Solutions for Payroll Situations
Canada
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Solutions for Payroll Situations - Canada

Session Objective

- Create off-cycle payrolls to enter adjustments and understand what areas in UltiPro are affected by voiding payments and creating instant checks versus regular pay documents.
- Configure earnings in UltiPro to calculate retroactive pay then process and submit retroactive payments to employees.
- Enter pending pay items for employees.
- Generate Record of Employment (ROE) for group of employees.

Session Overview

Solutions for Payroll Situations provides additional knowledge and skills to complete payroll processing utilizing UltiPro® portal functionality.

This course includes how to use the Payroll Gateway to enter adjustments and understand what areas in UltiPro are affected by voiding payments and creating instant cheques versus making adjustments on regular pay documents.

You will configure earnings in UltiPro to calculate retroactive pay then process and submit retroactive payments to employees. We will review pending pay items and how to submit pending pay earnings and deductions in UltiPro. Finally, we will review generation of Record of Employment (ROE) on a group of employees.
Log in to Connections Hands-On Training

Using the Connections Hands-On Training Environment, you can access UltiPro with your specific login credentials, follow along with the instructor for demonstrations, and then perform activities for each topic included in the training.

To log in to the Connections Hands-On Training Environment:

1. Open your browser.
2. Enter the URL for the Connections Hands-On Training Environment in the Address line of your browser.
   - URL: <Enter the URL value provided>
3. The UltiPro Login page appears.
4. Enter your login credentials, and then select Log In.
   - User Name: <your email>
   - Password: password
5. Select the component company, if applicable.
   The UltiPro Home Page appears.
6. From the Smart Dashboard welcome message, select I understand, if applicable.
Add Off-Cycle Payrolls

**NAVIGATION:** Menu > Administration > Payroll Processing > Payroll Gateway > Things I Can Do > Add Off-Cycle Payroll

Off-cycle payrolls can be used for a variety of payroll needs, including creating bonus cheques for multiple employees during the middle of a payroll cycle, or voiding multiple cheques.

In this scenario, create an off-cycle payroll to process a bonus import file. You will need to edit the Payroll Processing Model when you open the payroll to use the Base with Import payroll model.

**To add an off-cycle payroll:**

1. From the Add Off-Cycle Payroll page, select a pay group. Only closed pay groups are available for selection.
   - BCSF Hourly
2. Enter a period start and period end date for the off-cycle payroll. The period start date defaults to the day after the period end date of the last closed regular payroll, but can be changed.
   - **Start date:** 20XX/XX/XX
   - **End date:** 20XX/XX/XX
3. Enter a pay date.
   - **Pay date:** 20XX/XX/XX
   
   **Note:**
   In an off-cycle pay, the Record of Employment (ROE) information for the employee will not be populated. The ROE Pay Date will need to be entered on the line with any earning that is considered insurable for hours and/or wages. In the Earnings area of the cheque, the ROE column should be added so that a date can be entered.

4. Select Save. You can verify the creation of the off-cycle payroll by navigating to the appropriate month on the Pay Calendar area of the Payroll Gateway page.
   - **Pay Group:** BCSF Hourly
Activity 1 - Add an Off-Cycle Payroll

In this activity scenario, add an off-cycle payroll.

As a payroll administrator, create an off-cycle payroll to import data for bonus payments on this payroll.

<table>
<thead>
<tr>
<th>Pay Group</th>
<th>Period Start Date</th>
<th>Period End Date</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCSF Salary</td>
<td>20XX/XX/XX</td>
<td>20XX/XX/XX</td>
<td>20XX/XX/XX</td>
</tr>
</tbody>
</table>
Import Time for Bonus - Demonstration

NAVIGATION: Menu > Administration > Payroll Processing > Payroll Gateway

Import time using the Base with Import Time payroll model.

In this scenario, you received an import file, BCSFHR_BON.txt, to payout Bonuses. Process this file to record bonus amounts for your employees. Finish processing the payroll once you have submitted the information with no exceptions.

To import time:

1. From the Payroll Gateway page, select a pay group that is associated with the Base with Import Time payroll model. The Payroll Overview page appears.
   - BCSF Hourly
2. From the Payroll Overview page, change the payroll model. Select the Edit link.
   - Payroll Model: Base with Import Time
3. Select Start Payroll. De-select Regular pay is active for this payroll check box and de-select all earnings and deductions.
   
   Note:
   - In order to bring in terminated employees, your import template must have the "Create regular pay if none in batch" check box selected.
   - There are times when you may need 'Regular pay is active for this payroll' selected. For example, if you need to bring in pays for all employees (including terminated employees).

4. Select Create batches.
5. Select Bring in Time. The Import Time page appears.
6. Select a time import template.
   - Canada Bonus/Misc Import
7. At the Import File field, browse to a time import file.
   - C: Local Disk > BCSHR_BON.txt
8. Select Run. The page closes once time is imported.
9. Select Verify Time
   
   Note:
   A yellow explanation point and an exceptions link will appear if there is a discrepancy with the imported file and the time clock import template. Select the Exceptions link to view the time import exceptions. The Time Import Exceptions page details any errors contained in the import file that need to be resolved and this page also includes troubleshooting hints.

10. From the Things I Can Do section, select View Time Import Details. The Time Import Details page can be used in place of the Time Clock Balancing Report.
11. If needed Use these import details and your import file to make any entry corrections to your file and import the file again.
Note:
If entry corrections need to be made to the import file you must Undo the Bring in Time step and import the file again. The Undo Bring in Time process will remove all records imported for Third Party Post Only transactions. If there are manual checks associated with the payroll (checks that were entered prior to import) these checks will remain in the batches.

12. If all exceptions have been resolved, select Submit Time and Calculate Payroll.

13. Select View/Edit Payroll Results/Instant Checks to view the imported earnings. Taxes and amounts can be modified.

Activity 2  -  Import Time for Bonus

In this activity scenario, import time for bonus payments.

The payroll department has been notified that all Anglers will receive a bonus because of their great successes this quarter. As a payroll administrator, import Bonus amounts for employees with the job, Angler, in the BCSF Salary pay group. The import file, BCSFSAL_BON.txt, uses the Canada Bonus/MISC Earnings template.

Verify the earnings have been submitted for Bruce Clayton and Cory Beauchamp then finish processing the payroll.
Configure Earnings for Retroactive Wages - Demonstration

**NAVIGATION: Menu > System Configuration > Business Rules > Earnings**

Before calculating retroactive pay, create retroactive payout earnings code(s) to use specifically for paying out retroactive payments. For example, create an earnings code labeled RETRO – Retro Pay.

In this scenario, configure a new earning to use when paying out retroactive earnings that are calculated for the regular pay earning code. Remember new Earning codes must be assigned to Earning Groups in order for employees to be assigned them.

**To add a new earning for supplemental wages:**

1. From the Earnings page, select Add.
2. From the Country drop-down list from the Main page of the Earnings Setup, select the country.
   - Country: Canada
3. In the Code field from the Main page, enter a unique code.
   - Code: RETRG
4. Enter a meaningful description in the Description field.
   - Description: Reg RETRO
5. Select the Globe icon to enter descriptions in additional languages, if applicable.
   - **Best Practice:**
     Select the Globe icon to add alternate descriptions in additional languages for every text or message field that is visible to employees. This ensures that alternate language descriptions and messages are available when employees select language preferences other than English.
6. At the Stub Description field, enter a concise description, due to space limitations, to appear on the employee pay statement.
   - Stub Description: Reg Retroactive
7. Uncheck the Active box if this earning is not active; otherwise, the Active box is checked by default.
8. At the As Of field, select the start date when the earning is active.
   - Date will be provided by instructor.
9. From the Report Category drop-down list, select the applicable report category.
   - Select Bonus Payments
   - **Best Practice:**
     Organizations may want to group and report on earnings according to the type of earnings. The values that appear in the Reporting Category field were populated from entries to the Earnings Reporting Category business rule. It is recommended that you complete entries to that business rule before creating earnings, although you can return to this field and make a selection later.
10. Modify the time clock code if you require a different code from the earnings Code field default.
    - REGRG
11. Check the Regular Pay Code box, if the earning is intended for regular or base compensation.
    - No action required.
12. In the Rules section, select the applicable calculation rule from the Calculation drop-down list.
13. Enter the amount in the Amount field, if applicable.

- **Flat Amount**

  **Note:**
  Additional fields may appear in the Rules Section depending on the calculation rule selected.

14. In the Pay Entry Options section, select the Display in Pay Data Entry for earnings which commonly display in every pay period.

- **No action required.**

  **Best Practice:**
  If this earning needs to be created automatically during payroll processing, check the Display in Pay Data Entry box. It is recommended that you only check this box if the earning is normally paid every pay period or if the earning is paid on a scheduled monthly basis. Earnings other than regular pay are commonly not included in pay data entry at every payroll processing; however, if an earnings code is frequently used such as overtime, you may want to select this option. Bonuses may not be included in every pay period; however, commissions may be paid to employees on a regular basis.

15. Check the Include in Manual Check box, if this earning is to be included in manual or instant cheques.

- **No action required.**

16. In the Pay Statement Options section, check the Calculate Pay Rate If Hours Exist box, if applicable.

- **No action required.**

17. Check the Append Salary or Hourly to Stub Description box to have this designation display on the employee's pay statement.

- **No action required.**

  **Note:**
  When the Append Salary or Hourly to Stub Description box is checked, an example using the ‘- Hourly’ option appears. This demonstrates how the appended value displays on an employee pay statement. The hourly or salary designation is dynamic and is based on the employee's hourly or salary designation.

18. In the Pay Rate for Payout section, select the use payout option, if applicable.

- **No action required.**


20. From the Tax Category drop-down list, select an applicable tax category.

- **Retroactive pay increase**

21. In the Block Taxes Section, check the taxes for blocking, if applicable.

- **No action required.**

22. In the Tax Details section, select the tax calculation rule for the earning.

- **No action required.**

23. In the Record of Employment (ROE) Insurability, select whether the hours are insurable.

- **No action required**

24. Select Next. The Detail page appears.

25. In the Scheduled Pay Periods by Default section, check the applicable boxes to establish the default payroll schedule for this earning.
• No action required.

**Best Practice:**
While it is a best practice to establish a default payroll processing schedule for all active earnings codes, consider that this retroactive earning and is not included in regularly scheduled payroll processing.

**Note:**
When a default payroll processing schedule is not configured, a message will appear when reviewing the Summary page prior to saving the earning.

<table>
<thead>
<tr>
<th>Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have set up an earning and have not assigned a schedule for this earning code. If no schedule is assigned, you must manually schedule this earning code for all pay groups through the Pay Group setup table.</td>
</tr>
</tbody>
</table>

26. In the Per Pay Check Maximum section, enter the earnings’ maximum monetary amount and the maximum hours for an individual pay, if applicable.

• No action required.

27. In the Include Earnings In section, select all applicable fields for this earning.

• Earnings Accumulation
• Exclude in Total Hours
• Total Benefit Hours/Earnings
• Allocations

**Best Practice:**
When configuring a retroactive pay, do not select the Retroactive pay.

28. In the Accrual Include section, select if this earning is included in the calculation of an accrual plan.

• Select None.

29. Select Next. The Provinces page appears.

30. Select all of the provinces for which this earnings is included.

• Alberta
• British Columbia
• Ontario
• Quebec

31. Select Next. The Summary page appears.

32. Review all selections on the Summary page. Select Back to return to a page where you wish to make a modification.

33. Select Save. The Earnings summary page appears.

34. Add this earning to the Salary Earnings Group and Regular Hourly Earnings Group.

**Important!**
All earnings must be added to an earnings group when configuration is complete. Applicable earnings groups are then assigned to employees upon hire or rehire.
Activity 3 - Configure Retroactive Payout Earning

In this activity scenario, configure retroactive payout earnings.

Create a retroactive payout earnings code to use specifically for paying out retroactive payments for Overtime. Use the date in the table to create the retroactive pay code in UltiPro. Then, assign new earnings codes to the appropriate Earnings Groups, Salary Earnings and Regular Hourly Earnings.

<table>
<thead>
<tr>
<th>Field</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>Canada</td>
</tr>
<tr>
<td>Code</td>
<td>RTROT</td>
</tr>
<tr>
<td>Description</td>
<td>OT RETRO</td>
</tr>
<tr>
<td>Reporting Category</td>
<td>Bonus Payments</td>
</tr>
<tr>
<td>Calculation Rule</td>
<td>Flat amount</td>
</tr>
<tr>
<td>Amount</td>
<td>$0</td>
</tr>
<tr>
<td>Tax Category</td>
<td>Retroactive pay increase</td>
</tr>
<tr>
<td>Include in Earning</td>
<td>Do not select Retroactive Pay</td>
</tr>
<tr>
<td>Include in Overtime Arrears</td>
<td>Do not select Overtime Arrears</td>
</tr>
<tr>
<td>Include Earnings in</td>
<td>Allocations</td>
</tr>
<tr>
<td>Accrual include</td>
<td>None</td>
</tr>
<tr>
<td>Provinces/Territories</td>
<td>All</td>
</tr>
</tbody>
</table>
Assign Retro Earning for Retroactive Earning Payout - Demonstration

NAVIGATION: Menu > System Configuration > Business Rules > Earnings

When calculating retroactive payments, UltiPro includes all earnings codes configured to be include in Retroactive Pay calculations. Verify that the correct earnings are configured to be included in retroactive pay and assign the retroactive payout earnings, if needed.

In this scenario, assign the RETRG - Reg Retro earning code as the retroactive payout when REGHR - Regular hourly is calculated.

To configure earnings to include in Retroactive Pay:

1. From the Earnings business rules, select your earnings.
   - **Earning:** REGHR - Regular hourly
2. From the Detail step, verify the Retroactive Pay box from the Include Earnings In section. The Retroactive Pay Earnings section appears.
3. Select unique Payout Earning For Retroactive Pay
   - **RETRG - Reg RETRO**
4. Select Save.
Activity 4 - Assign Retro Earning for Retroactive Earning Payout

Assign a retroactive payout earnings code to use specifically for paying out retroactive payments for Overtime.

<table>
<thead>
<tr>
<th>Selection</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Rule</td>
<td>Overtime</td>
</tr>
<tr>
<td>Payout Earning for Retroactive Pay</td>
<td>RTROT - OT Retro</td>
</tr>
</tbody>
</table>

Approve Retroactive Payment - Demonstration

NAVIGATION: Menu > Administration > Payroll Processing > Retroactive Pay

Select the employees from the Retroactive Pay page and change the status to Approved. You can then include all approved retroactive payments in the next payroll.

Retroactive payments appear on employees' regular or additional cheques during a regular or off-cycle payrolls.

In this scenario, Angela Cannon was given a pay increase that was recorded in UltiPro after the effective date. The payroll administrator needs to approve this transaction so that it can be paid in the next payroll processed.

Process retroactive payments:

1. From the Retroactive Pay page, select the employees to be paid retroactive pay.
   - Name: Cannon, Angela

2. Select Approve to update retroactive payment status to Approve.
Activity 5 - Approve Retroactive Payment

As an HR/PR Administrator, select the employee, Orly Barmak, and process a pay increase to $20/hour with the effective date of 20XX/XX/XX.

From the Pay tab, add the OT Retro earnings to Orly's Earnings tab so you can use these earnings when retroactive payments are calculated for Salary earnings.

From the Retroactive Pay page, view and change the status to Approved for this employee. This retroactive change payments will now appear on this employees' regular or additional cheques during a regular or off-cycle payrolls.
Process Retroactive Pay - Demonstration

**NAVIGATION: Menu > Administration > Payroll Processing > Payroll Gateway**

To pay employees' retroactive payments, verify the employees from the Retroactive Pay page have an Approved status. You can then include all approved retroactive payments in the next payroll. Retroactive payments appear on employees' regular or additional checks during regular or off-cycle payrolls.

In this scenario, select to include approved Retroactive Pay for the Corp Salary pay group. After the batches are created, review the employee retroactive payments on the employees’ pay check. Notice there is a line entry for each pay period that retroactive pay was calculated.

**Process retroactive payments:**

1. Navigate to the payroll gateway and select the pay group.
2. From the Payroll Overview page, select Start to open your payroll.
   - Pay Group: Corp Salary
3. From the Start Payroll page, select Include approved Retroactive Pay with this payroll. Only retroactive payments with an approved status are included in the payroll.
   **Note:**
   
   Retroactive pay can be included in regular or off-cycle payrolls.
4. Select Run.
5. Select Create batches button.
6. Review the employee's retroactive payments on the employee’s pay cheque.
Activity 6 - Troubleshoot Retroactive Pay Behaviour

After processing payroll for the Corp Sal pay group, view Orly Barmak's pay. Explain why the default RETRO - Retroactive Pay earning code populated on the pay document and not the RETR - Reg Retro that you created in an earlier lesson.
Add a Pending Pay Item - Demonstration

**NAVIGATION: Menu > Administration > Payroll Processing > Pending Pay Item > Add**

UltiPro enables you to add earning and deduction Pending Pay Items for an employee to be deducted over a period of several regular payrolls. Only earnings or deductions assigned to the employee will be available for selection. Depending on the earnings calculation rule, the hours or amounts fields are available. When adding a deduction Pending Pay Item, only deductions with Flat Amount calculation rule are available.

In this scenario, Lucas Markham will be receiving a vacation pay out. Enter a pending pay item for vacation earnings on the next regular payroll processed. The number of vacation hours he will get paid for is 45.

**Create an earnings or deduction Pending Pay Item:**

1. From the Add/Change Pay Item page, use the search tool to find and select the employee’s name. The Employee Number, Company, and Pay Group populate automatically.
   - **Markham, Lucas**
2. Select the Pay Item Type as either Earning or Deduction.
   - **Earning**
3. Select the specific earnings or deduction code.
   - **Vacation Hours (VACHR)**
4. Enter the Amount or Hours.
   - **45 hours**
5. Enter the Adj Earn Period Start Date.
   - **Date will be provided by instructor, if applicable**
6. Enter the Adj Earn Period End Date.
   - **Date will be provided by instructor, if applicable.**
7. Enter Charge Date.
   - **Date will be provided by instructor, if applicable.**
8. Select Scheduled Pay Date as Next Pay Date or a future payroll date. If Next Pay Date is selected, the pending pay item is available on the next regular payroll.
   - **Next Pay Date (default)**
9. Check Separate Check check box, to pay earnings on an additional check. The additional check will include regularly scheduled deductions as well. If you leave this box unchecked, the earning will append to the regular payroll check.
   - **No action needed**
10. Change the Job, Location or Shift fields, if needed.
    - **No action needed**
11. Add a note to explain the pay item. The note is only visible from the pending pay item pages or reports and will not appear in the employee’s paycheck.

- **No action needed.**

12. Select Save.
Submit a Pending Pay Item - Demonstration

NAVIGATION: Menu > Administration > Payroll Processing > Pending Pay Item

To include a Pending Pay Items in payroll the pay items must be in a Submitted status and selected to be paid on the next payroll.

In this scenario, submit the vacation payout pending pay item for Lucas Markham.

To approve a pending pay item:

1. From the Pending Pay Item page, use the search tool to find and select the employee’s name. The Employee Number, Company, and Pay Group populate automatically.
   - Lucas Markham
2. Select the Submit button.
3. Search for Pay Item Status of Submitted to view the pay item, if necessary.
Activity 7 - Add and Submit Pending Pay Items

In this activity scenario, add and submit a pending pay item.

For this scenario, the system manager would like to reward Carlos Agazzio with a $500 spot-bonus for help he provided over the weekend. Add and submit an earnings Pending Pay Item for this employee to be paid with the next regular payroll processed on the same pay cheque as her regular pay.
Process Pending Pay Items in Payroll - Demonstration

NAVIGATION: Menu > Administration > Payroll Processing > Payroll Gateway > select the pay group.

To include Pending Pay Items in payroll, the pay items must be in a Submitted status and selected to be paid on
the next payroll. Pending Pay Items are only available to be paid on regular payrolls. The Start Payroll page will
notify you if pay items are available to process.

In this scenario, Start the Corp Hourly pay group and process all pending pay items for the next payroll.

Note:
Pending Pay Items are pulled into payroll during Create Batch step. If pay items are submitted after Start
payroll step, there may be more pay items included in the payroll than reported on the Start Payroll page.

To pay Pending Pay Items in payroll:
1. Select the pay group you want to run.
   - Corp Hourly
2. From the Payroll Overview page, Select Start.
3. Ensure the Pending Pay Items are Processed with this Payroll check box is checked.
4. Select Run.
5. Select Create and calculate payroll.
6. To verify the pay items appears on the employee’s pay check, navigate to Things I Can Do > View or Edit
   Payroll Results/Instant Check and select the employee.
   - Lucas Markham
7. The earnings should display in the Earnings area of the pay.

   Note:
   If pending pay items were added for an employee over several pay dates, the payrolls for those pay
dates would need to be run in order to see each of those pending pay items applied to the pays.

   Note:
   When processing payroll By Status, Pending Pay Items are automatically included in the payroll.
Activity 8 - Process Pending Pay Items in Payroll

In this activity scenario, process a pending pay item.

As a payroll administrator, verify the $500 bonus pending pay item for Carlos Agazzio was processed on this pay cheque. He is in the Corp Salary no DDA pay group.
Create a Record of Employment for Group of Employees - Demonstration

**NAVIGATION: Menu > Administration > Reporting > ROE Administration**

Creating the Record of Employment (ROE) inserts employee reporting information from UltiPro into the record of employment data fields required by Service Canada. To create the ROE automatically, check the Issue Record of Employment (ROE) box from an applicable work event.

In this scenario, the group of employees were terminated because of seasonal slow down in their departments. The Record of Employment (ROE) should be created for the group based on date. In this case, we are using the date of termination.

**Note:**

Work Event Settings (Menu > System Configuration > Record of Employment (ROE) Settings) enable you to configure which work event(s) will include an Issue Record of Employment (ROE) check box for selection. The Work Event settings are configurable by role type with security access to My Team and Employee Admin pages. By default, the Issue Record of Employment (ROE) check box is configured to display in the following work events: Change Status, Terminate Employee, Transfer Employee, Change Job, Change Salary, and Change Job and Salary.

**To create a Record of Employment form manually for a group of employees:**

1. From the Reporting menu, select ROE Administration.
2. From the Things I Can Do section, select Create Original and Amended ROEs.
3. Select the method by which you would like to create the ROEs.
   - By date range
   - Dates will be provided by instructor.
4. After entering dates, select Generate.
   An informational message appears at the top of the page stating that the ROE is being generated. Once the form is created (automatically or manually), the data in the form is validated and assigned a status. After the form is validated, there are additional processing steps to follow before the form can be issued.
5. Select the Not Ready to Include in Extract File view to refresh the page and display the new ROEs.

**Note:**

From the Record of Employment (ROE) Administration page (Menu > Reporting > ROE Administration), you can view all forms and associated processing statuses. For a description of each status, refer to Processing ROE forms and Status Views.
Edit a Record of Employment (ROE) Form - Demonstration

**NAVIGATION: Menu > Administration > Reporting > ROE Administration > Not Ready to Include in Extract File View**

You can edit a single block or multiple blocks of information on an employee's Record of Employment (ROE) form.

**To edit a single block or multiple blocks:**
1. From the Record of Employment (ROE) Administration page, select the box(es) next to the name of the employee(s).
   - Camilla Persinger
   - Kathlin Solonais
2. From the Record of Employment (ROE) Form page, select Edit.
3. Select which information you'd like to edit. Enter your changes.
   - **Block 16 Reason: ROI issue reason**
   - **ROE issue reason:** A00 - Shortage of work/End of contract or season
4. Select the Add another field to edit button.
   - **Block 16 - ROE contact person**
   - **Established contacts:** Sandra LeClaire
5. Select Save.
Create the ROE Extract File - Demonstration

**NAVIGATION:** Menu > Administration > Reporting > ROE Administration > Ready to Include in Extract File View

In ROE Administration you can select employees to include in the ROE extract file.

**To create the ROE extract file:**

1. From the Ready to include in extract file view, check the box next to the applicable record for the employee(s).
   - Camilla Persinger
   - Kathlin Solonais
2. Select the Create Extract File action. An informational message appears.
   UltiPro adds the forms to the Included in Extract File view once the page is refreshed.

**Note:**

- When the extract file is available, a link to the UltiPro filename (.blk extension) appears in the Electronic File Name column. Add the column to the grid if it does not appear on the page.
- The extract file is available from both the Record of Employment (ROE) Administration page and the File Transfers page (Reporting > File Transfers).
- Increase the file size limit to 51200 in company settings (Site Management Console > Manage Companies > select company database > Company Settings > File Size Limit) or site settings (Site Management Console > Manage Site Settings) if the extract file is unavailable.

3. Select the Included in Extract File view to refresh the page and display the link to the electronic file.
4. Select the UltiPro filename link and save the file to your desktop. The file extension (.blk) should not be changed, as this is the required extension for Service Canada.
Activity 9 - Administer a Record of Employment (ROE) for a Group of Employees

In this activity scenario, administer a ROE for a group of employees.

Employees have to be terminated due to seasonal slowdown. You need to generate ROEs for these employees and edit the ROE issue reason for the group to A00 - Shortage of work/End of contract or season. You will also need to select 'add another field to edit' the contact person, Sandra LeClaire.

Following creation and edit, create the extract file. Your instructor will provide you with the date range of the interruption of earnings/status change time frame.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Termination Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wallace Gagola</td>
<td>Termination Date: provided by instructor</td>
</tr>
<tr>
<td></td>
<td>Paid through date: provided by instructor</td>
</tr>
<tr>
<td></td>
<td>Reason: Lack of work</td>
</tr>
<tr>
<td></td>
<td>De-select Issue Record of Employment</td>
</tr>
<tr>
<td>Gerry LeCuyer</td>
<td>Termination Date: provided by instructor</td>
</tr>
<tr>
<td></td>
<td>Paid through date: provided by instructor</td>
</tr>
<tr>
<td></td>
<td>Reason: Lack of work</td>
</tr>
<tr>
<td></td>
<td>De-select Issue Record of Employment</td>
</tr>
</tbody>
</table>