

# Paycode Mass Update 2018 Build Notes

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#### **Publication Date**

July, 2020



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# Build 18.004 – July 29, 2020

### New PMU Pay Rate History

### 1. New Paycode Mass Update Pay rate History.

This is a new feature added to Paycode Mass update that will allow the user to generate records automatically when updating paycodes using the PMU utility window. By default this feature is not enabled and will not create records for previously updated paycodes.

Users can also pre-define Reason code that can be used when updating the Paycode. For initial setup should you require a reason code to be used first setup the Reason code which is accessible in Microsoft Dynamics GP >> Tools >> Setup >> Encore PayCode Mass Update >> Encore PMU Reason Code Setup.

Once open enter in a new Reason Code ID and description. You can have more than one Reason Code setup.



Once the Reason code is setup you can enable this feature to Write to history for Income and / or Deduction Paycode updates.

To enable for Income, open the PayCode Mass Update Relationship Setup window. (Microsoft Dynamics GP >> Tools >> Setup >> Encore PayCode Mass Update >> Encore PMU Relationship Setup)

Once open check the option Write to History. Optional to set a default Reason Code when using the Utility window set the Default Reason Code in this window. Select OK to confirm your changes.



| 🚮 PayCode I  | Mass Update | Relation              | ship Setup - T     | NO (sa)  |                   | _      | ×   |
|--------------|-------------|-----------------------|--------------------|----------|-------------------|--------|-----|
| <b>V</b>     |             |                       | ?                  |          |                   |        |     |
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| Actions      | File        | <b>.</b>              | Help               | Debug    |                   |        |     |
| Vrite to H   | listory     | <mark>Reason f</mark> | For Change Pay     | Increase | <mark>,</mark> 9→ | •      |     |
| Master Payco | de 🛛        |                       | P                  |          |                   |        |     |
| Paycode      | 🔎 Paycode   | Туре                  | Description        |          |                   | Factor |     |
|              |             |                       |                    |          |                   |        | ^   |
|              |             |                       |                    |          |                   |        |     |
|              |             |                       |                    |          |                   |        | _   |
|              |             |                       |                    |          |                   |        | _   |
|              |             |                       |                    |          |                   |        | - 1 |
|              |             |                       |                    |          |                   |        | - 1 |
|              |             |                       |                    |          |                   |        | ~   |
|              |             |                       |                    |          |                   |        |     |

To enable this option for Deduction paycodes open the Encore PMU Deduction Setup. (Microsoft Dynamics GP >> Tools >> Setup >> Encore PayCode Mass Update >> Encore PMU Deduction setup)

Once open check the option Write to History. Optional to set a default Reason Code when using the Utility window set the Default Reason Code in this window. Select OK to confirm your changes.



| 📊 PayCod     | e Mass U         | lpdate De  | ductio  | n Setup -     | т —          | . 🗆        | ×      |
|--------------|------------------|------------|---------|---------------|--------------|------------|--------|
|              |                  |            | P       | ?             |              |            |        |
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| Action       | IS               | File       | *       | Help          | Debug        |            |        |
| Vrite to     | History          | Be         | ason F  | or Change     | Update D     | eductio    |        |
| Enter the D  | eduction         | PayCodes   | that yo | u will want t | o update thi | rough Mass | Update |
| PayCode      | 🔑 Pa             | aycode Typ | )e      | Description   | I            |            |        |
| PENSND       | D                | eduction   | $\sim$  | Employee F    | Pension      |            | ^      |
| RRSPD        | D                | eduction   | $\sim$  | Company F     | RSP Dedu     | ction      |        |
| RRSPE        | D                | eduction   | $\sim$  | Employee F    | RRSP Contri  | ibution    |        |
|              |                  |            | $\sim$  |               |              |            |        |
|              |                  |            |         |               |              |            |        |
|              |                  |            |         |               |              |            |        |
|              |                  |            |         |               |              |            |        |
|              |                  |            |         |               |              |            |        |
|              |                  |            |         |               |              |            | _      |
|              |                  |            |         |               |              |            | ~      |
|              |                  |            |         |               |              |            |        |
|              |                  |            | _       |               |              | _          | 14 50  |

Once The feature is turned on the section reason for Change will Appear when opening the PayCode Mass Update Utility for the Process of Income / Deduction. It will default the Reason for Change value from the Setup windows.



| inquity reports caras                |              |             |         |             |         |               |          |           |                  |
|--------------------------------------|--------------|-------------|---------|-------------|---------|---------------|----------|-----------|------------------|
| PayCode Mass Update Utility -        | TWO (sa)     |             |         |             |         |               |          |           | - 🗆              |
| 🕑 🖫 🔋 🏷                              |              |             | ?       |             |         |               |          |           |                  |
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| Process:  Income O Vac               | ation O Der  | fuction     | Paul    | Code        |         |               |          |           |                  |
| Show Inactive Empl                   | oyees        |             |         |             | 7/28/2  | 20 🔳          | Date wit | hin PayCo | de's Active Peri |
|                                      | Reas         | on for Chan | ge Pay  | Increas     | e       | ø             |          |           |                  |
| Set New Rate                         |              | Employee I  | D 🔘 /   |             | ) From: |               |          | E To:     |                  |
| 🖣 🛛 🗹 Keep New Rate when user entere | d / imported | Position    |         |             | ) From: |               |          | 🔎 To:     |                  |
| Copy entered Rate to /               | All          | Class       |         |             | ) From: |               |          | 🔎 To:     |                  |
| Copy from Current Rat                | e            | Departmen   | it 🔘 A  |             | ) From: |               |          | 🖉 To:     |                  |
|                                      |              | Tax. Provir | nce 💿 A | AII ()      | ) From: |               |          | To:       |                  |
|                                      |              | Current Ra  | te 🔘 /  | AII ()      | From:   |               | \$0.00   | To:       | \$               |
|                                      |              |             |         |             |         |               |          |           |                  |
| Employee ID Name                     |              |             | Pay     | code        |         | Cutoff Date   | Curre    | ent Rate  | New Rate         |
| Position                             | Emplo        | iyee Class  | Dep     | artmen      | t       | Tax. Province | •        |           |                  |

After you process your Next update when the feature is enabled it will write the update to a Historical record. You can review the records written by accessing the Employee card (cards >> Payroll – Canada >> Employee) Select the employee you wish to review. Then select the Paycode button to open the Payroll Employee Paycodes. Once open select the Additional menu and Employee Pay rate History option.



This will list all the paycodes that were written to history when updating the rates using Paycode Mass update Utility. The records will be listed in order by Paycode. They will list the Type of Paycode it is. If the Paycode that was updated had a Start date then it will indicate its Start Date. It will also list the Paycodes Original Amount and New Amount it was changed to. It will list the Date the Paycode was updated along with the user ID that updated the Paycode. If a Reason Code was set during the update it will list the Reason Code.



| e Tools<br>e •<br>BH0010<br>Type   | Help<br>Help   | Debug<br>Debug<br>Bosemani   |   |  |   |   |  |   |
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| Туре                               |  |  | ingtonRandall   |  |   |   |  |   |
|                                    | Start Dat  | e  | Original Amount   | New Amount   | Updated Date  | Updated User  | Reason   | ٦   |
| Banked                             | 0/00/00  |  | \$97.50   | \$67.50  | 7/24/20   | sa  | test   |   |
| Banked                             | 0/00/00  |  | \$67.50   | \$82.50  | 7/28/20   | sa  | Pay Increase   |   |
| Banked                             | 0/00/00  |  | \$65.00   | \$45.00  | 7/24/20   | sa  | test   |   |
| Banked                             | 0/00/00  |  | \$45.00   | \$55.00  | 7/28/20   | sa  | Pay Increase   |   |
| Income                             | 3/01/20  |  | \$97.50   | \$67.50  | 7/24/20   | sa  | test   |   |
| Income                             | 3/01/20  |  | \$67.50   | \$82.50  | 7/28/20   | sa  | Pay Increase   |   |
| Deduction                          | 0/00/00  |  | \$55.00   | \$44.00  | 7/24/20   | sa  | something new  |   |
| Income                             | 3/01/20  |  | \$65.00   | \$45.00  | 7/24/20   | sa  | test   |   |
| Income                             | 3/01/20  |  | \$45.00   | \$55.00  | 7/28/20   | sa  | Pay Increase   |   |
| Deduction                          | 0/00/00  |  | \$55.00   | \$44.00  | 7/24/20   | sa  | something new  |   |
| Deduction                          | 0/00/00  |  | \$55.00   | \$44.00  | 7/24/20   | sa  | something new  |   |
| ncome                              | 3/01/20  |  | \$65.00   | \$45.00  | 7/24/20   | sa  | test   |   |
| ncome                              | 3/01/20  |  | \$45.00   | \$55.00  | 7/28/20   | sa  | Pay Increase   | _   |
|                                    |  |  |   |  |   |   |  | _   |
|                                    |  |  |   |  |   |   |  | _   |
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# Build 18.003 - Dec 10, 2019

# Enhancements

## 1. New Employee ID zoom into Option

Users can now use the new zoom into option in the Paycode Mass Update Utility window to zoom into the selected employee's Payroll Employee Setup card.



| PayCode Mass          | Update Utility -   | TWO (sa)               |   |  |                       |                   |                               | _                  |                              |                |               |                                       |         |
|-----------------------|--|------------------------|---|--|-----------------------|-------------------|-------------------------------|--------------------|------------------------------|----------------|---------------|---------------------------------------|---------|
| OK Preview C          | iommit Clear   | File Print             | Tools   | Pelp Add Note  | Debug                 |                   |                               |                    |                              |                |               |                                       |         |
| Action                | 15   | File                   | -   | Help   | Debug                 |                   |                               |                    |                              | _              | N N           | eports                                |         |
| ocess: 💿 In<br>🗌 S    | come 🔿 Va<br>how Inactive Empl                                 | cation () Dec<br>oyees | luction   | PayCode  | REG 4/13/20           | P → Hou<br>Ⅲ Date | ly Regular Pa<br>within PayCr | ay<br>ode's Active | Period                       |                |               | roll<br>Setup<br>Cards<br>Transactioi | ns      |
| Set New Rate          |  |                        | Employee I  |  | Payroll Emp           | ployee Setu       | p - Canada                    | - TWO (s           | a)                           |                |               |                                       |         |
| Cop<br>Cop            | y entered Rate to .<br>ny from Current Ra<br>al changes to Nev | All<br>te<br>v Rate    | Position<br>Class<br>Departmen<br>Tax. Provir<br>Current Ra | All<br>All<br>All<br>All<br>All<br>All<br>All<br>All<br>All<br>All | Save Clear<br>Actions | Delete            | Additional                    | File<br>File       | Relp Add<br>Help Add<br>Help | Debug<br>Debug |               |                                       |         |
|                       |  |                        |   |  | Employee ID           | BH0020            |                               | 20                 | Class ID                     |                | Q             | □ Ir                                  | nactive |
| Employee ID<br>PU0010 | Pandall Page   |                        |   | Paycode  |                       |                   |                               | , _                |                              |                |               |                                       |         |
| BH0020                | Beed Koch  | aniari                 |   | BEG  | Last Name             | Kech              |                               |                    | Address                      | 456 Cedar Ave  | e.            |                                       |         |
| BH0030                | Mark Harring   | tan                    |   | BEG  | First                 | Reed              |                               |                    |                              |                |               |                                       |         |
| BH0040                | Phil Spencer   |                        |   | BEG  | Middle                |                   |                               |                    | City                         | St. Albert     |               |                                       |         |
| WH0010                | Jan Miksovs  | (U                     |   | BEG  | Social Insura         | nce Numb          | er 900 523                    | 182                | Province                     | AB             | Postal Code   | T5Z 417                               | 7       |
| WH0020                | Jon Bodman   | v                      |   | BEG  |                       |                   |                               |                    | Country                      | Canada         |               |                                       |         |
| WH0030                | Laura Norma  | n                      |   | BEG  | Full Time Regula      | ar 🗌              | Contractor                    |                    | Phone                        | (403)555-0145  | Ext. 0000     |                                       |         |
| WH0040                | Douglas Gror   | ncki                   |   | REG  | <u>Department</u>     | SA                | LES                           | P                  | Start Date                   | 1/30/02        | 🔠 Birth Date  | 8/12/7                                | 2 🗄     |
|                       |  |                        |   |  | Position              | 🔶 SA              | LES                           | $\mathcal{P}$      | Gender                       | Male           | Ethnic Origin | Native                                | `       |
|                       |  |                        |   |  | Taxable Prov          | ince AB           | 1                             | P                  |                              |                |               |                                       |         |
|                       |  |                        |   |  | Default WCB Co        | ode AB            | (WCB                          | P                  | Cash Accour                  | tFrom 🔾 (      | Chequebook 🤅  | Employee                              | e       |
|                       |  |                        |   |  | Employer Nun          | nber EN           | 4P1                           | $\mathcal{P}$      | Account                      | 000 - 1100 - 0 | 0             |                                       | P       |
|                       |  |                        |   |  | Payment Meth          | hod Ch            | eque                          | $\sim$             | Description                  | Cash - Operati | ng Account    |                                       |         |
|                       |  |                        |   |  | User Defined 1        |                   |                               |                    | Date Inaction                | ated           |               |                                       |         |
|                       |  |                        |   |  | User Defined 2        |                   |                               |                    | Reason                       |                |               |                                       |         |
|                       |  |                        |   |  | TD1 Volum             | Mar               | Cial                          | Contro             |                              | Colordated     | Veestien Pau  | TA                                    | TA      |
|                       |  |                        |   |  | TD T Values           | Vac               | ADICK                         | Control            |                              | Calculated     | vacation May  | 14                                    | 14      |
|                       |  |                        |   |  | Di stille si          |                   |                               |                    |                              | 1.4° II        | 0.1.1         | D.4                                   | D       |

# 2. Updated Paycode Mass Update to be compatible for multiple Cut off Dates for the same Paycode.

Paycode Mass update will now be compatible with multiple cut off periods for the same Paycode. Should users insert the same Paycode and set a new Start date for the Paycode then the Paycode Mass update will now be updating the rate based on the Cut off Dates.

The User Interface will now have a new Date field under the Paycode selected on the Header. This date will default to the current computer date. You can then select which date you wish to use as the period date for your update.

Should the Pay codes associated to the employee have a Cut off Date set for that period then it will display that Pay codes Cut Off Date. Note that only the Paycode shown will be updated should the user Commit to the update.



| 1               | PayCode Mass Up                             | date Utility - T\  | VO (sa)     |                                       |              |              |                      |             |  | — C               | ב        | ×   |
|-----------------|---|--------------------|-------------|---------------------------------------|--------------|--------------|----------------------|-------------|--|-------------------|----------|-----|
|                 |   | 1 5                |             | 2 🕅 🌔                                 | 2*           |              |                      |             |  |                   |          |     |
| OK              | Hide Cor                                    | nmit Clear         | File P      | rint Tools H                          | elp Ad       | d Debu       | g                    |             |  |                   |          |     |
|                 | Actions                                     |                    | File        | -                                     | Help         | Debu         | q                    |             |  |                   |          |     |
|                 | -   |                    |             |                                       |              |              |                      |             |  |                   |          |     |
| Pro             | cess: 💿 Incor                               | me 🔿 Vacat         | ion ()      | Deduction                             | PayCoc       | le REG       | 100                  | Hourly      | Regular Pav  |                   |          | -   |
|                 | Show  | v Inactive Employ  | ees         |                                       |              | 3/30         | /20 🏢                | Date w      | ithin PayCod   | le's Active P     | eriod    |     |
| _ s             | iet New Rate 👘                              |                    |             | Employee ID                           | ) All        | O From:      |                      |             | To:  |                   |          | Ð   |
|                 | 0.0000 Copy e                               | ntered Rate to All |             | Position                              | IA (         | O From:      |                      |             | E To:  |                   |          | F.  |
|                 | Copy f                                      | rom Current Rate   |             | Class                                 | 🖲 All        | O From:      |                      |             | 🖉 To:  |                   |          | P   |
|                 | Preserve manual (                           | changes to New F   | ate         | Department                            | IA (         | O From:      |                      |             | E To:  |                   |          | 6   |
|                 | Update Child Rate                           | e(s) when manually | ,           | Tax. Province                         |              | O From:      |                      | *0.00       | To:  |                   | *0.00    |     |
| L               | pdating New Rate                            | of Master          |             | Current Rate                          |              | From:        |                      | \$0.00      | 10:  |                   | \$0.00   |     |
|                 | Employee ID                                 | Name               |             |                                       | Paucoo       | le           | Cutoff Date          | Curr        | ent Bate   | New Bate          |          |     |
|                 | BH0010                                      | Randall Bosema     | n           |                                       | REG          |              | 3/31/20              |             | 12.0000  |                   | 0.0000   | ^   |
|                 | BH0010                                      | Randall Bosema     | n           |                                       | OT           |              | 3/31/20              |             | 18.0000  |                   | 0.0000   |     |
| 5               | BH0020                                      | Reed Koch          |             |                                       | REG          |              |                      |             | 7.5000   |                   | 0.0000   |     |
|                 | BH0020                                      | Reed Koch          |             |                                       | OT           |              |                      |             | 11.2500  |                   | 0.0000   |     |
| 6               | BH0030                                      | Mark Harrington    | i.          |                                       | REG          |              |                      |             | 10.0000  |                   | 0.0000   |     |
|                 | BH0030                                      | Mark Harrington    | 1           |                                       | OT           |              |                      |             | 15.0000  |                   | 0.0000   |     |
| 6               | BHUU4U                                      | Phil Spencer       |             |                                       | REG          |              |                      |             | 15.0000  |                   | 0.0000   |     |
|                 | WH0010                                      | Jan Miksovsku      |             |                                       | BEG          |              |                      |             | 15,0000  |                   | 0.0000   |     |
|                 | WH0010                                      | Jan Miksovsky      |             |                                       | OT           |              |                      |             | 22,5000  |                   | 0.0000   |     |
|                 | WH0020                                      | Jon Rodman         |             |                                       | REG          |              |                      |             | 20.0000  |                   | 0.0000   |     |
|                 | WH0020                                      | Jon Rodman         |             |                                       | OT           |              |                      |             | 30.0000  |                   | 0.0000   |     |
| 6               | WH0030                                      | Laura Norman       |             |                                       | REG          |              |                      |             | 15.0000  |                   | 0.0000   |     |
|                 | WH0030                                      | Laura Norman       |             |                                       | OT           |              |                      |             | 22.5000  |                   | 0.0000   |     |
| 6               | WH0040                                      | Douglas Gronck     | i           |                                       | REG          |              |                      |             | 12.0000  |                   | 0.0000   |     |
|                 | WH0040                                      | Douglas Gronck     | i.          |                                       | OT           |              |                      |             | 18.0000  |                   | 0.0000   |     |
|                 |   |                    |             |                                       |              | _            |                      |             |  |                   |          |     |
|                 |   |                    |             |                                       |              |              |                      |             |  |                   |          |     |
|                 |   |                    |             |                                       |              |              |                      |             |  |                   |          | •   |
| 16              | Paycode records d                           | lisplayed          |             |                                       |              |              | Display :            | \$0.00 Ne   | ew Rate Unlj   | у                 |          |     |
| ,               |   |                    |             |                                       |              |              |                      |             | aporte   |                   |          |     |
| Payro           | Il Employee Paycodes - Can                  | ada - TWO (sa)     |             | _                                     |              | C Rayroll    | Employee Income - I  | D           | will (ca)  |                   |          | ×   |
|                 | 🤽 🛑 🕐                                       |                    |             |                                       |              |              |                      |             |  |                   |          |     |
| ιοκι            | Jpdate File Help                            | Debug              |             |                                       |              | ОК           | File Help Deb        | ug          |  |                   |          |     |
| , Actio         | ns File Help                                | Debug              |             |                                       |              | Actions      | File Help Deb        | ug          |  |                   |          |     |
| Code            | Description                                 | 8                  | Code        | Description                           | 8            | Employee     | ID BH0010            |             |  |                   |          |     |
| ADV             | Paid by<br>Employee Advance                 | (>)                | Start<br>OT | End Rate M<br>Hourly Overtime         | ax (§)       | Paid By      | aycode REG<br>Hour   | Hourly Regu | ilar Pay<br>Beferenc   | e N/A             |          | ~   |
| BONUS           | Employee Bonus<br>El Rebate                 |                    | OT<br>REG   | Hourly Overtime<br>Hourly Regular Pay |              |              |                      |             | Single Control of Cont | Position          |          |     |
| OT              | Hourly Overtime                             |                    | REG         | Hourly Regular Pay                    |              | El Insurable | e Hours per Unit     |             | 0240000  | Sub Code          |          | Ę   |
| SAL             | Salary Pay                                  | Insert >>          | THAVEL      | Traver- Jaies                         |              | Seniority U  | nits Per Unit        |             |  | Level             |          | þ.  |
| AUTO            | Auto  | << Remove          |             |                                       |              |              |                      |             |  | Human Resources   | : Delaye |     |
| PENSNB<br>RRSPB | Employee Pension<br>Company RRSP Contributi | on                 |             |                                       |              | Vacation U   | nits Accrued In      | Hours       | ✓ per 100 units  |                   |          |     |
| F TRAVEL        | Travel - Sales<br>Advance Reclaim           |                    |             |                                       |              | Unpaid Va    | cation Accrual Units |             | per 100 units  |                   |          |     |
| GAR             | Employee Garnishee<br>Maintenance Payments  |                    |             |                                       |              | Start Date   |                      | 1/01/20     | Allow  | Transaction Entry |          | Yes |
| PENSND          | Employee Pension                            |                    |             |                                       |              | Cutoff Date  | •                    | 3/31/20     | Auto S   | ielect            |          | Yes |
| I NHSPU         | Company HHSP Deduction                      | v                  |             |                                       | Rate History | Employee L   | Jser Field Index     |             | P Depart   | tment             |          | Ģ   |
| by              | Code Type 🗸 🗸                               |                    |             |                                       |              | 210          | 000                  |             |  |                   | _        |     |
| alor            |   |                    |             |                                       |              | 22.5         | 0.0000               |             | Dalata Attachment  | Filee             |          |     |



### 3. New Feature to Mass Update Deduction Pay Codes.

This new feature will allow users to perform Mass Updates to Employee Deduction Codes using the PayCode Mass Update Utility.

This update has a new Deduction Setup option.

The Encore PMU Deduction Setup is accessible from the Setup Pane of the HR & Payroll Menu.

This Setup window allows the user to specific the Exact Deduction codes that are allowed to be updated using the Paycode Mass Update Utility. If the code is not listed in this window, then it will not be updated. Unlick the Income Paycode there is no Parent / Child Relationship for this setup. Such Deduction Codes could include RRSP, as well as any Health Insurance adjustment codes.



<u>Encore PMU Utility</u> changes allows the user to select a new Process Option called Deduction. Once selected it will display all employees that Contain the Deduction Codes that were mapped in the Deduction Setup.

Users can then specify a specific Deduction Code using the Paycode Lookup section to filter to a specific Paycode.

Additional Filter options are:

- 1. Employee ID
- 2. Position
- 3. Class
- 4. Department



- 5. Tax province
- 6. Current Rate

You can then use the Set New Rate on the Header to set all employees to a new rate or manually set the New Rate for each Paycode for each employee in the section provided.

Only the Employees and their Pay Codes shown in the window will be updated to the New Rate that is set when you select the Commit Button.

| 2               | j 🎝 💼                |               | 2*1          |             |                 |           |              |
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| Preview Co      | mmit Clear File      | Print Tools H | elp Add Deb  | ug          |                 |           |              |
| _               | -                    |               | Note         |             |                 |           |              |
| Actions         | File                 | -             | Help Deb     | ug          |                 |           |              |
|                 | me 🔿 Vacation 🌘      | Deduction     | PauCode      |             |                 |           |              |
|                 | w Inactive Employees |               | 4/1          | 3/20 🏢 I    | Date within Pau | Code's Ar | ctive Period |
|                 |                      |               |              |             | ,               |           |              |
| et New Rate 👘   |                      | Employee ID   | All O From   | n:          | E To            | ):        |              |
| Сору            | entered Rate to All  | Position      | All O From   | n:          | E To            |           |              |
| Сору            | from Current Rate    | Class         | All O From   | n:          | F To            | ):        |              |
| Preserve manual | changes to New Rate  | Department    | All O From   | n:          | F To            | ):        |              |
|                 |                      | Tax. Province | 💿 All 🔘 From | n:          | To              | ):        |              |
|                 |                      | Current Rate  | All O From   | n:          | \$0.00 To       | ):        | \$0.00       |
|                 |                      |               |              |             |                 |           |              |
| Employee ID     | Name                 |               | Paycode      | Cutoff Date | Current Rate    | e New     | / Rate       |
| BH0010          | Randall Boseman      |               | RRSPD        |             | 54.00           | 000       | 0.0000       |
| BH0010          | Randall Boseman      |               | RRSPE        |             | 55.00           | 000       | 0.0000       |
| BH0010          | Randall Boseman      |               | UNION        |             | 95.25           | 500       | 0.0000       |
| BH0020          | Reed Koch            |               | RRSPD        |             | 105.00          | 000       | 0.0000       |
| BH0020          | Reed Koch            |               | RRSPE        |             | 110.00          | 000       | 0.0000       |
| BH0020          | Reed Koch            |               | UNION        |             | 95.25           | 500       | 0.0000       |
| BH0040          | Phil Spencer         |               | RRSPD        |             | 155.00          | 000       | 0.0000       |
| BH0040          | Phil Spencer         |               | RRSPE        |             | 160.00          | 000       | 0.0000       |
| BH0040          | Phil Spencer         |               | UNION        |             | 95.28           | 500       | 0.0000       |
| BS0010          | Robert O'Hara        |               | RRSPE        |             | 25.00           | 000       | 0.0000       |
| BS0020          | Lisa Jacobson        |               | RRSPE        |             | 20.00           | 000       | 0.0000       |
| BS0030          | Chris Cannon         |               | RRSPE        |             | 25.00           | 000       | 0.0000       |
| MS0010          | Joe Howard           |               | RRSPE        |             | 200.00          | 000       | 0.0000       |
| MS0020          | Julia Moseley        |               | RRSPE        |             | 150.00          | 000       | 0.0000       |
| MS0030          | Bryan Walton         |               | RRSPE        |             | 100.00          | 000       | 0.0000       |
| MS0040          | Eva Corets           |               | RRSPE        |             | 150.00          | 000       | 0.0000       |
| SS0010          | Andrew Dixon         |               | RRSPE        |             | 150.00          | 000       | 0.0000       |
|                 | Garrett Young        |               | RRSPE        |             | 200.00          | 000       | 0.0000       |
| SS0020          |                      |               |              |             |                 |           |              |



| n PayCode Mass Up | odate Utility -   | TEST (sa)   |               |                          |          |             |              |         | _          |          | × |
|-------------------|-------------------|-------------|---------------|--------------------------|----------|-------------|--------------|---------|------------|----------|---|
| 🕑 t [             | 3 7               |             |               | ?*                       | ]        |             |              |         |            |          |   |
| OK Preview Cor    | mmit Clear        | File Print  | Tools H       | Help Add                 | Debug    | 3           |              |         |            |          |   |
|                   |                   | •           |               | <ul> <li>Note</li> </ul> | e 🔻      |             |              |         |            |          |   |
| Actions           |                   | File        | *             | Help                     | Debug    | ]           |              |         |            |          |   |
| Process: O Inco   | me OVa            | cation 💿 De | duction       | PavCod                   | e (UNIO) | N 🔎 - L     | Jnion Due    | s       |            |          |   |
| Sho               | w Inactive Empl   | loyees      |               |                          | 4/13/    | 20 😐 🛛      | ) ate within | PayCod  | le's Activ | e Period |   |
|                   |                   |             |               |                          |          |             |              |         |            |          |   |
| Set New Rate      |                   |             | Employee ID   | All                      | O From:  |             | j.           | To:     |            |          | P |
| Сору е            | entered Rate to a | All         | Position      | All                      | O From:  |             | Į.           | To:     |            |          | P |
| Сору              | from Current Ra   | te          | Class         | 💿 All                    | O From:  |             | F            | To:     |            |          | P |
| Preserve manual   | changes to Nev    | v Rate      | Department    | 💿 All                    | O From:  |             | F            | To:     |            |          | P |
|                   | -                 |             | Tax. Province | e 💿 All                  | O From:  |             |              | To:     |            |          |   |
|                   |                   |             | Current Rate  | ) All                    | O From:  |             | \$0.00       | To:     |            | \$0.00   |   |
|                   |                   |             |               |                          |          |             |              |         |            |          |   |
| Employee ID       | Name              |             |               | Paycod                   | e        | Cutoff Date | Current      | Rate    | New Ra     | ate      |   |
| BH0010            | Randall Bose      | man         |               | UNION                    |          |             |              | 95.2500 |            | 0.0000   | ^ |
| BH0020            | Reed Koch         |             |               | UNION                    |          |             |              | 95.2500 |            | 0.0000   |   |
| BH0040            | Phil Spencer      |             |               | UNION                    |          |             | 1            | 95.2500 |            | 0.0000   |   |
| WH0010            | Jan Miksovsk      | (y          |               | UNION                    |          |             |              | 95.2500 |            | 0.0000   |   |
| WH0020            | Jon Rodman        |             |               | UNION                    |          |             | 1            | 95.2500 |            | 0.0000   |   |
| WH0030            | Laura Norma       | n           |               | UNION                    |          |             |              | 95.2500 |            | 0.0000   |   |
| WH0040            | Douglas Gror      | ncki        |               | UNION                    |          |             | 1            | 95.2500 |            | 0.0000   |   |
|                   |                   |             |               |                          |          |             |              |         |            |          |   |
|                   |                   |             |               |                          |          |             |              |         |            |          |   |

**Encore PMU Deduction Import** option is a new utility window that is accessible from the HR & Payroll Menu on the Utilities pane. This new window allows you to setup an import from a CSV file to import the new values into the Paycode Mass Update Utility window for deduction Pay codes. You can create a new ID specify the file location and how many header rows to skip on the file. It will automatically default the Matching Field ID with all the deduction Pay codes that were mapped in the Deduction Setup. You will need to map the Sample Field using the Sample Field lookup or setting the Column Position. Once mapped you simply need to press the Import to PMU Utility Button. This will open the Encore Paycode Mass Update Utility window for the Deduction process. It will then set the New Rates for each Paycode that was read in the file and that exist on the Employee Card.

You will also receive a report if there were any Exceptions for the import such as Employee does not exist, or Deduction code is not linked to the Employee.

The importer is a huge time saver for users that are using an excel spreadsheet to calculate each employee's deduction rates. This same excel spreadsheet can then be saved as a CSV file and used to import into the Utility to perform the update for all the employees.



| uitment Reports   | Update Masters   |  |   |   |  | ⊿ Hum           | an Reso              | ources   |  |                 |  |          |          | Applicant               |         |
|---|--|--|---|---|--|-----------------|----------------------|--|--|-----------------|--|----------|----------|-------------------------|---------|
| Environment Repor   |  |  |   |   |  | Pay             | /code N              | Mass Upd   | late Deduc   | tion Impo       | ort - TES  | T (sa)   |          |                         |         |
| ssional Developmen  |  |  |   |   | _  |                 | 100                  | ~  |  |                 | 01   |          |          |                         |         |
| nizational Employm  |  |  |   |   |  |                 | 7                    | X  | :=   |                 | r:   | (?)      |          |                         |         |
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| tlist Favorites   | Payroll<br>Payment Markoff   |  |   |   | ^  | Impor           | t ID                 | TEST   | 2  | Q,              |  |          |          | Import to PMLL Litility |         |
| ubs   | Void Payment   |  |   |   |  | Desc            | ription              | 11:1510  | ž  |                 |  |          |          | Import to Finte Staty   |         |
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| rical Timecards   | Paycode Mass Updat   | e  |   |   |  | File            |                      | :C:pmu   | uTESTFILE  | /PMU_TE         | ST3B.csv   | ,        |          |                         | <u></u> |
| ent Timecards   | Import and Export<br>Purge Last Year Reco  | ords   |   |   |  | Skip            | # Rows               |  | 1  |                 |  |          |          |                         |         |
| cards Pending Appro   | Human Resource Inte  | egration   |   |   |  |                 |                      |  |  |                 |  | <u>.</u> | D 11     | 0 1 5 11                | C       |
| Workflow Pending A  | ePayStub Employee  | Email Importer   | -   |   |  | Emple           | ning Fiel<br>Niee ID |  | molouee IC   | tion            |  | Loiumn   | Position | Sample Field<br>BH0010  | ~       |
| eam 🕴   | Encore PMU Utility   | an lower t   |   |   |  | UNIO            | N                    | U  | Inion Dues   |                 |  | 4        |          | \$45.50                 |         |
| fit Enrollments   | A Human Nesources  | on import  |   |   |  | RRSF            | ΡE                   | E  | mployee R  | RSP Contr       | ibution  | 5        |          | \$55.50                 |         |
| inister Renefit Enroll  | Archive Applicant  |  |   |   |  | PENS            | IND                  | E  | mployee P  | ension          |  | 7        |          | \$65.67                 |         |
| ome   | Archive Employee   |  |   |   |  | RRSF            | PD                   | C  | Company Rf   | RSP Dedu        | ction  |          |          |                         |         |
| roject Tracking   | Reconcile<br>Delete Attachment Fil   | les  |   |   |  |                 |                      |  |  |                 |  |          |          |                         |         |
| oject nacking   |  | 103  |   |   |  |                 |                      |  |  |                 |  |          |          |                         |         |
| ubscription Billing   | 🤏 Setup  |  |   |   |  |                 |                      |  |  |                 |  |          |          |                         |         |
| Internet  | Jobs<br>Reporting Codo-  |  |   |   | ^  |                 |                      |  |  |                 |  |          |          |                         |         |
| nanCldl   | Encore PMU Relation  | ship Setup   |   |   |  |                 |                      |  |  |                 |  |          |          |                         |         |
| ales  | Encore PMU Deduction   | on Setup   |   |   |  |                 |                      |  |  |                 |  |          |          |                         |         |
| . 1   | <ul> <li>Human Resources</li> </ul>  |  |   |   |  |                 |                      |  |  |                 |  |          |          |                         |         |
| urchasing   | Human Resources  |  |   |   |  |                 |                      |  |  |                 |  |          |          |                         | •       |
| dministration   | Applicant User Define  | ed   |   |   |  | Samp            | le:                  |  |  |                 |  |          |          |                         |         |
|   | Benefits and Deduction   | ons  |   |   |  | BHOO            | 10,UN                | ION,\$95   | 5.25,\$45  | .50,\$55        | .50,\$15   | 5.00,\$  | 65.67    |                         |         |
| iventory  | Employee User Defin  | ed   |   |   |  | <               |                      |  |  |                 |  |          |          |                         | >       |
| PayCode Mass U  | pdate Utility - TEST (sa)<br>mmit Clear<br>File<br>File  | nt Tools H   | 2 <sup>™</sup><br>lelp Adı<br>▼ Not   | d | Debug<br>Debug   |                 |                      |  |  | -               |  | ×        |          |                         |         |
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| Process:<br>Set New Rate<br>Copy<br>Copy<br>Preserve manua  | pdate Utility - TEST (sa)  | Employee ID<br>Position<br>Class<br>Department<br>Tax. Province  | All   |   | Debug<br>Debug<br>4/13/2<br>From:<br>From:<br>From:<br>From:                   | 20              | → Ⅲ Da               | ate within   | To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:  | 's Active       | Period   | ×        |          |                         |         |
| PayCode Mass U<br>Actions<br>Process:<br>Set New Rate<br>Copy<br>Preserve manua   | pdate Utility - TEST (sa)  | Employee ID<br>Peduction<br>Position<br>Class<br>Department<br>Tax. Province<br>Current Rate                                     | ?     *       lelp     Adi       Help     PayCox       @ Ali     @ Ali       @ Ali     @ Ali       @ Ali     @ Ali       @ Ali     @ Ali  |   | Debug<br>Debug<br>4/13/2<br>From:<br>From:<br>From:<br>From:<br>From:<br>From: | 20              | • D2                 | ate within   | To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:  | 's Active       | Period<br>\$0.00   | ×        |          |                         |         |
| PayCode Mass U  OK Preview Cc  Actions  rocess: OInc Set New Rate Copy Preserve manua   | pdate Utility - TEST (sa)<br>mmit Clear File<br>File Print<br>File<br>ome Vacation © [<br>mw Inactive Employees<br>entered Rate to All<br>from Current Rate<br>changes to New Rate   | Employee ID<br>Position<br>Class<br>Department<br>Tax. Province<br>Current Rate  | ?     ★       lelp     Adi       Help        PayCox       ● Ali   |   | Debug<br>Debug<br>4/13/2<br>From:<br>From:<br>From:<br>From:<br>From:<br>From: | 20              |                      | ate within   | To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:   | 's Active       | Period<br>\$0.00   | ×        |          |                         |         |
| Process: Copy Set New Rate Copy Preserve manua  | pdate Utility - TEST (sa)<br>mmit Clear File Prin<br>File Prin<br>File OVacation © [<br>mw Inactive Employees<br>entered Rate to All<br>from Current Rate<br>changes to New Rate<br>Name<br>Data dall Descent  | Tools H<br>Tools H<br>Peduction<br>Class<br>Department<br>Tax. Province<br>Current Rate  | Adite Paycood  Ali Ali Ali Ali Ali Ali Ali Ali Ali Al   |   | Debug<br>Debug<br>4/13/2<br>From:<br>From:<br>From:<br>From:<br>From:          | 20<br>Cutoff Da | De                   | ate within   | To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:   | 's Active       | Period<br>\$0.00   |          |          |                         |         |
| Process: Copy Set New Rate Copy Preserve manua Employee ID BH0010 Ducors  | pdate Utility - TEST (sa)<br>mmit Clear File Prin<br>File Prin<br>File Otracation © [<br>mw Inactive Employees<br>entered Rate to All<br>from Current Rate<br>I changes to New Rate<br>Name<br>Randall Boseman<br>Data fill Boseman  | Deduction<br>Class<br>Department<br>Tax. Province<br>Current Rate  | All   |   | Debug<br>Debug<br>4/13/2<br>From:<br>From:<br>From:<br>From:<br>From:          | 20<br>Cutoff D  | De                   | ate within   | To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:   | 's Active       | Period<br>\$0.000<br>0.00000   |          |          |                         |         |
| Process: Copy Set New Rate Copy Preserve manua Employee ID BH0010 BH000 BH0010 BH001 BH0010 BH0010 BH0010 BH0010 BH0010  | pdate Utility - TEST (sa)  | Tools H<br>Peduction<br>Peduction<br>Position<br>Class<br>Department<br>Tax. Province<br>Current Rate                            | Adi     A |   | Debug<br>Debug<br>4/13/2<br>From:<br>From:<br>From:<br>From:                   | Cutoff Da       | De                   | ate within   | PayCode<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>Rate<br>54,0000<br>55,0000<br>55,0000  |                 | Period<br>\$0.000<br>\$5.5000  |          |          |                         |         |
| PayCode Mass U  Actions  Actions  roccess: Copy Copy Preserve manua  Employee ID BH0010 BH00 | pdate Utility - TEST (sa)  | Employee ID<br>Position<br>Class<br>Department<br>Tax. Province<br>Current Rate  | All     A |   | Debug<br>Debug<br>4/13/2<br>From:<br>From:<br>From:<br>From:                   | 20<br>Cutoff Da | De                   | ate within   | To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>54.0000<br>55.0000<br>07.0000   | s Active I      | Period<br>\$0.000<br>\$0.0000<br>\$55.5000<br>\$45.5000  |          |          |                         |         |
| Process: Copy Set New Rate Copy Preserve manua  Employee ID BH0010 BH0020   | pdate Utility - TEST (sa)<br>mmit Clear File<br>File Prin<br>File<br>me O Vacation ©<br>mw Inactive Employees<br>entered Rate to All<br>from Current Rate<br>changes to New Rate<br>Name<br>Randall Boseman<br>Randall Boseman   | Employee ID<br>Position<br>Class<br>Department<br>Tax. Province<br>Current Rate  | All     A |   | Debug<br>Debug<br>4/13/2<br>From:<br>From:<br>From:<br>From:<br>From:          | 20<br>Cutoff Da | Dz                   | ate within<br>50.00<br>Current<br>5<br>1(1<br>1(1)   | To:  |                 | Period<br>\$0.000<br>\$5.5000<br>0.0000  |          |          |                         |         |
| Image: Provide Mass U         Image: OK         Preview Cc         Actions         Process:         OK         Process:         OK         Set New Rate         Copy         Copy         Preserve manua         Employee ID         BH0010         BH0010         BH0010         BH0020         BH0020   | pdate Utility - TEST (sa)<br>mmit Clear File<br>mmit Clear File<br>File<br>me O Vacation<br>W Inactive Employees<br>entered Rate to All<br>from Current Rate<br>changes to New Rate<br>Name<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Raed Koch<br>Reed Koch  | Tools H<br>Tools H<br>Position<br>Class<br>Department<br>Tax. Province<br>Current Rate   | All     RSPE     RRSPE     RR |   | Debug<br>Debug<br>4/13/2<br>From:<br>From:<br>From:<br>From:                   | 20<br>Cutoff Da | Dz     tate          | ate within   | PayCode<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:  | 's Active       | Period<br>\$0.000<br>\$55,5000<br>0.0000<br>0.0000   |          |          |                         |         |
| Process: Copy Set New Rate Copy Preserve manua  Employee ID BH0010 BH0010 BH0020 BH00 | pdate Utility - TEST (sa)  | Tools H<br>Peduction<br>Peduction<br>Class<br>Department<br>Tax. Province<br>Current Rate  | All     RSPE     RRSPE     RRSPE     UNION  |   | Debug<br>Debug<br>4/13/2<br>From:<br>From:<br>From:<br>From:<br>From:          | 20<br>Cutoff Da | Dz                   | ate within<br>50.00<br>Current<br>10<br>11<br>11   | PayCode<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:  |                 | Period<br>\$0.000<br>\$0.000<br>\$5.5000<br>\$45.5000<br>\$5.5000  |          |          |                         |         |
| Process: Copy Copy Preserve manua  Employee ID BH0010 BH0010 BH0020 BH0040 BH0020 BH0040 BH0 | pdate Utility - TEST (sa)  | Employee ID<br>Peduction<br>Class<br>Department<br>Tax. Province<br>Current Rate   | All     RSPE     UNION     RSSPE     UNION     RSSPE     UNION     RSSPE  |   | Debug<br>Debug<br>4/13/2<br>From:<br>From:<br>From:<br>From:                   | December 2000   | Da     ste           | ate within<br>50.00<br>Current<br>5<br>6<br>10<br>11<br>10<br>11<br>10<br>15<br>10<br>11<br>10<br>15<br>10<br>10<br>10<br>10<br>10<br>10<br>10<br>10<br>10<br>10   | PayCode<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To:<br>To | s Active        | Period<br>\$0.000<br>\$5,5000<br>\$5,5000<br>\$5,5000<br>\$5,5000<br>\$5,5000<br>\$5,5000<br>\$1,5000<br>\$1,0000<br>\$1,0000  |          |          |                         |         |
| PayCode Mass U  Actions  roccess: Copy Copy Preserve manua  Employee ID BH0010 BH0010 BH0010 BH0010 BH0020 BH0020 BH0020 BH0020 BH0020 BH0040 | pdate Utility - TEST (sa)  | Employee ID<br>Position<br>Class<br>Department<br>Tax. Province<br>Current Rate  | All     RRSPE     UNION     RRSPE     UNION     RRSPE     UNION     RRSPE     RRSPE   |   | Debug<br>Debug<br>4/13/2<br>From:<br>From:<br>From:<br>From:                   | 20<br>Cutoff Da | De     ste           | ate within<br>50.00<br>Current<br>10<br>11<br>11<br>12<br>18<br>18<br>18<br>18<br>18<br>18<br>18<br>18<br>18<br>18   | PayCode           To:  |                 | Period<br>\$0.000<br>\$5.5000<br>0.0000<br>\$5.5000<br>0.0000<br>\$5.5000<br>0.0000  |          |          |                         |         |
| PayCode Mass U         Image: Comparison of the second s  | pdate Utility - TEST (sa)<br>mmit Clear File<br>File Prin<br>File<br>meme O Vacation<br>winactive Employees<br>entered Rate to All<br>from Current Rate<br>changes to New Rate<br>Name<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Raed Koch<br>Reed Koch<br>Reed Koch<br>Reed Koch<br>Phil Spencer<br>Phil Spencer<br>Phil Spencer   | Employee ID<br>Position<br>Class<br>Department<br>Tax. Province<br>Current Rate  | All     RRSPE     All     RRSPE     All     All   |   | Debug<br>Debug<br>4/13/2<br>From:<br>From:<br>From:<br>From:                   | Cutoff Da       | De                   | ate within   | PayCode           To:         To:           To:         To: </td <td></td> <td>Period<br/>\$0.000<br/>\$5,5000<br/>0.0000<br/>\$5,5000<br/>0.0000<br/>\$5,5000<br/>0.0000<br/>\$5,5000<br/>0.0000<br/>\$5,5000</td> <td></td> <td></td> <td></td> <td></td>  |                 | Period<br>\$0.000<br>\$5,5000<br>0.0000<br>\$5,5000<br>0.0000<br>\$5,5000<br>0.0000<br>\$5,5000<br>0.0000<br>\$5,5000  |          |          |                         |         |
| Image: Provide Mass U         Image: OK         Preview       Cc         Actions         Process:       Incomposition         Set New Rate       Copy         Copy       Copy         Preserve manual       Employee ID         BH0010       BH0010         BH0010       BH0020         BH0020       BH0020         BH0040       BH0040         BH0040       BS0010   | pdate Utility - TEST (sa)<br>mmit Clear File<br>File Print<br>File<br>ome O Vacation<br>w Inactive Employees<br>entered Rate to All<br>from Current Rate<br>changes to New Rate<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Randall Boseman<br>Raed Koch<br>Reed  | Tools H<br>Tools H<br>Peduction<br>Class<br>Department<br>Tax. Province<br>Current Rate  | All     RsPt     RsPt     RsPt     RsPt     RsPt     UNION     RsPt     UNION     RsPt  |   | Debug<br>4/13/2<br>From:<br>From:<br>From:<br>From:                            | Cutoff D4       | Dz     tate          | ate within 50.00 Current 5 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1   | PayCode           To:  | 's Active I     | Period<br>\$0.000<br>\$5.5000<br>45.5000<br>0.0000<br>55.5000<br>45.5000<br>0.0000   |          |          |                         |         |
| PayCode Mass U         OK       Preview Co         Actions         Process:       □ Incr         Sta       □ Sha         Set New Rate       □ Copy         Copy       Copy         Preserve manua       ■         Employee ID       ■         BH0010       ■         BH0010       ■         BH0010       ■         BH0010       ■         BH0010       ■         BH0020       ■         BH0040       ■         BH0040       ■         BS0010       ■         BS0010       ■   | pdate Utility - TEST (sa)  | Peduction<br>Employee ID<br>Position<br>Class<br>Department<br>Tax. Province<br>Current Rate                                     | All     RSPE     RSPE     UNION     RSPE     RSPE     UNION     RSPE     R  |   | Debug<br>Debug<br>4/13/2<br>From:<br>From:<br>From:<br>From:                   | 20<br>Cutoff Da | Date     A           | ate within   | PayCode           To:           Solo           Solo           To:           To:           To:           Solo           Solo      <   | /s Active I     | Period<br>\$0.000<br>\$5.5000<br>45.5000<br>0.0000<br>55.5000<br>45.5000<br>0.0000<br>55.5000<br>0.0000<br>55.5000<br>0.0000<br>55.5000  |          |          |                         |         |
| PayCode Mass U         OK       Preview Co         OK       Preview Co         Process:       □ Inc.         Set New Rate       □ Copy         Copy       Copy         Preserve manua       □ Copy         Preserve manua       □ BH0010         BH0010       BH0020         BH0020       BH0020         BH0020       BH0040         BH0040       BS0010         BS0030       BS0030  | pdate Utility - TEST (sa)  | Peduction<br>Class<br>Department<br>Tax. Province<br>Current Rate  | All     RSPE     UNION     RSPE     UNION     RSPE     |   | Debug<br>4/13/2<br>From:<br>From:<br>From:<br>From:                            | Cutoff D        | Dz     tate          | ate within   | PayCode           To:         .           Solo:         .  |                 | Period<br>\$0.000<br>\$5.5000<br>0.0000<br>\$5.5000<br>0.0000<br>\$5.5000<br>0.0000<br>\$5.5000<br>0.0000<br>\$5.5000<br>0.0000  |          |          |                         |         |
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| PayCode Mass U         OK       Preview Cc         Actions         Process:       □ Incr         Sta       Copy         Copy       Copy         Copy       Copy         Preserve manua       Preserve manua         Employee ID       BH0010         BH0010       BH0020         BH0020       BH0020         BH0040       BS0030         BS0030       MS0010         MS0020       MS0030  | pdate Utility - TEST (sa)<br>mmit Clear File<br>File<br>File<br>Tile<br>Tile<br>Tile<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File<br>File | Peduction<br>Tools H<br>Peduction<br>Position<br>Class<br>Department<br>Tax. Province<br>Current Rate                            | All     RSPE     RSPE  |   | Debug<br>Debug<br>4/13/2<br>From:<br>From:<br>From:<br>From:                   | Cutoff D.       | ate                  | ate within 50.00 Current 5 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1   | PayCode           To:         To:           To:         To: </td <td><br/>/s Active I</td> <td>Period<br/>\$0.000<br/>\$5.5000<br/>0.0000<br/>\$5.5000<br/>0.0000<br/>\$5.5000<br/>0.0000<br/>\$5.5000<br/>0.0000<br/>0.0000<br/>0.0000<br/>0.0000<br/>0.0000</td> <td></td> <td></td> <td></td> <td></td>   | <br>/s Active I | Period<br>\$0.000<br>\$5.5000<br>0.0000<br>\$5.5000<br>0.0000<br>\$5.5000<br>0.0000<br>\$5.5000<br>0.0000<br>0.0000<br>0.0000<br>0.0000<br>0.0000  |          |          |                         |         |
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| 🚮 Screen Output - CV                 | V_Import_Errors                      |  |
|--------------------------------------|--------------------------------------|--|
| File Edit Tools                      | Find Help                            | Debug  |
| 🎒 Print 🗐 🚍 Se                       | nd To 💼 M                            | odify 100% V Completed 1 Page  |
|                                      |                                      | PayCode Mass Update<br>Import Erorrs   |
|                                      |                                      |  |
| Generic Import                       | ID TEST:                             | 2  |
| Employee ID                          | PayCode                              | Error Description  |
| ASDF01                               |                                      | Employee ID was not found in PMU window.   |
|                                      |                                      |  |
| BH0010                               | PENSND                               | Paycode has amount in Import but not linked to employee.   |
| BH0010<br>BH0020                     | PENSND<br>PENSND                     | Paycode has amount in Import but not linked to employee.<br>Paycode has amount in Import but not linked to employee.   |
| BH0010<br>BH0020<br>BH0040           | PENSND<br>PENSND<br>PENSND           | Paycode has amount in Import but not linked to employee.<br>Paycode has amount in Import but not linked to employee.<br>Paycode has amount in Import but not linked to employee.   |
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#### **Resolved Issues**

1. Resolved issues with Validation Notification indicating Product is not registered.

Issue was observed that should user enter in the Product Registration keys and then immediately attempt to access a product window they would receive the validation notification that the product is not registered. If they relog into GP the issue would not appear. This problem is now resolved.

- 2. Fixed problem with SQI Validation error when updating Employee Pay codes. Problem observed that user could receive error " Error in executing SQL script CW\_Update\_Row\_Temp\_Table-3". The error occurred because the Parent Paycode did not have an EI value set. This issue is now resolved.
- 3. Fixed issue with error when zooming into Paycode link in the Paycode Mass Update Utility window.

Issue noticed that when user has Paycode Setup window already opened should they select the Paycode link in the PMU window they would receive an error. This issue is now resolved.

4. Resolved problem with Paycode Description not clearing. Problem noticed that should user have selected a Parent Paycode in the Paycode Mass update Utility window and then switch the process to use it failed to clear the

Mass update Utility window and then switch the process to use it failed to clear the Paycode Description displayed. This is now resolved.

# Build 18.002 - Sept 04, 2018

### **Enhancements**

1. Disabled Preview prompt validation Message for Vacation Process



This validation would normally occur when selecting Commit if Preview was not first selected. As the Vacation process has no child codes to preview this message is not needed. The Preview prompt validation will only occur for the Paycode process.

### **Resolved Issues**

1. Resolved issues with Paycode Mass Update Report failing SQL connection. Issue was observed that when printing the Paycode Mass Update Report for the Paycode Process. Report failed to obtain SQL connection to display the correct data. This is now resolved.

# Build 18.001 – Feb 07, 2018

### **Enhancements**

1. Initial Product Release of Paycode Mass Update for GP2018. Build based on Build 16.007 for GP2016.



# **Additional Product Support Resources**

Access the latest Product Builds: <u>http://www.encorebusiness.com/solutions/#microsoft-dynamics-add-ons</u>

Request registration keys: regkeys@encorebusiness.com

Visit our Advanced SmartList product page here on our website to access:

- User Manuals, click on the Resources Option
- Product demos, click on the Resources Option

### **Product Support:**

Email: <u>Support@encorebusiness.com</u> Phone: 1.888.898.4330 Online submission form: http://www.encorebusiness.com/support/encore-apps/

Support Request Tip:

To assist in expediting the review of any issues please ensure that the following information is provided with a support request:

- What product is the support inquiry for?
- What Version of GP is used?
- What is the build number installed for the product?
- (this can be found by logging into GP as SA and going to Microsoft Dynamics GP > Tools > support > system > Encore product registration Once there locate the product from the list and the Build number would be listed on the right hand side under Version)