



Unicorn HRO

Payroll Common Objects

AEIC CATEGORIES: These codes represent the status that the employee has claimed on the W-5 form, as defined by the Federal government. Only the values shown in the Required Values section are used by the base product. The AEIC Category is entered in Misc. Payroll. The Payroll Feeder will automatically calculate the advanced earned income credit that the employee is entitled to based on the category and his/her wages. A record in **Lump Sums** will be created and processed with the employee's regular pay.

Values: 1 A/N

Required values: "A" (single or head of household), "B" (married with spouse not filing a W-5 form), "C" (married and both spouses filing W-5 form)

Fields: EIC Payment Limit stores the maximum annual dollar amount that this status may be paid as an advanced earned income credit.

AEIC REASONS: These codes store the reasons why an employee claimed the advanced earned income credit. It is required in **Misc. Payroll** when the AEIC Category is entered. When employee submits a W-5 form and the AEIC Category and Reason are entered, the **Payroll Feeder** will calculate any AEIC that he/she is entitled to, according to Federal guidelines.

Values: 3 A/N

No required values

ALGORITHM CATEGORY: The value in this common object provides a way to calculate garnishments in different manners.

Values:

Required values: "CHG" (pro-rated child support: provides a method to pro-rate child support deductions when there is not enough available pay to take all of the deductions. For each Employee Deduction Formula containing an Algorithm Category of "CHG", the system will calculate the percentage that the amount is of the total garnishment amounts. It will then multiply the available amount times each percentage, so that each deduction receives an amount.)

"HIE" (highest exemption: for each garnishment that is designated "HIE", the system will calculate the highest exemption. It will then calculate each garnishment according to priority, but will not allow the total of all garnishments to exceed the allowable amount).

"L01" (this may be used for more than one deduction, where the deductions must stop being taken when their total reaches the maximum amount. An example of this would be the yearly IRS ceiling that applies to both the 401(k) and Roth 401(k) deductions. This feature can be used for combined ceilings in any of the following fields: Max Per Month, Max Per Quarter, Max Per Year, Max Per Fiscal Year and Max Total. For all deductions with the same Algorithm Category of L01 through L10, enter the same Maximum amount. If different amounts are entered, the system will use the highest amount that is not equal to 999,999,999.99.)

"L02" (another value that is available to use, with the same functionality as L01)

"L03" (another value that is available to use, with the same functionality as L01)

"L04" (another value that is available to use, with the same functionality as L01)

"L05" (another value that is available to use, with the same functionality as L01)

"L06" (another value that is available to use, with the same functionality as L01)

"L07" (another value that is available to use, with the same functionality as L01)

"L08" (another value that is available to use, with the same functionality as L01)

"L09" (another value that is available to use, with the same functionality as L01)

"L10" (another value that is available to use, with the same functionality as L01)

BANK ACCOUNT TYPE: These codes represent the types of bank accounts. They are used in **Direct Deposit Accounts** and legal entity's **Bank Accounts**. The **Direct Deposit File Creation** process writes the type of bank account, to be reported to the banks with the appropriate account number and dollar value to be deposited.

Values: 1 A/N

Required values: "C" (checking account), "S" (savings account)

BANK NAMES: This object stores bank names with their ABA number. The 9-digit ABA number is entered as the code. Functions that use these values are **Bank Accounts**, **Bank Address**, and **Direct Deposit Accounts**. Bank information is also stored with each check or voucher in **Payment History**.

Values: 9 N

No required values

Fields: Immediate Origin: If required by your bank, enter one character which will be written as the first character of your Immediate Origin when running the **Direct Deposit File Creation**.

DFI Account: Left Justified or Right Justified, as specified by your bank how the Originating DFI Identification should be written to the file.

BOND SERIES: This object stores the bond types that can be purchased.

Required Values: "EE" (Series EE), "I" (I Bond).

CHECK PRINT OPTIONS: In **Lump Sums**, these codes can be used to specify whether the amount should be paid with the employee's regular check or as a separate check through the **Payroll Feeder**, or included in the **On Demand Payment Feeder**. The lump sum can also be held until the employee receives a standard payment. To do this, enter code "R" and an End Date in the lump sum of 12/31/9999. If the system processes time and attendance data for the employee, or standard hours for a time card exempt employee, or a lump sum that is set to be combined with the regular check, then the lump sum will be processed. The End Date will be changed to the Scheduled Date during the Close process. This feature is used by the Taxable Life Process when generating lump sums.

Values: 1 A/N

Required values: blank (include in regular check), "R" (pay only with standard payment), "S" (separate check), "X" (on demand payment)

CHECK RUN STATUSES: A code defined by the system which indicates the completion status of the check print process (for future use).

CHECK STOCK: For each bank that a legal entity has an account with, the different check stocks are defined in **Bank Accounts**. Check stock is selected when running the **Check Print** function, which includes direct deposit vouchers. When creating a **Manual Payment**, the bank and check stock may be selected. Check stock is stored with individual payments in **Payment History**. Deductions withheld for benefits display check stock information in **Benefit Enrollment**.

Values: 3 A/N

No required values

CITY TAX CODES: If the legal entity is subject to a city tax, it is entered in the **Legal Entity Definition** function. This is informational only.

Values: 4 A/N

COUNTY TAX CODE: If the legal entity is subject to a county tax, it is entered in the **Legal Entity Definition** function. It is used for informational purposes only.

Values: 4 A/N

CYCLE CLOSE STATUSES: A code defined by the system which indicates the completion status of the close process (for future use).

Values: 3 A/N

DEDUCTION ARREARS: These codes determine how the **Payroll Feeder** will handle the remaining amount of a deduction that cannot be fully taken. The arrears code is entered for each deduction through **Deductions**. When setting up **Deduction Definition**, the arrears code is defined. For deductions that are created through **Benefit Enrollment, Flexible Spending Accounts or Health Savings Accounts**, the default arrears code is entered in **Benefit Deduction Defaults**.

Values: 1 A/N

Required values: "A" (take full deduction only; no arrears), "B" (take full deduction only; create arrears), "C" (take partial deduction; no arrears), "D" (take partial deduction; create arrears for remainder), "E" (take full deduction only; create arrears, even if employee was not paid), "F" (take partial deduction; create arrears for remainder, even if employee was not paid)

DEDUCTION CHANGE REASONS: (for future use)

Values: 3 A/N

DEDUCTION GROUPS: These codes represent a group of deductions which is automatically assigned to an employee who is assigned to this group when hired through **New Hire or Payroll Activation**. The system assigns the **Deduction Definition** in this group to the employee. They may be viewed in **Deductions** and **Employer Deductions**, if any.

Values: 3 A/N

DEDUCTION PERCENTAGE CLASSES: These codes are used to determine the amount that a percentage-based deduction will use. The percentage may be applied to either gross pay, net pay, running net or standard pay. The deduction percentage class is defined in **Employer Deductions**. Only the values shown in Required Values are used by the base product. The **Payroll Feeder, On Demand Payment Feeder, Net To Gross Calculator and Manual Payment** use these codes to calculate deductions that are a percentage of pay.

Values: 1 A/N

Required values: blank (*no value), "G" (gross pay), "N" (running net: gross pay minus taxes and any deductions that have a higher priority than this deduction), "R" (standard pay based on scheduled hours times base salary, rather than the actual pay amount of the check)

DEDUCTION REFERENCES: (for future use)

Values: 3 A/N

FEDERAL RESERVE BANKS: These codes represent the Federal Reserve Banks through the U.S. They are associated with a legal entity through the Bond Controls portion of **Legal Entity Definition**. They are used in the savings bond process. Employees have savings bonds deductions entered in **Deductions**, and the withheld amounts are transmitted to the banks for purchase of savings bonds.

Values: 3 A/N

Required values: (to be programmed)

FEDERAL TAX FILING STATUSES: For federal income tax withholding purposes, these codes represent filing statuses such as Married or Single that an employee may claim on his/her W-4 form. It is used in **New Hire**, **Payroll Activation**, **Tax Elections** and **Tax Manager**.

Values: 1 A/N

FEDERAL TAX TYPES: These codes represent the Federal taxes that must be paid by employers and/or withheld from employees' pay. They are defined in **Tax Manager**, and assigned to employees through the **New Hire** or **Payroll Activation**. They may be modified in **Tax Elections**. Employees' withheld tax amounts can be viewed in **Tax Accumulators**. Employee taxes may be adjusted in **Tax Adjustments**. To exempt a federal tax from a pay code, the **Pay Taxation Exemptions** function is used. To exempt a federal tax from a deduction, the **Deduction Taxation Exemptions** function is used. General ledger account numbers can be assigned to federal tax types in **Account Manager**.

Values: 4 A/N

Required values: "FICA" (Federal Insurance Contribution Act, OASDI portion), "FICM" (Federal Insurance Contribution Act, Medicare portion), "FIT" (Federal income tax), "FUTA" (Federal Unemployment Tax Act)

Fields: Employee Income, Y/N: Specifies that this tax is an income tax. By entering "yes", the Employee Tax Option will allow entry of marital status and number of exemptions, i.e., FIT must be set to "yes".

FEDERAL WORKSITES (for future use)

FMLA JURISDICTION: If you are using the FMLA module in Manager Services, these state codes are used in FMLA Setup when defining special rules by state.

Values: 4 A/N

Required values:

AK	ALASKA
AL	ALABAMA
AR	ARKANSAS
AZ	ARIZONA
CA	CALIFORNIA
CO	COLORADO
CT	CONNECTICUT
DC	WASHINGTON, D.C.
DE	DELWARE

FED	FEDERAL
FL	FLORIDA
GA	GEORGIA
HI	HAWAII
IA	IOWA
ID	IDAHO
IL	ILLINOIS
IN	INDIANA
KS	KANSAS
KY	KENTUCKY
LA	LOUISIANA
MA	MASSACHUSETTS
MD	MARYLAND
ME	MAINE
MI	MICHIGAN
MN	MINNESOTA
MO	MISSOURI
MS	MISSISSIPPI
MT	MONTANA
NC	NORTH CAROLINA
ND	NORTH DAKOTA
NE	NEBRASKA
NH	NEW HAMPSHIRE
NJ	NEW JERSEY
NM	NEW MEXICO
NV	NEVADA
NY	NEW YORK
OH	OHIO
OK	OKLAHOMA
OR	OREGON
PA	PENNSYLVANIA
PR	PUERTO RICO
RI	RHODE ISLAND
SC	SOUTH CAROLINA
SD	SOUTH DAKOTA
TN	TENNESSEE
TX	TEXAS
UT	UTAH
VA	VIRGINIA
VT	VERMONT
WA	WASHINGTON
WI	WISCONSIN
WV	WEST VIRGINIA
WY	WYOMING

FMLA LEAVE METHOD: If you are using the FMLA module in Manager Services, these codes are for the leave method that your company uses.

Values: 4 A/N

Required values: "A" (Anniversary Date Forward), "C" (Calendar Year Forward), "F" (Fiscal Year Forward), "L" (First Day of Leave), "R" (Rolling Month Backward), "S" (Specified Month and Day Forward)

FMLA LEAVE REASON: If you are using the FMLA module in Manager Services, use these codes to define the type of FMLA leave the employee is taking.

Values: 8 A/N

Required values: "A" (Adoption or Foster Care of Child), "B" (Birth of Child), "E" (Employee Health Condition), "F" (Immediate Family Health Condition), "M" (Military Caregiver Leave) and "X" (Military Exigency Family Leave)

GL INTERFACE STATUSES: A code defined by the system which indicates the completion status of the General Ledger Interface process (for future use).

Values: 3 A/N

Required values: (to be programmed)

GARNISHMENT REPORTS: If you wish to use a different format for garnishment checks than the layout that is provided with the system, add a value to this table. The "Garnishment Rpt." value in the new record must be the name of the .imr that you will be using. That .imr must be stored in your payroll mods directory that is specified in your propath.

GLOBAL DEDUCTION CHANGE REASONS: When the **Global Employee Deduction Update** or **Global Employer Deduction Update** is run, the reason for change must be entered. It is stored with deduction history (for future use).

Values: 3 A/N

HR INTERFACE STATUSES: A code defined by the system which indicates the completion status of the Human Resources Interface process (for future use).

Values: 3 A/N

LEGAL ENTITIES: These codes represent the legal entities that make up your organization(s). Each legal entity is assigned a Federal Employer Identification Number by the IRS, and reports to federal, state and local governments using this identification number. Legal entities are added and maintained through the **Legal Entity Definition** function. User authority is granted in the **Legal Entity Authorization** function. Legal Entities must be validated to payroll years through the **Legal Entity By Year** function. Most company set-up information associated with payroll must be linked to a legal entity. Quarterly and annual reports are run by legal entity. Employees are hired into a legal entity through **New Hire** or **Payroll Activation**.

Values: 5 A/N

LOCAL TAX TYPES: These codes are associated with the type of tax that a city or county may impose. Examples would be income tax, occupational tax, county tax, school district tax, etc. They are defined in **Tax Manager**, and assigned to employees through **New Hire** or **Payroll**

Activation. They may be modified in **Tax Elections**. Employees' withheld tax amounts can be viewed in **Tax Accumulators**. Employee taxes may be adjusted in **Tax Adjustments**. To exempt a tax from a pay code, the **Pay Taxation Exemptions** function is used. To exempt a tax from a deduction, the **Deduction Taxation Exemptions** function is used. General ledger account numbers can be assigned to local tax types in **Account Manager**.

Values: 4 A/N

Fields:

Employee Income Tax: Y/N

Print On W2: Select this checkbox if you wish localities with this local tax type to print the taxable wages and tax withheld on the W-2 form. Each locality must also have the Print on W2 checkbox selected.

Pennsylvania Description: For Pennsylvania local tax type "OCTX", if a description is entered here, it will appear on checks, vouchers and reports. This field is to be used for the description such as "Local Services".

LOCALITIES: These codes represent the tax authorities for localities, including cities and counties. They are defined in **Tax Manager**, and assigned to employees through **New Hire** or **Payroll Activation**. They may be modified in **Tax Elections**. Employees' withheld tax amounts can be viewed in **Tax Accumulators**. Employee taxes may be adjusted in **Tax Adjustments**. To exempt a tax from a pay code, the **Pay Taxation Exemptions** function is used. To exempt a tax from a deduction, the **Deduction Taxation Exemptions** function is used. General ledger account numbers can be assigned to local tax types in **Account Manager**. The employee's localities for resident and work data can be maintained in **Misc. Payroll**.

Values: 4 A/N

Required values: "CHI" (Chicago, IL), "NYC" (New York City, NY), "YON" (Yonkers, NY), "DEN" (Denver, CO), "AUR" (Aurora, CO), "GRV" (Greenwood Village, CO), "PHI" (Philadelphia, PA)

Fields:

Print on W2: Enter "yes" to print the taxable wages and tax withheld for this locality on the W-2 form.

Ohio School District: if this locality is a school district in Ohio, enter "yes". This will cause the employee's tax information to be written to the Ohio state W-2 diskette. The Locality Code will also be included in the W-2 box for Locality Name for Ohio school districts.

Locality Code: if this locality is a school district in Ohio, enter the 4-digit school district code.

Exemption Amount: if this tax is not to be taken until the employee earns a certain amount of annual wages, enter the amount here. For Pennsylvania, this feature only applies to occupational taxes (tax type OCTX)

Political Subdivision Code: if this locality is in Pennsylvania, enter the PSD Code.

MAGNETIC MEDIA OPTIONS: This table contains codes which specify the type of magnetic media to be produced. Examples of functions which produce magnetic media are **SUI Diskettes Creation** and **W-2 Diskette Creation**.

Required value: "D" (diskette)

MINNESOTA PERA PAY CATEGORY: This object stores the types of payments that are reportable to PERA.

Required values: “01” (PERA Regular), “04” (PERA Grievance), “05” (PERA Retro Pay).

ORIGIN OF DATA: The Employer Deductions allows you to see the origin of each deduction, using the Additional Information window.

Values: 3 A/N

PAY CARD ERROR: If you are using the pay card module, these codes are used to display the reason for a rejection by the bank when the information has been transmitted to them. The error must then be corrected and resubmitted to the bank in order to set up the pay card. All values are hard-coded.

Values: 3 N

Required values: “1” (Invalid name), “10” (Account does not exist), “12” (Invalid country), “14” (Duplicate Social Security Number), “2” (Invalid address), “20” (Duplicate file), “205” (Invalid number of records), “206” (Invalid value/new enrollment), “22” (Invalid profile number), “223” (Invalid account number), “3” (Invalid city), “4” (Invalid state), “401” (Invalid access), “402” (Unknown record), “42” (Invalid ID Number), “43” (Invalid ID Type), “44” (Invalid ID Description), “45” (Invalid ID Country), “46” (Invalid ID Expire Date), “5” (Invalid zip), “59” (Account already closed), “61” (Invalid employee ID), “7” (Invalid Social Security Number), “8” (Invalid date of birth), “9” (Invalid maiden name), “911” (Invalid file format), “990” (Missing employee record), “991” (Missing address record), “992” (Missing country record), “999” (Program error)

PAY CARD STATUS: These codes are used to display the status of an employee who has been entered in the Pay Card Enrollment function in Manager Services. The status indicates where in the process of enrollment the employee currently is.

Values: 1 A/N

Required values: “A” (Enrolled), “D” (Account disabled), “E” (Error received), “F” (Error fixed), “M” (Sent maintenance record), “S” (Send enrollment)

PAY CODES: These codes represent the various types of pay that are given to employees. Pay codes are set up in **Pay Code Definition**, where they are validated to a legal entity. A pay code can be exempted from taxation by using **Pay Taxation Exemptions**. Pay codes can be exempted from certain deductions through **Deduction Pay Exclusions**. The **Payroll Feeder** calculates pay that has been entered in **Time and Attendance** functions and **Lump Sums**. **Manual Payments** calculate pay based on the information that is entered. Employees’ pay can be viewed through **Pay Distribution** and **Payment History**, and changed through **Payroll Distribution Adjustment**. A general ledger account number can be associated with a pay code through **Account Manager**. If a pay code is associated with an entitlement in the **Entitlement Pay Code Assignment** function, the number of hours that the employee was absent will be subtracted from his/her entitlement balance when the pay cycle is processed.

Values: 3 A/N

Required value: “REG” (regular pay, which is automatically calculated for employees who have been defined as time-card exempt in either **New Hire**, **Payroll Activation** or **Misc. Payroll**)
Fields:

Disposable Earning: Y/N: used with garnishment deduction processing. If “no”, the amount of this pay will be subtracted from disposable earnings to determine exempt wages, before

calculating the garnishment deduction. Most pay codes are included in disposable earnings and therefore should be set to "yes".

W-2 Box 9: Advance Earned Income Credit: If your company pays advance earned income credits to qualified employees, select one pay code to be used for this purpose and set this field to "yes". When the **Payroll Feeder** is run, the system will calculate the amount of the AEIC and pay that amount to the employee using this pay code. Make sure that only one pay code is so designated for each legal entity.

W-2 Box 10 Dependent Care: If "yes", the year-to-date amount of this pay code will print in Box 10 of the W-2 form.

W-2 Box 11 Non-Qualified Plan: If "y", the year-to-date amount of this pay code will print in Box 11 of the W-2 form. If "g", the year-to-date amount of this pay code will print in Box 11 with a "G" next to it.

(Up to 2000: **W-2 Box 12 Fringe Benefit:**) no longer used

W-2 Box 12 Code: If a value is selected in this field, it will cause the year-to-date amount of this pay code to print in Box 12 of the W-2 form. Only the current allowable letters appear in the pull-down box.

W-2 Box 14 Other: If "yes", the first three characters of the pay code's Short Description will print in Box 14 of the W-2 form, along with the year-to-date amount.

Puerto Rico W-2: When printing the Puerto Rico form 499/W-2, a value in this box will cause the year-to-date amount of this pay code to be printed as follows: "C" will print in the box for Commissions; "A" will print in the box for Allowances; "R" will print in the box for Reimbursed Expenses.

Include in FMLA: If "yes," when this pay code is paid and the Work Date from Time and Attendance matches the date for a scheduled or approved FMLA leave request, the system will update the FMLA leave status to "Taken".

Puerto Rico W-2 Exempt Code: When printing the Puerto Rico form 499/W-2, a value in this box will cause the year-to-date amount of this pay code to be printed in Box 16, 16A and/or 16B as follows: "A" represents Public employees' wages for overtime worked during emergency situations under Act 324-2004; "B" represents Income from overtime worked by a Puerto Rico Police member under Section 1031.02(a)(34) of the Code; "C" represents Stipends received by certain physicians during the internship period under Section 1031.02(a)(9) of the Code; "D" represents Compensation paid to an eligible researcher or scientist for services rendered under Section 1031.02(a)(26) of the Code; "E" represents Salary not over \$40,000 per year under Section 1031.02(a)(36) of the Code (Employees between ages of 16 and 26); "F" represents Vacation and sick leave liquidation payment to public employees under Act 211-2015; "G" represents Disaster Assistance Qualified Payment according to Administrative Determination No. 17-21. "H" represents Payments to public employees under the Voluntary Transition Program, according to AAFAF's Administrative Orders OA-2017-05 and OA-2017-06; "I" represents Compensation or indemnification paid to an employee due to dismissal under Section 1031.01(b)(11) of the Code.

Puerto Rico W-2 Physician Service: A check in this box will identify this pay code as representing services rendered by a qualified physician who has a valid decree under Act 14-2017. It will also print a check in Box A in the section on the Puerto Rico form 499/W-2 form labeled "Employer: Indicate if the remuneration includes payments to the employee for:"

Puerto Rico W-2 Domestic Service: A check in this box will identify this pay code as representing domestic services in a private home, local college club, or local chapter of a college

fraternity or sorority (for purposes of the Social Security Administration). It will also print a check in Box B in the section on the Puerto Rico form 499/W-2 form labeled “Employer: Indicate if the remuneration includes payments to the employee for:”.

Puerto Rico W-2 Other Services: A value in this field will identify this pay code as representing any other service required by the Department through regulations, administrative determination or circular letter, in which case you must indicate the salary payment concept. It will also print a check in Box C, and print this value in the area next to Box C, in the section on the Puerto Rico form 499/W-2 form labeled “Employer: Indicate if the remuneration includes payments to the employee for:”.

PAY FREQUENCIES: These codes are used to define when a payment or deduction is to take place. Several values are required, and these are used by the system to use specific pay periods as defined in the **Pay Calendar**. Examples of this would be the first pay period of the month, the end of month pay period, etc. Pay frequencies are assigned to employees via **New Hire** or **Payroll Activation**, and can be maintained in **Misc. Payroll**. Pay frequencies are assigned to payments in **Lump Sums**. Deduction frequencies are defined in **Deductions. Deduction Definitions** may be set up by legal entity with corresponding pay frequencies. For deductions associated with benefits and FSAs, a pay frequency can be set up as a default in **Benefit**

Deduction Defaults. When the pay frequency is not one of the required values, the deduction or lump sum will occur every pay period. When entering deductions, value “P” (each pay period) may be used, which indicates that the deduction will take place whenever the employee is paid. If using the “P” value, make sure that the Pay Periods Per and Annualized Hours are set to zero. By doing so, the employee’s number of payments per year will be used to divide an annual benefit cost into the appropriate pay period amount. If a number is entered in the “P” value, it will be used for all employees, regardless of their pay schedule. Only use code “P” for deductions, not Pay Frequency in Misc. Payroll.

Values: 1 A/N

Required values: “0” (1st and 4th pay period of the month), “1” (1st pay period of the month), “2” (2nd pay period of the month), “3” (3rd pay period of the month), “4” (4th pay period of the month), “5” (5th pay period of the month), “A” (2nd and 3rd pay periods of the month), “C” (3rd, 4th and 5th pay periods), “D” (2nd, 3rd, 4th and 5th pay periods), “G” (1st, 2nd and 3rd pay periods), “M” (end of month pay period), “P” (each pay period), “Q” (end of quarter pay period), “X” (semi-annual pay period), “Y” (year end pay period), “Z” (1st, 2nd, 3rd and 4th pay periods), “6” (1st and 3rd pay period of the month), “7” (2nd and 4th pay period of the month), “8” (1st and 2nd pay periods of the month), “9” (3rd and 4th pay periods of the month)

Fields: Pay Periods Per, 3 N: the number of pay periods per year

Annualized Hours, 4 N: the number of hours per year

PAYMENT STATUSES: These codes represent the status of the check or voucher that has been paid to the employee. If a payment is open, it has been processed through the **Payroll Feeder** and given to the employee, but not yet reported to you by the bank as being cashed. If the status is returned, the bank has advised you that the check was returned. The **Payment Reconciliation** and **Payment Reconciliation Worksheet** functions update returned checks. If a payment is void, it was cancelled by a user and all employee payment amounts were adjusted. Only those statuses

listed in the Required Values are used by the system. Payment statuses can be viewed through **Payment History**. The **Void Process** function changes payment statuses to “V”.

Values: 1 A/N

Required values: “H” (held), “I” (in process - while in Pending Process Queue), “O” (open), “P” (postponed), “R” (returned), “V” (void)

PAYMENT TYPES: These codes represent the origin of a payment. The only allowable values are those which are listed in the Required Values section. A payment’s type is automatically defined by the system, depending on where it originated. Lump sums are originated in **Lump Sums**; miscellaneous payments are processed through **Manual Payment**, and regular pay is processed as a system check, unless information is entered in **Direct Deposit Accounts**.

Values: 1 A/N

Required values: “L” (lump sums), “M” (manual payment), “S” (system), “V” (voucher); “P” (arrears only; no pay); “B” (direct deposit voucher manual payment)

PAYROLL CYCLES: These codes indicate how a payment occurred. A payment can be processed through an individual cycle through the **Update One Employee or Manual Payment** function, a regular cycle through the **Payroll Feeder**, or **On Demand Payment Feeder**.

Value: 1 A/N

Required values: “I” (individual), “R” (regular), “S” (on demand payment)

PAYROLL PROCESSING GROUPS: These codes define the payment dates associated with a certain schedule. The **Pay Calendar** is used to define the dates that are valid for each processing group. The **Pay Calendar Copy** function can be used to generate similar calendars. Employees are assigned to a group through **New Hire or Payroll Activation**, which can be changed in **Misc. Payroll**. All functions associated with payroll processing use these groups. **Time and Attendance** and **Manual Payment** must be entered for a specific pay date.

Values: 4 A/N

PAYROLL STATUS CHANGE REASONS: (for future use)

Values: 3 A/N

PAYROLL STATUSES: These codes represent the status of an employee with regard to payroll activities. Each status has an associated definition, and will or will not be allowed to be processed in various stages of payroll. The status is entered when an employee is hired through **New Hire or Payroll Activation**, and may be modified through the **Misc. Payroll** function. The functions and processes that use this status are noted in the “Fields” section below.

Values: 3 A/N

Fields: Process Time/Attendance: Must be Yes for the **Payroll Feeder** to pay hours entered in **Time and Attendance** functions; Process Manual Payment: Must be Yes for the **Manual Payment** function to allow entry of a payment; Process Standard Payment: If an employee is defined as time-card exempt in **Misc. Payroll**, this flag must be Yes for the payroll process to pay regular wages; Process On Demand Payments: Must be Yes for the special pay cycle to process **Lump Sums** that have been flagged to be run in the On Demand Payment Feeder; Post Personal Data: Must be Yes for absence data to be written to Employee Absences during the Close process; Include on SUI Reports: Must be Yes to print employees on quarterly SUI and

Magnetic Media; Generate W-2: Must be Yes to be processed in **W-2 Data Generation** and W-2 Register; Transfer to New Year: Must be Yes for the **New Year Administration** function to include employees with this status; Process Lump Sums: Must be Yes for the **Payroll Feeder** to pay **Lump Sums** (lump sums not designated as on demand payments)

PIECE DESCRIPTIONS: (for future use)

Values: 5 A/N

PIECE WORK TYPES: (for future use)

Values: 3 A/N

RATE OVERRIDE DESCRIPTIONS: When an override dollar amount is entered in a **Time and Attendance** function, it can be defined as either a fixed amount or an hourly rate which will be multiplied by the number of hours entered. The system only uses the values listed in Required Values.

Values: 1 A/N

Required values: "F" (fixed), "H" (hourly rate with no differentials); "R" (hourly rate with differentials applied)

RESIDENT STATUSES: Codes that indicate whether the employee is a resident or non-resident of the taxing jurisdiction. These statuses affect the taxation of the employee in some cases. Resident status is set up for each corresponding tax in the **Tax Manager**. To determine if an employee is a resident for purposes of state income tax, the **Payroll Feeder** compares his/her Work State, stored in **Misc. Payroll**, to the home state, stored in **Address** as the active mailing address. To determine if an employee is a resident for local tax purposes, the system compares the local tax against the Resident Locality, stored in **Misc. Payroll**. The values shown below are not stored in employee files; however, they are used when calculating taxes. Only the values noted below are valid for the system.

Values: 1 A/N

Required values: "N" (non-resident), "Y" (resident)

SAVINGS BONDS DEDUCTIONS: These codes are deduction codes, stored in COD Payroll Deductions, that represent savings bond deductions. Deductions are assigned to employees through **Deductions** and are processed through the **Payroll Feeder**. The **Bond Processing** function calculates the number of bonds the employee can purchase, based on the prices entered in this COD. Information is then sent to Federal Reserve banks for the purchase of bonds.

Values: 3 A/N

No required values, but bond deduction codes must be valid deduction codes

Fields: Denomination, 5 N: value of bond at maturity

Purchase Price, 5.2 N: price the employee pays to purchase one bond

STATE TAX TYPES: These codes are associated with the type of tax that a state imposes. Examples would be income tax, unemployment tax, disability tax, etc. They are defined in **Tax Manager**, and assigned to employees through **New Hire** or **Payroll Activation**. They may be modified in **Tax Elections**. Employees' withheld tax amounts can be viewed in **Tax Accumulators**. Employee taxes may be adjusted in **Tax Adjustments**. To exempt a tax from a

pay code, the **Pay Taxation Exemptions** function is used. To exempt a tax from a deduction, the **Deduction Taxation Exemptions** function is used. . General ledger account numbers can be assigned to local tax types in **Account Manager**.

Values: 4 A/N

Fields: Maryland Locality, 4 A/N: holds the Maryland county tax code to assign when an employee is hired through **New Hire or Payroll Activation**; Employee Income, Y/N: By entering “yes”, the Employee Tax Option will allow entry of marital status, number of exemptions and secondary exemptions, i.e., income tax must be set to “yes”. Auto Assign: If this checkbox is “yes” and the tax exists in Tax Manager, this tax type will be automatically assigned to the employee during the Payroll Activation. If “no”, it will not be automatically assigned, but can be assigned through Employee Tax Option. Income taxes are assigned to the employee’s residence state (from Employee Addresses); other taxes are assigned to the employee’s Work State. Exceptions to this can be defined in the State Codes common object. See the “Allow SIT Assignment to Work State” field.

Required values: “FLI” (Family Leave Insurance), “FSC” (Massachusetts Fair Share Contribution), “KRED” (Kentucky Rural Economic Development Act fee), “MCTM” (New York Metropolitan Commuter Transportation Mobility tax), “SDI” (state disability insurance), “SETT” (California Training tax), “SFE” (Montana Old Fund Liability Tax), “SIT” (state income tax), “SMT” (Massachusetts Health Insurance), “SUI” (state unemployment insurance), “TRN” (state transit tax), “WCTX” (workers compensation tax), “WCAF” (workers compensation administrative fee)

TAX CHANGE REASONS: (for future use)

Values: 3 A/N

TAX FILING STATUSES: These codes represent the marital status that an employee claims for state or local tax withholding purposes. Withholding amounts for taxes are entered in **Tax Manager**. Employees’ filing statuses are entered through **New Hire or Payroll Activation**, or changed through **Tax Elections**.

Values: 1 A/N

Required values: “M” (married), “S” (single), “0” (married filing separately), “1” (married with one spouse working), “2” (married, with both spouses working), “H” (head of household), “X” (miscellaneous filing status)

TAX LEVELS: These codes are used internally by the system to determine the type of tax, whether federal, state or local. Only those values listed in Required Values are used. They are not entered on any functions.

Values: 1 A/N

Required values: “F” (federal), “L” (local), “S” (state)

TIP TYPE: This object stores the type of tipped employees.

Required Values: “D” (Directly Tipped), “I” (Indirectly Tipped).

UPDATE STATUSES: A code defined by the system which indicates the completion status of the Payroll Update.

Values: 3 A/N

Required values: (to be programmed)

USER EXIT: Values are entered here which indicate that a user exit is to occur. Currently used with the Void Process, if value “VD1” exists, the program that you enter will be called when a payment is voided.

Values: 3 A/N

Required values: “VD1” (Enter this value only if you wish a separate program to be run during the Void Process. Enter the program name in the Process Name field.)

W-2 LOCAL TAX AGENCIES

For clients who subscribe to Local Tax Support, these codes are used to create W-2 diskettes for localities.

Values: 3 A/N

Required values: “BCM” (Battle Creek, MI), “CCA” (Central Collection Agency, OH), “COL” (Columbus, OH), “DAY” (Dayton, OH), “DET” (Detroit, MI), “FIN” (Findlay, OH), “GRR” (Grand Rapids, MI), “LCT” (Lancaster County, PA), “PHI” (Philadelphia, PA), “PIT” (Pittsburgh, PA), “RCT” (Reading, PA city tax), “ROT” (Reading, PA occupational tax), “STL” (St. Louis, MO), “WSH” (West Shore Tax Agency, PA), “YCT” (York, PA city tax)

WITHHOLDING SCHEDULES:

Values: 2 A/N

WORKER’S COMPENSATION FORMULAS: These values are used in **Tax Manager** when setting up workers compensation taxes (tax type “WCTX”) or administrative fees (tax type “WCAF”). They determine the method in which the tax will be calculated.

Required values: “P” (percent of pay), “C” (percent of pay with annual wage ceiling), “L” (amount per labor hour), “Q” (amount per quarter)

YEARS: Valid years for processing employee benefit and payroll information are stored here. The following functions use this COD: **Legal Entity By Year** stores the valid years for each legal entity, **Pay Taxation Exemptions** store pay types that are exempt from particular taxes for the selected year, **Employer Deduction Contributions** store employer-paid deductions by year, **Deduction Taxation Exemptions** store pre-tax deductions by year, **Misc. Payroll** information is stored by calendar year, as well as **Pay Distribution**, **Tax Accumulators** and **Deduction Accumulators**.

Values: 4 N