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Introduction

Advanced Payroll Overview

Note: The Payroll module in Microsoft Dynamics® SL is a prerequisite to the Advanced Payroll module.

The Advanced Payroll module performs the functions needed to process payroll for hourly, salary, and exception employees that require complex or advanced setups and calculations such as union payrolls. Exception employees are salaried employees who become hourly employees when timesheets are entered for them. The Advanced Payroll module extends the functionality of payroll beyond that of the Payroll module. The Maintenance applications allow the definition of an unlimited number of union codes, labor class codes, shift differentials, prevailing wage/rates, and weeks. All union-specific time entry and reporting is designed to be done within the Advanced Payroll module, while calculations, check processing and standard tax withholding reporting is to be performed in the Payroll module.

Advanced Timesheet Entry (58.600.00) allows time per employee to be captured in one screen for all time worked in a work week. This includes the union, labor class, shift, project, and task where the employee spent time. By capturing all of the information on the advanced timesheet, the system properly releases batches and makes them available for the Payroll calculation process. The Payroll calculation processes the pay per employee, determining the employee’s pay rate per time worked on each project (job) and calculating earnings and deductions accordingly. The Payroll module should be used to perform the actual calculation, to review and edit checks after calculations and prior to printing them, and to print and keep the checks. This data is shared with Project Management and Accounting applications via the time entry batches after they are released and the appropriate process is performed within Project Management and Accounting. Once the information has been transferred, it updates the project costs appropriately.

Union reporting is accomplished by the reports section of the Advanced Payroll module. The reports have been flexibly designed to allow required data to be reported in a simple fashion. The report maintenance screens allow the data columns to be defined at the time the report is printed for ease of use in customizing a special union report on demand.

Standard reports such as earnings and deduction reports, check registers, check history reports, state and federal tax reports, W-2s, and 941s should be printed from the Payroll module.
User Guide Overview

This user guide provides information regarding the setup and use of the Advanced Payroll module. Reviewing the user guide can help you make informed decisions regarding the implementation of the Advanced Payroll module in your business.

What is Covered in the User Guide?

The user guide consists primarily of procedures and checklists that describe how to perform the various tasks featured in the Advanced Payroll module. The user guide also contains topics that help you become better acquainted with the capabilities of the module. Topics are arranged in a logical order that builds on information previously presented in other user guides.

Who Should Use the User Guide?

The user guide is designed for readers who are new to Microsoft Dynamics SL. The guide provides the information necessary for making decisions regarding how to use the Advanced Payroll module in order to get the most from your system.

How to Use the User Guide

Read the appropriate section of the user guide before proceeding with any system customizations. The user guide presents the procedures and steps required for completing the various customization processes. To assist you in locating information, the user guide contains:

- A “Table of Contents” of logically organized activities and tasks.
- An alphabetized “Quick Reference Task List” of commonly performed tasks.
- An alphabetized “Index” of the information provided in the user guide.
Advanced Payroll Concepts

Union Codes
Union code is a descriptive category of a union local where employees are signed on as members. The union an employee is a member of is typically representative of the type of skilled work the employee is trained to perform. For example, an employee trained in carpentry might be associated with a carpenter’s local. Each union local has a defined charter and trade of work in which they specialize.

Labor Classes
Labor class is a descriptive category of the work or type of labor performed by an employee. This classification can serve several purposes.

- It can serve as a breakdown of the types of work performed.
- It can provide a basis for the determination of pay rates.
- It can correspond to the skill or trade of the worker, used in the lookup of union and prevailing wage rates.
- It can correspond to the labor classes defined in the Project Controller module.

The employee’s standard labor class is stored in Employee Position/Rate Maintenance (58.290.00). The default labor class entries are maintained in Employee Position/Rate Maintenance (58.290.00). This provides the default entry for Advanced Timesheet Entry by Employee (58.010.00) and Advanced Timesheet Entry by Project (58.020.00). The labor class may be overridden in Advanced Timesheet Entry by Employee (58.010.00), Advanced Timesheet Entry by Project (58.020.00), and Payroll’s Manual Check Entry (02.040.00).

Labor Class Override
For select projects, employees can create an override labor class. This project specific labor class is date-sensitive and can hold both past and future data. If an override labor class is established for an employee on a project, it is used during Advanced Timesheet Entry by Employee (58.010.00) and Advanced Timesheet Entry by Project (58.020.00) whenever that employee charges the designated project. This feature permits employees to fill different roles on different projects without having to specifically identify the labor class on their timecard.

Labor Costing
For each line item in Advanced Timesheet Entry by Employee (58.010.00) and Advanced Timesheet Entry by Project (58.020.00), a payroll transaction is created. The labor costs associated with each transaction are posted to the project as well as the General Ledger accounts. Costing of the time charges uses the highest pay rate from the following hierarchy: rate table, union, prevailing wage, employee, and employee-project combination. If a rate is found in the rate table, then it takes priority over all other rates. If one is not found, the rate in the union table takes priority.
True Labor Costing and Factors

When using the True Labor Costing feature, there may be some cases where you want to set up salaries for employees at their monthly rate. In this case, you need to establish a factor for each week as its portion of the month.

**Example 1:** Consider the situation where an employee makes $52,000 a year. In June 2001, there are four weeks with five working days each week. If the user sets up the employee’s salary as a weekly salary of $1,000 and has a factor of 1 for each week, the month’s salary for June is calculated as $4,000. However, since this employee is an S1 type, their monthly salary should be $4,333.33 ($52,000 divided by 12).

To avoid this problem, set up the employee’s salary as the monthly rate (in our example, $4,333.33). Then calculate a weekly factor by dividing the number of working days in a week by the number of working days in the month. In our example, the weekly factor works out to be .25 (5 working days per week/20 working days per month). Note that partial weeks result in a different factor.

Determination of the salary for the week can be quite varied based on the pay cycle for the employees and the base salary value stored for each employee. The base salary is obtained from the Employee Project Rates table, using the effective date as described above, and cannot change by project (a blank project is used for lookup). The salary usually represents the amount paid to the employee for the pay period or some multiple of the pay period. The salary factor from the Week table is used to calculate the portion of the salary applicable to that week. In the case of a salaried employee paid weekly or biweekly, the weekly salary may be stored and the week factor would be 1. If the annual salary was stored, the week factor would be 1/52. If salaried employees are paid semimonthly (or monthly) but labor is collected weekly, labor periods and their associated factors become more involved. In this case, the salary factor must be adjusted based on the number of working days in the week. In addition, short weeks may be needed at the beginning and end of most months (a week that is less than the normal work week due to a month-end cutoff).

**Example 2:** For salaried employees paid monthly or semimonthly, an example of the factors and correlative issues may help clarify the situation. If an exempt employee were paid $52,000 per year or $4,333.33 per month, the base salary in the master file would be $4,333.33. If there are four week-ending records for the month, each with five working days, the salary factor should be .25. If a month has unequal weeks, the salary factor for each week-ending record would be calculated as follows:

\[
\text{salary factor} = \frac{\# \text{ working days in week}}{\# \text{ working days in month}}
\]

In this example, the salary cannot be set to $1,000 ($52,000 / 52 weeks) with a salary factor of 1 and provide true labor costing. During the year, this approach would result in labor costs being calculated that did not correspond to the true pay received by the employee, although it would be a close approximation.
Example 3: In this example, factors are calculated for the month of December 2001. It is assumed that regular working days are Monday through Friday, and the last day of the week is defined to be Sunday. There are 22 working days in the month. The monthly salary is $4,333.33. It may be necessary to adjust the last digit of one of the factors in order for the sum of the factors for the month to add up to 1.0. In this example, the factor for 12/31/01 was calculated to be 0.090909, but 0.090908 is used. There is no entry for 12/1/01 since the only day in that week is a non-working day (Sunday).

<table>
<thead>
<tr>
<th>Week-Ending Date</th>
<th>Factor</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/08/96</td>
<td>5/22 = 0.227273</td>
<td>$984.85</td>
</tr>
<tr>
<td>12/15/96</td>
<td>5/22 = 0.227273</td>
<td>$984.85</td>
</tr>
<tr>
<td>12/22/96</td>
<td>5/22 = 0.227273</td>
<td>$984.85</td>
</tr>
<tr>
<td>12/29/96</td>
<td>5/22 = 0.227273</td>
<td>$984.85</td>
</tr>
<tr>
<td>12/31/96</td>
<td>2/22 = 0.090908</td>
<td>$393.93</td>
</tr>
</tbody>
</table>

The important thing to remember when setting up factors is that the factor represents the portion of the salary, whether it be one-quarter, one-half, one, or 5/22 and 2/22 in this example, associated with a single timecard. Since in the above example a monthly salary is input in Employee Position/Rate Maintenance (58.290.00) and weekly timecards are used, there must be an entry in Week Maintenance (58.300.00) for each week in which time can be entered with the factor set accordingly. If this example were changed to use monthly timecards, there would be one entry in Week Maintenance (58.300.00) for the month, 12/31/01 (with a factor of 1).

Example 4: The following example illustrates the use of semimonthly timecards. In one scenario, assuming an annual salary of $52,000 and a semimonthly salary of $2,166.66 (52,000/24) input in Employee Position/Rate Maintenance (58.290.00), the factors for December 2001 would be:

<table>
<thead>
<tr>
<th>Week-Ending Date</th>
<th>Factor</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/15/01</td>
<td>10/22 = 0.454546</td>
<td>$984.85</td>
</tr>
<tr>
<td>12/31/01</td>
<td>12/22 = 0.545454</td>
<td>$1181.81</td>
</tr>
</tbody>
</table>

The user could also utilize the monthly salary in Employee Position/Rate Maintenance (58.290.00), in which case the factors would need to be halved.
Earnings Types

Earnings types identify the type of earnings normally earned by the employee (for example, regular or overtime pay). Use Payroll’s *Earnings Type Maintenance* (02.270.00) to define employee earnings types and to specify the deductions to which employee earnings are subject. An employee’s default earnings type is assigned in the **Defaults** tab of Payroll’s *Employee Maintenance* (02.250.00).

For salaried employees, Microsoft Dynamics SL charges all payroll time and dollars to the default earnings type unless you enter timesheets to charge the employee’s time and dollars to other earnings types.

- If you charge an employee’s time and dollars to an earnings type other than the default and the total hours on the timesheet are *less than* the standard number of hours per pay period (specified in *Pay Group Maintenance* (02.320.00)), the software automatically charges the remainder of the time and dollars to the default earnings type.

- If you charge an employee’s time and dollars to an earnings type other than the default and the total hours on the timesheet are *greater than or equal to* the standard number of hours per pay period, no time is charged to the default earnings type.
Deductions

Use Payroll’s Deduction Maintenance (02.290.00) to define all employee payroll deductions. There are two types of deductions: those applicable to wages earned in any work location and those applicable only to selected work locations (for example, state or local taxes). Deduction types applying to only selected work locations must be associated with those work locations in Payroll’s Work Location Maintenance (02.280.00) after they are defined in this screen. Deductions must also be associated with the earnings to which they apply in Payroll’s Earnings Type Maintenance (02.270.00). Regardless of the deduction type, all deductions from each employee’s gross pay must be selected from among the valid deduction types defined in Payroll.

Deductions are often calculated from a base amount such as gross pay, hours earned, or gross hours. In many cases, portions of the base amount not considered to be subject to the deductions are subtracted from the base amount before the calculation is done. Another common practice is for taxing entities to allow reductions (credits) in the amount of the deduction once the deduction has been calculated. Exemptions are reductions in the base amount to arrive at an amount subject to the deduction calculation. Credits are direct reductions in the calculated deduction amount.

If a deduction requires exemptions or credits before it can be calculated, establish these using the Exemptions/Credits tab of Payroll’s Deduction Maintenance (02.290.00). Exemptions specify that a particular deduction should not be taken for an employee. It might also be necessary to use payroll tables for calculating deductions, exemptions, and credits. You can establish these tables in Payroll’s Payroll Table Maintenance (02.310.00).

For more information about payroll deductions, see the Payroll online help or user guide.

Shift Differentials

Shift differential codes are necessary when an employee is paid an alternate rate because they work a shift other than the day shift. For example, ten cents additional pay for employees working the swing shift.
Task Guidelines

Quick Reference Task List
This list contains tasks that are commonly performed with the Advanced Payroll module. Each task is cross-referenced to a specific page in the user guide.

How Do I Enter...?
- Time for Union Employees — see “Entering Time for Advanced Payrolls” on page 20.
- Time via Manual Check Entry for Union Employees — see “Entering Time via Manual Check Entry for Union Employees” on page 23.

How Do I Define...?
- Flexible Column Advanced Reports — see “Defining Flexible Column Advanced Reports” on page 19.

How Do I Print...?
- Flexible Column Advanced Reports — see Printing Flexible Column Advanced Reports on page 25.
- Certified Payroll Reports — see Printing Certified Payroll Reports on page 26.
- Batch Control Reports — see Reprinting Batch Control Reports on page 29.
- Union Detail Report — see Printing the Union Detail (58.700.00) Report on page 31.

How Do I Set Up...?
- General settings for the module — see Setting Up the General Settings on page 10.
- Fringe Benefits — see Setting Up Fringe Benefits on page 11.
- Union Codes — see Setting Up Union Codes on page 15.
- Shift Differentials — see Setting Up Shift Differentials on page 16.
- Labor Classes — see Setting Up Labor Classes on page 17.
- Union-Labor Class-Deduction combinations — see “Entering Labor Class Overrides to Fringe Benefits/Deductions” on page 14.
- Union Reciprocity Agreements — see Setting Up Union Reciprocity Agreements on page 18.
Setting Up Advanced Payroll

This section describes how to set up the Advanced Payroll module, and includes the following tasks:

- Setting up the General Settings
- Setting up Fringe Benefits
- Setting up Union Codes
- Setting up Shift Differentials
- Setting up Labor Classes
- Defining Flexible Column Reports

Setting Up the General Settings

System-level decisions affect the general operation of the Advanced Payroll module. You define these using Adv PR Setup (58.950.00).

**To set up system-level information:**

1. Choose **Modules | Advanced Payroll | Screen | Adv PR Setup**.
2. Click the **Timesheet Entry** tab. The **Timesheet Entry** tab of Adv PR Setup (58.950.00) displays.
3. If you want to use week ending dates, select **Use Week Ending Dates**.

   **Note:** When you select this option, all the timesheets entered in a batch will need to have the same week ending date.

4. For **Totaling on Timesheet Entry** screens, choose how you would like totals to be calculated on the timesheet entry screens. You may choose to total either by Employee or by Employee/Ref Nbr (with reference number).
5. For Totals Caption 1, 2, 3, and 4, type the appropriate total caption.
6. For each of the **Earnings Types**, select the type of earnings to be added into the total.
7. Click **Save** on the toolbar.
Setting Up Fringe Benefits

Fringe benefits are set up using *Deduction Maintenance (02.290.00)* and are applied during each paycheck calculation process. Treat fringe benefits as employer-paid deductions.

**Note:** Deductions to be taken from each employee’s gross pay, as well as all employer-paid deductions (such as the employer portion of Social Security or FICA) should be set up using *Deduction Maintenance (02.290.00)*.

To set up employer-paid fringe benefits:

1. Select **Modules | Payroll | Screen | Deduction Maintenance**. *Deduction Maintenance (02.290.00)* displays.

2. Enter a fringe benefit ID in *Deduction ID*.
3. Enter a description of the fringe benefit in *Description*.
4. Select Other for *Deduction Type*.
5. Select the base type and calculation method.
7. If the fringe benefit is a fixed percentage or amount, enter the amount in *Fixed Pct/Rate*.
8. Enter the maximum amount allowed for the fringe if one exists in *Max DeductionAmt*.
9. Select whether the fringe benefit should be subject to all work locations.
10. Do not select the *Employee Deduction* check box. This tells the system the fringe benefit will be employer-paid.
11. Enter the withholding and expense accounts and subaccounts for the fringe benefit.
12. Click on the **Pay Frequency** tab to establish how often the fringe benefit is to be calculated. The **Pay Frequency** tab of **Deduction Maintenance (02.290.00)** displays.

![Deduction Maintenance (02.290.00), Pay Frequency tab](image)

*Figure 2: Deduction Maintenance (02.290.00), Pay Frequency tab*

13. Click **Save** on the toolbar.
Copying an Existing Set of Union Fringe Benefits/Deductions

Once a set of union fringe benefits/deductions has been established, it can be used to define deductions for another union.

To copy a set of deduction records:

1. Follow the “Setting up Fringe Benefits” procedure to define a set of fringe benefits/deductions. Be sure to set the Union field when creating the deduction records.

2. Select Modules | Advanced Payroll | Screen | Union/Labor Class Deduction Maintenance. Union/Labor Class Deduction Maintenance (58.320.00) displays.

3. Enter the union ID for the deduction in Union.

4. Enter a Description (if creating a new union). Note that if a new union has been created, specific labor class/work group rates for the union will need to be defined in Union Rate Maintenance (58.270.00).

5. Enter the union for the deduction that you wish to copy in Copy from Union.

6. Click the Copy Deductions button. Copy Deductions (58.320.01) displays.

7. Review the deduction ID and descriptions, and make any desired changes.
8. Click the **Copy** button to generate a new set of deduction records. A system message will display confirming the deduction additions.

9. Click **OK**.

**Entering Labor Class Overrides to Fringe Benefits/Deductions**

Once union fringe benefits/deductions have been established, changes to the deduction calculation fields can be made for a labor class without creating new deductions.

**To enter labor class overrides to fringe benefits/deductions:**

1. Follow the “Setting up Fringe Benefits” procedure to define a set of fringe benefits/deductions. Be sure to set the **Union** field when creating the deduction records.

   OR

   Follow the procedure “Copying an Existing Set of Union Fringe Benefits/Deductions” to create a base set of fringe benefits/deductions for a particular union.

2. Select **Modules | Advanced Payroll | Screen | Union/Labor Class Deduction Maintenance**. **Union/Labor Class Deduction Maintenance (58.320.00)** displays.

3. Enter the union ID in **Union**. The union description displays in **Description**. Leave the **Copy from Union** field blank.

4. Enter the **Labor Class** for which overrides are necessary.

   **Note:** NA can be used to indicate that the override is for all labor classes.

5. Enter the **Deduction ID**.

6. Enter overrides as needed for **Base Type**, **Calculation Method**, **Fixed Pct/Rate**, **Weekly Per Pay**, **Biweekly Per Pay**, **Semimonthly Per Pay**, and **Monthly Per Pay**. Some fields may not be available based on the calculation method. For example, the Per Pay fields are only available for a deduction that has a calculation method of Fixed Amount.

   **Note:** Save on the toolbar can be used to accept the changes, and **Cancel** can be used to cancel the changes.
Setting Up Union Codes

Set up union codes to identify each union to which time will be charged using Union Rate Maintenance (58.270.00). Different union codes may have different pay rates.

To define a union code:
1. Choose Modules | Advanced Payroll | Screens | Union Rate Maintenance. Union Rate Maintenance (58.270.00) displays.

![Union Rate Maintenance (58.270.00)](image)

2. Enter a union local code in Union.
3. Enter a description of the union local in Description.
4. Enter the labor classes, work types, effective dates and labor rates associated with the union.
5. Click Save on the toolbar.
Setting Up Shift Differentials

Use shift differentials to identify each shift that is a common working period (such as first shift, second shift, night shift, day shift, swing shift). Set up shift differentials using Shift Maintenance (58.260.00). This screen is also used to specify the incremental pay rate or differential percentage for each shift.

To define a shift differential:


   Figure 7: Shift Maintenance (58.260.00)

   2. SHFT displays as the Code Type. “Shift Factors” appears as the default Description and “User Maintained” appears as the Category.

   3. The length of the shift codes displays.

   4. Enter the shift ID in Code Type in the grid. Enter a description of the shift, the incremental amount to add to the employee’s pay rate, or the differential percentage compared to the employee’s pay rate.

   5. Click Save on the toolbar.
Setting Up Labor Classes

Set up labor classes to identify types of work or groups that employees may be part of, such as architects, apprentices and journeymen. Set up labor classes using Labor Class Maintenance (58.250.00).

To enter labor classes:


![Labor Class Maintenance](image)

2. LABC displays as the Code Type. Labor Classes appears as the default Description, and User Maintained appears as the default Category.

3. The length of the labor class codes displays.

4. Enter the labor class ID in Code Value in the grid.

5. Enter a description of the labor class and the General Ledger account you want to charge the labor expenses to in Labor GL Account.

Note: In order for an account to be used, it must be setup in General Ledger’s Chart of Accounts Maintenance (01.260.00) with a valid account category attached to it.

6. Click Save on the toolbar.
Setting Up Union Reciprocity Agreements

Use Union Reciprocity Maintenance (58.330.00) to define union reciprocity agreements. Reciprocity (sometimes referred to as portability) is the requirement of having fringe benefits contributed by multiple union locals when an employee works outside of their home local. When the employee works in a local outside of their home local it is referred to as their work local. Reciprocal agreements are defined in detail within each union’s contract. There are several different ways in which reciprocal agreements are established and managed. This process explains the steps to follow depending on the situation.

To enter reciprocal agreements:

1. Choose Modules | Advanced Payroll | Screens | Union Reciprocity Maintenance. Union Reciprocity Maintenance (58.330.00) displays.

2. Enter the employee’s home union in Home Union and the employee’s work union in Work Union. This represents the unions which have a reciprocal agreement between them.

3. Enter the deduction ID of the fringe benefit to be contributed when the employee has earnings in the work union. The description of the fringe benefit will display.

4. Enter the union associated to the deduction (fringe benefit) displayed.

5. Click Save on the toolbar.
Defining Flexible Column Advanced Reports

Use *Flexible Column Report Maintenance* (58.310.00) to define an unlimited number of columnar reports in order to meet the customers’ union reporting requirements. These reports can contain up to five additional data fields as selected by the customer, which is extremely helpful when reporting the same general information to multiple union locals that each have a slightly different format.

To define a columnar report:
1. Choose **Modules | Advanced Payroll | Screens | Flexible Column Maintenance**. *Flexible Column Maintenance* (58.310.00) displays.

   ![Figure 10: Flexible Column Maintenance (58.310.00)](image)

2. Enter the name for this report definition in **Report Name**.
3. Enter the report format name you wish to have printed on the report in **Report Format**.
4. For each column you wish to add to the report, enter the caption, base type, percent, deduction ID, or column number, where applicable.

   **Note:** Depending on which format of the report you choose to print, there may not be room to print all five of the optional columns.
Daily Processing in Advanced Payroll

This section describes how to perform various daily processing tasks in Advanced Payroll, such as:

- Entering Time for Advanced Payrolls
- Entering Time via Manual Check Entry for Union Employees
- Printing Flexible Column Advanced Reports
- Printing Certified Payroll Reports
- Reprinting Batch Control Reports

Entering Time for Advanced Payrolls

After setting up Payroll and Advanced Payroll information, the first step in processing employee paychecks is to enter time data, including where the time was spent. Note that entering time data does not affect General Ledger account balances. Once a timesheet is released, you may correct it during the review/edit phase.

**Note:** When recording time spent on union jobs or multiple shifts, use Advanced Payroll’s Advanced Timesheet Entry by Employee (58.010.00) (or Advanced Timesheet Entry by Project (58.020.00)). For non-union timesheets and timesheets that do not require shift information, use the Payroll module to enter time data.

![Advanced Timesheet Entry by Employee (58.010.00)](image)

*Figure 11: Advanced Timesheet Entry by Employee (58.010.00) – if Use Week Ending Dates is selected in Adv PR Setup (58.950.00)*
**Advanced Timesheet Entry by Employee (58.010.00)**

**Figure 12:** Advanced Timesheet Entry by Employee (58.010.00) – If Use Week Ending Dates is NOT selected in Adv PR Setup (58.950.00)

**To enter timesheets through Advanced Timesheet Entry by Employee (58.010.00):**

1. Choose **Modules | Advanced Payroll | Screen | Advanced Timesheet Entry by Employee**. **Advanced Timesheet Entry by Employee** (58.010.00) displays.
2. Enter the total number of units in the batch in **Units Control**.
3. Enter the total amount of earnings in the batch in **Earnings Control**.
4. Enter the code relating the timesheet entry to the employee timesheet from which it came in **Reference Nbr**.
5. Enter the ID codes for the employee, work location, earnings type and work comp code.
6. Enter the payroll expense account to which the timesheet entry units are being charged.
7. Enter the ID codes for the project and task. (These fields are only available if you have set up Project Controller.)
8. Enter the payroll expense subaccount to which the timesheet entry units are being charged.
9. Enter the ID codes for labor class, union and work type.
10. Enter whether the time was spent on a certified job by selecting **Cert PR**.
11. Enter the ID codes for group code and shift.
12. Select whether or not the time is billable to the project and task entered previously in **Bilable**. (This field is only available if you have set up Project Controller.)
13. Enter the number of pay units in **Units**.
14. Enter a different pay rate for the pay units or accept the default value in **Rate**.
15. If entering time for service calls, click the **Service Call Info** button to open the screen.

![Figure 13: Service Call Information (58.010.01)](image)

16. Enter the **Service Call ID**, **Line Types**, **Line Item ID**, **Contract ID**, **Equip ID**, **Billable Hours**, **Unit Price**, and **Extended Price** relative to the service call.

17. Click **OK**.

18. Click **Save** on the toolbar.
Entering Time via Manual Check Entry for Union Employees

Occasionally you may need to manually prepare a payroll check to distribute to an employee on short notice (for example, a layoff check). Use Payroll’s Manual Check Entry (02.040.00) to record information for hand-written payroll checks. The software automatically updates employee earnings, deduction, and fringe benefit information without requiring you to enter timesheets. The software also updates the accounts and subaccounts used for maintaining payroll balances.

![Manual Check Entry (02.040.00)](image)

Figure 14: Manual Check Entry (02.040.00)

To enter a manual check:

2. Enter the fiscal period to which the batch information should be posted in Period to Post.
3. Enter the total amount of the manual check batch in Batch Control.
4. Enter the payroll expense account to which the check amount is to be charged.
5. Enter the payroll expense subaccount to which the check amount is to be charged.
6. Enter the original check number of the hand-written check in Number.
7. Enter the original check date of the hand-written check in Date. This date determines which month will be updated with the payroll earnings and deductions.
8. Enter the net check amount (the face value of the original hand-written check) in Amount.
9. Enter the ID code for the employee.
10. Enter the pay period (based on the calendar year) when the original hand-written check was written, along with the beginning and ending date of that period.
11. Enter the earnings and deductions associated with the original hand-written check.
12. Enter the labor class, union, work type, group code, worker’s compensation code, shift, and whether or not the time was worked on a certified payroll job. If project is installed, enter project, task, and billable information.

13. Verify that the amounts in Gross Units, Gross Earnings, Gross Deductions, Net Earnings, and Batch Total are accurate. Make any necessary adjustments.

14. If entering time for service calls, click the Service Call Info button to open the screen.

15. Enter the Service Call ID, Line Types, Line Item ID, Contract ID, Equip ID, Billable Hours, Unit Price, and Extended Price relative to the service call.

16. Click OK.

17. Click Save on the toolbar.
Printing Flexible Column Advanced Reports

Flexible column reports allow customers to select which information they wish to include on the report. The data columns are totaled at the end of the report to produce a summary of the detailed activity.

There are two parts to the report. The right side of the report contains payroll monthly data for deductions and is maintained in *Flexible Column Maintenance* (58.310.00). The left side of the report is printed at the employee monthly totals level.

There are three formats to the report: Earnings Summary, Earnings Detail and Employee Summary. Determine which format is needed before attempting to print the report based on these options:

- **Earnings Summary** — The left side of the report presents regular and overtime hours and wages for each employee within the union. Note that union codes must be set up in *Union Rate Maintenance* (58.270.00) prior to running this report. Entries will be validated against the data entered in *Union Rate Maintenance* (58.270.00).

- **Earnings Detail** — The left side of the report presents hours and wages for each employee within the union. Hours worked are shown for each of five weeks in the reporting month. Note that weeks for the reporting month are maintained in *Week Maintenance* (58.300.00). The report uses the first four weeks from *Week Maintenance* (58.300.00) and the fifth week is interpreted as the days between the fourth week ending date and the month ending date.

- **Employee Summary** — The left side of the report presents the social security number and name of each employee.

To print a flexible column report:

1. Choose **Modules | Advanced Payroll | Reports | Flexible Union Reporting**. *Flexible Union Reporting* (58.680.00) displays.

2. Select the report date.

   After selecting **Print** or **Print Preview**, **Select Report** (58.680.10) will open.

3. Select the name of the report to be printed. (This was defined in *Flexible Column Maintenance* (58.310.00).)

4. Select the format of the report to be printed. (This was defined in *Flexible Column Maintenance* (58.310.00).) A report title is displayed.

   **Note:** The title of the report may be overwritten.
5. Select whether or not to include the title of the report on the printout.
6. Click **OK** to begin printing. If you click **Cancel**, the report stops printing and **Flexible Union Reporting** (58.680.00) is displayed.

### Printing Certified Payroll Reports

The **Certified Payroll Report** (58.670.00) is similar to a standard government report by job, which is required by the federal government and accepted by most or all other governmental agencies. It is a weekly report that lists projects subject to prevailing wage rates to which time has been charged. ("Prevailing wage" is a general heading for the government’s regulations and controls on the pay rates for certain laborers performing work under contracts covered by federal and/or state regulations and guidelines.) The report shows all the employees who worked on a job that earned prevailing wage rates according to labor class, project, and week.

**Note:** The combination of prevailing wage code, labor class, and group (an optional subclass of labor class) must be unique for the Prevailing Wage Rate table (PJWAGEPR). Projects are associated with a prevailing wage by entering a prevailing wage code in the **Additional Project Information** (PA.PRJ.01) subscreen of **Project Maintenance** (PA.PRJ.00). In addition, each line item on the timecard must be marked as Certified Payroll reportable (the **Cert PR** flag should be set to Yes in **Advanced Timesheet Entry by Employee** (58.010.00) or **Advanced Timesheet Entry by Project** (58.020.00) to be eligible for a prevailing wage rate.

There are two parts to the **Certified Payroll Report** (58.670.00). The left side of the report presents qualifying labor by day showing regular and overtime hours for each qualifying employee. The right side of the report contains payroll data for taxes, deductions, etc. from the employee’s paycheck. The user must supply a week-ending date when submitting the **Certified Payroll Report** (58.670.00). If the report date does not correspond to a valid week-ending date as defined in **Week Maintenance** (58.300.00), the program automatically converts the date to the next week-ending date. The report is sorted by employee ID within a project. The report page breaks on each new project ID.

**Note:** Before submitting the **Certified Payroll Report** (58.670.00) to a government agency, the following information must be supplied on the document:

- Name of Contractor or Subcontractor boxes
- Address of Contractor or Subcontractor
- Payroll No.
- Number of Withholding Exemptions (EX # on report)
- Location of project
The **Certified Payroll Report** (58.670.00) assumes that the first day of the timecard week is Monday (M on the report) and the last day is Sunday (S). If this is not the case for your site, the report should be customized to display the appropriate day of the week abbreviations.

**Figure 17: Certified Payroll Report (58.670.00)**
To produce the **Certified Payroll Report** (58.670.00):

1. Choose **Modules | Advanced Payroll | Reports | Certified Payroll Report**. The **Certified Payroll Report** (58.670.00) displays.

![Certified Payroll Report (58.670.00), Report tab](image)

2. Click to select the **Unmask SSN and TIN Numbers** check box if it appears on the screen.

   **Note:** If access rights exist for the user for the **Employee Maintenance** (02.250.00) screen, the **Unmask SSN and TIN Numbers** check box appears on the **Report** tab. Selecting the check box lets the user print the report and display an unmasked SSN for each employee.

   The SSN is printed with an asterisk (*) mask for each digit except the last 4 digits if the check box is not checked. For example, an SSN of 123-45-6789 is now displayed as ***-***-6789. If the user printing that report does not have access rights to the **Employee Maintenance** (02.250.00) screen the check box will not appear on the screen.

3. Specify the week ending date.

4. Click **Print Preview** to view the report or click **Print** to create a printed copy.
Reprinting Batch Control Reports

Time entry batches are originally entered in Advanced Timesheet Entry by Employee (58.010.00) or Advanced Timesheet Entry by Project (58.020.00). Reprinting batch control reports within Advanced Payroll can be accomplished via Adv PR Edit (58.810.00) or Adv PR Batch Register (58.800.00) depending on how much information about the time entry batch is needed.

- Adv PR Edit (58.810.00) — displays the information from unreleased and released Advanced Timesheet Entry by Employee (58.010.00) or Advanced Timesheet Entry by Project (58.020.00) batches.
- Adv PR Batch Register (58.800.00) — displays detail information only from released Advanced Timesheet Entry by Employee (58.010.00) or Advanced Timesheet Entry by Project (58.020.00) batches.

To reprint a batch control report using the Adv PR Edit (58.810.00) report:

2. Enter the batch or range of batches to reprint on the Select tab.
3. Click **Print Preview** to view the report on-line or **Print** to create a printed copy.

---

**Figure 20: Adv PR Batch Register (58.800.00) report**

To reprint a batch control report using the **Adv PR Batch Register (58.800.00)**:

1. **Choose Modules | Advanced Payroll | Reports | Adv PR Batch Register.** *Adv PR Batch Register (58.800.00) displays.*

2. Enter the batch or range of batches to reprint on the **Select** tab.

3. Click **Print Preview** to view the report on-line or **Print** to create a printed copy.

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Batch No.</th>
<th>Batch Type</th>
<th>Batch ID</th>
<th>Date</th>
<th>Document No.</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>30-Nov-07</td>
<td>Advanced Payroll</td>
<td>DE0123</td>
<td>C</td>
<td>5900</td>
<td>31-Dec</td>
<td>001-00</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>31-Dec-07</td>
<td>Advanced Payroll</td>
<td>DE0124</td>
<td>C</td>
<td>5900</td>
<td>31-Dec</td>
<td>001-00</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>31-Dec-07</td>
<td>Advanced Payroll</td>
<td>DE0125</td>
<td>C</td>
<td>5900</td>
<td>31-Dec</td>
<td>001-00</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>31-Dec-07</td>
<td>Advanced Payroll</td>
<td>DE0126</td>
<td>C</td>
<td>5900</td>
<td>31-Dec</td>
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<td>001-00</td>
<td>Office Supplies</td>
</tr>
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</table>

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**Batch Details**

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<tr>
<th>Description</th>
<th>Batch No.</th>
<th>Batch Type</th>
<th>Batch ID</th>
<th>Date</th>
<th>Document No.</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies</td>
<td>DE0123</td>
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<td>5900</td>
<td>31-Dec</td>
<td>001-00</td>
<td></td>
</tr>
<tr>
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<td>31-Dec</td>
<td>001-00</td>
<td></td>
</tr>
<tr>
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<td>C</td>
<td>5900</td>
<td>31-Dec</td>
<td>001-00</td>
<td></td>
</tr>
<tr>
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<tr>
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<td>001-00</td>
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<tr>
<td>Office Supplies</td>
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<td>5900</td>
<td>31-Dec</td>
<td>001-00</td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
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<td>C</td>
<td>5900</td>
<td>31-Dec</td>
<td>001-00</td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td>DE0130</td>
<td>C</td>
<td>5900</td>
<td>31-Dec</td>
<td>001-00</td>
<td></td>
</tr>
</tbody>
</table>
Printing the Union Detail (58.700.00) Report

There are two parts to the Union Detail (58.700.00) report. The right side of the report contains payroll data for deductions, and the left side includes earnings information for the union and employee being reported.

The transactions that appear on the report are selected by check date. A range for the check date is entered in Select Report Dates (58.700.10), which is also used to select the transactions that should be used to produce the report.

<table>
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<tr>
<th>Date</th>
<th>Payroll</th>
<th>Hours</th>
<th>Total</th>
<th>Weekly</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>01/01/2021</td>
<td>20.00</td>
<td>3.00</td>
<td>60.00</td>
<td>100.00</td>
<td>Employee compensation</td>
<td>14.00</td>
</tr>
<tr>
<td>01/31/2021</td>
<td>20.00</td>
<td>3.00</td>
<td>60.00</td>
<td>100.00</td>
<td>Employee compensation</td>
<td>14.00</td>
</tr>
<tr>
<td>02/28/2021</td>
<td>20.00</td>
<td>3.00</td>
<td>60.00</td>
<td>100.00</td>
<td>Employee compensation</td>
<td>14.00</td>
</tr>
</tbody>
</table>

Figure 21: Union Detail (58.700.00) report

To reprint a batch control report using the Union Detail (58.700.00) report:

1. Choose Modules | Advanced Payroll | Reports | Union Detail Report. The Union Detail (58.700.00) report displays.
2. Enter the report start and end dates.
3. Click Print Preview to view the report on-line or Print to create a printed copy.
Advanced Timesheet Entry by Employee (58.010.00)

Use Advanced Timesheet Entry by Employee (58.010.00) to enter timesheet information for union employees or employees with shift differential requirements. Entering timesheets for salary or exception employees is optional, as both types of employees will be paid their standard salary without timesheet entries. If you enter a salaried employee’s timesheet, the software uses zero as the default pay rate. Accepting the default causes the timesheet entry to have no effect on the employee’s earnings. It does, however, determine how the standard salary is distributed among projects maintained by the Project Controller module and among payroll expense accounts maintained by the General Ledger module. If Project Controller is set up to integrate with Payroll, Advanced Timesheet Entry by Employee (58.010.00) will allow entry of project related information, such as the project and task. Any non-zero rate or earnings entered for a salaried employee is considered a supplemental wage and is paid in addition to the standard salary. Salaried employee earnings are charged to the default payroll expense account, subaccount, earnings type, and work location entered for each employee in Employee Maintenance (02.250.00).

If you enter exception employee timesheets, the software uses the standard hourly rate entered for each employee in Employee Maintenance (02.250.00), as long as timesheet earnings are not zero. When timesheet earnings are zero, the earnings are based on the employee’s standard salary and charged to the default account, subaccount, earnings type, and work location entered for each employee in Employee Maintenance (02.250.00).

After you release a batch of timesheets, the software can generate a batch control report, listing all of the timesheets entered for the batch. This report generates only if Automatic Batch Reports is selected in GL Setup (01.950.00).
Note: A reversing timesheet should be entered in the same screen as the original timesheet; however, a salaried employee's normal/standard salary must be reversed in *Advanced Timesheet Entry by Employee (58.010.00)*.

![Advanced Timesheet Entry by Employee (58.010.00)](image)

*Figure 22: Advanced Timesheet Entry by Employee (58.010.00) – if Use Week Ending Dates is selected in Adv PR Setup (58.950.00).*
Advanced Timesheet Entry by Employee (58.010.00)

Figure 23 Advanced Timesheet Entry by Employee (58.010.00) – If Use Week Ending Dates is NOT selected in Adv PR Setup (58.950.00).

Following are the field descriptions for Advanced Timesheet Entry by Employee (58.010.00).

**Number**

Number uniquely identifies a transaction batch. The software automatically assigns a different batch number to each new transaction batch created based on the value at Last Batch Number in PR Setup (02.950.00). This number increments by one (000242, 000243, etc.) for each new batch created and cannot be changed. Batch number identification is important for reporting purposes. Transactions have their associated batch number listed beside them on many reports. To edit a transaction batch, select its batch number. To delete a batch, select its batch number and then click the Delete icon on the toolbar. The software prompts you for the correct action:

- Yes — Delete the batch (all information related to the batch is removed from the database and the batch is voided).
- No — Stop the delete function (all information related to the batch is retained in the database).

You can only delete a batch with a status of On Hold or Balanced.

**Status**

Status indicates the current condition of the transaction batch in the system:

- On Hold — Not to be released.
- Balanced — Ready for release.
- Partially Released — Could not be completely released due to an out-of-balance condition or other situation.
- Completed — Released and available for processing.
The status of a batch changes only as a result of changing its handling value prior to exiting Advanced Timesheet Entry by Employee (58.010.00) or, in the case of a balanced or partially released batch, upon using Release Adv PR Batches (58.400.00).

**Handling**

Handling controls the batch management function that should be performed when you complete batch entry. The batch handling options are:

- **Hold** — Save the transaction batch for future editing (changes or additions). The details of a transaction batch on hold can be obtained by generating the Adv PR Edit (58.810.00) report.
- **Release Later** — Set the batch’s status to Balanced so it can be released for posting using Release Adv PR Batches (58.400.00).
- **Release Now** — Release the transaction batch for processing upon accessing a new or different batch or exiting Advanced Timesheet Entry by Employee (58.010.00).
- **No Action** — Leave the current status of the batch unchanged (see **Status**).

**Week End**

If the **Week Ending** option is not enabled in Adv PR Setup (58.950.00), this field specifies the day of the week to be used for this batch. If the **Week Ending** option is enabled in Adv PR Setup (58.950.00), this field specifies the week ending date for the batch. The date selected is validated against the allowable week ending dates in Week Maintenance (58.300.00).

If the **Week Ending** option is not enabled, this field is the day of the week to be used for this batch. This information is used to determine the day captions for the daily input of units. For more information, read about this screen’s **Daily Update** field.

The value entered here (either the date or the Monday-Sunday option) affects the captions of the Mon-Sun fields in the grid. The last field in the Mon-Sun order corresponds to the **Week End** value.

**Units Control**

Units Control is the total number of pay units in the timesheet entry batch. For example, a batch of three timesheets, each with 40 units, has a units control amount of 120. The units can be hours, pieces, or any other measurable quantity used to calculate employee pay. You can make negative timesheet entries to adjust previously entered timesheets, so units control can be negative. If a batch’s units control does not equal the total of units entered, a warning message appears when attempting to exit the screen, at which point you can change the Units Control amount, put the batch on hold (see **Status**), or delete the batch. A batch which is not in balance cannot be released.

**Units Total**

Units Total is a running total of the number of pay units entered for the batch. As units are entered, the value at Units Total increments by the amount entered. If a batch’s units control amount does not equal this total when you attempt to release the batch, a warning message appears. Units Total can be a negative amount.

**Earnings Control**

Earnings Control is the monetary total of the employee timesheet entry batch. For example, a batch of three timesheet entries, each with earnings of $400, has an earnings control amount of $1,200. You can make negative timesheet entries to adjust previously entered timesheets, so the earnings control amount can be negative. If a batch’s earnings control amount does not equal the total of earnings entered, a warning message appears when attempting to release the batch, at which point you can change the earnings control amount, correct the timesheet entries, or put the batch on hold (see **Status**). A batch not in balance cannot be released and processed.
Earnings Total

Earnings Total is a running total of the earnings computed for the batch. As the earnings are added, the value at Earnings Total increments by the amount entered. For example, if you add a timesheet entry value at $400, the Earnings Total increases by $400. The Earnings Total must equal the Earnings Control amount before you can release the batch. A negative number is valid.

Employee ID

Employee ID is a unique code associating the payroll time entry with a specific employee. The ID entered here must be that of an employee whose information is already contained in the database. Normally, employees are set up using Employee Maintenance (02.250.00) and Employee Position/Rate Maintenance (58.290.00) prior to timesheet entry. However, an employee’s information can also be entered using the Quick Maintenance feature (see “Using Quick Maintenance” for more information). The Quick Maintenance feature will open Payroll’s Employee Maintenance (02.250.00). When an employee ID is entered, the employee’s name and project description for the current project (the one for the current detail line) are displayed.

Total Option

Total Option specifies what to total. The This Batch Only option specifies that only the transactions from this batch will be included in Total. The All Batches option specifies that all unreleased or released unpaid timesheets from Advanced Timesheet Entry by Employee (58.010.00), Advanced Timesheet Entry by Project (58.020.00), Time Entry (02.010.00), and Time and Dollar Entry (02.020.00) will be included in Total.

The Units fields

There are four Units fields in the Employee frame of Advanced Timesheet Entry by Employee (58.010.00). These fields are: Emp/Ref REG Units, Emp/Ref OT Units, Emp/Ref BEN Units, and Emp/Ref MISC Units. The actual captions that you see on your own screen may be different. The captions are based on the options chosen for Totaling on Timesheet Entry screens and the four Caption fields from Adv PR Setup (58.950.00), in Reference Nbr.

The totals displayed are based on Total Option on this screen and the Totaling on Timesheet Entry Screens option from Adv PR Setup (58.950.00).

Reference Nbr

Reference Nbr relates the payroll time entry to the employee timesheet from which it came. Use of Reference Nbr is optional. Reference numbers are useful for reporting purposes, since they appear on the Advanced Timesheet Entry (58.600.00) report.

Date

Date is typically the date of the timesheet’s creation in the database. The date appears with the timesheet on payroll transaction reports. The default date is the current business date.

Company ID

Company ID is an identification code for the company.

Work Location ID

Work Location ID is a code indicating the work location of the employee whose time is being entered. The work location defaults to the value entered in Employee Maintenance (02.250.00). If you change the value of the work location ID, the new ID entered must first be set up in Work Location Maintenance (02.280.00). However, a work location can also be entered using the Quick Maintenance feature (see “Using Quick Maintenance” for more information).
Earnings Type

**Earnings Type** automatically displays the default earnings type ID set up in Employee Maintenance (02.250.00). This earnings type can be changed if necessary. The earnings type defines the kind of pay being entered according to the values created in Earnings Type Maintenance (02.270.00): regular pay, overtime, etc. See “Step 9: Setting Up Earnings Types” and “Earnings Type Maintenance (02.270.00)” in the Payroll online help or user guide for more information on how to add earnings types. Using these earnings types, the software automatically generates the appropriate payroll deductions for each employee as it calculates employee pay. You can also define an earnings type to record benefit usage (for example, vacation time) when entering timesheets. An earnings type can also be entered using the Quick Maintenance feature (see “Using Quick Maintenance” for more information).

Contribute To Net Pay

**Contribute To Net Pay** designates whether or not the earnings contribute to the net pay of the employee whose time is being entered. **Contribute To Net Pay** automatically defaults to the value set up in Earnings Type Maintenance (02.270.00). The contribute-to-net-pay options are:

- **Yes** — The earnings type is considered payable.
- **No** — The earnings type is to be used for deduction calculations only. Earnings of this type (tips, gifts) affect the deduction amount and taxable wages reported on the W-2 Wage and Tax Statement, but they are not included as part of an employee’s payroll check. This option also applies to an earnings type set up for benefit usage.

Check Seq

If multi-check is enabled in PR Setup (02.950.00), **Check Seq** determines for which check sequence the earnings are taken. If multi-check is disabled, the pre-defined 01 sequence is used.

Shift

Enter an optional shift code, which is validated in the code file (code type SHFT). A shift code is used to add an incremental amount to labor rates and/or to multiply a labor rate by a shift differential (for example, 10% more pay for working the swing shift). Possible values may be viewed and selected by pressing F3.

Project

**Project** (project ID) associates the employee’s timesheet entry with a specific project set up in Project Controller’s Project Maintenance (PA.PRJ.00). **Project** is available only if the timesheet entry’s account number (see Account) is associated with an account category (see “Chart of Accounts Maintenance (01.260.00)” in the General Ledger online help or user guide). A project can also be entered using the Quick Maintenance feature (see “Using Quick Maintenance” for more information).

If you enter a value in **Project**, the software requires you to enter a value in **Task**. Note that if the Project Controller module is not installed, **Project** and **Task** do not appear on the screen.

**Note:** If **Project** is entered or changed and **Labor Account** and **GL Subaccount** are set up for the project in the Project Controller module (Project Maintenance (PA.PRJ.00)), **Account** and **Subaccount** are set to the Project Labor Account and the Project GL Subaccount.

Task

**Task** (task ID) associates the employee’s timesheet entry with a specific task set up in Project Controller’s Project Maintenance (PA.PRJ.00). Task is available only if the timesheet entry’s account number (see Account) is associated with an account category (see “Chart of Accounts Maintenance (01.260.00)” in the General Ledger online help or user guide). Entry of a task ID is required if you enter a project ID in **Project**. Note that if the Project Controller module is not installed, **Project** and **Task** do not appear on the screen.
**Note:** If **Task** is entered or changed and **Labor Account** and **GL Subaccount** are set up for the task in the Project Controller module (**Project Maintenance** (PA.PRJ.00)), **Account** and **Subaccount** are set to the Task Labor Account and the Task GL Subaccount.

**Labor Class**

**Labor Class** categorizes time charged to projects and serves as a breakdown of the types of work performed. The default is the Labor Class input in **Employee Position/Rate Maintenance** (58.290.00) with an effective date closest to, but not greater than, the date entered for the project input. If a record is not found for the project input, (for example, if **Project** is blank) the default labor class is used. **Labor Class** is verified to be non-blank when the line in the grid is completed. Possible values for this required field may be viewed and selected by pressing **F3**.

If a Labor GL Account is set up for **Labor Class** in **Labor Class Maintenance** (58.250.00), **Account** is set to the **Labor Class** Labor GL Account. If a Labor GL Account is not set up for **Labor Class**, the Account of the detail line will be set based on Project Labor Account, Earnings Type, or Employee default accounts. Therefore, the order of priority is:

1. Labor Class Labor GL Account
2. Project Labor Account
3. Earnings Type Expense Account
4. Employee Expense Account

**Account**

**Account** is the payroll expense account to which the timesheet entry is to be charged. The account entered here must be set up in General Ledger’s **Chart of Accounts Maintenance** (01.260.00). However, an account can also be entered using the Quick Maintenance feature (see “Using Quick Maintenance” for more information). If the earnings type entered for the timesheet does not contribute to net pay, the software ignores the value in **Account**.

**Note:** If you enter values for **Project** and **Task**, the default project account set up in Project Controller’s **Project Maintenance** (PA.PRJ.00) appears here automatically. If the **Project/Work Order** selected is a manufacturing work order, the General Ledger expense account entered will be replaced with its related work-in-process General Ledger account. This account is retrieved from the Account Category/GL Interface table, which is maintained in the Manufacturing Work Order module. For further discussion, review the “Keeping WIP Synchronized.” section in the Work Order online help or user guide.

**Sub**

**Sub** is the payroll expense subaccount to which the timesheet entry is to be charged. The default payroll expense subaccount entered in **Employee Maintenance** (02.250.00) appears automatically if the earnings type entered contributes to net pay. The subaccount entered here must be set up in General Ledger’s **Subaccount Maintenance** (01.270.00). However, a subaccount can also be entered using the Quick Maintenance feature (see “Using Quick Maintenance” for more information). If the earnings type entered for the timesheet does not contribute to net pay, the software ignores the subaccount entered in **Sub**.

**Note:** If you enter values at **Project** and **Task**, the task’s default subaccount, or if there is not a default for the task, then the default project subaccount set up in Project Controller’s **Project Maintenance** (PA.PRJ.00) appears here automatically.

**Union**

Input the union code applicable for this line item. It defaults to the union code input in **Employee Position/Rate Maintenance** (58.290.00) with an effective date closest to, but not greater than, the week-ending date. The default Employee Project Rate (PJEMPJPT) record (where **Project** is blank) is always used to retrieve the default union but may be overwritten. Possible values for this optional field may be viewed and selected by pressing **F3**.
Work Type

Work Type defines a work category within the labor class for union workers. The default for this optional field is the Work Type input in Employee Position/Rate Maintenance (58.290.00) with an effective date closest to, but not greater than, the week-ending date. The default Employee Project Rate record (where Project is blank) is always used to retrieve the default work type but may be overwritten.

Cert PR

This flag is used to exempt a timecard line item from prevailing wage rate consideration. No is the default if the project does not have a prevailing wage ID associated with it and cannot be modified. For projects that have a prevailing wage ID associated with them, this setting defaults to Yes but may be changed for a particular line item that is not eligible for prevailing wage rates.

Group Cd

Group Cd is a modifier or subclass of a labor class for projects that contain a prevailing wage ID. The default for this optional field is the group code input in Employee Position/Rate Maintenance (58.290.00) with an effective date closest to, but not greater than, the week-ending date. The default Employee Project Rate record (where Project is blank) is always used to retrieve the default group code, but may be overwritten.

Prev Wage Cd

Prev Wage Cd identifies the prevailing wage that should be used to default the rate. Prevailing Wage is a general heading for the government’s regulations and controls on the pay rates for certain laborers (trades or crafts) performing work under contracts covered by federal and/or state regulations and guidelines. The combination of prevailing wage code, labor class, and group (an optional subclass of labor class) must be unique for Prevailing Wage Rate table (PjWAGEPR). Use Prevailing Wage Rate Maintenance (58.280.00) to view and maintain prevailing wage codes. Each timesheet must contain a Y in Cert PR to be eligible for a prevailing wage rate. Prev Wage Cd is display-only when project is entered, enabled I if there is no project and timesheet is eligible for prevailing wage (Cert PR = Y).

Work Comp Cd

Work Comp Cd identifies a particular worker’s compensation type for the wages to be paid and must first be set up in Workers’ Compensation Maintenance (02.380.00).

Std Rate

Std Rate indicates the standard unit rate for all type employees (hourly, exception, and salary). The value is used in Calculation (02.500.00) to calculate deductions based on standard earnings (Std Rate x Units). It automatically defaults to the same as the Rate field except Shift differential.

Billable

Billable specifies whether to markup, include, or exclude the transaction from revenue recognition and invoicing in the project system.

Work Order

Enter a work order number for this timesheet.

Note: The work order number you enter will not be validated.
Daily Entry

**Daily Entry**, determines whether entry of a week’s worth of work time in one line is allowed, using the day units fields. If Yes is selected, when the batch is released, an individual timesheet is generated for each day for which hours have been entered. If not using the weekend option, the timesheet date will be used as the last day of the week to calculate the timesheet dates for each day’s hours.

If No is selected, hours are entered in **Units**.

**Note**: The order of the day fields is based on the entry in **Week End**. For example, if the entry in **Week End** is Friday, the first date listed is Saturday and the last is Friday; if the entry is Sunday, the first date listed is Monday and the last is Sunday.

Units

**Units** is the amount of time (in pay units and hundredths of units) which the employee worked. Hours are typically used as pay units, but you can also use pieces or any other unit of measure that makes sense. Use a negative number to adjust previously entered timesheets.

Rate

**Rate** indicates the unit rate for each timesheet. Initially defaults to the employee’s labor rate as specified in **Employee Position/Rate Maintenance** (58.290.00). Rate may be reset automatically as fields in the grid that affect it are entered. The following fields may affect the rate: **Project**, **Task**, **Sub**, **Labor Class**, **Union**, **Work Type**, **Cert PR**, **Group Cd**, and **Shift**. In addition, the rate can be overridden.

Once the unit rate is accepted, the software uses the current standard unit rate entered in **Employee Maintenance** (02.250.00) to calculate earnings (see “Calculation (02.500.00)” in the Payroll online help or user guide). If the standard unit rate is changed after entering timesheet information in this screen but before completing **Calculation** (02.500.00), the software uses the new standard unit rate for calculation. Changes to the standard rate after payroll calculation do not affect transactions already calculated.

If the standard unit rate for the timesheet entered in this screen is overridden, the payroll calculation process always uses the rate entered for the timesheet in this screen. Zero appears automatically as the rate for salary and exception employees. Salary employees are always paid the standard salary entered in **Employee Maintenance** (02.250.00). However, if earnings or rate and units are entered here for an employee, these earnings are paid to the employee in addition to the standard salary. As you complete **Calculation** (02.500.00), the software uses the current standard salary for the calculation, regardless of when the timesheet entries were made. If the rate and earnings for a salary employee’s timesheet are zero, the timesheet entry does not increase the amount of earnings. However, it does specify how the standard salary is to be distributed to accounts in General Ledger and optionally distributed to project records maintained by the Project Controller module.

Earnings

**Earnings** displays the product of the entries at **Units**, **Rate**, and **Pay Rate Multiplier** entered in **Earnings Type Maintenance** (02.270.00). If the product of these fields is greater than zero, the amount displayed cannot be changed. If either of the entries in **Units** or **Rate** equals zero, an earnings amount must be entered. If the product of the two fields is zero, an earnings amount must be entered. If the earnings for a salary employee’s timesheet are not zero, the software adds the earnings amount to the employee’s standard salary for the current pay period. This function is useful for paying supplemental wages, such as bonuses.

Service Call Info

Clicking **Service Call Info** opens **Service Call Information** (58.010.01). The button is available if Adv Payroll is selected in **Payroll Interface** on the Service Dispatch **Service Series Setup Maintenance** (SD.000.00) screen. See “Service Call Information (58.010.01)” for more information.
Service Call Information (58.010.01)

You can enter Service Dispatch T&M Detail (SD.203.00) labor records using Service Call Information (58.010.01) by clicking Service Call Info on Advanced Payroll’s Advanced Timesheet Entry by Employee (50.010.00) or Advanced Timesheet Entry by Project (50.020.00). When the time entry batch is released, T&M Detail (SD.203.00) records are created.

![Service Call Information (58.010.01)]

Service Call ID

Service Call ID displays the service call identifier associated with the selected service call.

Line Types

Line Types selects the appropriate behavior related to the specific line item record. A selection may be made from the following line types:

- **Billable** — Creates a transaction in the Accounts Receivable module.
- **In-house Warranty** — This option creates a non-billable COGS transaction in Issues (10.020.00) of the Inventory module. The In-house Warranty option also enables you to create operation reports for analysis.
- **Manufacturer’s Warranty** — This option creates a non-billable COGS transaction in Issues (10.020.00) of the Inventory module. The Manufacturer’s Warranty option also enables you to create operation reports for analysis.
- **Non-billable** — This option creates a non-billable COGS transaction in Issues (10.020.00) of the Inventory module. If a negative quantity is used, then the detail record in Issues (10.020.00) of Inventory is defined as a credit memo.
- **Project** — This option creates a COGS transaction in Issues (10.020.00) of the Inventory module. Using this line type requires a project ID present on the service call as well as a task ID associated with the detail line item. Project line items sent from inventory updates the profitability of the respective project.
- **Service Contract** — This option creates a COGS transaction in Issues (10.020.00) of the Inventory module. Using this line type requires a contract ID to be present on the service call as well as a contract ID to be associated with the detail line item. Service contract line types update the Contract History Profitability table.

Line Item ID

Line Item ID indicates inventory items from the Inventory module. These inventory items are the parts and/or labor that are needed to complete a service call. An inventory item may be selected either by typing in the desired inventory item or by accessing the Inventory Item List and selecting the desired inventory item. The inventory description displays to the right of Line Item ID.

Contract ID

Contract ID associates a line item with a service contract in the Service Contracts module. Contract ID is enabled only when the line type is set to Service Contract.
**Equip ID**

*Equipment ID* links a piece of equipment to the line item. Equipment identifiers may be entered in any line type. If populated, costs associated with the line item record update the Equipment History table.

**Billable Hours**

*Billable Hours* contains the number of billable hours to charge to the customer as revenue. *Billable Hours* is enabled for billable line types only.

**Unit Price**

*Unit Price* contains the unit price for a line item. The unit price may differ from the stock base price if any special pricing is applicable (for example, site or contract pricing, mark-up ID, etc.). *Unit Price* is enabled for billable line types only.

**Extended Price**

*Extended Price* contains the price of a detail line item. This value is calculated by multiplying the unit price by the quantity used. This value may be overridden. *Extended Price* is enabled for billable line types only.
Advanced Timesheet Entry by Project (58.020.00)

Use Advanced Timesheet Entry by Project (58.020.00) to enter timesheet information for union employees or employees with shift differential requirements. Entering timesheets for salary or exception employees is optional, as both types of employees will be paid their standard salary without timesheet entries. If you enter a salaried employee’s timesheet, the software uses zero as the default pay rate. Accepting the default causes the timesheet entry to have no effect on the employee’s earnings. It does, however, determine how the standard salary is distributed among projects maintained by the Project Controller module and among payroll expense accounts maintained by the General Ledger module. If Project Controller is set up to integrate with Payroll, Advanced Timesheet Entry by Project (58.020.00) will allow entry of project related information, such as the project and task. Any non-zero rate or earnings entered for a salaried employee is considered a supplemental wage and is paid in addition to the standard salary. Salaried employee earnings are charged to the default payroll expense account, subaccount, earnings type, and work location entered for each employee in Employee Maintenance (02.250.00).

If you enter exception employee timesheets, the software uses the standard hourly rate entered for each employee in Employee Maintenance (02.250.00), as long as timesheet earnings are not zero. When timesheet earnings are zero, the earnings are based on the employee’s standard salary and charged to the default account, subaccount, earnings type, and work location entered for each employee in Employee Maintenance (02.250.00).

After you release a batch of timesheets, the software can generate a batch control report, listing all of the timesheets entered for the batch. This report generates only if Automatic Batch Reports is selected in GL Setup (01.950.00).

Batches entered in Advanced Timesheet Entry by Employee (58.010.00) that contain timesheets without a project will receive an error that data must be entered in Project. The timesheets that contain Project can be viewed/edited by inputting the proper project ID.
**Note:** A reversing timesheet should be entered in the same screen as the original timesheet; however, a salaried employee’s normal/standard salary must be reversed in *Advanced Timesheet Entry by Project* (58.020.00).

*Figure 25: Advanced Timesheet Entry by Project (58.020.00) – if Use Week Ending Dates is selected in Adv PR Setup (58.950.00)*
Advanced Timesheet Entry by Project (58.020.00)

Figure 26: Advanced Timesheet Entry by Project (58.020.00) – If Use Week Ending Dates is NOT selected in Adv PR Setup (58.950.00)

Following are the field descriptions for Advanced Timesheet Entry by Project (58.020.00).

**Number**

*Number* uniquely identifies a transaction batch. The software automatically assigns a different batch number to each new transaction batch created based on the value at *Last Batch Number* in PR Setup (02.950.00). This number increments by one (000242, 000243, etc.) for each new batch created and cannot be changed. Batch number identification is important for reporting purposes. Transactions have their associated batch number listed beside them on many reports. To edit a transaction batch, select its batch number. To delete a batch, select its batch number and then click the **Delete** icon on the toolbar. The software prompts you for the correct action:

- **Yes** — Delete the batch (all information related to the batch is removed from the database and the batch is voided).
- **No** — Stop the delete function (all information related to the batch is retained in the database).

You can only delete a batch with a status of On Hold or Balanced.

**Status**

*Status* indicates the current condition of the transaction batch in the system:

- **On Hold** — Not to be released.
- **Balanced** — Ready for release.
- **Partially Released** — Could not be completely released due to an out-of-balance condition or other situation.
- **Completed** — Released and available for processing.
A batch’s status only changes as a result of changing its handling value prior to exiting Advanced Timesheet Entry by Project (58.020.00) or, in the case of a balanced or partially released batch, upon using Release Adv PR Batches (58.400.00).

Handling
Handling controls the batch management function that should be performed when you complete batch entry. The batch handling options are:

- **Hold** — Save the transaction batch for future editing (changes or additions). The details of a transaction batch on hold can be obtained by generating the Adv PR Edit (58.810.00) report.
- **Release Later** — Set the batch status to Balanced so it can be released for posting using Release Adv PR Batches (58.400.00).
- **Release Now** — Release the transaction batch for processing upon accessing a new or different batch or exiting Advanced Timesheet Entry by Project (58.020.00).
- **No Action** — Leave the current status of the batch unchanged (see Status).

Week End
If the Week Ending option is not enabled in Adv PR Setup (58.950.00), this field specifies the day of the week to be used for the batch. If the Week Ending option is enabled in Adv PR Setup (58.950.00), this field specifies the week ending date for the batch. The date selected is validated against the allowable week ending dates in Week Maintenance (58.300.00).

If the Week Ending option is not enabled, this field is the day of the week to be used for this batch. This information is used to determine the day captions for the daily input of units. The default option can be set by changing lp_WeekEndDayDefault.Caption to the appropriate value using Customize mode. For more information, read about this screen’s Daily Update field.

The value entered here (either the date or the Monday-Sunday option) affects the captions of the Mon-Sun fields in the grid. The last field in the Mon-Sun order corresponds to the Week End value.

Units Control
Units Control is the total number of pay units in the timesheet entry batch. For example, a batch of three timesheets, each with 40 units, has a units control amount of 120. The units can be hours, pieces, or any other measurable quantity used to calculate employee pay. You can make negative timesheet entries to adjust previously entered timesheets, so Units Control can be negative. If a batch’s units control does not equal the total of units entered, a warning message appears when attempting to exit the screen, at which point you can change the Units Control amount, put the batch on hold (see Status), or delete the batch. A batch which is not in balance cannot be released.

Units Total
Units Total is a running total of the number of pay units entered for the batch. As units are entered, the value at Units Total increments by the amount entered. If a batch’s units control amount does not equal this total when you attempt to release the batch, a warning message appears. Units Total can be a negative amount.

Earnings Control
Earnings Control is the monetary total of the employee timesheet entry batch. For example, a batch of three timesheet entries, each with earnings of $400, has an earnings control amount of $1,200. You can make negative timesheet entries to adjust previously entered timesheets, so Earnings Control can be negative. If a batch’s earnings control amount does not equal the total of earnings entered, a warning message appears when attempting to release the batch, at which point you can change the Earnings Control amount, correct the timesheet entries, or put the batch on hold (see Status). A batch not in balance cannot be released and processed.
**Earnings Total**

**Earnings Total** is a running total of the earnings computed for the batch. As the earnings are added, the value at **Earnings Total** increments by the amount entered. For example, if you add a timesheet entry value at $400, the **Earnings Total** increases by $400. The **Earnings Total** must equal the **Earnings Control** amount before you can release the batch. A negative number is valid.

**Project**

**Project** (project ID) associates the employee’s timesheet entry with a specific project set up in Project Controller’s **Project Maintenance** (PA.PRI.00). **Project** is available only if the timesheet entry’s account number (see **Account**) is associated with an account category (see “Chart of Accounts Maintenance (01.260.00)” in the General Ledger online help or user guide). A project can also be entered using the Quick Maintenance feature (see “Using Quick Maintenance” for more information).

When you enter a valid project ID in **Project**, the software displays the project description.

If you enter a value at **Project**, the software requires you to enter a value at **Task**. Note that if the Project Controller module is not installed, **Project** and **Task** do not appear on the screen.

**Note:** If **Project** is entered or changed and **Labor Account** and **GL Subaccount** are set up for the Project in the Project Controller module (**Project Maintenance** (PA.PRI.00)), **Account** and **Subaccount** are set to the Project Labor Account and the Project GL Subaccount.

**Total Option**

**Total Option** specifies what to total. The This Batch Only option specifies that only the transactions from this batch will be included in **Total**. The All Batches option specifies that all unreleased or released unpaid timesheets from **Advanced Timesheet Entry by Employee** (58.010.00), **Advanced Timesheet Entry by Project** (58.020.00), **Time Entry** (02.010.00), and **Time and Dollar Entry** (02.020.00) will be included in **Total**.

**The Units fields**

There are four Units fields in the Project frame of **Advanced Timesheet Entry by Project** (58.020.00). These fields are: **Emp/Ref REG Units**, **Emp/Ref OT Units**, **Emp/Ref BEN Units**, and **Emp/Ref MISC Units**. The actual captions that you see on your own screen may be different. The captions are based on the options chosen for **Totaling** on Timesheet Entry screens and the four **Caption** fields from **Adv PR Setup** (58.950.00), in **Reference Nbr**.

The totals displayed are based on **Total Option** on this screen and the **Totaling on Timesheet Entry Screens** option from **Adv PR Setup** (58.950.00).

**Reference Nbr**

**Reference Nbr** relates the payroll time entry to the employee timesheet from which it came. Use of **Reference Nbr** is optional. Reference numbers are useful for reporting purposes, since they appear on the **Advanced Timesheet Entry** (58.600.00) report.

**Date**

**Date** is typically the date of the timesheet’s creation in the database. The date appears with the timesheet on payroll transaction reports. The default date is the current business date.

**Employee ID**

**Employee ID** is a unique code associating the payroll time entry with a specific employee. The ID entered here must be that of an employee whose information is already contained in the database. Normally, employees are set up using **Employee Maintenance** (02.250.00) and **Employee Position/Rate Maintenance** (58.290.00) prior to timesheet entry. However, an employee’s information can also be entered using the Quick Maintenance feature (see “Using Quick Maintenance” for more information). The Quick Maintenance feature will open Payroll’s **Employee Maintenance** (02.250.00).
When an employee ID is entered, the employee's name and project description for the current project (the one for the current detail line) are displayed.

**Company ID**

*Company ID* is an identification code for the company.

**Work Location ID**

*Work Location ID* is a code indicating the work location of the employee whose time is being entered. The work location defaults to the value entered in *Employee Maintenance* (02.250.00). If you change the value of *Work Location ID*, the new ID entered must first be set up in *Work Location Maintenance* (02.280.00). However, a work location can also be entered using the Quick Maintenance feature (see “Using Quick Maintenance” for more information).

**Earnings Type**

*Earnings Type* automatically displays the default earnings type ID set up in *Employee Maintenance* (02.250.00). This earnings type can be changed if necessary. The earnings type defines the kind of pay being entered according to the values created in *Earnings Type Maintenance* (02.270.00): regular pay, overtime, etc. Using these earnings types, the software automatically generates the appropriate payroll deductions for each employee as it calculates employee pay. You can also define an earnings type to record benefit usage (for example, vacation time) when entering timesheets. An earnings type can also be entered using the Quick Maintenance feature (see “Using Quick Maintenance” for more information).

**Contribute To Net Pay**

*Contribute To Net Pay* designates whether or not the earnings contribute to the net pay of the employee whose time is being entered. *Contribute To Net Pay* automatically defaults to the value set up in *Earnings Type Maintenance* (02.270.00). The contribute-to-net-pay options are:

- **Yes** — The earnings type is considered payable.
- **No** — The earnings type is to be used for deduction calculations only. Earnings of this type (tips, gifts) affect the deduction amount and taxable wages reported on the W-2 Wage and Tax Statement, but they are not included as part of an employee’s payroll check. This option also applies to an earnings type set up for benefit usage.

**Check Seq**

If multi-check is enabled in *PR Setup* (02.950.00), determines which check sequence the earnings are taken for. If multi-check is disabled, the pre-defined 01 sequence is used.

**Shift**

Enter an optional shift code, which is validated in the code file (code type SHFT). A shift code is used to add an incremental amount to labor rates and/or to multiply a labor rate by a shift differential (for example, 10% more pay for working the swing shift). Possible values may be viewed and selected by pressing **F3**.

**Task**

*Task* (task ID) associates the employee’s timesheet entry with a specific task set up in Project Controller’s *Project Maintenance* (PA.PRJ.00). Task is available only if the timesheet entry’s account number (see *Account*) is associated with an account category (see “Chart of Accounts Maintenance (01.260.00)” in the General Ledger online help or user guide). Entry of a task ID is required if you enter a project ID in *Project*. Note that if the Project Controller module is not installed, *Project* and *Task* do not appear on the screen.

**Note:** If *Task* is entered or changed and *Labor Account* and *GL Subaccount* are set up for the task in the Project Controller module (*Project Maintenance* (PA.PRJ.00)), *Account* and *Subaccount* are set to the Task Labor Account and the Task GL Subaccount.
Labor Class

**Labor Class** categorizes time charged to projects and serves as a breakdown of the types of work performed. The default is the **Labor Class** input in Employee Position/Rate Maintenance (58.290.00) with an effective date closest to, but not greater than, the date entered for the project input. If a record is not found for the project input, (for example, if **Project** is blank) the default labor class is used. **Labor Class** is verified to be non-blank when the line in the grid is completed. Possible values for this required field may be viewed and selected by pressing F3.

If a Labor GL Account is set up for the **Labor Class** in Labor Class Maintenance (58.250.00), **Account** is set to the Labor Class Labor GL Account. If a Labor GL Account is not set up for the Labor Class, the account of the detail line will be set based on Project Labor Account, Earnings Type, or Employee default accounts. Therefore, the order of priority is:

1. Labor Class Labor GL Account
2. Project Labor Account
3. Earnings Type Expense Account
4. Employee Expense Account

**Account**

**Account** is the payroll expense account to which the timesheet entry is to be charged. The account entered here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00). However, an account can also be entered using the Quick Maintenance feature (see “Using Quick Maintenance” for more information). If the earnings type entered for the timesheet does not contribute to net pay, the software ignores the value in **Account**.

**Note:** If you enter values for **Project** and **Task**, the default project account set up in Project Controller’s **Project Maintenance** (PA.PRJ.00) appears here automatically. If the **Project/Work Order** selected is a manufacturing work order, the General Ledger expense account entered will be replaced with its related work-in-process General Ledger account. This account is retrieved from the Account Category/GL Interface table, which is maintained in the Manufacturing Work Order module. For further discussion, review the “Keeping WIP Synchronized.” section in the Work Order online help or user guide.

**Sub**

**Sub** is the payroll expense subaccount to which the timesheet entry is to be charged. The default payroll expense subaccount entered in Employee Maintenance (02.250.00) appears automatically if the earnings type entered contributes to net pay. The subaccount entered here must be set up in General Ledger’s Subaccount Maintenance (01.270.00). However, a subaccount can also be entered using the Quick Maintenance feature (see “Using Quick Maintenance” for more information). If the earnings type entered for the timesheet does not contribute to net pay, the software ignores the subaccount entered in **Sub**.

**Note:** If you enter values at **Project** and **Task**, the task’s default subaccount, or if there is not a default for the task, then the default project subaccount set up in Project Controller’s Project Maintenance (PA.PRJ.00) appears here automatically.

**Union**

Input the union code applicable for this line item. It defaults to the union code input in Employee Position/Rate Maintenance (58.290.00) with an effective date closest to, but not greater than, the week-ending date. The default Employee Project Rate (PJEMPPJT) record (where **Project** is blank) is always used to retrieve the default union but may be overwritten. Possible values for this optional field may be viewed and selected by pressing F3.
Work Type

Work Type defines a work category within the labor class for union workers. The default for this optional field is the Work Type input in Employee Position/Rate Maintenance (58.290.00) with an effective date closest to, but not greater than, the week-ending date. The default Employee Project Rate record (where Project is blank) is always used to retrieve the default work type but may be overwritten.

Cert PR

This flag is used to exempt a timecard line item from prevailing wage rate consideration. No is the default if the project does not have a prevailing wage ID associated with it and cannot be modified. For projects that have a prevailing wage ID associated with them, this setting defaults to Yes but may be changed for a particular line item that is not eligible for prevailing wage rates.

Group Cd

Group Cd is a modifier or subclass of a labor class for projects that contain a prevailing wage ID. The default for this optional field is the group code input in Employee Position/Rate Maintenance (58.290.00) with an effective date closest to, but not greater than, the week-ending date. The default Employee Project Rate record (where Project is blank) is always used to retrieve the default group code, but may be overwritten.

Prev Wage Cd

Prev Wage Cd identifies the prevailing wage that should be used to default the rate. Prevailing Wage is a general heading for the government’s regulations and controls on the pay rates for certain laborers (trades or crafts) performing work under contracts covered by federal and/or state regulations and guidelines. The combination of prevailing wage code, labor class, and group (an optional subclass of labor class) must be unique for Prevailing Wage Rate table (PJWAGEPR). Use Prevailing Wage Rate Maintenance (58.280.00) to view and maintain prevailing wage codes. Each timesheet must contain a Y in Cert PR to be eligible for a prevailing wage rate. Prev Wage Cd is display-only when project is entered, enabled if there is no project and timesheet is eligible for prevailing wage (Cert PR = Y).

Work Comp Cd

Work Comp Cd identifies a particular worker’s compensation type for the wages to be paid and must first be set up in Workers’ Compensation Maintenance (02.380.00).

Std Rate

Std Rate indicates the standard unit rate for all type employees (hourly, exception, and salary). The value is used in Calculation (02.500.00) to calculate deductions based on standard earnings (Std Rate × Units). It automatically defaults to the same as the Rate field except Shift differential.

Billable

Billable specifies whether to markup, include, or exclude the transaction from revenue recognition and invoicing in the project system.

Work Order

Enter a work order number for this timesheet.

Note: The work order number you enter will not be validated.
Daily Entry

Daily Entry determines whether entry of a week’s worth of work time in one line is allowed, using the day units fields. If Yes is selected, when the batch is released, and individual timesheet is generated for each day for which hours have been entered. If not using the weekend option, the timesheet date will be used as the last day of the week to calculate the timesheet dates for each day’s hours.

If No is selected, hours are entered in Units.

Note: The order of the day fields is based on the entry in Week End. For example, if the entry in Week End is Friday, the first date listed is Saturday and the last is Friday; if the entry is Sunday, the first date listed is Monday and the last is Sunday.

Units

Units is the amount of time (in pay units and hundredths of units) which the employee worked. Hours are typically used as pay units, but you can also use pieces or any other unit of measure that makes sense. Use a negative number to adjust previously entered timesheets.

Rate

Rate indicates the unit rate for each timesheet. Initially defaults to the employee’s labor rate as specified in Employee Position/Rate Maintenance (58.290.00). Rate may be reset automatically as fields in the grid that affect it are entered. The following fields may affect the rate: Project, Task, Sub, Labor Class, Union, Work Type, Cert PR, Group Cd., and Shift. In addition, the rate may be overridden. Once the unit rate is accepted, the software uses the current standard unit rate entered in Employee Maintenance (02.250.00) to calculate earnings (see “Calculation (02.500.00)” in the Payroll online help or user guide). If the standard unit rate is changed after entering timesheet information in this screen but before completing Calculation (02.500.00), the software uses the new standard unit rate for calculation. Changes to the standard rate after payroll calculation do not affect transactions already calculated.

If the standard unit rate for the timesheet entered in this screen is overridden, the payroll calculation process always uses the rate entered for the timesheet in this screen. Zero appears automatically as the rate for salary and exception employees. Salary employees are always paid the standard salary entered in Employee Maintenance (02.250.00). However, if earnings or rate and units are entered here for an employee, these earnings are paid to the employee in addition to the standard salary. As you complete Calculation (02.500.00), the software uses the current standard salary for the calculation, regardless of when the timesheet entries were made. If the rate and earnings for a salary employee’s timesheet are zero, the timesheet entry does not increase the amount of earnings. However, it does specify how the standard salary is to be distributed to accounts in General Ledger and optionally distributed to project records maintained by the Project Controller module.

Earnings

Earnings displays the product of the entries at Units, Rate, and Pay Rate Multiplier entered in Earnings Type Maintenance (02.270.00). If the product of these fields is greater than zero, the amount displayed cannot be changed. If either of the entries in Units or Rate equals zero, an earnings amount must be entered. If the product of the two fields is zero, an earnings amount must be entered. If the earnings for a salary employee’s timesheet are not zero, the software adds the earnings amount to the employee’s standard salary for the current pay period. This function is useful for paying supplemental wages, such as bonuses.

Service Call Info

Clicking Service Call Info opens Service Call Information (58.010.01). The button is available if Adv Payroll is selected in Payroll Interface on the Service Dispatch Service Series Setup Maintenance (SD.000.00) screen. See “Service Call Information (58.010.01)” for more information.
Service Call Information (58.010.01)

You can enter Service Dispatch T&M Detail (SD.203.00) labor records using Service Call Information (58.010.01) by clicking Service Call Info on Advanced Payroll’s Advanced Timesheet Entry by Employee (50.010.00) or Advanced Timesheet Entry by Project (50.020.00). When the time entry batch is released, T&M Detail (SD.203.00) records are created.

![Service Call Information (58.010.01)](image)

**Figure 27: Service Call Information (58.010.01)**

**Service Call ID**

Service Call ID displays the service call identifier associated with the selected service call.

**Line Types**

Line Types selects the appropriate behavior related to the specific line item record. A selection may be made from the following line types:

- **Billable** — Creates a transaction in the Accounts Receivable module.
- **In-house Warranty** — This option creates a non-billable COGS transaction in Issues (10.020.00) of the Inventory module. The In-house Warranty option also enables you to create operation reports for analysis.
- **Manufacturer’s Warranty** — This option creates a non-billable COGS transaction in Issues (10.020.00) of the Inventory module. The Manufacturer’s Warranty option also enables you to create operation reports for analysis.
- **Non-billable** — This option creates a non-billable COGS transaction in Issues (10.020.00) of the Inventory module. If a negative quantity is used, then the detail record in Issues (10.020.00) of Inventory is defined as a credit memo.
- **Project** — This option creates a COGS transaction in Issues (10.020.00) of the Inventory module. Using this line type requires a project ID present on the service call as well as a task ID associated with the detail line item. Project line items sent from inventory updates the profitability of the respective project.
- **Service Contract** — This option creates a COGS transaction in Issues (10.020.00) of the Inventory module. Using this line type requires a contract ID to be present on the service call as well as a contract ID to be associated with the detail line item. Service contract line types update the Contract History Profitability table.

**Line Item ID**

Line Item ID indicates inventory items from the Inventory module. These inventory items are the parts and/or labor that are needed to complete a service call. An inventory item may be selected either by typing in the desired inventory item or by accessing the Inventory Item List and selecting the desired inventory item. The inventory description displays to the right of Line Item ID.

**Contract ID**

Contract ID associates a line item with a service contract in the Service Contracts module. Contract ID is enabled only when the line type is set to Service Contract.
**Equip ID**

*Equipment ID* links a piece of equipment to the line item. Equipment identifiers may be entered in any line type. If populated, costs associated with the line item record update the Equipment History table.

**Billable Hours**

*Billable Hours* contains the number of billable hours to charge to the customer as revenue. *Billable Hours* is enabled for billable line types only.

**Unit Price**

*Unit Price* contains the unit price for a line item. The unit price may differ from the stock base price if any special pricing is applicable (for example, site or contract pricing, mark-up ID, etc.). *Unit Price* is enabled for billable line types only.

**Extended Price**

*Extended Price* contains the price of a detail line item. This value is calculated by multiplying the unit price by the quantity used. This value may be overridden. *Extended Price* is enabled for billable line types only.
Maintenance Screens

Labor Class Maintenance (58.250.00)

Use Labor Class Maintenance (58.250.00) to view or to maintain entries in the code file (PJCODE) corresponding to labor class code type (LABC). Entries categorized as Reserved or System Maintained cannot be modified.

![Figure 28: Labor Class Maintenance (58.250.00)](image)

Following are the field descriptions for Labor Class Maintenance (58.250.00).

**Code Type**

*Code Type* is used to uniquely identify a subset of validation codes within the code file table (PJCODE). Each code type identifies a logical table of values, stored within one physical table. The code type is validated in the Control Parameters table (PJCONTRL) and maintained using Project Controller’s *Code Type Maintenance* (PA.COT.00). The code type for labor class is LABC.

**Description**

The description always displays Labor Classes.

**Category**

This display field indicates the category of the code type, which must be one of the following four classes:

- **User-created** — These code types are user-defined tables created by end users to validate ID fields or other user-defined fields, or to store lists/tables for their own reporting purposes. Project Management and Accounting functions do not have built-in assumptions or processes based on these code types.

- **User Maintained** — These code types are predefined to represent validation tables used for a specific field in Project Management and Accounting database, but the end user may input any values desired. An example of this type is Labor Class. The Labor Class code is defined in the database as a code that uses the code type LABC for validation. It is left to each site to define the particular values for that code.
• **Reserved** — Similar to User Maintained, these code types are predefined to represent validation tables used for a specific field in Project Management and Accounting. In this case, however, the particular values for the code type are also predefined and may not be altered by the end user. The system expects certain values and performs processing based on these values. An example of a code type in this category is Employee Pay Type (PTYP), which identifies whether an employee is hourly (HR) or salaried (S1 or S2). The values in this field are critical to the processing done by the Time Review & Approval process.

• **System Maintained** — These code types are used and maintained internally within Project Management and Accounting and should never be modified by Project Controller’s Code File Maintenance (PA.CFM.00) or Code Type Maintenance (PA.COT.00). This field is display only.

**Length**
The length set up for Labor Class in Project Controller’s Code Type Maintenance (PA.COT.00) displays here. This field is display only.

**Code Value**
*Code Value* is used to store the valid values of a code type. Fields in Project Management and Accounting that are described as code file-validated are validated against these values. There is no limit to the number of values for a specific code type.

**Description**
A free-form description of the code value. This field is optional.

**Labor GL Account**
*Labor GL Account* is a General Ledger account number used as the secondary default when posting labor charges in Project Management and Accounting’s Time and Expense for Projects module (if installed). (Labor account at the task level is the primary default.) It is validated to be a valid account in the Chart of Accounts table with an account category field that is not blank.

**Data 1 and Data 2**
These fields may be used to attach ancillary data to a code value like Labor GL Account. Each is flexibly defined for each code type using Project Controller’s Code Type Maintenance (PA.COT.00). These values may themselves be subject to validation as defined in Code Type Maintenance (PA.COT.00).

**Data 3**
Although not shown on the sample screen above, there is a third data field that can be used to associate a date with the code value. Its caption and visibility may be defined for each code type using Project Controller’s Code Type Maintenance (PA.COT.00). See also Data 4.

**Data 4**
Although not shown on the sample screen above, there is a fourth data field that can be used to associate a numeric with the code value. Its caption and visibility may be defined for each code type using Project Controller’s Code Type Maintenance (PA.COT.00).
Shift Maintenance (58.260.00)

Use *Shift Maintenance* (58.260.00) to view or maintain entries in the code file (PJCODE) corresponding to the shift code type (SHFT). Entries categorized as Reserved or System Maintained cannot be modified.

![Shift Maintenance (58.260.00)](image)

*Figure 29: Shift Maintenance (58.260.00)*

Following are the field descriptions for *Shift Maintenance* (58.260.00).

**Code Type**

- **Code Type** is used to uniquely identify a subset of validation codes within the code file table (PJCODE). Each code type identifies a logical table of values, stored within one physical table. The code type is validated in the Control Parameters table (PJCONTRL) and maintained using Project Controller’s Code Type Maintenance (PA.COT.00). Shift code type corresponds to SHFT.

**Description**

The description always displays Shift Factors.

**Category**

This display field indicates the category of the code type, which must be one of the following four classes:

- User-created — These code types are user-defined tables created by end users to validate ID fields or other user-defined fields, or to store lists/tables for their own reporting purposes. Project Management and Accounting functions do not have built-in assumptions or processes based on these code types.

- User Maintained — These code types are predefined to represent validation tables used for a specific field in Project Management and Accounting database, but the end user may input any values desired. An example of this type is Shift. The Shift Code is defined in the database as a code that uses the code type SHFT for validation. It is left to each site to define the particular values for that code.
• Reserved — Similar to User Maintained, these code types are predefined to represent validation tables used for a specific field in Project Management and Accounting. In this case, however, the particular values for the code type are also predefined and may not be altered by the end user. The system expects certain values and performs processing based on these values. An example of a code type in this category is Employee Pay Type (PTYP), which identifies whether an employee is hourly (HR) or salaried (S1 or S2). The values in this field are critical to the processing done by the Time Review & Approval process.

• System Maintained — These code types are used and maintained internally within Project Management and Accounting and should never be modified by Project Controller’s Code File Maintenance (PA.CFM.00) or Code Type Maintenance (PA.COT.00).

This option is display only.

Length
The length set up for Shift Factors in Project Controller’s Code Type Maintenance (PA.COT.00) displays here. This field is display only.

Code Value
Code Value is used to store the valid values of a code type. Fields in Project Management and Accounting that are described as code file-validated are validated against these values. There is no limit to the number of values for a specific code type.

Description
A free-form description of the code value. This field is optional.

Data 1 and Data 2
These fields may be used to attach ancillary data to a code value. Each is flexibly defined for each code type using Project Controller’s Code Type Maintenance (PA.COT.00). These values may themselves be subject to validation as defined in Code Type Maintenance (PA.COT.00).

Data 3
Although not shown on the sample screen above, there is a third data field that can be used to associate a date with the code value. Its caption and visibility may be defined for each code type using Project Controller’s Code Type Maintenance (PA.COT.00). See also Data 4.

Data 4
Although not shown on the sample screen above, there is a fourth data field that can be used to associate a numeric with the code value. Its caption and visibility may be defined for each code type using Project Controller’s Code Type Maintenance (PA.COT.00).

Incremental Amt
Incremental Amt is an amount that is added to the labor rate when this shift code is used. Can be used alone or in combination with Differential %.

Differential %
Differential % is used to multiply a labor rate by a shift differential (for example, 10% more pay for working the swing shift). Can be used alone or in combination with Incremental Amt.
Union Rate Maintenance (58.270.00)

Use Union Rate Maintenance (58.270.00) to view and maintain union wage scales. These wage scales are negotiated or agreed-upon rates of pay for categories of work (trades or crafts) performed by union members on contracts subject to union agreements. The combination of a union code, labor class, work type (a subclass of labor class), and effective date must be unique for the Union Rate table (PJWAGEUN). An employee is associated with a union in Employee Position/Rate Maintenance (58.290.00), but a union code and work type may be entered in the appropriate time entry screen to accommodate those situations when an employee fulfills a role for a union on a one-time basis. See “Labor Costing” on page 3 and “Posting Labor to General Ledger” in the Time and Expense for Projects online help or user guide.

![Figure 30: Union Rate Maintenance (58.270.00)](image)

Following are the field descriptions for Union Rate Maintenance (58.270.00).

**Union**

Union is a user-assigned code representing the union for which rates are being established.

**Description**

Description is the name or description of the union.

**Labor Class**

Labor Class is the trade or craft code as defined by each union. The values are validated in the code file (code type LABC) and are user-defined. The labor class ID is set up in Labor Class Maintenance (58.250.00).

**Work Type**

Work Type is a subcategory of a union skill (labor class). Different unions and even different trades within a single union may subdivide the skill of their members in a variety of ways using terminology such as shift, grade, and work type. This field is optional and unverified due to the many uses it may have within different labor classes.
Effective Date

Effective Date is the date when the rate for this labor class and work type takes effect.

Labor Rate

Labor Rate is the hourly pay rate for an employee working for this union, labor class, and work type, effective as of the Effective Date. The rate is used in the costing calculation that multiplies the employee’s hours by this rate.

Comment

Comment is a text field that allows for entry of comments relative to the labor class entered. This field is optional. Data entered in this field is not validated.
Prevailing Wage Rate Maintenance (58.280.00)

Use Prevailing Wage Rate Maintenance (58.280.00) to view and maintain prevailing wage hourly rates. Prevailing wage is a general heading for the government’s regulations and controls on the pay rates for certain laborers (trades or crafts) performing work under contracts covered by federal and/or state regulations and guidelines. The combination of prevailing wage code, labor class, and group (an optional subclass of labor class) must be unique for the Prevailing Wage Rate table (PJWAGEPR). Projects are associated with a prevailing wage by entering a prevailing wage code in the Additional Project Information (PA.PRJ.01) subscreen of Project Maintenance (PA.PRJ.00). In addition, each line item on the timecard must contain a Y in Certified Payroll to be eligible for a prevailing wage rate. See the section “Labor Costing” in Project Management and Accounting’s Time and Expense for Projects online help or user guide for a discussion of the implications of prevailing wage rates.

**Note:** This rate is not used to cost salaried employees.

![Figure 31: Prevailing Wage Rate Maintenance (58.280.00)](image)

Following are the field descriptions for Prevailing Wage Rate Maintenance (58.280.00).

**Prevailing Wage ID**

Enter a user-assigned code to create a unique record for a particular authority (for example, the Federal government, US Forest Service, or State of New York) stored in the table PJWAGEPR.

**Effective Date**

This represents the effective date of the prevailing wage ID and is for information only. It is not used in rate lookup.

**Description**

A free-form description of the prevailing wage ID. This field is optional.

**Authority Description**

A description of the prevailing wage’s governing authority. For example, the Federal government, US Forest Service, or State of New York. This field is optional.
**Labor Class**
For prevailing wage rates, **Labor Class** defines each applicable trade for the logical table or authority input. The values are validated in the code file (code type LABC) and are user-defined.

**Group**
Prevailing wage group is used as a subset of the trade (for example, labor class). It can be used to categorize the type of labor within the trade, its level of danger, etc. This field is optional and unverified due to the many uses it may have within different labor classes.

**Hourly Rate**
Enter the hourly pay rate issued for work on a project with this prevailing wage ID, labor class, and group. The rate is used in the costing calculation that multiplies the employee’s hours by this rate. In addition to a charged project containing a prevailing wage ID, each line item on the timecard must have a Y for **Certified Payroll** to be eligible for a prevailing wage rate.

**Note:** This rate is not used to cost salaried employees.

**Fringe Rate**
Enter the applicable hourly fringe pay rate, which is also called “pay in lieu of fringe.”

**Comment**
**Comment** is a text field that allows for entry of comments relative to the prevailing wage entered. This field is optional. Data entered in this field is not validated.
Employee Position/Rate Maintenance (58.290.00)

Use Employee Position/Rate Maintenance (58.290.00) to view and maintain the default labor class, pay type, union code, union work type, prevailing wage group, workers' compensation code, and hourly rates or salary for an employee. All records are associated with an effective date. The combination of employee, effective date, project, and labor class must be unique.

![Employee Position/Rate Maintenance (58.290.00)](image)

Figure 32: Employee Position/Rate Maintenance (58.290.00)

Following are the field descriptions for Employee Position/Rate Maintenance (58.290.00).

**Employee**

Enter the employee ID whose rates are being maintained. The employee ID is established in Employee Maintenance (02.250.00) and validated in the Employee Master table (PJEMPLOY). The employee’s name is displayed in the adjacent field. Possible values may be viewed and selected by pressing F3.

**Name**

The name associated to the employee ID in Employee displays.

**Home Union**

Enter the union code that is associated with the employee’s home union.

**Project**

To set up a project-specific labor class or rate for an employee, enter the project ID. Possible values may be viewed and selected by pressing F3. To set up the employee’s default record, leave this field set to NA (not applicable). Additionally, if an employee has a project specific labor class line, they must have a default (non-project) labor class line.

**Effective Date**

Effective Date is the date that the labor class, rate, pay type, union code, union work type, prevailing wage group, and workers’ compensation code take effect and is therefore a required entry.
Labor Class

Labor Class is used to categorize the type of labor performed by the employee. The values are validated in the code file (code type LABC). The labor class IDs are set up on Labor Class Maintenance (58.250.00).

Emp Pay Type

Emp Pay Type determines how an employee’s time is costed and must be entered when setting up the default record (Project = NA). Conversely, this field must be left blank if a project is entered. The field is validated in the code file (code type PAYT) and is stored in the Employee Project table (PJEMPPJT, reserved ID field EP_ID05). The following is a list of the available options:

- **HOURLY (HR)** — The employee’s hours are multiplied by the hourly rate. Overtime hours may have an additional factor applied to the calculation (for example, time-and-one-half or double-time).
- **SALARIED/Exempt (S1)** — Each timecard for a salaried employee is charged at the same amount (the salary amount), regardless of the number of hours worked. The salary is apportioned to each project-task on the timecard in proportion to the hours charged.
- **SALARIED/Non-exempt (S2)** — Hours are treated in the same way as salaried (S1) except that overtime hours are multiplied by the hourly rate with no overtime factor applied.

Hourly Rate

Enter the employee’s hourly pay rate (if any) into this optional field. The rate is used in the cost calculations for hourly employees (**Emp Pay Type = HR**), which multiply the employee’s hours by this rate. This rate is also used in the overtime calculations for non-exempt salaried employees (**Emp Pay Type = S2**). Up to four decimal places may be entered.

Salary

Enter the employee’s salary (if any) for the timecard period, which is typically weekly. The salary amount is used in the cost calculations for salaried employees (**Emp Pay Type = S1 or S2**).

Union

Union code is used to retrieve union rates and is validated in the code file (code type UNIO). This optional field must be left blank if a project ID has been entered or if the pay type is other than HR. Union codes are set up in Union Rate Maintenance (58.270.00).

Work Type

Work Type is user-defined designation to classify the skill or level of a union employee (for example, apprentice, journeyman, steward, etc.). This optional field must be left blank if a project ID has been entered or if the pay type is other than HR.

Prev Wage Group

Prev Wage Group is a user-defined designation for a prevailing wage skill (similar to labor class). This optional field must be left blank if a project ID has been entered or if the pay type is other than HR.

Workers Comp Cd

Workers Comp Cd is used to classify an employee for workers’ compensation insurance. For example, office workers may have a code and associated rate that differs from construction workers due to differing risk factors for injuries. Since each state has its own laws governing workers’ compensation insurance, a workers’ compensation code is assigned to each labor transaction. The values are validated in the code file (code type WKCC).
Week Maintenance (58.300.00)

Use Week Maintenance (58.300.00) to define the labor periods and timecard weeks for Project Management and Accounting's Time and Expense for Projects functions. The mapping of week-ending date to labor period and the relationship of labor period to accounting period are defined here. A salary factor used for costing salaried employees for partial weeks is also maintained here.

When entering a date in any of the week-ending date fields in the Time and Expense for Projects functions, the system only recognizes weeks that have been set up in Week Maintenance (58.300.00). For this reason, any date entered before the calendar defined in Week Maintenance (58.300.00) is automatically converted to the first week-ending date on file. If a date is entered beyond the calendar defined, an error message is displayed in Week Ending Date.

![Figure 33: Week Maintenance (58.300.00)]

Following are the field descriptions for Week Maintenance (58.300.00).

**Week Ending Date**
This is the last day of the timecard week. Depending upon procedures at each site, the last day of the week may be any day, but is usually a Friday, Saturday, or Sunday. The dates corresponding to those days are entered here.

**Labor Period**
Labor Period is used to combine timecard weeks into a labor reporting period. It is not necessarily the same as the financial fiscal period or calendar month. The input format is YYYY-MM where MM represents the month/period number and YYYY represents the year.

**Week Number**
Week Number indicates the relative order of timecard weeks within a labor period and is typically a number 1 through 6.

**Fiscal Period**
The Time and Expense for Projects’ fiscal period indicates the financial fiscal period where the timecard should be posted. The input format is MM-YYYY where MM represents the month/period number and YYYY represents the fiscal year. The month number must be a number from 1 to 15. Two-digit years are changed to 4-digit years automatically.

**Note:** This value is stored in the database as YYYYMM.
Salary Factor

Salary Factor is used to calculate the true labor cost for an employee whose pay type is Salaried - Exempt (S1) or Salaried - Non-exempt (S2) when the timecard is for a partial week. Generally, the salary for an employee stored in the Employee Rate table (PJEMPPJT) represents the salary for a full seven-day week. Should the particular week be either shorter or longer than the normal week, the amounts are adjusted by this factor. For example, a normal week may be five workdays but because this week crosses a period-end, it is only two days long. In this case, a salary factor of 0.4 would be input to indicate that the salary earned for the short week is 2/5 of the normal salary. The default for this field is 1.000.
Flexible Column Maintenance (58.310.00)

This screen adds the ability to generate several versions of monthly union related reports. Each report has a fixed portion defined in the report and a variable portion defined by the user. The variable portion is user-specified with the following options: a monthly deduction amount by specifying a deduction ID or a percent multiplied by a column that is already on the report (possible options: user specified the column or the column can be hard coded for user selection, etc.). The user will be able to specify the title of the column they are adding. Depending on the fixed version, the user is limited to at most five variable columns they can add. In some formats, there will not be room for the maximum number of additional columns.

![Flexible Column Maintenance (58.310.00)](image)

Following are the field descriptions for *Flexible Column Maintenance* (58.310.00).

**Report Name**

*Report Name* is a unique identifying code distinguishing the flexible report from all other flexible reports in the database. A report name can be any alphanumeric code you care to assign. Once a flexible report’s information is set up, you cannot change the flexible report’s associated report name. The only way to change the report name is to delete and re-enter the flexible report’s information, using the new report name.

To edit a flexible report’s information, select the associated *Report Name*. To delete a flexible report’s information, select the associated *Report Name*, then select the *Delete* function. The software prompts you for the correct action:

- Yes — Delete the flexible report information (all information for the flexible report is removed from the database).
- No — Stop the delete function (all flexible report information is retained in the database).

Possible values for this required field may be viewed and selected by pressing F3.

The report name is also used in the *Select Report* (58.680.10) preprocess.

**Report Format**

*Report Format* is printed on the report in the header (the right part of report’s name).

**Union**

*Union* is used to restrict the available deductions associated with the union entered in this field.
Caption
Caption is the assigned description for each of five available flexible columns.

Base Type
Base Type displays the selected base from which the flexible column is to be calculated. The base type options are:

- Deduction ID — Base the flexible column on deduction amount for the reporting month.
- Column # — Base the deduction on another column. The other column must be based on the deduction ID.

Percent
Percent determines the percent to be used. The percent is changeable at any time.

Deduction ID
Deduction ID identifies the deduction to be used. The ID you enter must be set up in Payroll’s Deduction Maintenance (02.290.00) or Deduction History (02.291.00). However, a deduction ID can also be entered using the Quick Maintenance feature. The deduction will be inserted into the current year.

Specify Deduction ID only if selected Base Type is Deduction ID. The current calendar year is used to select an appropriate set of deduction IDs.

Column #
Column # is the number of the column which will be used as a base for calculation of the column’s amount. Specify Column # if the selected Base Type is Column #. Values are in the range 1 through 5. Column # cannot be based upon itself, and thus the referenced column must be based on the deduction ID.
Union/Labor Class Deduction Maintenance (58.320.00)

Use Union/Labor Class Deduction Maintenance (58.320.00) to create a set of union deductions from another set of union deductions and also to enter any labor class overrides to the calculation-related fields of a deduction.

**Union**

*Union* is a user-assigned code representing the union for which deductions are being created or overrides are being entered.

**Description**

*Description* is the name or description of the union.

**Copy from Union**

*Copy from Union* is the union that you wish to copy the deduction from to establish a set for the union entered in *Union*.

**Copy Deductions**

Click *Copy Deductions* to display a screen that allows you to revise default values or delete deductions before a new set of deductions is copied.

**Labor Class**

*Labor Class* is the trade or craft code as defined by each union. Labor class IDs are defined in Labor Class Maintenance (58.250.00). Use NA in this field to indicate all labor classes.

**Deduction ID**

*Deduction ID* is a unique identifying code distinguishing the deduction from all other deductions in the database. A deduction ID can be alphanumeric, and cannot be changed once the deduction’s information has been defined.
**Base Type**

**Base Type** displays the selected base from which the deduction will be calculated. The base type options are:

- Gross Earnings — Base the deduction on adjusted gross earnings (gross earnings less any exemptions).
- Std Earnings — Base the deduction on adjusted standard earnings (standard rate entered in timesheets multiplied by units less any exemptions).
- Gross Units — Base the deduction on gross units (hours, pieces) from the timesheets of the pay period.
- Days Worked — Base the deduction on units (hours, pieces) from the timesheets for the pay period with maximum eight units per day. Additional amount (rate multiplied by eight) will be added to deduction amount if there is a zero timesheet entered for the working day.
- No Base — The deduction must be a fixed dollar amount if No Base is selected.

The following base types are displayed, but cannot be entered in this screen:

- Disposable Earnings — Base the deduction on the disposable earnings for the employee for the pay period (gross earnings minus tips minus deductions that have the box **Include in Disposable Earnings** selected). When **Include in Disposable Earnings** on **Deduction Maintenance** (02.290.00), **Deduction** tab, is selected, the **Calculation Method** must be **Fixed Percentage**.
- Deduction Amount — Base the deduction on another deduction amount. For example, some state income taxes are calculated based on the amount of federal income tax withheld.

**Calculation Method**

**Calculation Method** indicates the method to be used for calculating the amount of the deduction. The options are:

- Fixed Amount — Fixed dollar amount. This method can only be used with No Base selected as the **Base Type**. If you use the Fixed Amount method, you must enter the per-pay deduction amount.
- Fixed Percentage — Fixed percentage of the base amount. This method can only be used with Gross Earnings base types (see **Base Type** above).
- Fixed Rate — Fixed rate multiplied by the base amount. This method can only be used with a **Base Type** of Gross Units.

The following calculation methods are displayed, but cannot be entered in this screen:

- Percentage Table — This method can only be used with a **Base Type** of Gross Earnings or Deduction Amount. When the percentage used to calculate the deduction depends on the size of the base amount, use this method. The table used for each employee depends on the employee’s marital status.
- Rate Table — This method can only be used with a **Base Type** of Gross Units. When the rate used to calculate the deduction depends on the number of base units, use this method. The table used for each employee depends on the employee’s marital status.

**Fixed Pct/Rate**

**Fixed Pct/Rate** determines the percent or rate to be used if the calculation method for the deduction is Fixed Percentage or Fixed Rate. If the calculation method is not Fixed Percentage or Fixed Rate, the software skips **Fixed Pct/Rate**. If the calculation method is changed from Fixed Percentage or Fixed Rate to one of the other valid methods, the software changes the fixed percent or rate to zero.

The percentage or rate can be changed at any time. You can override it for individual employees in **Employee Maintenance** (02.250.00).

**Weekly Per Pay**

**Weekly Per Pay** determines the amount per pay period that should be deducted from the employee’s gross wages when the employee is paid weekly.
Biweekly Per Pay

Biweekly Per Pay determines the amount per pay period that should be deducted from the employee’s gross wages when the employee is paid biweekly.

Semimonthly Per Pay

Semimonthly Per Pay determines the amount per pay period that should be deducted from the employee’s gross wages when the employee is paid semimonthly.

Monthly Per Pay

Monthly Per Pay determines the amount per pay period that should be deducted from the employee’s gross wages when the employee is paid monthly.
Copy Deductions (58.320.01)

Copy Deductions (58.320.01) displays information about deductions that can be created. This screen is accessed by clicking Copy Deductions in Union/Labor Class Deduction Maintenance (58.320.00). For any deduction that is not needed, delete the line and it will not be created. A new deduction ID and description can also be entered in this screen.

Figure 36: Copy Deductions (58.320.01)

Following are the field descriptions for Copy Deductions (58.320.01).

**Union**

Union is a user-assigned code representing the union for which deductions are being created.

*Note:* This field displays which union created the deductions.

**Deduction ID**

Deduction ID is the ID of the deduction being copied.

**New Deduction ID**

New Deduction ID is the deduction ID of the deduction being created. A deduction ID is a unique identifying code distinguishing the deduction from all other deductions in the database, and can be alphanumeric. Although a new ID is automatically created in New Deduction ID, a different one can be manually entered in this field.

**Description**

Description is the name or description of the deduction to be created.

**Copy**

Copy is used to start the copy process. If any deductions were not copied due to an existing deduction with the same New Deduction ID, they will remain in the screen. The ID can then be revised and the copy function can be tried again.

**Cancel**

Click Cancel to return to Union/Labor Class Deduction Maintenance (58.320.00) without copying the deductions.
Union Reciprocity Maintenance (58.330.00)

Use *Union Reciprocity Maintenance* (58.330.00) to define union reciprocity agreements. Reciprocity (sometimes referred to as portability) is the requirement of having fringe benefits contributed by multiple union locals when an employee works outside of their home local. When the employee works in a local outside of their home local it is referred to as their work local. Reciprocal agreements are defined in detail within each union’s contract. There are several different ways in which reciprocal agreements are established and managed.

![Union Reciprocity Maintenance (58.330.00)](image)

**Figure 37: Union Reciprocity Maintenance (58.330.00)**

Following are the field descriptions for *Union Reciprocity Maintenance* (58.330.00).

**Home Union**
The unique code identifier for the home union involved in the reciprocity agreement.

**Work Union**
The unique code identifier for the work union involved in the reciprocity agreement.

**Deduction ID**
The unique code that identifies a specific deduction that is being included in the reciprocity agreement. Deduction IDs for either the work or home union may be entered in this field.

**Description**
Description of the deduction ID displayed.

**Union**
The union entered for the deduction ID displayed.

**Description**
Description of the union is displayed.
Process Screens

Release Adv PR Batches (58.400.00)

Use Release Adv PR Batches (58.400.00) to release all balanced, unreleased advanced payroll transaction batches. A transaction batch must have a status of Balanced before it can be released.

If Automatic Batch Reports has been selected in GL Setup (01.950.00), Release Adv PR Batches (58.400.00) generates a batch control report after each batch is released for posting.

![Screen Shot](image.png)

*Figure 38: Release Adv PR Batches (58.400.00)*

Following are the field descriptions for Release Adv PR Batches (58.400.00).

**Select Company**

Use to view batches for a specific company or all companies.

**Specific**

Click to view a specific company's batch.

**Company ID**

Type a specific company's alphanumeric code.

**All**

Click to view batches of all companies in the database.

**Selected**

Selected specifies, by batch, whether or not a transaction batch should be released. Batch release options are:

- Yes (checked) — Release the batch. This is the default option.
- No (unchecked) — Do not release the batch.

**Batch Nbr**

Batch Nbr is the unique identifying code for the batch. The software assigns this value automatically during data entry.
Company ID (Grid)
The company’s identification number of the company logged into when the batch was created.

Status
Status indicates the current condition of the transaction batch in the system. Valid options are:

- Balanced — Ready for release.
- Partially Void — The void was interrupted and must be completed.
- Partially Release — Could not be completely released due to an out-of-balance document or other problem. A batch’s status must be set to Balanced before it can be released.

Screen Number
Screen Number shows the number of the Advanced Payroll module data entry screen used to enter each batch into the software.

Journal Type
Journal Type displays the source journal of each batch (typically PR for payroll journal). The software uses the journal type to group transactions together when generating reports such as General Ledger's Detail General Ledger (01.620.00) report.

Batch Control
Batch Control is the total amount for all transactions in the transaction batch.

Select All
Clicking Select All selects all unreleased batches for release for posting. When you want to release all unposted transactions, the Select All button is a quick way to select every possible batch.

Clear Selections
Clicking Clear Selections deselects all batches (prevents all unreleased batches from being released for posting). This helps ensure that any batches not to be released are not accidentally selected and released. After clicking Clear Selections, you can use Selected to specify only those batches you definitely want to release.

Begin Processing
Clicking Begin Processing starts the release process. If you are printing a batch control report, make sure your printer has power and is loaded with paper. The batch control report automatically begins printing as the batches are processed. This report is generated only if Automatic Batch Reports is selected in GL Setup (01.950.00).
Setup Screens

Adv PR Setup (58.950.00)

Use Adv PR Setup (58.950.00) to define the rate lookup method and rate type for labor used to evaluate the labor rate, or to specify the parameters for entry of timesheets.

Note: Adv PR Setup (58.950.00) is only used if the Time and Expense for Projects module has not been set up.

Adv PR Setup, Labor Rate Tab

Following are the field descriptions for the Labor Rate tab of Adv PR Setup (58.950.00).

Rate Lookup Method

Rate Lookup Method can be either the:

- Highest Rate – the maximum of employee/union/prevailing wage rates
- Rate Hierarchy — determine the rate from a hierarchy in the following order of priority:
  - Rate Table
  - Union Table
  - Employee-Project
  - Employee

The first non-zero rate of the four is compared to the prevailing wage rate, if one is applicable. The higher of the two is selected.
Rate Type for Labor

**Rate Type for Labor** is used to identify the type of labor that is selected for use. Valid rate types are defined in Project Controller’s *Rate Type Definition* (PA.RTM.00).

**Adv PR Setup, Timesheet Entry Tab**

![Figure 40: Adv PR Setup (58.950.00), Timesheet Entry tab](image)

Following are the field descriptions for the *Timesheet Entry* tab of Adv PR Setup (58.950.00).

**Use Week Ending Dates**

Choosing **Use Week Ending Dates** allows entry of a week ending date for each batch in both *Advanced Timesheet Entry by Employee* (58.010.00) and *Advanced Timesheet Entry by Project* (58.020.00). Once the week-end date is entered then all dates entered in the timesheets must be for the week that ends on the date entered (the week ending date and the previous 6 days.).

**Totaling on Timesheet Entry screens**

Choose from the following:

- **By Employee** — Totals in *Advanced Timesheet Entry by Employee* (58.010.00) and *Advanced Timesheet Entry by Project* (58.020.00) will be calculated based on the employee only. There is an option in the data entry screens to select whether to total only the current batch or all unpaid, released or unreleased timesheets. “Employee” will prefix the entries in the following caption fields to create the captions for the total fields.

- **By Employee/Ref Nbr** — Totals in *Advanced Timesheet Entry by Employee* (58.010.00) and *Advanced Timesheet Entry by Project* (58.020.00) will be calculated based on the employee and the reference number. There is an option in the data entry screens to select whether to total only the current batch or all unpaid, released or unreleased timesheets. “Emp/Ref” will prefix the entries in the following caption fields to create the captions for the total fields.
Totals Caption 1 (Top Left)
Totals Caption 1 (Top Left) specifies the portion of the top left total that is displayed in Advanced Timesheet Entry by Employee (58.010.00) and Advanced Timesheet Entry by Project (58.020.00). For example, REG (if total 1 is going to be totaling all Regular hours).

Totals Caption 2 (Bottom Left)
Totals Caption 2 (Bottom Left) specifies the portion of the bottom left total that is displayed in Advanced Timesheet Entry by Employee (58.010.00) and Advanced Timesheet Entry by Project (58.020.00). For example, OT (if total 2 is going to be totaling all overtime hours).

Totals Caption 3 (Top Right)
Totals Caption 3 (Top Right) specifies the portion of the top right total displayed in Advanced Timesheet Entry by Employee (58.010.00) and Advanced Timesheet Entry by Project (58.020.00). For example, DT (if total 3 is going to be totaling all double-time hours).

Totals Caption 4 (Bottom Right)
Totals Caption 4 (Bottom Right) specifies the portion of the bottom right total displayed in Advanced Timesheet Entry by Employee (58.010.00) and Advanced Timesheet Entry by Project (58.020.00). For example, VAC (if total 4 is going to be totaling all vacation hours).

Totals ID
Totals ID specifies the number of total ID being set up.

Earnings Type
Earnings Type specifies the earnings type to be added into theTotals ID total.

Description
Description specifies the description for the earning type is displayed here.
Advanced Timesheet Entry (58.600.00)

The Advanced Timesheet Entry (58.600.00) report displays timesheet information entered in Advanced Timesheet Entry by Employee (58.010.00) and Advanced Timesheet Entry by Project (58.020.00) for the current accounting period. It includes paid and unpaid timesheet entries and is printed in the order of the timesheet reference numbers.

The Dist column indicates how the employee's pay rate was originally entered.

- N indicates the rate was entered manually in one of the payroll time entry screens.
- H indicates the rate is the employee's standard hourly rate.
- S indicates the employee is a salaried employee.

Figure 41: Advanced Timesheet Entry (58.600.00) report
## Advanced Timesheet Entry (58.600.00) report

<table>
<thead>
<tr>
<th>Date</th>
<th>Employee ID</th>
<th>Project ID</th>
<th>Task ID</th>
<th>Task Name</th>
<th>Rate</th>
<th>Hours</th>
<th>Total Time</th>
<th>Rate X Hours</th>
<th>Total Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2/2018</td>
<td>12345</td>
<td>67890</td>
<td>ABC</td>
<td>Task 1</td>
<td>50.00</td>
<td>40.00</td>
<td>200.00</td>
<td>1,000.00</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

**Figure 42:** Advanced Timesheet Entry (58.600.00) report - with week totals
Advanced Timesheet Entry (58.600.00) report

In addition to the Details and Week Totals report formats, the Timesheet by Pay Rate format is also available. This format lists all released Advanced Payroll timesheets, grouped by employee ID, earnings type, and pay rate, respectively. The Timesheet by Pay Rate format can be printed with a separate page for each employee. Select Page break by Employee on the Options tab of the Advanced Timesheet Entry (58.600.00) report to print each employee’s information on a separate page.

Figure 43: Advanced Timesheet Entry (58.600.00) report – Timesheet by Pay Rate

Figure 44: Advanced Timesheet Entry (58.600.00) report – Options tab
The Labor Class Code (58.610.00) report displays information such as the labor class, description, and the labor General Ledger account as entered in Labor Class Maintenance (58.250.00).

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Category</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABC</td>
<td>Labor Classes</td>
<td>User Maintained</td>
<td>04</td>
</tr>
<tr>
<td>ADMIN</td>
<td>Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARCH</td>
<td>Architect</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COIN</td>
<td>Consultant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COOP</td>
<td>Computer Oper Mgr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEEN</td>
<td>Designer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DNGR</td>
<td>Division Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRTF</td>
<td>Draftsman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DENG</td>
<td>Electrical Engineer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELEC</td>
<td>Electrician</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR</td>
<td>Engineer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXEC</td>
<td>Executive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FSNR</td>
<td>Flagman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FSUR</td>
<td>Field Survey Team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOC</td>
<td>Geologist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LABR</td>
<td>Laborer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MENG</td>
<td>Mechanical Engineer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPER</td>
<td>Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAVR</td>
<td>Paver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYS</td>
<td>Physicist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLMS</td>
<td>Plumber</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PMGR</td>
<td>Project Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PMON</td>
<td>Plant Monitor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROF</td>
<td>Professional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QCEN</td>
<td>Quality Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SALE</td>
<td>Sales Person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SDIF</td>
<td>Senior Draftsman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SECH</td>
<td>Section Head</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SENG</td>
<td>Senior Engineer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMGR</td>
<td>Senior Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPF</td>
<td>Senior Professional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRTY</td>
<td>Security Specialist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWPR</td>
<td>Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWEN</td>
<td>Software Engineer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TCH</td>
<td>Technical Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TWT</td>
<td>Technical Writer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 45: Labor Class Code (58.610.00) report
Shift Code (58.620.00)
The Shift Code (58.620.00) report displays information such as the code, description, incremental amount, and differential percent entered in Shift Maintenance (58.260.00).

<table>
<thead>
<tr>
<th>Code Type</th>
<th>Description</th>
<th>User Maintained</th>
<th>Incremental Amt</th>
<th>Differential %</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOLSAL</td>
<td>Salary Holiday</td>
<td>0.500000</td>
<td>0.50000</td>
<td></td>
</tr>
<tr>
<td>HOLSEC</td>
<td>Second Shift Holiday</td>
<td>1.000000</td>
<td>0.60000</td>
<td></td>
</tr>
<tr>
<td>HOLTHR</td>
<td>Third Shift Holiday</td>
<td>2.000000</td>
<td>0.60000</td>
<td></td>
</tr>
<tr>
<td>SECOND</td>
<td>Second Shift</td>
<td>0.500000</td>
<td>0.60000</td>
<td></td>
</tr>
<tr>
<td>THIRD</td>
<td>Third Shift</td>
<td>1.000000</td>
<td>0.60000</td>
<td></td>
</tr>
</tbody>
</table>

Figure 46: Shift Code (58.620.00) report

Union Rates (58.630.00)
The Union Rates (58.630.00) report displays information such as the labor class, work type, effective date, and hourly rate entered in Union Rate Maintenance (58.270.00).

<table>
<thead>
<tr>
<th>Union</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARPENTER1</td>
<td>Carpenter Level 1</td>
</tr>
<tr>
<td>Labor Class</td>
<td>Work Type</td>
</tr>
<tr>
<td>LABR</td>
<td>no</td>
</tr>
<tr>
<td>CARPENTER2</td>
<td>Carpenter Level 2</td>
</tr>
<tr>
<td>Labor Class</td>
<td>Work Type</td>
</tr>
<tr>
<td>LABR</td>
<td>no</td>
</tr>
<tr>
<td>CART</td>
<td>CART Association</td>
</tr>
<tr>
<td>Labor Class</td>
<td>Work Type</td>
</tr>
<tr>
<td>LABR</td>
<td>no</td>
</tr>
</tbody>
</table>

Figure 47: Union Rates (58.630.00) report
Prevailing Wage Rates (58.640.00)

The Prevailing Wage Rates (58.640.00) report displays information such as the prevailing wage ID, effective date, description, labor class, hourly rate, and fringe rate entered in Prevailing Wage Rate Maintenance (58.280.00).

Figure 48: Prevailing Wage Rates (58.640.00) report
Employee Position/Rates (58.650.00)

The Employee Position/Rates (58.650.00) report displays information such as the employee ID, project, effective date, labor class, pay type, hourly rate, salary, union, work type, prevailing wage group, and workers’ comp code entered in Employee Position/Rate Maintenance (58.290.00).

Figure 49: Employee Position/Rates (58.650.00) report
Weeks (58.660.00)

The Weeks (58.660.00) report displays information such as the week ending date, labor period, week number, fiscal period, and salary factor entered in Week Maintenance (58.300.00).

Figure 50: Weeks (58.660.00) report
Certified Payroll Report (58.670.00)

Certified Payroll Report (58.670.00) displays information for timesheets entered in Advanced Timesheet Entry by Employee (58.010.00) and Advanced Timesheet Entry by Project (58.020.00) where the certified payroll flag has been selected. There are two parts to the report. The left side of the report presents qualifying labor by day, showing regular and overtime hours for each qualifying employee. The right side of the report contains payroll data for taxes, deductions, etc., from the employee’s paycheck, if this data is available. The user must supply a week ending date when submitting the report. If the report date does not correspond to a valid week ending date, as defined in Week Maintenance (58.300.00), the report automatically converts the date to the next week ending date.

![Certified Payroll Report (58.670.00)](image)

Figure 51: Certified Payroll Report (58.670.00)
Flexible Union Reporting (58.680.00)

There are two parts to the Flexible Union Reporting (58.680.00) report. The right side of the report contains payroll data for deductions and is maintained in Flexible Column Maintenance (58.310.00). The right side of the report is printed at the employee totals level.

Note that the Flexible Union Reporting (58.680.00) report has the following variations and/or additions to the standard extended report options.

**Report Format**

*Report Format* specifies the type of report to generate. Report format options are:

- **Earnings Summary** — The left side of the report presents regular and overtime hours and wages for each employee within the union. Union codes must be set up in *Union Rate Maintenance* (58.270.00).

- **Earnings Detail** — The left side of the report presents hours and wages for each employee within the union. Hours worked are shown for each of five weeks in the reporting month. Weeks for the reporting month are maintained in *Week Maintenance* (58.300.00). The note report uses the first four weeks from *Week Maintenance* (58.300.00), and the fifth week is interpreted as days between the fourth week ending date and month ending date.

- **Employee Summary** — The left side of the report presents the social security number and name of each employee.

- **Earn Summary Timesheet** — The left side of the report presents regular and overtime hours and wages for each employee within the union. Union codes must be set up in *Union Rate Maintenance* (58.270.00). Hours are printed based on the week in which they were worked.

- **Earn Detail Timesheet** — The left side of the report presents hours and wages for each employee within the union. Hours worked are shown for each of five weeks in the reporting month. Weeks for the reporting month are maintained in *Week Maintenance* (58.300.00). The report uses the first four weeks from *Week Maintenance* (58.300.00), and the fifth week is interpreted as days between the fourth week ending date and month ending date. Hours are printed based on the week in which they were worked.

**Report Date**

*Report Date* specifies the reporting month and year.
Select Report (58.680.10)

Select Report (58.680.10) is used to select the flexible column report definition created in Flexible Column Maintenance (58.310.00) that should be used to produce the report.

![Select Report (58.680.10)](image)

**Figure 53: Select Report (58.680.10)**

**Report Name**

Report Name identifies the flexible report to be printed. The report name entered must be set up in Flexible Column Maintenance (58.310.00). However, a report name can also be entered using the Quick Maintenance feature.

**Report Format**

Report Format is the right part of the report description printed at the header. Modify the report format to change the report description. Report Format can be set up in Flexible Column Maintenance (58.310.00) and changed in the preprocess screen.

**Include Report Title**

Include Report Title specifies whether or not Report Title must be included in a flexible report description. Clear the check box if only the Report Format should be printed in the flexible report description.

**Report Title**

Report Title is the left part of the report description printed in the report header.

**OK**

Clicking OK starts the printing of the report using the selected report name for the right side of the report.

**Cancel**

Clicking Cancel ends the printing of the report and displays Flexible Union Reporting (58.680.00).
Union/Labor Class Deductions (58.690.00)

The Union/Labor Class Deduction (58.690.00) report displays information such as labor class, deduction ID, and calculation method for each union entered in Union/Labor Class Deduction Maintenance (58.320.00).

![Figure 54: Union/Labor Class Deduction (58.690.00) report](image)
Union Detail (58.700.00)

There are two parts to the Union Detail (58.700.00) report. The right side of the report contains payroll data for deductions, and the left side includes earnings information for the union and employee being reported.

The transactions that appear on the report are selected by check date. A range for the check date is entered in Select Report Dates (58.700.10), which is also used to select the transactions that should be used to produce the report.

Figure 55: Union Detail (58.700.00) report
Note that the *Union Detail* (58.700.00) report has the following variations and/or additions to the standard extended report options.

![Select Report Dates (58.700.10)](image)

*Figure 56: Select Report Dates (58.700.10)*

**Report Start Date**

*Report Start Date* is the beginning check date from which transactions are included.

**Report End Date**

*Report End Date* is the ending check date from which transactions are included.

**OK**

Clicking **OK** starts the printing of the report using the selected report name for the right side of the report.

**Cancel**

Clicking **Cancel** returns the user to *Union Detail* (58.700.00) without printing the report.
Union Reciprocity (58.710.00)

The *Union Reciprocity* (58.710.00) report lists the reciprocal agreements established between multiple unions. Reciprocal agreements are defined by union contracts. They establish which benefits should be contributed to an employee’s bank account when the employee works in a union or unions outside of their home local.

<table>
<thead>
<tr>
<th>Home Union</th>
<th>Work Union</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARPENTER1</td>
<td>CARPENTER2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deduction ID</th>
<th>Description</th>
<th>Union</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARPENTER1</td>
<td>Carpenter Union Dues</td>
<td>CARPENTER1</td>
<td>Carpenter level 1</td>
</tr>
</tbody>
</table>

Figure 57: Union Reciprocity (58.710.00) report
Adv PR Batch Register (58.800.00)

The *Adv PR Batch Register* (58.800.00) report is an audit tool for monitoring payroll batch numbers and batch distribution during the current accounting period. As a further auditing aid, it can also list account distributions.

**Report Format** specifies the type of report to generate. The report format options are:

- **Summary** — Generate the report in a summarized format that includes only selected information for each payroll batch: batch number, status, journal type, periods entered and posted, Payroll data entry screen, and batch control amount.

- **Detail** — Generate the report in a header-detail format that includes all batch summary information, plus account and subaccount numbers, account descriptions, and transaction amounts.

**Beg/End Period** specifies the beginning and ending period numbers of a range of accounting periods with batch activity to report. On the *Adv PR Batch Register* (58.800.00) report, the software lists all batches from the beginning and ending periods, plus all periods in between.

![Figure 58: Adv PR Batch Register (58.800.00) report](image)
Adv PR Edit (58.810.00)

The Adv PR Edit (58.810.00) report lists batch and transaction information for payroll batches created in various Advanced Payroll screens. This report is useful when editing payroll batches before posting batch amounts to General Ledger accounts. This report can also be used as a record of the transactions associated with a batch released for posting. This report does not include information for voided batches.

Figure 59: Adv PR Edit (58.810.00) report

Note that the Adv PR Edit (58.810.00) report has the following variations and/or additions to the standard extended report options.

**Beg/End Period** specifies the beginning and ending period numbers of a range of accounting periods with batch activity to report. On the Adv PR Edit (58.810.00) report, the software lists all batches from the beginning and ending periods, plus all periods in between.
Appendix A: Advanced Timesheet Entry and Transaction Import

Advanced Timesheet Entry by Employee (58.010.00)

For Transaction Import, note the following information regarding Employee ID.
Because Employee is on Constant level, it should be used with the CHANGE keyword in the Transaction Import DATA file. Here is an example of a data file to use with an auto-generated Control File:

"Employee,CHANGE",EMPID-01
Detail,,,,,,,,,,1,10
Detail,,,,,,,,,,2,10
"Employee,CHANGE",EMPID-02
Detail,,,,,,,,,,3,10
Detail,,,,,,,,,,4,10
Detail,,,,,,,,,,5,10

For more information, see the System Manager online help or user guide.

Advanced Timesheet Entry by Project (58.020.00)

For Transaction Import, note the following information regarding Project.
Because Project is on a Constant level, it should be used with the CHANGE keyword in a Transaction Import DATA file. Her is an example of a DATA file to use with the auto-generated Control File:

"Project,CHANGE",PROJECT-01
Detail,,EMPID-01,,TASKID,,1,10
Detail,,EMPID-02,,TASKID,,2,10
"Project,CHANGE",PROJECT-02
Detail,,EMPID-01,,TASKID,,1,10
Detail,,EMPID-02,,TASKID,,2,10
Detail,,EMPID-03,,TASKID,,3,10

For more information, see the System Manager online help or user guide.
Glossary of Terms

**Arrears**
Money that is owed and past due.

**Certified Payroll**
A payroll that is subject to prevailing wages during the work week. A certified payroll report is a weekly report similar to a standard government report by job (WH-347), required by the federal government and accepted by most or all other governmental agencies, showing the employees who worked on a job that is subject to prevailing wage rates during the week.

**Davis Bacon Act**
Under the Davis-Bacon Act, the Secretary of Labor sets prevailing minimum wage standards for laborers and mechanics working on federally funded contracts of $2,000 or more. The prevailing wage is based on wages for similar workers in the location where the work is being performed. The wages are set for specific job classifications. A certain level of fringe benefits may also be required if they are not already required by another state or federal law.

**Fringe Benefit**
Compensation other than wages provided to an employee that may be taxable or nontaxable. Examples include health insurance, life insurance, vacations, employer-provided vehicles, and public transportation subsidies.

**Hours Earned**
The number of hours in a work week for which an employee receives pay. For example, say an employee works 48 hours during the work week. The employee receives 40 hours pay at the regular hourly rate plus 8 hours pay at the overtime rate of 1½ times the regular pay rate. The total hours earned equals 52 hours.

**Hours Worked**
The number of hours in a work week that an employee actually spends on the job.

**Labor Class**
A trade or craft in which an employee is skilled to perform work.

**Non-Cash Fringe Benefits**
Benefits provided to an employee in a form other than cash, which may or may not be taxable (for example, a company car, health insurance, life insurance, or parking facility).

**OSHA**
The Occupational Safety and Health Administration.

**Overtime**
A rate of pay that is 1½ the regular hourly wage for employees who work greater than 40 hours in a work week.

**Reciprocity**
A relationship between states or union locals under which privileges granted by one are returned by the other (for example, reciprocity for child support orders or reciprocal agreements not to tax non-residents working in a state).
Shift Differential
Additional pay provided to employees who work during hours that are not considered standard business hours or less-than-desirable shifts. For example, second shift is often 3:00 – 12:00 am. Third shift may be 11:30 p.m. – 7:30 a.m.

Split Shifts
A work day that is divided into two parts, separated by a number of hours longer than the conventional rest or meal period.

SUB
Supplemental unemployment benefits, which are plans where the employer supplements the state unemployment compensation benefits.

Union
An organized work force with a descriptive code that distinguishes the type of labor the local is trained in performing.

Union Local
A descriptive code that distinguishes an organized workforce that is trained in a specific type of labor.

Workers’ Compensation
A form of insurance employers are required to have to insulate them against lawsuits brought by employees who are hurt or become ill while working. Workers’ compensation payments are not included in the employee’s gross income and are not subject to federal income tax or FUTA tax, but are subject to social security and Medicare taxes.

Work Week
Any consecutive seven-day period (168 hours) that serves as the basis for determining an employee’s regular rate of pay and overtime pay due under the Fair Labor Standards Act (for example, Sunday through Saturday or Saturday through Friday). Weeks may or may not coincide with a fiscal period.
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