

Setting Up Job Codes

You must set up at least one *job code*.

A job (or position) code represents the employee's position with the company and contains the Workers' Compensation information necessary to pay the employee.

37. To set up a job code, select **Company Administration > File > Job Codes**.



Figure 1-21: Job Codes dialog

38. When you are done, press **⌘** to save the file.

39. Continue entering job codes or press **E** when you are done.

Defining Work Site Locations

You must define at least one *work site location* for the company.

40. To set up a work site location, select **Company Administration > File > Worksite Locations**.

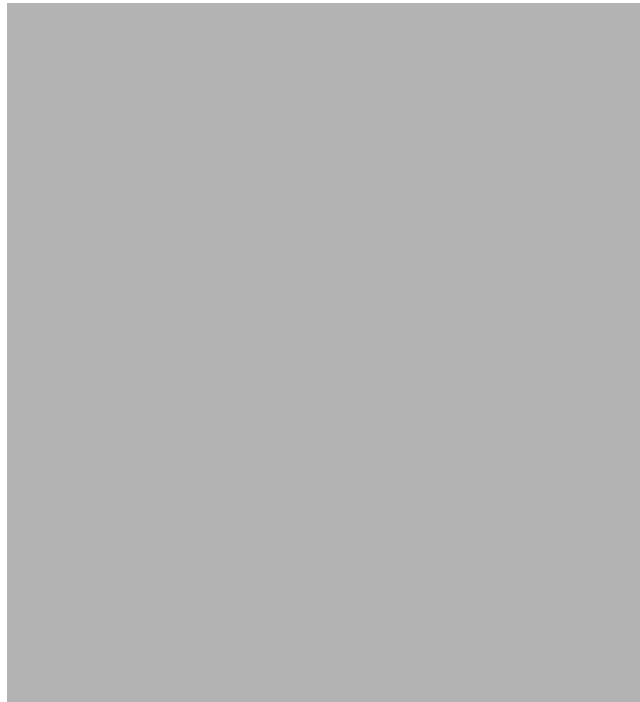


Figure 1-22: Location Codes dialog

- 41. When you are done, press **2** to save the file.
- 42. Continue entering location codes or press **E** when you are done.

Setting Up Code Files

You must define several codes for the company. This section explains how to define each type of code.

- 43. Select **Company Administration > File > Code File Setup Menu**.

The system displays the following menu:

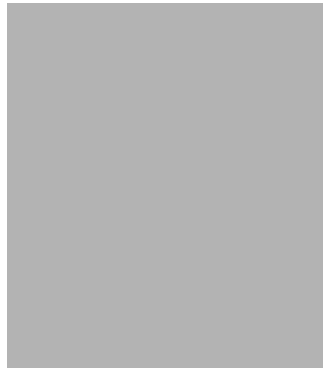


Figure 1-23: Code File Setup menu

44. Select the appropriate menu option to set up each type of code.

The codes you must set up are explained in the subsections that follow.

Absence Codes

Use this code to define specialized reason codes that are used to describe the reason for an employee absence.

45. Select **Absence Codes** from the menu in [Figure 1-23](#).

The system displays the following dialog:

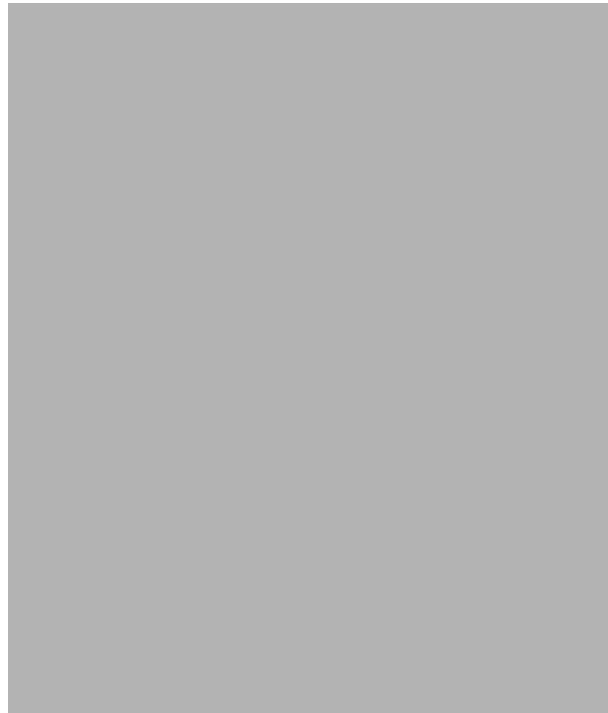


Figure 1-24: Absence Codes dialog

Here is some detailed information about fields in this tab:

Reason	Use this field to provide a detailed description of the absence code, using up to 20 alphanumeric characters.
Update PTO Register?	Enter either Y or N to indicate whether hours taken for this absence reason will be posted to an Employee PTO Register. If you enter Y in this field, you must enter a pay code in the <i>Pay Code</i> field.
Register Types	Enter the code for the register type to which this paid absence will be posted. Each value for this field must be unique.

Pay Code

This field is used in conjunction with the *Update PTO Register* field if its value is **Y**.

Use this field to indicate the code that, when paid to the employee, will deduct the hours paid from the PTO register associated with this absence code.

The pay codes you enter here must be defined in the system first. For more information, see the *System Administrator's Guide* or *System Administration Reference Manual*.

Press **3** to select from a list of previously-defined values.

Code Description Overrides

Use this menu option to define alternate descriptions for override pay, deduction, or benefit information for a particular client company. The descriptions you define here do not overwrite the global descriptions; instead, they are used in place of them for individual situations.

46. Select **Code Description Overrides** from the menu in [Figure 1-23](#).

The system displays the following dialog:



Figure 1-25: Code Description Override dialog

Alternate Description Use this field to provide a description of the code that is different than the global description. The text you type in this field will appear on pay stubs and certain reports for this particular client company.

Company Accounting Codes

Company accounting is the process in which ScorPEO allows you to create a report or download for your companies that will break out invoice numbers using the company's own account numbers.

Use this menu option to associate accounting templates, accounting systems, and account number wildcards for a particular client company. The accounting codes you select here do not overwrite the global accounting template(s); instead, they are used in place of them for individual situations.

47. Select **Company Accounting Codes** from the menu in [Figure 1-23](#).

The system displays the following dialog:



Figure 1-26: Company Accounting Maintenance dialog

Details about several of the fields are as follows:

- Acct Template** Enter the accounting template you will use for this client. Once you select a template for the company's accounting, you only have to enter any exceptions on this record.
- Press **3** to select from a list of previously-defined values. You define these at the global level.
- Company Acct System** Use this field to identify the client company's accounting system. Valid entries include:
- **GE** — Generic, a tab-delimited file for use with accounting systems other than those listed below
 - **PT** — PeachTree
 - **QB** — QuickBooks
- Global Acct Template** Use this field to identify the global accounting template you will use for this client. Once you select a global template for the company's accounting, you only have to enter any exceptions on this record. However, this field is not commonly used.
- Most PEOs will produce client company accounting reports and downloads specific to the client company. In a few cases, however, a PEO may also choose to create global account numbers. The global accounting template allows different client companies to share the same accounting setup, varying accounts only set up on an individual basis.
- Press **3** to select from a list of previously-defined values.
- Company Offset Acct** Enter the account number that will be used to handle the accounting offset for this company. Typically, this is one of the following:
- A cash account used to offset client company cash if the client company pays via ACH or EDI
 - An accrued liability account

You use the four main entry boxes to associate general ledger account numbers with ScorPEO codes.

- In the *Code* fields, you can enter either an existing code or an asterisk. An asterisk (*) is used as a wildcard, indicating all or all other codes for the associated code type. If you use an asterisk, it *must* be the last item in the column; otherwise, the system ignores all codes listed below the asterisk.
- In the *Format* fields, you indicate the general ledger account to be associated with the code in the *Code* field. Any delimiters you use depend on the client company's preference or accounting system, such as a period, asterisk, dash, and so on. You can use the following wildcards or variable numbers:
 - **EEDP** — Employee Department
 - **EEDP2** — Employee Department G/L 2

These wildcards will be replaced with the entry in the *G/L Segment Code* and *G/L Segment 2* fields, respectively, from the Department Codes dialog in [Figure 1-28 on page 36](#).
 - **EEDV** — Employee Division

This wildcard will be replaced with the entry in the *G/L Segment Code* field from the Division Codes dialog in [Figure 1-29 on page 38](#).
 - **EEJB** — Employee Job Code

This wildcard will be replaced with the entry in the *G/L Segment Code* field from the Job Codes dialog in [Figure 1-21 on page 25](#).
 - **EEPR** — Employee Project

This wildcard will be replaced with the entry in the *Project/Cost Center* field from the Cost Centers dialog in [Figure 1-32 on page 41](#).
 - **EELCC** — Employee Location Code

This wildcard will be replaced with the entry in the *Location Code* field on the F5-Location tab from the Location Codes dialog in [Figure 1-22 on page 26](#).
 - **EELC** — Employee Location
 - **EELC2** — Employee Location G/L 2
 - **EELC3** — Employee Location G/L 3

These wildcards will be replaced with the entries in the *G/L Segment Code 1–3* fields, respectively, on the F8-Other tab from the Location Codes dialog in [Figure 1-22 on page 26](#).

For example, you define the *Deduct Acct Format* field as **EELC.EEDV.2000**, as shown in [Figure 1-26 on page 30](#). The value of the *G/L Segment Code 1* field in the Location Code dialog is 99, and the value of the *G/L Segment Code* field in the Division Codes dialog is 1111. Therefore, the resultant general ledger format for the deduction will be **99.1111.2000**.

Details about these columns are as follows: