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Job Description File

The job description file is an integral part of the Payroll Module. One of its many functions is to group and assign benefit hours to employees within the same job classification. The job description file contains the benefit accrual factors (i.e. vacation, personal & sick) for every job type in the facility. The employee file then accumulates the benefit time in two fields. "EARNED" represents time accumulated from the last anniversary date to the current date, while "PRIOR" represents time accumulated before last anniversary date. The job description file has been upgraded to incorporate changes that allow greater flexibility. The industry as a whole, have made changes to the way benefit hours are distributed. Whether by request or by design, HDSI is pleased to announce the following updates:

<u>Field</u>	<u>Description</u>
Union Position*	This 'Y' or 'N' field will determine if all employees' within this job are in a union.
401k Eligible*	Field is either a 'Y' or 'N' and will determine if all employees within this Job are eligible to participate in your 401k plan.
*These fields are used with either/both the Health and Welfare Report and the 401k Reports.	
Vacation, Sick, Personal hours after # of months	These fields have two (2) uses; the first will define how many months before the employees' hours will roll into the "PRIOR" field. The next use will pertain only to facilities that print the balance of accrued hours on the check. If the value of this field is greater than zero, then the hours printed on the check will only display amount in "PRIOR", if the value is equal to zero, then the value printed on the check will be both "EARNED" and "PRIOR".
Example:	12.....Roll every 12 months and print prior hours only 6.....Roll every 6 months and print prior hours only 1.....Roll every 12 months (anniversary date) and print current & prior benefit hours
Zero Vacation, Sick, Personal Hours	On the pay-period of the employees' annual anniversary date, the benefit hours selected will clear out (zero) the balance. In other words 'use it or lose it'.
Fixed Number of Vacation, Sick, Personal Hours	This option will change the default method of earning benefit hours from an accrual method to a fixed method. Meaning, based upon the years worked, the number of days will be forced (fixed). Selecting this option will negate 'after # months' option described above.
Benefits on Check Stub	You can now choose the category of benefit hours (vacation, personal, sick) you want displayed on the payroll check.

If you have any questions how to integrate these changes, please contact HDSI today, at (847)398-0000, and see what benefits can be found today by taking advantage of tomorrow's technology.