Introduction to Anthology Payroll for Microsoft Dynamics 365 for Operations

Anthology Payroll User Interface

The Anthology Payroll for Finance & HCM 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.

Anthology Payroll Navigation pane on page 2 shows the Anthology Payroll navigation pane and how its interface is organized.
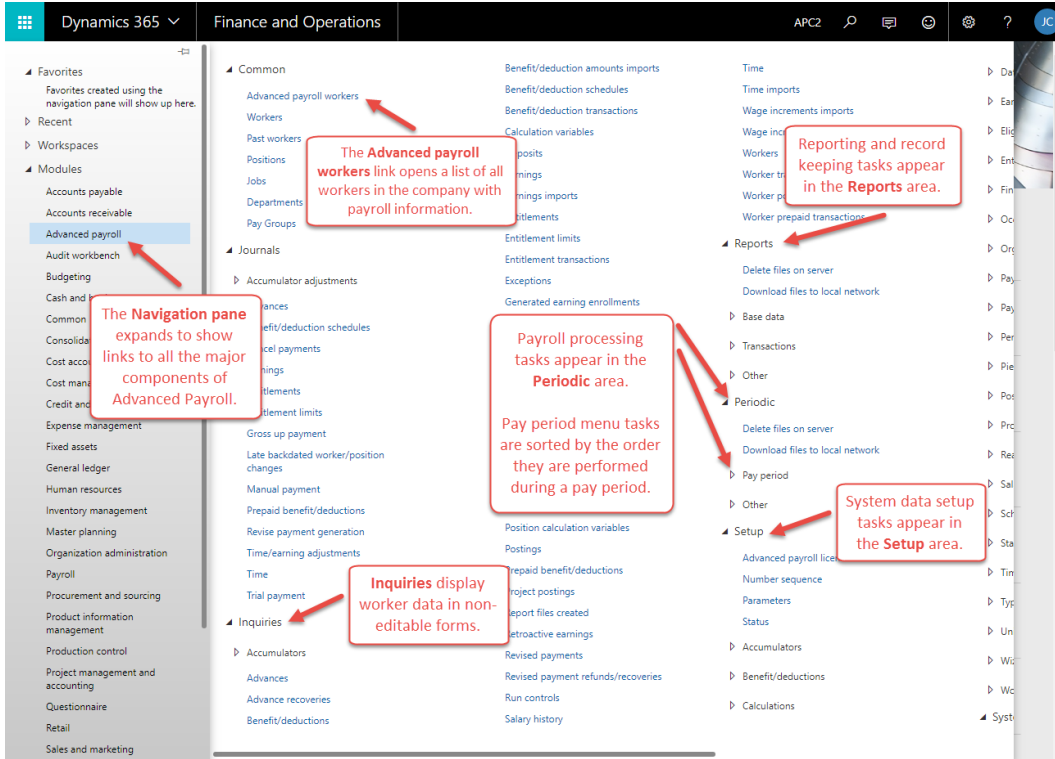
Anthology Payroll Navigation pane

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.
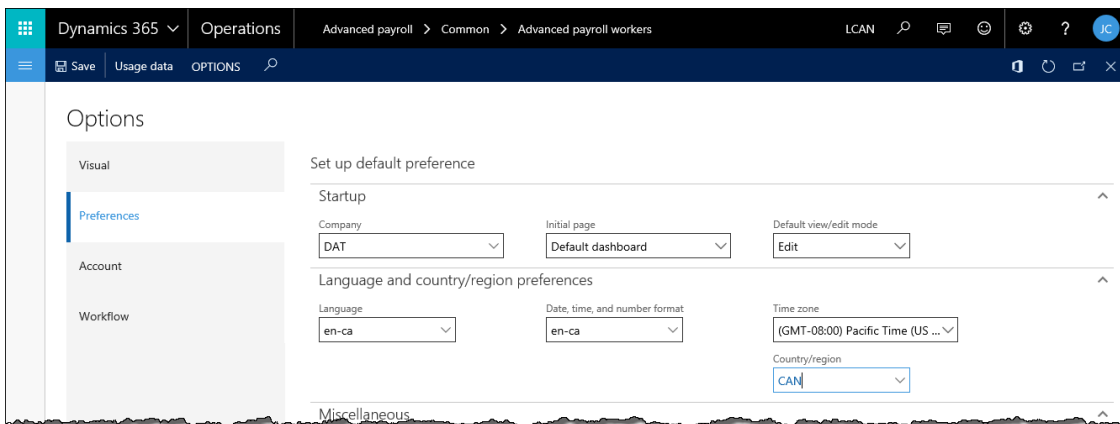
User Preferences Page

STOP Set your user preferences to point to your training company and the appropriate language settings.

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.

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 Finance & HCM 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 Finance & HCM. 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** .

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

Open and view the **Workers** list. In the navigation pane, click **Anthology Payroll** module > **Workers** > **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.

Open and view the **Jobs** list and form. In the navigation pane, click **Anthology Payroll** module > **Jobs** > **Jobs** > **Anthology Payroll Profile** tab > **Setup** > **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.

Open and view the **Occupations** form. In the navigation pane, click **Anthology Payroll** module > **Setup** > **Tables** > **Occupations** > **Occupations**.

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.

Open and view the **Positions** list. In the navigation pane, click **Anthology Payroll** module > **Positions** > **Positions**.

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 1. One pay period must exist for each varying cycle of a pay process.

Open and view these forms:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Payroll** > **Pay cycles** to open the **Pay cycles** form.
2. In the **Anthology Payroll** navigation pane, click **Setup** > **Payroll** > **Pay groups** to open the **Pay groups** form.

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

 Open and view the **Accumulators** form. In the **Anthology Payroll** navigation pane, click **Setup** > **Accumulators** > **Accumulators** to open the **Accumulators** form.

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 1 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 **Payroll Administration — Data Management Tasks** on page 13.

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.

STOP Open and view these forms:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Calculations** > **Calculations** to open the **Calculations** form.
2. In the **Anthology Payroll** navigation pane, click **Setup** > **Calculations** > **Calculation rates** to open the **Calculation rates** form.
3. In the **Anthology Payroll** navigation pane, click **Setup** > **Calculations** > **Calculation variables** to open the **Calculation variables** form.

Calculation setup is discussed in **Anthology Payroll Calculations** on page 89.

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

STOP Open and view these forms:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Earnings** > **Earnings** to open the **Earnings** form.
2. In the **Anthology Payroll** navigation pane, click **Setup** > **Earnings** > **Generated earnings** to open the **Generated earnings** form.

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 **Payroll Administration — Data Management Tasks** on page 13.

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 **Set Up Time and Earnings** on page 95.

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.

 Open and view these forms:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Time** > **Shifts** to open the **Shifts** form.
2. In the **Anthology Payroll** navigation pane, click **Setup** > **Time** > **Rotations** to open the **Rotations** form.

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 **Set Up Time and Earnings** on page 95.

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.

STOP Open and view the **Salaries** form. In the **Anthology Payroll** navigation pane, click **Setup** > **Salary** > **Salaries** to open the **Salaries** form.

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 **Set Up Initial Anthology Payroll Environment** on page 59.

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.

STOP Open and view these forms:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Benefit/deductions** > **Benefit/deductions** to open the **Benefit/deductions** form.
2. In the **Anthology Payroll** navigation pane, click **Setup** > **Benefit/deductions** > **Benefit/deduction rule groups** to open the **Benefit/deduction rule groups** form.

Benefit/deduction setup is discussed in **Set Up Benefit/Deductions** on page 123.

Entitlements

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

- Overtime
- Sick leave
- Vacation

STOP Open and view the **Entitlements** form. In the **Anthology Payroll** navigation pane, click **Setup** > **Entitlements** > **Entitlements** to open the **Entitlements** form.

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 **Additional Setup Features** on page 161.

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.

Advance Situation	Description
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.

Payroll Administration — Data Management 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

Perform the following procedure.

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:
    1. Click the **Assign a position** checkbox.
    2. Select a **Position** from the dropdown list provided.
    3. Accept or change **Assignment start** and **Assignment end** dates.
    4. 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 **Set Up Initial Anthology Payroll Environment** on page 59.

Create a Position

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

STOP Perform the following procedure.

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.

STOP Perform the following procedure.

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.

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.

 Complete the following procedure.

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 1.

🛑 Complete the following procedure.

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 1.

🛑 Complete the following procedure.

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.

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 **Set Up Initial Anthology Payroll Environment** on page 59.

STOP Complete the following procedure.

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.

STOP Complete the following procedure.

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 **Set Up Initial Anthology Payroll Environment** on page 59.

![STOP] Complete the following procedure.

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.

![STOP] Complete the following procedure.

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 **Set Up Initial Anthology Payroll Environment** on page 59.

Complete the following procedure.

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 **Set Up Initial Anthology Payroll Environment** on page 59.

Complete the following procedure.

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:
    1. Click **New** to create a new record.
    2. On the **General** tab, enter the person-related information for the person contact.
    3. 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:
    1. Click **New** to create a new record.
    2. On the **General** tab, select the **Contact type** and specify the electronic contact information for the person contact.
    3. 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:
   1. Click **New** to create a new record.
   2. On the **General** tab, select the **Address type** and specify the address information for the person contact.
   3. 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:
   1. Click **New** to create a new record.
   2. On the **General** tab, select the **Note type** and enter the **Note subject** and the note itself.
   3. 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 **Account Data** section on page 1.

Account setup is discussed in **Set Up Payments and Postings** on page 139.

Complete the following procedure.

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 Split Data** section on page 1.

  Complete the following procedure.

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 **Accumulator Data** section on page 1.

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.

 Complete the following procedures.

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 Variable Data** section on page 1.

STOP Complete the following procedures.

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 **Benefit and Deduction Data** section on page 1.

worker benefit/deductions evaluation Example

 Complete the following procedures.

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 page 1.

Complete the following procedure.

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.

Generated earnings enrollments form (fast entry tab)

Complete the following procedure.

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 1.

STOP Complete the following procedures.

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 1.

Complete the following procedure.

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 1.

Complete the following procedures.

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:
    1. Set **Advance recovery amount per pay period** to *0*.
    2. Specify the **Number of pay periods to recover advance**.
    3. 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:
    1. Set **Number of pay periods to recover advance** to *0*.
    2. Specify the **Advance recovery amount per pay period**.
    3. 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**:
    1. Specify the **Number of pay periods to recover advance**.
    2. Specify the **Advance recovery amount per pay period**.
    3. 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 1. Negative net setup is discussed in **Set Up Benefit/Deductions** on page 123.

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.

  Complete the following procedure.

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** on page 84).

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

Complete the following procedure.

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** on page 32).

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.

Complete the following procedures.

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** on page 32)
    - **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.

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.

Perform the following procedure.
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.

Perform the following procedure.
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.

 Perform the following procedure.

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** on page 33.

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.

 Perform the following procedure.

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.

Payroll Administration — Payroll Processing Tasks

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.

 Complete the following procedure.

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.

STOP Complete the following procedure.

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.

STOP Complete the following procedures.

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.

Complete the following procedure.

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** on page 33).
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

Complete the following procedures.

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.

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

 Complete the following procedures.

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:
   1. Select the **Salary type**.
   2. Select *Yes* in the **Include accumulator based** field to include accumulator-based earnings.
   3. 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.

Complete the following procedure.

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.

🛑 Complete the following procedures.

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 **Set Up Payments and Postings** on page 139.

🛑 Complete the following procedure.

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 **Set Up Payments and Postings** on page 139.

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** on page 134 in **Set Up Benefit/Deductions** on page 123 for the procedure.

 Complete the following 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.

STOP Complete the following procedure.

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 1 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 1) 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.
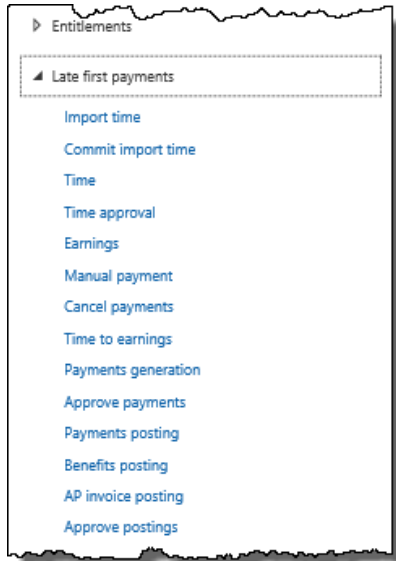
Late first payments in navigation pane

  Complete the following procedure.

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.

  Complete the following procedure.

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**.

STOP Complete the following procedures.

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** on page 27 of **Payroll Administration — Data Management Tasks** on page 13.

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.

 Complete the following procedures.

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.

STOP Complete the following procedure.

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.

Inquiries and Reporting

Anthology Payroll for Finance & HCM 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.

 Complete the following procedure for several inquiries.

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
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

Type	Report Name	Description
	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
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

Complete the following procedures.

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*.

Set Up Initial Anthology Payroll Environment

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.

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 **Set Up Time and Earnings** on page 95.

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** on page 18). These dates can also be used in date difference operations in calculations. For a more detailed discussion of using date types in calculations, see **Anthology Payroll Calculations** on page 89.

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 **Set Up Benefit/Deductions** on page 123.

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** on page 6 of **Chapter 2: Introduction to Anthology Payroll for Finance & HCM**.

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** on page 59.)
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** on page 3 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** on page 6 of **Chapter 2: Introduction to Anthology Payroll for Finance & HCM**.
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** on page 142), 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** on page 92 in **Anthology Payroll Calculations** on page 89.

Create or Edit an Eligibility Group

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.

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

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

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 1 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.

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** on page 60 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.
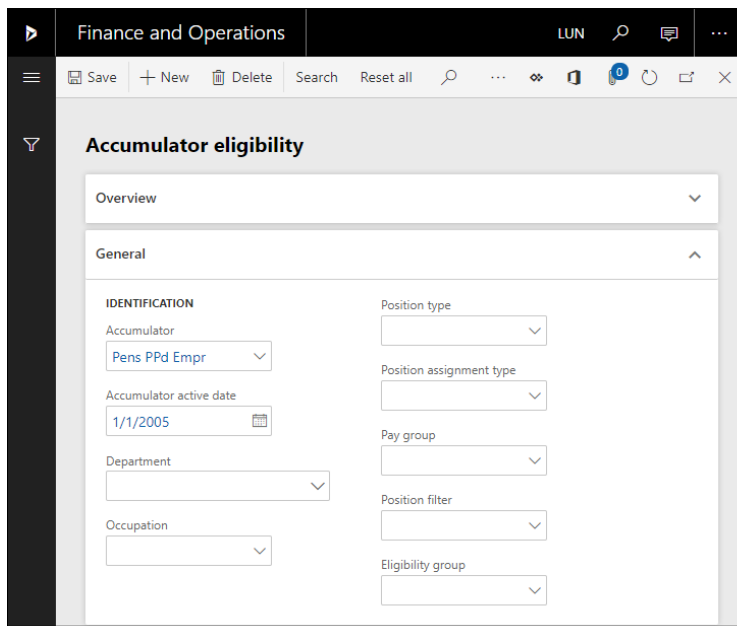

Accumulator Values Form (Fast Entry tab)

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.

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 **Custom Setup Tasks** on page 177.

For procedures on setting up accumulators, see the following:
    • For accumulators in general, see the **Accumulators** section on page 1.
    • For earning type accumulators, see **Set Up Time and Earnings** on page 95
    • For benefit/deduction type accumulators, see **Set Up Benefit/Deductions** on page 123.

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** on page 65) or have different accounts according to different payment methods (see the **Payment Methods** on page 142).

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.

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 **Set Up Payments and Postings** on page 139.

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 Finance & HCM 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 **Payroll Administration — Data Management Tasks** on page 13.

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.

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 **About Worker Positions** section on page 1. 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 **Set Up Time and Earnings** on page 95.
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 **Payroll Administration — Data Management Tasks** on page 13.

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 1) 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.

Anthology Payroll Calculations

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.

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**.

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.

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** on page 93).
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 1.
7. Click **Save** to save the calculation string.
8. Close the form.

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** on page 23.

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.

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.

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.

Set Up Time and Earnings

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 **Earnings Form** on page 96:

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.

🛑 Complete the following procedure.

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 1 of **Chapter 6: Important Setup Concepts**.

 Complete the following procedure.

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** on page 96).
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** on page 41 of **Payroll Administration — Payroll Processing Tasks** on page 35.)
9. Specify the General ledger account(s) used for this earning in the **DR ledger account** and **CR ledger account** fields. (See **Set Up Payments and Postings** on page 139 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.

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.

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 1.1 on the **Earnings** section on page 1 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. **Earning rule group calculations form (General tab)** on page 101 illustrates the fields on the **Earning rule group calculations** form.

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.

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 **Set Up Payments and Postings** on page 139.

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** on page 81.

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.

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** on page 114.
- 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** on page 110.

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** on page 62. 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** on page 105.

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.

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.

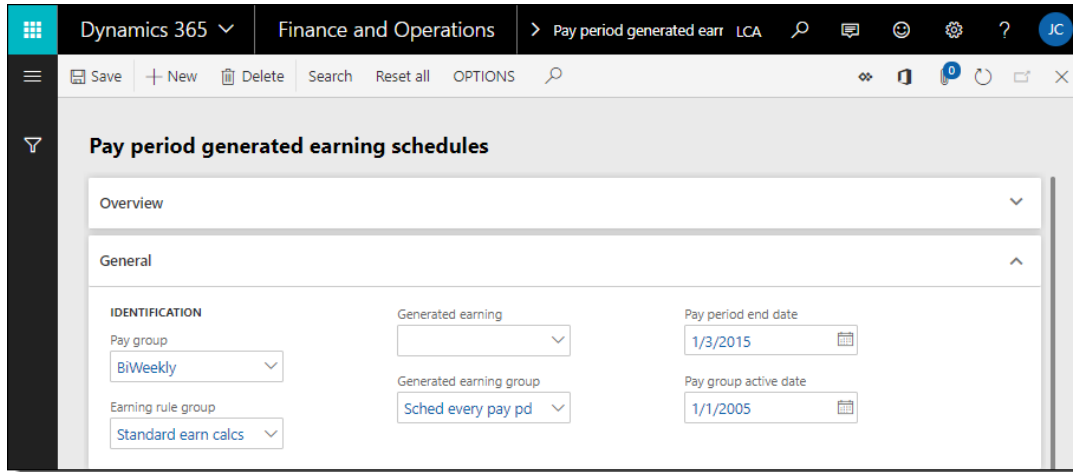To add generated earnings to a generated earning group:
1. On the **Generated earning groups** form, select the generated earning group to add generated earnings to.
2. Move generated earnings from the **Generated earnings remaining** pane to the **Generated earnings**

selected pane to add them to the group.

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

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.

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 **Set Up Initial Anthology Payroll Environment** on page 59.

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** on page 110.

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 **Additional Setup Features** on page 161.

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 **Payroll Administration — Data Management Tasks** on page 13).

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 1 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 **Set Up Initial Anthology Payroll Environment** on page 59.
15. If this time premium is an overtime premium:
    1. Specify a **Base shift group** that represents the shifts to use when calculating overtime.
    2. Specify an **Overwrite earning group** that represents the earnings that can be overwritten with the earning associated with this premium.
    3. 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.
    4. 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**.
    5. 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 **Payroll Administration — Payroll Processing Tasks** on page 35.
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** on page 105.

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.

Set Up Benefit/Deductions

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*.

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** on page 11 of **Chapter 2: Introduction to Anthology Payroll for Finance & HCM**.

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** on page 133).

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 **Set Up Payments and Postings** on page 139 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.
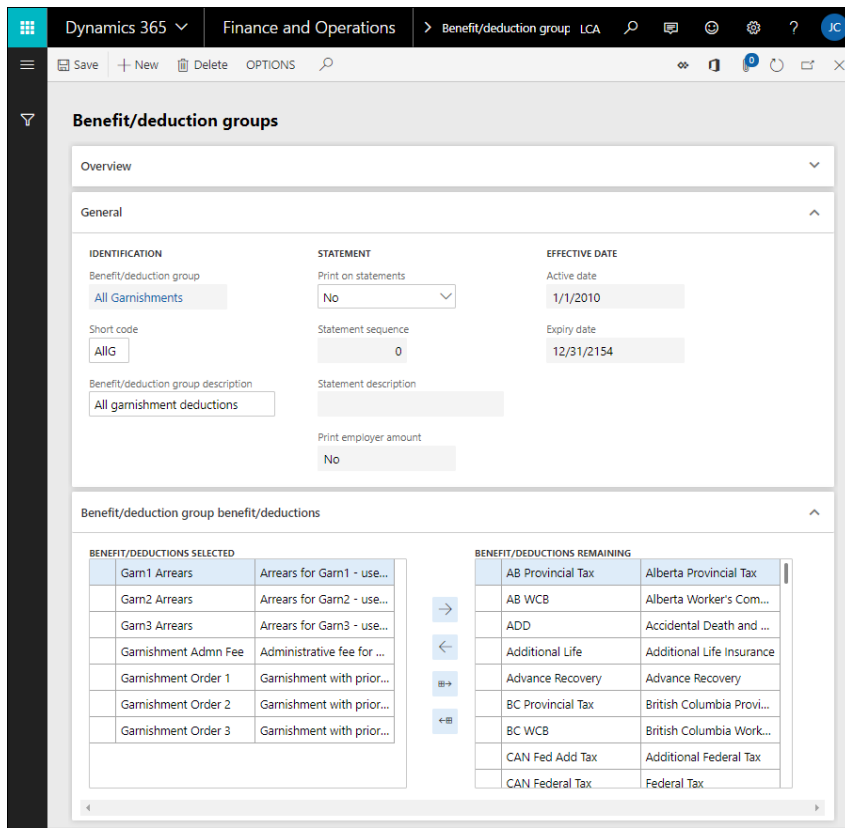
Adding Benefit/deductions to a Benefit/deduction group

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/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).
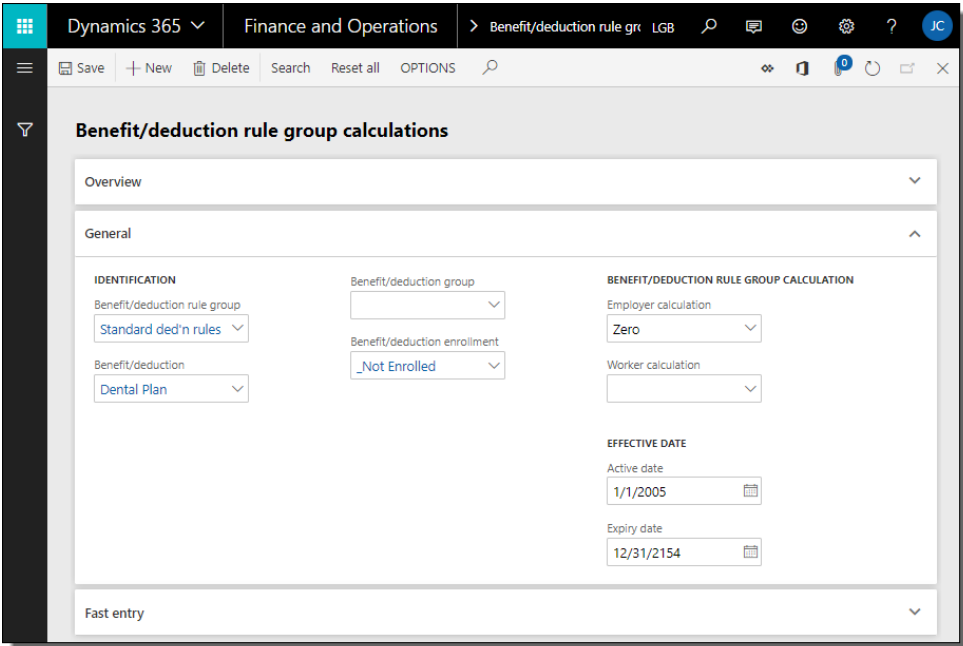
Benefit/deduction rule group calculations form (General tab)

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.

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*.

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 **Set Up Payments and Postings** on page 139.

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** on page 11 of **Chapter 2: Introduction to Anthology Payroll for Finance & HCM**.

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** on page 63 of **Set Up Initial Anthology Payroll Environment** on page 59.

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.

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.
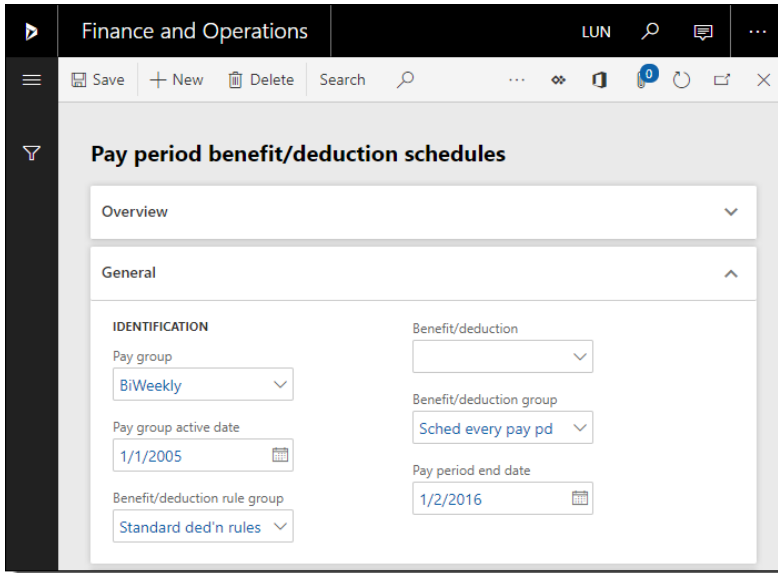
Pay period benefit/deductions schedules form (General tab)

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.

Set Up Payments and Postings

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 **Set Up Time and Earnings** on page 95 for earnings, and **Set Up Benefit/Deductions** on page 123 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** on page 102.
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.

Payment	Description
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
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 Finance & HCM, 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 **Set Up Initial Anthology Payroll Environment** on page 59.

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: 1. the **Ledger account** defined on the **Earning account exceptions** form for the *Debit* transaction 2. 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: 1. the **Ledger account** defined on the **Earning account exceptions** form for the *Credit* transaction 2. the **CR ledger account** specified on the earning code on the **Earnings** form 3. 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			

Type	GL Account	Amount	Date
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**
Anthology Payroll searches for the expense account in the following order: 1. the **Ledger account** defined on the **Earning account exceptions** form for the *Debit* transaction 2. 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: 1. the **Ledger account** defined on the **Earning account exceptions** form for the *Credit* transaction 2. the **CR ledger account** specified on the earning code on the **Earnings** form 3. 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** on page 40.

** 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: 1. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the *Debit* transaction 2. the **DR worker ledger account** specified on the benefit/deduction code on the **Benefit/deductions** form 3. 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: 1. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the *Credit* transaction 2. the **CR employer ledger account** specified for the benefit/deduction on the **Benefit/deductions** form 3. 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: 1. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the			

Type	GL Account	Amount	Date
Debit transaction 2. the **DR worker ledger account** specified on the benefit/deduction code on the **Benefit/deductions** form 3. 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: 1. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the *Credit* transaction 2. the **DR employer ledger account** specified on the benefit/deduction code on the **Benefit/deductions** form 3. 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.			
Debit	Payroll Clearing	Advance recovery amount	Pay Period end
Anthology Payroll searches for the payroll clearing account in the following order: 1. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the *Debit* transaction 2. the **DR worker ledger account** specified on the benefit/deduction code on the **Benefit/deductions** form 3. 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: 1. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the *Credit* transaction 2. the **DR employer ledger account** specified on the benefit/deduction code on the **Benefit/deductions** form 3. 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: 1. the **Company bank account** defined on the **Payment methods** form for the corresponding payment 2. 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: 1. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the *Debit* transaction 2. the **DR worker ledger account** specified on the benefit/deduction code on the **Benefit/deductions** form 3. the *Payroll clearing* account specified for the pay group on the **Pay group ledger accounts** form			
Credit	Revised payment recovery receivable	Recovery taken	Pay period end
Anthology Payroll searches for the revised payment recovery receivable account in the following order: 1. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the *Credit* transaction 2. the **DR employer ledger account** specified on the benefit/deduction code on the **Benefit/deductions** form 3. 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: 1. the **Company bank account** defined on the **Payment methods** form for the corresponding payment 2. 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

Type	GL Account	Amount	Date
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: 1. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the *Debit* transaction 2. 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: 1. the **Ledger account** defined on the **Benefit/deduction account exceptions** form for the *Credit* transaction			

Type	GL Account	Amount	Date
2. the **CR employer ledger account** specified for the benefit/deduction on the **Benefit/deductions** form 3. 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: 1. the **Worker AP vendor** and **Employer AP vendor** specified for the benefit/deduction on the **Worker benefit/deductions** form 2. 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
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

Location and Order of Priority	Navigation Path for Data Entry/Modification
	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
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

Additional Setup Features

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.

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 **Set Up Payments and Postings** on page 139 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

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.

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

Overflow method	Results
	• *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.

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.

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** on page 5 of **Chapter 2: Introduction to Anthology Payroll for Finance & HCM**. 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 1 of **Payroll Administration — Data Management Tasks** on page 13

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 **Set Up Initial Anthology Payroll Environment** on page 59.

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 **Set Up Initial Anthology Payroll Environment** on page 59.

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 **Set Up Initial Anthology Payroll Environment** on page 59.

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 **Set Up Initial Anthology Payroll Environment** on page 59.

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.

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.

Custom Setup Tasks

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.

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 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.