HCM Configuration Guide - Shared Tasks HCM-008-CFG

Payroll
Set Up Task: N/A Payroll Automatic Tax Data

Navigation: Set Up HCM > Install > Product Specific > N/A Payroll

Set Up Classification: Shared
Sequence: 001.001

Task Description: Define Payroll Options.

Select the Automatic Employee Tax Data checkbox which does the following:
References the employee’s home address and tax location from human resources personal data and job data records.
Enters the data by default in the employee’s federal, state, and local tax data.
Enters a marital status of Single.
Enters a withholding allowance of 0.
Payroll

Set Up Task: Bank Table

Navigation: Set Up HCM > Common Definitions > Banking > Banks
Set Up Classification: Shared
Sequence: 002.001
Task Description: Set up basic information for all financial institutions.

Banks
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Country Code begins with USA
Bank ID begins with
Bank Name begins with

Case Sensitive

Search Clear

Save Search Criteria

Search Results

View All  First 1 of 1  Last
Country Code   Bank ID   Bank Name
USA   Wells Fargo Bank, NA
### Bank Table

<table>
<thead>
<tr>
<th>Country Code</th>
<th>USA</th>
<th>United States</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank ID</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bank Type</strong></td>
<td>Commercial Bank</td>
<td></td>
</tr>
<tr>
<td><strong>Alternate Bank ID</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bank Name</strong></td>
<td>Wells Fargo Bank, NA</td>
<td></td>
</tr>
<tr>
<td><strong>Short Description</strong></td>
<td>Wells Fargo</td>
<td></td>
</tr>
<tr>
<td><strong>Bank Identifier Code</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Country</strong></td>
<td>USA</td>
<td>United States</td>
</tr>
</tbody>
</table>
| **Address** | 270 Washington Ave  
Atlanta, GA  
USA |
| **Phone** |     |

### Branch Table

<table>
<thead>
<tr>
<th>Country Code</th>
<th>USA</th>
<th>United States</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank ID</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bank Name</strong></td>
<td>Wells Fargo Bank, NA</td>
<td></td>
</tr>
<tr>
<td><strong>Bank Type</strong></td>
<td>Commercial Bank</td>
<td></td>
</tr>
<tr>
<td><strong>Short Desc</strong></td>
<td>Wells Fargo</td>
<td></td>
</tr>
</tbody>
</table>

#### Branch Information

| **Branch ID** |     |
| **Branch Name** |     |
| **Bank Identifier Code** | |
Payroll

**Set Up Task:** Form Table

**Navigation:** Set Up HCM > Common Definitions > Banking > Form Table

**Set Up Classification:** Shared

**Sequence:** 002.002

**Task Description:** Set up forms for paycheck and direct deposit advices. This is a global setup based on the assumption of having 1 bank for all ONEUSG.

---

**Form Table**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value] [Add a New Value]

**Search Criteria**

Form Identification [begins with] JSGADV

Description [begins with]

[Include History] [Correct History] [Case Sensitive]

[Search] [Clear] [Basic Search] [Save Search Criteria]

**Search Results**

View All [First] [1-3 of 3] [Last]

Form Identification | Description | Last Form Number Used
---|---|---
JSGADV | University System of Georgia | 204522
USGCK | University System of Georgia | 701

---

**Form Table**

**Form ID** USGADV

**Form Details**

*Description* University System of Georgia

Short Description USGADV

Last Form Number Used 204522
Payroll

Set Up Task: Source Bank Account

Navigation: Set Up HCM > Common Definitions > Banking > Source Bank Accounts

Set Up Classification: Shared

Sequence: 002.003

Task Description: Source banks are the money sources that payroll disbursements are drawn from. For each source bank, each source bank, identify the appropriate bank and bank branch, account number, and EFT formats. There is only 1 Source Bank Account ID for ONEUSG.
Payroll

Set Up Task: FLSA Calendar Table

Navigation:
Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > FLSA Calendar Table

Set Up Classification: Shared
Sequence: 005.001

Task Description: Define FLSA calendar periods for new pay calendars that have distinct FLSA periods and FLSA period start dates. Only one FLSA Calendar is needed because the non-exempt employees have the same period start dates.

FLSA Calendar Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

FLSA Calendar ID begins with USG_SUNSAT

Search Results

View All  First  1 of 1  Last

FLSA Calendar ID
USG_SUNSAT

FLSA Calendar Table

<table>
<thead>
<tr>
<th>FLSA Calendar ID</th>
<th>USG_SUNSAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA Period in Days</td>
<td>7</td>
</tr>
<tr>
<td>FLSA Period Start Date</td>
<td>12/21/2014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FLSA Dates</th>
<th>Find</th>
<th>View 100</th>
<th>First</th>
<th>1-10 of 106</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA Begin Date</td>
<td>FLSA End Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/21/2014</td>
<td>12/27/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/28/2014</td>
<td>01/03/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/04/2015</td>
<td>01/10/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Payroll

Set Up Task: FLSA Period Table

Navigation: Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > FLSA Period Table

Set Up Classification: Shared
Sequence: 005.002
Task Description: Define FLSA Period Definition. There will be only 1 period used which will be 7 days and 40 hours.

### FLSA Period Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

- Find an Existing Value
- Add a New Value

#### Search Criteria

- FLSA Period Definition: begins with
- Include History
- Correct History

#### Search Results

<table>
<thead>
<tr>
<th>FLSA Period Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>Fixed FLSA Period</td>
</tr>
<tr>
<td>01</td>
<td>Fire Protection</td>
</tr>
<tr>
<td>02</td>
<td>Law Enforcement</td>
</tr>
<tr>
<td>04</td>
<td>Custom 40 Hour Threshold</td>
</tr>
<tr>
<td>05</td>
<td>USG FLSA Period</td>
</tr>
</tbody>
</table>
### FLSA Period Table

**FLSA Period Definition** 05

<table>
<thead>
<tr>
<th>FLSA Period Table</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective Date</strong></td>
<td><img src="image" alt="1/01/1901" /></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>USG FLSA Period</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### FLSA Period

<table>
<thead>
<tr>
<th>FLSA Period</th>
<th>Personalize</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FLSA Period in Days</strong></td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FLSA Threshold Hours</strong></td>
<td></td>
<td>40.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Payroll

Set Up Task: Balance ID Table

Navigation: Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > Balance ID Table

Set Up Classification: Shared

Sequence: 006.001

Task Description: Create Calendar Year (CY) balances for Payroll Processing define and balance year. Manually add the Fiscal Year (FY) by specifying the start and end dates for the balance year and the quarters, periods, and date ranges for each year. Create Define balance periods, quarters, and years.

Balance ID Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Set ID begins with
Balance ID begins with

Search  Clear  Basic Search  Save Search Criteria

Search Results

View All  First  1-2 of 2  Last

<table>
<thead>
<tr>
<th>Set ID</th>
<th>Balance ID</th>
<th>Description</th>
<th>Short Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHARE CY</td>
<td>Calendar Year</td>
<td>Cal Year</td>
<td></td>
</tr>
<tr>
<td>SHARE FY</td>
<td>Fiscal Year Calendar Fiscal Yr</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Balance ID Table 1

**Set ID** SHARE

**Balance ID** CY

- **Periods in a Year**: 12
- **Quarters in a Year**: 4

**Bal for Calendar Year**

<table>
<thead>
<tr>
<th>Year</th>
<th>Period</th>
<th><em>Begin Date</em></th>
<th><em>End Date</em></th>
<th>Period Name</th>
<th><em>Abbreviation</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>1</td>
<td>01/01/2015</td>
<td>01/31/2015</td>
<td>January</td>
<td>Jan</td>
</tr>
<tr>
<td>2015</td>
<td>2</td>
<td>02/01/2015</td>
<td>02/28/2015</td>
<td>February</td>
<td>Feb</td>
</tr>
<tr>
<td>2015</td>
<td>3</td>
<td>03/01/2015</td>
<td>03/31/2015</td>
<td>March</td>
<td>Mar</td>
</tr>
<tr>
<td>2015</td>
<td>4</td>
<td>04/01/2015</td>
<td>04/30/2015</td>
<td>April</td>
<td>Apr</td>
</tr>
</tbody>
</table>

**Calendar Year**

- **End Date Default**
  - None
  - Monthly
  - BiMonthly
  - Quarterly
  - Days

- **Use Date**
  - Check Date
  - Period End Date

### Balance ID Table 2

**Set ID** SHARE

**Balance ID** CY

- **Periods in a Year**: 12
- **Quarters in a Year**: 4

**Bal for Calendar Year**

- Maintain Earns Bal
- Maintain Dedn Bal
- Maintain Tax Bal
- Maintain Check Bal
- Maintain Garn Bal

**Balance ID details**

<table>
<thead>
<tr>
<th>Year</th>
<th>Quarter</th>
<th><em>Period Name</em></th>
<th><em>Abbreviation</em></th>
<th><em>From Period</em></th>
<th><em>To Period</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>1</td>
<td>Quarter 1</td>
<td>Q1</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>2015</td>
<td>2</td>
<td>Quarter 2</td>
<td>Q2</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>2015</td>
<td>3</td>
<td>Quarter 3</td>
<td>Q3</td>
<td>7</td>
<td>9</td>
</tr>
<tr>
<td>2015</td>
<td>4</td>
<td>Quarter 4</td>
<td>Q4</td>
<td>10</td>
<td>12</td>
</tr>
</tbody>
</table>
### Balance ID Table 1

<table>
<thead>
<tr>
<th>*Period</th>
<th>*Begin Date</th>
<th>*End Date</th>
<th>*Period Name</th>
<th>*Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>07/01/2015</td>
<td>07/31/2015</td>
<td>July</td>
<td>JUL</td>
</tr>
<tr>
<td>2</td>
<td>08/01/2015</td>
<td>08/31/2015</td>
<td>August</td>
<td>AUG</td>
</tr>
<tr>
<td>3</td>
<td>09/01/2015</td>
<td>09/30/2015</td>
<td>September</td>
<td>SEP</td>
</tr>
<tr>
<td>4</td>
<td>10/01/2015</td>
<td>10/31/2015</td>
<td>October</td>
<td>OCT</td>
</tr>
</tbody>
</table>

### Balance ID Table 2

<table>
<thead>
<tr>
<th>*Period</th>
<th>*Begin Date</th>
<th>*End Date</th>
<th>*Period Name</th>
<th>*Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>07/01/2015</td>
<td>07/31/2015</td>
<td>Quarter 1</td>
<td>Q1</td>
</tr>
<tr>
<td>2</td>
<td>08/01/2015</td>
<td>08/31/2015</td>
<td>Quarter 2</td>
<td>Q2</td>
</tr>
<tr>
<td>3</td>
<td>09/01/2015</td>
<td>09/30/2015</td>
<td>Quarter 3</td>
<td>Q3</td>
</tr>
<tr>
<td>4</td>
<td>10/01/2015</td>
<td>10/31/2015</td>
<td>Quarter 4</td>
<td>Q4</td>
</tr>
</tbody>
</table>
Payroll

Set Up Task: Special Accumulator Table

Navigation: Set Up HCM > Product Related > Payroll for North America > Compensation and Earnings > Special Accumulator Table

Set Up Classification: Shared

Sequence: 007.001

Task Description: Add special accumulators. Special accumulators are used during deduction calculations and limit testing. Currently the accumulators are used for benefit deductions that are based on an earnings amount other than total gross that may have a limit.
Payroll

Set Up Task: **Earnings Table**

Navigation: Set Up HCM > Product Related > Payroll for North America > Compensation and Earnings > Earnings Table

Set Up Classification: Shared

Sequence: 007.002

Task Description: Define parameters and rules for calculating earnings. Also specify the effects on Fair Labor Standards Act (FLSA) regular rate calculation and define retro pay processing options. Enter special options and tax methods for earnings. Define how earning codes affect leave accruals and special accumulators.

---

**Earnings Table**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- Find an Existing Value
- Add a New Value

**Search Criteria**

- Earnings Code begins with REG
- Description begins with

- Include History
- Correct History
- Case Sensitive

- Search
- Clear
- Basic Search
- Save Search Criteria

**Search Results**

- View All
- First
- Last

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG</td>
<td>Regular</td>
</tr>
</tbody>
</table>
### Earnings Information

**Earnings Code**: REG

- **Effective Date**: 01/01/1901
- **Status**: Active
- **Description**: Regular
- **Short Description**: Regular
- **Allowable Employee Types**: All Types Allowable

#### Payment Type
- Either Hours or Amount OK
- Both Hours and Amount OK
- Hours Only
- Amounts Only
- Unit/Override Rate
- Flat Amount

#### Effect on FLSA
- None
- Both Hours and Amount
- Hours Only
- Amounts Only

#### Eligible for Retro Pay
- Eligible for Retro Pay
- Usual to Pay Retro

#### Tax Method
- **U.S / Canadian**
  - Annualized
  - Supplemental
  - Bonus
- **U.S Only**
  - Cumulative
  - Special Supplemental
  - Commission
- **Canadian Only**
  - Specified on Paysheet
  - Lump Sum

#### Earnings
- **Add to Gross Pay**
- **Maintain Earnings Balances**
- **Subtract from this Draw**
- **Elig. for Shift Differential**
- **Hours Only (Reduce from Regular Pay)**
- **Subject to Garnishments**

#### U.S Only
- **Subject to FWT**
- **Withhold FWT**
- **Subject to FICA**
- **Subject to Regular Rate**
- **Subject to FUT**

#### Canadian Only
- **Subject to CIT**
- **Subject to CPP**
- **Subject EI Earn**
- **Subject True T4**
- **Subject to T4A**
- **Subject to T4A**
- **Subject to Payroll Tax**
- **Subject QP**
- **Subject QPIP Earn**
- **Subject EI Hrs**
- **Subject True RL**
- **Subject True RL**
- **Subject EL-2**

---

Page 15 of 48
Payroll

Set Up Task:  Earnings Program Table

Navigation:  Set Up HCM > Product Related > Payroll for North America > Compensation and Earnings > Earnings Program Table

Set Up Classification:  Shared
Sequence:  007.003

Task Description:  After an earning code is added to the Earning Code Table, it must be established in the Earnings Program Table. An earnings program is a set of earnings codes that are valid for one or more pay groups. A single company can have any number of earnings programs. An individual employee can belong to only one program, and the earnings codes constituting that program are the only valid earnings codes for that employee.

### Earnings Program Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**  **Add a New Value**

**Search Criteria**

- **Earnings Program ID** begins with ▼
- **Description** begins with ▼
-  □ Include History  □ Correct History  □ Case Sensitive

**Search Results**

View All  First  1-6 of 6  Last

<table>
<thead>
<tr>
<th>Earnings Program ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEN</td>
<td>Benefits Billing</td>
</tr>
<tr>
<td>HB</td>
<td>Hourly Benefited</td>
</tr>
<tr>
<td>HNB</td>
<td>Hourly Non Benefited</td>
</tr>
<tr>
<td>SB</td>
<td>Salary Benefited</td>
</tr>
<tr>
<td>SNB</td>
<td>Salary Non Benefited</td>
</tr>
<tr>
<td>SUM</td>
<td>Summer Payroll</td>
</tr>
</tbody>
</table>
# Earnings Program Table

**Earnings Program ID**: HB

<table>
<thead>
<tr>
<th>Earnings Program</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective Date</strong></td>
<td>01/01/1901</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Hourly Benefited</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Short Description**: HB

## Earnings Code(s)

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3PS</td>
<td>Third Party Sick Pay</td>
</tr>
<tr>
<td>AFF</td>
<td>Adjustment to FICA</td>
</tr>
<tr>
<td>AMN</td>
<td>Administrative Leave</td>
</tr>
<tr>
<td>AST</td>
<td>Additional Straight Time</td>
</tr>
<tr>
<td>AWD</td>
<td>Cash Award</td>
</tr>
<tr>
<td>CAC</td>
<td>Car Allowance</td>
</tr>
<tr>
<td>CAR</td>
<td>Car Allowance-Reportable</td>
</tr>
</tbody>
</table>
Payroll

Set Up Task: Shift Table

Navigation: Set Up HCM > Product Related > Payroll for North America > Compensation and Earnings > Shift Table

Set Up Classification: Shared

Sequence: 007.004

Task Description: Define shifts and their associated rates. Note used for payroll processing but could be used by reports or HR. Using N/A Shift

Shift Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Set ID begins with SHARE

Regular Shift Not Applicable

Include History  Correct History

Search  Clear  Basic Search  Save Search Criteria

Search Results

View AllFirst 1 of 1 Last

Set ID  Regular Shift  Description

SHARE  N/A  N/A
### Shift Table

<table>
<thead>
<tr>
<th>Set ID</th>
<th>SHARE</th>
<th>SHARE</th>
<th>Shift</th>
<th>N</th>
</tr>
</thead>
</table>

#### Shift Table Information

<table>
<thead>
<tr>
<th><em>Effective Date</em></th>
<th>01/01/1901</th>
<th><em>Status</em></th>
<th>Active</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Description</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time In Hour</th>
<th>Time In Minute</th>
<th>To</th>
<th>Time Out Hour</th>
<th>Time Out Minute</th>
</tr>
</thead>
</table>

#### Employee Shift Differential?

- [ ] Specified at Employee level

- **Rate**: __________
- **Factor**: __________
Payroll

Set Up Task: Deduction Table

Navigation: Set Up HCM > Product Related > Payroll for North America > Deductions > Deduction Table

Set Up Classification: Shared

Sequence: 008.001

Task Description: Add deduction codes to the Deduction Table. This table defines the tax effect on deductions and deductions and specifies how the system processes arrears and other special deduction considerations during payroll processing. Deductions on the Deduction Table component are grouped by plan type.

Deduction Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Plan Type = Medical

Deduction Code begins with

Description begins with

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

Search Results

View All  First  1-7 of 7  Last

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Deduction Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>01BHAM</td>
<td>Blue Choice HMO</td>
</tr>
<tr>
<td>Medical</td>
<td>01CHSA</td>
<td>Consumer Choice HSA</td>
</tr>
<tr>
<td>Medical</td>
<td>01CMCR</td>
<td>Comprehensive Care</td>
</tr>
<tr>
<td>Medical</td>
<td>01GRAM</td>
<td>GRA Option</td>
</tr>
<tr>
<td>Medical</td>
<td>01KHMO</td>
<td>Kaiser HMO</td>
</tr>
<tr>
<td>Medical</td>
<td>01MBC</td>
<td>Med B Comprehensive Care</td>
</tr>
<tr>
<td>Medical</td>
<td>01NMBC</td>
<td>Non-Med B Comprehensive Care</td>
</tr>
</tbody>
</table>
### Deduction Information

- **Effective Date**: 01/01/1901
- **Description**: Blue Choice HMO
- **Short Description**: BlueChcHMO
- **Deduction Priority**: 500

### Maximum Arrears Payback

- **No Maximum**
- **Flat Maximum for Payback**
- **Factor x Regular Deduction**

### Tax Classifications

#### Deduction Classification
- After-Tax
- Before-Tax
- Nontaxable Benefit
- Nontaxable Btax Benefit
- Taxable Benefit
- QC Taxable Benefit

#### Canadian Sales Tax
- None
- Goods and Services Tax
- Harmonized Sales Tax
- Provincial Sales Tax
- Provincial Sales Tax Insurance
- Provincial Premium Tax

#### Special Accumulator(s)

- **Accumulator**: 
- **Effect on Special Balance**: Adds to Special Balance
Deduction Information

Effective Date 01/01/1901

Tax Effects

Deduction Classification Before-Tax
Sales Tax None

U.S. Only
*Effect on FICA Gross Subtracts From
*Effect on FUT Gross No Effect
*GTL/DPL No Imputed Income Calculated

Canadian Only
*Effect on QIT Gross No Effect
*Effect on CPP Gross No Effect
*Effect on QPP Gross No Effect
*Effect on EI Gross No Effect
*Effect on QPIP Gross No Effect
*Eff on True T4 Gross No Effect
*Eff on True RL Gross No Effect
*Effect on T4A Gross No Effect
*Eff on Payroll Tax Gross No Effect

Other Taxable Gross Components

- Withhold FWT
- Add to FICA Credit
- Adjust 1042 Gross

Process Information

Deduction Classification Before-Tax
Sales Tax None

Partial Deduction Allowed

- Partial Deduction Allowed
- Deduction Arrears Allowed
- Deductions Taken From Sep Chk
- Stop Deduction at Termination

Maximum Yearly Deduction

Liability Accounts - Non Commitment Accounting
**Plan Type**: 10  Medical

**Deduction Code**: 01BHMO  Blue Choice HMO

### Deduction Information

<table>
<thead>
<tr>
<th>Date</th>
<th>01/01/1901</th>
</tr>
</thead>
</table>

### Deduction Schedule

**Pay Frequency**: Biweekly

#### Deduction Frequency

- **First Pay Period**
- **Second Pay Period**
- **Third Pay Period**
- **Fourth Pay Period**
- **Fifth Pay Period**

**Pay Frequency**: Monthly

#### Deduction Frequency

- **First Pay Period**
- **Second Pay Period**
- **Third Pay Period**
- **Fourth Pay Period**
- **Fifth Pay Period**
**Payroll**

**Set Up Task:** General Deduction Table

*Navigation:* Set Up HCM > Product Related > Payroll for North America > Deductions > General Deduction Table

*Set Up Classification:* Shared

*Sequence:* 008.002

**Task Description:** A general deduction is any deduction that isn't a benefit deduction. Charitable deductions, parking, garnishments, etc. all fit into this category. Use the General Deduction table to define how these non-benefit deductions are calculated.

---

**General Deduction Table**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**
- **Add a New Value**

**Search Criteria**

- Deduction Code*
- **begins with**: 00
- **Include History**: Deselect
- **Correct History**: Deselect

**Search Results**

- **View All**
- **First**
- **1-27 of 27**
- **Last**

<table>
<thead>
<tr>
<th>Deduction Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>000GHS</td>
</tr>
<tr>
<td>00AAUP</td>
</tr>
<tr>
<td>00ACTR</td>
</tr>
<tr>
<td>00AFLC</td>
</tr>
<tr>
<td>00ATHL</td>
</tr>
<tr>
<td>00CAPI</td>
</tr>
<tr>
<td>00CHAR</td>
</tr>
</tbody>
</table>
### General Deduction Table

<table>
<thead>
<tr>
<th>Deduction Code</th>
<th>00CHAR</th>
<th>State Charitable Donation</th>
</tr>
</thead>
</table>

#### General Deduction

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>21/01/1901</th>
</tr>
</thead>
</table>

**Deduction Calculation Routine**

- **Flat Amount**

- **Deduction Rate or %**

- **Special Accumulator Code**

- **Set ID**

- **Vendor ID**

- **Pay Mode**

**AP Payment Date Type**

- **Check Date**

- **Loan Processing (Canada)**

- **Ben Admin Taxable Ben (Canada)**

- **Allow Update Via Self Service**

#### Amount Per Pay Period

<table>
<thead>
<tr>
<th>Flat/Additional Amount</th>
</tr>
</thead>
</table>

**Pay Frequency**

- **D**

- **Daily**
Payroll

Set Up Task: Deduction Subset Table

Navigation: Set Up HCM > Product Related > Payroll for North America > Deductions > Deduction Subset Table

Set Up Classification: Shared
Sequence: 008.004

Task Description: A deduction subset is a group of deductions selected from the standard set of deductions that are defined for a company. Use deduction subsets to process only a subset of the deductions that have been added to an employee's record.
Payroll

Set Up Task: **Retro Pay Program**

Navigation: Set Up HCM > Product Related > Payroll for North America > Retroactive Payroll > Retro Pay Program

Set Up Classification: Shared

Sequence: 009.001

Task Description: Define earnings eligible for retroactive pay processing.

### Retro Pay Program

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value] [Add a New Value]

#### Search Criteria

- **Retro Pay Program ID**: begins with **USG**
- **Description**: begins with ****

[Include History] [Correct History] [Case Sensitive]

[Search] [Clear] [Basic Search] [Save Search Criteria]

#### Search Results

<table>
<thead>
<tr>
<th>View All</th>
<th>First</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Retro Pay Program ID</strong></td>
<td><strong>Description</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USG</td>
<td>USG Retro Pay Program</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### RetroPay

**Retro Pay Program ID**: USG  
**Effective Date**: 01/01/1901  
**Description**: USG Retro Pay Program  
**Short Description**: USG Retro  
**Offset Earnings Type**:  
**Status**: Active

### Off Cycle

- **Off Cycle**
- **Separate Check**  
**Tax Method**: Supplemental  
**Tax Periods**: 1

---

### Assignments/Ranges

<table>
<thead>
<tr>
<th><em>Earnings Type for Retro Pay</em></th>
<th>Description</th>
<th><em>Retro Pay Earnings Type</em></th>
<th>Description</th>
<th>Start Date Override for Mass Retro</th>
<th>End Date Override for Mass Retro</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST</td>
<td>AddStrait</td>
<td>RAS</td>
<td>RetroAST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIG</td>
<td>Call inGar</td>
<td>RCP</td>
<td>RetroCIP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIP</td>
<td>Call inPay</td>
<td>RCP</td>
<td>RetroCIP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPL</td>
<td>CompSick</td>
<td>RTS</td>
<td>Retro Slick</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT</td>
<td>Comp Time</td>
<td>RCT</td>
<td>RetroCPT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

[Note: The table above shows the assignments and earnings types for RetroPay with various descriptions and override dates for mass retroactive calculations.]
Payroll

Set Up Task: **Retro Pay Trigger Program**

Navigation: Set Up HCM > Product Related > Payroll for North America > Retroactive Payroll > Retro Pay Trigger Program

Set Up Classification: Shared
Sequence: 009.002
Task Description: Define triggers for retroactive pay processing.

---

**Retro Pay Trigger Program**

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
</tr>
</thead>
</table>

**Search Criteria**

- Retro Pay Trigger Program ID
- Description
- Include History
- Correct History
- Case Sensitive

<table>
<thead>
<tr>
<th>Search</th>
<th>Clear</th>
<th>Basic Search</th>
<th>Save Search Criteria</th>
</tr>
</thead>
</table>

**Search Results**

View All | First | 1 of 1 | Last |
Retro Pay Trigger Program ID | Description | USG | Retro Pay Trigger Program |

---

**Retro Pay Trigger Program**

<table>
<thead>
<tr>
<th>Retro Pay Trigger Program ID</th>
<th>USG</th>
</tr>
</thead>
</table>

**Retro Pay Trigger Program**

- **Effective Date**: 01/01/1901
- **Effective Status**: Active
- **Description**: Retro Pay Trigger Program
- **Short Description**: Retro Pay

---

**Retro Pay Trigger Records**

- **Record Name**: JOB
- **Trigger Level**: Field

---

**Retro Pay Trigger Value ID**: USO | Retro Pay Trigger - JOB
Payroll
Set Up Task: Retro Pay Monitored Fields


Set Up Classification: Shared
Sequence: 009.003
Task Description: Define fields monitored for retroactive pay processing.

Retro Pay Monitored Fields
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Record (Table) Name begins with JOB

Search Clear Basic Search Save Search Criteria

Search Results
View All First 1 of 1 Last

Record (Table) Name

JOB
### Retro Pay Monitored Fields

<table>
<thead>
<tr>
<th>Field Name</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP_RATE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMP_FREQUENCY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMPL_STATUS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLSA_STATUS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHIFT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHIFT_FACTOR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHIFT_RT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STD_HOURS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STD_HRS_FREQUENCY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HCM Configuration Guide -
Shared Tasks
HCM-008-CFG

Payroll

**Set Up Task:** Retro Pay Trigger Values

**Navigation:** Set Up HCM > Product Related > Payroll for North America > Retroactive Payroll > Retro Pay Trigger Values

**Set Up Classification:** Shared

**Sequence:** 009.004

**Task Description:** Define trigger values for retroactive pay processing.

---

**Retro Pay Trigger Values**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value] [Add a New Value]

**Search Criteria**

- **Retro Pay Trigger Value ID**
  - begins with: USO
- **Record (Table) Name**
  - begins with: JOB
- **Description**
  - begins with:
- **Include History**
- **Correct History**
- **Case Sensitive**

[Search] [Clear]

**Basic Search** [Save Search Criteria]

**Search Results**

View All | First 1 of 1 Last
---
Retro Pay Trigger Value ID | Record (Table) Name | Description
USO | JOB | Retro Pay Trigger - JOB
### Retro Pay Trigger Values

**Retro Pay Trigger Value ID**: USO  
**Record**: JOB  
**EE Job History**:

- **Effective Date**: 01/01/1901  
- **Effective Status**: Active  
- **Description**: Retro Pay Trigger - JOB  
- **Short Description**: Retro Pay

### Retro Pay Trigger Fields

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Character Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPRATE</td>
<td></td>
</tr>
<tr>
<td>COMP_FREQUENCY</td>
<td></td>
</tr>
<tr>
<td>EMPL_STATUS</td>
<td></td>
</tr>
</tbody>
</table>
Payroll

Set Up Task: Retro Pay Cancellation Reason


Set Up Classification: Shared
Sequence: 009.005
Task Description: Define cancellation reasons for retroactive pay processing.

Retro Pay Cancellation Reason

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Retro Cancellation Reason begins with [ ]
Description begins with [ ]

Include History  Correct History  Case Sensitive

Search Results

View All  First  1 of 3  Last

Retro Cancellation Reason  Description
SC  System Generated Cancellation
UC  Cancelled by User
ZR  Zero Retro - $0.00 to be paid

Retro Pay Cancellation Reason

Retro Cancellation Reason  SC

Retro Cancellation Reason Information

Find  View All  First  1 of 1  Last

Effective Date  01/01/1900  Effective Status  Active
Description  System Generated Cancellation
Short Description  Sys Cancel
Payroll

Set Up Task: Pay Run ID Table

Navigation: Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > Pay Run Table

Set Up Classification: Shared
Sequence: 011.005

Task Description: Use pay run IDs to indicate to the system which pay calendar entries to process together. A pay run ID identifies a single pay calendar to process. If you have several pay groups, you can process them together in a single run by assigning them the same pay run ID. A pay run ID must be unique throughout payroll history. Pay run IDs must be in Pay Run table before they’re entered on the pay calendar.

Pay Run Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

<table>
<thead>
<tr>
<th>Pay Run ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>61B1</td>
<td>1BW Jan 2016</td>
</tr>
<tr>
<td>61B2</td>
<td>2BW Jan 2016</td>
</tr>
<tr>
<td>61M1</td>
<td>January 2016 Monthly Payroll</td>
</tr>
</tbody>
</table>
## Pay Run Table

**Pay Run ID**: 61M1  
**Description**: January 2016 Monthly Payroll  
**Short Description**: 51M1

### Pay Calendar Data

<table>
<thead>
<tr>
<th>Company</th>
<th>Pay Group</th>
<th>Pay Period End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>400 Georgia Gwinnett College</td>
<td>40A  Salaried</td>
<td>01/31/2016</td>
</tr>
<tr>
<td>400 Georgia Gwinnett College</td>
<td>40F  10 Month Faculty</td>
<td>01/31/2016</td>
</tr>
<tr>
<td>400 Georgia Gwinnett College</td>
<td>40L  Temp Salaried</td>
<td>01/31/2016</td>
</tr>
<tr>
<td>400 Georgia Gwinnett College</td>
<td>40P  Part Time Faculty</td>
<td>01/31/2016</td>
</tr>
<tr>
<td>400 Georgia Gwinnett College</td>
<td>40S  Summer Faculty</td>
<td>01/31/2016</td>
</tr>
</tbody>
</table>
Payroll
Set Up Task: Configure Online Printing

Navigation: Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > Configure Online Printing

Set Up Classification: Shared
Sequence: 013.001
Task Description: Define check print parameters for online (on-demand) checks.
Payroll

Set Up Task: Paycheck Options Table

Navigation: Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > Paycheck Options Table

Set Up Classification: Shared
Sequence: 014.001
Task Description: Used to select the URL identifier and the report ids for printing and viewing checks through employee self-service.

Paycheck Options Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

- Paycheck Setup ID begins with
- Include History
- Correct History

Search
Clear
Basic Search
Save Search Criteria

Search Results

View All  First  1-2 of 2  Last
Paycheck Setup ID  Description
PNACAN  Canadian Setup
PNAUSA  US Setup
Payroll

Set Up Task: Tax Location Table

Navigation: Set Up HCM > Product Related > Payroll for North America > Federal/State Taxes > Tax Location Table

Set Up Classification: Shared
Sequence: 016.001
Task Description: Identify state and local tax jurisdictions for employment locations.
Payroll

Set Up Task: Tax Table

Navigation: Set Up HCM > Product Related > Payroll for North America > Federal/State Taxes > Tax Table

Set Up Classification: Shared

Sequence: 017.001

Task Description: Use the Federal/State Tax Table pages to view the tax data that PeopleSoft Payroll for North America uses to calculate U.S. federal, state, and certain local taxes. This is a configurable table, but PeopleSoft delivers tax data for all federal and state or provincial taxing entities and almost all localities.

Federal/State Tax Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

State begins with $U

Include History  Correct History

Search  Clear  Basic Search  Save Search Criteria

Search Results

View All  First  1-5 of 5  Last

State $U
### State Tax Information

**Effective Date:** 01/01/2015  
**Status:** Active

**State Tax Calculation Type:** Graduated Tax Tbls-Allowances

- **FWT Credit**:  
- **Non-Resident Declaration Req'd**:  
- **Allow Withholding Reduction**:  

**FICA Credit**: No FICA Credit

- **Single Standard Deduction**:  
- **Married Standard Deduction**:  
- **Allowance Amount**: $4,000

#### Supplemental Method

- **Paid with Regular Wages**: Percent of Taxable Gross
- **Separate Payment**: Aggregate-No Tax else Percent

**Supplemental Wage Rate**: 0.250000

### General | Special Tax Amts | Rates | NRA Adjustment | Additional Rates

**Effective Date:** 01/01/2015

<table>
<thead>
<tr>
<th>Special Tax Amount 1</th>
<th>$0.396000 x</th>
<th>Description: Suppl Tax &gt; $1M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Tax Amount 2</td>
<td>$200000.000000</td>
<td>Description: Addl Medicare</td>
</tr>
<tr>
<td>Special Tax Amount 3</td>
<td></td>
<td>Description:</td>
</tr>
<tr>
<td>Special Tax Amount 4</td>
<td></td>
<td>Description:</td>
</tr>
<tr>
<td>Special Tax Amount 5</td>
<td>$2300.000000</td>
<td>Description: NRA Addl Wages</td>
</tr>
</tbody>
</table>

**State Statutory Minimum Hourly**: 7.250000

**State Tips W/ H Threshold**: 20.000000

- **Report Neg Wages**: Include
- **Tax Reporting**: Quarterly

- **Employee Detail Required**: ✔
### State Tax Information

**Effective Date:** 01/01/2015  
**Status:** Active

<table>
<thead>
<tr>
<th>Tax Rates</th>
<th>Personalize</th>
<th>Find</th>
<th>View All</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tax Status</strong></td>
<td><strong>Low Gross</strong></td>
<td><strong>Low Tax</strong></td>
<td><strong>Tax Rate</strong></td>
<td><strong>Credit Amount</strong></td>
<td></td>
</tr>
<tr>
<td>Married</td>
<td>$473,450.00</td>
<td>$129,996.50</td>
<td>0.396000</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Married</td>
<td>$420,100.00</td>
<td>$111,324.00</td>
<td>0.350000</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Married</td>
<td>$239,050.00</td>
<td>$51,577.50</td>
<td>0.330000</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Married</td>
<td>$159,800.00</td>
<td>$29,387.50</td>
<td>0.280000</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Married</td>
<td>$83,500.00</td>
<td>$10,312.50</td>
<td>0.250000</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Married</td>
<td>$27,050.00</td>
<td>$1,845.00</td>
<td>0.150000</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

### State Tax Information

**Effective Date:** 01/01/2015  
**Status:** Active

<table>
<thead>
<tr>
<th>Withholding Adjustment</th>
<th>Personalize</th>
<th>Find</th>
<th>View All</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Low Gross</strong></td>
<td><strong>Low Tax</strong></td>
<td><strong>Tax Rate</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>0.000000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### State Tax Information

**Effective Date:** 01/01/2015  
**Status:** Active

<table>
<thead>
<tr>
<th>Tax Classes</th>
<th>Personalize</th>
<th>Find</th>
<th>View All</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tax Details 1</strong></td>
<td><strong>Tax Details 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tax Class</strong></td>
<td><strong>Calculation Type</strong></td>
<td><strong>Tax Base</strong></td>
<td><strong>Tax Rate</strong></td>
<td><strong>Maximum Gross</strong></td>
<td></td>
</tr>
<tr>
<td>Additional Medicare EE</td>
<td>Percent of Tax</td>
<td>Disability</td>
<td>0.009000</td>
<td>$99,999,999</td>
<td></td>
</tr>
<tr>
<td>OASDI/Disability - EE</td>
<td>Percent of Tax</td>
<td>Disability</td>
<td>0.062000</td>
<td>$118,500</td>
<td></td>
</tr>
<tr>
<td>OASDI/Disability - ER</td>
<td>Percent of Tax</td>
<td>Disability</td>
<td>0.062000</td>
<td>$118,500</td>
<td></td>
</tr>
<tr>
<td>FICA Med Hospital Ins / EE</td>
<td>Percent of Tax</td>
<td>Disability</td>
<td>0.014500</td>
<td>$99,999,999</td>
<td></td>
</tr>
<tr>
<td>OASDI/EE - tips</td>
<td>Percent of Tax</td>
<td>Disability</td>
<td>0.062000</td>
<td>$118,500</td>
<td></td>
</tr>
</tbody>
</table>
HCM Configuration Guide - Shared Tasks HCM-008-CFG

Payroll
Set Up Task: Payee Table

Navigation: Set Up HCM > Product Related > Payroll for North America > Garnishments > Payee Table

Set Up Classification: Shared
Sequence: 351.001
Task Description: Define vendors that receive garnishment payments.

Garnishment Payee Table
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Set ID begins with
Vendor ID begins with
Short Vendor Name begins with

Include History  Correct History

Search  Clear  Basic Search  Save Search Criteria

Search Results

<table>
<thead>
<tr>
<th>Set ID</th>
<th>Vendor ID</th>
<th>Short Vendor Name</th>
<th>Vendor Status</th>
<th>Name 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHARE</td>
<td>0000000031</td>
<td>FAMILY SUP-001</td>
<td>Approved</td>
<td>Family Support Registry</td>
</tr>
<tr>
<td>SHARE</td>
<td>0000000034</td>
<td>US DEPT ED-001</td>
<td>Approved</td>
<td>U.S. Department of Education</td>
</tr>
</tbody>
</table>