

Copy a Process Procedure

Modified on: Thu, 6 Jan, 2022 at 8:50 AM

Navigate to Setup Groups > Process Procedures.



Once the list is open you will need to make note of the title of the process procedure you need to update.

In this case it is VLIFE-CHILD with the starting date of 12/22/2019.

Select New.

Process Procedure Header

Copy From Procedure Header Set Active Payroll Codes Actions Fewer options

General

Code: Payroll Header Date to: Payment Date:

Description: Apply to All Employees: ☐

Starting Date: Use Fixed Date in Age: ☐

Ending Date: Age Calculation Fixed:

Earnings Calculation: Actual Earnings Procedure Audit Enabled: ☐

Lines Manage

Calculation Order	Procedure Operation	Proc... Order	Amount	Go to Calculation No. if True
0	Header Calc. Earnings			0

Enter the same Code and new Starting date. This should be

VLIFE-CHILD

01/01/2021

PAYROLL PROCESS PROCEDURES

Search + New Manage Copy From Procedure Header Set Active Payroll Codes

Code	Description	Starting Date	Ending Date	Earnings Calculation	Apply to All Employees
RELIANCE-CRIT-CH		1/1/2019	12/21/2019	Actual Earnings	☒
RELIANCE-CRIT-CH		12/22/2019	12/20/2020	Actual Earnings	☒
RELIANCE-CRIT-E...		1/1/2019	12/21/2019	Actual Earnings	☒
RELIANCE-CRIT-E...		12/22/2019	12/20/2020	Actual Earnings	☒
RELIANCE-CRIT-E...		1/1/2019	12/21/2019	Actual Earnings	☒
RELIANCE-CRIT-F...		12/22/2019	12/20/2020	Actual Earnings	☒
RELIANCE-CRIT-F...		1/1/2019	12/21/2019	Actual Earnings	☒
RELIANCE-CRIT-F...		12/22/2019	12/20/2020	Actual Earnings	☒
RELIANCE-HOSP...		1/1/2019	12/20/2020	Actual Earnings	☒
RELIANCE-HOSP...		1/1/2019	12/20/2020	Actual Earnings	☒
RELIANCE-HOSP...		1/1/2019	12/20/2020	Actual Earnings	☒
RELIANCE-HOSP...		1/1/2019	12/20/2020	Actual Earnings	☒
SHAREHOLDER INS		12/30/2018		Actual Earnings	☒
VLIFE-CHILD		1/1/2019	12/21/2019	Actual Earnings	☒
VLIFE-CHILD		12/22/2019		Actual Earnings	☒
VLIFE-EMP		1/1/2019	12/21/2019	Actual Earnings	☒

Select Copy from Process Procedure Header.

PROCESS PROCEDURE HEADER

VLIFE-CHILD · 1/1/2021

Copy From Process Procedure Header | Set Active Payroll Codes | Actions | Fewer options

General

Code: VLIFE-CHILD | Payroll Header Date t...: Payment Date

Description: VLIFE-CHILD | Apply to All Employees: ☒

Starting Date: 1/1/2021 | Use Fixed Date in Age...: ☒

Ending Date: | Age Calculation Fixed ...: 1/1/2021

Earnings Calculation: Actual Earnings | Procedure Audit Enab...: ☐

Lines | Manage

COPY PROCESS PROCEDURE LINES

Copy From Process Proced...: VLIFE-CHILD

Copy From Starting Date: 12/22/2019

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Today Done

OK Cancel

Select the most current Process procedure to copy from. Here it would be VLIFE-CHILD with the starting date of 12/22/2019.

Enter the date from the last process procedure starting date. Here it is 12/22/2019

Then select OK.

This will copy your process procedure for the next year. You will need to update the Age Calculation Fixed date to the first day of the current year.

←

PROCESS PROCEDURE HEADER

+

✓ SAVED

VLIFE-CHILD · 1/1/2021

Copy From Procedure Header

Set Active Payroll Codes

Actions

Fewer options

General

Code

VLIFE-CHILD

Payroll Header Date t...

Payment Date

Description

VLIFE-CHILD

Apply to All Employees

Starting Date

1/1/2021

Use Fixed Date in Age...

Ending Date

Age Calculation Fixed ...

1/1/2021

Earnings Calculation

Actual Earnings

Procedure Audit Enab...

Lines

Manage

Descrip...	Calculation Order ↑	Procedure Operation	Proce... Opera... 2	Amount	Go to Calculation No. if True	C
→		1 Emp. Age			0	
		2 Rate from Age Table			0	
		3 Multiply by Benefit Amt.			0	
		4 Divide By		10,000	0	
		5 Multiply By		12	0	
		6 Divide By		52	0	