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# Quick Reference Guide for Common Anthology Payroll Setup Forms

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## Introduction

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

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

## Earnings Reference

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

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

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

## Benefit/deductions Reference

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

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

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

## Entitlements Reference

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

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

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

## Time Reference

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

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

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

## Pieces Reference

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

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

## Quick Reference Guide for Common Anthology Payroll Setup Forms

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