

# **Understanding PDBAs**

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The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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## Understanding PDBAs

### Understanding PDBAs Overview

Pay Types, Deductions, Benefits, and Accruals (PDBAs) are set up in the system to automate the process of paying compensation, subtracting money from an employee's paycheck, calculating employee benefits, and tracking accruals when you run a payroll cycle.

Central Administration sets up pay types to categorize various employee earnings and to direct labor to different accounts in the general ledger. Up to 999 different pay types can be defined, using the range of numbers 001 to 999. For example, most companies need to set up different pay types for holiday, sick, and vacation pay or for personal leave pay.

Setting up pay types also allows the following:

- Define how different pay types are used when you compute employee pay
- Assign automatic pay methods for autopay employees
- Define a pay type to be tax exempt
- Define information to be printed on W-2 forms for the associated pay type for U.S. payroll
- Define whether hours and dollar amounts should be passed to the general ledger.

Deductions represent amounts withheld from an employee's earnings.

Benefits represent a State paid benefit. Benefits can be cash or non-cash, taxable or nontaxable. Benefit information can be passed to the general ledger to track burden.

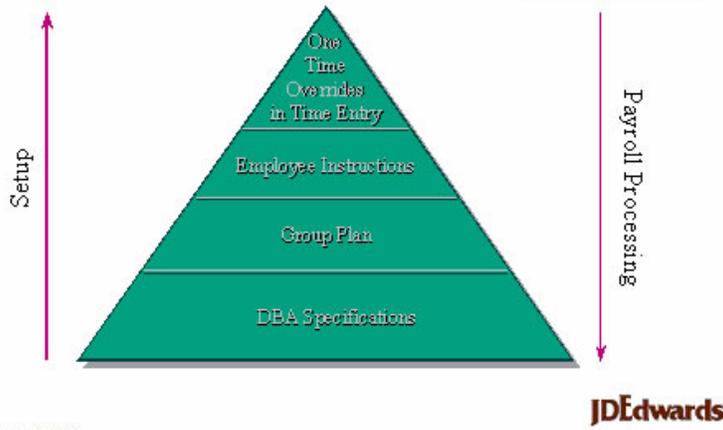
Accruals represent a number of paid hours (ie: vacation and sick leave) that the State funds as additional employee compensation. Usually, an employee accrues a certain number of hours per pay period.

Enter Deductions, Benefits and Accrual instructions to assign DBAs to Employees. After DBAs are assigned, the system calculates them during the payroll cycle in the following search sequence:

- One-time DBA override in Time Entry
- Employee DBA instructions
- Group Plan DBAs
- DBA setup. The following graphic illustrates the order that you use to set up DBAs and the order that the system uses to process DBAs.

**Note:** The following graphic illustrates the order that you use to set up DBAs and the order that the system uses to process DBAs.

## Hierarchy Of DBAs

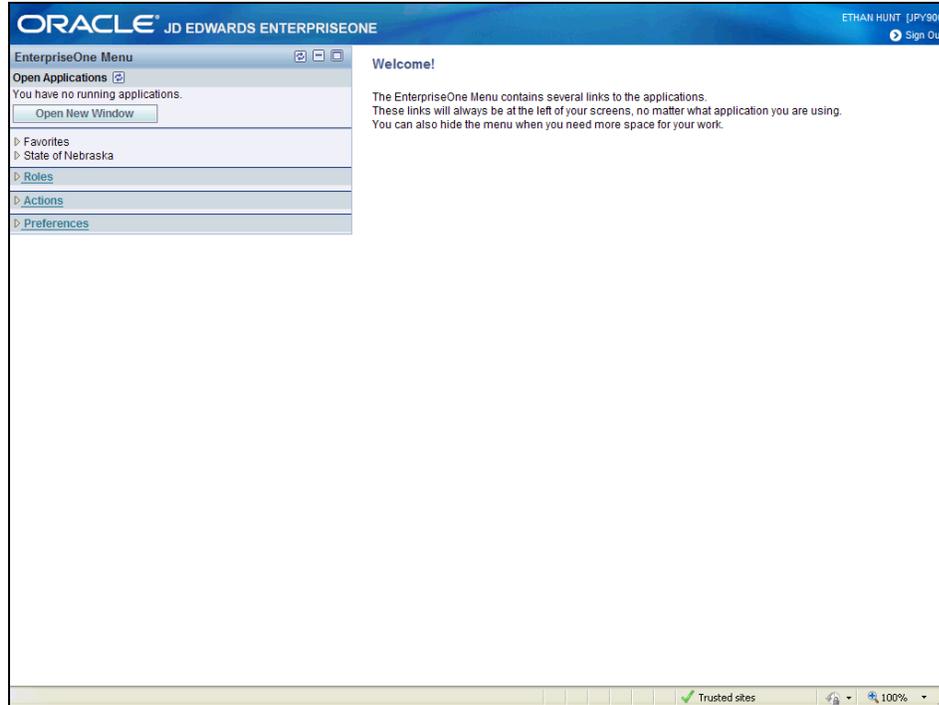


You enter DBA instructions at the employee level to define and maintain a DBA unique to an individual employee. A DBA assigned at the employee level overrides DBA amounts or rates that are defined at the group or DBA setup level, unless the DBA is a table method DBA.

## Understanding PDBAs Lesson

### Procedure

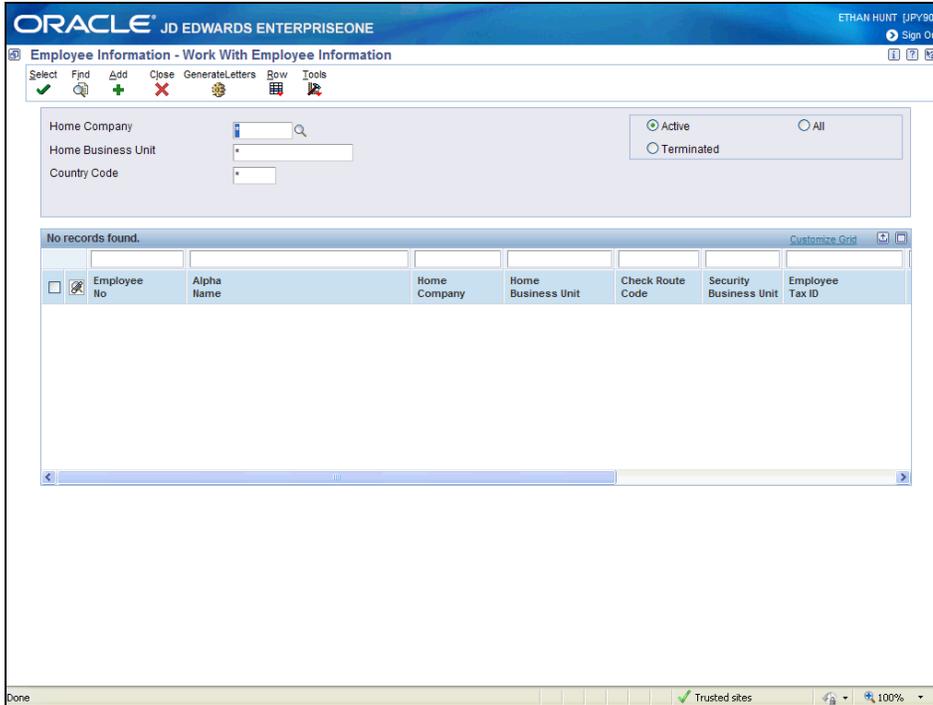
In this lesson you will learn how to review PDBAs.



Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Human Resources</b> link. <a href="#">Human Resources</a>
3.	Click the <b>Employee Maintenance</b> link. <a href="#">Employee Maintenance</a>
4.	Click the <b>Employee Information</b> link. <a href="#">Employee Information</a>

# Training Guide

## Understanding PDBAs



Step	Action
5.	Click in the <b>Alpha Name</b> field. <input type="text"/>
6.	Enter all or part of the employee name into the <b>Alpha Name</b> field.
7.	Click the <b>Find</b> button. 
8.	Choose the employee on the grid row to review by clicking the check box of their row. <input type="checkbox"/>
9.	Click the <b>Row</b> button. 
10.	Click the <b>Employee DBA Inst.</b> menu. <input type="text" value="Employee DBA Inst."/>
11.	Review the information.

Employee Information - Employee DBA Instructions

Employee Identification: 100546 UTLEY, MICHAEL

Effective On: 05/13/2010

Barg Unit: K

Job Code: K07082 IT BUSINESS SYS ANALYST/COORD

Records 1 - 11	PDBA Code	T	M	C	Description	Task Number	O	F	Amount or Rate	Amount or Rate	Date Pay Starts	Pay Stc Date
<input type="checkbox"/>	1110	D	%		4.8 RETIRE						07/01/1982	
<input type="checkbox"/>	2072	D	\$		REIMB ST MED				10.0000		06/08/2009	06
<input type="checkbox"/>	2412	D	\$		LIFE - BASIC						12/22/2008	
<input type="checkbox"/>	4412	B	\$		LIFE - BASIC						12/22/2008	
<input type="checkbox"/>	4910	B	%		RETIRE-STATE						07/01/1982	
<input type="checkbox"/>	6229	D	\$		PARKLABORST						12/27/2007	
<input type="checkbox"/>	8500	A	2		VAC STATE BW						01/01/2002	
<input type="checkbox"/>	8502	A	2		SICKSTATEBW						01/01/2002	
<input type="checkbox"/>	8600	A	%		VAC EARNED			N			01/01/2002	
<input type="checkbox"/>	8601	A	%		SICK EARNED						01/01/2002	

Step	Action
12.	Click the <b>Cancel</b> button. 

Employee Information - Work With Employee Information

Home Company: \*

Home Business Unit: \*

Country Code: \*

Active  Terminated

Records 1 - 1	Employee No	Alpha Name	Home Company	Home Business Unit	Check Route Code	Security Business Unit	Employee Tax ID
<input checked="" type="checkbox"/>	100546	UTLEY, MICHAEL	10000	65025009		S270000001	

# Training Guide

## Understanding PDBAs



Step	Action
13.	Click the <b>Close</b> button. 
14.	You have successfully completed this lesson. <b>End of Procedure.</b>