.

4. Specify an **Occupation** to add it to the selection criteria.

5. Specify a **Position type** to add it to the selection criteria.

6. Specify a **Position assignment type** to add it to the selection criteria.

7. Specify a **Position filter** to add it to the selection criteria.

8. Specify the **Time rule group** assigned to workers who meet the selection criteria specified above.

9. Specify an **Active date** and **Expiry date**.

10. Click **Save** to save your changes.

To set up multiple occupation time rules for a single time rule group:

1. In the navigation pane, click **Setup** > **Tables** > **Occupations** > **Occupation time rules** to open the **Occupation time rules** form.

2. Click the **Fast entry** tab.

3. Specify the **Time rule group** to associate with the selection criteria.

4. Select the **Departments** to associate with the rule group.

5. Select the **Occupations** to associate with the rule group. Specify a **Union affiliation** to select all occupations associated with that union affiliation.

6. Select the **Position types** to associate with the rule group.

7. Select the **Position assignment types** to associate with the rule group.

8. Select the **Position filters** to associate with the rule group.

9. Click **Insert** to create occupation time rules for *all* combinations of selection criteria. All created occupation time rules are associated with the same **Time rule group**.

10. To delete occupation time rules, click **Delete**. All combinations of selection criteria are removed if those occupation time rules exist.

Lab 12.1 - Set up Entitlements

This lab involves creating and scheduling new entitlements.

Scenario

At the beginning of each year, Contoso offers 40 hours of longservice leave to workers who completed their 10th, 20th or 30th year of service in the previous year. Workers who completed their 40th or 50th year of service receive 80 hours of longservice leave.

Mia needs to add a longservice leave entitlement to her implementation.

Challenge Yourself!

Set up a *Longservice* entitlement for staff and management in the *Staff-USA* pay group.

Use a calculation rate to determine the amount of longservice workers receive each year.

The *Longservice* entitlement should overflow into the vacation entitlement when depleted.

For testing purposes, schedule the entitlement to be awarded in the current pay period. Operationally, the *Longservice* should use the same accruing and taking periods as the *Vacation* entitlement.

Need a Little Help?

To set up a new entitlement for longservice, you must set up the following:

- Entitlements
- Earnings
- Entitlement earnings
- Calculations
- Calculation rates
- Entitlement rule group calculations
- Pay period entitlements

Base your calculation on a **Calculation rate** that correlates a worker's years of service with their longservice accrual for that year. For the first 9 years, the accrual is 0 hours. For the 10th year, it is 40 hours. From the 11th to 19th year, the accrual is 0 hours. For the 20th year, the accrual is 40 hours, and so on.

The calculation **Rate action** should be *Single - amount*. Use the *DateDiff* operator to determine the worker's years of service.

To test entitlement accrual calculation, schedule entitlement accrual for the current pay period. Run the **Update entitlements** process and check the results in the **Worker entitlements inquiry**.

To test entitlement depletion, enter a longservice earning for a worker with the appropriate entitlement rule group. Run the **Update Entitlements**, **Update Accumulators**, and **Generate Payments** processes and check the results in the **Worker entitlements inquiry**.

Step by Step

To create the longservice entitlement:

1. In the navigation pane, click **Setup** > **Tables** > **Entitlements** > **Entitlements** to open the **Entitlements** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter *Longservice* as the **Entitlement**.
4. Select *Yes* for the **Print on statements** option to print it on pay statements. Enter a **Statement description** and **Statement sequence**.
5. Change the **Active date** to *1/1/2008*.
6. Click **Save** to save your changes.

To create the longservice earning:

1. In the navigation pane, click **Setup** > **Tables** > **Earnings** > **Earnings** to open the **Earnings** form.
2. Click **New** to create a new record.
3. On the **General** tab, enter *Longservice* as the **Earning**.
4. Select a **Unit type** of *Hours*.
5. Select a **Salaried impact** of *Included*.
6. Specify any **DR ledger account** and **CR ledger account**.
7. Select *Yes* for the **Print on statements** option to print it on pay statements. Enter a **Statement description** and **Statement sequence**.
8. Change the **Active date** to *1/1/2008*.
9. Click **Save** to save your changes.
10. In the navigation pane, click **Setup** > **Tables** > **Earnings** > **Earning groups** to open the **Earning groups** form.
11. Add the *Longservice* earning to each of the following earning groups through the **Earning group earnings** tab:
    - All Earnings
    - Apply to regular pmt
    - Base Earnings
    - Hourly Earnings
    - Taxable earnings
12. Click **Save** to save your changes.

To associate the longservice earning with the longservice entitlement:

1. In the navigation pane, click **Setup** > **Tables** > **Entitlements** > **Entitlement earnings** to open the **Entitlement earnings** form.
2. Click **New** to create a new record.
3. On the **General** tab, specify the *Longservice* **Earning** and *Longservice* **Entitlement**.

4. Specify an **Entitlement rule group** of *Staff*.

5. Change **Decrement** to *Yes* as the earning should decrease the entitlement bank.

6. Repeat for the *Management* rule group.

7. Click **Save** to save your changes.

To create the calculation for the longservice entitlement:

1. In the navigation pane, click **Setup** > **Tables** > **Calculations** > **Calculation rates** to open the **Calculation rates** form.

2. Click **New** to create a new record.

3. On the **General** tab, enter *Longservice rates* as the **Calculation rate**.

4. Select a **Rate action** of *Single - amount*.

5. Select any **Adjustment type** as it is not used in this rate.

6. Change the **Active date** to *1/1/2008*.

7. Click **Setup** > **Calculation rate items** to open the **Calculation rate items** form.

8. Create the following records in the rate items table. The **Item amount** is the minimum years of service and the **Item rate** is the corresponding hours of longservice leave awarded. Do not enter any **Adjustment amount**:

Item amount	Item rate
0	0
10	40
11	0
20	40
21	0
30	40
31	0
40	80
41	0
50	80
51	0

9. Click **Save** to save your changes.

10. Close the **Calculation rates** and **Calculation rate items** forms.

11. In the navigation pane, click **Setup** > **Tables** > **Calculations** > **Calculations** to open the **Calculations** form.

12. Click **New** to create a new record.

13. On the **General** tab, enter *Longservice accrual* as the **Calculation**.

14. Select *Yes* for **Display in list**.

15. Change the **Active date** to *1/1/2008*.

16. On the **Rule** tab, click **Edit** to open the **Calculation setup** form. Clear the **Calculation string**.

17. In the **Date from** section, select *Hire* in the **Derived date** option.

18. In the **Date to** section, select *Pay period end* in the **Derived date** option.

19. Select *Years* as the **Date diff type**.

20. Click **Add date diff** to add the date difference operand and operators to the calculation string.

21. Specify *Longservice rates* in the **Calculation rate** field.

22. Click **Validate** to check the calculation syntax.

23. Click **Test** to open the **Calculation test** form.

24. To test the calculation, enter dates for the *Hire* and *Pay period end* dates and click **Calculate**. The number of corresponding longservice hours awarded to the worker should be displayed in the calculation test. Close the **Calculation test** form.

25. Click **Save** in the **Calculation setup** form to save the calculation. Close the **Calculations** form.

To create the entitlement rule group calculations for longservice leave:

1. In the navigation pane, click **Setup** > **Tables** > **Entitlements** > **Entitlement rule group calculations** to open the **Entitlement rule group calculations** form.

2. Click **New** to create a new record.

3. Specify *Staff* for **Entitlement rule group** and *Longservice* for **Entitlement**.

4. Specify *Longservice accrual* for **Calculation**.

5. Enter an **Entitlement limit amount** of at least *80* hours.

6. Select *Yes* for **FTE** to scale the awarded hours according to the worker's full time equivalent.

7. Select *Hours* for **Entitlement unit**.

8. Select *Vacation accrual yr* for **Accruing period**. Select *Calendar year* for **Taking period**.

9. Select *Bonus* for **Payout earning**.

10. Select *Vacation* for **Overflow entitlement** to deduct overdrawn longservice hours from the worker's vacation bank.

11. Change the **Active date** to *1/1/2008*.

12. Repeat with the same settings for the *Management* entitlement rule group.

13. Click **Save** to save your changes.

To schedule the longservice entitlement:

1. In the navigation pane, click **Setup** > **Tables** > **Schedules** > **Pay period entitlements** to open the **Pay period entitlement schedules** form.

2. On the **Fast entry** tab, select the following objects:
    - **Pay groups**: *Staff-USA*
    - **Date period**: *Pay Period*
    - **Pay period end dates**: *9/15/2012*
    - **Entitlement rule groups**: *Management, Staff*
    - **Entitlements**: *Longservice*

3. Click **Insert** to create the entitlement schedules. Close the form.

To test that longservice leave accrues properly:

1. In the navigation pane, click **Common** > **Pay Groups** to open the **Pay Groups** list. Select the *Staff-USA* pay group.

2. On the **Pay Period** tab, click **Generate Entitlements** to open the **Entitlements generation** dialog. Click **OK** to generate entitlements. Close the Infolog popup when complete.

3. In the navigation pane, click **Inquiries** > **Entitlements** to open the **Worker entitlements inquiry**.

4. Filter on the *Longservice* **Entitlement**.

5. Locate **Worker** *3007 Alfredo Fuentes Espinosa*. He should have *40* **Accrued hours** of longservice.

To test that longservice leave depletes properly:

1. In the navigation pane, click **Journals** > **Earnings** to open the **Worker earnings** journal.

2. Specify *Staff-USA* for **Pay group** and *3007 Alfredo Fuentes Espinosa* for **Worker ID**.

3. Click **New** to create a new record.

4. Specify an **Earning** of *Longservice* and an **Earning date** within the current pay period (e.g.: 22/01/2013).

5. Enter *8* **Hours** for the earning.

6. Click **Save** to save your changes.

7. In the navigation pane, click **Common** > **Pay Groups** to open the **Pay Groups** list. Select the *Staff-USA* pay group.

8. On the **Pay Period** tab, click **Update Entitlements** to open the **Earnings generation and accumulator updates** dialog.

9. Select the **Update entitlements** and **Update accumulators** checkboxes. Click **OK** to update entitlements and accumulators. Close the Infolog popup.

10. On the **Pay Period** tab, click **Generate Payments** to open the **Payment generation** dialog. Click **OK** to generate payments. Close the alert popup.

11. In the navigation pane, click **Inquiries** > **Entitlements** to open the **Worker entitlements inquiry**.

12. Filter on the *Longservice* **Entitlement**.

13. Locate **Worker** *3007 Alfredo Fuentes Espinosa*. He should have *32* **Accrued hours** of longservice remaining.

Set up Reports

Some report templates can be customized as they use a new report format similar to localization-specific reports, such as T4s and W-2s. The setup for localization-specific reports are discussed in corresponding localization configuration guides as part of installation. This section describes generic reports that are not localization-specific and the options that can be set up for them.

Set up Payroll Register

The pay register provides the pay details of every payment generated for every worker in the pay period. It can be configured to display pay details filtered by certain benefit/deduction groups or earning groups. Benefit/deductions and earnings not specified in this setup are displayed under an *Other* column in the payroll register.

This setup is optional.

To set up the payroll register:

1. In the navigation pane, click **Setup** > **Tables** > **Payroll** > **Forms** > **Formats** to open the **Formats** form.

2. Select the *PayrollRegister* **Format** and click **Setup** > **Format fields** to open the **Format fields** form.

3. Click **Edit** to enter edit mode.

4. For the *Deds Grp 1/2/3* **Export format field**, specify a benefit/deduction group in the **Field source** to display only the specified benefit/deduction group in those columns. You can select up to three.

5. For the *Deds Grp 1/2/3 Label 1* **Export format field**, enter the label in the **Field source** for the corresponding *Deds Grp 1/2/3* benefit/deduction group to appear on the payroll register report. Enter the label for *Deds Grp 1/2/3 Label 2* if the label requires two lines. You can enter up to two lines of label per benefit/deduction group.

6. For the *Earns Grp 1/2* **Export format field**, specify an earning group in the **Field source** to display only the specified earning group in those columns. You can select up to two.

7. For the *Earns Grp 1/2 Label 1* **Export format field**, enter the label in the **Field source** for the corresponding *Earns Grp 1/2* earning group to appear on the payroll register report. Enter the label for *Earns Grp 1/2 Label 2* if the label requires two lines. You can enter up to two lines of label per earning group.

8. Click **Save** to save your changes.

Summary

This chapter introduced procedures for setting up additional features in the Anthology Payroll module. The additional features were divided into two groups:

- Occupations
- Entitlements

While many of the procedures in this chapter are not mandatory, all were designed to meet actual client needs. Effective information and requirement gathering is very important in the early stages of the implementation, so that the implementation team can plan which of these additional features are required, and devise the best strategies for their use.

Test Your Knowledge

1. Write a brief one-paragraph description of occupation earning rule groups.

   _____

   _____

   _____

   _____

2. Briefly describe what entitlement earnings do with respect to an entitlement bank.

_____

_____

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3. Which of the following is a true statement?

    ( ) If events are used, they must be set; however, event types are always optional.

    ( ) Location codes are used in the Position form for payment purposes.

    ( ) At least one entitlement rule group calculation must be set up for each entitlement.

    ( ) Tasks are optional because they are used only to track salary costs to the same general ledger cost centers as would normally be used for a worker.

4. Before planning how to set up occupations in Anthology Payroll, which two of the following must you be able to do?

    ( ) Understand how you can use occupations to reduce data entry workloads.

    ( ) Differentiate between how data is defined at the organization level, the worker level, and the position level.

    ( ) Differentiate between three interrelated concepts - occupations, jobs, and positions.

    ( ) Understand how you can use occupations to eliminate the need for organization shifts.

5. Entitlement groups are: (Select all that apply)

    ( ) Used to identify multiple entitlements that you usually need to report on or manage together.

    ( ) Mandatory for every implementation.

    ( ) Optional.

    ( ) Very useful if you have a large number of entitlements.

6. Write a brief explanation of what entitlement rule groups do, and why they are important.

_____

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_____

Quick Interaction: Lessons Learned

Take a moment and write down three key points you have learned from this chapter.

1.

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Solutions

Test Your Knowledge

1. Write a brief one-paragraph description of occupation earning rule groups.

    MODEL ANSWER:

    Occupation earning rule groups are optional and can be used to associate worker occupations, organizations, position types, and position assignment types to specific earning rule groups. Earning rule groups link in turn to earning calculations.

2. Briefly describe what entitlement earnings do with respect to an entitlement bank.

    MODEL ANSWER:

Entitlement earnings indicate which earning codes increase or decrease an entitlement bank. You will usually have at least one entitlement earning that decreases each entitlement bank.

3. Which of the following is a true statement?

    ( ) If events are used, they must be set; however, event types are always optional.

    ( ) Location codes are used in the Position form for payment purposes.

    (√) At least one entitlement rule group calculation must be set up for each entitlement.

    ( ) Tasks are optional because they are used only to track salary costs to the same general ledger cost centers as would normally be used for a worker.

4. Before planning how to set up occupations in Anthology Payroll, which two of the following must you be able to do?

    (√) Understand how you can use occupations to reduce data entry workloads.

    ( ) Differentiate between how data is defined at the organization level, the worker level, and the position level.

    (√) Differentiate between three interrelated concepts - occupations, jobs, and positions.

    ( ) Understand how you can use occupations to eliminate the need for organization shifts.

5. Entitlement groups are: (Select all that apply)

    (√) Used to identify multiple entitlements that you usually need to report on or manage together.

    ( ) Mandatory for every implementation.

    (√) Optional.

    (√) Very useful if you have a large number of entitlements.

6. Write a brief explanation of what entitlement rule groups do, and why they are important.

    MODEL ANSWER:

    You must set up at least one entitlement rule group calculation for each entitlement. An entitlement rule group calculation indicates that a particular entitlement applies to a particular entitlement rule group, and it specifies how that entitlement is calculated and managed for that group of workers.

CHAPTER 13: CUSTOM SETUP TASKS

Objectives

The objectives for this chapter are:

- Introduce the legacy data migration process.
- Introduce the process for setting up statutory reporting in the Anthology Payroll module.
- Introduce the concepts and general process of setting up integration with other Microsoft Dynamics 365 Finance modules and third-party systems.
- Introduce the procedures for setting up security roles and payroll processing locking parameters.

Introduction

This chapter introduces the following custom setup tasks, which implementers must consider for each client:

- Legacy data migration
- Statutory reporting setup
- Integration with other Microsoft Dynamics 365 Finance modules
- Setup of security policies

Legacy Data Migration Process

As part of implementing Anthology Payroll for Microsoft Dynamics 365 Finance, you will migrate data from the client's legacy payroll system to Anthology Payroll. This part of the implementation process is important to success; it is worthwhile to establish a repeatable, reliable migration process and allow time for test runs before your final migration when going live.

You import legacy data into Anthology Payroll from a Microsoft Excel file (.XLSX) using the **Import legacy data to Payroll tables** function in Anthology Payroll. The Excel file must be formatted according to Anthology Payroll specifications for worksheet tab names, column heading names and cell formats.

The data migration process involves the following major steps:

1. Identify legacy data to migrate and any changes needed for the new implementation.
2. Extract the migration data from the legacy system.
3. Transform the migration data from the format produced by the legacy system into Excel worksheets meeting Anthology Payroll import file specifications.
4. Import the Excel file into Anthology Payroll for Microsoft Dynamics 365 Finance using the **Import legacy data to Payroll tables** function.
5. Perform post-migration tasks.

Identify Legacy Data to be Migrated

The first step in data migration is identifying what data to migrate. Some of this data is easily identifiable, such as worker names and numbers, worker positions, and bank account numbers for direct deposits. Other information is more complicated to determine.

The following types of data require special consideration when migrating.

Worker Enrolled Generated Earnings

You do not need to import generated earnings that are non-enrolled; these earnings are given to all workers in the associated earning rule group.

However, you must set up individual workers to receive enrolled generated earnings. You can do this by importing or by manually enrolling the worker. Most implementers prefer to import all worker-enrolled generated earnings and, when corrections are needed, adjust the source data and replace the complete data set with a minimum of steps.

Worker Benefit/Deductions

You must populate the benefit/deductions list for each worker.

For each benefit/deduction that applies to a worker, you must specify the benefit/deduction code, pay group, enrollment (if it exists), the worker contribution (if it exists), and the employer contribution (if it exists). The worker and employer contributions can be either amounts or calculations. You can also supply other information, such as a worker-specific Accounts Payable vendor for a garnishment or child support payment recipient. Some important guidelines to remember:

- Refer to the benefit/deduction rule group calculations to verify the standard list of benefit/deductions for the workers in that rule group and the appropriate worker and employer calculations. The benefit/deduction rule group calculation does not provide default values for imported data; you must import all the required data.
- Verify the appropriate calculations for the worker's enrollment.
- Verify worker and employer calculations to avoid importing a worker calculation as an employer calculation or vice versa.
- Review the legacy system for worker-specific benefit/deductions, such as garnishments, child support payments, loan repayments, voluntary additional tax withholding, and optional retirement savings plans, insurance coverage, credit union contributions, and share purchase plans.

Historical Transactions

Anthology Payroll historical transactions consist of:

- Worker payments
- One record for each earning code associated with each worker payment
- One record for each benefit/deduction code associated with each worker payment

If you are going live with Anthology Payroll part way through the tax year or pay year, you probably need historical transaction summaries for the current year for three purposes:

- History for transactions like benefit/deductions that have an annual maximum
- Year-to-date totals on pay statements
- Statutory reporting requirements

Your client may want historical transactions from the current or previous years for ease of access to that information.

Selecting a summary period

At minimum, you must summarize each worker's payment by pay period. If the worker received two payments in one pay period, you must import one payment record with the sum of the gross earnings, deductions and net pay, one set of earning transactions with the sum of the amounts from both payments, and one set of benefit/deduction transactions with the sum of the amounts from both payments. If you import totals by pay period, you will use the *Worker PP Benefit/Deductions*, *Worker PP Earnings*, and *Worker PP Payments* worksheets.

Alternatively, you can summarize by a larger unit of time, as in the following examples:

- One year-to-date total for each worker payment, earning, and benefit/deduction, provided you are not implementing partway through a quarter or other statutory reporting period shorter than a year. Import these totals using the *Worker YTD Benefit/Deductions*, *Worker YTD Earnings*, and *Worker YTD Payments* worksheets.

- Totals for each quarter or other reporting period for each worker payment, earning, and benefit/deduction. If you are going live partway through a quarter, the most recent quarter must contain the quarter-to-date totals. Import totals by quarter in the *Worker PP Benefit/Deductions*, *Worker PP Earnings*, and *Worker PP Payments* worksheets. Import each quarter's total into one pay period that falls within that quarter. For example, if you have 52 pay periods in the year, you might import quarterly totals according to the following table:

Quarter	Pay periods in quarter	Destination pay period
1	1-13	1
2	14-26	14
3	27-39	27
4	40-52	40

Allocating transactions to summary periods

If the historical transactions that you import will be used in statutory reporting, you must consider how those reports expect transactions to be allocated to a date period. Most tax jurisdictions allocate transactions according to the date that the payment was issued (Statement date). Each payment in the legacy system has a statement date. When you summarize multiple legacy system payments into one payment for import, you must make sure that the imported summary payment has a statement date that is valid (falls into the right tax year or tax quarter) for all the payments that you are summarizing.

For example, in your legacy data, all the regular payments in pay period 1 were paid on January 2, and therefore must be reported in the current year, but the legacy data for pay period 1 also contains an off-cycle payment that was issued early, on December 31 of the previous year. That off-cycle payment was already reported to the government as part of the previous year, and should not be included in the current year. That off-cycle payment should be migrated into the last pay period of the previous year, instead of the first pay period of the current year.

Make sure that your mechanism for summarizing payments takes into account the dates used for statutory reporting. Off-cycle payments that were issued near reporting cut-off dates may need to be included in the pay period before they were processed, in order to generate correct statutory reports.

Summarizing by earning and benefit/deduction code

If you are going live partway through a tax year, tax quarter, or other time period subject to statutory reporting in your jurisdiction, you must review the tax requirements for that jurisdiction carefully to ensure you import all the transactions that your statutory reporting requires.

- Import earning totals for each worker. Ideally, you would import a total for each earning code. If your legacy system does not make it easy to extract earnings by earning code, you can satisfy statutory reporting requirements by importing a total of all taxable earnings using a single taxable earning code and all tax exempt earnings using a single tax-exempt earning code, but advise your staff that their pay statements will use these summary earning codes for their legacy system totals.

- Import each benefit/deduction that increases or reduces taxable income as a separate total for statutory reporting purposes. Historical totals for other benefit/deductions do not need to be imported unless you want the year-to-date totals on pay statements.

- Review the setup instructions for your statutory reports and the company's past statutory report submissions to ensure that all the data required for the reports is imported.

After you have imported your transactional data, set initial accumulator values for all the accumulators used in your statutory reports using the **Delete/set initial accumulator values based on period** dialog. Access this dialog from **Anthology Payroll** > **Periodic** > **Other** > **Delete/set initial accumulator values based on period**.

Verify that the totals in the accumulators are correct. If your legacy system allows it, generate the same statutory reports in the legacy system and compare its results with the Anthology Payroll for Microsoft Dynamics 365 Finance results to ensure that all the data has been migrated, the accumulators are set up correctly, and the statutory reports are set up correctly.

Accumulator Adjustments

You could import accumulator adjustments into Anthology Payroll instead of transactions, and then use the **Delete/set initial accumulator values based on period** function to populate the accumulators, but the recommended approach is to import transactions, because if you want to add a new accumulator later, it can accumulate data from imported transactions, but not from accumulator adjustments for other accumulators.

Accumulator Totals

You can import accumulator totals into Anthology Payroll instead of importing transactions and using the **Delete/set accumulator values based on period** function to populate the accumulators. This approach is not recommended because:

- *Auditability*; particularly for year-to-date and quarter-to-date accumulators that will start with an imported value, then be updated by ongoing transactions. You can see all the transactional data that the accumulator is based on from the legacy system.

- *Early error detection*. If the accumulator is set up incorrectly, you will probably notice as soon as you update it from legacy transactions..

- *Ability to re-initialize later*. If an error is made months later (for instance, a new earning code was not associated with an accumulator before it was used), then when the error is detected, you can correct it, and clear and re-calculate the accumulator from transaction data.

Extract Data from the Legacy System

The process used to extract data from the legacy payroll system should be reliably repeatable. It is a waste of time and effort if you extract data in one format and transform it into Anthology Payroll format, but the next time you extract data from the legacy system, it is in a slightly different format.

Invest effort to ensure the data extracted from the legacy system is in the same format for every test migration and particularly the final live migration. Capture as much of the extract process as possible in reusable scripts, such as SQL scripts. Ensure sufficient detail in documenting every manual step to prevent missing any vital steps during the final parallel run or after going live.

Transform Legacy Data

Data extracted from the legacy system needs to be transformed to meet Anthology Payroll requirements before it can be imported. The requirements are described in this section. Some transformation could be handled by the scripts used to extract the data from the legacy system. Most implementers use an application such as Microsoft Access to aid in transforming the data.

An example of a typical process is:

1. Import the legacy data into MS Access.
2. Add tables that translate any legacy codes or IDs that must be changed to new codes or IDs used in Anthology Payroll for Microsoft Dynamics 365 Finance. For example, if earning codes are changing, create a table that lists all the old earning codes and the corresponding new earning codes.
3. Add tables that provide configuration information. For example, to import a worker's benefit/deduction, you must include the name of the calculation used. Create a table that provides appropriate calculation names for each benefit/deduction and enrollment combination.
4. Build queries that assemble the legacy data, apply the transformations, and add the configuration information into the formats that Anthology Payroll requires.
5. Export the results into one or more Excel spreadsheets to prepare for import into Anthology Payroll.

Import File Data Types

The data types that can be imported fall into two classifications:

- **Worker payroll data** such as position and benefit/deduction information that is imported several times on a trial basis as early as possible to verify that you have a reliable, repeatable import process. Typically, worker payroll data is imported for the final time when you begin your parallel test run.
- **Transactional data** such as payment, earning, and benefit/deduction transactions, and entitlement balances that you will import several times on a trial basis. It is recommended to import this data as early as possible to verify that you have a reliable, repeatable import process before importing one final time before going live.

The following table lists all the types of data that can be imported. Each type is imported from its own worksheet in an Excel import file.

Data type	Description	Classification
HR Jobs	Job information for all jobs in enterprise	Worker
HR Positions	Position information for all positions in enterprise	Worker
HR Workers	Demographic information for all workers	Worker
HR Worker Addresses	Address information for all workers	Worker
HR Worker Electronic Contacts	Electronic contact information for all workers	Worker
HR Worker Positions	Position assignments for all workers	Worker
HR Worker Employment History	Employment history dates for all workers	Worker
Jobs	Job information provides default Anthology Payroll values for new worker positions	Worker
Workers	Worker information relevant to Anthology Payroll	Worker
Worker Accumulators	Worker accumulated amounts	Transactional
Worker Accumulator Adjustments	Worker accumulator adjustment amounts	Transactional
Worker Bank Accounts	Worker bank account information for direct deposits	Worker
Worker Benefit/deductions	Benefit/deductions set up for workers	Worker
Worker Calculation Amounts	Worker-specific calculation amounts used to pay worker earnings and calculate deductions	Worker
Worker Dates	Dates set up for workers	Worker
Worker Department Splits	Department (organization) split information for workers	Worker
Worker Entitlements	Worker leave entitlement balances	Transactional
Worker Rolling Entitlement Transactions	Worker transactions (taken amounts) for rolling entitlement banks	Transactional
Worker Generated Earnings	Generated earning enrollments for workers	Worker
Worker Positions	Positions set up and performed by each worker (at least one for each worker)	Worker
Worker Pay Period Benefit/deduction Totals	Pay period worker/employer benefit/deductions from legacy payroll system	Transactional
Worker Pay Period Earning Totals	Pay period worker earnings from legacy payroll system	Transactional

Data type	Description	Classification
Worker Pay Period Payment Totals	Pay period worker payments from legacy payroll system	Transactional
Worker YTD Benefit/deduction Totals	Year-to-date worker/employer benefit/deduction totals from legacy payroll system	Transactional
Worker YTD Earning Totals	Year-to-date worker earning totals from legacy payroll system	Transactional
Worker YTD Payment Totals	Year-to-date worker payment totals from legacy payroll system	Transactional

NOTE: *Do not import the year-to-date totals if you are importing pay period totals and vice versa. Ensure that your imported running totals are all associated with the same time period.*

You can omit worksheets that you do not want to import. When you want to import only certain data (for example, Transactional data), you can include only those worksheets in the Excel import file. Additionally, you can import worksheets separately or put all your worksheets into one spreadsheet to be imported all at once.

Database Dependencies and Redundancy

Error logging in Microsoft Dynamics 365 Finance is time-expensive and it is possible to receive error messages about data in the data migration worksheets. As such, it may be worth considering to import the worksheets in smaller batches to improve performance, provided that all of the dependencies are satisfied for each worksheet or group of worksheets that you import.

The following figure illustrates how the data migration worksheets are dependent upon each other. Where an arrow points from worksheet B to worksheet A, it means that B depends on the data from worksheet A having already been either imported or manually entered. For example, the *HR Positions* worksheet requires *HR Job* information. *HR Jobs* information into D365 either by manually entering it or by importing it.
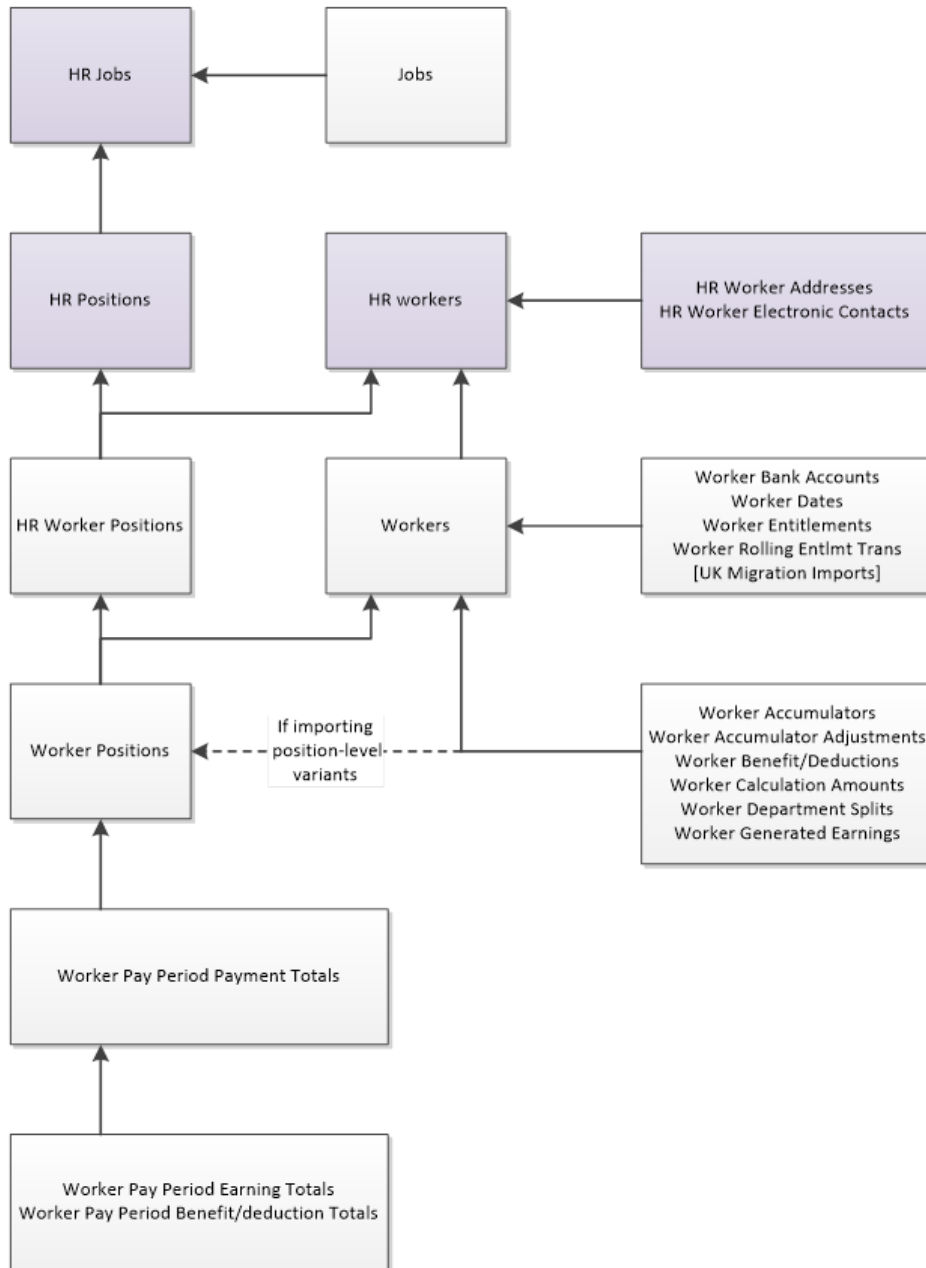
FIGURE 2.83: DEPENDENCIES FOR DATA MIGRATION TABLES

The shaded tables above denote the tables that have data that are shared across all companies in your implementation. These five tables are:

- HR Jobs
- HR Positions
- HR Workers
- HR Worker Addresses
- HR Worker Electronic Contacts

All other tables import specifically for the current company. If you are migrating data into multiple D365 companies, you must create separate spreadsheets for all other tables for each D365 company and import them from within the associated company.

Anthology Payroll Import File Specifications

The following section describes the fields you can import for each type of data and the validation requirements of each field.

The following tables list field names in the order they appear in the user interface. The order of the fields is arbitrary as the import process refers to the header row of the worksheet for the field name. The import function ignores any unrecognized columns.

The **Required** column states whether that particular field is mandatory for importing or optional. The **Validation** column describes the data type requirements of that field.

> **NOTE**: if you are copying and pasting data records into the spreadsheet import files, ensure that you maintain the destination formatting. Do not alter the order of the spreadsheet tabs.

HR Jobs

The corresponding tables for this information in Microsoft Dynamics 365 Finance are *HcmJob* and *HcmJobDetail*. The corresponding form for this information is located at **Anthology Payroll** > **Common** > **Jobs** or **Human Resources** > **Common** > **Organization** > **Jobs**.

The worksheet tab name is *HR Jobs*.

Field Name	Required	Description	Validation
Job ID	Yes	The job identifier.	Alphanumeric, max 25 characters.
Start Date	Yes	The start date of the job within the enterprise.	Date, MM/DD/YYYY. Date must be valid.
Expiry Date	Yes	The last day the job can be used within the enterprise.	Date, MM/DD/YYYY. Date must be valid.
Job Description	Yes	Short description of the job.	Alphanumeric, max 60 characters.
Job Title	No	Title of the job.	Alphanumeric, max 30 characters. Must match an entry in *HcmTitle* table.
Job Type	No	The job type.	Alphanumeric, max 15 characters. Must match an entry in *HcmJobType* table.
Job Function	No	The job function.	Alphanumeric, max 15 characters. Must match an entry in *HcmJobFunction* table.

Field Name	Required	Description	Validation
Maximum Positions	No	Maximum number of positions that can be based on this job. Default is unlimited.	Numeric integer value.
FTE	No	The default full time equivalency value for this job.	Numeric value between 0 and 1, up to 2 decimal places.

HR Positions

The corresponding tables for this information in Microsoft Dynamics 365 Finance are *PHRPosition*, *HcmPositionDetail*, *HcmPositionDuration*, *HcmPositionDefaultDimension*, and *HcmPositionHierarchy*. The corresponding form for this information is located at **Anthology Payroll** > **Common** > **Positions** or **Human Resources** > **Common** > **Organization** > **Positions** > **Positions**.

The worksheet tab name is *HR Positions*.

Field Name	Required	Description	Validation
Position ID	Yes	The position identifier.	Alphanumeric, max 25 characters.
Start Date	Yes	The start date of the position within the enterprise.	Date, MM/DD/YYYY. Date must be valid.
Expiry Date	Yes	The last day the position can be used within the enterprise.	Date, MM/DD/YYYY. Date must be valid.
Position Description	Yes	Short description of the position.	Alphanumeric, max 60 characters.
Position Title	No	Title of the position.	Alphanumeric, max 30 characters. Must match an entry in *HcmTitle* table.
Position Type	No	The position type.	Alphanumeric, max 20 characters. Must match an entry in *HcmPositionType* table.
FTE	No	The default full time equivalency value for this position.	Numeric value between 0 and 1, up to 2 decimal places.
Department Organization Code	No	The department code in the **Organization administration** module.	Alphanumeric, max 20 characters. Must match an entry in *OMOperatingUnit* table.
Parent Position ID	No	The position identifier that this position reports to.	Alphanumeric, max 25 characters. Must match an entry in *HcmPosition* table.

Field Name	Required	Description	Validation
Hierarchy Type	No	The hierarchy type between the position and the parent position (e.g. line, matrix, project).	Alphanumeric, max 60 characters. Must match an entry in *HcmPositionHierarchyType* table.
Job ID	No	The job identifier associated to this position.	Alphanumeric, max 25 characters. Must match an entry in *HcmJob* table.
Dimension 1	No	The code that this position is charged to for the first dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 2	No	The code that this position is charged to for the second dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 3	No	The code that this position is charged to for the third dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 4	No	The code that this position is charged to for the fourth dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 5	No	The code that this position is charged to for the fifth dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 6	No	The code that this position is charged to for the sixth dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 7	No	The code that this position is charged to for the seventh dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 8	No	The code that this position is charged to for the eighth dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.

Field Name	Required	Description	Validation
Dimension 9	No	The code that this position is charged to for the ninth dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 10	No	The code that this position is charged to for the tenth dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.

* Financial dimensions are ordered alphabetically. The order that they are included in the import file must be the same alphabetical order that they are defined in D365. Please note that this order can change if you later add more dimensions as D365 reorders them alphabetically. If you import at least one financial dimension, you must include the column headings for all ten dimensions.

HR Workers

The corresponding tables for this information in Microsoft Dynamics 365 Finance are *DirPartyTable*, *DirPerson*, *DirPersonName*, *HcmEmployment*, *HcmEmploymentDetail*, *HcmPersonPrivateDetails*, *HcmPersonDetails* and *HcmPersonIdentificationNumber*. The corresponding form for this information is located at **Anthology Payroll** > **Common** > **Anthology Payroll workers**, or **Anthology Payroll** > **Common** > **Workers**, or **Human Resources** > **Common** > **Workers** > **Workers**.

The worksheet tab name is *HR Workers*.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 25 characters.
Worker Type	Yes	Type of worker.	Alphabetic. Allowed values are*: • *EMPLOYEE* or *E* • *CONTRACTOR* or *C*
Last Name	Yes	The worker's last name.	Alphanumeric, max 25 characters.
First Name	Yes	The worker's first name.	Alphanumeric, max 25 characters.
Middle Name	No	The worker's middle name.	Alphanumeric, max 25 characters.
Personal Title	No	Worker's personal title.	Alphanumeric, max 50 characters. Must match an entry in *DirNameAffix* table.
Personal Suffix	No	Worker's personal suffix.	Alphanumeric, max 50 characters. Must match an entry in *DirNameAffix* table.
Search Name	No	Worker's search name.	Alphanumeric, max 20 characters.

Field Name	Required	Description	Validation
Initials	No	Worker's initials for all names.	Alphanumeric, max 10 characters.
National ID	No	Worker's identification in their home nation. (e.g.: SIN, SSN, TFN, NINO, etc.)	Alphanumeric, max 35 characters. An entry must be set up in the **General definitions** that indicates the identification type to be used for this ID.
Dependents	No	The number of the worker's dependents.	Numeric integer value.
Marital Status	No	Worker's marital status.	Alphabetic. Allowed values are*: • *SINGLE* or *S* • *MARRIED* or *M* • *DIVORCED* or *D* • *WIDOWED* or *W* • *COHABITING* or *C* • *REGISTERED PARTNERSHIP* or *R*
Gender	No	Worker's gender.	Alphabetic. Allowed values are*: • *FEMALE* or *F* • *MALE* or *M*
Birth Date	No	Worker's birth date.	Date, MM/DD/YYYY. Date must be valid.
Start Date	Yes	Worker's employment start date in the company.	Date, MM/DD/YYYY. Date must be valid. Invalid dates are converted to *01/01* of current year.
Termination Date	No	Last day the worker can work and be paid in the company.	Date, MM/DD/YYYY. Date must be valid.
Termination Reason	No	Reason for termination. Requires a **Termination date**.	Alphanumeric, max 15 characters. Must match an entry in *HcmReasonCode* table.

* Non-English word equivalents are also allowed.

HR Worker Addresses

The corresponding tables for this information in Microsoft Dynamics 365 Finance are *DirPartyLocation*, *DirPartyLocationRole*, *LogisticsLocation*, and *LogisticsPostalAddress*. The corresponding form for this information is located at **Human Resources** > **Common** > **Workers** > **Workers** > **Profile** > **Addresses**.

The worksheet tab name is *HR Worker Addresses*.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 25 characters.
Address Name	Yes	A name associated to the address for identification purposes.	Alphanumeric, max 60 characters. If omitted, a name of *Home* or non-English equivalent is used.
Address Purpose	Yes	Purpose or type of address.	Alphabetic. Allowed values are: • *Home* or *H* • *Other* or *O* • *User Defined* or *U*
Street Address	Yes	The street address including the street number, apartment number, and building name as appropriate.	Alphanumeric, max 250 characters. Do not include the city, county, province/state, or country.
City	Yes	City or township of the address.	Alphanumeric, max 60 characters. If omitted, the city in the company address is used. Must match an entry in *LogisticsAddressCity* table.
County	No	County of the address.	Alphanumeric, max 10 characters. Must match an entry in *LogisticsAddressCounty* table.
Province/State	No	Province or state code.	Alphanumeric, max 10 characters. If omitted, the province or state in the company address is used. Must match an entry in *LogisticsAddressState* table.
Country	No	Country code of the address.	Alphanumeric, max 10 characters. If omitted, the country in the company address is used. Must match an entry in *LogisticsAddressCountryRegion* table.
Postal/Zip	No	The postal or zip code of the address.	Alphanumeric, max 10 characters.
Primary Flag	Yes	Indicates if this is the worker's primary address.	Alphabetic, *Yes* or *No*. Defaults to *Yes* if omitted.
Private Flag	Yes	Indicates if this worker's address is private.	Alphabetic, *Yes* or *No*. Defaults to *Yes* if omitted.

* Non-English word equivalents are also allowed.

HR Worker Electronic Contacts

The corresponding table for this information in Microsoft Dynamics 365 Finance is *LogisticsContactInfo*. The corresponding form for this information is located at **Anthology Payroll** > **Common** > **Anthology Payroll workers**, or **Anthology Payroll** > **Common** > **Workers**, or **Human Resources** > **Common** > **Workers** > **Workers**.

The worksheet tab name is *HR Worker Electronic Contacts*.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 25 characters.
Electronic Contact Name	No	A name associated to the electronic contact for identification purposes.	Alphanumeric, max 60 characters. If omitted, a name of *Home* or non-English equivalent is used.
Electronic Contact Type	Yes	The type of electronic contact.	Alphabetic. Allowed values are*: • *E-MAIL ADDRESS* or *E* • *FAX* or *F* • *PHONE* or *P* • *TELEX* or *T* • *URL* or *U*
Telephone Area Code	No	The telephone number's area code. Combined with **Telephone Number** to form electronic contact number.	Alphanumeric, max 20 characters.
Telephone number	No	Contact's telephone number. Combined with **Telephone Area Code** to form electronic contact number.	Alphanumeric, max 255 characters. May include area code according to preference. Separator characters (e.g. 213 456-7266 or 213.456.7266) are allowed. **
Telephone Extension	No	Contact's telephone extension, if available.	Alphanumeric, max 10 characters.
Email Address	No	Electronic contact's email address	Alphanumeric, max 255 characters. Must contain an email address with an @ character within the field. (e.g.: email@website.com). **
Primary Flag	Yes	Indicates if this is the worker's primary electronic contact.	Alphabetic, *Yes* or *No*.

Field Name	Required	Description	Validation
Private Flag	Yes	Indicates if this worker's electronic contact is private.	Alphabetic, *Yes* or *No*.
Mobile Flag	Yes	Indicates if this worker's electronic contact is a mobile phone.	Alphabetic, *Yes* or *No*.

* Non-English word equivalents are also allowed.

** Only one of **Email Address** and **Telephone Number** can be specified per record.

HR Worker Positions

The corresponding tables for this information in Microsoft Dynamics 365 Finance is *HcmPositionWorkerAssignment* and *HcmWorkerPrimaryPosition*. The corresponding form for this information is located at **Anthology Payroll** > **Common** > **Anthology Payroll workers** > **Worker** tab > **Worker position assignments** or **Human Resources** > **Common** > **Workers** > **Workers Worker** tab > **Worker position assignments**.

The worksheet tab name is *HR Worker Positions*.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 25 characters.
Position ID	Yes	Unique position identifier.	Alphanumeric, max 25 characters.
Start Date	Yes	The first day of the assignment of the worker to the position within the enterprise.	Date, MM/DD/YYYY. Date must be valid.
Expiry Date	Yes	The last day of the assignment of the worker to the position within the enterprise.	Alphanumeric, max 20 characters.
Primary Flag	Yes	Indicates if this is the worker's primary position.	Alphabetic, *Yes* or *No*. Default is *No*.
Assignment Reason	No	Reason code for assigning the worker to the position.	Alphanumeric, max 15 characters. Must match an entry in *HcmReasonCode* table.

Jobs

The corresponding table for this information in Microsoft Dynamics 365 Finance is *PHRJobs*. The corresponding form for this information is located at **Anthology Payroll** > **Common** > **Jobs** > **Anthology Payroll Profile** tab > **Jobs**.

The worksheet tab name is *Jobs*.

Field Name	Required	Description	Validation
Job ID	Yes	The job identifier.	Alphanumeric, max 25 characters. Must match an entry in *HcmJob* table.
Start Date	Yes	The date the worker started in this job and could earn pay.	Date, MM/DD/YYYY. Date must be valid and fall between the **ValidFrom** and **ValidTo** of a corresponding position record in *HcmJobDetail* table.
Expiry Date	Yes	The last day the worker could work in this job and be paid.	Date, MM/DD/YYYY. Date must be valid.
FTE	No	The full time equivalency value for this job.	Numeric value between 0 and 1, up to 2 decimal places.
Job Type Code	No	The default job type to associate with positions.	Alphanumeric, max 20 characters. Must match an entry in *PHRJobTypes* table.
Occupation Code	No	The occupation code of the job that identifies the type of position worked.	Alphanumeric, max 20 characters. Must match an entry in *PHROccupations* table.
Union Code	No	The **Union affiliation** associated with this job.	Alphanumeric, max 20 characters. Must match an entry in *PHRUnionAfflns* table.
Union Certification Code	No	The **Union certification** associated with this job.	Alphanumeric, max 20 characters. Must match an entry in *PHRUnionCerts* table.
Location Code	No	The location of the physical building where this job is located.	Alphanumeric, max 20 characters. Must match an entry in *PHRLocations* table. Mandatory if **Locations mandatory on positions** general definition is *Yes*.
Pay Group	No	The default pay group that the positions of this type belong to.	Alphanumeric, max 20 characters. Must match an entry in *PHRPayGrps* table.
Earning Rule Group	No	The default earning rule group for positions created from this job.	Alphanumeric, max 20 characters. Must match an entry in *PHREarnRuleGrps* table.
Time Rule Group	No	The default time rule group for positions created from this job.	Alphanumeric, max 20 characters. Must match an entry in *PHRTimeRuleGrps* table.

Field Name	Required	Description	Validation
Benefit/Deduction Rule Group	No	The default benefit and deduction rule group for positions created from this job.	Alphanumeric, max 20 characters. Must match an entry in *PHRBenDedRuleGrps* table.
Daily Hours	No	The number of hours this job typically requires in a day.	Numeric, up to 2 decimal places.
Pay Period Hours	No	The number of hours this job typically requires in a pay period.	Numeric, up to 2 decimal places.
Yearly Hours	No	The number of hours this job typically requires in a year.	Numeric, up to 2 decimal places.
Sunday Flag	No	Indicates whether the job normally requires work on Sundays. Default is *No*.	Alphabetic, *Yes* or *No*.
Monday Flag	No	Indicates whether the job normally requires work on Monday. Default is *No*.	Alphabetic, *Yes* or *No*.
Tuesday Flag	No	Indicates whether the job normally requires work on Tuesday. Default is *No*.	Alphabetic, *Yes* or *No*.
Wednesday Flag	No	Indicates whether the job normally requires work on Wednesday. Default is *No*.	Alphabetic, *Yes* or *No*.
Thursday Flag	No	Indicates whether the job normally requires work on Thursday. Default is *No*.	Alphabetic, *Yes* or *No*.
Friday Flag	No	Indicates whether the job normally requires work on Friday. Default is *No*.	Alphabetic, *Yes* or *No*.
Saturday Flag	No	Indicates whether the job normally requires work on Saturday. Default is *No*.	Alphabetic, *Yes* or *No*.
Rotation Code	No	Indicates the default shifts of the job.	Alphanumeric, max 20 characters. Must match an entry in *PHRRotations* table.

Field Name	Required	Description	Validation
Rotation Start Week Number	No	Indicates the shifts assigned to positions of this job type.	Numeric, no decimal places.
Rotation Start Date	No	The default date that workers start in this rotation.	Date, MM/DD/YYYY. Date must be valid.
Default Shift Code	No	The default shift code used for the worker when working in this position.	Alphanumeric, max 20 characters. Must match an entry in *PHRShifts* table.
Task Code	No	The task code associated with the worker's position.	Alphanumeric, max 20 characters. Must match an entry in *PHRTasks* table.
Dimension 1	No	Financial dimension on the worker's position assignment from this job. Only assigned to worker if *HR Jobs* and *HR Positions* have been imported and do not already contain financial dimensions.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 2	No	Financial dimension on the worker's position assignment from this job. Only assigned to worker if *HR Jobs* and *HR Positions* have been imported and do not already contain financial dimensions.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 3	No	Financial dimension on the worker's position assignment from this job. Only assigned to worker if *HR Jobs* and *HR Positions* have been imported and do not already contain financial dimensions.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.

Field Name	Required	Description	Validation
Dimension 4	No	Financial dimension on the worker's position assignment from this job. Only assigned to worker if *HR Jobs* and *HR Positions* have been imported and do not already contain financial dimensions.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 5	No	Financial dimension on the worker's position assignment from this job. Only assigned to worker if *HR Jobs* and *HR Positions* have been imported and do not already contain financial dimensions.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 6	No	Financial dimension on the worker's position assignment from this job. Only assigned to worker if *HR Jobs* and *HR Positions* have been imported and do not already contain financial dimensions.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 7	No	Financial dimension on the worker's position assignment from this job. Only assigned to worker if *HR Jobs* and *HR Positions* have been imported and do not already contain financial dimensions.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 8	No	Financial dimension on the worker's position assignment from this job. Only assigned to worker if *HR Jobs* and *HR Positions* have been imported and do not already contain financial dimensions.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.

Field Name	Required	Description	Validation
Dimension 9	No	Financial dimension on the worker's position assignment from this job. Only assigned to worker if *HR Jobs* and *HR Positions* have been imported and do not already contain financial dimensions.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 10	No	Financial dimension on the worker's position assignment from this job. Only assigned to worker if *HR Jobs* and *HR Positions* have been imported and do not already contain financial dimensions.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.

* Financial dimensions are ordered alphabetically. The order that they are included in the import file must be the same alphabetical order that they are defined in D365. Please note that this order can change if you later add more dimensions as D365 reorders them alphabetically.

Workers

The corresponding table for this information in Microsoft Dynamics 365 Finance is *PHRWorkers*. The corresponding form for this information is located at **Anthology Payroll** > **Anthology Payroll workers** > **Anthology Payroll Profile** tab > **Setup** section > **Payroll worker**.

The worksheet tab name is *Workers*.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 20 characters.
Start Date	Yes	The date that this Payroll worker record becomes active.	Date, MM/DD/YYYY. Date must be valid.
Daily Hours	No	The number of hours this worker typically works in a day.	Numeric, up to 2 decimal places.
Pay Period Hours	No	The number of hours this worker typically works in a pay period.	Numeric, up to 2 decimal places.
Yearly Hours	No	The number of hours this worker typically works in a year.	Numeric, up to 2 decimal places.

Field Name	Required	Description	Validation
Earning Rule Group	No	The earning rule group that the worker belongs to. This rule group controls how earnings are calculated.	Alphanumeric, max 20 characters. Must match an entry in *PHREarnRuleGrps* table.
Time Rule Group	No	The time rule group that the worker belongs to. This rule group controls how time premiums are calculated.	Alphanumeric, max 20 characters. Must match an entry in *PHRTimeRuleGrps* table.
Benefit/Deduction Rule Group	No	The benefit/deduction rule group that the worker belongs to. This rule group controls how benefit/deductions are calculated.	Alphanumeric, max 20 characters. Must match an entry in *PHRBenDedRuleGrps* table.
Entlmt Rule Group	No	The entitlement rule group that the worker belongs to. This rule group controls how entitlements are calculated.	Alphanumeric, max 20 characters. Must match an entry in *PHREntlmtRuleGrps* table.
Employment Type	No	The type of employment the worker has with the company.	Alphanumeric, max 20 characters Must match an entry *PHREmplymTypes* table.
Hourly Rate	No	The worker's hourly rate of pay, if they are paid by the hour.	Numeric, up to 10 decimal places.
Salary Step Number	No	The step number within a salary grid that this worker is paid at.	Numeric, no decimal places. Must be a valid step for the **Salary Code** specified.
Salary Grade Number	No	The grade number associated with this worker's occupation.	Numeric, no decimal places.
Salary Code	No	The salary code associated with this worker to determine their salary in conjunction with their **Salary Step Number**.	Alphanumeric, max 20 characters. Must match an entry in *PHRSlrys* table.
Salary Amount	No	The salary amount paid to this worker.	Numeric, up to 2 decimal places.

Field Name	Required	Description	Validation
Salary Amount Type	No	The salary period indicating the payment frequency the worker is paid their salary.*	Alphanumeric. Allowed values are: *ANNUAL* *BI-MONTHLY* *WEEKLY* *MONTHLY* *SEMI-MONTHLY* *DAILY* *PAY PERIOD*
Compa Ratio	No	The worker's compa ratio, if the worker is paid based on a percentage of the median salary.**	Numeric, up to 2 decimal places.
Apply FTE To Salary Flag	No	Indicates whether the worker's full-time equivalent factor is applied to the salary. Default is *No*.	Alphabetic, *Yes* or *No*.
Disability Rating	No	The disability rating for disabled workers.	Numeric, up to 2 decimal places.
Veteran Status Code	No	The worker's veteran status code.	Alphanumeric, max 20 characters. Must match an entry in *PHRVeteranStatuses* table.
Child Support Flag	No	Indicator of whether this worker is paying child support. Default is *No*.	Alphabetic, max 3 characters. *Yes* or *No*.
Direct Deposit Email	No	Worker's email address for receiving direct deposit pay statement PDFs. If blank, global address book is used.	Alphanumeric, max 50 characters.
Direct Deposit Email Password	No	Password used to encrypt the direct deposit pay statement PDF file. If blank, the file is not encrypted.	Alphanumeric, max 20 characters.
Report Distn Code	No	The report distribution code used to control the printing sequence of checks and deposit statements.***	Alphanumeric, max 20 characters.

Field Name	Required	Description	Validation
Country	No	The country of residence for this worker.	Alphanumeric, max 10 characters. Must match an entry in *LogisticsAddressSetup* table.
State	No	The state of residence for this worker.	Alphanumeric, max 10 characters. Must match an entry in *LogisticsAddressSetup* table.

* If you identify a salary period as bi-monthly (or semi-monthly), the Salary Amount value that you import will be divided by two (or multiplied by two, respectively) and stored with a *Monthly* type. Must be specified if a **Salary Amount** is specified.

** If you supply a compa ratio you must also supply a **Salary Code**. The median amount must also be set up in the salary table for the matching salary code.

*** The report distribution code is freeform. If the statement print option specifies printing statements by report distribution code, the code will be used for sorting purposes.

Worker Accumulators

The corresponding table for this information in Microsoft Dynamics 365 Finance is *PHRWorkerAccums*. The corresponding form for this information is located at **Anthology Payroll** > **Common** > **Anthology Payroll workers** > **Anthology Payroll Profile** tab > **Accumulators**.

The worksheet tab name is *Worker Accumulators*.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 20 characters.
Position ID	No	The worker's position ID the accumulation applies to.	Alphanumeric, max 25 characters. Mandatory if the accumulator identified by the **Accumulator Code** is a position accumulator; otherwise the column must be blank.
Accumulator Code	Yes	The accumulator name.	Alphanumeric, max 20 characters . Must match an entry in *PHRAccums* table.
Period Code	Yes	The date period identifying the time frame covered by this accumulated amount.	Alphanumeric, max 20 characters. Must match an entry in *PHRDatePeriods* table.

Field Name	Required	Description	Validation
Period Year	Yes	The year identifying the time frame covered by this accumulated amount.	Numeric, no decimal places. Must be associated with **Period Code** in *PHRDatePeriods* table.
Period Number	Yes	The period number within the period year that identifies the time frame covered by this accumulated amount.	Numeric, no decimal places. Must be associated with the **Period Code** and **Period Year** in *PHRDatePeriods* table.
Accumulator Amount	No	The accumulated amount value.	Numeric, up to 2 decimal places. Empty values are interpreted as zero.

Worker Accumulator Adjustments

The corresponding table for this information in Microsoft Dynamics 365 Finance is *PHRWorkerAccumAdjs*. The corresponding form for this information is located at **Anthology Payroll** > **Journals** > **Accumulator adjustments** > **Worker**.

The worksheet tab name is *Worker Accumulator Adjustments*.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, maximum 20 characters.
Position ID	No	The worker's position ID the accumulation applies to.	Alphanumeric, max 25 characters. Mandatory if the accumulator identified by the **Accumulator Code** is a position accumulator; otherwise the column must be blank.
Accumulator Code	Yes	The accumulator name.	Alphanumeric, max 20 characters. Must match an entry in *PHRAccums* table.
Period Code	Yes	The date period identifying the time frame covered by this accumulated amount.	Alphanumeric, max 20 characters. Must match an entry in *PHRDatePeriods* table.
Period Year	Yes	The year identifying the time frame covered by this accumulated amount.	Numeric, no decimal places. Must be associated with **Period Code** in *PHRDatePeriods* table.
Period Number	Yes	The period number within the period year that identifies the time frame covered by this accumulated amount.	Numeric, no decimal places. Must be associated with the **Period Code** and **Period Year** in *PHRDatePeriods* table.

Field Name	Required	Description	Validation
Adjustment Amount	Yes	The adjustment amount value.	Numeric, up to 2 decimal places.
Note Text	Yes	The reason for the adjustment.	Alphanumeric, max 2000+ characters.

Worker Bank Accounts

The corresponding table for this information in Microsoft Dynamics 365 Finance is *PHRWorkerAccts*. The corresponding form for this information is located at **Anthology Payroll** > **Common** > **Anthology Payroll workers** > **Anthology Payroll Profile** tab > **Bank accounts**.

The worksheet tab name is *Worker Bank Accounts*.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 20 characters.
Financial Institution	Yes	The financial institution where the worker's bank account code is located.	Alphanumeric, max 20 characters. Must match an entry in *PHRFinancialInst* table.
Account Code	Yes	The worker's bank account number (excluding the bank number, bank transit number, or ABA number).	Alphanumeric, max 20 characters.
Account Type	Yes	The worker's type of bank account. Default is *Chequing*.	Alphanumeric, max 20 characters. Must match an entry in *PHRAcctTypes* table.
Split Percentage	Yes	The percentage of a worker's pay that is deposited to this account. Default is *100* percent.	Numeric, no decimal places. Max of *100*. Must be *0* if **Split Amount** is specified.
Split Amount	No	The explicit amount of a worker's pay that is deposited to this bank account.	Numeric, up to 2 decimals. Must be blank if **Split Percentage** is specified.
Use Remainder Flag	Yes	Indicates whether the split percentage is applied to the full amount (*No*) or the remainder after the split amount has been deducted from the payment (*Yes*). Default is *No*.	Alphabetic, *Yes* or *No*.
Prenotification Flag	Yes	Indicates whether the account requires NACHA prenotification. Default is *Yes*.	Alphabetic, *Yes* or *No*.

Field Name	Required	Description	Validation
Start Date	Yes	The date the worker started using the bank account.	Date, MM/DD/YYYY. Date must be valid and fall between the **ValidFrom** and **ValidTo** dates of a corresponding employment record in the *HcmEmployment* table.
Expiry Date	No	The last day the worker can use the bank account.	Date, MM/DD/YYYY. Date must be valid.

Worker Benefit/deductions

The corresponding table for this information in Microsoft Dynamics 365 Finance is *PHRWorkerBenDeds*. The corresponding form for this information is located at **Anthology Payroll** > **Common** > **Anthology Payroll workers** > **Anthology Payroll Profile** tab > **Benefit/Deductions**.

The worksheet tab name is *Worker Benefit Deductions*.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 20 characters.
Position ID	No	The worker's position identifier. If specified, this benefit/deduction is assigned to the worker's position.	Alphanumeric, max 25 characters. Must match an entry in *HcmPosition* table.
Benefit/Deduction Code	Yes	The benefit or deduction name.	Alphanumeric, max 20 characters. Must match an entry in *PHRBenDeds* table.
Pay Group	Yes	The pay group that the worker belongs to.	Alphanumeric, max 20 characters. Must match an entry in *PHRPayGroups* table.
Benefit/Deduction Enrolment Code	No	The enrolment code used to determine the calculation performed.	Alphanumeric, max 20 characters. Must match an entry in *PHRBenDedEnrols* table.
Worker Amount	No	The explicit deduction amount deducted from the worker.	Numeric, up to 2 decimal places.

Field Name	Required	Description	Validation
Employer Amount	No	The explicit deduction amount paid by the employer on behalf of the worker.	Numeric, up to 2 decimal places.
Worker Calculation Code	No	The calculation used to derive the amount deducted from the worker. Leave blank to use the standard calculation for this benefit/deduction.	Alphanumeric, max 20 characters. Must match an entry in *PHRCalcs* table.
Employer Calculation Code	No	The calculation used to derive the amount paid by the employer on behalf of the worker. Leave blank to use the standard calculation for this benefit/deduction.	Alphanumeric, max 20 characters. Must match an entry in *PHRCalcs* table.
Worker AP Vendor	No	The Accounts Payable vendor account of the company that provides this benefit/deduction to this worker. Leave blank to use the standard Worker AP vendor defined for this benefit/deduction.	Alphanumeric, max 10 characters. Must match an entry in *VendTable* table.
Employer AP Vendor	No	The Accounts Payable vendor account of the company that provides this benefit/deduction paid by the employer on behalf of the worker. Leave blank to use the standard Employer AP vendor defined for this benefit/deduction.	Alphanumeric, max 10 characters. Must match an entry in *VendTable* table.
Start Date	Yes	The start date of this benefit/deduction for this worker.	Date, MM/DD/YYYY. Date must be valid.
End Date	No	The end date of this benefit/deduction for this worker.	Date, MM/DD/YYYY. Date must be valid. If omitted, the import's expiry date is used.
Calculation Sequence Number	No	The order of the worker's benefit/deduction amount to be calculated relative to the worker's other benefit/deducitons. Lower numbers are calculated first. Can only be specified if this benefit/deduction is configured with a benefit/deduction sequence.	Numeric, no decimal places.

Field Name	Required	Description	Validation
Depletion Sequence Number	No	The order of the worker's benefit/deduction amount to be deducted from eligible earnings relative to the worker's other benefit/deductions. Lower numbers are deducted first. Can only be specified if this benefit/deduction is configured with a benefit/deduction sequence.	Numeric, no decimal places.

Worker Calculation Amounts

The corresponding table for this information in Microsoft Dynamics 365 Finance is *PHRWorkerCalcVariables*. The corresponding form for this information is located at **Anthology Payroll** > **Common** > **Anthology Payroll workers** > **Anthology Payroll Profile** tab > **Calculation Variables**.

The worksheet tab name is *Worker Calculation Amounts*.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 20 characters.
Position ID	No	The worker's position identifier. If specified, this calculation variable is assigned to the worker's position.	Alphanumeric, max 25 characters. Must match an entry in *HcmPosition* table.
Calculation Code	Yes	The calculation variable that identifies the earning or deduction amount.	Alphanumeric, max 20 characters. Must match an entry in *PHRCalcVariables* table.
Calculation Item	Yes	The calculation variable item that represents the specific item amount provided.	Alphanumeric, max 20 characters. Must match an entry in *PHRCalcVariableItems* table.
Calculation Amount	No	The amount of the earning or deduction exemption associated with the employee. Also know as the Override amount.	Numeric, up to 2 decimal places.
Rate Count	No	Multiplier for the variable's item rate, derived from variable setup. **Rate Count** is not used when **Use Default Flag** is *No*.	Numeric, no decimal places.
Use Default Flag	No	Indicates whether the default deduction exemption amount is used. Default is *No*.	Alphabetic, *Yes* or *No*.

Field Name	Required	Description	Validation
Start Date	Yes	The start date of this calculation variable for this worker.	Date, MM/DD/YYYY. Date must be valid. If omitted, the worker's hire is used.
End Date	Yes	The end date of this calculation variable for this worker.	Date, MM/DD/YYYY. Date must be valid. If omitted, the import's expiry date is used.

Worker Dates

The corresponding table for this information in Microsoft Dynamics 365 Finance is *PHRWorkerDates*. The corresponding form for this information is located at **Anthology Payroll** > **Common** > **Anthology Payroll workers** > **Anthology Payroll Profile** tab > **Dates**.

The worksheet tab name is *Worker Dates*.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 20 characters.
Position ID	No	The worker's position ID the date applies to.	Alphanumeric, max 25 characters. Mandatory if the date is associated with a position. Leave blank to associate the date directly with the worker.
Date Code	Yes	The description of worker date.	Alphanumeric, max 20 characters. Must match an entry in *PHRDateTypes* table.
Worker Date	Yes	The date value.	Date, MM/DD/YYYY. Date must be valid.

Worker Department Splits

The corresponding table for this information in Microsoft Dynamics 365 Finance is *PHRWorkerDeptSplits*. The corresponding form for this information is located at **Anthology Payroll** > **Common** > **Anthology Payroll workers** > **Anthology Payroll Profile** tab > **Organization Splits**.

The worksheet tab name is *Worker Department Splits*.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 20 characters.
Position ID	No	The worker's position identifier.	Alphanumeric, max 25 characters. Must match an entry in *HcmPosition* table.

Field Name	Required	Description	Validation
Split Percentage	Yes	The amount of the worker's time allocated to this department.	Numeric, up to 2 decimal places. Must be between 1 and 100.
Department Organization Code	No	The department code in the **Organization administration** module.	Alphanumeric, max 20 characters. Must match an entry in *OMOperatingUnit* table.
Start Date	No	The start date of this department split for this worker.	Date, MM/DD/YYYY. Date must be valid. If omitted, the worker's hire date is used.
End Date	No	The end date of this department split for this worker.	Date, MM/DD/YYYY. Date must be valid. If omitted, the import's expiry date is used.
Dimension 1	No	The code that this position is charged to for the first dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 2	No	The code that this position is charged to for the second dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 3	No	The code that this position is charged to for the third dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 4	No	The code that this position is charged to for the fourth dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 5	No	The code that this position is charged to for the fifth dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 6	No	The code that this position is charged to for the sixth dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.

Field Name	Required	Description	Validation
Dimension 7	No	The code that this position is charged to for the seventh dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 8	No	The code that this position is charged to for the eighth dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 9	No	The code that this position is charged to for the ninth dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.
Dimension 10	No	The code that this position is charged to for the tenth dimension in the list.*	Alphanumeric, max 10 characters. Must match an entry in *DimensionAttributeValueSetItem* table.

* Financial dimensions are ordered alphabetically. The order that they are included in the import file must be the same alphabetical order that they are defined in D365. Please note that this order can change if you later add more dimensions as D365 reorders them alphabetically.

Worker Entitlements

The corresponding table for this information in Microsoft Dynamics 365 Finance is *PHRWorkerEntlmts*. The corresponding form for this information is located at **Anthology Payroll** > **Journals** > **Entitlements**.

For rolling entitlements, the *Taken* amount fields must be blank. Instead, taken amounts must be specified on the **Worker Rolling Entlmt Trans** worksheet.

The worksheet tab name is *Worker Entitlements*.

NOTE: *if you import this worksheet after the **Worker Rolling Entlmt Trans** worksheet, you run the risk of deleting your rolling entitlement transactions if you select the **Delete and import** import option.*

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 20 characters.
Pay Group	Yes	The pay group the worker belongs to.	Alphanumeric, max 20 characters. Must match an entry in *PHRPayGrps* table.

Field Name	Required	Description	Validation
Entitlement Rule Group	Yes	The entitlement rule group the employee belongs to, which determines the calculation performed.	Alphanumeric, max 20 characters. Must match an entry in *PHREntlmtRuleGrps* table.
Entitlement Code	Yes	The entitlement bank name.	Alphanumeric, max 20 characters. Must match an entry in *PHREntlmts* table.
Entitlement Period Code	Yes	The date period identifying the time frame covered by this entitlement.	Alphanumeric, max 20 characters. Must match an entry in *PHRDatePeriods* table.
Entitlement Period Year	Yes	The year identifying the time frame covered by this entitlement.	Numeric, no decimal places. Must be associated with the **Period Code** in *PHRDatePeriods* table.
Entitlement Period Number	Yes	The period number within the period year identifying the time frame covered by this entitlement.	Numeric, no decimal places. Must be associated with **Period Code** and **Period Year** in *PHRDatePeriods* table.
Accrued Hours	No	The number of hours accrued into the entitlement bank.	Numeric, up to 2 decimal places. Must only be specified if this is an hours-based entitlement.
Taken Hours	No	The number of hours used from the entitlement bank.	Numeric, up to 2 decimal places. Must only be specified if this is an hours-based entitlement.
Accrued Days	No	The number of days accrued into the entitlement bank.	Numeric, up to 2 decimal places. Must only be specified if this is a day-based entitlement.
Taken Days	No	The number of days used from the entitlement bank.	Numeric, up to 2 decimal places. Must only be specified if this is a day-based entitlement.
Accrued Weeks	No	The number of weeks accrued into the entitlement bank.	Numeric, up to 2 decimal places. Must only be specified if this is a week-based entitlement.
Taken Weeks	No	The number of weeks used from the entitlement bank.	Numeric, up to 2 decimal places. Must only be specified if this is a week-based entitlement.
Accrued Amount	No	The currency amount accrued into the entitlement bank.	Numeric, up to 2 decimal places. Must only be specified if this is an amount-based entitlement.

Field Name	Required	Description	Validation
Taken Amount	No	The currency amount used from the entitlement bank.	Numeric, up to 2 decimal places. Must only be specified if this is an amount-based entitlement.
Transaction Date	No	The date the entitlement was transacted or taken. If not specified, the default date is the current system date.	Date, MM/DD/YYYY. Date must be valid.

Worker Rolling Entitlement Transactions

The corresponding table for this information in Microsoft Dynamics 365 Finance is *PHRWorkerEntlmtsRollingPeriods*. The corresponding form for this information is located at **Anthology Payroll** > **Journals** > **Entitlements** > **Functions** > **Rolling entitlements**.

The worksheet tab name is *Worker Rolling Entlmt Trans*.

> **NOTE**: this worksheet contains no running totals for entitlement accrued amounts. You must use the **Worker Entitlements** worksheet to import accrued amounts for rolling entitlement banks.

This worksheet operates somewhat differently from other worksheets in that it allows you to generate entitlement transactions for rolling entitlement banks depending on the inputs. The fields, **Import Period Type** and **Number Of Days Or Weeks** are used to generate multiple entitlement transactions, one per day, starting from the specified **Transaction Date**, with the transacted amount being the **Taken** amount (or hours, days weeks) specified. The import procedure will also use the worker's normal working days specified on their primary position to determine which days of the week would receive entitlement transactions.

For example, if the import record contained the following field values:

- **Import Period Type**: *W* (for weeks)
- **Number of Days or Weeks**: *2*
- **Transaction Date**: *12/13/2015*
- **Taken Hours**: *8*

and the worker works Monday to Friday, then the import procedure will generate 10 transactions from *12/13/2015* to *12/17/2015* and from *12/20/2015* to *12/24/2015* (2 weeks), with one *8*-hour entitlement taken transaction on each day.

To import non-consecutive periods of rolling entitlement transactions, use multiple import records.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 20 characters.

Field Name	Required	Description	Validation
Pay Group	Yes	The pay group the worker belongs to.	Alphanumeric, max 20 characters. Must match an entry in *PHRPayGrps* table.
Entitlement Rule Group	Yes	The entitlement rule group the employee belongs to, which determines the calculation performed.	Alphanumeric, max 20 characters. Must match an entry in *PHREntlmtRuleGrps* table.
Entitlement Code	Yes	The entitlement bank name.	Alphanumeric, max 20 characters. Must match an entry in *PHREntlmts* table.
Entitlement Period Code	Yes	The date period identifying the time frame covered by this entitlement.	Alphanumeric, max 20 characters. Must match an entry in *PHRDatePeriods* table.
Entitlement Period Year	Yes	The year identifying the time frame covered by this entitlement.	Numeric, no decimal places. Must be associated with the **Period Code** in *PHRDatePeriods* table.
Entitlement Period Number	Yes	The period number within the period year identifying the time frame covered by this entitlement.	Numeric, no decimal places. Must be associated with **Period Code** and **Period Year** in *PHRDatePeriods* table.
Import Period Type	No	A date type (days or weeks) that is used to generate the number of entitlement transactions (one per day) from the specified **Transaction Date**. Used in conjunction with **Number Of Days Or Weeks**. If left blank, the import generates a single transaction for the worker.	One of: • *D*: days • *W*: weeks • or blank

Field Name	Required	Description	Validation
Number Of Days Or Weeks	No	A number used to determine the number of entitlement transactions to generate for this worker starting from the specified **Transaction Date**. Used in conjunction with **Import Period Type**.	Numeric, no decimal places. Must be greater than zero if **Import Period Type** is blank.
Transaction Date	No	The date the entitlement was transacted or taken, or the starting date from which to generate multiple entitlement transactions. If not specified, the default date is the current system date.	Date, MM/DD/YYYY. Date must be valid.
Taken Hours	No	The number of hours used from the entitlement bank.	Numeric, up to 2 decimal places. Must only be specified if this is an hours-based entitlement.
Taken Days	No	The number of days used from the entitlement bank. This value should not be greater than *1* if you are generating multiple transactions using **Import Period Type**. All partial day amounts are rounded up to a full day when processed for entitlements.	Numeric, up to 2 decimal places. Must only be specified if this is a day-based entitlement.
Taken Weeks	No	The number of weeks used from the entitlement bank. This value should not be greater than *0.2* if you are generating multiple transactions using **Import Period Type**. All partial day amounts are rounded up to a full day when processed for entitlements.	Numeric, up to 2 decimal places. Must only be specified if this is an week-based entitlement.
Taken Amount	No	The currency amount used from the entitlement bank.	Numeric, up to 2 decimal places. Must only be specified if this is an amount-based entitlement.

Worker Generated Earnings

The corresponding table for this information in Microsoft Dynamics 365 Finance is *PHRWorkerGenEarnEnrols*. The corresponding form for this information is located at **Anthology Payroll** > **Common** > **Anthology Payroll workers** > **Anthology Payroll Profile** tab > **Generated Earnings Enrollments**.

The worksheet tab name is *Worker Generated Earnings*.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 20 characters.
Generated Earning Code	Yes	The generated earning name.	Alphanumeric, max 20 characters. Must match an entry in *PHRGenEarns* table.
Earning Rule Group Code	Yes	The earning rule group the employee belongs to. This rule group controls how earning calculations are performed for the generated earning.	Alphanumeric, max 20 characters. Must match an entry in *PHREarnRuleGrps* table.
Rate Type	Yes	The unit type associated with the generated earning rate. Hours—the earning is calculated from hours worked. Amount—the earning is specified as an amount.	Allowed values: *Amount* or *Hours*. Specify a **Rate Type** only if using a **Rate** instead of **Calculation Code**.
Rate Amount	No	The generated earning's amount or hours used in the calculation if no **Calculation Code** is provided.	Numeric, up to 10 decimal places.
Calculation Code	No	The calculation used to derive the generated earning amount.	Alphanumeric, max 20 characters. Must match an entry in *PHRCalcs* table. If supplied with **Rate Type**, then **Rate** and **Accumulator Code** fields are ignored.
Accumulator Code	No	The accumulator used in the calculation. The contents of the accumulator is multiplied by **Rate** to generate an earning amount.	Alphanumeric, max 20 characters. Must match an entry in *PHRAccums* table. Specify only if **Calculation Code** is blank.
Earning Code	Yes	The earning code this generated earning creates.	Alphanumeric, max 20 characters. Must match an entry in *PHREarns* table.
Minimum Amount	Yes	The minimum amount that must be calculated for the earning to be generated for the worker.	Numeric, up to 2 decimals.
Maximum Amount	Yes	The maximum amount that can be calculated for the earning for the worker.	Numeric, up to 2 decimals.
Percentage Amount	No	The percentage applied to the calculated amount to derive the generated earning amount for the employee.	Numeric, up to 10 decimals.

Field Name	Required	Description	Validation
Use FTE Flag	Yes	Indicates whether the worker's full-time equivalent factor is applied to the generated earning rate. Default is *No*.	*Yes* or *No*.
Position ID	No	The worker's position ID associated with this generated earning.	Alphanumeric, max 25 characters. Must match an entry in *HcmPosition* table.
Start Date	No	The start date of this generated earning for this worker.	Date, MM/DD/YYYY. Date must be valid. If omitted, the current calendar year start date is used, i.e.: *01/01/YYYY*.
End Date	No	The end date of this generated earning for this worker.	Date, MM/DD/YYYY. Date must be valid. If omitted, the import's expiry date is used.

Worker Positions

The corresponding table for this information in Microsoft Dynamics 365 Finance is *PHRWorkerPositions*. The corresponding form for this information is located at **Anthology Payroll** > **Common** > **Anthology Payroll workers** > **Anthology Payroll Profile** tab > **Positions**.

The worksheet tab name is *Worker Positions*.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 20 characters.
Position ID	Yes	The worker's position identifier.	Alphanumeric, max 25 characters. Must match an entry in *HcmPosition* table.
Job	No	The job associated with the worker's position.	Alphanumeric, max 25 characters. Must match an entry in the *HcmJob* table.
Start Date	Yes	The date the worker started in this position and could earn pay.	Date, MM/DD/YYYY. Date must be valid and fall between the **ValidFrom** and **ValidTo** of a corresponding position record in *HcmPositionDetail* table.
Expiry Date	Yes	The last day the worker could work in this position and be paid.	Date, MM/DD/YYYY. Date must be valid.

Field Name	Required	Description	Validation
FTE	No	The full time equivalency value for the position assigned to the worker.	Numeric value between 0 and 1, up to 2 decimal places.
Position Type Code	No	The position type associated with the worker's position.	Alphanumeric, max 20 characters. Must match an entry in *PHRPositionTypes* table.
Position Assignment Code	No	The position assignment type associated with the worker's position.	Alphanumeric, max 20 characters. Must match an entry in *PHRPositionAssgnTypes* table.
Occupation Code	No	The occupation code of the position that identifies the type of position worked.	Alphanumeric, max 20 characters. Must match an entry in *PHROccupations* table.
Union Code	No	The **Union affiliation** associated with the worker's position.	Alphanumeric, max 20 characters. Must match an entry in *PHRUnionAfflns* table.
Union Certification Code	No	The **Union certification** associated with the worker's position.	Alphanumeric, max 20 characters. Must match an entry in *PHRUnionCerts* table.
Location Code	No	The location of the physical building where this position is located.	Alphanumeric, max 20 characters. Must match an entry in *PHRLocations* table. Mandatory if **Locations mandatory on positions** general definition is *Yes*.
Pay Group	No	The pay group that the worker belongs to for this position.	Alphanumeric, max 20 characters. Must match an entry in *PHRPayGrps* table.
Earning Rule Group	No	The earning rule group that this worker's position belongs to. This rule group controls how the worker's earnings are calculated for this position.	Alphanumeric, max 20 characters. Must match an entry in *PHREarnRuleGrps* table.

Field Name	Required	Description	Validation
Time Rule Group	No	The time rule group that this worker's position belongs to. This rule group controls how time premiums are calculated for this position.	Alphanumeric, max 20 characters. Must match an entry in *PHRTimeRuleGrps* table.
Benefit/Deduction Rule Group	No	The benefit/deduction rule group that the worker's position belongs to. This rule group controls how benefit/deductions are calculated for this position.	Alphanumeric, max 20 characters. Must match an entry in *PHRBenDedRuleGrps* table.
Entlmt Rule Group	No	The entitlement rule group that the worker's position belongs to. This rule group controls how entitlements are calculated for this position.	Alphanumeric, max 20 characters. Must match an entry in *PHREntlmtRuleGrps* table.
Primary Position Priority Number	No	Indicates the priority number associated with this worker's position for workers with multiple positions. The lowest number represents the primary position. Default is *1*.	Numeric, no decimal places.
Position Filter Code	No	Controls which accumulators this position updates. This is used if a worker works different positions in different locations, but not limited to this application.	Alphanumeric, max 20 characters. Must match an entry in *PHRPositionFilters* table. Mandatory if **Multiple jurisdiction employees** general definition is *Yes*.
Position Filter Project Flag	No	Controls whether the worker's position filter stamped on time and earning transactions is derived from the worker's position or address, or whether it is derived from the address associated with the project the worker's time or earnings is attributed to.	Alphabetic, *Yes* or *No*.
Hourly Rate	No	The worker's hourly rate of pay, if they are paid by the hour.	Numeric, up to 10 decimal places.

Field Name	Required	Description	Validation
Salary Step Number	No	The step number within a salary grid that this worker is paid at.	Numeric, no decimal places. Must be a valid step for the **Salary Code** specified.
Salary Grade Number	No	The grade number associated with this worker's occupation.	Numeric, no decimal places.
Salary Code	No	The salary code associated with this worker's position to determine their salary in conjunction with their **Salary Step Number**.	Alphanumeric, max 20 characters. Must match an entry in *PHRSlrys* table.
Salary Amount	No	The salary amount paid to this worker.	Numeric, up to 2 decimal places.
Salary Amount Type	No	The salary period indicating the payment frequency the worker is paid their salary.*	Alphanumeric. One of: - ANNUAL - BI-MONTHLY - WEEKLY - MONTHLY - SEMI-MONTHLY - DAILY - PAY PERIOD
Salary Calculation Type	No	The salary calculation option to indicate how salary days or hours are determined.	Alphanumeric. One of: - P, PARM, D, DEF, or empty for *Use parameters setting* - D or DAILY for *Work day hours from daily hours* - PP or PAY PERIOD for *Work day hours from pay period hours* - S or SAME for *Rotation hours with same pay for each day* - R or RATE for *Rotation hours with pay based on rate times hours*
Compa ratio	No	The position's compa ratio, if the worker's position is paid based on a percentage of the median salary.**	Numeric, up to 2 decimal places.

Field Name	Required	Description	Validation
Apply FTE to Salary Flag	No	Indicates whether the worker's full-time equivalent factor is applied to the salary. Default is *No*.	Alphabetic, *Yes* or *No*.
Daily Hours	No	The number of hours this worker typically works in a day.	Numeric, up to 2 decimal places.
Pay Period Hours	No	The number of hours this worker typically works in a pay period.	Numeric, up to 2 decimal places.
Yearly Hours	No	The number of hours this worker typically works in a year.	Numeric, up to 2 decimal places.
Sunday Flag	No	Indicates whether the worker normally works on Sundays for this position. Default is *No*.	Alphabetic, *Yes* or *No*.
Monday Flag	No	Indicates whether the worker normally works on Mondays for this position. Default is *No*.	Alphabetic, *Yes* or *No*.
Tuesday Flag	No	Indicates whether the worker normally works on Tuesdaysfor this position. Default is *No*.	Alphabetic, *Yes* or *No*.
Wednesday Flag	No	Indicates whether the worker normally works on Wednesdays for this position. Default is *No*.	Alphabetic, *Yes* or *No*.
Thursday Flag	No	Indicates whether the worker normally works on Thursdays for this position. Default is *No*.	Alphabetic, *Yes* or *No*.
Friday Flag	No	Indicates whether the worker normally works on Fridays for this position. Default is *No*.	Alphabetic, *Yes* or *No*.
Saturday Flag	No	Indicates whether the worker normally works on Saturdays for this position. Default is *No*.	Alphabetic, *Yes* or *No*.
Rotation Code	No	Indicates the shifts the worker is assigned for this position.	Alphanumeric, max 20 characters. Must match an entry in *PHRRotations* table.

Field Name	Required	Description	Validation
Rotation Start Week Number	No	The start week number in a rotation that dictates the shifts assigned to this worker in this position.	Numeric, no decimal places.
Rotation Start Date	No	The date that the worker started in the rotation.	Date, MM/DD/YYYY. Date must be valid.
Rotation Days Type	No	The rotation days option that indicates which days are used to determine rotation shifts.	Alphanumeric, one of: • P, PARM, D, DEF, or empty for *Use parameters setting* • A or ALL for *All rotation shifts* • W or WORK for *Rotation shifts on position's work days*
Default Shift Code	No	The default shift code used for the worker when working in this position.	Alphanumeric, max 20 characters. Must match an entry in *PHRShifts* table.
Telephone Number	No	The telephone number for the worker in this position.	Alphanumeric, max 50 characters.
Telephone Extension	No	The telephone extension or local for the worker in this position.	Alphanumeric, max 50 characters.
Email Address	No	The email address for the worker in this position.	Alphanumeric, max 80 characters.
Task Code	No	The task code associated with the worker's position.	Alphanumeric, max 20 characters. Must match an entry in *PHRProjects* table.
WCB Category Code	No	The Worker's Compensation Board category code associated with the worker's position.	Alphanumeric, max 20 characters. Must match an entry in *PHRWrkrsCompsnCategories* table.
Report Distn Code	No	The report distribution code used to control the printing sequence of checks and deposit statements.***	Alphanumeric, max 20 characters.

Field Name	Required	Description	Validation
Country	No	The country of residence for this worker.	Alphanumeric, max 10 characters. Must match an entry in *LogisticsAddressSetup* table.
State	No	The state of residence for this worker.	Alphanumeric, max 10 characters. Must match an entry in *LogisticsAddressSetup* table.

* If you identify a salary period as bi-monthly (or semi-monthly), the Salary Amount value that you import will be divided by two (or multiplied by two, respectively) and stored with a *Monthly* type. Must be specified if a **Salary Amount** is specified.

** If you supply a compa ratio you must also supply a **Salary Code**. The median amount must also be set up in the salary table for the matching salary code.

*** The report distribution code is freeform. If the statement print option specifies printing statements by report distribution code, the code will be used for sorting purposes.

Worker Pay Period Benefit/deduction Totals

The corresponding table for this information in Microsoft Dynamics 365 Finance is *PHRWorkerBenDedTrans*. The corresponding form for this information is located at **Anthology Payroll** > **Inquiries** > **Benefit/deduction transactions**.

The worksheet tab name is *Worker PP Benefit Deductions*.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 20 characters.
Position ID	No*	The worker's position identifier.	Alphanumeric, max 25 characters. Must match an entry in *HcmPosition* table.
Pay Group	Yes	The pay group that the worker belongs to.	Alphanumeric, max 20 characters. Must match an entry in *PHRPayGrps* table.
Benefit/Deduction Code	Yes	The benefit or deduction name.	Alphanumeric, max 20 characters. Must match an entry in *PHRBenDeds* table.
Worker Amount	No	The amount deducted from the worker on this transaction.	Numeric, up to 2 decimal places.

Field Name	Required	Description	Validation
Employer Amount	No	The amount paid by the employer on behalf of the worker on this transaction.	Numeric, up to 2 decimal places.
Pay Period Code	Yes	The pay period for the worker's pay group.	Alphanumeric, max 20 characters. Must match an entry in *PHRDatePeriods* table.
Pay Period Year	Yes	The pay period year into which the totals will be loaded.	Numeric, no decimal places.
Pay Period Number	Yes	The pay period number into which the totals will be loaded.	Numeric, no decimal places.
Pay Period Sequence Number	Yes	The pay period payment's sequence number into which the totals will be loaded.	Numeric, no decimal places. Greater than 1 if multiple payments were made in the same pay period. Must match **Pay Period Sequence Number** of corresponding **Worker Pay Period Payment Totals** (*PHRWorkerPymts* table) record.

* **Position ID** is required if the worker's benefit/deduction is assigned at the position level.

Worker Pay Period Earning Totals

The corresponding table for this information in Microsoft Dynamics 365 Finance is *PHRWorkerEarns*. The corresponding form for this information is located at **Anthology Payroll** > **Inquiries** > **Earnings**.

The worksheet tab name is *Worker PP Earnings*.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 20 characters.
Position ID	Yes	The worker's position identifier.	Alphanumeric, max 25 characters. Must match an entry in *HcmPosition* table.
Pay Group	Yes	The pay group that the worker belongs to.	Alphanumeric, max 20 characters. Must match an entry in *PHRPayGrps* table.

Field Name	Required	Description	Validation
Earning Code	Yes	The earning name.	Alphanumeric, max 20 characters. Must match an entry in *PHREarns* table.
Earning Amount	No	The total earnings for the pay period.	Numeric, up to 2 decimal places.
Earning Hours	No	The total earning hours for the pay period.	Numeric, up to 2 decimal places. Only valid for hour-based earnings.
Earning Units	No	The total earning units for the pay period.	Numeric, up to 2 decimal places. Only valid for piece-based earnings.
Hourly Rate	No	The worker's hourly rate of pay, if they are paid by the hour.	Numeric, up to 5 decimal places. Should only be specified if earning hours/units are being specified. If omitted, the hourly rate is derived from the earning amount and the hours/units.
Hourly Factor	No	Multiplier for the worker's hourly rate (e.g.: premiums). Default is *1.00*.	Numeric, up to 5 decimal places. Should only be specified if earning hours is specified.
Earning Date	Yes	The date the earning was awarded to the worker.	Date. MM/DD/YYYY. Date must be valid and less than or equal to the pay period's end date.
Pay Period Code	Yes	The pay period for the worker's pay group.	Alphanumeric, max 20 characters. Must match an entry in *PHRDatePeriods* table.
Pay Period Year	Yes	The pay period year into which the totals will be loaded.	Numeric, no decimal places.
Pay Period Number	Yes	The pay period number into which the totals will be loaded. *	Numeric, no decimal places.
Pay Period Sequence Number	Yes	The pay period payment's sequence number into which the totals will be loaded.	Numeric, no decimal places. Greater than 1 if multiple payments were made in the same pay period. Must match **Pay Period Sequence Number** of corresponding **Worker Pay Period Payment Totals** (*PHRWorkerPymts* table) record.

Field Name	Required	Description	Validation
Department Organization Code	No	The department code in the **Organization administration** module associated with the earning.	Alphanumeric, max 20 characters. Must match an entry in *OMOperatingUnit* table.
Occupation Code	No	The occupation code of the position associated with the earning.	Alphanumeric, max 20 characters. Must match an entry in *PHROccupations* table.
Position Filter Code	No	The position filter associated to this earning. Controls which accumulators this position updates. This is used if a worker works different positions in different locations, but not limited to this application.	Alphanumeric, max 20 characters. Must match an entry in *PHRPositionFilters* table. Mandatory if **Multiple jurisdiction employees** general definition is *Yes*.

Worker Pay Period Payment Totals

The corresponding table for this information in Microsoft Dynamics 365 Finance is *PHRWorkerPymts*. The corresponding form for this information is located at **Anthology Payroll** > **Inquiries** > **Payments**.

The worksheet tab name is *Worker PP Payments*.

CAUTION: *Only one pay period's worth of payments can be imported at a time, and only one payment total per worker for that pay period. Ensure that when importing worker pay period payment totals, each worker only appears once in the import file.*

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 20 characters.
Pay Group	Yes	The pay group that the worker belongs to.	Alphanumeric, max 20 characters. Must match an entry in *PHRPayGrps* table.
Gross Amount	No	The payment's gross amount for the pay period and payment sequence number.	Numeric, up to 2 decimal places.
Ben/Ded Amount	No	Total of benefit/deduction worker amounts associated with this payment.	Numeric, up to 2 decimal places.
Advances Amount	No	The payment's advances for the pay period and payment sequence number.	Numeric, up to 2 decimal places.

Field Name	Required	Description	Validation
Prepaid Ben/Ded Amount	No	The payment's pre-paid benefit/deduction amount for the pay period and payment sequence number.	Numeric, up to 2 decimal places.
Pay Period Code	Yes	The pay period for the worker's pay group.	Alphanumeric, max 20 characters. Must match an entry in *PHRDatePeriods* table.
Pay Period Year	Yes	The pay period year into which the totals will be loaded.	Numeric, no decimal places.
Pay Period Number	Yes	The pay period number into which the totals will be loaded. *	Numeric, no decimal places.
Pay Period Sequence Number	Yes	The pay period payment's sequence number into which the totals will be loaded.	Numeric, no decimal places. Greater than 1 if multiple payments were made in the same pay period.
Statement Date	No	The payment (check or direct deposit) date.	Date, MM/DD/YYYY. Date must be valid.
Statement Number	No	The check or direct deposit number. If the actual number is not available, a placeholder is required.	Numeric, no decimal places.

Worker YTD Benefit/deduction Totals

The corresponding table for this information in Microsoft Dynamics 365 Finance is *PHRWorkerBenDedTrans*. The corresponding form for this information is located at **Anthology Payroll** > **Inquiries** > **Benefit/deduction transactions**.

The worksheet tab name is *Worker YTD Benefit Deductions*.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 20 characters.
Position ID	No*	The worker's position identifier.	Alphanumeric, max 25 characters. Must match an entry in *HcmPosition* table.
Pay Group	Yes	The pay group that the worker belongs to.	Alphanumeric, max 20 characters. Must match an entry in *PHRPayGrps* table.
Benefit/Deduction Code	Yes	The benefit or deduction name.	Alphanumeric, max 20 characters. Must match an entry in *PHRBenDeds* table.

Field Name	Required	Description	Validation
Worker Amount	No	The year-to-date total amount deducted from the worker on this transaction.	Numeric, up to 2 decimal places.
Employer Amount	No	The year-to-date total amount paid by the employer on behalf of the worker on this transaction.	Numeric, up to 2 decimal places.
Pay Period Code	Yes	The pay period for the worker's pay group.	Alphanumeric, max 20 characters. Must match an entry in *PHRDatePeriods* table.
Pay Period Year	Yes	The pay period year into which the totals will be loaded.	Numeric, no decimal places.

* **Position ID** is required if the worker's benefit/deduction is assigned at the position level.

Worker YTD Earning Totals

The corresponding table for this information in Microsoft Dynamics 365 Finance is *PHRWorkerEarns*. The corresponding form for this information is located at **Anthology Payroll** > **Inquiries** > **Earnings**.

The worksheet tab name is *Worker YTD Earnings*.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 20 characters.
Pay Group	Yes	The pay group that the worker belongs to.	Alphanumeric, max 20 characters. Must match an entry in *PHRPayGrps* table.
Earning Code	Yes	The earning name.	Alphanumeric, max 20 characters. Must match an entry in *PHREarns* table.
Earning Amount	No	The year-to-date total earnings amount.	Numeric, up to 2 decimal places.
Pay Period Code	Yes	The pay period for the worker's pay group.	Alphanumeric, max 20 characters. Must match an entry in *PHRDatePeriods* table.
Pay Period Year	Yes	The pay period number into which the totals will be loaded.	Numeric, no decimal places.

Field Name	Required	Description	Validation
Department Organization Code	No	The department code in the **Organization administration** module associated with the earning.	Alphanumeric, max 20 characters. Must match an entry in *OMOperatingUnit* table.
Occupation Code	No	The occupation code of the position associated with the earning.	Alphanumeric, max 20 characters. Must match an entry in *PHROccupations* table.
Position Filter Code	No	The position filter associated to this earning. Controls which accumulators this position updates. This is used if a worker works different positions in different locations, but not limited to this application.	Alphanumeric, max 20 characters. Must match an entry in *PHRPositionFilters* table. Mandatory if **Multiple jurisdiction employees** general definition is *Yes*.

Worker YTD Payment Totals

The corresponding table for this information in Microsoft Dynamics 365 Finance is *PHRWorkerPymts*. The corresponding form for this information is located at **Anthology Payroll** > **Inquiries** > **Payments**.

The worksheet tab name is *Worker YTD Payments*.

Field Name	Required	Description	Validation
Worker ID	Yes	The worker's unique identifier.	Alphanumeric, max 20 characters.
Pay Group	Yes	The pay group that the worker belongs to.	Alphanumeric, max 20 characters. Must match an entry in *PHRPayGrps* table.
Gross Amount	No	The year-to-date total gross amount.	Numeric, up to 2 decimal places.
Ben/Ded Amount	No	Year-to-date total of benefit/deduction worker amounts.	Numeric, up to 2 decimal places.
Advances Amount	No	The year-to-date total advances amount.	Numeric, up to 2 decimal places.
Prepaid Ben/Ded Amount	No	The year-to-date total prepaid benefits and deductions amount.	Numeric, up to 2 decimal places.
Pay Period Code	Yes	The pay period for the worker's pay group.	Alphanumeric, max 20 characters. Must match an entry in *PHRDatePeriods* table.
Pay Period Year	Yes	The pay period year into which the totals will be loaded.	Numeric, no decimal places.

Import Legacy Data into Anthology Payroll

After your Microsoft Excel import file is populated with legacy data, the next step is to import it using Anthology Payroll's **Import legacy data to Payroll tables** function.

NOTE: *When importing in batches, you should import the **Workers** table first. Before importing transactions, you should import the **Worker positions** table. And before importing earnings and benefit/deductions transactions, you should import payments.*


FIGURE 2.84: IMPORT LEGACY DATA TO PAYROLL TABLES DIALOG

To start the import legacy data process:

1. In the navigation pane, click **System update utilities** > **Implementations** > **Import legacy data to Anthology Payroll tables** to open the **Import legacy data to Anthology Payroll tables** Pane.

2. Browse to and select the Microsoft Excel import file.

3. Specify the default **Active date** to be used for imported records that do not include an active date.

4. Specify the default **Expiry date** to be used for imported records that do not include an expiry date.

5. Specify an **Import type**:

   - *Delete and import*: for the types of data specified in the import file, delete all existing records in Anthology Payroll and import all records from the Excel import file.

   - *Import new only*: import only new records that do not yet exist in Anthology Payroll. If the record already exists, do not update it. This option does not apply to the *PHRWorkerEarns* table.

   - *Import new and updates*: import new records and overwrite any existing records in Anthology Payroll that have a match in the import file. This option does not apply to the *PHRWorkerEarns* table.

- *Validate only (no import)*: perform a validation check on the Excel import file and do not import any records. This option only works if there are workers and payment transactions existing in the database before time of import.

6. Select an **Import invalid data** option:
   - If *No*, the import process skips over any records in the import file that generate exception messages.
   - If *Yes*, the import process imports all records regardless of exception messages.

   NOTE: *Importing invalid data may require manual updates of imported records before they become usable in Anthology Payroll. This may not be important to your implementation for data such as historical transactions.*

   ---

7. Select a **Set positions' default dimension** option:
   - If *No*, the import process ignores the dimension columns in the Jobs and Department Splits worksheets of the import file.
   - If *Yes*, the import process adds any dimension values from the Jobs worksheet to any Worker position that does not already have dimensions. The same is done for dimensions specified in the Department Splits worksheet.

     NOTE: *This updates core Microsoft Dynamics 365 Finance position records and therefore can affect other modules that use position dimensions.*

     ---

8. To run the import process in the background as a batch process, expand the **Run in the background** tab and set **Batch processing** to *Yes*. Set other options as desired. Only Anthology Payroll tables can be updated in batch mode. Updating HR tables in batch mode is not supported. If you are updating both HR tables and Anthology Payroll tables and want to run the import in the background, you must import these tables in separate import files.

9. Click **OK** to start the import.

An alert popup will indicate the completion of the import process. To view detailed information on any errors determined by the import process, navigate to **Anthology Payroll** > **Inquiries** > **Exceptions**. To view detailed information regarding the import process itself, navigate to **Anthology Payroll** > **Inquiries** > **Run controls**. The **Run controls** inquiry automatically opens when the import process is complete.

If you are running the import process in the background as a batch process. you can check the progress of the batch process from **System administration** > **Inquiries** > **Batch jobs**.

After resolving errors (if any), you can start the import process again.

Verify Migrated Data

After migrating data, it is recommended to test whether Anthology Payroll can process the migrated data. This can be done by creating temporary accumulators and updating them with migrated data.

To create temporary earning and benefit/deduction accumulators:

1. In the navigation pane, click **Setup** > **Tables** > **Accumulators** > **Accumulators** to open the **Accumulators** form.

2. Click **New** to create a new record.
3. On the **General** tab, enter the following fields:
   - **Accumulator** name: _TestEarns
   - **Accumulator type**: Worker level
   - **Accumulator unit type**: Earning amount
   - **Date period**: Ongoing or any range that includes all migrated data
   - **Read type**: Incremental amount

FIGURE 2.85: CREATE A TEMPORARY EARNING ACCUMULATOR

4. On the **Accumulators** form, click **Setup** > **Accumulator eligibility** to open the **Accumulator eligibility** form.
5. Click **New** to create a new record.
6. Leave the record blank. Click **Save** to save your changes and close the form.
7. On the **Accumulators** form, click **Setup** > **Accumulator values** to open the **Accumulator values** form. Click the **Fast Entry** tab.
8. Select all **Earnings** and click **Insert** to associate all earnings with this accumulator.
9. Close the form.
10. In the **Accumulators** form, click **New** to create a new record.
11. On the **General** tab, enter the following fields:
    - **Accumulator** name: _TestBenDeds
    - **Accumulator type**: Worker level
    - **Accumulator unit type**: Total deduction amount
    - **Date period**: Ongoing or any range that includes all migrated data
    - **Read type**: Incremental amount

12. On the **Accumulators** form, click **Setup** > **Accumulator eligibility** to open the **Accumulator eligibility** form.

13. Click **New** to create a new record.

14. Leave the record blank. Click **Save** to save your changes and close the form.

15. On the **Accumulators** form, click **Setup** > **Accumulator values** to open the **Accumulator values** form. Click the **Fast Entry** tab.

16. Select all **Benefit deductions** and click **Insert** to associate all benefit/deductions with this accumulator.

17. Close all forms.

To verify that the migrated transactions update the temporary accumulators:

1. In the navigation pane, click **Periodic** > **Other** > **Accumulators** > **Delete/set initial accumulator values based on period** to open the **Delete/set initial accumulator values based on period** dialog.

2. Specify the **Date period** used to create the temporary accumulators. The above example uses *Ongoing*.

3. Specify the **Date period year** and **Date period number**.

4. Select *Statement date* for **Date period type**.

5. Uncheck the **Set only when transactions exist** checkbox.

6. Select the *_TestEarns* and *_TestBenDeds* accumulators.

7. Click **OK** to set initial accumulator values.

8. When the process is complete, view the Infolog for exception messages. If any are reported, double-click the error in the Infolog to open the **Exceptions** form. Investigate and resolve any identified problems.

9. In the navigation pane, click **Inquiries** > **Accumulators** > **Worker** to open the **Worker accumulators inquiry**.

10. Filter by the *_TestEarns* accumulator. Verify that the total accumulated amount matches the total earning amount from your legacy data import spreadsheet. Investigate and resolve any discrepancies.

11. Filter by the *_TestBenDeds* accumulator. Verify that the total accumulated amount matches the total benefit/deduction amount from your legacy data import spreadsheet. Investigate and resolve any discrepancies.

Typical problems include:

- Earnings with an **Earning date** before or after the worker was employed.
- Missing data elements because text fields had a numeric format in the import spreadsheet
- Existing earning or benefit/deduction codes with **Active dates** that are more recent than the imported data
- Missing payment records

After verifying that the imported transactions are updating the temporary accumulators accurately:

1. Update other accumulators that are needed for future payroll processing or reporting, such as *Ongoing* and *Tax year* accumulators.

2. Delete the *_TestEarns* and *_TestBenDeds* accumulators.

Post-Migration Tasks

You must complete the following tasks after importing the .XLSX file:

- Populate workers and positions
- Mass update any standard worker benefit/deductions that were not imported.
- Set up any individual worker benefit/deductions such as child support payments, garnishments, and loans that were not imported.
- Set up any workers generated earnings that were not imported.
- Delete/set accumulator values based on period.
- Verify pay register.
- Verify statutory reports

Procedures for performing most of these tasks are available in other chapters of the *Implementer Training Guide*. The procedure for the **Populate workers and positions** task is below.

Populate Workers and Positions

Your legacy data migration process may not have included worker data for certain workers, such as terminated workers or new hires. As such, payroll worker data for these workers do not exist and these workers cannot be rehired or assigned a position. To resolve this scenario, you must run the **Populate workers and positions in Payroll** process. This process recreates worker and position records in Anthology Payroll for all workers employed in the D365 company. These records can then be modified manually.

To populate workers and positions:

1. In the navigation pane, click **System update utilities** > **Implementations** > **Populate workers and positions in Payroll** to open the **Populate workers and positions in Payroll** dialog.
2. If you want to populate workers and positions across all D365 companies, select the **Run the process for all companies?** checkbox. Leave the box unchecked to populate workers and positions in only the current company.
3. Click **OK** to populate workers and positions.

Copy Setup Data

Anthology Payroll contains a function that allows you to copy data from specific Anthology Payroll setup tables from one Dynamics company (legal entity) to another. This function is intended to aid in implementation of large organizations that have multiple companies that utilize a common set of setup data. This setup data can then be set up in a *master company* as a set of data templates that can be copied to new Dynamics companies in the same organization to reduce the amount of configuration needed to set up or import.

Setup data includes data that is generally configured at implementation time and located within the **Setup** area of the navigation pane. These include objects such as accumulator codes, earning codes, benefit/deduction codes, rule groups, and union affiliations.

> **CAUTION**: *this function is intended to be used as an implementation and deployment tool to assist in eliminating repetitive data entry. This tool is **not** intended to be run in a live payroll system. Attempts to do so may result in unsupported scenarios.*

To copy setup data from one company to another, some additional configuration is required in the company to be copied from. This configuration includes the following:

- setup data groups
- setup data templates

Configure Setup Data Groups

Setup data table groups define a grouping of Anthology Payroll setup tables that can be used in templates where you can further select specific records from each table. Data table groups are useful if you have multiple templates that use the same Anthology Payroll tables.

Data table groups are limited to Anthology Payroll setup data (accumulators, earning codes, benefit/deduction codes, etc.). Transactional tables containing time/earning transactions and worker tables containing worker setup data (worker bank accounts, worker calculation variables, etc.) are not available to be copied.

Setup data table groups are optional. If you choose not to configure these, you can select the setup data tables specifically at the template level.

To create a setup data table group:

1. Ensure you are in the AX company where you want to copy data *from*.
2. In the navigation pane, click **System update utilities** > **Copy setup data** > **Copy setup data table groups** to open the **Copy setup data table groups** form.
3. Click **New** to create a new record.
4. On the **General** tab, enter the **Copy setup data table group** name and **Description**. The **Short code** defaults to the first five characters of the name.
5. Specify an **Active date** and **Expiry date**.
6. On the **Copy setup data table group tables** tab, move the Anthology Payroll tables to be included in this group to the **Copy setup data table group tables selected** pane.
7. Click **Save** to save your changes.

Configure Setup Data Templates

Setup data templates define the setup tables and individual data records within the setup tables that are to be copied. Additionally, templates are associated with the companies (legal entities) that they can copy data to. Setup tables can be associated with a data template through a setup data group (previous section) or manually added.

Some tables are dependent on other tables. In such cases, if a particular table is added to the template, Anthology Payroll automatically adds the dependency tables as well.

Setup data templates must be created and configured prior to copying data. Ensure that you are in the company where the setup data is complete (such as a master company) when creating a data template.

To create a setup data template:

1. Ensure you are in the AX company where you want to copy data *from*.

2. In the navigation pane, click **System update utilities** > **Copy setup data** > **Copy setup data templates** to open the **Copy setup data templates** form.

3. Click **New** to create a new record.

4. On the **General** tab, enter the **Copy setup data template** name and **Description**. The **Short code** defaults to the first five characters of the name.

5. Specify an **Active date** and **Expiry date**.

6. On the **Companies to be updated** tab, click **New** to create a new record. Specify the **Company** that this template can be copied to. Repeat as required for additional companies that this template is to be copied to.

7. On the **Tables to be copied** tab, you can do the following:

- To add tables from a setup data table group, specify a **Copy setup data table group** and click **Insert**.

- To add tables manually, click **New** to create a new record. Select the **Table name** to add to the template. Only valid setup tables in Anthology Payroll are listed.

- To clear the list of tables from the template and start anew, click **Clear tables**.

  Repeat as required for additional tables that this template can copy from.

8. To determine specific rows in a table to add to the template (filtering), select a table in the **Tables to be copied** tab and click the **Codes to be copied** tab. By default, if no rows in a table are added to the template, the copy function copies all the rows in the table to the destination company.

> *CAUTION*: *when copying all rows in a table by selecting no rows, the copy function will clear the corresponding table in the destination company before copying all rows. If you do not want to clear the table in the destination company and instead copy all rows while overwriting any duplicates, add all rows in the table to the template.*

9. On the **Codes to be copied** tab, you can do the following:

10. To view the current contents of the **Table name**, click **Table** to open the setup form.

- To add rows to the template based on wildcarding, enter any number of filtering criteria into the table fields at the top-right (only string type fields are displayed) and click **Insert table codes based on wildcarding**.

- To add rows manually one at a time, click **New** and select the record to add. Some tables do not allow manual addition.

- To view a row details in the form (**Table name**), select it and click **Row**.

- To clear the rows from this **Table name** of the template and start anew, click **Clear table codes**.

  Repeat as required for additional tables that this template can copy from.

11. Save your changes and close the form.

Copy Setup Data to Another Company

After you have set up data templates for the setup data to be copied, you can run the process that copies the records in the templates to one or more companies in the template.

The copy process can be run as many times as needed from the source company to any number of destination companies. Any records found in the destination companies that match the name of those in the copy data are automatically overwritten.

To copy setup data to another company:

1. Ensure you are in the AX company where you want to copy data *from*.
2. In the navigation pane, click **System update utilities** > **Copy setup data** > **Copy setup data to another company** to open the **Copy setup data to another company** dialog.
3. Specify the **Copy setup data template** that contains the Anthology Payroll tables and rows to copy.
4. Select any number of AX companies to copy the setup data to. If none are selected, the copy function copies the setup data to all companies in the template.
5. Click **OK** to start the copy process. A popup dialog requires you to confirm your request.

After the copy process is complete, an Infolog popup displays the results of the function. You can double-click the message contents to view the details of the copy function and confirm that the setup data was successfully copied to the destination company or companies.

To view additional run controls of any template that has been copied before:

1. Ensure you are in the AX company where you want to copy data *from*.
2. In the navigation pane, click **System update utilities** > **Copy setup data** > **Copy setup data templates** to open the **Copy setup data templates** form.
3. Select the **Copy setup data template** to view. Click the **Companies to be updated** tab.
4. On the **Companies to be updated** tab, select the **Company** to which the setup data was copied.
5. Click **Run controls** to open the **Run controls** inquiry and view the details of the copy process of this template.

Statutory Reporting Setup

You can set up Anthology Payroll to provide data for statutory deductions reports to meet government reporting requirements for a jurisdiction.

Typically, a company in a particular jurisdiction might find that they are required to report:

- to one or more levels of government
- on a quarterly and annual basis

A company might also find that they must produce reports on data, such as:

- tax deductions
- annual wage and tax statements for workers
- unemployment deductions

Combined, these requirements can lead to quarterly and annual reports on similar data to more than one level of government. Implementers must ensure that Anthology Payroll is set up to produce all of these reports.

In some locations, a third party produces these reports, but Anthology Payroll must collect the data for the reports and pass it to the third-party software.

In Anthology Payroll, data collection is primarily accomplished using accumulators, but it also draws from worker-related data and job-related data.

The forms to use may also be available in your jurisdiction, but you may have to set them up, as well. Once you set up the form, implementers use the **Format fields** forms to manage the data needed for the reports. You will enter some of the data in these forms directly, while in others you will identify the appropriate accumulators that are tracking the required data.

During every implementation, there are setup tasks to perform, which ensure the required data is available for statutory reports. Even if you are implementing Anthology Payroll in a jurisdiction for which pre-determined accumulators and format fields data are provided, you still must perform basic setup tasks.

Preparation

To prepare to set up statutory reporting, identify:
- the reports required for the jurisdiction.
- the data required in the reports.
- where and how the data can be obtained within Anthology Payroll
- the accumulators that need to be used or set up in order to collect required data.

Setup Process

To set up statutory reporting.

1. Unless provided for your jurisdiction, create the required forms in the Anthology Payroll module (this also will require you to set up the necessary export formats).
2. Create the required accumulators, accumulator eligibilities, and accumulator values.
3. Create the required calculations.
4. Use the **Format fields** form to manage the data needed for each report.

NOTE: *if pre-determined reporting accumulators, calculations, and form setup are available in your jurisdiction, then detailed setup procedure documents are also available for each localization of Anthology Payroll.*

Set Initial Accumulator Values

This function allows you to create accumulators and set their initial values based on past payroll transactions.

To run this function, you must have already created the accumulator, defined the accumulator values, and defined the accumulator eligibility.

To set up initial accumulator values:

1. In the navigation pane, click **Periodic** > **Other** > **Accumulators** > **Set initial accumulator values** to open the **Set/Delete accumulators** dialog.

2. Specify the **Pay group** to create the accumulator for.

3. Specify the **Accumulator** to set values for.

4. Specify the **Start date** of the date range containing the transactional data to accumulate in the accumulator.

5. Click **OK** to create the accumulator and set its initial values.

6. To review the amounts that are accumulated, navigate to **Inquiries** > **Accumulators**, and select the inquiry for the appropriate accumulator level.

Integration with Other Microsoft Dynamics Modules

This section describes the Anthology Payroll Import application programming interface (API) for Microsoft Dynamics 365 Finance®.

The API is an X++ interface. You can use it to extend Microsoft Dynamics 365 Finance modules, usually Project, to write time and earnings entries into Anthology Payroll tables.

A typical D365 customization using this API would:

- Provide a user interface for recording time, earnings, or both.
- Validate those entries, present error messages, and ensure the entries are valid before saving them.
- Provide a user interface for posting those entries to a module such as Project, as well as Anthology Payroll. At that time, your custom code would validate them again, in case anything has changed, and then either transmit them to Anthology Payroll or provide feedback about errors.

This section introduces the API, describes how you can use it to import time and earnings, and describes the basic method used by the API for integration with other modules. A brief introduction to Anthology Payroll integration with Project is also provided.

Detailed procedures are available in the API white paper at Partner Source. The white paper will guide you in:

- Transmitting time and earnings records to Anthology Payroll
- Managing data validation
- Verifying that your code is working

Set Up Time and/or Earnings Import

You can import time records, earning records, or both into Anthology Payroll via the Anthology Payroll Import API. Time or earnings records being imported via this API must include:

- Pay group. All processing in the Anthology Payroll module is done within the context of a pay group. A pay group has a currency. All earnings transactions in a pay group share its currency. A pay group also has a current pay period. All transactions must be dated on or before the end date of that current pay period.
- The worker time or earnings information is being sent for

- Time and earnings recorded against the worker's primary job - for workers with more than one job, unless you specify otherwise
- The date of the time or earnings record
- Time records, which can be expressed as one of:
    - hours
    - start and end time
    - units produced and piece information
- Earnings records, which can be expressed as one of:
    - Amount earned
    - Amount rate and hours
    - Amount rate and units
    - Salary grid and step

In one call, you must pass all time for all workers in a pay group before you pass time entries for another pay group. You must pass all time for all workers before you pass earnings. You must pass all earnings for all workers in a pay group before you pass entries for another pay group. You cannot mix time and earnings for the same worker, nor can you mix pay groups.

Time and earnings entries imported via the API are committed automatically and approved within Anthology Payroll. Records that fail validation do not import into Anthology Payroll.

Typically, you will import time records into Anthology Payroll and let it use current wages and salaries to calculate the appropriate earnings. You usually will import only earnings where the amount is ad hoc, as in the case of reimbursable expenses.

For more detailed information on how to use the API, for example, how to specify the type of import information (time or earnings), how to change the pay group, how to derive a worker's pay group, and so on, see the API white paper available on Partner Source.

Setting Up API-Based Integration

The API name is PHRImport, and its type is Base class.

The methods that the API uses are as follows, and are typically called in the order they appear here:
- *construct*: constructs the import object and specifies whether time or earnings are being imported
- *getJobs*: returns a worker's jobs
- *getPayGroup*: returns a worker's pay group
- *init*: specifies the pay group being imported and which fields are being imported
- *validateAndInsert*: validates the data being imported and, if valid, inserts it into Anthology Payroll tables
- *getNumOfExceptions*: returns the number of exceptions identified in a validateAndInsert call
- *getExceptions*: returns the exception messages generated in a validateAndInsert call
- *commit*: commits validateAndInsert transactions that did not generate exceptions
- *finalize*: completes the API call. Any validateAndInsert calls that have not been committed roll back

These API methods use parameters, method types, and return values - all of which are described in detail in the API white paper on Partner Source.

Set up Projects

Anthology Payroll's integration with the **Project management and accounting** module in AX allows for additional information to be included when payroll posts transactions to the project module.

Anthology Payroll can post to two different journals in the **Project management and accounting** module—an hours journal and an expenses journal. All earnings associated to projects that are time-based or as result of worked hours are posted to the hours journal while earnings associated to projects that are dollar or unit-based are posted to the expenses journal.

The **Activity number** from the project module is also a valid and visible field in various journals, forms and inquiries in Anthology Payroll. The **Activity number** appears in the following inquiries and journals:

- Worker time journal
- Worker earnings journal
- Time/earning adjustments journal
- Project postings inquiry
- Time imports journal
- Time approval journal
- Earnings imports journal
- Worker earnings inquiry

Project General Definitions

You can configure the following project-related parameters on the **General definitions** form.

To set the project integration parameters:

1. In the navigation pane, click **Setup** > **Parameters** to open the **General definitions** form.
2. On the list, set the following **General definition codes** as required:
    - *Project expense journal name*: the name of the expense journal in the **General ledger** module that Anthology Payroll posts project earnings to. Required for project earnings to be posted to the project module.
    - *Project hours earning group*: an earning group containing all earning codes that are time-based or a result of worked hours. This earning group must be created separately. Required for project earnings to be posted to the project module.
    - *Project hours journal name*: the name of the hours journal in the **Project management and accounting** module that Anthology Payroll posts project earnings to. Required for project earnings to be posted to the project module.
    - *Include occupation code on journal transactions*: toggle on to include the worker's occupation code with earning transactions that are posted to the project module; specifically the **Journal transactions** and **Employee transactions** in the project module. May require customization of those forms to be visible. Optional.

- *Include shift code on journal transactions*: toggle on to include the worker's shift code with earning transactions that are posted to the project module; specifically the **Journal transactions** and **Employee transactions** in the project module. May require customization of those forms to be visible. Optional.

3. Specify **Active date** and **Expiry dates** as required.
4. Click **Save** to save your changes.

Project Calculation Variables

Calculation variables may be set at the project level to allow you to associate unique variables to a project for calculation purposes. Assigning calculation variables to projects is done completely within the **Project management and accounting** module.

To *add* calculation variables to a project through calculation variable defaults:
1. In the navigation pane, click **Project management and accounting** > **Projects** > **All projects** to open the **All projects** list. Locate and select the desired project.
2. Click the **Calculation Variables** button on the **Anthology Payroll Profile** tab of the ribbon to open the **Project calculation variables** form.
3. On the **Evaluate** tab, click the **Evaluate** button. Review the list of evaluated calculation variables:
   - A blue background indicates new calculation variables that will be added for this project.
   - A yellow background indicates calculation variables that have been manually added for this project.
   - Calculation variables with no background color have not changed since the last evaluation.
4. Modify or delete any calculation variables as required.
5. Click **Save** to commit the changes to the project's calculation variable list.
6. Close the form.

To *add* a calculation variable manually for a project:
1. In the navigation pane, click **Project management and accounting** > **Projects** > **All projects** to open the **All projects** list. Locate and select the desired project
2. Click the **Calculation Variables** button on the **Anthology Payroll Profile** tab of the ribbon to open the **Project calculation variables** form.
3. Click **New** to create a new record.
4. On the **General** tab, specify the **Calculation variable** name and the calculation variable **Item**. The **Item amount** (or **Item rate**) field automatically populates.
5. If the item is a rate, specify a **Rate counter** to multiply against the **Item rate**. Specify an **Override rate** if not using the default.
6. If the item is an amount, specify an **Override amount** if not using the default.
7. Set **Use default** to *No* if any overrides were specified.
8. Specify an **Active date** and **Expiry date**.
9. Click **Save** to save your changes.

To *modify* a calculation variable:

1. On the list, select the calculation variable to modify.
2. On the **Maintain effective date entries** tab, click **New** to create a new effective-dated record of the calculation variable.
3. Adjust the data fields as desired.
4. Click **Save** to save your changes.

To *add* a calculation variables to *multiple* projects at a time:

1. In the navigation pane, click **Project management and accounting** > **Projects** > **All projects** to open the **All projects** list.
2. Click the **Mass Update Calculation Variables** button on the **Anthology Payroll Profile** tab of the ribbon to open the **Project calculation variables** form on the **Fast entry** tab.
3. Click **Edit** to open the form in edit mode.
4. On the **Fast entry** tab, specify the **Calculation variable** name and the calculation variable **Item** to assign to multiple projects. The item amount and rates are automatically set to the defaults.
5. Specify an **Active date** and **Expiry date**.
6. In the **Projects** section, select all the Project IDs to assign the calculation variable to.
7. Click **Insert** to assign the specified **Calculation variable** to all selected projects.
8. To expire the same calculation variable from multiple projects, specify the **Calculation variable**, **Item**, and **Expiry date**. Select all the projects to expire the calculation variable from and click **Expire**.

When adding calculation variables to multiple projects, no override amounts or rates and no rate counters are explicitly entered. If any calculation variable must be updated with overrides, you must enter these individually on the **Project calculation variables** form.

Set Up Security Policies

Implementers must set up the security roles for users and groups of users, and also set pay-processing locking parameters.

Set up Security Configuration

Anthology Payroll comes with several pre-configured security roles that can be assigned to new users. It is recommended to use these security roles for the distribution and separation of duties among your payroll staff, but Microsoft Dynamics 365 Finance does provide you with the capability to define your own security roles.

The security roles provided by Anthology Payroll are:

Role name	Description	License level
Anthology Payroll administrator	Can access worker information management, payroll and statutory reporting, and payroll setup tables.	Operations
Anthology Payroll assistant	Can make journal entries, run pay period processes and postings, run payroll and statutory reports.	Operations

Role name	Description	License level
Anthology Payroll *<localization>* employee self service	Grants access to view statutory reports for specific *<localization>* on the **Employee self service** workspace.	Team Members
Anthology Payroll *<localization>* localization	Can access and manage setup tables, statutory reports and worker information specific to *<localization>*.	Operations
Anthology Payroll employee self service	Grants access to view pay statements generated from Anthology Payroll on the **Employee self service** workspace.	Team Members
Anthology Payroll implementer	Can access payroll setup tables for configuration and design of your Anthology Payroll implementation.	Operations
Anthology Payroll manager	Can approve pay period processes and postings, perform system updates, and reprint checks and pay statements. Can also review payroll inquiries and run reports.	Operations

To define your own security roles:

1. In the navigation pane, click **System administration** > **Security** > **Security configuration** to open the **Security configuration** form.
2. Select an existing **Role** or click **Create new** to create a new role.
3. On the **Duties** tab, add duties to the role. For a list of all Anthology Payroll-related duties, refer to the *Anthology Payroll implementer* role.
4. Save your changes.

To assign roles to users:

1. In the navigation pane, click **System administration** > **Users** > **Users** to open the **Users** list.
2. Select the user to assign a role to. Click their **User ID** to open their **User** page.
3. On the **User's roles** tab, click **Assign roles** to assign a security role to that user.
4. Repeat as required for other users.

Set Up Pay Processing Locking Parameters

To set up Anthology Payroll module parameters:

1. In the navigation pane, click **Setup** > **Parameters** to open the **General definitions** form.
2. On the list, locate the following **General definition codes** and set the options as desired:
   - *Pay processing lock override user ID*: main user ID that is allowed to override pay-processing locks.
   - *Pay processing lock override user group*: main user group who are allowed to override pay-processing locks.
   - *Pay processing locking option*: specify whether to lock users out completely, simply warn them, or use no locking.

- *Pay processing locking type*: specify which parts of the pay process are locked when the lock is in place.

3. Click **Save** to save your changes.

For more assistance with the **General definitions** form, refer to theAnthology Payroll Help system.

Multithreaded Processing

Certain Anthology Payroll pay processes can be configured to run with multiple concurrent processing threads when run as batch processes. This functionality is intended to improve processing performance for large amounts of data.

This functionality is entirely optional, but can be useful in certain implementations. It is up to the implementer to determine whether an implementation may require this functionality. Multithreaded processing can be enabled for the following pay processes:

- time import from StaffRight scheduling (requires StaffRight AX)
- time to earnings calculation
- entitlement amounts update
- accumulator amounts update
- earnings generation
- payment generation

Please refer to *Anthology Payroll Multithreading Setup Guide* for detailed instructions on how to enable multithreaded processing in Anthology Payroll.

Summary

Each client will have individual custom setup needs, and implementers must plan carefully to address them. This section introduced three main areas of custom setup tasks; detailed procedures for each can be found in white papers on the Partner Source web site.

Quick Interaction: Lessons Learned

Take a moment and write down three key points you have learned from this chapter.

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CHAPTER 14: POST-SETUP PROCESSES AND TASKS

Objectives

The objectives for this chapter are:

- Introduce the parallel testing process.
- Introduce end-user training and documentation requirements.
- Introduce the process of going live with the Anthology Payroll module.

Introduction

This chapter introduces processes and procedures for performing:

- Parallel Testing
- End-User Training and Documentation
- Going Live with Anthology Payroll

Parallel Testing

Parallel testing is the stage at which payroll administrators start using the Anthology Payroll module to process all worker data in the company, while continuing to process the same data in the legacy system.

The purpose of parallel testing is to run your legacy payroll system side-by-side with your new payroll system and compare the results. You are looking for any differences that identify setup problems that need correction. You will ignore differences resulting from deliberate changes that you have made in your policies, or minor effects of rounding differences between the legacy and new payroll systems. This is also an excellent opportunity for payroll staff to confirm that their training has prepared them for all the routine tasks that they do in a pay period.

Parallel testing can uncover issues in Anthology Payroll setup, such as incorrect calculations, and benefit/deduction rule group calculations incorrectly associated with a calculation. It also uncovers issues in your worker data, such as incorrect worker benefit/deduction enrollments, or workers missing benefit/deductions.

Parallel Testing Process

After you have completed your Anthology Payroll setup, and have verified that you can reliably import worker data and running totals, you are ready to begin parallel testing.

Because you will simultaneously process all worker data in both Anthology Payroll and the legacy system, the entire implementation team must be aware of the implications of parallel testing. Payroll administrators will enter data twice until the company goes live with the Anthology Payroll module, and stops using the legacy system.

Procedures must be in place immediately after worker data is extracted from the legacy system, to ensure that all changes to worker data (for example, address changes, wage changes, deduction amounts) are entered into both Anthology Payroll and legacy systems.

Plan to run in parallel for at least two pay periods; in any case, you must ensure that sufficient time and resources are provided so that the complete Anthology Payroll module system is thoroughly tested in parallel with the legacy system.

The overall parallel testing process has two parts:

Preparation

1. Extract worker and running total data from the legacy system
2. Create a new parallel test database with only setup data and import worker data.
3. Create a SQL backup of the parallel test database.
4. Maintain all worker changes in the legacy and parallel test database from this point on.
5. Import running totals from the legacy system.
6. In the parallel test database, create or import identical time records that were entered in the legacy system.

Testing Process

1. Process payments in payroll—create the same manual payments, direct deposit payments, and regular payments as in the legacy system.
2. Compare and verify:
   - Pay registers (for example, earnings, benefit/deductions, entitlements, GL and AP postings)
   - Statutory reports, files, and all other standard and custom reports
3. If corrections are required in the parallel test database:
   - Restore the original backup.
   - Enter the corrections.
   - Create a new SQL backup.
4. Repeat the testing process until all issues are resolved.
5. Follow the same steps to test the second parallel period.
6. Obtain customer sign-off on all of the test cases.

Procedure: Parallel Testing

After you have finished all parallel testing preparation tasks, follow these steps to parallel test.

1. Export worker and running total data from your legacy system and take a backup of the legacy system at that time. Remember that from now on, you must make any changes to worker data in both the legacy and new payroll systems.
2. Populate a Microsoft Dynamics 365 Finance company with your Anthology Payroll setup data and your worker data, including worker benefit/deduction setup.
3. In the **Anthology Payroll** navigation pane, click **Setup** > **Status**. Ensure that a row for each pay group exists. For each pay group, select the pay period end date for the corresponding parallel test period.
4. Make a copy of that company, which contains your master Payroll data.

5. Import running totals, such as year-to-date earning, deduction and payment totals, and outstanding balances on garnishments, advances, and negative nets.

6. Process the same pay information in both systems. If you calculate pay from time, enter the same time in both systems. Process the full pay period and compare the results from both systems:

   - Payments
   - Earnings
   - Benefit/deductions
   - Entitlement balances
   - General ledger postings
   - Accounts payable postings
   - Running totals as updated by the pay run
   - Reports

7. Wherever you identify a difference, determine its cause and decide whether you want to:

   - Change the behavior of the new system
   - Make the changes in your master data

8. When you have resolved all the issues that you have identified, return to step 4. Continue to repeat this test-fix-retest cycle until you are satisfied that the new system has produced appropriate results for this pay period.

9. To test the next pay period:

   - Export running totals from your legacy system as of the start of the next pay period
   - Back up that legacy data
   - Return to step 3 to repeat the parallel test for the new pay period.

End-User Training and Documentation

Planning and conducting end-user training and producing accurate, comprehensive, and user-friendly documentation is a major contribution to the success of an implementation. Careful planning at this stage is often overlooked, which can have a negative effect on user acceptance of the system.

For training, determine the types of end users who need training and the level of training they require. The following are some examples of possible levels of training:

- The payroll administrator and (backup) must know how to run all payroll processes, and must be familiar with how to change system tables and settings if required.
- Timekeepers must know how to enter time and earnings into the system and adjust erroneous entries, if needed.
- All end users must know how to report information appropriate to their responsibilities.

The initial staff training is in preparation to the implementation of the system, but end-user training is ongoing. Enhancements to the system will require additional training and new staff must also be trained.

Adequate documentation must accompany the training. This documentation can be produced by the implementer or by Anthology Inc Maintain a list of end users so the appropriate people can receive documentation updates when they are available.

End-user Training

Schedule formal training sessions so that they occur as soon before going live as possible, to maximize information retention.

Planning training for end-users should also include the following:

- The number of staff requiring training (including part-time and casual staff)
- The level and duration of training required
- Training materials required (visual aids, handouts, and so on)
- Overtime or additional staffing required
- Availability of trainer(s)—ideally, two trainers should attend each session with no more than 10 to 12 end users (to allow trainers to provide individual attention during labs). Trainers must be knowledgeable in the Anthology Payroll module, Microsoft Dynamics 365 Finance, and payroll-related company policies and procedures.
- Availability of training facilities, with appropriate cabling, workstations, printers, electrical supply, lighting, whiteboard, LCD projector, desks and chairs
- Coordination with the client and a published schedule
- Training database, based on a copy of the most up-to-date test database, and training scenarios in the training database.

The trainer should monitor both group and individual progress against the training schedule and program, and recommend additional training if required. Feedback from staff during training should be evaluated, documented, and presented to the necessary department heads.

After workers have been trained and the system is live, a help line should be available during the first two pay periods (minimum) to provide a quick response to end-user issues.

End-user Documentation

Investing the time to create end-user documentation can be well worth the effort. Some of the direct benefits include:

- Promoting user acceptance.
- Building user confidence in the new system.
- Improving efficiency and reducing errors in using the new system.

Varying roles may require varying depths of information. Payroll administrators require a full procedure manual that describes how to perform all of their tasks in the system. Data entry staff and timekeepers require procedures for entering time and earnings in the system, and references for new system codes.

End-user documentation should be included in policy decisions from the start of the implementation project. The documents themselves should be developed during the testing phase of implementation. End-user documentation is usually developed by the implementer, but Anthology Inc can also provide this service.

FIGURE 2.86: END-USER DOCUMENTATION EXAMPLE

Task Guides and Task Recordings

Microsoft Dynamics 365 for Operations introduces enhanced and integrated task guides and task recordings to improve upon or even replace traditional end-user documentation. Task guides are step-by-step walkthroughs that are integrated with your Dynamics 365 for Operations implementation through the Business Process Model (BPM) and can be opened on any form in D365. Task recordings are guided, interactive procedures that perform the task described in a task guide.

Anthology Payroll for Microsoft Dynamics 365 Finance comes with a BPM that has the standard payroll functionality mapped to task guides. This can be used as a foundation for creating additional task guides and recordings on tasks specific to your implementation. Anthology Inc can also provide this service.
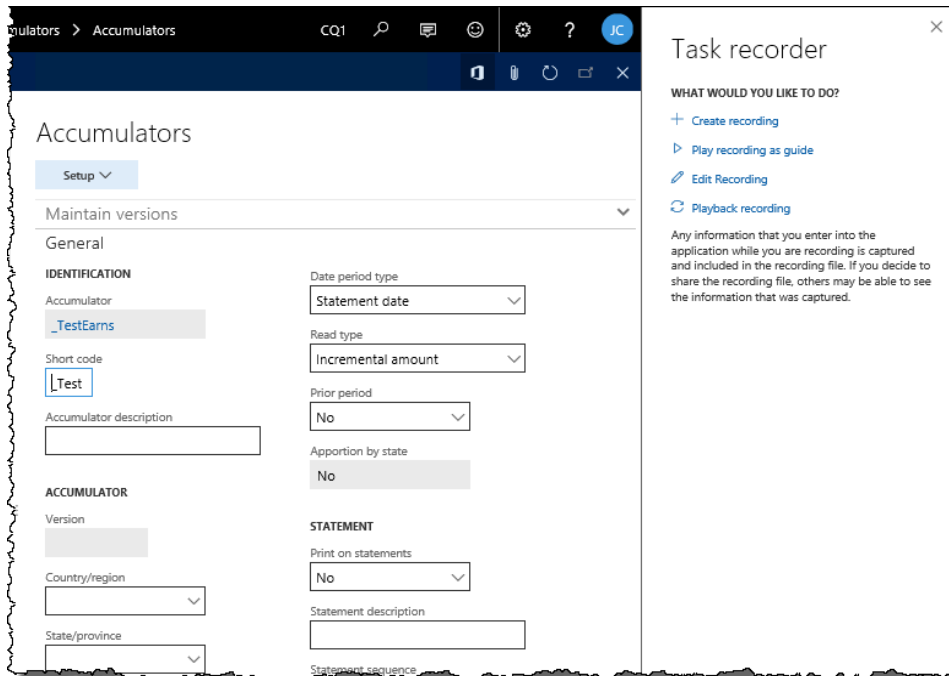
FIGURE 2.87: TASK RECORDER ON ACCUMULATORS FORM

Going Live with Anthology Payroll

After you have finished parallel testing, you are ready to go live with your implementation of Anthology Payroll for Microsoft Dynamics 365 Finance.

These steps assume that you have finished setting up Anthology Payroll, populating it with worker data, and testing it, including parallel testing comparing the results from Anthology Payroll for Microsoft Dynamics 365 Finance with the results from your legacy payroll system. Now you are ready to migrate your master data into your production environment. If you have not already done so, import worker running totals, test your production environment, and establish your starting point for entering live payroll data.

Before you go live, ensure that all Anthology Payroll users have been trained on the new system and have had a chance to practice their procedures in a test environment.

Procedure: Going Live

To go live with Anthology Payroll:

1. Verify that you have imported the most recent statutory deduction spreadsheet relevant to the jurisdictions you withhold taxes for. The statutory deduction spreadsheet is available from the Microsoft Partner Source and Customer Source websites.

2. Verify that you have applied the most recent hot fixes that are relevant to your implementation. Hot fixes are available from the Microsoft Partner Source and Customer Source websites.

3. Finish parallel runs. The purpose of the parallel run is to closely scrutinize what the Anthology Payroll module generates, and to compare this to the client's legacy payroll system. This will confirm the validity of the Anthology Payroll modules configuration for the client, or it will identify problem areas

that need to be addressed. You will examining the following:

- Earnings
- Benefits
- Deductions
- Postings to General Ledger
- Postings to Accounts Payable

4. Import your master data into your production environment. Ensure that this master data does not include any payroll transactions. The **Clear transactions and master data** utility removes payroll transactions from your master data.

5. Update running totals:
   - Year-to-date earnings, benefits, deductions, and payments if you are going live after the start of your pay year. Import them if you would like to include them in the year-to-date totals on pay statements and direct deposit statements or use them as the basis for calculating accumulator values.
   - Quarter-to-date earnings, benefits, deductions, and payments if you are going live after the start of your pay year and you are required to provide quarterly reports to any of your tax authorities.
   - Entitlement values such as amounts earned, taken, and remaining can be imported or entered manually.

6. Populate accumulator values as necessary. You do not need to populate all your accumulator values—decide which accumulators to populate, and consider how they are used. For example, you might decide not to populate a pay-period-level accumulator because it is used only when you process that pay period, so historical data is unnecessary. Typically, you will populate accumulators that:
   - you selected for your statutory reports, and that have values in the legacy system that you need for generating these reports in the new payroll system.
   - track year-to-date totals.
   - track on-going totals, including worker garnishment and amounts taken and loan recoveries that are being compared to a target total.

7. You can import accumulator values, or you can calculate them from year-to-date totals if you imported the information that the accumulator requires. To calculate accumulator values, use the **Set initial accumulator values** function located at **Anthology Payroll** > **Periodic** > **Other** > **Accumulators**. You must enter company-level and pay-group-level accumulator values manually.

8. To create company-level accumulator values, click **Setup** > **Organization** > **Company accumulators**.

9. To create pay group-level accumulator values, click **Setup** > **Payroll** > **Pay groups** to open the **Pay groups** form. In the **Pay groups** form, select the pay group and click **Setup** > **Pay group accumulators**.

10. To create worker-level accumulator values, click **Common** > **Anthology Payroll workers** to open the **Anthology Payroll workers** list. Select a worker and click **Manage** > **Accumulators** in the **Anthology Payroll Profile** ribbon menu.

11. Test your production environment. Be sure to test Anthology Payroll in a test company in your production environment, not just your test environment, to confirm that it has been installed and configured correctly. Verify that:

- Payroll users have sufficient permission to run processes that generate calculations. For example, when the user runs the time to earnings process, selects a pay group, and clicks **OK**, verify that the process runs successfully.
- Users who will be approving direct deposit payments have permission to create the direct deposit file in the location specified.
- You can generate reports. If you try to generate a report from the Anthology Payroll reports menu, and a browser window reports that it cannot display a web page, you might need to reconfigure your report server to access the production database. Or, you might need to modify the report server path in the **General definitions** form.
- You can select the current pay period. Click **Setup** > **Status** to open the **Status** form. For each pay group, enter its current pay period end date and clear the other dates.
- You can generate checks for your Payroll bank accounts, if you are using fixed check number method. Ensure that no checks are listed that have been issued in the legacy system. Create new checks using the appropriate starting check number.

After you have gone live, continue to run your legacy payroll system in parallel for one or two pay periods to ensure that all of your needs are being met.

Summary

Parallel testing ensures that all pay scenarios in the legacy system have been set up correctly in the new system. Comparing results from the two systems verifies that the setup is complete and correct. Some differences are likely to be detected due to policy changes or minor rounding differences between the two systems. It is also an excellent opportunity to ensure that payroll staff are trained and prepared for the new system.

Parallel testing is the critical last step before going live with the Anthology Payroll module.

All end users must be trained before parallel testing begins.

Quick Interaction: Lessons Learned

Take a moment and write down three key points you have learned from this chapter.

1.

2.

3.