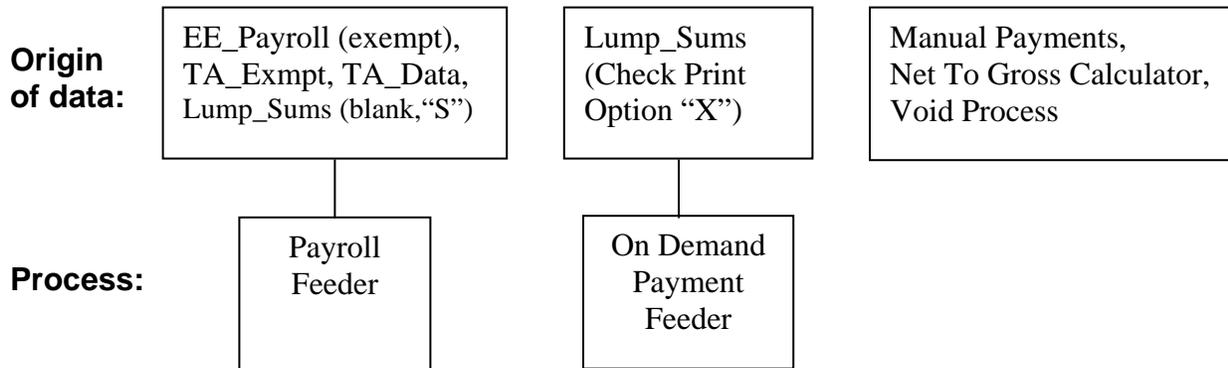




Unicorn HRO

Pay Calculations

The following chart shows the tables that are used by payroll processing functions:



Payroll Feeder:

Payroll Status:

For the employee's most recent Payroll Status (EE_PayStatus), the system will check the corresponding record in the Payroll Statuses common object (Z_PayStatus) for the following:

Process Time/Attendance	Must be "on" for the Payroll Feeder to pay hours entered in Time and Attendance functions
Process Manual Payment	Must be "on" for the Manual Payment function to allow entry of a payment
Process Standard Payment	If an employee is time card exempt in Misc. Payroll, this flag must be "on" for the Payroll Feeder to pay standard hours
Process On Demand Payment	Must be "on" for the On Demand Payment Feeder to process Lump Sums that have a Check Print Option of "X"
Post Personal Data	Must be "on" for absence data to be written to Employee Absences during the Close process
Include on SUI Reports and Magnetic Media	Must be "on" to print employees on quarterly SUI reports and diskettes
Generate W-2	Must be "on" to be processed in W-2 Data Generation and W-2 Register
Transfer to New Year	Must be "on" for the New Year Administration function to process employee
Process Lump Sums	Must be "on" for the Payroll Feeder to pay Lump Sums with Check Print Option blank or "S"

Hours:

Time Card Exempt employees:

The Pay Frequency from Misc. Payroll (ee_payroll) is used.

- The employee is automatically paid the number of Scheduled Hours for pay type “REG”, unless he/she is paid by the Position method, in which case the Standard Hours Per Pay Period from Salary Change will be automatically paid.

The Time and Attendance – Exempt (TA_Exmpt) table is accessed.

- If Replacement Hours = yes, the number of hours is subtracted from the standard hours.
- If Replacement Hours = no, the hours are added to the standard hours.

Non-exempt employees:

No hours are automatically paid. The system will use the Time and Attendance table (TA_Data).

Rate of pay:

- If Pay Code Definition (Pay_Proc_Ctrl) has the No Pay Pay Type checkbox “on”, only hours will be recorded. No dollar amount will be paid.
- If the Hourly Rate Override is not zero, this amount will be paid per hour.

On the Time and Attendance record, if a Payment Amount exists, it will be used. It can either be a fixed amount, or an hourly amount that is multiplied times the number of hours.

If none of the above applies, the system will get the current Compensation Method (comp_date). This is the date equal to the Pay Period End Date, or the closest date prior to the Pay Period End Date. Within that Compensation Method, the system gets the current Salary Change record.

Standard method, Job method and Position method:

Note: Time card exempt employees can only be paid by the Standard method or Position method. Non-exempt employees can be paid by any of the four methods.

- Compensation By Job is entered as an hourly amount.
- Using the Standard method, the system gets the “Per” value from the Comp_Mast table. The employee’s compensation is multiplied times the Number Of Periods In Year from the corresponding value in the Salary Type function (SalaryTp). It is then divided by the Annualized Hours to get the employee’s hourly rate.
- Using the Position method, the system gets the “Per” value from the Slot_Pay_Rate table. The employee’s compensation is multiplied times the Number Of Periods In Year from the corresponding value in the Salary Type function (SalaryTp). It is then divided by the Annualized Hours to get the employee’s hourly rate.
- If a Special Rate exists for the record being processed, the Special Rate Overrides function is checked. If the special rate is defined there, the most current record is used. The Additional Amount is added to the hourly rate, and then this is multiplied times the Factor.
- If no Special Rate exists, and a record exists for this pay type in Pay Rate Overrides, the most current record is used. The Additional Amount is added to the hourly rate, and then this is multiplied times the Factor. (If a Special Rate was applied, no Pay Rate Override will be applied.)

- If a shift exists for the record being processed, the Shift Rate Override function is checked. If the shift is defined there, the most current record is used. The Additional Amount will be added to the hourly rate, and then this is multiplied times the Factor. If a time card exempt employee has a Shift in Work Profile, the system will automatically apply the shift differentials. Note that the shift differentials will only be used if the pay code has the “Use Shift To Calculate Pay” checkbox “on” in Pay Code Definition.
- Please note that the previous three steps are listed in the default order of processing. If the Pay Process Control window in Pay Code Definitions contains Algorithm Methods #1, #2 and #3, the overrides will be processed in that order rather than the default order. Also, the system defaults to applying the Additional Amount first and then the Factor, unless you have specified otherwise in Special Rate Overrides, Pay Rate Overrides and/or Shift Overrides.

For employees paid by the Job method, the system will retrieve the compensation record corresponding to the Job Title entered in Time and Attendance, Lump Sums or Manual Payments.

For employees paid by the Position method, the system will retrieve the compensation record corresponding to the Organization Levels and Job Title entered in either Time and Attendance or Lump Sums. If no matching compensation record is found, the system will compare the payment’s organization levels to those in Work Profile. If they are the same, the rate from the employee’s “home” position, or “default rate”, will be paid (the position matching the organization levels and job title in Work Profile). If this occurs, “Default Rate Used” will print on the Time and Attendance Report. If the home rate is not applied, no amount will be paid.

When entering a Manual Payment for an employee paid by the Position method, if the employee is in more than one position for the selected legal entity, you will be required to enter the organization that applies to the payment. This is used to get the correct position rate.

The number of hours is multiplied times the hourly rate.

Rate Index method:

From the employee's current record in EE_CompInd, the system finds the corresponding record in JobClassHst and looks for an hourly rate override. If one is found, it is used as the hourly rate and multiplied times the number of hours.

- If this field is zero, the system uses the Rate_Index, Job_Class and Job_Grade to compare to the Rate Index setup (Comp_Group).
- If the rate index is based on the employee's hours worked, it will use the Comp_Jc table to get the hourly rate. If the rate index is based on an employee's days worked, it will use the Comp_Jcserv table to get the hourly rate.
- If the rate index is based on hours worked, the system gets the employee's hours worked in this job class/grade from the JobClassHst table (fields Hrsin_Grade and Hrsin_Adj are added together).
- If the rate index is based on days employed, the system will calculate the number of days between the employee's Adjusted Hire Date (WorkForce) and the Pay Period End Date. If Work Date is entered in Time and Attendance, the system will apply the hourly rate based on the number of days employed as of the Work Date. If the Work Date in Time and Attendance is blank, the hourly rate is calculated as of the Pay Period End Date.

The corresponding record in Comp_Jc or Comp_Jcserv is found, and the hourly rate is used.

- If a special rate exists on the time and attendance record, the system will look for a match with the job class and grade in the Comp_Jcsp table. If none exists, it will look for a special rate to match only the rate index in the Comp_Spr table. The additional amount is added to the hourly rate, and then this is multiplied times the factor.
- If a record exists for this pay type in Pay Rate Overrides, the most current record is used. The Additional Amount is added to the hourly rate, and then this is multiplied times the Factor.
- If a shift exists on the time and attendance record, the system will look for a match with the job class and grade in the Comp_Jcsh table. If none exists, it will look for a shift to match only the rate index in the Comp_Shift table. The additional amount is added to the hourly rate, and then this is multiplied times the factor. Note that the shift differentials will only be used if the pay code has the "Use Shift To Calculate Pay" checkbox "on" in Pay Code Definition.
- Please note that the previous three steps are listed in the default order of processing. If the Pay Process Control window in Pay Code Definitions contains Algorithm Methods #1, #2 and #3, the overrides will be processed in that order rather than the default order. Also, the system defaults to applying the Additional Amount first and then the Factor, unless you have specified otherwise in Special Rate Overrides, Pay Rate Overrides and/or Shift Overrides.

If a Job Class and Job Grade are entered in Time and Attendance, Lump Sums or Manual Payments, the rate from that class/grade combination will be used rather than the employee's class/grade in EE_CompInd.

Hourly Rate method:

The employee can have up to five hourly rates. The employee must have at least Hourly Rate 1 set up. To associate hourly rates with pay codes, access Pay Code Definition. On the Pay Process Control screen, enter the Hourly Rate number from 1 to 5. For example, Regular Pay may be Hourly Rate 1 and Overtime Pay may be Hourly Rate 2.

Average Rate Overtime:

If the employee is Eligible For Average Rate Overtime (field DisVet in Employees), average overtime is calculated.

Lump Sums:

- If a Payment Amount exists, it will be paid to the employee, regardless of any Hours that are entered (hours are then “informational”).
- If only Hours are entered, the employee’s standard pay will be calculated and multiplied times the number of hours.

For lump sums with a blank Check Print Option, the amount will be added to the employee’s regular pay. When the Check Print Option is “S”, a separate check or voucher will be created. When the Check Print Option is “X”, the lump sum will not be processed as part of the normal payroll cycle. For this type of lump sum, the On Demand Payment Feeder must be used to calculate and create payments. After the payments are created, follow normal procedures to close the pay cycle. This may be used for things such as monthly commission payments, bonus payments, etc.

Total Pay:

- 1) All pay records are added together to get gross pay. If gross pay is zero, create No Pay Arrears if indicated with Arrears Code of “E” or “F” in Ded_Formula.
- 2) If gross pay is greater than zero, calculate taxes and deductions.
- 3) Create offset deductions as defined in Pay Code Definition (Pay_Def)
- 4) Calculate employee’s deductions based on Start Date, End Date, Pay Frequency, Active flag (Ded_Formula).
- 5) Get the tax set-up for active/exempt taxes (EE_W4, State_W4, Local_W4). Calculate the Taxable Wage Bases.
- 6) Get employer deduction contributions (ER_Formula).
- 7) Calculate tax on each Taxable Wage Base per the rules in Tax Manager (Fed_Header, Fed_Rates, Fed_ErRates, State_Header, State_Rates, State_ErRates, Local_Header, Local_Rates, Local_ErRates).