# Employee

## FactBoxes



## File Attachments

Located throughout Payroll and HR; allows you to attach any type of file. Drag and Drop.



## Employee Payroll Controls

Employee > Payroll Controls > Description field

The Description is used when creating reports to be sent to vendors.



## Employee Relatives

If the Employee’s Relative is also an Employee; the 2 records can now be linked.



## Employee Extended Fields

Extended Fields allow you to setup an unlimited number of user defined fields to track information.

And attach to an Employee record.





## Employee Position



# Payroll Controls



## Tax Obligation

The Pay Control Tax Obligation settings allow a user to determine how a pay control affects the

“Taxable Gross Income” calculation.

These setup and calculation options can be used in place of the older “Base Amount” concept to

insure there are less user defined fields which can be affected by automated tax update imports.

The base amount concept is still functional as a more flexible option, when needed, by more

complex installations.



## File Attachments



## New Method Steps

New Method Steps have been added,

Providing greater options when creating Calc Methods.

## ROE Reporting

Service Canada now requires a further breakdown on the Vacation Pay and Other Money Types.



## Export Tax Data and Setup

Along with the Import Payroll Control Data, the Export is now available from the Main Menu.

# Employer

## New fields

T4/T4A Contact Email

Employer Details > Employee count now displayed by ‘Status’



# Reports

## Liabilities to A/P Detail

This report contains the details as backup that may be provided to AP to accommodate the payments.

## Payroll Control Tax Group

By Tax Group, provides the Payroll Controls within each Tax Group and the Tax Obligation

## Payroll Control Tax Obligation

By Payroll Control, provides the details of the Tax Obligation selected on the Payroll Control.

# T4 Laser/T4 Summary

## New fields





# Payroll Setup

## Posting Date Source

In this field you are selecting whether the Work Date or System Date (TODAY) should be used as the default value of the Posting Date in the Payroll Journal

## Pay Period Source

 In this field you are selecting whether the Pay Period End Date or Pay Date is used when determining which Pay Period to use as the default.

If the field is set to End Date the system finds the correct pay period by looking for the Posting Date that falls between the Start Date and the End Date of the pay period. The System looks for the first pay period that matches the criteria and this is the one that is used.

If the field is set to Pay Date the system finds the correct pay period by looking for the Posting Date that falls on or after the Pay Date of the pay period. The System looks for the first pay period that matches the criteria and this is the one that is used.







# My Employee



The My Employee Record feature gives each employee access to fields on his/her Employee record (e.g., addresses, contacts).

To access the My Employee Record feature, select Departments > Human Resources > Tasks. Alternatively, if you have the HCM Employee Self Service Profile assigned to your user record (Administration > Application Setup > RoleTailored Client), you can click the My Employee Record link. From the menu, click HR > Tasks.

From your record, you will be able to view, and in some cases edit, several pieces of information, including addresses, contacts, benefit rates, vacation and sick balances, and pay checks.



User Setup

Settings for the Allow Calc Trace in the Payroll Journal and Time Sheet Admin.



Linking the User to their Employee record.

Defining Time and/or Expense access



# VP (VisionPayroll) Time & Expense



# Human Resources

## Employee Directory



## Reports and Analysis







## Positions













## Setup







# On Line Help

Access to Payroll and HR Information via the Internet

