

# Understanding Employee Pay Types, Deductions, Benefits and Accrual (PDBA) Instructions

## 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.

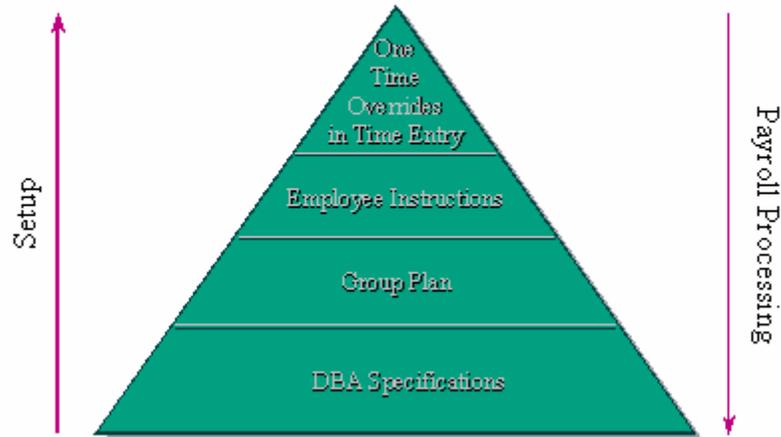
*Accruals* represent a number of paid hours (ie: vacation and sick leave) that the State funds as additional employee compensation. Usually, an employee accrues a certain number of hours per pay period.

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.

## Hierarchy Of DBAs



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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.

This work instruction shows how to review DBA instructions at the Employee level.

## NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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:

<http://www.das.state.ne.us/>.

## Navigation

Click Roles, HR\_PR.

(Citrix users – right click on the menu, choose Apply Roles, choose HR\_PR.)

Human Resources and Payroll – Agencies > Employee Maintenance > Employee Information

## Steps

Start this instruction from the Employee Information – Work with Employee Information window.

1. Enter all or part of the employee name in the Alpha Name field in the grid.
- ✏ Use the wildcard asterisk (\*) when searching for a partial name. Ex. Enter “\*kleins\*” instead of “kleinschmit.”
2. Click **Find**. The Employee Information – Work with Employee Information window appears.
3. Choose the employee on the grid row to review.
4. Click **Row, Employee DBA Inst.** The Employee DBA Instructions window appears.

The screenshot displays the 'Employee Information - Employee DBA Instructions' window in PeopleSoft. The top section contains form fields for Employee Identification (100546), Effective On (10/25/2006), Barg Unit (V), and Job Type/Step (V07082). The employee name is LORTZ, STEVE A. Below the form is a grid titled 'Records 1 - 15' with columns: PDBA Code, DBA Type, Calc Method, Description, Assignment Number, Override Flag, Amt/Rt Level 1, Amt/Rt Level 2, W/A Control Nbr, and Pay Start Date. The grid lists several records, including Gross Pay, various retirement plans (4:33, CalcRetExces, CalcBasis4.8, 4.8, Life - Basic, Retire-State), and medical/dental deductions (Reimb St Med, LTD 4MO 50%).

| PDBA Code | DBA Type | Calc Method | Description  | Assignment Number | Override Flag | Amt/Rt Level 1 | Amt/Rt Level 2 | W/A Control Nbr | Pay Start Date |
|-----------|----------|-------------|--------------|-------------------|---------------|----------------|----------------|-----------------|----------------|
| 1109      | A        | %           | Gross Pay    |                   |               |                |                | 0               | 07/            |
| 1110      | D        | %           | 4:33 Retire  |                   |               |                |                | 0               | 07/            |
| 1115      | A        | %           | CalcRetExces |                   |               |                |                | 0               | 07/            |
| 1116      | A        | %           | CalcBasis4.8 |                   |               |                |                | 0               | 07/            |
| 1117      | D        | %           | 4.8 Retire   |                   |               |                |                | 0               | 07/            |
| 2412      | D        | \$          | Life - Basic |                   |               |                |                | 0               | 12/            |
| 2512      | D        | \$          | Reimb St Med |                   |               | 20.0000        |                | 0               | 12/            |
| 2620      | D        | 9           | LTD 4MO 50%  |                   | N             |                |                | 0               | 01/            |
| 4412      | B        | \$          | Life - Basic |                   |               |                |                | 0               | 12/            |
| 4910      | B        | %           | Retire-State |                   |               |                |                | 0               | 07/            |

5. Review the information.
6. Click **Close** to return to the Work with Employee Information window.
7. Click **Close**.