



Unicorn HRO

Payroll Feeder

The Payroll Feeder submits employees to the server for gross to net payroll calculations. It will calculate pay, taxes, deductions and entitlements, and puts this information into “Pending” buckets. These amounts can be viewed in Pending Payments, Pay Distribution, Tax Accumulators, Deduction Accumulators and Paid Time Off.

Only one of the “select” options can be used (they cannot be combined). Employees can be selected using the following selection criteria:

- Consolidated Group and Pay Period End Date
- Organization Structure, Payroll Processing Group and Pay Period End Date
- Organization Structure and Pay Period End Date
- Legal Entity and Pay Period End Date
- Employee Number, Legal Entity and Pay Period End Date
- Legal Entity, Payroll Processing Group and Pay Period End Date

The system searches for all employees who meet the selection criteria.

If selection is made by organization, the system retrieves the Legal Entity from level two in Organization Setup. It then finds employees in the selected organization, gets their Payroll Processing Group from the associated legal entity in Misc. Payroll, and continues processing for employees whose group includes the selected Pay Period End Date in the Pay Calendar function.

The system also checks the Payroll Status record for the closest record equal to or prior to the payment date. The value in Payroll Statuses COD must have Process Time and Attendance = Yes to process non-exempt employees (as defined in Misc. Payroll), or Process Standard Payment = Yes for exempt employees. Please note that exempt employees are only given standard hours if their compensation method is “Standard.” If Process Lump Sums = Yes, Lump Sums with a Check Print Option of “S” (separate check) or blank (combine with regular payment) will be included. These have to be Active, with the Pay Period End Date falling within the range of Start Date and End Date.

Employees must also have an active (“A”) mailing address (“01”) in Address, a Compensation Method record and a Salary Change record, each with an effective date less than or equal to the Pay Period End Date.

The system gets the most recent Compensation Method. Within that method, the most recent Salary Change record is used. For standard pay (where pay is expressed per hour) and job-based pay: the system annualizes pay, then divides by the number of pay periods stored in the Pay Frequencies COD table to determine the employee’s hourly rate. It checks the Pay Process Controls to see if there is an hourly override amount. If so, this will be used and no other set-up will be checked. If this amount is zero, the system then checks the Pay Rate Overrides function to see if any Additional Amount or Factor exists. If so, it will apply the Additional Amount first, then multiply by the Factor. For non-exempt employees whose time card record includes a Shift, the system checks the Shift

Overrides for any Additional Amount or Factor. If a special rate exists, the system checks the Special Rate Overrides for any Additional Amount or Factor.

For employees paid by rate index, the system will get an hourly pay rate from the Rate Indexes function. It is dependent on the employee's rate index, job class and job grade (grade is optional). If steps have been defined that require a certain amount of hours, the system will get the number of hours worked from Job Class History. If a step has been defined with a length of service requirement (in days), the system will check the Adjusted Hire Date in Work Profile.

The system calculates the employee's gross pay per the above methods. It gets current active taxes from the Tax Election function. It calculates the taxable wage base for both regular and supplemental wages (as defined in Pay Code Definition). It uses Pay Taxation Exemptions to reduce gross wages by any non-taxable pay types.

It then calculates deductions, from regular and supplemental pay, using the most current definitions in Deductions and Employer Deductions. It checks any entries in Deduction Pay Exclusions to see if deductions should not be taken from certain pay types. This feature only applies to percentage-based deductions. If any of the deductions have been exempted from taxation in the Deduction Taxation Exemptions function, the appropriate tax bases will be reduced. The system then calculates taxes based on the taxable wages, utilizing the current rates in Tax Manager.

To calculate taxes, the system annualizes taxable wages, calculates the tax, and then divides by the number of pay periods in Pay Frequency to determine the tax amount for this payment.

If there is not enough pay to take all deductions, the system will prioritize them. It gets the Priority from Deductions. Zero is the highest priority; 999 is the lowest. If there is more than one deduction with the same priority, they will be taken alphabetically by deduction code.

General Ledger account numbers are determined in the following hierarchy:

- 1) Account Distribution if it exists - OR - Misc. Payroll as an override to any entries that may exist in G/L Account Organization Setup
- 2) If some or all segments exist in Pay Code Definition, they override the above.
- 3) If some or all segments exist in Time and Attendance functions or Lump Sums, they override the above.

The following options are available for depositing net pay into employee's bank accounts:

- **Override Direct Deposit:** no amounts will be deposited to employees' bank accounts; only live checks will be produced
- **Deposit Net Pay to Employee's Balance Bank Account:** for separate or on demand lump sums, if you select this option the system will deposit 100% of the employee's net pay to his or her "balance" account if one exists. A balance account is defined as having the Deposit Balance checkbox selected, or the Percentage is 100%. If the employee does not have either of these types of bank accounts, his or her net pay will be distributed to the regular direct deposit accounts.