Summary of Changes

Enhancement to Payrun Definition form to allow various filter options to determine which employees are to be included in a payrun.

General Details

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<th>Alesco Module</th>
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<tr>
<td>Product Version</td>
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<td>Prerequisite</td>
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<td>Alpha Patches Addressed</td>
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CSR Details

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<td>00348106</td>
<td>Talent2 Works Pty Ltd</td>
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Programs Affected

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Details of Changes / Enhancements

The following modifications have been undertaken to introduce new Payrun Definition filter functionality to allow Advanced Employee Search options when adding employee jobs to a payrun.

FC749 Payrun Definition

- A new field called ‘Payroll Date’ has been added to the payrun definition form. This field will display the date that a payrun was run in update mode.
- Audit fields have been added to PEPAYRUN table and new table PEPAYRUN_DEL created to keep history of payrun records. Audit details are populated by new trigger PEPAYRUN_AUD_TRG (audit details not populated for online pay previews). Existing records will have audit details set to install date and time of work order.
- Two new buttons have been added to the Employee Jobs in Payrun block (where CON_DEF FC749_ADV_EMP_SEARCH is set to Y) called ‘Apply Filters’ and ‘Add Unassigned Employees’.
- The ‘Add Unassigned Employees’ button will allow a user to add all employees into a payrun where employees are not yet attached to an existing payrun within the current pay period. Please note, if filters are attached to payrun then the filters will override the unassigned employees i.e. will still only be attached to payrun if employees match filter.
The 'Apply Filters' button will open a new screen to allow a user to define the employees to be included in the payrun using filters based on either employee occupancy values or confirmed unpaid timesheets.

- Only occupancy OR timesheets filter/s can be applied not both.
- The Filter screen includes the ability to save the Filter criteria as templates so that the filter criteria can be used to default into other payruns where required.
- There are 2 options when applying a filter, you can either use an 'Include' filter i.e. only employees who match the filter criteria will be added to the payrun or an 'Exclude' filter i.e. employees attached to the payrun will be excluded if matching the exclude filter.
- The inclusion criteria will be applied in addition to any employees already assigned to the payrun. That is if employees are already assigned to the payrun and an inclusion search criteria is added, employees matching the search criteria who are not already assigned to the payrun will be added. Employees already attached to payrun will not be removed even if they do not have attributes matching the inclusion search criteria.
- The exclusion criteria will be applied to employees already assigned to the payrun. That is if employees are already assigned to the payrun and an exclusion search criteria is added, employees not matching the search criteria who are already assigned to the payrun will be removed.
- Therefore, validation requires that if filter criteria are being added for the first time against a payrun that does not have any employees assigned, at least one set of criteria defined must be an inclusion filter.
- A 'Clear and Reapply' button exists on the filter page to allow a payrun filter criteria to be re-applied for all criteria if filters have been modified. If this button is selected then all employees attached to the payrun will be removed and then the payrun will be re-created with only employees matching all the filter criteria re-assigned to the payrun. In this way if you added employees individually to the payrun or added all employees in the pay group before adding filters, the clear and re-apply function will remove all employees and only process employees matching the filter.
- To apply a timesheet filter you may enter a specific 'Paycode' within the 'Unprocessed Confirmed Timesheets' field to only include or exclude employee/job having a confirmed and unpaid timesheet with the specific paycode entered or leave the 'Paycode' field blank and select the 'Include' or 'Exclude' button to include all employee/job having any confirmed and unpaid timesheets for the pay group (this filter is not date specific i.e. employee will be included in filter regardless of workdate). Click on the 'Apply' button to define the payrun using the entered criteria.
- To apply an occupancy filter to a specific occupancy field, the occupancy field which you wish to filter on must be entered in the 'Filter Field', a lookup for valid codes is available. A valid 'Value' may then be entered if required to filter on a specific code e.g. if wishing to create a payrun only including employee/job with a Location code of ABC, then LOCATION would be entered in the 'Filter Field' while ABC would be entered in the 'Value' field. Click on the 'Apply' button to define the payrun using the entered criteria.
- When filters have been added or deleted you must click on the 'Apply' button for the filters to be applied to employees in the payrun, this will instigate the option to define the payrun in Online or Batch mode. If you wish all filters to be cleared and then reapplied e.g. possibly between a non-update payrun and an update payrun there may have been occupancy or timesheet changes that you wish to be applied for filtering of employees attached to the payrun then click on the 'Clear and Reapply' button.
- The functionality will always apply all Include filters first followed by any exclude filters irrespective of the order in which the filters are added when the 'Apply' button is clicked.
• As the occupancy filters reference occupancy fields there are several rules that will be applied to determine which occupancy records are to be included:
  o Occupancy filters are applied to occupancies using the hierarchy of H.D.A., CON then SUB where the occupancy is active during any part of the current pay period e.g. if a H.D.A. and substantive occupancy are both active during the period and the H.D.A. occupancy does not match the filter criteria but the substantive record does match, the employee will not be included in the payrun as the H.D.A. record will take precedence.
  o There is a filter option to 'Apply Filters to Current Occupancies Only'. This checkbox controls whether to only look at employees with an occupancy active during the current pay period or to also include employees who do not have an active occupancy. If checkbox is ticked (default) then only employees that have an active occupancy for the payrun pay period will have the filter criteria applied. If checkbox is not ticked and there are no active occupancies for a given employee then the filter will be applied to the occupancy with an end date closest to the payrun pay period (FC749_MULTIPLE_JOB_SEL Con_Def will not apply in this instance) and employee will be included in payrun if there is a match.
  o As employees may have multiple jobs active at the payrun period, a Con_Def called FC749_MULTIPLE_JOB_SEL will control what jobs the filters are to be applied against. See configuration section for more details regarding this setting.
  o As employees may have multiple active occupancies as at the payrun period, a Con_Def called FC749_MULTIPLE_OCC_SEL will control what occupancies the filters are to be applied against. See configuration section for more details regarding this setting.
• The Filter screen includes preview of employees to be included in the payrun prior to applying the filter.
• The additional Employee Details tab provides information for the following three options (Con_Def FC749_EMP_SEARCH_PREVIEW controls whether this block is displayed, see configuration section):
  o Employees not included in a payrun for the Pay Period
  o Employees in another payrun for the Pay Period/Filters
  o Employees already paid for same Pay Period/Filters
• UIC has been added to the 'Include Employee' text on FC749. Field text is designed to appear on 2 lines (in FA020 while in the 'Label' field click on the Edit icon. Add text in the edit window including carriage return where applicable, click OK when finished and save).

NB: It is highly recommended that a 'catch all' payrun is defined if filters have been used to create payruns. That is, ensure that at least one payrun is defined without any filter criteria after the filtered payruns have been updated to ensure all employees are paid.

FG360 Payrun Definition Display

• A new column called 'Filters Applied' has been created. This field will display whether a payrun was defined using Filter criteria. If a payrun was defined using a 'Filter Code' then this code will appear in this field. If a payrun was defined using a filter (but not a filter code), then 'Ad Hoc' will appear in this field. If payrun was created without using any filters or 'Filter Code' then the field will be blank.

job_for_payrun - Process Payrun Job Definitions

• Validate employee/jobs in a payrun based on filter criteria recorded.
• Validate criteria passed as character strings (viewing from FC749) and as stored filter criteria (generating job snapshots for the payrun).
• Common routine to format filter criteria into standard text description.

Configuration Changes
The following describes configuration changes for the operation of the new payrun advanced employee search filter functionality. It should be noted that for changes to take effect FC749 should first be exited and then re-opened after any changes are made.

There are several new CON_DEF settings relating to the new payrun filter functionality as follows:

**FC749_ADV_EMP_SEARCH**

This Con_Def controls whether the new filter functionality is enabled.

- If set to N (default) then the filter functionality will not be enabled.
- If set to Y then filter functionality will be available.

**FC749_EMP_SEARCH_PREVIEW**

This Con_Def controls what information is displayed on the FC749 Payrun Definition ‘Apply Filters’ page.

- If set to Y (default) then a block will be displayed allowing the user to preview which employees will be included in a payrun defined with filters. Also will display additional employee details showing employees not attached to other payruns in a period, employees in another payrun defined with filters and employees already paid using filters within the current period.
- If set to N, then the employee preview block will not be displayed on the payrun filters page.

**FC749_MULTIPLE_JOB_SEL**

This Con_Def controls how payrun filters are applied to employees with multiple jobs that are active as at the period the payrun is being defined for.

- If set to MAX (default) then filters will only be applied to the maximum job# for an employee within the paygroup. For example if a filter is applied which is a match for occupancies in Job# 01 but is not a match for Job# 02 then employee will not be included in payrun because maximum job# does not match criteria.
- If set to MIN then filters will only be applied to the minimum job# for an employee within the paygroup. For example if a filter is applied which is a match for occupancy record in Job# 02 but is not a match for Job# 01 then employee will not be included in payrun because minimum job# does not match criteria.
- If set to NONE then filters will not be applied to any employee having multiple jobs i.e. if employee has a job# 01 and a job# 02 then they will not be attached to payrun whether any of the occupancy fields match the criteria or not.
- If set to ALL then filters will be applied across all jobs and all jobs must match the criteria to be included in the payrun.
- If set to ANY then if the filters match on any of the employees current jobs then all jobs will be included in the payrun.

**FC749_MULTIPLE_OCC_SEL**

This Con_Def controls how payrun filters are applied to employees with multiple occupancies that are active as at the period the payrun is being defined for.

- If set to MAX (default) then filters will only be applied to the occupancy with a commence date closest to the period end date for the employee within the paygroup. Note: filter will still be applied to H.D.A. occupancies first, followed by Concurrent, followed by
Substantive. Therefore if employee has an active H.D.A. and Substantive record the filter will be applied to the H.D.A. record regardless of the Substantive occupancy dates.

- If set to MIN, then filters will be applied to the occupancy with a commence date closest to the payrun period start date for the employee within the paygroup. Note: filter will still be applied to H.D.A. occupancies first, followed by Concurrent, followed by Substantive. Therefore if employee has an active H.D.A. and Substantive record the filter will be applied to the H.D.A. record regardless of the Substantive occupancy dates.
- If set to ALL, then filters will be applied to all occupancies active within the pay period e.g. if 2 H.D.A. records are active then filter will be applied to both occupancies to see if criteria matches both occupancies and employee will only be included if both occupancies match. Note: filter will still be applied to H.D.A. occupancies first, followed by Concurrent, followed by Substantive. Therefore if employee has an active H.D.A. and Substantive record the filter will be applied to the H.D.A. record regardless of the Substantive occupancy dates, if no H.D.A. record matches the criteria then employee would not be included regardless of whether the Substantive occupancy was a match or not.
- If set to ANY, then filters will be applied to all occupancies active within the pay period e.g. if 2 H.D.A. records are active then filter will be applied to both occupancies to see if criteria matches either occupancy and employee will be included if either occupancy is a match. Note: filter will still be applied to H.D.A. occupancies first, followed by Concurrent, followed by Substantive. Therefore if employee has an active H.D.A. and Substantive record the filter will be applied to the H.D.A. record regardless of the Substantive occupancy dates, if no H.D.A. record matches the criteria then employee would not be included regardless of whether the Substantive occupancy was a match or not.

FC749_UNPROC_TS_VAL

This Con_Def is simply to record a description in the filter column on the PAYRUN_FILTER table when defining a payrun using the 'Unprocessed Confirmed Timesheets' option. The Con_Def will default to UNPROC_CONFIRMED_TS.

FC749_EMPS_IN_PAYRUNS

This Con_Def controls whether employees who are already attached to another payrun (which has not yet been run in update) in the current pay period may be included in the new payrun.

- If set to IGNORE (default), then employees attached to another payrun which has not yet been run in update will not be included in the new payrun regardless of whether they meet the filter criteria.
- If set to INCLUDE, then employees attached to another payrun which has not yet been run in update will be removed from the other payrun and included in the new payrun if they meet the filter criteria.
- If set to ALERT, then a message will be displayed warning the user that there are employees attached to another payrun which has not yet been run in update who will be removed from the other payrun and included in the new payrun if they meet the filter criteria. User has option as to whether to then include these employees or ignore them.

Several new KIND codes have also been created as follows, as these Kinds and codes are used specifically by the payrun filter functionality they should not be changed:

FC749_FILTER_TY

This is Kind used to identify the Payrun Definition Filter Type, available codes are INCLUDE and EXCLUDE.

OCCUPANCY_FIELD
This Kind is used to identify the available occupancy fields that may be used to filter employees defined against a payrun, the available codes are as follows:

**ADMIN_LOCATION**  
**AWARD**  
**CLASSIFICATION**  
**CLEVEL**  
**CREW_CODE**  
**EMP_STATUS**  
**GEO_LOCATION**  
**LOCATION**  
**OCC_STATE_CODE**  
**OCCUP_COM_REAS**  
**OCCUP_POS_CAT**  
**ONCOST_PATTERN**  
**PAYPOINT**  
**POS_OCC_REAS**  
**ROSTER**  
**STATS_CLASS**  
**SUB_LOCATION**  
**SUBJECT**  
**WORK_FUN**

**FC749_ADDEMP_SL**

This Kind is used by the Employee Preview block on the FC749 Filter page. Codes NOPAYRUN, OTHPAYRUN and PAID have been created.

The following new codes rules have been created and can be used to control the payrun filter functionality:

The following code rule defines which occupancy fields can be used as filter criteria within FC749 Payrun Definition.

Group = FC749_CODES  
Kind = OCCUPANCY_FIELD  
Rule = SEARCH_FIELDS

It is loaded by default with all the Kind OCCUPANCY_FIELD values. If wishing to not allow certain occupancy fields to have a filter applied, then the code may be removed from this code rule. Note: cannot add additional occupancy fields that have not been created in the OCCUPANCY_FIELD Kind by this work order.

The following code rule defines which types of timesheet entries can be considered using filters.

Group = FC749_CODES  
Kind = ORIGIN  
Rule = TIMESHEET_PROG

It is loaded by default to include FC924 (Timesheet Entry), WK440 (WSS Additional Hours Claim), WK470 (WSS Expense Claim) and WK8280 (WSS General Timesheet). If wishing to not allow certain occupancy fields to have a filter applied, then the code may be removed from this code rule.

**Database Changes**
- Created column AUDIT_DATE on table PEPAYRUN
- Created column AUDIT_ID on table PEPAYRUN
- Created column FILTER_CODE on table PEPAYRUN
- Created column FILTER_CURRENT_OCCUP on table PEPAYRUN
- Created column TP on table PEPAYRUN
- Created column TP_TIME on table PEPAYRUN
- Created column TP_TYPE on table PEPAYRUN
- Created column USERID on table PEPAYRUN
- Created table PAYRUN_FILTER
- Created table PAYRUN_FILTER_DEL
- Created table PAYRUN_TEMPLATE
- Created table PAYRUN_TEMPLATE_DEL
- Created table PAYRUN TEMPLATE_FILTR
- Created table PAYRUN TEMPLATE_FILTR_DEL
- Created table PEPAYRUN_DEL
- Created trigger PEPAYRUN_AUD_TRG on table PEPAYRUN
- Created view PAYRUN_FILTER_TOTAL
- Created view PAYRUN TEMPLATE_FILTR_TOTAL
- Created view PAYRUN TEMPLATE_TOTAL
- Created view PEPAYRUN TOTAL