JD Edwards EnterpriseOne Applications

US Payroll Implementation Guide

9.2

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Preface

Welcome to the JD Edwards EnterpriseOne documentation.

Documentation Accessibility

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Related Information

For additional information about JD Edwards EnterpriseOne applications, features, content, and training, visit the JD Edwards EnterpriseOne pages on the JD Edwards Resource Library located at:

`http://learnjde.com`

Conventions

The following text conventions are used in this document:

Convention	Meaning
Bold	Boldface type indicates graphical user interface elements associated with an action or terms defined in text or the glossary.
Italics	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`Monospace`	Monospace type indicates commands within a paragraph, URLs, code examples, text that appears on a screen, or text that you enter.
> Oracle by Example	Indicates a link to an Oracle by Example (OBE). OBEs provide hands-on, step- by-step instructions, including screen captures that guide you through a process using your own environment. Access to OBEs requires a valid Oracle account.

1 Introduction to JD Edwards EnterpriseOne U.S. Payroll

JD Edwards EnterpriseOne U.S. Payroll Overview

To understand how payroll affects the organization and the reasoning that underlies the tasks that you perform, you need to be aware of the critical role that payroll plays in the business environment.

A payroll department's customers include not only employees, but also other departments in the company, upper management in the company, and the federal, state, and local government agencies to whom withholdings from employee earnings must be paid and reported. In payroll, customer satisfaction depends on compliance with company policies for compensating employees, record keeping and accounting, upper management's business and cost-saving objectives, and with federal, state, and local government taxation and reporting requirements. A successful payroll system must:

- Comply with federal, state, and local withholding, depositing, and reporting requirements.

  The JD Edwards EnterpriseOne solution is Quantum by Vertex, which calculates tax withholding amounts for each payment, based on the current tax rates for each taxing authority.
- Issue timely and accurate paychecks, direct deposits, and other disbursements.

  You can define the pay dates for employees, calculate numerous voluntary deductions (such as life insurance deductions), and calculate involuntary deductions such as tax levies, child support, and other garnishments. In addition, you can calculate bonus and commission pay, overtime pay, and numerous other types of pay.
- Maintain adequate records of all data and transactions.

  You can retrieve data about gross-to-net payment and tax calculations, which you can use for depositing and reporting tax information. Additionally, you can set up history tracking on selected employee master fields. Doing so enables you to maintain an audit trail whenever data is changed.
- Prepare reports based on company policy and management requirements.

  A number of standard payroll reports contained in the JD Edwards EnterpriseOne Payroll system can be generated automatically during any step in the payroll cycle. In addition, you can easily create custom reports to meet the reporting needs, based on the data stored in the system.
- Be secure.

  Payroll-related data is proprietary information of the company and should be viewed by only authorized personnel. The system must prevent unauthorized personnel from viewing payroll data. The JD Edwards EnterpriseOne Payroll system provides a variety of security options, such as field-level or form-level security, to prevent unauthorized users from viewing or changing payroll data. In addition, security can be set up to specify those users who are allowed to perform the various steps in the payroll cycle, including a reset of the cycle. JD Edwards EnterpriseOne Payroll security features ensure the privacy of all payroll records.

Processing payroll internally enables the organization to eliminate costly service bureau charges and to gain complete control of the payroll functions. The JD Edwards EnterpriseOne Payroll system offers simple yet complete solutions for the entire payroll processing needs. You can use this flexible system to efficiently manage the unique payroll needs of the organization, even as the business grows and the requirements change.

JD Edwards EnterpriseOne U.S. Payroll Business Processes

This process flow illustrates the U.S. Payroll business processes:

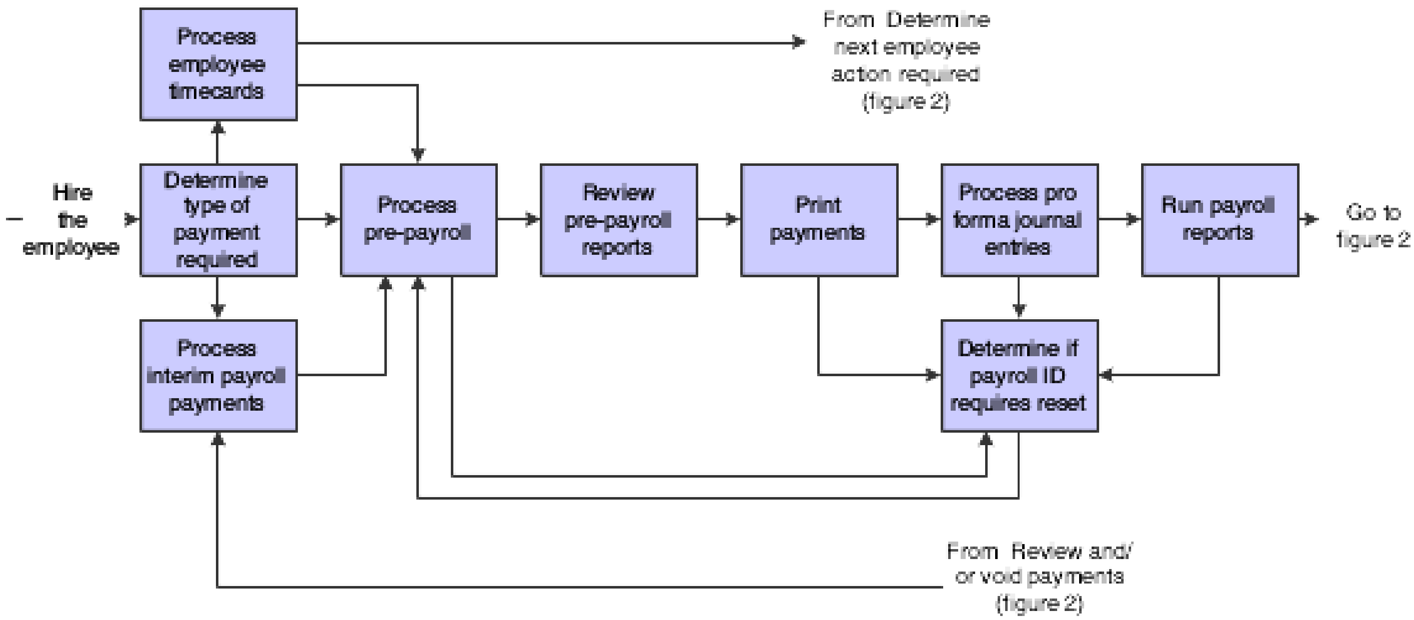
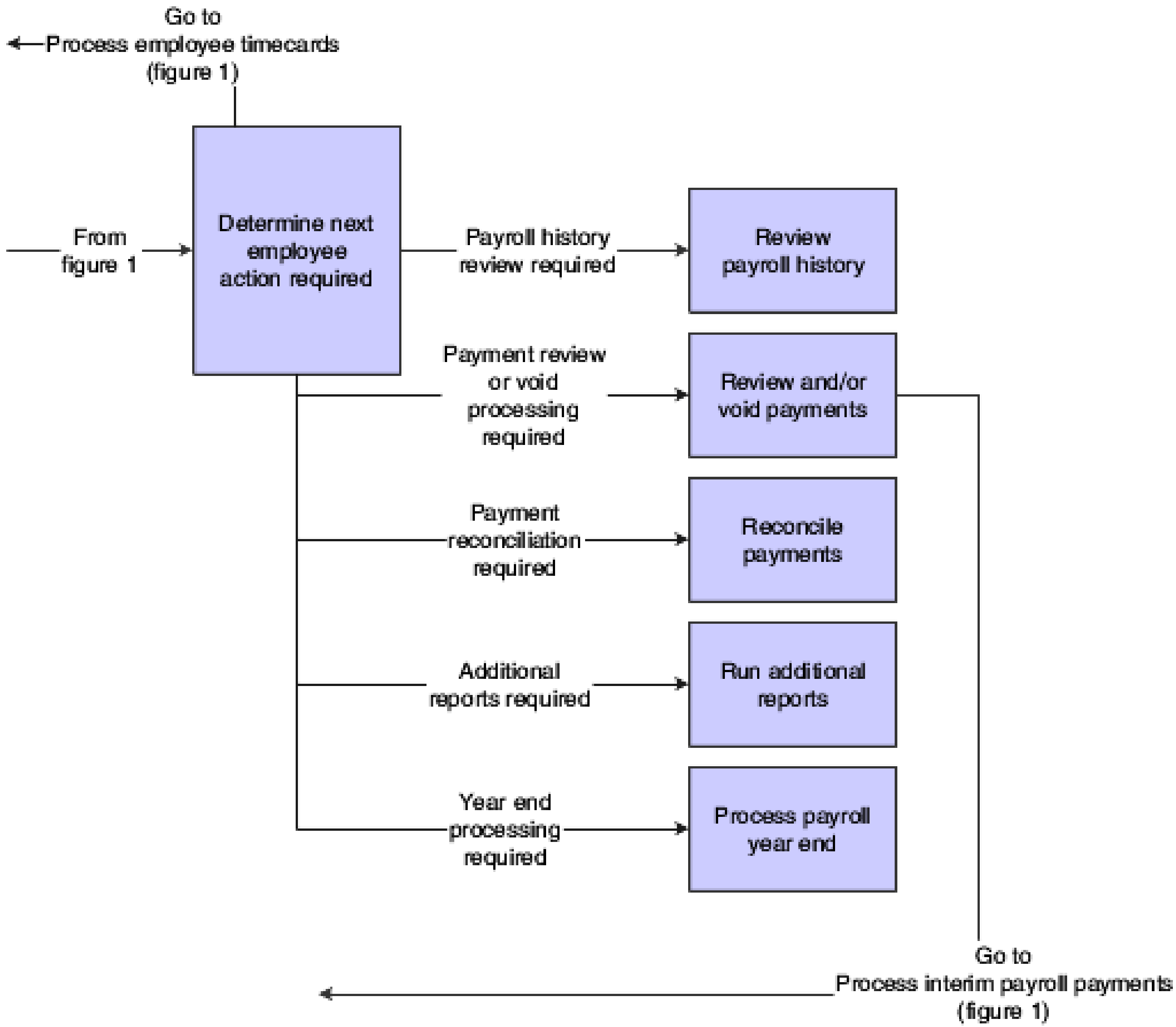


Figure 2



We discuss these business processes in the business process chapters in this implementation guide.

JD Edwards EnterpriseOne U.S. Payroll Integrations

The JD Edwards EnterpriseOne U.S. Payroll system integrates with these JD Edwards EnterpriseOne systems from Oracle:

- JD Edwards EnterpriseOne Asset Lifecycle Management
- JD Edwards EnterpriseOne Financial Management
- JD Edwards EnterpriseOne Human Capital Management

- JD Edwards EnterpriseOne Project Management
- JD Edwards EnterpriseOne Supply Chain Management

We discuss integration considerations in the implementation chapters in this implementation guide. Supplemental information about third-party application integrations is located on the JD Edwards Customer Connection website.

JD Edwards EnterpriseOne Asset Lifecycle Management

Payroll integrates with the Asset Lifecycle Management applications to streamline processes, improve operational and performance management, and enable the tracking of time and labor costs related to managing assets.

JD Edwards EnterpriseOne Financial Management

The JD Edwards EnterpriseOne Payroll system automatically creates vouchers for payroll taxes, insurance premiums, and other payroll liability amounts that must be paid to third parties. JD Edwards EnterpriseOne Accounts Payable integration automates the tasks of calculating the payments due to each third-party and of generating the associated accounts payable vouchers.

JD Edwards EnterpriseOne Payroll integrates with JD Edwards EnterpriseOne General Accounting to automatically update general ledger transactions and account balances. JD Edwards EnterpriseOne Payroll can create and post transactions to the general ledger using the automatic accounting instructions (AAIs) that you define. You can use full detail on the labor accounts and run a summary of the liabilities and cash accounts.

Payroll uses employee names and addresses that are stored in JD Edwards EnterpriseOne Address Book.

JD Edwards EnterpriseOne Human Capital Management

Payroll integrates with the other JD Edwards EnterpriseOne Human Capital Management applications so that changes to employee human resource and benefit information are immediately reflected throughout the system, ensuring that each paycheck and report is up to date.

JD Edwards EnterpriseOne Project Management

Project Management and Payroll integrate to recognize labor and overhead expenses as they occur, for precise planning and variance analysis.

JD Edwards EnterpriseOne Supply Chain Management

Payroll integrates with the Supply Chain Management applications to give insights into the connection between operations and human capital costs.

JD Edwards EnterpriseOne U.S. Payroll Implementation

This section provides an overview of the steps that are required to implement the JD Edwards EnterpriseOne U.S. Payroll system.

In the planning phase of the implementation, take advantage of all JD Edwards sources of information, including the installation guides and troubleshooting information.

When determining which electronic software updates (ESUs) to install for JD Edwards EnterpriseOne U.S. Payroll, use the EnterpriseOne and World Change Assistant. EnterpriseOne and World Change Assistant, a Java-based tool, reduces the time required to search and download ESUs by 75 percent or more, and enables you to install multiple ESUs at one time.

See *JD Edwards EnterpriseOne Tools Software Updates Guide* .

Global Implementation Steps

This table lists the suggested global implementation steps for JD Edwards EnterpriseOne U.S. Payroll:

- Set up companies, fiscal date patterns, and business units.

  See *"Setting Up Organizations" in the JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide* .

- Set up accounts, and the chart of accounts.

  See *"Creating the Chart of Accounts" in the JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide* .

- Set up the General Accounting constants.

  See *"Setting Up the General Accounting System" in the JD Edwards EnterpriseOne Applications General Accounting Implementation Guide* .

- Set up multicurrency processing, including currency codes and exchange rates.

  See *"Setting Up General Accounting for Multicurrency Processing" in the JD Edwards EnterpriseOne Applications Multicurrency Processing Implementation Guide* .

  See *"Setting Up Exchange Rates" in the JD Edwards EnterpriseOne Applications Multicurrency Processing Implementation Guide* .

- Set up ledger type rules.

  See *"Setting Up Ledger Type Rules for General Accounting" in the JD Edwards EnterpriseOne Applications General Accounting Implementation Guide* .

- Enter address book records.

  See *"Entering Address Book Records" in the JD Edwards EnterpriseOne Applications Address Book Implementation Guide* .

- Set up Human Capital Management fundamental information.

  See *"Getting Started with JD Edwards EnterpriseOne HCM Fundamentals" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .

Core Implementation Steps

This table lists the core implementation steps for JD Edwards EnterpriseOne U.S. Payroll system:

- Set up the Payroll Cycle Workbench.

  See *"Setting Up the Payroll Cycle Workbench" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up Master Pay Cycles.

  See *"Setting Up Master Pay Cycles" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Create a payroll ID.

  See *"Create a payroll ID" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Attach a Master Pay Cycle to a payroll ID.

  See *"Attach a Master Pay Cycle to a payroll ID" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up payroll cycle control parameters.

  See *"Set up payroll cycle control parameters" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up pay cycle reports.

  See *"Set up pay cycle reports" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up payment information.

  See *"Set up payment information" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up payment types.

  See *"Set up payment types" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up debit account information for automatic deposits.

  See *"Set up debit account information for automatic deposits" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- (Optional) Set up multiple version processing.

  See *"Set up multiple version processing" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

- (Optional) Attach multiple version information to a payroll ID.

  See *"Attach multiple version information to a payroll ID" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up the Interims Workbench.

  See *"Set up the Interims Workbench" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Create an interim payroll ID.

  See *"Create an interim payroll ID" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Roll pay period dates forward for an interim ID.

  See *"Roll pay period dates forward for an interim ID" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up reports for an interim ID.

  See *"Set up reports for an interim ID" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up unemployment insurance rates.

  See *"Set up unemployment insurance rates" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up workers' compensation insurance-basis tables.

  See *"Set up workers' compensation insurance-basis tables" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up workers' compensation insurance rates.

  See *"Set up workers' compensation insurance rates" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- (Optional) Set up job step progression information for employees.

  See *"Set up job step progression information for employees" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- (Optional) Set up job step progression parameters.

  See *"Set up job step progression parameters" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- (Optional) Set up timecard automation for stand-alone job step progression.

  See *"Set up timecard automation for stand-alone job step progression" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- (Optional) Set up rule sets for job step progression processing.

  See *"Set up rule sets for job step progression processing" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

- Set up garnishment tables.

  See *"Set up garnishment tables" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up standard annual exemption amounts and additional exemption amounts for disabilities.

  See *"Set up standard annual exemption amounts and additional exemption amounts for disabilities" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up exemption calculation tables for exemption rules.

  See *"Setting Up Exemption Tables" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- (Optional) Set up ADP integration.

  See *Integrating with ADP*.

2 Understanding U.S. Payroll Processing

Understanding U.S. Payroll

With JD Edwards EnterpriseOne U.S. Payroll, you can design the system to meet the organization's specific requirements. You can define and establish earnings, deductions, taxes, and processes that fit the unique business needs. The system enables you to calculate gross-to-net or net-to-gross pay, leave accruals, and government-regulated tax information.

The U.S. Payroll process includes these steps:

1. Pre-payroll processing
2. Print payments
3. Journal entries
4. Payroll reports
5. Final update

To process employees in the U.S. through a payroll cycle, you must complete all of these steps. Before you set up or process payroll information for employees in the U.S., you should have a thorough understanding of basic payroll processing. This implementation guide discusses only those steps, features, and processes that are specific to processing payroll for employees in the U.S., and it is intended to supplement the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide*

Features of U.S. Payroll Processing

To correctly update payroll records for employees in the U.S., you must process those employees through a complete payroll cycle. Though the steps of the payroll cycle are the same for all supported countries, there are additional steps, features, and procedures that you can use to process country-specific information for employees in the U.S. This table lists country-specific processes for the U.S.:

Process	Description
Printing Payments	If you print and distribute payments internally, you must set up automatic deposit information that is specific to the U.S.
Payroll Reporting	In addition to the basic payroll cycle reports that are available for all supported countries, you can create additional, country-specific reports for the U.S. to assist you with analyzing payroll data.
ADP Integration	If the organization processes payroll for employees in the U.S., you can integrate with ADP and have ADP perform these payroll functions: • Report quarterly tax information to government entities. • Report year-end tax information to government entities.

Process	Description
Tax History, Reporting, and Integrity	The system uses tax tables that are specific to the U.S. to store and process employee payroll tax information. Additionally, the system provides country-specific tax reports that enable you to analyze and balance tax information and report it to the appropriate government entities. The system also provides programs to verify the integrity of the payroll tax history and update it if necessary.
Interim Payments	When you enter interim payments for employees in the U.S., the system enables you to enter country-specific tax overrides for payments.
State Unemployment Insurance (SUI) Reporting	The system includes state-specific programs for each state to which the organization might need to report SUI information. Each program is designed to meet the requirements of the specified state.
New Hire Reporting	The system includes state-specific programs for each state to which the organization might need to report new hire information. Each program is designed to meet the requirements of the specified state.
Worker's Compensation Regulations	The system includes features that enable you to report Worker's Compensation information and also supports these processes: • Washington State Industrial Insurance Reporting • Wyoming Worker's Compensation Reporting

3 Processing U.S. Payroll Cycle Information

Understanding U.S. Payroll Setup

To process payroll for employees in the U.S., you must set up the information in this chapter and also set up all basic payroll information. The information in this chapter discusses only the country-specific setup tasks that you must complete. All other setup tasks are discussed in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide*

Note:

- *" Introduction to JD Edwards EnterpriseOne U.S. Payroll" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

Working with Prevailing Wages

This section provides an overview of prevailing wages, lists prerequisites, and discusses how to review prevailing wages information, and adjust the prevailing wages if there are discrepancies between an employee's actual pay and the prevailing wages.

Understanding Davis Bacon Prevailing Wages

United States federal law states that employees working on federal government construction projects must be paid no less than the stated prevailing wages and prevailing fringe benefits for similar projects. This legislation requires the contractors to:

- Pay prevailing wage rates and benefits for corresponding classes of laborers or similar projects in the area (the Prevailing Wage is determined by the Secretary of Labor).
- Keep specific records.
- Report weekly certified payroll.
- Post employee rights.

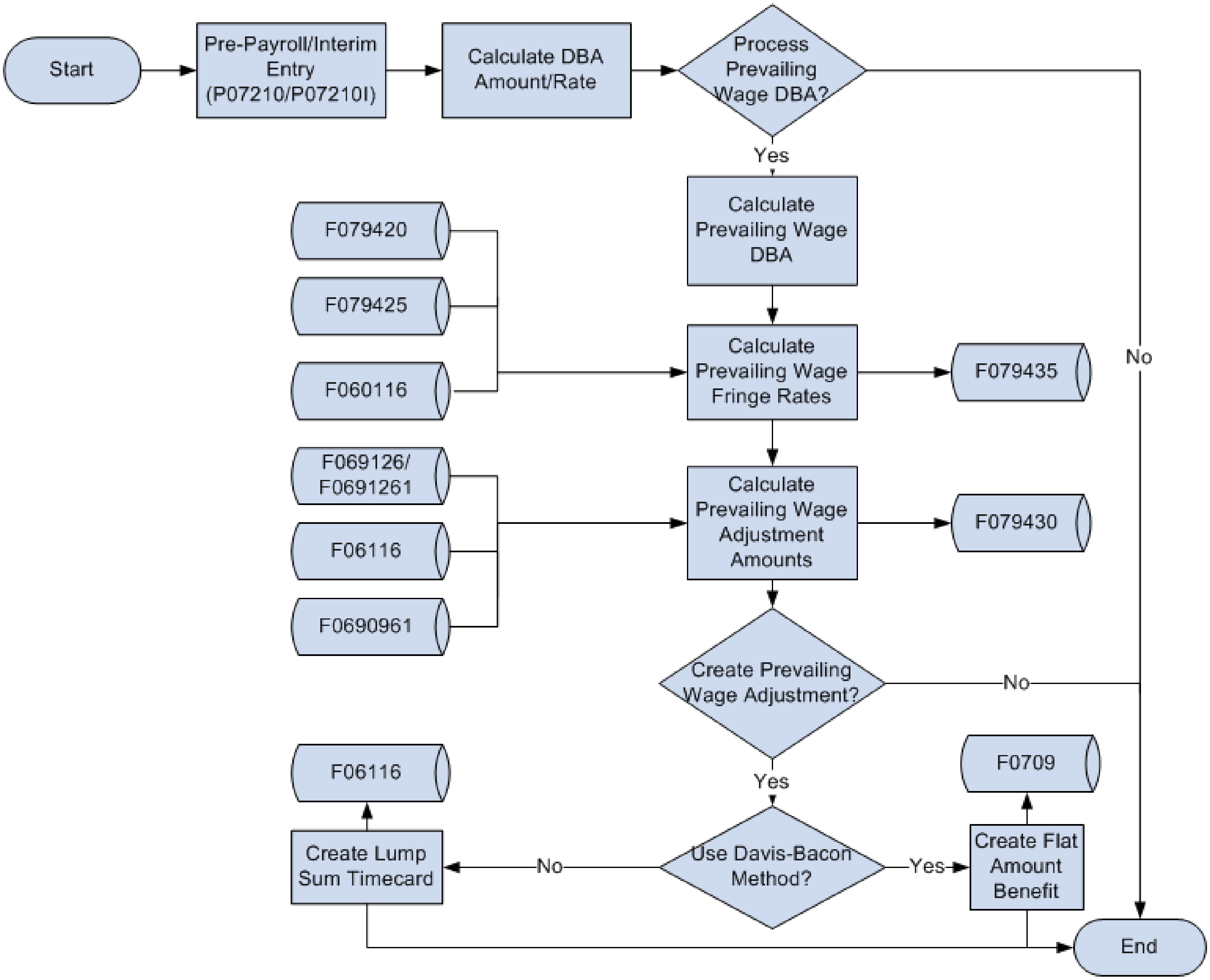
Prevailing wages are based on the employee's work classification and what the average rate of pay for that classification is in the area that the job is performed. The federal contractor must pay employees working on a federal project the prevailing rate for the job classification assigned to that employee plus any benefits that apply to that classification. This means that the employer has to determine whether the total of an employee's pay and benefits equals the prevailing wage for the union and job. If the total of an employee's pay and benefits is less than the prevailing wage, then the employer must pay the employee the additional amount.

Note: If an employee has multiple jobs with different prevailing wages, the prevailing wage calculation must be done for each job.

JD Edwards EnterpriseOne Payroll enables you to:

- Determine an employee's rate of pay by job.
- Compare that rate to the job´s prevailing rate.
- Determine what action the system should take when a discrepancy occurs and make the appropriate adjustments.
- Review detailed reports showing changes made to an employee's pay.

This process flow describes how the prevailing wages are calculated:


Start
Pre-Payroll/Interim Entry (P07210/P07210I)
Calculate DBA Amount/Rate
Process Prevailing Wage DBA?
Yes
No
Calculate Prevailing Wage DBA
F079420
F079425
F060116
Calculate Prevailing Wage Fringe Rates
F079435
F069126/ F0691261
F06116
F0690961
Calculate Prevailing Wage Adjustment Amounts
F079430
Create Prevailing Wage Adjustment?
No
Yes
F06116
F0709
Create Lump Sum Timecard
No
Use Davis-Bacon Method?
Yes
Create Flat Amount Benefit
End

Note: (Release 9.2 Update) The JD Edwards EnterpriseOne Prevailing Wage solution provides:

- The ability to define prevailing wage and fringe rates within EnterpriseOne applications.
- A fundamental methodology within US Payroll for comparing payroll actual pay and fringe rates to prevailing wage and fringe rates, and calculating net difference adjustments.
- Processing options that provide additional flexibility in the setup to control certain calculation parameters.

The JD Edwards EnterpriseOne Prevailing Wage enhancement may not address all potential customer requirements, based on customer interpretat*Understanding Davis Bacon Prevailing Wages*ion of the law or employer-specific application of prevailing wage methodology. In addition, this enhancement does not specifically address all possible state-level (mini Davis Bacon) requirements; however, a range of calculation methods are included that may support various needs.

Prerequisites

Before you complete the tasks in this section:

- Define the prevailing wage summarization level.

  See *"Setting Up Company Options" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .
- Set up union pay rates for job.

  See *"Setting Up Pay Rate Tables" in the JD Edwards EnterpriseOne Applications Human Resources Implementation Guide* .
- Create your company's Prevailing Wage DBAs.

  See *"Setting up Flexible Benefits" in the JD Edwards EnterpriseOne Applications Benefits Implementation Guide* .

  Note: When you create prevailing wage DBAs, you must specify B as the method of calculation (prevailing wage calculation method).
- Set up Prevailing Wage DBAs.

  See *Setting Up Prevailing Wage DBAs*.
- Set up prevailing wage basis.

  See *Reviewing Prevailing Wage DBA Range*.
- Enter job fringe rates using group plan DBAs.

  See *"Setting Up Group Plan DBAs" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .
- Enter employee timecards.

  See *"Entering Timecards for Employees" in the JD Edwards EnterpriseOne Applications Time and Labor Implementation Guide* .

Forms Used to Process Prevailing Wages

Form Name	FormID	Navigation	Usage
Work With Prevailing Wage DBAs	W079420A	Prevailing Wage Setup (G05BD41), Prevailing Wage DBAs	Select the Prevailing Wage DBA Code for which you want to review the prevailing wage processing parameters.
Add Prevailing Wage DBAs	W079420B	Click the Add button on the Work With Prevailing Wage DBAs form.	Set up prevailing wage DBAs.
Prevailing Wage DBA Revisions	W079420C	On the Work With Prevailing Wage DBAs form, select a record and click Select.	Review the prevailing wage processing parameters.
Work With Prevailing Wage DBA Range	W079425A	Prevailing Wage Setup (G05BD41), Prevailing Wage DBA Range. Alternatively, select PW DBA Range from the Form menu on the Work With Prevailing Wage DBAs form.	Review the actual DBAs that the employee receives to compare with the prevailing wage DBAs.
Prevailing Wage Transactions	W079430A	Payroll Workbench (G07BUSP11), Prevailing Wage Transaction Detail or select Prevailing Wage from the Row menu on the Work With Pay Cycle Workbench (P07210), Employee Payment Review (P07350), Work With Interims Workbench (P07210I), and Work With Interim Payments (P07350I) forms.	Review the prevailing wage calculation for each timecard that is processed.
Prevailing Wage Fringe Detail	W079435A	On the Prevailing Wage Transactions form, select a record and click Select.	Review detailed DBA information that is used to calculate the prevailing wage.
Prevailing Wage Transaction History	W079440A	U.S. History Inquiries (G07BUSP14), Prevailing Wage Transaction History or select Prev Wage History from the Row menu on the Work With Payment History (P070601).	Review prevailing wage transaction history.
Prevailing Wage Fringe History	W079440D	On the Prevailing Wage Transaction History form, select a record and click Select.	Review the fringe amount associated with

Form Name	FormID	Navigation	Usage
			the historical prevailing wage transactions.

Setting Up Prevailing Wage DBAs

Access the Add Prevailing Wage DBAs form.

Prevailing Wage PDBA Code
Specify the PDBA code that is used in the prevailing wage calculation. The PDBA code indicates the type of pay, deductions, benefits, or accruals.

Active
Select to activate the prevailing wage DBA.

Prevailing Wage Calculation Method
Specify the calculation method used to compute the prevailing wages.

Values are:

WI: If you use the WI (wage invasion) method, the system adds a lump sum timecard to the employee's pay if the employee's actual pay is lower than the prevailing wage. If the employee's actual pay is higher, the system creates a negative lump sum timecard to reduce the employee's pay to an amount not lower than the employee's base hourly rate defined in the Employee Master Information table (F060116).

NW: If you use the NW (non-wage invasion) method, the system adds a lump sum timecard if the employee's actual pay is lower than the prevailing wage.

DB: If you use the DB (Davis-Bacon) method, the system adds a flat dollar one-time override to the DBA Ledger File table (F0709) if the employee's actual pay is lower than the prevailing wage.

FC: If you use the FC (fringe credit) method, the system provides a credit to the employer for the fringe benefits paid to an employee. The system creates a negative lump sum timecard that is equal to the employee's fringe benefit hourly rate multiplied by the timecard hours.

Lump Sum PDBA
Specify the PDBA code used to indicate whether to generate a lump sum timecard or a flat dollar one-time override if the employee's actual pay is lesser than the minimum prevailing fringe rate.

Job Fringe Multiplier
Select to use the timecard multiplier when calculating the prevailing wage fringe amount.

If you select this option, the prevailing wage fringe amount is calculated by multiplying the employee's DBA amount for the prevailing wage DBA code by the timecard multiplier. If you do not select this option, the prevailing wage fringe amount is equal to the employee's DBA hourly rate for the prevailing wage DBA code.

Reviewing Prevailing Wage DBA Range

Access the Work With Prevailing Wage DBA Range form.

Prevailing Wage DBA Code

Specify the prevailing wage DBA code that is used in the prevailing wage calculation.

Fringe Basis DBA

Displays the fringe basis DBA code that defines the type of benefit. Benefits are numbered from 1000 to 9999.

If the accruals must be calculated as fringe benefit in the prevailing wage calculations, the fringe basis DBA must be associated with the method of calculation J.

Prevailing Wage Pay Type

Displays the pay type that is associated with the prevailing wage DBA range record. The value can either be a valid pay type or DEFAULT. If the system displays a valid pay type, the prevailing wage DBA range record applies only to that pay type. If the system displays DEFAULT, the prevailing wage DBA range record is used for pay types that are not found in the F079425 table during the calculation of the employee's fringe amount.

It is required that one default prevailing wage DBA range record exists for each combination of prevailing wage DBA and fringe basis DBA. If a record is not marked as DEFAULT, you must specify a valid pay type.

Annualize Rate

This option determines whether annualized hours or timecard hours are used when calculating the employee's fringe amount.

Hours Per Year

Displays the number of hours in one year used in calculating the employee's fringe amount if the Annualize Rate option is selected. In this calculation, each fringe basis DBA code is converted to an hourly rate by multiplying the pay period fringe amount by the employee' s pay frequency and then dividing the result by the value in the Hours Per Year field.

Multiplier

Displays the multiplier used in the employee's fringe amount calculation after the hourly rate is determined for a fringe basis DBA. The multiplier is typically used when an employee works overtime hours and receives an additional fringe credit for those hours.

Reviewing Prevailing Wage Transactions Information

Access the Prevailing Wage Transactions form.

Employee Number

Displays the number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

Work Date

Displays the date used as the actual work date or pay-period ending date.

Trans. No.

Displays the unique number that is assigned to each timecard.

Check Number

Displays the number used to group all payroll transactions for each payment or individual interim payment. This number is carried into the accounting journal entries and facilitates the update of the actual check number after payment printing is complete.

This number is also used for automatically voiding payments. The payment work table contains both the actual check number and the check control number. All associated payment transactions are automatically reversed using the check control number.

Note: This is not the actual check number.

Payroll ID

Displays the code that identifies a group of employees for whom payroll is being processed. Use the Payroll ID to process each step of the payroll cycle.

This code is also used to identify the interim identifier that you select when you enter interim payments.

Calculation Method

Displays the calculation method used to compute the prevailing wages.

Values are:

WI: If you use the WI (wage invasion) method, the system adds a lump sum timecard to the employee's pay if the employee's actual pay is lower than the prevailing wage. If the employee's actual pay is higher, the system creates a negative lump sum timecard to reduce the employee's pay to an amount not lower than the employee's base hourly rate defined in the Employee Master Information table (F060116).

NW: If you use the NW (non-wage invasion) method, the system adds a lump sum timecard if the employee's actual pay is lower than the prevailing wage.

DB: If you use the DB (Davis-Bacon) method, the system adds a flat dollar one-time override to the DBA Ledger File table (F0709) if the employee's actual pay is lower than the prevailing wage.

FC: If you use the FC (fringe credit) method, the system provides a credit to the employer for the fringe benefits paid to an employee. The system creates a negative lump sum timecard that is equal to the employee's fringe benefit hourly rate multiplied by the timecard hours.

Base Rate

This is the employee's base hourly rate assigned to the timecard record.

Note: If you change the value of the data display decimals for the PHRT or SHRT fields in Time Entry, you must also change the base rate (BHRT) field to have exactly the same data display decimals.

Fringe per Hour

Displays the employee's actual fringe benefit hourly rate calculated based on the existing DBA instructions.

Prevailing Wage Rate

Displays the prevailing wage hourly rate associated with the processed timecard that is retrieved from the Union Rates File table (F069126).

Prevailing Fringe Rate

Displays the prevailing wage fringe rate retrieved from the Union Benefits Master table (F069106). If the Job Fringe Multiplier field is set to 'Y' on the Prevailing Wage DBA Types form, the prevailing wage fringe rate will be further increased by the timecard multiplier.

Difference Per Hour

Displays the difference between the prevailing wage job rate and the employee's total hourly rate, which includes the timecard base rate and the employee's calculated fringe hourly rate.

When comparing fringe amounts only, this amount is the difference between the prevailing wage fringe hourly rate and the employee's fringe hourly rate.

If you use the prevailing wage fringe credit (FC) method, this amount is the employee's calculated fringe hourly rate as a negative value.

Adjustment Amount
Displays the amount paid to the employee due to a difference in the prevailing wage rate and the employee's actual rate.

Adjustment PDBA Code
Displays the PDBA code used to calculate the prevailing wage adjustment. When the adjustment is a lump sum timecard, this value is a valid pay type from the F069116 table. When the adjustment is a flat amount benefit, this value is a valid DBA code from the F069116 table.

Union Code
Displays the user-defined code (UDC) (06/UN) that represents the union or plan in which the employee or group of employees work or participate.

Job Type
Displays the user-defined code (UDC) (07/G) that defines the jobs within the organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.

The value in this field overrides the rates that are set up in the F069126 table if the table is set up by job or business unit.

Job Step
Displays the user-defined code (UDC) (06/GS) that indicates a specific level within a particular job type. The system uses this code in conjunction with the job type to determine pay rates by job in the Pay Rates table.

Reviewing Prevailing Wage Fringe Detail Information

Access the Prevailing Wage Fringe Detail form.

Fringe DBA Code
Displays the code that defines the type of benefit. Benefits are numbered from 1000 to 9999.

Rate Per Hour
Displays the employee fringe hourly rate amount for a prevailing wage DBA and prevailing wage fringe DBA.

Annualize Rate Flag
This option determines whether the system uses annualized hours or timecard hours when calculating the employee fringe amount. If this option is selected, Hours per Year from the F079425 table are used in the calculation. If this option is not selected, the hours from the timecard are used.

Prevailing Wage Hours
Displays the actual hours used in the employee fringe calculation.

Prevailing Wage Multiplier
Displays the multiplier used in the employee fringe calculation after the hourly rate is determined for a fringe basis DBA. The multiplier is typically used when an employee works overtime hours and receives an additional fringe credit for those hours.

Reviewing Prevailing Wage Transaction History Information

You can review historical records for prevailing wages transactions using the Prevailing Wage Transaction History program (P079440). Most of the fields on the Prevailing Wage Transaction History form are the same as those on the Prevailing Wage Transactions form.

See *Reviewing Prevailing Wage Transactions Information*.

Prevailing Wage Transaction Reports

You can generate the Prevailing Wage Transaction Detail report (R079430D) and Prevailing Wage Transaction Summary report (R079430S) to review the prevailing wage transactions processed for each timecard included in the prevailing wage calculations.

You can generate the reports to include or exclude the prevailing wage fringe details. You use the Print Fringe Detail processing option to specify whether to run the reports with the prevailing wage fringe details.

The system retrieves the information provided on these reports from these tables:

- Prevailing Wage Transaction Detail (F079430)
- Prevailing Wage Fringe Detail (F079435)
- Employee Transaction Detail File (F06116)

Prevailing Wage History Report

When you run the final update for prevailing wages, the system creates prevailing wage history records and stores them in history tables. You can generate the Prevailing Wage History report (R079440) to review and print records from these prevailing wage history tables:

- Employee Transaction History (F0618)
- Prevailing Wage Transaction History (F079440)
- Prevailing Wage Fringe History (F079445)

Setting Processing Options for Prevailing Wage Transaction Detail Report (R079430D)

Processing options enable you to specify the default processing for programs and reports.

Display

Use these processing options to determine what information is displayed on the report.

1. Print Fringe Detail
Specify whether to include the fringe details in the report.

Values are:

Blank: Do not include fringe details.

1: Print fringe details.

2. Payroll ID
Specify the Payroll ID to use if you are running the report from Batch Versions.

Setting Processing Options for Prevailing Wage Transaction Summary Report (R079430S)

Processing options enable you to specify the default processing for programs and reports.

Display

Use these processing options to determine what information is displayed on the report.

1. Print Fringe Detail
Specify whether to include the fringe details in the report.

Values are:

Blank: Do not print fringe details.

1: Print fringe details.

2. Payroll ID
Specify the Payroll ID to use if you are running the report from Batch Versions.

Setting Processing Options for Prevailing Wage History Report (R079440)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to determine what information the report should process and how to display it.

1. Begin Date (Required)
Specify the starting date for the report.

2. End Date (Required)
Specify the ending date for the report.

3. Summarize Prevailing Wage Transactions
Specify whether the prevailing wage transaction records should be summarized by the employee base rate and employee fringe rate on the report. If you specify that the records should not be summarized, the report displays each prevailing wage transaction record from history.

Values are:

Blank: Do not summarize the prevailing wage transactions.

1: Summarize the prevailing wage transactions.

4. Print Fringe Detail
Specify whether to include the fringe details in the report.

Values are:

Blank: Do not print fringe details.

1: Print fringe details.

5. Adjustment Type
Specify the prevailing wage adjustment types to be processed for the report.

Values are:

Blank: Process all adjustment types.

1: Process lump sum timecard adjustments.

2: Process flat amount benefit adjustments.

3: Process historical prevailing wage transaction records that did not result in any type of adjustment.

Example: Calculating Fringe Rate for a Job

This example illustrates how to calculate the fringe rate for a job. The fringe rate is calculated based on the job and fringe basis DBA. The amount that is calculated is computed for each pay type because each pay type is set up with a unique multiplier that is defined in the F079425 table.

The system uses these calculations to determine the fringe rate for a job:

Calculation Method	Calculation
Annualize Rate	(DBA Amount for Pay Type x Pay Frequency)/((Hours Per Year x (Job Gross/Total Check Gross)) x (Pay Type Gross/Job Gross)) x Multiplier
Timecard Hours	(DBA Amount for Pay Type/Total Pay Type Hours) x Multiplier

In this example, the Annualize Rate method is used and the following data is set up:

- Fringe basis DBAs
  - 1005, $285
  - 1008, $47
  - 8022, $384.14
- Timecards
  - Timecard1/Job1: 46 hours, PT1, $2162
  - Timecard2/Job2: 34 hours, PT1, $1598
  - Timecard3/Job2: 4 hours, PT100, $282

To calculate the minimum fringe rate for Job1 and Job2:

1. First, you calculate the fringe basis DBAs for each timecard and job:

DBA Code	Timecard/Job	Fringe Basis DBA
1005	Timecard1/Job1	(2162/4042) x 285 = $152.44
	Timecard2/Job2	(1598/4042)x 285 = $112.67
	Timecard3/Job2	(282/4042) x 285 = $19.89
1008	Timecard1/Job1	(2162/4042) x 47 = $25.14
	Timecard2/Job2	(1598/4042) x 47 = $18.58
	Timecard3/Job2	(282/4042) x 47 = $3.28
8022	Timecard1/Job1	(2162/4042) x 384.14 = $205.40
	Timecard2/Job2	(1598/4042) x 384.14 = $151.86
	Timecard3/Job2	(282/4042) x 384.14 = $26.88

2. Next, calculate the fringe rate for Job1:

DBA Code	Timecard/Job	Fringe Rate Calculation
1005	Timecard1/Job1	(112.67 x 26)/((2080 x (2162/4042)) x (2162/2162)) = $3.562
1008	Timecard1/Job1	(18.58 x 26)/((2080 x (2162/4042)) x (2162/2162)) = $0.587
8022	Timecard1/Job1	(151.86 x 26)/((2080 x (2162/4042)) x (2162/2162)) = $4.801

The total fringe rate for Job1 is $3.562 + $0.587 + $4.801 = $8.95.

3. Calculate the fringe rate for Job2:

DBA Code	Timecard/Job	Fringe Rate Calculation
1005	Timecard2/Job2	(112.67 x 26)/((2080 x (1880/4042)) x (1598/1880)) = $3.562
	Timecard2/Job3	(19.89 x 26)/((2080 x (1880/4042)) x (282/1880)) = 3.562 x 1.5 = $5.343
1008	Timecard2/Job2	(18.58 x 26)/((2080 x (1880/4042)) x (1598/1880)) = $0.587
	Timecard2/Job3	(3.28 x 26)/((2080 x (1880/4042)) x (282/1880)) = 0.587 x 1.5 = $0.881
8022	Timecard2/Job2	(151.86 x 26)/((2080 x (1880/4042)) x (1598/1880)) = $4.801
	Timecard2/Job3	(26.88 x 26)/((2080 x (1880/4042)) x (282/1880)) = 4.801 x 1.5 = $7.202

The total fringe rate for Job2 is $3.562 + $5.343 + $0.587 + $0.881 + $4.801 + $7.202 = $22.376.

Compare the total fringe rate for Job1 and Job2 with the amount in the F069106 table for the prevailing wage DBA and job. The method of calculation used in the comparison is defined in the F079420 table.

Monitoring Form W-4 Information for Employees Subject to IRS Lock-In Letter (Release 9.2 Update)

When you receive a lock-in letter from the IRS for an employee, you are obligated to follow the IRS letter and ignore any W-4 information requested by the employee if it would result in lower federal tax withholding. The lock-in letter will generally instruct you to withhold taxes at a maximum rate on future paychecks. The maximum rate may be achieved if the employee sets their federal filing status to “Single" (S) and their number of exemptions to 0.

To monitor the IRS form W-4 information, you can use the JDE_ORCH_07_Process_All_Lock_List_Employees orchestration that is run on a schedule. The orchestration evaluates the filing status and number of exemptions for employees who have been identified as having received a lock-in letter. If an employee's filing status is any value other than “S" or the number of exemptions is greater than 0, the system sends an email to a manager in the Human Resources department. For more information about the JDE_ORCH_07_Process_All_Lock_List_Employees orchestration, see *U.S. Payroll Orchestrations*.

To use the JDE_ORCH_07_Process_All_Lock_List_Employees orchestration for monitoring W-4 information, you must complete the following steps:

1. Add a value (for example, LL) to the Supplemental Database Code UDC table (00/SD).
2. Set up a supplemental data type for lock-in letters in the Supplemental Data Setup program (P00091). See *Creating Supplemental Data Type for Lock-In Letters*.
3. Associate the supplemental data type for lock-in letters with the employees who are subject to lock-in letters. See *Associating Lock-In Letter Supplemental Data Type With Employee Record*.

Note: If you already have a supplemental data type LL that you are using for another purpose, you can add a different code for lock-in letters to the 00/SD UDC table. Alternatively, you can use a different method, such as a category code, to identify the employees. Make the corresponding change to the orchestration so that it will recognize how you are identifying employees who are subject to lock-in letters.

Creating Supplemental Data Type for Lock-In Letters

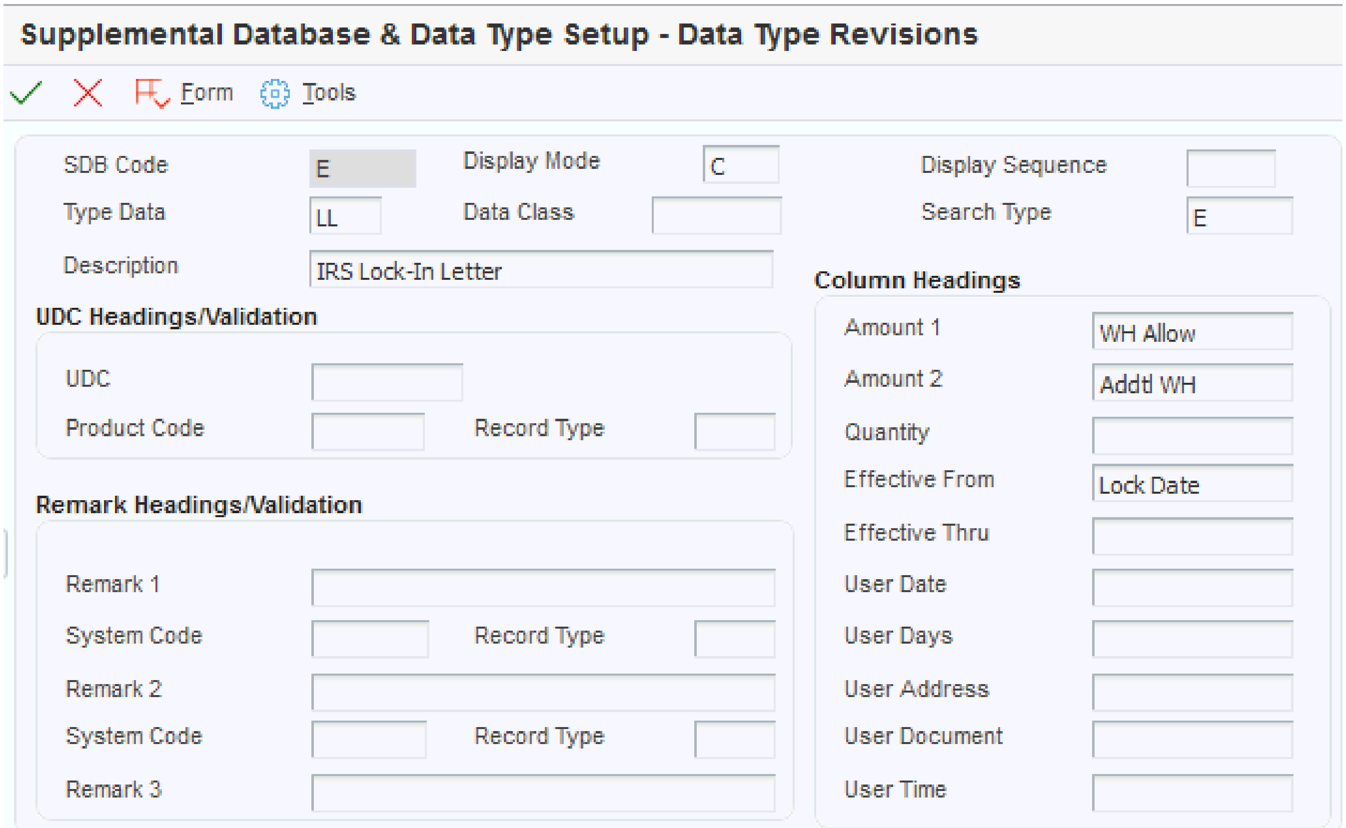
To identify employees who have an IRS lock-in letter in effect, you must set up a new supplemental data type and add that data type to the employee's information record.

To create a supplemental data type for lock-in letters:

1. From the Supplemental Data Setup menu (G05BSD4), select Supplemental Database and Data Type Setup.
2. Click Find and select SDB Code E, and then select the Work With Data Type Row exit.

3. Click Add to add a new data type for lock-in letters.

   The following image illustrates an example of a supplemental data type, LL, for lock-in letters:



4. Click OK.

Associating Lock-In Letter Supplemental Data Type With Employee Record

After setting up a supplemental data type for lock-in letters, you must add that data type to the employee records of all the employees who are subject to a lock-in letter.

To associate the lock-in letter supplemental data type with an employee record:

1. From the Employee Management menu (G05BE1), select Employee Information.
2. On the Work With Employee Information form, click Find.
3. Select the employee with whom you want to associate the lock-in letter supplemental data type, and then select the Supp. Data Entry row exit.

4. On the Work With Supplemental Data form, select the lock-in letter supplemental data type (for example, LL) and then click Select.
5. On the General Description Entry form, enter LL in the User Def Code field, and complete the other fields as applicable.
6. Click OK.

Processing U.S. Payment Information

This section provides an overview of the payment process, lists prerequisites, and discusses how to create the flat file for automatic deposits.

Understanding U.S. Payments

After you process employees through pre-payroll, you can print payments for those employees. JD Edwards EnterpriseOne Payroll enables you to create these types of payment information:

- Paychecks.
- Payment advice slips for employees who receive automatic deposits.
- Automatic deposit flat files to send to the banking institution.

Flat File for Automatic Deposits

When you print payments for a payroll cycle that includes at least one employee who receives payment through a direct deposit, you must create an automatic deposit bank file. Using the Create Auto Deposit Tape File program (R07235), the system automatically creates the flat file for automatic deposits. The flat file provides the bank with information from the system that the bank must have to process the automatic deposits.

The flat file that the system creates is named *PayACH* and is stored in the export folder. Using a text editor, review the PayACH file to verify that the information is correct and complete. If errors occur when you create the file, you can recreate it as many times as necessary until you begin the next payroll cycle, at which point the new information overrides the information in the existing file.

If the file contains errors, delete it and then recreate the file. Otherwise, copy the file to the appropriate media (such as diskette or magnetic tape) and send it to the bank. Consult the system administrator for assistance with this task.

The PayACH file contains five record types, which comply with the requirements of the National Automated Clearing House Association (NACHA). This table describes each record type that is contained in the flat file:

Record	Description
Record 1: File Header record	This record contains the file header information, including the origin and the intended destination of the file.
Record 5: Company/Batch Header record	This record contains detailed information about the company and the auto deposit batch.
Record 6: Employee Entry Detail record	This record contains detailed information about employee bank account numbers, employee identification numbers, names, and deposit amounts.
Record 8: Company Batch Control record	This record contains the monetary amount totals for each company in the batch.

Record	Description
Record 9: File Control record	This record contains the totals for the entire flat file.

Note:

The file that you create complies with the requirements of the NACHA. Because standards might vary by bank or region,
verify the automated clearing house requirements with the bank.

The processing options for the Create Auto Deposit Tape File program (R07235) enable you to add information organization-specific to the flat file. Do not add other information to the flat file. Including additional information in the flat file requires system customization.

Prerequisites

Before you complete the tasks in this section:

- Verify that the export folder exists, where package name is the name of the software environment and release (for example, PROD733). If the export folder does not exist, you must create it. Contact the system administrator or technical support for assistance with this task.
- Set up the conversion table that supports Unicode processing.

  See *JD Edwards EnterpriseOne Tools Interoperability Guide* .
- Review the processing options for the Create Auto Deposit Tape File program (R07235), and set up payment types to use the correct payment programs.

  See *"Setting Up Payment Information" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Process pre-payroll.

  See *"Processing Pre-Payroll" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

Forms Used to Create the Flat File for Automatic Deposits

Form Name	FormID	Navigation	Usage
Work With Pay Cycle Workbench	W07210A	Payroll Workbench menu (G07BUSP11), Pay Cycle Workbench	Access the payroll ID for which you want to create the flat file.
Print Payments	W07230A	On the Work With Pay Cycle Workbench form, select the payroll ID, and then select Payments, Print Payments from the Row menu.	Create the flat file for automatic deposits.

Creating the Flat File for Automatic Deposits

Access the Print Payments form.

Printing Retroactive Pay on Payment Stubs

This section includes an overview of the retroactive payment printing process and discusses how to:

- Set up states for retroactive pay printing.
- Set retro pay processing options for the Payroll Workbench.
- Set retro pay processing options for the Interim Payment Workbench.
- Change the dates for payroll processing.

Understanding the Retroactive Payment Printing Process

Recently, some states have changed labor legislation regarding the printing of retroactive pay on employee pay stubs and payment advice slips. Some states now require that any retroactive payments that are included in an employee's payment are printed separately from current earnings, and that the date range that is associated with those retroactive payments is also printed.

To ensure that this information prints correctly for all payments that occur in states that require this information, you must complete these steps:

1. Set up each state that requires retroactive pay to be printed separately.
2. Set the processing options for the Payroll Workbench (P07210) and the Interim Payment Workbench (P07210I).
3. Enter timecards that include work dates that are earlier than the beginning date of the current pay period.
4. Change the From Date of the current payroll cycle to include the retroactive timecards.

To set up retroactive pay information by state, you use the Paystub Retro Pay State Setup program (P07212). This program enables you to specify which states require you to print retroactive pay separately.

After you specify which states require retroactive pay to print separately, you set the processing options to specify that you want to print retroactive pay separately. The same processing option exists for both the Payroll Workbench (P07210) and the Interim Payment Workbench (P07210I). These options must be set to **1** in order for retroactive pay to print separately on employee pay stubs.

After you have set up the system to print retroactive pay correctly, you can enter timecards for retroactive pay. To be considered a retroactive timecard, the work date on the time card must be earlier than the pay period beginning date of the current payroll cycle.

After you have entered retroactive timecards, you can process them through a payroll cycle or through an interim payment process. When you process the payment through a regular payroll cycle, you must first change the date in the From field in the Dates section of the Pre-Payroll Processing form to a date that is earlier than the pay period beginning date. Changing the date enables the system to include the retroactive timecards in the payroll cycle.

Note: You cannot enter a date that is more than two months earlier than the actual pay period beginning date. To process timecards with earlier work dates, you must use the Interim Payment Workbench.

During payroll processing, or interim processing, the system determines whether any timecards exist with a work date that is earlier than the original pay period beginning date. If timecards that meet this criterion exist, the system then determines whether the timecards are associated with a state that has been set up to print retroactive pay separately. If all of the criteria is met, the system prints retroactive pay information as a separate line on the employee's pay stub or payment advice.

Additionally, the system enters a date range in the description below the retroactive pay. The date range that is printed on the payment is the date that is manually entered in the From field and the ending date is one day prior to the original pay period begin date.

For example, if the current pay period is June 15 through June 30, and you want to process retroactive timecards with work dates in May, change the From field in the Dates section of the Pre-Payroll Processing form to May 1. When payments and advices are printed, all retroactive pay will be listed separately, and the description for each item is the date range of May 1 through June 14.

Note:

- *"Setting Up the Payroll Cycle Workbench" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- *"Working with Interim Payments" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- *"Setting Time Entry Processing Options" in the JD Edwards EnterpriseOne Applications Time and Labor Implementation Guide* .

Forms Used to Print Retroactive Pay

Form Name	FormID	Navigation	Usage
Work With Paystub Retro State Setup	W07212A	System Setup (G07BUSP4), Retro Pay State Setup	Use this form to review existing state setup or to access forms to set up additional states.
Paystub Retro State Setup	W07212B	Click Add on Work With Paystub Retro State Setup.	Set up states for retroactive pay printing.
Work With Pay Cycle Workbench	W07210A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench	Select a payroll ID for which you want to change the dates.

Setting Up States for Retroactive Pay Printing

Access the Paystub Retro State Setup form.

Statutory Code
Enter the two-character code that specifies the state for which you are setting up retroactive payment information. Values are stored in UDC (06/SC).

Print Retro Detail
Enter a code to specify whether to print retroactive pay separately for the specified state. Values are:

Y: Print retroactive pay information separately.

N: Do not print retroactive pay information separately.

Setting Retro Pay Processing Options for the Payroll Workbench

You use processing options to specify default processing information for a process or program.

Note: This task discusses only the options that pertain to printing retroactive pay.

See *"Setting Processing Options for Payroll Cycle Workbench (P07210)" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide .*

Print Tab

Use this option to specify whether retroactive payment information prints separately on employee payments.

1. Print Retro Pay Detail on the Pay Stub

Use this processing option to specify whether to print retroactive pay information separately on employee payments. To print this information separately, in addition to setting this option, you must also specify which states require this information to be printed separately, and you must enter timecards that are associated with one of those states and that include a work date earlier than the pay period begin date. Values are:

Blank or **0:** Do not print retro pay detail on the pay stub.

1: Print retropay detail on the pay stub.

Setting Retro Pay Processing Options for the Interim Payment Workbench

You use processing options to specify default processing information for a process or program.

Note: This task discusses only the options that pertain to printing retroactive pay.

See *"Setting Processing Options for the Interims Workbench program (P07210I)" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

Print Tab

Use this option to specify whether retroactive payment information prints separately on employee payments.

1. Print Retro Pay Detail on the Pay Stub

Use this processing option to specify whether to print retroactive pay information separately on employee payments. To print this information separately, in addition to setting this option, you must also specify which states require this information to be printed separately, and you must enter timecards that are associated with one of those states and that include a work date earlier than the pay period begin date. Values are:

Blank or **0:** Do not print retro pay detail on the pay stub.

1: Print retropay detail on the pay stub.

Changing the Dates for a Payroll Cycle

Access the Pre-Payroll Processing form.

See *"Processing Pre-Payroll" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

From

Enter a date that is earlier than the original pay period begin date. You enter an earlier date to include retroactive timecards in the payroll cycle. This date cannot be more than two months earlier than the original pay period begin date. The system uses the date that you enter in this field as the beginning date in the description that prints for each retroactive pay item on an employee payment.

Reviewing Country-Specific Payroll Cycle Reports

This section provides an overview of U.S. payroll reports and discusses how to:

- Set processing options for the Employee Social Security Register (R073665).
- Set processing options for the Workers' Compensation Register (R073601).
- Set processing options for the General Liability Insurance Register (R073651).

Understanding U.S. Payroll Reports

During the payroll cycle, you can print reports from the Payroll Workbench. These reports include data for the payroll ID that you select when you process the reports. In addition to the reports that are available for the U.S., there are other reports that can be processed for all supported countries.

Reviewing the Federal Tax Distribution Summary Report (R073170)

You use the information on the Federal Tax Distribution Summary report (R073170) to determine the federal tax burden for a payroll cycle. Generating this report during pre-payroll enables you to promptly submit federal taxes. The report lists totals of taxable wages and federal tax amounts for the current period and for month-to-date. It also lists tax amounts by company for quarter-to-date and year-to-date.

You can generate this report during a payroll cycle only. You cannot generate reports from the Report Setup form.

Reviewing the State Tax Distribution Summary Report (R073162)

You use the information on the State Tax Distribution Summary report (R073162) to determine the state tax burden for this payroll cycle. The State Tax Distribution Summary report lists totals of taxable wages and state tax amounts for the current period and month-to-date. It also lists tax amounts by company for quarter-to-date and year-to-date.

You can generate this report during a payroll cycle only. You cannot generate reports from the Report Setup form.

Reviewing Social Security and Medicare Register Reports (R073665)

The Employee Social Security Register program (R073665) produces reports that list the employee and employer portions of taxes withheld for Social Security tax and Medicare. You can generate these reports during a payroll cycle only. You cannot generate reports from the Report Setup form. This table describes each report that is created when you run the Employee Social Security Register program:

Report	Description
Employee Social Security Register	This report lists the employee-paid portion of Social Security taxes. It includes this information: • Social Security number. • Current wages. • Any excludable wages or amounts paid in excess. • Taxable wages. • FICA rates.

Report	Description
	• Current tax amounts for the employee portion of Social Security taxes.
Employer Social Security Register	This report lists the employer-paid portion of Social Security taxes. It includes this information: • Social Security number. • Current wages. • Any excludable wages or amounts paid in excess. • Taxable wages. • FICA rates. • Current tax amounts for the employer portion of Social Security taxes.
Employee Medicare Register	This report lists the employee-paid portion of Medicare taxes. It includes this information: • Current and taxable wages. • Medicare rates. • Current tax amounts for the employee portion of Medicare taxes.
Employer Medicare Register	This report lists the employer-paid portion of Medicare taxes. It includes this information: • Current and taxable wages. • Medicare rates. • Current tax amounts for the employer portion of Medicare taxes.

Reviewing the Workers Compensation Register Report (R073601)

You can generate the Workers' Compensation Register report (R073601) to review the rates paid by the company per employee for workers' compensation insurance. The rates that an employer pays for workers' compensation insurance vary by job type. In some cases, employees, rather than employers, might be required to pay workers' compensation premiums. In such situations, the reports contain the employee-paid amounts.

The report includes:

- Employee listing by company.
- Employee hours and gross wages.
- Employee job type and job step.
- Excludable and overtime wages.
- Premium amounts for each employee.
- Totals for each work state and company.
- Grand totals for the report.

You can generate the report in either of these formats:

- Detailed report, which includes each line of time entry.
- Summary report, which consolidates the information by employee, company, tax area, workers' compensation code, job type, and job step.

The information provided in the Workers' Compensation Register report is based on the Employee Transaction History table (F0618).

You can generate this report during a payroll cycle only. You cannot generate reports from the Report Setup form.

Reviewing the General Liability Insurance Register Report

You can generate the General Liability Insurance Register report (R073651) to review the rates paid by the company per employee for general liability insurance. The employer pays one standard rate for general liability insurance for each employee. The General Liability Insurance Register report is identical to the Workers' Compensation Register report, except for the actual amounts that appear in the Workers' Compensation Amount field. The system bases the totals on the general liability rate.

The information provided in this report is based on the Employee Transaction History table (F0618).

You can generate this report during a payroll cycle only. You cannot generate reports from the Report Setup form.

Setting Processing Options for the Employee Social Security Register (R073665)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, the availability of fields on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify JD Edwards EnterpriseOne demo versions, which are identified by the prefix ZJDE or XJDE. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Although processing options are set up during JD Edwards EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Enter the FICA Maximum Wage Base

Use this processing option to specify the FICA maximum wage base that applies to the Employee and Employer FICA Register.

Setting Processing Options for the Worker's Compensation Register (R073601)

Processing options enable you to specify the default processing for programs and reports.

Employee

1. Select the employee number to print.

Use this processing option to specify the employee number that the system prints on the report. Values are:

1: Address Book number

2: Social Security number

3: Third employee number

Setting Processing Options for the General Liability Insurance Register (R073651)

Processing options enable you to specify the default processing for programs and reports.

General

Select the Employee number to Print.
Use this processing option to specify the employee number that the system prints on the report. Values are:

1: Address Book number

2: Social Security number

3: Third employee number

Entering Tax Overrides for an Interim Payment

This section provides an overview of interim payment tax overrides and discusses how to enter tax overrides for interim payments.

Understanding Interim Payment Tax Overrides

When you enter interim payments, you can override employee tax information so that the interim payment includes the amounts that you want to appear on the payment. You can override tax information on the Interim Entry form, or you can access the employee's current tax exemption and credit information from the Interim Workbench and override that information to calculate the interim payment.

> **Note:** When you override tax information from the Interims Workbench, the employee's permanent tax information does not change. The overridden information is used only for the calculation of the interim payment that you are entering for the employee. Also, if you are using the batch method to process interim payments, you must enter tax overrides using the Tax Overrides option from the Form menu, because the tax tabs on the Interim Entry form are disabled for batch processing.

> **Note:** You cannot override state unemployment insurance rates on an interim payment. If you want the state unemployment insurance rate (tax type C) to calculate at a rate different than the Federal rate, you must set up records for tax type C at the state level using the Unemployment Insurance Rate Revisions program (P079221). However, if you calculated state unemployment insurance on past employee payments using the wrong rate, you can enter adjustment interim payments to correct those amounts.

See *"Setting Up Unemployment Insurance Information" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

To enter tax overrides, you must first complete the initial steps to enter an interim payment.

See *"Working with Interim Payments" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

Entering Tax Overrides for Interim Payments

Access the Interim Entry form. Select the US Exemptions/Credits tab.

You can enter up to four tax overrides on the US Exemptions/Credits tab. To enter additional tax overrides for the interim payment, select Tax Overrides from the Form menu.

If you are using batch processing to enter interim payments, on Work With Interims Workbench, select the interim ID in the detail area, select Process Interims from the Row menu, and then select Process Single.

If you are running multiple versions of the Interim Calculation program, select Process Interims from the Row menu and then select Process Multiple.

4 Integrating with ADP (Desupported)

Understanding ADP Integration

Note: ADP Integration with JD Edwards EnterpriseOne Payroll was desupported in 2018.

Many companies hire outside consultants and service agencies to perform administrative activities. This strategy enables managers to concentrate on critical business functions and core competencies. The processing of payroll and related items is an administrative activity that companies often outsource. Some companies outsource all payroll processing, while others outsource only certain functions, such as tax preparation and filing. The largest provider of payroll outsourcing in North America is Automatic Data Processing (ADP).

ADP Integration enables you to outsource specified payroll functions to ADP. You can integrate the data that you create in JD Edwards EnterpriseOne Payroll with ADP. This combination enables you to process payroll using JD Edwards EnterpriseOne and have ADP report the associated payroll tax information to federal, state, and local taxing authorities.

ADP Tax Filing Service Standalone uses a flat file that contains JD Edwards EnterpriseOne payroll tax detail and summary information to process and file payroll taxes.

Note:

The JD Edwards EnterpriseOne ADP interface file is based on specifications from ADP Systems Interface Guide Tax GSI Format. When ADP publishes a new version of their interface guide, JD Edwards reviews any changes and determines whether to incorporate any changes into the existing interface. The JD Edwards EnterpriseOne interface file to ADP is intended as a starting interface for customers to use to build their own integration for ADP tax filing services. JD Edwards does not certify this interface directly with ADP.

While JD Edwards provides a file format and processes for creating payroll tax history output, JD Edwards does not guarantee compatibility between JD Edwards Payroll tax data and ADPs tax service. JD Edwards customers should work closely with ADP during implementation of the ADP Tax Filing Service to understand ADP specifications and compatibility prior to going live on the ADP Tax Filing Service. JD Edwards customers are responsible for testing the EnterpriseOne file output with ADP, certifying their interface process with ADP, and reconciling file output data sent to ADP back to EnterpriseOne payroll tax history. Changes that affect payroll operations such as implementing JD Edwards in additional facilities or operating in new jurisdictions require similar testing and validation between ADP and the customer.

Given the large number of federal, state and local tax jurisdictions, and the changing nature of tax regulations, the JD Edwards EnterpriseOne ADP interface file format may not support certain tax reporting requirements. The JD Edwards ADP interface process does not necessarily support all tax filing functionality available in the ADP Tax Filing Service. Furthermore, JD Edwards does not provide any support for taxes that are not calculated and stored in JD Edwards tax history tables.

Using ADP in the Payroll Cycle

The JD Edwards EnterpriseOne system also enables you to send information that is created during the payroll cycle to ADP. This information enables ADP to file all of the payroll tax information for the organization. Like the journal entries, print payments, and reports steps of the payroll cycle, ADP integration must be performed after pre-payroll but before final update.

Note:

- *"Setting Up Payroll Cycle Information" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- *"Working with the Payroll Cycle" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

Setting Up ADP Integration

This section provides an overview of ADP integration setup, lists prerequisites, and discusses how to:

- Convert Vertex GeoCodes to ADP codes.
- Convert PSFT company codes to ADP company codes.
- Complete the ADP PDBA Quarterly Table Setup table.
- Complete the ADP Employee Additional Information table.

Understanding ADP Integration Setup

You must set up ADP Integration to process payroll using JD Edwards EnterpriseOne and direct ADP to report the associated payroll tax information to federal, state, and local taxing authorities for you.

You set processing options in the Pay Cycle Workbench program (P07210) to indicate whether you are using ADP TaxService Filing. The data ADP uses from the JD Edwards EnterpriseOne system must be converted to a format that ADP recognizes. You complete tables to convert Vertex GeoCodes to ADP codes, and JD Edwards EnterpriseOne company codes to ADP company codes. The ADP PDBA Quarterly Table Setup table (F078505) indicates to ADP which pay types, deductions, benefits, and accruals are included in the payroll processing. If you operate in Missouri, Washington, Minnesota, or Michigan, you must also complete the ADP Employee Additional Information table (F078507).

Payroll Workbench Setup for ADP Integration

Before you can use ADP Integration with JD Edwards EnterpriseOne Payroll, you must set the processing option for the Pay Cycle Workbench program (P07210) to indicate that you are using ADP Integration. The processing option that you need to set appears on the ADP Files tab.

See *"Setting Processing Options for Payroll Cycle Workbench (P07210)" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

Converting Vertex GeoCodes to ADP Codes

Before ADP can process payroll taxes that are associated with the payroll information that you create with JD Edwards EnterpriseOne Payroll, you must complete the Vertex GeoCode to ADP Code table (F078504). This table converts Vertex GeoCodes that are used by JD Edwards EnterpriseOne into codes that are used by ADP Tax Filing Service Standalone.

You must enter every GeoCode that the company uses, as well as the associated ADP codes, into this table. If you process a payroll that includes employees who are associated with GeoCodes but who are not included in this table, ADP processes those employee records with invalid codes.

> **Note:** Vertex and ADP might periodically change or add new GeoCodes or tax codes. You must ensure that the Vertex GeoCode to ADP Code table contains all of the current codes that you use to process payroll. For more information about Vertex GeoCodes, contact Vertex directly. For more information about ADP tax codes, refer to the documentation for ADP Tax Filing Service Standalone or contact ADP directly.

Converting PSFT Company Codes to ADP Company Codes

Before ADP can process payroll taxes using the payroll information that you create with JD Edwards EnterpriseOne Payroll, you must complete the PSFT Company Code to ADP Company Code table (F078506). This table converts company codes that are used by JD Edwards EnterpriseOne Payroll into company codes that are used by ADP Integration. You must enter every company code that the company uses, as well as the associated ADP codes, into this table. ADP provides the four-character alphanumeric codes for the ADP company codes.

Completing the ADP PDBA Quarterly Table Setup Table

Before ADP can process payroll taxes with the payroll information that you create using JD Edwards EnterpriseOne Payroll, you must complete the ADP PDBA Quarterly Table Setup table (F078505). This table indicates to ADP which pay types, deductions, benefits, and accruals (PDBAs) are included in the payroll processing.

This table includes all of the PDBA category codes that are tracked for the quarterly report:

Code	Description
ALL	Allowances (Puerto Rico only)
BER	Business Expense Reimbursement
COM	Commission Amounts 499R-2 (Puerto Rico only)
DEP	Dependent Care
ECT	Employee Contributions (future use)
FRB	Fringe Benefit
FRV	Fringe - ER Vehicle
GOV	Government Pension 414(h)

Code	Description
GRD	Gross Distribution (future use)
IMA	Individual Medical Account
ME3	Moving Expense 3rdParty
MEC	Meals ER Convenience
MEX	Moving Expense (New York only)
MHC	Medical and Health Care (future use)
NEC	Non-employee Compensation (future use)
NQ4	Non Qualified Non 457
NQD	Nonqualified Pens Dist Sec 457
NQN	Nonqualified Pens Dist Non 457
NQP	Nonqualified Plan Income
PNS	Pension Amount (Puerto Rico only)
QTR	Qualified Transportation
REM	Reimbursed Expense Amounts (Puerto Rico only)
RET	Retirement Fund Amounts (Puerto Rico only)
RTD	1099 Rent Amounts (Future use)
RYT	1099 Royalties (Future use)
SON	Stock Options Nonstatutory
SPC	Sick Pay Employer Contributed (New York only)
SPY	Substitute Payments (Future use)
SVP	Severance Pay (New York only)

If the company does not use a particular PDBA category, you do not need to enter a value in the table for that category.

Completing the ADP Employee Additional Information Table

Missouri, Washington, Minnesota, and Michigan have special payroll reporting requirements. You supply this information to ADP by completing the ADP Employee Additional Information table (F078507).

Prerequisite

Set up the processing options for the Payroll Cycle Workbench program.

See *" Setting Processing Options for Payroll Cycle Workbench (P07210)" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

Forms Used to Set Up ADP Integration

Form Name	FormID	Navigation	Usage
Local ADP Code Table	W078504A	ADP Setup (G07ADP4), Local ADP Code Table	Convert Vertex GeoCodes to ADP Codes.
PSFT Company Code to ADP Company Code	W078506A	ADP Setup (G07ADP4), PSFT Company Code to ADP Company Code	Converting PSFT Company Codes to ADP Company Codes.
ADP PDBA Quarterly Table Setup	W078505B	ADP Setup (G07ADP4), ADP PDBA Quarterly Table Setup	Complete the ADP PDBA Quarterly Table Setup table.
ADP Employee Additional Info	W078507A	ADP Setup (G07ADP4), ADP Employee Additional Information	Complete the ADP Employee Additional Information table.

Converting Vertex GeoCodes to ADP Codes

Access the Local ADP Code Table form.

Vertex GeoCode

Enter a code that identifies a geographical location and the tax authorities for an employee work site, including employee and employer statutory requirements. In the Vertex payroll tax calculation software, the tax area code is synonymous with GeoCode. To determine the valid codes for the location, refer to the documentation for the tax calculation software that you are using.

ADP Work & Live Code

Enter a four-digit numeric code that indicates an employee both works and lives in the same location. This code is supplied by ADP.

ADP Work In Code
Enter a four-digit numeric location code that indicates an employee works in the location. This code is supplied by ADP.

ADP Live In Code
Enter a four-digit location code that indicates the employee lives in the location. This code is supplied by ADP.

Converting PSFT Company Codes to ADP Company Codes

Access the PSFT Company Code to ADP Company Code form.

PSFT Company Code
Enter the company to which the employee is assigned. This code is used to store historical payroll information and to determine accounts for some journal entries.

ADP Company Code
Enter a four-digit alphanumeric code that specifies the company to which the employee is assigned. This code is supplied by ADP.

Completing the ADP PDBA Quarterly Table Setup Table

Access the ADP PDBA Quarterly Table Setup form.

PDBA Category
Enter a user-defined code (07Y/IP) that designates W-2 and 1099 box numbers.

PDBA Code
Enter a code that defines the type of pay, deduction, benefit, or accrual.

Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.

Completing the ADP Employee Additional Information Table

Access the ADP Employee Additional Info form.

End Probation Date MO Only (end probation date, Missouri only)
Enter the calendar date (MM/DD/YYYY) on which an employee's probationary employment status ends. This field applies to the state of Missouri only.

Corp Officer Y/N WA Only (corporate officer yes/no, Washington only)
Enter a code that indicates whether an employee is an officer of the company. This field applies only to the state of Washington. Values are:

Blank or **N:** No

Y: Yes

Worksite Loc Code MN Only (worksite location code, Minnesota only)

Enter a code that specifies the location where the employee works a majority of the time. This field is required in the state of Minnesota only. Use this field when the company has multiple locations or worksites and when a State Unemployment Insurance agency needs to receive the Quarterly Wage Detail with a breakdown or subtotal by worksite/ location.

Worksite Loc Code MI Only (worksite location code, Michigan only)

Enter a code that specifies the location where the employee works a majority of the time. This field is required in the state of Michigan only. Use this field when the company has multiple locations or worksites and when a State Unemployment Insurance agency needs to receive the Quarterly Wage Detail with a breakdown or subtotal by worksite/ location.

Creating the Periodic Flat File

This section provides an overview of the periodic flat file, lists prerequisites, and discusses how to:

- Create the periodic flat file.
- Set processing options for the ADP TaxService Periodic Flat File TC program (R89078501).

Understanding the Periodic Flat File

The ADP Tax Filing Service Standalone is an automated system that enables you to outsource federal, state, and local payroll tax reporting. You can integrate the data that you create using JD Edwards EnterpriseOne Payroll with ADP Tax Filing Service Standalone. This combination enables you to process payroll with JD Edwards EnterpriseOne Payroll and have ADP report the associated payroll tax information to federal, state, and local tax authorities for you.

To process tax data that you generate using JD Edwards EnterpriseOne Payroll in ADP Tax Filing Service Standalone, you must create the Periodic flat file. Using information created during the payroll cycle, this flat file contains tax data in a format that ADP Tax Filing Service Standalone can read. This flat file contains data that the system extracts from these JD Edwards EnterpriseOne tables:

- Tax Detail File (F07353).
- Employee Master Information (F060116).
- Payroll Transaction Constants (F069116).
- Tax History (F06136).

To create this flat file, you must first set up a version of the ADP TaxService Periodic File TC program (R89078501). This version requires data selection that matches the data selection for the pre-payroll version. If you are using data selection over an item that does not exist in the data selection for the ADP TaxService Periodic File TC program (R89078501, you must set the data selection equal to the Payroll ID, because the fields selected on the pre-payroll version are not available in the table conversion.

After you create the version of the ADP TaxService Periodic File TC program that you want to process, you must create a version of the ADP TaxService Periodic File program (R078501). Both the ADP TaxService Periodic File TC program and the ADP TaxService Periodic File program can be accessed using the Batch Versions program (P98305).

Before you create the Periodic flat file, you must also create a folder called `export`. You create this folder so that it is subordinate to the folder that contains the JD Edwards EnterpriseOne version that you installed, in the same location as the res folder. These folders must exist before the system can produce the Periodic flat file.

After you set up versions of the ADP table conversion programs and create the export folder, you must run the pre-payroll step of the payroll cycle. Much of the data that you need to create the Periodic flat file is stored in workfiles that the system creates during pre-payroll. To ensure that the system uses the correct data to create the flat file, you must create the file after you successfully process pre-payroll and before you complete the final update step of the payroll cycle for which you want to process tax information. After you successfully create the Periodic flat file, a 1 appears in the ADP Tax Status field on the Work With Pay Cycle Workbench form (W07210A).

The flat file that you create is stored in the export folder and is named CCCCMMDD`.prl`, where CCCC is the ADP company code, MM is the month, and DD is the day of the payroll payment date. For example, if the ADP company number for Company A is 5555, the name of the Periodic flat file that the system creates for a payroll with a payment date of December 31, 2000 is 55551231.prl. See the system administrator for information about transferring this flat file to ADP Tax Filing Service Standalone.

Prerequisites

Before you complete the tasks in this section:

- Create the `export` folder.
- Successfully complete pre-payroll processing.
- Set up versions of the ADP TaxService Periodic File TC program (R89078501) and the ADP TaxService Periodic File program (R078501).

Note:

- *"Processing Pre-Payroll" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- *JD Edwards EnterpriseOne Tools Table Conversion Guide* .
- *JD Edwards EnterpriseOne Tools Foundation Guide* .

Form Used to Create the Periodic Flat File

Form Name	FormID	Navigation	Usage
Work With Pay Cycle Workbench	W07210A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench	Select a Payroll ID.

Creating the Periodic Flat File

Access the Work With Pay Cycle Workbench form.

To create the periodic flat file:

1. Select the payroll ID for which you want to create the Periodic flat file, and then select ADP Files, and then Periodic File from the Row menu.

   > **Note:** This menu option is disabled if you do not set the processing option for the Payroll Workbench to indicate that you are using ADP Integration. The option is enabled only after pre-payroll has been run. You must create the Periodic flat file before you run the final update step of the payroll cycle.

   When you have successfully created the Periodic flat file, a **1** appears in the ADP Tax Status field. A **1** must appear in this field before you can run final update.
2. To bypass the process of creating the Periodic flat file, select Payroll Parameters from the Row menu, and enter a **1** in the ADP Tax Service Status field.

Setting Processing Options for the ADP TaxService Periodic File TC Program (R89078501)

Processing options enable you to specify the default processing for programs and reports.

Default

These processing options specify the default information that is used in the ADP table conversion process.

1. Processing Office Name

Use this processing option to specify the name of the office where the file will be created. The processing office name prints in the header record to help track the location where the file was generated. You can create an alphanumeric code up to 10 characters in length for this optional field.

2. FUTA/SUI Periodic Impound

Use this processing option to specify whether you have an agreement with ADP to send and process Federal Unemployment Tax Act (FUTA) and State Unemployment Insurance (SUI) information on the Periodic file. Values are:

0: Do not send FUTA/SUI information.

1: Do send FUTA/SUI information.

3. ADP Branch Code

Use this processing option to specify the two-character ADP Branch Code, which is supplied by ADP Tax/Financial Services. If you leave this option blank, the system uses the default value **ST**.

Filing Quarterly Tax Reports Using ADP

This section provides an overview of the quarterly tax filing process, lists prerequisites, and discusses how to:

- Run the ADP TaxService Quarterly File program (R078504).
- Set processing options for the ADP TaxService Quarterly File program (R078504).

Understanding the Quarterly Tax Filing Process

ADP Tax Filing Service Standalone is an automated system that enables you to outsource federal, state, and local payroll tax reporting. You can integrate the data that you create in JD Edwards EnterpriseOne Payroll with ADP Tax Filing Service Standalone. This combination enables you to process payroll using JD Edwards EnterpriseOne and have ADP report the associated payroll tax information to federal, state, and local taxing authorities for you.

To process tax data that you generate using JD Edwards EnterpriseOne Payroll in ADP Tax Filing Service Standalone, you must create the Quarterly flat file. This flat file contains tax information that the system creates after the final update step of the of the payroll cycle at the end of each quarter, and the information appears in a format that ADP Tax Filing Service Standalone can read.

To create this flat file, you must first set up a version of the ADP TaxService Quarterly File program (R078504). This version requires data selection that includes all information that you need to process for the entire quarter.

The flat file that you create is stored in the `export` folder and is named CCCCMMDD`.qtr`, where CCCC is the ADP company code, MM is the month, and DD is the day of the quarter end date. For example, if the ADP company number for Company A is 5555, the name of the Quarterly flat file that the system creates for the quarter ending date of December 31, 2000 is 55551231.qtr.

You create the Quarterly flat file at the end of the quarter, after you run the final update for the last pay period of that quarter.

> **Note:**
>
> To file the quarterly reports, ADP requires complete employee name information in Address Book. Complete the Alpha Name
> field for each employee in the payroll cycle using this format:
>
> *Last Name,* comma, space, *First Name,* space, *Middle Name.*
>
> For example: **Smith, John James**
>
> If the employee has suffix information that you need to include (such as Jr. or II), use this format in the Alpha Name field:
>
> *Last Name,* space, *suffix,* comma, *First Name,*space, *Middle Name.*
>
> For example: **Smith Jr., John James**

See *"Entering Address Book Records" in the JD Edwards EnterpriseOne Applications Address Book Implementation Guide* .

Prerequisites

Before you complete the tasks in this section:

- Create the `export` directory.

- Set the processing options for the Pay Cycle Workbench program (P07210) to specify that you are using ADP Integration.
- Successfully complete pre-payroll processing.
- Complete the ADP PDBA Quarterly Table Setup table (F078505).
- Set up versions of the ADP TaxService Quarterly File program (R078504).
- Verify that the address book information for each employee is complete.
- Verify that the values for the W-2 IRS Defined Code field on the U.S. Legislative/Regulatory form (W059116UB) include all of the PDBAs in this table:

PDBA	IRS-Defined Code
Group Term Life	C
401(k)	D
403(b)	E
408(k)(6)	F
457	G
501(c)(18)(D)	H
Excess "Golden Parachute"	K
Uncollected FICA (GTL)	M
Uncollected Medicare (GTL)	N
Qualified Moving Expense	P
Medical Savings Account	R
408P	S
Adoption Benefit	T
Employee Health Savings Account (DISO = D)	W

PDBA	IRS-Defined Code
Employer Health Savings Account (DISO = B)	W
ROTH Contribution 401(k) for the Year	AA
ROTH Contribution 403(b) for the Year	BB
Cost of Employer Sponsored Group Health Coverage YTD	DD
Designated ROTH Contribution Section 457(b) YTD	EE

Note:

- *"Processing Pre-Payroll" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- *"(USA) Setting Up Tax-Deferred Compensation Deductions for the U.S." in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .
- *JD Edwards EnterpriseOne Tools Table Conversion Guide* .
- *JD Edwards EnterpriseOne Tools Foundation Guide* .

Running the ADP TaxService Quarterly File Program (R078504)

Select Payroll Workbench (G07BUSP11), ADP TaxService Quarterly File.

Setting Processing Options for the ADP TaxService Quarterly File Program (R078504)

Processing options enable you to specify the default processing for programs and reports.

Default

These processing options specify the default information that is used in the ADP table conversion process.

1. Year

Use this processing option to specify the year the user wants processed on this file run. Use two digits to represent the year. For example, to select year 2005, enter 05.

2. Quarter

Use this processing option to specify the quarter for which you are running the report. Values are:

- First quarter (01/01 - 03/31)
- Second quarter (04/01 - 06/30)
- Third quarter (07/01 - 09/30)
- Fourth quarter (10/01 - 12/31)

3. Month

Use this processing option to specify the month for which you are running the report. The export file will be generated with Illinois taxable wages on a monthly basis. Valid values are:

- First month (01/01 - 01/31)
- Second month (02/01 - 02/28)
- Third month (03/01 - 03/31)
- Fourth month (04/01 - 04/30)
- Fifth month (05/01 - 05/31)
- Sixth month (06/01 - 06/30)
- Seventh month (07/01 - 07/31)
- Eighth month (08/01 - 08/31)
- Nineth month (09/01 - 09/30)
- Tenth month (10/01 - 10/31)
- Eleventh month (11/01 - 11/30)
- Twelveth month (12/01 - 12/31)

4. ADP Branch Office

Use this processing option to specify the two-character ADP Branch Code, which is supplied by ADP Tax/Financial Services. If you leave this option blank, the system uses the default value ST.

5. Processing Office Name

Use this processing option to specify the name of the office where the file will be created. The processing office name prints in the header record to help track the location where the file was generated. You can create an alphanumeric code up to 10 characters in length for this optional field.

6. Control-Non Employee Disbursements

Use this processing option to specify if the data selection for this version is for non-employee disbursements (1099/W-2G).

A separate version needs to be made for employees. Values are:

Blank or **N**: No

Y: Yes

7. Worksite Reporting

Use this processing option to specify if the company reports a breakdown of wages by worksite or location to any SUI agencies. Values are:

Blank or **N:** No

Y: Yes

8. Payroll Reference Code

Use this processing option to identify the internal payroll batch. This name can be a user-defined alphanumeric code that is up to six characters in length. This is an optional field that prints in the header record to help track the payroll batch used to generate the file.

9. Employee private plan number

Use this processing option to specify the family leave insurance private plan number if you are processing New Jersey State employees.

10. Third-Party Sick Pay indicator

Use this processing option to specify whether the company is a third-party payer of sick pay that is filing a Form W-2 for an insured employee. Values are:

Blank or **N:** No

Y: Yes

5 Reviewing U.S. Tax History

Understanding Tax History

Each time that you process a payroll cycle, the system creates historical records of tax information associated with each payment. You use historical information to answer employees' questions, generate historical and government reports, and process year-end forms for employees. You can review this history to verify that it is correct. You can review these types of information:

- Gross pay.
- Excludable pay (pay that is not taxable).
- Pay that is in excess of the tax limit.
- Tax amount.

Tax history includes detail and summary information for wages and taxes. To review tax history, you can use online review forms as well as reports. This table illustrates the tax summary tables and their corresponding detail tables:

Summary Table	Detail Table
Tax History table (F06136)	Pay Check History Tax Ledger table (F06166)
Pay Check History Summary table (F06156)	Pay Check History Tax Ledger table (F06166)

When a company changes their Corporate Tax ID during the year, the tax ID that was replaced will no longer exist in the Payroll Corporate Tax Identification table (F069086). The system was designed assuming a one to one correspondence between company number and the Corporate Tax ID.

When the records are updated in the Tax History table (F06136), they are updated with the tax identification numbers that are currently in the F069086 table for the company. When a company changes their Corporate Tax ID, a new set of history records are created in the F06136 table with the new Corporate Tax ID, but with the same company number. TAXX is a key to the F06136 table. If you run the integrity reports for an employee when there is a change in company's Corporate Tax ID, then the Corporate Tax ID does not match and the system throws errors on all the records with the previous Corporate Tax IDs.

Because the company's current Corporate Tax IDs in the F069086 table are not the same as in the F06136 table; when you run the integrity reports in update mode, the records in the F06136 table will be merged into a single record per tax type for that company with the new or updated Corporate Tax ID from the F069086 table. If you ignore these errors and run the year-end build process for the employee, the year-end build cannot accurately match up the state wages from history to the Corporate Tax ID.

The Employee State/Local Control table (F07831) (state information) has fields for both TAXX (Federal A tax ID), and TAXS (state tax ID). Even though the F06136 table might contain the previous tax IDs on the tax history records (if the integrity reports were not run in update mode), when the year-end build process is run, the system will not know which Federal A tax ID was available at the time the state wages were under the tax ID on the state history record. Therefore, if there is a change in the Corporate Tax ID, you must also change the company number. If you want to change the

Corporate Tax ID for the same company number, then you must run the year-end build after the last payroll of the year, and prior to changing the corporate tax ID in the Corporate Tax IDs table.

Common Fields Used in This Chapter

Tax Area

Enter a code that identifies a geographical location and the tax authorities for an employee work site, including employee and employer statutory requirements. In the Vertex payroll tax calculation software, the tax area code is synonymous with the GeoCode. To determine the valid codes for the location, refer to the documentation for the tax calculation software that you are using.

Tax Type

Enter a user-defined code (07/TX) that specifies the type of payroll tax being processed. To set up state minimum wage amounts, you must enter **MW** in this field. To do so, you must first add **MW** to user defined code (UDC) 07/TX. However, you should not change the codes and definitions that are provided with the system.

Reviewing Tax History

This section provides an overview of tax history review and discusses how to:

- Review summary tax history.
- Review detail tax history.

Understanding Tax History Review

When you review tax history, you can review detail history or summary history. Review summary history when you need to review monthly balances and year-to-date amounts. Review detail history when you need to review this information by payment.

When you review tax history, you might discover an error that you need to correct. If the user account has the necessary security permission, you can manually revise the history to correct the error. However, you generally use interim payments to correct tax history. Using interim payments to update history information creates an audit trail and ensures that all payroll and accounting history tables are updated correctly.

> **Note:** After the pre-payroll process, when an employee's tax history type is changed, the system uses the new tax history type from the Payment File table (F07350) and updates the tax history type in the F06136, F06146, F06156 and F06166. The tax history type automatically updates the F06136, F06146, F06156, F06166, F06136A, F06136B, F06166A, & F06166B when you run the final update. For the Canadian employees, the tax history type updates F0713 and F0716 tables.

> **Note:** The system calculates School District taxes for different School District codes individually. Therefore, you must enter School District taxes individually. For example, if an employee has different school districts within the same city, which means the same Geo Code, the system will calculate the school district tax for that employee with the tax type 'N'. The tax type 'N' bifurcates the taxes calculated for individual districts.

Note: Payroll history programs require the highest possible level of system security.

When you revise payroll history manually, be aware of these points:

- The system does *not* update the JD Edwards EnterpriseOne General Accounting system.
- You must manually enter the appropriate journal entries.
- The system does *not* create an audit trail of the changes that you enter when you revise history manually.
- The summary totals does *not* equal the detail totals unless you process repost programs to update summary tables.

Forms Used to Review Tax History

Form Name	FormID	Navigation	Usage
Work With Tax History	W070920A	U.S. History Inquiries (G07BUSP14), Tax History	Select a tax history record to review.
Tax Summary	W070920C	On the Work With Tax History form, select a record in the detail area, and then click Select. Alternately, you can select Add Tax Summary from the Form menu.	Review summary tax history. Alternately, you can add tax summary by accessing the form from the Form menu.
Tax Detail	W070920D	On the Work With Tax History form, select Add Tax Detail from the Form menu. Alternately, you can select Add Tax Detail from the Form menu.	Review detail tax history. Alternately, you can add tax history details by accessing the form from the Form menu.

Setting Processing Options for Reviewing Summary Tax History (P070920)

Processing options enable you to specify the default processing for programs and reports.

Defaults

This processing option determines whether the system will display Calendar Year or Fiscal Year dates for the beginning and ending year dates.

1. Tax Detail History Begin and End Dates

Specify the default begin and end dates on the Tax Detail form. The dates can either be fiscal year or the calendar year. Fiscal year is the default.

Reviewing Summary Tax History

Access the Tax Summary form.

If the user account has the necessary security permission, you can correct any of the tax summary information.

Excludable Gross

Review the amount of monthly gross pay excluded from the tax calculation. This amount includes deductions for retirement savings plans and other nontaxable accounts.

Excess Wage

Review the amount of wages earned, but in excess of the annual limit, for tax calculation.

Tax

Review the monthly amount of tax calculated.

Work PSD Code (Release 9.2 Update)

Review the PSD code that represents the work jurisdiction and work school district code where the tax was remitted.

Resident PSD code (Release 9.2 Update)

Review the PSD code that represents the resident jurisdiction and resident school district code where the tax was remitted.

Reviewing Detail Tax History

Access the Tax Detail form.

If the user account has the necessary security permission, you can correct any of the information.

Pay Period End Date

Review the last day of a processing period (pay period, month, quarter or year).

Check Number

Review the number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.

Check Control Number

Review the number used to group all payroll transactions for each payment or individual interim payment. This number is carried into the accounting journal entries and facilitates the update of the actual check number after payment printing is complete. This number is also used for automatically voiding payments. The payment work table contains both the actual check number and the check control number. All associated payment transactions are automatically reversed using the check control number.

This is not the actual check number.

PSD Code (Release 9.2 Update)

Review the PSD code that represents the tax collection district where the tax was remitted.

Gross Pay

Review the gross pay that the system associates with the tax authority. For instance, if an employee earns wages in multiple states for the period, the gross pay would be apportioned to the tax authority for each state.

Excludable

Review the excludable gross amount. Based on tax regulations, the excludable gross can be different for each tax authority. For example, one authority might allow exclusion of 401(k) contributions, but another might not.

In Excess

Review the total amount of wages that exceed the annual limit for the respective payroll tax.

Tax Amount

Review the amount of tax withheld or paid to each tax authority.

Tax History Type

Review this code (07/TH) to determine the type of information being tracked for the employee in the US Taxation Summary History table (F06136) or the Canadian Tax History table (F0713). The value in this field determines the type of year-end form that the system generates.

Verifying the Integrity of US Payroll Detail History

This section provides an overview of US payroll history integrity, and discusses how to:

- Run the US Payroll History Audit Report (R07703).
- Set processing options for the US Payroll History Audit Report (R07703).

Understanding US Payroll History Integrity

To ensure that the system records the correct amounts on the tax and year-end reports, you should run the US Payroll History Audit Report (R07703) each month and before you process year-end reports. You should correct any variances that appear on this report before you print tax or year-end reports.

The US Payroll History Audit Report compares detail history information with summary history information and produces an exception report listing any inconsistencies between the summary and detail history information. This report does not make any corrections to the summary or detail tables.

You use the processing options to specify whether this report compares basic history information, pay check history information, or both.

If you choose to compare basic history information, the report compares the information in these tables:

Summary Tables	Detail Tables
F06136	F06166
F06136A	F06166A
F06145	F0719
F06146	F0618 and F0719
F06147	F0618 and F0719

If you choose to compare pay check history information, the report compares the information in these tables:

Summary Tables	Detail Tables
F06156	F06166
F06156	F0618
F06156	F0719

Refer to UDC 77/ER for a list of error codes that might appear on the report.

Running the US Payroll History Audit Report (R07703)

Select Canada History Reports (G77BCAP15), Canadian Payroll History Audit Report.

Setting Processing Options for the US Payroll History Audit Report (R07703)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to specify the month, year, and company for the report as well as which summary and detail tables to compare.

1. Enter Year for Audit Report.
Specify the year for which the report should audit history information.

> **Note:** Enter the year using four digits (for example: 2010).

2. Enter Month for Audit Report
Specify the specific month for which the report should audit history information.

> **Note:** Enter the month using two digits (for example: January equals 01).

3. Perform Basic History Audit.
Specify whether you would like to perform a basic history audit. The Basic Audit report compares these tables:

F06136 to F06166

F06145 to F0719

F06146 to F0618 and F0719

F06136A to F06166A

Values are:

1: Perform.

Blank: Do not run the Basic History Audit.

0: Do not perform comparison.

4. Perform Paycheque History Audit.
Specify whether you would like to perform a paycheck history audit. The paycheck history audit compares these tables:

F06156 to F0716

F06156 to F0618

F06156 to F0719

Values are:

1: Perform.

Blank: Do not run the Paycheck History Audit.

0: Do not perform comparison.

5. Company.
Specify the company for which to run the audit reports.

Note: If you leave this processing option blank, the system audits all companies.

Setting Processing Options for Tax History Reports

This section discusses how to:

- Set processing options for the Tax History by Company report (R07416).
- Set processing options for the Federal Taxation History report (R07347).
- Set processing options for the State/Local Taxation History report (R07348).
- Set processing options for the Repost Tax Ledger to Tax Summary -F06166 to F06136 report (R07136).

Setting Processing Options for the Tax History by Company Report (R07416)

Processing options enable you to specify the default processing for programs and reports.

Company

1. Company number
Specify the company number of the company for which you want to print the Tax History by Company report. If you leave this processing option blank, the system includes all companies on the report.

Year

1. Reported Year

Enter the last two digits of the calendar year for which you want to print the Tax History by Company report. For example, enter **05** for the year 2005.

Month

1. Reported Month

Specify the month for which you want to print the Tax History by Company report. Values are:

1: January

2: February

3: March

4: April

5: May

6: June

7: July

8: August

9: September

10: October

11: November

12: December

Format

1. Print Format of Report

Specify whether the report includes amounts that are greater than 100 million USD. Values are:

1: Amounts are less than 100 million USD.

0: Amounts are greater than 100 million USD (default).

Setting Processing Options for the Federal Taxation History Report (R07347)

Processing options enable you to specify the default processing for programs and reports.

Report

1. Type of Employee Number to Print

Specify the type of employee identification number that appears on the Federal Tax History report. Values are:

1: Address Book number (default).

2: Social Security number.

3: Third employee number.

Setting Processing Options for the State/Local Taxation History Report (R07348)

Processing options enable you to specify the default processing for programs and reports.

Defaults

1. Employee Number Format

Specify the employee number format that appears on the report. Values are:

Blank: Address Book number (default)

2: Social Security number

3: Third employee number

2. Company

Specify the company that the system uses for the report.

3. Tax Types to Print

Specify the type of payroll tax (UDC 06/TX) that the system processes for the report. You can specify up to five tax types. If all five tax types are left blank or if tax type **F** is among the tax types that you select, then all state and local taxes are reported regardless of the selection. If you do not want to report all state and local tax types, do not include tax type **F** and specify the specific tax types that you want to report.

4. Print Miscellaneous Tax Totals

Specify whether to print wage and tax totals for each tax type on the report. Values are:

Blank: Print tax totals.

1: Do not print tax totals.

5. Year

Specify a two-digit number that identifies the applicable year for the report. If the field is left blank, the system uses the current year.

Setting Processing Options for the Repost Tax Ledger to Tax Summary -F06166 to F06136 Report (R07136)

Processing options enable you to specify the default processing for programs and reports.

Tax Repost

Enter the Tax Area to Repost

Specify the tax area for which you want to update the Tax Summary (Additional) table (F06136A) table with the records in the Tax Ledger (Additional) table (F06166A).

Enter the Tax Type to Repost

Specify the tax type (UDC 06/TX) for which you want to update the F06136A table with the records in the F06166A table.

Enter the Year to Repost

Specify the year for which you want to update the F06136A table with the records in the F06166A table.

Enter the Month to Repost

Specify the month for which you want to update the F06136A table with the records in the F06166A table.

If desired, enter a Specific Employee, or leave blank to Repost all employees

Specify an employee number that identifies the employee for whom you want to update the F06136A table with the data in the F06166A table. If you leave it blank, it updates entries for all employees.

6 Reporting State Unemployment Insurance (SUI) Information

Understanding the SUI Reporting Process

To comply with federal and state government regulations, employers must file state unemployment insurance (SUI) reports. To create SUI reports, you must first process the Quarterly Weeks Worked report (R07810) to calculate the number of weeks that each employee works and to update tax history summary information. After you process this report, you must generate a workfile that contains all of the information that you want to include in the SUI reports. After you have generated the workfile, you can then produce reports for each state to which you are required to report.

Generating the Quarterly Weeks Worked Report

This section provides an overview of the Quarterly Weeks Worked report, lists prerequisites, and discusses how to:

- Run the Quarterly Weeks Worked report (R07810).
- Set processing options for the Quarterly Weeks Worked report (R07810).

Understanding the Quarterly Weeks Worked Report

To satisfy government reporting requirements regarding state unemployment insurance (SUI), you might need to report weeks worked information along with the regular SUI reports. The Quarterly Weeks Worked Report (R07810) calculates the number of weeks that an employee works, using the timecard history information that is stored in the Employee Transaction History table (F0618). The system then updates the Tax History table (F06136) for each employee's tax type Z record. You can run the report in proof mode to review the information before you run the report in update mode. When you run the report in update mode, the system updates the records in the F06136 table.

You can generate this report quarterly to satisfy government SUI reporting requirements, or you can generate the report more frequently to update tax history information. You must process this report before processing quarterly state unemployment insurance reports.

> **Note:**
>
> Some states require companies to report this information based on amount rather than hours worked. To ensure accurate
> reporting for these states, you must enter timecards either daily or weekly. For example, if the employees are paid on a biweekly basis, you must enter at least two timecards for each employee so that the system can identify the amount that is associated with a week of work. If you enter one timecard for all of the time included in a biweekly payroll, the weeks-worked information that you report might not be accurate.
>
> You can set the processing options for this report to generate information in a format that meets these reporting requirements.

Prerequisite

Enter the standard hours per day and days per week information in the company options setup.

See *"Setting Up Company Options" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .

Running the Quarterly Weeks Worked Report (R07810)

Select State Unemployment Reporting (G05BG2), Quarterly Weeks Worked Report.

Setting Processing Options for the Quarterly Weeks Worked Report (R07810)

Processing options enable you to specify the default processing for programs and reports.

Process

These processing options specify the processing information that the system uses to produce weeks-worked information.

1. Processing Mode

Specify whether you want to process the report in proof or update mode. Values are:

Blank: Proof

0: Proof. The system prints the report without updating the Tax History table (F06136).

1: Update. The system prints the report and updates the Z record in the Tax History table (F06136).

2. Enter appropriate values to specify weeks worked calculation:

Specify the weeks-worked calculation basis. Values are:

Blank: Calculate weeks worked based on hours.

1: Calculate weeks worked based on dollars.

2: Calculate weeks worked where any time card is equal to a week.

3. Enter the applicable year

Specify the applicable year.

4. Specify the calendar quarter to be included in this report:

Specify the calendar quarter to include in the report. Values are:

1: 1st quarter (January through March).

2: 2nd quarter (April through June).

3: 3rd quarter (July through September).

4: 4th quarter (October through December).

Dollar Basis

These processing options specify information that is used to calculate weeks-worked information on a monetary basis, rather than on an hourly basis.

1. Weekly Minimum Gross Pay

Specify minimum gross pay for weekly pay frequency, if weeks worked is calculated based on dollars.

> **Note:** To accurately calculate weeks worked based on dollars, the user must enter weekly time cards. For all other pay frequencies, weeks worked is an estimate. Enter minimum gross pay for every pay frequency to get a closer weeks worked estimate.

2. Biweekly Minimum Gross Pay

Specify minimum gross pay for biweekly pay frequency, if weeks worked is calculated based on dollars.

> **Note:** To accurately calculate weeks worked based on dollars, the user must enter weekly time cards. For all other pay frequencies, weeks worked is an estimate. Enter minimum gross pay for every pay frequency to get a closer weeks worked estimate.

3. Semi Monthly Minimum Gross Pay

Specify the minimum gross pay for semimonthly pay frequency, if weeks worked is calculated based on dollars.

> **Note:** To accurately calculate weeks worked based on dollars, the user must enter weekly time cards. For all other pay frequencies, weeks worked is an estimate. Enter minimum gross pay for every pay frequency to get a closer weeks worked estimate.

4. Monthly Minimum Gross Pay

Specify the minimum gross pay for monthly pay frequency, if weeks worked is calculated based on dollars.

> **Note:** To accurately calculate weeks worked based on dollars, the user must enter weekly time cards. For all other pay frequencies, weeks worked is an estimate. Enter minimum gross pay for every pay frequency to get a closer weeks worked estimate.

5. Annual Minimum Gross Pay

Specify the minimum gross pay for annual pay frequency, if weeks worked is calculated based on dollars.

> **Note:** To accurately calculate weeks worked based on dollars, user must enter weekly time cards. For all other pay frequency, weeks worked is an estimate. Enter minimum gross pay for every pay frequency to get a closer weeks worked estimate.

Generating the Workfile for SUI Reporting

This section provides an overview of SUI workfile generation, lists prerequisites, and discusses how to:

- Run the Prepare Data for SUI Reporting program (R078300).
- Set processing options for the Prepare Data for SUI Reporting program (R078300).

Understanding SUI Workfile Generation

Before you can produce state unemployment insurance (SUI) reports and generate the magnetic media for government reporting, you use the Prepare Data for SUI Reporting program (R078300) to generate the SUI Magnetic Media Workfile table (F07880). When you generate the workfile, the system uses the information in the Tax History table (F06136) to compile the most current SUI information for all states. You use a processing option to specify the calendar quarter for which you want to generate the workfile.

After you generate the workfile, you can then produce reports and magnetic media files for each state to which you are required to report.

Prerequisites

Before you complete the tasks in this section:

- Set up the conversion table that supports Unicode processing.

  See *JD Edwards EnterpriseOne Tools Interoperability Guide* .
- Review the processing options for the SUI summary, continuation, and magnetic media programs that are associated with each state that you want to process.

  See *Setting Processing Options for State-Specific SUI Programs*.

Running the Prepare Data for SUI Reporting Program (R078300)

Select State Unemployment Reporting (G05BG2), Create State Unemployment Workfile.

Setting Processing Options for the Prepare Data for SUI Reporting Program (R078300)

Processing options enable you to specify the default processing for programs and reports.

Process

1. Enter the applicable year.

Specify a two-digit number for the applicable year. If you leave this field blank, the program uses the system date.

2. Specify the calendar quarter to be included in this report:
Specify the quarter of the calendar year that the system includes in the report. Values are:

1: 1st quarter

2: 2nd quarter

3: 3rd quarter

4: 4th quarter

3. Enter the Address Book Number of the transmitter company.
Specify the Address Book Number of the person, company, or service that created and sent the magnetic media tape to the respective governmental agency.

4. Enter the Address Book Number of the Contact Person.
Specify the Address Book Number for the person who should be contacted if there should be a problem with the SUI information.

Processing SUI Reports and Magnetic Media Files

This section provides an overview of SUI reports and magnetic media files, lists prerequisites, and discusses how to:

- Produce SUI reports and magnetic media files.
- Set processing options for the Government Reporting - Reports Setup program (P074001R).
- Set processing options for state-specific SUI programs.

Understanding SUI Reports and Magnetic Media Files

After you generate the workfile for SUI reporting, you can create state-specific reports and magnetic media files. Although SUI reporting requirements vary among states, the workfile for SUI magnetic media includes information for all states. The state-specific programs that create the reports and files use the information from the workfile that is required for the specified states.

If you conduct business in more than one state, you might need to create reports for multiple states. You can process information for one state only, or you can process multiple states simultaneously.

You can generate reports only, generate the magnetic media files only, or perform these tasks simultaneously for each selected state. However you process SUI information, you should generate and review reports before you send the magnetic media files to the government. When you are satisfied that the information is correct, you can copy the files to magnetic tape and submit them to the appropriate government agency.

To simplify working with SUI reports for multiple states, you can use the Government Reporting - Report Setup program (P074001R) to access the SUI summary and continuation report versions and magnetic media programs for all states. When selecting the reports that you want to process for each state, you do not need to select the SUI continuation report. Depending upon the processing options in the SUI summary report, if necessary, the system automatically generates the SUI continuation report for the specified state.

Note: When you generate the magnetic media files, the system uses a table conversion program to create a flat file in the *export* folder on the workstation. The magnetic media programs must be mapped to run in the local environment, or the file will not be created. You can choose to run mag media reports on the server as long as the export folder is created in the correct directory on the server. You can generate reports locally or on the server. Contact the system administrator for assistance with mapping programs to run locally and copying files to magnetic media.

Florida SUI Reporting in XML Format

The Florida Department of Revenue (FDOR) has established an electronic filing and payment process for state unemployment insurance taxes. This new format, which becomes available in April of 2007, enables organizations to submit tax and wage reports, along with payments, using Extensible Markup Language (XML) format.

You use the Florida SUI XML Format program (R078310X) during the SUI reporting process to generate data for the FDOR in XML format. When you run the R078310X, you can process data in test or production mode. Many organizations choose to produce a test file, which they can submit to the FDOR for data structure validation. After the FDOR validates the data and format of the test file, the organization can then produce and submit the production file for actual tax filing purposes.

The R078310X program also enables organizations to remit payment to the FDOR along with the reports. Using the processing options on the payment tab, you can specify the bank information to use for the payment.

California SUI Reporting in XML Format

The Employment Development Department (EDD) of California has stipulated that beginning April 1, 2013, organizations must submit the quarterly wage and withholding report electronically in XML format.

You use the California SUI Continuation XML Format program (R078305CX) to generate data in XML format. You can log in to the e-Services for Business website at `https://eddservices.edd.ca.gov/index.html` and upload the XML file that is generated when you run the R078305CX program.

You use Oracle's Business Intelligence (BI) Publisher to generate the data in XML format. Before you can use BI Publisher to generate the report, the report definition must be associated with the report.

Note:

- *"Associating Report Definitions with Batch Versions" in the JD Edwards EnterpriseOne Tools BI Publisher for JD Edwards EnterpriseOne Guide* .
- *"Viewing Report Definition Output" in the JD Edwards EnterpriseOne Tools BI Publisher for JD Edwards EnterpriseOne Guide* .

Prerequisite

Generate the SUI workfile.

See *Generating the Workfile for SUI Reporting*.

Note:

- *JD Edwards EnterpriseOne Tools Report Design Aid Guide* .
- *JD Edwards EnterpriseOne Tools Report Printing Administration Technologies Guide* .

Producing SUI Reports and Magnetic Media Files

Select State Unemployment Reporting (G05BG2), State Unemployment Report Setup.

To produce SUI reports and magnetic media files:

1. On the Report Setup form, to select the records that you want to process, double click the row header.

   You can select to process one state only, or you can select multiple records for simultaneous processing.

   When you select a record for processing, a check mark appears in the row header. Be aware that the amount of time required to process the reports might increase depending upon the number of states that you select to process. To deselect a record for processing, double click the row header to remove the check mark.
2. To select all records, select the Select All option.
3. To produce the report and the magnetic media detail file simultaneously, enter **1** in the Output Format field for each selected record.
4. To produce the report only, enter **0** in the Output Format field for each selected record.
5. To view only the records that you have selected for processing, select the Show Selected option.
6. To view all available SUI programs, select the Show All option.
7. To submit the selected records for processing, select Submit Reports from the Form menu.

Setting Processing Options for Government Reporting - Report Setup (P074001R)

Processing options enable you to specify the default processing for programs and reports.

Reporting Type

Reporting Type

Enter the code **S** to print the State Unemployment report.

Setting Processing Options for State-Specific SUI Programs

Before submitting SUI programs using the Government Reporting - Report Setup program (P074001R), you should review the processing options for the programs that are associated with all of the states that you select for processing. Each state has their own requirements. Set up the Processing Options for the state based on their requirements.

Do not modify JD Edwards EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security and processing options.

Setting Processing Options for the Alabama SUI Magnetic Media (01) - MMREF Program (R89078301)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Personal Identification Number (PIN)
Enter the Personal Identification Number (PIN) that has been assigned to the employee who is submitting the State Unemployment flat file.

2. Resub Indicator (resubmitted indicator)
Specify whether you are resubmitting the file. Values are:

Blank: Not Resubmitting

1: Resubmitting

3. Resub Wage File Identifier (WFID) (resubmitted wage file identifier)
Use this processing option to enter the Wage File Identifier (WFID), which is displayed on the notice sent by the Social Security Administration if you are resubmitting the file.

4. Method of Problem Notification
Specify the method of notification that the system uses if problems occur when the submission is processed. For example, if you want to be notified by email of any problems with the submission, enter **1** in this option. Values are:

1: email/internet

2: Postal Service

5. Preparer Code
Specify who prepared the State Unemployment flat file. If more than one code applies, use the code that best describes who prepared the file. Values are:

A: Accounting Firm

L: Self-Prepared

S: Service Bureau

P: Parent Company

O: Other

6. Type of Employment
Specify the company's type of employment. Values are:

A: Agriculture

H: Household

M: Military.

Q: Medicare Qualified Government Employment

X: Railroad

R: Regular, all other (default)

7. Agent Indicator Code
Specify the Agent or Common Pay Master status, if applicable. Values are:

1: 2678 Agent

2: Common Pay Master

8. Agent EIN (agent employment identification number)
Enter the Agent Employment Identification Number (EIN). You need to complete this option only if you specified Agent in the previous option.

9. Other EIN (other employment identification number)
Enter any other Employer Identification Number (EIN) that the company has used to submit tax information.

10. Terminating Business Indicator
Specify whether the business has been terminated during this tax year. Values are:

Blank: Business Not Terminated

1: Business Terminated during this Tax Year

11. Contact E-Mail Address
Specify the email address of the contact person.

12. Contact FAX Number
Specify the fax number of the contact person, if applicable. Enter Numbers Only; no hyphens, spaces, and so forth.

Setting Processing Options for the Alabama SUI Magnetic Media (01) - Diskette Format Program (R89078301A)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer
Specify the name of the computer manufacturer. Values are:

IBM: International Business Machines

2. Recording Code
Specify the recording code used to create the flat file. Values are:

EBC: EBCDIC (default)

ASC: ASCII

Setting Processing Options for the Alaska SUI Continuation Report (02) (R078302C1)

Processing options enable you to specify the default processing for programs and reports.

Default

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Occupational Code
Specify the number of the user-defined category code in which the system stores the employee's occupational code (11-20).

2. Geographic Location Code
Specify the number of the user-defined category code in which the system stores the employee's Geographic Location code (11-20).

Setting Processing Options for the Alaska SUI Summary Report (02) (R078302C)

Processing options enable you to specify the default processing for programs and reports.

Default

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Wages were reported to other states:
Specify whether wages were reported to other states for the report. Values are:

Blank: Wages were not reported.

1:Yes, wages were reported.

2. Employer's Contribution Rate
Specify the tax rate used to determine the employer's contribution amount due for the current quarter.

3. Employee's Contribution Rate
Specify the tax rate used to determine the employee's contribution amount due for the current quarter.

4. Due date of the report
Use this processing option to specify the due date for submitting the report.

5. Occupational Code
Specify the number of the user-defined category code in which the system stores the employee's occupational code (11-20).

6. Geographic Location Code

Specify the number of the user-defined category code in which the system stores the employee's Geographic Location code (11-20).

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report

Specify whether employee wages appear on the summary report. If the total number of company employees exceeds the number of print lines available on the report, the continuation report will automatically run and generate the remaining employee records. Values are:

Blank: Do not include wages on the summary report.

1: Include wages on the summary report.

Setting Processing Options for the Alaska SUI Magnetic Media (02) Program (R89078302)

Processing options enable you to specify the default processing for programs and reports.

Default

1. Occupational Code

Specify the number of the user-defined category code on the Employee Master Record in which the system stores the employee's occupational code (11-20).

2. Geographic Location Code

Specify the number of the user-defined category code on the Employee Master Record in which the system stores the employee's Geographic Location code (11-20).

Setting Processing Options for the Arizona SUI Summary Report (03) (R078303S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Rate (unemployment insurance rate)

Specify the Unemployment Insurance (UI) tax rate that you want the system to display on the report.

2. Job Training Tax Rate

Specify the Job Training tax rate that the system uses to calculate the amount of Job Training tax due.

3. Interest Amount Due

Use this processing option to specify the amount of interest due for late payments.

4. Penalty Amount Due
Specify the amount of any penalties that are associated with late reporting.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report
Specify whether employee wages appear on the summary report. If the total number of company employees exceeds the number of print lines available on the report, the continuation report will automatically run and generate the remaining employee records. Values are:

Blank: Do not include wages on the summary report.

1: Include wages on the summary report.

Setting Processing Options for the Arkansas SUI Summary Report (04) (R078304S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Amount Due from Previous Quarters
Report any unpaid contribution amounts that are due from previous quarters.

2. Credit Amount from Previous Quarters
Specify any credit amounts from previous quarters that should be reported during this period.

3. Interest Accrued on Unpaid Contributions
Specify the amount of accrued interest on unpaid contributions from previous quarters that should be reported during this period.

4. Penalty Amount Due
Specify the amount of any penalties that are due from previous quarters.

5. Contribution Rate
Specify the tax rate that the system uses to determine the total contribution amount due for the reporting period. Enter the amount in decimal format. For example, if the tax rate is 1.4 percent, enter **.014** in this processing option.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report

Specify whether the system includes employees and employee wages on the summary report. If the total number of company employees exceeds the number of lines available on the report, the continuation report will automatically run and include the remaining employees. Values are:

Blank: Do not include employees and employee wages on the summary report.

1: Include employees and employee wages on the summary report.

Setting Processing Options for the Arkansas SUI Mag Media (04) - Tape Format Program (R89078304)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer
Specify the code from UDC (97/CM) for the computer manufacturer.

2. Tape Label
Specify the tape label for the file that the system creates. Values are:

SL: Standard Label (default)

NL: No Label

AL: ANSI Standard Label

3. Tape Density
Specify the density of the tape that the system creates. Values are:

16: 1600 CPI (default)

62: 6200 CPI

38: 3800 CPI

4. Tape Code
Specify the tape code that the system uses. Values are:

EBC: EBCDIC (default)

ASC: ASCII

5. Blocking Factor
Specify the block length that the system uses when copying data to tape. The maximum is **10** (default).

6. Type of Employment
Specify the type of employment. Values are:

M: Military

H: Household

A: Agriculture

X: Railroad

F: Federal

Q: Medicare Qualified Government Employment

R: Regular, all other (default)

7. Other EIN
Specify the identification code that is required by various tax authorities. Such codes would include social security number, federal or state corporate tax IDs, sales tax number, and so on.

If IRS form 941, 942, or 943 was submitted for the same tax year and the form used a different EIN than the EIN for which you are an agent, enter the other EIN. Enter numeric values only, no dashes, and so forth.

8. Limitation of Liability Indicator
Specify the limitation of liability.

Blank: Payment year is 1987 or later

1: Payment year is 1986 or earlier

Setting Processing Options for the Arkansas SUI Mag Media (04) - Diskette Format Program (R89078304A)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Type of Employment
Specify the employment type. Values are:

A: Agriculture

H: Household

M: Military

Q: Medicare Qualified Government Employment

X: Railroad

R: Regular (default)

2. Limitation of Liability Indicator
Specify the limit of liability. Values are:

Blank: Payment Year is 1987 or Later

1: Payment Year is 1986 or Earlier

Setting Processing Options for the California SUI Continuation Report (05) (R078305C1)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Reporting Only Voluntary DI (reporting only voluntary disability insurance)
Specify whether the employees reported are covered by an employer sponsored Voluntary Plan for the payment of disability benefits. Values are:

Blank: No

1: Yes

2. No Payroll This Quarter
Specify whether you had no payroll this quarter. Values are:

Blank: No

1: Yes

3. Out of Business/Final Report
Specify whether this is the final report and you will not be reporting wages in any subsequent quarter. Values are:

Blank: No

1: Yes

4. Form Type
Specify which form type the system uses to create the report. Values are:

Blank: Preprinted Form DE-6 (default)

1: Alternate Form DE-6

5. Enter Alternate DE-6 form approval number.
Specify the approval number that the system prints on a blank DE-6 form.

Setting Processing Options for the California SUI Continuation XML Format (05) (R078305CX)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Filing Action
Use this processing option to specify whether the report is the original report or the supplemental report.

2. Branch Code
Use this processing option to specify the applicable branch code for each employee, if registered with the department as a branch coded employer.

3. Wage Plan Code
Use this processing option to specify which user-defined code (11–20) from the Employer Master Information table (F060116) is used to designate the employee's wage plan code.

Setting Processing Options for the California SUI Magnetic Media (05) Program (R89078305)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. California Branch Code
Specify the applicable branch code for each employee, if registered with the Department as a branch coded employer. The default value is **000.**

2. Number of User-Defined Category Code on the employee master where employee's Wage Plan Code is stored (11-20).
Specify which user-defined code (11–20) from the Employer Master Information table (F060116) is used to designate the employee's wage plan code.

Setting Processing Options for the Colorado SUI Continuation Report (06) (R078306C)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Print employees who have no Taxable wages
Specify whether the system includes employees who have no taxable wages in the report. Values are:

Blank: No

1: Yes

2. Subtract Excludable from Gross for the Total Wages column
Specify whether the system subtracts excludable from gross for the total wages column. Values are:

Blank: No

1: Yes

Setting Processing Options for the Colorado SUI Summary Report (06) (R078306S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Corrected Federal ID Number
Specify the corrected Federal Identification Number for the organization.

2. Employee Wage Submit Method
Specify whether employee wages will be submitted using magnetic media or on paper. Values are:

Blank: On Paper

1: Magnetic Media

3. Contribution Rate
Specify the company's state unemployment rate. For example, if the unemployment rate is 1.4 percent, enter **.014** in this processing option.

4. Interest Due
Specify the amount of any interest due for late payments.

5. Penalty Amount
Specify the amount of any penalties that are due because the report is being submitted after the penalty date.

6. Credit Amount
Specify the amount of any previous credits that are to be deducted from the total amount due.

7. Debit Amount
Specify the amount of any previous debits that are to be added to the total amount due.

Setting Processing Options for the Colorado SUI Magnetic Media (06) Program (R89078306)

Processing options enable you to specify the default processing for programs and reports.

Default

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Seasonal Employees

Specify whether the system includes seasonal employees in the report. Values are:

Blank: Do not report seasonal employees.

S: Report seasonal employees.

> **Note:** The business must have been granted seasonal status by the Colorado Division of Employment and Training to report seasonal employees.

2. Version: Diskette Or Tape
Specify the reporting format. Values are:

0: Diskette (default)

1: Tape

Setting Processing Options for the Connecticut SUI Summary Report (07) (R078307S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce State Unemployment Insurance (SUI) reports for the organization.

1. Contribution Rate
Specify the company's state unemployment rate. For example, if the unemployment rate is 1.4 percent, enter **.014** in this processing option.

2. Interest Amount Due
Specify the amount of any interest that is due for late payments.

3. Penalty Amount
Specify the amount of any penalties that are due because the report is being submitted after the penalty date.

4. Credit Amount
Specify the amount of any previous credits that are to be deducted from the total amount due.

Process

Use these processing options to specify information about how the system processes State Unemployment Insurance (SUI) reports for the organization.

1. Employee Wage Submit Method
Specify whether employee wages will be submitted using magnetic media or on paper. Values are:

Blank: Paper

1: Magnetic Media

2. Print Employee Wages on Summary Report

Specify whether employee wages print on the summary report. If the total number of company employees exceeds the number of print lines available on the summary, the continuation report will automatically run and print the remaining employees. Values are:

Blank: No

1: Yes

Setting Processing Options for the Connecticut SUI Magnetic Media (07) (R89078307)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Type of Employment
Specify the company's type of employment. Values are:

M: Military

H: Household

A: Agriculture

X: Railroad

F: Federal

Q: Medicare Qualified Government Employment

R: Regular, all other (default)

2. Blocking Factor
Specify the block length that the system uses when copying data to tape. Values are **1–25.** If left blank, the system provides a default value of **25.**

3. Remittance Amount
Specify the remittance amount.

4. Format Type
Specify the report format. Values are:

Blank: Diskette

1: Tape

Setting Processing Options for the Delaware SUI Summary Report (08) (R078308S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate

Specify the Unemployment Insurance (UI) rate that appears on the report.

2. Approved Credit Amount

Specify credit amounts that have been approved by the Division of Unemployment Insurance.

3. Interest Amount

Specify the amount of interest due for late payments.

4. Penalty Amount

Specify the amount due for any penalties that are associated with late reporting.

Setting Processing Options for the Delaware SUI Magnetic Media (08) Program (R89078308)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

Subtract Excludable from Gross for Total Wage

Specify whether the system subtracts excludable from gross for total wage. Values are:

Blank: No (default)

1: Yes

Setting Processing Options for the District of Columbia SUI Summary Report (09) (R078309S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate

Specify the unemployment insurance (UI) rate that you want to appear on the report.

2. Approved Credit Amount

Specify the amount of approved credits.

3. Interest Amount

Specify the amount of interest that is due for late payments.

4. Penalty Amount

Specify the amount due for any penalties that are associated with late reporting.

Setting Processing Options for the Florida SUI Summary Report (10) (R078310S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Rate

Specify the company's state unemployment rate. For example, if the unemployment rate is 1.4 percent, enter .014 in this processing option.

2. Penalty Amount Due

Specify the amount of any penalties due because the report is being submitted after the penalty date.

3. Interest Amount Due

Specify the amount of any interest that is due for late payments.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report

Specify if employee wages print on the summary report. If the total number of company employees exceed the number of print lines available on the summary, the continuation report will automatically run and print the remaining employees. Values are:

Blank: No

1: Yes

Setting Processing Options for the Florida SUI Magnetic Media (10) Program (R89078310)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Agent ID Number
Specify the seven-digit identification number of the agent, if applicable.

2. Unit Code
Specify the two-digit unit code that is preassigned for the special mailing of claim information.

3. Contact E-Mail Address
Specify the email address of the company contact person.

4. Contact FAX Number
Use this processing option to enter the fax number of the company contact person, if applicable.

Enter digits only. No hyphens, spaces, and so forth.

5. Contribution Rate
Specify your company's state unemployment contribution rate. Example: 1.4% = .0140.

Setting Processing Options for Florida SUI XML Format (10) (R078310X)

Processing options enable you to specify the default processing information for programs and reports.

Default Tab

1. Agent ID Number
Use this processing option to enter the seven-digit identification number of the agent, if applicable. This number is A00 followed by five digits that are assigned to your organization by the FDOR. If you leave this option blank, the system enters E followed by the employer unemployment tax (UT) account number, which is the corporate tax ID for Florida, tax type H.

2. Contact E-Mail Address
Use this processing option to specify the e-mail address of the contact person in your organization. The FDOR will use this contact information in the event that there are problems or questions regarding your tax information.

3. Contact FAX Number
Use this processing option to specify the fax number of the contact person in your organization. Enter only numbers in this field. Do not enter spaces, hyphens, or parenthesis.

4. Contribution Rate

Use this processing option to specify your organization's state unemployment contribution tax rate. Enter the rate as a decimal. For example, to enter a tax rate of 1.4%, enter **.0140** in this option.

5. XML File Location
Use this processing option to specify the name and file location that the system uses to store the XML file that this program creates. Be sure to include both the name of the file and the location in this option.

6. Process Type
Use this processing option to specify the type of XML file generated for SUI reporting. You can generate the file in test or production mode. You can generate your file in test mode and send it to FDOR for validation. You can generate your file in production mode, and submit it to FDOR for actual filing.

If you are remitting payment electronically with your report, you must first run the report in test mode to determine the amount of tax your organization owes. You then enter this value, or another value if remitting an amount that is different than the amount owed, in the Payment Amount option on the Payment tab, and run the program in production mode to generate payment information along with the report. Values are:

Blank: Test

1: Production

7. Interest Amount Due
Use this processing option to specify the amount of interest due to the FDOR for late payments.

8. Penalty Amount Due
Use this processing option to specify the amount of any penalties due to the FDOR for late payments.

9. Business Tracking Number
Use this processing option to specify the Business Tracking Number (BTN), which contains the six-character Electronic Filer's Identification Number (EFIN), the seven character Julian date, and a seven character unique identifier. The EIFN number is supplied by the FDOR. The Julian date is system-supplied, and the unique identifier is typically entered by the user.

Payment Tab

Use these options to specify bank and payment information that is associated with SUI payments. Complete these options only if you are remitting payment electronically via the XML file that is generated by this program. If you are not remitting payment using this program, leave the options on this tab blank.

1. Transmit ACH Debit Payment
Use this processing to specify whether the organization submits payment with the resulting XML file. Values are:

Blank: No

1: Yes

2. Bank Routing Number
Use this processing option to specify routing number of the banking organization from which the payment is deducted.

3. Bank Account Number
Use this processing option to specify your organization's bank account number from which the payment is deducted.

4. Account Type
Use this processing option to specify whether the bank account is a checking or savings account. Values are:

1: ACH Checking

2: ACH Savings

5. Account Holder Type
Use this processing option to specify whether the account associated with the payment is a personal or corporate account. Values are:

1: Corporate Account

2: Personal Account

6. Payment Identifier
Use this processing option to specify the type of payment you are remitting to the FDOR. Values are:

1: Tax payment

2: Bill payment

5: Amended payment

8: Returned item payment

7. Payment Amount
Use this processing option to specify the amount of the submitted payment. To determine this amount to enter in this option, run the report in test mode. Then, review the report to see the amount of tax owed. Enter the amount of the payment that you are remitting, which can differ from the amount owed, and then run the report in production mode.

8. Settlement Date
Use this processing option to specify the date on which you want the payment to be debited. You must enter a date in this option if you are remitting payment electronically using this program.

The date must be at least one day greater than today's date. It cannot be more than 30 days later than today's date. The date cannot be a bank holiday or weekend day.

Setting Processing Options for the Georgia SUI Summary Report (11) (R078311S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate
Specify the contribution tax rate that the system uses to calculate the amount of unemployment tax due.

2. Administrative Assessment Tax Rate
Specify the tax rate that the system uses to calculate the amount of Administrative Assessment tax that is due.

3. Interest Amount Due
Specify the amount of interest that is due for late payments.

4. Penalty Amount Due
Specify the amount of any penalties that are due for late reporting.

5. Prior Balance

Specify the amount of any prior balance. To ensure that credit amounts are subtracted from the amount due, enter them as negative numbers. Otherwise, enter any prior balance as a positive amount to add to the total amount due.

Setting Processing Options for the Idaho SUI Summary Report (13) (R078313S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)

Specify the unemployment insurance (UI) tax rate that you want to appear on the report.

2. Administrative Reserve Rate

Specify the administrative reserve tax rate that you want to appear on the report.

3. Workforce Development Rate

Use this processing option to specify the workforce development tax rate that you want to appear on the report.

4. Prior Balance

Specify the amount of any prior balance. To ensure that credit amounts are subtracted from the amount due, enter them as negative numbers. Otherwise, enter any prior balance as a positive amount to add to the total amount due.

5. Penalty Amount

Specify the amount of any penalties that are due for late reporting.

Setting Processing Options for the Illinois SUI Summary Report (14) (R078314S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Rate

Specify the company's state unemployment rate. For example, if the unemployment rate is 1.4 percent, enter .014 in this processing option.

2. Interest Due Amount

Specify the amount of any interest that is due for late payments.

3. Penalty Amount

Specify the amount of any penalties that are due because the report is being submitted after the penalty date.

4. Previous Underpayment Amount Plus Interest

Use this processing option to enter the amount of any previous underpayments that are to be added to the total amount due.

5. Previous Overpayment Amount
Specify the amount of any previous overpayments that are to be deducted from the total amount due.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report
Specify if employee wages print on the summary report. If the total number of company employees exceed the number of print lines available on the summary, the continuation report will automatically run and print the remaining employees. Values are:

Blank: No

1: Yes

Setting Processing Options for the Illinois SUI Magnetic Media (14) Program (R89078314)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer
Specify the name of the computer manufacturer.

Leave this processing option blank if you are using the diskette format.

2. Tape Label
Specify the tape label for the tape file that the system creates. Values are:

SL: Standard Label (default)

NL: No Label

Leave this processing option blank if you are using the diskette format.

3. Tape Density
Specify the density of the tape that the system creates, for example, 1600, 6250, and so on. Values are:

16: 1600 CPI (default)

62: 6200 CPI

34: 34000 CPI

38: 38000 CPI

Leave this processing option blank if you are using the diskette format.

4. Tape Code
Specify the name of the tape device. Values are:

EBC: EBCDIC (default)

ASC: ASCII

Diskette: ASCII

5. Number of Tracks
Specify the number of tracks on the tape.

09: Reel Tape

1: 32760 IBM 3480 Cartridge

18: 38000 IBM 3480 Cartridge

Leave this processing option blank if you are using the diskette format.

6. Blocking
Specify the tape volume name for the tape file that the system creates. Values are:

Min: 1

Max: 85

Leave this processing option blank if you are using the diskette format.

Filing Type
Specify the type of method used to file Illinois contribution and wage reports. Values are:

MC: Magnetic Cartridge

D3: 3 1/2 Diskette

ED: Modem

SUI Amounts

Use these processing options to specify the SUI amount information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

8. Enter Tax Type Code
Specify the tax type code. Values are:

T: Taxable Employer (default)

R: Reimbursable Employer

9. Enter Previous Underpayment Amount
Specify the amount underpaid from the previous filing.

10. Enter Interest Due
Specify the interest amount due.

11. Enter Penalty Due
Specify the penalty amount due.

12. Enter Previous Credit/Overpayment to be applied to the current balance due.

Specify the previous credit or overpayment amount to apply to the current balance due.

13. Enter the employer tax rate for the reporting period.

Specify the employer tax rate for the reporting period. Enter this rate as a decimal followed by 5 digits (3.1 percent = .03100).

Setting Processing Options for the Indiana SUI Summary Report (15) (R078315S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)

Specify the unemployment insurance tax rate that the system uses to calculate the amount of unemployment insurance tax that is due.

2. Interest Amount Due

Specify the amount of any interest that is due for late payments.

3. Penalty Amount Due

Specify the amount of any penalties that are due for late reporting.

4. Prior Balance Amount

Specify the amount of any prior balance. To ensure that credit amounts are subtracted from the amount due, enter them as negative numbers. Otherwise, enter any prior balance as a positive amount to add to the total amount due.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report

Specify whether you want the system to include employees and their wages on the summary report. If you include this information, and the total number of company employees exceed the number of lines available on the summary, the system automatically produces a continuation report that includes the remaining employees. Values are:

Blank: Do not include this information.

1: Include this information.

Setting Processing Options for the Indiana SUI Magnetic Media (15) Program (R89078315)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

Enter the code that represents seasonal employees.

Specify the code that represents seasonal employees. The state of Indiana assigns this code to the company. The code is a two-digit numeric number. The default value is **00.**

Setting Processing Options for the Iowa SUI Continuation Report (16) (R078316C)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Form Type

Specify the type of form the system uses for a printed report. Values are:

Blank: Standard 8 1/2 X 11 White Paper.

1: Pre-Printed Form.

2. Gross Wage Calculation

Specify how the system determines the gross wage amounts for the taxable wages column. Valid values are:

Blank: Use gross wages.

1: Use gross wages less excludable.

Setting Processing Options for the Iowa SUI Summary Report (16) (R078316S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate

Specify the unemployment insurance (UI) tax rate that the system uses to calculate the amount of UI tax that is due.

2. Reserve Fund Rate

Specify the reserve fund tax rate used to calculate the tax amount due.

3. Surcharge Tax Rate

Specify the surcharge tax rate that the system uses to calculate the amount of surcharge tax that is due.

4. Interest Amount Due
Specify the amount of any interest that is due for late payments.

5. Penalty Amount Due
Specify the amount of any penalties that are due for late reporting.

6. Amount Due from Previous Quarter
Specify the amount of any unemployment insurance tax that is due from previous quarters.

7. Credit Due from Previous Quarter
Specify the amount of any overpayment of unemployment insurance taxes from previous quarters.

8. Amount of pay which exceeds regular and recurring payments to employees
Specify the amount of any pay other than regular and recurring payments to employees. Examples of this type of pay include bonuses and severance pay.

9. Single Worksite County Number
Specify the county number in which the worksite is located. Complete this processing option only if at least one business activity is conducted at this worksite during the quarter.

10. Taxable Wage Base
Specify the maximum wage amount for each employee that is subject to tax for the calendar year.

11. Form Type
Specify the form type. Values are:

Blank: Pre-Print Employer's Contribution Payroll Report (Default).

1: Alternative Employer's Contribution Payroll Report.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report
Specify whether employee wages appear on the summary report. If the total number of company employees exceed the number of lines available on the report, the system automatically produces a continuation report that includes the remaining employees. Values are:

Blank: Do not include the information.

1: Include the information.

Setting Processing Options for the Iowa SUI Magnetic Media (16) Program (R89078316)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer
Specify the name of the computer manufacturer.

Leave this processing option blank if you are using the diskette format.

2. Tape Label
Specify the tape label for the tape file that the system creates. Values are:

SL: Standard Label (default)

NS: Non-standard label

NL: No Label

AL: ANSI standard label

Leave this processing option blank if you are using the diskette format.

3. Tape Density
Specify the density of the tape that the system creates, for example, 1600, 6250, and so on. Values are:

16: 1600 CPI (default)

62: 6200 CPI

38: 38000 CPI

Leave this processing option blank if you are using the diskette format.

4. Tape Code
Specify the name of the tape device. Values are:

EBC: EBCDIC (default)

ASC: ASCII

Diskette: ASCII

5. Number of Tracks
Specify the number of tracks on the tape. Values are:

09: Reel Tape

18: 38000 IBM 3480 Cartridge

Leave this processing option blank if you are using the diskette format.

6. Blocking Factor
Specify the block length that the system uses when copying data to tape. Values are:

Min: 1

Max: 85

Leave this processing option blank if you are using the diskette format.

7. Type of Employment Code
Specify the company's type of employment Values are:

A: Agriculture

H: Household

M: Military

Q: Medicare Qualified Government Employment

X: Railroad

R: Regular, all other (default)

8. Iowa 3 digit Location Code
Specify the Iowa three-digit location code.

Setting Processing Options for the Kansas SUI Summary Report (17) (R078317S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate
Specify the unemployment insurance (UI) tax rate that the system uses to calculate the amount of UI tax that is due.

2. Prior Overpayment
Specify the amount of any overpayment of unemployment insurance tax from previous quarters.

3. Interest Amount Due
Specify the amount of interest that is due for late payments.

4. Penalty Amount Due
Use this processing option to specify the amount of any penalties that are due for late reporting.

5. Prior Amount Due
Specify the amount of unemployment insurance tax that is due from previous quarters.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report
Specify whether you want employee wages to appear on the summary report. If the total number of company employees exceed the number of lines available on the report, the system automatically produces a continuation report that includes the remaining employees. Values are:

Blank: Do not include the information.

1: Include the information.

Setting Processing Options for the Kansas SUI Magnetic Media (17) Program (R89078317)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer
Specify the name of the computer manufacturer.

Leave this processing option blank if you are using the diskette format.

2. Tape Label
Specify the tape label for the tape file that the system creates. Values are:

SL: Standard Label (default)

NS: Non-standard label

NL: No Label

AL: ANSI standard label

Leave this processing option blank if you are using the diskette format.

3. Tape Density
Specify the density of the tape that the system creates, for example, 1600, 6250, and so on. Values are:

62: 6250 BPI

38: 3480 Cartridge

Leave this processing option blank if you are using the diskette format. Blank is the default value.

4. Tape Code
Specify the tape code used to create the flat file. Values are:

ASC: ASCII (default)

EBC: EBCDIC

Diskette: ASCII

5. Number of Tracks
Specify the number of tracks on the tape. Values are:

09: Reel Tape

18: 38000 IBM 3480 Cartridge

Leave this processing option blank if you are using the diskette format. Blank is the default value.

6. Blocking Factor
Specify the block length that the system uses when copying data to tape. Values are:

Blank: Diskette (default)

1: Minimum Factor

85: Maximum Factor

7. Type of Employment
Specify the company's type of employment. Values are:

R: Regular (default)

A: Agriculture

H: Household

M: Military

Q: Government

X: Railroad

Setting Processing Options for the Kentucky SUI Summary Report (18) (R078318S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)
Specify the unemployment insurance (UI) tax rate that the system uses to calculate the amount of UI tax that is due.

2. Service Capacity Upgrade Fund (SCUF) Rate
Specify the Service Capacity Upgrade Fund (SCUF) tax rate that the system uses to calculate the amount of SCUF tax that is due.

3. Interest Amount Due
Specify the amount of interest that is due for late payments.

4. Penalty Amount Due
Specify the amount of any penalties that are due for late reporting.

5. Prior Balance
Specify the amount of any prior balances. To ensure that credit amounts are subtracted from the total amount due, enter them as negative amounts. Otherwise, enter any prior balance as a positive amount to add it to the total amount due.

Setting Processing Options for the Kentucky SUI Magnetic Media (18) Program (R89078318)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Reporting Period Tax Rate

Specify the tax rate for the reporting period. Enter as a decimal followed by 5 digits.

Example: 1.4 percent = **.01400**

Setting Processing Options for the Louisiana SUI Continuation Report (19) (R078319C)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Due Date

Enter a 6-character date (MM/DD/YY) to force a specific due date. The system uses this date until it is changed.

Setting Processing Options for the Louisiana SUI Summary Report (19) (R078319S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate

Specify the tax rate that the system uses to calculate the amount of unemployment tax that is due.

2. Tax Overpayment Amount

Specify the amount of any overpayments from previous quarters. The system subtracts this amount from the total amount due.

3. Prior Quarter Delinquency Amount

Specify the amount of any delinquency payments that are due from prior quarters.

4. Due Date
Specify the due date for submitting the report.

5. Interest Amount Due
Specify the amount of interest that is due for late payments.

6. Penalty Amount Due
Specify the amount of any penalties that are due for late reporting.

Setting Processing Options for the Louisiana SUI Magnetic Media (19) Program (R89078319)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Blocking Factor (1-25)
Specify the block length that the system uses when copying data to tape. The default value is **25.**

2. Multiple County Industry
Specify whether the employees work in multiple counties or industries. Values are:

0: Employees are in one county/industry (default).

1: Employees are in more than one county/industry.

3. Multiple Worksite Location
Specify whether the company includes employees at more than one location. Values are:

0: Employees are at one location (default).

1: Employees are at more than one location in same county.

4. Multiple Worksite Indicator
Specify whether the data on the flat file is from one or more worksites. Values are:

0: Include data for only one worksite on wage reporting magnetic media.

1: Include data for multiple worksites on wage reporting magnetic media in lieu of form BLS 3020.

If you enter a **1** you must also complete numbers 5, 6, and 7.

5. Enter the state assigned reporting number of the worksite where the employees worked during the quarter.
Specify the reporting number that identifies the worksite where the employees worked during the quarter. The state assigns this reporting number.

6. Enter the 3-digit numeric county code for the employees' worksite.
Specify a code that indicates the unit or plant. This code identifies wages by work site. The system uses this field for SUI magnetic media reporting.

7. Enter the 6-digit NAICS code assigned to the reporting unit where the employees were assigned.

Specify the six-digit NAICS code the identifies the reporting unit to which the employees are assigned.

Defaults Cont

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

8. Electronic Funds Transfer
Specify whether the company participates in the electronic transfer of funds. Values are:

0: Company does not participate (default).

1: Company does participate.

9. Terminating Business Indicator
Specify whether the business terminated during the tax year. Values are:

0: Business not terminated (default).

1: Business terminated during this tax year.

Setting Processing Options for the Maine SUI Continuation Report (20) (R078320C)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Calendar quarter to be included in the payroll report:
Specify the calendar quarter the system includes in the payroll report. Values are:

1: 1st Calendar Quarter

2: 2nd Calendar Quarter

3: 3rd Calendar Quarter

4: 4th Calendar Quarter

2. Code to represent seasonal employees
Specify the user-defined code (06/ES) that the system uses for seasonal employees.

Setting Processing Options for the Maine SUI Summary Report (20) (R078320S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Wage Data Submit Method
Specify the method used to submit employee wage data. Values are:

Blank: Submit on Paper

1: Submit Magnetically

2. Amount of Semi-Weekly Payments
Specify the total amount of semi-weekly income tax payments that have been made for the current quarter.

3. Contribution Rate
Specify the tax rate that is used to determine the total contribution amount due for the current quarter. Only enter a value if you have been notified that the rate has changed. For example, if the rate is 1.4 percent, enter **.014.**

Setting Processing Options for the Maine SUI Magnetic Media (20) Program (R89078320)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer
Specify the name of the computer manufacturer.

Leave this processing option blank if you are using the diskette format.

2. Tape Label
Specify the tape label for the tape file that the system creates. Values are:

SL: Standard Label (default)

NS: Non-standard label

AL: ANSI standard label

Leave this processing option blank if you are using the diskette format.

3. Tape Density
Specify the density of the tape that the system creates. Values are:

16: 1600 CPI (default)

62: 6200 CPI

38: 38000 CPI

Leave this processing option blank if you are using the diskette format.

4. Number of Tracks
Specify the number of tracks on the tape. Values are:

09: Reel Tape

18: 38000 IBM 3480 Cartridge

Leave this processing option blank if you are using the diskette format.

5. Blocking Factor
Specify the block length that the system uses when copying data to tape. Values are:

1: Minimum Factor

85: Maximum Factor

Leave this processing option blank if you are using the diskette format.

6. Enter the recording code.
Specify the recording code used to create the flat file. Values are:

EBC: EBCDIC

ASC: ASCII

7. Enter the code that represents seasonal employees.
Specify the user-defined code (07/ES) that represents seasonal employees.

8. If no employees will be processed in this tape, enter a '0'.
Specify whether the system processes employees for this report. Values are:

0: No employees will be processed in this tape.

1: Employees will be processed in this tape (default).

9. Total Amount Remitted
Specify the total amount remitted.

10. Amount of Tax Deposits Withheld during the Period
Specify the total amount of tax deposits withheld during this reporting period.

11. Total Amount of Income Tax Withholding Payments Made
Specify the total amount of income tax withholding payments made during the reporting period.

12. Income Tax Withholding Due
Specify the amount of income tax withholding due.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Summary Report Submit Method
Specify the submission method for the summary report. Values are:

Blank: Submit on Paper

1: Submit Magnetically

Setting Processing Options for the Maryland SUI Summary Report (21) (R078321S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Rate

Specify the contribution tax rate that the system uses to calculate the amount of unemployment insurance tax that is due.

2. Interest Amount Due

Specify the amount of interest that is due for late payments.

3. Penalty Amount Due

Specify the amount of any penalties that are due for late reporting.

4. Prior Balance Amount

Specify the amount of any unemployment insurance tax that is due from previous quarters.

5. Approved Credit Amount

Specify the amount of overpaid unemployment insurance taxes from previous quarters.

Setting Processing Options for the Massachusetts SUI Summary Report (22) (R078322S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Contribution Tax Rate (unemployment insurance contribution tax rate)

Specify the contribution tax rate that the system uses to calculate the amount of unemployment insurance tax that is due.

2. Workforce Training Fund Contribution Tax Rate

Specify the tax rate that the system uses to calculate the amount of Workforce Training Fund tax that is due.

3. Deferred Amount Due from Previous Quarter(s)

Specify the amount of any deferred contributions from previous quarters.

4. Optional Deferral Amount

Specify the amount of any contribution that you want to defer to a future quarter.

5. Credit Amount

Specify the amount of any credits that you want the system to subtract from the total amount due.

6. Print Address
Specify whether the system prints the address on the report. Values are:

Blank: No

N: No

Y: Yes

7. Print Account Numbers
Specify whether the system prints the account numbers on the report. Values are:

Blank: No

N: No

Y: Yes

8. Print Due Date
Specify whether the system prints the due date on the report. Values are:

Blank: No

N: No

Y: Yes

9. Print Contribution Rate
Specify whether the system prints the contribution rate on the report. Values are:

Blank: No

N: No

Y: Yes

Setting Processing Options for the Massachusetts SUI Magnetic Media (22) Program (R89078322)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Adjustment Reason Code
Specify the adjustment reason code.. Values are:

Blank or 0: Original submission.

1: Wages adjusted because they were not taxable.

2: Employment and wages adjusted because worker(s) were hired/terminated.

3: Employment and wages adjusted to correct computer system, data entry, or accounting errors.

4: Employment and wages adjusted because they were reported to the wrong state.

5: Employment and wages adjusted because workers performed services for a different business.

6: Employment and wages adjusted for a non subject employer.

7: Employment Adjusted.

8: Other

2. Officer Code

Specify the location of the UDC (11-20) on the Employee Master where the Corporate Officer flag is stored. For this UDC, enter '1' or 'Y' to designate the employee as a corporate officer, or enter '0' or 'N' for regular employees. Valid values are 11-20.

3. Employer Unit Number

Specify the employer's four-digit unit number. You must enter only numeric digits only with no dashes or hyphens.:

4. Gross Wgae Calculation

Specify the value by which the system determines the gross wage amounts. Values are:

Blank: Gross wages

1: Gross wgaes minus excludables

Setting Processing Options for the Michigan SUI Continuation Report (23) (R078323C)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Family Employment Flag

Specify the location of the user-defined code (11-20) on the Employee Master where the Family Employment Flag is stored. For this UDC, enter **Y** to designate the employee as a Family Member or **N** for non-Family Member.

2. Return By Date

Specify the return date.

Setting Processing Options for the Michigan SUI Summary Report (23) (R078323S)

Processing options enable you to specify the default processing for programs and reports.

Default

Tax Rate

Specify the rate that is used to calculate the amount of tax that is due.

Setting Processing Options for the Michigan SUI Magnetic Media (23) (R89078323)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Family Employment Flag

Specify the location of the user-defined code (11-20) on the Employee Master where the Family Employment Flag is stored. For this UDC, enter **Y** to designate the employee as a Family Member or **N** for non-Family Member.

Setting Processing Options for the Minnesota SUI Continuation Report (24) (R078324C)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Corporate Officer Flag

Specify which user-defined code from the Employee Master Information table (F060116) is used as the Corporate Officer Flag. Values are **11** through **20.**

For this UDC, enter **Y** to designate the employee as a Corporate Officer or **N** for non-Corporate Officer.

2. Report Due Date

Specify the date when the continuation report is due.

Setting Processing Options for the Minnesota SUI Summary Report (24) (R078324S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Employee Wage Submit Method
Specify whether employee wages will be submitted using magnetic media or on paper. Values are:

Blank: Paper

1: Magnetic Media

2. Contribution Rate
Specify the company's state unemployment contribution rate. For example, if the rate is 1.4 percent, enter .014 in this processing option.

3. Interest Amount Due
Specify the amount of any interest that is due for late payments.

4. Penalty Amount Due
Specify the amount of any penalties that are due because the report is being submitted after the penalty date.

5. Prior Quarter Amount Due
Specify the amount of any prior quarter underpayments that are to be added to the total amount due.

6. Prior Quarter Credit Amount
Specify the amount of any previous credits that are to be deducted from the total amount due.

7. Report Due Date
Specify the date when the summary report is due.

Setting Processing Options for the Minnesota SUI Magnetic Media (24) Program (R89078324)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Officer Code
Specify the number of the user-defined code (11-20) on the Employee Master record where the Officer Code is stored. For Yes enter **Y** or for No enter **N** on the Employee Master record.

Setting Processing Options for the Missouri SUI Summary Report (26) (R078326S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)

Specify the unemployment insurance (UI) tax rate that the system uses to calculate the amount of UI tax that is due.

2. Interest Assessment Due to Federal Advances

Specify the amount of interest that has been assessed for federal advances.

3. Interest Charges Per Month

Use this processing option to specify the amount of interest that is due for late payments.

4. Late Report Penalty of 10% or $100

Specify the amount of any penalties that are due for late reporting. If the report is filed after the due date but before the end of the next month, enter the greater of the these two amounts:

Ten percent of the total contributions due

One hundred USD

5. Late Report Penalty of 20% or $200

Specify the amount of any penalties for late reporting. If the report is filed after the last day of the second month after the due date, enter the greater of these two amounts:

Twenty percent of the total contributions due

Two hundred USD

6. Outstanding Amounts

Specify the amount of any outstanding balance on the account. To ensure that credit amounts are subtracted from the total amount due, enter them as negative amounts. Otherwise, enter any prior balance as a positive amount to add it to the total amount due.

7. Prior Underpayments

Use this processing option to specify the amount of unemployment taxes that were previously underpaid. Use this processing option only if you are changing the amounts that you reported for a previous quarter.

8. Prior Overpayments

Specify the amount of unemployment taxes that were previously overpaid. Use this processing option only if you are changing the amounts that you reported for a previous quarter.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report

Specify whether you want employee wages to appear on the summary report. If the total number of company employees exceeds the number of lines available on the summary, the system automatically produces a continuation report that includes the remaining employees. Values are:

Blank: Do not include employee wages.

1: Include employee wages.

Setting Processing Options for the Montana SUI Summary Report (27) (R078327S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)
Specify the unemployment insurance (UI) tax rate that the system uses to calculate the amount of UI tax that is due.

2. UI Credit Amount (unemployment insurance credit amount)
Specify the amount of any account balances that result from overpaid unemployment insurance tax from previous quarters. If you have an existing account balance, the amount is preprinted on the form that you receive from the state unemployment insurance reporting agency.

3. UI Adjustments to Prior Quarters (unemployment insurance adjustments to prior quarters)
Specify the amount of any adjustments to unemployment insurance tax for a previous quarter. To ensure that credit amounts are subtracted from the total amount due, enter them as negative amounts. Otherwise, enter any prior balance as a positive amount to add it to the total amount due.

4. UI Penalty and Interest Amount (unemployment insurance penalty and interest amount)
Specify the penalty and interest amount that is due for late reporting or late payment of unemployment insurance taxes.

Process

1. Print Employee Wages on Summary Report
Specify whether the system prints employee wages on the summary report. Values are:

Blank: No

1: Yes

Setting Processing Options for the Montana SUI Magnetic Media (27) Program (R89078327)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer
Specify the computer model number. The system stores this value in user-defined table 97/CM.

2. Internal Tape Label

Specify the tape label for the tape file that the system creates. Values are:

SL: Standard Label

NL: No label

NS: Non-standard label

AL: ANSI standard label

3. Tape Density
Specify the density of the tape that the system creates. Values are:

16: 1600 BPI Reel Tape

18: IBM 3480 and 3490 Cartridges

62: 6200 BPI Reel Tape

4. Recording Code
Specify the recording code used to create the flat file. Values are:

EBC: EBCDIC

ASC: ASCII

5. Number of Tracks
Specify the number of tracks on the tape. Values are:

09: Reel Tapes

18: IBM 3480 and 3490 Cartridges

6. Blocking Factor
Specify the block length that the system uses when copying data to tape.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Previous Quarter(s) Adjustments:
Specify the adjustment amount for the previous quarter or quarters.

2. Interest on Late Payments:
Specify the interest amount on late payments.

3. Penalty:
Specify the penalty amount.

4. Credit/Overpayment:
Specify the credit or overpayment amount.

Setting Processing Options for the Nebraska SUI Summary Report (28) (R078328S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate

Specify the contribution tax rate that the system uses to calculate the amount of unemployment insurance tax that is due.

2. SUIT Tax Rate

Specify the tax rate that the system uses to calculate the amount of state unemployment insurance tax that is due.

3. Previous Overpayment

Specify the amount of overpaid unemployment insurance taxes from a previous quarter.

4. Adjustment Amount

Specify the amount of any adjustment that should be made to the total amount due. To ensure that credit amounts are subtracted from the total amount due, enter them as negative amounts. Otherwise, enter any prior balance as a positive amount to add it to the total amount due.

Setting Processing Options for the SUI Magnetic Media Template for Nebraska (28) Program (R89078328)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Calculate Wages from Gross - Excludable

Specify whether you want the system to subtract excludable wages from gross pay. Values are:

0: No, do not subtract excludable wages (default).

1: Yes, subtract excludable wages.

Setting Processing Options for the Nevada SUI Summary Report (29) (R078329S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Rate (unemployment insurance rate)
Specify the Unemployment Insurance (UI) rate that you want to appear on the report.

2. CEP Rate (career enhancement program rate)
Specify the Career Enhancement Program rate that you want to appear on the report.

3. Prior Credit
Specify the amount of any prior credits that should be subtracted from the total payment due.

4. Late Filing Charge
Specify the amount of any late filing charges that should be added to the total payment which is due.

5. Additional Charge for Late Filing
Specify the amount of any late filing charges that should be added to the total payment that is due.

6. Interest on Past Due UI Contributions (interest on past due unemployment insurance contributions)
Specify the amount of interest that has accrued on past-due Unemployment Insurance (UI) contributions and that should be added to the total payment that is due.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report
Specify whether you want employee wages to print on the summary report. Values are:

Blank: Do not print wages.

1: Print wages.

Setting Processing Options for the SUI Magnetic Media Template for Nevada (29) Program (R89078329)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Preparer Code
Specify who prepared the State Unemployment flat file. If more than one code applies, use the code that best describes who prepared the file. Valid values are:

A: Accounting Firm

L: Self-Prepared

S: Service Bureau

P: Parent Company

O: Other

2. Terminating Business Indicator.
Specify whether the business has been terminated during this tax year. Values are:

Blank: Business not terminated.

1: Business terminated during this tax year.

3. Contact E-Mail Address.
Specify the e-mail address of the person to contact regarding questions on the submitted file.

4. Contact FAX Number.
Specify the contact's fax number, if applicable. Enter digits only. Otherwise, leave blank.

Setting Processing Options for the New Hampshire SUI Summary Report (30) (R078330S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. U.I. Tax Rate (unemployment insurance rate)
Specify the employer's tax rate used to calculate the Unemployment Insurance (U.I.) tax amount due.

2. Administrative Contribution Tax Rate
Use this processing option to specify the Administrative Contribution tax rate used to calculate the tax amount due.

3. Interest Amount Due
Specify the interest due for late payments.

4. Penalty Amount Due
Specify the penalty amount for late reporting.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report
Specify whether the system includes employees and their wages on the summary report. If the total number of company employees exceed the number of lines available on the summary, the system automatically produces a continuation report, which includes the remaining employees. Valid values are:

Blank: Do not include employees and wages.

1. Include employees and wages.

Setting Processing Options for the SUI Magnetic Media Template for New Jersey (31) (R89078331)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Tape Authorization Number

Specify the tape authorization number issued by the state.

Setting Processing Options for the New Jersey State Unemployment Diskette Report (R89078331A)

Processing options enable you to specify the default processing for programs and reports.

Default

1. NJ 3 Digit Suffix

Specify the three-digit suffix for New Jersey reporting. If left blank, the system uses **000**.

2. Magnetic authorization number

Specify the tape authorization number, which is assigned to your organization by the state.

Setting Processing Options for the New Mexico SUI Summary Report (32) (R078332S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)

Specify the tax rate that the system uses to calculate the amount of unemployment insurance tax that is due.

2. Interest Amount Due

Specify the amount of interest that is due for late payments.

3. Late Report Penalty Amount

Specify the amount of penalties that are due for late reporting.

4. Late Payment Penalty Amount

Specify the amount of any penalties that are due for late payments.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report

Specify whether you want employee wages to appear on the summary report. If the total number of company employees exceeds the number of lines available on the summary, the system automatically produces a continuation report, which includes the remaining employees. Values are:

Blank: Do not include employee wages.

1: Include employee wages.

Setting Processing Options for the New York SUI Continuation Report (33) (R078333C)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Last Return Filed for Calendar Year

Specify whether this is the last report that will be filed for the calendar year. Enter a value in this option only if you want to specify that a quarter other than the fourth quarter is the last report that will be filed for the year. If this is not the last report that will be filed, or if it is the fourth quarter, leave this option blank. Values are:

Blank: No, this is not the last report for the calendar year.

1: Yes, this is the last report to be filed for the calendar year.

2. Withholding ID Number Two-Digit Suffix

Specify the two-digit suffix for the withholding identification number.

3. Withholding ID Number Check Digit

Specify the check digit for the withholding identification number.

4. Filing Type

Specify whether the report that you are submitting is an original or an amended report. Values are:

Blank: Original

1: Amended

Setting Processing Options for the New York SUI Summary Report (33) (R078333S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)

Specify the tax rate that the system uses to calculate the amount of unemployment insurance tax that is due.

2. Re-Employment Service Fund Tax Rate

Specify the tax rate that the system uses to calculate the amount of re-employment service fund tax that is due.

3. UI Previously Underpaid Amount (unemployment insurance previously underpaid amount)

Specify the amount of unemployment insurance tax that was previously underpaid. This amount will be added to the total tax amount that is due.

4. UI Previously Overpaid Amount

Specify the amount of unemployment insurance tax that was previously overpaid. This amount will be subtracted from the total tax amount that is due.

5. WT Credit from Previous Quarters (withholding tax credit from previous quarters)

Specify the amount of any withholding tax credits from the previous quarter's return.

6. NYS-1 Payments Made for the Quarter

Specify the amount of NYS-1 payments that were made for the quarter.

7. City of New York Tax Area

Specify the tax area for the City of New York. This tax area is used to retrieve the City of New York tax amount withheld for the quarter.

8. City of Yonkers Tax Area

Specify the tax area for the City of Yonkers. This tax area is used to retrieve the City of Yonkers tax amount withheld for the quarter.

9. Withholding ID Number Two-Digit Suffix

Specify the two-digit suffix for the withholding identification number.

10. Withholding ID Number Check Digit

Specify the check digit for the withholding identification number.

Setting Processing Options for the New York SUI Magnetic Media (33) Program (R89078333)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Enter an 'O' for original tape or an 'A' for amended tape.

Specify whether the report that you are submitting is an original or an amended report. Values are:

O: Original (default)

A: Amended

2. Enter an 'S' for seasonal employers.

Specify the code that indicates whether the company employs seasonal workers. Values are:

Blank: No (default)

S: The company is a seasonal employer.

3. 'M' tax area for Manhattan

Specify the tax area associated with Manhattan's 'M' tax type, if you want to report annual taxes paid in Manhattan. This processing option is only used when running New York magnetic media in the fourth quarter.

4. 'M' tax area for Bronx

Specify the tax area associated with the Bronx's 'M' tax type, if you want to report annual taxes paid in the Bronx. This processing option is only used when running New York magnetic media in the fourth quarter.

5. 'M' tax area for Brooklyn

Specify the tax area associated with Brooklyn's 'M' tax type, if you want to report annual taxes paid in Brooklyn. This processing option is only used when running New York magnetic media in the fourth quarter.

6. 'M' tax area for Queens

Specify the tax area associated with Queens' 'M' tax type, if you want to report annual taxes paid in Queens. This processing option is only used when running New York magnetic media in the fourth quarter.

7. 'M' tax area for Staten Island

Specify the tax area associated with Staten Island's 'M' tax type, if you want to report annual taxes paid in Staten Island. This processing option is only used when running New York magnetic media in the fourth quarter.

8. 'M' tax area for Yonkers

Specify the tax area associated with Yonker's 'M' tax type, if you want to report annual taxes paid in Yonkers. This processing option is only used when running New York magnetic media in the fourth quarter.

9. Additional 'M' tax area

Specify another tax area associated with an 'M' tax type, if you want to report annual taxes paid in that tax area. This processing option is only used when running New York magnetic media in the fourth quarter.

10. Additional 'M' tax area

Specify another tax area associated with an 'M' tax type, if you want to report annual taxes paid in that tax area. This processing option is only used when running New York magnetic media in the fourth quarter.

11. Additional 'M' tax area

Specify another tax area associated with an 'M' tax type, if you want to report annual taxes paid in that tax area. This processing option is only used when running New York magnetic media in the fourth quarter.

12. Additional 'M' tax area

Specify another tax area associated with an 'M' tax type, if you want to report annual taxes paid in that tax area. This processing option is only used when running New York magnetic media in the fourth quarter.

13. Contact E-Mail Address
Specify the email address of the contact for the report.

14. Contact FAX Number
Use this processing option to specify the fax number of the contact for the report.

Enter numbers only. Do not enter hyphens, spaces, and so forth.

Setting Processing Options for the North Carolina SUI Summary Report (34) (R078334S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Rate
Specify the tax rate that the system uses to calculate the amount of unemployment insurance tax that is due.

2. Interest Amount Due
Specify the amount of interest that is due for late payments.

3. Penalty Amount Due for Late Filing
Specify the amount of any penalties that are due for late reporting.

4. Penalty Amount Due for Late Payment
Specify the amount of any penalties that are due for late payments.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report
Specify whether you want employee wages to appear on the summary report. If the total number of company employees exceeds the number of lines available on the summary, the system automatically produces a continuation, which includes all of the remaining employees. Values are:

Blank: Do not include employee wages.

1: Include employee wages.

Setting Processing Options for the North Carolina SUI Magnetic Media (34) Program (R89078334)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Enter the 6 digit Remitter Number supplied by the state of North Carolina.
Specify the six-digit remitter number provided by the state of North Carolina.

2. Print NCUI 101 Record (print North Carolina unemployment insurance 101 record)
Specify whether the system prints the NCUI 101 record. Inclusion of this record in the data submission eliminates the need for the NCUI 101 to be mailed to the North Carolina Employment Security Commission. Values are:

Blank: Do not print **N** record

1: Print **N** record

Setting Processing Options for the North Dakota SUI Summary Report (35) (R078335S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate
Specify the tax rate that the system uses to calculate the amount of unemployment insurance tax that is due.

2. Interest Amount Due
Specify the amount of interest that is due for late payments.

3. Penalty Amount Due
Specify the amount due for penalties that are associated with late reporting.

4. Prior Balance Adjustments
Specify the amount of any prior balances. To ensure that credit amounts are subtracted from the total amount due, enter them as negative amounts. Otherwise, enter any prior balance as a positive amount to add it to the total amount due.

Setting Processing Options for the North Dakota SUI Magnetic Media (35) Program (R89078335)

Processing options enable you to specify the default processing for programs and reports.

SUI

Use these processing options to specify SUI specific information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Enter Provider ID assigned from Job Service North Dakota
Specify the provider ID that Job Service North Dakota assigns to the company.

2. Transport Media Type
Specify the submission method for the report. Values are:

T: Magnetic Tape

D: Diskette

I: Internet

Worker's Compensation

Use these processing options to specify Workers' Comp specific information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Enter a 1 to create Worker's Compensation file
Specify whether the system creates the Worker's Compensation file. Values are:

Blank: The system does not create the file.

1: The system creates the file.

2. Enter Worker's Compensation Bureau Account Number
Specify the account number that the Worker's Compensation Bureau assigns to the company.

3. Enter period start date (MMDDYY)
Specify the start date for the reporting period.

4. Enter period end date (MMDDYY)
Specify the end date for the reporting period.

Setting Processing Options for the Ohio SUI Summary Report (36) (R078336S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate
Specify the tax rate that the system uses to calculate the amount of unemployment tax that is due.

2. Forfeiture Amount Due
Specify the amount of forfeiture that is due for late reporting.

3. Interest Amount Due
Specify the amount of interest that is due for late payments.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report
Specify whether you want employee wages to appear on the summary report. If the total number of company employees exceeds the number of print lines available on the summary, the system automatically produces a continuation report, which includes the remaining employees. This processing option is valid only if employee wages are reported using paper reports. Values are:

Blank: Do not include wages.

1: Include wages.

2. Employee Wage Submit Method
Specify the method that you use to report employee wages. Values are:

Blank: Paper reports

1: Magnetic tape or diskette

Setting Processing Options for the Ohio SUI Magnetic Media (36) Program (R89078336)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Blocking Factor
Specify the block length that the system uses when copying data to tape.

2. Enter the Media Transmitter/Authorization Number
Specify the Transmitter/Authorization number.

3. Enter the Unit, Division, Location, Plant Code
Specify the Unit/Division/Location/Plant code.

4. Enter the U.I. tax rate for the reporting period (decimal followed by 5 digits, for example 2.8% = .02800).
Specify the current UI tax rate for the reporting period.

5. Enter the interest due. Annual rate of 14% compounded monthly at a rate of 1.167% times the number of months late times the state QTR UI Taxes Due.
Specify the interest that is due. This is a manual calculation.

6. Enter the penalty due. .0025 times the state QTR UI Total wages for the employer.
Specify the penalty that is due. This is a manual calculation.

Setting Processing Options for the Oklahoma SUI Summary Report (37) (R078337S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate
Specify the tax rate that the system uses to calculate the amount of unemployment tax that is due.

2. Interest Amount Due
Specify the amount of interest that is due for late payments.

3. Late Report Penalty of 10%
Specify the penalty amount for late reporting. Enter a penalty charge of 10 percent of contributions due if the report is not filed within 15 days after date of delinquency.

4. Adjustment Amount
Specify the adjustment amount from a prior quarter. Enter any credit amount as a negative value so that the specified amount is subtracted from the total amount due. Otherwise, enter a positive amount to add the credit amount to the total amount due.

5. Due Date
Specify the date by which the unemployment insurance taxes should be paid.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Employee Wage Submit Method
Specify the method that you use to submit employee wage information. Values are:

Blank: Paper report

1: Magnetic media

2. Print Employee Wages on Summary Report
Specify whether you want to print employee wages on the summary report. Values are:

Blank: Do not print wages on summary report.

1: Print wages on summary report

Setting Processing Options for the Oklahoma SUI Magnetic Media (37) Program (R89078337)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Blocking Factor

Specify the block length that the system uses when copying data to tape.

Setting Processing Options for the Oregon SUI Continuation Report (38) (R078338C)

Processing options enable you to specify the default processing for programs and reports.

Pay Types

Use these processing options to specify the pay type information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Enter the pay types that should be EXCLUDED when calculating the hours worked for each employee.

Specify the pay types that the system excludes when calculating the hours worked for each employee. You can specify up to ten pay types.

Setting Processing Options for the Oregon SUI Summary Report (38) (R078338S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Prepaid this Quarter

Specify the amount of any unemployment insurance tax that has been prepaid for the current quarter.

2. Withholding Tax Prepaid this Quarter

Specify the amount of withholding tax that was prepaid for the current quarter.

3. Interest Amount Due

Specify the amount of interest that is due for late payments.

4. Penalty Amount Due

Specify the amount of any penalties that are due for late reporting.

5. Workers' Benefit Fund Assessment Rate

Specify the tax rate that is used to calculate the amount of Workers' Benefit Fund (WBF) Assessment tax that is due.

6. Assessment Tax Prepaid this Quarter

Specify the amount of Worker's Benefit Fund (WBF) Assessment tax that was prepaid for the current quarter.

7. Contribution Tax Rate

Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

8. Tri-Met Transit District Tax Rate

Specify the tax rate that is used to calculate the amount of TriMet Transit tax that is due.

9. Lane Transit District Tax Rate

Specify the tax rate that is used to calculate the amount of Lane County Mass Transit District (LTD) tax that is due.

10. Tri-Met Transit Tax Prepaid this Quarter

Specify the amount of TriMet Transit tax that was prepaid for the current quarter.

11. Lane Transit Tax Prepaid this Quarter

Specify the amount of Lane County Mass Transit District (LTD) tax that was prepaid for the current quarter.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print State Withholding Tax Liability

Specify whether you want the system to include monthly summary amounts for state withholding tax liability on the report. Quarterly, semi-weekly, and one banking-day depositors should leave this option blank. Values are:

Blank: Do not include summary amounts.

1: Include summary amounts.

Setting Processing Options for the Oregon SUI Magnetic Media (38) Program (R89078338)

Processing options enable you to specify the default processing for programs and reports.

Pay Types

1. Enter the pay types that should be EXCLUDED when calculating the hours worked for each employee.

Specify up to ten pay types that the system excludes when calculating the hours worked for each employee.

Setting Processing Options for the Pennsylvania SUI Summary Report (39) (R078339S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate
Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

2. Employee Contribution Tax Rate
Specify the tax rate that is used to calculate the amount of employee-paid unemployment insurance tax that is due.

3. Interest Amount Due
Specify the amount of interest that is due for late payments.

4. Penalty Amount Due
Specify the amount of any penalties that are due for late reporting.

Setting Processing Options for the Pennsylvania SUI Magnetic Media (39) Program (R89078339)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer's Name:
Specify the computer manufacturer's name.

2. Internal Tape File Label:
Specify the tape label for the tape file that the system creates. Values are:

Blank: Diskette

SL: IBM Standard Label

NS: Non-standard label

NL: No label

AL: ANSI standard label

3. Tape Density:
Specify the density of the tape that the system creates. Values are:

Blank: Diskette

16: 1600 BPI Reel Tape

62: 6250 BPI Reel tape

38: 38000 BPI IBM 3480 Cartridge

4. Recording Code (Character Set):
Specify the character set that the system uses to create the flat file. Values are:

EBC: EBCDIC

ASC: ASCII

5. Number of Tracks:
Specify the number of tracks on the tape. Values are:

Blank: Diskette

09: Reel Tapes

18: IBM 3480 Cartridge

6. Blocking Factor:
Specify the block length that the system uses when copying data to tape. The maximum factor is **85.** Leave this processing option blank if you are using a diskette.

7. Type of Employment:
Specify the company's type of employment. Values are:

A: Agriculture

H: Household

M: Military

Q: Government

X: Railroad

R: Regular (default)

8. Corporate Officer Flag
Specify which user-defined code (11-20) from the Employee Master Information table (F060116) is used to designate employees as corporate officers. For each employee that you want to designate as a corporate officer, you must enter either a **1** or **Y** in the specified UDC; otherwise, enter **0** or **N** for regular employees. Values for this option are UDCs 11 through 20.

9. U.I. Tax Rate
Specify the tax rate that is used to calculate the amount of employer-paid unemployment insurance tax that is due.

10. Employee Assessment Rate
Specify the employee assessment rate that you want to insert into the flat file.

Setting Processing Options for the Rhode Island Continuation Report (40) (R078340C)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Unemployment Insurance Tax Rate.

Specify the tax rate that is used to calculate the Unemployment Insurance tax amount. If left blank (default), the system retrieves the tax rate for the current tax period.

2. TDI tax rate. (temporary disability insurance tax rate)

Specify the tax rate that is used to calculate the Temporary Disability Insurance tax amount.

3. JDF tax rate. (job development fund tax rate)

Specify the tax rate that is used to calculate the Job Development Fund tax amount.

Setting Processing Options for the Rhode Island SUI Summary Report (40) (R078340S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate

Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

Setting Processing Options for the South Carolina SUI Summary Report (41) (R078341S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate

Specify the tax rate that the system uses to calculate the amount of unemployment insurance tax that is due.

2. Contingency Assessment Tax Rate
Specify the tax rate that is used to calculate the amount of contingency assessment tax that is due.

3. Interest Amount Due
Specify the amount of interest that is due for late payments.

4. Penalty Amount Due
Specify the amount of any penalties that are due for late reporting.

5. Outstanding Credit
Specify the amount of any outstanding credit balance that should be subtracted from the total amount due.

Process

1. Print Employee Wages on Summary Report
Specify whether employees and their wages print on the summary report. If the total number of company employees exceeds the number of print lines available on the summary, the continuation report will automatically run and print the remaining employees. Values are:

Blank: Employees and their wages do not print on the summary report.

1: Employees and their wages do print on the summary report.

Setting Processing Options for the South Carolina SUI Magnetic Media (41) - Diskette Program (R89078341)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Preparer Code
Specify who prepared the State Unemployment flat file. Values are:

A: Accounting Firm

L: Self-Prepared

S: Service Company

P: Parent Company

O: Other

2. Employment Code
Specify the company's type of employment. Values are:

A: Agriculture

H: Household

M: Military

Q: Medicare Qualified Government Employment

X: Railroad

R: Regular (default)

Setting Processing Options for the South Carolina SUI Magnetic Media (41) - Tape Format Program (R89078341A)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contact E-Mail Address
Specify the email address for the company contact.

Setting Processing Options for the South Dakota SUI Summary Report (42) (R078342S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Rate
Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

2. Interest Amount Due
Specify the amount of interest that is due for late payments.

3. Penalty Amount Due for Late Filing
Specify the amount of any penalties that are due for late filing.

4. Penalty Amount Due for Late Payment
Specify the amount of any penalties that are due for late payments.

5. Adjustment from Prior Quarters
Specify the amount of any prior balances. To ensure that credit amounts are subtracted from the total amount due, enter them as negative amounts. Otherwise, enter any prior balance as a positive amount to add it to the total amount due.

6. Investment Fee Rate
Specify the rate that the system uses to calculate the amount of investment fee tax that is due.

Process

1. Print Employee Wages on Summary Report

Specify if employees and their wages print on the summary report. If the total number of company employees exceeds the number of print lines available on the summary, the continuation report will automatically run and print the remaining employees. Values are:

Blank: No

1: Yes

Setting Processing Options for the Tennessee SUI Summary Report (43) (R078343S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Premium Rate

Specify the unemployment premium rate that the system uses to calculate the premium amount that is due for the current quarter.

2. Interest Due

Specify the amount of interest that is due for delinquent premiums.

3. Job Skills Fee Rate

Specify the rate that is used to calculate the job skills fee amount.

4. Job Skills Fee Interest Due

Specify the amount of interest that is associated with delinquent job skills fees that are due.

5. Penalty Due

Specify the amount of any penalties that are due for submitting delinquent or incomplete reports.

6. Outstanding Debit or Credit

Specify the amount of any over- or under-payment that should be included in the total amount that is due. Enter credits as negative amounts so that the amount is subtracted from the total amount that is due.

Setting Processing Options for the Tennessee SUI Magnetic Media (43) Program (R89078343)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Blocking Factor
Specify the block length that the system uses when copying data to tape.

> **Note:** Do not use a value greater than **85.**

2. Type of Employment
Specify the employer's type of employment. Values are:

A: Agriculture

H: Household

M: Military

Q: Medicare Qualified Government Employee

X: Railroad

R: Regular, All Others (default)

3. Other EIN (other employer identification number)
Specify another EIN that the company has used to submit tax information.

4. Computer Manufacturer's Name
Specify the manufacturer of the computer used to create the submitted file.

5. Internal Label
Specify the type of tape label used for the submitted file. Values are:

NL: No Label (default)

SL: IBM Standard Label

NS: Non-Standard Label

AL: ANSI Standard Label

6. Tape Density
Specify the tape density used for the submitted file. Values are:

Blank: Diskette

16: 1600 BPI Reel Tape

62: 6250 BPI Reel Tape

38: 38000 IBM 3480 Cartridge

7. Recording Code
Specify the recording code that the system uses to create the submitted file. Values are:

EBC: EBCDIC

ASC: ASCII

8. Number of Tracks
Specify the number of tracks that the system uses for the submitted file. Values are:

Blank: Diskette

09: Reel Tapes

18: IBM 3480 Cartridge

9. Media Authorization Number
Specify the media authorization number assigned to the entity transmitting the file for SUI reporting.

10. U.I. Tax Rate (unemployment insurance tax rate)
Specify the employer's tax rate used to calculate the U.I. tax amount due.

11. Corporate Officer Flag
Specify the location of the user-defined code (11-20) on the Employee Master where the Corporate Officer flag is stored. For this UDC, enter **1** to designate the employee as a corporate officer, or enter **0** for non-corporate officer.

Setting Processing Options for the Texas SUI Continuation Report (44) (R078344C)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Tax Area
Specify the employer's tax area. Enter a value in this option only if you did not complete the tax area box on the form.

2. Unit Number
Specify the employer's unit number. Enter a value in this option only if you did not complete the unit number box on the form.

3. NAICS Code
Specify the employer's NAICS code. Enter a value in this option only if you did not complete the NAICS code box on the form.

4. County Code
Specify the employer's county code. Enter a value in this option only if the county code box on the form was not completed.

5. Report Type
Specify whether the system prints the report on blank paper or on a preprinted form. The page header information appears only if this processing option is left blank. Values are:

Blank: Blank paper

1: Preprinted form

Setting Processing Options for the Texas SUI Magnetic Media (44) Program (R89078344)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Enter the computer manufacturer's name.
Specify the computer manufacturer's name.

2. Enter tape density.
Specify the tape density used for the submitted file. Values are:

38: 38000 BPI IBM 3480 cartridge

77: 77000 BPI IBM 3490E cartridge

3. Enter recording code.
Specify the recording code that the system uses to create the submitted file. Values are:

EBC: EBCDIC

ASC: ASCII

4. Enter number of tracks.
Specify the number of tracks that the system uses for the submitted file. Values are:

18: IBM compatible 3480 cartridge

36: IBM compatible 3490E cartridge

5. Blocking factor.
Specify the block length that the system uses when copying data to tape.

6. Enter North American Industry Classification System (NAICS) Code.
Specify the employer's NAICS code.

7. Enter a Y if C-3 summary is reported for each employer account on this tape.
Specify whether the system reports the C-3 summary for each employer account on this tape.

8. Enter a Y if allocation list is reported on this tape.
Specify whether the system reports the allocation list on this tape.

9. If allocation list is reported on the tape, enter service agent ID number.
Specify the service agent ID number if you entered a **Y** on processing option number 8.

10. If allocation list is reported on the tape, enter total remittance amount.
Specify the total remittance amount if you entered a **Y** on processing option number 8.

11. If reporting BLS3020, and you have employees in more than one county/industry included in this report, enter a 1.

Enter a **1** if you are reporting BLS3020 and you have employees in more than one county or industry included in this report.

12. If reporting BLS3020, and you have employees at more than one location within the same county included in this report, enter a 1.

Enter a **1** if you are reporting BLS3020 and you have employees at more than one location within the same county included in this report.

Defaults Cont.

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

13. Enter the employers U.I. tax rate for this reporting period. ex. 2.8 = .02800 (5 digits).

Specify the employer's unemployment insurance tax rate for this reporting period. Enter the tax rate as a five-digit decimal. For example, enter 2.8 as **.02800**.

14. Enter the county code of county in which you had the greatest number of employees.

Specify the county code of the county in which you had the greatest number of employees.

15. If you had employees in more than one county, enter the number of employees outside of the county shown in the County Code field above.

Specify the number of employees outside of the county you specified in processing option 14, if you had employees in more than one county.

16. If reporting form BLS3020, enter the establishment ID assigned to identify wages by worksite.

Specify the establishment ID that identifies wages by worksite, if you are reporting form BLS3020.

Setting Processing Options for the Texas SUI Summary Report (44) (R078344S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate

Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

2. Interest Amount Due

Specify the amount of interest that is due for late payments.

3. Penalty Amount Due

Specify the amount of any penalties that are due for late reporting.

4. Balance Due from Prior Periods

Specify the amount of any prior balances. To ensure that credit amounts are subtracted from the total amount due, enter them as negative amounts. Otherwise, enter any prior balance as a positive amount to add it to the total amount due.

5. Tax Area

Specify the employer's tax area. Enter a value in this option only if you did not complete the tax area box on the form.

6. NAICS Code

Specify the employer's NAICS code. Enter a value in this option only if you did not complete the NAICS code box on the form.

7. County Code

Specify the employer's county code. Enter a value in this option only if you did not complete the county code box on the form.

8. Employees Outside County Specified in #7

Specify the number of employees that work outside of the employer's county. The employer's county is specified in the county code box of the preprinted form, or in the previous processing option. Enter a value in this processing option only if you have employees in more than one county.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report

Specify whether you want employee wages to appear on the summary report. If the total number of company employees exceeds the number of lines available on the summary, the system automatically produces a continuation report, which includes the remaining employees. Values are:

Blank: Do not include wages.

1: Include wages.

2. Report Type

Specify whether the system prints the report on blank paper or on a preprinted form. The system prints page header information only if this processing option is blank. Values are:

Blank: Blank paper

1: Preprinted form

Setting Processing Options for the Utah SUI Continuation Report (45) (R078345C)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Total Wages from Contribution Report

Specify the total wages listed on the contribution report.

Setting Processing Options for the Utah SUI Summary Report (45) (R078345S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate
Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

2. Interest Amount Due
Specify the amount of interest that is due for late payments.

3. Penalty Amount Due
Specify the amount of any penalties that are due from previous quarters.

4. Credit Amount
Specify the amount of any approved credit that you want the system to deduct from the total amount due.

Setting Processing Options for the Utah SUI Magnetic Media (45) Program (R89078345)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Type of Employment
Specify the employer's type of employment. Values are:

A: Agricultural

F: Federal

H: Household

M: Military

X: Railroad

R: Regular: All Others (default)

Setting Processing Options for the Vermont SUI Summary Report (46) (R078346S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate

Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

2. Credit Adjustment

Specify the amount of any credit adjustments that you want to subtract from the total amount due.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report

Specify whether you want employees and their wages to appear on the summary report. If the total number of company employees exceeds the number of lines available on the summary, the system automatically produces a continuation report, which includes the remaining employees. Values are:

Blank: Do not include employees and wages.

1: Include employees and wages.

2. Print Employer Account Information

Specify whether you want employer account information to appear on the summary report. Employer account information includes the employer name, state account number, and quarter ending date. Values are:

Blank: Do not include employer account information.

1: Include employer account information.

Setting Processing Options for the Vermont SUI Magnetic Media (46) Program (R89078346)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Authorization Code

Enter the authorization code that is required to submit the file for State Unemployment Insurance (SUI) reporting.

2. Computer Manufacturer
Enter the manufacturer's name of the computer that was used to create the file that you are submitting.

3. Tape Label
Specify the type of tape label that is used for the submitted file. Values are:

NL: No Labels (default)

SL: IBM Standard Label

4. Tape Density
Specify the tape density that is used for the submitted file. Values are:

16: 1600 BPI Reel

38: IBM 3480 Cartridge

5. Number of Tracks
Specify the number of tracks that are used to create the submitted file. Values are:

09: Reel Tapes

18: IBM 3480 Cartridge

Setting Processing Options for the Virginia SUI Summary Report (47) (R078347S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)
Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

2. Account Balance
Specify an account balance amount. Enter any credit amount as a negative so that this amount is subtracted from the total amount due. Otherwise, enter a positive amount to add to the total amount due.

3. Interest Amount Due
Specify the amount of interest that is due for late payments.

4. Penalty Amount Due
Specify the amount of any penalties that are due for late reporting.

Setting Processing Options for the Virginia SUI Magnetic Media (47) Program (R89078347)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Personal Identification Number (PIN)

Enter the Personal Identification Number (PIN) that is assigned to the employee who is submitting the State Unemployment Insurance flat file.

2. Resub Indicator (resubmitted indicator)

Specify whether this file is being resubmitted. If you leave this option blank, the system does not mark this file as a resubmitted file. Values are:

Blank: Not resubmitting

1: Resubmitting

3. Resub TLCN (resubmitted tape library control number)

Enter the Tape Library Control Number (TLCN) that is displayed on the notice sent by the Social Security Administration if the file is to be resubmitted.

4. Method of Problem Notification

Specify the preferred method of notification if problems occur when the submission is processed. For example, if you want to be contacted by email if problems occur, enter **1** in this option. Values are:

1: Email/internet

2: FAX

3: Postal Service

5. Preparer Code

Specify who prepared the State Unemployment flat file. If more than one code applies, use the code that best describes who prepared the file. Values are:

A: Accounting Firm

L: Self-Prepared

S: Service Bureau

P: Parent Company

O: Other

6. Type of Employment

Specify the company's type of employment. Values are:

A: Agriculture

H: Household

M: Military

Q: Medicare Qualified Government Employment

X: Railroad

R: Regular, All Others (default)

7. Agent Indicator Code
Specify the Agent or Common Pay Master status, if applicable. Values are:

1: 2678 Agent

2: Common Pay Master

8. Agent EIN (agent employer identification number)
Enter the Employer Identification Number (EIN) of the Agent if you specified an agent in the previous option.

9. Other EIN (other employer identification number)
Enter any other Employer Identification Number (EIN) that the company has used to submit tax information.

10. Terminating Business Indicator
Specify whether the business has been terminated during this tax year. Values are:

Blank: Business not terminated.

1: Business terminated during this tax year.

11. Contact E-Mail Address
Enter the email address of the company contact person.

12. Contact FAX Number
Enter the fax number of the company contact person, if applicable. Enter digits only. No hyphens, spaces, and so forth.

Setting Processing Options for the Washington SUI Continuation Report (48) (R078348C)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Enter the due date
Specify the due date.

2. Pay Types to Exclude from Hours Worked
Specify the pay types that the system excludes from the hours worked calculation. You can specify up to ten pay types.

Setting Processing Options for the Washington SUI Summary Report (48) (R078348S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)

Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

2. EAF Tax Rate (employment administration fund tax rate)

Specify the tax rate that is used to calculate the amount of Employment Administration Fund (EAF) tax that is due.

3. Corporate Officer Flag

Specify which user-defined code (from 11 to 20) from the Employee Master Information table (F060116) is used to designate employees as corporate officers. The UDC code field that you select must have a value of **1** to designate the employee as a corporate officer, or a value of **0** to designate an employee as a non-corporate officer. Values are **11** through **20.**

4. UBI Number (unified business identification number)

Specify the Unified Business Identification (UBI) number assigned by the state of Washington.

5. Late Payment Penalty

Specify the amount of penalties that are due for late payments.

6. Late Report Penalty

Specify the amount of penalties that are due for late reporting.

7. Interest Amount Due

Specify the amount of interest that is due for late payments.

8. Prior Balance

Specify the amount of any prior balances. To ensure that credit amounts are subtracted from the total amount due, enter them as negative amounts. Otherwise, enter any prior balance as a positive amount to add it to the total amount due.

9. Preparer's FAX Number

Specify the preparer's FAX number. Enter numerals only, and omit spaces, dashes, or other characters.

Setting Processing Options for the Washington SUI Magnetic Media (48) Program (R89078348)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer's Name

Specify the manufacturer of the computer used to create the submitted file.

2. Internal Label

Specify the type of tape label used for the submitted file. Values are:

NL: No Label

SL: IBM Standard Internal Label

3. Prior Balance Amount
Specify any prior balance amount owed by the employer.

4. Prior Credit Amount
Specify any prior credit amount to be subtracted from the total payment due.

5. Interest Amount Due for Late Payment
Use this processing option to specify any interest due for late payments.

6. Penalty Amount Due
Specify any penalty amount for late payment or late reporting.

7. Total Remittance Amount
Use this processing option to specify the amount remitted for the total amount due.

8. DBA Code for Exercised Stock Options
Specify the PDBA code used to record stock options exercised by employees.

9. Corporate Officer Flag
Enter the location of the user-defined code (11-20) on the Employee Master where the Corporate Officer flag is stored. For this UDC, enter **1** to designate the employee as a corporate officer, or enter **0** for non-corporate officer.

10. Reason Code for Excess Wages
Specify the reason code for entering excess wages. Values are:

0: Reasons do not apply

1: Out of state wages

2: Predecessor wages

4: Branch account wages

If more than one reason applies, enter the sum of the applicable reasons.

11. Transmitter Contact Email Address
Specify the email address of the person to contact regarding questions on the submitted file.

12. Pay Types to Exclude from Hours Worked
Specify pay types to exclude from the hours worked calculation for each employee. You can specify up to ten pay types.

13. Agent Code
Specify the code of the reporting agent.

14. Foreign Address Indicator
Specify whether the employer has a foreign address. Values are:

Blank or **N:** No, the address is not foreign.

Y: Yes, the address is foreign.

Rates

Use these processing options to specify rates information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)
Specify the employer's tax rate that the system uses to calculate the U.I. tax amount due.

Enter the rate as a percent: .0271 = **2.71.**

2. Employment Administration Fund (EAF) Tax Rate
Specify the employer's tax rate used to calculate the assessment amount due. Enter the rate as a decimal: .3 percent = **.003**

Setting Processing Options for the West Virginia SUI Continuation Report (49) (R078349C)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Report Due Date
Specify the date on which the wage report is due. If left blank, the system uses the current date.

2. Print Employer Information
Specify whether you want employer account information to appear on the wage report. This information includes the employer name, address, state account number, and calendar quarter. Values are:

Blank: Do not include employer account information.

1: Include employer account information.

Setting Processing Options for the West Virginia SUI Summary Report (49) (R078349S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Report Due Date
Specify the date on which the contribution report is due. If left blank, the system uses the current date.

2. Previous Overpayment Amount
Specify the amount of a previous overpayment that should be deducted from the total amount due.

3. Contribution Tax Rate
Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

4. Penalty Amount Due

Specify the amount of any penalties that are due for reporting after the penalty date.

5. Interest Amount Due
Specify the amount of interest that is due for late payments.

6. Print Employer Information
Specify whether the system includes employer account information on the contribution report. This information includes the employer name, address, state account number, and calendar quarter. Values are:

Blank: Do not include employer account information.

1: Include employer account information.

Setting Processing Options for the West Virginia SUI Magnetic Media (49) Program (R89078349)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer
Specify the computer manufacturer's name.

2. Tape Code
Specify the medium used to transmit wage data. Values are:

C: IBM 3480 cartridge (default)

D: Diskette

3. Blocking Factor
Specify the block length that the system uses when copying data to tape. Do not exceed a value of **85.**

Setting Processing Options for the Wisconsin SUI Continuation Report (50) (R078350C)

Processing options enable you to specify the default processing for programs and reports.

Default Values

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Enter the Report Due Date. Default is today's date.
Specify the due date for the report. The default value is the current date.

Setting Processing Options for the Wisconsin SUI Summary Report (50) (R078350S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Rate
Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

2. Interest Amount Due
Specify the amount of interest that is due for late payments.

3. Penalty Amount Due for Late Filing
Specify the amount of penalties that are due for late reporting.

4. Electronic Fund Transfer Payment
Specify an Electronic Funds Transfer payment amount to subtract from the total amount due.

5. Credit Amount
Specify a credit amount to subtract from the total amount due.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report
Specify whether the system includes employees and their wages on the summary report. If the total number of company employees exceed the number of lines available on the summary, the system automatically produces a continuation report, which includes the remaining employees. Values are:

Blank: Do not include employees and wages.

1: Include employees and wages.

Setting Processing Options for the Wyoming SUI Continuation Report (51) (R078351C)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Workers' Compensation Employer Number

Specify the nine-digit employer number that was assigned to the organization by the Wyoming Workers' Safety and Compensation Division.

2. Corporate Officer Flag

Specify which user-defined code (11-20) from the Employee Master Information table (F060116) is used to designate employees as corporate officers. For each employee that you want to designate as a corporate officer, you must enter either a **1** or **Y** in the specified UDC; otherwise, enter **0** or **N** for regular employees. Values for this option are UDCs 11 through 20.

3. Workers' Compensation Average Corporate Officer Wages

Specify the average wage of corporate officers for the purpose of calculating workers' compensation for covered officers.

Setting Processing Options for the Wyoming SUI Summary Report (51) (R078351S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)

Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

2. Outstanding Credit Amount

Specify the unemployment insurance credit amount to be subtracted from the total amount due.

3. Interest Amount Due

Specify the amount of interest that is due for late unemployment insurance payments.

4. Prior Amount Due

Specify the amount of unemployment insurance tax that is due from a previous quarter.

5. WC Interest Amount Due (worker's compensation interest amount due)

Specify the amount of interest that is due for late Workers' Compensation payments.

6. WC Prior Amount Due (worker's compensation prior amount due)

Specify the amount of Workers' Compensation tax that is due from a previous quarter.

7. WC Outstanding Credit (worker's compensation outstanding credit)

Specify the amount of Workers' Compensation credit to be subtracted from the total amount due.

8. Workers' Compensation Average Corporate Officer Wages

Specify the average wage of corporate officers, for the purpose of calculating workers' compensation for covered officers.

9. Corporate Officer Flag

Specify which user-defined code (11-20) from the Employee Master Information table (F060116) is used to designate employees as corporate officers. For each employee that you want to designate as a corporate officer, you must enter either a **1** or **Y** in the specified UDC; otherwise, enter **0** or **N** for regular employees. Values for this option are UDCs 11 through 20.

Setting Processing Options for the Wyoming SUI Magnetic Media (51) Program (R89078351)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Workers Compensation Employer Number

Enter the nine-digit employer number that is assigned by the Wyoming Workers' Safety and Compensation Division.

2. Corporate Officer Flag

Enter the location of the user-defined code (11-20) on the Employee Master where the Corporate Officer flag is stored. For this UDC, enter **Y** or **1** to designate the employee as a corporate officer or enter **N** or **0** for non-corporate officer.

3. Corporate Officer Title

Enter the location of the user-defined code (11-20) on the Employee Master Information table (F060116) where the Corporate Officer Title flag is stored. Values are:

Blank = Regular employee

P: President

V: Vice President

S: Secretary

T: Treasurer

O: Other

4. Workers' Compensation Average Corporate Officer Wages

Enter the average amount of Workers' Compensation wages for corporate officers.

Setting Processing Options for the SUI Magnetic Media template - Generic Format Program (R89078300)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Enter the computer manufacturer's name

Specify the computer manufacturer's name.

2. Tape File Label.

Specify the tape label for the tape file that the system creates. Values are:

SL: IBM Standard Label

NS: Non-Standard Label

NL: No Label

AL: ANSI Standard Label

Blank: Diskette

3. Tape Density
Specify the density of the tape that the system creates. Values are:

16: 1600 BPI reel tape

62: 6250 BPI reel tape

38: 38000 BPI IBM 3840 cartridge

Blank: Diskette

Defaults (cont)

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

4. Enter Recording Code (Character Set)
Specify the character set that the system uses to create the magnetic media flat file. Values are:

EBC: EBCDIC

ASC: ASCII

ASC: Diskette

5. Enter the number of tracks
Specify the number of tracks on the tape. Values are:

09: Reel Tapes

18: IBM 3480 cartridge

Blank: diskette

6. Blocking Factor
Specify the block length that the system uses when copying data to tape. This value should not exceed **85.** Leave blank if you are using a diskette.

7 Reporting New Hire Information

Understanding New Hire Reporting

To comply with the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, all employers must report certain information about newly hired employees to designated state agencies. State agencies can use this information to:

- Locate non-custodial parents who are delinquent in their child-support payments.
- Establish child-support orders.
- Enforce existing child-support orders.
- Verify the legitimacy of employees' unemployment benefits or workers compensation payments.

Because reporting requirements vary from state to state, you might be required to generate a separate report for each state. For example, some states require that you submit information about whether employees and their dependents are eligible for medical insurance.

If the organization has employees in more than one state, you can fulfill the new hire reporting requirements in either of these ways:

- Generate a separate report for each state in which the organization has employees, and submit each report to the appropriate state.

  Because reporting requirements vary by state, we recommend using this method to ensure that each state receives the information that they require.
- Generate a new hire report for one of the states in which the employees work and include employees from multiple states on that report.

  Submit the report only to the state for which you generated the report.

When you generate only one report and include employees from multiple states, you must be sure that the report that you generate satisfies the reporting requirements for all of the states in which the organization has employees. The data selection for the report must include the work tax area code for each state with employees whom you want to include on the report.

To create new hire reports and magnetic media files, you must first enter all newly hired employees into the system. If necessary, you must also enter health insurance eligibility information for the employee and their dependents. After you have entered all employee information, you generate a workfile that contains all of the information that you are required to report. After you have generated the workfile, you can then produce reports and magnetic media files for each state to which you are required to report.

Considerations for New Hire Reporting

Before you create magnetic media files to submit to government agencies, you should print and review the reports to ensure that all of the information that you submit is correct. The new hire workfile build program includes a processing option that enables you to print the reports when you generate the workfile. However, you cannot generate magnetic media files while you are generating the workfile.

You can use the Government Reporting - Report Setup program (P074001R) to generate the reports and generate the magnetic media files. You can also use this program to produce extra copies of a new hire report for which you have already generated the workfile.

If you discover an error on the report, you must correct the employee record that is in error, regenerate the workfile, and then generate reports and magnetic media files again. If you generate a report without regenerating the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Entering Insurance Information for New Hire Reports

This section provides an overview of insurance information for new hire reporting, lists prerequisites, and discusses how to enter insurance information for new hire reports.

Understanding Insurance Information for New Hire Reporting

Some states require that new hire reports include information about whether employees and dependents are eligible for health insurance, and the date on which they are eligible to begin receiving coverage. If you plan to print new hire reports for any state that requires information about health insurance eligibility, you first must enter health insurance information for all of the employees who will be included on those reports.

Although payroll contains no predefined fields for tracking health insurance eligibility for employees and their dependents, you can configure user-defined date fields to track this information. For example, you can set up the user-defined Date 01 field to track the date on which an employee becomes eligible for health insurance coverage.

Prerequisites

Before you complete the tasks in this section:

- Set up a user-defined date field (for example, user-defined Date 01) for entering the date on which an employee is eligible for health insurance. To clarify data entry, you can ask the system administrator to change the data dictionary override for the field to a more meaningful name, such as Health Insurance Eligibility Date.

  See *JD Edwards EnterpriseOne Tools Interoperability Guide* .
- For each newly hired employee, complete the steps for entering a new employee record.

  See *"Adding Employee Records One at a Time" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .

Note:

- *"Entering User-Defined Information for Employees" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .

Forms Used to Enter Insurance Information

Form Name	FormID	Navigation	Usage
Work With Organizational Assignment	W0801ORGF	Employee Management (G05BE1), Organizational Assignment	Select an employee for whom you want to enter insurance information.
Employee/Job User-Defined Dates 01-10	W0801ORGC	On the Work With Organizational Assignment form, select an employee and then select User Def Date 01-10 from the Row menu.	Enter insurance information for new hire reports.

Entering Insurance Information for New Hire Reports

Access the Employee/Job User-Defined Dates 01-10 form.

Generating the Workfile for New Hire Reports

This section provides an overview of the new hire workfile, lists prerequisites, and discusses how to:

- Run the Create New Hire Workfile program (R074001).
- Set processing options for the Create New Hire Workfile program (R074001).

Understanding the New Hire Workfile

Before you generate new hire reports and magnetic media files, you must build the New Hire Reporting Workfile - OneWorld Only table (F074001) that includes all of the employee information that you are required to report to state agencies. This workfile, which you generate using the Create New Hire Workfile program (R074001), contains all of the information that you need to create the reports and magnetic media for each state. You can use a processing option to specify whether you want to generate the reports when you build the workfile. If you do not generate the reports when you generate the workfile, you use the Government Reporting - Report Setup program (P074001R) to generate the reports. Regardless of whether you generate reports when you create the workfile, you use the Government Reporting - Report Setup program to create magnetic media files.

Prerequisites

Before you complete the tasks in this section:

- Verify that the export folder exists on the server. If the export folder does not exist, you must create it. Contact the system administrator or technical support for assistance with this task.
- Set up the conversion table that supports Unicode processing.

  See *JD Edwards EnterpriseOne Tools Interoperability Guide* .
- Review the processing options for any of the new hire program versions that you want to process.

  See *Setting Processing Options for State-Specific New Hire Programs*.
- Map the magnetic media programs that you want to process to run locally on the workstation, or have the system administrator add the export directly to the server, and run the programs on the server.

  See *JD Edwards EnterpriseOne Tools System Administration Guide* .

Running the Create New Hire Workfile Program (R074001)

Select New Hire Reporting (G05BG1), Create New Hire Workfile.

Setting Processing Options for the Create New Hire Workfile Program (R074001)

Processing options enable you to specify the default processing for programs and reports.

Defaults

1. Enter value to specify the date to be used for wages

Specify the date that the system uses for wages performed for the New Hire Reporting system. Values are:

1: Original Hire Date (DSI)

2: Date Started (DST)

2. From Date:

Specify the beginning date of the date range for which you are creating a new hire report. For example, to create a new hire report for the period of January 1 through January 15, enter **January 1** in this processing option.

2. Through Date:

Specify the ending date of the date range for which you are creating a new hire report. To ensure that the date is in the correct format, click the calendar button and then select the date that you want to enter in this processing option.

3. Enter Reporting Company Flag

Specify the company for the new hire report. Values are:

Blank: Employee home company

0: Employee home company

1: Parent company

4. Enter Address Book Number of the Transmitter:
Specify the address book number of the transmitter for the new hire reporting system.

5. Enter Address Number of the Payroll Contact Person:
Enter the address book number of the contact person for the new hire reporting system.

6. Enter Phone Number Type of the Payroll Contact Person:
Specify the type of phone number that you entered for the payroll contact person. For example, you might enter **HOM** if this is the contact person's home phone number. The system stores the values for this field in UDC table 01/PH.

7. Enter Fax Number Type of the Payroll Contact Person:
Enter the type of phone number that you entered in the Fax field for the payroll contact person. For example, you might enter **FAXO** if this is the contact person's office fax number. The system stores the values for this field in UDC table 01/PH.

Eligibility

1. Enter Period Number where Employee Medical Eligibility Date is stored
Enter the period number in which the system stores the medical eligibility date for the employee. Values are **01** to **10.**

2. Enter Period Number where Employee's Dependents Medical Eligibility Date is stored
Enter the period number in which the system stores the medical eligibility date for the employee's dependents. Values are **01** to **10.**

Run Reports

1. Enter value to submit New Hire Reports based on the New Hire Setup Table (F074001R)
Submit the new hire reports based on the New Hire Report Setup table (F074001R). Values are:

Blank: Do not submit the reports.

0: Do not submit the reports.

1: Submit the reports.

Processing New Hire Reports and Magnetic Media Files

This section provides an overview of new hire reports and magnetic media files, and discusses how to:

- Produce new hire reports and magnetic media files.
- Set processing options for the Government Reporting - Reports Setup program (R074001R).
- Set processing options for state-specific new hire programs.

Understanding New Hire Reports and Magnetic Media Files

After you generate the workfile for new hire reporting, you can create state-specific reports and magnetic media files. Although new hire reporting requirements vary among states, the workfile that you create includes information for all states. The state-specific programs for creating the actual reports and magnetic media files use the information from the workfile that is required for the specified states.

If you conduct business in more than one state, you might need to create reports for multiple states. You can process information for one state at a time, or you can process multiple states simultaneously. You can process information for one state only, or you can process multiple states simultaneously.

To simplify working with new hire reports for multiple states, you can use the Government Reporting - Report Setup program (P074001R) to access the report versions and magnetic media programs for all states.

You can generate reports only, generate the magnetic media files only, or perform these tasks simultaneously. However you process new hire information, you generate and review reports before you send the magnetic media files to the government. When you are satisfied that the information is correct, you can copy the files to magnetic tape and submit them to the appropriate government agency.

> **Note:** When you generate the magnetic media files, the system uses a table conversion program to create a flat file in the *export* folder on the workstation. To run the reports on the server, have the system administrator add the export directory to the server.

Producing New Hire Reports and Magnetic Media Files

Select New Hire Reporting (G05BG1), New Hire Report Setup.

To produce new hire reports and magnetic media files:

1. On the Report Setup form, to select the records that you want to process, double click the row header.

   You can process one state only, or you can select multiple records for simultaneous processing. When you select a record for processing, a check mark appears in the row header. Be aware that the amount of time required to process the reports might increase depending upon the number of states that you select to process. To deselect a record for processing, double click the row header, which removes the check mark.
2. To select all records, select the Select All option.
3. To produce the report and the magnetic media detail file simultaneously, enter **1** in the Output Format field for each selected record.
4. To produce the report only, enter **0** in the Output Format field for each selected record.
5. To view only the records that you have selected for processing, select the Show Selected option.
6. To view all available new hire programs, select the Show All option.
7. To submit the selected records for processing, select Submit Reports from the Form menu.

Setting Processing Options for Government Reporting - Report Setup (P074001R)

Processing options enable you to specify the default processing for programs and reports.

Reporting Type

Reporting Type

Enter the code for the type of report that you want to print. Values are:

N: New hire reporting

S: State unemployment reporting

Setting Processing Options for State-Specific New Hire Programs

Each state has their own requirements for reporting. Before submitting new hire programs using the Government Reporting - Report Setup program (P074001R), you should review the processing options for the programs that are associated with all of the states that you select for processing.

Setting Processing Options for the New Hire Report - Alabama (01) Program (R07401)

Processing options enable you to specify the default processing for programs and reports.

Default

Use these processing options to specify default information that the system uses to process new hire reports for the organization.

1. Enter the number of the user-defined category code on the employee master where the system stores the employee indicator. (11-20)

Enter the number of user-defined code fields on the employee master where the system stores the employee indicator (**N** = New Hire, **R** = Recall, **W** = Work Refusal). For example, if you enter the employee indicator code in user-defined code field 11, enter 11 in this processing option. Values are 11-20.

Setting Processing Options for the New Hire Detail File - Alabama (01) Program (R8907401)

Processing options enable you to specify the default processing for programs and reports.

Default

Use these processing options to specify default information that the system uses to process new hire reports for the organization.

1. Enter the number of user-defined code on the employee master where the system stores the employee indicator (11-20)

Specify which user-defined code from the Employee Master Information table (F060116) stores the employee indicator code. To ensure that the correct information appears on the report, you enter the employee indicator code, such as **N** for New Hire, **R** for Recall, or **W** for Work Refusal, in the user-defined code field that you specify in this processing option. Values are 11 through 20.

Setting Processing Options for the New Hire Detail- Arkansas (04) Program (R8907404)

Processing options enable you to specify the default processing for programs and reports.

Process

1. Tax Type Record

Specify the tax type that the organization uses to track the state employer identification number. Valid tax types include:

H: State Unemployment Insurance (SUI) (default).

F: State Income Tax (SIT).

Setting Processing Options for the New Hire Detail - California (05) Program (R8907405)

Processing options enable you to specify the default processing for programs and reports.

Process

1. Tax Type Record

Specify the tax type that the organization uses to track the state employer identification number. Valid tax types include:

H: State Unemployment Insurance (SUI) (default).

F: State Income Tax (SIT).

Setting Processing Options for the New Hire Report - Connecticut (07) Program (R07407)

Processing options enable you to specify the default processing for programs and reports.

Display

1. Enter Tax Type

Specify the tax type that the organization uses to track the state employer identification number. Valid tax types include:

Blank: Display State Unemployment Insurance (SUI).

H: Display State Unemployment Insurance (SUI).

F: Display State Income Tax (SIT).

Setting Processing Options for the New Hire Report - Florida (10) Program (R07410)

Processing options enable you to specify the default processing for programs and reports.

Default

Use these processing options to specify default information that the system uses to process new hire reports for the organization.

Address Line 1

Specify the first line of the employer address that the system uses for income deduction orders. If this option is left blank, the system uses the employer address from the JD Edwards EnterpriseOne Address Book system.

Address Line 2

Specify the second line of the employer address that the system uses for income deduction orders. If you leave this option blank, the system uses the employer address from the Address Book.

Address Line 3

Specify the third line of the employer address that the system uses for income deduction orders. If you leave this option blank, and you have not entered address information in the other processing options, the system uses the employer address from Address Book.

City

Specify the city of the employer address that the system uses for income deduction orders. If you leave this option blank, the system uses the city from the employer address in Address Book.

State

Specify the state or province of the employer address that is used for income deduction orders. If you leave this option blank, the system uses the state or province code from the employer address in Address Book.

Zip Code

Specify the zip code of the employer address that the system uses for income deduction orders. If you leave this option blank, the system uses the zip code from the employer address in Address Book.

Zip Code +4

Specify the additional four-digit zip code extension of the employer address that the system uses for income deduction orders. If you leave this option blank, the system uses the zip code extension from the employer address in the Address Book.

Contact Detail

Use these processing options to enter information about the person in the organization who can be contacted for information about new hire reporting.

1. Enter Contact Name

Specify the name of the employee that can be contacted for additional information about income deduction orders. If you leave this option blank, the system uses the contact information for the specified company as it appears in Address Book.

2. Enter Contact Phone Area Code

Specify the area code of the employee who can be contacted for additional information about income deduction orders. If you leave this option blank, the system uses the contact information for the specified company as it appears in Address Book.

3. Enter Contact Phone Number

Specify the phone number, excluding the area code, of the employee who can be contacted for additional information about income deduction orders. If you leave this option blank, the system uses the contact information for the specified company as it appears in Address Book.

Setting Processing Options for the New Hire Detail File - Florida (10) Program (R8907410)

Processing options enable you to specify the default processing for programs and reports.

Employer Detail

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

Address Line 1

Specify the first line of the employer address where income deduction orders are to be sent.

Address Line 2

Specify the second line of the employer address where income deduction orders are to be sent.

Address Line 3

Specify the third line of the employer address where income deduction orders are to be sent.

City

Specify the employer city associated with the address where income deduction orders are to be sent.

State

Specify a code for the state or province, typically a postal service abbreviation where income deduction orders are to be sent.

Zip Code

Specify the zip code where income deduction orders are to be sent.

+4 Zip Code (US Addresses Only)

Specify the +4 Zip Code where income deduction orders are to be sent. This is for US State and territories use only.

Country Code (For foreign address only)

Specify the country code where income deduction orders are to be sent. Use this field for foreign addresses only.

2. Enter Multi-State Indicator

Specify whether the organization is reporting as a multi-state employer. Values are:

Blank: No, not reporting as a multi-state employer.

N: No, not reporting as a multi-state employer.

Y: Yes, reporting as a multi-state employer to Florida.

Contact Detail

Use these processing options to enter information about the person in the organization who can be contacted for information about new hire reporting.

1. Enter Contact Name
Specify the name of employer contact for income deduction orders.

2. Enter Contact Phone Area Code
Specify the contact phone area code for income deduction orders.

3. Enter Contact Phone Number
Specify the employer contact phone number for income deduction orders.

4. Enter Contact Phone Extension
Specify the employer contact phone extension for income deduction orders.

Setting Processing Options for the New Hire Report - Georgia (11) Program (R07411)

Processing options enable you to specify the default processing for programs and reports.

Employer Detail

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

1. Enter valid value for medical insurance coverage:
Specify whether medical insurance coverage is available. Values are:

Blank: No, medical insurance coverage is not available.

N: No, medical insurance coverage is not available.

Y: Yes, medical insurance coverage is available.

Address Line 1
Specify the first line of the employer address where income deduction orders are to be sent.

Address Line 2
Specify the second line of the employer address where income deduction orders are to be sent.

Address Line 3
Specify the third line of the employer address where income deduction orders are to be sent.

City
Specify the employer city where income deduction orders are to be sent.

State
Specify a code for the state or province, typically a postal service abbreviation, where income deduction orders are to be sent.

Zip Code
Specify the zip code where income deduction orders are to be sent.

+4 Zip Code

Specify the +4 zip code where income deduction orders are to be sent. Use this field for US state and territories use only.

Contact Detail

Use these processing options to enter information about the person in the organization who can be contacted for information about new hire reporting.

1. Enter Contact Name for Income Deduction Orders

Specify the name of employer contact for income deduction orders.

2. Enter Contact Phone Area Code for Income Deduction Orders

Specify the contact phone area code for income deduction orders.

3. Enter Contact Phone Number for Income Deduction Orders

Specify the contact phone number for income deduction orders.

Setting Processing Options for the New Hire Detail - Georgia (11) Program (R8907411)

Processing options enable you to specify the default processing for programs and reports.

Employer Detail

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

1. Enter Multi-State Indicator

Specify wether the organization is reporting to Georgia as a multi-state employer. Values are:

Blank: No, not reporting as a multi-state employer.

N: No, not reporting as a multi-state employer.

Y: Yes, reporting as a multi-state employer to Georgia.

2. Enter valid value for medical insurance coverage:

Specify whether medical insurance coverage is available. Values are:

Blank: No, medical insurance coverage is not available.

N: No, medical insurance coverage is not available.

Y: Yes, medical insurance coverage is available.

Address Line 1

Specify the first line of the employer address where income deduction orders are to be sent.

Address Line 2

Specify the second line of the employer address where income deduction orders are to be sent.

Address Line 3

Specify the third line of the employer address where income deduction orders are to be sent.

City

Specify the employer city where income deduction orders are to be sent.

State

Specify a code for the state or province, typically a postal service abbreviation, where income deduction orders are to be sent.

Zip Code

Specify the zip code where income deduction orders are to be sent.

+4 Zip Code

Specify the +4 Zip Code where income deduction orders are to be sent. Use this field for US State and territories use only.

Setting Processing Options for the New Hire Report - Illinois (14) Program (R07414)

Processing options enable you to specify the default processing for programs and reports.

Employer Detail

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

Address Line 1

Specify the first line of the employer address. The system uses the address when reporting information that is associated with child support wage withholding orders.

Address Line 2

Specify the second line of the employer address. The system uses the address when reporting information that is associated with child support wage withholding orders.

Address Line 3

Specify the third line of the employer address. The system uses the address when reporting information that is associated with child support wage withholding orders.

City

Specify the name of the city that is associated with the employer address. The system uses this when reporting information that is associated with child support wage withholding orders.

State

Specify the name of the state or province that is associated with the employer address. Typically, this information is a postal abbreviation that the system uses when reporting information that is associated with child support wage withholding orders.

Zip Code

Use this processing option to enter the zip code of the employer address. The system uses the zip code when reporting information that is associated with child support wage withholding orders.

+4 Zip Code

Specify the +4 zip code of the employer address. The system uses the +4 zip code when reporting information that is associated with child support wage withholding orders.

Setting Processing Options for the New Hire Detail - Illinois (14) Program (R8907414)

Processing options enable you to specify the default processing for programs and reports.

Employer Detail

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

Address Line 1

Specify the first line of the employer address. The system uses the address when reporting information that is associated with child support wage withholding orders.

Address Line 2

Specify the second line of the employer address. The system uses the address when reporting information that is associated with child support wage withholding orders.

City

Specify the name of the city that is associated with the employer address. The system uses the city when reporting information that is associated with child support wage withholding orders.

State

Specify the name of the state or province that is associated with the employer address. Typically, this information is a postal abbreviation that the system uses when reporting information that is associated with child support wage withholding orders.

Zip Code

Specify the zip code of the employer address. The system uses the zip code when reporting information that is associated with child support wage withholding orders.

+4 Zip Code

Specify the +4 zip code of the employer address. The system uses the +4 zip code when reporting information that is associated with child support wage withholding orders.

Setting Processing Options for the New Hire Report - Indiana (15) Program (R07415NH)

Processing options enable you to specify the default processing for programs and reports.

Employer Detail

Address Line 1

Specify the first line of the employer address that the system uses for income deduction orders. If this option is left blank, the system uses the employer address from the JD Edwards EnterpriseOne Address Book system.

Address Line 2

Specify the second line of the employer address that the system uses for income deduction orders. If this option is left blank, the system uses the employer address from the JD Edwards EnterpriseOne Address Book system.

City

Specify the city of the employer address that the system uses for income deduction orders. If you leave this option blank, the system uses the city from the employer address in the JD Edwards EnterpriseOne Address Book system.

State

Specify the state or province of the employer address that the system uses for income deduction orders. If you leave this option blank, the system uses the state or province code from the employer address in the JD Edwards EnterpriseOne Address Book system.

Zip Code

Specify the zip code of the employer address that the system uses for income deduction orders. If you leave this option blank, the system uses the zip code from the employer address in the JD Edwards EnterpriseOne Address Book system.

+4 Zip Code

Specify the zip code plus the additional four-digit zip code extension of the employer address that the system uses for income deduction orders. If you leave this option blank, the system uses the zip code and extension from the employer address in the JD Edwards EnterpriseOne Address Book system.

2. Enter employer contact E-Mail Address:

Specify the email address of the employer contact that the system uses for income deduction orders.

3. Enter valid values for medical insurance coverage:

Specify whether medical insurance coverage is available. Values are:

Blank: No, medical insurance coverage is not available.

N: No, medical insurance coverage is not available.

Y: Yes, medical insurance coverage is available.

Setting Processing Options for the New Hire Report - Iowa (16) Program (R07416NH)

Processing options enable you to specify the default processing for programs and reports.

Process

1. User-defined date field used to specify employee medical eligibility

Specify the number of the user-defined date field that the organization uses to track the date on which employees are eligible for medical insurance. Values are **1-10.**

2. FEIN 3-digit suffix

Enter the 3-digit suffix that is included on the Iowa label or return.

Setting Processing Options for the New Hire Detail - Iowa (16) Program (R8907416)

Processing options enable you to specify the default processing for programs and reports.

Process

1. User-defined date field used to specify employee medical eligibility

Specify the number of the user-defined date field that the organization uses to track the date on which employees are eligible for medical insurance.

2. FEIN 3-digit suffix

Enter the 3-digit suffix that is included on the Iowa label or return.

Setting Processing Options for the New Hire Report - Kentucky (18) Program (R07418)

Processing options enable you to specify the default processing for programs and reports.

Process

These processing options enable you to specify information about the organization that the system uses when creating new hire reports and records.

Address Line 1

Specify the first line of the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

Address Line 2

Specify the second line of the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

Address Line 3

Specify the third line of the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

City

Specify the name of the city that is associated with the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

State

Specify the name of the state or province postal code that is associated with the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

Zip Code

Specify the zip code that is associated with the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

+4 Zip Code

Specify the +4 zip code that is associated with the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

2. Employer Optional Contact Phone Number, 10-Digit

Specify the telephone number (format = 999999999) of the contact person for income deduction orders. If you leave this option blank, the system uses the contact phone number from Address Book.

3. Employer Optional Contact Phone Extension

Specify the telephone extension of the contact person for income deduction. orders.

4. Employer Optional Contact Name

Specify the name of the contact person for income deduction orders. If you leave this option blank, the system uses the contact name from Address Book.

Setting Processing Options for the New Hire Detail - Kentucky (18) Program (R8907418)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

Address Line 1

Specify the first line of the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

Address Line 2

Specify the second line of the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

Address Line 3

Specify the third line of the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

City

Specify the name of the city that is associated with the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

State

Specify the name of the state or province postal code that is associated with the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

Zip Code

Specify the zip code that is associated with the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

+4 Zip Code

Specify the +4 zip code that is associated with the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

Country

Specify the name of the country that is associated with the employer address for income deduction orders. Complete this option only if the country is not the United States.

2. Employer Optional Contact Phone Number, 10-Digit

Specify the telephone number (format = 9999999999) of the contact person for income deduction orders. If you leave this option blank, the system uses the contact phone number from Address Book.

3. Employer Optional Contact Phone Extension

Specify the telephone extension of the contact person for income deduction orders.

4. Employer Optional Contact Name

Specify the name of the contact person for income deduction orders. If you leave this option blank, the system uses the contact name from Address Book.

Setting Processing Options for the New Hire Report - Louisiana (19) Program (R07419)

Processing options enable you to specify the default processing for programs and reports.

Process

These processing options enable you to specify information about the organization that the system uses when creating new hire reports and records.

Address Line 1

Specify the first line of the employer address for income deduction orders.

Address Line 2

Specify the second line of the employer address for income deduction orders.

Address Line 3

Specify the third line of the employer address for income deduction orders.

City

Specify the city that is associated with the employer address for income deduction orders.

State

Specify the name of the state or province postal code that is associated with the employer address for income deduction orders.

Zip Code

Specify the zip code that is associated with the employer address for income deduction orders.

+4 Zip Code

Specify the +4 portion of a zip code that is associated with the employer address for income deduction orders.

Country

Specify the country code that is associated with the employer address for income deduction orders if the address is outside of the United States.

First Name

Specify the first name of the company contact person for income deduction orders.

Last Name

Specify the last name of the company contact person for income deduction orders.

3. Employer Contact Phone Number, 10-Digit

Specify the phone number (format = 9999999999) of the company contact person for income deduction orders.

4. Batch Number

Specify a unique number, up to six characters, that identifies this submission.

Setting Processing Options for the New Hire Detail File - Louisiana (19) Program (R8907419)

Processing options enable you to specify the default processing for programs and reports.

Process

These processing options enable you to specify information about the organization that the system uses when creating new hire reports and records.

Address Line 1
Specify the first line of the employer address for income deduction orders.

Address Line 2
Specify the second line of the employer address for income deduction orders.

Address Line 3
Specify the third line of the employer address for income deduction orders.

City
Specify the city that is associated with the employer address for income deduction orders.

State
Specify the postal code for the state or province that is associated with the employer address for income deduction orders.

Zip Code
Specify the zip code that is associated with the employer address for income deduction orders.

+4 Zip Code
Specify the +4 portion of a zip code that is associated with the employer address for income deduction orders.

Country
Specify the country code that is associated with the employer address for income deduction orders if the address is outside of the United States.

First Name
Specify the first name of the company contact person for income deduction orders.

Last Name
Specify the last name of the company contact person for income deduction orders.

4. Batch Number
Specify a unique number, up to six characters, that identifies this submission.

Setting Processing Options for the New Hire Report - Maine (20) Program (R07420)

Processing options enable you to specify the default processing for programs and reports.

Process

These processing options enable you to specify information about the organization's employees. The system uses this information to create new hire reports and records.

1. Enter Home Phone Number Type of the employee:

Specify the telephone type of the contact employee's home telephone number. For example, telephone types such as Home, Alternate, and Home Emergency might be set up.

2. Enter Work Phone Number Type of the employee:

Specify the telephone type of the contact employee's work phone number. For example, telephone types such as Direct, Main, and Work Emergency might be set up.

Setting Processing Options for the New Hire Detail - Maine (20) Program (R8907420)

Processing options enable you to specify the default processing for programs and reports.

Process

These processing options enable you to specify information about the organization's employees. The system uses this information to create new hire reports and records.

1. Enter Home Phone Number Type of the Employee

Specify the telephone type of the contact employee's home telephone number. For example, you might set up telephone types such as Home, Alternate, and Home Emergency.

2. Enter Work Phone Number Type of the Employee

Specify the telephone type of the contact employee's work phone number. For example, you might set up telephone types such as Direct, Main, and Work Emergency.

3. Enter the number of user-defined category code on the employee master where employee's action type ('N' - New Hire, 'R' - Re Hire, T - Termination) is stored.

Specify which user-defined category code in the Employee Master Information table (F060116) is used to store the employee's action type. Action types include codes such as **N** (new hire), **R** (rehire), and **T** (terminated).

Setting Processing Options for the New Hire Report - Maryland Program (R07421NH)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to enter information about the person in the organization who can be contacted for information about new hire reporting.

1. Enter appropriate values, if State Unemployment Insurance Number (SUIN) is not issued:

Specify the status of the organization's State Unemployment Insurance Number (SUIN). Values are:

Blank: The SUIN has been issued and should be retrieved from Payroll Corporate Tax Identification table (F069086).

A: The SUIN has been applied for but has not yet been issued.

E: The organization is exempt from obtaining a SUIN.

2. Enter employer Fax Number type:
Specify the type of fax number for the employee. For example, you might set up fax types such as Main, Alternative, or Emergency.

3. Enter Contact E-mail
Specify the email address of the contact person.

Employer Address

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

Address Line 1
Specify the first line of the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from the JD Edwards EnterpriseOne Address Book system.

Address Line 2
Specify the second line of the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from the JD Edwards EnterpriseOne Address Book system.

Address Line 3
Specify the third line of the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from the JD Edwards EnterpriseOne Address Book system.

City
Specify the name of the city that is associated with the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from the JD Edwards EnterpriseOne Address Book system.

State
Specify the name of the state or province postal abbreviation that is associated with the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from Address Book.

Zip Code
Specify the zip code that is associated with the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from Address Book.

Setting Processing Options for the New Hire Report - Minnesota (24) Program (R07424)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

Address Line 1

Specify the first line of the employer address that the system uses for income deduction orders. If this option is left blank, the system uses the employer address from Address Book.

Address Line 2

Specify the second line of the employer address that is used for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

City

Specify the city of the employer address that is used for income deduction orders. If you leave this option blank, the system uses the city from the employer address in Address Book.

State

Specify the state or province of the employer address that is used for income deduction orders. If you leave this option blank, the system uses the state or province code from the employer address in Address Book.

Zip Code

Use this processing option to specify the zip code of the employer address that is used for income deduction orders. If you leave this option blank, the system uses the zip code from the employer address in Address Book.

Setting Processing Options for the New Hire Detail - Montana (27) Program (R8907427)

Processing options enable you to specify the default processing for programs and reports.

Process

1. Tax Type Record

Specify the tax type that the organization uses to track the state employer identification number. Valid tax types include:

H: Use State Unemployment Insurance (SUI) (default).

F: Use State Income Tax (SIT).

2. Employee Med Eligibility (employee medical eligibility)

Specify the number of the user-defined date field that the organization uses to track the date on which employees are eligible for medical insurance.

Setting Processing Options for the New Hire Detail - New Hampshire (30) Program (R8907430)

Processing options enable you to specify the default processing for programs and reports.

Display

1. Tax Type Record

Specify the tax type that the organization uses to track the state employer identification number. Valid tax types include:

H: State Unemployment Insurance (SUI)

F: State Income Tax (SIT)

Setting Processing Options for the New Hire Report - Ohio (36) Program (R07436)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to enter information about the person in the organization who can be contacted for information about new hire reporting.

1. Enter Employer Fax Number Type:

Specify the type of fax number for the employee. For example, you might set up fax types such as Main, Alternative, or Emergency.

2. Enter Contact Email:

Specify the email address of the contact person.

Employer Address

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

Address Line 1

Specify the first line of the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from Address Book.

Address Line 2

Specify the second line of the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from Address Book.

Address Line 3

Specify the third line of the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from Address Book.

City

Specify the name of the city that is associated with the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from Address Book.

State

Specify the name of the state or province postal abbreviation that is associated with the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from Address Book.

Zip Code

Specify the zip code that is associated with the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from Address Book.

Setting Processing Options for the New Hire Detail File - Ohio (36) Program (R8907436)

Processing options enable you to specify the default processing for programs and reports.

Process

These processing options enable you to specify information about the organization that the system uses when creating new hire reports and records.

Address Line 1

Specify the first line of the employer address where income withholding orders should be sent.

Address Line 2

Specify the second line of the employer address where income withholding orders should be sent.

Address Line 3

Specify the third line of the employer address where income withholding orders should be sent.

City

Specify the employer city associated with the address where income withholding orders should be sent.

State

Specify a code for the state or province, typically a postal service abbreviation where income withholding orders should be sent.

Zip Code

Specify the zip code where income withholding orders should be sent.

Zip Plus 4

Specify the +4 Zip Code where income withholding orders should be sent. This is for US state and territories use only.

Setting Processing Options for the New Hire Detail File - South Dakota (42) Program (R8907442)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

1. Employer offers Dependent Health Insurance:

Specify whether medical insurance coverage is available. Values are:

Blank: No, Medical Insurance Coverage is not available.

N: No, Medical Insurance Coverage is not available.

Y: Yes, Medical Insurance Coverage is available.

Setting Processing Options for the New Hire Report - Tennessee (43) Program (R07443)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

1. Enter valid values for medical insurance coverage:
Specify whether medical insurance coverage is available. Values are:

Blank: Medical insurance coverage is not available.

N: Medical insurance coverage is not available.

Y: Medical insurance coverage is available.

Address Line 1
Specify the first line of the employer address that should be used for payroll-related communications.

Address Line 2
Specify the second line of the employer address that should be used for payroll-related communications.

Address Line 3
Specify the third line of the employer address that should be used for payroll-related communications.

City
Specify the name of the city that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.

State
Specify the name of the state or province postal abbreviation that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.

Zip Code
Specify the zip code that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.

+ 4 Zip Code
Specify the +4 zip code that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.

Setting Processing Options for the New Hire Detail File - Tennessee (43) Program (R8907443)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

1. Enter valid values for medical insurance coverage:
Specify whether medical insurance coverage is available. Values are:

Blank: Medical insurance coverage is not available.

N: Medical insurance coverage is not available.

Y: Medical insurance coverage is available.

Address Line 1
Specify the first line of the employer address that should be used for payroll-related communications.

Address Line 2
Specify the second line of the employer address that should be used for payroll-related communications.

City
Specify the name of the city that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.

State
Specify the name of the state or province postal abbreviation that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.

Zip Code
Specify the zip code that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.

Setting Processing Options for the New Hire Report - Texas (44) Program (R07444)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

1. Enter Employer's Fax Number Type:
Specify the type of phone number that you entered in the Fax field for the payroll contact person. For example, you might enter FAXO if this is the contact person's office fax number. Values for this field are stored in UDC table 01/PH.

Address Line 1
Specify the first line of the employer address that should be used for payroll-related communications.

Address Line 2
Specify the second line of the employer address that should be used for payroll-related communications.

Address Line 3
Specify the third line of the employer address that should be used for payroll-related communications.

City
Specify the name of the city that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.

State
Specify the name of the state or province postal abbreviation that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.

Zip Code
Specify the zip code that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.

Zip Plus 4
Specify the +4 zip code that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.

Setting Processing Options for the New Hire Detail File - Washington (48) Program (R8907448)

Processing options enable you to specify the default processing for programs and reports.

Process

Use this processing option to specify the type of media that the organization uses to produce new hire workfiles.

1. Enter Reporting Media used:
Specify the type of reporting media that is used. Values are:

7: Cartridge

8: Diskette

9: Tape

8 Verifying Tax History Integrity

Understanding Tax History Integrity

After you process a payroll cycle, you should verify the integrity of the tax history. You use this history for:

- Government reports
- Year-end forms
- Internal reporting purposes

To verify tax history integrity, run the Tax History Integrity report. This report identifies missing, inaccurate, or incomplete information in the Tax History table (F06136). You should regularly verify the integrity of the taxation history to ensure that the correct information appears on the quarterly tax reports and employees' year-end forms.

To identify taxation integrity errors, you first run the Tax History Integrity report in proof mode so that you can research errors and enter any manual corrections before you update the table. When you run the integrity report in proof mode, the system identifies possible errors, but does not change any information in the history table. Running the integrity report in update mode automatically corrects some errors.

To help determine the action that you must take to correct integrity errors, review an explanation of the error code from the error code list found later in this chapter.

To correct taxation integrity errors, use history revision forms to enter manual corrections, and then run the Tax History Integrity report in update mode. When you run an integrity report in update mode, the system corrects information in the Tax History table and generates a report that indicates the errors that could not be corrected. Review all of the errors, correct them as instructed, and rerun the integrity report until all of the errors are corrected. (Some entries on the report might reflect valid conditions for the data.)

To simplify the process of regularly verifying the payroll history integrity, you can set up the integrity reports to run during the final update step of each payroll cycle. The versions of these reports that you run during final update should be set up to run in proof mode. You should also run these reports monthly, quarterly, and before you begin year-end processing.

To complete the tax history integrity tasks, you must:

- Run the report first in proof mode to identify the errors.
- Run the report again in update mode to correct the errors.
- Run the report a final time in proof mode to verify that all updates were performed.

Employee Tax History Types

When you review employee tax history, note that each tax history record is assigned a tax history type. The tax history type that is assigned to tax history records is determined by the tax method that you assign to the employee during the employee setup process. The system uses the tax history type to determine the year-end form on which the employee's earnings are reported. For example, if an employee has a blank tax method (regular), the tax history type is also blank. All tax history records with a blank history type are reported on the W-2 form. This table lists the year-end form on which each type of tax history is reported:

Tax Method	Description	Tax History Type	Year-End Form
Blank	Regular	Blank	W-2
Not applicable	Third-Party Sick Pay	1	W-2 (separate)
C	Contract	C	1099-MISC
P	Pension	2	1099-R
4	Medicare Qualified	3	W-2
5	FICA/Medicare Exempt	4	W-2
R	Regular - Puerto Rico with Tax Area = 72	R	499R-2

U.S. Tax Histories

For U.S. payroll cycle processing, the Pay Check History Tax Ledger table (F06166) is the detail tax history table and the Tax History table (F06136) is the corresponding tax summary table.

The Tax History table contains the wage and tax history, which is based on this information:

- Tax area
- Tax type
- Company
- Tax ID
- Year
- History type

You can access this information from an online review form.

Identifying Tax History Integrity Errors

This section provides an overview of tax history integrity errors, lists prerequisites, and discusses how to:

- Run the Tax History Integrity report (R077011).
- Set processing options for the Tax History Integrity report (R077011).

Understanding Tax History Integrity Errors

You use the Tax History Integrity Report (R077011) to identify errors in the Tax History table (F06136). The system uses the information in this table to produce government year-end forms for employees. Keeping this table error-free simplifies the year-end processing tasks. The Tax History Integrity Report identifies three types of information:

- Errors that you must correct manually.
- Errors that the program corrects when you run the report in update mode.
- Irregularities that are not necessarily errors. For example, a situation in which no federal tax was withheld might be a valid condition for a low-wage earner.

The system also creates a backup table, Tax History Integrity (Temp) (F077011), of the summary history table when you delete records, such as invalid records that contain negative amounts. We recommend that you call customer support for help in restoring the backup table.

You run integrity reports in proof mode to identify possible errors without changing any of the information in the history tables. You also run integrity reports in proof mode so that you can research errors before correcting and updating the appropriate tables. You use processing options to specify that the Tax History Integrity Report run in proof mode.

Data Selection and Sequence for the Tax History Integrity Report

Enter the current year as a two-digit year in the data selection. Also, if all companies within the organization have the same paymaster, do not include the home company in the selection criteria.

Lastly, do not change the data sequence for this report. Changing the data sequence can produce undesirable results.

Reviewing Error Codes for the Tax History Integrity Report

After you run the Tax History Integrity Report in proof mode, you must research each error that appears on the report. The *JD Edwards EnterpriseOne Applications Payroll Implementation Guide* provides an error code list that describes each type of payroll-tax history integrity error. Use this error code list to determine the action, if any, that you must perform to correct each error. You must correct these errors so that the quarterly reports and year-end forms are accurate.

This table lists error codes that might appear on the report. These codes are defined in user-defined code table 06/IX:

Error Code	Description
0101 - Taxable wage less than tax	The amount of taxable wage [Gross minus (Excludable + Excess)] is less than the amount of tax withheld or paid on the same earnings. Determine whether taxable wages should be less than tax. For example, the amount might include a refunded tax or a voided check from a prior year. If an error occurs, you can disregard it, repost the information from the Pay Check History Tax Ledger table (F06166) to the Tax History table (F06136), or manually adjust the records in the F06136 using the Tax Summary form.
0102 - Sign mismatch on gross/tax	A mismatch exists between the taxable wages and tax. Either the taxable wages value is positive and the tax negative, or the taxable wages value is negative and the tax is positive. Determine the cause of the sign mismatch between the two numbers and decide which is correct. For example, someone might have entered the tax as a negative number.

Error Code	Description
	You can disregard the mismatch, repost the Pay Check History Tax Ledger table, or manually adjust the Tax History table by using the Tax Summary form.
0103 - Sign mismatch on earnings	A mismatch exists between the various wage fields in the Tax History table. One or more of the wage fields is positive, and the other is negative. Determine the cause of the sign mismatch between the earnings fields and decide which one is correct. For example, someone might have entered the wage as a negative number. You can disregard the mismatch, repost the Pay Check History Tax Ledger table, or manually adjust the Tax History table by using the Tax Summary form.
0104 - Mismatch on Social Security (OASDI) amount	A difference exists between the Federal/D wage or tax amount and the Federal/E wage or tax amount. That is, the employee portion differs from the employer portion. Determine the cause of the mismatch between the Federal/D record and the Federal/E record, and decide which is correct. For example, an interim check might have an override of the employee tax but not the employer tax. Or a pay type, deduction, or benefit might be set up as exempt from one tax type but not the other. You can disregard the mismatch, repost the Pay Check History Tax Ledger table, or manually adjust the Tax History table by using the Tax Summary form.
0105 - Mismatch on Medicare	A difference exists between the Federal/P wage or tax amount and the Federal/Q wage or tax amount. That is, the employee portion differs from the employer portion. Determine the cause of the mismatch and decide which record is correct. For example, an interim check might have an override of the employee tax but not the employer tax. Or a pay type, deduction, or benefit might be set up as exempt from one tax type but not the other. You can disregard the mismatch, repost the Pay Check History Tax Ledger table, or manually adjust the Tax History table by using the Tax Summary form.
0106 - Mismatch on Tier I	A difference exists between the Federal/R wage or tax amount and the Federal/S wage or tax amount. That is, the employee portion differs from the employer portion. Determine the cause of the mismatch and decide which record is correct. For example, an interim check might have an override of the employee tax but not the employer tax. Or a pay type, deduction, or benefit might be set up as exempt from one tax type but not the other. You can disregard the mismatch, repost the Pay Check History Tax Ledger table, or manually adjust the Tax History table by using the Tax Summary form.
0107 - Tax area not on record	No tax area exists on the Tax History record. Delete the erroneous transaction from the Tax History table. If you include this record when you build the workfile for the year-end form, the program ends abnormally with an array index error.
0108 - State wages greater than federal	The total of the wages for State/C Federal Unemployment Insurance (FUI) records is greater than the Federal/C wages. Review the transactions and each State/C record to determine whether these totals should balance to the Federal/C balance. For example, if an employee lives in one state and works in another, the system updates both records with total gross wages. You must manually adjust the discrepancy, using the Tax Summary form.

Error Code	Description
0109 - Invalid tax ID number	The corporate tax ID number on the tax areas with tax types of F through N (State or Local) is blank. For these types of taxes, the tax ID must be numeric and from 2 to 9 characters in length. Verify that the corporate tax ID is set up on the Corporate Tax ID Revisions form located on the Taxes and Insurance menu (G07BPTI4). Then rerun the Tax History Integrity Report in update mode.
0110 - Employee number is invalid	The employee number does not exist or has been deleted from the Employee Master Information table (F060116). Add the employee number to the Employee Master Information table. Then run the Tax History Integrity Report in update mode.
0111 - Tax area does not exist	The tax area code on the record does not exist in the Payroll Tax Area Profile table (F069016). Add the tax area to the Tax Area Information form located on the Taxes and Insurance menu (G07BPTI4). Then run the Tax History Integrity Report in update mode.
0112 - Tax ID does not exist	The corporate tax ID on the record does not exist in the Payroll Corporate Tax Identification table (F069086). Add the corporate tax ID on the Corporate Tax ID Revisions form. Then run the Tax History Integrity Report in update mode.
0113 - Tax ID does not match	The corporate tax ID on the record does not match the corporate tax ID in the Payroll Corporate Tax Identification table. Verify that the tax ID on the Corporate Tax ID Revisions form is correct. This ID might have changed, but history records exist with the prior number. If the tax ID is incorrect, change it, and then run the Tax History Integrity Report in update mode. **Note:** Year-end forms do not print correctly when the Federal A Corporate Tax ID in the Tax Summary field contains punctuation or spaces. The Federal A tax area is the default federal tax area. If this tax area contains punctuation or spaces, you cannot print year-end forms for employees.
0114 - School district code missing	A school district code is not present in the school district tax history record. Currently, the system does not check for this error.
0115 - Uncollected taxes	Uncollected payroll taxes exist for the tax area and type. This condition, which is most common in an environment in which employees earn tips, could occur if you have requested the system to arrear taxes and it adjusted the tax to have net pay equal to zero. Determine whether you should be arrearing taxes. If so, this error message lets you know that uncollected taxes exist and that these amounts will be printed on the year-end form (in box 12) if the tax types are FICA or Medicare.
0120 - Social Security Over/Under-withheld	The amount of Social Security was either over-withheld or under-withheld based on the annual maximum defined by the Internal Revenue Service (IRS). To correct the over-withheld or under-withheld tax, enter an interim payment for the correct amount. The system changes the tax withheld to match the FICA taxable wage. Alternatively, you can report the amount on the employee's year-end form, and the employee is then responsible for recording an overpayment or underpayment on the tax return.
0121 - Medicare Over/Under-withheld	The amount of Medicare was either over-withheld or under-withheld.

Error Code	Description
	To correct the over-withheld or under-withheld tax, enter an interim payment for the adjustment amount. The system corrects the tax. Alternatively, you can report the amount on the employee's year-end form so that the employee becomes responsible for reporting an overpayment on the tax return.
0131 - Record contains no dollars ($)	All of the amounts in the F06136 table are blank (zero dollars). Delete each of these records from the table by using the Tax Summary form.
0140 - State taxable wage, no tax	Taxable wages exist for the employee, but no tax was withheld. This situation might have occurred because of reciprocal agreements between states or because the employee has claimed enough exemptions to prevent tax from being withheld. The system cannot identify which states have or do not have tax amounts. You must determine which records are valid. If you determine that the records are invalid, you must manually delete the records using the Tax Summary form.
0141 - Tax in non-taxing state	The state listed is a nontaxing state, as defined by user-defined code list 06/TA; but tax has been withheld due to an interim payment tax override. Remove the tax amount from the nontaxing state record or enter a tax refund through the interim payment facility. If you manually adjust the record, you should add the adjusted amount to another state that withholds state income tax.
0150 - Negative gross wage amount	The gross wage amount contains a negative value. Determine whether a negative balance is justified for the tax area and tax type. If it is not justified, adjust the balance by using the Tax Summary form. Run the Tax History Integrity Report again to verify that no other problems exist.
0152 - Negative excludable wage amount	The excludable wage amount contains a negative value. Determine whether a negative balance is justified for the tax area and tax type. If not, adjust the balance using the Tax Summary form. Run the Tax History Integrity Report to verify that no other problems exist.
0154 - Negative paid-in-excess wage amount	The paid-in-excess wage amount contains a negative value. Determine whether a negative balance is justified for the tax area and tax type. If it is not justified, adjust the balance by using the Tax Summary form. Run the Tax History Integrity Report again to verify that no other problems exist.
0156 - Negative tax paid amount	The tax withheld and paid amount contains a negative value. Determine whether a negative balance is justified for the tax area and tax type. If it is not justified, adjust the balance by using the Tax Summary form. Run the Tax History Integrity Report again to verify that no other problems exist.
0199 - History record deleted	The program deleted the tax history record from the Tax History table. Determine whether the record should have been deleted. If it should not have been deleted, restore the backup table.

Error Code	Description
0250 - No federal tax taken	Federal taxable wages exist for the employee, but no tax was withheld. This condition might have occurred because the employee has claimed enough exemptions to prevent tax from being withheld If you determine that the federal transactions are invalid, you must manually change the records, using the Tax Summary form.
0251 - Work state, county, city mismatch tax area	The tax area on the Tax Summary record does not match the work state, work county, or work city fields on the same record. Determine whether the tax area in the tax history record matches the Payroll Tax Area Profile table (F069016). If it is correct, run this report again in update mode to correct the WST, WCNT, and WCTY fields.
0252 - Invalid statutory code	The statutory code on the Tax Summary record does not match the statutory code in the Payroll Tax Area Profile table. Verify that the statutory code on the Tax Area Information form is correct. If it is not correct, correct it and then run the Tax History Integrity Report in update mode.
0253 - Invalid century field	The Century field in the Tax Summary record is blank. Run the Tax History Integrity Report in update mode to correct the Century field in the Tax Summary record.
0254 - Fed Tax Wages not equal to State Tax Wages	The amount of federal taxable wages does not equal the amount of state taxable wages. Verify that the taxable wages are correct for both federal and state. If you determine that the taxable wages are incorrect, you can change this information by using interim payments or you can manually update tax information by using the Tax Summary form.
0256 - Hospital insurance withheld wrong: Employee salary over 200,000	The withholding amount for the Medicare hospital insurance tax is either to high or too low. Employees with wages over $200,000 pay taxes at an additional 0.9%. To correct the discrepancy, enter an interim payment for the adjustment amount to enable the system to correct the tax. Alternatively, you can report the amount the employee's year-end tax forms. This approach makes the employee responsible for reporting an overpayment on the tax return.
999 - Invalid	The error code is not set up in user-defined code list 06/IX.

Prerequisites

Before you complete the tasks in this section:

- Back up the Tax History Integrity (Temp) table (F077011).

  The system does not create a backup of this table when you run the integrity report.
- Set the processing mode to **Proof** in the processing options to ensure that the system runs the report without updating data.

- Enter the appropriate tax earnings limitations and rates in the processing options.

  Without this information, the system cannot identify certain types of errors.
- On the Corporate Tax ID Revisions form, ensure that no dashes or spaces exist in the tax ID for the Federal A tax area.

  See *"Setting Up Corporate Tax IDs" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .

Running the Tax History Integrity Report (R077011)

Select Advanced and Technical Operations (G07BUSP3), Tax History Integrity Report.

Setting Processing Options for the Tax History Integrity Report (R077011)

Processing options enable you to specify the default processing for programs and reports.

Taxation

These processing options specify the mode in which to run the Tax History Integrity report, whether the system deletes certain information, and which error types the system displays on the report. You can also enter information that might vary from year to year, such as the tax rate and limit for Social Security.

1. Processing Mode
Specify whether you want to process the report in proof mode or update mode. Values are:

0: Proof mode. The system prints a report without updating the history tables. Use the report to review errors and to determine the information that you need to correct manually before you run the report in update mode.

1: Update mode. The system prints a report and updates the summary history table with the corrected information. Use this mode after you have reviewed and corrected all errors that you can correct manually.

2. Tax History Records
Specify whether you want the system to delete the records in the Tax History table for which the company, tax area, and tax type have no corresponding records in the Corporate Tax ID table. In some situations, these records are valid and should not be deleted. For example, if you are waiting to receive a corporate tax ID from the government, you might have entered applied for in the Corporate Tax ID table. In this case, you would not want to delete the tax history records, even though they do not correspond to the records in the Corporate Tax ID table.

> **CAUTION:** Deleting tax history records can cause significant loss of information that you might need for year-end processing. Before you set this processing option to 1, contact technical support for assistance.

3. Annual Wage Limit for Social Security
Specify a numeric value that represents the amount of wages on which employees must pay Social Security tax. For example, if the annual wage limit is 77,000 USD, employees pay Social Security tax until their wages for the year reach 77,000. After employees' wages reach the wage limit amount, any additional wages that they earn that year are free from Social Security tax. The annual wage limit might vary from year to year.

4. Tax Rate for (Employee Paid) Social Security

Specify a numeric value that represents the percentage of wages that employees must pay in Social Security tax for the current year. For example, if the Social Security tax rate is 4.2 percent, enter 4.2 in this processing option.

5. Tax Rate for (Employer Paid) Social Security

Specify a numeric value that represents the percentage of wages that employers must pay in Social Security tax for the current year. For example, if the Social Security tax rate is 6.2 percent, enter 6.2 in this processing option.

6. Tax Rate for (Employee Paid) Medicare

Specify a numeric value that represents the percentage of wages that employees must pay in Medicare tax for the current year. For example, if the Medicare tax rate is 1.45 percent, enter 1.45 in this processing option.

7. Tax Rate for (Employer Paid) Medicare

Specify a numeric value that represents the percentage of wages that employers must pay in Medicare tax for the current year. For example, if the Medicare tax rate is 1.45 percent, enter 1.45 in this processing option.

8. Tax Rate for additional (Employee Paid) Medicare

Specify a numeric value that represents the increased percentage of wages that employees must pay in Medicare tax for the current year. This is only applicable if the employee's wage earned is over the specified limit. For example, if the Additional Medicare Tax rate is 2.35 percent, enter 2.35 in this processing option.

9. Error Codes to Omit

Specify the error codes that you do not want to print on the report. To print all error codes, leave all fields for this processing option blank. Enter 4 digits for each error code that you want to omit. Use leading zeros for codes that are less than 4 digits, for example, 0101. For a list of valid error codes, see UDC 06/IX.

Correcting Tax History Integrity Errors

This section provides an overview of correcting tax history integrity errors, lists prerequisites, and discusses how to correct tax history integrity errors manually.

Understanding Tax History Integrity Error Correction

After you run the Tax History Integrity Report (R077011) in proof mode and review the errors, you must correct these errors so that the quarterly reports and year-end forms are accurate.

Running the integrity report in update mode automatically corrects certain errors, such as an invalid statutory code. To correct other errors, such as an incorrect tax ID, you must manually revise the payroll data before you run the report in update mode. Some entries that appear on the report might not be errors for the data. For example, taxation error 0250 - No Federal Tax Taken might appear for a low-wage earner for whom no federal tax should be withheld.

After you run the Tax History Integrity Report in update mode, you should run it again to produce an error-free report. When the system finds no errors, it generates only the cover page.

> **Note:**
>
> If running the Tax History Integrity Report does not generate errors, the review form does not enable you to review information. This form is used only to review and revise errors that are generated by the report.
>
> Back up the Tax History Integrity (Temp) table (F077011) after you run the Tax History Integrity Report in proof mode. The system does not create a backup of this table when you run the integrity report.

Correcting Tax History Integrity Errors Manually

After you run the Tax History Integrity Report (R077011) in proof mode and review the errors, you must correct these errors so that the quarterly reports and year-end forms are accurate.

Running the integrity report in update mode automatically corrects certain errors, such as a missing tax ID code. To correct other errors, such as negative tax paid amount, you must manually revise the payroll data before you run the report in update mode.

The payroll error code list helps you determine the actions that you must perform to correct each payroll history error that appears on the Tax History Integrity Report. You might need to manually revise history records, tax area information, or corporate tax IDs before running another integrity report in update mode. For example, you might need to make these corrections:

- Delete a record that contains zero dollars.
- Change a tax ID number.

Correcting tax history ensures that the correct information appears on the quarterly tax reports and year-end forms.

Note:

This program must have the highest possible level of system security. Be aware that when you revise payroll history manually:

The system does *not* update the JD Edwards EnterpriseOne General Accounting system.

You must manually enter the appropriate journal entries.

The system does *not* create an audit trail of the changes that you enter when you revise payroll history manually.

The summary totals does *not* equal the detail totals.

Correcting Tax History Integrity Errors Automatically

After reviewing the Tax History Integrity Report (R077011) and making any manual corrections, you run the report in update mode to update the Summary History table with the corrected information. Errors that are corrected automatically are corrected when you run an integrity report in update mode. For example, you might have entered a new tax ID or corrected an existing one. When you run the report in update mode, the system updates all history records with the new tax ID.

Consult the payroll error code list for information that you might need to correct before running the integrity report in update mode.

You can correct these errors by running the Tax History Integrity Report in update mode after you have made any necessary corrections as instructed for each error on the error code list:

- 0109 - Invalid Tax ID number.
- 0112 - Tax ID does not exist.
- 0113 - Tax ID does not match.
- 0251 - Work State, County, City mismatch tax area.
- 0252 - Invalid Statutory Code.
- 0253 - Invalid Century Field.

Error codes 0251, 0252, and 0253 are for fields in the table only. The information is not visible from any review forms.

To correct errors automatically, set the processing mode to **Update** in the processing options for the Tax History Integrity report to print the report and update the table.

Prerequisite

Review the error codes that appear on the report.

See *Identifying Tax History Integrity Errors*.

Note:

- *Understanding Tax History*.
- *"Working with Pro Forma Journal Entries" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- *"Voiding Payments" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- *"Setting Up Tax Information" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .

Forms Used to Correct Tax History Integrity Errors

Form Name	FormID	Navigation	Usage
Work With Taxation History Review	W077001A	Advanced and Technical Operations (G07BUSP3), Tax History Integrity Review	Review tax history integrity errors.
Corporate Tax ID Revisions	W059081AB	On the Work With Taxation History Review form, select a record in the detail area and then select Corp Tax ID (Corporate Tax Identification) from the Row menu.	Enter or correct a corporate tax ID.
Work With Payment History	W070601C	On the Work With Taxation History Review form, select a record and then select Paycheck Review from the Form menu.	Void a payment.
Work With Tax Area Information	W069012C	On the Work With Taxation History Review form, select a record in the detail area and then select Tax Area Cnsts (Tax Area Constants) from the Form menu.	Access the Tax Area Revisions form.

Form Name	FormID	Navigation	Usage
Tax Area Revisions	W069012B	On the Work With Tax Area Information form, click Add or select a record and then click Select.	Enter or correct a tax area.
Work with Tax History	W070920A	On the Work With Taxation History Review form, select a record in the detail area and then select Tax History from the Row menu.	Review or revise an employee's tax history.

Correcting Tax History Integrity Errors Manually

Access the Work With Taxation History Review form.

Company
Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

> **Note:** You can use company 00000 for default values such as dates and automatic accounting instructions. You cannot use company 00000 for transaction entries.

Year
Enter a two-digit number that specifies the applicable year. If you leave this field blank, the program uses the system date.

Error Code
Enter a 4-digit number assigned to all errors.

History Type
Enter a user-defined code (07/TH) that specifies the type of information being tracked for the employee in the US Taxation Summary History table (F06136) or the Canadian Tax History table (F0713). The value in this field determines what type of year-end form the system generates.

9 Reporting State-Specific Workers' Compensation Information

Understanding State-Specific Workers' Compensation Requirements

The information included in this section discusses only the portion of Workers' Compensation reporting that deals with specific states within the United States.

Workers' Compensation Codes for Wyoming

Workers' compensation codes are four-digit alphanumeric codes that are stored in user defined code (UDC) 00/W. However, the state of Wyoming has issued several six-digit Workers' Compensation codes. To enter Workers' Compensation insurance information for Wyoming, you must first enter these codes into UDC 00/W.

Because UDC 00/W is a four-digit UDC table, to accommodate the six-digit codes for Wyoming, you must enter the six-digit code in the Second Description column of the UDC table. For example, to set up Workers' Compensation codes 123454 (management), 123455 (administrative), and 123456 (electrician), you might set up UDC 00/W as illustrated in this table:

Code	Description 1	Description 2
123A	Management	123454
123B	Administrative	123455
123C	Electrician	123456

Washington Industrial Insurance

To comply with government regulations, all employers must provide industrial insurance coverage for all of their employees who work within the state of Washington. Industrial insurance is similar to Workers' Compensation, and is calculated and tracked by using many of the Workers' Compensation programs, fields, and tables.

Typically, industrial insurance premiums are paid by employers and employees. However, employers have the option of paying the employee-paid portion of the premium for their employees. The amount of the premium is determined by the risk classifications that are assigned to the business by the state of Washington. There are approximately 300 risk classifications. Each classification represents a business activity and is associated with a state-specified rate. This rate is the composite rate and is comprised of these components:

- Accident fund premium, which is paid by the employer.

- Medical premium, which can be paid by the employer and the employee.
- Supplemental pension assessment, which can be paid by the employer and the employee.

The industrial insurance premium total for each employee is determined by multiplying the number of hours that the employee works by the composite rate that is associated with the employee's risk classification. An employee might work in multiple risk classifications during a pay period.

Only the hours that are actually worked by an employee should be used to calculate the industrial insurance premium. Sick, vacation, holiday, and other leave hours should not be included in the number of hours worked. Additionally, each hour of overtime that an employee works should be treated as one hour for calculation purposes. The employer has the option to pay both the employer and the employee portion of the premium.

The state of Washington issues rate notices to employers. The notice includes this information:

- The risk classification codes that are associated with the employer's business.
- The composite rates for each risk classification that is assigned to the employer's business.

> **Note:** Industrial insurance coverage is mandatory for most employees who work in Washington. However, some occupations and circumstances might exempt some employees from coverage. Contact the local taxing authority for additional information about industrial insurance exemptions.

Common Fields Used in This Chapter

% H (percentage or hours)
Enter a user-defined code (07/DM) that specifies whether workers' compensation insurance is based on a percentage of employees' pay or on the number of hours that the employees work.

For this task, enter **H** in this field.

Begin Date
Enter the first date in a range of dates.

Company
Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

> **Note:** You can use company 00000 for default values such as dates and automatic accounting instructions. You cannot use company 00000 for transaction entries.

Ending Date
Enter the last date in a range of dates.

Gen Liability Earn Limit (general liability earn limit)
Enter the limit for General Liability. Depending on the benefit method chosen, this limit could be annual or monthly. General Liability is not calculated on amounts that exceed this limit.

If a limit does not exist, leave this field blank and the system uses the default value **9,999,999.00.** For this task, leave the field blank, or enter **9999999.**

Pay Tbl (pay table)

Enter a code that identifies a table of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several processes; such as defining insured pay types for workers compensation and identifying pay types to be included in automatic timecard generation.

Step progression processing uses valid pay types from the Workers Compensation Table. You can add a code to the user-defined code list (07/IP), and then use that code to define a range of pay types in the Workers Compensation Table (for example, STP for Step Progression). The Step Progression table uses the range of defined pay types to determine when an employee has met the step progression requirements and automatically moves to the next step. You must set up a step progression pay table if you are using the Hourly method for step progression processing. If you are using the Pieces method, you might want to set up pay types for individual pieces, and then enter the pieces pay types in the pay table. It is not necessary to set up a pay table if you are using the Days method.

Tax Authority

Enter a code that identifies a geographical location and the tax authorities for an employee work site, including employee and employer statutory requirements. In the Vertex payroll tax calculation software, the tax area code is synonymous with GeoCode. To determine the valid codes for the location, refer to the documentation for the tax calculation software that you are using.

For task associated with industrial insurance, enter **48** in this field.

Trans. Class

Enter a code to specify whether the workers compensation premiums were employee or company paid.

Values are:

E: Employee Paid

C: Company Paid

WCI Code (workers' compensation insurance code)

Enter a user-defined code (00/W) that represents a workers' compensation insurance (WCI) code. This code should correspond to the classifications on the periodic workers' compensation insurance reports.

For this task, this field corresponds to the risk classification code, as provided by the state of Washington. You must enter these codes in UDC 00/W before you can enter them in this field.

Workers Comp Earn Limit (workers' compensation earn limit)

Enter the limit for Workers Compensation. Depending on the benefit method chosen, this limit could be annual or monthly. Workers Compensation is not calculated on amounts that exceed this limit.

If a limit does not exist, leave this field blank and the system uses the default value **9,999,999.00.** For these tasks, leave the field blank, or enter **9999999.**

Workers Comp Rate (workers' compensation rate)

Enter the rate as specified by the Workers Compensation Insurance company. It is multiplied by the Experience Rating prior to the calculation of premium. The Rate is represented as a decimal fraction.

For risk classification tasks, enter the rate that is associated with the risk classification code.

Setting Up Industrial Insurance Information

This section provides an overview of Industrial Insurance setup, lists a prerequisite, and discusses how to:

- Enter employer-paid risk classification information.

- Enter employee-paid risk classification information.
- Set up the Industrial Insurance deduction.

Understanding Industrial Insurance Setup

For the system to accurately calculate premiums and produce reports for industrial insurance, you must set up industrial insurance information in the system. Setting up industrial insurance information includes these tasks:

- Entering risk classification codes in UDC table 00/W.
- Creating pay basis tables that include only the pay types that should be used in calculating industrial insurance premiums.
- Entering risk classification information for employer-paid industrial insurance premiums.
- Entering risk classification information for employee-paid industrial insurance premiums.
- Setting up the employee-paid industrial insurance deduction.
- Assigning risk classification codes to employee timecards.

After the organization receives a notice from the state of Washington that specifies the risk classification codes that are associated with the organization, you must add those codes to UDC table 00/W. This UDC table also holds Workers' Compensation codes.

Then, using the Workers Compensation Insurance Basis Table program (P079071), you must create pay basis tables that include only the pay types that should be included when determining the number of hours that an employee works. Because the industrial insurance premium is based only on hours that the employee actually works, you should not include sick, vacation, holiday, or other leave pay types in the pay basis tables that you use for industrial insurance calculations.

After you have entered risk classification codes and created pay basis tables, you must enter information about each risk classification code by using the Workers Compensation Insurance Revisions program (P079211). At a minimum, you must create an employer-paid record for each risk classification code and company combination within the organization. If the organization decides to deduct the employee-paid portion of the premium, you must also create a record for the employee-paid portion of the premium for each risk classification code and company combination.

If the organization decides to collect the employee-paid portion of the premium from the employees' pay, you must also set up a deduction to calculate this amount.

After you have entered all of the risk classification information into the system, you can assign risk classification codes to employee timecards and process those timecards through the payroll cycle. The history information that is created during the payroll cycle is used to generate the report that you submit to the state of Washington.

Risk Classification Codes

To calculate industrial insurance premiums correctly, you must enter information about the risk classifications in which the employees work. Risk classification codes are defined by the state of Washington, and each code is associated with a specified rate. These codes are stored in UDC 00/W.

Using the Workers Compensation Insurance Revisions program (P079211), you must enter at least one record for each company and risk classification combination. The risk classification codes that you need to set up for each company are determined by the state of Washington.

Industrial Insurance premiums include an employee- and employer-paid portion. Employers must pay the employer-paid portion of the premium; however, employers can also pay the employee-paid portion of the premium for their employees.

If the organization decides to have the employee-paid portion of the premium deducted from each employee's pay, you must set up an employer and an employee record for each company and risk classification code. The employer record must have a C (Company) in the Trans. Class field, along with the employer risk classification rate in the Workers Comp Rate field. The employee record must have an E (Employee) in the Trans Class field, along with the employee risk classification rate in the Workers Comp Rate field. This table illustrates how you might enter information for risk classification code 8810 if the employee pays a portion of the premium:

Tax Auth	Co	Trans. Class	WCI Code	% H	WC Rate	WC Limit	GL Rate	GL Limit	Pay Table
48	00001	E	8810	H	.07	9999999.(	0	9999999.(	WA
48	00001	C	8810	H	.05	9999999.(	0	9999999.(	WA

If the organization pays both the employer and employee portions of the premium, you must set up only one record for each company and risk classification code combination. This record must have a C (Company) in the Trans. Class field, and the rate in the Workers Comp Rate field should be the total of the employer and employee risk classification rate. For example, if the rate for the employer portion of the premium is .07 and the rate for the employee portion is .05, you must enter .12 in the Workers Comp Rate field for this record. This table illustrates how you might enter information for risk classification code 8810 if the organization pays the entire premium:

Tax Auth	Co	Trans Class	WCI Code	% H	WC Rate	WC Limit	GL Rate	GL Limit	Pay Table
48	00001	C	8810	H	.12	9999999.(	0	9999999.(	WA

Before you can enter risk classification information, you must set up pay tables that include only the pay types that you want to include in the premium calculation. Because industrial insurance premiums are based on the number of hours that an employee actually works, you do not want to include leave pay types such as sick time, vacation time, or holiday time in the basis table.

The Industrial Insurance Deduction

If employees are responsible for paying the employee-paid portion of Washington Industrial Insurance premiums, you must set up a deduction to calculate and deduct the premium during the payroll cycle. If the organization pays this portion of the premium for the employees, you do not need to set up this deduction.

When you set up the deduction, you must specify this information to ensure that the employee-paid portion of the premium is calculated and deducted correctly:

- The deduction should calculate for all employees that work in the state of Washington.
- The source of calculation for the deduction should be set up as the current period.
- The deduction should use the Workers Comp. Ins. Table method of calculation.

- The deduction should be set up to calculate during every pay period.

> **Note:**
>
> You can review the amounts that calculate for this DBA by processing the D/B/A Register (R073062) during the payroll cycle.
>
> You cannot manually override the amount of this deduction using the One Time Override program (P07OTO1). Overriding amounts for DBAs that are set up with a Method of Calculation of 7 is prohibited because changing these amounts might cause the information on government reports to be incorrect.
>
> If you feel that the amount that calculates for this deduction is incorrect, you can change any of this information and reprocess pre-payroll to recalculate the amount of the deduction:
>
> The value in the Workers Comp Code field on any or all of the employee's timecards
>
> The rates in the Workers Compensation Insurance tables that are associated with the values in the Workers Comp Code field on the employee's timecards

Assigning Risk Classification Codes to Employee Timecards

After you set up the system to calculate industrial insurance, you can begin to process industrial insurance premiums. For the system to accurately calculate these premiums, a risk classification code must be included in the Workers' Comp Code field on each timecard for employees who work in Washington.

You can populate employee timecards with risk classification codes by entering the codes in these ways:

- At the employee level
- At the job level
- At the timecard level

Employee Level

To assign risk classification codes at the employee level, you must enter a value in the Worker's Comp field on the National and Fiscal Data - USA form. You might assign risk classification codes at the employee level for employees who typically work in one risk classification area or for employees whose timecards are generated automatically during the pre-payroll process. Entering a risk classification code at the employee-level ensures that all of the timecards that are entered or created for the employee will include that risk classification code unless it is overridden at the job or timecard level.

Job Level

To assign risk classification codes at the job level, you must enter a value in the Worker's Comp. field on the Job Entry U.S. Legislative/Regulatory Data form. You might assign risk classification codes at the job level if employees change jobs frequently or if they work in multiple jobs within a pay period. When you enter a job code on an employee's timecard, the system disregards the employee-level risk classification code and automatically populates the Worker's Comp field on the timecard with the value that is in the Worker's Comp. field for that job. If this field is not populated, the system uses the code that was set up at the employee level. If necessary, you can then override this field on the timecard.

Timecard Level

To assign risk classification codes at the timecard level, you must enter a value in the WCI Code field on the timecard. You can use this method to enter risk classification codes for employees who do not have a code assigned to them at the employee or job level. Additionally, you can use this method to override codes that were entered at the employee or job level.

Prerequisite

Before you complete the tasks in this section:

- Enter all of the risk classification codes that the organization uses in UDC table 00/W.

  Contact the local taxing authority for information about which risk classification codes the organization uses.
- Create pay basis tables that include only the pay types that you want to include in the premium calculation.

  See *"Setting Up Workers' Compensation Insurance-Basis Tables" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Verify that the employees have been entered into the system.

  See *"Adding Employee Records One at a Time" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .

Note:

- *"Setting Up Deductions, Benefits, and Accruals" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .
- *"Setting Up Job Information for Employees" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .
- *"Entering Timecards for Employees" in the JD Edwards EnterpriseOne Applications Time and Labor Implementation Guide* .

Forms Used to Set Up Industrial Insurance Information

Form Name	FormID	Navigation	Usage
Work With Workers Compensation Insurance Revisions	W079211A	Taxes and Insurance Setup (G07BPTI4), Workers Compensation Ins. Rates	Review Workers' Compensation rates.
Workers Compensation Insurance Revisions	W079211B	On the Work With Workers Compensation Insurance Revisions form, click Add.	Enter employer-paid risk classification information.

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	Pay/Deductions/Benefits Setup (G05BD4), PDBA Setup	Select pay type, benefit, deduction, or accrual.
Basic DBA Information	W059116E	On the Work With PDBAs form, click Add.	Set up the Industrial Insurance deduction.

Entering Employer-Paid Risk Classification Information

Access the Workers Compensation Insurance Revisions form.

Complete this task for each company for which you need to enter employer-paid risk classification information.

Entering Employee-Paid Risk Classification Information

Access the Workers Compensation Insurance Revisions form.

Complete this task for each company for which you need to enter employee-paid risk classification information.

Setting Up the Industrial Insurance Deduction

Access the Basic DBA Information form.

To set up the Industrial Insurance deduction:

1. Complete the DBA Code and Paystub Text fields.
2. Enter **I** in the Print Method field to print this deduction on employee payments.
3. Enter **G** in the Source of Calculation field to specify that the deduction should calculate for the current period.
4. Enter **7** in the Method of Calculation field.
5. Enter **Y** in each of the Pay Period of the Month fields to ensure that the deduction calculates during each payroll cycle, and then click OK.
6. On the General Accounting/Arrearage Information form, complete any of the optional fields and then click OK.
7. On the Basis of Calculation form, click OK.
8. On the Advanced DBA Information form, select the Calculate for All Emp option.
9. To specify that the deduction must calculate for all employees who work in the state of Washington, enter **48** in the Tax Area (Work) field, and then click OK.
    - **Paystub Text**
      Enter the text that you want the system to print on the employee's paystub. If you are using the JD Edwards EnterpriseOne Time and Labor system, the system does not create payments. However, this field is required to complete the form. Generally, you enter a description of the PDBA.
    - **Print Method**

Enter a code that identifies whether the PDBA is to be printed on the paystub or whether it is to be printed on a payment that is separate from other PDBAs.

Values for pay types and payroll taxes include:

Y: Print on paystub (default).

S: Print separate payment (one item per payment).

C: Print separate payment (C types combined).

N: Do not print on paystub.

Values for DBAs include:

Y: Print as total deductions (default).

S: Print separate payment (one item per payment).

C: Print separate payment (include detail).

N: Do not print on paystub.

I: Print individual DBA codes.

T: Print by DBA print group.

The separate payment feature is not available for any payroll taxes being withheld from the employee's payment.

- **Source of Calculation**

Enter a user-defined code (07/DB) that specifies the basis of a deduction, benefit, or accrual. When the system calculates the gross amount for disposable net wages, it does not use the basis of calculation. The gross amount includes all earnings that have a positive effect on the gross and net payment. For wage attachments use one of these codes:

1-8 Garnishment, tax levy, wage assignment (child support and maintenance).

R: Loan, interest

0: Fees

- **Method of Calculation**

  Enter a user-defined code (07/DM) that specifies the method that the system uses to perform certain calculations. For example, the system uses a method of calculation to calculate deductions, benefits, and accruals (DBAs) and workers' compensation insurance.

  The method values are pre set. If you use methods **0 - 6, 8, 9,** or **G**, you must also enter a value in the **Table Code** field.

  For wage attachments use one of these methods:

  C: Wage assignment (child support and maintenance).

  G: Garnishment.

  K: Loan.

  L: Tax levy.

  A: Fees

  %: Interest

- **Pay Period of the Month:**

  Enter a code designating the pay period in which the system calculates the DBA/auto deposit. Valid codes are:

  Blank: Continue to look for a code at the lower level. The system searches for DBA/auto deposit rules first at the employee level, then at the group level, and finally at the DBA master level. If the field is blank at all levels, the system does not calculate the DBA/auto deposit in that period.

  Y: Take the DBA/auto deposit during the current period.

  N: Do not take the DBA/auto deposit during the current period.

  ***:** Take the DBA/auto deposit only during the first pay period of each month that the employee works based on the ending date of this month's pay period.

  M: Applies only to benefits based on gross hours or dollars. An **M** in the fifth field only tells the system to calculate the benefit during the special timecard post. An **M** implies a Yes for a weekly withholding frequency.

- **Effect on GL** (effect on general ledger)

  Enter a code that indicates whether you want journal entries passed from payroll to the general ledger and the method you want to use. Values are:

  N: Pass dollars only to the general ledger.

M: Do not pass dollars or hours to the general ledger. This code enables an accrual to be tracked in employee payroll history and the dollars to be omitted from the general ledger.

- **Generate A/P Voucher** (generate accounts payable voucher)

  Enter a code that determines whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Values are:

  N: No, do not generate a voucher.

  Y: Yes, generate a voucher.
- **Payee**

  Enter the address book number of the investment program.
- **Order To Adjust Ded** (order to adjust deductions)

  Enter the order in which deductions should be adjusted. If an employee's gross pay does not cover deductions, a code in this field tells the system in what order it should satisfy deductions. Valid codes are 0001 through 9999. The system starts with the highest code. For example, 9999 is deducted before 0001.
- **When To Adjust Ded** (when to adjust deductions)

  Enter a code that specifies when the system adjusts, or backs an amount out of, deductions. Values are:

  0: Adjust deductions marked with 0 before payroll taxes.

  1: Adjust deductions marked with 0, then adjust those marked with 1 before payroll taxes.

  2: Adjust payroll taxes before the deductions marked with 2. (This value is for future use.)
- **Calculate for all Emp** (calculate for all employees)

  Enter a code that specifies whether the DBA is required. Values are:

  Y: The DBA is required.

  N: The DBA is not required.

  For advance deductions, this field should be set to **N** (No). When you enter **Y** (Yes), the system automatically processes the DBA for all qualifying employees. When this field is set to **Y**, you reduce the information that you must maintain for DBAs that you set up for plans or employees. Information is reduced because you do not need to define the DBA at any level other than the DBA setup level. To define qualifying employees, complete these fields on the Advanced DBA Information form:

Employee Pay Class - (SALY)

Tax Area - (TARA)

Home Company - (HMCO)

When you leave any of these fields blank, the system includes all employees.

> **Note:** The system also uses **Tax Area** (TARA) and **Home Company** (HMCO) fields as screening criteria for DBAs that are not required. If either of these two fields contains a value, and the **Calculate for All Employees** option is selected, the system uses the tax areas and home companies to qualify employees for the DBA.

- **Tax Area (Work)**

  Enter a code that identifies a geographical location and the tax authorities for an employee work site, including employee and employer statutory requirements. In the Vertex payroll tax calculation software, the tax area code is synonymous with GeoCode. To determine the valid codes for the location, refer to the documentation for the tax calculation software that you are using.

Processing the Washington Workers Comp Quarterly Report (R073648)

This section provides an overview of the Washington Workers Comp Quarterly Report, lists a prerequisite, and discusses how to:

- Run the Washington Workers Comp Quarterly report (R073648).
- Set processing options for the Washington Workers Comp Quarterly report (R073648).

Understanding the Washington Workers Comp Quarterly Report

After you set up risk classification information and the deduction to calculate Industrial Insurance premiums, you can enter timecards for employees and process those timecards through a payroll cycle. For Industrial Insurance to calculate, each timecard must include a Workers' Compensation Code.

During pre-payroll, the system uses the Industrial Insurance deduction, along with the Workers Comp codes from the employees' timecards, to calculate employee-paid portions of the premium. The employer-paid portion of the premium is calculated during the journal entries step of the payroll cycle.

For each timecard that is processed, the system creates a record in the Employee Paid Workers Compensation Transactions table (F0728) to store the employee-paid portion of the premium, if necessary. These records remain in table F0728 after the final update step of the payroll cycle is completed.

The system also updates existing records in the Employee Transaction Detail table (F06116) during the journal entries step of the payroll cycle to store the employer-paid portion of the premium. These records are stored in the Employee Transaction History table (F0618) after the final update step of the payroll cycle is complete.

The system then uses the information in tables F0728 and the F0618 to produce the Washington Workers Compensation Quarterly Report (R073648). This report includes all of the information that is needed to satisfy reporting requirements for Industrial Insurance information in the state of Washington.

Prerequisite

Before you complete the tasks in this section:

- Enter or automatically generate employee timecards, ensuring that each timecard for employees who worked in Washington includes a valid risk classification code.

  See *Entering Employee-Paid Risk Classification Information*.

- Process employee timecards through a complete payroll cycle.

  See *"Working with the Payroll Cycle" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

Running the Washington Workers Comp Quarterly Report (R073648)

Select Government Reporting (G05BG), Washington Quarterly Workers Comp.

Setting Processing Options for the Washington Workers Comp Quarterly Report (R073648)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to specify the time period for which you want to process the report.

1. Specify the calendar quarter to be processed:

Specify the quarter for which earnings and taxes are accumulated for governmental reporting. Each calendar year has four quarters. Values are:

1: 1st quarter (January through March).

2: 2nd quarter (April through June).

3: 3rd quarter (July through September).

4: 4th quarter (October through December).

2. Enter the year to be processed:

Specify the two-digit year for which you want to produce the report. For example, if you want to produce the report for 2003, enter 03 in this processing option.

10 Appendix A - JD Edwards EnterpriseOne U.S. Payroll Reports

JD Edwards EnterpriseOne U.S. Payroll Reports: A to Z

This table lists the U.S. Payroll reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
R07136 Repost Tax Ledger to Tax Summary -F06166 to F06136 Report	Use the Repost Tax Ledger to Tax Summary -F06166 to F06136 report to select all tax detail records with tax type N (School District) in the F06166 table and modify records in the F06166A and F06136A tables. You must run this report once to generate data in the F06136A and F06166A tables. **Note:** If F06166A and F06136A tables have data, and you run the Repost Tax Ledger to Tax Summary -F06166 to F06136 report, the system will duplicate Tax History records. This will lead to overstated tax amounts.	Type R07136 in the Fast Path field.
R07136A Populate Tax History tables (F06136A & F06166A) Report	Use the Populate Tax History tables (F06136A & F06166A) report to select records in F06166A and update F06136A. This report selects data based on the processing options.	Type R07136A in the Fast Path field.
(Release 9.2 Update) R07146 Crosscheck Federal Taxable Wages Between F06146 and F06136 Report	Use the Crosscheck Federal Taxable Wages Between F06146 and F06136 report to cross-check the F06136 and F06146 tables and find any missing wages. This report selects data based on the processing options.	Enter BV in the Fast Path field, and then enter R07146 in the Batch Application field on the Available Versions form.
R07347 Federal Taxation History Report	Use the Federal Tax History report to review federal tax and wage amounts for individual employees. You can review total earned income credits, as well as the federal income, FICA, and Medicare wages and taxes for each employee. At year-end, you can use the Federal Tax History report to verify the information that you print on employees' year-end forms. The information on this report is stored in the Tax History table (F06136).	U.S. History Reports menu (G07BUSP15), Federal Tax History Report.

Report ID and Report Name	Description	Navigation
R07348 State/Local Taxation History Report	Use the State and Local Taxation History Report (R07348) to review totals of state and local taxes that employees paid. You can review the total state and local taxes that each employee paid and the total wages on which the taxes were based. At the end of the year, you can use the State and Local Taxation History Report to verify the information that you print on employees' tax forms. The JD Edwards EnterpriseOne U.S. Payroll system retrieves information from the Tax History table (F06136) for the earnings and tax history reports. Changing the data sequencing of this report could cause undesirable results. We recommend that you do not change the data sequencing.	U.S. History Reports menu (G07BUSP15), State/Local Taxation Report.
R07371 Certified Payroll Register Report	The Certified Payroll Register report (R07371) includes detailed information regarding certified jobs. Typically, government contracts are considered certified jobs. This report is essential for meeting government reporting requirements for union employees. You can identify combinations of job types and job steps that you want to print on the report.	Periodic Processing menu (G07UN2), Certified Payroll Register.
R074xx (xx refers to the two-digit state code) State-Specific New Hire Reports	These reports are used to report new hire information to state governments. Each state has a separate report, which meets the legislative requirements for that state.	New Hire Reporting (G05BG1), New Hire Report Setup.
R07416 Tax History By Company Report	Use the Tax History by Company report to review monthly tax history for an entire year for each company in the organization. You can review gross pay, excludable wages, taxable wages, excess pay, and actual taxes for each tax type. The report also includes totals of these amounts for all tax types. The information on this report is stored in the Tax History table (F06136).	U.S. History Reports menu (G07BUSP15), Tax History By Company.
R07810 Quarterly Weeks Worked Report	This report is used to create weeks worked information, which is used to report State Unemployment Insurance information to state governments.	State Unemployment Reporting, Quarterly Weeks Worked Report.
R073162 State Tax Distribution Summary Report	This report provides summary information about state tax amounts for each employee included in a payroll cycle.	This report cannot be produced from a menu. This report can be produced only during the Reports step of the payroll cycle.
R073170 Federal Tax Distribution Summary Report	This report provides summary information about Federal earnings tax amounts for each employee included in a payroll cycle.	This report cannot be produced from a menu. This report can be produced only during the

Report ID and Report Name	Description	Navigation
		Reports step of the payroll cycle.
R073601 Workers Compensation Register Report	This report provides detailed or summary Workers' Compensation information, depending upon the processing mode used, for each employee included in a payroll cycle.	This report cannot be produced from a menu. This report can be produced only during the Reports step of the payroll cycle.
R073648 Washington Workers Comp Quarterly Report	This report includes employer- and employee-paid Industrial Insurance information. This report meets the requirements of Washington state.	Government Reporting (G05BG), Washington Quarterly Workers Comp.
R073651 General Liability Insurance Register	This report provides detailed or summary general liability insurance information for each employee included in a payroll cycle.	This report cannot be produced from a menu. This report can be produced only during the Reports step of the payroll cycle.
R073665 Employee Social Security Register	Depending on processing mode, this report can include employee- or employer-paid social security or Medicare taxes for each employee in the payroll cycle.	This report cannot be produced from a menu. This report can be produced only during the Reports step of the payroll cycle.
R0783xxC (xx refers to the two-digit state code) State-Specific SUI Continuation Reports	SUI Continuation reports are used to print detailed SUI information if the number of employees included in the report exceeds the specified number of employees that can print on the Summary report.	State Unemployment Reporting, SUI Reports Setup.
R0783xxS (xx refers to the two-digit state code) State-Specific SUI Summary Reports	SUI Summary reports list summarized state unemployment information for an organization. If you print this report in detail mode, the system includes a specified number of employees on the Summary report. If there are more employees than the specified number, the system automatically produces the corresponding state-specific SUI Continuation report.	State Unemployment Reporting, SUI Reports Setup.
R078400 State Income Tax Report	The State Income Tax report (R078400) provides a generic sample of a typical state income tax report. You can create new versions of this report to meet the specific requirements of the state. You can run this report as often as needed to satisfy government requirements.	Governmental Reporting menu (G05BG), State Income Tax Report.
R078401 Local Income Tax Report	The Local Income Tax report (R078401) provides a sample of a typical local income tax report. You can create new versions of this report to meet the specific requirements	Governmental Reporting menu (G05BG), Local Income Tax Report.

Report ID and Report Name	Description	Navigation
	of the locality. You can run this report as often as needed to satisfy government requirements.	
R078433 New York State 45-CC Report	Some construction employers in the state of New York must file a quarterly report in addition to the NYS-45 that all employers must file. This report is called the New York Supplemental Return for Construction Employers (R078433), or the NYS-45-CC.	Governmental Reporting menu (G05BG), NYS-45-CC Construction Employers.
R078500 941 Detail Wage List Report	The 941 Detail Wage List report (R078500) contains the information for the employer's federal tax return. The report provides this information, which is required by the federal government: • Total wages • Federal income tax • Social Security and Medicare taxes • (Release 9.2 Update) Credits and advances available to employers due to the Families First Coronavirus Response Act (FFCRA) and Coronavirus Aid, Relief, and Economic Security (CARES) legislations. (Release 9.2 Update) To comply with the FFCRA and CARES legislations passed by the US government, the Internal Revenue System (IRS) has made changes to the Form 941 Employer Quarterly Tax Return that are due with the 2nd Quarter 2020 return. The 941 Detail Wage List report includes new lines on Part 1 and Part 3 to reflect most of these changes. However, you need to calculate amounts that cannot be accumulated from the system.	Governmental Reporting menu (G05BG), 941 Wage Detail List 1.
R078502 940 Quarterly Worksheet Report	The 940 Quarterly Worksheet report (R078502) contains the quarterly unemployment tax information for the selected company. This report is not required for government reporting. You can use this report to assist in the preparation of the federal 940 Annual Worksheet report. You can use the totals from each quarterly report to verify the quarterly totals generated by the annual report.	Governmental Reporting menu (G05BG), 940 Quarterly Worksheet.
R078506 Form 941 Schedule B Report	The Form 941 Schedule B report (R078506) is a supplement to the 941 Wage Detail List 1 report (R078500). The 941 Schedule B report summarizes the company's daily tax liability for these items: • Income tax withheld • Employer-paid Social Security tax withheld • Employee-paid Social Security tax withheld • Employer-paid Medicare tax withheld • Employee-paid Medicare tax withheld	Government Reporting menu (G05BG), 941 Wage Detail List 1.
R078507	The 940 Annual Worksheet lists annual unemployment tax information for the selected company. Most employers pay federal and state unemployment tax,	Governmental Reporting menu (G05BG), 940 Annual Worksheet

Report ID and Report Name	Description	Navigation
940 Annual Worksheet Report	which requires using the Employer's 940 Annual Federal Unemployment Tax Return. The Federal Unemployment Tax Act (FUTA), together with state unemployment agencies, provides for payments of unemployment compensation to workers who have lost their jobs.	
R079430D Prevailing Wage Transaction Detail Report	Use the Prevailing Wage Transaction Detail report (R079430D) to review detail information about the prevailing wage transactions processed for each timecard included in the prevailing wage calculation.	Enter BV in the Fast Path field, and then enter R079430D in the Batch Application field on the Available Versions form.
R079430S Prevailing Wage Transaction Summary Report	Use the Prevailing Wage Transaction Summary report (R079430S) to review summary information about the prevailing wage transactions processed for each timecard included in the prevailing wage calculation.	Enter BV in the Fast Path field, and then enter R079430S in the Batch Application field on the Available Versions form.
R079440 Prevailing Wage History Report	Use the Prevailing Wage History report (R079440) to review historical information about prevailing wage transactions processed for a timecard.	Enter BV in the Fast Path field, and then enter R079440 in the Batch Application field on the Available Versions form.

JD Edwards EnterpriseOne U.S. Payroll: Selected Reports

These reports are listed alphanumerically by report ID in this appendix.

R07146 - Crosscheck Federal Taxable Wages Between F06146 and F06136 Reports (Release 9.2 Update)

The Crosscheck Federal Taxable Wages between F06146 and F06136 Reports (R07146) is an integrity report that identifies the inconsistency between the Employee Transaction History Summary table - F06146 and the Tax History table - F06136 and thereby find any missing wages.

The report lists this information, by employee and displays the out-of-balance amount, if any:

- PDBA Amount
- Federal Wages
- Federal Taxes
- FICA Wages
- FICA Taxes

- Medical Wages
- Medical Taxes

This report retrieves the PDBA pay type elements and PDBA Amount from the F06146 table. The taxable gross values for Federal tax type A, D, and P is retrieved from the F06136 table into the Federal Wages, FICA Wages, and Medicare Wages sections of the report respectively.

The out-of-balance amount if any between the PDBA amount and the Federal taxable gross amount is specified in the report.

The PDBA details will not appear in the report if:

- Pay type with effect on gross is blank.
- Taxable Benefit with Effect on Check is 1 or 4
- Tax exemption first field is blank
- US Federal exempt employees with tax method 2

Prerequisite

Before you run the report:

- The year-end must be processed for accurate W2 information.
- The processing options for R07146 must be set to specify the data to be used.

Processing Options for Crosscheck Federal Taxable Wages Between F06146 and F06136 Reports (R07146) (Release 9.2 Update)

Processing options enable you to specify the default processing for programs and reports.

Process

These processing options are used to define the default information that is used to process the report.

1. Year
Specify the two-digit year of the reporting period. If left blank, the report does not produce any output.

2. Month
Specify the number of months from January for which the report should be generated.

3. Print W2 Information
Specify whether the year-end information should be printed. Values are:

Blank: Don't print W2

1: Print W2

4. Print PDBA with zero amount

Specify whether the PDBA amount should be printed. Values are:

Blank: Don't print PDBA's

1: Print PDBA's

5. FICA Wage Base Limit
Specify the FICA maximum wage limit check. If the FICA wage exceeds this limit, the system issues a warning.

R07371 - Certified Payroll Register Report

The Certified Payroll Register report (R07371) includes detailed information regarding certified jobs. Typically, government contracts are considered certified jobs. This report is essential for meeting government reporting requirements for union employees. You can identify combinations of job types and job steps that you want to print on the report. The report lists this information, by employee:

- Total hours worked (regular, overtime, and other).
- Equal employment opportunity data.
- Employee payment information.
- Fringe benefits detail, if requested.
- Totals for each certified job.

The information provided in this report is based on these tables:

- Business Unit Master (F0006).
- Employee Tax Exemptions/Overrides (F06017).
- Pay Check History Summary (F06156).
- Pay Check History Tax Ledger (F06166).
- Benefit/Accrual Detail File (F0619).
- Employee Transaction History (F0618).
- Burden Distribution File (F0624).

Before you process the Certified Payroll Register, you must:

- Set up the job types and job steps that you need to print for reporting purposes.
- Set the Certified Payroll Register field to Y (Yes) for the business unit constants.
- Activate the Certified Flag field in the job classifications constants.

  See *"Setting Up Job Information for Employees" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .

  See *"Setting Up Business Unit Information" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .

Processing Options for Certified Payroll Register (R07371)

Processing options enable you to specify the default processing for programs and reports.

Defaults

These processing options are used to define the default information that is used to process the report.

1. Pay Period End Date (required)

Specify the pay period to use to generate the certified payroll register. This processing option is required.

2. Period Number (required)

Specify which pay period the pay period end date is from. This processing option is required. Pay Period End Date is a processing option for the certified payroll register.

3. Check Detail

Specify whether the certified payroll register includes detailed information about the deductions associated with each payment that appears on the register. Values are:

Blank: Print deductions in detail. The system prints one detail line in the Check Detail column for each deduction to a payment. This is the default.

1: Print deductions in total. The system will print one summary line in the Check Detail column for all deductions to a payment.

4. Fringe Detail

Specify whether to print fringe detail on the certified payroll register. If you print fringe detail, the information appears on the right side of the certified payroll register. Values are:

Blank: Do not print fringe detail. This is the default.

1: Print fringe detail.

5. Address Information

Specify whether to print the employee's address on the certified payroll register. For example, if the certified payroll register is circulated externally, you might decide not to print the employee's address information. Values are:

Blank: Print employee address information. This is the default.

1: Do not print employee address information.

R078400 - State Income Tax Report

The State Income Tax report (R078400) provides a generic sample of a typical state income tax report. You can create new versions of this report to meet the specific requirements of the state. You can run this report as often as needed to satisfy government requirements. The system retrieves this information from the Tax History table (F06136):

- Listings for all states.
- Gross and taxable wage information for each employee.
- Employee listing by company.
- Excludable wage amounts.
- Tax amounts for each employee.
- Totals for each state tax type.

Processing Options for State Income Tax Report (R078400)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to specify which data the system uses to process the report.

1. Enter the quarter number being processed:
Specify the number that corresponds to the fiscal quarter for which you are processing the report. Valid options are:

1: First quarter

2: Second quarter

3: Third quarter

4: Fourth quarter

2. Report inclusion/exclusions:
Specify whether to include contract and pension employees on the report. Values are:

1: Include pension employees only.

2: Include contract employees only.

3: Include all employees.

Blank: Do not include pension or contract employees. Blank is the default.

R078401 - Local Income Tax Report

The Local Income Tax report (R078401) provides a sample of a typical local income tax report. You can create new versions of this report to meet the specific requirements of the locality. You can run this report as often as needed to satisfy government requirements. The system retrieves this information from the Tax History table (F06136):

- Listings for all local tax types.
- Gross and taxable wage information for each employee.
- Employee listing by company.
- Excludable wage amounts.
- Tax amounts for each employee.
- Totals for each local tax type.

Processing Options for Local Income Tax Report (R078401)

Processing options enable you to specify the default processing for programs and reports.

Process

Use this processing option to specify the data that the system uses to process the report.

1. Enter the quarter number to be included in this report:
Specify the number that corresponds to the fiscal quarter for which you are processing the report. Values are:

1: First quarter

2: Second quarter

3: Third quarter

4: Fourth quarter

R078433 - New York State 45-CC Report

Some construction employers in the state of New York must file a quarterly report in addition to the NYS-45 that all employers must file. This report is called the New York Supplemental Return for Construction Employers (R078433), or the NYS-45-CC.

All contractors, owners, and their agents who provide covered services must file Form NYS-45-CC. Covered services include excavating, erecting, demolishing, repairing, altering, painting, and cleaning of a building or structure. However, covered services provided in the construction of one- and two-family houses are exempt from reporting.

When you select data for inclusion in this report, select only those employees who perform these covered services.

You can set up a version of the report that you can scan and transmit directly to the New York state employment tax offices. Alternatively, you can set up a version that compiles the necessary information that you use to manually complete the scannable hard-copy report provided by the tax employment office.

Processing Options for New York Supplemental Return for Construction Employees (R078433)

Processing options enable you to specify the default processing for programs and reports.

Process

1. Employer Legal Name
Specify the employer's legal name.

2. Withholding Tax Identification Number
Specify the number that identifies your company to the tax authority. This number can include the tax ID number for an individual, a federal or state corporate tax ID, a sales tax number, and so on.

This number has specifically been established for the JD Edwards EnterpriseOne Payroll system to handle the requirements of taxing authorities that require more than 9 positions for the tax identification number.

Do not enter hyphens (dashes), slashes, spaces, or other punctuation in the tax identification number.

3. Quarter number to be included in this report

Specify the number that corresponds to the fiscal quarter for which you are processing the report. Values are:

1: First quarter

2: Second quarter

3: Third quarter

4: Fourth quarter

4. Year to be included in this report (YYYY)
Specify the four-digit year of the reporting period.

5. Date of the first Saturday in the quarter (MM/DD/YY)
Specify the month, day, and year of the first Saturday in the fiscal quarter for which you are processing the report.

R078500 - 941 Detail Wage List Report

The 941 Detail Wage List report (R078500) contains the information for the employer's federal tax return. The report provides this information, which is required by the federal government:

- Total wages.
- Federal income tax.
- Social Security and Medicare taxes.
- (Release 9.2 Update) Credits and advances available to employers due to the FFCRA and CARES legislations.

You can generate a detailed wage list or a summary of the records in the 941 - Federal Tax History table (F068500). The information provided in the federal tax return reports is based on the Tax History table (F06136).

Processing Options for 941 Detail Wage List (R078500)

Processing options enable you to specify the default processing for programs and reports.

Process

These processing options are used to determine how the system processes data for this report.

1. Quarter (Required)
Specify the number that corresponds to the fiscal quarter for which you are processing the report. Valid values are:

1: First quarter

2: Second quarter

3: Third quarter

4: Fourth quarter

2. Year (Required)
Specify the two-digit year of the reporting period. If left blank, the report does not produce any output.

3. Print Employee Detail Wage List

Specify when you want to print the Employee Detail Wage List report. This report includes employee withholding for Social Security (FICA) and Medicare taxes. Values are:

Y: Yes, print the Detail Wage List report

N: No, do not print the Detail Wage List report. This is the default.

The withholding amounts are doubled on the 941 tax return to reflect both employee and employer taxes. For example, if the employee withholding amount for FICA is .62, the 941 report displays .124 for FICA.

4. F068500 Records

Specify whether you want the report to create records in the 941 Federal Tax History table (F068500). Values are:

N: No, do not create records in the 941 Federal Tax History table. This value is the default.

Y: Yes, create records in the 941 Federal Tax History table.

5. Line 13a - Total Deposits for this Quarter

Specify your deposits for this quarter, including overpayment applied from a previous quarter.

6. Monthly Depositor

Specify if you were a monthly schedule depositor for the entire quarter.

7. Line 13h - Total Advances Received from Filing Form 7200 for the Quarter (Release 9.2 Update)

Specify the amount to be transferred to the report on Line 13f. This amount is the total advances received from Form 7200 submissions for the quarter.

8. Are You a Qualified Employer for the Employee Retention Credit? (Release 9.2 Update)

Specify whether you are a qualified employer eligible for the employee retention credit, as defined in the CARES act. Values are:

N: No, if you are not a qualified employer eligible for the employee retention credit. This value is the default.

Y: Yes, if you are a qualified employer eligible for the employee retention credit.

9. Employer Tax ID

Specify the Employer Tax Identification number.

Rates

Use these processing options to specify the rates the system processes for the report.

1. Employee Social Security Rate

Specify the Employee Social Security rate. Enter this rate as a decimal fraction. For example, enter .042 for 4.2 percent.

2. Employer Social Security Rate

Specify the Employer Social Security rate. Enter this rate as a decimal fraction. For example, enter .042 for 4.2 percent.

3. Medicare Rate

Specify the Medicare rate. Enter the rate as a decimal fraction. For example, enter .0145 for 1.45 percent.

4. Additional Medicare Rate (Release 9.2 Update)

Specify the rate associated with Additional Medicare Tax (.009 in 2020). You are required to begin withholding Additional Medicare Tax in the pay period in which you pay wages in excess of $200,000 for the year 2020 to an employee and continue to withhold it each pay period until the end of the calendar year. The Additional Medicare tax is imposed only on the employee.

Adjustments

Use these processing options to specify monetary tax adjustments the system processes for the report.

1. Line 9 - Current Quarter's Adjustments for Tips and Group Term Life Insurance

Specify adjustments for any uncollected employee share of social security and Medicare taxes on tips and the uncollected employee share of social security and Medicare taxes on group-term life insurance premiums paid for former employees.

2. Line 11a - Qualified Small Business Payroll Tax Credit for Increasing Research Activities

Specify the amount of your credit up to a maximum of $250,000 that you want to claim for increasing research activities. For tax years beginning after December 31, 2015, a qualified small business may elect to claim up to $250,000 of its credit for increasing research activities as a payroll tax credit against the employer share of social security tax.

3. Line 11b - Nonrefundable Portion of Credit for Qualified Sick and Family Leave Wages (Release 9.2 Update)

Specify the nonrefundable portion of the credit for qualified sick and family leave wages from Worksheet 1, Step 2, Line 2j. The system will transfer this amount to the report on Line 11b.

4. Line 11c - Nonrefundable Portion of Employee Retention Credit (Release 9.2 Update)

Specify the nonrefundable portion of the employee retention credit from Worksheet 1, Step 3, Line 3j. The system will transfer this amount to the report on Line 11c.

5. Line 11d - Nonrefundable Portion of Credit for Qualified Sick and Family Leave Wages for Leaves Taken After March 31, 2021

Specify the nonrefundable portion of credit for qualified sick and family leave wages for leaves taken after March 31, 2021. The system will transfer this amount to the report on Line 11d.

6. Line 11e - Nonrefundable Portion of COBRA Premium Assistance Credit (See Instructions for Applicable Quarters.)

Specify the nonrefundable portion of COBRA premium assistance credit. The system will transfer this amount to the report on Line 11e.

7. Line 11f – Number of Individuals Provided COBRA Premium

Specify the number of individuals who are provided COBRA premium assistance. The system will transfer this number to the report on Line 11f.

8. Line 13c - Refundable Portion of Credit for Qualified Sick and Family Leave Wages Taken Before April 1, 2021 (Release 9.2 Update)

Specify the refundable portion of the credit for qualified sick and family leave wages from Worksheet 1, Step 2, Line 2k. The system will transfer this amount to the report on Line 13c.

9. Line 13d - Refundable Portion of Employee Retention Credit (Release 9.2 Update)

Specify the refundable portion of the credit for qualified sick and family leave wages from Worksheet 1, Step 3, line 3k. The system will transfer this amount to the report on Line 13d.

10. Line 13e - Refundable Portion of Credit for Qualified Sick and Family Leave Wages for Leaves Taken After March 31, 2021

Specify the refundable portion of credit for qualified sick and family leave wages for leaves taken after March 31. The system will transfer this amount to the report on Line 13e.

11. Line 13f - Refundable Portion of COBRA Premium Assistance Credit (See Instructions for Applicable Quarters.)

Specify the refundable portion of COBRA premium assistance credit. The system will transfer this amount to the report on Line 13f.

(Release 9.2 Update) Pay Types

Use these processing options to specify the pay types the system processes for the report.

1. Qualified Sick Leave Wages

Specify pay type if you paid qualified sick leave wages as defined in FFCRA. You can enter up to three pay types under which these wages were paid. These are the wages paid under reasons 1, 2, or 3 of the Emergency Paid Sick Leave Act (EPSLA) portion of FFCRA. These pay types will be used to accumulate wages for line 5a(i) of the report.

2. Qualified Family Leave Wages

Specify pay type if you paid qualified family leave wages as defined in FFCRA. You can enter up to three pay types under which these wages were paid. These are the wages paid under reasons 1, 2, or 3 of the Emergency Paid Sick Leave Act (EPSLA) portion of FFCRA. These pay types will be used to accumulate wages for line 5a(ii) of the report.

3. Qualified FMLA Expansion Wages

Specify pay type if you paid qualified FMLA expansion leave wages as defined in FFCRA. You can enter up to three pay types under which these wages were paid. These are the wages paid under the Emergency Family and Medical Leave Expansion Act portion of FFCRA. The system uses these to accumulate wages for line 5a(ii), in addition to qualified family leave wages paid under the EPSLA portion of FFCRA.

4. Qualified Wages for the Employee Retention Credit

Use this processing option if you are a qualified employer eligible for the employee retention credit as defined in the CARES act, and you paid qualified wages for the employee retention credit. You can enter up to three pay types under which these wages were paid. The system uses these to accumulate wages for lines 21 and 24. Line 21 is for the current quarter wages. Line 24 is for qualified wages paid from March 13 through March 31, 2020. The credit for qualified wages paid from March 13 through March 31, 2020 may only be taken with the second quarter 2020 return.

R078502 - 940 Quarterly Worksheet Report

The 940 Quarterly Worksheet report (R078502) contains the quarterly unemployment tax information for the selected company. This report is not required for government reporting. You can use this report to assist in the preparation of the federal 940 Annual Worksheet report. You can use the totals from each quarterly report to verify the quarterly totals generated by the annual report.

The 940 Quarterly Worksheet report includes this information:

- Employee names.
- Tax identification numbers of employees.
- Gross pay, excludable pay, excess pay, taxable wages, and taxes paid for each employee.
- Totals for each company.
- Grand totals for the tax identification number of the company.

The information provided in this report is based on the Tax History table (F06136).

Processing Options for 940 Quarterly Worksheet (R078502)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to specify the data that the system uses to process the report.

1. Enter the Quarter number being processed.
Specify the number that corresponds to the fiscal quarter for which you are processing the report. Values are:

1: First quarter

2: Second quarter

3: Third quarter

4: Fourth quarter

2. Enter the value for report inclusions/exclusions.
Specify whether to include contract and pension employees on the report. Values are:

1: Include pension employees only.

2: Include contract employees only.

3: Include all employees.

Blank: Do not include pension or contract employees. Blank is the default.

R078505 - 943 Wage Detail List Report

The 943 Wage Detail List program (R078505) was unintentionally omitted from previous J.D. Edwards EnterpriseOne U.S. Payroll publications. This documentation describes the R078505 and lists the processing options that you set before running the report. You run the 943 Wage Detail List program to report federal income tax withheld and employer and employee social security and Medicare taxes on wages paid to farm workers. The program is located on the Government Reporting menu (G05BG).

Process Tab

Use the processing options on this tab to specify how the report processes data.

1. Enter the FICA Rate as a Decimal Fraction
Use this processing option to enter the FICA rate. Enter this rate as a decimal fraction. For example, enter .062 to indicate 6.2 percent.

2. Enter the Medicare Rate as a Decimal Fraction
Use this processing option to enter the Medicare rate. Enter this rate as a decimal fraction. For example, enter .0145 to indicate 1.45 percent.

3. Enter Y to Print Employee Wage Detail List
Use this processing option to specify whether to print the Employee Detail Wage List report. This report shows employee withholding for Social Security (FICA) and Medicare taxes. Values are:

N: Do not print. (Default)

Y: Yes, print the report.

Note that the withholding amounts are doubled on the 943 tax return to reflect both employee and employer taxes. For example, if the employee withholding amount for FICA is .62, the 943 report shows .124 for FICA.

4. Adjustment to Taxes
Use this processing option to enter the adjustment amount. Enter a negative amount if subtracting from taxes. Enter a positive amount if adding to taxes.

5. Total Tax Deposits
Use this processing option to enter the amount of the total tax deposit. This amount will be subtracted from net taxes and it should always be a positive amount.

R078506 - Form 941 Schedule B Report

The Form 941 Schedule B report (R078506) is a supplement to the 941 Wage Detail List 1 report (R078500). The 941 Schedule B report summarizes the company's daily tax liability for these items:

- Income tax withheld.
- Employer-paid Social Security tax withheld.
- Employee-paid Social Security tax withheld.
- Employer-paid Medicare tax withheld.
- Employee-paid Medicare tax withheld.

Depending upon the industry in which the organization does business, the local taxing authority might require you to file this report along with the 941 Detail Wage List. Contact the taxing authority for additional information about 941 reporting requirements.

Processing Options for the Form 941 Schedule B Report (R078506)

Processing options enable you to specify the default processing for programs and reports.

Process

These processing options enable you to specify the time period that the system uses to generate the report.

1. Calendar Quarter
Specify the number that corresponds to the calendar quarter for which you are processing the tax liability. If left blank, the report does not produce any output. Values are:

1: First quarter

2: Second quarter

3: Third quarter

4: Fourth quarter

2. Year
Specify the four-digit year of the reporting period. If left blank, the report does not produce any output.

3. Prior Period Adjustment Amount

Specify a tax liability adjustment from a prior period. If the adjustment amount corrects an overreported liability, enter the liability adjustment as a negative amount. Otherwise, enter the liability adjustment as a positive amount to correct an underreported liability.

4. Liability Adjustment Discovery Date

Specify the date that the liability adjustment was discovered. The system will use the date entered to determine the entry space on the form that corresponds to the date that the error was discovered. This option is required if the Prior Period Adjustment Amount option is populated with an amount.

R078507 – 940 Annual Worksheet Report

The 940 Annual Worksheet lists annual unemployment tax information for the selected company. Most employers pay federal and state unemployment tax, which requires using the Employer's 940 Annual Federal Unemployment Tax Return. The Federal Unemployment Tax Act (FUTA), together with state unemployment agencies, provides for payments of unemployment compensation to workers who have lost their jobs.

Processing Options for the 940 Annual Worksheet Report (R078507)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to specify the data that the system uses to process the report.

1. Calendar Year

Specify the calendar year processed by the 940 Annual Worksheet report.

2. State Unemployment Contributions Paid

Specify if you paid all state unemployment contributions by January 31. Values are:

Blank: Yes (Default)

Y: Yes

N: No

3. All FUTA Wages Taxable for Sate UI Tax

Specify if all wages that were taxable for FUTA were also taxable for your state's unemployment tax. Values are:

Blank: No (Default)

Y: Yes

N: No

4. Wages Paid in New York

Specify if there were any wages paid in the state of New York for the calendar year reported on the 940 Annual Worksheet report. Values are:

Blank: No (Default)

Y: Yes

N: No

5. Worksheet for Credit Computation Amount

Specify the amount that was calculated by using the Worksheet for Credit Computation, which is included in the separate instructions for Form 940. Only taxpayers who made late contributions need to complete this worksheet.

Rates

Use these processing options to specify the rates the system processes for the report.

1. FUTA Tax Rate

Specify the tax rate used to calculate the quarterly Federal unemployment tax liability in part III of the 940 Annual Worksheet report. The default is .008.

2. Gross FUTA Tax Rate

Specify the tax rate used to calculate the gross FUTA tax amount. The default is .062.

3. Maximum Credit Rate

Specify the tax rate used to calculate the maximum credit amount. The default is .054.

940 Worksheet

1. Credit Amount for Timely Payment

Use this processing option to enter the credit dollar amount for timely state unemployment tax payments. For example, how much did you pay on time? Contact your taxing authority to help you determine what amount to enter in this option.

2. Single State Experience Rate

Use this processing option to specify the single state experience rate. Enter a value in this option only if the experience rate was less than .054.

3. Multi State Experience Rates

Use this processing option to specify whether you have multi-state experience rates that were less than .054. Values are:

Blank or **N:** No

Y: Yes

4. Tax Paid Late Amount

Use this processing option to enter the dollar amount of state unemployment tax that you paid late.

11 Appendix B - Delivered User Defined Objects for U.S. Payroll (Release 9.2 Update)

Delivered User Defined Objects for U.S. Payroll (Release 9.2 Update)

This appendix discusses delivered user defined objects (UDOs) that you can use with the U.S. Payroll system.

U.S. Payroll Orchestrations

JD Edwards EnterpriseOne Orchestrations enable you to automate business processes within JD Edwards EnterpriseOne, thereby simplifying tedious tasks and saving time. Pre-built orchestrations are available for select applications to address common use cases. You can use these orchestrations as models to design custom orchestrations.

For additional information about using and creating orchestrations, see the *JD Edwards EnterpriseOne Tools Orchestrator Guide for Studio Version 8 and Prior* .

This table describes the orchestrations that you can use in the U.S. Payroll system:

Orchestration	Description
JDE_ORCH_07_PROCESS_ALL_LOCKLIST_EMPLOYEES	You run this orchestration to identify employees who have a lock-in letter. The orchestration then calls another orchestration, JDE_ORCH_07_PROCESS_A_LOCKLIST_EMPLOYEE. Before using this orchestration, you must complete the following setup steps: 1. Add a value (for example, LL) to the Supplemental Database Code UDC table (00/SD). 2. In the Supplemental Data Setup program (P00091), add a supplemental data type for lock-in letters (for example, LL) for the Supplemental Database Code E (Employee). 3. In the Employee Master program (P0801), assign the lock-in letter supplemental data type for the E (Employee) Supplemental Database code to each employee who has received a lock-in letter.
JDE_ORCH_07_PROCESS_A_LOCKLIST_EMPLOYEE	If an employee is subject to an IRS lock-in letter, this orchestration sends an email to the Human Resources department if a change to the employee's W-4 information may reduce withholding. This orchestration is called by another orchestration, JDE_ORCH_07_PROCESS_ALL_LOCKLIST_EMPLOYEES, and should not be run outside of that orchestration.

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