

Sage Accpac ERP 5.6A

Sage Accpac HRMS Payroll Link | Integration Guide



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Chapter 1

Introduction

The Sage Accpac HRMS solution offers comprehensive payroll processing, training, and benefits administration to ensure your readiness to tackle challenging HR issues.

Sage HRMS for Sage Accpac ERP

Sage HRMS for Sage Accpac ERP includes:

Sage HRMS, a powerful solution for managing critical employee information. Ideal for businesses of any size, Sage HRMS helps you manage your company's benefits programs with comprehensive benefits administration tools, track and prepare reports to ensure government compliance, and electronically store employee forms and certificates.

Sage HRMS Attendance, for tracking employee absences and leave accruals. Its flexibility allows you to define absence codes, handle the Family and Medical Leave Act (FMLA), and manage accruals and carry-overs. Designed to meet all your attendance tracking needs, Sage HRMS Attendance offers complete flexibility in handling all types of attendance plans and employee time off.

Sage HRMS Train, a skills-based training management system used to define specific training needs, prepare compliance reports, and ensure certifications are completed on-time. In addition, it helps define training requirements for new employees based on their current skill sets and automatically updates employee "Skills Profiles" upon completion of new courses.

Sage HRMS Payroll Link, an import/export module that lets you easily transfer your personnel and training data to Sage HRMS Attendance, and HRMS Train. (For example, you can use it to transfer employee records from Sage Accpac Payroll to HRMS if you are already using Payroll.)

Sage HRMS Toolkit, for extending the custom pages feature included with Sage HRMS. The HRMS Toolkit lets you design customer pages and fields, design custom actions, create custom code tables, and customize the Sage HRMS menu and toolbars.

Sage HRMS Alerts, for event-based notification, application integration, and process automation. With HRMS Alerts, you can monitor your enterprise databases and files for specific criteria or events and then automatically deliver up-to-date information to people who need it.

Sage HRMS OrgPlus Professional, for creating professional-looking organization charts quickly and easily. You can also use OrgPlus to create almost any tree diagram, such as a work breakdown or a parts explosion.

Sage Abra Workforce Connections, the web-based employee self-service solution for Sage HRMS. It consists of:

- Abra Employee Self-Service
- Abra Benefits Enrollment
- Abra eRecruiter

Sage Accpac HRMS Payroll Link, for transferring employee data and earnings, deductions, and benefits information from Sage HRMS to Sage Accpac Payroll.

How Do You Set Up HRMS with Sage Accpac ERP?

You should install and set up Sage Accpac ERP and Sage HRMS components in order noted below. These steps are listed in greater detail in Chapter 2 of this *Integration Guide*.

You must install Sage Accpac ERP and Sage HRMS before you can install the Sage HRMS Link.

Install, activate, and set up Sage Accpac ERP modules

- Sage Accpac US Payroll or Canadian Payroll, version 5.4 or later should be installed.
- You must activate Payroll before you can activate the Sage Accpac HRMS Payroll Link.
- Add earnings, deductions, and benefit codes in payroll, following the guidelines in Chapter 2 of this guide.

Note: You add employees in Sage HRMS, and then transfer them to Sage Accpac Payroll after setting up the Sage HRMS Payroll Link.

If you already have employee records in Sage Accpac Payroll, you can use the Payroll Link module (a separate module for HRMS) to import employees into Sage HRMS.

Install, activate, and set up Sage Accpac HRMS

- Sage HRMS requires SQL. Refer to the *Installation Instructions* PDF in the \DOCS folder on the HRMS installation CD for additional information.

- If installing Sage HRMS on a Win2000 OS, install the Microsoft .NET Framework 2.0 first. The Microsoft .NET Framework 2.0 can be installed from the CD's AWC82\Install folder. Run dotnetfx20.exe.
- During installation, in the SQL Setup dialog box, enter the server name, user name and password. You must provide an SQL Server logon that has been given administrator permissions.
- Add employer in Sage Accpac HRMS.
- Add earnings, deductions, and benefit codes in Sage Accpac HRMS.
- Add employee records.

Set up the Sage Accpac HRMS Payroll Link for Sage Accpac ERP

1. Install and activate the Sage Accpac HRMS Payroll Link for Sage Accpac ERP.

You install and activate the Sage Accpac HRMS Payroll Link just like you do other Sage Accpac ERP modules.

If you are upgrading from version 5.4 of the Sage Accpac HRMS Payroll Link, perform the following steps after activating the Link for version 5.6A:

- Run the **Employee Configuration** form.
 - Load all employee configuration profile data.
 - Click the **Go** button to refresh data mapping.
 - Save the profile.
2. Set up the Sage Accpac HRMS Link using the following forms:
 - a. **Database Configuration** — to specify the name of the Sage Accpac HRMS database (by default AccpacHRMS_Live).
 - b. **Employer Configuration** — to link your Sage Accpac ERP Payroll system to an organizational level in Sage Accpac HRMS.
 - c. **Employee Configuration** — to map fields in Sage Accpac Payroll employee records to fields in Sage Accpac HRMS.
 3. Use the Sage Accpac HRMS Link Process form to transfer employee information from Sage Accpac HRMS to Sage Accpac Payroll.

How Do You Process Payrolls?

Once you have set up Sage HRMS and Sage Accpac ERP, you follow these steps each time you process payroll:

1. Add or update employee records in Sage Accpac HRMS.
2. Use Sage Accpac HRMS Payroll Link Process in Sage Accpac ERP to update Sage Accpac Payroll with new or changed employee records.
3. Add timeslips, if necessary, in Sage Accpac ERP.
4. Calculate the payroll in Sage Accpac Payroll.
5. Print the pre-check register in Sage Accpac ERP.
6. Print and post payroll checks in Sage Accpac ERP.

How Do You Handle Changes in Employee Pay Frequencies?

When the employee pay frequency is changed in Sage Accpac HRMS, you must:

1. Re-run Sage Accpac HRMS Payroll Link Process using the Profile ID that corresponds to the new employee pay frequency. Add or update employee records in Sage Accpac HRMS.
2. Go to the **Payroll Employee Pay** form in Sage Accpac Payroll and either delete the earning code with the old pay frequency, or set that earning code's Calculate field to **No** to ensure that the old earning code will not be used when calculating payroll.

Chapter 2

Installing the Sage HRMS Link

This chapter provides the detailed steps for setting up the Sage Accpac HRMS Payroll Link for Sage Accpac ERP.

Note

Setting up the Sage Accpac HRMS Payroll Link for Sage Accpac ERP is only a small part of the overall setup process. You first have to set up Sage Accpac ERP Payroll and Sage Accpac HRMS.

Before you start, you must install and set up:

- Sage Accpac ERP Payroll—either US Payroll and/or Canadian Payroll, module version 5.4A or later.

Important!

If you have just installed US or Canadian Payroll, read the notes in this chapter on setting up benefits and accruals before setting them up in Sage Accpac ERP.

- Sage Accpac HRMS. Refer to the documentation in the \DOCS folder on the HRMS installation CD for additional information.

Steps for Setting Up Sage Accpac HRMS Payroll Link

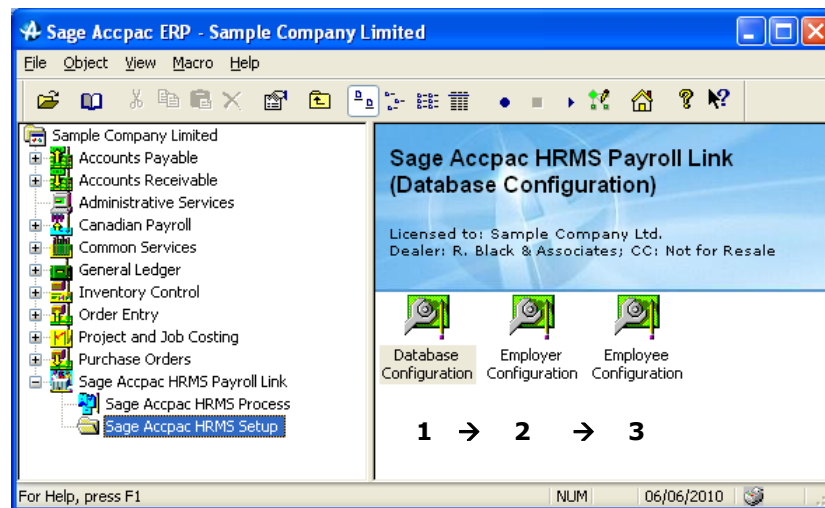
After setting up Sage HRMS and Sage Accpac Payroll, follow these steps to install and set up the Sage Accpac HRMS Payroll Link.

Depending on your needs, this process can change, but the general procedure for setting up Sage Accpac HRMS Payroll Link is as follows:

1. Install and activate the Sage Accpac HRMS Payroll Link.

Once activated, the module will appear on the Sage Accpac Desktop as Sage Accpac HRMS Payroll Link.

You must open and use the Setup forms in the order listed below.



2. Choose **Database Configuration** from the Sage Accpac HRMS Setup folder to specify the name of the Sage HRMS database (by default AccpacHRMS_Live).
3. Choose **Employer Configuration** to link your Sage Accpac ERP Payroll system to an organizational level in Sage Accpac HRMS.
4. Choose Employee Configuration to map fields in Sage Accpac Payroll employee records to fields in Sage Accpac HRMS.
5. Use the **Sage Accpac HRMS Process** form in the Sage Accpac HRMS Payroll Link to transfer employee information from Sage Accpac HRMS to Sage Accpac Payroll.

Note

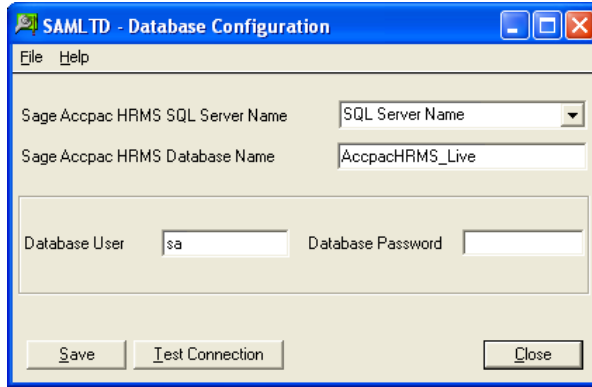
If employee records exist in Sage Accpac Payroll before you add them to Sage HRMS, you must make sure that you use the same employee ID in Sage HRMS that you use in Sage Accpac Payroll. Otherwise, you may have two records for the same employee when you transfer the employee records from Sage HRMS to Sage Accpac Payroll.

6. After completing setup, you can process payrolls.

Using Database Configuration to Specify the Sage HRMS Database

You must use Database Configuration to specify the Sage HRMS database before you can run Employer Configuration or Employee Configuration.

1. Choose **Database Configuration** from the Sage Accpac HRMS Setup folder.



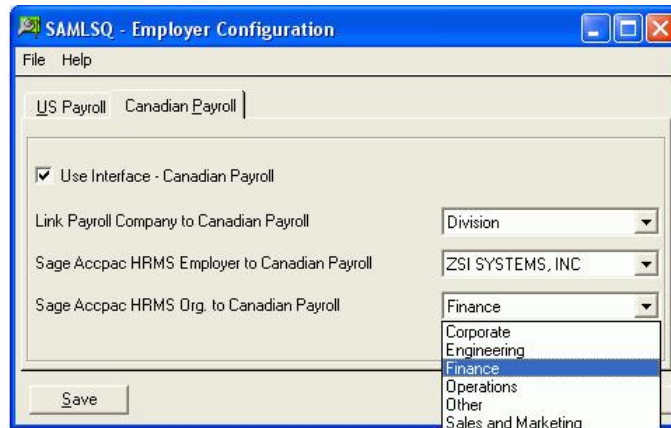
2. Enter the SQL Server or MSDE instance name or select it from the dropdown list beside **Sage Accpac HRMS SQL Server Name**.
3. Enter the name of the Sage Accpac HRMS database. The name of the Default Sage Accpac HRMS database is AccpacHRMS_Live.
4. Enter the SQL Database User name and Password. The SQL password must not start or end with a space.
5. Click **Test Connection** to ensure that the Sage Accpac HRMS Payroll Link is connected to the Sage HRMS database.

Using Employer Configuration to Link Organizations

You must complete Database Configuration before you can use the Employer Configuration and Employee Configuration forms.

1. Choose **Employer Configuration** from the Sage Accpac HRMS Setup folder.

You must complete Database Configuration before you can continue to Employer configuration and Employee Configuration.



Note: The payroll tab that you see on the Employer Configuration screen depends on which payroll module you have activated for the Sage Accpac ERP database. If you have both Canadian and U.S. Payroll activated, you would see two separate payroll tabs.

2. Select the **Use Interface** check box to activate a connection to the Sage Accpac Payroll module.

You can uncheck this box to temporarily disengage integration for maintenance or for other purposes.

3. In the **Link Payroll Company to <Canadian or US> Payroll** field, select the organizational relationship between Payroll and HRMS.

You can choose any Organization Level set up in HRMS Enterprise Setup, but, typically, you would choose "Employer" to associate an HRMS employer with a company in Sage Accpac Payroll.

Note: If you choose Employer, the last field "Sage Accpac HRMS Org. to <Canadian or US> Payroll" will not appear on the Employer Configuration form.

4. For **Sage Accpac HRMS Employer to <Canadian or US> Payroll**, select the HRMS employer or company that houses the employees you want to pay.
5. For **Sage Accpac HRMS Org. to <Canadian or US> Payroll**, select the HRMS organization with the employees that you want to pay.

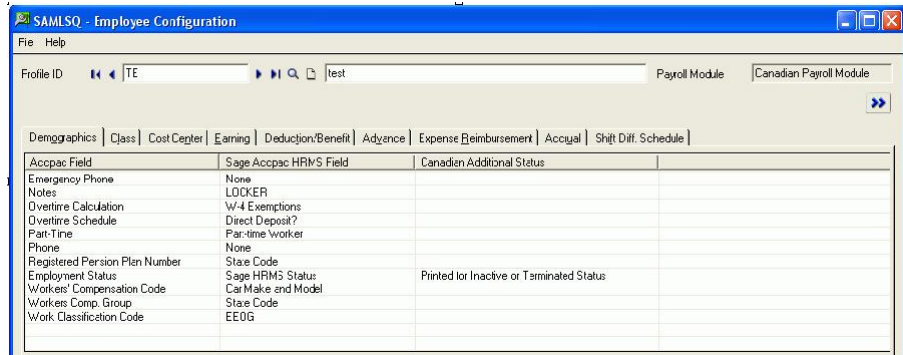
Using Employee Configuration to Map Employee Record Fields


You must complete Database Configuration and Employer configuration before you can use the Employee Configuration form.

The Employee Configuration setup form lets you map employee record fields in Sage Accpac Payroll to fields in Sage HRMS, according to payroll Profile IDs.

The Payroll Module description will be either Canadian Payroll or US Payroll, depending on which payroll module is activated. If both Canadian and US Payrolls are activated, you have to select the payroll module that you wish to integrate with each Profile ID.

1. Choose **Employee Configuration** from the Sage Accpac HRMS Setup folder.

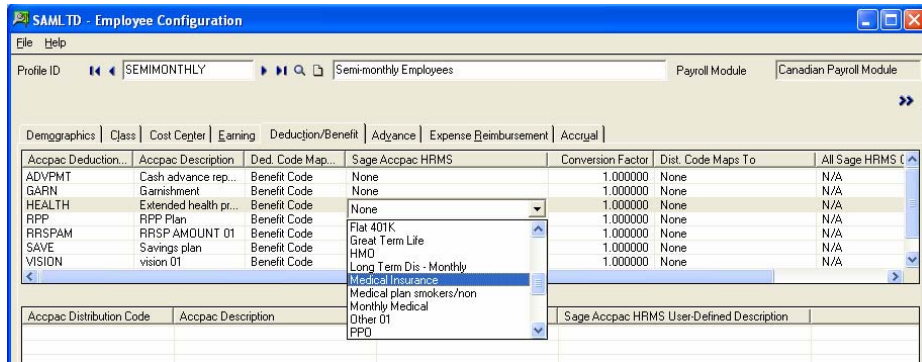


2. Click on the **Go** button  or press F7 to display the Payroll fields on the Employee Configuration form.

The Sage Accpac Payroll fields that appear may need to be mapped to appropriate Sage Accpac HRMS fields.

3. Double-click the cell for the **Sage Accpac HRMS Field** column to display the drop-down list of fields that can be selected for mapping.

The drop-down list displays fields from Sage Accpac HRMS or from any of the user-defined fields from non-multiple record Custom Detail Screens in the HRMS program. (Custom Panels are created under System: Processes: Design Custom Details, in Sage HRMS.)



4. Choose each tab, in turn, to map data from Sage HRMS to Sage Accpac Payroll.

Guidelines for configuring the various Employee Configuration pages are provided below.

Demographics

The Demographics Configuration page includes the following from the Sage Accpac Payroll Employee form:

- All fields from the Demographics page
- Some fields from the Class page

- All fields from the Other page
- Some fields from the Pay page

Mapping tables are provided in the Sage Accpac HRMS Payroll Link on-line help with information for mapping some of the Demographics Configuration fields. Certain rules are static and, therefore, are not shown in the mapping tables. For example, Last Name in Sage Accpac Payroll transfers directly from Last Name in Sage Accpac HRMS.

Class

In Sage Accpac Payroll, you can set up classes and corresponding Class codes to be used for sorting and selecting data.

- Up to four Classes can be setup in Sage Accpac Payroll.
- Each Class can have an unlimited number of Class Codes.
- Class Codes can be assigned to each employee, and then used for sorting and selecting data.

For example, Class 1 may be setup as an office location with corresponding Class Codes of East Side Location, Central Office, and West Side Location. Then, data can be sorted to identify employees working in the Central Office by selecting the Central Office class code in the Class 1 field.

There are no standard settings in Sage Accpac HRMS similar to the Sage Accpac Payroll Class Codes. As such, Sage Accpac Payroll Class Codes must be mapped to user-defined code tables, and then each Class Code can be mapped to the corresponding code from the selected Sage Accpac HRMS code table.

Note: If Sage Accpac Payroll Class does not contain any class codes, the class will not be shown.

Cost Center

The Sage Accpac Payroll Cost Center tab allows you to specify General Ledger account segments for each employee. The segments specified will be used as the default account segments when payroll transactions are posted in General Ledger. An example of a common account segment setup is shown below:

Example Account segments set up by departments:

The department codes are 100, 200, 300, and 400.

For example, G/L accounts for 6720 Wages and benefits, are set up as follows:

- 6720 – 100 Wages and benefits, dep 100

- 6720 – 200 Wages and benefits, dep 200
- 6720 – 300 Wages and benefits, dep 300
- 6720 – 400 Wages and benefits, dep 400

On the **Cost Center** tab of the **Employee Configuration** form, department codes can be assigned to each employee. An employee who works in department 100 will be assigned segment code "100" in the Department segment; an employee who works in department 200 will be assigned segment code "200" in the Department segment, and so on. As a result, when payroll transactions are posted in General Ledger, the 6720 expense account will be overridden with account 6720-100 for all employees who work in department 100; 6720-200 for all employees who work in the department 200, and so on.

Based on the Payroll Cost Center's setting:

- If, in the payroll module (US or Canadian), **Use Cost Center Override** is not selected, the Cost Center page on the Employee Configuration form will be hidden.
- If, in the payroll module, **Use Cost Center Override** is selected, but **None** is selected for the **Use Cost Center Override in Accounts** field, the Cost Center page on the Employee Configuration form will be hidden
- In all other situations (when you select **Use Cost Center Override** and **Override Expense Accounts** or **Override Expense and Liability Accounts**), the Cost Center page will be displayed. Also, you will have a choice to map Payroll segments to Organization Codes from HRMS or to user-defined tables. After selecting an organization code or a user-defined table, you must map each individual segment to the value of the organization code table or user-defined table.

Earning Codes

Three earning code types can be mapped. These are listed below along with the mapping settings for each. Earning code types other than these cannot be mapped.

Salaried

- Category is "Earning"
- Type is "Salary & Wages"
- "Non-Periodic Payment" is un-checked
- Employee Calculation Method is set as one of the following:
 - Flat
 - Fixed

- Sage Accpac HRMS selections include:
 - Salaried
 - User-defined Employment Fields (Note: Only numeric data can be processed.)
 - User-defined Pay Fields (Note: Only numeric data can be processed.)

Hourly

- Category is "Earning"
- Type is "Salary & Wages"
- "Non-Periodic Payment" is un-checked
- Employee Calculation Method is set as one of the following:
 - Hourly Rate
 - Amount per Hour
- Sage Accpac HRMS selections include:
 - Hourly
 - User-defined Employment Fields (Note: only numeric data can be processed)
 - User-defined Pay Fields (Note: only numeric data can be processed)

Bonus Amount

- Category is "Earning"
- Type is "Salary & Wages"
- "Non-Periodic Payment" is un-checked
- Employee Calculation Method is set as one of the following:
 - Flat
 - Fixed
- Sage Accpac HRMS selections include:
 - Bonus
 - User-defined Employment Fields (Note: only numeric data can be processed)

- User-defined Pay Fields (Note: only numeric data can be processed)

Notes:

- The program adds a default value for the field **All Sage HRMS Codes Map To One Dist. Code** when you select a value (except None) for Sage Accpac HRMS and the value of fields **All Sage HRMS Codes Map To One Dist. Code** and **Distribution Code Maps To** are empty. The default value is the first distribution code in the drop down list related to the Payroll Earning code.
- If None is selected for Sage Accpac HRMS, the value of the fields **Distribution Code Maps To** and **All Sage HRMS Codes Map To One Dist. Code** will default to None and N/A, respectively. Also, the fields **Conversion Factor**, **Dist Code Maps To**, and **All Sage HRMS Codes Map To One Dist. Code** cannot be edited until a value other than None is selected for Sage Accpac HRMS.
- When the value of one of the distribution code fields (for example, the **Dist. Code Maps To** or **All Sage HRMS Codes Map To One Dist. Code** field) is changed, the value of the other distribution code field will automatically reset to the default value for the distribution code mapping record related to the Sage Accpac Payroll Earning code. If Sage Accpac Payroll Class does not contain any class codes, the class will not be shown.

Deduction / Benefit All Payroll Deduction and Benefit codes can be mapped.

You can select from the following three Sage Accpac HRMS mapping options to map the deduction and benefit codes:

- Benefit Type
- Benefit Code
- User Defined

Benefits are set up differently in Sage Accpac HRMS from the way they are set up in Sage Accpac Payroll.

- In Sage Accpac HRMS, employer and employee portions of a benefit premium are setup in one place (Insurance Benefits table).
- In Sage Accpac Payroll, the employer and employee portions of a benefit premium are set up twice: the employer portion as a Payroll Benefit, and the Employee portion as a Payroll Deduction; or, are set up once as a Payroll Deduction.

Therefore, the employer portion of the HRMS benefit can be mapped to Payroll earnings categorized as Benefits or Deductions; and, the employee

portion of the HRMS benefit can be mapped to the Payroll deductions (in the Deductions category).

If the Sage Accpac Payroll earnings are set up in the Deductions category, the options for the field "Calculation Type" are:

- Do not Calculate
- Employee Only
- Employer Only
- Both Calculate

If the Sage Accpac Payroll earnings are set up in the Benefits category, the options for the field Calculation Type are:

- Do not Calculate
- Employer Only

Notes:

- For the field **Employer Portion Calculation Type**, if you selected **Other Calculated Amount Field**, you must prorate one pay period's amount based on the corresponding employee's benefit code pay frequency. Also, this field cannot be edited if you use a User-defined field to map the Payroll Deduction/Benefit Code, or if you use Benefit Type or Benefit Code for mapping, but only calculate employee portion.
- The program adds a default value for the field **All Sage HRMS Codes Map To One Dist. Code** when you select a value (except None) for Sage Accpac HRMS, select a value (except Do not Calculate) for **Calculation Type**, and the value of fields **All Sage HRMS Codes Map To One Dist. Code** and **Distribution Code Maps To** are empty. The default value is the first distribution code in the drop down list related to the Payroll Deduction/Benefit code.
- If None is selected for Sage Accpac HRMS or Do not Calculate is selected for **Calculation Type**, the value of the fields **Distribution Code Maps To** and **All Sage HRMS Codes Map To One Dist. Code** will default to None and N/A, respectively. Also, the fields **Conversion Factor**, **Dist Code Maps To**, and **All Sage HRMS Codes Map To One Dist. Code** cannot be edited until a value other than None is selected for Sage Accpac HRMS and a value other than Do Not Calculate is set for Calculation Type.
- When the value of one of the distribution code fields (for example, the **Dist. Code Maps To** or **All Sage HRMS Codes Map To One Dist. Code** field) is changed, the value of the other distribution code field

will automatically reset to the default value for the distribution code mapping record related to the Sage Accpac Payroll Earning code.

Advance

You can map all Sage Accpac Payroll Advance codes to four User-defined Employment fields and four User-defined Pay fields of Sage Accpac HRMS. The mapping rules applicable to other fields and distribution codes are the same as those for Earning Codes.

Expense Reimbursement

You can map all Sage Accpac Payroll Expense Reimbursement codes to four User-defined Employment fields and four User-defined Pay fields of Sage Accpac HRMS. The mapping rules applicable to other fields and distribution codes are the same as those for Earning Codes.

Accrual

You can map all Sage Accpac Payroll Accrual codes to generate Time Cards.

Users can use Time Cards in Sage Accpac Payroll to enter Attendance / Absence Transactions.

An example of an absence transaction might be vacation taken or sick days. In Sage Accpac HRMS, when users add an absence transaction for an employee, they must indicate the day the absence occurred and the number of hours taken. When Sage Accpac HRMS Payroll Link Process runs, all absence transactions that occurred during the transferred period will be transferred to Time Cards in Sage Accpac Payroll.

The mapping rules applicable to other fields and distribution codes are same as those applicable to Earning Codes.

Notes:

- In Sage Accpac Payroll, users do not adjust the regular amount of hours worked if an absence transaction occurred. Sage Accpac HRMS Payroll does not support generating payment-type time cards; only accrual-type time cards can be generated.
- You must specify the **Sage Accpac HRMS Absence Reason Code** and the **Sage Accpac HRMS Attendance Plan Code** at same time to generate Time Cards accurately.
 - The Absence Reason Code is used by Sage Accpac HRMS Payroll Link to get absence transactions information from Sage Accpac HRMS.
 - The Attendance Plan Code is used by Sage Accpac HRMS Payroll Link to get the attendance information from Sage Accpac HRMS (for example, Year Carry-Over, Accrued, and Hours Available).
- If you only want Sage Accpac HRMS to transfer accrual records to Sage Accpac Payroll and will enter time absent into Sage Accpac Payroll directly, select None in the HRMS Absence Reason Code column. Otherwise, select the corresponding Absence Code.

Shift Diff. Schedule Shift Differential Schedules exist in both the Sage Accpac HRMS and Sage Accpac Payroll applications. However, the configurations of shift differential schedules are different in each application.

- In Sage Accpac Payroll, you can set up an unlimited number of schedules. Each schedule can have up to 4 shifts. For each shift you can specify a differential rate (an amount per hour paid in addition to the regular pay).
- In Sage Accpac HRMS, there is only one schedule (specified in the Shift Differential Codes code table). In the schedule, you can create an unlimited number of shifts. For each shift, you can enter a differential rate (amount or percentage per hour).

The Sage Accpac Payroll Shift Differential Schedule and related shifts can be mapped to the following four types of codes in Sage Accpac HRMS:

- HRMS Shift Differential Codes
- Four User-defined Employment fields
- Four User-defined Pay fields
- User-defined Code Table

Notes:

- You can specify a differential rate in both the Sage Accpac HRMS and Sage Accpac Payroll applications. However, when you map each Sage Accpac Payroll shift to a Sage Accpac HRMS shift, the differential rate assigned to the Sage Accpac Payroll shift will be used.
- In Sage Accpac HRMS, you can select a shift for an employee and then change the shift premium specifically for this employee (on the Current Pay form). This change will not be available in Sage Accpac Payroll once Sage Accpac HRMS Payroll Link Process runs. The differential rate assigned to the mapped shift in Payroll will be used in the employee's pay calculations. In other words, differential rates in HRMS entered for employees are ignored in Payroll calculations. Payroll will use the differential rates entered in Payroll for the mapped HRMS Shifts.
- On the **Shift Diff. Schedule** tab, the Sage Accpac HRMS Code field drop down list does not display shift codes previously used. If you want to select a code that has already been used, you must first release the code by selecting None in the cell where it was previously selected.

Distribution Codes You can map specific Sage Accpac Payroll distribution codes to each HRMS Org. Value. To do this, select an organizational level (Division, Department, Location or whatever you have set up in Sage Accpac HRMS) from the **Dist. Code Maps To** field.

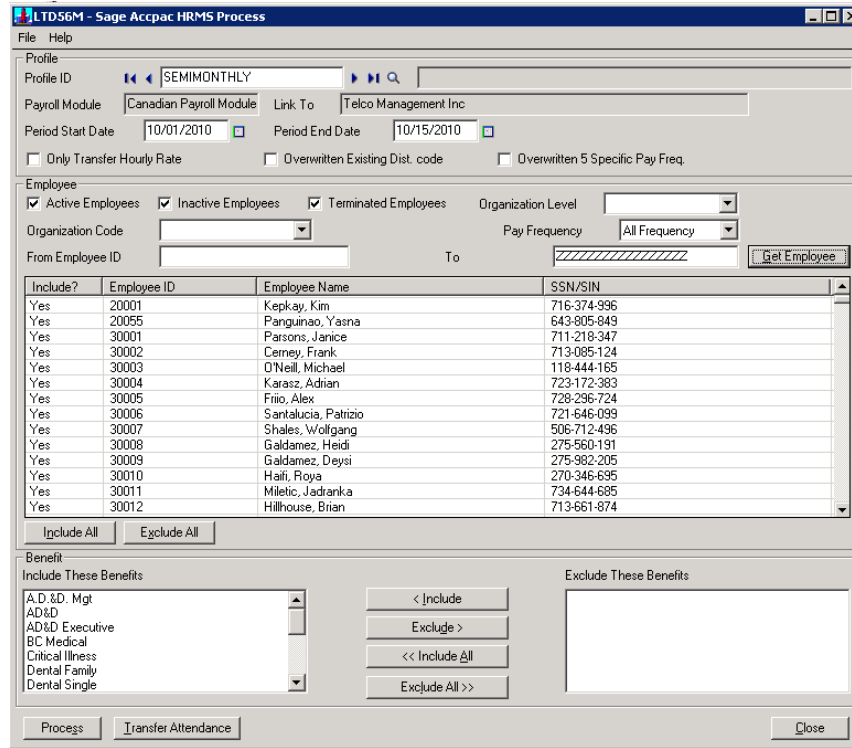
You can also assign to have all HRMS codes mapped to one Payroll distribution code. To do this, simply select a field from the **All Sage HRMS Code Map to One Dist. Code** column.

Note: In HRMS, if an employer has no codes at the employer level, all codes default to the enterprise level. However, if an employer has only one code at the employer level, only that code will be available for selection in the drop down list(s).

Transferring Employee Information from Sage HRMS to Sage Accpac Payroll

Once you have set up the database connection between Sage Accpac HRMS (HRMS) and Sage Accpac Payroll (Payroll) via the Database Configuration page, and have completed the mapping process on the Employer and Employee Configuration pages, you can transfer employee information from HRMS to Payroll. To do this, complete the following steps:

1. Choose **HRMS Link Process** from the Sage Accpac HRMS Payroll Link directory. This will display the Sage Accpac HRMS Payroll Link Process form for selecting employee records to be transferred from HRMS to Payroll.



Note: Only one user can access the Sage Accpac HRMS Payroll Link Process at a time.

When Sage Accpac HRMS Payroll Link Process is open, no configuration forms can be opened, or configuration changes saved.

2. Use the Finder to select the **Profile ID** from which you wish to transfer employee records, and then click the **Get Employee** button to display a list of the employees to be transferred.

You can change the employee selection by selecting or clearing the employee status boxes at the top of the form, by selecting a specific pay frequency, by selecting a specific Organization Level, by selecting a specific Organization Code, and/or by setting a specific Employee ID range.

You can also select or de-select employee records for processing without changing the overall selection criteria by changing the value of the cells in the Include? column to Yes to include the item or No to exclude the item.

3. Three check boxes in the Profile allow you to Only Transfer Hourly Rate, Overwrite Existing Distribution Code, and Overwrite 5 Specific Pay Frequency.

You can define whether to transfer an employee as Hourly regardless of HRMS setting by checking or un-checking the Only Transfer Hourly Rate box. For example, you can transfer the hourly rate of a salaried employee to Accpac Payroll by checking the box.

Also, you can decide whether to overwrite the existing Distribution Code while updating existing records in Accpac Payroll by checking or un-checking the **Overwrite Existing Distribution Code** box.

In addition, you can decide whether to overwrite 5 Specific Pay Frequency by checking or un-checking the box. HRMS supports 4 pay frequencies (Bi-Weekly, Monthly, Semi-Monthly, and Weekly), while Accpac Payroll supports 5 additional specific pay frequencies (Daily, 22 per, 13 per, 10 per, and Quarterly). Say, for example, existing pay frequency is Daily in Accpac Payroll, if you check the box, the program will overwrite the existing pay frequency (Daily) with whatever the value it retrieved from HRMS setting; otherwise, the program will not update the existing 5 specific pay frequencies.

4. Select the benefits that you want to include or exclude in the Benefit section at the bottom of the screen.
5. When you are ready to transfer employees, click the **Process** button.
6. After the transfer is complete, the transferred data will appear on screen for review.

Transferring Employee Information from Sage HRMS to Sage Accpac Payroll

Status	Employee ID	Name	View Description	Parent Key...	Field Description	Category	Old Value	New Value	Process Type
Generated	101	Jones, Davis	Employees		Address Line 1	Demographics		1000 Bay Vie...	Insert
Generated	101	Jones, Davis	Employees		Birth Date	Demographics		11/11/1953	Insert
Generated	101	Jones, Davis	Employees		City	Demographics		Vancouver	Insert
Generated	101	Jones, Davis	Employees		Country	Demographics		Canada	Insert
Generated	101	Jones, Davis	Employees		First Name	Demographics		Davis	Insert
Generated	101	Jones, Davis	Employees		Gender	Demographics		2	Insert
Generated	101	Jones, Davis	Employees		Hire Date	Demographics		2/1/2005	Insert
Generated	101	Jones, Davis	Employees		Hours per Period	Demographics		80	Insert
Generated	101	Jones, Davis	Employees		Last Name	Demographics		Jones	Insert
Generated	101	Jones, Davis	Employees		Pay Frequency	Demographics		4	Insert
Generated	101	Jones, Davis	Employees		Phone	Demographics		(604)455-1234	Insert
Generated	101	Jones, Davis	Employees		Position	Demographics		Operators 01	Insert
Generated	101	Jones, Davis	Employees		Social Insuranc...	Demographics		000000000	Insert
Generated	101	Jones, Davis	Employees		State/Province	Demographics		BC	Insert
Generated	101	Jones, Davis	Employees		Employment St...	Demographics		1	Insert
Generated	101	Jones, Davis	Employees		Postal Code	Demographics		V5V 2V2	Insert
Generated	101	Jones, Davis	Employee Earni...	SALARY	Employee Rate...	Earning	0	2000	Insert
Generated	101	Jones, Davis	Employee Earni...	SALARY	Distribution code	Earning Distrib...		CMDIR	Insert
Generated	101	Jones, Davis	Employee Earni...	SALARY	Start date	Earning Start...	0	2/1/2005	Insert
Generated	101	Jones, Davis	Employee Earni...	SALARY	Default hours	Earning Defau...	0	80	Insert

7. Click the **Print** button to print a report of this data.

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AH HRMS Process Preview Before Update (AHPBPROC)

Profile ID: SEMIMONTHLY
 Period Start Date: 10/1/2010
 Period End Date: 10/15/2010
 Employee Status: Active, Inactive, Terminated
 Organization:
 Include Benefit: HMO, LTD/MON, MED, SMO/KEMED, MONMED, OTHER01, PPO, PERB401K, PERA401K, PRES/MON, RRS/PO1

Employee	Field	Old Value	New Value	Process Type
101	Address Line 1	Jones, Davis	1000 Bay View Drive	Insert
	Birth Date		11/11/1953	Insert
	City		Vancouver	Insert
	Country		Canada	Insert
	First Name		Davis	Insert
	Gender		2	Insert
	Hire Date		2/1/2005	Insert
	Hours per Period		80	Insert
	Last Name		Jones	Insert
	Pay Frequency		4	Insert
	Phone		(604)455-1234	Insert
	Position		Operators 01	Insert
	Social Insurance Number		000000000	Insert
	State/Province		BC	Insert
	Employment Status		1	Insert
	Postal Code		V5V 2V2	Insert
	SALARY - Employee Rate/Amt/Pct.		2000	Insert

8. After reviewing the report, click **Update** to complete the process and transfer the data to payroll.

9. After updating Payroll, you can print a report of the update results which will show what was updated and any errors that occurred during the update. Also, you can:

- View the updated employee records in Sage Accpac Payroll.
 - Export the reports to a file to keep a log of all information that you have transferred.
10. You can also transfer Absence Transactions from Accpac Payroll to HRMS by creating Accrual payouts. After the accrued payroll is posted, select the desired employees and then click Transfer Attendance.

Note: If employee records already exist in Sage Accpac Payroll, you must make sure that you use the same employee ID in Sage Accpac HRMS that you use in Sage Accpac Payroll. Otherwise, you may have two records for the same employee when you transfer the employee records from Sage Accpac HRMS to Sage Accpac Payroll.

Guidelines for Setting Up Earnings, Deductions, and Benefits in Sage Accpac Payroll

When you integrate Sage Accpac HRMS and Sage Accpac Payroll, HRMS becomes responsible for maintaining earnings, benefits, deductions, and accruals.

Because Sage Accpac HRMS handles all of the HR calculations, we recommend that you use the simplest settings for the earning and deduction codes in Sage Accpac Payroll.

Earning and Deduction Codes

We recommend that you add a separate earning/deduction code for each pay frequency — for example, SALWK for weekly, SALBI for biweekly, SALMO for monthly, etc. — and a different Profile ID for each earning/deduction code.

This means that when the pay frequency of an employee changes, you will use the Profile ID that corresponds to the new employee pay frequency.

Class Codes and Cost Centers

In Sage Accpac Payroll, class codes and cost centers are optional and are intended for reporting purposes.

If you have already set up class codes and cost centers for employees in Sage Accpac Payroll, and you want to ensure this information is transferred by the Sage Accpac HRMS Payroll Link, you must map each

class code or cost center to an organization level or user-defined field in HRMS.

For example, you need to link information in Sage Accpac Payroll, maintaining information on location, division, department, employment status, job class or union.

If a Sage Accpac Payroll class code or cost center is not linked directly to division, department or location in HRMS, you can adapt a location, division or department for another purpose.