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Overview of Processing Payroll

The Payroll module in Dayforce HCM is used to process payroll to help ensure that your organization’s employees are paid accurately and promptly.

**Before You Begin:** This guide describes processing payroll in the **My Pay** and **My Year End** features of the Dayforce HCM Payroll module. For information about processing payroll in the **Payroll** feature, see the *Payroll Feature Guide for Early Adopters*.

Payroll is processed in Dayforce HCM by *pay run*, which is the pay for a specific *pay group* during a specific *pay period*. Pay periods can be weekly, bi-weekly, semi-monthly, or monthly. You can preview and audit pay details for employees for the pay group in the pay period.

Processing payroll can involve reviewing the summary and the details of each pay period and making necessary corrections through quick entries before the commit-by deadline date. Commit-by dates are set by your organization and represent the deadline when the payroll details must be accurate by so that Ceridian can prepare employee payments, making direct deposits or printing and delivering checks, in time. Typically, these are set to be multiple days before pay dates and they are automatically adjusted to be earlier if they would fall on a weekend or holiday.

The application allows you to adjust earnings, deductions, and taxes in real-time, preview payroll without the need to generate reports, as well as providing you with an audits pane and embedded analytics that you can review.

Processing payroll in Dayforce HCM can involve the following general tasks:

- Opening pay runs for the pay period and pay group that you want to review.
- Using payroll preview to reviewing the pay group’s earnings, deductions, and taxes. Payroll preview provides a pay group level roll up of all earnings, taxes, and deductions organized by type. It also allows you to review a breakdown of each employee’s earnings statement.
• Reviewing the payroll audit which highlights problems, such as employees with invalid SSNs and SINs or who have negative taxes or earnings, as well other potential problems such as active employees who were not paid or inactive employees in the pay run.

• Using quick entries to make adjustments to employee earnings, deductions, or taxes, as needed. For example, if an employee's earnings should include a bonus, but don't, you can add the bonus amount before committing pay.

• Using the timesheet feature to make adjustments to time and attendance records. Changes that impact pay, such as recording an additional worked shift that the employee didn't record, flow through automatically to payroll.

• Locking, validating, and committing pay. When you lock the payroll, you prevent other users from making any changes to the pay run, which allows you to perform a final review of the payroll preview, audits, and analytics. After you have completed these tasks, you can commit pay to approve the payroll run and complete the process.

Once a pay run is committed, the funds used to cover the pay run are transferred from the employer's bank accounts to Ceridian's on the impound date, which is typically a few days prior to the actual pay date. Once the funds are transferred, Ceridian back office prepares, prints, and distributes the physical checks (if necessary) and payroll reports, as well as transferring direct deposit pay to employees.
Features in the Payroll Module

There are three main areas, or features, of Dayforce HCM that you can use when processing regular and off-cycle pay runs, or when processing payroll for year end: the My Pay feature, the Payroll feature, and the My Year End feature.

This guide discusses processing payroll in the My Pay and My Year End features. For information about processing payroll in the Payroll feature, see the Payroll Feature Administrator Guide.

My Pay

The My Pay feature is used to load, monitor, and manage individual pay runs by pay group and by pay period, to audit, update and correct pay run information, as well as to manage end of quarter activities in preparation for year end payroll processing.

My Year End

The My Year End feature is used to process payroll at the year end, to run reports to locate and resolve issues, as well as generating year end tax forms for employees and your organization.

You can read more about year end processing in My Year End in The My Year End Feature (see page 115).

Additional Configurations for Payroll Administration

As a payroll administrator, you may need to make some additional configurations to suit the needs of your organization. These can involve configurations for the organization such as
creating new pay categories, or pay groups and pay periods, or creating new pay codes; it could also mean creating new work assignments. Other configurations might involve employee changes, such as the need to update employee direct deposit information or set up payroll cards; it could also entail needing to enter garnishments, or to change deductions or earnings or to add new taxes to employees.

**Payroll Administration: Additional Configurations** (see page Error! Bookmark not defined.) the following are other areas of Dayforce HCM that you might use as a payroll administrator are:

- **My HR**: used to update employee information, including direct deposit information, work assignments, taxes, garnishments, and so forth
- **Org Setup**: used to set up and configure legal entities, jobs and positions to associate with employees, dockets to be used for entries in the general ledger, and so forth
- **Payroll Setup**: used to set up check templates, earnings and deductions, bank accounts, general ledger information, payroll policies, and related details about how to pay employees
- **Pay Setup**: used to create and maintain pay categories, pay groups and pay periods, pay codes, and other details related to the organization of groups of employees to be paid

Detailed information and instructions are available about these configurations in **Payroll Administration: Additional Configurations** (see page Error! Bookmark not defined.)
The My Pay Feature

The My Pay feature is one of the areas in the Dayforce HCM Payroll module where you can view pay runs, preview employee earning details, pretax and post-tax deductions, and employee and employer taxes. You can also examine payroll audits and problems to find any issues that need to be corrected before you commit the pay run. In addition, you can review analytics for trends on employee hours, payments, and adjustments.

Pay Periods

Within Dayforce HCM, payroll is reviewed one pay period at a time, for a specific pay group. A pay group defines the frequency that employees are paid. A pay period is the date ranges that employees are paid.

Depending on how Dayforce HCM was configured, there can be several pay groups to review, each with pay periods of different durations. For example, a pay group whose employees are paid on a bi-weekly basis have a pay period that runs from Sunday June 3rd to Sunday June 17th, but a semi-monthly pay group's pay period runs from June 1st to June 15th.

The following screen shot is an example of the Load Pay Run selection list:
All the work you perform in Dayforce HCM reviewing payroll details and audits, making adjustments through the quick entry feature, and committing pay, is performed for an individual pay period of a specific pay group.

**Load a Pay Period**

To load pay periods, take the following steps:

1. Navigate to My Pay.
2. Click the Load button, if the Load Pay Run panel is not already displayed:
3. Click the Show Pay Date Between calendar controls to specify a date range for which you want to load pay periods.
4. Select a pay group from the Pay Group drop-down list to further filter the list of available pay runs to load.
5. Select the pay run that you want to load and click the Open button.

**Notifications for Following Year Pay Runs**

If you are processing payroll for a Canadian legal entity, Dayforce HCM informs you if you are loading a pay run for the following year before that year’s tax rates have been updated in the application.

For example, if the year is 2015, the administrator is working with a 2016 pay run, but the 2016 tax rates have not yet been updated, Dayforce HCM displays a warning message in the pay run's header:

![Warning Message](image)

Dayforce HCM also displays a pop-up message when the administrator clicks the Commit button:

![Pop-up Message](image)
Click the OK button to continue committing the pay run without the updated tax rates or clicks the Cancel button to return to the uncommitted pay run.

Payroll Audit Reports

Dayforce HCM provides a Payroll Audits tab audits that help you to identify and resolve issues before committing pay.

To review payroll audits for a pay period, take the following steps:

1. Navigate to My Pay.
2. Load a pay run for a pay group.
3. Click the Payroll Audits tab to view existing audit reports.
4. Click New to create new audit reports. See Add Audit Reports for detailed instructions.

5. Select the report you want to review and the application displays its details in the bottom pane.

Export Payroll Audit Reports

You can export any of the payroll audit reports as a CSV (comma separated values) spreadsheet by selecting the appropriate audit and clicking the Export button.
Add Audit Reports

You can add more reports to the Payroll Audits tab in addition to those available by default, such as an audit that displays the number of employees whose primary address changed during the pay run. Any audit report that you add is available from the Payroll Audits tab whenever you login, marked with (ícia):

| Employee Address Changes | 0 |

To add more audits:

1. Navigate to My Pay.
2. Load a pay run for a pay group.
3. Click the New button next to Available Reports.
   The application displays a wizard to guide you through creating an audit report:

   ![Diagram of audit report builder]

   4. Select an appropriate option from the Topic drop-down list. Each topic contains a set of fields and information that you can include in the audit; the topic can also control what the application is checking for or auditing with the report.
      For example, to audit the amount of taxes employees paid, select the Pay Run - Employee Taxes topic; the application reports on the amount of each employee tax, grouped and filtered as you specify within the wizard.

   5. Click the Next button.

   6. Select the appropriate Fields to include in the report, from the list; select an Available field and click the right arrow and left arrow icons to move entries to or from the Current column. Click the move-all right arrow or move-all left arrow icon to move all of the Available fields to or from the Current column. Click the up or down arrows with an entry in the Current column to change the order.

   7. Click the Next button.

   8. Next define how the results of the audit are ordered using the Order By section; select the fields in the order by which the data will be sorted. By default, the sort order is ascending; to configure descending order, select the check box next to a field in the Current column.
Select the appropriate **Fields** to group or sort by, from the list; select an **Available** field and click ➡️ to assign it to the **Current** column. Click⬅️ to assign all of the **Available** fields to the **Current** column.

To remove a selection from the **Current** column, select the field and click⬅️. To clear the **Current** list, click⬅️.

Reorder the items in the **Current** list by clicking the up or down arrows (➡️➡️).

9. Click the **Next** button.
10. You can limit what data the application includes in the audit report by specifying **Filters**. Filters are based on fields in the selected topic and use a variety of 'operations' to determine what data is included and excluded. Select a **Field** from the drop down list and define the **Operation** to perform on it.

For example, if you have specified that the 'Employee Name' Field should be filtered by the Operation 'Begins With', enter 'B' in the **Value** parameter to return employees with last names starting with the letter B.

In general, there are four types of data that can be used when filtering report data:

- **Numeric**: Reports can be filtered on the values of fields that store numeric values; numeric field filters can use any arithmetical operation, such as **Equal**, **Not Equal**, **Less Than**, **Less Than Equal**, **Greater Than**, or **Greater than Equal**.

- **Dates**: Fields that store dates can be filtered in the same manner as numeric fields, where earlier dates are considered 'less than' the specified date, and later dates are considered 'greater than' the specified date.

- **Names**: Audit results can be filtered on the values of fields that store alphanumeric (a combination of letters and/or numbers) values that represent names or labels, such as **Department Name** or **Employee Name**; these filters can use any comparison operation, such as **Contains**, **Not Contains**, **Begins With**, **Ends With**, **In** or **Not In**.

- **Flags**: Reports can be filtered on the values of fields that store boolean (either true or false) values. Boolean fields can use the **Equal** or **Not Equal** operations. For these filters, specify **True** to filter on check boxes that are selected, or **False** to filter on check boxes that are cleared, in the **Value** field.

In addition to these operations, any field can be filtered using the **Empty** or **Not Empty** operation; these filter out fields based on whether or not they contain a value.

Multiple filters can be used within one report; filters are linked with either an **And** or **Or** value specified in the **Condition** drop down list.

- **And**: Any filter added to the report with **And** selected in the **Condition** drop down list must evaluate to true for the record to be eligible and included in the report; all
of the filters that are included with And selected must be met for the record to be included.

\- Or: Any filter added to the report with Or selected in the Condition drop down list represents one possible filter value for a record to be eligible and included in the report; any of the filters that are included with Or selected must be met for the record to be included.

11. Assign the user roles that have access to view the audit report. By default, the application assigns access for your current user role.

Select the appropriate roles from the list; select an Available role and click to assign it to the Current column. Click to assign all of the Available roles to the Current column.

To remove a selection from the Current column, select the role and click . To clear the Current list, click .

12. You can preview results of the report by clicking the Preview Results button.

13. Click Finish.

**Review Payroll Preview**

The payroll preview is similar to a payroll register that you can navigate through, expanding sections and employee details as needed; it displays the gross amounts of earnings, post-tax deductions, and taxes that are applicable to all of the employees in a pay group during an upcoming pay run.

Using a preview, an administrator can pinpoint problems with an upcoming pay run – for example, an employee has no earnings for a specified pay period or another employee had too few sick days subtracted from their totals.

For each earning, deduction, memo calc entry, and tax the payroll preview breaks the information down by:

- legal entity
- amounts for the current pay period
- amounts for the last pay period
- the difference in the amounts between the two pay periods, as a dollar value and as a percentage
- month-to-date, quarter-to-date, and year-to-date totals

The application displays the preview pane in two sections:

- The top portion is an overview displaying a roll up of all earnings, taxes, and post-tax deductions, organized by type; each can be expanded to display the totals for each employee in the pay group.
The bottom portion is a detailed breakdown of each employee's earnings statement; earnings, taxes, and deductions for each employee are displayed.

You can preview payroll within **My Pay**, once you have loaded an appropriate pay period. For more information, see **Pay Periods** on page 10.

To preview payroll, click the **Payroll Preview** tab:

Dayforce HCM loads the preview for the pay run and the associated pay group. The preview offers two levels of detail. Payroll preview breaks earnings, deductions, memo calc entries, and taxes down by:

- type of earnings, such as regular and overtime earnings
- totals for the pay group
- totals for the earnings, memo calc entries, and taxes for each employee in the pay group

For example:
To expand any category or entry, click the arrow icon (△) next to it:

In this example, the 'Earnings' category has been expanded; you can click the arrow next to Regular to expand that earnings category and review the total amounts of regular earnings employees in the pay group earned.

6. Expand any employee's name in the bottom pane to review more details.
When expanded, the application lists the individual earnings, deductions, memo calc entries, and taxes along with the amounts paid or deducted. For example:
Grouping Preview

You can filter how the application displays employees’ information in the payroll preview by selecting any combination of a variety of criteria. To display the grouping options click the View button.

The application displays the View panel:

Employee Display

You can first group the pay preview data by employee name only, employee number only, by employee name and then number, or by employee number and then name.
Preview Grouping

You can then group the data by primary location only, primary department only, by primary location and then primary department, or by primary department and then primary location. Select No Grouping View to group only by the selected Employee Display option.

Visible Columns

You can also configure which columns the application displays on the Payroll Preview tab. Click the button under Visible Columns to select the columns you want to display:

- **Current Amount** displays the current net pay total for the pay run.
- **Current Hours** displays the current total hours for the pay run.
- **Limited Taxable Wages** displays the maximum amount of the employee’s earnings for which payroll tax is calculated.
- **Total Taxable Wages** displays the maximum amount of the employee’s earnings for which Social Security or unemployment taxes are calculated.
- **Last** displays the previous pay run’s current amount.
- **Difference** displays the total difference between the current amount and the previous pay run's current amount.
- **% Difference** displays the percentage difference between the current amount and the previous pay run's current amount.
- **MTD** displays the month to date totals for the pay group.
- **QTD** displays the quarter to date totals for the pay group.
- **YTD** displays the year to date totals for the pay group.
- **Adjustment Amount** displays the total adjustment amount for the pay run.
- **Adjustment Hours** displays the total hours associated with adjustments for the pay run.

Filtering Preview

You can filter which employees' pay the application displays on the Payroll Preview tab of My Pay by any combination of a variety of criteria; to display the filter options click the Filter button.

The application displays the Filter pane:

```
Filter pane:
```

Filter by Name

You can search for the employee by either last or first name, or just part of it, using the Name field:

- Type the employee's name in the Name field.
  For example, if you are searching for Paul Wooderson, you'd type: ‘Wooderson, Paul’ making sure to type a comma between his two names.
The application assumes wildcards in its search, so you can search by just one of the employee's names or part of an employee's name.

**Filter by Employee Number**

You can search for a specific employee using the **Number** and **SSN** fields:

- Type the employee number you want to search for in the **Number** field.

**Note:** The application returns only exact matches to the employee number you specified.

**Filter by Employee Criteria**

You can use any of the additional employee criteria to narrow the search results:

- **Job.** Click [ ] and select the appropriate job(s). The application limits the payroll preview to employees who can work one of the selected jobs.
- **Pay Class.** Click [ ] and select the appropriate pay class(es). The application limits the payroll preview to employees with one of the selected pay classes.
- **Pay Type.** Click [ ] and select the appropriate pay type(s). The application limits the payroll preview to employees with one of the selected pay types.
- **Works At Locations.** Click [ ] and select the appropriate location(s). The application limits the payroll preview to employees who work in one of the selected locations. You can combine as many of the employee criteria into one search as you need.

The application displays the payroll data for the employees who match your search.

**Filter by Earnings, by Deductions, and by Tax Name**

You can also filter the payroll preview by earning, deduction, and tax name, so that the application only displays payroll data for employees with the corresponding item(s). For example, you can filter the preview to only display employees who earned a bonus in this pay run by filtering on the 'Bonus' earning code.

The application can also filter the preview based on the amount of the earning, deduction, or tax specified; for example, you could filter out employees who did not receive more than $1,000 in regular earnings or pay $250 in taxes.

You can use any of these criteria:

- **Earning Codes.** Click [ ] and select the appropriate earning code(s). The application limits the payroll preview to employees who have earnings under one of the selected codes.
• **Deduction Codes.** Click and select the appropriate deduction code(s). The application limits the payroll preview to employees who have deductions under one of the selected codes.

• **Tax Name.** Click and select the appropriate tax name(s). The application limits the payroll preview to employees who have taxes under one of the selected names.

The following blank drop-down lists and fields are used to specify a qualifying amount:

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<th>Operator</th>
<th>Amount</th>
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<tr>
<td>Taxes</td>
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</table>

Select an operator from the first drop-down list and type the amount the application filters by in the adjacent field. The application can filter based on whether a specific earning, deduction, or tax is equal to, not equal to, greater than, greater than or equal to, less than, or less than or equal to a specific value. For example:

- **Deduction Codes**  1 items selected  **Deductions**  $\geq$ 500

With this filter, the application filters out any employee whose payroll does not have greater than or equal to $500 under the deduction code selected from the **Deduction Codes** field.

**Note:** If multiple codes are selected with an operator and amount specified, then an employee must have entries under every code specified that pass the filter. For example, selecting three earnings codes and specifying greater than 300 means an employee must have earnings under each specified earning code of $300 or more.

For earnings, first select either **Earnings** or **Hours** from the first drop-down list (by default **Earnings** is selected), to define whether the amount is in dollar earnings or the hours associated with the earning; then specify an operator and amount.
To filter payroll preview:

1. Provide values for the appropriate search fields. You can search by any or all of the methods described.
2. Click the **Apply Filter** button.

**Note:** Click **Clear All** to clear any selected values in the search criteria.

# Review Analytics

This section describes the types of analytics available within **My Pay**; the application provides a set of graphs and charts that you can use to analyze trends between pay periods and identify potential anomalies, such as a sharp increase or decrease in employee hours, or a sudden surge in the number of adjustments being made.

The application currently displays the following graphs and charts:

- **Payments.** Graphs the amount of payments for payroll and sent to third-party payees per pay period in a bar chart.

- **Employee Hours.** Graphs the number of employee hours associated with earnings in each pay period; the total number of hours can include paid hours recorded in an employee’s time and attendance records that contribute to time-driven earnings, hours from any quick entries, or auto pay earnings.
- **Adjustments.** Graphs the number of adjustments made to each pay period.

You can review analytics within **My Pay**, once you have loaded an appropriate pay period. For more information, see **Pay Periods** on page 10.

To review analytics, select the **Analytics** tab. The application displays the analytics graphs; click on any graph to maximize it.

### Review Payments

You can review payments associated with a loaded run in the **Payments** tab. The application displays the total net payroll and total amount of tax dollars impounded for the pay run by legal entity, broken down by U.S. bank account or Canadian funding identifier.

To review this information, load a pay run and select the **Payments** tab:
Reviewing Employee Earning Statements

You can quickly review an employee’s earning statement within **My Pay** without navigating away from the currently selected tab. With an employee selected in the **Payroll Preview** tab, a check selected from the **Checks** tab, or a quick entry selected from the **Quick entries for this Pay Run** tab of the **Quick Entry** tab, you can quickly access the employee’s earning statement using the **My Pay** flyout.

To review an employee’s earning statement within **My Pay**, expand the earning statement panel; the application displays the **My Pay** flyout button on the right-hand side of **My Pay** which can be used to expand the flyout:

![My Pay flyout button](image)

The tab expands to cover the majority of **My Pay**, displaying the selected employee’s earning statement on the **Earning Statement** tab:
You can scroll to review the entire earning statement, click the Print button to print it, or click the My Pay flyout button again to collapse the earning statement.

**Adding Earning Statement Messages**

You can add global messages to the earning statements for a pay group's normal, off-cycle, or additional check types within My Pay by clicking the Statement Messages button:

![Statement Messages](image)

The application displays the Statement Messages control:

To record a new global earning statement message:

1. Record the message in the Message Text field.
2. Select a **Start Date** and **End Date** for the message.

3. Optionally, select the **Include In Offcycle Runs** check box to include the message in earning statements for off-cycle pay runs. Select the **Include On Additional Checks** check box to include the message in earning statements for Additional check types.

4. Select the following optional parameters to further configure which statements will include the message:
   
   - **Include Legal Entities.** Select which legal entities' employees will see the message on their earning statements. Select nothing, and the application includes the message for all legal entities.
   - **Include Pay Groups.** Select which pay groups' employees will see the message on their earning statements. Select nothing, and the application includes the message for all pay groups.
   - **Include Pay Types.** Select which pay types to which the message will apply. Select nothing, and the application includes the message for all pay types.

   For example, a payroll administrator selects a full-time pay group to include a message about benefits enrollment deadlines, so that the message is not seen by part-time or contract employees who are not eligible for benefits.

5. Click the **Save** button.

The application displays employee-specific messages first, as recorded in the **Message** field of the **Checks** or **Quick Entry** tab, and then displays global statement messages based on the order in which they appear in the **Statement Messages** control.

You can also add localized versions of messages by selecting the appropriate message and clicking the **Localize** button. The application displays the **Localize** control:

![Localize control](image)

To add a localized message:

1. Select the localization language from the **Language** drop-down list.
2. Record the localized version of the message in the **Message Text** field.
3. Click the **Save** button.

The application automatically includes the localized version of the message in earning statements for employees using that language culture setting.
Reviewing Employee General Ledger Data

You can quickly review general ledger data for individual employees within My Pay without navigating away from the currently selected tab. With an employee selected in the Payroll Preview tab, a check selected from the Checks tab, or a quick entry selected from the Quick entries for this Pay Run tab of the Quick Entry tab, you can quickly access the employee’s general ledger data using the My Pay flyout.

To review an employee’s general ledger data within My Pay, click the My Pay flyout button on the right-hand side of My Pay to expand the panel:

![My Pay flyout](image)

Click the GL Preview tab to view the employee's general ledger data:

![Employee Preview - GL Preview](image)

You can click the Export button to export the data, and click the My Pay flyout button again to collapse the panel.

Review Time Data

You can quickly view a separated record of imported quick entries and WFM pay entries for the whole pay group when viewing pay run data in My Pay, or when viewing a specific employee's earnings information in the My Pay flyout.

To view the time data for the whole pay group or for an individual employee in the Time Data tab:
1. Select the **Time Data** tab in **My Pay**: 

![Time Data Tab](image)

2. Select an option from the **Source** drop-down list. The application displays the summary in the **Summary** section:

![Source Drop-Down](image)

3. Select an option from the **Group By** drop-down list to group data accordingly. Select **None**, and the application does not group the data, but instead lists it in chronological order.

![Group By Drop-Down](image)

**Note:** The application only displays the **Retro** option if there is a rule configured with the **Apply to retroactive pay** check box selected on the **Payroll Mappings** tab of **Pay Setup > Pay Group**.

4. To filter the list of employees, select filter option(s). If nothing is selected, the application displays all data for the selected source. You can also limit the results to 100 records for larger pay groups.

![Filter Options](image)

5. Click the **Apply Filter** button; the application displays an itemized list:

![Itemized List](image)
To view the time data for an individual employee in the My Pay flyout:

1. Select the individual employee in the Payroll Preview tab.
2. Open the My Pay flyout, and select the Time Data tab:

The application displays all relevant time data for the employee.

Reviewing Balances

This section describes how to review an employee’s balances, such as their vacation and personal days, while recording quick entries or check entries in My Pay.

To review balances:

1. Select an employee.
2. Click the Balances button.
   The application displays the Balances pane containing the currently selected employee’s balances and their accrued, remaining, and exceeded (if any) amounts, as of the end of the currently loaded pay run.

Note: The Balances button is only displayed if the application has been configured to display it; system administrators must select the Payroll Can Affect Accruals check box on the Client Payroll Properties tab of System Admin > Client Properties.

Adjustments and Corrections

As a payroll administrator, there may be times that you are required to make corrections or adjustments to payroll so that employees’ pay accurately reflect their earnings, deductions, and taxes.

There are a number of ways to make corrections and adjustments to payroll in Dayforce HCM:

- Time and Attendance Adjustments
- Using the Checks tab in My Pay
- Quick Entries
- Creating adjustments using the Adjustments tab in My Pay

Many adjustments or corrections having to do with time and attendance can be done to an employee’s time and attendance records through the workforce management (WFM) features of
Dayforce HCM, changes that automatically flow through to the Payroll feature for calculation and processing.

On the other hand, you might have to create either a check or a quick entry to make a correction to employee earnings or deductions in My Pay directly. By entering the corrections as a check (in the Checks tab) or as a quick entry (in the Quick Entries tab), Dayforce HCM calculates the changes as part of payroll processing, accounting for any changes to taxation that could result from using different earning or deduction definitions in the quick entries. If there is any chance that employee taxes might be impacted by a correction, it is strongly advised that you use quick entries or checks to ensure that Dayforce HCM automatically performs the necessary calculations to account for changes to taxation.

You might also have to make an adjustment in the Adjustments tab in My Pay. The Adjustments tab should generally be used if there is no chance that employee taxes might be impacted by the adjustment, or if the adjustment is for employer taxes, which do not impact employee taxes.

In addition to correcting the current pay period before committing pay, you can also make prior period adjustments to reclassify earnings or deductions from past pay periods that have already been committed and paid.

### Time and Attendance Adjustments

This section provides an overview of how to adjust employee time and attendance records using the WFM features of the application; by adjusting an employee’s time and attendance records you are modifying the times and hours that the performed some action; the application can track a variety of time, including when the employee worked, was on vacation, off sick.

Adjusting an employee’s time and attendance records, by recording worked shifts or editing the times the employee started or stopped work, can have several ramifications, in addition to changing the number of hours they are paid for; WFM pay rules can examine a variety of factors, including how many hours employees work each day and week, when they work, and how often they take breaks. Adjusting these details then can impact not only the number of hours an employee is paid for but what premiums or overtime they earn.

In addition, the hours worked can impact accruals and balances, such as personal days, vacation hours, or sick days; recording that an employee was off sick one day, instead of just absent for their shift, can mean the employee is paid for the time (if sick days are paid), but it will also deduct a day from the employee’s balance of available sick days.

Also, for employees who earn balances dependent on the number of hours they work, such as earning one vacation hour for every 35 hours they work, adjusting the number of hours an employee worked may also adjust the amount of balances they earn for a given pay period.

Other features of Dayforce HCM may rely on accurate time and attendance records for reporting and planning purposes, including the My Plan, task management, and project management features, and several time and attendance reports.

These reasons are all benefits to adjusting the time and attendance records of employees through the WFM features of the application, instead of correcting their earnings directly through
payroll with a quick entry; however, in some circumstances and depending on your organization's practices, it may be beneficial or more appropriate to use the quick entry functionality.

Adjusting time and attendance records through WFM requires that these features of the application have been configured and that you have access to either the Timesheets or the Manager Duration Timesheet feature.

**Note:** Contact your system administrator for more information on what features have been enabled for you and whether the application has been configured as a WFM application as well.

Editing time and attendance records involves:

- **Loading the timesheet for the appropriate dates and location:** Depending on how the application has been configured, you load the timesheet in one of two ways: by selecting a week from the calendar, or by pay period. Once loaded, the timesheet lists employees against the days of the week, creating a grid, so that each cell represents a single time and attendance record for a specific employee and date.
- **Recording worked shifts:** If an employee's time and attendance records do not include all the shifts they actually worked, correct the problem by recording a new, worked shift on the timesheet.
- **Editing recorded shifts:** If the shifts an employee recorded are not accurate, edit their details by changing their start or end times or adding or removing meals and breaks.
- **Making pay adjustments:** Pay adjustments are used to record lump sum payments, typically for bonuses, commission pay outs, or other situations where employees earn a specific amount of money but it is not tied to working a set of hours; or the adjustments can be used to account for absences, covering unworked, scheduled time with sick or vacation time.

For detailed instructions on how to perform these actions and more information about the timesheet and time and attendance records in WFM, refer to the Taking Attendance and Correcting Pay section of the Manager Guide.

You can also modify time and attendance records for employees using the Manager Duration Timesheet; for more information refer to the Manager Duration Timesheet Guide.

When these changes are made for records within the current pay period, the results automatically flow through to payroll; adjusting that an employee worked 38 hours from 36 results in an additional two hours of time-driven earnings (assuming the time is mapped to an earning).

**Note:** The application has already been configured so that hours from an employee's time and attendance records drives the appropriate earnings within payroll; for example, an hour marked with the 'WRK' pay code on the timesheet translates to one hour of regular earnings in payroll. For more information on how these mappings work and what time from the timesheet contributes to different earnings, contact your system administrator.
Any changes made to past pay periods that have already been approved result in retroactive adjustments, or 'retros'; the application re-applies the WFM pay rules, recalculating if the employee should have earned overtime or premiums.

The important distinction is that if any retros are created that impact how employees are paid, such as recording a missed shift for a previous pay period, the corrections are reflected in the employee’s pay of the current pay period.

For example, an employee was called in to work two unscheduled shifts over the last weekend in May but forgot to record it on their timesheet; since the employee is paid semi-monthly, the hours worked should have appeared on their second pay check for the month of May. However, neither the employee or their supervisor corrected the missed shifts and as such, the pay was not included on the employee’s pay check. The employee reviews their earnings statement and notices the omission during the second week of June; to correct the omission, retroactive adjustments are created, recording the worked shifts on the last weekend in May resulting in another 16 hours of paid time.

Since these adjustments to the employee's time and attendance records were retros and for a pay period already paid, the application adds the 16 hours of regular earnings to the current pay period.

Quick Entries

You can use quick entries to modify the amount of earnings, deductions, and taxes that should be paid to, or deducted from, employees so that these amounts accurately reflect what employees have earned, have had deducted, and have paid in taxes.

Quick entries allow you to record an employee's bonus amount, return funds from a deduction that was incorrectly applied in a prior pay period, record a new deduction that should be taken off this pay period, and have the result directly impact the employee's pay for the current pay run. When you record a $500 bonus as a quick entry, the employee is paid the additional amount once you commit pay.

If your organization uses Dayforce HCM as a workforce management (WFM) solution you may (depending on configuration) have access to modify an employee's time and attendance records on the timesheet to reflect some of the changes you would otherwise record as a quick entry. For example, you can record that an employee worked an additional eight hours during a pay period as a quick entry or you can edit their time and attendance records and add the additional worked shift. More information is available about Time and Attendance Adjustments (see page 30)

If you are not using the application's WFM features, or do not need to update the employee's time and attendance records, you can record this information as a quick entry instead. Any changes to deductions or taxes must be recorded as quick entries.

Quick entries are made within My Pay for a specific pay group and pay period. Before you can record quick entries, you must load the appropriate pay period. For more information, see Pay Periods on page 10.

To record a quick entry, take the following steps:
1. Navigate to **My Pay**.
2. Load the appropriate pay run.
3. Click the **Quick Entry** tab.

By default, the application displays all of the quick entry columns; depending on what you are recording, you may not need to record values in all of these columns. For example, to return $50 in gym fees deducted from an employee’s last pay check by mistake you would record a quick entry with the appropriate deduction code and a -50 amount. The **Hrs**, **Rate**, **Dept**, **Job**, and **Location** columns are not used.

4. Switch the view, if necessary, to only display the columns that you require by selecting one of the following from the **View** drop-down list:

- **All Columns**. Displays all quick entry columns. The application automatically disables unnecessary columns based on the code you provide; for example, providing a deduction code disables the **Hrs** and **Rate** columns because you do not provide an amount of hours worked or pay rate for deductions.

- **Deduction Overrides**. Displays the columns necessary to override or add or subtract deduction amounts or to record new deductions.

- **Earnings Exceptions**. Displays the columns necessary to add or subtract employee earnings.

- **Garnishment Entry**. Displays the columns necessary to record garnishment entries.

For more information, see **Record Garnishment Entries** on page 50.

- **Position Entry**. Displays the columns necessary to record earnings from employees working a specific position.

- **Retro Time Entry (Integrated)**. Displays the columns necessary to override or add or subtract hours tied to an earning code.

- **Time Entry (Standalone)**. Displays the columns to add or subtract hours tied to an earning code, but not override them as the **Replace** check box is hidden.
Selecting a view does not impact how the application processes the quick entry you record; the views are only used to simplify the display by hiding some columns if they are unnecessary for the type of quick entry you are recording. For example, if you need to add several deductions at once, you might want to select the **Deduction Overrides** option from the **View** drop-down list so the unnecessary **Hrs** and **Rate** fields are hidden.

3. Click the **New** button. 
The application adds a blank, new row.

<table>
<thead>
<tr>
<th>Edit Set</th>
<th>Employee No.</th>
<th>Employee Name</th>
<th>Replace</th>
<th>Code</th>
</tr>
</thead>
</table>

You can record quick entries using only your keyboard; to navigate between the fields in each column press the **Tab** key to move to the next field, **Shift + Tab** keys to move to the previous tab. 

**Note:** In the **All Columns** view, the application displays the **Edit Set** field first. This field can be left blank unless you are working with edit sets. For more information, see **Record Edit Sets** on page 40.

4. Select the appropriate employee you are recording a quick entry for by either:

   - Typing their employee number in the **Employee No.** field
   - Pressing the Tab key to navigate over and type their name in the **Employee Name** field.

   As you type in either field the application displays the autocomplete suggestions that match what you have typed so far:

   ![Employee No.Autocomplete](image)

   In this simplified example, there are two employee numbers that start with '3' so when you type 3 in the **Employee No.** field, two autocomplete suggestions are displayed. You can keep typing or pick the autocomplete suggestion you want to use by selecting it with your mouse cursor or using the up or down arrow keys on your keyboard until the correct entry is highlighted:

   ![Employee No.](image)

   Press the **Tab** key to select the highlighted entry.

   **Note:** Depending on the view selected, some of the columns may not be displayed. These steps describe the function of each column and field of a quick entry and assumes you have the **All Columns** view selected.

5. Select the **Replace** check box (press the spacebar to select it with your keyboard) if you want to replace some entry on an employee’s existing details with the details of the quick entry.
For example, currently payroll lists an employee’s bonus earning as $400 but it should be $500; to replace the existing $400 amount with the $500 amount you specify in the quick entry, select the Replace check box.

The application bases what is replaced by the quick entry on the Code specified in the quick entry; if you select an earnings code, any earnings with that earning code during the pay period are overridden by the amount specified in the quick entry. Similarly, any deductions are replaced if you select a deduction code.

If the Replace check box is selected and the employee does not have a matching code to be replaced by the quick entry, the application does not apply the quick entry amount.

For example, if you record a bonus earning with the Replace check box selected and the employee does not have any earnings with that bonus earnings code during the pay period, the application does not add the earning and disregards the quick entry.

Clear the Replace check box and the quick entry details are added to or subtracted from any existing details with a matching code; if employees do not have a matching code, the application adds it with the corresponding value.

6. Type the code you want to record a quick entry for in the Code field.
   This defines what is being recorded; to record additional earnings, type the appropriate earning code; to record a deduction that was missed on the last pay check, type the deduction's code.
   As you type, the application displays autocomplete suggestions that match what you have typed:

<table>
<thead>
<tr>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonus</td>
</tr>
<tr>
<td>ReimburseIG</td>
</tr>
<tr>
<td>Tax Ben</td>
</tr>
<tr>
<td>Bereavement</td>
</tr>
<tr>
<td>WCB - Ontario</td>
</tr>
<tr>
<td>403B</td>
</tr>
</tbody>
</table>

   The application displays all of the earnings and deductions codes configured in the application in the autocomplete suggestions that match what you type, even though not all can be applied to an employee.

   The employee’s payroll policy, and specifically the deductions being applied by the Apply Deductions Rule, determine what deductions you can apply as a quick entry; if you record a quick entry for a deduction code that is not applied by the rule in the employee’s payroll policy, the application does not apply the deduction as recorded in the quick entry.

   For example, if an employee’s payroll policy has been configured to apply several deduction codes for dental plans, health insurance, and a variety of others, but not the gym fee, if you record a quick entry with the Gym Fee deduction code provided in the Code field and specify an amount of $50, the application does not deduct the $50 from the employee's pay.

   For earnings, you can specify any earning's code and it will be applied as long as the employee’s payroll policy has at least one instance of the Apply Earnings Rule; the rule does not have to specifically apply the earnings code you record as a quick entry as long as it is present and active in the payroll policy's configuration.

   Typically this configuration has already been performed within Payroll Setup; since you may not have access to an employee's payroll policy, contact your system administrator if you are unsure of what codes can be applied to employees as a quick entry.
7. Type the number of hours associated with the entry in the Hrs. field, if necessary. A value in the Hrs. field is required if you specified an earnings code that has hours associated with it; for example, if you are recording that the employee worked another eight hours of regular earnings, you'd type the appropriate earnings code in the Code field and then 8 in the Hrs. field.

**Note:** The application disables this field if you typed a deduction or tax code in the Code field as there is no need to associate a number of hours with a deduction or tax quick entry.

8. Specify the hourly, dollar rate associated with the entry in the Rate field, if necessary. You can type any of the following rate codes to insert one of several pay rates stored on the employee's records into the field:
   - Type 'A' or 'a' and the application inserts the value from the Alternate Rate field on the employee's record in My HR.
   - Type 'B' or 'b' and the application inserts the value from the Base Rate field on the employee's record in My HR.
   - Type 'J' or 'j' and the application inserts the value from the Rate field of the employee's primary job (the job with the Primary check box selected).
   - Type 'O' or 'o' and the application inserts the value from the Average OT Rate field on the employee's record in My HR.
   - Type 'V' or 'v' and the application inserts the value from the Vacation Rate field on the employee's record in My HR.

The application displays a legend of these options when you point your mouse cursor at the field:

<table>
<thead>
<tr>
<th>Rate</th>
<th>Amount</th>
<th>Dept</th>
<th>Job</th>
<th>Location</th>
<th>Check Template</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Normal</td>
</tr>
</tbody>
</table>

A value in the Rate field is required if you specified an earnings code that has an hourly pay rate associated with it; continuing the example of recording that an employee worked another eight hours, you'd type the employee's hourly pay rate.

**Note:** The application disables this field if you typed a deduction or tax code in the Code field as there is no need to associate a number of hours with a deduction or tax quick entry.

9. Type the amount of the quick entry in the Amount field, if necessary. For earnings with hours and rate specified, the application calculates the amount and populates the Amount field automatically. You can override this value by typing a new amount in the field, in which case the application adjusts the Hrs. value to match.

The amount can be either positive or negative depending on whether you want to add an earning, deduction, or tax amount, or subtract it; for example, to refund the $30 gym fee deduction mistakenly taken from an employee's pay, specify -30 as the amount. Conversely, if the $30 gym fee was not included but should be deducted from the employee's pay, specify 30 as the amount.

The application caps negative amounts at the year-to-date totals recording against the same code so that you cannot subtract more than what has occurred year-to-date. For example, an employee has been mistakenly paid $50 in gym fees a month for the first two months of the year; since the employee never received a gym membership, the funds
need to be returned by subtracting from the deduction code representing the gym membership through a quick entry. In this case, since the employee has paid $100 so far this year, the application caps the quick entry subtracting from this amount at -100; even if you record a quick entry for more than that, for example -200, the application only returns 100 in deductions to the employee.

10. Type where the entry occurred in the Work Location field; by default, the application populates this field with the employee's primary location but you can replace the value with any location where the employee works (according to their records in My HR). It is important that an appropriate location is linked with each quick entry; if you are recording earnings, the location you select impacts the taxes the employee could pay as taxes are determined, at least in part, by the employee's work address.

11. If necessary, specify the date the earning occurred in the Business Date field. This only applies if you are recording an earning as a quick entry for a US pay group with a bi-weekly pay frequency.

Note: The application does not enable the Business Date field unless you specify an earning in the Code column; and it does not display the field unless you load a pay run for a US pay group with a bi-weekly pay frequency.

Depending on how the application was configured, the application displays a weekly breakdown of earnings on employee earnings statements. For statements viewed online, the application displays an additional page at the end of the statement with the weekly earning amounts broken out; for printed statements, the back office prints a separate row for each earning on each week.

Note: Specifically, it must be a US pay group with a bi-weekly pay frequency and Weekly selected from the Earning Statement Detail level drop-down list on its configuration page in Pay Setup > Pay Groups.

When you specify a date within the Business Date column, the application uses the date specified to determine which week to place the earnings in when generating the employee's earning statement.

12. Specify what check type is used for the quick entry, if necessary, by typing the name of the check template in the Check Template field.

The application can be configured with different check templates or check types, each of which are used for paying employees under different circumstances. Typically the Normal check template is used for the regular pay that employees earn on a defined frequency, such as bi-weekly or semi-monthly, according to your organization's practices. Additional check templates can be configured for bonuses, commission pay, reimbursement payments, or a variety of other situations, as needed; additional check templates may be configured for irregular payments that are made to employees with separate printed checks, such as reimbursing employees for expenses incurred with separate checks in addition to their normal pay check, or for situations where the payments are taxed differently or have different or less deductions applied to them; for example paying out bonuses use a different check template that does not apply a deduction for gym fees, as these are only taken off the employee's monthly pay check.

13. Select the pay period number to which the quick entry applies from the PPN drop-down list.

14. Record the FLSA Adjust Start Date and FLSA Adjust End Date, if necessary, to calculate overtime adjustments in compliance with the Fair Labor Standards Acts (FLSA). For more information, refer to Configuring FLSA Overtime Adjustments in the Dayforce Implementation Guide.

15. Type any comments that you want associated with the quick entry in the Comment field.
16. If necessary, you can record the quick entry against a specific docket or project by providing values in the Project and Docket fields. If the application has been configured to track costs against specific ledger accounts for different projects or dockets, the application can export any amounts you record to the corresponding ledger accounts of whatever projects or dockets you specify.

17. Press the Enter key to add a new, blank line to record an additional quick entry, if needed.

18. Click the Save button when finished recording quick entries.

**Note:** Click the Refresh button after saving if you want to review the results of your quick entries in the Payroll Preview tab.

Once you have recorded your quick entries you can edit them by selecting the appropriate quick entry and:

- clicking the Delete button to delete it.
- clicking the Copy button to copy it.
- double-clicking in any field to edit its value.

### Recording Premiums as Quick Entries

Depending on how the application has been configured, some of the earnings that you can record as quick entries may represent premiums or other payments that do not have a number of hours associated with them.

Unlike regular earnings that are time-driven, where an employee earns $500 for working 25 hours, there are some earnings such as shift premiums, overtime premiums, or bonuses, that need to be paid out without adding any hours to employees’ payroll records.

For example, in one pay period an employee works 40 hours, earning regular pay of $1,345, and receives a $500 bonus for good performance. Since the bonus payment was not driven off of hours worked, there is no need to store any hours associated with the earning; with the bonus earning configured as a premium, the application only stores a $500 amount with no associated hours. The entry for the bonus in Payroll Preview only has a $500 value in the Current Amount column but no hours associated with it:

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Current Amount</th>
<th>Current Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonus</td>
<td>$500.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Regular</td>
<td>$1,345.00</td>
<td>40.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,845.00</td>
<td>40.00</td>
</tr>
</tbody>
</table>

When you record quick entries for premium earnings, you can specify the dollar amount of the premium by either:

- **Providing the specific amount.** Leave the Hrs. field blank and type the dollar amount of the premium in the Amount field; in the example above, you can record the $500 bonus by typing 500 in the Amount field.
- **Providing a number of hours to calculate the amount.** Type a number of hours in the Hrs. column that the application uses for calculation purposes but does not save with the entry.
For example, you need to record a premium without any hours associated to it that is worth 10 hours paid at the employee’s base rate. Record a quick entry with a premium earning and ‘10’ in the Hrs. column:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hrs.</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT Premium</td>
<td>10.00</td>
<td>16.827</td>
<td>168.27</td>
</tr>
</tbody>
</table>

The application calculates the dollar amount of the premium and saves it without any hours; this is reflected in the corresponding entry in the Quick entries for this Pay Run tab:

| OT Premium | 16.827 | 168.27 |

This functionality is useful for premiums that are calculated as the employee’s rate multiplied by an amount of hours, but do not have any hours associated with them. For example, when employees work more than eight hours, they earn overtime as a separate premium. The overtime premium is worth half of their regular pay for the time that earned them overtime. So for an employee working a 12 hour shift, they earn 12 hours of regular pay and four hours’ worth of regular pay as a separate, overtime premium. The result is the employee is paid time and a half for the four hours of overtime, paid as a separate premium.

To record this as quick entries, the payroll administrator records 12 hours of regular pay and 4 hours of overtime premiums; that way, the application calculates the dollar amount of the premium (4 multiplied by their base rate) but does not save the hours since the employee worked 12 hours; counting both the 12 hours of regular earnings and the four hours used to calculate the overtime premium dollar amount would incorrectly add 16 hours to their records.

Note: Only the earning codes that have been configured as premiums can be recorded in this manner. Contact your system administrator for more information on which earnings represent premiums.

**Allocating Quick Entries**

For employees that work different positions or within different locations, you can control whether or not the quick entries and check entries you record should be split according to the employee’s labor distribution, as defined in My HR, when allocating the pay to the employee’s different positions or locations.

Employees that can work multiple positions or in multiple locations often have a labor distribution defined; users with access can define how to distribute the employee’s payroll costs among the employee’s different positions or locations by recording values in the Labor % field on the Work Assignments tab of My HR > Assignments; for an employee that works evenly among two work assignments, administrators can specify 50% in each work assignment.

This allows the application to split the payroll costs of that employee evenly between the two work assignments when exporting to the organization’s general ledger using the Payroll GL Export interface.

This section describes how to override this distribution so that an earning is distributed entirely to the position and work location specified in the quick entry or on the check by clearing the Labor % check box.
By default, the Labor % check box is selected and earnings are split according to the values in the Labor % fields on the employee’s work assignments. You can override this distribution by clearing the check box.

**Note:** The application only displays the Labor % check box on the Quick Entry and Check Entry tabs when the employee selected for the quick entry or check has multiple work assignments with a distribution configured (values in the Labor % fields on the Work Assignments tab). For employees with only one work assignment or no labor distribution defined, the application does not display the Labor % check box on the quick entry or check.

**Record Edit Sets**

This section describes how to group sets of related quick entries into ‘edit sets’ so that the amounts recorded or imported into the Quick Entry tab can be summarized and reconciled more easily; often used when you know what the hours or amount of earnings you are recording as quick entries should total to, such as recording bonuses or commissions for the quarter, to help validate their entries.

For example, a payroll administrator recording bonus payments as quick entries knows from an external report that for this quarter the company is paying out $27,000 in bonuses. There are 25 employees receiving bonuses of varying amounts. With the new edit set functionality, the payroll administrator can quickly validate that all 25 bonuses they recorded as quick entries against that edit set totals to the correct amount of $27,000.

Edit sets can be defined with expected values for hours, earning or deduction amounts, or taxes, as well as the set of employees that should be included in the set; in the example above, the bonus payout edit set would be defined with an expected amount of $27,000 and the set of expected employees would include all 25 employees receiving bonuses.

With expected values specified, the application validates that all quick entries recorded or imported against the edit set total to the expected value; for example, if the payroll administrator recorded quick entries against the bonus edit set that only totaled $25,750 in earnings the application prompts the administrator in the Summary tab beneath the quick entries that the edit set is out of balance.

Recording edit sets involves:

- Creating Edit Sets.
- Loading the Appropriate Edit Set.
- Recording Quick Entries Against Edit Sets.
- Ensuring the Edit Set Balances.
Creating Edit Sets

Before you can record a series of quick entries as a set, you need to create an edit set that describes the group of entries and defines the total expected values of the quick entries and which employees are expected to be included in the group of quick entries.

To create edit sets:

1. Select the Manage Edit Set option from the Edit Sets drop-down list. The application displays the Manage Edit Set prompt.

2. Click the New button. The application adds a new, blank row and prompts you that Name and Type are required.
3. Type a name and description of the edit set.
4. Select an edit set type from the list of autocomplete suggestions; you can select either Reusable or Use Once.

Each edit set must have a specified Type, either Use Once if the edit set can only be used in the currently loaded pay run or Reusable if the edit set can be used in other pay runs for the same pay group.

5. Specify the amounts that the quick entries in this edit set are expected to total to in the Hours/Units, Earnings, Deductions, and Taxes columns; the numbers you type in these columns are the amounts the application uses to validate if the quick entries in the edit set balance. For example, if you type ‘10000’ in the Earnings column, then the application validates that all the quick entries recorded under this edit set add up to $10,000 in earnings; if the quick entries you or another payroll administrator record against this edit set do not add up to $10,000, the application displays a warning in the Summary tab below the quick entries.

6. Click and select which employees are included in the edit set. The application displays a prompt; you can select from either the searchable phonebook listing of employees, common to other areas of the application, or by defining a filter and selecting from a filtered list. Employees can be filtered on a wide range of criteria, including department, job, pay class, pay type, and status.
Only the employees you select from the prompt are included in the edit set. This means that quick entries in the edit set can only be recorded for the selected employees. For example, when creating an edit set to record commission payments for the month a payroll administrator includes the 20 sales employees who can receive commission in the edit set. That way, when quick entries for commission payments in the edit set are being recorded, they can only be recorded against the sales employees who do receive commission.

7. Click the Save button.
8. Click the OK button.

**Note:** To use the edit set right away, click the Load button.

**Loading Appropriate Edit Sets**

Once there are edit sets available in a pay run, either newly created edit sets, or existing, recurring sets created in previous pay runs, you need to load the edit set that you want to record quick entries against:

1. Select the Manage Edit Set option from the Edit Sets drop-down list.
   The application displays the Manage Edit Set prompt.
2. Select the edit set you want to load from the list.
3. Click the Load button.

The edit set is loaded into the pay run; once loaded, you can record quick entries against the edit set.

**Recording Quick Entries Against Edit Sets**

You can record quick entries against edit sets by either entering ‘edit set entry mode’, specifying the edit set they want to record quick entries against in the Edit Set column, or importing quick entries with values in the edit set column.

When the Quick Entry tab is set in edit set entry mode, the application restricts you to record quick entries only against the employees in the specified edit set, preventing you from recording amounts against the wrong employees if they only want to work with a particular edit set’s employees.

**Entering Edit Set Entry Mode**

To set the Quick Entry tab to edit set entry mode, select the edit set that you want to record quick entries against from the Edit Sets drop-down list:

The application displays an option in the Edit Sets drop-down list for each edit set that has been loaded in the pay run; additional edit sets can be loaded from the prompt displayed after selecting Manage Edit Set, as described above.
Once in edit set entry mode, the application displays the name of the edit set next to the **Edit Sets** drop-down list:

![Edit Sets - Bonus](image)

Payroll administrators then record quick entries against the edit set as normal.

For example, a payroll administrator needs to record commission payments as quick entries; they set up a ‘Commission’ edit set and include the employees who qualify in it. Once in edit set entry mode, the payroll administrator can record the dollar amount of each employee’s commission payment in the **Amount** field.

When in edit set entry mode, the application only displays the names and numbers of employees in the edit set when it lists autocomplete suggestions in the **Employee No.** and **Employee Name** fields; for example if only one employee in the edit set has an employee number starting with the digit 6, then when payroll administrators type 6 in the **Employee No.** field of a new quick entry, the application only displays one autocomplete suggestion.

**Exiting Edit Set Entry Mode**

When finished, payroll administrators select **Exit Edit Set Mode** from the **Edit Sets** drop-down list; this exits the edit set entry mode so that the payroll administrator can record quick entries for any employee, not just those in the edit set.

**Recording Quick Entries Against Edit Sets Outside of Edit Set Entry Mode**

You can record quick entries against edit sets without entering edit set entry mode first by specifying the appropriate edit set in the **Edit Set** field of any quick entry.

**Note:** The edit set must be loaded first before you can specify it in the Edit Set field.

**Importing Entries Against Edit Sets**

You can import quick entries recorded against edit sets by specifying the edit set in the CSV file they import; you need to select **Create Import Template** from the **Import / Export** drop-down list to download a template with the **Edit Set** column in it, specify the quick entry values in the spreadsheet, and import it normally.

For more information, see **Importing Quick Entry Records** on page 60.

**Note:** The edit set must be loaded first before you import the CSV file.

**Ensuring the Quick Entries Balance**

As you record quick entries against edit sets, the application updates the **Current** columns displayed on the **Summary** tab below.
For each edit set in the pay run, the application displays a row in the **Summary** tab beneath the quick entries and lists both the expected and current values.

If the current value does not match the expected value, such as when there is an expected commission pay out of $4,550 but currently only $3,302 recorded against the edit set, then the application displays **Out of Balance** in the **Status** column.

**Note:** The Expected amounts are based on the amounts recorded when the edit set was first created, as described in this entry.

Once the quick entries recorded against the edit set match the expected values, the application updates the **Status** to **Balanced**.

If there is a loaded edit set that does not have any quick entries recorded it against, the application marks the **Status** as **Unused**.

### Reusing Edit Sets

You can reuse the quick entries recorded against edit sets in prior runs; the quick entries from the same edit set in a prior pay run can be used as a template for recording entries against the edit set in the current pay run.

**Note:** You can only reuse edit sets created with **Reusable** selected in the **Type** field.

To reuse an edit set:

1. Select **Manage Edit Set** from the **Edit Sets** drop-down list. The application displays any reusable edit sets that have been created in prior pay runs.
2. Type the expected values in the **Hours/Units**, **Earnings**, **Deductions**, and **Taxes** columns; the numbers you type in these columns are the amounts the application uses to validate if the quick entries in the edit set balance.
3. Click ![Upload](image) and select which employees are included in the edit set.

**Note:** If a filter was defined for the edit set in the prior pay run, the application automatically selects the same filter options. Then, you just click the **Apply Filter** button to reuse the filter options and select the appropriate employees.
4. Click the **Save** button.
5. Click the **Load** button.
   The application displays the **Load Edit Set** prompt:

   ![Load Edit Set Prompt]

6. If you want to include the quick entries recorded against the edit set in previous pay runs, select the **Include Data** check box and then select the pay period from the list displays in the **Selected Period** field.
7. Click **OK**.

The application loads the edit set pre-populated with the quick entries made against it in the selected pay period.

![Quick Entries Table]

This allows payroll you to copy commonly recorded quick entries between pay periods.

When reusing edit sets, if you load the quick entries previously made and it includes an employee that is no longer part of the edit set, the application warns you:

![Warning Icon]

**Overview of Syncing Autopay Retro Pay Changes in My Pay**

In addition to being available to sync WFM retro pay changes in **My Day** in the **Pay Admin Checklist**, you can sync autopay retro pay changes in **My Pay** in the **Quick Entry** tab.

For information on syncing pay changes in **My Day**, see the section “Sync Pay Changes” in the **Pay Approval Guide**.

**Sync Autopay Retro Pay Changes**

To sync autopay retro pay changes, take the following steps:

1. Navigate to **My Pay** and load the appropriate pay run.
2. Click the **Quick Entry** tab.
3. Click the **Sync Pay Changes** button. The application displays the **Sync Pay Changes** control with the **Payroll Autopay Retro Pay Changes** option selected by default on the...
Retro Calculation Type tab:

4. Click the Next button to select the employees to sync on the Select Employees tab:

5. Click the Next button to confirm the earning type and check template for the selected employees on the Confirm Selection tab:

6. Click the Next button to view the confirmation message on the Complete tab, and then click the Finish button to close the Sync Pay Changes control.

The application generates quick entries for each synced retro autopay entry.
Filter or Sort Quick Entries

As you record quick entries for a specific pay period, the application displays them for you to review in a list that you can filter or sort; it also summarizes them by type (earning, deductions, and tax) on the Summary tab.

To filter quick entries:

1. Select the Quick entries for this Pay Run tab.

   The application displays the different quick entry attributes that you can use to filter the list of quick entries recorded for the pay period.

2. Click the arrow (>>) next to any attribute you want to filter by; the application expands the list of available values for that attribute.

   For example, expand the Check Template attribute if you want to filter for quick entries with a specific check template value; the application displays the different check template values specified for quick entries already recorded in the pay run.

3. Select or clear the parent check box and select specific child values to filter the quick entries accordingly:
For example, select the **Bonus** check box and clear the others and the application only displays quick entries recorded with a value of 'Bonus' in the **Check Template** field.

4. Repeat steps 2 and 3, as needed, to apply additional filter criteria to the list of quick entries the application displays.

Clear the **Apply Filters** check box at any time to remove the filters; the application displays all quick entries recorded for the pay period.

To sort quick entries:

1. Select the **Quick entries for this Pay Run** tab.
2. Click one of the following column headers by which to sort the quick entries:
   - Edit Set
   - Employee No.
   - Employee Name
   - Replace
   - Code
   - Hrs.
   - Rate
   - Amount
   - Work Location
   - Labor %
   - Check Template
   - Comment
   - Project
   - Docket
   - Saved by

The application sorts the list of quick entries according to your selection.

### Review Quick Entry Summary

The application summarizes the amounts recorded as quick entries for you to review:

![Quick Entry Summary Table](image)

In this example, a total of $1,416.00 of regular earnings has been recorded as quick entries, as well as $45 of health insurance deductions and $15 in Medicare tax.

To review a summary of quick entries, select the **Summary** tab.
Review Quick Entry Problems and Warnings

As you record quick entries, the application performs a series of validations, such as checking that all the required fields have values, and displays any problems or warnings for you to review and act on.

Problems represent situations that need to be corrected before you can finalize payroll. Recording a quick entry for additional bonus earnings without specifying the amount of the bonus is a problem that must be fixed.

Warnings represent situations that the application is calling your attention to but may not require any action on your part. The application warns you if an employee’s status is inactive during the entire pay period but if the person is on maternity leave and should be inactive, this does not require any action.

The application also displays warnings if any of the quick entries you have recorded causes an employee’s earnings or deductions to exceed their limits; for example, if an employee contributes 5% of their pay to their pension plan, to a maximum of $100 per pay, recording a pension plan deduction of $150 as a quick entry would mean more than their allowed amount is being deducted.

To review quick entry problems and warnings, click the Problems button. The application displays the My Pay Issues pane.

In this example, there is one problem: one of the quick entries does not have a value in the Check Template field.

Audit Quick Entries

The application tracks who has recorded, edited, or deleted any quick entry; you can review this information to audit the quick entries and review what changes were made and by whom.

To audit all quick entries for a loaded pay period:

1. Click the Audits button. The application displays the blank Audits pane.

2. Select the Show All check box.
The application displays several records, one for each quick entry or change to a quick entry made.

The application displays the following icons in the **Action** column to denote whether a quick entry was recorded, edited, or deleted:

- Red x ( ✗ ). The corresponding quick entry was deleted by the user listed in the **Changed By** column.
- Green + ( + ). The corresponding quick entry was recorded by the user listed in the **Changed By** column.
- Pen icon ( ✒ ). The corresponding quick entry was edited by the user listed in the **Changed By** column.

### Record Garnishment Entries

Entries that add to, subtract from, or replace the garnishment amounts subtracted from employees’ pay are done in the **Quick Entry** tab. You can also update how garnishments are calculated for the current pay run.

This functionality is also available for check entries, the difference being garnishment entries recorded on the **Quick Entry** tab are applied to the earnings on the normal pay of the loaded pay run. Garnishment entries recorded on the **Checks** tab are only applied to the specific check.

Recording garnishment entries for American and Canadian employees differs so these steps are separated into their own sections, one for American employees and one for Canadian employees.

Before you can record garnishment quick entries, you or another user with access must set up the details of the garnishment by recording it on the employee's records in **My HR**. For more information, see Garnishments on page Error! Bookmark not defined..

### Adding to or Subtracting From Garnishment Amounts for American Employees

You can add to, subtract from, or replace garnishment details as a quick entry. To add to the amount being garnished from the employees’ wages, clear the **Replace** check box and type the additional dollar amount to be garnished in the **Amount** field. To subtract from the amount being garnished, type a negative amount in the **Amount** field.

The application adds the amount specified in the garnishment quick entry to the amount calculated according to the garnishment’s details in **My HR > Garnishments**.
When adding to the amount being garnished from the employee’s wages, it is possible to exceed the compliance limits set by law that the application normally enforces.

For example, if an employee’s wages are garnished within $50 of the compliance limit, when a payroll administrator records a quick entry that adds $100 to the amount being garnished, the application will garnish the additional $100, and, as a result, garnish $50 over the compliance limit.

Regardless of the amount you add to the garnishment amount, the application ensures that the total garnish amount does not exceed the employee’s net pay amount.

When subtracting from the amount being garnished, you can only subtract what was originally being garnished; if the employee’s wages was being garnished $100 and a payroll administrator records a -200 in the **Amount** field, the application only subtracts 100 from the amount being garnished and reduces it to zero.

**Replacing Garnishment Details for American Employees**

When replacing values, you need to select the **Replace** check box on the quick entry; if the garnishment is a dollar amount, you can specify a new garnishment amount in the **Amount** field. If it is calculated as a percent, you can specify a new percentage in the **Percent** field.

To change how the garnishment amount is calculated for the current pay run, you can select a new option from the **Ordered Amount Type** drop-down list. The following options are available:

- **System Calculated.** The application calculates the maximum allowable garnishment, taking into consideration the garnishment’s limits; selecting this option disables the **Amount** and **Percent** fields.
- **Per Check Amount.** The application garnishes a flat dollar amount from the employee’s pay; selecting this option disables the **Percent** field.
- **Percent.** The application garnishes a percentage of the employee’s wages; selecting this option disables the **Amount** field.

If the garnishment has been set up in **My HR > Garnishments** with a month-to-date, quarter-to-date, or year-to-date limit, you can override this limit for the current pay run by specifying a new limit in the **Limit Amount** field; if it has not this field is disabled.

For example, a garnishment has been applied to an employee that deducts 10% off each pay, to a maximum of $500 a month. If you need to override this limit to $750 a month for a pay run, they can create a garnishment quick entry with a value of 750 in the **Limit Amount** field.

When calculating garnishments, the application first calculates the maximum amount that may be garnished in any work week or pay period and ensures that the amount being garnished from the employee’s wages does not exceed this amount. Part of the calculations to determine the maximum amount that may be garnished involves comparing the employee’s disposable earnings to the federal minimum wage; you can override the value the application uses for these calculations in the **Disposable Earning Amount** field. Providing a higher disposable earning amount means the application can garnish a larger amount of the employee’s wages.
In rare circumstances, you can override the maximum amount that may be garnished in the pay period by providing a higher than the legally set maximum in the **Override Garnishment Amount** field.

The law sets the maximum amount that may be garnished in any workweek or pay period, regardless of the number of garnishment orders received by the employer.

When a new maximum is specified, the application allows a garnishment up to this maximum, as long as it does not exceed the garnishment’s monthly, quarterly, or yearly limit; these limits are specified within **My HR > Garnishments** using the **Limit Period** and **Limit Amount** fields.

So in situations where you override the maximum set by law per pay period the application may still not garnish up to this overridden maximum if doing so would garnish more than the monthly, quarterly, or yearly limit.

For example, a payroll administrator specified an **Override Garnishment Amount** of $2,000 but the garnishment amount has a monthly limit of $3,000 and $1,250 has already been garnished on previous pay periods during the month. As a result, the application cannot garnish the full $2,000 of the overridden maximum as doing so would mean $3,250 was garnished during the month, $250 beyond the monthly maximum. Instead, the application garnishes $1,750.

**Note:** Providing an Override Garnishment Amount value represents overriding the maximum set by law; as a result, it should only be provided when absolutely necessary.

**Recording Garnishment Quick Entries for American Employees**

To record garnishment entries for American employees:

1. Select the **Quick Entry** tab.

By default, the application displays all of the quick entry columns; depending on what you are recording, you may not need to record values in all of these columns.

2. Select **Garnishment Entry** from the **View** drop-down list.

The application displays the columns associated with garnishment entries:

3. Click the **New** button.

The application adds a blank, new row.

4. Select the appropriate employee you are recording a quick entry for by either:

   - Typing their employee number in the **Employee No.** field
   - Pressing the Tab key to navigate over and type their name in the **Employee Name** field.

As you type in either field the application displays the autocomplete suggestions that match what you have typed so far:
In this simplified example, there are two employee numbers that start with '3' so when you type 3 in the Employee No. field, two autocomplete suggestions are displayed. You can keep typing or pick the autocomplete suggestion you want to use by selecting it with your mouse cursor or using the up or down arrow keys on your keyboard until the correct entry is highlighted:

![Employee No. field](image)

Press the Tab key to select the highlighted entry.

5. Select the Replace check box to replace the garnishment's details for this pay run. When replacing a garnishment's details, you can specify a new dollar amount to be garnished, if the garnishment was configured as a dollar amount garnishment, or a new percentage if it was configured as a percentage of gross pay. You can also change the calculation method for this pay run. Clear the Replace check box to add to or subtract from the amount being garnished this pay run.

6. Select the garnishment code by typing it in the Code field. The application displays any active garnishments applied to the selected employee in the list of autocomplete suggestions displayed in the Code field when you record quick entries. The application displays the garnishment's name and in square [] brackets the garnishment's case number:

![Code field](image)

**Note**: The application only displays garnishment codes after selecting an employee in either the Employee No. or Employee Name field if there are any active garnishments currently applied to the selected employee. Garnishments are configured and applied to employees within My HR > Garnishments.

7. Type an appropriate dollar amount in the Amount field. With the Replace check box cleared this amount is added to or subtracted from the amount the application garnishes from the employee's pay; to add to the amount, type a positive number, to subtract, type a negative number. With the Replace check box selected this amount replaces the amount the application garnishes from the employee's pay.

**Note**: You can only replace the amount being garnished if the garnishment is recorded as a dollar amount; if it is a calculated percentage, then you can only replace the percentage being used in the calculation.
8. If you selected the Replace check box and need to change how the application calculates the garnishment for this pay run, select the new calculation method from the Ordered Amount Type drop-down list.

9. If you selected the Replace check box and want to specify a new percentage value to be used for this pay run to calculate the garnishment amount, type the percentage value in the Percent field.

10. If you selected the Replace check box and need to override the limit amount for this garnishment for this pay run, type a new limit in the Limit Amount field. You can only override limits if the garnishment has been set up in My HR > Garnishments with a month-to-date, quarter-to-date, or year-to-date limit; if it has not this field is disabled.

11. If you selected the Replace check box and need to override the amount of disposable income the application uses in its calculations to determine the maximum legal amount that it can garnish, type a new amount in the Disposable Earning Amount field.

   **Note:** Providing an Override Garnishment Amount value represents overriding the maximum set by law; as a result, it should only be provided when absolutely necessary.

12. Click the Save button.

### Adding to or Subtracting From Garnishment Amounts for Canadian Employees

You can add to, subtract from, or replace garnishment details as a quick entry. To add to the amount being garnished from the employees' wages, clear the Replace check box and type the additional dollar amount to be garnished in the Amount field. To subtract from the amount being garnished, type a negative amount in the Amount field.

The application adds the amount specified in the garnishment quick entry to the amount calculated according to the garnishment’s details in My HR > Garnishments. For example, an employee has a garnishment of 5% of their gross pay less statutory deductions applied to every pay; the application calculates this as $50. When a payroll administrator records a quick entry with for this garnishment with the Replace check box cleared and $25 specified in the Amount field, the application adds $25 to the calculated amount of $50 and deducts $75 from the employee’s wages for the garnishment.

**Note:** If the garnishment has been configured to apply minimum subsistence rules, it is possible that the application cannot garnish the additional amount specified in the quick entry. Minimum subsistence rules define the minimum amount of pay that an employee must be left with after applying a garnishment and are controlled by the Apply Subsistence Rule drop-down list on My HR > Garnishments. If a garnishment has been configured to apply the rules, and the calculated amount is within $50 of the minimum amount that must be left, according to the subsistence rules, then if a payroll administrator records a garnishment quick entry with an additional $75 amount, the application will only garnish an additional $50 as garnishing the full $75, in addition to the calculated amount, would violate the subsistence rules.

### Replacing Garnishment Details for Canadian Employees

If you need to replace a garnishment's details within a pay run, there are several options, described in this section:

For flat dollar amount garnishments (as defined in My HR > Garnishments) you need to select the Replace check box and specify a new dollar amount that the application garnishes. So to
replace a $75 per pay garnishment with a $100 garnishment on this pay run, you record a garnishment quick entry with the **Replace** check box selected and 100 in the **Amount** field.

For garnishments calculated as a percentage of the employee’s wages or a percentage less statutory deductions, the application disables the **Amount** field; you must select the **Replace** check box and specify a new percentage value in the **Percent** field.

Optionally, if you need to change how the garnishment is calculated, select a new option from the **Ordered Amount Type** field. For example, a garnishment was recorded as a % of Gross less Statutory Deductions, but it should be calculated as % of Gross less Statutory Deductions and Union Dues; you can update the calculation method for the garnishment by recording a quick entry for the garnishment and selecting the appropriate option from the **Ordered Amount Type** field.

Garnishment quick entries are made within **My Pay** for a specific pay group and pay period. Before you can record quick entries, you must load the appropriate pay period. For more information, see **Pay Periods** on page 10.

**Recording Garnishment Quick Entries for Canadian Employees**

To record garnishment entries for Canadian employees:

1. Select the **Quick Entry** tab.

   ![Quick Entry Tab](image)

   By default, the application displays all of the quick entry columns; depending on what you are recording, you may not need to record values in all of these columns.

2. Select **Garnishment Entry** from the **View** drop-down list.

   The application displays the columns associated with garnishment entries:

   ![Garnishment Entry Columns](image)

3. Click the **New** button.

   The application adds a blank, new row.

4. Select the appropriate employee you are recording a quick entry for by either:

   - Typing their employee number in the **Employee No.** field
   - Pressing the Tab key to navigate over and type their name in the **Employee Name** field.

   As you type in either field the application displays the autocomplete suggestions that match what you have typed so far:

   ![Autocomplete Suggestions](image)

   In this simplified example, there are two employee numbers that start with ‘3’ so when you type 3 in the **Employee No.** field, two autocomplete suggestions are displayed.
You can keep typing or pick the autocomplete suggestion you want to use by selecting it with your mouse cursor or using the up or down arrow keys on your keyboard until the correct entry is highlighted:

<table>
<thead>
<tr>
<th>Employee No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>304</td>
</tr>
<tr>
<td>303</td>
</tr>
<tr>
<td>304</td>
</tr>
</tbody>
</table>

Press the **Tab** key to select the highlighted entry.

5. Select the **Replace** check box to replace the garnishment's details for this pay run. When replacing a garnishment's details, you can specify a new dollar amount to be garnished, if the garnishment was configured as a dollar amount garnishment, or a new percentage if it was configured as a percentage of gross pay. You can also change the calculation method for this pay run. Clear the **Replace** check box to add to or subtract from the amount being garnished this pay run.

6. Select the garnishment code by typing it in the **Code** field. The application displays any active garnishments applied to the selected employee in the list of autocomplete suggestions displayed in the **Code** field when you record quick entries.

    The application displays the garnishment’s name and in square [] brackets the garnishment’s case number:

<table>
<thead>
<tr>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spousal Support Garnishment</td>
</tr>
<tr>
<td>Spousal Support Garnishment</td>
</tr>
</tbody>
</table>

**Note:** The application only displays garnishment codes after selecting an employee in either the **Employee No.** or **Employee Name** field if there are any active garnishments currently applied to the selected employee. Garnishments are configured and applied to employees within **My HR > Garnishments**.

7. Type an appropriate dollar amount in the **Amount** field. With the **Replace** check box cleared this amount is added to or subtracted from the amount the application garnishes from the employee's pay; to add to the amount, type a positive number, to subtract, type a negative number. With the **Replace** check box selected this amount replaces the amount the application garnishes from the employee's pay.

**Note:** You can only replace the amount being garnished if the garnishment is recorded as a dollar amount; if it is a calculated percentage, then you can only replace the percentage being used in the calculation.

8. If you selected the **Replace** check box and need to change how the application calculates the garnishment for this pay run, select the new calculation method from the **Ordered Amount Type** drop-down list.

9. If you selected the **Replace** check box and want to specify a new percentage value to be used for this pay run to calculate the garnishment amount, type the percentage value in the **Percent** field.

10. Click the **Save** button.
Configuring FLSA Overtime Adjustments

The application calculates Fair Labor Standards Act (FLSA) overtime adjustments based on wage augments, such as bonuses and lump sum payments, which are recorded as quick entries in US pay runs.

This functionality is designed to implement FLSA regulations that dictate that overtime employees earn is adjusted when they receive a bonus or lump sum payment. FLSA overtime is calculated based on the actual time that an employee works and their earnings, including any bonuses or lump sum payments.

For example, an employee earns $10 an hour for their regular pay; overtime is paid at 1.5 times for time worked over 40 hours in a week. The employee works 50 hours and earns $550; of those earnings $50 are overtime earnings – the amount the employee earned above what they would have earned if all 50 hours were paid at the regular $10 an hour rate.

Since the overtime multiplier is 1.5, the formula for the extra amount of pay the employee earned for working overtime is 0.5(Hourly Rate x Hours); in this example, 0.5($10 hourly rate x 10 hours) equals the $50 in overtime the employee earned on top of the regular $100 of pay the employee earned for those 10 hours beyond the overtime threshold.

The FLSA adjustment needs to be calculated if the employee then receives a wage augment, such as a bonus or lump sum payment, which impacts the hourly rate the employee was actually paid during the week.

For example, excluding their overtime earnings, the employee has earned $500 and worked 50 hours; they have been paid $10 an hour. If the employee is then paid a $1000 bonus, they have earned $1500 hours while still only working the 50 hours.

The application calculates the new hourly rate for what the employee actually earned as (Regular eligible earnings + Eligible wage augments) / Hours worked; in this case $1500 / 50 results in rate of $30.

In other words, the employee actually earned $30 for each hour worked and as a result their overtime should have been based on an hourly rate of $30. Using the same formula of 0.5(Hourly Rate x Hours) the application calculates 0.5($30 hourly rate x 10 hours) to be $150 in overtime earnings.

The application then compares the amount of overtime earnings the employee actually received to the amount they should have, according to the above calculation; in this example, the employee received $50 but should have received $150, a difference of $100 which it then pays out as an FLSA overtime adjustment.

Configuring the application to support FLSA overtime adjustments means that payroll administrators can record the wage augments, either bonuses or other lump sum payments, as quick entries and have the application calculate and pay out any required FLSA overtime adjustments.

This functionality is controlled by the Payroll FLSA Overtime Adjustment Rule which must be configured and applied to the appropriate payroll policies.
The rule’s parameters control its behavior:

When configuring the rule, select the earning the application uses when paying out any overtime adjustments from the Overtime adjustment earning drop-down list and the earning for adjusting double overtime from the Double overtime adjustment earning drop-down list.

Then select the earning(s) which represent bonuses, lump sum payments, or any wage augments that trigger a calculation of an overtime adjustment from the Eligible FLSA adjustable earnings parameter.

**Note:** Only earnings configured with the Is FLSA Adjustable check box selected are available in the Eligible FLSA adjustable earnings parameter.

In the example above, the earning that the $1,000 bonus was recorded under as a quick entry would need to be selected from the Eligible FLSA adjustable earnings parameter to trigger the overtime adjustment described.

Next, define the multiplier for overtime and, if necessary, double overtime in the Overtime rate multiplier and Double overtime rate multiplier fields; these values are used in the calculations the application performs to determine what overtime adjustment to pay out.

In the example above, the formula for the overtime portion of the employee’s earnings was 0.5(Hourly Rate x Hours) because the multiplier for overtime was 1.5; if the multiplier was 1.75, for example, then the formula would be 0.75(Hourly Rate x Hours).
In the remaining parameters, define what earnings and earning groups mark eligible or ineligible overtime, double time, and worked time.

To implement the example above, configure the rule so that the earning that the 10 hours of the employee’s overtime was paid under was eligible overtime, either by selecting it from the **Overtime earnings eligible** or by selecting its earning group in the **Overtime earning groups eligible** parameter. Similarly, the 40 hours of regular earnings representing worked time would need to be defined as eligible, either by selecting it from the **Work earnings eligible** parameter or its earning group in the **Work earning groups eligible** parameter.

Once configured and assigned to the appropriate employee’s payroll policies, payroll administrators can record wage augments to trigger the overtime adjustment calculation by:

- Recording a bonus, lump sum payment, or other wage augment as a quick entry using one of the earnings selected from the Eligible FLSA adjustable earnings parameter on the rule.
- Specifying the date range during which the wage augment was earned within the **FLSA Adjust Start Date** and **FLSA Adjust End Date** fields of the quick entry. This defines what earnings details the application takes into account when calculating what overtime adjustment to pay out.

  **Note:** The application only displays the **FLSA Adjust Start Date** and **FLSA Adjust End Date** fields for US pay runs and only enables them for quick entries with an earning specified in the **Code** field that has been configured with the **Is FLSA Adjustable** check box selected.

For example, if an employee earned a premium for working nights during the week, the payroll administrators specifies the week’s start and end date in the **FLSA Adjust Start Date** and **FLSA Adjust End Date** fields of the quick entry. This also means that only the regular work and overtime earnings the employee received during that week are taken into account when the application calculates the overtime adjustment. Depending on the period over which the wage augment was earned and the period of earnings that should be taken into account in the overtime adjustment calculations, payroll administrators can specify a longer duration using the **FLSA Adjust Start Date** and **FLSA Adjust End Date** fields.

For example, when recording an employee’s H1 bonus, a payroll administrator can specify the start and end of the first fiscal half and the application takes into account the eligible earnings and overtime earnings the employee earned during the entire fiscal half when calculating the overtime adjustment.

**Trigger FLSA Overtime Adjustments**

Fair Labor Standards Act (FLSA) overtime adjustments are triggered using quick entries. FLSA regulations dictate that overtime employees earn is adjusted when they receive a bonus or lump sum payment. FLSA overtime is calculated based on the actual time that an employee works and their earnings, including any bonuses or lump sum payments.

For example, an employee earns $10 an hour for their regular pay; overtime is paid at 1.5 times for time worked over 40 hours in a week. The employee works 50 hours and earns $550; of
those earnings $50 are overtime earnings – the amount the employee earned above what they would have earned if all 50 hours were paid at the regular $10 an hour rate.

Since the overtime multiplier is 1.5, the formula for the extra amount of pay the employee earned for working overtime is 0.5(Hourly Rate x Hours); in this example, 0.5($10 hourly rate x 10 hours) equals the $50 in overtime the employee earned on top of the regular $100 of pay the employee earned for those 10 hours beyond the overtime threshold.

The FLSA adjustment needs to be calculated if the employee then receives a wage augment, such as a bonus or lump sum payment, which impacts the hourly rate the employee was actually paid during the week.

For example, excluding their overtime earnings, the employee has earned $500 and worked 50 hours; they have been paid $10 an hour. If the employee is then paid a $1000 bonus, they have earned $1500 hours while still only working the 50 hours.

The application calculates the new hourly rate for what the employee actually earned as (Regular eligible earnings + Eligible wage augments) / Hours worked; in this case $1500 / 50 results in rate of $30.

In other words, the employee actually earned $30 for each hour worked and as a result their overtime should have been based on an hourly rate of $30. Using the same formula of 0.5(Hourly Rate x Hours) the application calculates 0.5($30 hourly rate x 10 hours) to be $150 in overtime earnings.

The application then compares the amount of overtime earnings the employee actually received to the amount they should have, according to the above calculation; in this example, the employee received $50 but should have received $150, a difference of $100 which it then pays out as an FLSA overtime adjustment.

If the application has been configured to support this functionality, you can trigger these calculations to determine if an FLSA overtime adjustment is required by recording a lump sum payment, bonus, or other wage augment as a quick entry using an eligible FLSA adjustable earning and specifying the dates during which the wage augment was earned within the FLSA Adjust Start Date and FLSA Adjust End Date fields of the quick entry.

Note: In order to trigger FLSA overtime adjustment calculations, you must record the wage augment using an earning that has been configured as an FLSA adjustable earning. If you are unsure what earning to use, contact your system administrator.

Importing Quick Entry Records

If you have a large number of quick entry records, instead of manually entering them into My Pay, you can create Quick Entry records outside of the application using a CSV (comma-separated values) file. You can then import the CSV file into Dayforce HCM to quickly and conveniently load those records.

For example, you have a list of all employee quarterly bonuses that you want to enter into Dayforce HCM. The list of bonuses currently exists in a spreadsheet, and would take a considerable amount of time to manually type into the Quick Entry grid. Or, each week you receive a list of amounts that are reimbursed to employees to cover expenses. Again, as with
the list of bonuses, the reimbursements are in a spreadsheet. In both cases, instead of manually typing each record, you can import this information into the application.

Note: When importing quick entry records you can specify the same quick entry shortcuts in the Rate column of the CSV import template as you can in the Quick Entry tab in My Pay. You can use the following in the Rate column: J to use the employee’s Job Rate, B for Base Rate, V for Vacation Rate, O for Average OT Rate, and A for Alternate Rate.

Importing quick entry records involves:

- Creating the CSV File (see page 61)
- Importing the CSV File (see page 62)

Creating the CSV File

Before you can import Quick Entry records into Dayforce HCM, you need to download a CSV file. You use that file for the information that you want to import. Dayforce HCM generates the file, which you can download from My Pay.

The top row of the CSV file contains the headings for each column that is visible in the Quick Entry grid when you download the CSV file template:

If you change the data view on the Quick Entry grid before generating and downloading the CSV file template, the exported CSV file will only contain columns that are visible in the grid. For example, if you selected Time Entry (Standalone) from the View drop-down list on the Quick Entry tab, the exported CSV file will only contain the following columns: Employee No., Employee Name, Code, Hrs., Rate, Amount, Check Template, and Comment, as shown below:

To generate and download a CSV file:

1. Click My Pay and then click the Quick Entry tab.
2. Select Create Import Template from the Import/Export drop-down list.
3. When prompted, specify a name and location on your computer for the file. You don't need to add the extension .csv to the name of the file.
4. Open the template in Microsoft Excel.
5. Record the quick entries you want to import in the CSV file; you can either type quick entry records directly into the file or copy records from another source into the file.
The application validates the quick entries you record in the CSV file once they are imported so it is important that the details are accurate, such as providing valid employee numbers and names, and specifying earning or deductions in the **Code** column that exist in the application.

**Note:** When recording quick entries in the CSV file you need to specify 0 in the **Rate** column to record an earning that is just a dollar amount, such as a bonus or commission payment (instead of leaving it blank as you can in the application itself).

6. **Save the file.**

   **Note:** When you save the file, make sure that it is saved as a CSV file. Dayforce HCM cannot import files in Excel format.

**Importing the CSV File**

Once you have prepared the CSV file containing the data that you want to import into Dayforce HCM, you can upload it to the application.

Dayforce HCM attempts to import as much data from the CSV file as it can. The application will either ignore certain empty fields – for example, **Comment** – or will fill in the information as best it can. For example, if one or more rows in the CSV file contain an employee number but not an employee name, upon import the application will add the employee's name based on their employee number.

As well, if the **Check Template** field in the CSV file is empty, Dayforce HCM either automatically sets the check template field to **Normal** or uses the check template that is associated with the type of earning in the **Code** field.

If there are errors, Dayforce HCM will either finish importing the data and point out any errors, or will cancel the import if there is key information missing – for example, if columns are missing. When Dayforce HCM encounters problems, an error message appears that includes the number of the line in the CSV file that contains the error:

Detailed information about the errors also appears in the **Problems** pane, as shown below:
Import the CSV for a Single Pay Group and Pay Run

To import the CSV file for a single pay group and pay run:

1. Click **My Pay** and then click the **Quick Entry** tab.
2. Click **Import/Export** and then select the **Import Items** option.

Assuming there are no errors, the imported data appears in the Quick Entry grid as shown below:

```
<table>
<thead>
<tr>
<th>Employee No</th>
<th>Employee Name</th>
<th>Code</th>
<th>Hrs.</th>
<th>Rate</th>
<th>Amount</th>
<th>Check Template</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>280</td>
<td>ONTARIO, SHEILA</td>
<td>Overtime</td>
<td>12.00</td>
<td>10.000</td>
<td>360.00</td>
<td>Normal</td>
<td></td>
</tr>
<tr>
<td>280</td>
<td>ONTARIO, SHEILA</td>
<td>Overtime</td>
<td>12.00</td>
<td>10.000</td>
<td>360.00</td>
<td>Normal</td>
<td></td>
</tr>
<tr>
<td>282</td>
<td>Henry, Jack</td>
<td>Overtime 1.5</td>
<td>10.00</td>
<td>29.625</td>
<td>296.25</td>
<td>Normal</td>
<td></td>
</tr>
<tr>
<td>288</td>
<td>SK, SHEILA</td>
<td>Retro Payment</td>
<td>55.07</td>
<td>19.231</td>
<td>1251.36</td>
<td>Normal</td>
<td></td>
</tr>
<tr>
<td>289</td>
<td>MB, SHEILA</td>
<td>Regular</td>
<td>37.50</td>
<td>17.500</td>
<td>656.25</td>
<td>Normal</td>
<td></td>
</tr>
</tbody>
</table>
```

Use the Global Import to import the CSV for Multiple Pay Groups and Pay Runs

The Global Import is identical to the Pay Entry Import, except that pay period and pay group data are not required fields in the Global Import file.

If you do not record a pay period number, the application automatically determines the number based on the entry's pay date. If you do not record a pay group, the application uses the employee's pay group assignment compared to the pay period start date to determine the correct pay group.

To import the CSV file for multiple pay groups and pay runs:

1. Click **My Pay** and then click the **Global Import**.
2. Click **Import/Export** and then select the **Import Items** option.

Assuming there are no errors, payroll administrators can filter the imported data by import set name and pay period, and the application displays the relevant entries in the Global Import grid as shown below:
Adjustments

In some cases, an employee can receive a payment (or have a deduction taken from their wages) that was categorized incorrectly.

In situations like this, the year-to-date (YTD) amounts for employee earnings, taxes, or deductions and, consequently, the YTD amounts for the organization can be out of balance.

To ensure that the amounts balance, payroll administrators create an adjustment. An adjustment enables an administrator to correct the YTD amounts, typically by recording two adjustments: one to subtract the amount applied to incorrect earning or deduction, and another to add the amount to the correct earning or deduction.

There are three main ways to enter adjustments in My Pay: in the Quick Entries tab, in the Checks tab, or in the Adjustments tab.

For example, a bonus payment might have been entered using a commissions earning. Say the employee's records had a $500 in bonus payment that should have been entered as commission. You could enter an adjustment of -$500 bonus and +$500 commission to correct the employee's YTD amounts.

While an amount is entered into the application, no money is paid to employees or deducted from employee earnings.

Recording a prior period adjustment ensures that the year-to-date amount is correct and, if your organization is using a general ledger for accounting, that the amounts in the credit and debit accounts are balanced for the earning, deduction, or tax being adjusted.

**Note:** The amount that is entered in Dayforce HCM is applied to the YTD amount for the current pay period and onward. Prior period adjustments do not impact the details of already committed pay.

A payroll administrator can adjust amounts for any committed pay period in the current year. Adjustments can apply to earnings, deductions, or taxes and can be either a positive or a negative value.

A payroll administrator can also apply a prior period adjustment to an off-cycle pay run. For more information, see Off-Cycle Adjustments on page 70.
You can record prior period adjustments on the Adjustments tab of My Pay. The grid that is used for entering the details of an adjustment differs slightly between pay groups in the United States and in Canada. Both grids contain the following fields:

- **Prior Run**: the pay run to which the adjustment applies.
- **Code**: an earning, deduction, or garnishment code.
- **Hrs.**: the number of hours worked by the employee.
- **Amount**: the currency amount of the adjustment.
- **Position**: the employee’s position or job.
- **Location**: the employee’s work location.
- **Comment**: a note about the adjustment. This is optional.

For Canadian pay groups, the grid also contains the field **El Reference Code**, which is the Employment Insurance reference code for the legal entity for which the employee works. The application populates this field for you, as shown below:

For pay groups in the United States, the grid also contains the following fields which the application populates (if the information exists):

- **Limited Taxable Wage**: the maximum amount of the employee’s earnings for which payroll tax is calculated.
- **Total Taxable Wage**: the maximum amount of the employee’s earnings for which Social Security or unemployment taxes are calculated.
- **Hours Worked**: used in conjunction with Other Special Wages for amounts that affect State Unemployment Taxes for the select states. If populated, this is reported in the US Wage and Tax Report and the Employer's Quarterly State Report of Wages Paid Report run from My Pay.
- **Other Special Wages**: used in conjunction with Hours Worked for amounts that affect State Unemployment Taxes for the select states. If populated, this is reported in US Wage and Tax Report and the Employer's Quarterly State Report of Wages Paid Report run from My Pay.

The Hours Worked and Other Special Wages fields aid in filing quarterly payroll information for US clients who implemented Dayforce HCM mid-quarter and have earnings configured as special for Florida, New York and Washington, or hours configured as special for Massachusetts, Minnesota, Oregon, Rhode Island, and Washington in Payroll Setup > Earning Definition in the General section in the United States tab under the Tax & Compliance tab of a selected Earning Definition.

You can also enter garnishment adjustment entries to modify the year-to-date totals of the garnishment.
If more money has been garnished from an employee’s wages to cover a garnishment than is currently in the payroll records, the payroll administrator can record an adjustment to correct the totals; similarly, if less money has been garnished, the payroll administrator can record a negative adjustment.

Payroll administrators can add to or subtract from the totals by supplying a positive or negative number in the **Amount** field of the adjustment. For negative adjustments, payroll administrators can only subtract up to the amount already garnished from the employee’s wages.

**Override CTS Code**

The ability to override CTS codes applies only to specific localities (cities, towns, and villages in Ohio and Pennsylvania) where local taxes may require the use of two different CTS Tax Codes based on whether the employee is subject to a resident or non-resident rate. The existence of multiple CTS tax codes for a locality in which a legal entity operates can be verified by navigating to **Org Setup > Organization > Legal Entity**, selecting the legal entity in question and clicking the **Tax Authorities** tab.

For example, Philadelphia, Pennsylvania has both a resident CTS Tax Code (CTS Tax = 3917) and a non-resident CTS Tax Code (CTS Tax Code = 3945) used for filing taxes. If an employee lives in Philadelphia (3917), but works elsewhere in the state, and that employee had the non-resident tax code (3945) applied to a pay run rather than the resident code of 3917, an adjustment must be executed to correct both the withholding amount as well as the CTS Tax Code.

When such an adjustment must be made, the payroll administrator can navigate to **My Pay**, load the appropriate pay run, and create a new adjustment on the **Adjustments** tab. When the payroll administrator enters the pay code used in the original pay run, the application populates the **Override CTS Code** field with the CTS Tax Code opposite to the one that was used in the original pay run. The payroll administrator continues to process the adjustment as usual.

When the adjustment has been applied, the application displays the adjustment, as well as the adjusted CTS Tax Code information, in any reports where this information appears, such as the W-2 Management Report or any Quarterly/Annual Filing Reports.

**Create an Adjustment**

To create an adjustment, take the following steps:

1. Navigate to **My Pay** and load the current pay run for a pay group.
2. Click the **Adjustments** tab.
3. Click the **New** button.
4. Add an employee using one of these methods:
   - In the **Employee No.** field, enter the first digits of the employee number.
   - In the **Employee Name** field, enter the first letters of the employee’s name.

The application displays a list of employee numbers or names, as shown below:
Select the number or name, and then press Tab to move to the next field.

5. Optionally, enter a comment about the adjustment in the **Comment** field.

6. Optionally, specify the PSD code you want applied to the adjustment in the **Override Resident PSD Code**; if a code is specified, the application uses it instead of the code determined from the employee’s current address. Political Subdivision (PSD) codes are only relevant to employees in Pennsylvania; they are reported with the employee’s wages and taxes as part of the quarterly reporting process.

   Without specifying an override, the application uses the employee’s current address and PSD code for any adjustments recorded; for example, if you record two adjustments, moving some earnings incorrectly reported as overtime to a bonus earning, the application reports those earnings under the employee’s PSD code that was effective when the adjustment was made.

   If the employee has moved so that their current PSD code does not match the code that the adjusted earnings should be reported under, you can override the PSD code associated with the adjustment by typing the correct PSD code in the **Override Resident PSD Code** field.

7. In the **Adjustment** area in the lower portion of the application window, click the **New** button.
   The application adds a new, blank row.

8. Enter the first digit of the number of the pay run to which the adjustment applies in the **Prior Run** field. The application displays a list of previous pay runs, as shown below:

   Select a pay run from the list and then press the Tab key on your keyboard to move to the next field.

9. In the **Code** field, type the first letters of the earning or deduction code, or the tax, that you want to record. The application displays a list of codes that contain those letters.
For example, to record an adjustment to regular earnings type R in the Code field and then select Regular from that list, as shown below:

The application displays any active garnishments applied to the selected employee in the list of autocomplete suggestions displayed in the Code field when you record quick entries. The application displays the garnishment's name and in square [] brackets the garnishment's case number:

10. If applicable, enter the number of hours that are being adjusted in the Hrs. field.
11. Enter the amount of the adjustment in the Amount field. For example, if you are recording payment of $233.53 in regular wages, enter 233.53 in this field.
12. Optionally, enter a comment about the adjustment in the Comment field.
13. Click the Save button.

Filter or Sort Adjustments

As you record adjustments on the Adjustments tab, the application displays them for you to review in a list that you can filter or sort.

To filter adjustments:

1. Select the Adjustments tab.
The application displays the different adjustment attributes that you can use to filter the list of adjustments.

2. Click the arrow (→) next to any attribute you want to filter by; the application expands the list of available values for that attribute. Select or clear the parent check box and select specific child values to filter the quick entries accordingly:

   - Employee No.
   - 0197859
   - 0198786
   - 1092873

For example, expand the Employee No. attribute if you want to filter adjustments for particular employee numbers; the application displays adjustments for the selected employee numbers.

3. Repeat step 2 as needed to apply additional filter criteria to the list of adjustments the application displays.

Clear the Apply Filters check box at any time to remove the filters; the application displays all adjustments recorded for the pay period.

To sort adjustments:

1. Select the Quick entries for this Pay Run tab.
2. Click one of the following column headers by which to sort the quick entries:
   - Employee No.
   - Employee Name

The application sorts the list of quick entries according to your selection.

Filter and Sort Checks

As you record checks for a specific pay period, the application displays them for you to review in a list that you can filter.

To filter checks:
1. Click the arrow (üp) next to any attribute you want to filter by; the application expands the list of available values for that attribute.

- Check Template
  - (Not set)
  - Bonus
  - Normal

For example, expand the Check Template attribute if you want to filter for quick entries with a specific check template value; the application displays the different check template values specified for checks already recorded in the pay run.

2. Select or clear the parent check box and select specific child values to filter the checks accordingly:

- Check Template
  - (Not set)
  - Bonus
  - Normal

For example, select the Bonus check box and clear the others and the application only displays checks recorded with a value of 'Bonus' in the Check Template field.

3. Repeat steps 2 and 3, as needed, to apply additional filter criteria to the list of checks the application displays.

Clear the Apply Filters check box at any time to remove the filters; the application displays all checks recorded for the pay period.

To group and sort check entries:

1. Select an option from the Group By drop-down list:

   ![Group By Options]

2. Click one of the following column headers by which to sort the quick entries:
   - Employee No.
   - Employee Name

   The application sorts the list of quick entries according to your selection.

**Off-Cycle Adjustments**

**Before You Begin**: You should be familiar with creating off-cycle pay runs before you create an off-cycle adjustment. For general information about off-cycle pay runs, see Off-Cycle Pay Runs on page 102.
An off-cycle adjustment enables you to create a pay run that is outside a regular, scheduled pay run. For example, you might create a one-time, ad hoc pay run that can be used to disburse special payments or make a final payout to one or more terminated employees.

As another example, you might configure an off-cycle adjustment to ensure that the year-to-date amounts for earnings, deductions, or taxes are correct for a quarterly tax filing deadline.

**Important:** To ensure accurate tax information, you should use that last pay date in the quarter or the year in which you are making an adjustment if the quarter or year has already been filed.

The following is a screenshot of the New Off-Cycle Pay Run dialogue:

![New Off-Cycle Pay Run Dialogue](image)

To configure an off-cycle adjustment, take the following steps:

1. Navigate to My Pay and click the Load button.
2. Select the pay group and pay period on which you want to base the off-cycle pay run, but do not open the pay run.
3. On the Off-Cycle Pay Run toolbar, click the New button.
4. In the Run Type drop-down list, select Prior Period Adjustment.
5. In the Name field, enter a name that will identify the pay run as an off-cycle pay run. For example, if the pay run is named SL.BWKLY.USA you can enter Off-cycle prior in the name field. The off-cycle pay run will be named SL.BWKLY.USA - Off-cycle prior.
6. If necessary, change the pay date. Use the last pay date in the quarter or the year in which you are making an adjustment if the quarter or year has already been filed.
7. Click OK to save the off-cycle pay run.
8. Load the off-cycle pay run that you just configured. For more information, see Pay Periods on page 10.
9. Enter the adjustments on the Adjustments tab.
10. Save the pay run, and then process it. For more information, see Process Payroll on page 98.
When you load an off-cycle pay run for an adjustment, only three tabs are available under My Pay: Payroll Preview, Adjustments, and Checks.

Viewing Prior Period Adjustments

You can check whether or not the amounts of any adjustments have been included in the year-to-date amounts for the pay group in two places: on the Payroll Preview tab under My Pay and in a Payroll Register report.

For example, three pay periods ago an employee named Thomas Wilson received a check for a bonus payment of $550. Because of an error, the payment was not entered in the application at that time. However, the error was discovered and the bonus is entered as an adjustment in the current pay period.

When pay is recalculated, the bonus appears in the net pay section for the pay group and under Thomas’ earnings on the Payroll Preview tab, as shown below:

In a Payroll Register report, the adjustment appears as its own entry in Thomas' net pay, as shown below:

Note: Amounts for any adjustment a payroll administrator makes are also included in a Payroll Summary report. However, the adjustments will be included in the year-to-date total for the type
of earning, deduction, or tax. It will not be broken out into a separate entry in a Payroll Summary report.

**Recording Third Party Sick Pay**

Some organizations have contracted with providers to pay their employees' sick pay; when an employee is off sick, they are paid by the provider instead of their employer. These payments are referred to as third party sick pay and need to be recorded in the application as an adjustment so that taxes are calculated, remitted, and reported properly.

To record third party sick pay:

1. Load the current pay run for the appropriate pay group.
2. Select the **Adjustments** tab.
3. Click the **Add a new Third Party Sick Pay Adjustment** button.

   The application displays the Third Party Sick Pay Adjustment prompt.

4. Specify the provider in the **Third Party Sick Pay Provider** field by typing the provider's name and selecting an option from the list of autocomplete suggestions the application displays.
5. Specify how the sick pay is taxed in the **Tax Treatment** field. If you press the spacebar, the application displays all the available options:

   - **6 month absence - Soc, Med, Futa Exempt** — sick pay representing a six month absence. This pay is exempt from Social Security, Medicare, and Federal unemployment tax.
   - **Disability - Soc, Med Exempt** — pay for disability that is exempt from Social Security and Medicare.
   - **Disability Retirement - Soc, Med, Futa Exempt** — pay that is exempt from Social Security, Medicare, and Federal unemployment tax.
   - **Employee After-tax Contribution - Non-taxable** — pay that is not taxed.
• **No Exemptions - Fully Taxable** — pay that is not tax exempt.

6. Specify the employee that received the pay in the **Employee** field by typing their name or employee number and selecting an option from the list of autocomplete suggestions that the application displays.

7. **Click New** in the **Earning** section and record the amount of the sick pay under the appropriate earning definition.

   **Note:** The application only populates the **Code** field with appropriate autocomplete suggestions; you can only record third party sick pay with earning definitions that have been configured with the sick/disability pay taxability.

8. Click the **Calculate Taxes** button. The application calculates and displays the appropriate taxes for review.

9. Click the **OK** button to submit the third part sick pay adjustment.

**Importing Adjustment Records**

If you have a large number of adjustment records, instead of manually entering them into **My Pay** you can create adjustment records outside of the application using a CSV (comma-separated values) file. You can then import the CSV file into Dayforce HCM to quickly and conveniently load those records.

Before you can import adjustment records, you need to download the import template from the **Adjustments** tab of **My Pay**:

1. Select **Create Import Template** from the **Import / Export** drop-down list.
2. When prompted, specify a name and location on your computer for the file. You don't need to add the extension `.csv` to the name of the file.

The CSV file contains the headings for the column names of both header and details records:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Employee No.</td>
<td>Employee Name</td>
<td>Comment</td>
<td>Override Resident PSD Code</td>
</tr>
<tr>
<td>D</td>
<td>Prior Run</td>
<td>Code</td>
<td>Hrs.</td>
<td>Amount</td>
</tr>
</tbody>
</table>

**Note:** The template contains additional column names; this example deals with the first few columns.

The template indicates that for each header row, you record an ‘H’ to indicate the record is a header record, and then provide the employee number, name, any comments, and a new PSD code (if necessary) for the adjustment entry, while for each detail row, you need to record a ‘D’, followed by the PPN and pay date of the prior run the entry is adjusting, followed by the code, hours, and amount of the adjustment.

When importing adjustments, the header rows or records refer to the initial entries recorded in the **Adjustments** tab. These records identify the employee that the adjustments are being recorded for; for adjustments this primarily identifies the employee whose payroll records are being adjusted.
The details are the entries recorded in the sub-tab beneath the **Adjustments** tab; these entries detail the codes being adjusted, such as a -245 entry with the ‘Regular’ code and a +245 with the ‘Sick Pay’ code to adjust down $245 of regular pay that should have been recorded as sick pay.

When importing adjustment entries, you must include one header record for each detail record being imported; often there are multiple detail records underneath a single header, such as the example above where there are two detail records (one for the -245 and one for the +245) for the header record of the adjustment.

**Reminder** the import template details what needs to be included in import files for both header and detail records. Each row or record within the adjustment import file must begin with either H or D to designate whether it is a header or detail row; a header row must precede its detail rows and detail rows cannot be imported without a corresponding header row.

Create the import file by providing appropriate values in the columns for both the header and detail records, following the template. The file must be saved as a CSV file (and not in Excel format) and closed before it can be imported.

Once the import file has been created, you need to import it to load the adjustment records:

1. Select **Import Items** from the **Import / Export** drop-down list.
2. Select the appropriate file when prompted.
3. Specify a name for the set of entries you are importing in the prompt.
4. Click the **OK** button.

The application tracks which adjustment entries were imported together under the name specified. If you delete one of the entries, you are given the option to delete all the entries imported under that set:
Select either the **Delete this item** to delete just the selected entry or the **Delete import set** option to delete all the entries imported with the selected entry and click the **OK** button.

**Including Terminated Employees**

Payroll administrators can include terminated employees in pay runs, allowing them to record additional payments or checks for employees who have been terminated. Terminated employees who have been included in a pay run can be viewed in the **Quick Entry** and **Checks** tabs.

Without manually adding terminated employees using this process, terminated employees are only included in a pay run if their Last Pay Date is set to a date that occurs during or after the pay period.

To include terminated employees in a pay run:

1. Load the appropriate pay run.
2. Select the **Quick Entry** or **Checks** tab.
3. Click the **Terminated** button.

The application opens the **Add Terminated Employees To This Pay Run** dialog box with a listing of available terminated employees:

The application includes any terminated employees that have a **Last Pay Date** set to a date before the pay period’s start date or, if this date is blank, any employees with a terminated status effective before the pay period’s start date in the listing.

4. Select the terminated employees you want to include in the pay run.
5. Click the arrow (→) button to move the employee to the **Selected Employees** list.

You can filter the list of terminated employees by selecting the **Filter** tab and providing search terms; you can search for terminated employees by their name, employee number, SIN or SSN, department, job, pay class, pay type, or works at location.
In addition, you can use the **Effective Range** fields to filter the list to employees who were terminated within a specified date range.

6. After searching for terminated employees or selecting from the phonebook listing, click the **OK** button to add the appropriate terminated employee(s) to the pay run; once added, terminated employees are treated as normal by the application.

**Important!** Since adding terminated employees to a pay run and then recording quick entries against them can impact pay and result in a terminated employee receiving additional earnings, it is important that the employee’s banking details are still accurate.

Before you include a terminated employee in a pay run, the application does not include their name in the list of auto-complete suggestions in the **Employee Name** field on the **Quick Entry** or **Checks** tab and payroll administrators cannot record entries for them.

After you include a terminated employee to a pay run using this functionality, the application does include their name and employee number in auto-complete suggestions and you can record quick entries and checks for them.

The application prompts you when entries are recorded against terminated employees that have been manually added to a pay run:

---

**Working with Checks**

There are occasions when you must issue checks — whether as part of a scheduled pay run, or immediately outside of a scheduled pay run. A check can be used to issue a bonus or vacation pay, a severance payout, or to issue a reimbursement for expenses.

You can manage and issue the following types of checks within Dayforce HCM:

- **Manual** — manual checks enable you to record checks issued by your organization’s accounts payable department in the application. You can also include any deductions with a manual check. Processing a manual check ensures that amounts paid outside of the application are properly reported and taxes are filed for the amounts paid out on the check.

  For example, an employee has been paid regular earnings in a manual check, with employee taxes, generated earnings, and deductions calculated as if the check is using a Normal check template. To ensure that the amounts paid to the employee are reported in
the application, you can record the earning amount in the application as shown below, and click the **Calculate Check** button to select a check template for the application to mimic for employee tax, generated earning, and deduction calculations:

You can enter the numbers of the manual checks and the dates on which the checks were issued in the check entry grid.

**Note:** Employer taxes are automatically calculated and applied based on the earnings and employee taxes on a manual check; you can override these by recording the employer tax and selecting the **Replace** check box.

- **Onsite** — Enables you to generate a check (including calculating all taxes and deductions), preview that check, and then print it at your physical location. Onsite checks are useful when you need to immediately issue checks. For example, to make severance payments, commissions, reimbursements, or payroll advances.

  **Note:** On-site checks can only be issued by organizations in the United States.

- **Additional** — Enables you to generate checks that are processed by Ceridian’s back office system outside of a normal pay run.

Checks are created and managed in the check entry grid under **My Pay > Checks** for a specific pay group and pay period. Before you can work with checks, you must load the appropriate pay period. For more information, see **Pay Periods** on page 10.

The application processes each type of check in the pay run to which it is assigned. The type of check being processed is determined by the **Check Type** field in the **Check Entry** grid, as shown below:

For example, a payroll administrator must make bonus payments using a separate check. The administrator can set up the bonus earning under **My Pay**, and in addition to the regular checks that employees receive, a second check is issued to employees who are receiving a bonus.
Checks

You can enter as many checks as required for as many employees in a pay group as needed.

Entering checks is a two step process that involves the following:

- creating a new check for an employee and setting the check type
- entering details about the check

A check has a number of mandatory fields: Employee number, employee name, check type, check template

Creating a Check

To create a check and enter basic information about it, take the following steps:

1. Click the Checks tab.
2. Click the New button. The application adds a new, blank row.
3. Enter the employee for whom you are creating the check by entering either the employee number in the Employee No. field or the employee's surname in the Employee Name field.
4. In the Check Type field, specify either Additional, Manual, or Onsite. If you specify a Manual check type, the application automatically sets the Template Type to Manual, the only option for manual checks.
5. In the Template Type field, specify a check template (which determines how wages are paid to an employee and, optionally, the taxes and deductions that apply to the check) in the Template Type field. Then, select the template that you want to apply to the check from the list that the application displays.
6. Optionally, enter a note about the check in the Comment field.

The application automatically fills in the remaining fields. Next, you must enter details about the check.

Enter Check Details

To record details about a check:

1. Select the Check Entry tab.
2. Click the New button. The application adds a new, blank row.
3. If the check will replace an existing one, click the **Replace** check box.
4. Begin typing the name of an earning or deduction code to which the check applies in the **Code** field. The application displays a list of check types that matches what you type. For example, if you type `r`, the application displays the following list:

![Check Code List](image)

**Note:** If you select an earning code from the list, the application automatically populates the **Rate** field with the employee's hourly rate for that earning (if applicable).

5. If the check is for hourly earnings, enter the number of hours in the **Hrs.** field. Otherwise, enter the amount of the check in the **Amount** field.
6. Optionally, enter information in the following fields:
   - **Comment** – Enter a short note about the check in this field.
   - **Project** – If the employee records time against a preconfigured project, begin typing the name of that project in this field and then select it from the list that the application displays. If there are no projects configured, the application will not save what you type in this field.
   - **Docket** – If the employee records time against a preconfigured work order or docket, begin typing the name of that docket in this field and the select it from the list that the application displays. If there are no dockets configured, the application will not save what you type in this field.
   - **PPN** – Select a future or prior pay period number to record the individual check entry against the appropriate period; this allows you to record checks against the pay period during which the pay was earned. When earnings on a check entry are recorded against a future or prior PPN, the US printed and online earning statements display the respective pay period start and end date for the earnings. Selecting a future or prior PPN does not impact Canadian earning statements but it does impact where those earnings and hours are reported on ROEs.
   - **Pay Periods for Tax** – Record the number of pay periods over which to calculate taxes for US employees' pay. Once specified, the application divides the total payment by the number of pay periods, applies taxes to each of the payment amounts, and then combines the taxes for a grand total.

**Note:** The application applies the pay periods for tax only to normal and taxable benefit earning types.
7. Click the Save button.

Create Pay Out Checks

Pay out checks are used to pay out any time already recorded on the employee's time and attendance records and displayed on WFM timesheets in advance of the normal pay date.

For example, an employee's time and attendance records contain 20 hours of regular, paid time in the first week of December; this pay period has a pay date of the 17th, but with advance pay, you can pay the employee on a manual or onsite check earlier.

Advance pay is then excluded from the next normal pay run; typically used to pay out terminated employees immediately, recording advance pay checks instructs the application to:

- Include the hours and earnings from any worked or future-dated time recorded in WFM for the pay period on the check. Then, exclude those hours and earnings from the associated normal pay run so that the employee is not double paid.
  For example, on the third day of a weekly pay period, an employee is terminated. The payroll administrator can pay them out immediately by recording an advance pay check. Since the employee has 16 hours of worked time on their timesheet from the previous two days, the application includes these earnings on the check.

  The application then excludes the 16 hours from the normal pay run so that the employee is not paid again on the next pay date.

- Override any auto pay earnings the employee would have received during the normal pay run. The application does not include any auto pay earnings on advance pay checks and it also excludes them from the normal pay run; instead, the employee is paid for whatever earnings the payroll administrator records on the check.
  For example, a salaried employee who is paid using the auto pay functionality is terminated on the third day of a weekly pay period. The payroll administrator can pay them out immediately by recording an advance check for two days' worth of salary, and the application excludes the employee's auto pay earnings from the normal pay run so that the employee is not paid again on the next pay date.

To record a pay out check:

1. Record the check's details as usual.
2. Click the Mark as Pay Out drop-down list.

Note: The application only displays the Mark as Pay Out drop-down list for manual or onsite check types. For bi-weekly pay runs, retroactive pay is associated with week one in the General...
Ledger, and future pay is associated with week two, marked with the appropriate business date. FLSA dates can only be for current and prior dates, and cannot be configured for future dates.

Select **Current with Retro** to include current and retro pay.
Select **Pay Out To Date** to include all outstanding current, retro, and future-dated pay.
Select **Retro** to include only retroactive pay.
Select **Current** to include only current pay.
Select **Future** to include only future-dated pay.

3. Record any additional earnings or deductions you want on the check in the **Check Entry** tab, as normal.

**Calculate Manual Checks**

The application does not automatically calculate and apply taxes, generated earnings, deductions, or garnishments on manual checks.

If you want these items calculated and applied, you must select another check template for the application to mimic when calculating employee taxes, generated earnings, and deductions. The application automatically calculates the corresponding employer portion.

Check templates are configured in **Payroll Setup > Check Template**. For more information, refer to **Configuring Check Templates** in the Dayforce Implementation Guide.

For example, if you record a manual check and do not mimicing another check template for these calculations, then the application does not calculate and apply the employer taxes for that manual check.

To calculate taxes, generated earnings, or deductions on manual checks:

1. Record the check’s details as usual.
2. Click the **Calculate Check** button.
3. In the **Calculate Check** control, select a check template to mimic.
4. Click the **Calculate** button, and the application populates the earnings, deductions, garnishments, and employee taxes associated with the selected check template:

5. Delete individual items, if necessary, by selecting the item and clicking the **Delete** button.
6. Click the **OK** button to apply the calculations to the check. The application displays the calculations on the **Check Entry** tab.
7. Click the **Save** button, and the application displays the calculated employee and employer taxes in the **EE Taxes** and **ER Taxes** columns on the **Checks** tab.

**Garnishments on Checks**

You can also record garnishments on check entries for Canada and US pay groups; garnishment check entries can add to, subtract from, or replace the garnishment amounts subtracted from employees’ pay. You can also update, for the check you are recording, how the garnishment is calculated.
The application displays the same fields on the Check Entry tab for recording garnishments on a check entry as on the Quick Entry tab, which differs for Canada and US pay groups.

For more information, see Record Garnishment Entries on page 50.

Depending on the Check Type selected, payroll administrators can either add to or subtract from the amounts that would be normally garnished from the earnings or they can record new garnishment details, replacing whatever values are stored on the garnishment record in My HR.

For onsite and additional checks, payroll administrators can record garnishments that either add to or subtract from the garnishment amount or replace the details of the garnishment set up in My HR, by clearing or selecting the Replace check box.

When recording a negative amount, payroll administrators can only subtract from the amount already being garnished from the check’s earning. For example, if on an additional check an employee’s earnings are garnished $100, the payroll administrators can only subtract 100 from the garnishment amount by specifying -100 in the Amount field.

For manual checks, all garnishment entry fields are disabled except for the Amount field; when recording garnishments on manual checks, payroll administrators can only specify a dollar amount that the application garnishes from the earnings recorded on a manual check.

Note: Garnishments recorded on manual checks are still sent to Wage Attachment Disbursement for filing.

Creating Garnishment Check Entries for American Employees

To create check entries for American employees, take the following steps:

1. Click the Check Entry tab.
2. Click the New button to open a new blank row.
3. Select the appropriate employee you are recording a check for by taking one of the following steps:
   • Typing their employee number in the Employee No. field
   • Pressing the Tab key to navigate over and type their name in the Employee Name field.
     As you type in either field the application displays the autocomplete suggestions that match what you have typed so far:

     | Employee No. |
     |--------------|
     | 303          |
     | 303          |
     | 304          |

     In this simplified example, there are two employee numbers that start with '3' so when you type 3 in the Employee No. field, two autocomplete suggestions are displayed.
     You can keep typing or pick the autocomplete suggestion you want to use by selecting it with your mouse cursor or using the up or down arrow keys on your keyboard until the correct entry is highlighted:
4. Select the **Replace** check box to replace the garnishment's details for this check. When replacing a garnishment's details, you can specify a new dollar amount to be garnished, if the garnishment was configured as a dollar amount garnishment, or a new percentage if it was configured as a percentage of gross pay. You can also change the calculation method for this check.

**Note**: This is disabled for manual check types. You can only record a garnishment amount on manual check types.

Clear the **Replace** check box to add to or subtract from the amount being garnished this pay run.

5. Select the garnishment code by typing it in the **Code** field. The application displays any active garnishments applied to the selected employee in the list of autocomplete suggestions displayed in the **Code** field. The application displays the garnishment's name and in square [] brackets the garnishment's case number:

**Note**: The application only displays garnishment codes after selecting an employee in either the **Employee No.** or **Employee Name** field if there are any active garnishments currently applied to the selected employee. Garnishments are configured and applied to employees within **My HR > Garnishments**.

6. Type an appropriate dollar amount in the **Amount** field. With the **Replace** check box cleared this amount is added to or subtracted from the amount the application garnishes from the employee's pay on this check; to add to the amount, type a positive number, to subtract, type a negative number. With the **Replace** check box selected this amount replaces the amount the application garnishes from the employee's pay on this check.

**Note**: You can only replace the amount being garnished if the garnishment is recorded as a dollar amount; if it is a calculated percentage, then you can only replace the percentage being used in the calculation.

7. If you selected the **Replace** check box and need to change how the application calculates the garnishment for this check, select the new calculation method from the **Ordered Amount Type** drop-down list.

8. If you selected the **Replace** check box and want to specify a new percentage value to be used for this check to calculate the garnishment amount, type the percentage value in the **Percent** field.

9. If you selected the **Replace** check box and need to override the limit amount for this garnishment for this check, type a new limit in the **Limit Amount** field.
You can only override limits if the garnishment has been set up in My HR > Garnishments with a month-to-date, quarter-to-date, or year-to-date limit; if it has not this field is disabled.

10. If you selected the Replace check box and need to override the amount of disposable income the application uses in its calculations to determine the maximum legal amount that it can garnish, type a new amount in the Disposable Earning Amount field.

   Note: Providing an Override Garnishment Amount value represents overriding the maximum set by law; as a result, it should only be provided when absolutely necessary.

11. Click the Save button.

Create Garnishment Check Entries for Canadian Employees

To record garnishment check entries for Canadian employees:

1. Select the Check Entry tab.
2. Click the New button.
   The application adds a blank, new row.
3. Select the appropriate employee you are recording a check for by either:
   - Typing their employee number in the Employee No. field
   - Pressing the Tab key to navigate over and type their name in the Employee Name field.
   As you type in either field the application displays the autocomplete suggestions that match what you have typed so far:

<table>
<thead>
<tr>
<th>Employee No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>308</td>
</tr>
<tr>
<td>303</td>
</tr>
<tr>
<td>304</td>
</tr>
</tbody>
</table>

   In this simplified example, there are two employee numbers that start with '3' so when you type 3 in the Employee No. field, two autocomplete suggestions are displayed. You can keep typing or pick the autocomplete suggestion you want to use by selecting it with your mouse cursor or using the up or down arrow keys on your keyboard until the correct entry is highlighted:

<table>
<thead>
<tr>
<th>Employee No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>304</td>
</tr>
<tr>
<td>303</td>
</tr>
<tr>
<td>304</td>
</tr>
</tbody>
</table>

   Press the Tab key to select the highlighted entry.

5. Select the Replace check box to replace the garnishment's details for this check.
   When replacing a garnishment's details, you can specify a new dollar amount to be garnished, if the garnishment was configured as a dollar amount garnishment, or a new percentage if it was configured as a percentage of gross pay.
   You can also change the calculation method for this pay run.

   Note: This is disabled for manual check types. You can only record a garnishment amount on manual check types.
Clear the Replace check box to add to or subtract from the amount being garnished this check.

6. Select the garnishment code by typing it in the Code field.
The application displays any active garnishments applied to the selected employee in the list of autocomplete suggestions displayed in the Code field.
The application displays the garnishment’s name and in square [] brackets the garnishment’s case number:

<table>
<thead>
<tr>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spousal Support Garnishment [23525]</td>
</tr>
<tr>
<td>Spousal Support Garnishment [23525]</td>
</tr>
</tbody>
</table>

**Note:** The application only displays garnishment codes after selecting an employee in either the Employee No. or Employee Name field if there are any active garnishments currently applied to the selected employee. Garnishments are configured and applied to employees within My HR > Garnishments.

7. Type an appropriate dollar amount in the Amount field.
   With the Replace check box cleared this amount is added to or subtracted from the amount the application garnishes from the employee’s pay on this check; to add to the amount, type a positive number, to subtract, type a negative number.
   With the Replace check box selected this amount replaces the amount the application garnishes from the employee’s pay on this check.

   **Note:** You can only replace the amount being garnished if the garnishment is recorded as a dollar amount; if it is a calculated percentage, then you can only replace the percentage being used in the calculation.

8. If you selected the Replace check box and need to change how the application calculates the garnishment for this check, select the new calculation method from the Ordered Amount Type drop-down list.
9. If you selected the Replace check box and want to specify a new percentage value to be used for this pay run to calculate the garnishment amount, type the percentage value in the Percent field.
10. Click the Save button.

**Specify Check Level Overrides**

You can specify new parameter values for individual checks entered in My Pay, overriding the values for the parameters specified on a check template’s configuration in Payroll Setup.

When recording check entries in the Checks tab of My Pay, you can specify overrides in the Check Level Override tab:
**Check Entry** | **Check Level Override**
---|---
**Override**  

**Parameters**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exclude direct deposit accounts from disbursement</td>
<td>If selected, payments made with the check are not sent to employees using direct deposit, even if an employee has elected to receive a portion of their earnings through direct deposit.</td>
</tr>
<tr>
<td>Exclude payroll card accounts from disbursement</td>
<td>If selected, payments made with the check are not sent to employees using pay cards, even if an employee has elected to receive a portion of their earnings through a pay card.</td>
</tr>
<tr>
<td>Disburse to remainder account only</td>
<td>If selected, Ceridian only disburses earnings recorded on the check using the direct deposit or pay card method if the employee has been set up to receive 100% of their earnings to either method. If employees have elected to receive a portion of their pay on either a pay card or via direct deposit, payments made using check templates with this option selected are sent entirely to their default method.</td>
</tr>
<tr>
<td>Tax Method</td>
<td>This parameter is used to define which check templates are supplemental payments so that bonuses or off-cycle payments are taxed properly. Typically, when calculating the taxes to withhold for normal payments the calculation takes into account the employee’s pay and their pay frequency to determine their tax bracket and then applies the corresponding percentage.</td>
</tr>
<tr>
<td>Payment Frequency</td>
<td></td>
</tr>
<tr>
<td>Residence Location</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The type of overrides you can specify depend on the pay group’s country; this screenshot is an example of the overrides available for US check entries.

To provide check level overrides for US check entries:

1. Select the **Check Level Override** tab.
2. Select the **Override** check box.
3. Provide an override with any of the following fields:
   - Select the **Exclude direct deposit accounts from disbursement** check box and payments made with the check are not sent to employees using direct deposit, even if an employee has elected to receive a portion of their earnings through direct deposit.
   - Select the **Exclude payroll card accounts from disbursement** check box and payments made with the check are not sent to employees using pay cards, even if an employee has elected to receive a portion of their earnings through a pay card.
   - Select the **Disburse to full net account only** check box and Ceridian only disburses earnings recorded on the check using the direct deposit or pay card method if the employee has been set up to receive 100% of their earnings to either method. If employees have elected to receive a portion of their pay on either a pay card or via direct deposit, payments made using check templates with this option selected are sent entirely to their default method.
   - If necessary, select an appropriate supplemental tax option from the **Tax Method** drop-down list.

Consider a simplified example where an employee earns $1,000 per week. To determine the taxes to withhold, the application multiples 1000 by 52 to determine their annual salary, uses this number to determine their tax bracket, and multiplies the percentage for their tax bracket by $1,000 to determine the amount of taxes to withhold.
If supplemental payments were taxed with the same calculation, the application would over withhold taxes; continuing the example above, when the same employee earns a bonus of $4,000 on a separate check, the application would incorrectly calculate the employee’s annual income as $208,000 (4000 multiplied by 52). As a result, the employee belongs to a higher tax bracket than they should and likely pay a higher tax rate than they should on their bonus.

The application treats payments made on check templates configured as supplemental payments differently; a custom rate is applied to the payment amount and the application does not calculate the employee’s taxes as if they made the supplemental payment on each pay run.

- Select a number of pay periods from the Pay Frequency drop-down list to override the number of pay periods per year the application uses in tax calculations. The number of pay periods per year need to be overridden for payments that represent a different pay frequency than normal, so that they are taxed correctly.

For example, an employee that is normally paid $1,000 weekly is paid their two weeks’ vacation time up front on an additional check of $2,000; when the application calculates the taxes to withhold, it would normally multiply the payment about by 52 (as an employee paid weekly is paid 52 times a year). However, multiplying 2000 by 52 implies that the employee earns more annually than they actually do.

Since this payment represents two weeks’ worth of pay, taxes should be calculated based on 26 pay periods per year; to accomplish this, administrators can configure check templates with different pay frequencies.

In the example above, when the two weeks’ vacation time is paid on a check template with a bi-weekly pay frequency, the application can correctly calculate taxes based on 26 pay periods in the year.

To configure check templates with different pay frequencies, select the appropriate frequency from the Pay Frequency drop-down list.

- If necessary, select a state from the Residence Location drop-down list. If an employee lives and works in multiple locations, the residence location associated with the check’s earnings can be overridden by selecting an alternate option from the list.
- If a supplemental tax method was selected from the Tax Method drop-down list, select the Exclude Additional Tax Amounts check box to exclude any additional tax amounts that the employee has elected to pay, above the regular federal and state tax amounts.

For Canadian checks:

1. Select the Check Level Override tab.
2. Select the Override check box.
3. Provide an override with any of the following fields:
   - Select the Exclude direct deposit accounts from disbursement check box and payments made with the check are not sent to employees using direct deposit, even if an employee has elected to receive a portion of their earnings through direct deposit.
• Select the **Exclude Additional Tax Amounts** check box to exclude any additional tax amounts that an employee has elected to pay, above the regular federal and provincial tax amounts.

**Previewing Checks**

Previewing checks enables you to confirm that the information on a check is correct. Using a preview, you can pinpoint problems with a check – for example, manual check has the wrong check number or an onsite check is for the wrong amount.

The preview differs for different types of checks. With onsite checks (which you can print at your physical location), the top portion of the preview is the check stub (which lists gross and net pay, along with taxes and deductions), while the lower portion is the actual check, as shown below:

![Check Stub Example]

<table>
<thead>
<tr>
<th>Description</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gross To Net Recap</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current</strong></td>
<td>Current</td>
<td>468.02</td>
</tr>
<tr>
<td><strong>VTD</strong></td>
<td>Current</td>
<td>2388.02</td>
</tr>
<tr>
<td><strong>Total Current net Pay</strong></td>
<td></td>
<td>468.02</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Corporate Channel</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE:</strong> 06/15/2012</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PAY**

Four Hundred Sixty Eight and 2/100 Dollars

$468.02

VOID AFTER 180 DAYS

Wilson, Thomas

Winfield OH 74028

With manual and additional checks, Dayforce HCM displays an employee earning statement instead of a check stub, as shown below:
<table>
<thead>
<tr>
<th>Period</th>
<th>Current 5/27/2012 - 6/9/2012</th>
<th>YTD As of 6/9/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hours</td>
<td>Rate</td>
</tr>
<tr>
<td>Earnings</td>
<td>28.28</td>
<td>$565.63</td>
</tr>
<tr>
<td>Regular</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ReimburseG</td>
<td>28.28</td>
<td>20.0000</td>
</tr>
<tr>
<td>Employer Contribution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worker Comp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fed Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Amount</td>
<td></td>
<td>$565.63</td>
</tr>
<tr>
<td>Bank &amp; Trans</td>
<td></td>
<td>$565.63</td>
</tr>
<tr>
<td>Cheque</td>
<td></td>
<td>$565.63</td>
</tr>
</tbody>
</table>

**Note:** You must save an onsite check before you can preview it.

To preview a check:

1. On the Checks tab, select the check that you want to preview.
2. Do one of the following:
   - If the check is an onsite check, click the Check Preview tab.

   **Note:** If the check contains zero dollar entries, an administrator can hide these entries in both the preview and on the printed check by selecting the **Hide zero dollar rows** check box:

   ![Check Entry](image1) ![Check Preview](image2) ![Refresh](image3) ![Hide zero dollar rows](image4)

   - If the check is a manual or additional check, click the Earning Statement tab.

   The application displays the check or the earning statement.

   **Note:** If the preview pane is empty, click the Refresh button (![Refresh](image3)).
Printing Onsite Checks

You can print onsite checks at your physical locations on the Check Preview tab, using a standard office printer and pre-printed check stock, or using magnetic ink and non pre-printed check stock. To do this, you’ll need a supply of blank check stock.

Notes: Only customers in the United States who have completed the appropriate approval process and configuration in can print onsite checks. Ensure that the correct selection is made in the Onsite Check Stock Type drop-down list on the Client Payroll Properties tab of System Admin > Client Properties before printing onsite checks.

To print an onsite check:

1. Load the blank check stock into your printer.
2. Preview a check. For more information, see Previewing Checks on page 90.
3. If the information on the check is correct, click the Print button ( ). To print multiple onsite checks in a pay run at once, click the Batch Print button.
4. Dayforce HCM prompts you for the number of the check (which is printed on the check stock):

```
Enter Check Details

Be sure this check number is loaded into your printer before printing.
Check Number: [field]
Check Date: 7/23/2012

[OK] [Cancel]
```

5. Type the number in the Check Number field.
6. If necessary, change the date of the check and then click OK.
7. Once the check is printed, Dayforce HCM prompts you to confirm whether or not the checks were successfully printed:

```
Confirm Print:

Check Number: 322
Employee: CARTER, SUSAN
Print Status: [field]
Reason: [field]

[OK]
```

8. Do one of the following:
   - If the checks were successfully printed, select Printed Successfully from the Print Status drop-down list. The records for the check under My Pay cannot be edited and the check cannot be printed again.
   - If there was a problem printing the check (because, for example, the check wasn’t clearly printed because the printer was low on toner or the check stock was damaged due to a paper jam), select Failed from the Print Status drop-down list and enter the reason for the failure in the Reason field. Then, reprint the check.
You must, however, enter the number on the new check stock on the Enter Check Detail dialog box before printing.

9. Click OK.

Note: If an error occurs that marks the check’s status as ‘In Process’, you must contact a Service role user to reset the check’s status to ‘None’ so that it can be reprinted.

**Override In Process Onsite Checks**

In rare cases, Service role users can enable and assign the Allow Override In Process Checks sub-feature of the My Pay > Checks role feature so that payroll administrators and other authorized users can change this status themselves.

To reset an onsite check’s status:

1. Click the Override In Process Checks button in the toolbar on the Checks tab:

   The application displays the Override In Process Checks pop-up pane:

   ![Override In Process Checks](image)

2. Select a new option from the Status drop-down list:

   ![Status options](image)

   - Select **None** to reprint or delete the check if it did not print successfully.
   - Select **Failed** to reprint a check that failed on the first attempt.
   - Select **In Process** to leave the check’s status as it is.
   - Select **Committed** to mark the check as printed and committed.

3. Click the **Save** button.

Note: In order to assign this role feature, it must first be enabled by a Service role user.

**Voiding Checks**

If a stop has been put on a check – because, for example, an employee lost a check or the wrong amount was issued on the check – you can void the check.
Once the void process is completed, the amount of the check is removed from the employee’s earnings for the pay period. You can verify that the void was processed by looking for a negative value in the **Net Pay** column of a Payroll Register report.

The information in the voided check is also removed from the employee’s insurable earnings and hours for the pay period to which the check applies. As well, insurable earnings from the voided checks are not included in Records of Employment.

**Note:** You can only void system-generated check that have been committed as part of a pay run or on-site checks that have been committed.

To void a check:

1. Under **My Pay**, load the current pay run for a pay group. For more information, see **Pay Periods** on page 10.
2. Click the **Add Auto Void** button. The application displays the Auto Void dialog box:

   ![Auto Void dialog box](image)

3. Enter the name of the employee to who the check to be voided was issued in the **Employee** field.
4. Select the date range that encompasses a set of pay dates from the **Show checks between** fields.
5. Click the **Search** button. The application returns a list of the checks that you can void.

   ![Auto Void dialog box with search results](image)

6. Select the checks that you want to void and then click the **OK** button.
Importing Checks

If you have a large number of checks to record, instead of manually entering them into My Pay you can create check records outside of the application using a CSV (comma-separated values) file. You can then import the CSV file into Dayforce HCM to quickly and conveniently load those records.

Before you can import adjustment records, you need to download the import template from the Checks tab of My Pay:

1. Select Create Import Template from the Import / Export drop-down list.
2. When prompted, specify a name and location on your computer for the file. You don't need to add the extension .csv to the name of the file.

The CSV file contains the headings for the column names of both header and details records:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Employee No.</td>
<td>Employee Name</td>
<td>Check Type</td>
<td>Check Template</td>
</tr>
<tr>
<td>D</td>
<td>Replace</td>
<td>Code</td>
<td>Hrs.</td>
<td>Rate</td>
</tr>
</tbody>
</table>

Note: The template contains additional column names; this example deals with the first few columns.

The template indicates that for each header row, you record an ‘H’ to indicate the record is a header record, and then provide the employee number, name, and the check’s check type and check template, while for each detail row, you need to record a ‘D’, and include the earning or deduction code, hours, and pay rate being recorded on the check.

When importing adjustments, the header rows or records refer to the initial entries recorded in the Checks tab. These records control the check type and check template being used, and for whom the check is being written.

The details are the entries recorded in the sub-tab beneath the Checks tab; these entries detail the actual earnings or deductions on the check, such as an earning with the ‘Bonus’ code recorded for an amount of 500.

When importing check entries, you must include one header record for each detail record being imported; often there are multiple detail records underneath a single header, such as a check that three separate earnings on it, one for regular pay, one for vacation pay, and one for bonus. In this case, you would create an import file with four records in it: one header record with the details of the check itself (the employee number and name, check type and check template) and three detail records underneath, one for each earning entry.

Reminder the import template details what needs to be included in import files for both header and detail records. Each row or record within the check import file must begin with either H or D to designate whether it is a header or detail row; a header row must precede its detail rows and detail rows cannot be imported without a corresponding header row.
Create the import file by providing appropriate values in the columns for both the header and detail records, following the template. The file must be saved as a CSV file (and not in Excel format) and closed before it can be imported.

Once the import file has been created, you need to import it to load the checks:

1. Select **Import Items** from the **Import / Export** drop-down list.
2. Select the appropriate file when prompted.
3. Specify a name for the set of entries you are importing in the prompt.
4. Click the **OK** button.

The application tracks which check entries were imported together under the name specified. If you delete one of the entries, you are given the option to delete all the entries imported under that set:

Select either the **Delete this item** to delete just the selected entry or the **Delete import set** option to delete all the entries imported with the selected entry and click the **OK** button.

**Auditing Check Entries**

You can review audit details of each check entry for details about which user account recorded, edited, or deleted check entries.

The pane displays information on the checks and records, and each audit is marked with an icon that describes whether the action was adding a check or record (➕), making an edit (📝), or deleting a check or record (❌).
To audit check entries:

1. Click the **Checks** tab.
2. Click the **Audits** button. The application displays the **Audits** pane.
3. Select an appropriate option from the **View** drop-down list:
   - Select **All Checks** and the application displays any actions associated with all checks included in the pay run.
   - Select **Selected Check** and the application displays any actions associated with the selected check.
   - Select **Deleted Checks** and the application displays any actions associated with checks that have been deleted from the pay run.

### Pay Employees Using Payroll Cards

**Who can do this:** Users with access to **My Pay**: for example, HR professionals, managers, and payroll administrators.

US clients can pay employees immediately using payroll cards. The process is similar to issuing an onsite check. You record the details of the payments being disbursed to the payroll card on the **Check Entry** tab, as you would when recording any other check, except payment is made to a personal payroll card or to an instant issue payroll card by using the **Load Payroll Card** button or the **Batch Load Payroll Card** if you are loading more than one check to a payroll card.

Before you begin, you must ensure that the organization is correctly set up to use payroll cards. For details, see the topic **Overview of Comdata Payroll Cards**.

The application only displays **Payroll Card** as an option in the **Disbursement Method** field if the following conditions are met:

Once you have recorded the appropriate details, you need to load the payroll card to disburse the payments to the payroll cards.

To load payroll cards with the specified earnings:

1. Navigate to **My Pay**.
2. Load the appropriate pay group and pay period.
3. Select the appropriate entry on the Checks tab. If an entry does not appear, you must create a new one by taking the following steps:
   a. Click New under the Checks tab.
   b. Specify an employee in the Employee Name or Employee No. field.
   c. Specify Onsite in the Check Type field, then specify Payroll Card in the Disbursement Method field.
   d. Specify either Off Cycle or Manual Check in the Check Template field.
   e. Under the Check Entry tab that loads below the Checks tab, click New to create a new check entry and enter the appropriate check information (rate, amount, and so forth).
   f. Click the Issue Payroll Card tab, click the Issue Payroll Card checkbox, and fill out the details for the payroll card.
   g. Click Save to save the check entry, which causes the application to display the Load Payroll Card and Batch Load Payroll Card buttons.

4. Click either the Load Payroll Card button to load a single entry onto a payroll card or the Batch Load Payroll Card button to load multiple entries.

   ![Load Payroll Card Button]

   If you click the Batch Load Payroll Card button, the application prompts you to select which entries you want to load:

   ![Batch Load Payroll Card]

   Once you have loaded payroll cards, you can also auto void them, similar to how you auto void checks, provided they are not 48 hours old (or older). If more than 48 hours have passed since you loaded a payroll card, or if some or all of the funds loaded onto the card have already been spent, then you cannot auto void it.

   For more information, see the topic “Issuing Payroll Cards to Employees” in the Dayforce Implementation Guide.

**Process Payroll**

Once you have reviewed payroll audits, checked the payroll preview, and recorded any quick entries, you can process and commit the pay run. Processing payroll involves locking a pay period to do a final review and make any final quick entries, validating it, and committing pay.
Closing WFM Data

By closing the WFM associated with a specific pay group and pay period, or a pay run, you are ensuring that no other WFM data is recorded, edited, or deleted, allowing you to freeze the data so that you can do a final review and lock the pay run.

Important: Pay periods are only marked WFM Approved if the application has been configured to use both payroll and WFM features; if your organization is not using the WFM features, WFM data does not need to be approved and closed before you lock a pay run.

Once a pay period for a specific pay group has been approved with the Pay Approve Checklist, part of the workforce management (WFM) features of the application, the WFM data can be closed, and the pay run can be locked.

Typically location managers or supervisors perform this approval after reviewing the time and attendance records for the pay period and making any necessary corrections or pay adjustments, but any user with access to the My Day > Pay Approve Checklist and the corresponding organizational units can perform the WFM approval.

On My Pay, the application displays a green check mark in the WFM Approved column of the Load Pay Run pane next to the pay periods that have been approved:

<table>
<thead>
<tr>
<th>Name</th>
<th>PPN</th>
<th>Suffix</th>
<th>Pay Period</th>
<th>Pay Date</th>
<th>WFM Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0.GL Monthly</td>
<td>04</td>
<td>00</td>
<td>4/1/2012 - 4/30/2012</td>
<td>4/30/2012</td>
<td></td>
</tr>
<tr>
<td>0.ABC Canada</td>
<td>04</td>
<td>00</td>
<td>4/1/2012 - 4/30/2012</td>
<td>4/30/2012</td>
<td>✔</td>
</tr>
</tbody>
</table>

Before you can close the WFM data for a pay period, you must load an appropriate pay period. For more information, see Pay Periods on page 10.

To close WFM data:

1. Click the Close WFM button.

Locking Pay Runs

By locking a pay run you are ensuring that no other payroll administrator or other user with access to My Pay are recording, editing, or deleting quick entries. Locking a pay run freezes the details so that you can do a final review and record any final quick entries.

Once a pay period for a specific pay group has been approved with the Pay Approve Checklist, part of the workforce management (WFM) features of the application, it can be locked.

Typically location managers or supervisors perform this approval after reviewing the time and attendance records for the pay period and making any necessary corrections or pay
adjustments, but any user with access to the My Day > Pay Approve Checklist and the corresponding organizational units can perform the WFM approval.

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<table>
<thead>
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<th>Name</th>
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<th>Pay Period</th>
<th>Pay Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>0.0.GL Monthly</td>
<td>04</td>
<td>00</td>
<td>4/1/2012 - 4/30/2012</td>
<td>4/30/2012</td>
<td></td>
</tr>
<tr>
<td>0.ABC Canada</td>
<td>04</td>
<td>00</td>
<td>4/1/2012 - 4/30/2012</td>
<td>4/30/2012</td>
<td></td>
</tr>
</tbody>
</table>

Note: Pay periods are only marked 'WFM Approved' if the application has been configured to use both its payroll and WFM features; if your organization is not using the WFM features, pay periods do not need to be WFM Approved before you lock them.

When a pay run is locked, other users with access to My Pay can still record prior period adjustments from the Adjustments tab and new check entries from the Checks tab; currently, locking a pay run only prevents others from recording, deleting, or editing quick entries.

Before you can lock a pay period, you must load an appropriate pay period. For more information, see Pay Periods on page 10.

To lock the pay period on My Pay, click the Lock button.

1. Click the Lock button.

   Remember you can only lock pay periods that have "WFM Approved" records unless the application has been configured without the WFM features enabled.

Validating Payroll

Before you can commit payroll, you must validate it through My Pay. Validating payroll instructs the application to simulate a commit and report back any errors or problems that would prevent the payroll from processing downstream in the Ceridian back office which is responsible for a variety of payroll processing tasks including routing information, printing physical checks, pay stubs, or reports that are then distributed.

The application checks the delivery package setup, legal entity bank account setup, tax configurations, and employee personal information for potential problems.

Ideally this configuration has already been performed and the records the application relies on to process payroll are complete; if you are unsure how to address any problem message or prompt that the application displays when validating payroll, contact your system administrator.

Before you can validate payroll, you must load an appropriate pay period that you have locked. For more information, see Locking Pay Runs on page 99.
To validate payroll:

1. Click the **Validate** button.
   If any errors are found, the **Validation** indicator at the top of the **My Pay** window turns red, and the application displays the details of each error in the **Problems** pane.
   If validation succeeds, the administrator can commit the pay run. If validation fails, the administrator can unlock the pay run and correct the problems. From there, the administrator can either lock the pay run and run the validation process again, or commit the pay run.

**Committing Pay**

Once a pay run is committed, the funds used to cover the pay run are transferred from the employer's bank accounts to Ceridian's on the 'impound date' (typically a few days prior to the actual pay date). The Ceridian back office then prepares, prints, and distributes the physical checks (if necessary) and payroll reports, as well as transferring direct deposit pay to employees.

**Important!** There are several validations that the application performs when you commit pay to ensure that the necessary information, including employee social security numbers, legal entity and third party payee (if necessary) information has been properly configured and recorded in the application. The application will prompt you if there is any missing information that will prevent you from successfully committing pay.

Before you can validate payroll, you must load an appropriate pay period that you have locked. For more information, see **Locking Pay Runs** on page 99.

To commit payroll:

1. Click the **Commit** button.

**Package Tracking Details**

Depending on how the application has been configured, a delivery package may contain payroll checks, direct deposit advice, or payroll reports. The delivery package is prepared and sent by the Ceridian back office after you have committed a pay run.

You can view any tracking numbers assigned to your delivery packages and review the shipping details from their courier’s website and determine the status of a delivery package.

To check for a tracking number:

1. On **My Pay**, click the **Load** button.
2. Select a committed pay run from the list, but do not open it.
3. Click the **Package Tracking** button.

The application displays the **Shipping Tracking Information** window:
Each delivery package is associated with an address record; the name displayed in the Address column of each is based on how the application has been configured.

If the application has received a tracking number from the Ceridian back office, it is displayed in the Tracking Number column along with a link to the tracking information. For Customer Pickup or Mailing type delivery packages, the application displays the number of items sent individually by mail in the Tracking Number column.

4. Clicking the Details link to open a new Internet browser window with the shipping details from the courier's web site.

Off-Cycle Pay Runs

An off-cycle pay run enables a payroll administrator to create a pay run that is outside a regular, scheduled pay run. This is useful for creating a one-time, ad hoc pay run that can, for example, be used to disburse special payment or make a final payout to one or more terminated employees.

For example, due to a processing error a set of employees in a pay group did not receive their annual bonus payments. A payroll administrator can set up an off-cycle pay run, and then use the Quick Entry feature to enter pay. Once the adjustments have been entered, the payroll administrator can commit and disburse the bonuses.

Each off-cycle pay run is associated with an existing pay run. The off-cycle run uses the same pay group, pay period, pay impound date, and commit day as its parent pay run.

Pay that is calculated and disbursed during an off-cycle pay run is included when the application calculates insurable hours for an employee's Record of Employment. Because an employee may have received some pay via an off-cycle pay run, the calculations that are used to determine insurable hours do not require a pay calendar since off-cycle pay runs do not use a pay calendar to disburse wages.
In **My Pay**, off-cycle pay runs are marked with the off-cycle icon ( ). The icon also appears in the header of the pay run when you load it:

![SK Weekly - Offcycle (04272012) (COMMITTED DATA)](image)

Pay Period 4/15/2012 - 4/21/2012  Pay Date 4/27/2012
Commit By 4/20/2012  Pay Impound Date 4/25/2012  PPN 16

To configure an off-cycle pay run, take the following steps:

1. Navigate to **My Pay**.
2. Click the **Load** button to load all pay groups and their associated pay runs for the current pay period.
3. Select a pay run with which you want to associate the off-cycle pay run.
4. On the **Off-Cycle Pay Run** tool bar, click the **New** button. The **New Off Cycle Pay Run** dialog box opens.
5. Click the calendar button ( ) next to the **Pay Date** field and select the off-cycle pay run's pay date; the pay date defaults to the pay date of the pay run selected in step 2.
   - If the pay date you select is not at least two days from today, the date you are creating the off-cycle, then the application does not display the **Normal Off Cycle** option in the **Run Type** drop-down list. If the pay date you select is on or after the regular pay run's pay date, the application does not display the **Late Deposit** option.
6. Select one of the following options from the **Run Type** drop-down list:
   - **Normal Off Cycle** – This pay run will act like a normal pay run. If the application is configured to allow alternate funding identifiers on normal off-cycle pay runs, you can optionally select the **Alternate Funding** check box to enable it.
   - **Late Deposit** – Enables you to issue off-cycle pay runs that are created and paid out after the regular pay run's commit date, but before its pay date. For example, if an employee is terminated after the current pay run was committed and needs to be paid out before the pay run's pay date, a payroll administrator can issue a late deposit off-cycle pay run.
   - **Record of Employment (ROE)** – Enables you to issue severance payments and the like, along with Records of Employment, for one or more employees. For more information, see Creating an ROE-Only Off-Cycle Pay Run on page 108.
   - **Prior Quarter Adjustment** – Enables you to ensure that the YTD amounts for earnings, deductions, or taxes are correct for a quarterly tax filing deadline. For more information, see Off-Cycle Adjustments on page 70.
7. Select the check template that applies to the pay run from the **Off-Cycle Default Check Template** drop-down list.
   - You cannot select the 'Normal' check template for an off-cycle pay run as it could apply auto pay earnings employees had already earned during their regular pay run.
8. Type a short name that will be appended to the name of the pay run in the **Name** field.
   - For example, if the pay run is named **SL.BWKLY.USA** you can type **Off-cycle prior** in the name field. The off cycle run that you are configuring will be named **SL.BWKLY.USA - Off-cycle prior**.
9. Type a reference code in the **Reference Code** field, if appropriate.
10. Optionally, type a ledger code in the **Ledger Code 1** and **Ledger Code 2** fields.
11. If the pay group is configured to include GL accruals, record an accrual percentage in the optional **GL Accrual %** field.
12. Click **OK**.
Editing an Off-Cycle Pay Run

To edit an off-cycle pay run:

1. In **My Pay**, click the **Load** button. Dayforce HCM loads all of the pay groups, and their associated pay runs, for the current pay period.
2. Select the off-cycle pay group that you want to edit, and then click the **Edit** button on the **Off-Cycle Pay Run** tool bar. The **New Off Cycle Pay Run** dialog box opens.

   ![New Off Cycle Pay Run dialog box](image)

   **Note:** You cannot edit an off-cycle pay run that is currently loaded by another user with access in Dayforce HCM.

3. Edit the information on the **New Off Cycle Pay Run** dialog box as needed. Note that you cannot change the pay group to which the pay run belongs. For more information, see **Off-Cycle Pay Runs** on page 102.
4. When finished, click **OK**.

Creating a Canada Maintenance Off-Cycle Pay Run

Creating a Canada Maintenance off-cycle pay run enables you to move Canadian employees from one EI reference code to another across multiple pay periods.

For example, employees are imported during implementation, and some of them are associated with an incorrect EI reference code. If the error persists across one or more pay runs before it is noticed, the administrator can now create an off-cycle run specifically to correct these employees' checks across all of the affected pay runs.
For more information about records of employment, see Working with Records of Employment on page Error! Bookmark not defined..

To create a Canada Maintenance off-cycle pay run:

1. Under My Pay, click the Load button.
2. Select the pay run on which you want to base the off-cycle pay run, but do not open it.
3. On the Off-Cycle Pay Run toolbar, click the New button.
   The application displays the New Offcycle Pay Run control:

   ![New Off-cycle Pay Run control](image)

4. Select Maintenance from the Run Type drop-down list. The application displays a confirmation message to ensure that you understand that no checks, direct deposits,
remittance files, or statements will be generated or sent for printing as part of this pay run:

5. In the Name field, type a name that will be appended to the name of the pay run. This name should identify the pay run that you're configuring as an off-cycle run. For example, if the pay run is named SL.BWKLY.USA you can type Off-cycle prior in the name field. The off cycle run that you are configuring will be named SL.BWKLY.USA - Off-cycle prior.

6. If necessary, change the pay date and check template.

7. Enter information about the off-cycle pay run as described in the section Off-Cycle Pay Runs on page 102.

8. Click OK to save the pay run.

9. Load the Canada maintenance off-cycle pay run that you just configured.

   Note: The application displays only the Adjustments and Payroll Preview tabs for Canada Maintenance off-cycle pay runs.

10. Click the Add Auto Adjust button on the Adjustments tab:

    The application displays the Auto Adjust control:
11. Click the OK button, and the application displays the Auto Adjust - EI Reference Code control:

   ![Auto Adjust - EI Reference Code](image)

   **Check Search**

   - **Employee**
   - **Show checks between** 4/8/2015 - 5/8/2015
   - **From EI Reference Code**
   - **To EI Reference Code**
   - **Search**

   ![Search](image)

   ![OK Cancel](image)

12. In the **Employee** field, begin typing or press the space bar to select an employee.
13. Select start and end dates from the **Show checks between** date selectors.
14. Begin typing or press the space bar to select the current code from which to make the adjustment in the **From EI Reference Code** field. The application displays any EI reference code that the employee was loaded with, assigned to, or paid under within the selected date range.
15. Begin typing or press the space bar to select the new code to be used in the **To EI Reference Code** field.
16. Click the **Search** button to display any checks that meet the search criteria:

   ![Search Results](image)

   ![OK Cancel](image)

17. Select the check(s) to adjust, and click the OK button.
   The application creates a negative adjustment for the original EI reference code, and a
positive adjustment for the new one:

18. Save the pay run, and then process it. For more information, see Process Payroll on page 98.

Notes:
If the adjustments in the maintenance off-cycle pay run are for a previous tax year, administrators must create the off-cycle run in that tax year. For example, to record EI reference code adjustments for the 2014 tax year, create the off-cycle pay run using a 2014 parent pay run.
The net results of these adjustments generate a separate tax form for each EI reference code in My Year End.
Any remittance adjustments resulting from this run must be made manually with the appropriate Government Agency. If required, this can be facilitated through the Support team.

Creating an ROE-Only Off-Cycle Pay Run

Creating an ROE-only off-cycle pay run enables you to issue Records of Employment, for example if your organization has been restructured and undergoes a mass layoff or termination of employees.

The main difference between an ROE off-cycle pay run and a normal off-cycle pay run is that you can only commit the pay run if it includes at least one ROE record. This is to ensure that the ROEs are assigned serial numbers in the proper sequence, and to ensure that there is no gap in the numbering of pay runs.
An ROE off-cycle pay run can include pay entries. These correspond to severance payments, final reimbursements for expenses, vacation time pay outs, and so forth.

**Note:** An administrator cannot process ROE requests with Normal off-cycle or Prior Quarter Adjustment off-cycle pay runs.

When you make record earning quick entries in My Pay, those changes are added to that employee’s insurable hours. The number of hours entered, as well as the amounts paid for those hours, appears in box for the current pay period in Block 15 of the employee’s ROE form.

For more information about records of employment, refer to Working with Records of Employment on page Error! Bookmark not defined..

To create an ROE-only off-cycle pay run:

1. Under My Pay, click the Load button.
2. Select the pay run on which you want to base the off-cycle pay run.
3. On the Off-Cycle Pay Run toolbar, click the New button.

The application displays the New Offcycle Pay Run control:

<table>
<thead>
<tr>
<th>New Off-Cycle Pay Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Group</td>
</tr>
<tr>
<td>PPN</td>
</tr>
<tr>
<td>Pay Date</td>
</tr>
<tr>
<td>Run Type</td>
</tr>
<tr>
<td>Off-Cycle Default Check Template</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Reference Code</td>
</tr>
<tr>
<td>Period Start</td>
</tr>
<tr>
<td>Period End</td>
</tr>
<tr>
<td>Impound Date</td>
</tr>
<tr>
<td>Commit Date</td>
</tr>
<tr>
<td>Ledger Code 1</td>
</tr>
<tr>
<td>Ledger Code 2</td>
</tr>
</tbody>
</table>

4. Select Record of Employment (ROE) from the Run Type drop-down list.
5. In the Name field, type a name that will be appended to the name of the pay run. This name should identify the pay run that you’re configuring as an off-cycle run.
For example, if the pay run is named SL.BWKLY.USA you can type Off-cycle prior in the name field. The off cycle run that you are configuring will be named SL.BWKLY.USA - Off-cycle prior.

6. If necessary, change the pay date and check template.
7. Click OK to save the off-cycle pay run.
8. Load the off-cycle pay run that you just configured. For more information, see Pay Periods on page 10.
9. Enter information about the off-cycle pay run as described in the section Off-Cycle Pay Runs on page 102.
10. Save the pay run, and then process it. For more information, see Process Payroll on page 98.

Deleting an Off-Cycle Pay Run

You cannot delete an off-cycle pay run if it is currently loaded by another user with access in Dayforce HCM or if there are pay adjustments associated with it. If you try to delete an off-cycle pay run that meets either of these criteria, an error message like the one below appears:

To delete an off-cycle pay run:

1. In My Pay, click the Load button ( ).
   Dayforce HCM loads all of the pay groups, and their associated pay runs, for the current pay period.
2. Click the name of the off-cycle pay run that you want to delete.
3. Click the Delete button.
4. When prompted, click OK.
Dealing with Late Payroll

Most organizations have a cutoff point at which a payroll is deemed late and cannot be committed without a wire transfer of funds, rather than those funds being paid out automatically from the organization's bank account or by Ceridian.

The cutoff point can be, for example, two days prior to a pay run's pay date. If the cutoff is missed, a late payroll might incur penalties and interest from the late filing of jurisdictional tax deposits.

Payroll administrators must either change the pay date or request funding to cover any penalties.

To inform you of a potentially late payroll, Dayforce HCM displays the following message in the Alerts area:

![Late Payroll Alert]

If you try to commit a pay run after its pay date, the application displays a message similar to the one below in the Message Center:

![Tax Liability Confirmation]

You must click the Confirm button to indicate that you understand and agree to the content of the message. The confirmation will be emailed to records.retention@ceridian.com.
If you do not agree to the message, click the **Cancel** button in the message. This stops the pay run from being committed, and the following message appears in the **Problems** pane:

![Stop payment message]

From there, you can change the pay date in the pay group’s pay calendar to a date in the future and try to commit the pay run again.

### Stopping Payments

Canadian payroll administrators can stop payment on checks, direct deposits, and electronic fund transfers for employees or payees in committed pay runs within **My Pay**. You can do this when, for example, a payee is issued a check but then loses or damages the check and requires a replacement. A stop ensures that no one can cash the check. Or, in the case of a direct deposit, you can stop the payment if the wrong amount was issued to an employee. From there, you can pay the employee in another way – for example, using a check.

**Note:** Stop payment functionality is only available for Canadian pay runs; for stop payments in the U.S. you must follow the paper process with Ceridian Payment Solutions.

You stop payments on the **Stop Payment** tab of **My Pay**. You can also audit stopped payments in the **Stop Payment History** section of the **Stop Payment** tab. The **Stop Payment History** section contains the following information:

- the sequence number of the check
- the name and number of the employee or payee to whom the original payment was made
- the amount of the check
- the date and time of the original transaction
- the reference number for the transaction
- how the amount of the payment was refunded
- whether the stop payment was successful or not
- the success or error message

To stop a payment:

1. Under **My Pay**, load the appropriate pay run. For more information, see **Pay Periods** on page 10.
2. Click the **Stop Payment** tab.

   ![Stop payment tab]

   **Note:** The application only displays the **Stop Payment** tab for Canadian pay groups and for committed pay runs.

3. Do one of the following:
• In the **Sequence #** field, type the number (or the first few digits of the number) of the payment that you want to stop. You can find the sequence number in the **Net Pay** column of a Payroll Register report.

• In the **Name** field, type the name (or the first few letters of the name) of the employee or payee to whom the check was issued.

  **Note:** If you do not enter a sequence number or name, the application returns a list of all of the checks, direct deposits, and electronic fund transfers that were issued for the pay period.

4. Select the **Include** check box beside each payment that you want to stop.

5. From the **Action** drop-down list, select the **Refund to Payroll Funding Account** option to refund the amount to the account that funds the company’s payroll.

6. Click the **Process stop payment(s)** button.

Dayforce HCM transmits the stop payment request to the Ceridian back office system for processing. If the payments are stopped successfully, the application displays a reference number for the transaction and the message **Stop Successful** appears in the **State** column of the **Stop Payment** grid.

If, on the other hand, the payments were not stopped (for example, because the application could not contact the Ceridian back office system), the application displays an error message and displays a failure message in the **State** column, along with an explanation of the message in the **Response** column, as shown below:

<table>
<thead>
<tr>
<th>Message</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amounts Disagree</td>
<td>The application cannot stop the payment because the amounts stored in the application are different from those in the Ceridian back office system.</td>
</tr>
<tr>
<td>Too Late</td>
<td>The application cannot stop the payment because it has passed the stop payment cutoff time.</td>
</tr>
<tr>
<td>Already Stopped</td>
<td>The application cannot stop the payment because that payment has already been stopped.</td>
</tr>
<tr>
<td>Already Precleared</td>
<td>The application cannot stop the payment because it has already been approved for clearing.</td>
</tr>
<tr>
<td>Record Not Found</td>
<td>The application cannot stop payment because its sequence number cannot be found in the Ceridian back office system.</td>
</tr>
<tr>
<td>Server Not Available</td>
<td>The application cannot stop the payment because it cannot contact the Ceridian back office system.</td>
</tr>
</tbody>
</table>
Note: You can only attempt to stop the payment again if the Server Not Available message appears.

Rejecting an Imported Pay Run

On My Pay, you can reject in imported ConnectedPay pay run if it is incorrect or pending a correction. For example, if an imported pay run contains errors that require attention from Ceridian Tax Services the pay run can be committed, you can reject the pay run.

To reject an imported pay run:

1. Load the pay run you want to reject in My Pay.
2. Click the Reject button.
3. You must enter a reason that the pay run is being rejected:

   ![Reject Payrun dialog box]

   If you do not supply a reason, the application displays the error message Rejected Reason is required.

4. The application marks the it as rejected in the pay run's header.
5. Once the necessary corrections have been made, click the Approve button to approve the pay run. The application displays a confirmation message:

   ![Confirmation message]

   6. Click the OK button to mark the pay run as approved.
The My Year End Feature

Part of administering payroll is finalizing payroll for the year in the **My Year End** feature.

Finalizing payroll involves reviewing reports, preparing and printing employee tax forms, and filing the payroll and tax data for the year with the government.

General Year End Processing Workflow

In general, payroll processing for Year End in Dayforce HCM, which accommodates the generation, reviewing, and filing of most general tax forms such as the Form W-2 for standard wages, follows this basic workflow:

- Ensure that previous quarters have been closed
- Generate preview data
- Run and audit Year End reports
- Preview tax forms
- Commit for Print
- Commit for Filing

**Important:** You *must* commit all uncommitted pay runs before the system performs Filing Validation.

Ensure that the previous quarters have been closed

1. Navigate to **My Pay**.
2. Verify that all pay runs for the previous quarters have been committed and that there are no outstanding issues or adjustments that must be resolved.
3. Verify that the final pay run for the year has been committed.
Generate Preview Data

1. Navigate to My Year End.
2. Select the Country and the Year, then click the Load button to load the legal entities associated with the organization.
3. Select an entry in the Legal Entity column and click the Generate Preview Data button.
4. Optional: If there are any uncommitted pay runs associated with the legal entity, the application displays a "Select Uncommitted Runs" dialog. Select the uncommitted pay runs to include them in the calculations and click the OK button.
5. See the Logs section to view general information about the number of and kinds of forms processed and updated, as well as any errors or warnings generated by the system.
6. Resolve any issues that you identified when generating preview data. Important: You must commit all uncommitted pay runs before the system performs Filing Validation.
7. Once you have resolved all outstanding issues identified in the Generate Preview Data step, proceed to running and auditing reports.

Run and Audit Year End Reports

There are a number of reports available to payroll administrators to help in identifying and correcting any company-level or employee-level issues such as wage and tax errors, missing payments, incorrect distribution codes, and so forth. Details for running these reports can be found in the Dayforce Implementation Guide.

It is recommended that you run the following reports to identify and correct any issues associated with Year End processing:

- US Wage and Tax Report
- US Earning & Deduction Matrix Validation Report
- W-2 Management Report
- W-2 Exception Management Report
- 1099-M Management Report
- 1099-R Management Report
- Year End Delivery Package Report

Preview Tax Forms

There are a number of additional reports available to payroll administrators to help in identifying and correcting any company-level or employee-level issues with the W-2 and other tax forms (for example, W-2PR, or 1099-MISC and 1099-R forms).

Support users (and payroll administrators, if authorized), can verify or specify when employees receive their tax forms by navigating to System Admin > Client Properties > Client Payroll Properties and viewing the Tax Form Print ESS Offset (Days) option.

Additionally, support users (and payroll administrators, if authorized), can verify or specify delivery details for tax forms by navigating to System Admin > Report Output > Delivery Package and viewing the Delivery Instructions and Tax Forms tabs.
View Year End Cutoff Dates

Whether you are a payroll administrator in Canada or the United States, you can view year end cutoff dates to ensure your organization is compliant with federal tax deadlines. The information displayed in the cutoff dates dialog is different depending on which country you choose. For example, the following is a screen shot of the cutoff dates for the United States for 2016:

To view year end cutoff dates for Canada and the United States, take the following steps:

1. Navigate to **My Year End**.
2. In the **Country** drop down box, select either **United States of America** or **Canada**.
3. In the **Year** drop down box, select the year whose cutoff dates you want to view.
4. Click the **Cutoff Dates** button to display the **Cutoff Dates** window:

Committing the Quarter End

Quarter End must be performed with the last pay run of each quarter so that the payroll and tax data can be sent to Ceridian Tax Services (CTS) and filed with the appropriate tax authorities. First you need to load the appropriate pay period. You can commit the quarter end by committing the last pay run of the quarter. This is the last pay run that has a pay date in the quarter; pay runs that pay periods are within the quarter but have a pay date in the next quarter are considered a part of that next quarter.

Additionally, before you begin Year End processing, you must ensure that the final quarter of the year is closed by verifying the following:

- Verify that all pay runs for the previous quarters have been committed and that there are no outstanding issues or adjustments that must be resolved.
- Verify that the final pay run for the year has been committed.
To load the last pay run of the quarter, take the following steps:

1. Navigate to My Pay.
2. Click the Load button, if the Load Pay Run pane is not displayed:

3. Select the last pay run in the quarter.
4. Click the Open button. The application notifies you that the pay run is the last of the quarter and that it must be committed by the deadlines specified in the Ceridian Tax Service Quarter End Planner:

5. Process the pay run as usual by taking the following steps:
   a. Review payroll audits and resolve any issues.
   b. Review the payroll preview and resolve any issues.
   c. Record any necessary quick entries.
   d. Lock the pay run.
   e. Validate the pay run.
   f. Commit the pay run.

Load Year End Data

To begin the process to finalize payroll for year end, you need to load the appropriate country and year. You must choose a country and year before you can generate preview tax form data.

Year End Data is sorted in My Year End differently for Canadian data and for US data prior to 2015 than for US data after 2015. When you specify the Country and Year, Dayforce HCM loads three tabs: Commit, Employee Tax Forms, and Archived Reports.

In the Commit tab, Dayforce HCM loads a list of pay groups and legal entities associated with your organization. The first column that appears for this list depends on which country and year you have loaded. If you load Canada, or if you load US for 2014 or earlier, the first column is
**Pay Group.** If you load US for 2015 or later, the first column is **Legal Entity.** The other columns appear in the following order:

- **Tax Form Generated On:** displays the last date and time preview data was generated
- **Print Committed On:** displays the date when tax forms were printed
- **Reprinted On:** displays the date when tax forms were reprinted
- **Filing Ready Since:** displays the date that tax forms are marked ready for filing
- **Filing Marked Ready By:** displays the user who marked the tax files ready for filing
- **Filing Committed On:** displays the date that tax forms are committed
- **Messages:** contains a link to any messages or errors for generated preview data

For Canada, or for US for 2014 or earlier, Dayforce HCM sorts by **Pay Group** first:

![My Year End for Canada or US 2014-2014](image)

For the US for 2015 or later, Dayforce HCM sorts US data by **Legal Entity** first, and you can also click the **Pay Groups** link next to each legal entity to display pay groups in the legal entity:

![My Year End for US 2015 or later](image)

To load year end data for your organization, take the following steps:

1. Navigate to **My Year End.**
2. Select the appropriate country from the **Country** drop-down list.
3. Select the appropriate year from the Year drop-down list.
4. Click the Load button to populate the appropriate columns as you complete the year end process, displaying the available data in the Commit tab.
5. (Optional) For US data after 2015, you can click the Pay Groups link in the Legal Entity column to view the associated pay groups.
6. Click the link in the Messages column to view any associated error or warning messages.

Generate Preview Data

Generating preview data is the first step in finalizing payroll for an organization for the year, although you can generate preview data, including employee tax forms, in My Year End at any time during the year. You can then view the employee tax forms in either My Year End or in My HR > Year End Forms.

This process has Dayforce HCM generate employee tax forms for your review and inspection, and the process also provides the data necessary for running the reports in My Year End to help you in processing year end for your organization.

When you have Dayforce HCM generate preview data, it uses the amounts employees have earned under the various system defined earning codes (and custom earning definitions, if any) to populate the necessary boxes in the employee tax forms as required for tax filing. These can be earning codes such as regular, vacation, and bonus.

For earning definitions configured with system defined earning codes, Dayforce HCM uses preconfigured settings to determine how the earnings are reported and what boxes they populate. Any earning definitions configured with custom earning codes must be mapped in the Form Field drop-down list on the Tax & Compliance tab of the earning definition.

As a result, the application can be configured to map unique earnings to specific boxes on tax forms as necessary. Earning definitions are configured as part of implementing Dayforce Payroll. For more information about setting up earning definitions, see the topic "Earning Definitions" in the Dayforce Implementation Guide, or contact your system administrator.

To generate preview data, take the following steps:

1. Navigate to My Year End.
2. Select the Country and the Year, then click Load to load the legal entities associated with the organization.
3. Select an entry in the Legal Entity column and click the Generate Preview Data button.
4. (Optional) If there are any uncommitted pay runs associated with the legal entity, the application displays a “Select Uncommitted Runs” dialog box. Select any uncommitted pay runs that you want to include in the preview data calculations and click OK.
5. See the Messages section to view general information about the number of and kinds of forms processed and updated, as well as any errors or warnings generated by the system.
6. Resolve any issues that you identified when generating preview data. Important: You must commit all uncommitted pay runs before the system performs Filing Validation.
7. Once you have resolved all outstanding issues identified in the Generate Preview Data step, proceed to running and auditing reports.
Preview Tax Forms in My Year End

Tax forms are generated based on data from all committed pay runs in the year for the selected pay group. The application labels tax forms that have not been printed by the back office with a red Preview watermark, as seen in the following image of a W-2 form displayed in the Employee Tax Forms tab:

![W-2 form preview](image)

Additional Information About Generated Tax Forms

For an employee with a middle initial or suffix in his or her names, the application displays that employee’s middle initial and suffix on earning statements and tax forms, including the outside of the printed versions, and on relevant reports on My Pay and My Year End.

Typically, the application displays one tax form for each employee. Some reasons that the application might generate separate tax forms are:

- If the employee moved provinces or states within the year, the application generates one form for each province or state the employee lived in during the year.
- If the employee worked in multiple legal entities within the year, the application generates one tax form for each legal entity the worked in during the year.
- If there are earnings mapped to more than six boxes in the Other Information section, a single T4 form can list six boxes within the Other Information section. This section includes non-standard earnings that are not mapped to the commonly used boxes printed
on the main form. If, for any reason, an employee has earnings mapped to more than six T4 boxes that are printed in the Other Information section, the application generates additional T4(s) for the overflow.

- If there are more than four items mapped to Box 12 or more than three mapped to Box 14 of the W-2 form. If there are more, the application generates additional W-2 forms for the overflow of items that could not fit on one form.
- If amended or corrected forms exist. If, after the tax forms were printed and distributed, changes were made to the payroll data for the employee for the year, payroll administrators can generate an additional, amended form.

The application automatically generates multiple forms for employees under the following circumstances:

- Canadian or US employee has wages or taxes from more than one CRA account or FEIN number.
- Canadian or US employee has wages or taxes in more than one province or state.
- US employee has more than four deferred compensation items coded for display in Box 12 of the W-2 form.
- US employee has more than three items coded for display in Box 14 of the W-2 form.
- US employee has wages/taxes for more than one local tax type.
- US employee has a local tax applied to wages that is not located in their current state.

When a third party sick pay provider is configured with Ceridian Dayforce as the W-2 preparer, Dayforce HCM automatically includes the associated earnings on the employee’s regular W-2 form, and Box 13 is checked to indicate that third party sick pay is included in the form."

In additional W-2 forms, record the same information as the original W-2 only in Boxes A, B, C, D, E, and F, and then record any taxable wages or tax items that were not included on the first form. If the employee worked in multiple states, record their federal data only on the primary W-2 form. However, if the employee worked in Missouri but resides in another state, record their federal (FIT) wages and income tax in Boxes 1 and 2 on every additional form.

For organizations with employees who either live in Pennsylvania, or employees who live outside of Pennsylvania but who worked in Pennsylvania at some point during the tax year, note that Box 20 - Locality name on Form W-2 only displays the last available resident political subdivision code (or PSD Code). Box 20 does not display the PSD code for where the employee worked, because there might be several locations. Instead, the last available resident PSD Code is used to indicate where the employee lives.

If the application generates a preview of multiple forms for one employee, click the right and left arrows to cycle between them.

The Intuit TurboTax® Banner on Employee Tax Forms

By default, instances of Dayforce HCM are configured with the option to display a clickable banner in employee Year End tax forms the option to display a clickable banner for TurboTax to US employee’s in their online tax forms, such as the form W-2, as illustrated here:
Reprinting Tax Forms in My Year End

You can reprint employee tax forms, either before or after the filing cut off date, from within My Year End.

To reprint employee tax forms:

1. Click the Commit tab.
2. Select the appropriate pay group from the list.
3. Click the Reprint button to display the Reprint control:

4. Enter a name for the reprint batch, to identify this reprint from others, in the Name field.
5. Optionally, record a comment for the reprint in the Comment field.
6. Click the selector button to filter which forms to print by legal entity or tax form type.
7. Click the selector button to reprint forms for specific employees.
8. Click the OK button to send the specified forms to CTS for reprinting, after which CTS sends them to the appropriate address(es).
Preview and Print Amended Tax Forms in My Year End

If payroll information has been amended after printing original tax forms, you can preview and print the amended forms in **My Year End**.

For Canadian pay groups, the application automatically generates T4A forms when required, and processes them with T4, RL1, and RL2 forms on the **Commit** tab.

For pay groups in the United States, Guam, and the US Virgin Islands, the application displays the **W-2C** tab after regular filing is completed, for administrators to request, generate, review, and print the amended W-2C forms:

To generate a W-2C request:

1. Click the **Add W-2C Request** button. The application displays the **Create W-2C Request** control:

2. Optionally, select one of the following to limit W-2C triggers:
   - Ignore Change to Name
   - Ignore Change to SSN
   - Ignore Change to Tax Authority (e.g., SEIN)

3. Enter a **Name** and optional **Comment**, and select an option from the **Run By** drop-down list. You can run the request by employee, legal entity, or pay group:

   - To run the request by employee, click the selector to add employees who have relevant changes that require a W-2C form, then click **OK**, and the dialog box will return you to the Create W-2C Request dialog box displaying a list of employees
To run the request by legal entity, click the selector button to load and select from the list of available legal entities for which to generate W-2C forms. The application displays the selections in the control:

To run the request by pay group, click the selector button to load and select from the list of available pay groups for which to generate W-2C forms. The application displays the selections in the control:
4. Click the **Save** button. The application displays the W-2C forms on the **Forms** tab:

![Screenshot of the application displaying W-2C forms](image1.png)

5. Click the **Commit W-2Cs** button to commit the W-2C form(s) and send the forms to CTS. Once you click to **Commit W-2C**, the application displays the following message:

![Commit W-2Cs dialog box](image2.png)

**Note:** To avoid excess fees and processing, it is highly recommended that forms be committed before they are printed.

The application sends the forms to CTS, but administrators must work with CTS to confirm associated fees and processes before they can be filed with the appropriate jurisdictions.

6. To print the tax form, click the **Print** button. You can also print W-2C forms all together by generating and printing the Employer Copy of W-2C Report.
7. To view the parameters that were selected for a W-2C request, click the Details tab:

![Parameters Table]

**Preview and Print Tax Forms in My HR > Year End Forms**

You can also preview and print employees' tax forms in **My HR > Year End Forms**.

Before you can preview employee tax forms, you need to first load the appropriate year end data. For more information, see **Load Year End Data** on page 118.

To preview employee tax forms in **My HR > Year End Forms**:

1. Load the appropriate employee’s profile.
2. Click the **Year End Tax Forms** button.
3. Select the Form and Year from the appropriate drop-down list:
   
   ![Form Selection]

   The application generates the tax form for the employee based on the committed payroll data for the year.
4. To print the tax form, click the **Print** button.

**Reviewing Archived Reports**

In addition to previewing tax forms, payroll administrators can also review archived or preview copies of the following reports within **My Year End**:

- 1099-M Management Report
- 1099-R Management Report
- Canada CPP/QPP Discrepancy Report
- Canada EI/QPIP Discrepancy Report
- Canada Wage and Tax Report (for the last pay of the quarter)
- CNT and WSDRF Report
- Employer Copy of RL1 Report
- Employer Copy of RL2 Report
- Employer Copy of T4 Report
- Employer Copy of T4A Report
- Employer Copy of W-2 Report
- Employer Copy of W-2
- Releve 1 Management Report
• Releve 1 Exception Management Report
• Releve 2 Management Report
• Releve 2 Exception Management Report
• T4 Management Report
• T4 Exception Management Report
• T4A Management Report
• T4A Exception Management Report
• US Earning and Deduction Matrix Validation Report
• US Wage and Tax Report (for the last pay of the quarter)
• W2 Management Report
• W2 Exception Management Report

For the months of November and December, the application generates these reports with each committed pay run; payroll administrators can generate preview copies in My Year End, or review the archived reports from the Archived Reports tab.

Before you can review the year end reports, you need to first load the appropriate year end data. For more information, see Load Year End Data on page 118.

To generate preview reports:

1. Click the Generate Preview Data button.
2. Click the Reports button and select the desired report from the drop-down list.
3. Select the appropriate pay group from the Pay Group drop-down list.
4. Configure the report in the pop-up parameters control.
5. Click the Run Report button.
   The application generates the report and delivers it to your inbox.

To review archived reports:

1. Select the Archived Reports tab.
2. Select the appropriate pay group from the Pay Group drop-down list.
3. Optionally, click to filter the list of archived reports by legal entity.
4. Select the Show reports for voided pay runs check box to include archived reports for voided pay runs.
5. Click the Download button next to the report you want to review.
Processing Year End

Processing the year end involves committing tax forms for printing and mark them as ready to file with the government. Before start the year end process, you need to first load the appropriate year end data. For more information, see Load Year End Data on page 118.

The year end process begins when the last pay run of the year has been committed; to process year end:

1. Select the appropriate pay group from the list.  
   If the final pay run has been committed, the Final Pay is highlighted on the status bar:

   ![Status Bar with Final Pay Highlighted]

2. When you are ready to commit the tax forms for printing, click the Print button.  
   Committing forms for printing indicates that the forms are ready to be printed and distributed to employees; the tax form data is sent to the Ceridian back office where they are printed.  
   Once printed, Closed is highlighted on the status bar.

   ![Status Bar with Closed Highlighted]

   After the tax forms have been committed for printing, you still have the ability to modify the payroll data for the year. Payroll administrators can create an off-cycle pay runs after the last pay run of the year or record prior period adjustments in My Pay.  
   Changing the payroll data for the year ‘resets’ the status bar on the Commit tab of My Year End; you will need to recommit the forms for printing by selecting the pay group and clicking the Print button.

3. When you are ready to commit the payroll and tax data for filing with the government, click the Mark As Ready To File button.  
   This indicates that the data is finalized and ready to be sent to the government; the application highlights Committed on the status bar.

   ![Status Bar with Committed Highlighted]

   If there are no other changes to the payroll data, it is sent on the mass filing cut off date to the Ceridian Back Office, which in turn files with the government. The application highlights the Government Filing on the status bar to complete the process.

   **Note:** The mass filing cut off date is typically around the 21st of February for Canadian legal entities and the 10th or 11th of January for American legal entities.

Tracking Year End Delivery Packages

Depending on how the application has been configured, a delivery package may contain payroll checks, direct deposit advice, or payroll reports; year end delivery packages also contain employee tax forms and year end reports.
You can access any tracking numbers assigned to your delivery packages and review the shipping details from their courier’s website to determine the status of a delivery package on the Commit tab of My Year End.

To check for a tracking number:

1. Click the Load button.
2. Select a committed pay run from the list.
3. Click the Package Tracking button.

![Package Tracking](image)

The application displays the Package Tracking Information control:

![Package Tracking Information](image)

Each delivery package is associated with an address record; the name displayed in the Address column of each is based on how the application has been configured.

If the application has received a tracking number from the Ceridian Back Office, it is displayed along with a link to the tracking information on the courier’s website. For Customer Pickup or Mailing type delivery packages, the application displays the number of items sent individually by mail in the Tracking Number column.

4. Click the Details link to open a new Internet browser window with the shipping details from the courier’s web site.