



Unicorn HRO

Weeks Worked Calculation

During the calculation of pay submitted through the Payroll Feeder, the number of Weeks Worked from the corresponding Pay Calendar is retrieved and stored in Pcheck_Mast (Pending Payments). Your Pay Calendar should have Weeks entered for every “regular” pay date. Dates that are used only for “on demand” payments such as bonuses or commissions should have Weeks set to zero, since the number of weeks from employees’ standard payments are already accounted for. When pending payments are released, the number of weeks is transferred to Check_Mast during the close (stored in Payment History). If the state that is being processed for either a SUI report or diskette is the same as the Work State in the Check_Mast record, the number of weeks will be counted. The SUI process will retrieve Weeks Worked from Check_Mast. When the weeks for the quarter have been totaled, the system will check to make sure Weeks Worked doesn’t go over the state’s maximum number of weeks in the quarter, if any.

Based on the quarter of the Issuance Date, only use the months:

First quarter:	January, February, March
Second quarter:	April, May, June
Third quarter:	July, August, September
Fourth quarter:	October, November, December

Only when using Check_Mast: For each employee, get payments that do not have a status of “V” (void). Use Check_mast.Check_Sts.

The following procedure is only done on “standard” payments, a flag set in Pcheck_Mast and Check_Mast in field Standard_Pay. Standard payments are those which represent standard, or regular hours worked. They originate from time and attendance, whether non-exempt or exempt. Lump sums paid as separate payments or on-demand payments are not standard. Manual Payments contain a checkbox to indicate if the payment represents a standard payment.

For each payment’s scheduled date, get the Pay_Calendar.Weeks_Worked for this Legal_Entity and Pay_Group.

Multiply the Weeks_Worked times the State_Report.Minimum_Wage. (If Minimum_Wage is zero, do not do this check.) If the employee’s SUI Taxable Wage amount (from Pcheck_Tax, where Tax_Class = SUI and using the current State, use Tax_Base) is greater than zero (this means the employee worked in the state during this pay period; otherwise, do not count any weeks worked):

Add up the Pcheck_Pay.Amount for pay types where Pay_Process_Ctrl.SUI_Weeks = “Y”. If the pay period’s wages are greater than or equal to Weeks_Worked times Minimum_Wage, count the Pay_Calendar.Weeks_Worked. If the wage amount is less than this amount, count only the number of full weeks (divide and round down). Example: if minimum = \$100 and number of weeks = 2: employee with 500 would get

the 2 weeks. Employee with \$175 would get 1 week, since 175 is less than 200. Employee with \$80 would get zero weeks.

When the SUI process is running, the employee can only accumulate up to the number of weeks in Pay_Calendar. If Max_Weeks is zero, do not do this check (it means that the state doesn't have a maximum).

Hours Worked are accumulated into the Tax Accumulator records during the pay cycle. Hours_Work is accumulated for all pay types where Pay_Process_Ctrl.Labor_Hours = "Y".