

Actual Work Date, Automatic Late Codes, and Min Hours

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Actual work date, Automatic late codes, and min hours

Turn on the following flags in the Additional Payroll Setup General Tab:

Use Actual Work Dates

Use Automatic Late Codes

Additional Payroll Setup

Actions

General

Password Protect PDF Email Attachments	☐	Skip Salary Employee Auto-Balance	☐
Use Salary Rate if Higher than Pay Matrix	☒	Auto-Balance Local Taxes	☐
Allocate Emp. Tax / Contribution Based on State	☐	Show Local Tax Section in Payroll Code Setup	☐
Use Advanced Payroll Code Dimensions	☐	Set Garnishment Case / Cause as Vendor Ledg. Desc.	☒
Use Advanced Payroll Code Position / Union / Jobs	☐	Split Deductions	☐
Reset Payroll Lines on Recalculation	☐	Hide Batch Factboxes	☐
Sort Payroll Lines Based on Calc. Order	☐	Hide Batch Totals	☐
Default Emp. Cont. Benefit Category	ER CONTRIBUTION	Mask Dependent Social Security Numbers	☐
Auto-Apply Expense Allocation from Template	☐	Skip Duplicate SSN Check	☐
Allow Same Emp. Multiple Open Docs.	☐	Skip Check for Higher Earnings Table Rate	☒
Max Rounding Tolerance %	1	Skip No Employee State WH Record Found Error	☐
Do Not Set Local Tax from Location Code	☐	Skip ACH/EFT Export Format Error	☐
Set Custom Dim. 4 to Hours Detail Entry No.	☐	Show New Employee Wizard	☐
Reduce Fed WH to Create Zero Net Check	☐	Use Actual Work Dates	☒
SSN Verification Requester ID		Use Automatic Late Codes	☐

Hours / Piece Rate Manual Entry

Navigate to the Manual Hours Details

Personalize columns and place "Actual Work Date" in front of "Usage Date" since the Usage Date will auto-populate based on Actual Work Date.

If Actual Work Date is prior to the first open pay cycle starting date the Usage Date will become the pay cycle starting date, if not, the Actual Work Date will be used as the Usage Date.

Manual Hours Details

Batch Name ----- DEF

Manage Process Reports | More options

Actual Work Date	Employee No.	Earnings Code	Hours	Minimum Hours	Usage Date	Union Code
1/5/2022	TX-TEST-EMP	REGULAR	4	0	2/6/2022	
2/7/2022	TX-TEST-EMP		0	0	2/7/2022	

Hours Detail Entry

Even if usage date is changed in manual hours entry to a date previous to the first open pay cycle starting date, Hours Detail will modify the date when it inserts the record

Dynamics 365 Business Central

Hours Details

Search New Edit List Delete Process Reports | More options

Used By Document No.	Actual Work Date	Date	Employee No.	Employee First Name	Employee Last Name	Earnings Code	Hours	Entered By	Entered On	Position Code	State	Ter. Pay	Position Department	Union Code
→	1/7/2022	2/6/2022	TX-TEST-EMP	TX Test	Employee	REGULAR	3	DREW	9/15/2022 3:01 PM		TX	☐		
	1/5/2022	2/6/2022	TX-TEST-EMP	TX Test	Employee	REGULAR	4	DREW	9/15/2022 3:01 PM		TX	☐		

Set Late Earnings Code

If use late earnings codes is turned on, then a field will be visible to set the late earnings code that should be used if the actual work date is prior to an open pay cycle period.

Payroll Code Setup Card

Earnings · REGULAR

Remove Uneditable Lookup Codes

Payroll Code

TypeEarnings

CodeREGULAR

DescriptionRegular

Manual Input Allowed

W2 Classification

W2 Box 14 Caption

Blocked

Earnings Setup

Earnings SubTypeRegular

Use Earnings Rate Table

Pay Matrix Code

Generate Error if Pay Matrix Rate is Not Found

Copy Job Dimensions

Auto-Deduct Code

Auto-Approve Earnings Code

Use in Blended OT/DT Rate Calc.

Allow Negative Hours

Work Type Code

Exclude from Exp. Allocation Template

Copy Expense Allocation From Earnings Code

Tip Earnings

Tips Direct to Employee

Qualified Sick Leave

Qualified Family Leave

Late Earnings CodeLATE REG

Late Code functionality can be used without Use Actual Work Date turned on – it will still change the code and the usage date to the starting date in the first open pay cycle.

Hours Details

Search Edit List Delete Process Reports More options									
Entry No. ↓	Used By Document No.	Actual Work Date	Date	Employee No.	Employee First Name	Employee Last Name	Earnings Code	Hours	Er M
→ 2		1/5/2022	2/13/2022	IX-TEST-EMP	TX Test	Employee	LATE REG	2	

Actual work date and min hours will cause groupings behind earning lines but not behind any other payroll type.

Earnings Grouped by Actual Work Date

Edit - Expense Allocation

Search New Edit List Delete							
	Hours	Quantity	Rate per Hour / Piece	Total Amount	Department Code	Position Code	Actual Work Date
→	4.00		43.26923	173.08			1/5/2022
	8.00		43.26923	346.16			1/8/2022

Employer Tax / Contribution and Deductions are not split.

Edit - Expense Allocation



Search New Edit List Delete							
	Hours	Quantity	Rate per Hour / Piece	Total Amount	Department Code	Position Code	Actual Work Date
→				-3.11			
							0