

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.

obi master mind[®]

Aramark myPay Procedures -Canada Sites-

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 <u>abimm@aramark.com</u> email address.

Table of Contents

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

*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**.

abi master mind®

System Configuration

Position Maintenance

Each position in the system <u>must have an assigned profit</u> <u>center number</u> 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.
- 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.

Position Id.	Position Description	Tean/ Area	Skill Code	Template WorkType	Force Min. Hrs	Pay Dilf1 Code	Pay Type Override	Min.Hrs Override	Briefing Area	Job Class	
CLADM01	ADMINISTRATIVE ASSISTANT	CESTES	CLADMIN	CL7006							
CLADM02	ADMINISTRATIVE ASSISTANT	CESTES	CLADMIN	CL7006	10						
CLBDNUS	UNION BONUS	CESTE	CTRAIN	CL7050							
CLCORD1	SUITES COORDINATOR	CESTES	CLCOORD	CL7015							
CLDCTRN1	DESSERT CART TRAINING	CESTE	CTRAIN	CL7050				3.00			
CLDCTRN2	DESSERT CART TRAINING	CESTE	CTRAIN	CL7050				3.00			
CLDCTRN3	DESSERT CART TRAINING	CESTE	CTRAIN	CL7050				3.00			
CLDCTRN4	DESSERT CART TRAINING	CESTE	CTRAIN	CL7050				3.00			
CLDCTRN5	DESSERT CART TRAINING	CESTE	CTRAIN	CL7050				3.00			
CLDCTRN6	DESSERT CART TRAINING	CESTE	CTRAIN	CL7050				3.00			
CLDCTRN7	DESSERT CART TRAINING	CESTE	CTRAIN	CL7050				3.00			
CLDCTRN8	DESSERT CART TRAINING	CESTE	CTRAIN	CL7050				3.00			
Tear	A / Area Desc. : NON UNION EMPLOYE	ES		Skill Cor	de Desc. : A	DMIN ASSIS	at .		1	Exclude loactive	
Pay Dill	Ierential Desc. : -				Location : St	UITES OFFI	CE				2

Go To: Applications Menu > Maintenance > Position

	Position	Position Description	Position Component No.	Profit Center	Last Modified	*	
	CLADM01	ADMINISTRATIVE ASSISTANT	7509	000005320			
	CLADM02	ADMINISTRATIVE ASSISTANT	7509	000005320			
а	CLCORD1	SUITES COORDINATOR	7509	000005320	08/30/2016 3:27 pm PROUDE		
cι	CL0CTRN1	DESSERT CART TRAINING	7509	000005320	10/24/2012 9:29 am PROUDF		
α	CL0CTRN2	DESSERT CART TRAINING	7509	000005320	10/24/2012 9:29 am PROUDF		
-	CL0CTRN3	DESSERT CART TRAINING	7509	000005320	10/24/2012 9:29 am PROUD>		
"	CL0CTRN4	DESSERT CART TRAINING	7509	000005320	10/24/2012 9:29 am PROUDF		
сц	CL0CTRN5	DESSERT CART TRAINING	7509	000005320	10/24/2012 9:29 am PROUD*		
α	CLDCTRN6	DESSERT CART TRAINING	7509	000005320	10/24/2012 9:29 am PROUDF		
α	CLDCTRN7	DESSERT CART TRAINING	7509	000005320	10/24/2012 9:29 am PROUDF	n.	
	CLDCTRN8	DESSERT CART TRAINING	7509	000005320	10/24/2012 9:29 am PROUDF	E	
4	CLNEXP01	EXPEDITOR	7509	000005320			
сı	CLNEXP02	EXPEDITOR	7509	000005320			
cι	CLNEXP03	EXPEDITOR	7509	000005320			
a	CLNEXP04	EXPEDITOR	7509	000005320			View Missing Only
	CLNEXP05	EXPEDITOR	7509	000005320			
ч	CLNORD01	ORDER TAKER	7509	000005320			Marilla
-	CLNORD02	ORDER TAKER	7509	000005320			Mogik
	CLNORD03	ORDER TAKER	7509	000005320			
	CLNORD84	ORDER TAKER	7509	000005320			
PN	CLNORD05	ORDER TAKER	7509	000005320			
	CLNSUP01	SLITE SUPERVISOR	7509	000005320			Exit / Sawe

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.
- Double click or press the Zoom (F5) key to select the appropriate **Department**. Click the **Modify Records** button.
- 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.



mt : CESTE ARENA SUITES Description 4DMIN ASSIST Job Cod BATC 07/26/2010 09:25:54 IMPORT SUITES COORDINATO CLDESCRT RGYL RK2C HAIB NCTN ZZAR RK2C RG2Q HCYG STKA HAMA PMLF CLEXPE EXPEDITOR RUNNER ORDER TAKEP Assign Skills CLRUNNER SUITE RUNNER BUNNER CLSERVER SUITE SERVER SERVER CLSETUR SUITES MANAG Modily Records CLSUPER SUITE SUPERVISO Delete Record Undo Editing Exit / Save

Go To: Applications Menu > Maintenance > Skill Master

Department :	CESTE	ARENA SU	ITES					_
		Job Codes					×	I
Skill Code	Descriptio							et Modified
CLADMIN	ADMIN A	Job Code	Title	Effective From	Effective Thru	Tipped	1	29/2016 17:23:08 DUDM
CLCODRD	SUITES C	PAIN	Human Resources Senior Manager	01/01/1951				
CLDESCRT	DESSER	PAIP	Human Resources Specialist	01/01/1951				
CLEXPED	EXPEDIT	PAIV	Human Resources Senior Assistant	01/01/1951				Referenced to employe
CLMGRPAY	MANAGE	PAPA	Talent Acq\. Oper\. Proj\. Mgr\.	01/01/1951	04/17/2013			
CLORDER	ORDER T	PAPC	Human Resources Analyst	01/01/1951	04/17/2013			
CLPREM	PREMIUN	PAPE	Talent Acquisition Specialist	01/01/1951				Assign Skills
CLRUNNER	SUITE RU	PAPG	Employment Relations Representative	01/01/1951			-	-
CLSERVER	SUITE SE	PARB	Human Resources Coordinator	01/01/1951			E	
CLSETUP	SET UP	PARC	Human Resources Associate Specialist	11/18/2016				
CLSTEMGR	SUITES N	PARD	Human Resources Associate Specialist	01/01/1951				Query Records
CLSUPERV	SUITE SU	PASA	Intern	01/01/1951		Yes		
CTRAIN	TRAINING	PATE	Human Resources Assistant	01/01/1951				
		PBIA	Employment Relations Senior Director	01/01/1951				Add Hecord
		PCAA	Vice President, Benefits Plan	01/01/1951				
		PCGA	Benefits Director	01/01/1951				Delete Record
		PCIM	Benefits Manager	01/01/1951			-	
			Select	<u>C</u> ancel				Undo Editing
	l							1
								Evil / Save

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.



Utilities

This stillby will import the Aramak employee export TXT file into ASI MasterMind. New employees will be added and oxisting information may be modified.	
Pay George : 01 PPG PAINTS APRILA	
Report Output: Parter •	
irest Corel	

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



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 <u>WILL NOT</u> 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.





To: System Administration > Client Specif Utilities > Aramark Employee Import



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

abi master mind[®]

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.
- 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.
- 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 <u>08:00</u> and the **Out Tim**e as <u>08:00</u>. The total hours should reflect **0.00** in red bold font.
- 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 <u>abimm@aramark.com</u>.

 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.



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:

- 1. 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 <u>08:00</u> and the Out Time as <u>08:00</u>. The total hours should reflect <u>0.00</u> 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.
- 4. 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.
- 5. <u>Weekly steps after first time setup completed</u>: 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

Date : 10/01/2015 Thursday	Time - From	n: 080	0.00 Thru :	08.00.00	0.00 Hrs			View Service C	harge	View Deduc	tions Colur
Employee Name	Department	Select	Position Id.	Pay Work Type	Commission Amount	Gratuity Tips	Cash Tips	Additional Event Pay	Other Hours	Misc. Allowance	Misc Pay Amount
AGUILERA, EUGENE G.	GUEST										
ARAN, MICHAEL	ABI		ASTAFF01								
BEST, MICHAEL T.	GUEST										
BRADLEY, GRETCHEN	GUEST										
BRANDT, BRIAN R.	GUEST										
COOLEY, THOMAS M.	ABI		ASTAFF01								
DEROD, YUSEF E.	GUEST										
DOUGLAS, ZACHARY H.	GUEST										
DUKOVICH, AARON	ABI		ASTAFF01								
DUKOVNY, ADAM	TEST										
DUNCAN, KEVIN J.	ABI		ASTAFF01								
DUNCAN, KRISTIN M.	GUEST										
DURBIN, CLINTON G.	GUEST										
DURBIN, ROBERT M.	GUEST										
FILES, COURTNEY	ADMIN		BADMN001								
FLEISCHER, JONI M.	ABI		ASTAFF01								
ERFEMAN GERALD	GUEST										

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

Event Id. : HOLI HOLIDAY NO	Position Zoom				X				
Date : 10/01/2015 Thursday	Code	Description	Team/Area	Skill Code		Charge	View Deduc	tions Column	2
	JUR564SU1	SEC 564-567	GUES	UTUSHERT					2
Employee Name	UT101KS1	SEC 101 IRV KILLSWITCH	GUES	UTUSHERT		Hours	Allowance	Amount	
AGUILERA, EUGENE G.	UT101SU1	SEC 101-102	GUES	UTUSHERT					
ARAN, MICHAEL	UT102SU1	SEC 102-103	GUES	UTUSHERT					
BEST, MICHAEL T.	UT103SU1	SEC 103-107	GUES	UTUSHERT					
BRADLEY, GRETCHEN	UT109SU1	SEC 108-109	GUES	UTUSHERT					
BRANDT, BRIAN R.	UT1095U1	SEC 109-111	GUES	UTUSHERT					
CODLEY, THOMAS M.	UT111SU1	SEC 111-113	GUES	UTUSHERT	-				
DEBOO YUSEEE	UT117EU1	SEC 117 END	GUES	UTUSHERT	Е				
DELLELAS ZACHARY H	UT117SU1	SEC 117-119	GUES	UTUSHERT					
DUKOVICH & ARON	UT119SU1	SEC 119-120	GUES	UTUSHERT					
DUKOVNY ADAM	UT120SU1	SEC 120-121	GUES	UTUSHERT					
DUNCAN KEVIN J	UT121SU1	SEC 121-125	GUES	UTUSHERT					
DUNCAN KRISTIN M	UT125SU1	SEC 125-128	GUES	UTUSHERT					
DURDIN CUNTON G	UT128SU1	SEC 128-129	GUES	UTUSHERT					
DURDIN, CONTON G.	UT1295U1	SEC 129-130	GUES	UTUSHERT					
	UT1305U1	SEC 130-131	GUES	UTUSHERT					
D DICCUED JONING	UT131SU1	SEC 131-134	GUES	UTUSHERT	-				
FLEISCHEH, JUNI M.									



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 <u>abimm@aramark.com</u>.

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



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.

Employee	Last Name	First Name	Commission Amount	Tips/Gratuity Amount	Cashed Out Tips Ant	Svc/Admin	Date	Event	Position
123456789	DUKOVICH	AARON					09/30/2018	180930	DRUG SUPERVISOR
121212121	KUCHLENZ	JACK					09/30/2018	180930	DRUG ENFORCER
996789086	SCHWARTZ	DAVID					09/30/2018	180930	SECURITY

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.
- 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.

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.

*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.



Go To: Applications Menu > Time Processing

Time Processing Edit Report			
	Pay Group: 01 PNC PARK		
	Pay Penod Starting: 07/20/2017		
	Pay Period Ending: 07/26/2017	Carbola Maninas fas	
	Benot Errors DNLY :	Exclude warnings for.	
		No commission / the ended	
		Position Pay Work Type Diverside	
	Dutout Tune : Pinter		
	Lock Pay Period WIP Editing	View WIP Approval Status	
		<u>Print</u> Egit	

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

bi Payroll Interface Exp	
	ERRORS FOUND IN EDIT LIST!
	Pey Grace (55) SMTA CLARA CC For the Pay Vest: 07/3/2017 for 07/2/2017 Trial region of Frist: (10) Dagost Type: Parter •
	OK Canad

Payroll Interface Export

abi master mind[®]

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.
- 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.
 - 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%.



 To: System Administration > Client Specific Utilities



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

Province: DNTARIO 👻	
Pay Group: 01 SHAW CENTRE	
# of Prior Pay Periods to Cansider: 2	
Qualitying Earrings Date Range : 11/22/2018 - 12/05/2018	
Department Id From : SCONC - Thru: SZTMP	
Holiday Date : 12/25/2018	
Holiday Event Code : SDSTAT STAT PAY	
WIP Pay Date : 12/25/2018	
Include FT / PT Employees : 📝 Calculate FT / PT Method : Apply 8 Hours 👻	
Vacation Wages Calculation %: 0.00 Exclude Special Handling Codes	
Paranter Definitions Select Save Save As QK Cancel	
Go To: System Administration > Clie	nt Specific

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



Aramark myPay Procedures -Canada Sites-

Stat Holiday Pay Utility (continued)

- 11. 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.
- 12. 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.
- 13. 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**).

Province: DNTARIO 👻
Pay Group: 01 SHAW CENTRE
of Prior Pay Periods to Consider : 2
Qualitying Earrings Date Range : 11/22/2018 - 12/05/2018
Department Id From : SCONC - Thru : SZTMP
Holiday Date : 12/25/2018
Holiday Event Code : SDSTAT STAT PAY
WIP Pay Date: 12/25/2018
Include FT / PT Employees: V Calculate FT/PT Method: Apply 8 Hours -
Vacation Wages Calculation %: 0.00 Exclude Special Handling Codes
Parameter Definitions
Select Save Save As QK Cancel

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

WIP Pay Date : 12/25/2018											
Last Name	First Name	Employee Id	Department	EmployeeType	Wages	Days Worked	Holiday Hrs Worked	Wages to Consider	Pay Rate	Holiday Hrs to Pay	-
(ALGBE	EHIZOJIE	011209292	SFHSE	Part Time	7 19.62			8.00			
ALEKSANDROVA	IVET	011209019	SZMGR	Full Time		0					
ALI	JOHNNY'	011207923	SFHSE	Part Time		8			19.62	8.00	
ALLI	RABIA	011208059	SEHKP	Full Time		9			19.62	8.00	
ALLY	MARIE	011207478	SFHKP	Temporary	624.50	4		31.23	19.62	1.59	
ALVARADO	NERIS	011208131	SKIT	Full Time		10			19.53	8.00	
ANCIANO	REINER	011221996	SKSTW	Part Time		5			18.28	8.00	
ANCIANO	RYAN	011221995	SKSTW	Part Time		4			18.28	8.00	
ANDREW	MACKENZIE	011219182	SFHKP	Temporary		0			19.62		
ANGEL	CHELSEA	011228214	SOBSV	Temporary	78.56	1		3.53	14.70	0.24	
ANGUS	ELAINE	011207910	SOCSH	Part Time		7			19.82	8.00	
ANGUS	TYREEK	011228002	SFHSE	Temporary	142.95	1		7.15	17.67	0.40	
AYALA	CLAUDIA	011207507	SKIT	Part Time		9			19.53	8.00	
AYALA	MARIA	011207935	SKSTW	Full Time		9			18.28	8.00	
AYATA	OZAN	011223093	SKSTW	Temporary		0			16.45		
BAKER	JENNIFER	011207890	SOBSV	Part Time		0			14.70		
BALDEAU	SHARON	011207991	SFHKP	Full Time		8			21.64	8.00	
BALDWIN	DASEY	011207837	SOBAR	Part Time		3			12.81	8.00	
BANFILL	BYRON	011209132	SENSE	Eul Time		10			19.62	8.00	

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