



Aramark myPay Procedures

- Canada Sites -

- FINAL -

**For support, please call the ABI Offices during normal business hours,
Monday – Friday, 7am-4pm (Pacific).
(916) 381-3809**

Choose from one of the following options:

2. Support for Workforce Manager & additional **ABIMM** modules
3. Support for any hardware or connectivity related issues
4. Sales
6. Accounting & Billing
8. All other Questions

**For critical or emergency issues that require immediate attention after hours:
Call the office and press option “9” to be transferred to the next available on-call
support representative.**

Overview

The purpose of this document is to identify the setup, rules, and procedures in **ABIMM** for Aramark Canada sites to process payroll to myPay. The system configuration in **Company Setup** and **Special Handling** is managed by an ABI Senior Consultant and any changes will be authorized by Labor Management Services. ALL questions and requests for changes should be submitted to the abimm@aramark.com email address.

Table of Contents

- Overview..... 2
- System Configuration..... 3
 - Position Maintenance..... 3
- System Configuration..... 4
 - Skills / Job Codes 4
- Employee Import..... 5
 - Aramark/**ABIMM** Employee Import Procedure..... 5
- Special Handling Entry in WIP 7
- Multi WIP Entry 8
- Tips/Commissions Entry 9
 - Edit Misc. Hours method 9
 - Comm/Tips Entry Method 9
- Payroll Processing..... 10
 - Time Processing Edit Report..... 10
 - Payroll Interface Export..... 10
- Stat Holiday Pay Utility 11

*NOTE: BENEFIT PLANS -- See supplemental **Benefit Plan Administration** document for details on assigning and managing benefit plans for vacation, sick, and personal time.

** NOTE: UNION DUES -- Consult with HRM to confirm if regular deductions are processed from **ABIMM** or myPay. See the **Special Handling Entry in WIP** section of this guide for entering dues adjustments and initiation fees in **ABIMM**.

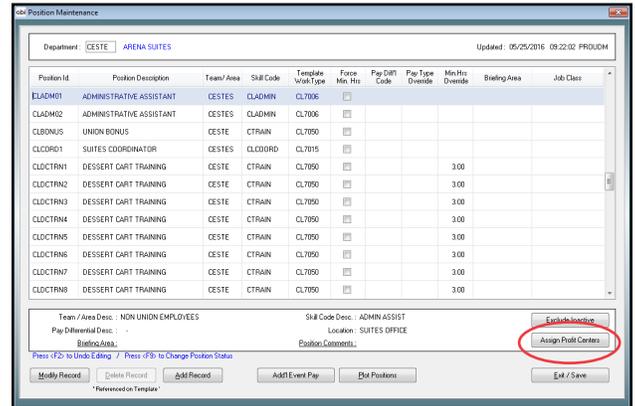
System Configuration

Position Maintenance

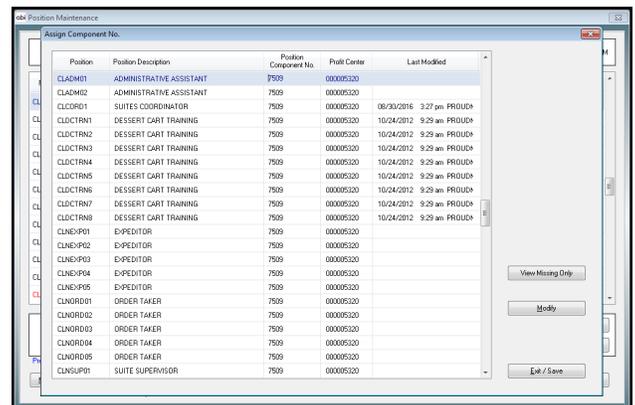
Each position in the system must have an assigned profit center number in **Position Maintenance**. This will denote the **Working Profit Center** an employee will be charged for payroll when the position is assigned to an employee WIP record.

1. From the **Applications Menu**, click the **Maintenance** menu button and then the **Position** button.
2. Double click or press the Zoom (F5) key to select the appropriate **Department**. Click the **Modify Records** button.
3. Select the **Assign Profit Centers** button to view all positions and associated profit centers. Select **Modify** and then double click or press the Zoom key (F5) to update **Profit Center** numbers based on the list assigned to the **ABIMM Pay Group** for the department. There will be an error if a **Profit Center** is entered that is not assigned to the department's **Pay Group**.

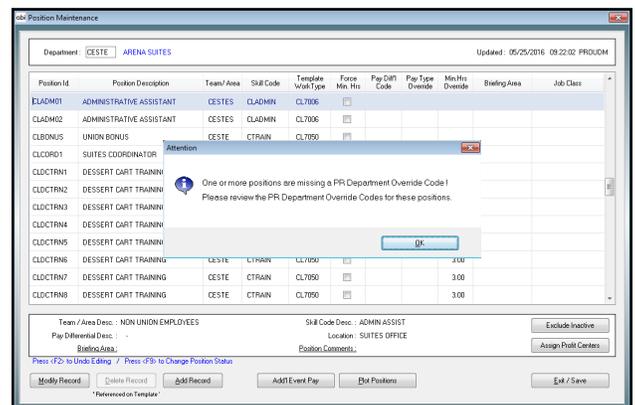
*NOTE: If a position is added and no profit center number is assigned, a message will appear stating **One or more positions are missing a Profit Center Code**. If this is ignored, an error will be reported on the **Time Processing Edit Report** for the position stating **Missing Position Profit Center** and payroll cannot be processed.



Go To: Applications Menu > Maintenance > Position



Go To: Applications Menu > Maintenance > Position > Assign Component Number



Go To: Applications Menu > Maintenance > Position

System Configuration

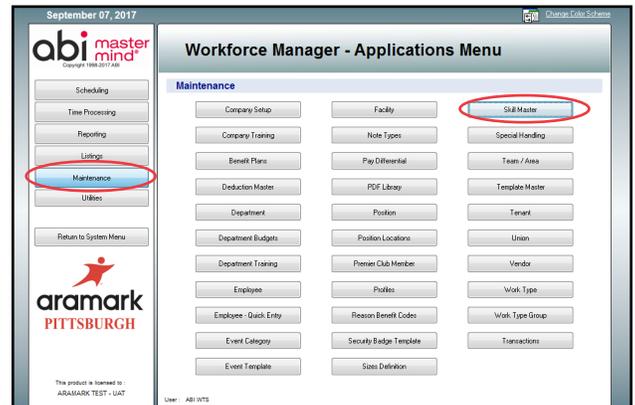
Skills / Job Codes

For each **ABIMM** skill code, a job code should be assigned for proper payroll processing and job allocation. If a job code is not assigned to a skill, the job code for payroll will default to the job code specified on the employee's file in **ABIMM**. The job code field should only be left blank for generic skills that are not job specific such as training or Vacation, Sick, Other (VSO).

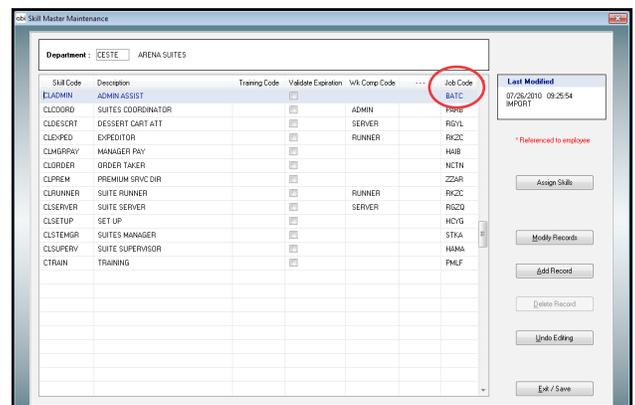
Follow the steps below to assign a job code to a skill:

1. From the **Applications Menu**, click the **Maintenance** menu button and then the **Skill Master** button.
2. Double click or press the Zoom (F5) key to select the appropriate **Department**. Click the **Modify Records** button.
3. This screen will display a list of all skills currently assigned to the department. Highlight the appropriate **Skill** and in the **Job Code** field, double click or press the Zoom (F5) key to select from the list of available **Job Codes**.
4. Once all skills have a job code assigned, click the **Exit/Save** button.

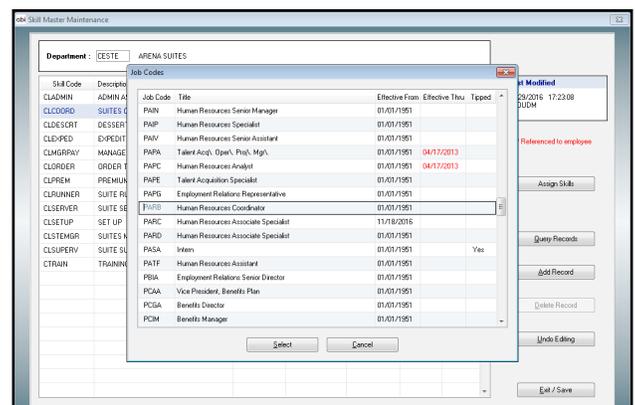
*NOTE: These job codes are established by Corporate and cannot be modified. If you are missing a job code, please contact Corporate.



Go To: Applications Menu > Maintenance



Go To: Applications Menu > Maintenance > Skill Master



Go To: Applications Menu > Maintenance > Skill Master > Modify Records > Job Code

Employee Import

Aramark/ABIMM Employee Import Procedure

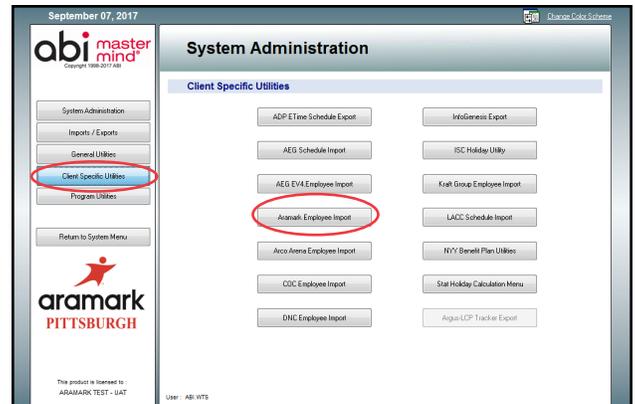
New employees and/or changes made to existing employees in Aramark's HR system HCMS will be available for import/update in **ABIMM** the next day. This import should ALWAYS be run prior to exporting payroll to ensure all data is up to date.

Follow the steps below to process new employees and employee information changes in **ABIMM**.

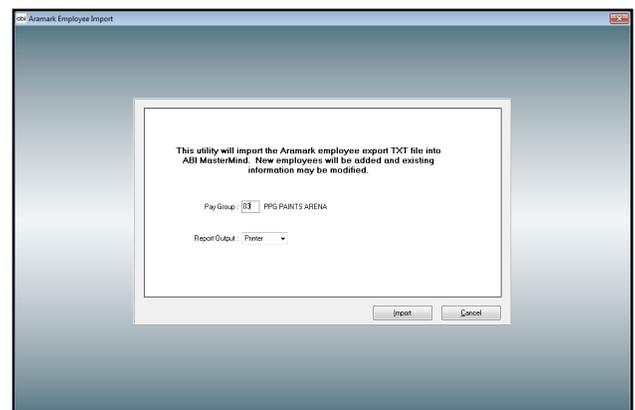
1. From the **System Administration** menu, click the **Client Specific Utilities** button and then the **Aramark Employee Import** button.
2. Double-click or press the Zoom key (F5) to select the **Pay Group** to view a list of pay groups.
3. In the **Report Output** field, choose *Printer* or *Screen*.
4. Click the **Import** button to process employee information and review modifications/updates.
5. After selecting **Import**, a window displays a list of new employees to be on-boarded into the system.

*NOTE: The system is validating that the employee id does not already exist in the system. A warning will appear at the bottom of the screen if an employee already exists with the same SSN. The employee may already exist in the system with an old employee id. Be sure to transfer the employee to the appropriate department and update their employee id and then re-run this import to avoid duplicate employee entries.

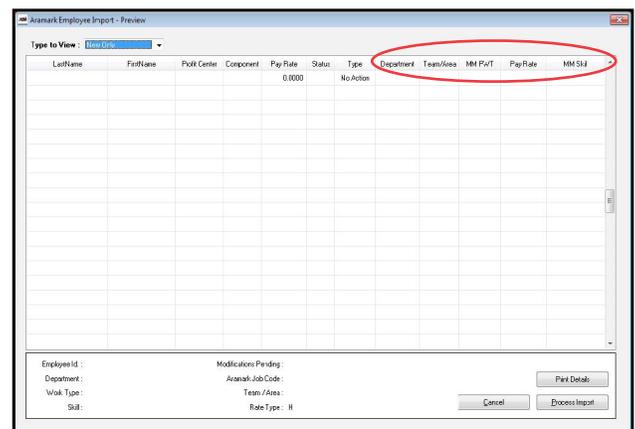
- Fill in any missing information by double-clicking or pressing the zoom key (F5) in the blank fields to bring up a list of available options.
 - Filter the list by **New/Modified, New Only, Modified Only, Rate Variances Only, All Employees**.
6. Click the **Process Import** button. A report will display the changes/ additions.



Go To: System Administration > Client Specific Utilities



Go To: System Administration > Client Specific Utilities > Aramark Employee Import



Go To: System Administration > Client Specific Utilities > Aramark Employee Import > Import

Employee Import (continued)

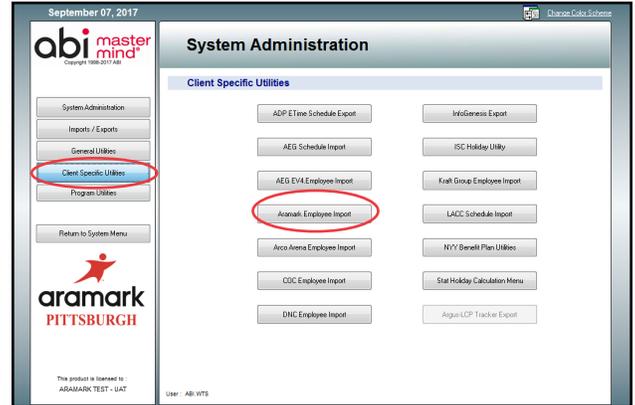
Aramark/ABIMM Employee Import Procedure (continued)

*NOTE: Employee pay rate changes:

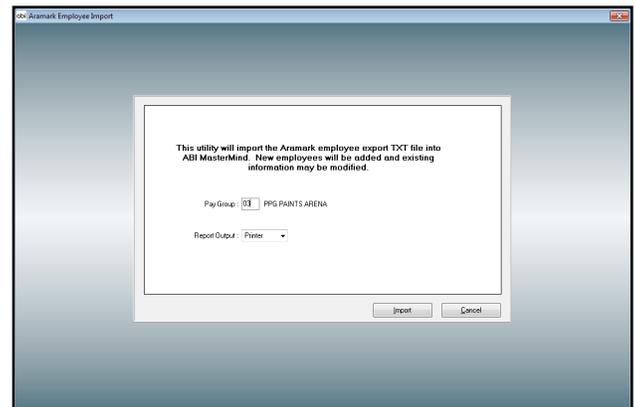
- **Pay Work Types** in **ABIMM** WILL NOT be updated by the import process, but variances between HCMS and **ABIMM** rates will be identified. Employee rates will need to be changed manually within **ABIMM**. To view **Pay Rate** variances, select the *Rate Variances* in the **Type to View** drop-down menu. Click the **Print Details** button and check the box to include **Rate Variances** to generate a report. To change an individual employee's pay rate, use the **Change Pay Work Type** utility. Contact ABI for questions regarding mass wage increases.
- Salaried Manager's rates for payroll processing **WILL BE** updated by the import process and stored in a restricted field. Individual **Pay Work Types** are not required for each salaried manager rate.

*NOTE: This import will update the employee's home **Profit Center** based on the information in HCMS, but **WILL NOT** update the **ABIMM** department. To move an employee to a new **ABIMM** department, utilize the **Employee Department Transfer** utility in **Workforce Manager**.

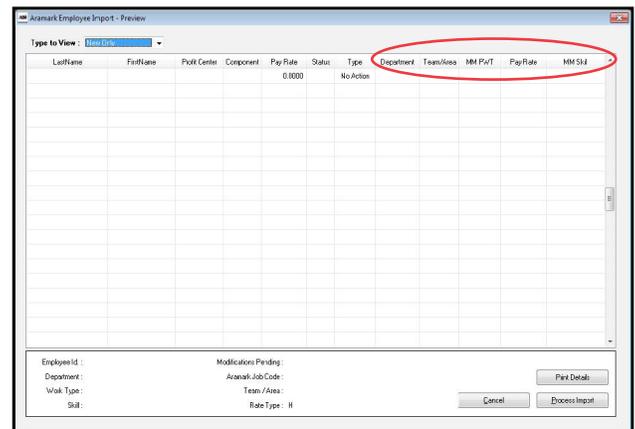
*NOTE: Please contact ABI with any questions regarding the fields that will be updated during the import process.



Go To: System Administration > Client Specific Utilities



Go To: System Administration > Client Specific Utilities > Aramark Employee Import



Go To: System Administration > Client Specific Utilities > Aramark Employee Import > Import

Special Handling Entry in WIP

Manual WIP records should be created In order to process additional hours, allowances, or deductions to myPay. Each record should be assigned a corresponding recurring event for the type of pay/deduction, and the appropriate special handling codes must be setup on events and work types to pay other hours.

Types of special entries may include, but are not limited to the following:

- Vacation, Sick, Other Time "VSO" (includes hours taken and unpaid vacation)
- Retro Pay Hours/Dollars
- Misc. Allowances/Deductions
- Union Adjustment/Initiation Fee

For each type of pay (e.g. vacation, sick, etc.) a separate record must be created with the corresponding event and hours taken or dollars (paid/deducted).

To enter additional hours, allowances, or deductions in the **WIP Editor / Multiline**, follow the steps below:

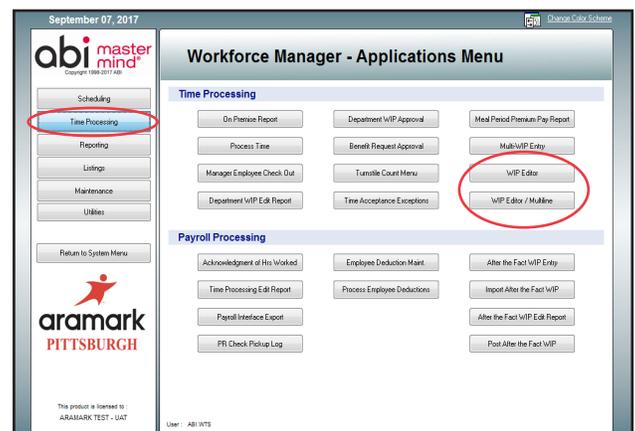
1. From the **Applications Menu**, click the **Time Processing** menu button and then the **WIP Editor / Multiline** button.
2. Double click or press the Zoom key (F5) to select the **Department**. Then click the **Modify Records** button and then click the **Add a Record** button.
3. Select an employee by double clicking in the field in the **Employee Id** column or hitting F5 for a list of **Employee Ids** and enter the **In Date** (use the last date of the pay period for retro pay entries).
4. Enter the **In Time** as **08:00** and the **Out Time** as **08:00**. The total hours should reflect **0.00** in red bold font.
5. Double click or press the Zoom key (F5) to select the **Special Handling Event** (e.g. retro pay, personal time, vacation, etc).
6. Double click or press the Zoom key (F5) to choose the **Work Type**, and **Position** labeled "VSO".

*NOTE: The **Pay Type** should automatically populate with the employee's base **Pay Work Type**.

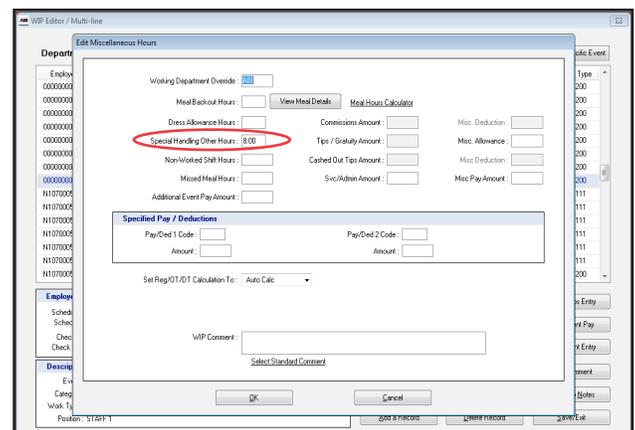
7. Click the **Edit Misc. Hours** button.
 - a. To enter hours use the **Special Handling Other Hours** field. These hours are not considered "worked hours" and will not affect overtime calculations.
 - b. To enter dollars to be paid or deducted, use the field labeled with the applicable type of deduction/allowance. If the field is not listed, choose from a list of pay codes in the **Specified Pay/Deductions** section. Double click or press the Zoom key (F5) in one of the two **Pay/Ded** fields and select the appropriate code, then enter the amount.

*NOTE: If a field is grayed out or code is unavailable, call ABI support or email abimm@aramark.com.

3. Click the **OK** button to save and return to the WIP editor, once complete click the **Save/Exit** button to exit and save the multiline screen.



Go To: System Administration > Imports / Exports > Aramark Employee Import > Import



Go To: Applications Menu > Time Processing > WIP Editor / Multiline

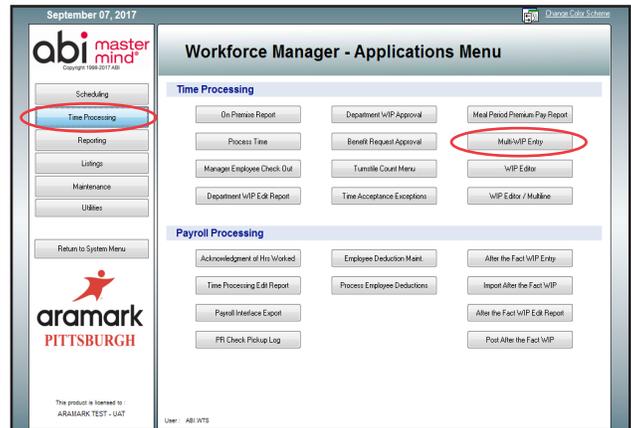
Multi WIP Entry

This feature will create WIP records for multiple selected employees within a pay group. This will be used to create WIP records for Salaried Manager pay at the end of each work week. A model should be created that pre-selects the employees to be included in the process and default hours to be paid.

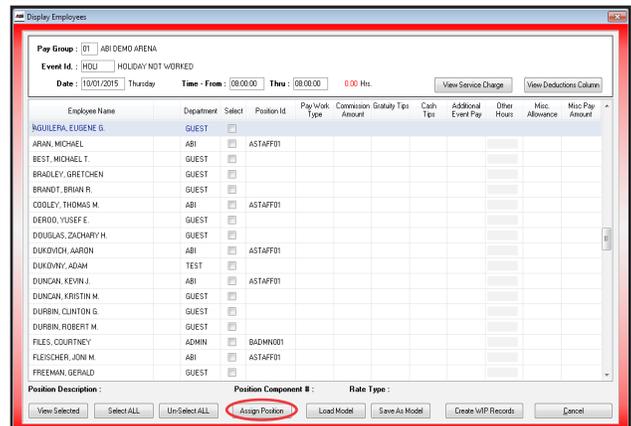
*NOTE: A single **Pay Work Type** should be created for the Salaried Managers department with a zero dollar rate and the **Salaried Employee Pay** check box should be enabled on the **Costing** tab of **Work Type Maintenance**.

To enter manager pay hours in the **Multi WIP Entry** screen, follow the steps below:

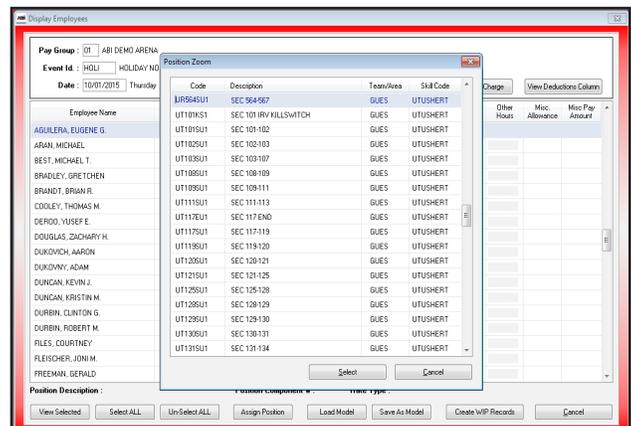
- From the **Applications Menu**, click the **Time Processing** menu button and the **Multi-WIP Entry** button.
- Double click or press the Zoom key (F5) to select a **Pay Group Event Id**, and **Date**.
- Enter the **In Time** as **08:00** and the **Out Time** as **08:00**. The total hours should reflect **0.00** in red bold font. Click the **Enter** button on the keyboard to generate a list of all employees assigned to scheduling departments for the event.
- For first time setup: Check the box to select an employee, and double click or press the Zoom key (F5) to choose the **Position Id** corresponding to their **Profit Center**. When the **Position Id** is selected, the **Pay Work Type** will auto-fill. Complete this process for each Salaried Manager.
 - Enter 40 in the **Other Hours** column. This will give one week of pay for the manager at their defined salary.
 - Select **Save Model** to save selections. The model is based on the **Pay Group** and the **Event Id**. Once the model is saved, the user can click the **Load Model** button to recall the selected employees and create the same WIP records in the future.
- Weekly steps after first time setup completed: Complete steps 1-3 and select **Load Model**. If a manager receives *Vacation, Holiday, PTO*, etc. then reduce the number of other hours taken before selecting **Create WIP Records** (e.g. 8 hours PTO taken enter 32 for manager pay. The 8 hours of PTO should be entered as a separate record in WIP Editor. See Special Handling Entry in WIP for instructions). Then select **Create WIP Records** to generate the time cards for the managers for the current pay period. They will appear in the **WIP Editor** as automatically approved.



Go To: Applications Menu > Time Processing > Multi WIP Entry



Go To: Applications Menu > Time Processing > Multi WIP Entry



Go To: Applications Menu > Time Processing > Multi WIP Entry

Tips/Commissions Entry

The **WIP Editor-MultiLine** is where all tips and commissions are entered into the system. In order for tips and commissions to be entered the pay work type must be a tipped pay rate type.

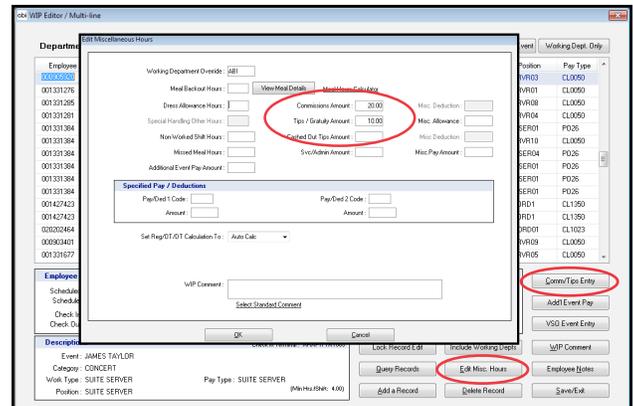
*NOTE: From the main **WIP Editor Multi-Line** screen, records can be filtered by selecting any of the filtering buttons in the upper right corner of the screen. There are two methods for entering **Tips/Commissions** and both are explained in the following section:

Edit Misc. Hours method

1. From the **WIP Editor MultiLine** screen, highlight the appropriate employee and then click the **Modify Records** button and then click the **Edit Misc Hours** button.
2. Enter/edit tips and commissions applicable to the selected WIP record only.

*NOTE: If a field is grayed out, call ABI support or email abimm@aramark.com.

3. Once the tips have been entered, click the **OK** button.



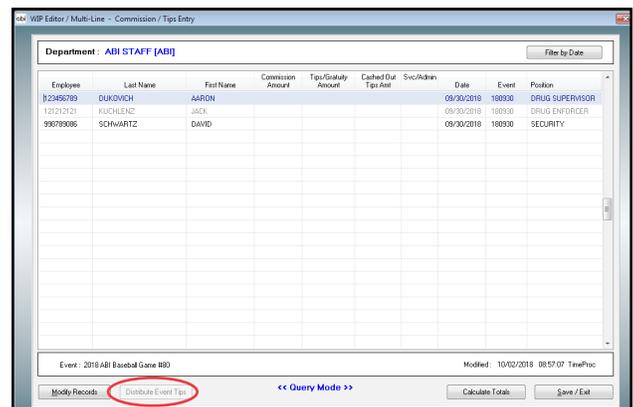
Go To: WIP Editor Multi-Line

Comm/Tips Entry Method

This button is useful for entering commissions and tips for multiple employees at a time on one screen. Only employees that worked a tipped or commission position will be displayed.

1. From the **WIP Editor MultiLine** screen, click the **Comm/ Tips Entry** button and click the **Modify Records** button.
2. Enter the applicable tips or commissions.
3. Click **Save/Exit**.

*NOTE: Contact ABI for information on additional tip entry options such as tips/commission import from a .csv file or automatic distribution of tips.



Go To: WIP Editor Multi-Line > Comm/Tips Entry

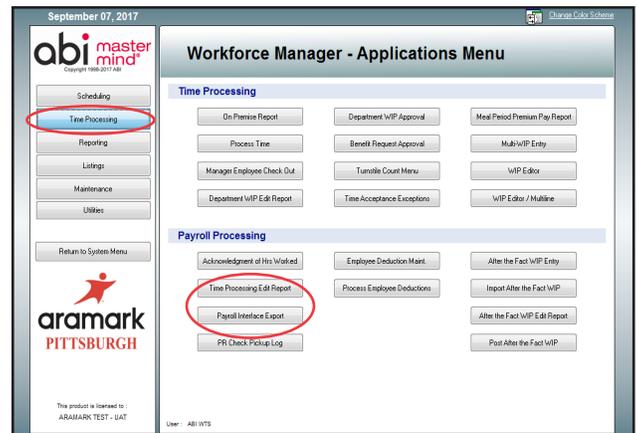
Payroll Processing

Managers that are specified in **Company Setup** will receive an email notification until payroll has been submitted on the extract date or the cutoff time has been reached. Payroll must be submitted in FINAL by 11am local time on the extract date. If you have missed your cutoff time, contact Payment Services.

Time Processing Edit Report

Run the **Time Processing Edit Report** to check for errors and warnings in WIP.

1. From the **Applications Menu**, click the **Time Processing** menu button and then click the **Time Processing Edit Report** button.
2. Double-click or use the Zoom key (F5) to choose the **Pay Group** field. The correct pay period should display in the **Pay Period Starting** and **Ending** fields.
3. In the **Output Type** field, choose *Printer* or *Screen* and press the **Print** button.
4. Review all errors/warnings and then use the **WIP Editor/ Multiline** to make any necessary corrections to time cards. After making corrections you must re-run the **Time Processing Edit Report**. Once no changes are needed, select the **Lock Pay Period WIP Editing** button to prevent any other changes during the payroll process.

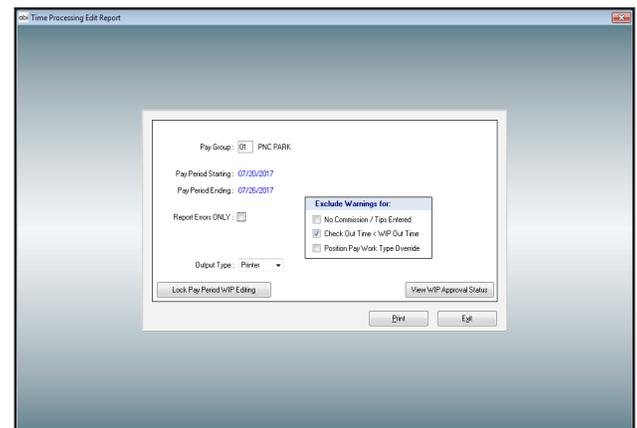


Go To: Applications Menu > Time Processing

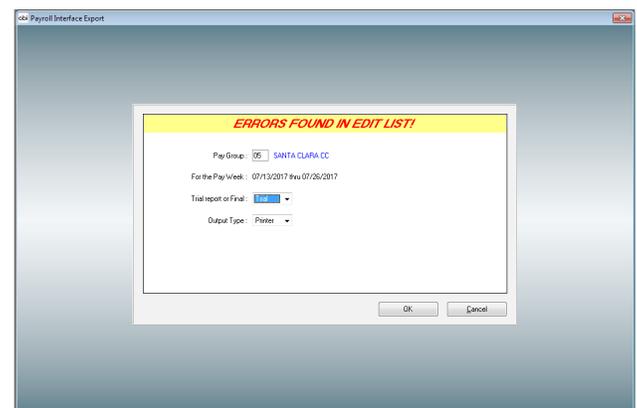
Payroll Interface Export

This button will prepare the import file for transfer to corporate for processing in myPay as well as roll the pay period forward to the next period.

1. From the **Applications Menu**, click the **Time Processing** menu button and then click the **Payroll Interface Export** button.
2. Double-click or use the Zoom key (F5) to choose the **Pay Group** field.
3. Verify the correct pay period dates are displayed in the **For the Pay Week** field.
4. In the **Trial report or Final** drop-down menu, select *Trial* to review your pay journal. Please ensure that all pay records are correct and all entries have been made.
5. Once the payroll is ready for submission, run the payroll export in **FINAL** to transmit your payroll. This will roll the dates over to the new pay period and move WIP records into the history file. This report must be sent to a *Printer*. Use the PDF printer to keep an electronic copy.



Go To: Applications Menu > Time Processing > Time Processing Edit Report



Go To: Applications Menu > Time Processing > Payroll Interface Export

*NOTE: If **ERRORS FOUND IN EDIT LIST** appears, select **Cancel** and run the **Time Processing Edit Report** again. Once all WIP errors are corrected, lock the pay period, run the **Payroll Interface Export** again.

Stat Holiday Pay Utility

Stat holiday pay is a calculation based on statutory national holidays observed by Canada sites to pay employees accordingly. Employees will qualify for the utility if they have worked within the qualifying date range. All employees with a temporary employee type will be calculated based on total regular earnings divided by 20 (certain special handling types can be excluded). Employees with an employee type of PT/FT can be included with the option of applying the same calculation as the temporary employee type (based on hours worked) or applying a straight 8 hours.

To process the **Aramark Stat Pay Calculation** utility, follow the steps below:

1. In the **Province** drop-down menu select either *Ontario* or *Alberta*.

*NOTE: Alberta sites do not include commissions.

2. Double click or press the Zoom key (F5) to select the appropriate **Pay Group**. This is the pay group to process for the stat pay calculations.

3. In the **# of Prior Pay Periods to Consider** field, this references the number of **ABIMM** pay periods that the system will look back to get the wages for the stat pay calculations. The **Qualified Earnings Date Range** is calculated based on the current pay period start date and the number of pay periods to consider.

4. Double click or press the Zoom key (F5) to select a **Department Id** range or leave **Blank thru zzzz** and only departments that belong to the specified pay group will be considered.

5. Double click or press the Zoom key (F5) to select from a calendar or enter the **Holiday Date**, this will identify (in the following screen) how many hours the employees worked on that date.

6. Enter the recurring **Holiday Event Code** that the stat pay will be applied to.

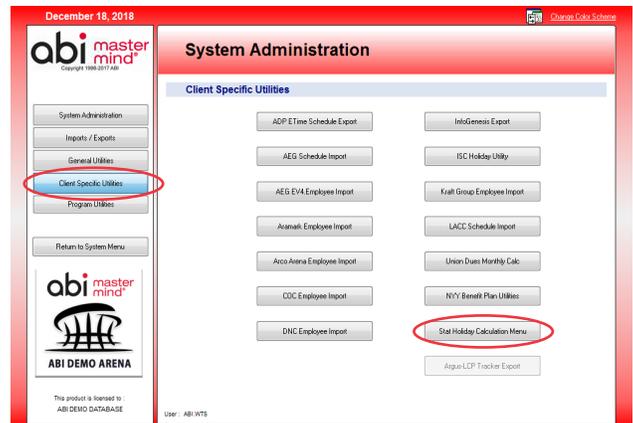
7. In the **WIP Pay Date** field, enter the date for the WIP transaction date. This is generally the same as the holiday date but must be in the current pay period.

8. Check the **Include FT / PT Employees** box if these types of employees are to be included.

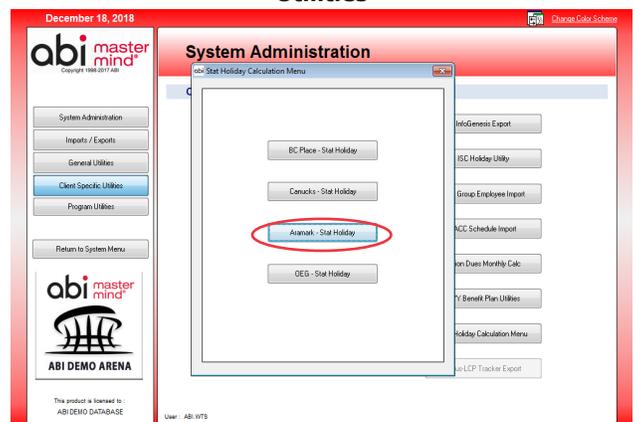
- i. When FT / PT employees are included, the user can select to Calculate the FT/PT Method that the stat pay hours are based on the hours worked or apply just 8 hours.

10. In the **Vacation Wages Calculation %** field, the system can calculate the vacation wages to be included in the stat pay calculation of wages. The user would specify the percentage of total wages (e.g. 4.00%) which will be added to the wages calculation before dividing by 20.

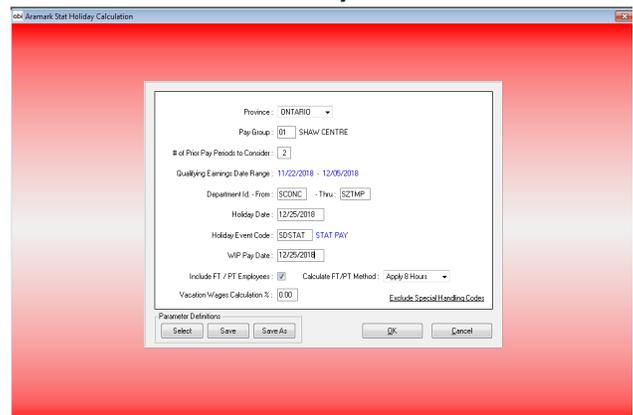
*NOTE: This is currently managed through myPay and should be set to 0%.



Go To: System Administration > Client Specific Utilities



Go To: System Administration > Client Specific Utilities > Stat Holiday Calculation Menu



Go To: System Administration > Client Specific Utilities > Stat Holiday Calculation Menu > Aramark - Stat Holiday

Stat Holiday Pay Utility (continued)

- Click the **Exclude Special Handling Codes** link to specify special handling codes that do not apply to either the stat wages or vacation wages. These would be the actual **Special Handling Codes** defined in **ABIMM**. By default, the special handling codes excluded are HO, VA, PE, UK, WC for stat wages and PE, UK, VA, WC for vacation wages.
- Once the parameters have been entered, the user can save the parameters for future use by clicking on the **Save** button in the **Parameter Definitions** section. The user can retrieve the saved settings in the future by clicking on the **Select** button in the **Parameter Definitions** section.
- Click **OK** to proceed to the preview screen.

The resulting screen will show the detailed information used to calculate the holiday hours for qualified employees. WIP records can be automatically created for the holiday hours to pay. Listed will be the **Employee Type, Wages, Days Worked, Holiday Hrs Worked, Wages to Consider, the associated employee Pay Rate, and the Holiday Hrs** to pay to the employee.

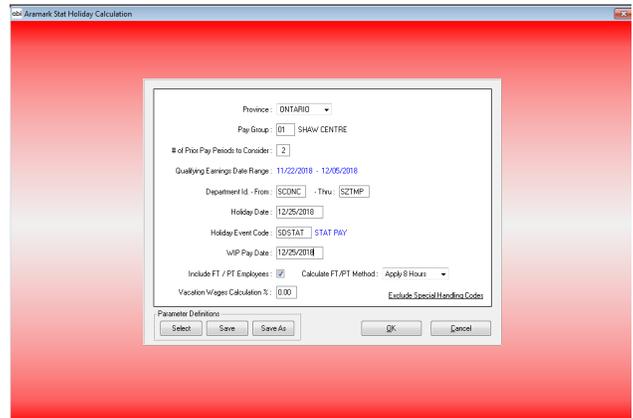
From this screen, you can click the **Switch to Modify** to make changes to the holiday hours to pay for an individual employee.

Clicking the **View Hours to Pay Only** button will filter out all the employee's that did not work in the qualifying date range and do not have hours to be paid.

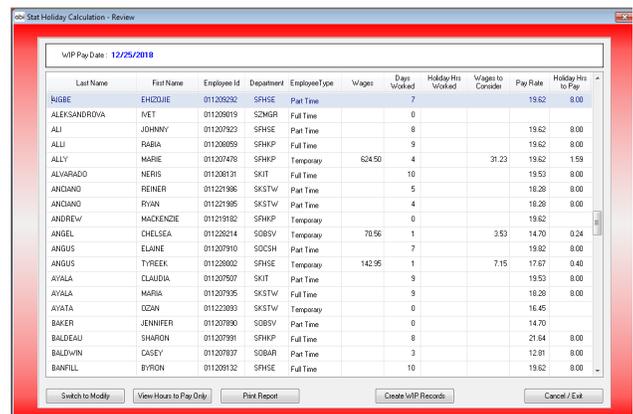
Optionally, click the **Print Report** button to *Screen* or *Printer* and choose to **Sort by Name** or *Department*. This report can be used to review to make sure everything is accurate before WIP records are created.

Press the **Create WIP Records** button to create the records in WIP.

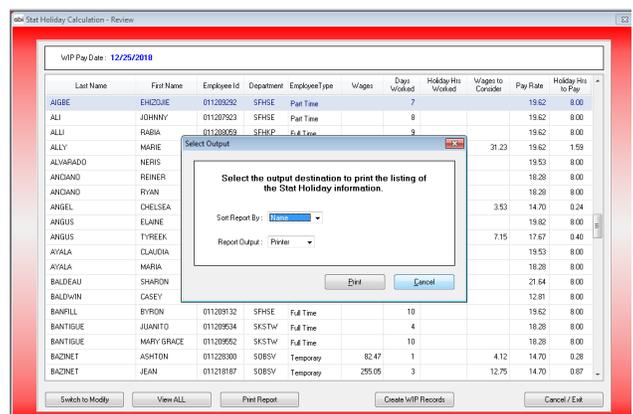
*NOTE: **VSO WIP Defaults** must be setup for the **Holiday Event Code** in order for the WIP record to be created with the proper (VSO) position and template work type (**Setup an Event > Special Handling**).



Go To: System Administration > Client Specific Utilities > Stat Holiday Calculation Menu > Aramark - Stat Holiday



Go To: System Administration > Client Specific Utilities > Stat Holiday Calculation Menu > Aramark - Stat Holiday



Go To: System Administration > Client Specific Utilities > Stat Holiday Calculation Menu > Aramark - Stat Holiday > Print Report