

# PeopleSoft Payroll - Canada Rel 9.2 Ed 1

## Course Topics

- **Setting Up PeopleSoft HRMS Tables for Payroll Processing**
  - HRMS Tables That Impact Payroll Processing
  - Installation Table Setup for PeopleSoft Enterprise Payroll for North America
  - The Role of SetID, Location, and Department in Payroll Processing
  - Company Table Setup
  - Frequency and Compensation Setup
- **Setting Up Payroll Tables**
  - Identifying Payroll Setup Tables
  - Setting Up Source Bank Accounts
  - Creating Special Accumulators
  - Setting Up Earnings Codes
  - Setting Up Earnings Programs
  - Shift Pay Setup
  - Creating a Pay Group
  - Creating a Rate Code
- **Setting Up U.S. Payroll Tax Tables**
  - Identifying Tax Table Maintenance Responsibility
  - PeopleSoft-Maintained Tax Tables
  - Setting Up Customer-Maintained Tax Tables
- **Setting Up Employee Data**
  - Identifying Sources of Employee Data
  - Setting Up an Employee Instance
  - Entering and Viewing Employee Job Data
  - Identifying Employee Pay Data
  - Updating Employee Tax Data

- Assigning Additional Pay to Employees
- Assigning General Deductions to Employees
- Updating Payroll Options for Employees
- **Creating and Updating Paysheets**
  - Paysheets in Payroll for North America
  - Balance ID Creation
  - Creating Pay Calendars
  - Setting Up Pay Run IDs
  - Creating Paysheets
  - Viewing and Updating Paysheets and Paylines
  - The Payroll Unsheet Process
- **Calculating Payroll**
  - Payroll Calculation
  - Running Preliminary Payroll Calculation
  - Running Final Payroll Calculation
- **Confirming Payroll and Producing Checks and Reports**
  - Confirming a Payroll
  - Viewing Confirmed Payroll Results Online
  - Printing Checks and Advices
  - Check Reprinting
  - Direct Deposit Transmittals and Reports
  - Payroll and Tax Reports
  - Identifying Methods of Reversing Payroll Confirmation
- **Processing Off-Cycle Payrolls**
  - Identifying Off-Cycle Payroll Processing
  - Reversing a Paycheck
  - Reversal/Adjustment Processing
  - Recording a Manual Check
  - Producing an Online Check

- Retroactive Processing
- **Setting Up and Processing Additional Payroll Functionality**
  - Setting Up a Holiday Schedule
  - Setting Up Advanced Earnings Options
  - Setting Up Multiple Jobs Processing
  - Setting Up and Processing Mid-period Job Changes
  - Processing Gross Ups
- **Setting Up and Processing Benefit Deductions in Payroll**
  - Setting Up Deductions and Earnings for Benefits Calculations
  - Updating a Benefit Program and Enrolling Employees
  - Analyzing Benefits-Related Payroll Reports
- **Setting Up and Processing Garnishments**
  - Identifying Garnishment Setup Steps
  - PeopleSoft-Maintained Garnishment Tables
  - Setting Up Company-Level Tables for Garnishment Processing
  - Assigning an Employee Garnishment Deduction
  - Setting Up Employee Garnishment Specification Data
  - Reviewing Employee Garnishment History
- **PeopleSoft Enterprise ePay**
  - Identifying ePay Transactions and Setup Requirements
  - ePay Security Setup
  - ePay Workflow Setup
  - Setup for the Voluntary Deduction Transaction
  - Setup for the View Paycheck Transaction
  - Setup for Paycheck Modeler
  - Setup for the Year End Form Transaction
  - Using ePay Self-Service Transactions