PeopleSoft®

PeopleSoft Enterprise Global Payroll for Malaysia 8.9 PeopleBook

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PeopleSoft Enterprise Global Payroll for Malaysia 8.9 PeopleBook
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Contents

About This PeopleBook Preface

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications.

Note. Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplebookspress@mmapartner.com.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
`Monospace font`	Indicates a PeopleCode program or other code example.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

If the note is preceded by *Important!,* the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: “(FRA) Hiring an Employee”

Example of a region-specific heading: “(Latin America) Setting Up Depreciation”

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Once, Always, and **Don't Run**	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	An ID that represents a set of selection criteria for a report or process.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.
User ID	An ID that represents the person who generates a transaction.

PeopleSoft Enterprise Global Payroll for Malaysia Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft Enterprise HRMS Application Fundamentals.
- PeopleBook structure.
- Global Payroll documentation.

PeopleSoft Products

This PeopleBook refers to the following PeopleSoft product: PeopleSoft Enterprise Global Payroll for Malaysia.

PeopleSoft Enterprise HRMS Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook.*

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “PeopleSoft Enterprise HRMS 8.9 Application Fundamentals Preface”

PeopleBook Structure

PeopleSoft PeopleBooks follow a common structure. By understanding this structure, you can use this PeopleBook more efficiently.

The PeopleBooks structure conveys a task-based hierarchy of information. Each chapter describes a process that is required to set up or use the application. Chapter sections describe each task in the process. Subsections within a section describe a single step in the process task.

Some PeopleBooks may also be divided into parts. PeopleBook parts can group together similar implementation or business process chapters within an application or group together two or more applications that integrate into one overall business solution. When a book is divided into parts, each part is divided into chapters.

The following table provides the order and descriptions of chapters in a PeopleBook

Chapters	Description
Preface	This is the chapter you're reading now. It explains: • How to use the Application Fundamentals book. • How PeopleBooks are structured. • How Global Payroll documentation is structured.
Getting Started With…	This chapter discusses product implementation guidelines. It explains: • The business processes documented within the book. • Integrations between the product and other products. • A high-level documentation to how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.
Navigation	(Optional) Some PeopleSoft applications provide custom navigation pages that contain groupings of folders that support a specific business process, task, or user role. When an application contains custom navigation pages, this chapter provides basic navigation information for these pages. **Note.** Not all applications have delivered custom navigation pages.
Understanding…	(Optional) This is an introductory chapter that broadly explains the product and the functionality within the product.
Setup and Implementation	This can be one or more chapters. These chapters contain documentation to assist you in setting up and implementing the product. For example, if functionality X is part of a product, this chapter would be devoted to explaining how to set up functionality X, not necessarily how to use functionality X. You would look to the corresponding business process chapter to learn how to use the functionality. **Note.** There may be times when a small amount of business process information is included in a setup chapter if the amount of business process documentation was insufficient to create a separate section in the book.

Chapters	Description
Business Process	This can be one or more chapters. These chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area. For example, if functionality X is part of a product, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality. **Note.** There may be times when a small amount of setup and implementation information is included in a business process chapter if the amount of setup and implementation documentation was insufficient to create a separate chapter in the book.
Appendixes	(Optional) If the book requires it, one or more appendixes might be included in the book. Appendixes contain information considered supplemental to the primary documentation.
Delivered Workflow Appendix	(Optional) The delivered workflow appendix describes all of the workflows that are delivered for the application. **Note.** Not all applications have delivered workflows.
Reports Appendix	(Optional) This appendix contains an abbreviated list of all of the product's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter.

Global Payroll Documentation

This section discusses:

- Global Payroll application design.
- Global Payroll documentation structure.
- Documentation roadmap.

Global Payroll Application Design

Because the structure of the Global Payroll documentation is similar to the design of the application, the best way to understand the documentation is to review the design of the application itself.

Global Payroll is composed of two complementary parts:

- A core payroll application that includes:

- A payroll rules engine.
- A payroll processing framework.
- Processes and setup steps that apply to all countries.

• Country extensions that include:

- Statutory and customary objects (payroll rules, payroll processes, reports, additional country-specific pages, and self-service applications).
- Country-specific rules and elements.

Global Payroll Documentation Structure

Like the application, the documentation for Global Payroll consists of two parts: a core book and separate country extension books.

Core Documentation

Like the core portion of the application, which applies to all countries and enables you to develop rules and process a payroll regardless of location, the core book is country neutral. Thus, while it describes the core set of tools that you can use to develop a payroll, it doesn't discuss the local country rules that have been set up for you. For information about how PeopleSoft has extended core capabilities to meet local requirements, refer to the country extension documentation.

Country Extension Documentation

Just as country extensions in the application address local needs, the country extensions in the documentation cover local functionality. This includes:

- Any core feature with local extensions.
- Country-specific rule setup.
- PeopleSoft-delivered rules and tables.
- Country-specific pages.
- Country-specific reports.
- PeopleSoft Enterprise Human Resources Management Systems (PeopleSoft HRMS) setup, such as bank definitions, that varies by country.
- Implementation information that varies by country.

Documentation Roadmap

The core and the country extension documentation complement each other, therefore, it is important to read both sets of documentation.

What to Read When

You can approach the documentation in the following way:

- If a process setup is shared between the core application and the country extension, read the core documentation first and then the country extension documentation.

For example, banking is a feature that you first define in the core application and then often continue in the country extension, because most country extensions have some type of banking functionality. You would first read the banking chapter in the core documentation and then the banking chapter in the country extension documentation.

- If a process is set up only in the core application, read the core documentation.
- If a process is set up only in the country extension, read the country extension documentation.

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

  Technical readers who are interested in the technical design of the product should begin by reading the ”Introducing the Core Application Architecture” section of the core documentation, as well as the background processing information that is mentioned in many of the other sections.

  See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Introducing the Core Application Architecture”.

- Functional

  Functional readers who are interested in defining rules should begin by reading the country-specific functionality described in the country extension documentation. Functional readers can continue to learn about how to use the tools in the core application by reading the sections on defining payroll elements, such as earnings and deductions, in the core documentation.

- Managerial

  Managerial readers should begin by reading the introduction sections of both the core documentation and the country extension documentation to get a high-level overview of the Global Payroll product.

Note. To fully understand Global Payroll, technical or functional persons who are involved in the product implementation should read the core documentation and the applicable country extension documentation in their entirety.

CHAPTER 1

Getting Started with Global Payroll for Malaysia

This chapter discusses:

- Global Payroll for Malaysia overview.
- Global Payroll for Malaysia business processes.
- Global Payroll for Malaysia integrations.
- Global Payroll for Malaysia implementation.

Global Payroll for Malaysia Overview

Global Payroll for Malaysia delivers elements, rules, pages, processes, and reports that work with the core Global Payroll application to form a complete payroll package for Malaysia. You can define earnings, such as the base salary, contractual bonus, and festive advance. You can define deductions, such as festive advance repayments, and Zakat contributions. With Global Payroll for Malaysia, you can track absences and vacations for employees. With Global Payroll for Malaysia, you can calculate termination pay and adjust or reverse an employee's check. You can generate payslips, process banking, and generate reports, such as Inland Revenue Board (IRB) reports.

See Also

Chapter 2, "Understanding Global Payroll for Malaysia," page 5

Global Payroll for Malaysia Business Processes

Global Payroll for Malaysia provides these business processes:

Note. If you elect to use the delivered rules for Global Payroll for Malaysia, use only the employment instance in HR.

- Taxation.
- Banking and recipient processing.
- Printing and viewing payslips.
- Payroll reporting.
- General Ledger interface.
- Absence processing.

- Termination processing.
- Employee Provident Fund contributions.
- Social Security Organization contributions.
- Inland Revenue reporting.
- Loan processing.
- Festive Advance integration.

We cover these business processes in the business process chapters in this PeopleBook.

Global Payroll for Malaysia Integrations

Global Payroll for Malaysia integrates with these applications through the core Global Payroll application:

- PeopleSoft Enterprise Human Resources.
- PeopleSoft Enterprise Time and Labor.
- PeopleSoft Enterprise General Ledger.

We discuss integration considerations in the core Global Payroll PeopleBook.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Working with Payee Data”

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Integrating with PeopleSoft Enterprise Time and Labor”

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Integrating with PeopleSoft Enterprise General Ledger”

Global Payroll for Malaysia Implementation

PeopleSoft Setup Manager enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps. A complete list of these resources appears in the preface in the *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook,* with information about where to find the most current version of each.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “PeopleSoft Enterprise HRMS 8.9 Application Fundamentals Preface”

PeopleSoft Enterprise Setup Manager for HRMS and Campus Solutions 8.9 PeopleBook

Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Understanding Global Payroll for Malaysia

Global Payroll for Malaysia is a country extension of the core Global Payroll application. It provides the payroll rules and elements that are needed to run a Malaysian payroll.

This chapter discusses:

- Global Payroll for Malaysia business processes.
- Delivered elements for Malaysia.
- Naming conventions for delivered elements.
- Query to view delivered elements.

Global Payroll for Malaysia Business Processes

Global Payroll for Malaysia supports the following business processes:

- Taxation.

  Global Payroll for Malaysia comes with all the elements that are required to correctly calculate a payee's tax. Whatever the scenario—tax exemptions, pretax benefits, dependent's rebates, contributions to Zakat, CP38 tax payment, multiple payments within a calendar period, annualized tax, previous year tax, mid-period hires or terminations, or multiple jobs—the system calculates the appropriate tax.

  The system also enables you to manage benefits in kind, such as automobile and housing benefits, to be used in CP8A reporting.

- Banking and recipient processing.

  This feature supports net payment (employee salary) direct deposits and recipient payments using an electronic file format. Global Payroll for Malaysia generates electronic file outputs to credit employee salaries, and it reports this data to the recipient.

  The banking process of Global Payroll combines payroll data, pay entity source bank data, and payee or recipient bank data. The file creation process for electronic funds transfer (EFT) extracts data that is compiled by the banking process according to the content that you specify for the EFT file, merges it with data that is provided by Global Payroll for Malaysia, and creates the file for transmission.

  With the banking and recipient processing functionality, you can:

  - Select from multiple options for the content of the EFT file.
  - Create an EFT file.
  - Create files for the submission of recipient payment data in the recipient's electronic file format.

- Payslip printing and viewing.

Global Payroll for Malaysia comes with a generic payslip template, which you can use as a pattern when you create your own payslip templates.

The payslip feature enables you to design payslips so that they use the proper format to display the data that you specify. You can override templates at lower levels, so you do not have to create multiple templates to cover every payslip scenario.

The payslip feature enables you to:

- Create payslip templates and payslip messages in which you can specify accumulator column headings (such as Gross, Tax, and Net), row labels for columns (such as Period to Date and Year to Date), sections for grouping earnings and deductions, earnings and deductions that appear on payslips, and delivery option overrides.
- Specify the absence entitlement to appear on the payslip.
- Attach payslip templates to pay groups.

• Payroll reporting.

In addition to the reports that are delivered with Global Payroll, the country-specific extension for Malaysia provides a set of reports that support Malaysian business requirements.

Reports included in Global Payroll for Malaysia are:

- Payroll Results Register MYS report.
- Reconciliation MYS report.
- Pay Component Register MYS report.

• General Ledger interface.

The General Ledger interface (GLI) functionality for Malaysia builds on the standard GLI functionality that is delivered with Global Payroll. Additional features for Malaysia include the Leave Liability report and the Absence History report.

General Ledger functionality enables you to:

- Cost employee leave entitlements.
- Post accrual when pay periods do not match costing periods.
- View General Ledger data on an online inquiry page.
- Link journal types to General Ledger groupings so that you can create reports by journal type.
- Calculate accrued salary and leave liability.
- Report on leave liability and history.
- Run the GLI processes.

• Absence processing.

Global Payroll for Malaysia comes with predefined rules for processing absence payments, such as annual leave, sick leave, maternity leave, leave without pay, study leave, bereavement leave, and half pay suspension. It also comes with rules to calculate absence entitlements on termination, including rules for the payment of unused annual leave when leaves involve guaranteed termination payments.

Absence requirements that are specific to Malaysia focus on the common business process and legislative requirements. Global Payroll for Malaysia comes with Malaysian accrual and take rules as customary data, and the rules are bound by Malaysian regulations. You can easily modify many of these rules to reflect absence policies that are specific to your organization.

To demonstrate how Global Payroll can process typical absence requirements in Malaysia, the PeopleSoft system provides seven absence entitlements and eight absence take elements.

- Termination processing.

  The system enables you to manage the entire termination process, including the impact on the following functional areas: tax calculation, social security, Employee Provident Fund, absences, loans, festive advances, earnings and deductions, and General Ledger accrual calculations.

  The PeopleSoft terminations feature also enables you to:

  - Make a payment of deduction in lieu of notice period.
  - Freeze net pay payments that are linked to termination for retirement or to payees who leave Malaysia.

- Employee Provident Fund (EPF) contributions.

  This feature enables you to calculate, record, and report contributions for the EPF that are collected by the EPF board. The PeopleSoft system supports the requirements of EPF administration, maintenance, and reporting and provides:

  - Support for employee and employer payments to the EPF in accordance with the calculation of eligibility rules for EPF legislation.
  - Calculation of voluntary employee and employer EPF contributions.
  - Functionality for splitting the employee contribution into pre-tax and post-tax deductions.
  - Identification and management of unique company and employee identifiers.
  - A process that completes the EPF Form A containing all EPF monthly contributions for submission to the EPF board.
  - Reports that support administrative reporting in accordance with EPF requirements.
  - The EPF Summary report.

- Social Security Organization (SOCSO) contributions.

  To manage contributions to the SOCSO, the PeopleSoft application contains numerous tables, fields, and pages to maintain contribution data.

  The system:

  - Collects employer and employee data that is needed for calculations and reports.
  - Determines SOCSO contribution eligibility and scheme type.
  - Defines wages that are used for SOCSO.
  - Calculates SOCSO contributions.
  - Prepares the SOCSO Summary Report.
  - Produces the following reports: SOCSO Form 2, the employee register report; SOCSO Form 8A, containing the details of all contributions for the given period that is associated with the employer's SOCSO number; SOCSO Form 8B, which lists SOCSO arrears contributions for employees with arrears contributions for a given period; SOCSO Form 3, containing the details of all payees who have been terminated in the given month.

- Inland Revenue reporting.

  This feature enables you to capture, generate, and maintain both employee and company identification and biographical data that supports the reporting requirements of the Inland Revenue Board (IRB).

Reporting functionality for Malaysian Inland Revenue enables you to create the following reports as required by the IRB for reporting: annual tax statements (CP8A), notification of an employee's intention to leave Malaysia (CP21), new employees (CP22), employee termination (CP22A), monthly taxation deductions (CP39), the annual statement of tax deductions (CP159 and CP159A), the individual statement of tax deductions by month with tax receipt number (PCB2), and the annual report that identifies all payees and their total remuneration and total deductions for the year (Form E).

- Loan processing.

  Many companies in Malaysia offer loans to their employees to meet short-term and long-term financial needs. The company recovers the loan over a period of time through equated monthly installments that are deducted from the payroll. This feature also includes straight-line loan interest calculation. Global Payroll for Malaysia enables you to maintain and track these loans by:

  - Defining different loan types such as home, car, and personal loans.
  - Defining the repayment span and the interest rate.
  - Calculating the repayment deduction by pay frequency or by mutual agreement.
  - Updating loan balances.

- Integration with the Administer Festive Advance business process of Human Resources.

  This feature provides integration between Human Resources and Global Payroll. This enables you to take the festive advance amounts that are calculated in Human Resources and post them to Global Payroll. It also enables you to update the festive advance status in Human Resources. Festive advance payments are made during the payroll period in which they are issued and are deducted from the following pay period.

Delivered Elements

Global Payroll defines each business process for Malaysia in terms of delivered elements and rules. Some of these elements and rules are specifically designed to meet legal requirements, while others support common or so-called customary payroll practices.

This section discusses:

- Creation of delivered elements.
- Element ownership and maintenance.

Creation of Delivered Elements

All elements and rules that are delivered with the country extension were created using the core application, the same application that you use both to create additional elements or rules and (in many cases) to configure existing elements that are part of the Global Payroll system. Because the tools that are needed to redefine or create new payroll elements are fully documented in the core application PeopleBook, the information does not appear here. Instead, this PeopleBook briefly reviews the relationship between the core application (which contains the tools that you need to define your own elements and rules) and the country extensions (which contain country-specific rules and elements that are predefined in the PeopleSoft system).

The core application has the following characteristics:

- It consists of a payroll rules engine, which is a flexible tool that enables users to define the rules and elements of their payroll system and run payroll and absence calculations.

Global Payroll does not have payroll-specific logic or computations embedded in application code. Instead, all business application logic, such as earnings, deductions, absences, and accumulators, are specified in terms of payroll rules and elements. Global Payroll enables the user to enter and maintain payroll rules by using pages, and it offers a comprehensive set of features that enable users to work in their preferred language or currency.

- It provides a payroll processing framework, which is a flexible way to define and carry out payroll and absence processing flows, such as calendars, run types, pay periods, and process lists.

Country extensions have the following characteristics:

- They are built using the core application.
- They consist of statutory and customary objects (country-specific payroll rules, elements, payroll processes, reports, pages, and self-service applications).

Element Ownership and Maintenance

The delivered elements and rules of the Global Payroll country extension for Malaysia are classified based on whether they are owned and maintained by the user or whether they are predefined in the PeopleSoft system. Some elements and rules are predefined in the PeopleSoft system and cannot be modified or re-configured. Others can be configured to meet requirements that are unique to a particular organization.

Element Ownership in Global Payroll

Global Payroll has the following five categories of element ownership:

PS Delivered/Maintained	Elements that are created and maintained on an ongoing basis by PeopleSoft developers.
PS Delivered/Not Maintained	Elements that are delivered by PeopleSoft that the customer must maintain. This category consists primarily of either customary (nonstatutory) rules or statutory elements that customers may want to define according to their own interpretation of the rules. Although PeopleSoft developers may occasionally update elements in this category, you are not required to apply these updates.
Customer Maintained	Elements that are created and maintained by a customer. The PeopleSoft system does not come with the rules in this category.
PS Delivered/Customer Modified	Elements that were originally created and maintained by PeopleSoft developers but over which the customer has taken control (this change is irreversible).
PS Delivered/Maintained/Secure	Delivered elements that the customer can never modify or control.

Element Ownership in Global Payroll for Malaysia

The elements in Global Payroll for Malaysia have only two of the preceding five categories:

- PeopleSoft-delivered and maintained.
- PeopleSoft-delivered but not maintained.

In general, Global Payroll for Malaysia mostly uses elements that are PeopleSoft-delivered and maintained, unless the modification of an element might interfere with calculations that satisfy legislative requirements. Elements that are PeopleSoft-delivered but not maintained enable you to modify, update, and reconfigure the delivered elements to meet needs that are specific to your organization.

The following table contains a feature-by-feature description of element ownership and maintenance in Global Payroll for Malaysia:

Feature	Ownership
Taxation.	PeopleSoft-delivered and maintained.
Banking and recipient processing.	PeopleSoft-delivered but not maintained.
Payslip printing and viewing.	PeopleSoft-delivered but not maintained.
Payroll reporting	PeopleSoft-delivered but not maintained.
General Ledger interface.	PeopleSoft-delivered but not maintained.
Absence processing.	PeopleSoft-delivered but not maintained.
Termination processing.	PeopleSoft-delivered but not maintained.
Employee Provident Fund contributions.	PeopleSoft-delivered and maintained.
Social Security Organization contributions.	PeopleSoft-delivered and maintained.
Inland Revenue reporting.	PeopleSoft-delivered but not maintained.
Loan processing.	PeopleSoft-delivered but not maintained.
Integration with the Administer Festive Advance business process of Human Resources.	PeopleSoft-delivered but not maintained.

Note. Accumulators that contain custom elements may have an ownership status different from those listed here.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining General Element Information,” Defining Element Names

Naming Conventions for Delivered Elements

Understanding the naming conventions for PeopleSoft-delivered elements enables you to determine how an element is used, the element type, and even the functional area that it serves. Depending on whether the element is a primary element, a component of a primary element, or a supporting element, either the supporting-element naming convention or the component-name (suffix) naming convention applies.

This section discusses:

- Supporting-element versus component-name naming convention.
- Functional codes for Malaysia.
- Element type codes (PIN_TYPE).

Supporting-Element Versus Component-Name Naming Convention

This section describes the supporting-element naming convention and the component-name naming convention.

Supporting Elements

Global Payroll for Malaysia uses the supporting-element naming convention for arrays, brackets, counts, dates, durations, formulas, rate codes, variables, historical rules, fictitious calculation rules, proration rules, rounding rules, accumulators, sections, element groups, and generation control conditions.

The format for supporting element names is:

FFF TT NAME

where *FFF* is the functional area code, *TT* is the type of supporting element, and *NAME* is a descriptive name. For example, in the Social Insurance variable SOC VR CONTRIB ER, *SOC* represents the functional area (SOCSO), *VR* represents the element type (variable), and *CONTRIB ER* stands for employer contribution.

Component Names (Suffixes)

When you create an earning or deduction element in Global Payroll, you must define the components that make up the element, such as base, rate, unit, and percentage. The system generates the components and accumulators for the element based on the calculation rule or accumulator periods. The system also names the components and accumulators by appending a suffix to the element's name. The component suffixes are:

Suffix	Description
BASE	Base
PCT	Percentage
RATE	Rate
UNIT	Unit

For example, you define the earning element EARN1 with the following calculation rule:

EARN1 = Rate × Unit

The system creates two additional elements for the components in the calculation rule: a rate element called EARN1_RATE and a unit element called EARN1_UNIT.

In Global Payroll for Malaysia, all suffixes are grouped into one of the following types:

- Separator.
- Earnings and deductions component suffixes.
- Earnings and deductions accumulator suffixes.
- Deduction arrears component suffixes.

The following table describes the accumulator suffixes:

Suffix	Description
CPTDA	Calendar period-to-date amounts.
CMTDA	Calendar month-to-date amounts.
CQTDA	Calendar quarter-to-date amounts.
CYTDA	Calendar year-to-date amounts.
CPTDU	Calendar period-to-date units.
CMTDU	Calendar month-to-date units.
CQTDU	Calendar quarter-to-date units.
CYTDU	Calendar year-to-date units.
FPTDA	Fiscal period-to-date amounts.
FMTDA	Fiscal month-to-date amounts.
FQTDA	Fiscal quarter-to-date amounts.
FYTDA	Fiscal year-to-date amounts.
FPTDU	Fiscal period-to-date units.
FMTDU	Fiscal month-to-date units.

Suffix	Description
FQTDU	Fiscal quarter-to-date units.
FYTDU	Fiscal year-to-date units.

The following table describes the arrears components suffixes:

Suffix	Description
PYBCK	Payback.
NTTKN	Amount not taken.
ATARR	Add to arrears.

The following table describes the arrears accumulator suffix:

Suffix	Description
ARR	Arrears.

The following table describes the component suffixes that are required for absences:

Suffix	Description
UNTPD	Unit paid.
UNTAD	Unit adjustment.

The following table describes the accumulator suffixes that are required for absences:

Suffix	Description
BAL	Balance.
ENT	Entitlement.

Suffix	Description
ADJ	Adjustment.
TAKE	Take.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

Functional Codes

The following table contains the functional area codes that are used in the names of Malaysian elements:

Functional Area Code	Description
ANN	Annual leave.
BIK	Benefits In Kind.
BSC	Basic pay.
CMN	Areas common to multiple functional areas.
DED	Other deductions.
EPF	Employee Provident Fund.
ERN	Other earnings.
FAD	Festive advances.
GLI	Calculations for General Ledger integration.
HPL & HALF	Half Paid Leave.
HSP	Hospital leave.
IRD	Inland Revenue department reporting.
LN	Loans.

Functional Area Code	Description
LVE	Leave types.
MAT	Maternity leave.
NPL	No Pay Leave.
OVT	Overtime.
PDL	Paid leave.
PSLP	Payslip.
PY	Previous Year.
RPT	General reporting and architecture.
RTO	Retro.
SCK	Sick leave.
SOC and SOCSO	Social Security Organization.
TAX	Tax calculation.
TER	Terminations.

Element Type Codes (PIN_TYPE)

The following table contains codes for all the element types. Because not all element types are delivered for Malaysia, not all of these codes appear in the names of Malaysian elements.

Element Type Code	Description
AE	Absence entitlement.
AT	Absence take.
AC	Accumulator.

Element Type Code	Description
AR	Array.
AA	Auto-assigned.
BR	Bracket.
CT	Count.
DT	Date.
DD	Deduction.
DR	Duration.
ER	Earnings.
EG	Element group.
EM	Error message.
FC	Fictitious calculation.
FM	Formula.
GC	Generation control.
HC	Historical rule.
PP	Previous period rule.
PR	Process.
PO	Proration rule.
RC	Rate code.
RR	Rounding rule.

Element Type Code	Description
SE	Section.
SY	System element.
VR	Variable.

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Malaysia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,” Viewing the Delivered Elements

CHAPTER 3

Understanding Definition Country Data

This chapter discusses:

- Element personal identification number (PIN) range.
- Delivered sample data.
- Defining triggers and segmentation events for Malaysia.
- Retroactive processing methods.
- Proration methods.
- Permission lists and user roles.
- Accumulator setup.
- Message sets.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Malaysia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,” Viewing the Delivered Elements

Element PIN Range

Each country extension that is developed for Global Payroll has a PIN range to which elements can be assigned. The PIN range for Global Payroll for Malaysia is 150000–159999.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining General Element Information,” Understanding Elements

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Introducing the Core Application Architecture,” Why the Core Application Uses Pay Item Name (PIN) Processing

Delivered Sample Data

The PeopleSoft system comes with sample data to facilitate navigation during implementation analysis. Sample data can also serve as the starting point for the design of an implementation of Global Payroll for Malaysia. The following data values provide basic information for viewing the delivered sample data:

Note. Most of the delivered sample data for Global Payroll for Malaysia begins with the letters *KM.*

Sample Data Type	Delivered Value
Regulatory region.	MYS
Business unit.	MYS01, KM01
SetID.	MYS01, KMMYS
Company.	KM1, KM2
Global Payroll pay group.	KM1PG1, KM1PG2, KM1PG3, KM1PG4, KM1PG5, KM2PG1, KM2PG2, KM2PG3, KM2PG4

Defining Triggers and Segmentation Events

These tables list triggers and segmentation events for Malaysia.

Triggers

This table lists triggers for Malaysia:

Record (Table) Name	Type	Trigger Event ID
ADDRESSES	Iterative	N/A
COMPENSATION	Iterative	N/A
COMPENSATION	Retro	COMPENSATI
CONTRACT_DATA	Iterative	N/A
EMPLOYMENT	Iterative	N/A
GPMY_EPF_PYE	Iterative	N/A
GPMY_EPF_PYE	Segmentation	N/A

Record (Table) Name	Type	Trigger Event ID
GPMY_SOC_PYE	Iterative	N/A
GPMY_SOC_PYE	Retro	SOCSO
GPMY_SOC_PYE	Segmentation	N/A
GPMY_TAX_CP38	Iterative	N/A
GPMY_TAX_PYE	Iterative	N/A
GPMY_TAX_PYE	Segmentation	N/A
GP_ABS_EVENT	Iterative	N/A
GP_ABS_EVENT	Retro	GPABSEVENT
GP_ABS_OVRD	Iterative	N/A
GP_ABS_OVRD	Retro	GPABSOVRD
GP_OFFCYCL_A_VW	Iterative	N/A
GP_OFFCYCL_C_VW	Iterative	N/A
GP_OFFCYCL_M_VW	Iterative	N/A
GP_OFFCYCL_U_VW	Iterative	N/A
GP_PI_MNL_DATA	Iterative	N/A
GP_PI_MNL_DATA	Retro	GPPIMNLDAT
GP_PI_MNL_SOVR	Iterative	N/A
GP_PI_MNL_SOVR	Retro	GPPIMNLSOV
GP_PYE_OVRD	Iterative	N/A
GP_PYE_OVRD	Retro	GPPYEOVRD
GP_PYE_OVR_SOVR	Iterative	N/A
GP_PYE_OVR_SOVR	Retro	GPPYEOVRSO
GP_PYE_SECT_DTL	Iterative	N/A
GP_PYE_SECT_DTL	Retro	GPPYESECTD
GP_RTO_TRGR_VW	Iterative	N/A
GP_SEG_TRGR_VW	Iterative	N/A
JOB	Iterative	N/A

Record (Table) Name	Type	Trigger Event ID
JOB	Retro	JOB
JOB	Segmentation	N/A
JOB_JR	Iterative	N/A
PERSON	Iterative	N/A
PERS_DATA_EFFDT	Iterative	N/A
PER_ORG_INST	Iterative	N/A
SCH_ASSIGN	Iterative	N/A
SCH_ASSIGN	Retro	SCHASSIGN
SCH_MNG_SCH_TBL	Iterative	N/A
TL_PAYABLE_TIME	Iterative	N/A
WKF_CNT_TYPE	Iterative	N/A

View these trigger definitions using the Trigger Definition page.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Setting Up Triggers"

Segmentation Events

This table lists segmentation events for Malaysia.

Name	Description	Segment Type
COMPRATE	Comp rate segmentation.	Element
JOB	Job segmentation.	Period
ORGNUM	Organizational number change.	Period
SOCSO	SOCSO slicing.	Element

View these segmentation events on the Segmentation Events Definition page.

Retroactive Processing Methods

The default retroactive method and the on-conflict retroactive method for Malaysia are both forwarding. The core Global Payroll application retroactive processing meets all requirements for processing retroactive payments in Malaysia.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Retroactive Processing"

Payment Keys

You can use payment keys in conjunction with forwarding retroactivity to separate retroactive payments by company. This ensures that retroactive payments are assigned correctly (for instance, to the correct company).

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining the Organizational Structure"

Proration Methods

The proration methods that are used by Global Payroll for Malaysia are based on calendar days. Global Payroll for Malaysia provides these proration methods:

- EARNING PO: used by shift, bonus and special allowance earnings.
- ERN PO LSTPER: used by meal allowance, car, travel and laundry.
- ERN PO SALARY: used by Salary Basic.

Rounding Rules

Global Payroll for Malaysia provides the following rounding rules used in various calculations:

- EPF RR 20: EPF Rounding By 20.
- EPF RR 100: EPF Rounding By 100.
- CMN RR NEAREST RM: Round Tax Up to Nearest RM.
- TAX RR BASE: Tax Base Amount Increment.
- CMN RR NEXT: Round Next.
- CMN RR DOWN: Round Down.

For more information about these rounding rules, access the Rounding Rules page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Rounding Rules).

Permission Lists and User Roles

Global Payroll for Malaysia contains the following permission lists:

Permission List	Type	Action	Description
HCCPGPMYS	Component	Modify	Component permission list for Malaysia.
HCCPHR30MY	Component	Review	Setup workforce tables for Malaysia.
HCDPMYS	Data	Review	Data permission for Malaysia.
HCPPMYS	Primary	Review	Primary list for Malaysia.

Global Payroll for Malaysia contains the following user roles:

Role	Description
GP Administrator MYS	Global Payroll for Malaysia administrator.
HR Administrator MYS	Human Resources for Malaysia administrator.

Accumulator Setup

The Inland Revenue Department and Social Security Organization (SOCSO) require earnings to be reported separately by employer number. Your organization may have more than one tax number. If so, user keys enable you to track a given accumulator for each employer number. You must first determine the organizational link between the employer numbers and the organization entity. After you determine this, you must use the user key (that is, the employer number) so that earnings can be segregated.

This applies to balance accumulators for the SOCSO, Employee Provident Fund, and tax features.

Message Sets

Global Payroll for Malaysia uses the following message sets (these details appear on the Message Catalog page):

Message Set	Description	Usage
17220	Global Payroll for Malaysia – online.	Online error and warning messages.
17221	Global Payroll for Malaysia – text messages.	Page and secondary page titles.
17225	Global Payroll for Malaysia – batch.	Batch error, warning, and general messages.
17227	Global Payroll for Malaysia – self-service.	Self-service messages.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Calculation Elements"

CHAPTER 4

Understanding Definition of Earnings

This chapter discusses:

- Earnings.
- Earnings calculation.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Malaysia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,” Viewing the Delivered Elements

Earnings

Global Payroll for Malaysia comes with a number of earnings to demonstrate how Global Payroll rules can meet common processing requirements.

Many earnings apply to Employee Provident Fund (EPF), Social Security Organization (SOCSO), and tax calculations. The following table lists the delivered earnings and their relationship to EPF, SOCSO, and tax calculations:

Earning	Eligible for EPF Calculation EPF AC GROSS	Eligible for SOCSO Calculation SOC AC INCOME SEB	Eligible for Standard Tax Calculation	Eligible for Annual Tax Calculation
Basic hourly	Yes (Y)	Y	Y	No (N)
Basic salary	Y	Y	Y	N
Meal allowance	Y	Y	Y	N
Travel allowance	N	Y	Y	N

Earning	Eligible for EPF Calculation EPF AC GROSS	Eligible for SOCSO Calculation SOC AC INCOME SEB	Eligible for Standard Tax Calculation	Eligible for Annual Tax Calculation
Leave pay	Y	Y	Y	N
Shift allowance	Y	Y	Y	N
Overtime	N	Y	Y	N
Contractual bonus	Y	N	N	Y
Noncontractual bonus	Y	N	N	Y
Uniform allowance	Y	Y	Y	N
Car allowance	Y	Y	Y	N
Laundry allowance	Y	Y	Y	N
Special allowance	Y	Y	Y	N
Loan and salary advance	N	N	N	N
Festive advance	N	N	N	N

Delivered Earnings Elements

The following table provides a brief synopsis of how the system calculates the delivered earnings. This is not a complete list; for a complete list of delivered earnings, access the Earnings component (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings):

Name and Description	Unit (or Base)	Rate	Percent	Amount
SALARY BASIC (basic pay)				KMSAL

Name and Description	Unit (or Base)	Rate	Percent	Amount
SALARY HOUR (basic pay hourly)	BSC FM SCHHRS	KMHRLY		
MEAL ALLOW (meal allowance)				Payee level
TRAVEL ALLOW (travel allowance)				VARIABLE — NUMERIC CMN VR ZERO
SHFT ALL HRL (shift allowance hourly)	Payee level	HOURLY RT	ERN VR SHFTALLPCT	
SHFT ALL AMT (shift allowance amount)				Payee level
OVERTIME 1.5 (overtime 1.5)	Payee level	ERN FM OVTRATE	150	
OVERTIME 2 (overtime 2)	Payee level	ERN FM OVTRATE	200	
CT BONUS (contractual bonus)				Payee level
NCT BONUS (noncontractual bonus)				Payee level
UNIFORM (uniform allowance)				Payee level
CAR (car allowance)				Payee level

Name and Description	Unit (or Base)	Rate	Percent	Amount
LAUNDRY (laundry allowance)				Payee level
SPEC ALLOW (special allowance)				Payee level
LOAN ADV (loan advance)				Payee level
SALARY ADV (salary advance)				Payee level
SAL BSC RTO (basic pay)				Variable — Numeric ERN VR ZEROMON
SAL HOUR RTO (basic pay hourly)				Variable — Numeric ERN VR ZEROMON
MEAL RTO (meal allowance)				Payee level
TRAVEL RTO (travel allowance)				Payee level
SHFT HRL RTO (shift allowance hourly)				Payee level
SHFT AMT RTO (shift allowance amount)				Payee level

Name and Description	Unit (or Base)	Rate	Percent	Amount
OVT 1.5 RTO (overtime 1.5)				Payee level
OVT 2 RTO (overtime 2)				Payee level
UNIFORM RTO (uniform allowance)				Payee level
CAR RTO (car allowance)				Variable — Numeric ERN VR ZEROMON
LAUNDRY RTO (laundry allowance)				Payee level
SPECIAL RTO (special allowance)				Payee level
CT BONUS PY (contractual bonus previous year)				Payee level
NCT BONUS PY (noncontractual bonus previous year)				Payee level
ARR ER PY (arrears of previous year)				Payee level

Variables Used in Earning Amounts

Two variables, CMN VR ZERO and ERN VR ZERO, are used in delivered earning amounts. Both variables have a value of 0; they are generic examples. To override values at Calendar, Pay Entity, or Pay Group levels, create your own variables and replace the example variables.

Earnings Calculation

This section discusses:

- Basic pay.
- Meal allowance.
- Travel allowance.
- Shift allowance.
- Leave encashment.
- Overtime.
- Bonus.
- Uniform allowance.
- Car allowance.
- Laundry allowance.
- Special allowance.
- Loan and salary advance allowance.
- Festive advances.

Basic Pay

Basic pay is the salary that is based on either a flat amount that is paid each month or the number of hours multiplied by an hourly rate for the employee. This is a taxable earning. Global Payroll for Malaysia comes with two basic pay earnings: one based on a flat amount (SALARY BASIC) and another based on an hourly rate (SALARY HOUR).

Flat Amount

This is the minimum amount that a payee can earn for the pay period, unless a special factor reduces the basic pay. The flat amount is entered into the system with the rate code KMSAL. The basic salary element (SALARY BASIC) uses the generation control element BSC GC MTHLY. When prorated, the system uses the proration rule EARNING PO to adjust the amount by the number of calendar days (dividing the calendar days in slice by the calendar days in the period).

The SALARY BASIC flat amount contributes to the following accumulators:

- SALARY BASIC_CMTDA
- SALARY BASIC_CYTDA
- MYS WAGES
- SOC AC INCOME SEG
- SALARY AC BASIC
- ERN AC GROSS

Hourly Rate

This earning is applicable to hourly pay group payees. It is calculated by multiplying the total working hours (BSC FM SCHHRS) by the hourly rate (KMHRLY). The hourly salary element (SALARY HOURLY) uses the generation control element BSC GC HOURLY, and it uses the pay group proration rule by default.

SALARY HOUR contributes to the following accumulators:

- SALARY HOUR_CMTDA
- SALARY HOUR_CYTDA
- MYS WAGES
- SOC AC INCOME SEG
- SALARY AC HOUR
- ERN AC GROSS

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

Meal Allowance

Meal allowances are given to employees to compensate for expenses incurred for food. They are paid as a flat amount that is set at the payee level on the Earnings and Deductions Assignment pages or by positive input.

You can override this amount at the pay calendar level. To do this, you create a new variable specifically for Meal Allowance and ensure that it can have calendar overrides. Then you replace the generic CMN VR ZERO variable on the Meal Allowance code with your new variable.

The meal allowance element (MEAL ALLOW) uses the generation control element ERN GC PAYALLOW to ensure that the allowance is applied only once per period and only in the last segment.

When prorated, the element uses CMN DR CALDYSMTH to calculate the allowance based on the month's calendar days. When MEAL ALLOW is prorated, leave without pay days decreases the entitlement.

The MEAL ALLOW element contributes to the following accumulators:

- MEAL ALLOW_CMTDA
- MEAL ALLOW_CYTDA
- MYS WAGES
- SOC AC INCOME SEG
- ERN AC OTHALL

Travel Allowance

Travel allowances are granted to payees who commute to work. They are paid as a flat amount set at the payee level on the Earnings and Deductions Assignment pages or by positive input.

You can override this amount at the pay calendar level. To do this, you create a new variable specifically for Travel Allowance and ensure that it can have calendar overrides. Then you replace the generic CMN VR ZERO variable on the Travel Allowance code with your new variable.

The travel allowance element (TRAV ALLOW) uses the generation control element ERN GC PAYALLOW to ensure that the allowance is applied only once per period and only in the last segment.

TRAV ALLOW contributes to the following accumulators:

- TRAVEL ALLOW_CMTDA
- TRAVEL ALLOW_CYTDA
- MYS WAGES
- SOC AS INCOME SEG
- ERN AC TRAALL
- EPF AC GROSS

Shift Allowance

Shift allowances can be calculated based on the hourly rate or a flat rate.

Calculation of Shift Allowance Based on Hourly Rate

SHFT ALL HRL is paid as a percentage of the hourly rate multiplied by the shift hours. The shift hours are set at the payee level by positive input.

You can override the percentage variable ERN VR SHFTALLPCT value at the pay calendar level. .

The shift allowance hourly amount element (SHFT ALL HRL) uses no generation control. It applies the pay group proration rule when prorating payments.

SHFT ALL HRL contributes to the following accumulators:

- SHFT ALL HRL_CMTDA
- SHFT ALL HRL_CYTDA
- SOC AC INCOME SEG
- ERN AC OTHALL

Calculation of Shift Allowance Based on Flat Amount

The shift allowance SHFT ALL AMT is paid as a flat amount that is set at the payee level by the Earnings and Deduction Assignment or positive input pages. The shift allowance flat amount element uses the generation control element CMN GC ACTIVE. When prorated, the element uses EARNING PO.

SHFT ALL AMT contributes to the following accumulators:

- SHFT ALL AMT_CMTDA
- SHFT ALL AMT_CYTDA
- SOC AS INCOME SEG
- ERN AC OTHALL

Leave Encashment

Leave Encashment (LEAVE ENCASH) is an earning that is based on unused leave. It is calculated by multiplying applicable leave days (LVE FM ENCASH) by basic salary rate (LVE FM PAYRATE). You can override these amounts at the payee level. The leave payment (LEAVE ENCASH) uses the generation control element LVE GC PAYENC.

LEAVE ENCASH contributes to the following accumulators:

- SOC AC INCOME SEG
- LEAVE ENCASH_YTDA
- ERN AC LEAVE
- EPF AC GROSS

Overtime

Overtime is given to payees who work longer than normal hours to complete an assigned task. It is calculated by multiplying overtime hours by a percentage of the hourly rate.

Generally, overtime is paid in the month after the overtime work is completed. The rate that is used in overtime calculations is the rate at the time the work was performed, not when the overtime is paid.

The system issues a warning if more than 104 overtime hours are paid in one month.

Overtime hours are generally entered as positive input at the payee level. The hourly rate is calculated by multiplying the rate formula ERN FM CHKOVTHRS by 150 percent for overtime payments of one-and-a-half times the normal rate (earning OVERTIME 1.5). When overtime payments are twice the normal rate (earning OVERTIME 2), the system calculates the hourly rate by multiplying ERN FM OVTRATE by 200 percent.

No generation control exists.

OVERTIME 1.5 contributes to the following accumulators:

- OVERTIME 1.5_CMTDA
- OVERTIME 1.5_CYTDA
- SOC AC INCOME SEG
- ERN AC GROSS
- EPF AC GROSS

OVERTIME 2 contributes to the following accumulators:

- OVERTIME 2_CMTDA
- OVERTIME 2_CYTDA
- SOC AC INCOME SEG
- ERN AC GROSS
- EPF AC GROSS

Bonus

Bonuses are generally a fixed amount that are paid on a quarterly, biannual, or annual basis depending on the performance of the employee or the company. They can be a flat amount or a percentage of basic or gross salary. Bonuses can be contractual or noncontractual.

Contractual Bonus

Contractual bonuses apply to a particular period and must be reported as income for the period regardless of when the bonuses are paid. These bonuses can be quarterly, biannual, or annual.

CT BONUS is paid as a flat amount that is set at the payee level by positive input or as a recurring amount on the Earnings Deduction Assignment pages.

It uses the generation control element CMN GC ACTIVE to checks for active employees.

Global Payroll for Malaysia includes bonus accrual elements as part of the sample General Ledger Interface (GLI) functionality. You can use these elements to create your own bonus rules.

CT BONUS contributes to the following accumulators:

- TAX AC ANN GROSS
- CT BONUS_CMTDA
- CT BONUS_CYTDA
- ERN AC CYBON

Noncontractual Bonus

Noncontractual bonuses apply to the period in which they are paid. These bonuses can be paid annually (using NCT BONUS) or paid for a previous year (using NCT BONUS PY) for example, paid in January for the previous year.

NCT BONUS is usually paid as a flat amount that is set at the payee level by positive input.

No generation control exists. When prorated, the element uses the pay group proration rule.

NCT BONUS contributes to the following accumulators:

- TAX AC ANN GROSS
- NCT BONUS_CMTDA
- NCT BONUS_CYTDA
- ERN AC CYBON

Uniform Allowance

The uniform allowance is given so that employees can purchase uniforms. It is usually a one-time, annual payment that is entered at the payee level as positive input. UNIFORM is used for current uniform allowance payments, UNIFORM RTO is used for retroactive uniform allowance payments.

UNIFORM uses CMN GC ACTIVE. It cannot be prorated because the allowance is given in full to new employees when hired.

UNIFORM contributes to the following accumulators:

- UNIFORM_CMTDA

- UNIFORM_CYTDA
- SOC AC INCOME SEG
- ERN AC OTHALL

Car Allowance

The car allowance is given to employees to maintain their cars. CAR is paid as a flat amount that is set at the payee level by positive input or earning/deduction assignment pages.

It uses the generation control element ERN GC PAYALLOW to ensure that the allowance is applied only once per period and only in the last segment. When prorated, the element uses ERN PO LSTPER to calculate the allowance based on the calendar days.

CAR contributes to the following accumulators:

- CAR_CMTDA
- CAR_CYTDA
- MYS WAGES
- SOC AC INCOME SEG
- ERN AC TRAALL

Laundry Allowance

The laundry allowance (LAUNDRY) is given to employees to maintain their work uniforms. It is a flat amount that is set at the payee level by positive input or earning/deduction assignment.

The laundry allowance element uses the generation control element ERN GC PAYALLOW to ensure that the allowance is applied only once per pay period and only in the last segment. When prorated, the element uses ERN PO LSTPER to calculate the allowance based on the calendar days.

LAUNDRY contributes to the following accumulators:

- LAUNDRY_CMTDA
- LAUNDRY_CYTDA
- SOC AC INCOME SEG
- ERN AC OTHALL

Special Allowance

This is a generic allowance that is set aside for a special purpose. SPEC ALLOW is a flat amount that is set at the payee level by positive input or earning/deduction assignment. The special allowance element uses the generation control element CMN GC ACTIVE. When prorated, the element uses proration rule EARNING PO to calculate the allowance based on calendar days.

SPECIAL contributes to the following accumulators:

- SPEC ALLOW_CMTDA
- SPEC ALLOW_CYTDA
- MYS WAGES
- SOC AC INCOME SEG

- ERN AC OTHALL

Loan and Salary Advance Allowance

Loan payments (LOAN ADV) and salary advances (SALARY ADV) are entered as flat amounts that are set at the payee level by positive input. Neither the loan allowance nor the salary advance elements use generation control.

LOAN ADV contributes to the following accumulators:

- LOAN ADV_CMTDA
- LOAN ADV_CYTDA
- LOANS AC

SALARY ADV contributes to the following accumulators:

- SALARY ADV_CMTDA
- SALARY ADV_CYTDA
- LOANS AC

Festive Advances

The system enables you to grant advances for each of the four major festivals: Hari Raya (HARIRAYA ADV), Christmas (XMAS ER ADV), Chinese New Year (CNY ER ADV), and Deepavali (DEEPA ER ADV). The advances are later recovered in installments. Each of these advances is a flat amount that is set at the payee level by positive input.

HARIRAYA ADV contributes to the following accumulators:

- HARIRAYA ADV_CMTDA
- HARIRAYA ADV_CYTDA
- FAD AC ADV AMT
- FAD AC FA BAL
- LOANS AC

XMAS ER ADV contributes to the following accumulators:

- XMAS ER ADV_CMTDA
- XMAS ER ADV_CYTDA
- FAD AC ADV AMT
- FAD AC FA BAL
- LOANS AC

DEEPA ER ADV contributes to the following accumulators:

- DEEPA ER ADV_CMTDA
- DEEPA ER ADV_CYTDA
- FAD AC ADV AMT
- FAD AC FA BAL

- LOANS AC

CYN ER ADV contributes to the following accumulators:

- CNY ER ADV_CMTDA
- CNY ER ADV_CYTDA
- FAD AC ADV AMT
- FAD AC FA BAL
- LOANS AC

See Also

Chapter 14, “Posting Festive Advances to Global Payroll,” page 123

CHAPTER 5

Understanding Definition of Deductions

This chapter discusses:

- Deductions for Malaysia.
- Deduction calculations.

Deductions

Global Payroll for Malaysia comes with a number of deductions to demonstrate how Global Payroll rules can meet common processing requirements such as Employee Provident Fund (EPF) and Social Security Organization (SOCSO) contributions.

Delivered Deductions Elements

In the following table, the first column contains the deductions name and a description. The letters *gc* in a row indicate that the deduction has a generation control. The letters *po* denote a post-processing formula. The letters *pr* denote a preprocessing formula. The other four columns indicate the deduction calculation rule unit × rate, unit × rate × percent, or amount. The processing of some of these deduction codes is discussed in more detail later in this chapter.

The delivered deduction elements are:

Name and Description	Unit (or Base)	Rate	Percent	Amount
CNY DD PB (Chinese New Year payback, *gc, po.*)	FAD AC ADV AMT		Variable – numeric FAD VR RECVRY PCT = 100%	
DEDUCT IRB (deduction to pay Inland Revenue Board)				Variable — Numeric TER VR AMTPYIRB
DEEPAV DD PB (Deepavali advance payback, *gc, po.*)	FAD AC ADV AMT		Variable – numeric FAD VR RECVRY PCT =100%	

Name and Description	Unit (or Base)	Rate	Percent	Amount
EPF DD AN VO (voluntary EPF contributions on ANN income)				Variable – numeric EPF VR ANN VOL
EPF DD ANN (EPF contributions on annual income)				Variable – numeric EPF VR ANN
EFP DD ARR (arrears EPF deduction)				Variable — Numeric EPF VR ARR AMT
EPF DD EE PY (employee EPF contribution for previous year)				Variable — Numeric EPF VR PY
EPF DD EE TO (total employee contribution)				Variable Numeric EPF VR TOT EE
EPF DD EE VO (voluntary employee EPF contribution)				Variable Numeric EPF VR EE VOL AMT
EFP DD EEREG (regular EPF deduction)				Variable Numeric EPF VR TEMP REG
EPF DD ER (employer EPF deduction)				Variable Numeric EPF VR ER GROSS
EPF DD ER VO (voluntary employer EPF contribution)				Variable — Numeric EPF VR ER VOL AMT

Name and Description	Unit (or Base)	Rate	Percent	Amount
EPF DD ERANV (EPF annual contributions employer vol)				Variable — Numeric EPF VR ER AN VO
EPF DD POSTX (Post-tax EPF deduction.)				Variable — Numeric EPF VR POSTX
EPF DD PRETX (pre-tax EPF deduction)				Variable — Numeric EPF VR PRETX
EPF EEREG VO (Regular Employee EPF Voluntary contributions)				Variable — Numeric EPF VR VOL AMT TEM
FREEZE PYMTS (freeze payments)				TER VR FREEZEAMT
HALF PAY LVE (half pay leave deduction)	Payee level	LVE FM HALF RATE		
HARI RAYA DD (Hari Raya advance payback, *gc, po.*)	FAD AC ADV AMT		Variable Numeric FAD VR RECVRY PCT 100%	
LN DEDUCT 1 (company loan)				LN VR DED1
LN DEDUCT 2 (housing loan)				LN VR DED2
LN DEDUCT 3 (car loan)				LN VR DED3

Name and Description	Unit (or Base)	Rate	Percent	Amount
LWOP (leave without pay)	Variable — Numeric LVE VR LWOPWKLDYS	Formula LVE FM UNPLRATE		
LWOP HRLY (leave without pay hourly)	Variable LVE VR LWOP HRS	Rate Code KMHRLY		
LWOP RTO (LWOP retro)				Payee Level
LWOP RTO PY (LWOP retro previous years)				Payee Level
SAL ACCR REC (recovery of salary accrual)				GLI AC SALACCR
SHORT NOTICE (deduction in lieu of notice)				TER VR NOTIFEE
SOCSO EE (employee SOCSO contribution)				SOC VR CTREE
SOCSO EE RTO (employee retroactive SOCSO contribution)				Payee level
SOCSO ER (employer SOCSO contribution)				SOC VR CTRER

Name and Description	Unit (or Base)	Rate	Percent	Amount
SOCSO ER RTO (employer retroactive SOCSO contribution)				Payee level
TAX ADDL REG (additional tax on regular)				TAX VR ADDL AMT
TAX ANN ADDL (additional tax on annual)				TAX VR ANN ADD
TAX DD ANN (annual tax deduction)				TAX VR ANN DED
TAX DD CP38 (tax on CP38)				TAX VR CP38 DED
TAX DD PREYR (tax deduction for the previous year)				TAX VR PY DED
TAX DD STD (scheduler tax)				TAX VR DEDUCTION
TAX DD TOTAL (total tax)				TAX VR TOTAL
TAX DD ZAKAT (tax deduction for ZAKAT)				TAX VR ZAKAT
UNFREEZE TAX (unfrozen taxes)				TER VR TAXUNFREEZE

Name and Description	Unit (or Base)	Rate	Percent	Amount
UNP ANN LVE (unpaid annual leave)	ANN VR UNPWKLDYS	LVE FM PAYRATE		
XMAS DD PB (Christmas advance payback, *gc, po.*)	FAD AV ADV AMT		Variable — Numeric FAD VR RECVRY PCT 100	

Deduction Calculations

This section discusses:

- EPF deductions.
- SOCSO deductions.
- Tax deductions.
- Leave without pay deductions.
- Loan and advance recovery.
- Festive advance recovery deductions.
- Maximum deduction limits.

EPF Deductions

Global Payroll for Malaysia comes with 12 deductions for EPF amounts.

See Chapter 12, “Setting Up Employee Provident Fund Contributions,” page 107.

SOCSO Deductions

Global Payroll for Malaysia comes with four deductions for SOCSO deduction amounts.

See Chapter 9, “Setting Up Social Security Contributions,” page 89.

Tax Deductions

Global Payroll for Malaysia comes with eight deductions for tax deduction amounts.

See Chapter 6, “Setting Up Taxation,” page 49.

Leave Without Pay Deductions

The leave without pay (LWOP) deduction is entered or generated as a result of an approved unpaid absence event occurring in the period.

This deduction uses a unit × rate calculation rule. The system calculates the units by counting the workable days of unpaid leave. The rate LVE FM UNPLRATE is derived from the payee’s standard daily rate by dividing the monthly rate by the calendar days. You use this deduction to pay the absence take LWOP. This amount is then taken from the gross amount.

This deduction element contributes to the SOC AC INCOME SEG, ERN AC LEAVE, and EPF AC GROSS accumulators.

Loan and Advance Recovery

You use the LN DEDUCT deductions to recover the amount that is paid for loans. The deduction is taken when an amount exists in the loan balance accumulator. Each loan deduction element uses a variable (LN VR DED) to calculate the loan repayment according to the specifications that are established in the loan feature. No generation control or special proration rule exists.

When used, the loan deductions (LN DEDUCT 1 company loan, LN DEDUCT 2 housing loan, and LN DEDUCT 3 car loan) contribute to the NET PAY accumulator.

See Also

Chapter 10, “Setting Up Loans,” page 97

Festive Advance Recovery Deductions

Global Payroll for Malaysia enables you to pay festive advances through the payroll system. However, because the payments are advances, they must be recovered through deductions in subsequent pay periods. Separate customary deductions corresponding to each of the festive advance types and their supporting elements enable you to deduct the festive advance amount in subsequent payments. This enables you to recover the entire outstanding festive advance payments when an employee is terminated.

You specify the deduction elements that are to be used for the recovery of the festive advances on the Festive Advance Pay Program page in Human Resources.

Deduction elements all use a calculation rule of base × percent, where the base is derived from accumulator FAD AC ADV AMT and the percentage can be entered.

The following festive advance deductions enable you to recover festive advance payments by subtracting from the FAD AC ADV AMT accumulator:

- XMAS DD PB (Christmas advance payback).
- HARI RAYA DD (Hari Raya advance payback).
- DEEPAV DD PB (Deepavali advance payback).
- CNY DD PB (Chinese New Year advance payback).

See Also

Chapter 14, “Posting Festive Advances to Global Payroll,” page 123

Maximum Deduction Limits

The system issues a warning message when a payee's total deductions exceed a defined percentage of wages within a processing period. This check is not done for terminated employees. To perform this calculation, the system uses accumulators MYS WAGES and MYS DEDUCTION to total the month's wages and deductions, variable CMN VR MAXPCTDED to hold the maximum deduction percentage, and formula CMN FM DEDLIMIT to test whether the limit is exceeded and to issue a warning. Variable CMN VR MAXPCTDED maintains a limit of 50 percent. This increases to 75 percent when the housing loan deduction (LN DEDUCT 2) is present.

CHAPTER 6

Setting Up Taxation

This chapter provides an overview of Malaysian income tax and discusses how to:

- Identify company tax details.
- Derive employee tax scales.
- Enter employee tax details.
- Set up benefits in kind (BIKs).
- Report tax data.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Malaysia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,” Viewing the Delivered Elements

Understanding Income Tax

This section discusses:

- Determination of the tax category.
- Determination of the tax scale.
- Determination of the taxable gross.
- Calculation of the tax.

Determination of the Tax Category

The system uses the tax deduction table to determine which tax deductions apply to a payee. The table that is used depends on the payee’s marital status, gender, and spouse’s employment status. The system uses the formula TAX FM CATEGORY, data from Human Resources, and the Payee Details page to assign tax categories. This formula is referenced by the formula TAX FM INIT (INITIALIZATION TAXES), which is resolved first in the TAX SE CALC section.

Note. The system retrieves the tax category only when using the formula method of tax calculation.

Determination of the Tax Scale

The system determines the appropriate tax scale by assessing the payee's eligible children. Applicable criteria are the child's age, student status, the child's marital status, and disability. The system uses the formula TAX FM DERIVE SC and data from Human Resources (including the Full Time Student and Student in Malaysia fields on the Update Dependent/Beneficiary page) to determine the tax scale.

To calculate taxes, the system can use either the tax scale method or the formula method. You make this selection by setting the variable TAX VR METHOD to S (scales method) or F (formula method).

When using the tax scale method, you can override the tax scale at the payee level by using the Maintain Tax Details MYS - Payee Details page. When using the formula method, you can override the category and number of dependents at the payee level by using the Maintain Tax Details MYS - Payee Details page.

Note. The system is delivered with TAX VR METHOD set to F.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce

Determination of the Taxable Gross

The taxable gross is the amount in each pay period that the system uses to calculate tax liabilities. The payroll system calculates the taxable gross amount by subtracting all of the nontaxable earnings and pretax deductions and benefits from the total gross income. To accomplish this, the system uses TAX FM BASE and TAX FM ANN BASE, which use the regular gross amount and annual gross amount, respectively.

Taxable gross consists of three tax classes: regular tax (TAX AC REG GROSS), annual tax (TAX AC ANN GROSS), or previous year tax (TAX AC BASE PY).

Calculation of the Tax

The system uses a scheduler tax-calculation process depending on the tax method that you select using the variable TAX VR OPTIONS. The possible processes are:

1. Calculate no tax for the period.
2. Calculate taxes as a flat percentage.
3. The month is divided into two pay periods.

   For the first pay period, the system predicts the total monthly tax deduction (using formula TAX FM COMPTE OPT3) and applies this amount. In the last pay period, or for terminated employees, the system automatically calculates the reconciliation deduction using formula TAX FM COMPTE OPT4.
4. Calculate the monthly tax for the month to date (MTD) income and subtract the previously calculated taxes using formula TAX FM COMPTE OPT4.
5. Divide the month into two pay periods.

   For the first pay period, the system predicts the total monthly tax deduction (using formula TAX FM COMPTE OPT3), compares it with the amount that is calculated through method 4, and applies the larger of the two. In the last pay period, or for terminated employees, the system automatically calculates the reconciliation deduction using formula TAX FM COMPTE OPT4.

Note. The variable TAX VR OPTIONS operates at a collective level. You can override it at the payee or organizational level.

The system calculates annual tax in this way:

1. Derives Tax A by adding the MTD scheduler tax income and the recurring monthly rate for the missing period of the month when the period end date is not equal to the month end date.
2. Derives Tax B by adding 1/12 of the MTD annual tax income to the income that is used to calculate MTD tax.
3. Determines the annual tax, where

   (Annual Tax) = (Tax B – Tax A) x *12.*

The previous year tax calculation process is similar to the annual tax process, using the schedule income and tax from the last month of the previous year as the base. Thus, the EPF pretax deduction ceiling (416 MYR) calculation is based on what was applied in the last month of the previous year.

Note. When a noncontractual bonus for the current year needs to be run before the regular payroll for a particular calendar, you must replace the value that is contained in formula CMN FM REMPER with a 1 at the calendar level override.

Identifying Company Tax Details

To set up identification of company tax details, use the Tax Number Table MYS (GPMY_TAX_TBL) and Statutory Region Table MYS (GPMY_STAT_REG) components.

This section discusses how to:

- Set up the company reference number.
- Enter reference number contact information.
- Associate a reference number with an organizational link.

Pages Used to Identify Company Tax Details

Page Name	Object Name	Navigation	Usage
Default Settings	COMPANY_TABLE2	Set Up HRMS, Foundation Tables, Organization, Company, Default Settings	Set up default company information; for example, the Malaysian reference and registration numbers that are used by various statutory reports.
Statutory Region	GPMY_STAT_REG	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Statutory Region Table MYS	Maintain Statutory regional information for EPF, SOCSO and taxation Reporting
Tax Number Table	GPMY_TAX_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Tax Number Table MYS	Maintain employer contact information for tax reporting.
Tax Data	GPMY_TAX_ORG_NBR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Organization Numbers MYS, Tax Data	Associate a tax reference number with an organizational unit, such as a company, pay group, location, establishment, or department.
Tax Reference Number Details	GPMY_TAX_ORG_SEC	Click the Details button on the Tax Data page.	View employer details that are associated with the tax reference number.

Setting Up the Company Reference Number

Access the Default Settings page.

Reference Number Enter the company reference number, which is a number that the government of Malaysia assigns to an organization to uniquely identify it. This number is also the Company C File Number. This number is used in Annual Statement of Tax Deductions - Malaysian CP159 report (GPMYTX05).

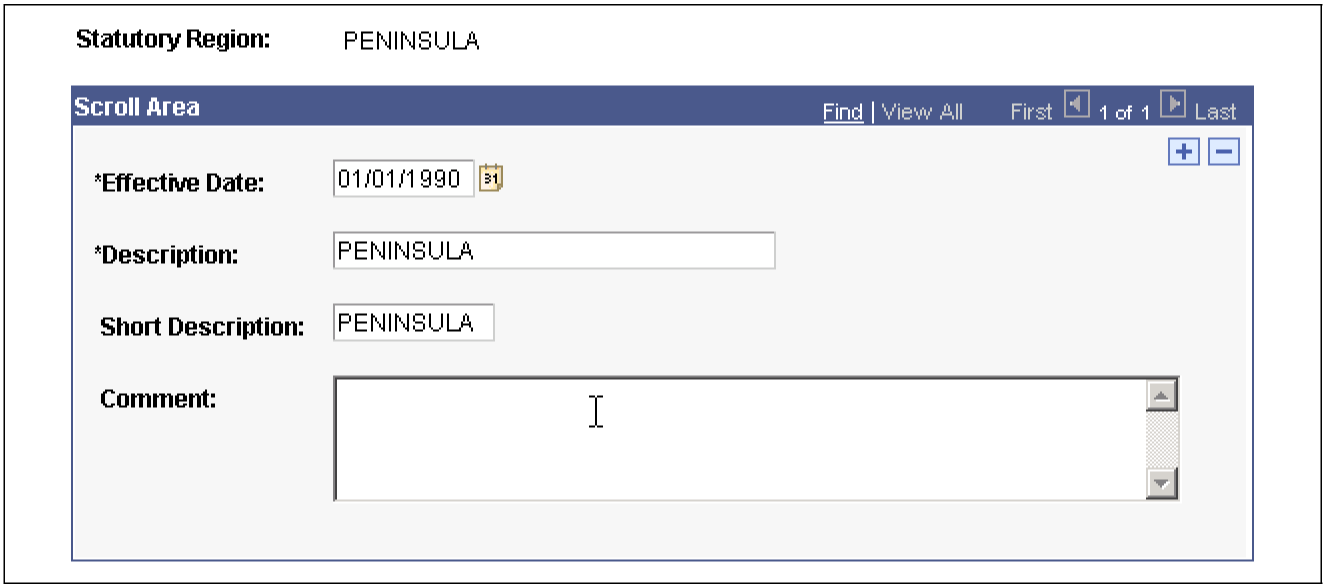
Registration Number Enter the Company Registration Number, which is a number that the government of Malaysia assigns to an organization to uniquely identify it. The Registration Number below is used in CP39 Monthly Statement of Tax Deductions - Electronic form (GPMYTX04).

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook

Entering Statutory Region Information

Access the Statutory Region page

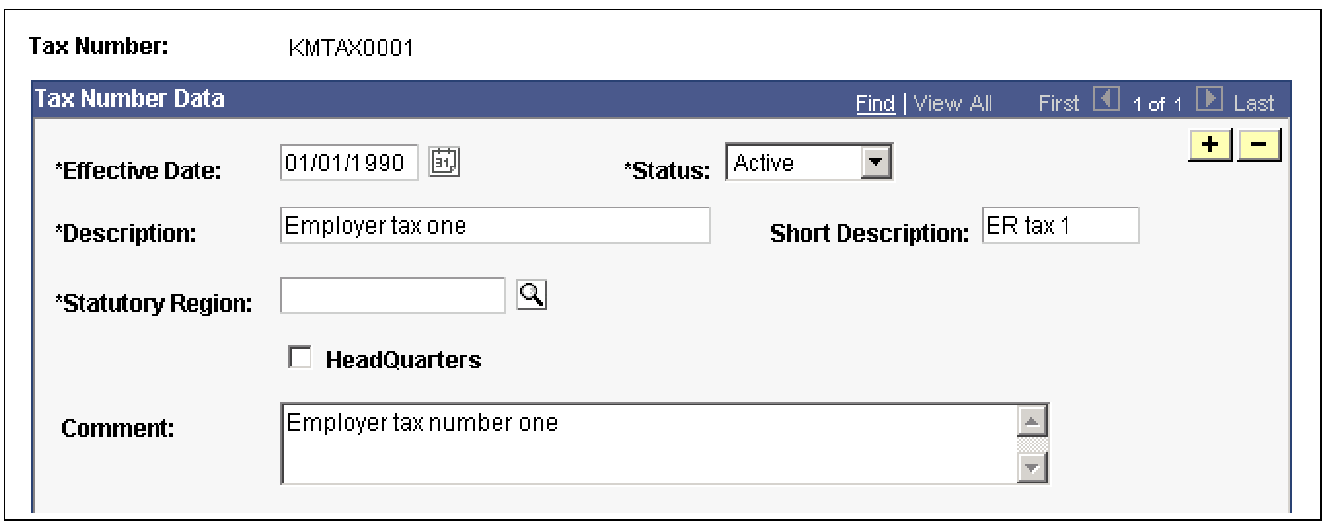


Statutory Region page

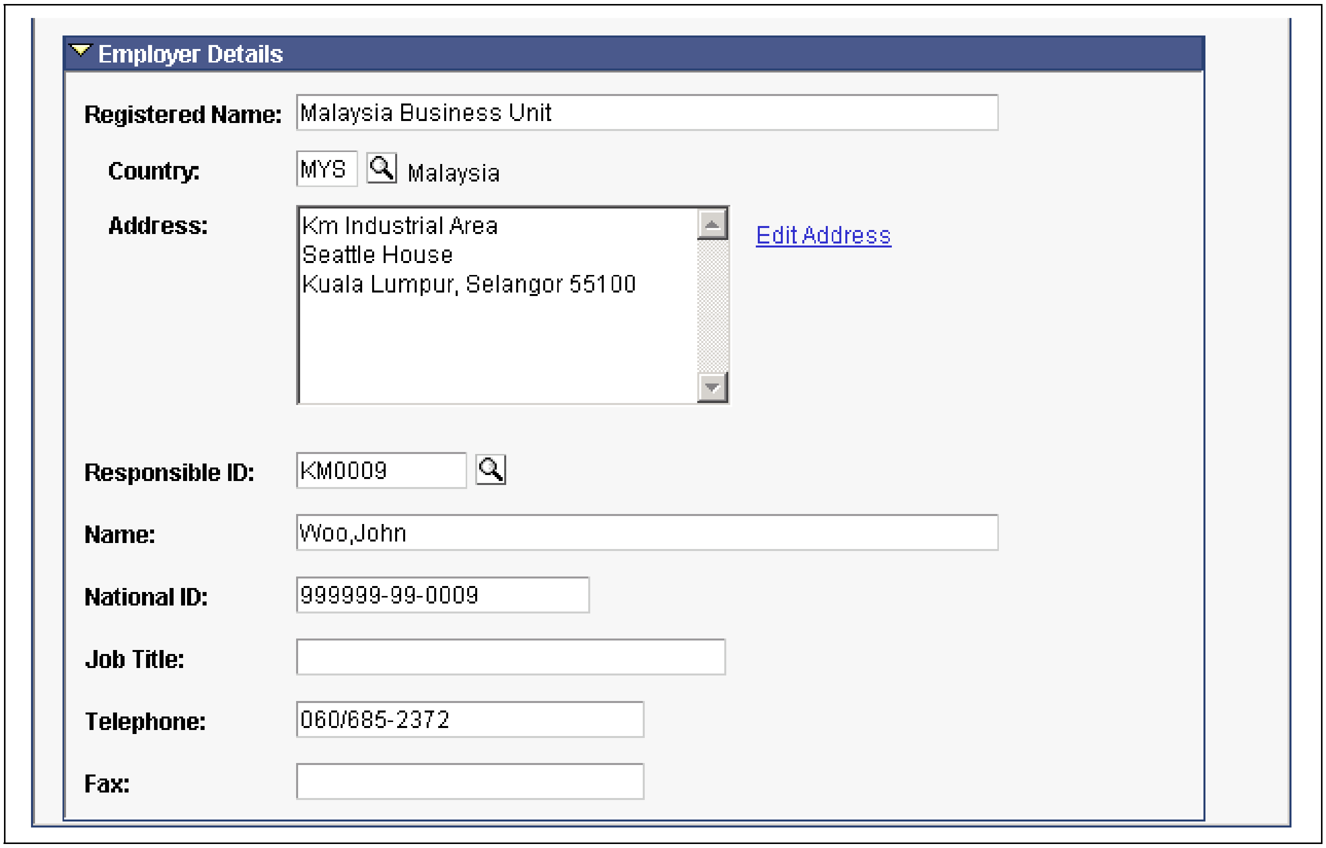
Statutory Region Enter the statutory region. This region is reported on the following forms: EPF Form 6, SOCSO Form 8A, SOCSO Form 8B, CP39 Monthly Statement of Tax Deductions - Electronic form, Employee Tax Refund Form - Malaysian CP159A/PCB2(II).

Entering Reference Number Contact Information

Access the Tax Number Table page.



Tax Number Table page (1 of 2)



Tax Number Table page (2 of 2)

Registered Name Enter the employer's official name.

Address Enter the employer's address.

Responsible ID Enter the employee ID of the organization's tax contact.

Name Enter the name of the organization's contact person for taxation inquiries. This name appears as the company contact in all reports that are submitted to the Department of Inland Revenue.

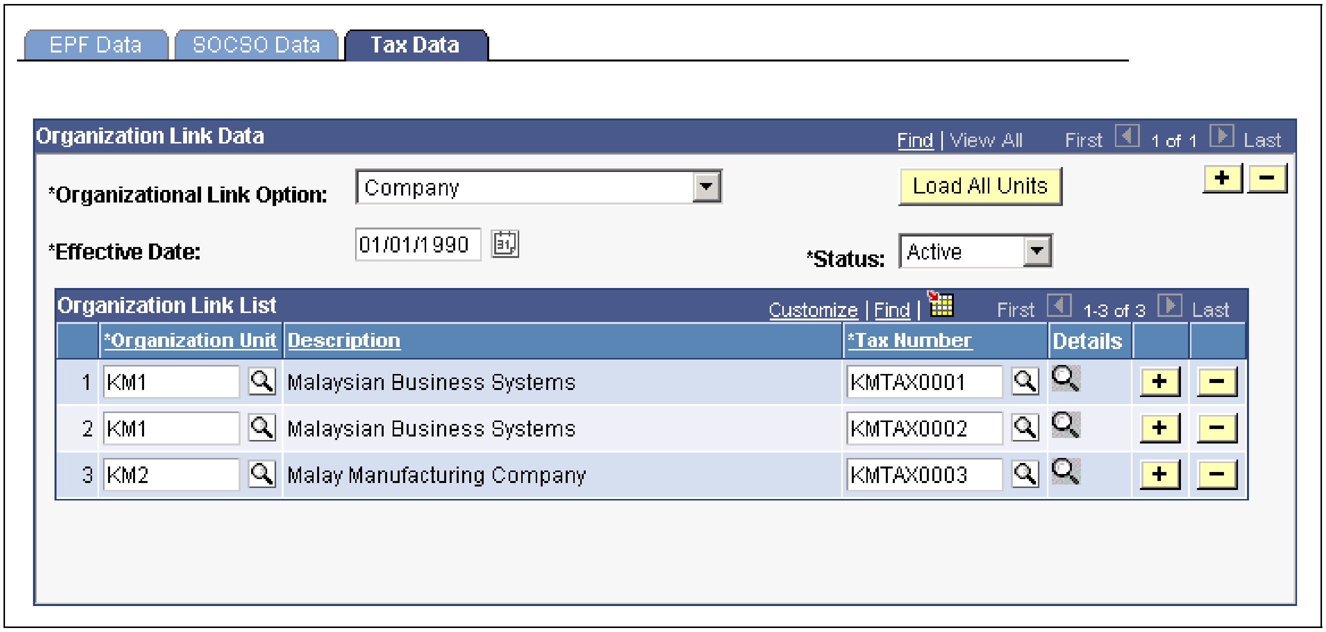
National ID Enter the contact person's national ID.

Job Title Enter the job title of the company contact for taxation inquiries. This information appears in all the reports that are submitted to the Department of Inland Revenue.

Telephone and **Fax** Enter the telephone and fax number of the company contact for taxation inquiries. This information appears in all reports that are submitted to the Department of Inland Revenue.

Associating a Reference Number with an Organizational Link

Access the Tax Data page.



Tax Data page

Organizational Link Option — Select an organizational link. Options are: *Company, Pay Group, Location, Establishment,* and *Department.*

Load All Units — Click to insert a list of all possible organizational units into the organization link list. You can then specify the tax references number for each unit.

Effective Date and Status — Enter the effective date and status of the organization link. If the organizational link option changes, all the organizational units are deleted and all existing organizational link options become inactive.

Details — Click to view the Tax Reference Number Details page, which displays the employer details that are associated with the tax number.

Deriving Employee Tax Scales

To set up employee tax scales, use the Tax Scale Table MYS (GPMY_TAX_TBL) component.

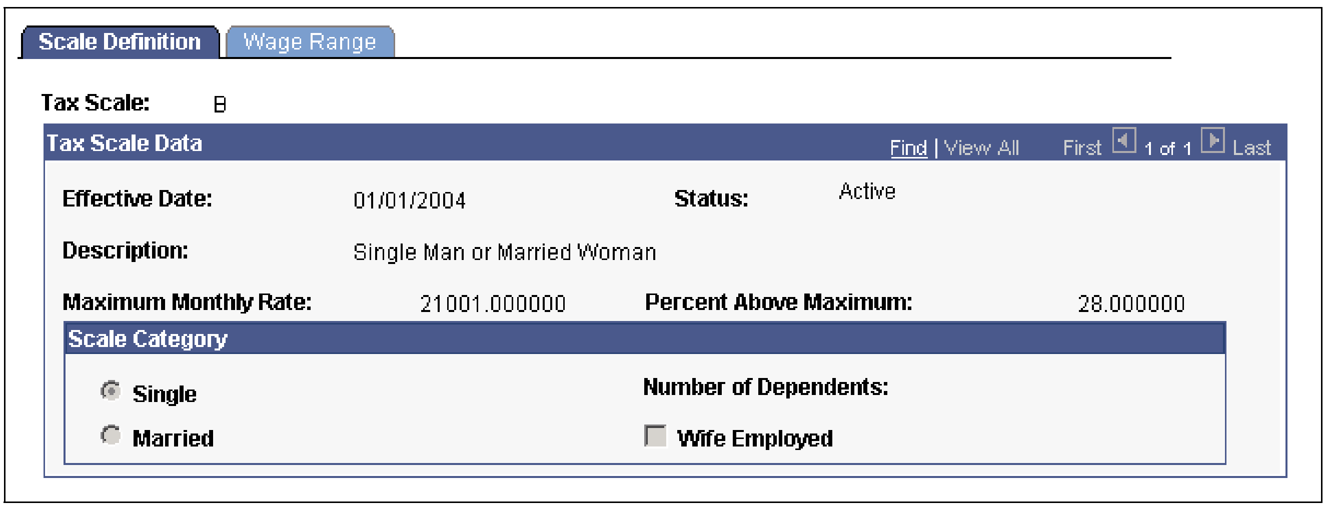
- Define tax scales.
- Determine tax amounts.

Pages Used to Derive Employee Tax Scales

Page Name	Object Name	Navigation	Usage
Scale Definition	GPMY_TAX_SCALE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Tax Scale Table MYS, Scale Definition	Define a tax scale that can change over time. Identify tax scale basis (that is, marital status, number of dependents, and spouse's employment status).
Wage Range	GPMY_TAX_RANGE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Tax Scale Table MYS, Wage Range	Define the range of wages for each tax scale and the applicable tax amount for each range.

Defining Tax Scales

Access the Scale Definition page.



Scale Definition page

Use the Tax Scale Table to view the delivered Malaysian Tax Schedule that the system uses if you select the tax scale method.

Maximum Monthly Rate Displays the maximum rate for the tax scale.

Percent Above Maximum Displays the percent that applies when the wages that are applicable to the scale exceed the maximum monthly rate.

Scale Category

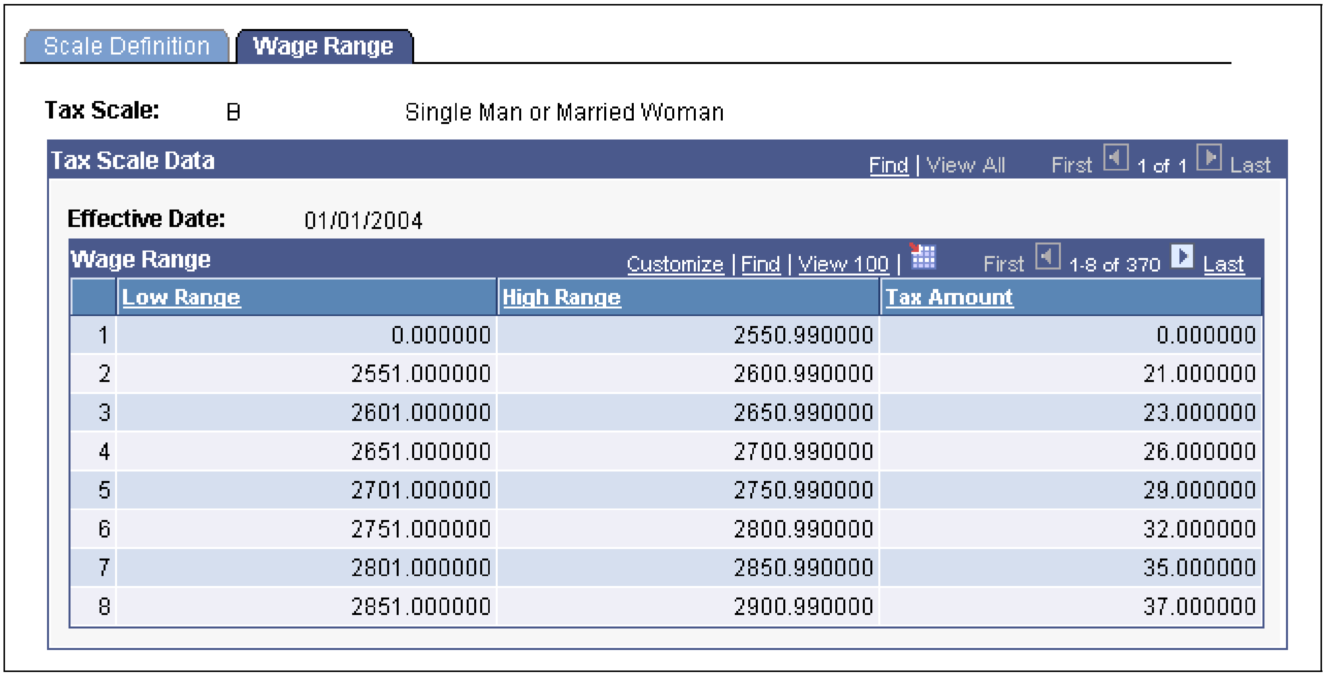
Single/Married Indicates whether the scale is applicable to single or married employees.

Number of Dependents Displays the number of dependents for the tax scale.

Wife Employed Indicates whether the tax scale applies to married male payees with employed wives.

Determining Tax Amounts

Access the Wage Range page.



Scale Definition | Wage Range

Tax Scale: B Single Man or Married Woman

Tax Scale Data Find | View All First 1 of 1 Last

Effective Date: 01/01/2004

Wage Range Customize | Find | View 100 | First 1-8 of 370 Last

	Low Range	High Range	Tax Amount
1	0.000000	2550.990000	0.000000
2	2551.000000	2600.990000	21.000000
3	2601.000000	2650.990000	23.000000
4	2651.000000	2700.990000	26.000000
5	2701.000000	2750.990000	29.000000
6	2751.000000	2800.990000	32.000000
7	2801.000000	2850.990000	35.000000
8	2851.000000	2900.990000	37.000000

Wage Range page

Low Range Displays the minimum taxable wages for the specified tax amount. This amount must be less than the high range.

High Range Displays the maximum taxable wages for the specified tax amount. This amount must be greater than the low range and cannot overlap another range.

Tax Amount Displays the amount of tax to be withheld from a payee based on the payee’s taxable wages.

Entering Employee Tax Details

This section discusses how to:

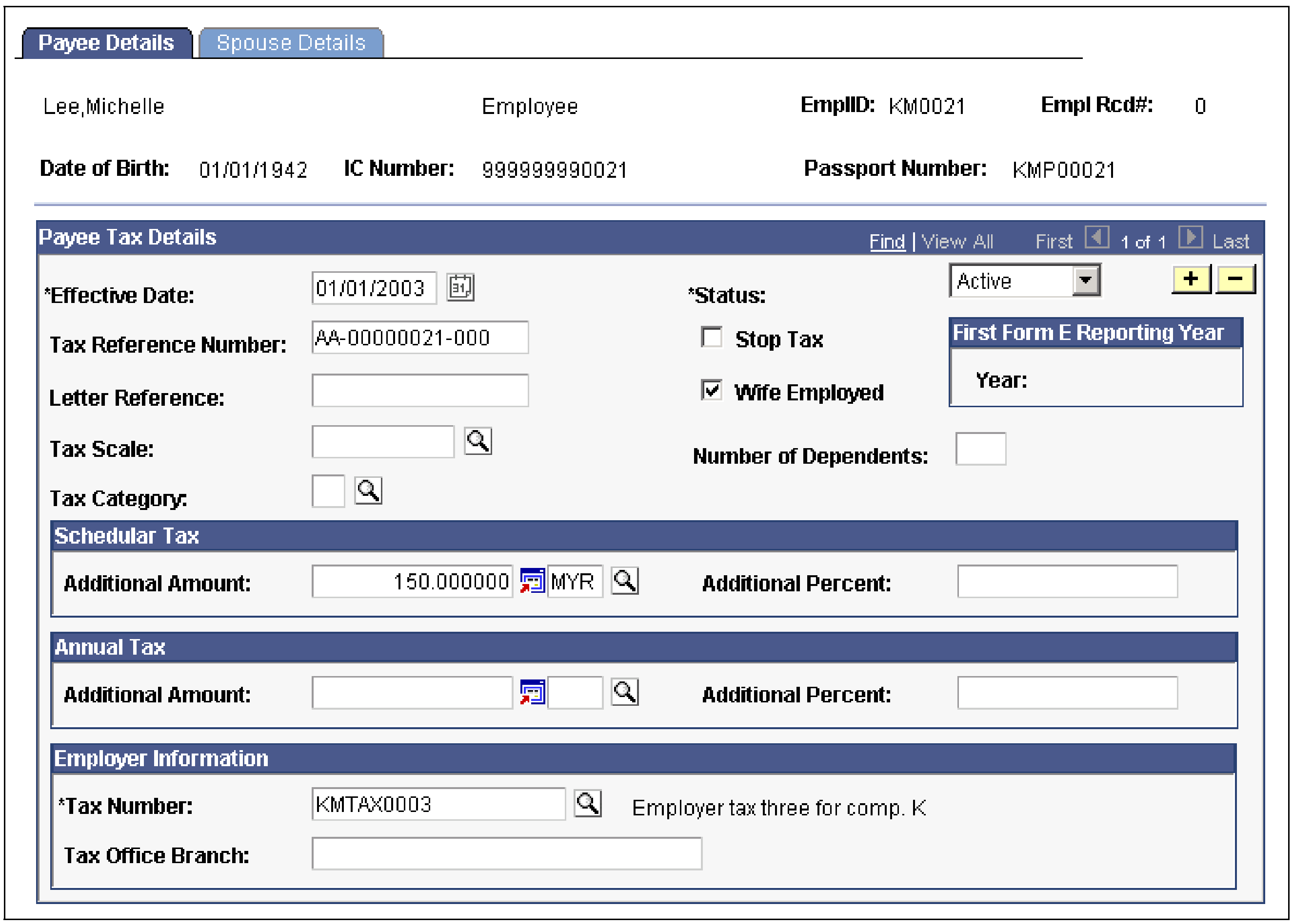
- Enter payee tax details.
- Enter spouse tax details.
- Enter employee CP38 data.
- Enter Zakat contributions.
- Extract dependent data from Human Resources.

Pages Used to Enter Employee Tax Details

Page Name	Object Name	Navigation	Usage
Payee Details	GPMY_TAX_PYE	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data MYS, Payee Details	Associate a payee with a tax reference number, enter amounts or percentages for additional taxation, and stop taxation.
Spouse Details	GPMY_TAX_SPOUSE	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data MYS, Spouse Details	Enter spouse tax information for married employees.
Payee CP38 Data	GPMY_TAX_CP38	Global Payroll & Absence Mgmt, Payee Data, Taxes, Define CP38 Data MYS	Define an employee's CP38 data.

Entering Payee Tax Details

Access the Payee Details page.



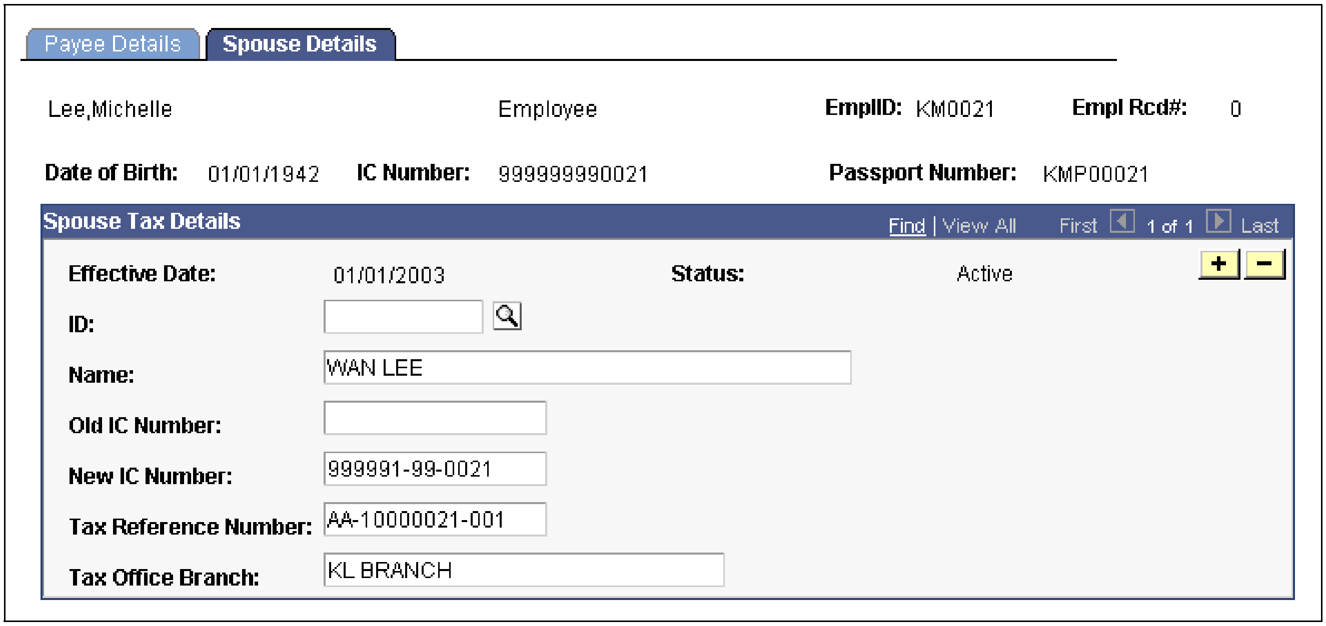
Payee Details page

Tax Reference Number Displays the employee's tax reference number. The format should be AA99999999999.

Letter Reference	Enter the letter reference that instructs the employer to stop the tax deduction for a particular employee. This data can be saved only if you select the Stop Tax check box.
Stop Tax	Select to stop the calculation of all tax for the payee except additional taxes that are specified for scheduler tax and annual tax. ***Warning!*** Selecting the Stop Tax check box applies this feature to all future dates. To restart taxation for the next year, enter a new row with an effective date of January of that year.
Wife Employed	Select to specify that the wife of a male payee is employed. This field is hidden for female payees.
Tax Scale	Enter a value to override the tax scale that is determined automatically by the system. Use when employing the scale method.
Tax Category	Enter a value to override the tax category that is determined automatically by the system. Use when employing the formula method.
Number of Dependents	Enter a value to override the number of dependents (through the Dependent/Beneficiary pages). Use when employing the formula method.
First Form E Reporting Year	Displays the first year that a Form E was printed for a payee. This is updated by the Form E report process and is a display-only field.
Scheduler Tax Additional Amount	Enter an additional amount of tax to be withheld from the payee for scheduler tax. Either an amount or a percentage may be entered, but not both.
Scheduler Tax Additional Percentage	Enter an additional percentage of tax to be withheld from the payee for scheduler tax. Either an amount or a percentage may be entered, but not both.
Annual Tax Additional Amount	Enter an additional amount to be withheld from the payee for annual tax.
Annual Tax Additional Percentage	Enter an additional percentage to be withheld from the payee for annual tax.
Employer Tax Number	Displays the employer tax reference number to which the payee is assigned. The system generates a value that is based on the organizational link information, but the value can be overridden. This field is required for all payees.
Tax Office Branch	Enter the name of the tax office branch that handles the payee.

Entering Spouse Tax Details

Access the Spouse Details page.



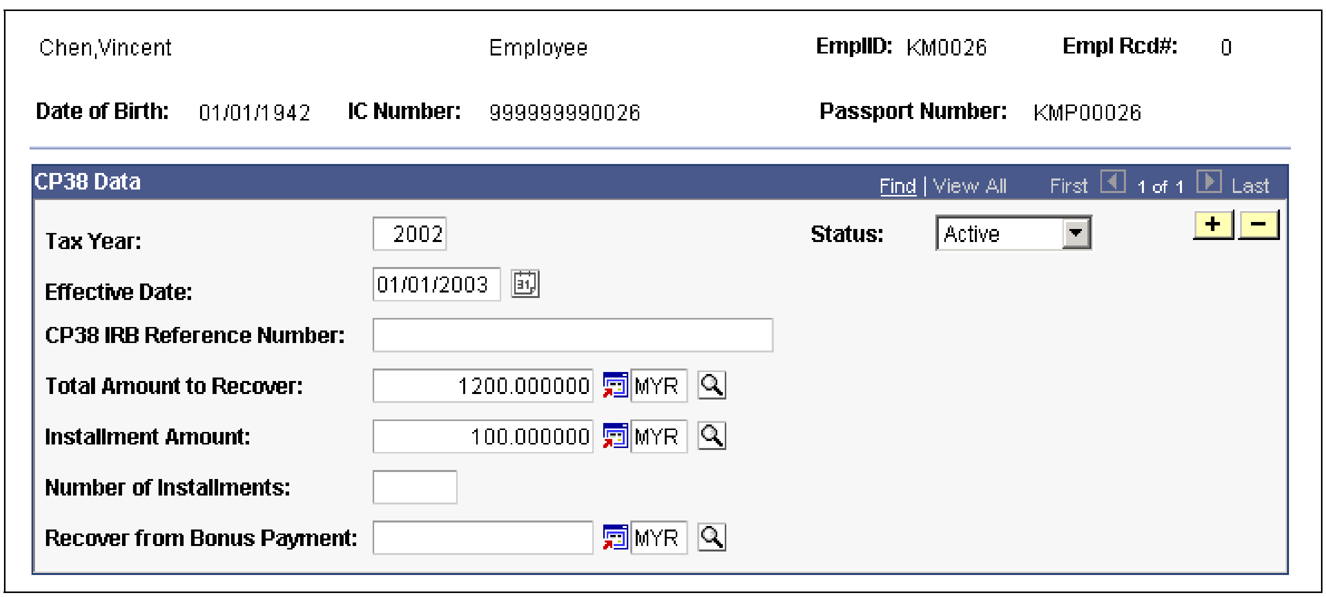
Spouse Details page

ID

Enter the ID for the spouse of the payee. If you enter a value, the system supplies the remaining information, which is display-only. Otherwise, you can enter information about the spouse.

Entering Employee CP38 Data

Access the Payee CP38 Data page.



Payee CP38 Data page

Enter the CP38 data that is sent from the Inland Revenue Board (IRB).

Tax Year

Enter the tax year to which the CP38 deductions apply.

CP38 IRB Reference Number Enter the number that is provided by the IRB for this payee.

Total Amount to Recover Displays the amount to be collected from the employee, specified on the letter from the IRB.

Number of Installments Displays the number of installments that are specified on the letter from the IRB.

Recover from Bonus Payment Enter the amount, if any, that is to be withheld from bonus payments.

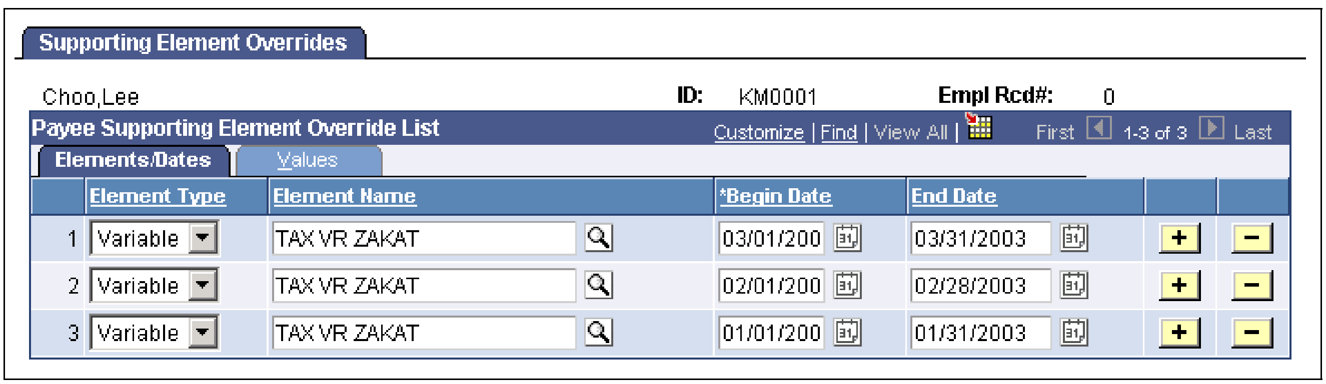
Entering Zakat Contributions

Global Payroll for Malaysia enables you to manage your payees' Zakat contributions. The system can either deduct a fixed monthly amount for a payee or consider all the tax deductions as Zakat contributions. In both instances, Zakat is deducted from net pay and is applied as a rebate in the tax process.

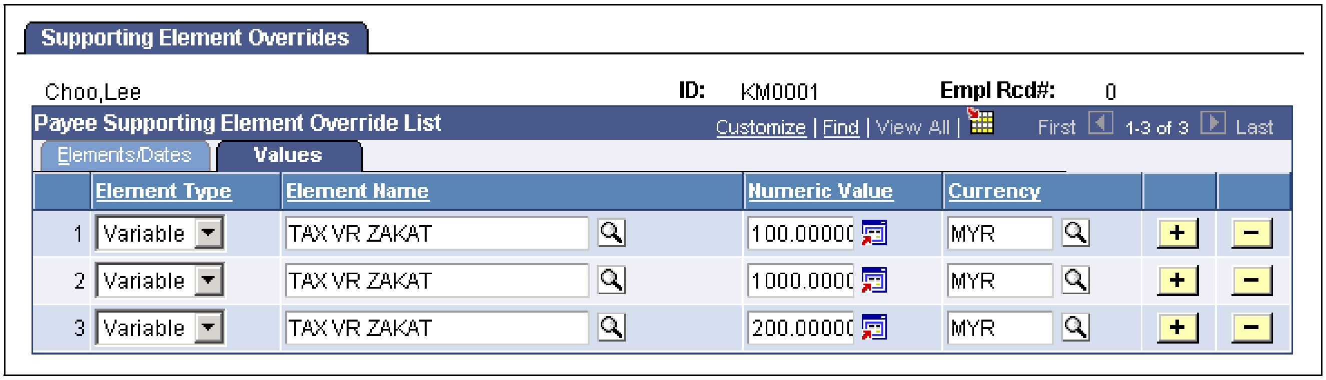
When you use the fixed amount option, the maximum amount of Zakat tax rebate is equal to the total tax amount. If the Zakat tax rebate exceeds the total tax amount, the remaining rebate applies to subsequent months (but not subsequent years). Zakat functionality does not apply to bonus payments, except when applying excess rebates.

To enter a fixed amount of Zakat:

1. Access the Supporting Element Overrides page.
2. Enter the TAX VR ZAKAT element on the Elements/Dates tab.
3. Enter the begin and end dates to define the period in which the amount should be recovered.
4. On the Values tab, enter the monthly amount to be recovered.



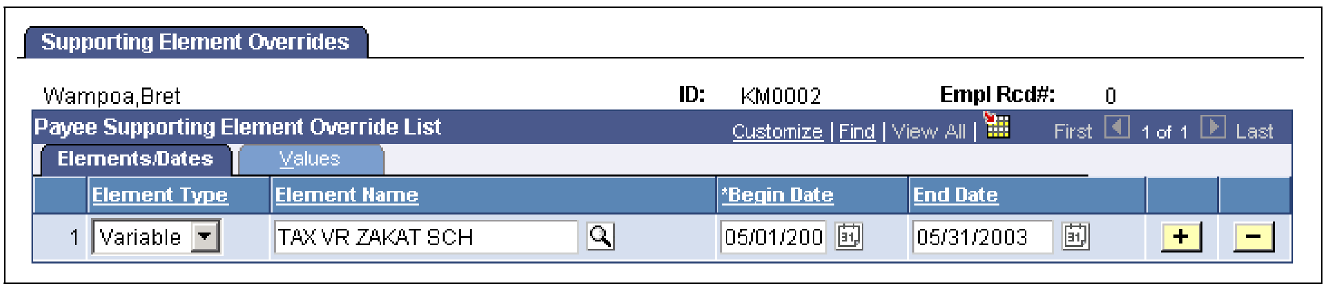
Supporting Element Overrides page: Elements/Dates tab



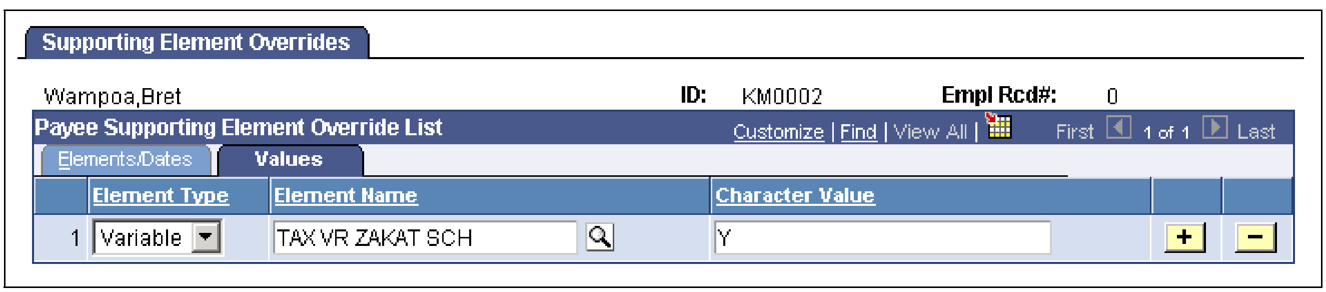
Supporting Element Overrides page: Values tab

To trigger a Zakat rebate equal to total tax amounts:

1. Access the Supporting Element Overrides page.
2. Enter the TAX VR ZAKAT SCH element on the Elements/Data tab.
3. Enter the begin and end dates to define the period in which the override applies.
4. Enter a character value of *Y* on the Values tab.



Supporting Element Overrides page: Elements/Dates tab



Supporting Element Overrides page: Values tab

Extracting Dependent Data from Human Resources

To determine the number of dependents for tax purposes, the system extracts the following information from the Personal Profile page in Human Resources:

- Relationship to payee.
- Dependent or beneficiary type.
- Birth date.
- Marital status.
- Full-time student status.

- Disability.
- Student — Within/Outside Malaysia.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce

Setting Up BIKs (Benefits In Kind)

To set up BIKs, use the Benefits in Kind Setup MYS (GPMY_BIK_SETUP) component.

This section provides an overview of setup of BIKs and discusses how to:

- Define BIKs elements.
- Assign BIKs to an employee.
- Define company property BIK types.
- Assign BIKs to an employee.
- Define BIK elements.
- Maintain payee BIK information by amounts.
- Maintain payee BIK information by eligibility.

Understanding Setup of BIKs

BIKs are goods, services, or property provided by the employer to the employee. BIKs are stored in Global Payroll elements. Once entered, the system uses this information to generate tax form CP8A.

To set up BIKs in the payroll system, you must:

- Indicate whether company property that is assigned to an employee is considered a BIK and capture the purchase date, purchase price, market value, and life span of company property for calculation purposes using the Property Value page.
- Define elements to be used for BIKs on the Benefits in Kind Setup page.
- Enter payee BIK information.
- Specify the period of time for which a payee receives a BIK.

Pages Used to Set Up BIKs

Page Name	Object Name	Navigation	Usage
Property Value	COMPANY_PROP_TBL2	Set Up HRMS, Product Related, Workforce Administration, Company Property, Property Value	Assign values to company property.
Company Property	COMPANY_PROP_TBL1	Set Up HRMS, Product Related, Workforce Administration, Company Property, Company Property	Identify company property, such as vehicles, computer equipment, tools, or uniforms.
Benefits in Kind Setup	GPMY_BIK_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Benefits in Kind Setup MYS	Assign elements to the Amounts by Employee page and the Eligibility by Employee page.
Benefit Amounts	GPMY_BIK_AMOUNTS	Global Payroll & Absence Mgmt, Payee Data, Taxes, Specify Benefits in Kind MYS, Benefit Amounts	Enter the eligible benefits with their amounts and start and end dates.
Eligible Benefits	GPMY_BIK_ELIGIBLE	Global Payroll & Absence Mgmt, Payee Data, Taxes, Specify Benefits in Kind MYS, Eligible Benefits	Enter the eligible benefits and start and end dates.

Defining Company Property BIK Types

Access the Property pages.

Purchase Date Enter the date of purchase.

Purchase Price Enter the purchase price.

Benefit Value Enter the value of the benefit to be used in calculations.

Life Span (years) Enter the expected life span of the company property.

Benefit Type Indicate whether the property is a BIK and, if so, the type of benefit.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce

Assigning BIKs to an Employee

Access the Company Property page.

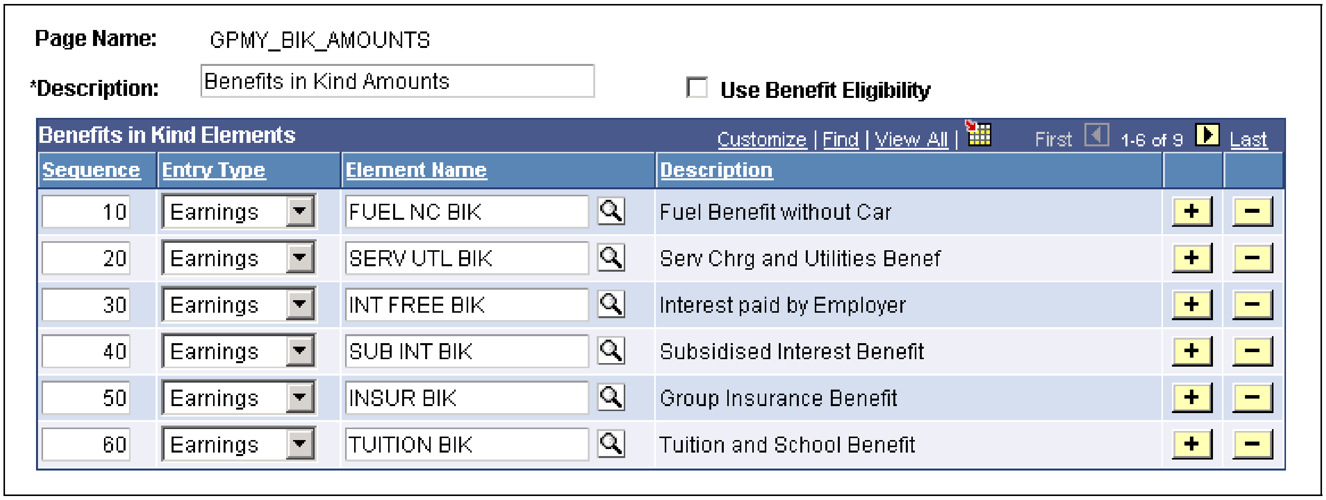
Enter the property code and issue date for the object.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce

Defining BIK Elements

Access the Benefits in Kind Setup page.



Page Name: GPMY_BIK_AMOUNTS

*Description: Benefits in Kind Amounts

Use Benefit Eligibility

Benefits in Kind Elements — Customize | Find | View All | First 1-6 of 9 Last

Sequence	Entry Type	Element Name	Description
10	Earnings	FUEL NC BIK	Fuel Benefit without Car
20	Earnings	SERV UTL BIK	Serv Chrg and Utilities Benef
30	Earnings	INT FREE BIK	Interest paid by Employer
40	Earnings	SUB INT BIK	Subsidised Interest Benefit
50	Earnings	INSUR BIK	Group Insurance Benefit
60	Earnings	TUITION BIK	Tuition and School Benefit

Benefits in Kind Setup page

Use Benefit Eligibility Indicates whether the page enables you to enter an amount for each employee or select a check box to identify eligibility.

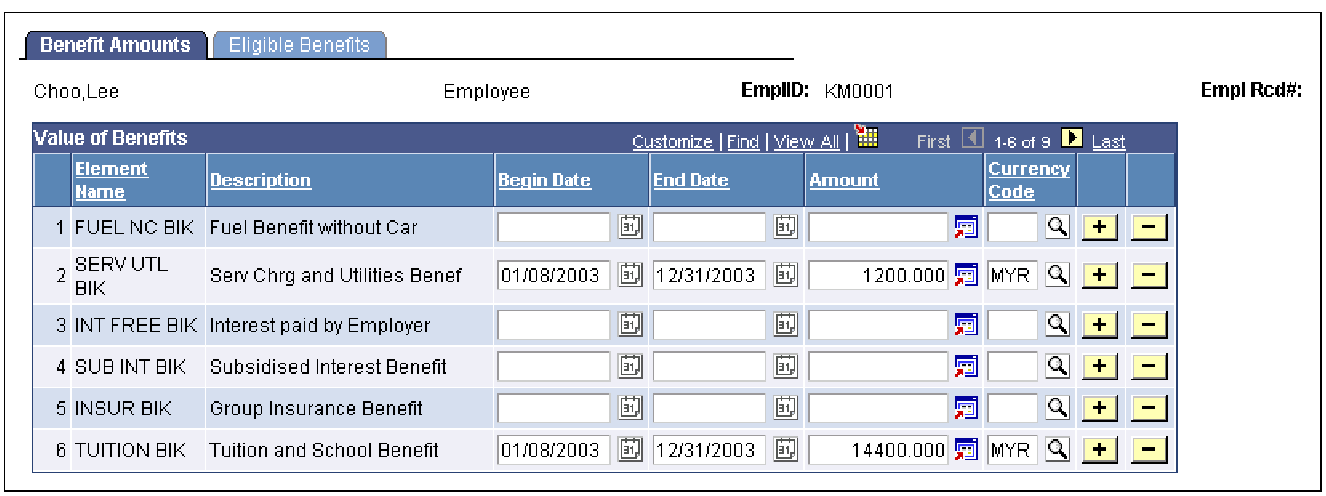
Sequence Number Enter a number to specify the sequence of the elements displayed. This number determines the order in which the elements appear on the payee entry page.

Entry Type Select the type of element.

Element Name Enter the name of the element that is related to the benefit.

Maintaining Payee BIK Information by Amounts

Access the Benefit Amounts page.



Benefit Amounts | Eligible Benefits

Choo,Lee Employee EmplID: KM0001 Empl Rcd#:

Value of Benefits — Customize | Find | View All | First 1-6 of 9 Last

	Element Name	Description	Begin Date	End Date	Amount	Currency Code
1	FUEL NC BIK	Fuel Benefit without Car				
2	SERV UTL BIK	Serv Chrg and Utilities Benef	01/08/2003	12/31/2003	1200.000	MYR
3	INT FREE BIK	Interest paid by Employer				
4	SUB INT BIK	Subsidised Interest Benefit				
5	INSUR BIK	Group Insurance Benefit				
6	TUITION BIK	Tuition and School Benefit	01/08/2003	12/31/2003	14400.000	MYR

Benefit Amounts page

Begin Date Enter the entitlement's start date.

End Date Enter the entitlement's end date or the employee's termination date. Enter proration in calendar days using the begin and end dates. The system will not calculate the BIK if the end date is before the segment end date. Termination dates are automatically considered entitlement end dates.

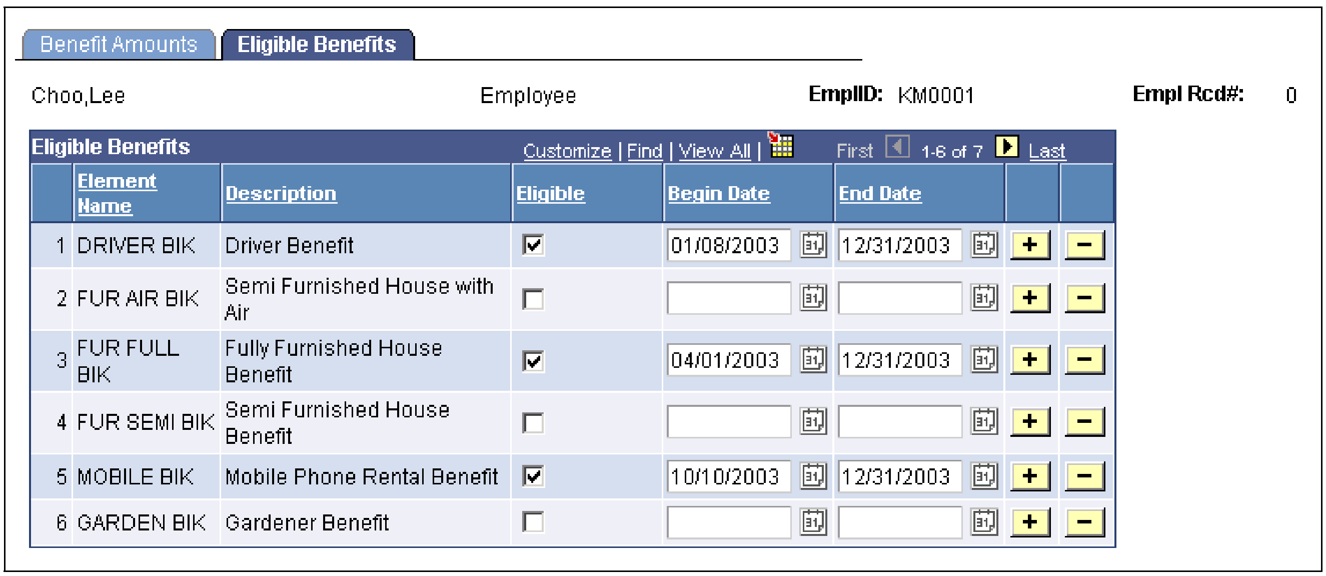
Note. No proration is needed for the following BIKs: group insurance benefit (INSUR BIK), interest paid by employee (INT FREE BIK), recreation and club membership (RECREAT BIK), service charge and utilities benefit (SERV UTIL BIK), and tuition and school benefit (TUITION BIK). For these benefits, the begin and end dates should span the entire year.

Amount Enter the amount of the entitlement.

Note. When you enter the housing BIK, the system can compare the BIK to the payee's gross income. Enter the BIK as a percentage of the gross using earning HOUS BIK PCT or as an amount using earning HOUS BIK AMT. You can enter both to make the system calculate and choose the lesser value.

Maintaining Payee BIK Information by Eligibility

Access the Eligible Benefits page.



Eligible Benefits page

Eligible Select if the employee is eligible for the benefit.

Begin Date Enter the entitlement's start date.

End Date Enter the entitlement's end date or the employee's termination date. Enter proration in calendar days using the begin and end dates. The system will not calculate the BIK if the end date is before the segment end date. Termination dates are automatically considered entitlement end dates.

Note. Benefit amounts are derived from Global Payroll Earning elements.

Reporting Tax Data

Global Payroll for Malaysia enables you to create the following tax reports:

- CP22.
- CP39.

See Also

Chapter 7, "Administering Inland Revenue Reporting," page 69

CHAPTER 7

Administering Inland Revenue Reporting

This chapter provides an overview of Inland Revenue reporting, lists common elements, and discusses how to:

- Create tax reports.
- Create Employee Provident Fund (EPF) Form A and EPF Summary.
- Create Social Security Organization (SOCSO) reports.
- Create year-end reports.
- Create termination reports.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Malaysia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Viewing Delivered Elements and System Data," Viewing the Delivered Elements

Understanding Inland Revenue Reporting

Global Payroll for Malaysia enables you to capture, generate, and maintain employee and company identification and biographical data that supports the reporting requirements of the Inland Revenue Board (IRB). The system meets the department's requirement to produce the CP21, CP22, CP22A, CP8A, CP39, CP159, CP159A/PCB2, EPF Form A, EPF Summary, SOCSO Form 2, SOCSO Form 8A, SOCSO Form 8B, SOCSO Form 3, and Form E forms.

CP21 Processing

The CP21 report notifies the IRB of an employee's intention to depart from Malaysia for a period exceeding three months. The CP21 form contains four sections: Employer Details, Employee Details, Remuneration Details, and Other Particulars. Employer details come from the Tax Number Table MYS. Employee details come from the Employee Tax Details , the employee's Personal Data and Maintain Termination Data pages. Remuneration details show the employee earnings, grouped according to user-defined parameters. Other particulars require details of the tax payments and deductions that have been made, and the employee's approved EPF contributions.

Global Payroll for Malaysia enables you to run this report on an as-needed basis. To do so, the system uses Structured Query Report Writer (SQR) GPMYTX01 to:

- Retrieve the company details from the Tax Number Table MYS.
- Retrieve payee information, dependent details, passport or NIC numbers, and spousal information.

- Retrieve Remuneration from the View CP21 Details MYS, Salary Details page.
- Format the data and print the form.

Global Payroll for Malaysia enables you to view and modify CP21 data online before finalizing the data. You can print the report multiple times.

CP22 Processing

This report notifies the IRB of a new employee. The report provides the following information: employee name and address, nature of employment, date of hire, gross monthly salary, expected duration of employment, marital status, and previous employer's name and address.

The CP22 form contains four sections: Employer Details, Employee Details, Terms of Employment, and Previous Employer. Employer details come from the Tax Number Table MYS. Employee details come from the employee's Maintain Tax Details, Personal Data and Dependent Beneficiary pages. Terms of employment include information about the employee wage, fixed allowances, and any fluctuating earnings. The Previous Employer section displays the name and address of the previous employer.

To produce this report, the system uses SQR GPMYTX02 to:

- Retrieve the employee's monthly salary from the JOB table.
- Print the report.

CP22A Processing

This report notifies the IRB of employees who have ceased their employment. The report provides the following information: employee name and address, nature of employment, gross monthly salary, duration of employment, and marital status.

The CP22A form contains four sections: Employer Details, Employee Details, Remuneration details and other particulars. Employer details come from the Tax Number Table MYS. Employee details come from the employee's Maintain Tax Details , Termination, Dependent Beneficiary or the Personal Data pages. . The Remuneration section includes information about the employee wage, fixed allowances, and any fluctuating earnings. Other Particulars require details of the tax payments/deductions that have been made, and the employee's contributions to approved Provident or Pension Funds (EPF).

Global Payroll for Malaysia enables you to run this report on an as-needed basis. To do this, the system uses SQR GPMYTX03 to:

- Retrieve the employee's gross salary, leave pay, bonus, gratuity, allowances, tax, and EPF contributions from the GPMY_PR_TMP3 table.
- Print the details.

Global Payroll for Malaysia enables you to view and modify CP22A data online before finalizing the data. You can print the report multiple times.

CP8A Processing

This annual statement reports total remuneration and tax deductions for an employee. This report is created at the end of the year, or when an employee is terminated. The report contains information about the payee, income, tax deductions, EPF deductions, and arrears payments. This form is give to the employee and the employee submits it to the IRB

To create this report, the system uses SQR GPMYTX07 to:

- Extract the company details from the COMPANY table and Tax Number Table MYS.

- Build the ORDER BY clause based on the sorting sequence and payee sort order.
- Compute the total remuneration and tax paid by using the View CP8A Details pages (GPMY_CP8A_HDR, GPMY_CP8A_DTL1, and GPMY_CP8A_DTL2 tables).
- Format the data and print the form.

Global Payroll for Malaysia enables you to view and modify CP8A data online before finalizing the data. You can print the report multiple times.

CP39 Processing

Form CP39 lists all employees and the tax deductions that are made on their behalf. This is generally run and sent to the IRB monthly. To do this, the system uses SQR GPMYTX04 to:

- Total the tax remitted to the IRB for all payees for the appropriate month.
- Print the report.

CP159 Processing

Form CP159 reports, by month, the remuneration that is paid during the year and the projected and actual income tax that is deducted. The employer sends this report directly to the IRB. The report contains three sections: Employer Details, Deductions and Remuneration Summary, and Certification Details. To create this report, the system uses SQR GPMYTX05 to:

- Retrieve the gross remuneration, taxable gross, and tax deducted from the GPMY_PR_TMP and GPMY_PR_TMP3 tables for each payee.
- Store these values in an array.
- Retrieve the company details from the Tax Number Table MYS.
- Total the amounts for gross remuneration, taxable gross, and tax deducted.
- Print the details in English or Malay.

Global Payroll for Malaysia enables you to view and modify CP159 data online before finalizing the data. You can print the report multiple times.

CP159A/PCB2 Processing

PCB2 is a letter confirming that the employer has made all of the relevant deductions for a given year. It includes the year, employee name, identity card number, income tax reference number, and employee number. This form is given to the employee who submits it to the IRB. To create this report, the system uses SQR GPMYTX08 to:

- Retrieve the following information for each employee:
  - Name, identity card number, and payee tax reference number.
  - Tax deducted for the tax year, from the GPMY_PR_TMP and GPMY_PR_TMP3 tables.
  - Receipt date and receipt number, from the GPMY_CP159_RCT table.
- Print the details.
- Write the data to a .lis file.

EPF Form A Processing

This is a monthly statement of EPF contributions. To produce this report, the system uses SQR GPMYEP01 to:

- Set the end date of the contributing month.
- Open the output file (if you select Output to Interface file on the EPF Form A page).
- Join the JOB, GPMY_EPF_PYE, and NAMES tables to select payees.
- Join the GPMY_EPF_ORG, GPMY_EPF_ORG_DT, and GPMY_EPF_TBL tables to select the EPF number details.
- Write the file header and employer header records to the output file.
- Join the GPMY_PR_TMP3 and GPMY_PR_TMP tables to determine the payee and employer EPF contributions for the month.
- Retrieve the employee's national ID type.
- Print the report listing payees and contribution amounts.
- Prepare the output file.

SOCSO Form 2 Processing

This monthly report shows SOCSO data for all new employees that were hired during the month. To produce this report, the system uses SQR GPMYSO02 to:

- Build the WHERE clause for selecting the supplied SOCSO number, if the SOCSO Reference Number field is populated.
- Join the GPMY_SOC_ORG_DT, GPMY_SOC_ORG, and GPMY_SOC_TBL tables to extract the company details.
- Join the GPMY_SCO_PYE, NAMES, PERSON, and PERS_DATA_EFFDT tables to select the employee details for the specified duration.
- Retrieve the employee's national ID type.
- Print the report.

SOCSO Form 8A Processing

This monthly report shows SOCSO contributions for all employees and their associated SOCSO reference numbers. You can produce both a printed report and a flat file. To do this, the system uses SQR GPMYSO03 to:

- Join the GPMY_SOC_ORG, GPMY_SOC_ORG_DT, GPMY_SOC_TBL, GPMY_SOC_PYE, and NAMES tables to select the payees and organization unit details for the organizational link option, organizational link unit, and SOCSO reference number that is entered on the run control page.
- Join the GPMY_PR_TMP3 and GPMY_PR_TMP tables to determine the total SOCSO contributions by all payees in the organizational unit for the given month.
- Join the GPMY_PR_TMP3 and GPMY_PR_TMP tables to determine the total number of payees who are contributing in SOCSO for the period.
- Retrieve the employees' national ID type.
- Check the status of the contributing payees, if they are terminated.
- Prepare the data for the output file.
- Create the output file.
- Print the details.

SOCSO Form 8B Processing

This monthly report shows SOCSO arrears contributions for employees. To create this report, the system uses SQR GPMYSO01 to:

- Join the GPMY_SOC_ORG, GPMY_SOC_ORG_DT, GPMY_SOC_TBL, GPMY_SOC_PYE, and NAMES tables to retrieve the payee and organizational link unit details.
- Join the GPMY_PR_TMP3 and GPMY_PR TMP tables to determine the total SOCSO arrears contributions for all the contributing payees in the organizational unit for the period.
- Join the GPMY_PR_TMP3 and GPMY_PR_TMP tables to determine the total number of payees that made SOCSO arrears payments for the period.
- Retrieve the employee's national ID type.
- Check the status of the contributing payees if they are terminated.
- Print the report.

SOCSO Form 3 Processing

This monthly report shows SOCSO information for all payees who were terminated during the month. To create this report, the system uses SQR GPMYSO04 to:

- Build the WHERE clause for selecting the supplied SOCSO number, if the SOCSO Reference Number field is populated on the run control page.
- Join the GPMY_SOC_ORG_DT and GPMY_SOC_ORG tables to retrieve the company details.
- Join the GPMY_SOC_PYE, PERSONAL_DATA, NAMES, PERSON, and PERS_DATA_EFFDT tables to retrieve the payee details for the duration and SOCSO number specified.
- Retrieve the employee's national ID type.
- Print the report.

Form E Processing

Form E is the annual return that is completed by employers. It identifies all payees, their total remuneration, and total tax deductions for the year. To create this report, the system uses GPMYTX06 to retrieve the Form E value from the GPMY_EPL_TX_DTLS table for each employee.

If the Form E value is less than the tax year, then the payee has been previously declared. The system determines the total annual salary and the total annual tax from the TMP3 table and prints the details.

If the Form E value is 0 or equal to the current tax year, then the payee is being declared for the first time. The system determines the total annual salary and the total annual tax from the TMP3 table and prints the details. It then updates the FIRST_FORME_REPORT field of the GPMY_EPL_TX_DTLS table.

Common Elements Used in This Chapter

Organizational Link Option Select the entity type. Options are *Company, Establishment, Department, Pay Group,* or *Location.*. This is a mandatory field.

Business Unit Select the business unit. This is a required field when the organizational link option is *Location* or *Department.*

Tax Year Enter the tax year for which the report is generated. This is the year of assessment, which begins on January 1 and ends on December 31.

SOCSO Reference Number Select the SOCSO reference number for the organizational link option and organizational unit selected. If this field is left blank, all available numbers are used.

Tax Number Select the tax reference number for the organizational link option and organizational unit.

Creating Tax Reports

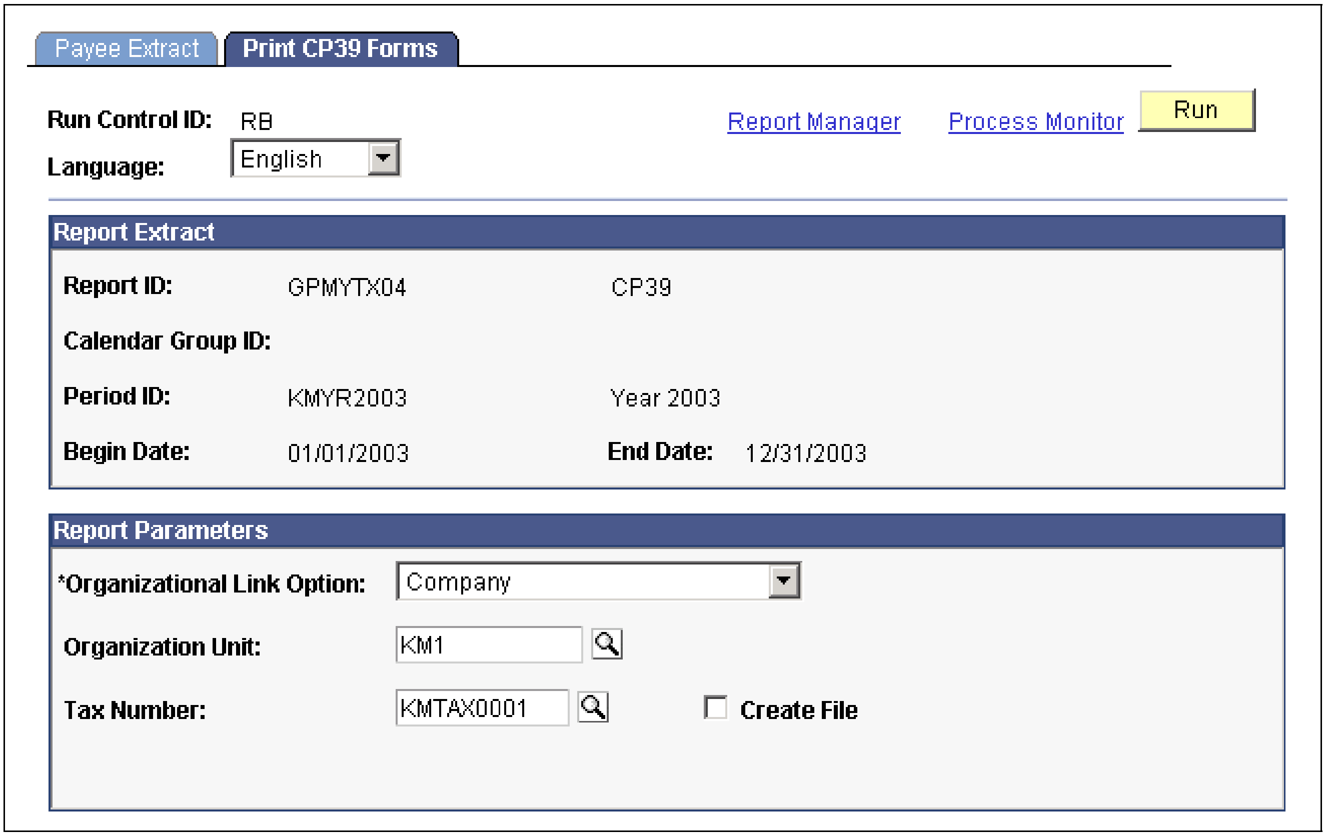
This section discusses how to print CP22 and CP39 forms.

Pages Used to Create Tax Reports

Page Name	Object Name	Navigation	Usage
Print CP22	GPMY_RC_GPMYTX02	Global Payroll & Absence Mgmt, Taxes, CP22 Forms MYS	Run the GPMYTX02 SQR to create the CP22 form.
CPF 39 Forms — Payee Extract	GPMY_PR_RC	Global Payroll & Absence Mgmt, Taxes, CP39 Forms MYS, Payee Extract	Set the report parameters.
CPF 39 Forms — Print CP39 Forms	GPMY_RC_GPMYTX04	Global Payroll & Absence Mgmt, Taxes, CP39 Forms MYS, Print CP39 Forms	Run the GPMYTX04 SQR to create the CP39 form.

Printing CP39 Forms

Access the Print CP39 Forms page.



Print CP39 Forms page

Create File Select to create an electronic file.

Creating EPF Form A

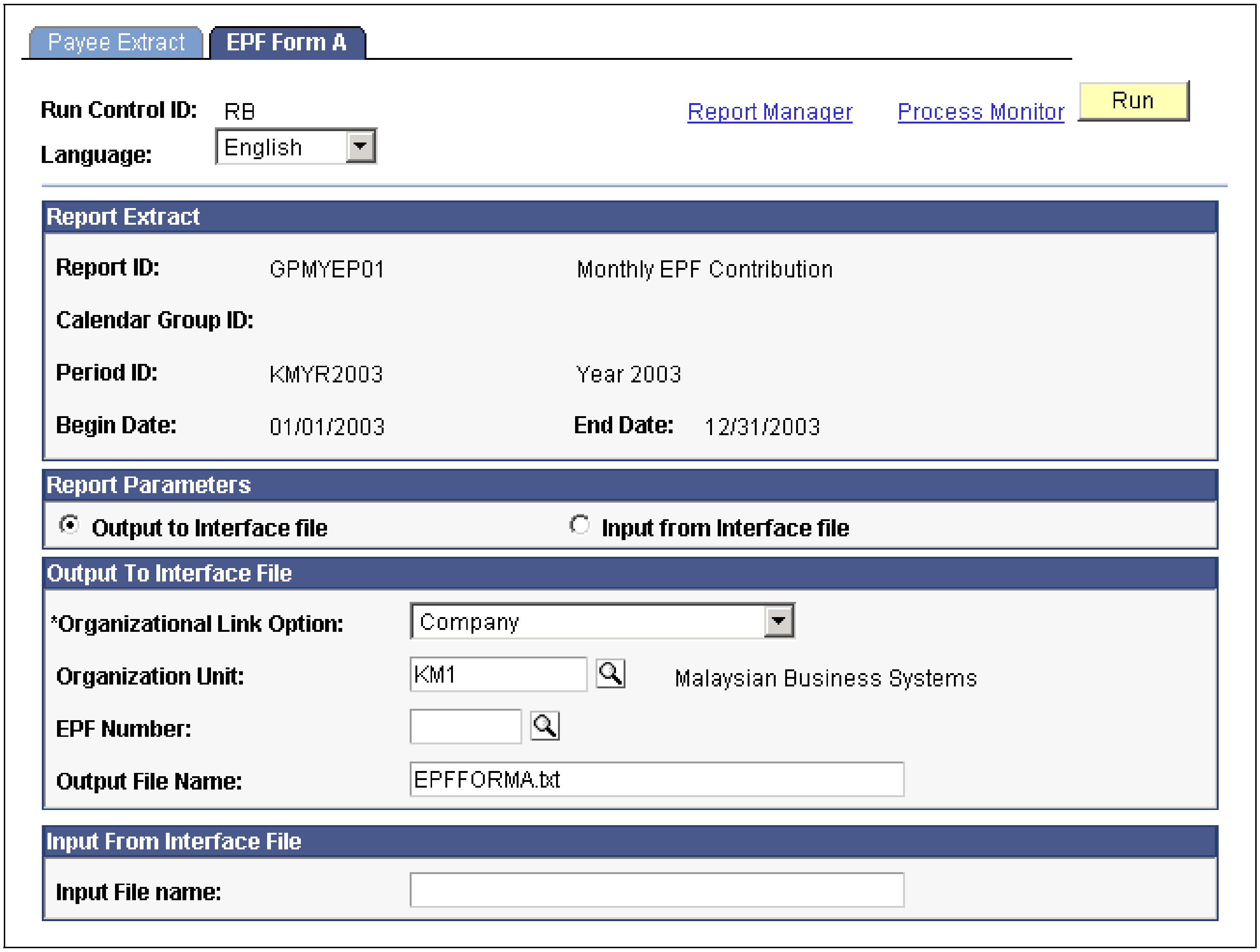
This section explains how to print the EPF Form A.

Page Used to Create EPF Form A

Page Name	Object Name	Navigation	Usage
EPF Form A	GPMY_RC_GPMYEP01	Global Payroll & Absence Mgmt, Pension, Print EPF Form A MYS, EPF Form A	Set up report parameters for EPF Form A and select whether to read or create the EPF file.

Printing the EPF Form A

Access the EPF Form A page.


Payee Extract | EPF Form A

Run Control ID: RB   Report Manager   Process Monitor   Run

Language: English

Report Extract

Report ID: GPMYEP01   Monthly EPF Contribution

Calendar Group ID:

Period ID: KMYR2003   Year 2003

Begin Date: 01/01/2003   End Date: 12/31/2003

Report Parameters

Output to Interface file   Input from Interface file

Output To Interface File

*Organizational Link Option: Company

Organization Unit: KM1   Malaysian Business Systems

EPF Number:

Output File Name: EPFFORMA.txt

Input From Interface File

Input File name:

EPF Form A page

In the Report Parameters section, you must indicate whether the system creates the output file to be sent to EPF (by selecting Output to Interface file) or if it reads the input file that is provided by EPF (by selecting Input from Interface file). Enter the file name in either the Output File Name or the Input File name field.

Creating SOCSO Reports

This section lists the pages that are used to create SOCSO reports.

Pages Used to Create SOCSO Reports

Page Name	Object Name	Navigation	Usage
SOCSO Form 8A	GPMY_RC_GPMYSO03	Global Payroll & Absence Mgmt, Social Security / Insurance, Print SOCSO Form 8A MYS, SOCSO Form 8A	Run the GPMYSO03 SQR to create SOCSO Form 8A.
SOCSO Form 8B	GPMY_RC_GPMYSO01	Global Payroll & Absence Mgmt, Social Security / Insurance, Print SOCSO Form 8B MYS, SOCSO Form 8B	Run the GPMYSO01 SQR to create SOCSO Form 8B.
SOCSO Form 2	GPMY_RC_GPMYSO02	Global Payroll & Absence Mgmt, Social Security / Insurance, Print SOCSO Form 2 MYS	Run the GPMYSO02 SQR to create SOCSO Form 2.
SOCSO Form 3	GPMY_RC_GPMYSO04	Global Payroll & Absence Mgmt, Social Security / Insurance, Print SOCSO Form 3 MYS	Run the GPMYSO04 SQR to create SOCSO Form 3.

Creating Year-End Reports

This section lists the pages that are used to create year-end reports and discusses how to update CP8A salary details.

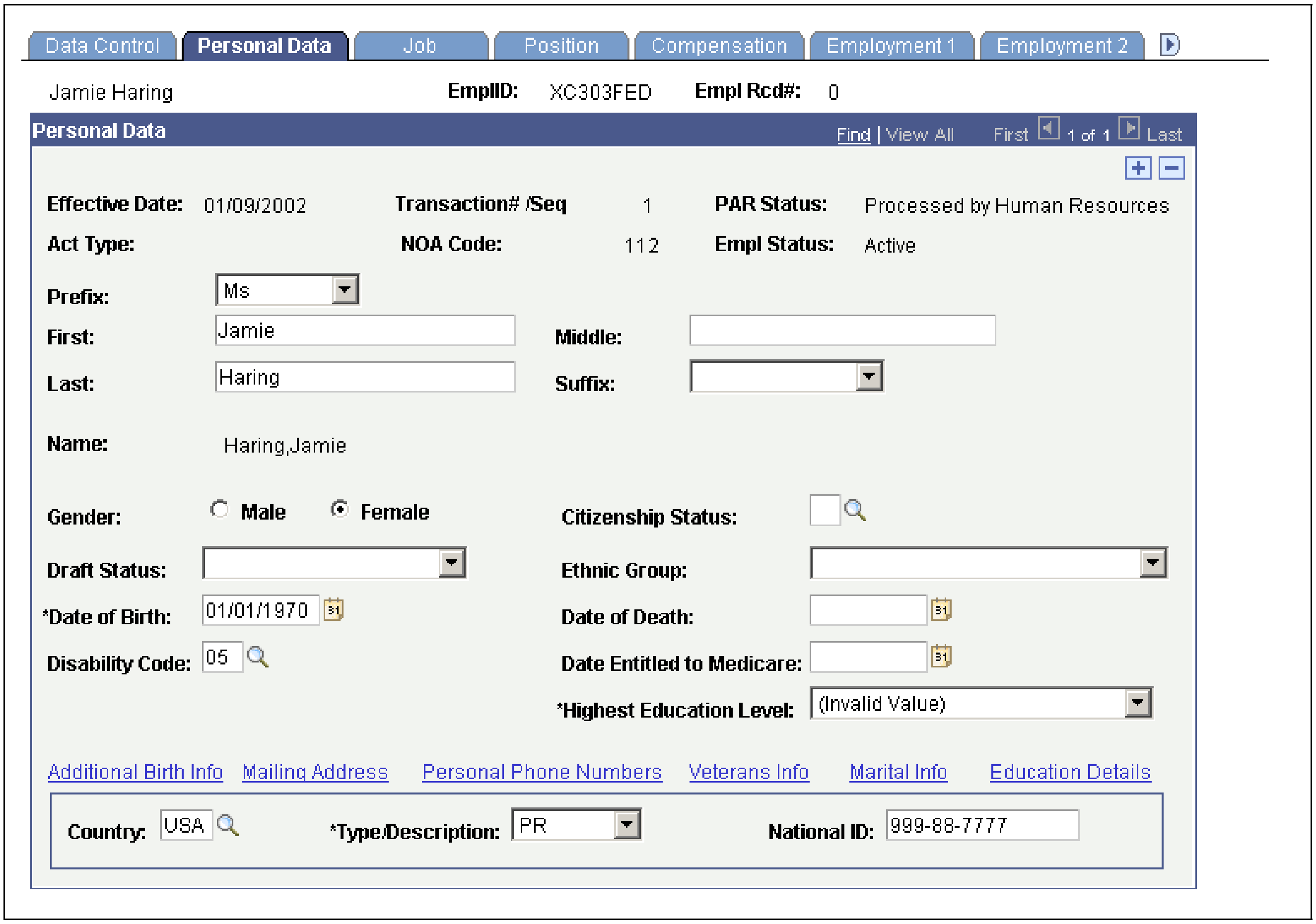
Pages Used to Create Year-End Reports

Page Name	Object Name	Navigation	Usage
Tax Receipt Table MYS	GPMY_TAX_RCPT	Global Payroll & Absence Mgmt, Year-End Processing, Tax Receipt Table MYS	Record the receipt number and total amount remitted to the IRB. This data is used by the CP159 and PCB(II) reports.
Create CP159 Data	GPMY_PR_RC_CP8A	Global Payroll & Absence Mgmt, Year-End Processing, Create CP159 Data MYS,	Create the CP159 report parameters.
View CP159 Details MYS — Personal Data	GPMY_CP159_DTLS	Global Payroll & Absence Mgmt, Year-End Processing, View CP159 Details MYS, Personal Data	View and edit the CP159 data that is produced from the Create CP159 Data process.
View CP159 Details MYS — Salary Details	GPMY_CP159_EDIT	Global Payroll & Absence Mgmt, Year-End Processing, View CP159 Details MYS, Salary Details	View and edit the CP159 data that is produced from the Create CP159 Data process.

Page Name	Object Name	Navigation	Usage
Print CP159	GPMY_RC_GPMYTX05	Global Payroll & Absence Mgmt, Year-End Processing, Print CP159 Forms MYS,	Set the report parameters and launch the CP159 report process.
Create CP8A Data	GPMY_PR_RC_CP8A	Global Payroll & Absence Mgmt, Year-End Processing, Create CP8A Data MYS	Create the CP8A report parameters.
View CP8A Details MYS — Personal Data	GPMY_CP8A_DTLS	Global Payroll & Absence Mgmt, Year-End Processing, View CP8A Details MYS, Personal Data	View the CP8A data online before printing the report.
View CP8A Details MYS — Salary Details	GPMY_CP8A_EDIT	Global Payroll & Absence Mgmt, Year-End Processing, View CP8A Details MYS, Salary Details	Edit the CP8A data that is produced from the Create CP8A Data page.
Print CP8A Forms	GPMY_RC_GPMYTX07	Global Payroll & Absence Mgmt, Year-End Processing, Print CP8A Forms MYS	Print the CP8A form.
Finalize CP8A Details	GPMY_CP8A_FINAL	Global Payroll & Absence Mgmt, Year-End Processing, Finalize CP8A Details MYS	Finalize the CP8A data.
Payee Extract	GPMY_PR_RC	Global Payroll & Absence Mgmt, Year-End Processing, Print Form E MYS, Payee Extract	Set the launch parameters and launch the Form E report process.
Print Form E	GPMY_RC_GPMYTX06	Global Payroll & Absence Mgmt, Year-End Processing, Print Form E MYS, Print Form E	Set the launch parameters and launch the Form E report process.
Payee Extract	GPMY_PR_RC	Global Payroll & Absence Mgmt, Year-End Processing, Print PCB 2 (II) MYS, Payee Extract	Set the parameters and launch the PCB 2 (II) report process.
Print PCB 2 (II)	GPMY_RC_GPMYTX08	Global Payroll & Absence Mgmt, Year-End Processing, Print PCB 2 (II) MYS, Print PCB 2 (II)	Set the parameters and launch the PCB 2 (II) report process.

Updating CP8A and CP159 Detail Pages

Access the Personal Data and Salary Details pages.



Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

Jamie Haring **EmplID:** XC303FED **Empl Rcd#:** 0

Personal Data Find | View All First 1 of 1 Last

Effective Date: 01/09/2002 **Transaction# /Seq** 1 **PAR Status:** Processed by Human Resources

Act Type: **NOA Code:** 112 **Empl Status:** Active

Prefix: Ms

First: Jamie **Middle:**

Last: Haring **Suffix:**

Name: Haring,Jamie

Gender: Male Female **Citizenship Status:**

Draft Status: **Ethnic Group:**

***Date of Birth:** 01/01/1970 **Date of Death:**

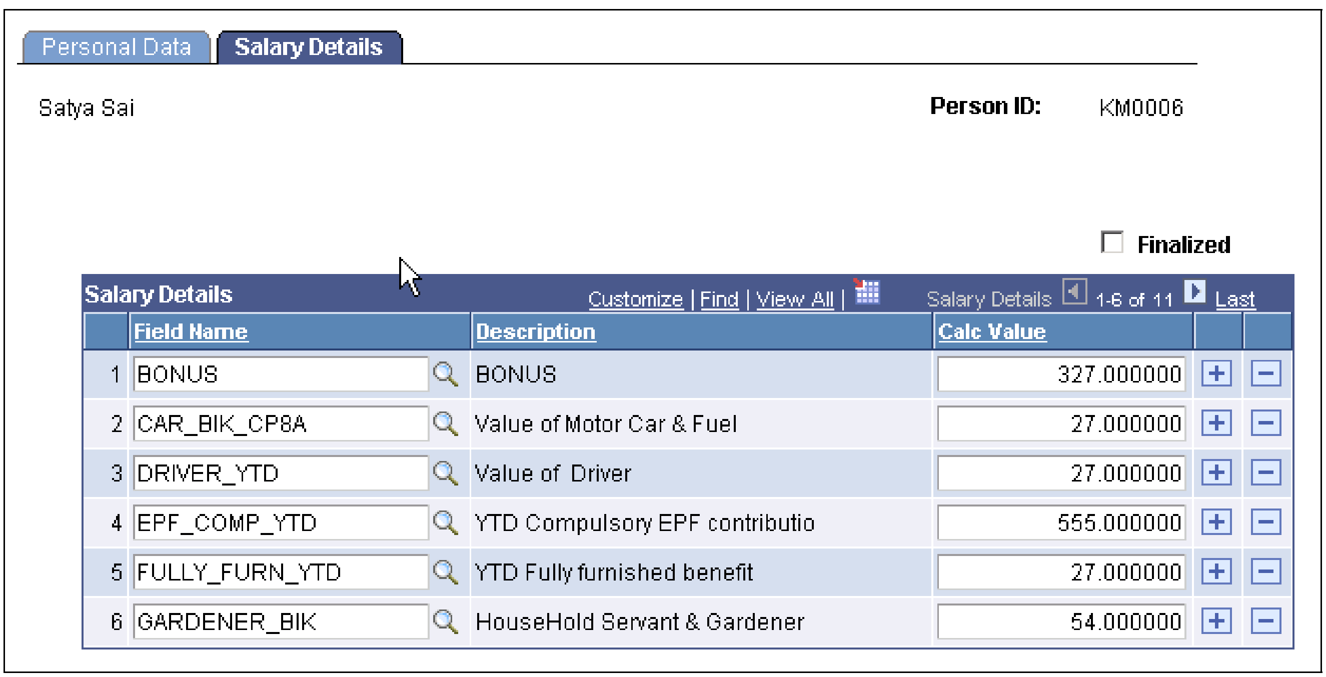
Disability Code: 05 **Date Entitled to Medicare:**

***Highest Education Level:** (Invalid Value)

Additional Birth Info | Mailing Address | Personal Phone Numbers | Veterans Info | Marital Info | Education Details

Country: USA ***Type/Description:** PR **National ID:** 999-88-7777

Personal Data page



Personal Data | Salary Details

Satya Sai **Person ID:** KM0006

Finalized

Salary Details Customize | Find | View All | Salary Details 1-6 of 11 Last

	Field Name	Description	Calc Value
1	BONUS	BONUS	327.000000
2	CAR_BIK_CP8A	Value of Motor Car & Fuel	27.000000
3	DRIVER_YTD	Value of Driver	27.000000
4	EPF_COMP_YTD	YTD Compulsory EPF contributio	555.000000
5	FULLY_FURN_YTD	YTD Fully furnished benefit	27.000000
6	GARDENER_BIK	HouseHold Servant & Gardener	54.000000

Salary Details page

Finalized	Select this option to finalize the values on this page. On some pages it is automatically selected when you run the finalize process. Once finalized, the page cannot be updated.
Calc Value (calculation value)	Update calculation values, if necessary.

Creating Termination Reports

This section lists the pages that are used to create termination reports.

Pages Used to Create Termination Reports

Page Name	Object Name	Navigation	Usage
Create CP21 Data	GPMY_CREATE_CP21	Global Payroll & Absence Mgmt, Termination Processing, Create CP21 Data MYS	Extract the data for the CP21 report from the result tables.
Personal Data	GPMY_CP21_DTLS	Global Payroll & Absence Mgmt, Termination Processing, View CP21 Details MYS, Personal Data	View the CP21 data before printing the form.
Salary Details	GPMY_CP21_EDIT	Global Payroll & Absence Mgmt, Termination Processing, View CP21 Details MYS, Salary Details	View the CP21 data before printing the form.
Print CP21	GPMY_RC_GPMYTX01	Global Payroll & Absence Mgmt, Termination Processing, Print CP21 Forms MYS	Run the GPMYTX01 SQR to produce the CP21 form.
Create CP22A Data	GPMY_CREATE_CP21	Global Payroll & Absence Mgmt, Termination Processing, Create CP22A Data MYS	Extracts the data for the CP22A report from the result tables.
Personal Data	GPMY_CP22A_PERS	Global Payroll & Absence Mgmt, Termination Processing, View CP22A Details MYS, Personal Data	View the CP22A data before printing the form.
Salary Details	GPMY_CP22A_SAL	Global Payroll & Absence Mgmt, Termination Processing, View CP22A Details MYS, Salary Details	View the CP22A data before printing the form.
Print CP22A Forms	GPMY_RC_GPMYTX03	Global Payroll & Absence Mgmt, Termination Processing, Print CP22A Forms MYS, Print CP22A Forms	Run the GPMYTX03 SQR to produce the CP22A form.

CHAPTER 8

Setting Up Payslips

This chapter provides an overview of payslip setup for Malaysia and discusses how to:

- Create payslip templates and messages.
- Attach payslip templates to pay groups.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Malaysia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Viewing Delivered Elements and System Data," Viewing the Delivered Elements

Understanding Payslip Setup

The payslip feature enables you to design payslips so that they display data that you specify in the format that you want. Because you can override templates at lower levels, you do not have to create multiple templates to cover every possible payslip scenario.

Creating Payslip Templates and Messages

To set up payslip templates and messages, use the Templates MYS (GPMY_PSLP_SETUP) and Messages MYS (GPMY_PSLP_MSG) components.

This section discusses how to:

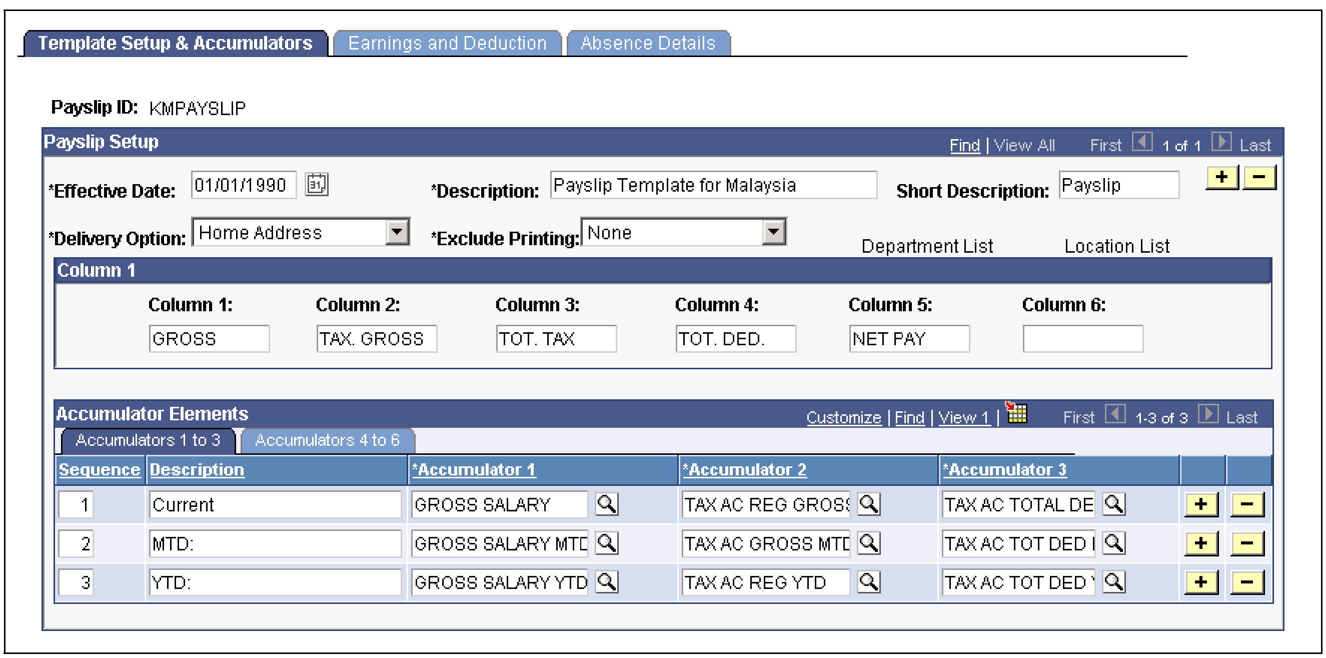
- Set up payslip templates.
- Set up payslip accumulators.
- Set up payslip earnings and deductions.
- Select payslip absence details.
- Set up payslip messages.

Pages Used to Create Payslip Templates and Messages

Page Name	Object Name	Navigation	Usage
Template Setup & Accumulators	GPMY_PSLP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates MYS, Template Setup & Accumulators	Set up delivery and print exclusion options, column headings, and column contents for accumulators.
Earnings and Deduction	GPMY_PSLP1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates MYS, Earnings and Deduction	Create sections of earnings and deductions, select description options, and set the element components that the payslip displays.
Absence Details	GPMY_PSLP2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates MYS, Absence Details	Select the absence elements that appear on the payslip, and select the description options.
Messages MYS	GPMY_PSLP_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages MYS	Create messages that appear on payslips. You can control which payslips show the messages.

Setting Up Payslip Templates

Access the Template Setup & Accumulators page.



Template Setup & Accumulators page

Payslip ID Displays the ID of the payslip template. Using this ID, you can attach a single template to multiple pay groups.

Delivery Option

Select an address to receive printed payslips. It can be an internal address (either a location or a department that uses a location address) or an external address (the home address or mail address that appears in the payee's personal data record). You can override the selection that is made here on the Payee Payslip Overrides page, which is effective-dated. In this way, you can override the delivery option for a period of time.

Exclude Printing

Select either *Department* or *Location* to exclude departments or locations from the payslip print run. The corresponding link becomes active so that you can select from the department or location lists.

You can override the exclusion on the Print Payslips page before you run the print program.

Note. If you enter a particular pay entity as the print option on the Print Payslips page and you have excluded a location that is associated with the pay entity, the payslip is not printed for that location.

Column 1 through **Column 6**

Enter the labels to appear on the printed payslip as the column headings for the accumulators. These column labels appear on the payslip under the heading Pay Summary.

Setting Up Payslip Accumulators

Access the Template Setup & Accumulators page.

Accumulators 1 to 3

Sequence

Enter a sequence number to set the order in which the accumulators appear. They appear in ascending order with the lowest number first.

Description

Enter a description for the row.

Accumulator 1 to **Accumulator 3**

Select the accumulators to appear in the corresponding column.

For example, suppose that you enter the description of sequence 1 and 2 as *Current* and *YTD* (year to date), respectively. If you also want to display quarter to date (QTD) accumulated amounts, create a new row, give the new row the description *QTD,* then select the accumulators that correlate to the column headings.

Accumulator 4 to **Accumulator 6**

Set up accumulators 4 to 6. No Sequence or Description fields are available because the same sequence number and description applies to all six accumulators in the row.

This diagram shows how column numbers, sequences, and accumulator numbers appear on the printed payslip.

Pay Summary

	Column 1 Label	Column 2 Label	Column 3 Label	Continued →
Seq 1 Description	Accum 1, Seq 1	Accum 2, Seq 1	Accum 3, Seq 1	
Seq 2 Description	Accum 1, Seq 2	Accum 2, Seq 2	Accum 3, Seq 2	
Seq 3 Description	Accum 1, Seq 3	Accum 2, Seq 3	Accum 3, Seq 3	
Continued ↓				

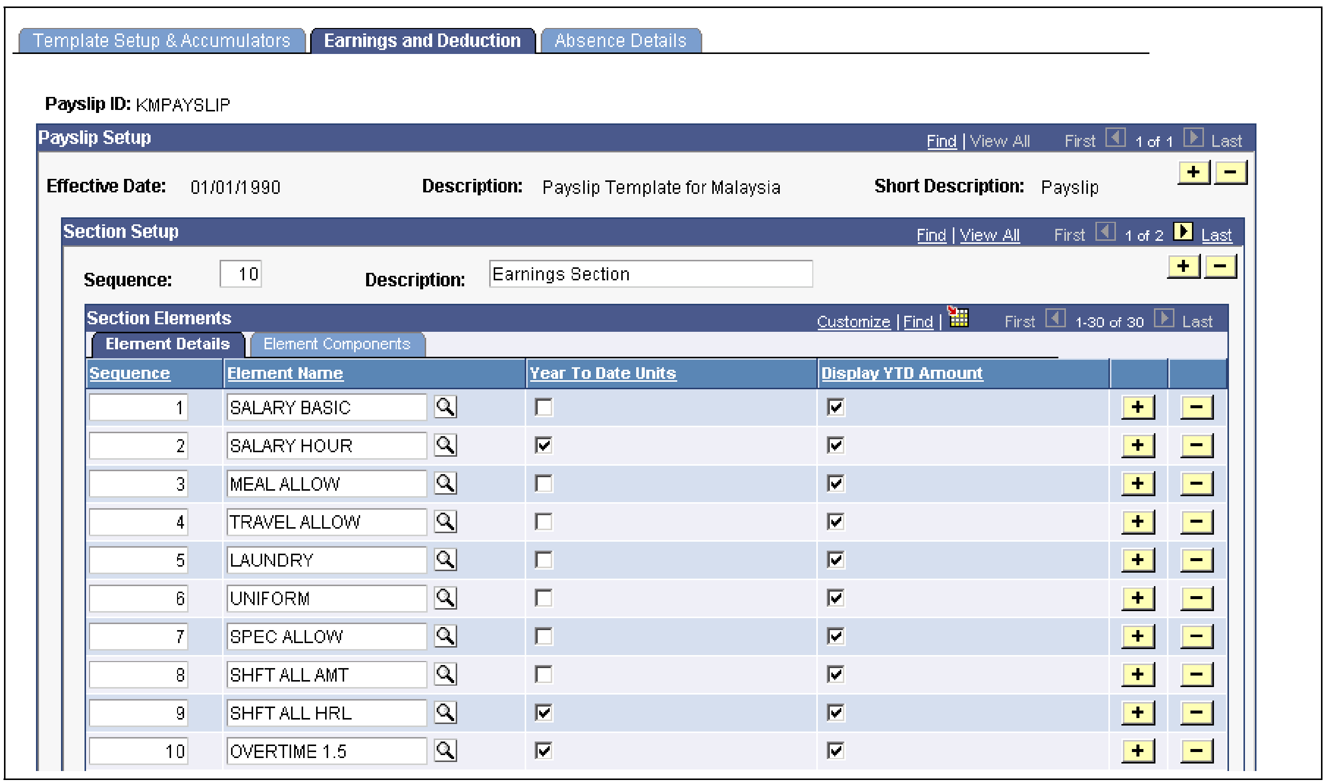
Columns and rows on the payslip in the Pay Summary region

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Setting Up Accumulators"

Setting Up Payslip Earnings and Deductions

Access the Earnings and Deduction page.



Earnings and Deduction page

Section Setup

Sequence Enter a number to determine the order in which the sections appear. The lowest number appears first. You can create an unlimited number of sections.

Description Enter descriptions that appear as section headings in the payslip region under the heading Payment Details.

Element Details

Select the Element Details tab.

Sequence	Enter a number to determine the order in which the elements appear in the section. The lowest number appears first.
Year To Date Units (year to date units) and **Display YTD Amount** (display year to date amounts)	Select these options to display the YTD units and amounts for each element in the Payment Details region.

Element Components

Select the Element Components tab.

Description Type	Select one of three descriptions to appear for each earning and deduction row in the Payment Details region of the payslip. Options are: *Custom:* A text box appears for you to enter a description. *Description:* The element's description appears as entered on the element's name page in its component. *Element Name:* The element's name appears from its name page in its component. It also appears on the Element Details tab.
Print Unit,Print Rate,Print Base, and **Print Percentage**	Select the components of the element's calculation rule that you want to show for each earning or deduction in the sections. You can select only the components that are in the element's calculation rule. For example, for an earning with calculation rule Unit × Rate, only the unit and rate check boxes are available for entry. **Note.** The amount always appears; therefore, that is not an option here.

See Also

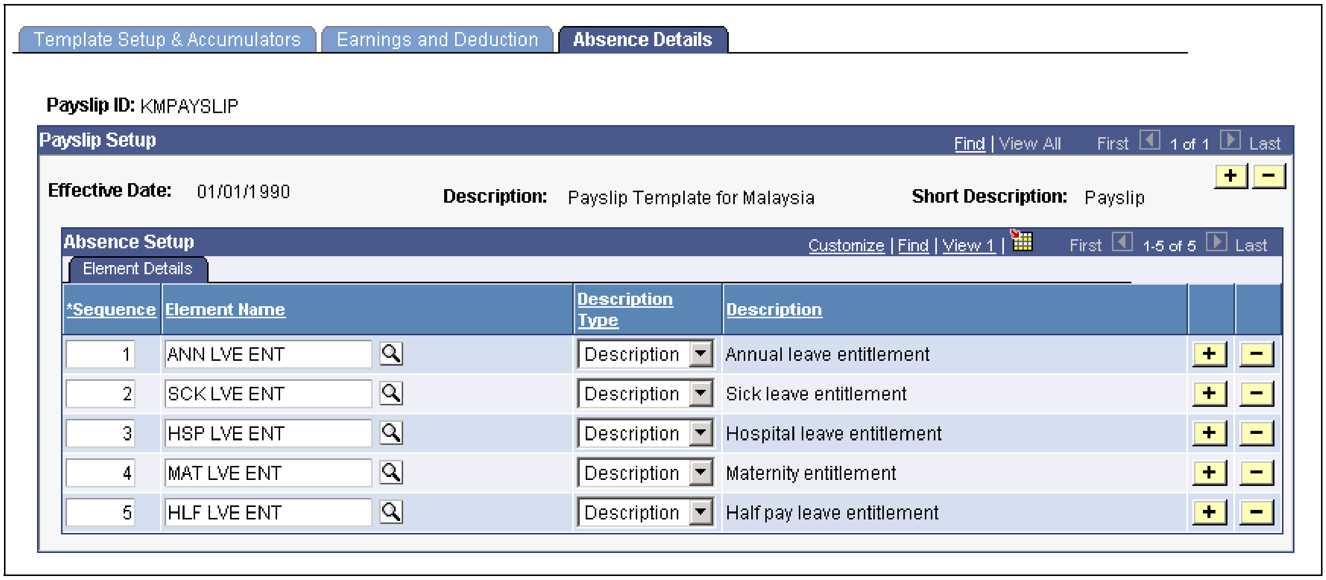
PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Earning and Deduction Elements"

Chapter 4, "Understanding Definition of Earnings," page 27

Chapter 5, "Understanding Definition of Deductions," page 41

Selecting Payslip Absence Details

Access the Absence Details page.



Absence Details page

Sequence

Enter a number to determine the order in which the elements appear in the section. The lowest number appears first.

Element Name

The system prints the element units, take units, adjustment units, and balance units for each selected entitlement. Data is retrieved from the auto-generated accumulators, beginning with the standard suffixes.

Description Type

Select one of three descriptions to appear for each earning and deduction row in the Payment Details region of the payslip. Options are:

Custom: A text box appears for you to enter a description.

Description: The element's description appears as entered on the element's name page in its component.

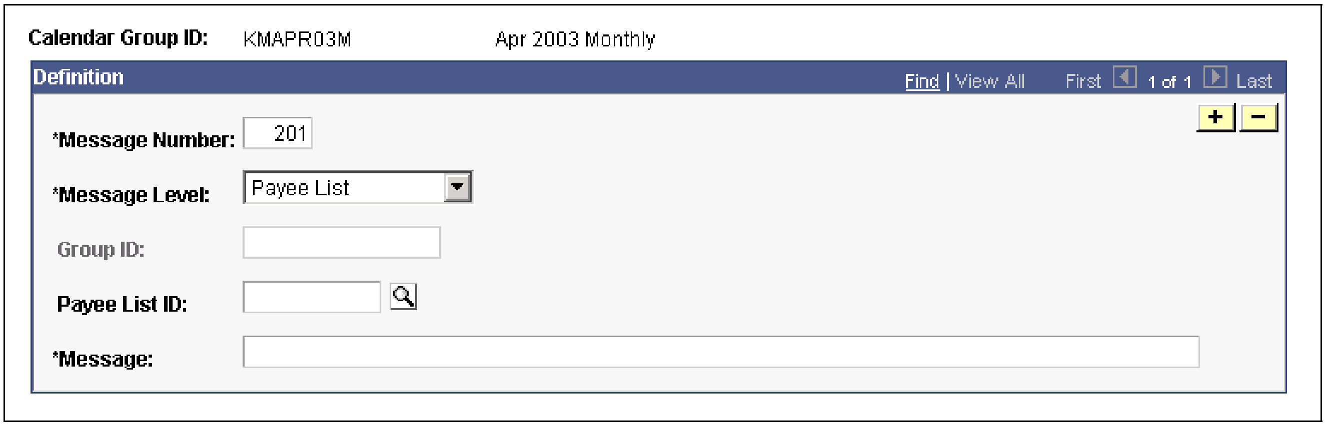
Element Name: The element's name appears from its name page in its component. It also appears on the Element Details tab.

See Also

Chapter 13, "Understanding Absence Rules," page 115

Setting Up Payslip Messages

Access the Messages MYS page.



Messages MYS page

Message Number Enter the message ID that the system uses to obtain the correct message for the payees. Arrays, formulas, and variables combine to produce the right message.

Message Level Select from the following values:

All: All payees identified in the calendar group.

Group Build: All payees included in a group that is built using the Group Build Definition feature in Human Resources. If you select this option, enter a group in the Group ID field.

Group List: All payees in a list that is built using the Group List feature in Global Payroll. If you select this value, enter a group in the Group List ID field.

Message Enter the text of the message to appear on selected payslips.

Attaching Payslip Templates to Pay Groups

To set up links to pay groups, use the Link to Paygroup MYS (GPMY_PYGRP_PSLP) component.

You attach a payslip template to a pay group using the Link to Pay Group MYS page. A pay group can have multiple payslip templates attached at any one time, and a single template can be attached to multiple pay groups. Each payslip template is used in conjunction with a particular run type.

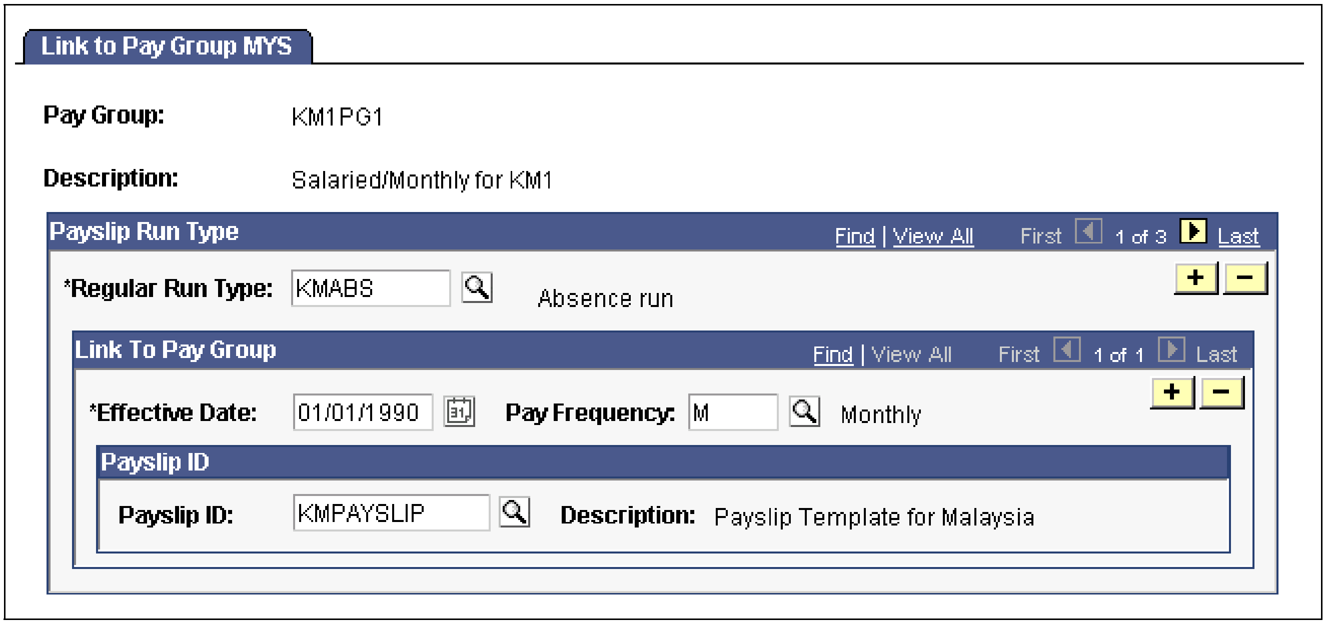
This section discusses how to link a template to a pay group.

Page Used to Attach Payslip Templates to Pay Groups

Page Name	Object Name	Navigation	Usage
Link to Pay Group MYS	GPMY_PYGRP_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Link to Paygroup MYS	Associate pay groups with payslip templates.

Linking a Template to a Pay Group

Access the Link to Pay Group MYS page.



Link to Pay Group MYS page

Regular Run Type Select the run type. This is defined on the Run Types page.

Pay Frequency Select the pay frequency. This is defined on the Frequency Table page.

Payslip ID Select the payslip ID for the payslip templates that you want to associate with the pay group. Payslip IDs are defined on the Template Setup & Accumulators page.

CHAPTER 9

Setting Up Social Security Contributions

This chapter provides an overview of the Social Security Organization (SOCSO) contribution process and discusses how to:

- Set up employer data.
- Set up employee data.
- Report SOCSO data.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Malaysia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Viewing Delivered Elements and System Data," Viewing the Delivered Elements

Understanding the SOCSO Contribution Process

Global Payroll for Malaysia enables you to make SOCSO contributions on behalf of employers and employees to pay for the invalidity pension benefit and employment injury benefits.

This section discusses:

- Employee eligibility and scheme type.
- Definition of SOCSO wages.
- Calculation of SOCSO contributions.
- Delivered SOCSO elements.

Employee Eligibility and Scheme Type

Payees should not begin making SOCSO contributions if they have an income over 2000 MYR. This does not mean that payees earning over 2000 MYR can't continue contributing. A payee making less than 2000 MYR could have been enrolled in SOCSO. Later, the payee's income level could have risen above 2000 MYR. In this case, employees can continue to make SOCSO contributions even though they currently make more than the maximum income. For this reason, eligibility to SOCSO is user-controlled. The payee can be enrolled in the employment injury scheme and the invalidity pension scheme, or the employment injury scheme only. Age determines eligibility, but you determine which scheme the system applies. Payees younger than 55 can be part of the former category, while those over 55 can be part of the latter only. Each scheme is linked to a different contribution schedule.

The array SOC AR EEDATA reads the SOCSO category, the employee SOCSO membership number, and the employer SOCSO reference number from the Payee SOCSO Data page.

The formula SOC FM CATEGORY determines the SOCSO category (scheme type) by using the duration SOC DR AGE to calculate the payee's age by comparing the birth date and the period end date.

Definition of SOCSO Wages

The formula SOC FM CONTRIB uses the accumulator SOC AC INCOME MTD to calculate the earnings that apply to SOCSO contributions. Arrears earnings are kept separate from SOCSO earnings. This enables the system to forward retroactive SOCSO contributions. Elements liable to SOCSO must contribute to accumulator SOC AC INCOME SEG.

The accumulator SOC AC INCOME YTD stores the employee's SOCSO income for the year.

See Also

Chapter 4, "Understanding Definition of Earnings," page 27

Calculation of SOCSO Contributions

SOCSO contributions are deducted as a percentage of each ringgit earned. Therefore, contributions are calculated in each pay period of the month, regardless of the earnings per period.

The contribution calculation always uses the same calculation method for every frequency and every period in the month. In all cases, the system calculates:

- The employer and employee contributions, assessing the contribution schedule table starting from the month-to-date income.
- The difference between the calculated monthly contribution and the month-to-date contributions that were previously deducted.

  If the difference is a negative amount, the amount is refunded.

No special processing requirements exist for termination payments.

Delivered SOCSO Elements

Global Payroll for Malaysia uses an array, formulas, variables, and deductions to:

1. Read payee SOCSO data.

   The array SOC AR EEDATA stores the information that is entered on the Payee SOCSO Data page. The employee's SOCSO Category is stored as the variable SOC VR CATEGORY.

2. Read SOCSO Contributions.

   SOC BR CTREMPLOYEE lists the employer and employee contribution, based on the income (SOC AC INCOME MTD) of the employee. There are two variables for SOC VR CATEGORY, GE which is the pensioner part of SOCSO, and LT, which is the combined Injury and pension scheme.

3. Check whether to calculate SOCSO.

   The formula SOC FM CALCULATE checks the employee's SOCSO status and category to determine whether to calculate SOCSO.

4. Calculate the monthly SOCSO contribution based on the contribution schedule table.

The bracket SOC BR CTREMPLOYEE contains the variables and values that are needed to determine the monthly contribution based on payee income.

5. Calculate sliced Income for SOCSO.

   SOC FM SLICEINC is used to slice the income for SOCSO calculation. It the employee has an increase in rate and the element is segmented, it calculates each slice correctly.

6. Split the contribution between employer and employee.

   The formula SOC FM CONTRIB uses variables SOC VR CTREE and SOC VR CTRER to create employee and employer contributions.

7. Create SOCSO deductions.

   The system uses the variables SOC VR CTREE and SOC VR CTRER to supply the SOCSO EE and SOCSO ER deductions.

Setting Up Employer Data

To set up employer data, use the SOCSO Number table MYS (GPMY_SOC_TBL) component.

This section discusses how to:

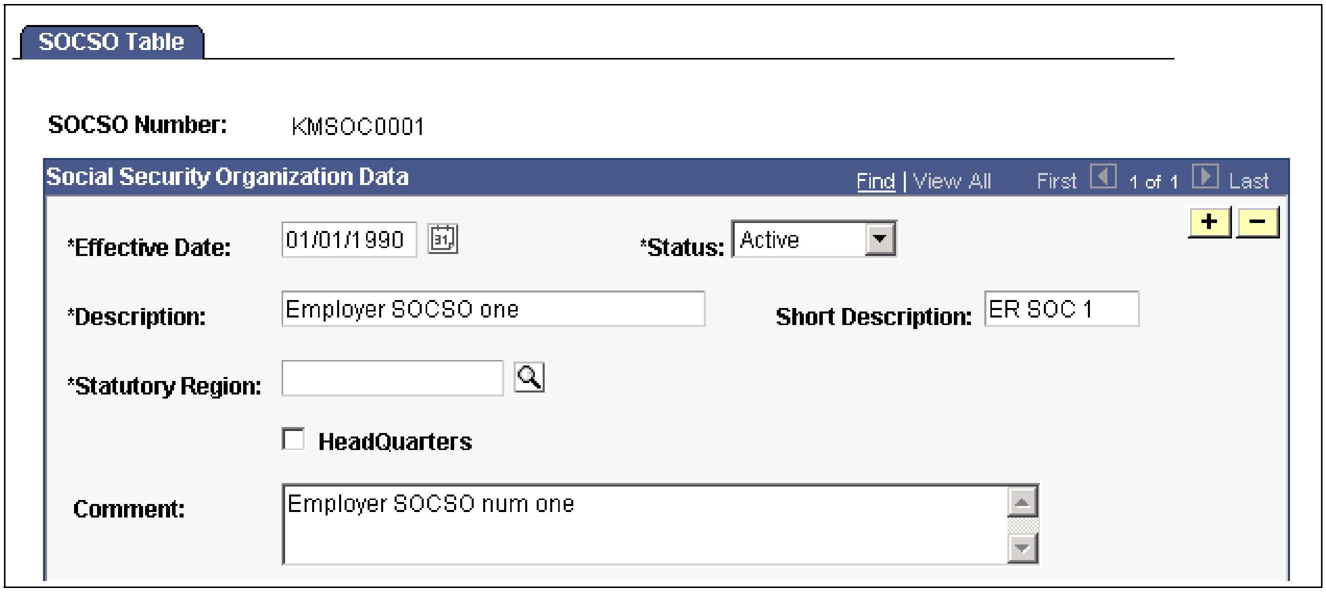
- Enter reference number contact information.
- Associate a SOCSO number with an organizational link.

Pages Used to Set Up Employer Data

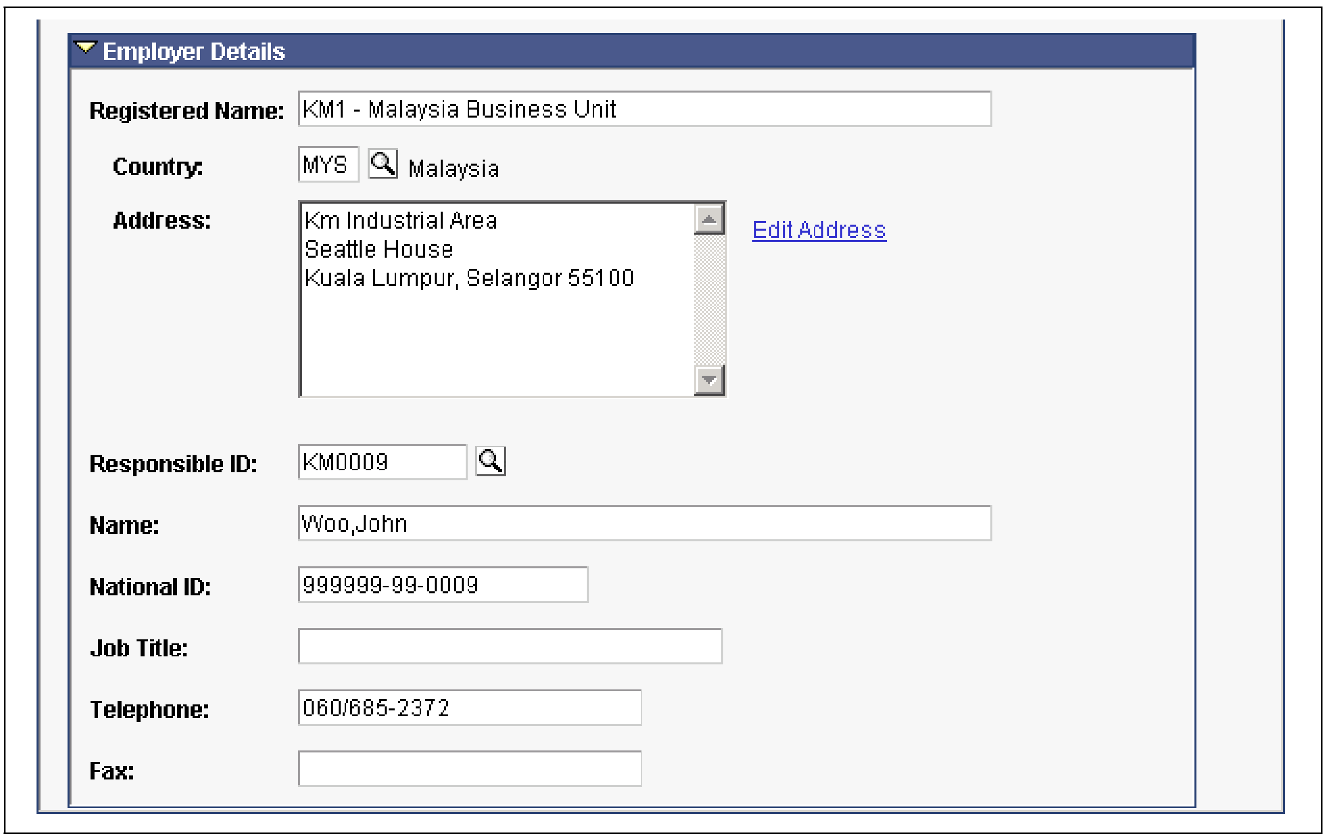
Page Name	Object Name	Navigation	Usage
SOCSO Table	GPMY_SOC_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, SOCSO Number Table MYS	Maintain employer contact information for SOCSO reporting.
SOCSO Data	GPMY_SOC_ORG_NBR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Organization Numbers MYS	Associate a SOCSO number with an organizational unit, such as company, pay group, location, establishment, or department.
SOCSO Number Details	GPMY_SOCSO_ORG_SEC	Click the details button on the SOCSO Data page.	View employer details that are associated with the SOCSO number.

Entering Reference Number Contact Information

Access the SOCSO Table page.



SOCSO Table page (1 of 2)



SOCSO Table page (2 of 2)

Statutory Region Enter the statutory region. This region is reported on the following forms: EPF Form 6, SOCSO Form 8A, SOCSO Form 8B, CP39 Monthly Statement of Tax Deductions - Electronic form, Employee Tax Refund Form - Malaysian CP159A/PCB2(II).

Registered Name Enter the employer's official name.

Address Enter the employer's address.

Responsible ID Enter the employee ID of the organization's SOCSO contact. The system populates other fields on this page that are related to this value.

Name Enter the name of the contact person of the company for SOCSO inquiries. This name will be printed on the SOCSO reports.

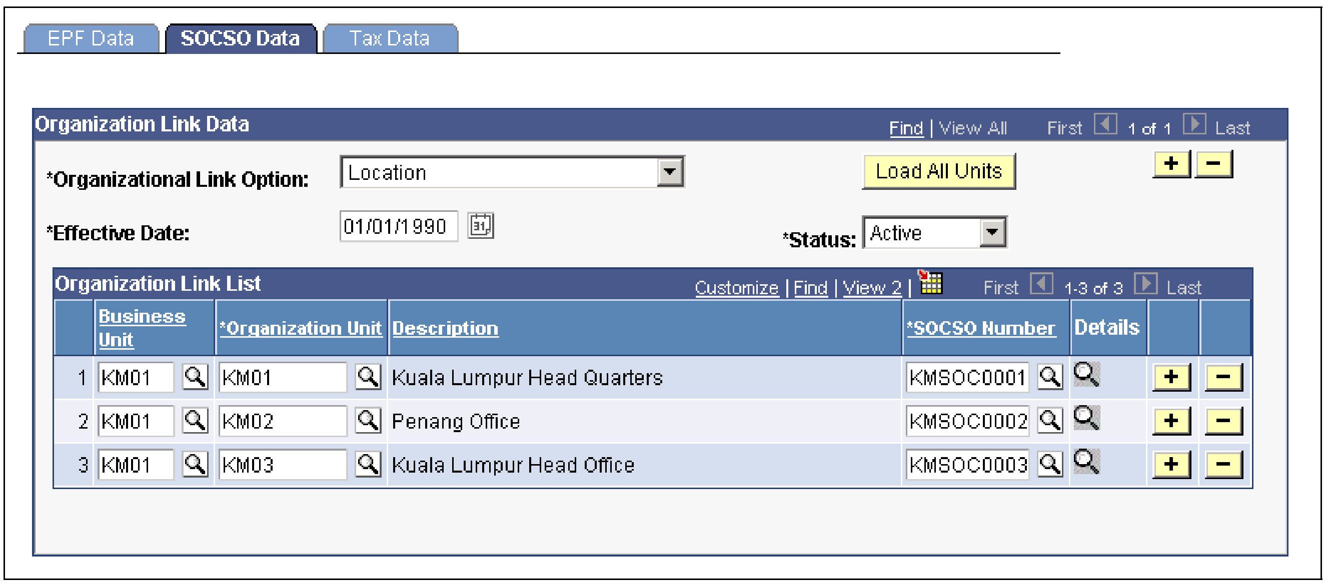
National ID Enter the contact person's national ID.

Job Title Enter the job title of the company contact for SOCSO inquiries. This information will be printed on the SOCSO reports.

Telephone and **Fax** Enter the numbers of the company contact for SOCSO inquiries. The phone number will be printed on the SOCSO reports.

Associating a SOCSO Number with an Organizational Link

Access the SOCSO Data page.



SOCSO Data page

Organizational Link Option Select the organizational link. Options are: *Company, Pay Group, Location, Establishment,* and *Department.*

Load All Units Click to insert all possible organizational units in the organizational link list. Then you can specify the SOCSO number for each unit.

Effective Date and **Status** Enter the effective date and status of the organization link. If the organizational link option changes, all the organizational units are deleted and all past organizational link options become inactive.

Details Click to view the SOCSO Reference Number Details page, which displays the employer details that are associated with the SOCSO number.

Setting Up Employee Data

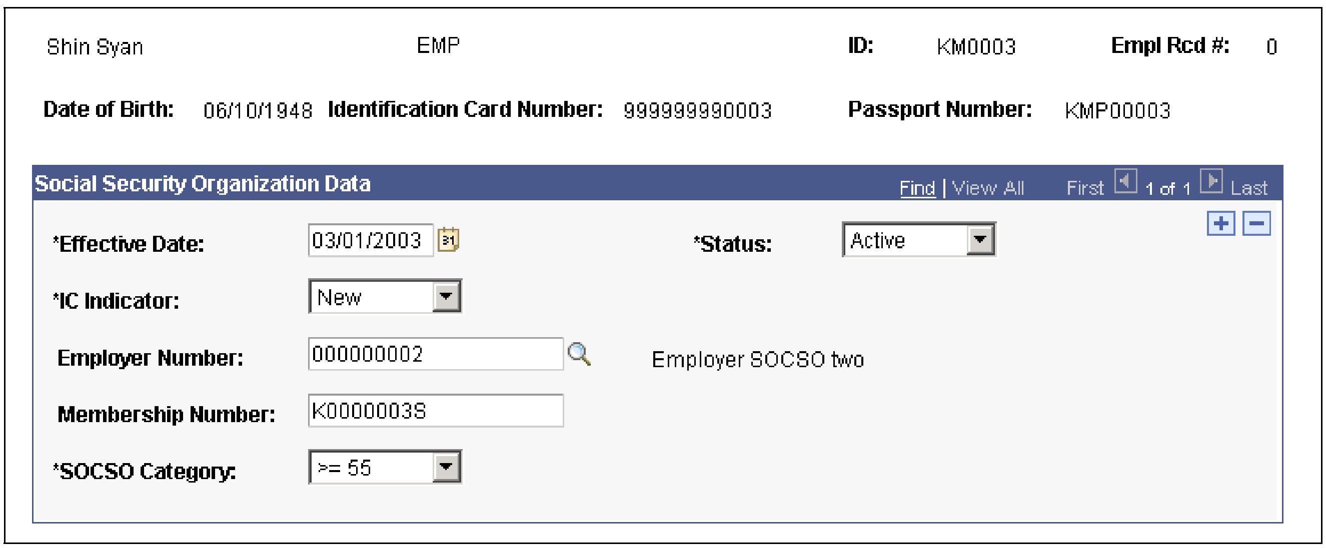
This section discusses how to enter employee SOCSO data.

Page Used to Set Up Employee Data

Page Name	Object Name	Navigation	Usage
Payee SOCSO Data	GPMY_SOC_PYE	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain SOCSO MYS	Associate an employer number with an employee, select the IC indicator status, and select the SOCSO category.

Entering Employee SOCSO Data

Access the Payee SOCSO Data page.



Payee SOCSO Data page

IC Indicator

Select the type of IC number. Values are: *Old* and *New or N/A*. This IC number is used in legal reports.

Employer Number

Select the employer's SOCSO number. If the organizational link has only one employer number, the system displays that number by default. Otherwise, select from the possible SOCSO numbers. If the organizational data changes for an employee, you must change the employer number manually.

Membership Number

Enter the employee membership number. The system verifies the adherence to the A9999999A format.

SOCSO Category

The scheme in which the payee is enrolled depends on age. Select *< 55* or *>=55* to assign the category, or select *Payroll* to have the system calculate the category using the payee's age.

Reporting SOCSO Data

Global Payroll for Malaysia enables you to create a report summarizing SOCSO contributions, as well as the following SOCSO reports that required by the Inland Revenue Board:

- SOCSO Form 8A.
- SOCSO Form 8B.
- SOCSO Form 2.
- SOCSO Form 3.

See Also

Appendix A, “Global Payroll for Malaysia Reports,” page 173

Chapter 7, “Administering Inland Revenue Reporting,” page 69

CHAPTER 10

Setting Up Loans

This chapter provides an overview loans and delivered loan elements and discusses how to enter loan data.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Malaysia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Viewing Delivered Elements and System Data," Viewing the Delivered Elements

Understanding Loans

Many Malaysian organizations offer loans to meet the short-term and long-term needs of their payees. The loan is recovered by the organization over a period of time, through periodic installments that are deducted from the payroll. Global Payroll for Malaysia enables you to process loan payments, and monitor and process loan repayments.

Three types of loan deductions that are delivered as sample data are:

- Home loans (LN DEDUCT 2)

  These loans are used to purchase or construct a house, or to improve existing property.
- Car loans (LN DEDUCT 3)

  These loans are used to purchase new or used cars.
- Company loans (LN DEDUCT 1)

  These loans are used to purchase consumer goods, or to pay for education or weddings.

Global Payroll for Malaysia enables you to:

- Define different types of loans.
- Define repayment schedules based on loan type.
- Deduct loan repayments according to the loan schedule.
- Apply a straight-line interest calculation.
- Update loan balances as repayments are made.
- Provide loan and interest balances.
- Modify the loan recovery schedule.

Understanding Delivered Loan Elements

Global Payroll for Malaysia uses the following array, formulas, variables, and deductions to process loans:

- LN AR DATA (loan data) array.

  This array reads and stores the information that is entered on the Payee Loans Data page.
- LN FM LNMGMNT (loan management) formula.

  This formula determines whether the current payment is the final loan installment, applies the loan deduction, and updates the loan accumulator. It is also used to calculate interest.
- LN VR DED1 (company loan) variable, LN VR DED2 (housing loan) variable, and LN VR DED3 (car loan) variable.

  The system uses these variables to calculate the amount to deduct for each loan.
- LN DEDUCT 1 (company loan) deduction, LN DEDUCT 2 (housing loan) deduction, and LN DEDUCT 3 (car loan) deduction.

  The system uses these deductions to hold the loan payment amounts.

During loan processing, the system uses the loan elements to:

1. Read the data that is on the Payee Loans Data page using the array LN AR DATA.
2. Determine whether this is the final loan repayment by using the formula LN FM LNMGMNT.
3. Determine the amount of the current loan repayment using the formula LN FM LNMGMNT.
4. Create the loan deduction by moving the value from the formula LN FM LNMGMNT to the variables LN VR DED1, LN VR DED2, OR LN VR DED3.
5. Update the loan accumulator.

Entering Loan Data

The Global Payroll for Malaysia loans feature assumes that you have a process to request and approve loans. When the details are agreed upon, the system can monitor the payment of the loan to the employee and the repayment of the loan balance to the employer.

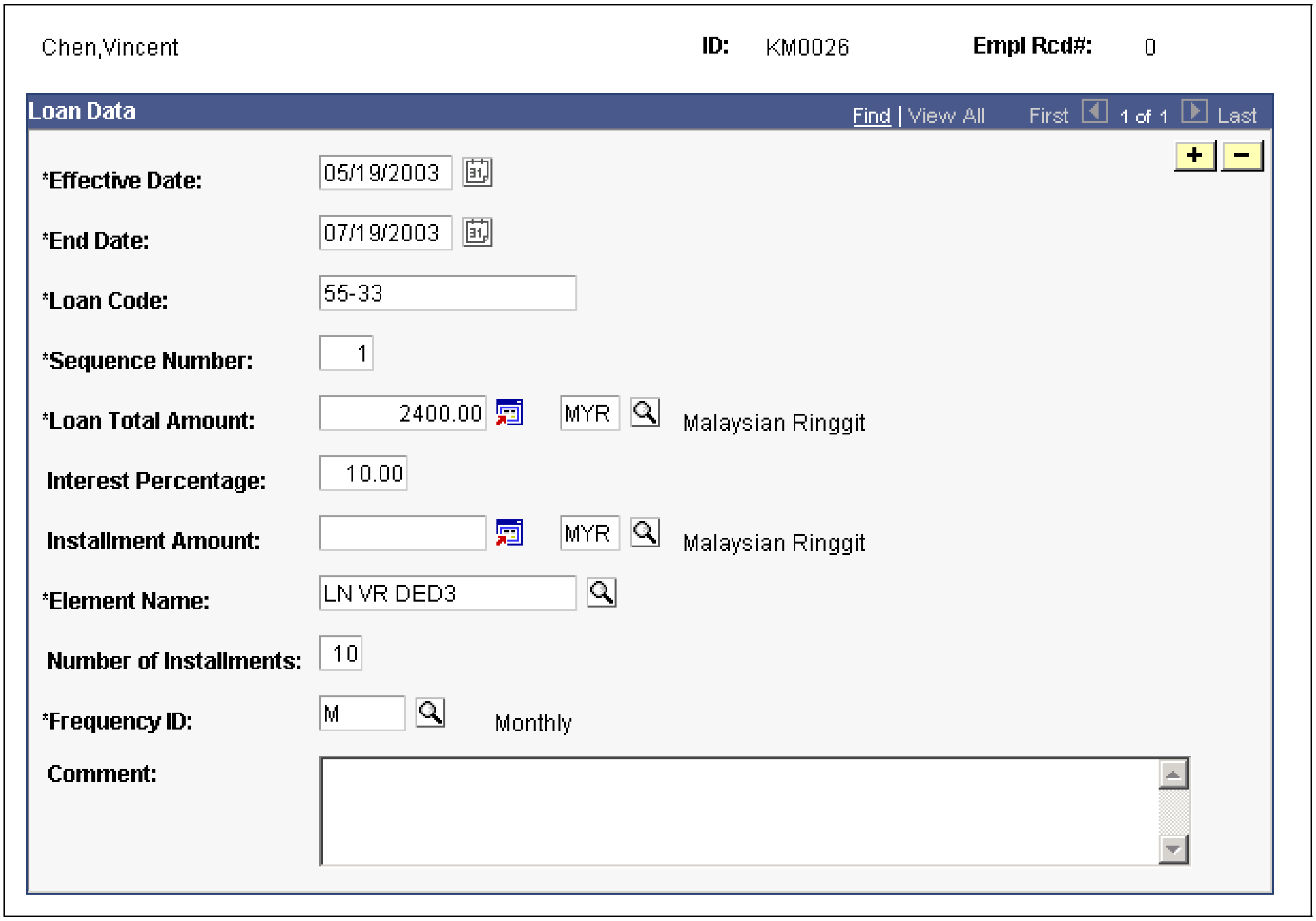
This section discusses how to enter loan data.

Page Used to Enter Loan Data

Page Name	Object Name	Navigation	Usage
Request Loans MYS	GPMY_LN_PYE	Global Payroll & Absence Mgmt, Payee Data, Loans, Request Loans MYS	Enter and update payee loan data.

Entering Loan Data

Access the Request Loans MYS page.



Request Loans MYS page

Effective Date and **End Date**

Enter dates to set the loan duration.

Note. Any change in the repayment schedule requires a new instance on this page. Overriding the loan deductions elsewhere results in an error.

Loan Code

Enter a description of the loan. Used with the sequence number to identify the loan.

Sequence Number

Enter the sequence number for the loan code.

Loan Total Amount

Enter the total amount of the loan.

Interest Percentage

Enter the agreed annual interest percentage. The system uses the number of installments to calculate when the loan is recovered. It then applies a percentage that is equal to the interest percentage that is multiplied by the duration of the loan in years. If you enter a value in this field, you must use the Number of Installments field.

Installment Amount

Select the amount that is to be deducted per loan installment. You may use either the Installment Amount field or the Number of Installments field, not both. If the installment amount exceeds the outstanding balance, only the outstanding balance is recovered.

Element Name

Select the variable containing the loan type.

Number of Installments Indicate the number of installments that are used to recover the loan. If you enter *Installment Amount,* you do not enter the number of installments.

Frequency ID Specify the repayment frequency to which the installment amount is related or the units that the Number of Installments field uses.

CHAPTER 11

Setting Up Banking and Recipient Processing

This chapter provides an overview of banking and recipient processing setup for Malaysia and discusses how to:

- Set up multiple source banks by debit type.
- Set up additional recipient information.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Malaysia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Viewing Delivered Elements and System Data," Viewing the Delivered Elements

Understanding Banking and Recipient Processing Setup

Before you can successfully run banking and recipient processes, you need to set up additional source bank details and link the source banks to debit types. Additional setup is also required on an ongoing basis, such as linking payees to recipients. You must also provide additional recipient information for reporting and collection of any commissions that may be payable. The system requires additional bank, bank account, recipient, and payee data to process payments to banks and providers for Malaysia. That information includes:

- Source bank overrides for certain debit types.
- Information that is related to fees and commissions that providers may owe to entities that collect payee deductions on behalf of providers.
- Group IDs that providers assign to identify the pay entity for those providers.
- Payee IDs or membership numbers that providers assign.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

Chapter 17, "Running Banking and Recipient Processes," page 147

Setting Up Multiple Source Banks by Debit Type

To set up multiple source banks, use the Pay Entity Source Bank MYS (GPMY_PYENT) and Pay Entity SBank Usr Name MYS (GPMY_PYENT_SBNK) components.

This section provides an overview of multiple source banks setup and discusses how to:

- Link source banks to debit types.
- Set up source bank user details.

Understanding Multiple Source Banks Setup

In Global Payroll, you can set up different source banks for each organizational unit, such as a company, department, establishment, or pay group. You set up this information on the Source Bank Link page of the Pay Entity component.

For Malaysia, you can also set up different source banks for each drawing purpose. The drawing purpose is defined as a debit type. The debit types are either net payment or recipient.

Instead of setting up a source bank on the Source Bank Link page, where you link source banks to organization units, you can access additional pages on which you enter multiple source banks by debit type.

Note. To set up the source bank accounts, you select Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Electronic Transfer Formats. When you set up a source bank account that you use to make electronic funds transfer (EFT) payments, you must enter either *MAYB* or *RHB* in the EFT Domestic field, and you must enter a value for the bank transfer ID. The MAYB and RHB EFT formats are delivered as customary data. To access them, select Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Electronic Transfer Funds.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Banking Instructions"

Chapter 17, "Running Banking and Recipient Processes," page 147

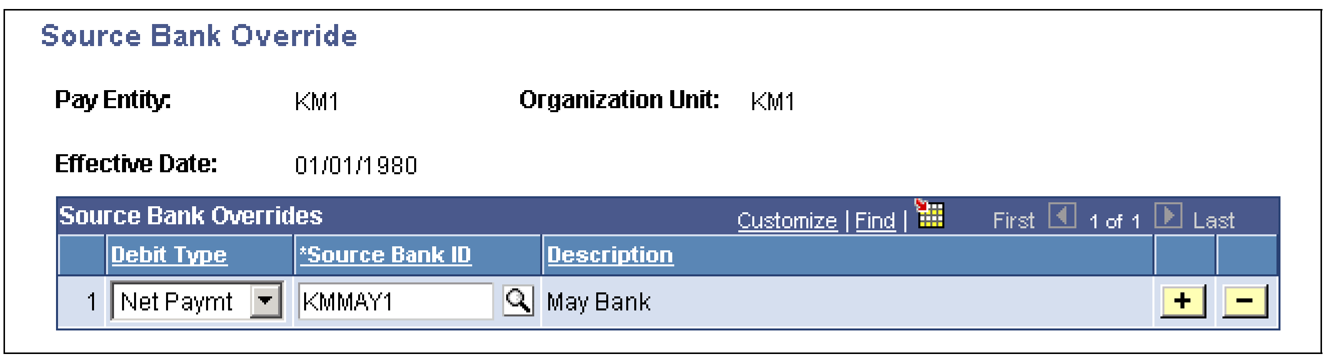
Chapter 11, "Setting Up Banking and Recipient Processing," Setting Up Additional Recipient Information, page 104

Pages Used to Set Up Multiple Source Banks by Debit Type

Page Name	Object Name	Navigation	Usage
Source Bank Ovrd (source bank override)	GPMY_PE_SBANK_OVRD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity Source Bank MYS, Source Bank Ovrd	Access the Source Bank Override page, where you enter the source bank that the system uses for a particular debit type for an organizational unit. View information from the Source Bank Link page.
Source Bank Override	GPMY_PE_SBANK_SEC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity Source Bank MYS, Source Bank Override	Associate source banks with debit types for a particular organizational unit. The read-only information on this page comes from the setup information Global Payroll on the Source Bank Link page of the Pay Entity component.
Pay Entity Source Bank User Number	GPMY_PYENT_BNK	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, PayEntity Sbank - Usr Name MYS	Define the source bank, user name, and user number for a Malaysian pay entity.

Linking Source Banks to Debit Types

Access the Source Bank Override page.



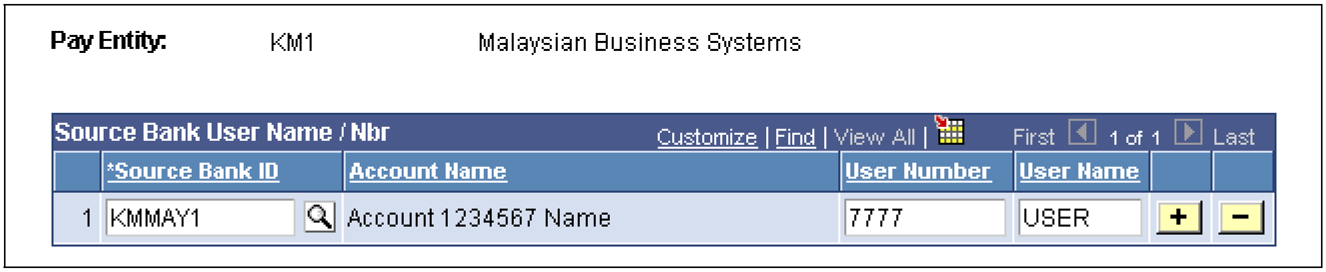
Source Bank Override page

Debit Type Enter a debit type. Values are *Net Payment* and *Recipient.*

Source Bank ID Enter the ID of the source bank that you use to pay the debit type.

Setting Up Source Bank User Details

Access the Pay Entity Source Bank User Number page.



Pay Entity Source Bank User Number page

Every bank assigns a user number and user name to the pay entity's source bank ID. Use this page to enter these values into the system.

Setting Up Additional Recipient Information

To set up additional recipient information, use the Deduction Recipients MYS (GPMY_RECIPIENT) component.

This section discusses how to:

- Set up additional deduction recipient data.
- Link payee membership numbers to providers.

You can associate an electronic file format with a provider, enter pay entity and commission payment details, and enter a group ID with the provider. You can also link payee membership numbers to a provider by using the provider's recipient ID.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

Chapter 17, "Running Banking and Recipient Processes," page 147

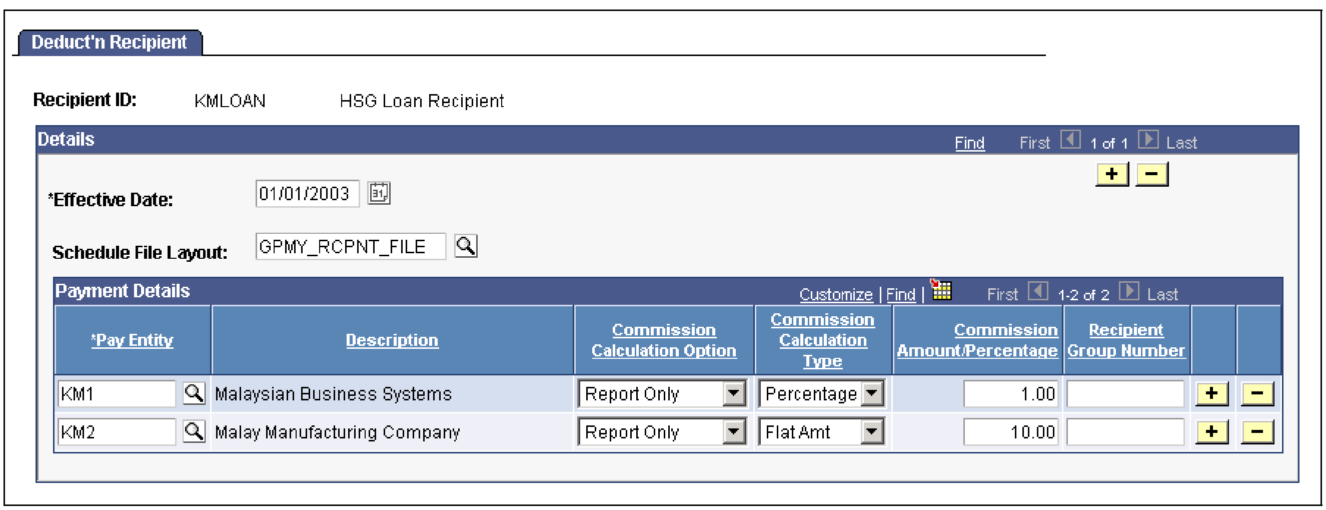
Chapter 11, "Setting Up Banking and Recipient Processing," Setting Up Multiple Source Banks by Debit Type, page 102

Pages Used to Set Up Additional Recipient Information

Page Name	Object Name	Navigation	Usage
Deduct'n Recipient (deduction recipient)	GPMY_RECIPIENT_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients MYS	Link an electronic file format to a provider. Enter pay entity and commission payment details, and enter the group ID with the provider.
Payee Recipient	GPMY_RCPPYE_EXT	Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Add Deduction Recipients MYS	Link payee membership numbers to a provider by using the provider's recipient ID.
Deduction List	GPMY_RCPPYE_SEC	• Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Add Deduction Recipients MYS, Deduction List • Click the Deduction List link on the Payee Recipient page.	Enter the deductions to which a particular membership number belongs.

Setting Up Additional Deduction Recipient Data

Access the Deduction Recipient page.



Deduction Recipient page

Schedule File Layout Select the appropriate file layout for the electronic files that you submit to recipients. You create the layouts in Application Designer.

Pay Entity Enter the pay entity that is going to receive any commission that is payable by the recipient. If the commission is to be deducted from the payment that is due to the recipient, the debit to this pay entity's source bank is reduced by the commission amount.

Commission Calculation Option

Values are:

Deduct Commission (payment): The amount is deducted from the payment that is made to the recipient.

None: No commission calculation is performed.

Report Only: Report the amount of commission for later payment by the recipient to the pay entity.

Commission Amount / Percentage

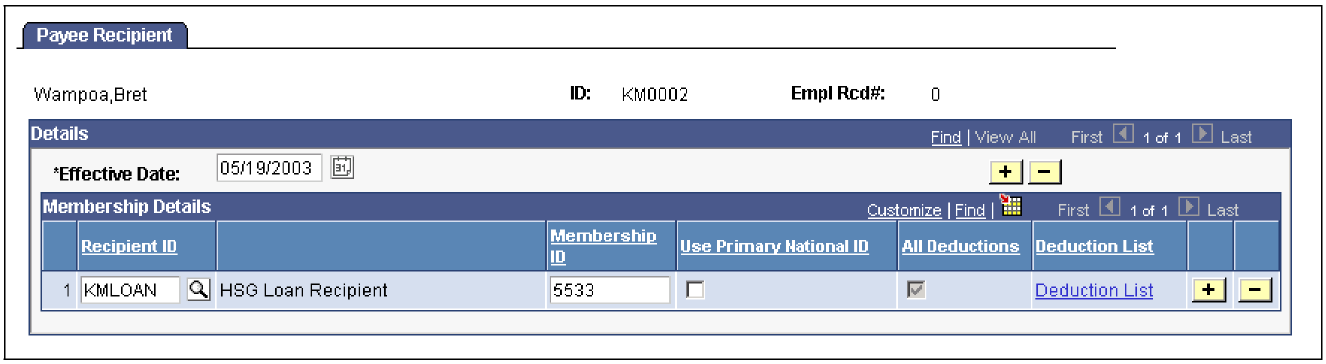
Values are *Flat Amt* (flat amount), *None,* and *Percentage.* Enter the amount or percentage in the Amount/Percentage field.

Recipient Group Number

Enter the ID that the recipient allocates to the pay entity; that is, enter the customer number with the recipient.

Linking Payee Membership Numbers to Providers

Access the Payee Recipient page.



Payee Recipient page

If the payee's membership ID is the same number as the primary ID, you can indicate this by selecting the Use Primary ID check box and leaving the Membership ID field blank. You can specify whether the combination of recipient ID and membership number applies to all deductions, or you can designate specific deductions for the combination.

You can enter multiple combinations of recipient IDs and membership IDs.

Membership ID and **Use Primary ID**

Enter the payee's membership number that is associated with particular recipients. If you select the Use Primary ID check box, the Membership ID field is unavailable for input. The membership ID is retrieved from the employee's National ID table (PERS_NID.NATIONAL_ID) during the EFT file creation process.

Deduction List and **All Dedns** (all deductions)

Select the Deductions List link to access the Deduction List page, where you enter the deductions to which a particular membership number belongs. When you quit the Deductions List page, the All Dedns check box is automatically updated and selected if you enter specific deductions.

Note. If you use the Add Deduction Recipients MYS page, you cannot use multiple instances. If you want to use multiple instances, use the generic Add Deduction Recipients page.

CHAPTER 12

Setting Up Employee Provident Fund Contributions

This chapter provides an overview of the Employee Provident Fund (EPF) contribution process and discusses how to:

- Set up employer data.
- Set up employee EPF data.
- Report EPF data.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Malaysia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Viewing Delivered Elements and System Data," Viewing the Delivered Elements

Understanding the EPF Contribution Process

This section discusses:

- EPF contribution calculation.
- Gross salary for EPF contributions.
- Employee EPF contribution limits.
- Delivered EPF elements.

EPF Contribution Calculation

To calculate EPF contributions, the system:

1. Defines gross salary for EPF contributions and divides them into different income types.
2. Rounds EPF salaries.
3. Determines employee and employer voluntary and statutory EPF contribution limits.
4. Divides the employee contributions into pretax and post-tax deductions.

Gross Salary for EPF Contributions

Global Payroll for Malaysia uses the accumulator EPF AC GROSS to define the gross salary. View the accumulator's definition to see its members.

It may be necessary to include earnings from previous years. For example, bonus payments are subject to EPF contributions but are often paid retroactively. The reporting requirement is to identify the payment and its EPF contributions. The system uses accumulators to accomplish this.

When defining gross salary for EPF, the system splits the payee's EPF income into three parts: regular EPF income (using EPF AC GROSS), current year bonuses (using ERN AC CYBON), and previous year bonuses (using EPF AC PY INCOME).

See Also

Chapter 4, "Understanding Definition of Earnings," page 27

Employee EPF Contribution Limits

Before determining contribution limits, the system rounds the payee's income. For incomes lower than 5000 MYR, the system rounds in increments of 20 MYR. For incomes greater than 5000 MYR, the system rounds in increments of 100 MYR.

The system uses element EPF VR EE RATE to apply a flat contribution rate of 11 percent for employees. For employers, the system uses EPF VR ER RATE to apply a flat contribution rate of 12 percent. The system also applies voluntary contribution percentages to this income.

Delivered EPF Elements

Global Payroll for Malaysia uses an array, formulas, variables, and deductions to:

1. Read payee EPF data.

   Array EPF AR EEDATA stores the information that is entered on the Maintain EPF Payee Data page.

2. Calculate EPF gross earnings.

   The accumulators EPF AC GROSS, ERN AC CYBON, and EPF AC PY INCOME define the three parts of the EPF gross salary.

3. Determine whether the payee is eligible for EPF contributions.

   The formula EPF FM CHK checks the effective status to ensure that EPF deductions apply.

4. Determine whether the payee's income meets the EPF contribution minimum.

   The formula EPF FM BS checks that the EPF accumulated monthly gross, which is the accumulator containing the month's applicable EPF earnings, meets the EPF minimums, and it applies the necessary rounding rules.

5. Calculate the employee and employer contribution.

   The formula EPF FM CALCULATION uses the payee's EPF earnings, employee and employer voluntary contribution amounts, tax limits, and EPF contribution rates to calculate the employer and employee deductions. This formula stores the deduction amounts in the following variables: EPF VR PRETX (EPF PreTax deduction), EPF VR POSTX (EPF Deduction Post Tax), and EPF VR ER GROSS (Employer Contribution Gross). The EPF pretax deduction is also grouped into the three EPF classes, which match the three tax classes.

6. Create deduction elements based on the calculated contributions.

The deduction elements EPF DD PRETX (EPF Pre Tax Deduction), EPF DD POSTX (EPF Post Tax Deduction), and EPF DD ER (EPF Employer Deduction) hold the EPF contribution amounts.

Setting Up Employer Data

To set up employer data, use the EPF Number Table MYS (GPMY_EPF_TBL) and Organization Numbers MYS (GPMY_ORG_NBR) components.

This section discusses how to:

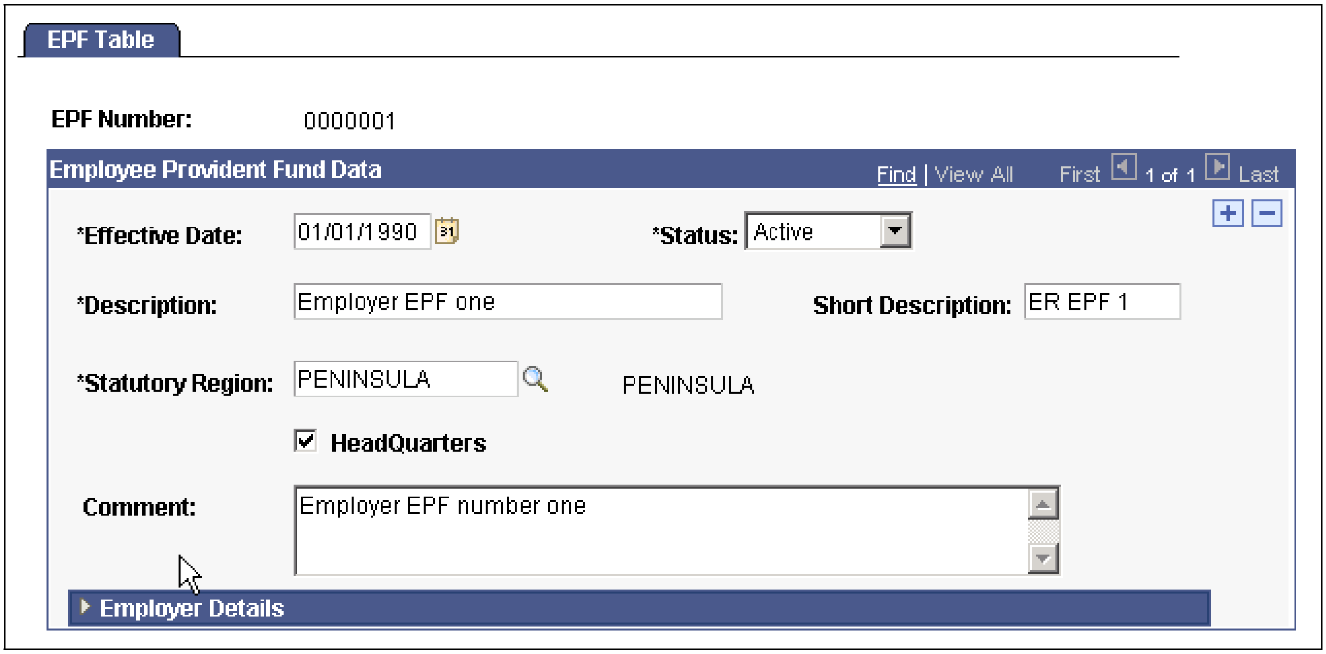
- Enter reference number contact information.
- Associate an EPF number with an organizational link.

Pages Used to Set Up Employer Data

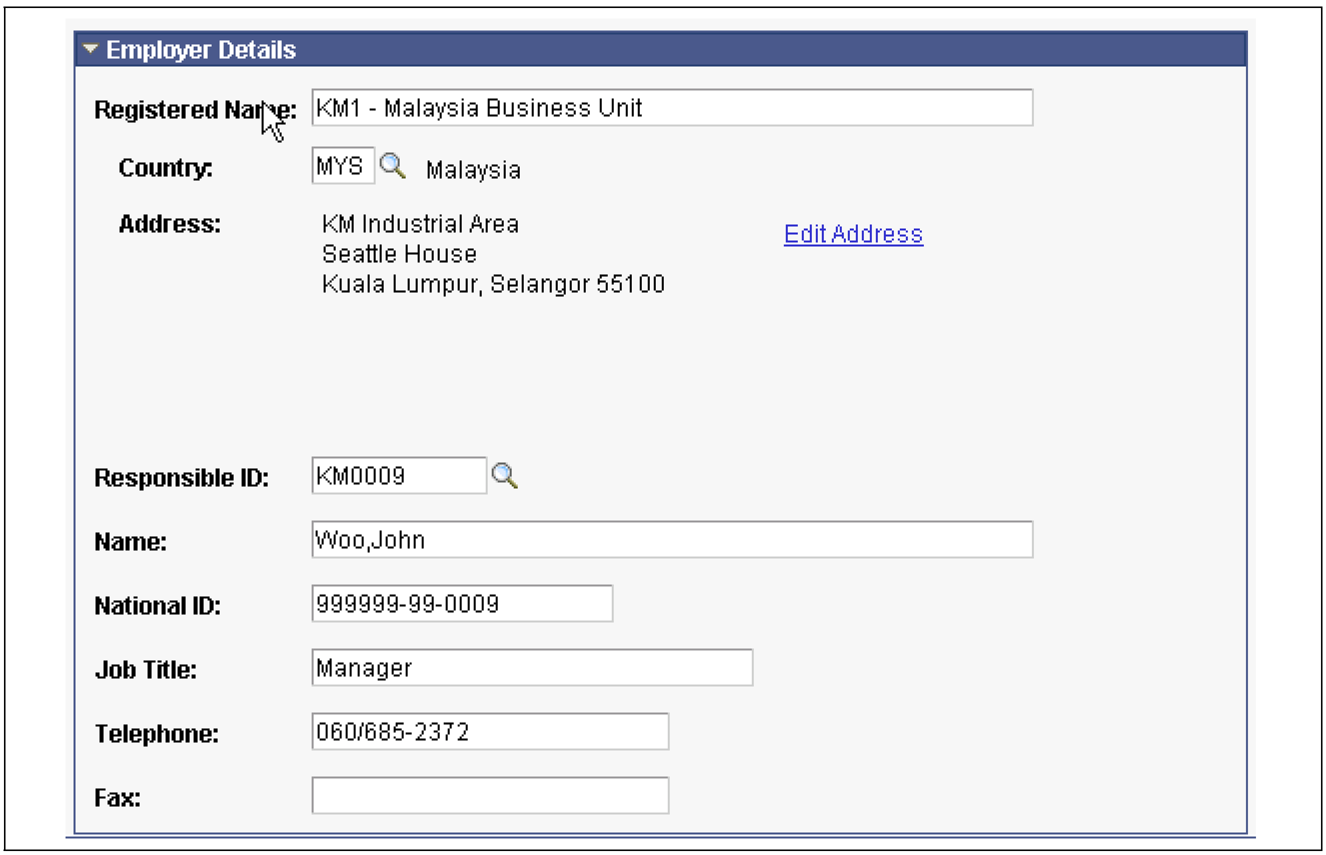
Page Name	Object Name	Navigation	Usage
EPF Table	GPMY_EPF_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, EFP Number Table MYS	Maintain employer contact information for EPF reporting.
EPF Data	GPMY_EPF_ORG_NBR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Organization Numbers MYS	Associate an EPF number with an organizational unit, such as a company, pay group, location, establishment, or department.
EPF Number Details	GPMY_EPF_ORG_SEC	Click the Details button on the EPF Data page.	View employer details that are associated with the EPF number.

Entering Reference Number Contact Information

Access the EPF Table page.



EPF Table page (1 of 2)



EPF table page (2 of 2)

Statutory Region

Enter the statutory region. This region is reported on the following forms: EPF Form 6, SOCSO Form 8A, SOCSO Form 8B, CP39 Monthly Statement of Tax Deductions - Electronic form, Employee Tax Refund Form - Malaysian CP159A/PCB2(II).

Responsible ID Enter the employee ID of the organization's EPF contact.

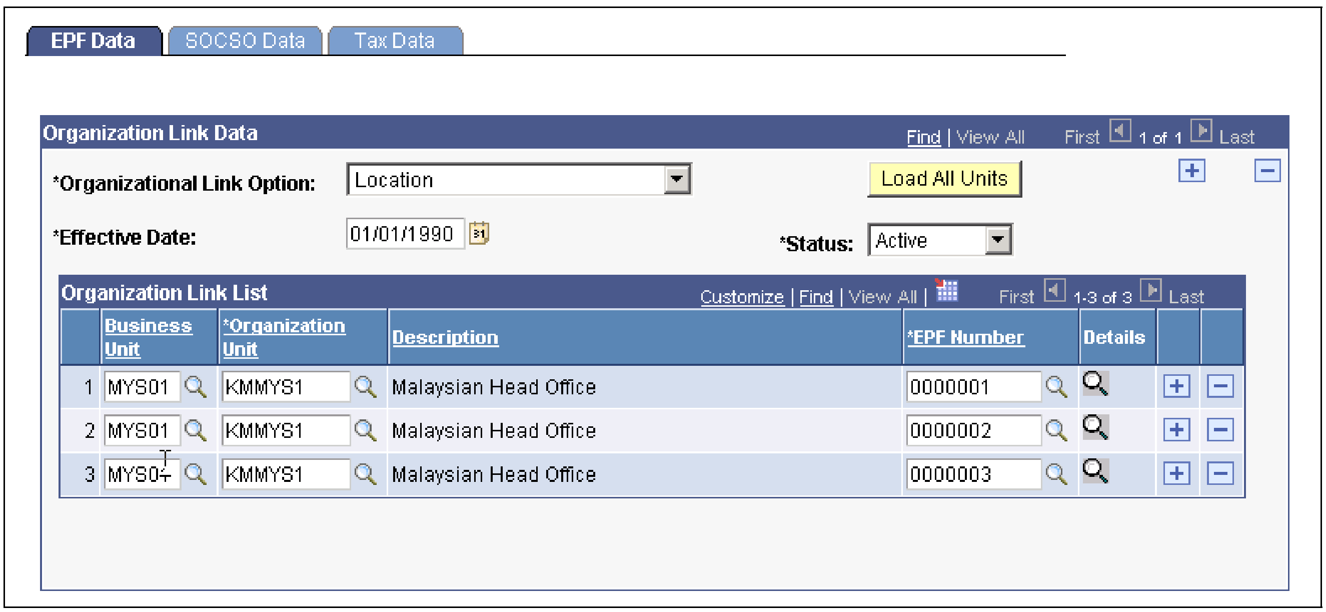
Name Enter the name of the contact person of the company for EPF inquiries. This name appears on all EPF reports.

Job Title Enter the job title of the company contact for EPF inquiries. This information appears on all EPF reports.

Telephone and **Fax** Enter the telephone and fax number of the company contact for EPF inquiries. This information appears on all EPF reports.

Associating an EPF Number with an Organizational Link

Access the EPF Data page.



EPF Data page

Organizational Link Option Select an organizational link. Values are *Company, Pay Group, Location, Establishment,* and *Department.*

Load All Units Click to insert a list of all possible organizational units into the organization link list. You can then specify the EPF Number for each unit.

Effective Date and **Status** Enter the effective date and status of the organization link. If the organizational link option changes, all the organizational units are deleted and all past organizational link options become inactive.

Details Click the Details button to view the EPF Number Details page, which displays the employer details that are associated with the EPF number.

Entering Employee EPF Data

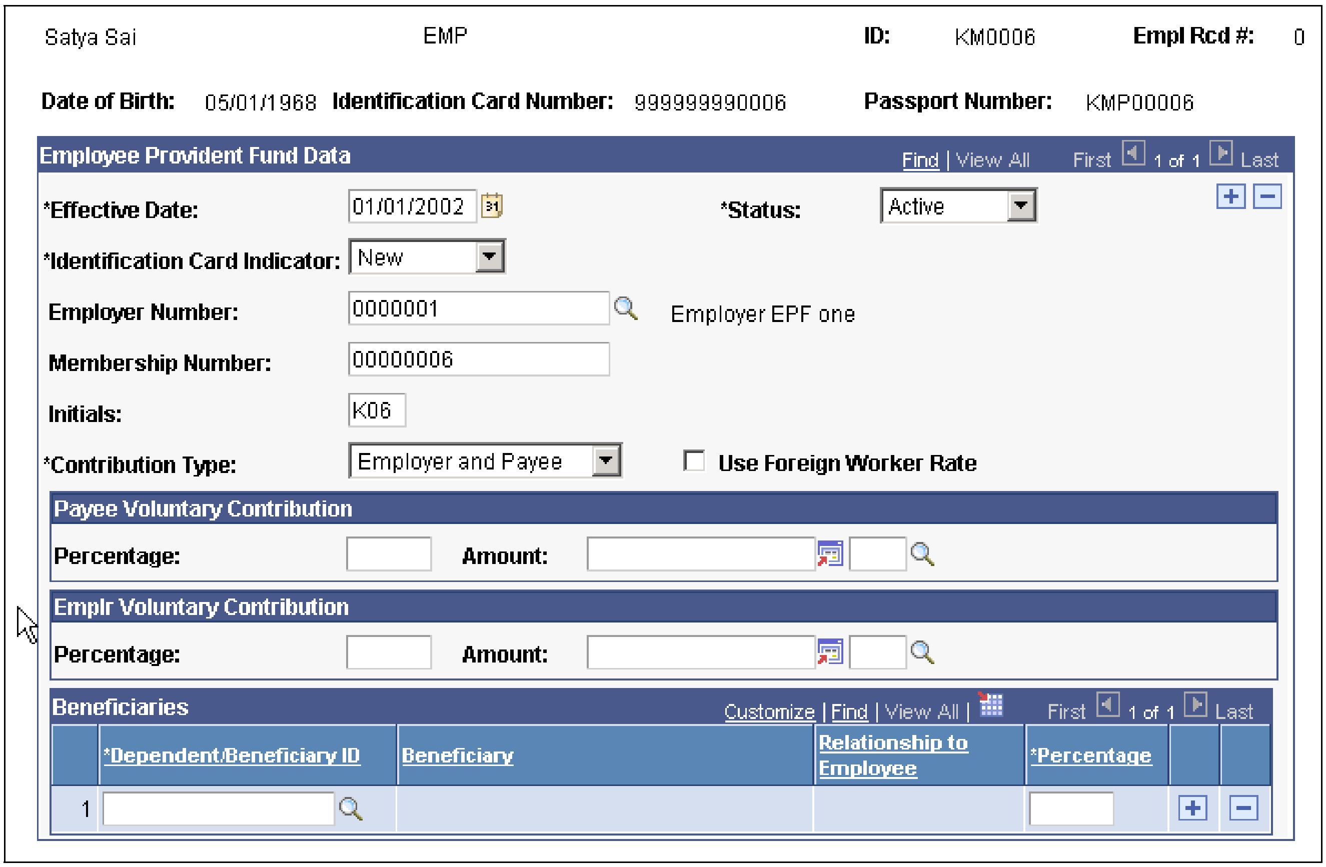
This section discusses how to enter employee EPF data.

Page Used to Enter Employee EPF Data

Page Name	Object Name	Navigation	Usage
Maintain EPF Payee Data	GPMY_EPF_PYE	Global Payroll & Absence Mgmt, Payee Data, Pension Information, Maintain EPF MYS	Associate an employer number with an employee, apply the foreign worker rate, set up voluntary contributions, and assign beneficiaries.

Entering Employee EPF Data

Access the Maintain EPF Payee Data page.



Maintain EPF Payee Data page

Identification Card Indicator

Select the type of ID Card number. Values are *Old*, *New.* and *N/A*. This is the ID card number that is used in the statutory EPF reports.

Employer Number

Select the employer's EPF number.

Membership Number

Enter the employee membership number.

Initials

Enter the employee's initials. After the payee is enrolled in the EPF, the organization uses these initials for reporting purposes.

Contribution Type

Specify who makes the contribution. Values are *Employer and Payee, Payee only,* and *Employer only.*

Use Foreign Worker Rate	Select this option to apply the foreign worker rate. This rate is stored in the variable EPF VR ER NON CTZN (currently 5%)
Payee Voluntary Contribution	Enter the percentage or amount of the voluntary contribution.
Employer Voluntary Contribution	Enter the percentage or amount of the voluntary contribution. A collective employer percentage can be defined through the bracket EPF BR ERVOLPCT. If a voluntary employer percentage is entered here (at the payee level) it overrides the collective employee percentage.
Beneficiaries	Enter beneficiaries. The values that are available in the ID field come from the Dependents page. Enter the appropriate percentage in the Percentage field.

Reporting EPF Data

Global Payroll for Malaysia enables you to create a report summarizing EPF contributions as well as the EPF Form A, which is required by the Inland Revenue Board.

See Also

Chapter 7, “Administering Inland Revenue Reporting,” page 69

Appendix A, “Global Payroll for Malaysia Reports,” page 173

CHAPTER 13

Understanding Absence Rules

This chapter discusses:

- Absence rules for Malaysia.
- Delivered absence primary elements.
- Annual leave calculation.
- Sick leave calculation.
- Hospitalization leave calculation.
- Maternity leave calculation.
- Paid leave calculation.
- Half-pay leave calculation.
- Leave without pay calculation.
- Absence entitlement calculation on termination.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Malaysia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Viewing Delivered Elements and System Data," Viewing the Delivered Elements

Absence Rules

Global Payroll for Malaysia comes with predefined rules for processing absence payments, such as annual leave, sick leave, maternity leave, and half-pay leave. It also comes with rules to calculate unused annual leave on termination. You can easily modify any of these rules to reflect absence and termination policies that are specific to an organization or to labor agreements with employees.

To demonstrate how Global Payroll can process typical absence requirements in Malaysia, PeopleSoft provides four absence entitlements and eight absence take elements. Following the table of primary elements—that is, the absence and take elements—this chapter discusses the interaction of each element with supporting elements.

Delivered Absence Primary Elements

This section discusses:

- Delivered absence entitlements.
- Delivered absence takes.

Delivered Absence Entitlements

Primary absence elements are absence entitlements (entitlement or pro rata) and absence takes. Absence entitlement elements define how much paid time off an organization gives payees for various kinds of absences. They also specify the entitlement period, the calculation frequency, and any automatic adjustments to make to entitlement balances. This table lists the absence entitlement elements for Malaysia:

Name	Description	Used By
AB MAT LV	Maternity leave	MAT LVE TAKE
ANN LVE ENT	Annual leave entitlement	ANN LVE TAKE
SCK LVE ENT	Sick leave entitlement	SICK LVE TAKE
HSP LVE ENT	Hospital leave entitlement	HSP LVE TAKE
MAT LVE ENT	Maternity entitlement	MAT LV TAKE
HLF LVE ENT	Half pay leave entitlement	HALF LVE TAKE
NPL LVE ENT	Unpaid leave entitlement	NPL LVE TAKE

Delivered Absence Takes

Absence take elements define rules for allowing paid time off. They define the kinds of absences that are valid and the requirements that must be met before entitlement can be used. This table lists the absence take elements for Malaysia:

Name	Description	Used By
ANN LVE TAKE	Annual leave take	ANN LVE ENT
SICK LVE TAKE	Sick leave take	SCK LVE ENT
HSP LVE TAKE	Hospital leave take	HSP LVE ENT
MAT LV TAKE	Maternity leave	MAT LVE ENT
HALF LVE TAKE	Half pay leave	HLF LVE ENT
NPL LVE TAKE	Leave without pay	NPL LVE ENT

Name	Description	Used By
BER LVE TAKE	Bereavement leave	
STUDY TAKE	Study leave	

Note. No delivered entitlements exist for bereavement or study leave because no paid time off is given for those takes.

Annual Leave Calculation

Every employee who works for at least three months is entitled to prorated annual leave. The entitlement is based on calendar days. Global Payroll for Malaysia comes with an absence entitlement for the calculation of annual leave entitlement. The element ANN LVE ENT calculates leave on a per-segment basis. Leave entitlement is based on the years of service within the organization.

Note. No fixed legislation exists to carry over entitlement. Generally, leave balance from one year cannot be carried over for more than two years.

The annual leave entitlement element ANN LVE ENT uses the formula ANN FM ENT FM to calculate leave on a pay segment basis (returning the period annual leave entitlement during the period accrual process). The leave entitlement is based on the years of service within the company.

The formula ANN FM ENT FM resolves like this:

1. The annual leave entitlement value is retrieved from the bracket LVE BR ANNENT.

   This annual leave bracket defines the entitlement that an employee can earn in each month of service. The bracket is used when calculating the entitlement on a per-pay segment basis. The bracket search keys and return-column values are (after the completion of (*x*) months of service, an employee is entitled to *x* days of leave):

Months of Service (LVE VR SERVICE MTH)	Days of Leave (LVE BR ANNENT)
24	8
60	12
99999	16

2. The formula ANN FM ENT FM uses the variable LVE VR SERVICEMTH to return the employee's length of service.

   The length of service is determined by comparing the results of the durations CMN DR SRVSEGBGN and CMN DR SRVSEGEND. Note that the payee's length of service is broken by periods of leave without pay.

3. Accumulator LVE ENTPROB stores the annual leave entitlement during the three months after the hire date. The entitlement is moved to the ordinary annual leave accumulator at the end of this period.

4. The outstanding leave balance is paid off on termination.

5. Formulas LVE FM ENCASH, earning LEAVE ENCASH, and variable LVE VR ENCASHMTH enable you to automatically encash an unused previous-year balance. Variable LVE VR ENCASHMTH determines the month of payment. As delivered, it pays half of the outstanding balance in June.
6. Formulas ANN FM UNUSEDENT and ANN FM PAYUNUSED, earning ANNLVEUNUSED, and variable ANN VR PAYUNUSED enable you to automatically forfeit unused leave. These elements calculate the end-of-year balance. The variable determines whether to pay or forfeit the amount.

See Also

Chapter 13, "Understanding Absence Rules," Absence Rules, page 115

Chapter 13, "Understanding Absence Rules," Delivered Absence Primary Elements, page 116

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Sick Leave Calculation

Every employee who works for at least six months is entitled to sick leave. The entitlement, which depends on the length of service, ranges from 14 to 22 working days for non-hospitalization and up to 60 days if hospitalization is necessary. An employee cannot claim paid leave while on annual leave, rest day, public holiday, or any nonworking day.

The sick leave entitlement element SCK LVE ENT uses the formula SCK FM ENTITL to grant the entitlement to the employee.

The entitlement is granted each calendar year.

The formula SCK FM TAKE UNIT evaluates whether the day is a working day and whether the employee is scheduled to work. Sick leave that is taken before the minimum service period or that exceeds the maximum limit is deducted from the annual leave before it becomes unpaid leave.

Note. No accrual rules exist for sick leave. The entitlement cannot be carried forward into another term. Also no proration rule exists for sick leave accrual.

See Also

Chapter 13, "Understanding Absence Rules," Absence Rules, page 115

Chapter 13, "Understanding Absence Rules," Delivered Absence Primary Elements, page 116

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Hospitalization Leave Calculation

Hospitalization leave is calculated in the same way as sick leave. The only difference is that the entitlement is 60 days in a calendar year (provided that the probation is completed). The 60-day limit is controlled by using the variable HSP VR MAX ENT, and you can change the value in this variable to suit the organization's requirements.

Employee eligibility is determined by HSP LVE ENT.

The formula HSP FM TAKE UNIT evaluates whether the day is a working day and whether the employee is scheduled to work. Hospital leave that is taken before the minimum service period or exceeding the maximum limit is deducted from the annual leave before it becomes unpaid leave.

Note. The combination of sickness and hospital leave days cannot exceed 60 days.

See Also

Chapter 13, "Understanding Absence Rules," Absence Rules, page 115

Chapter 13, "Understanding Absence Rules," Delivered Absence Primary Elements, page 116

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Maternity Leave Calculation

All female employees are entitled to 60 consecutive days of maternity leave.

The maternity leave entitlement MAT LVE ENT uses the formula MAT FM GC ELIG to maintain and calculate maternity leave that employees take. The calculation is based on per-absence days. The absence take MAT LV TAKE maintains the total days for maternity. Employees can earn maternity as paid leave provided that they complete their probation period. The probation period is calculated as 180 days of service from the date of joining. An employee is allowed a maximum of 60 days of leave, which is controlled by the variable MAT VR ENT. A maximum of 60 days of leave is granted with full pay. If the absence day count is greater than 60 days, the days reduce the annual leave (if any is available) before they become unpaid leave.

The formula MAT FM GC ELIG determines whether an employee is eligible for claiming maternity leave. The determination is based on the completion of 180 days of service within the company. If the probation period is not completed, the day take results in unpaid leave. If the ABSENCE DATE is less than the maternity leave eligibility date (date LVE DT MATLVEDT), the formula does not resolve.

See Also

Chapter 13, "Understanding Absence Rules," Absence Rules, page 115

Chapter 13, "Understanding Absence Rules," Delivered Absence Primary Elements, page 116

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Paid Leave Calculation

Global Payroll for Malaysia comes with elements to calculate two paid leaves:

- Study leave.

  The study leave uses STUDY TAKE and day formula LVE FM PAID UNIT. The system does not use an entitlement for this leave.

- Bereavement leave.

  The bereavement leave uses BER LVE TAKE and day formula LVE FM PAID UNIT. The system does not use an entitlement for this leave.

Half-Pay Leave Calculation

The half-pay leave entitlement element HLF LVE ENT uses the formula NPL FM GC ELIG to verify that the entitlement date (ABSENCE DATE) is within the entitlement period.

Half salary is deducted during days of half-pay leave.

See Also

Chapter 13, "Understanding Absence Rules," Absence Rules, page 115

Chapter 13, "Understanding Absence Rules," Delivered Absence Primary Elements, page 116

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Leave Without Pay Calculation

The unpaid leave entitlement NPL LVE ENT is the entitlement for Leave Without Pay. No other entitlements or accruals are associated with leave without pay. The system calculates unpaid leave as it occurs.

The absence day take formula NPL FM TAKE UNIT evaluates each day of the absence event.

The payroll process counts the calendar days, workable days, and scheduled hours of leave without pay through duration LVE DR LEAVES. This duration is also used to calculate days of annual leave when annual leave take exceeds annual leave entitlement. For monthly compensated payees, workable days of leave without pay absence are deducted through deduction leave without pay. The rate is calculated in calendar days. For hourly compensated payees, the deduction is Leave Without Pay HRLY. Calendar days of leave without pay are used to prorate entitlement of recurring allowances. Days of leave without pay are considered breaks of service.

See Also

Chapter 13, "Understanding Absence Rules," Absence Rules, page 115

Chapter 13, "Understanding Absence Rules," Delivered Absence Primary Elements, page 116

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Absence Entitlement Calculation on Termination

This section discusses unused annual leave calculation on termination.

Unused Annual Leave Calculation on Termination

Global Payroll for Malaysia comes with a set of predefined rules for processing absences that are due on termination. These rules are based on Malaysian statutory requirements.

When employees are terminated, they are entitled to a payment for their prorated unused annual leave. The earning element ANN LVE LIEU is the payment in lieu of annual leave entitlement. The calculation of the unused annual leave amount is Unit x Rate where Unit is the accumulator ANN LVE ENT_BAL and Rate is the formula LVE FM PAYRATE.

The accumulator ANN LVE ENT_BAL returns the total annual leave entitlement balance. This accumulator is used to calculate the unused annual leave days that must be reimbursed to the employee.

See Also

Chapter 13, “Understanding Absence Rules,” Absence Rules, page 115

Chapter 13, “Understanding Absence Rules,” Delivered Absence Primary Elements, page 116

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CHAPTER 14

Posting Festive Advances to Global Payroll

This chapter provides overviews of festive advance payroll integration and festive advance payments in Global Payroll and discusses how to:

- Post and unpost festive advance payments.
- Pay festive advance payments in Global Payroll.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Malaysia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Viewing Delivered Elements and System Data," Viewing the Delivered Elements

Understanding Festive Advance Payroll Integration

The festive advance payment ensures that employees have sufficient money to pay for the larger-than-usual expenses that are often incurred during certain festival periods. This money is not a bonus or additional salary; it is a form of interest-free loan that is advanced by the employer, and it is recouped by deductions that are made in subsequent payrolls.

You set up base information such as calculation rules and a pay program and then calculate and review the appropriate festive advance amounts for individual employees in Human Resources. Then Global Payroll for Malaysia enables you to:

- Distribute the amount to the employee.
- Recover the advance from the employee in subsequent payrolls.

The following steps provide an overview of the integration between Human Resources and Global Payroll for Malaysia. These steps cover the process for setting up, posting, paying, and recovering festive advance amounts.

Note. You first use Human Resources to set up and manage festive advances (steps 1–8). Then you use Global Payroll to post, pay, and recover the advances (steps 9–12).

A quick review of the following steps provides an overall understanding of the Administer Festive Advance business process in Human Resources:

1. Set up religions and ethnic groups by using the Religions page and Ethnic Group page in Human Resources.
2. Set up the default religions and ethnic groups for employees by using the Modify a Person - Regional page.

3. Set up the rules by which the festive advance amounts are calculated by using the Festive Advance Calc Rule (festive advance calculation rule) page.
4. Group festive advance payment rules to create the programs that you use to pay festive advances to employees by using the Festive Advance Pay Program page.

   You select the festive advance earnings and deductions that are used in Global Payroll to pay and then recover the festive advance after posting. You also use this page to select the calculation rule, which determines whether the system uses a flat amount, a percentage, or both.
5. Link festive advance pay programs to specific codes by using the Job Code Table - Job Code Profile page.
6. Override any default festive advance setup for specific employees by using the Job Data - Employment Information page, and specify a date from which the employee is eligible for festive advance.
7. Identify eligible employees and calculate the festive advance based on setup, rules, and type of festive holiday by using the Festive Advance Calculation page.

   Festive advance amounts are stored in the FA Payments table.
8. Review and confirm festive advance calculations.

   View, change, and approve calculated festive amounts online by using the FA Employee Details page and the FA Pay Details page.
9. Post calculated festive advance amounts to Global Payroll by using the run control page.

   The posting process (GPMY_FA_POST_AE) enables you to copy the festive advances from the FA Payments table into the Global Payroll Positive Input tables. You can then nominate the calendar to which the payments are posted.

Festive advance earnings for each festive amount type enable you to pay the festive advance. When an advance is paid, it is added to the following two accumulators:

- FAD AC ADV AMT (advance amount accumulator).

  This accumulator holds the amount paid, and it is cleared when each advance is paid so that it contains only the value of the last paid advance.
- FAD AC FA BAL (outstanding balance accumulator).

  This accumulator is used to hold the outstanding balance, and it is reduced by the payback deductions.

Customary festive advance payback deductions, corresponding to each of the festive advance types (and supporting elements), enable you to deduct festive advance amounts in subsequent pays. This enables you to recover all of the outstanding festive advance payments when an employee is terminated.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Festive Advance

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

Chapter 5, “Understanding Definition of Deductions,” page 41

Festive Advance Payments in Global Payroll

This section provides an overview of recovery of festive advance payments and discusses how to manage festive advance recoveries.

Understanding Recovery of Festive Advance Payments

Global Payroll enables you to make the actual festive advance payments through the Global Payroll system. However, as festive advance payments are advances, they must then be recovered through deductions in the payroll system in subsequent pay periods. Separate customary deductions corresponding to each of the festive advance types and supporting elements enable you to deduct festive advance amounts in subsequent pays. This enables you to recover the entire outstanding festive advance payments when an employee is terminated.

You specify the deduction elements to use for the recovery of the festive advances on the Festive Advance Pay Program page in Human Resources. To ensure that you select appropriate deductions on this page, the system enables you to select only deductions with a category of *FA* (festive advance). All elements created use this category. Separate deductions are provided for recovering advances for each of the festive advance types, and they are all set up identically.

The following festive advance deductions enable you to recover festive advance payments (they add to the FAD AC FA BAL accumulator):

- CNY DD PB (Chinese New Year payback).
- DEEPA DD PB (Deepavali advance payback).
- XMAS DD PB (Christmas advance payback).
- HARIRAYA DD (Hari Raya advance payback).

Note. Deductions are delivered to recover 100 percent of the advance in the following period. To spread it out, change the percentage on the deduction.

Festive Advance Recover

The following supporting elements control the processing of festive advance recoveries (payback):

1. When an advance is paid, it is added to two accumulators:
   - FAD AC ADV AMT (advance amount accumulator).

     This accumulator holds the amount paid, and it is cleared when each advance is paid so that it contains only the value of the last paid advance.
   - FAD AC FA BAL (outstanding balance accumulator).

     This accumulator holds the outstanding balance, and it is reduced by the payback deductions.
2. The amount for the payback deductions is based on the first accumulator (the amount of the last paid advance).

   Although, in the delivered rules, it is 100 percent of that amount, you can use variable FAD VR RECVRY PCT to change this percentage to spread the repayments as required.

   Note. Accumulators are updated at the end of the process, so the payback deduction is calculated based on the accumulators from the previous pay, not including any newly paid advance.

   ---

3. The post-processing formula FAD FM ADV LIMIT is used with all of the deductions to limit the deduction amount to the outstanding balance (the second accumulator, FAD AC FA BAL).

   If an employee's termination date falls within the current period, the post-processing formula overrides the deduction amount with the entire outstanding balance so that the advance is always fully repaid on termination.

4. The formula FAD FM ADV PBCK determines whether an outstanding advance needs to be repaid (in accumulator FAD AC FA BAL).

   If so, the formula then determines whether the current deduction is the one specified in the employee's festive advance program for paying it back. The outstanding balance is also verified in the FAD GC ADV PBCK generation control to save calculating when there is no advance to repay. An error message is generated if the gross pay is less than the amount to be deducted.

5. The array FAD AR PBCK DEDN loans the deduction code that is assigned to the employee's festive advance program and holiday type to the variable FAD VR PBCK DEDN.

See Also

PeopleSoft Enterprise Human Resources PeopleBook: Administer Workforce

PeopleSoft Enterprise Human Resources PeopleBook: Administer Festive Advance

PeopleSoft Enterprise Global Payroll PeopleBook

Chapter 5, "Understanding Definition of Deductions," page 41

Chapter 4, "Understanding Definition of Earnings," page 27

Posting and Unposting Festive Advance Payments

This section provides an overview of the process of posting and unposting festive advance payments and lists the page that is used to post and unpost festive advance payments.

Understanding the Process of Posting and Unposting Festive Advance Payments

After you have reviewed the festive advance payment amounts in Human Resources, you can post the festive advances to Global Payroll. The Festive Advance Posting process (GPMY_FA_POST AE) enables you to copy the festive advances from the FA Payments table into the Positive Input tables in Global Payroll. You can then nominate the calendar to which the payments are posted. After you have posted the festive advances to Positive Input tables, the status of the festive advance payments is updated to prevent reposting. An unpost option that is included in the Festive Advance Posting process also enables you to delete the posted advances from the Positive Input tables, provided that the pay has not already been finalized.

Note. Only calendars that have not already been finalized are allowed. If the calendar is already calculated, iterative triggers are created.

Page Used to Post and Unpost Festive Advance Payments

Page Name	Object Name	Navigation	Usage
Post/Unpost FA	GPMY_RC_FA_POST	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Post/Unpost Festive Advncs MYS	Run the Festive Advance Posting/Unposting process. When the processing type is *Post* and the status is *Approved,* the Festive Advance Posting process (GPMY_FA_POST AE) enables you to copy the festive advances from the FA_PAYMENT table into the Positive Input tables in Global Payroll. If the calendar is open and a trigger doesn't already exist, an iterative trigger row (GP_ITER_TRGR) is created and the FA_PAYMENT row status is updated to *Posted.* When the processing type is *Unpost* and the status is *Posted,* the unposting process enables you to change the row status of the FA_PAYMENT table to *Approved.*

Paying Festive Advance Payments in Global Payroll

For you to pay the festive advances using Global Payroll, earnings elements are provided for each of the festive advance holiday types (Chinese New Year, Christmas, Deepavali, and Hari Raya). The value of the earnings all come from positive input. You specify the earnings elements to use for payment of the festive advances on the Festive Advance Pay Program page in Human Resources. To ensure that you select appropriate earnings on this page, the system enables you to select only earnings with the category of *FA* (festive advance). All the elements created use this category. Separate earnings are provided for paying advances for each of the festive advance types, and they are all set up identically.

Each of the festive advances (earnings) use the FAD FM ADVANCE post-processing formula. Whenever an advance is paid, the formula adjusts the advance accumulator so that it contains only the latest advance amount that was paid to the employee. The current value of the accumulator FAD AC ADV AMT is moved to variable FAD VR ADV CLR, which subtracts from the accumulator. This effectively erases its current value.

The following festive advance earnings add to the FAD AC ADV AMT accumulator:

- CNY ER ADV (Chinese New Year advances).
- DEEPA ER ADV (Deepavali advances).
- XMAS ER ADV (Christmas advances).
- HARIRAYA ADV (Hari Raya advances).

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Festive Advance

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

Chapter 5, “Understanding Definition of Deductions,” page 41

Chapter 4, “Understanding Definition of Earnings,” page 27

CHAPTER 15

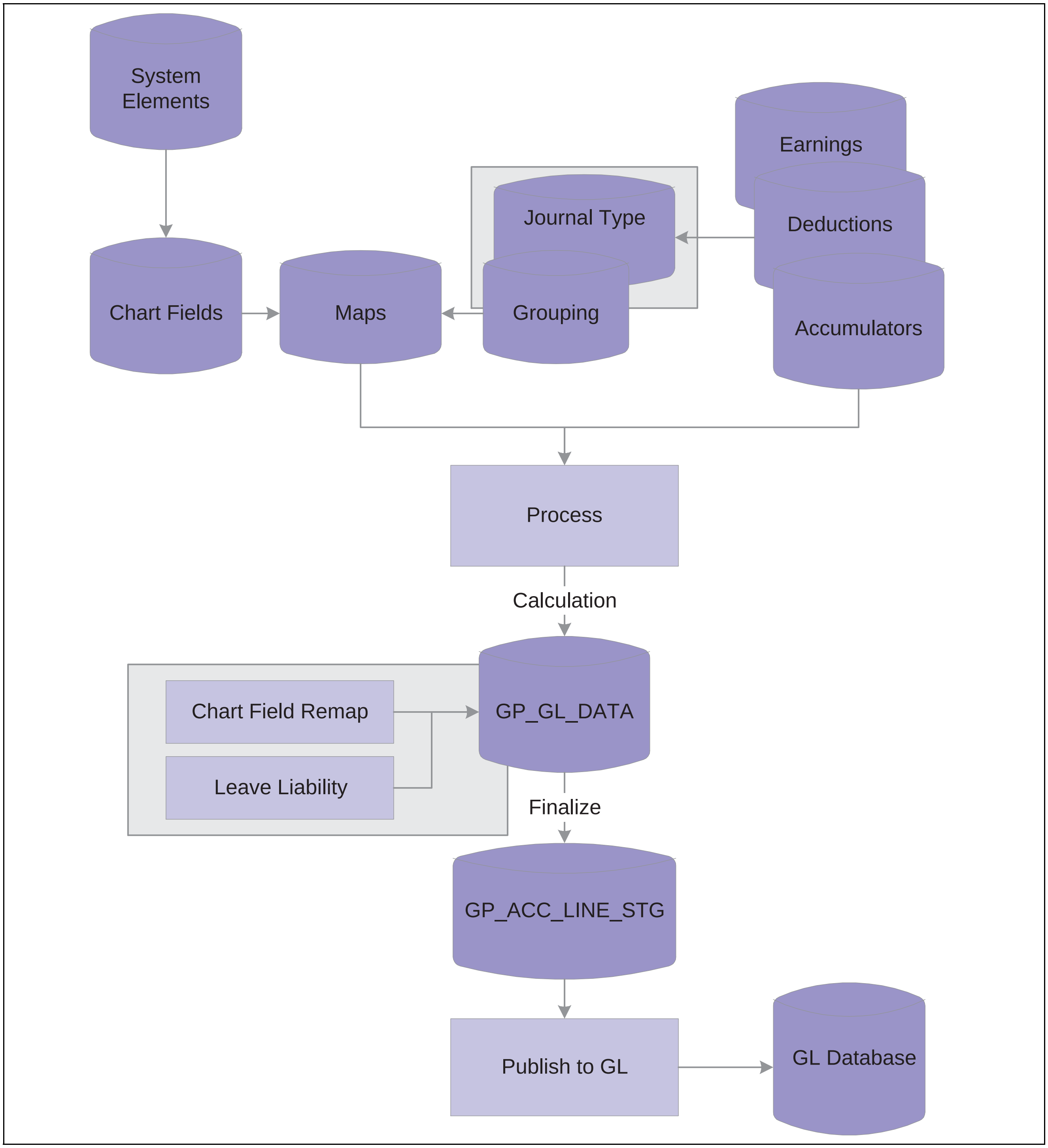
Using the GLI

This chapter provides overviews of payroll data processing to general ledger interface (GLI), accrued salary and bonus calculation, and leave liability calculation, and discusses how to:

- Link journal types to general ledger groupings.
- Report leave liability and absence history.
- Run the GLI processes.
- Remap ChartFields after calculation.

Understanding Payroll Data Processing to GLI

This diagram illustrates the processing of payroll data for the GLI:



Malaysia GLI Processing

The two shaded boxes with borders show the added local functionality. The selected check boxes represent the options that are on the processing page. Note that the Leave Entitlement option updates data in the GP_GL_DATA table for inclusion in the output to the GLI.

See Also

Chapter 15, "Using the GLI," Reporting Leave Liability and Absence History, page 134

Chapter 15, "Using the GLI," Linking Journal Types to General Ledger Groupings, page 132

Chapter 15, "Using the GLI," Running the GLI Processes, page 136

Chapter 15, "Using the GLI," Remapping ChartFields After Initial Calculation, page 138

Understanding Accrued Salary and Bonus Calculation

The following earnings, which are contained in the EARNINGS GLI section, are provided to calculate the current value of leave entitlements. They are all for use by the general ledger only and should not add to gross or net accumulators. The system calculates GLI earnings in the last period of the month, or on termination. The earnings are not paid but are used for GLI reporting of annual leave liability and the reversal of liabilities on termination:

- LIAB ANN DYS

  This is the leave liability earning for the standard annual leave entitlement in days.

- LIAB TER DYS

  This is the leave liability earning that is used for reversing the liability on termination.

- SAL ACCRUAL

  This is the salary accrual earning that is used to accrue a percentage of earnings. It is used for reporting accrued salary when the pay period end is earlier than the financial period. You decide on the percentage to accrue by using GLI VR PCTSALACR.

- CT BON ACCR

  In Malaysia, two types of bonuses are paid to employees as incentives: contractual bonuses and noncontractual bonuses. This is the bonus accrual earning that is used to accrue a percentage of a contractual bonus. Bracket GLI BR CTBONPCT determines the percentage of the monthly salary that is accrued. Formula GLI FM BONUSACC determines the accrual entitlement. Both the entitlement bonus (one unit per month) and the amount are accrued.

- NCT BON ACCR

  This is the bonus that accrual earnings use to accrue a percentage of a noncontractual bonus. Bracket GLI FM NCTBONPCT determines the percentage of the monthly salary that is accrued. Formula GLI FM BONUSACC determines the accrual entitlement. Both the entitlement bonus (one unit per month) and the amount are accrued.

Note. If the end date of the last pay period in a month is before the end of the accounting period, you can send a percentage of total salary as the accrued costing for the gap that is between the two dates. The value that is set to General Ledger is reversed by the Financials system the following month, and it is replaced by actual costings.

See Also

Chapter 15, "Using the GLI," Reporting Leave Liability and Absence History, page 134

Understanding Leave Liability Calculation

This section discusses:

- Leave liability.
- Reversal of leave liability on termination.

Leave Liability

The amount of leave that an employee is owed needs to be costed as a liability in the general ledger. For leave liability reporting, Global Payroll for Malaysia uses earnings that store the monetary value of each employee's leave entitlement. The earnings are not paid as earnings because they do not contribute to MYS GROSS SALARY. Consequently, they appear in a section of their own, following the other earnings sections.

Because the GLI flat file requires only the difference between the liability for the last pay period and the current pay period, that difference is calculated by the Application Engine Leave Liability process and passed to GP_GL_DATA.

If an employee is terminated, the stored value of the processed liability must be reversed in the general ledger, because it is no longer a liability.

Reversal of Leave Liability on Termination

The earning element LIAB TER DYS is the leave liability earning that is used for reversing the liability on termination.

This earning element uses an amount calculation rule if the amount is derived from earning element LIAB ANN DYS. The generation control element CMN GC TERM STAT checks only for terminated employees by using the formula CMN FM TERM STAT. This formula determines whether the employee is currently terminated (that is, the termination date is in the current segment) or the employee was terminated in the past but the termination is entered in the current period. The termination leave liabilities are calculated only when an employee is terminated so that they reverse any remaining liabilities that are in the general ledger.

The earning element LIAB TER DYS contributes to the accumulator LIAB TER DYS_FPTDA.

If an employee is terminated, the leave balance liability earning value becomes the termination liability earning for reversal.

See Also

Chapter 15, "Using the GLI," Reporting Leave Liability and Absence History, page 134

Linking Journal Types to General Ledger Groupings

To set up journal type links to GL groupings, use the Journal Type MYS (GPMY_GL_GROUP) component.

This section provides an overview of linking journal types to general ledger groupings and lists the page used to link journal types to general ledger groupings.

Understanding Linking Journal Types to General Ledger Groupings

You report payroll data to the general ledger by journal type by linking a journal type to a general ledger grouping.

Link journal types to groupings on the Journal Type page. A grouping comprises entry types of earnings, deductions, or segment accumulators. The five delivered journal types are salary, accrual, employee entitlements, statistical, and terminated EE's entitlement (terminated employee's entitlement).

Note. The Leave Entitlements Application Engine process selects data for inclusion in the GPMY_LEAVE_LIAB record (from GP_GL_DATA) by the flags for the journal types employee entitlement and terminated EE's entitlement. Therefore, any organization that needs to resolve leave entitlement calculations that are within the leave entitlement phase of the GLI process needs to select a journal type for each general ledger grouping code that is associated with general ledger liability earnings codes.

This table illustrates setup:

Grouping Code	Element	Journal Type
Accrual	CT BON ACCR and NCT BON ACCR.	Accrual.
Earnings	MYS GROSS (segment accumulator).	Salary.
Deductions	MYS DEDUCTIONS.	Salary.
Entitlements	LIAB ANN DYS (earning).	Employee Entitlement.
Termination	LIAB TER DYS (earning).	Terminated Annual Liab Days (terminated annual liability days).

Page Used to Link Journal Types to General Ledger Groupings

Page Name	Object Name	Navigation	Usage
Journal Type	GPMY_JOURNAL_TYPE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Journal Type MYS	Attach one journal type to each general ledger group.

See Also

Chapter 15, "Using the GLI," Reporting Leave Liability and Absence History, page 134

Chapter 15, "Using the GLI," Running the GLI Processes, page 136

Chapter 15, "Using the GLI," Remapping ChartFields After Initial Calculation, page 138

Reporting Leave Liability and Absence History

This section provides an overview of leave liability reporting and discusses how to:

- Calculate annual leave for accrual in days.
- Calculate annual leave liability for reversal on termination.
- Calculate salary accrual earnings.
- Calculate bonus accrual earnings.
- Calculate noncontractual bonus earnings.
- Reverse leave liability when the cost center changes.

Understanding Leave Liability Reporting

The data that the report process extracts for leave liability reporting can be transferred to the general ledger through the GLI.

The reports and the interface depend on data that is created by using Global Payroll rules.

Note. In this section, the word *reported* means printed on a report and available for transfer to GLI.

Liability and absence history are calculated and reported for the administration of employee absences and leave. They are used to identify trends in absences and for costing purposes.

Liability is reported for annual leave that is accrued in days. The values are calculated as the earning LIAB ANN DYS. This earning does not contribute to the accumulator MYS GROSS.

When you run the liability report, the parameters include the element category. The earning LIAB ANN DYS is category ANN. The category value is assigned as a variable that is entered as a supporting element override for each earning.

Pages Used to Report Leave Liability and Absence History

Page Name	Object Name	Navigation	Usage
Leave Liability	GPMY_RC_LVELIAB	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Leave Liability MYS	Specify the population of employees for whom to report leave liability. You can specify an as of date, and you can report by element category.
Absence History Report	GPMY_RC_ABS_HIST	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, History MYS	Specify the population of employees about whom to report the history. You can specify an absence type and the period that is to be reported. You can set up to three sort orders.

Calculating Annual Leave for Accrual in Days

The calculating rule for LIAB ANN DYS is unit rate,where unit is the formula GLI FM LIAB DAYS and rate is the formula LVE FM PAYRATE.

Leave liabilities are calculated at the end of each month for active employees, or when an employee is terminated. The generation control element GLI GC GENGLI verifies this by using the following formulas:

- CMN FM LSTSEGMTH

  This formula verifies that it is the last segment of the last pay for the month, and the employee is active.

- CMN FM TERMIN

  This formula determines whether the employee is terminated in this pay.

The element LIAB ANN DYS contributes to the accumulator LIAB ANN DYS_YTDA.

Calculating Annual Leave Liability for Reversal on Termination

The calculation rule for LIAB TER DYS is amount, where amount equals the earning element LIAB ANN DYS.

The generation control element CMN GC TERMIN checks only for terminated employees by using formula CMN FM TERMIN. The formula CMN FM TERMIN determines whether the employee is currently terminated (that is, the termination date is in the current segment) or the employee was terminated in the past and the termination is entered in the current period. The termination leave liabilities are calculated only when an employee is terminated so that they reverse any remaining liabilities that are in the general ledger. No proration applies.

The element LIAB TER DYS contributes to the accumulator LIAB TER DYS_YTDA.

Calculating Salary Accrual Earnings

The calculation rule for SAL ACCRUAL is Base × Percentage,where base is the accumulator GLI AC RECPYMTS and percentage is the variable GLI VR PCTSALACR.

The variable GLI VR PCTSALACR enables you to enter the percentage that is to be accrued. You add the variable as a calendar-supporting element override on the last calendar of the month, so the variable's override levels should be set to pay calendar. The value of the variable varies according to the gap between the end of the pay period and the end of the financial period. You enter the value on the Pay Calendar SOVR's page because it depends on the number of days between the end of the pay period and the end of the month. Consequently, the override level for the pay calendar should be selected.

Accruals need to be calculated only in the last segment of each month and only for active employees. The generation control GLI GC SALACCR therefore includes the formula GLI FM GENSALACR, which returns a value that determines whether to pay the earning SAL ACCRUAL.

The earning SAL ACCRUAL contributes to the accumulator SAL ACCRUAL_YTDA.

Calculating Bonus Accrual Earnings

The calculating rule for CT BON ACCR is amount, where amount equals the formula GLI FM CTBONACC.

You use formula GLI FM CTBONACC to determine the amount that each period accrues for contractual bonuses. The formula GLI FM BONUSACC determines whether a bonus is accrued. The bracket GLI BR CTBONPCT determines the percentage of salary to accrue.

Calculating Noncontractual Bonus Earnings

The calculation rule for NCT BON ACCR is amount, where amount equals the formula GLI FM NCTBONACC.

You use the formula GLI FM NCTBONACC to determine the amount that each period should accrue for noncontractual bonuses. The formula GLI FM BONUSACC determines whether a bonus is accrued. The bracket GLI BR NCTBONPCT determines the percentage of salary to accrue.

Reversing Leave Liability When the Cost Center Changes

The Leave Entitlements Application Engine process determines whether a change of ChartField exists for each employee. The ChartFields represent cost centers such as departments and pay groups. When the process detects a change, it reverses the liability from the center that stores the processed liability, and it sends the full amount of the new, unprocessed liability (not the difference) to the new cost center.

See Also

Chapter 15, "Using the GLI," Linking Journal Types to General Ledger Groupings, page 132

Chapter 15, "Using the GLI," Running the GLI Processes, page 136

Chapter 15, "Using the GLI," Remapping ChartFields After Initial Calculation, page 138

Running the GLI Processes

This section provides an overview of the GLI process and discusses how to run the GLI process.

Understanding the GLI Process

The calculation phase of GLI processing populates the GP_GL_DATA table. The Leave Entitlement process compares previous entitlement liability to current entitlement liability and loads the difference into GP_GL_DATA. After you update the GP_GL_DATA table, you can complete the standard core GLI process by running the Finalize process.

You can also run the GPMYS_GL_MAP Application Engine process that updates the ChartFields that are in GP_GL_DATA. The process selects and updates the necessary GP_GL_DATA records with specified ChartField overrides. When you run the GLI Finalize process, the data is summarized by using the chosen, remapped ChartFields for correct account mapping.

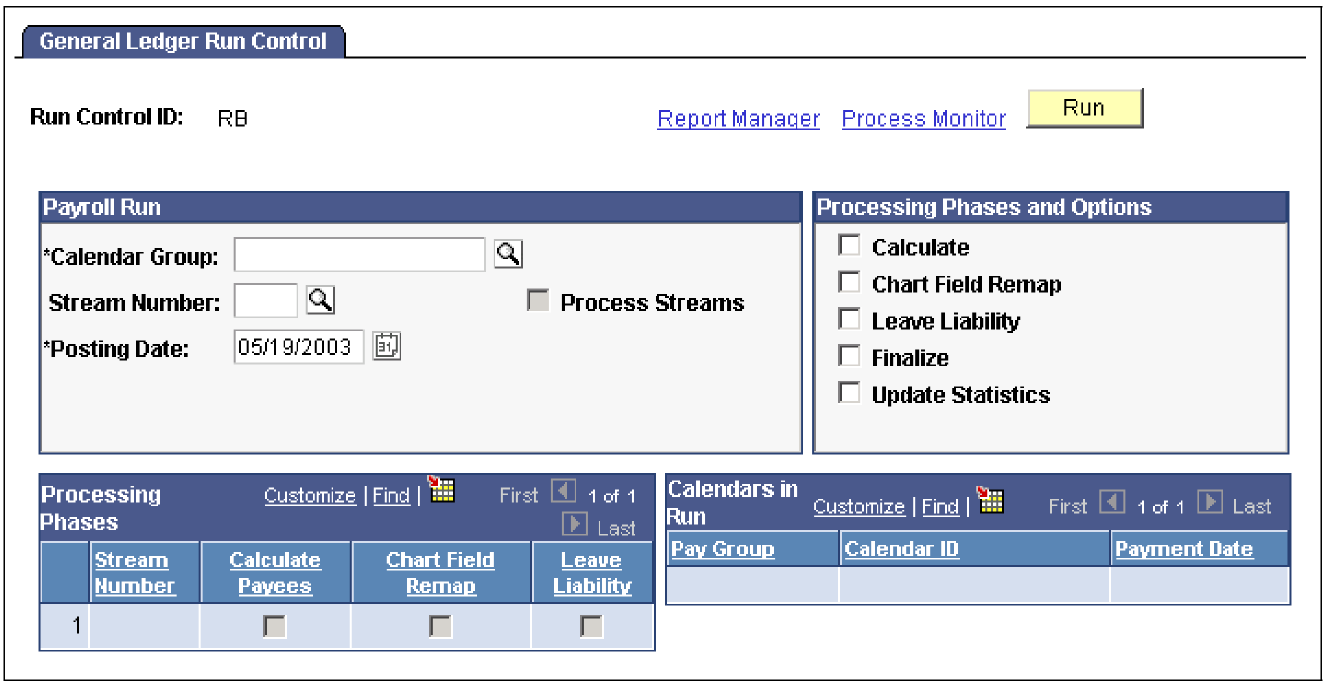
Note. You must finalize the payroll before obtaining up-to-date entitlement balances, upon which the liability calculation is based, for annual leave.

Page Used to Run the GLI Processes

Page Name	Object Name	Navigation	Usage
General Ledger Run Control	GPMY_GL_PREPARE	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Send Costs to GL MYS	Initiate the processes for calculation of general ledger data, leave liability, ChartField remapping, finalization of the GLI, and statistical data updates.
Ledger Transaction	GPMY_GL_INQUIRY	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Review GL Costing MYS, Ledger Transaction	Review ledger data for an employee.

Running the GLI Process

Access the General Ledger Run Control page.



General Ledger Run Control page

ChartField Remap Select this option to enable the ChartField Remapping process (GPMYS_GL_MAP) when running the General Ledger process. The ChartField Remapping process updates ChartFields in GP_GL_DATA. The GLI finalize process summarizes the data by using the remapped Chartfields.

Note. This page provides the additional processing phase options Leave Liability and ChartField Remap. These options are not available on the page that you access when you select Compensate Employees, Manage Payroll Process, Process (GP_GL_PREPARE)..

Running the ChartFields Remapping Process

The ChartFields Remapping process:

- Uses specified ChartField overrides and updates the GP_GL_DATA records.
- Enables the GLI Finalize process to correctly summarize transactions by using the selected combination of ChartFields, grouping codes, and account values.

You run the new Application Engine program as part of the standard GLI process in the following sequence:

1. Ensure that the general ledger calculation phase is complete.
2. Run the new Application Engine process to perform department remapping.

   You run the remapping process before the leave entitlement process. If you alter the remapping, you must rerun the calculate process. You can't rerun the remapping process until you run the calculation process.
3. Ensure that the general ledger leave entitlement phase is complete.
4. Run the GLI Finalize process.

Note. This process runs as a separate process and is not integrated into existing application engine processes. Thus, it does not affect the existing GLI.

See Also

Chapter 15, "Using the GLI," Reporting Leave Liability and Absence History, page 134

Chapter 15, "Using the GLI," Linking Journal Types to General Ledger Groupings, page 132

Chapter 15, "Using the GLI," Remapping ChartFields After Initial Calculation, page 138

Remapping ChartFields After Initial Calculation

To remap ChartFields, use the GL Chartfield Remapping MYS (GPMY_GL_MAP) component.

This section provides an overview of ChartField remapping and discusses how to remap ChartFields after initial calculation.

Understanding ChartField Remapping

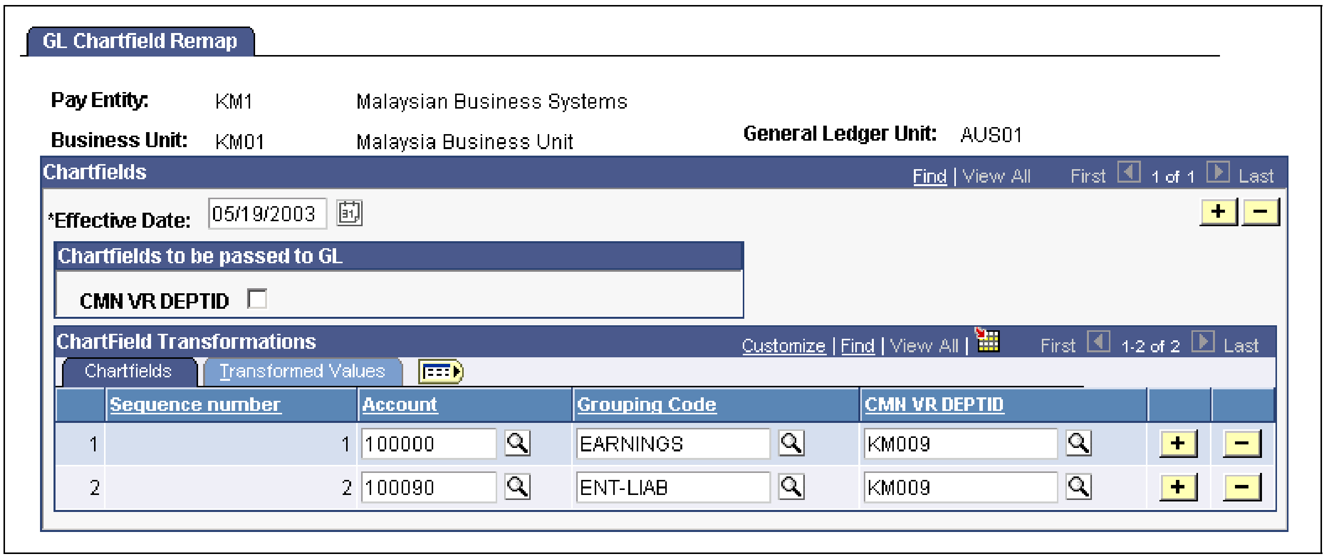
Global Payroll for Malaysia enables you to define ChartField remapping data that is used during the GLI process and to post payroll costs to differing levels of ChartFields based on General Ledger groupings codes or accounts. You can use the GL ChartField Remap page to set up general ledger ChartField parameters that enable you to remap default ChartFields after you run the initial Calculate process. For example, you might have a requirement that a higher level of ChartFields is attached to each of the account codes. Instead of using multiple departments for each account code, you might require one global ChartField level that covers all departments.

Page Used to Remap ChartFields After Initial Calculation

Page Name	Object Name	Navigation	Usage
GL Chartfield Remap	GPMY_GL_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, GL Chartfield Remapping MYS	Set up general ledger ChartField parameters that enable you to remap ChartFields after you run the initial Calculate process. You can configure and maintain general ledger remapping data, and you can set up different levels of ChartFields based on General Ledger groupings codes or accounts.

Remapping ChartFields After Initial Calculation

Access the GL ChartField Remap page.



GL ChartField Remap page

ChartFields

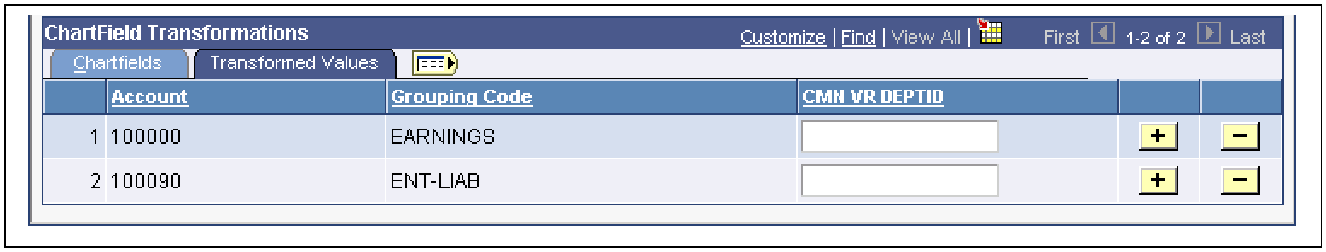
ChartFields represent attributes of a payee, such as a department, company, or employee ID. When you send a payee's earnings, deductions, or accumulator amounts to General Ledger, you can also transmit the values that are associated with a specific combination of ChartFields for the payee.

Chartfields to be passed to GL (ChartFields to be passed to general ledger)

A field appears for each ChartField that you set up on the ChartField page in Global Payroll. Select the ChartFields check boxes to specify whether to send specific ChartFields to the general ledger. During mapping, ChartFields can be used to cost to different account codes. You can then specify not to send the ChartFields to the general ledger and only send the values to the accounts. When integrating Global Payroll with General Ledger, you can remap ChartField values to a business unit's general ledger account numbers. To enter the new, remapped ChartField value, use the Transformed Values tab.

Transformed Values

The default ChartFields values appear in the fields on the ChartFields tab. To remap the default settings, select the new values on the Transformed Values tab.



GL Chartfield Remap page: Transformed Values tab

Account Select the General Ledger account number to which the ChartFields and grouping codes map.

Grouping Code Select the code to map to the General Ledger account. This is the grouping code for the elements that are included in the General Ledger transfer. A grouping consists of entry types of earnings, deductions, or segment accumulators. Elements must exist in groups before they can be processed by General Ledger. Instead of entering earnings individually, you bundle them into one accumulator and create a grouping code for that accumulator.

See Also

Chapter 15, "Using the GLI," Reporting Leave Liability and Absence History, page 134

Chapter 15, "Using the GLI," Linking Journal Types to General Ledger Groupings, page 132

Chapter 15, "Using the GLI," Running the GLI Processes, page 136

CHAPTER 16

Setting Up Reports

This chapter discusses how to set up generic report parameters.

Setting Up Generic Report Parameters

To set up generic report parameters, use the Payee Report Fields MYS (GPMY_PR_FLD_TABLE), Payee Report Break Levels MYS (GPMY_PR_BRK_LVLS), Payee Report Element Map MYS (GPMY_PR_EMAP), and Payee Report Setup MYS (GPMY_PR_SETUP) components.

This section discusses how to:

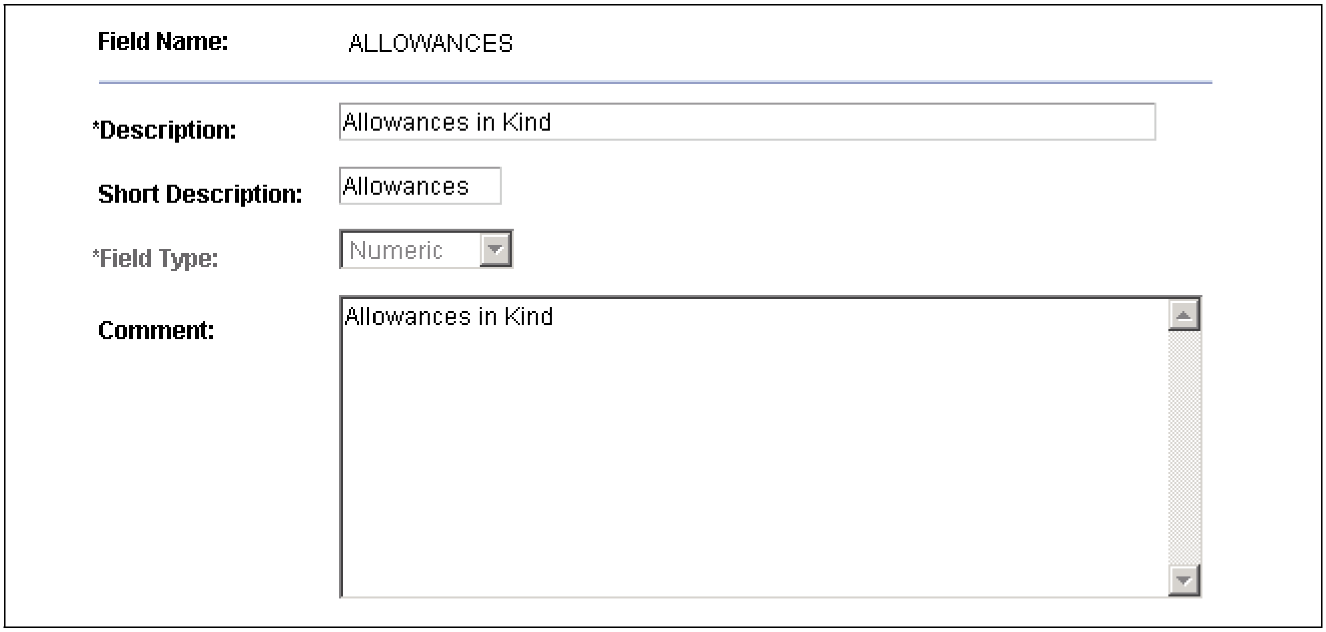
- Set up report fields.
- Define break levels.
- Define the elements for reporting.
- Define reports.

Pages Used to Set Up Generic Report Parameters

Page Name	Object Name	Navigation	Usage
Payee Report Fields	GPMY_PR_FIELDS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Fields MYS	Set up report fields. Data items that are used on a report must first be defined on this page.
Payee Report Break Levels	GPMY_PR_BRK_LVLS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Break Levels MYS	Define break levels.
Payee Report Element Map	GPMY_PR_ELEM_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Element Map MYS	Define the elements that are to be reported.
Payee Report Setup	GPMY_PR_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Setup MYS	Define reports.

Setting Up Report Fields

Access the Payee Report Fields page.



Payee Report Fields page

Field Name

Enter a value that uniquely identifies a field that is to be printed on a report. You may use a maximum of 15 characters.

Description

Enter a description of the report field.

Short Description

Enter a description of the report field. If this field is blank, the system enters the first 10 characters of the Description field.

Field Type

Select a data format for the field. The field may be defined as numeric, character, or date, but the process only manages numeric fields.

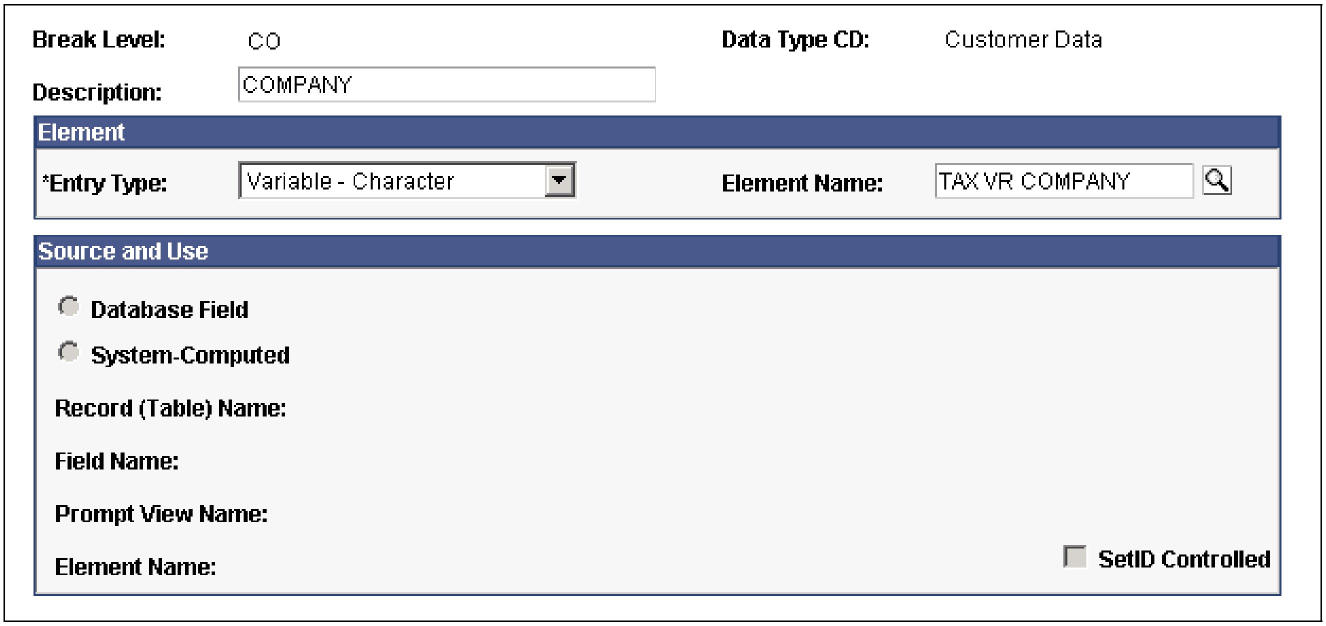
Note. When a field type is selected for a report field, it cannot be altered.

Comment

Enter additional information about the field.

Defining Break Levels

Access the Payee Report Break Levels page.



Payee Report Break Levels page

Break Level Enter a number that identifies the break level code.

Data Type Select the data type. Values are:

System Data: A delivered break level.

Customer Data: All other break levels.

Element

Entry Type Select the entry type of the element that you associate with the break level. Values are *System Element - Character* and *Variable - Character.*

Element Name Select the system element of variable that you associate with the break level. For example, if you define pay group as the break level, select the GP PAYGROUP element.

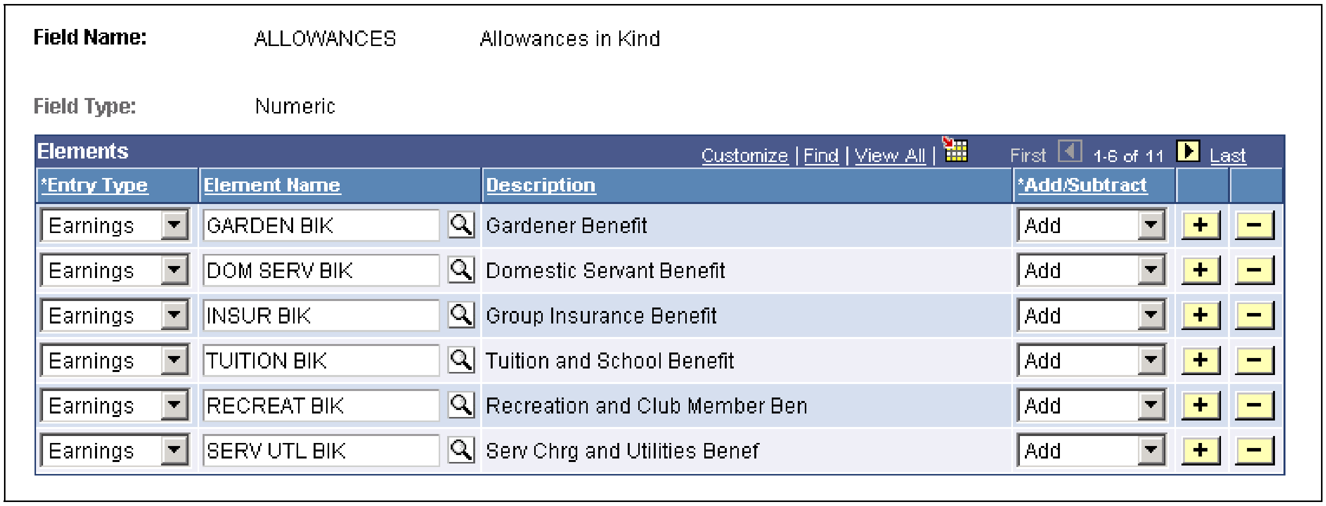
Note. Any element that is selected must be resolved and stored.

Source and Use

If you select a system element, information that is contained on the Source and Use page of GP_PIN appears in this group box.

Defining the Elements for Reporting

Access the Payee Report Element Map page.



Field Name: ALLOWANCES Allowances in Kind

Field Type: Numeric

Elements Customize | Find | View All | First 1-6 of 11 Last

*Entry Type	Element Name	Description	*Add/Subtract		
Earnings	GARDEN BIK	Gardener Benefit	Add	+	−
Earnings	DOM SERV BIK	Domestic Servant Benefit	Add	+	−
Earnings	INSUR BIK	Group Insurance Benefit	Add	+	−
Earnings	TUITION BIK	Tuition and School Benefit	Add	+	−
Earnings	RECREAT BIK	Recreation and Club Member Ben	Add	+	−
Earnings	SERV UTL BIK	Serv Chrg and Utilities Benef	Add	+	−

Payee Report Element Map page

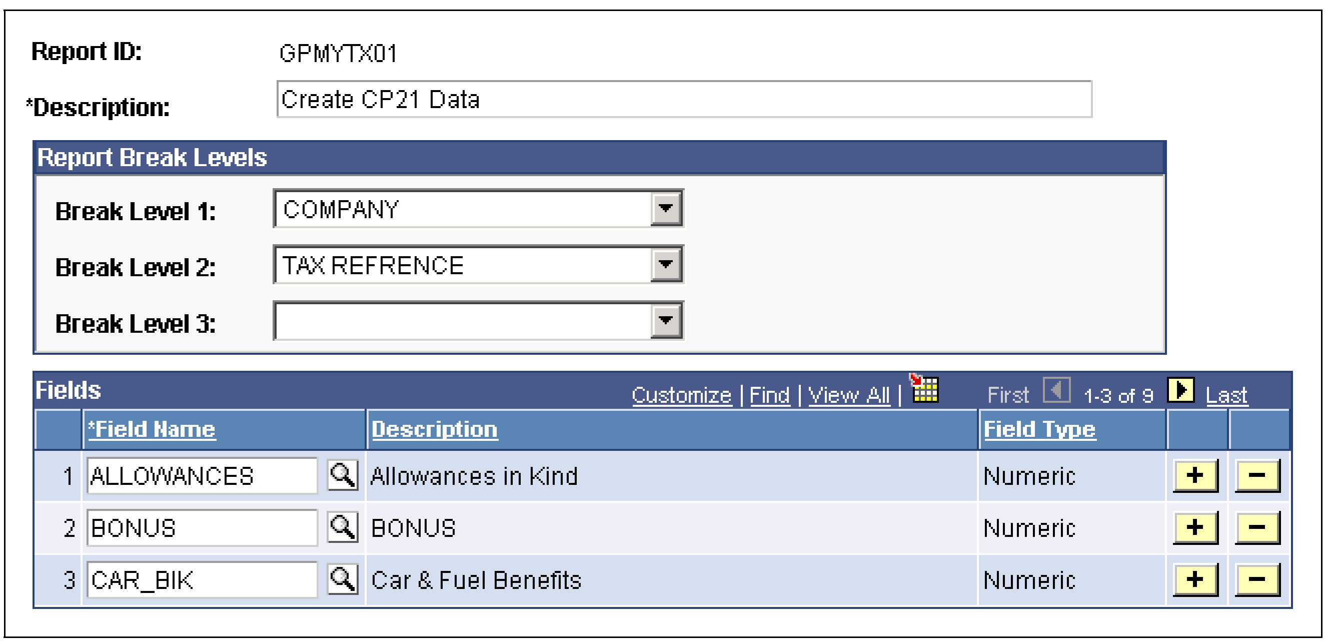
Entry Type Select the type of element that is to be mapped to the Report field. This changes depending on the field type.

Element Name Enter the name of the element that is to be mapped to the Report field.

Add/Subtract Indicate whether the element is added to or subtracted from the result of the Report field.

Defining Reports

Access the Payee Report Setup page.



Report ID: GPMYTX01

***Description:** Create CP21 Data

Report Break Levels

Break Level 1: COMPANY

Break Level 2: TAX REFRENCE

Break Level 3:

Fields Customize | Find | View All | First 1-3 of 9 Last

	*Field Name	Description	Field Type		
1	ALLOWANCES	Allowances in Kind	Numeric	+	−
2	BONUS	BONUS	Numeric	+	−
3	CAR_BIK	Car & Fuel Benefits	Numeric	+	−

Payee Report Setup page

Report ID Enter the name of the Structured Query Report.

Report Break Levels Select the break levels for the report

Fields Enter the report fields that are to be used in the report.

Chapter 17

Running Banking and Recipient Processes

This chapter provides an overview of banking and recipient processing and discusses how to:

- Manage the Malaysian banking process flow.
- Create electronic funds transfer (EFT) files.
- Generate recipient payment report files.
- Report net payment.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Malaysia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Viewing Delivered Elements and System Data," Viewing the Delivered Elements

Understanding Banking and Recipient Processing

Global Payroll for Malaysia supports net payment (employee salary) direct deposits and recipient payments by using an electronic file format (MAYB or RHB). Banking and recipient processing functionality enables you to:

- Run an EFT file-creation process to generate a file that includes employee salaries (net payments) and recipient payments.

  Net amount and recipient payments are calculated by the core banking process and stored in the GP PAYMENT result table.
- Generate data for the purpose of delivering deduction details to the recipient.

  The program extracts payment information directly from the GP PAYMENT result table to create the MAYB and RHB files.
- Select whether to have the system deduct commissions from the recipient payment.
- Generate a report containing information on amounts that are transferred to employee accounts (the Net Payment report) and another report containing details of amounts that are collected from employees on behalf of a recipient (the Recipient report).

Note. In this section, a provider and a recipient are the same thing, unless otherwise noted.

Bank Accounts

The following validation occurs when you are adding bank accounts for Malaysia:

- Bank IDs must be four numeric characters, and the bank must appear in the Bank table (BANK_EC_TBL).
- Branch codes must be three numeric characters.

  They are validated against the Bank Branch table (BANK_BRANCH_TBL).
- Bank account numbers must be no more than 11 numeric characters, and no validation occurs.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

Chapter 11, "Setting Up Banking and Recipient Processing," page 101

Chapter 17, "Running Banking and Recipient Processes," Creating EFT Files, page 150

Chapter 17, "Running Banking and Recipient Processes," Generating Recipient Payment Report Files, page 152

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Managing Off-Cycle Processing"

Managing the Banking Process Flow

The banking process of Global Payroll combines payroll data, pay entity source bank data, and payee or recipient bank data. The EFT file-creation process extracts data that the banking process compiles according to the type of EFT file that you are creating, merges it with data that the Malaysia country extension provides, and creates the file for transmission.

To manage the banking process with Global Payroll:

1. Run the payroll process by using Global Payroll.
2. Run the Global Payroll banking process.

   The core prepayment banking process calculates net amounts and recipient payments and stores them in the GP PAYMENT result table. The Global Payroll status is set to Prepared. The GP PAYMENT result table contains one entry for every net pay distribution from every payment that is included in a calendar run and provides the basis on which an organization pays its payees.
3. Using Global Payroll for Malaysia, run the Create EFT Payment File MYS Application Engine process (GPMY_EFT_FIL), which populates the file that is used for electronic fund transfer.

   In this step, the system selects payees from GP PAYMENT with the following parameters:

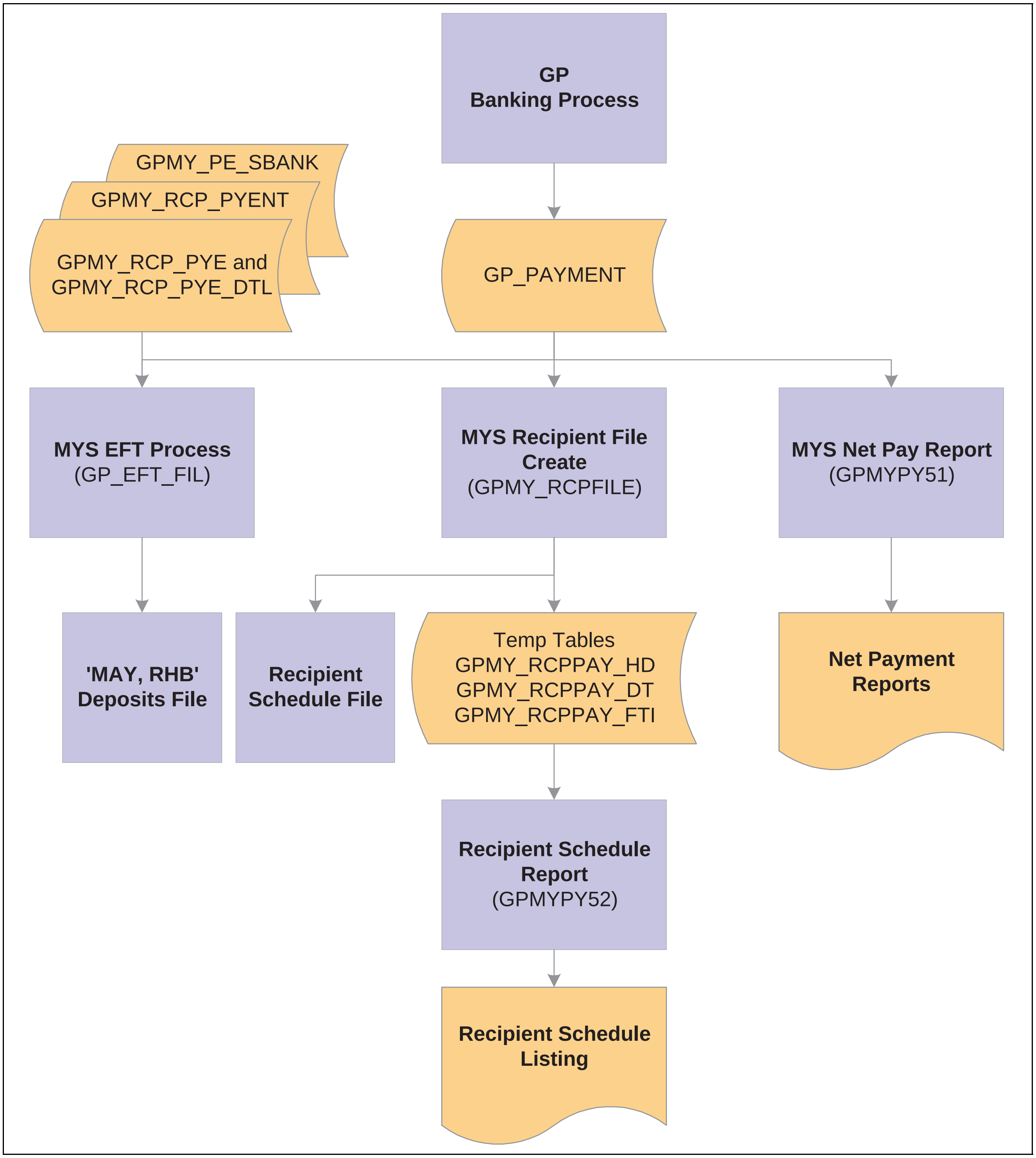
   - Payment status: finalized.
   - Payment type: net pay distribution.
   - Payment method: bank transfer.
   - Currency code: MYR (Malaysian *Ringgits*).

Note. The source bank in the GP_PAYMENT rows that are selected must have May Bank Malaysia or Rashid Hussein Bank as its EFT domestic. Otherwise, those GP_PAYMENT rows are not selected (even though the criteria in the four preceding bullet points are met).

The payment status for the selected payees is set to Transferred in GP PAYMENT.

Note. You must run the banking process before the Bank file generation process.

This diagram illustrates the process flow for banking and recipient processing:



Malaysian Banking and Recipient Processing

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

Chapter 11, "Setting Up Banking and Recipient Processing," page 101

Chapter 17, "Running Banking and Recipient Processes," Creating EFT Files, page 150

Chapter 17, "Running Banking and Recipient Processes," Generating Recipient Payment Report Files, page 152

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Managing Off-Cycle Processing"

Creating EFT Files

This section provides an overview of EFT files and discusses how to create EFT files.

Understanding EFT Files

The system creates the Malaysia standard MAYH deposits file by using a process that gives you multiple options that control the contents of the file. The process creates a separate MAYH file for each source bank account that is referenced in the processing. The options for the content of a file are:

- Net pay only.
- Recipient payments only.
- Net pay and recipient payments.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

Chapter 11, "Setting Up Banking and Recipient Processing," page 101

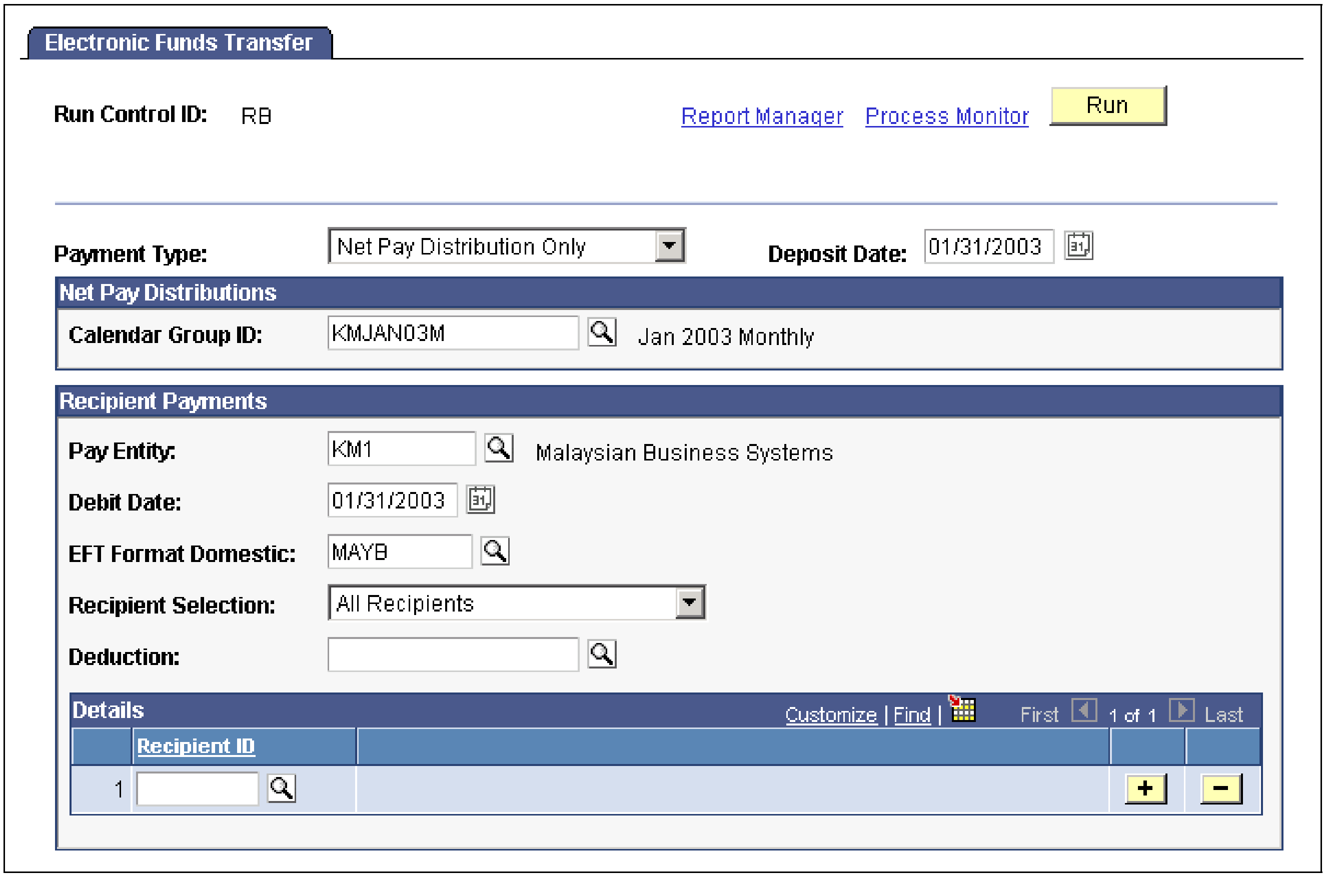
Chapter 17, "Running Banking and Recipient Processes," Generating Recipient Payment Report Files, page 152

Page Used to Create EFT Files

Page Name	Object Name	Navigation	Usage
Electronic Funds Transfer	GPMY_EFT_FILE_RC	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File MYS	Create EFT files. Enter the parameters for the electronic file creation.

Creating EFT Files

Access the Electronic Funds Transfer page.



Electronic Funds Transfer page

An application engine process extracts the salary data from the GP_PAYMENT table and creates the EFT file for transmission to the bank. You can create files for net pay only, recipient payments only, both net pay and recipient, or specific deductions.

Note. You must prepare and finalize the banking process (GP_PMT_PREPARE) before you can create the MAYB file. When the MAYB file is created, the system changes the payment status in GP_PAYMENT from *F* (finalized) to *T* (transferred).

Payment Type

Select from *Net Pay Distributions Only, Net Pay and Recipients,* or *Recipient Deductions Only.*

The EFT file that the system creates contains data that is only for payments of the type that you specify.

Deposit Date

Enter the date of the actual transfer of funds and the date that they are deposited with the bank. It is normally the same as the payment date that is on the pay calendar, but you can change it if the payment date is not a business date. The date cannot be in the past.

Net Pay Distributions

Calendar Group ID

Enter the ID for the calendar group for which you want the system to extract payee net pay data. You can select only calendars for which the banking process is finalized. You do not need a calendar group ID for the payment type recipient deductions only.

Recipient Payments

Pay Entity

When you set up deduction recipient data, specify a pay entity as part of the payment details. In the details, you specify commission details and the group number.

Debit Date

The system extracts recipient payments if the debit date is equal to the recipient's deposit schedule. If the recipient does not have a deposit schedule, the system extracts payments by using the debit date without reference to a deposit schedule. The date appears in the file header.

EFT Format Domestic

Select either *MAYB* (May Bank — Malaysia) or *RHB* (Rashid Hussein Bank).

Recipient Selection Deduction, and **Recipient ID**

The system includes payments according to these rules (and according to the debit date and its rules):

All Recipients: Payments for all deductions for all recipients according to the debit date rules.

Selected Deduction: Payments for all recipients for the (single) selection that you make in the Deduction field.

Selected Recipients: Payments for all deductions for the recipients that you select in the Recipient ID field.

Generating Recipient Payment Report Files

This section provides an overview of recipient payment report files and discusses how to generate the recipient payment electronic files and reports.

Understanding Recipient Payment Report Files

Organizations commonly transmit files to recipients so that they can update their records. For example, an organization may pay a recipient weekly, and at the end of the month deliver a file with all the payment details. Recipients generally specify the information that they want and the report file layout. After you create the file layout, link it to a recipient on the Deduction Recipient page.

The layout GPMY_RCPNT_FILE provides a sample file layout. The GPMY_RCPFILE Application Engine process gets the file layout, which is stored on the Deduction Recipient page.

Note. This electronic file depends upon first running the GPMY_EFT_FIL Application Engine process for all recipients.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

Chapter 11, "Setting Up Banking and Recipient Processing," page 101

Chapter 17, "Running Banking and Recipient Processes," Creating EFT Files, page 150

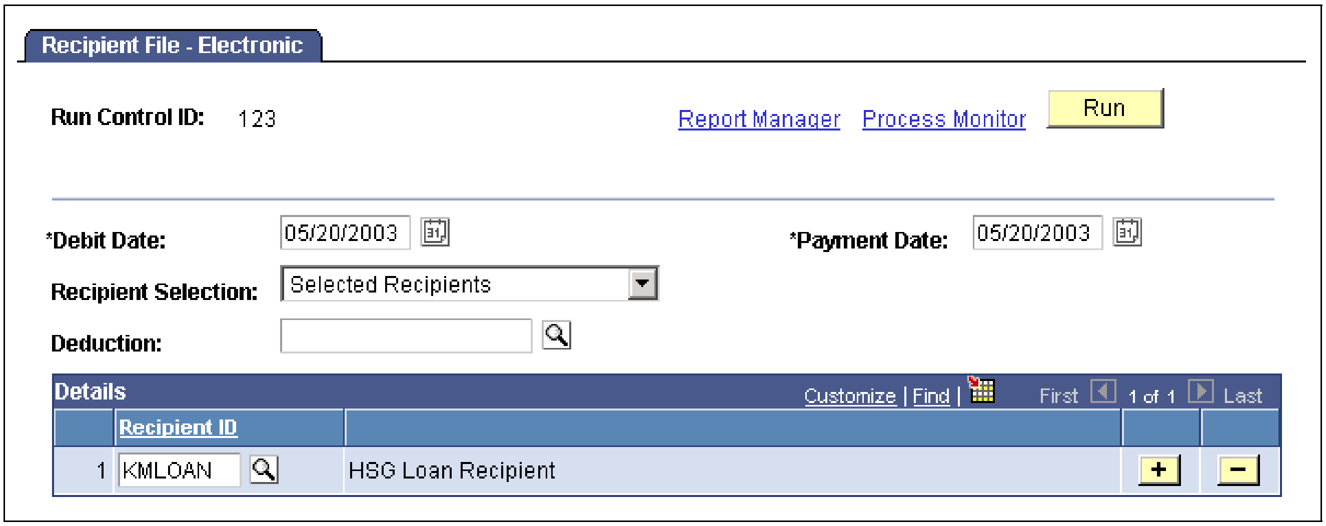
PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Managing Off-Cycle Processing"

Page Used to Generate Recipient Payment Report Files

Page Name	Object Name	Navigation	Usage
Recipient File - Electronic	GPMY_RUNCTL_RCP_FL	Global Payroll & Absence Mgmt, Payment Processing, Create Recipient File MYS, Recipient File - Electronic	Generate the recipient payment electronic files and reports.

Generating the Recipient Payment Electronic Files and Reports

Access the Recipient File - Electronic page.



Recipient File - Electronic page

Debit Date The system extracts recipient payments if the debit date is equal to the recipient's deposit schedule. If the recipient does not have a deposit schedule, the system extracts payments by using the debit date without reference to a deposit schedule.

Payment Date This is the date, from the file header, on which the bank passes the payment to the recipient.

Recipient Selection and**Deduction** Select from *All Recipients, Selected Deduction,* or *Selected Recipients.* You select only one deduction but multiple recipients for the second and third options.

Reporting Net Payment

The Net Payment report (GPMYPY51.SQR) is a list of all the net payments that the core Global Payroll core banking process generates. You enter the calendar group ID that you want to report on and specify whether you want payee-level detail or merely a summary.

The Net Payment report extracts data from the EFT File Transactions, Header, Personal Data, and Job tables.

Choose detail or summary reporting.

Detail Reporting

The following table provides an example of the data that appears in the Detail report:

Employee ID	Empl#	Name	Pay Date	Pay Amount
KM001	0	John Lee	01/01/2001	5000
KM002	0	Susan Fong	01/01/2001	4500
Total Records	2			
Total Credit	9500			
Total Debit	9500			

Summary Reporting

The following table provides an example of the data that appears in the Summary report:

	Total Records
Total Credit	9500
Total Debit	9500

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

Chapter 11, "Setting Up Banking and Recipient Processing," page 101

Chapter 17, "Running Banking and Recipient Processes," Creating EFT Files, page 150

Chapter 17, "Running Banking and Recipient Processes," Generating Recipient Payment Report Files, page 152

Page Used to Report Net Payment

Page Name	Object Name	Navigation	Usage
Net Payment Report	GPMY_NET_PAY_RC	Global Payroll & Absence Mgmt, Payment Processing, Net payment Report MYS, Net Payment Report	Generate and print a net payment report.

CHAPTER 18

Managing Off-Cycle Payments

This chapter provides an overview of off-cycle functionality and examples of how off-cycle calendars can be used with the delivered Malaysian rules, and discusses how to:

- Record manual payments.
- Correct or reverse payroll results.
- Make unscheduled payments.
- Issue advance payments.

Note. Please refer to *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook* for information on off-cycle setup and processing.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, Managing Off-Cycle Processing

Understanding Off-Cycle Processing

This section discusses:

- The off-cycle process.
- Types of off-cycle transactions.

The Off-Cycle Process

Off-cycle processing refers to processing payments and making corrections to payroll results outside of the normal payroll schedule. Off-cycle transactions are usually made to correct prior payments, enter manual payments, or to make early termination payments that can't wait until the next scheduled payroll.

Types of Off-Cycle Transactions

The four types of off-cycle transactions are:

1. Manual payments

   Manual payments enable you to enter payments that you have calculated and paid outside of the payroll system. Examples include paying a new hire with a manual check, because their pay details were not entered in time for the normal pay run.

2. Corrections

Corrections enable you to correct results of any finalized payroll. Examples include reversing a sick leave payment when workers compensation should have been paid.

3. Unscheduled payments

   Unscheduled payments enables you to enter one-time payments that fall outside the normal payroll process. Examples include one time bonuses or expense reimbursement.

4. Advances

   Advances enables you to pay payees before their normally scheduled pay run. Examples include salary due on termination.

Recording Manual Payments

This section provides an overview of recording manual payments and provides examples of how to use the manual payment functionality with the Malaysian delivered rules.

Manual Payments

When entering manual payments for Malaysian payees, it is recommended that all calculations be manually calculated outside the system and then entered. The following areas need to be considered when entering manual payments:

- Selecting the *Period (Calendar) Paid* and *Payment Date* on the Period Calendar tab of the Manual Payments page.

  The selection of the period paid and payment date need to be considered carefully. When selecting the period paid, it is recommended that you select the previous finalized calendar or the current open calendar. The selection of the payment date directly affects how elements are accumulated. For example, if you have an accumulator that accrues based on period end date, the payment date may not update the accumulator balances at the right time.

- Selecting processing controls on the Manual Payments page.

  The *Period Begin Date* and *Period End Date* should default after selecting the *Period (Calendar) Paid*. It is recommended that these dates not be changed as the delivered Malaysia rules have been designed to calculate using whole periods, and may not automatically segment if a partial period is entered.

  The run type defaults from the *Period (Calendar) Paid* and it is recommended that the default be used. To ensure that the payee's manual payment is processed by the system, the *Allow Duplicates* check box must be selected on the run type; otherwise, the payee may not be processed again if the system detects that they have already been processed in the period.

  Stop Regular Resolution enables you to stop the resolution of all elements on the process list except the elements entered into the manual payment. If you decide to allow regular resolution, an analysis would need to be performed to understand the impact on your supporting elements.

  If using the Limited Element Set, you need to ensure that all elements calculate independently of pre- or post-processing formulas, as these do not resolve during off-cycle processing.

Note. Manual payments are used to record monetary values only, absence accumulators will not be updated using this method.

Entering Corrections

This section provides an overview of corrections and provides examples of how to make corrections using the Malaysian delivered rules.

Corrections

The Corrections page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) is used when you need to change finalized results, usually due to a user error. This method uses period-to-date logic built into the Malaysian delivered statutory rules.

The following areas need to be considered when entering corrections:

- All earnings and deductions need to have period-to-date logic applied.
- This method is used to correct pay accumulators only. Absence accumulators will not be corrected.

Making Unscheduled Payments

The Unscheduled Payments page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) is used to make one-time payments that are processed outside of the on-cycle payroll. Examples include bonuses and expense reimbursements. This method uses period-to-date logic built into the Malaysian delivered statutory rules when calculating.

The following areas need to be considered when entering unscheduled payments:

- All earnings and deductions need to have period-to-date logic applied.
- When selecting the period paid, it is recommended that you select the previous finalized calendar or the current open calendar.
- This method is used to record monetary values only. Absence accumulators will not be updated.

Advancing Payrolls

The Advance Payrolls page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) is used when you would like to pay an employee before their normal on-cycle pay run. For example an employee is terminating employment with your organization, and the termination payment needs to be paid immediately and not in the next on-cycle payrun. The following is recommended when making advance payments:

- Always select the next open calendar, as skipping calendars may update accumulators incorrectly.
- Absence accumulators will calculate automatically for the calendar group selected.

Note. Advance Payroll does not replace Pay in Advance functionality used for Malaysian absences.

CHAPTER 19

Printing and Viewing Payslips

This chapter provides an overview of the payslip process and discusses how to:

- Override payslip delivery options.
- Print payslips.
- View payslips online.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Malaysia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Viewing Delivered Elements and System Data," Viewing the Delivered Elements

Understanding the Payslip Process

The payslip run control page launches the following procedure:

1. The calendar group ID is selected from the Run Control table.
2. The system reads the reprint selections from the Run Control table.

   If both the department and location fields are blank, the system reads the payee selection option. If it contains the value *20,* a payee list exists, and the system reads it into memory.
3. The system selects the pay groups from the PS_GP_CAL_RUN_DTL table based on the calendar group ID.
4. The three sort keys are read from the PS_GPMY_PSLP record.

   These values are used to determine the sort order by creating the order by clause in the main SQL loop. If no sort order is selected, the default sort sequence is used. It sorts by employee name.
5. The system retrieves the delivery option field from the GPMY_PSLP table based on the payslip ID.
6. The exclusion flag is read at this time.

   If it is set to *location,* the location secondary record is read to build the SQL by creating a not in list. If the flag is set to *department,* the same applies by reading the department secondary record.
7. The system formats the payment details and prints them in the header for each payee by reading the payslip self-service view GPMY_SS_PSLP_VW.

   The view retrieves all the personal data, job data, and compensation information that the system needs to format and print.

8. For each payee that is selected, the system checks the payee Override table GPMY_PSLP_PYE to determine whether an override of the delivery address is made.

   If so, the system retrieves the address based on the override value. Otherwise, the default is used.

9. Based on the template ID, the system retrieves the column labels from the GPMY_PSLP table to obtain the most recent effective-dated row, and it formats and prints the labels.

   The following fields are retrieved:

   - GPMY_LBL_ACUM1
   - GPMY_LBL_ACUM2
   - GPMY_LBL_ACUM3
   - GPMY_LBL_ACUM4
   - GPMY_LBL_ACUM5
   - GPMY_LBL_ACUM6

     These values are then printed across the printed payslip. The accumulator values are retrieved by using the view GPMY_PSLP_AC_VW. The view retrieves the accumulator values (GPMY_ACUM_VAL1, and so on) and the description label field DESCR, which is printed to the left of the accumulator values.

10. Based on the template ID, the system retrieves the payslip sections from the GPMY_PSLP_HDR record for the most recent effective-dated row.

    The rows of data that are retrieved from the payslip header table are based on the sequence number in ascending order. The system retrieves the description of each section at this time and then formats and prints the descriptions. For each row that is retrieved from the payslip header table for the current payslip ID, the fields SEQ_NUM and DESCR are retrieved. The description value is printed to provide the description title. Based on the keys of the payslip ID, the sequence number and the effective date, the system can retrieve the element details from the payslip detail record. For each section that is entered, the SQL view GPMY_PSLP_ED_VW retrieves the element details. For each element that is retrieved, the system checks the description field. If the value is *C,* then the system uses the custom description value for printing. Otherwise, the description is taken from the PS_GP_PIN table. The rate, hour's amount, year-to-date hours, and year-to-date amount are printed by extracting the data by using the view GPMY_PSLP_ED_VW.

11. The system prints the disbursement details.

    Using the SQL view GPMY_PSLP_ND, the system extracts the disbursement details and formats and prints them across the page. The details that are printed are bank, BSB (Bank State Branch), account number, and amount. If a payment is made that is not an electronic funds transfer, only the disbursed amount is printed.

12. The system formats and prints the payee message.

    The rules in the payroll calculation determine whether a message is necessary for the payee.

Overriding Payslip Delivery Options

This section provides an overview of payslip delivery options override and lists the page that is used to override payslip delivery options.

Understanding Payslip Delivery Options Override

The default delivery option for all payslips is the internal or external address that you select when you define the payslip template. You can set an effective-dated override of the default at the payee level to redirect the payslips to a different delivery option.

See Also

Chapter 19, "Printing and Viewing Payslips," Printing Payslips, page 161

Chapter 19, "Printing and Viewing Payslips," Viewing Payslips Online, page 163

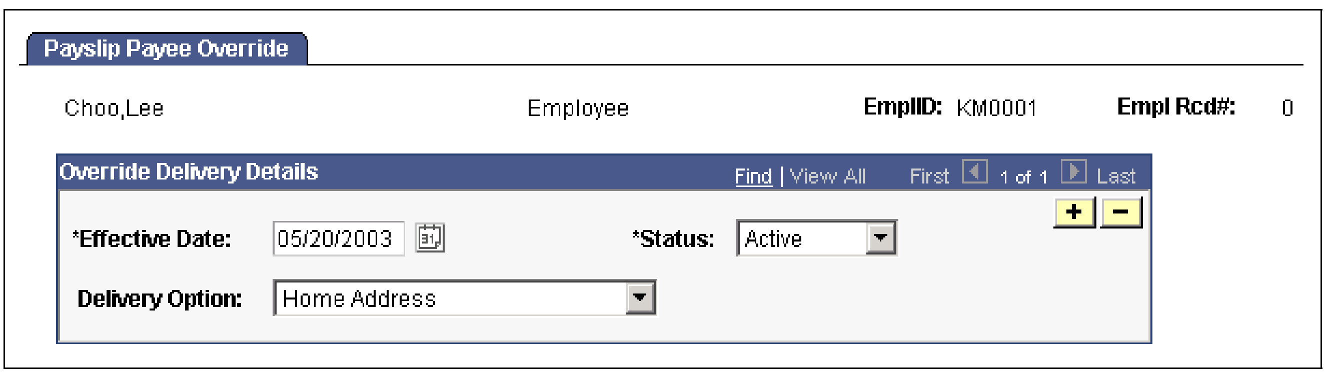
Chapter 8, "Setting Up Payslips," page 81

Page Used to Override Payslip Delivery Options

Page Name	Object Name	Navigation	Usage
Payee Payslip Override	GPMY_PSLP_PYE	Global Payroll & Absence Mgmt, Payee Data, Payslips, Payslip Delivery Option MYS	For an individual payee, select an effective-dated delivery option that is different from the default that is on the payslip template.

Overriding Delivery Options

Access the Payslip Payee Override page.



Payslip Payee Override page

Printing Payslips

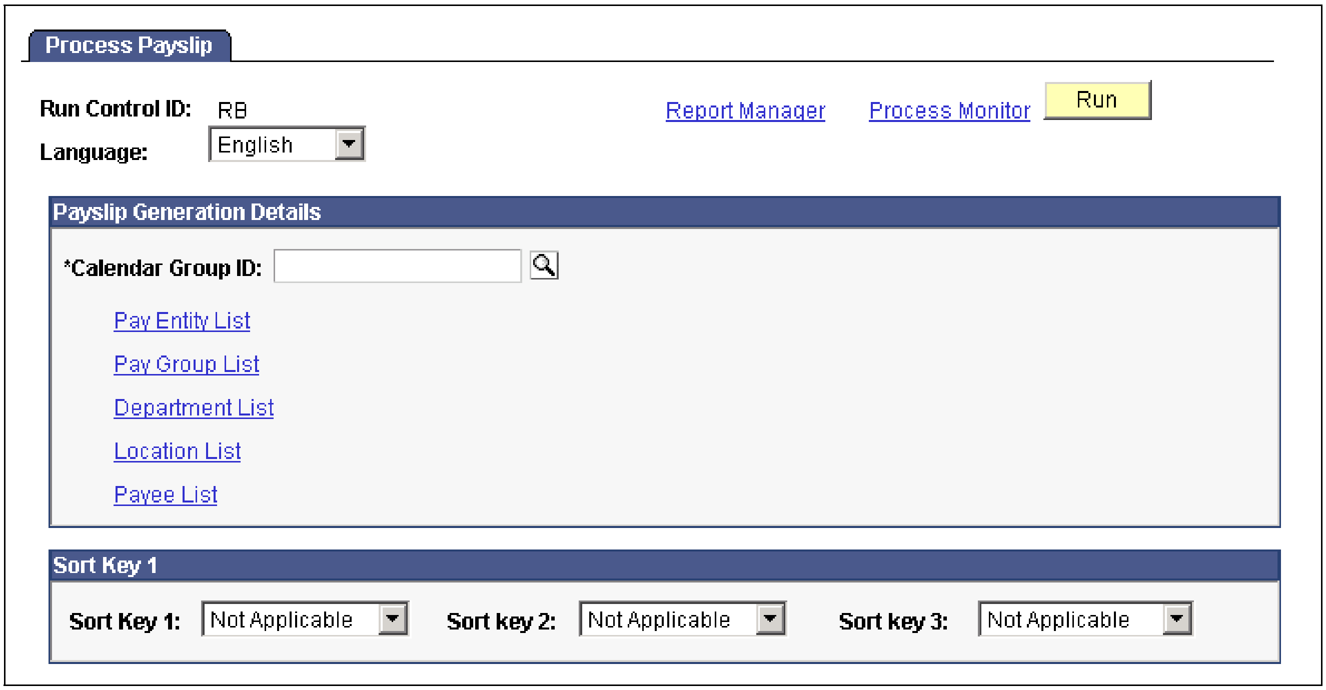
This section discusses printing payslips.

Page Used to Print Payslips

Page Name	Object Name	Navigation	Usage
Process Payslip	GPMY_PSLP_RC	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips MYS	Generate and print payslips.

Printing Payslips

Access the Process Payslip page.



Process Payslip page

You print payslips by running the GPMYPS01 SQR.

The template that you define controls the layout of the printed payslip.

You print payslips by calendar group ID. You can restrict the payslips that are printed from the pay run that is associated with the calendar group ID.

You can print payslips for:

- An entire calendar group ID.
- Individual payees for the selected calendar group ID.
- Groups of payees that are in the selected calendar group ID by pay entity, pay group, department, or location.

  The run control page has links to the options.

You can set up to three sort keys from the following options: *Department, Employee Name, Location, Not Applicable, Pay Entity,* and *Pay Group.* If you select *Not Applicable,* the program prints the payslips by employee name.

See Also

Chapter 19, "Printing and Viewing Payslips," Viewing Payslips Online, page 163

Chapter 8, "Setting Up Payslips," page 81

Chapter 19, "Printing and Viewing Payslips," Overriding Payslip Delivery Options, page 160

Description of Processes in Payslip Job

The Payslip page launches a Job (GPMYPYSL) containing two processes in sequence:

1. The Structured Query Report (SQR) GPMYPS01 prints the payslip report and provides self service related information for ePay if ePay is licensed.
2. The GP_EPAY Application Engine process uses the payslip report and self service related information provided by the prior processes in this job to create self-service payslips for each payee. If ePay is not licensed, this process will report that ePay has not been licensed and will complete with success.

See Also

PeopleSoft Enterprise ePay 8.9 PeopleBook, "Managing Pay Information for PeopleSoft Enterprise Global Payroll," Setting Up View Payslip

Viewing Payslips Online

This section provides an overview of payslip viewing and lists the page that is used to view payslips online.

Understanding Payslip Viewing

You can view an online version of the payslip. Like the printed payslip, the online version is based on the layout that is defined in the payslip template. This self-service transaction is part of ePay.

See Also

Chapter 19, "Printing and Viewing Payslips," Printing Payslips, page 161

Chapter 8, "Setting Up Payslips," page 81

Chapter 19, "Printing and Viewing Payslips," Overriding Payslip Delivery Options, page 160

Page Used to View Payslips Online

Page Name	Object Name	Navigation	Usage
View Payslips	GP_SS_EE_PSLP	Self Service, Payroll and Compensation, View Payslips	View payslips online.

CHAPTER 20

Reporting Payroll Data

This chapter provides overviews of payroll reports for Malaysia and payroll report definitions, and discusses how to:

- Set up payroll report definitions.
- Run payroll reports for Malaysia.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Malaysia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,” Viewing the Delivered Elements

Understanding Payroll Reports

The payroll reports for Malaysia are reports based on the core Global Payroll reports. They report additional data and present data in different formats to meet Malaysian reporting requirements. You can control the output of the reports by using previously set up report definitions.

Understanding Payroll Report Definitions

When you run the payroll register, reconciliation, and pay component reports, you can report earnings and deductions together, just accumulators, or both. However, you might not want to always include all earnings and deductions or all accumulators. Report definitions enable you to control the information that is included. When you run the report, you can select the report definition to provide the desired results.

Setting Up Payroll Report Definitions

To set up payroll report definitions, use the Payroll Reports Definition MYS (GPMY_PAY_REPT_DEFN) component.

When setting up the report definitions, you specify which earnings and deductions to *exclude* and which accumulators to *include*.

Page Used to Set Up Payroll Report Definitions

Page Name	Object Name	Navigation	Usage
Payroll Report Definitions	GPMY_PAY_REPT_DEFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payroll Reports Definition MYS	Enter the earnings and deductions that the system excludes and the accumulators that the system includes when you select a particular report definition on the report run control page.

Running Payroll Reports

The selection you make on the run control pages for the payroll register, reconciliation, and pay component reports controls the output of the report.

The following table describes the results that the various selections produce:

Output Required	Report ID Entered	Result
Earnings and Deductions	Yes	All earnings and deductions minus those specified for exclusion in the report ID.
Earnings and Deductions	No	All earnings and deductions.
Accumulators	Yes	Only the accumulators specified for inclusion on the report ID.
Accumulators	No	Nothing.
All	Yes	All earnings and deductions minus those specified for exclusion in the report ID. Only the accumulators specified on the report ID.
All	No	All earnings and deductions. No accumulators.

In the following table, the Usage column details the differences and provides information about the run control.

Pages Used to Run Payroll Reports

Page Name	Object Name	Navigation	Usage
Payroll Register	GPMY_RC_GPMYPY01	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register MYS	Create the report for a whole calendar group or a particular pay entity. If you create it for a pay entity, set From and To dates. For a pay entity, you can specify a summary report only. The sort options are Department, Location, and Payee Name. You can report earnings and deductions, accumulators, or both. Use report definitions to control the output. You can specify a payee population of all payees, selected pay groups, or selected payees.
Reconciliation Report	GPMY_RC_GPMYPY03	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Reconciliation MYS	Create the report for a whole calendar group or a particular pay entity. If you create it for a pay entity, set From and To dates. For pay entity, you can specify a summary report only. You can include year-to-date (YTD) values. The sort options are department, location. You can also specify whether to report earnings only, deductions only, or both earnings and deductions. Use report definitions to control the output. You can specify a payee population of all payees or select pay group

Page Name	Object Name	Navigation	Usage
Pay Component	GPMY_RC_GPMYPY05	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Components MYS	Create the report for a whole calendar group or a particular pay entity. If you create it for a pay entity, set From and To dates. For pay entity, you can specify a summary report only. The sort options are Department Location and Payee Name. You can also specify whether to report earnings only, deductions only, or accumulators. Use report definitions to control the output. You can specify the element population of all elements in the section or selected elements.
Absence History	GPMY_RC_ABS_HIST	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Leave History MYS, Absence History	Lists, for each employee, all leave taken, with dates and duration, paid status, and other information. If you don't specify a leave type, the report lists all types.
Leave Liability	GPMY_RC_LVELIAB	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Leave Liability MYS, Leave Liability	Lists, for each employee, absence entitlement converted to leave liability. It includes the earning codes used to pass liability to the general ledger interface (GLI) or QSP. It shows rate and unit type, category (for QSP reporting), accrual date (pay date) balance units and the balance amount (Rate × Balance).

See Also

Appendix A, "Global Payroll for Malaysia Reports," page 173

CHAPTER 21

Managing Termination Payments

This chapter provides an overview of termination processing and discusses how to:

- Terminate employees.
- Create termination reports.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Malaysia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Viewing Delivered Elements and System Data," Viewing the Delivered Elements

Understanding Termination Processing

The action of terminating an employee triggers the following mechanisms:

- Reconciliation calculations of taxes, Employee Provident Fund (EPF), and Social Security Organization (SOCSO).

  When processing the termination, the system performs the tax, EPF, and SOCSO reconciliation that is usually performed at the end of the month. Normal deduction limits do not apply to these calculations.
- Full recovery of festive advance balances.
- Payment of outstanding unused leave balances.

  General Ledger calculations must be performed on termination, even if the event occurs before the last period of the month. The system generates an earning that is equal to the total value of the outstanding leave balance. By using the General Ledger Interface, this earning closes out the total amount of accrued annual leave.
- Payment of earnings and deductions.

  The system can prorate earnings and deductions that depend on active status, removes the maximum limits for deduction calculations, and pays allowances that are normally paid only in the last period of the month.

The payroll system also enables you to make payments or take deductions because of a shortened notification period, and you can freeze the payment of net pay that is awaiting tax reconciliation.

See Also

Chapter 21, "Managing Termination Payments," Setting Up Payments and Deductions in Lieu of Notice, page 171

Chapter 21, "Managing Termination Payments," Freezing Net Pay Payment, page 172

Terminating Employees

Once the termination action or reason is entered on the Job Data page, you can enter more specific termination data into the system. Data required for payments and deductions in lieu of notice, and for freezing net pay can be entered on the Payee Terminations page.

This section discusses how to:

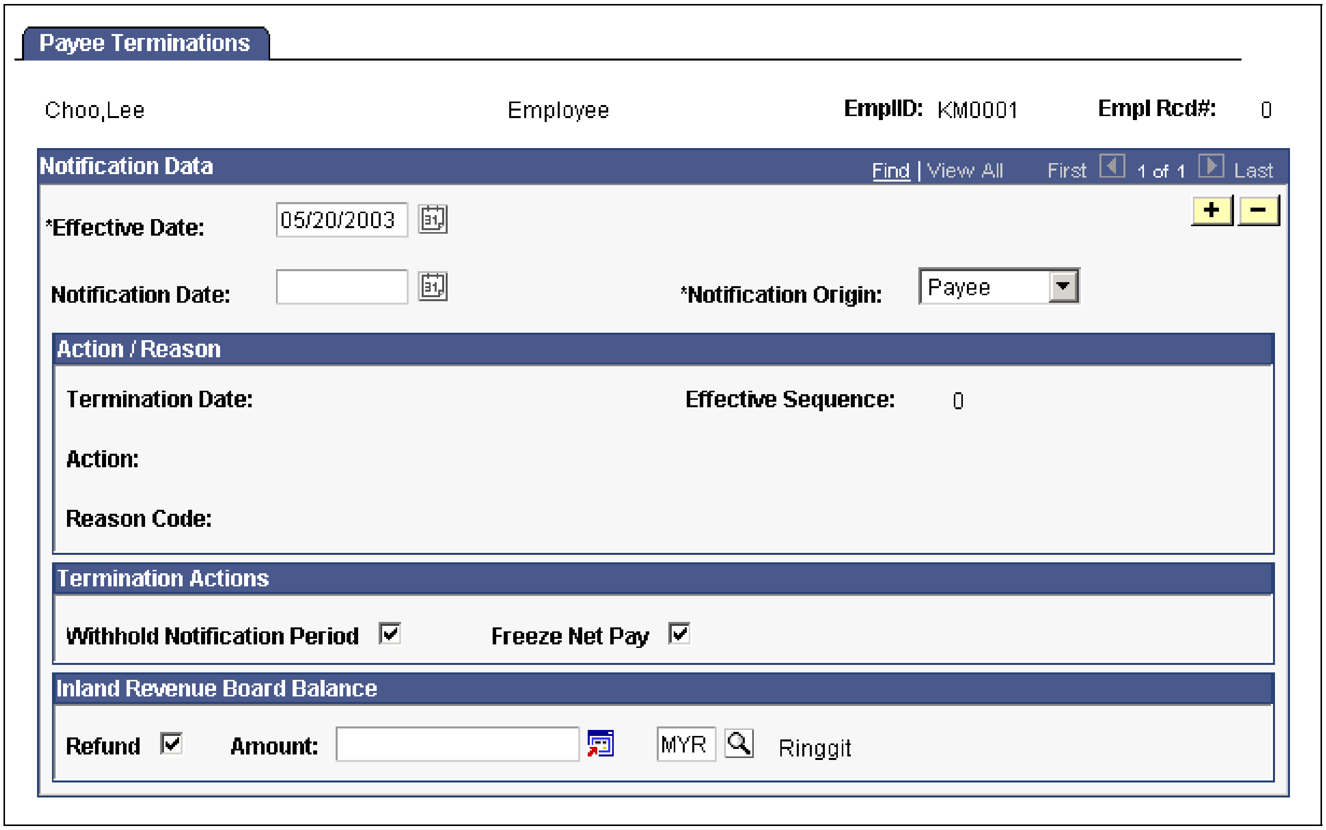
- Terminate employees.
- Set up payments and deductions in lieu of notice.
- Freeze net pay payment.

Page Used to Terminate Employees

Page Name	Object Name	Navigation	Usage
Payee Terminations	GPMY_TER_PYE	Global Payroll & Absence Mgmt, Payee Data, Terminations, Maintain Termination Data MYS	Enter termination details such as the name of the person who initiates the termination and the notification date. Select options to freeze net pay, withhold notification period, and grant an Inland Revenue Board (IRB) refund.

Terminating Employees

Access the Payee Terminations page.



Payee Terminations page

Effective Date Enter the employee's termination date. This needs to be the same termination date that is on the employee's job record. that is the job effective date minus 1.

Notification Date Enter the date that termination notification is given.

Notification Origin Indicate whether the payee or the employer initiates the termination.

Action and**Reason Code** This section displays termination information from the Job Data page.

Withhold Notification Period Deselect to ignore the notification dates for deductions and payments in lieu of notice.

Freeze Net Pay Select to freeze net payments on termination.

Refund Select to indicate that the amount that is listed is a refund from the IRB. If this check box is not selected, the employee owes the amount.

Amount Enter the amount that is owed to or reimbursed by the IRB.

Setting Up Payments and Deductions in Lieu of Notice

If a payee terminates employment and gives a notice period that is shorter than the one that the contract provides, the employer may deduct the salary that is related to the time difference. Application of this feature is optional and can be selected on an individual basis. To launch this calculation, enter an instance with an effective date that is equal to the termination date (one day before the termination action).

If an employer terminates a payee and gives a notice period that is shorter than the one that the contract provides, the employer must pay, in addition to the ordinary pay, the part of the salary that is related to the time difference. Application of this feature can be waived upon agreement.

To compare the contractual termination period with the actual termination period, the system uses the formula TER FM NOTIFIC. This formula uses the bracket TER BR NOTIFPER, which holds the contractual values, and the duration TER DR NOTIF, which calculates the duration between the termination notification and the effective date of the termination action.

Note. The bracket TER BR NOTIFPER is a sample notification period only. You should set up your own notification period bracket.

Freezing Net Pay Payment

If a payee terminates employment due to retirement or if the employee plans to leave Malaysia after termination, the IRB states that the payments of the last allowances must be frozen until the IRB does an actual yearly tax calculation. When the IRB does the final tax reconciliation calculation, the employer is given a value that it must deduct or pay on top of the previously frozen amount.

To freeze the net pay on termination, enter an instance with an effective date that is equal to the termination date (one day before the termination action). When the IRB sends the clearance notification to unfreeze net pay and the IRB balance amounts, enter a new effective-dated instance indicating when the unfreeze occurs.

Creating Termination Reports

Global Payroll for Malaysia enables you to create the following termination reports, as required by the IRB:

- *CP21*. This report provides notification of an employee's intent to leave Malaysia.
- *CP22A*. This report lists terminated employees.

See Also

Chapter 7, "Administering Inland Revenue Reporting," page 69

Appendix A

Global Payroll for Malaysia Reports

This appendix provides a summary table of all reports.

Global Payroll for Malaysia Reports: A to Z

This table lists the Global Payroll for Malaysia reports, sorted alphanumerically by report ID.

Note. For more information about running the reports, refer to the corresponding chapter in this PeopleBook.

For samples of these reports, see the PDF files published on CD-ROM with your documentation.

Report ID and Report Name	Description	Navigation	Run Control Page
GPMYAM01 Absence History Report	Lists, by employee, all types and durations of absence takes. This report lists, for each employee, all leave that is taken, with dates and duration, paid status, and other information.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, History MYS	GPMY_RC_ABS_HIST
GPMYAM02 Leave Liability Report	Reports the value of all leave balances (rate x entitlement balance). This report lists, for each employee, absence entitlement that is converted to leave liability. It includes the earning codes that are used to pass liability to General Ledger Interface or QSP.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Leave Liability MYS	GPMY_RC_LVELIAB
GPMYEP01 EPF Form A	Contains monthly statement of Employee Provident Fund (EPF) contributions.	Global Payroll & Absence Mgmt, Pension, Print EPF Form A MYS, EPF Form A	GPMY_RC_GPMYEP01
GPMYPY01 Results Register MYS	Summarizes, by payee, all earnings, deductions, and net pay for a pay period. The main difference between this report and the existing GP Payroll Results Register report is that this report lists the payroll results by pay entity and it reports across multiple pay periods.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register MYS	GPMY_RC_GPMYPY01

Report ID and Report Name	Description	Navigation	Run Control Page
GPMYPY03 Reconciliation MYS	Provides earning and deduction data from pay runs across multiple pay periods. The main difference between this report and the existing GP Payroll Summary Report is that this report lists the payroll by pay entity and it reports across multiple pay periods.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Reconciliation MYS	GPMY_RC_GPMYPY03
GPMYPY05 Pay Component	Lists by element code all of the amounts that are taken from employee's pays. This enables you to nominate the elements to be printed, the sort sequence, and the consolidation option. Provides earning, deduction, or accumulator data across multiple pay periods.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Components MYS	GPMY_RC_GPMYPY05
GPMYPY06 EPF Summary Report	Prints the payee IDs, pay end date, and EPF deductions that are for a given organizational unit.	Global Payroll & Absence Mgmt, Pension, Print EPF Summary MYS	GPMY_RC_GPMYPY06
GPMYPY07 SOCSO Summary Report	Prints the payee IDs, pay end date, and Social Security Organization (SOCSO) deductions that are for a given organizational unit.	Global Payroll & Absence Mgmt, Social Security / Insurance, Print SOCSO Summary MYS	GPMY_RC_GPMYPY07
GPMYSO01 SOCSO Form 8B	Lists SOCSO arrears contributions for employees with arrears contributions for a given period.	Global Payroll & Absence Mgmt, Social Security / Insurance, Print SOCSO Form 8B MYS	GPMY_RC_GPMYSO01
GPMYSO03 SOCSO Form 8A	Contains details of all contributions for the given period that are associated with the employer's SOCSO number.	Global Payroll & Absence Mgmt, Social Security / Insurance, Print SOCSO Form 8A MYS	GPMY_RC_GPMYSO03
GPMYSO02 SOCSO Form 2	Prints the employee register report.	Global Payroll & Absence Mgmt, Social Security / Insurance, Print SOCSO Form 2 MYS	GPMY_RC_GPMYSO02
GPMYSO04 SOCSO Form 3	Details all payees who are terminated in a given month.	Global Payroll & Absence Mgmt, Social Security / Insurance, Print SOCSO Form 3 MYS	GPMY_RC_GPMYSO04
GPMYTX01 CP21	Provides notification of an employee's intent to leave Malaysia.	Global Payroll & Absence Mgmt, Termination Processing, Print CP21 Forms MYS	GPMY_RC_GPMYTX01
GPMYTX02 CP22	Reports new employees.	Global Payroll & Absence Mgmt, Taxes, CP22 Forms MYS	GPMY_RC_GPMYTX02

Report ID and Report Name	Description	Navigation	Run Control Page
GPMYTX03 CP22A	Reports terminated employees.	Global Payroll & Absence Mgmt, Termination Processing, Print CP22A Forms MYS	GPMY_RC_GPMYTX03
GPMYTX04 CP39	Reports monthly taxation deductions.	Global Payroll & Absence Mgmt, Taxes, CP39 Forms MYS, Print CP39 Forms	GPMY_RC_GPMYTX04
GPMYTX05 CP159	Provides annual statement of tax deductions	Global Payroll & Absence Mgmt, Year-End Processing, Print CP159 Forms MYS	GPMY_RC_GPMYTX05
GPMYTX06 Form E	Identifies annually all payees, their total remuneration, and total deductions for the year.	Global Payroll & Absence Mgmt, Year-End Processing, Print Form E MYS	GPMY_RC_GPMYTX06
GPMYTX07 CP8A	Provides annual tax statements.	Global Payroll & Absence Mgmt, Year-End Processing, Print CP8A Forms MYS	GPMY_RC_GPMYTX07
GPMYTX08 CP159/PCB2	Provides annual statement of tax deductions.	Global Payroll & Absence Mgmt, Year-End Processing, Print PCB 2 (II) MYS	GPMY_RC_GPMYTX08

Glossary of PeopleSoft Terms

absence entitlement This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.

absence take This element defines the conditions that must be met before a payee is entitled to take paid time off.

academic career In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).

academic institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

academic organization In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.

academic plan In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.

academic program In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.

accounting class In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.

accounting date The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.

accounting split The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.

accumulator You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.

action reason The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template

In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

activity

In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

address usage

In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.

adjustment calendar

In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.

administrative function

In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

admit type

In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.

agreement

In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

allocation rule

In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.

alternate account

A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.

analysis database

In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.

Application Messaging PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.

AR specialist Abbreviation for *receivables specialist.* In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.

arbitration plan In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.

assessment rule In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.

asset class An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.

attribute/value pair In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.

audience In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.

authentication server A server that is set up to verify users of the system.

base time period In PeopleSoft Business Planning, the lowest level time period in a calendar.

benchmark job In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.

billing career In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.

bio bit or bio brief In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.

book In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.

branch A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.

budgetary account only An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

budget check In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.

budget control In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business activity	The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.
business event	In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity. In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
business process	A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth. See also *detailed business process.*
business task	The name of the specific function depicted in one of the business processes.
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
campus	In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company's catalog.
catalog partner	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
category	In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit — The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey — One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

checkbook — In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.

checklist code — In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

class — In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

Class ChartField — A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

clearance — In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.

clone — In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

cohort — In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *division*.

collection — To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

collection rule — In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.

comm key — See *communication key.*

communication key — In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.

compensation object — In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.

component interface A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.

condition In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.

configuration parameter catalog Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.

configuration plan In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.

constituents In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).

content reference Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.

context In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.

In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions.

In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.

control table Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.

cost profile A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.

cost row A cost transaction and amount for a set of ChartFields.

course In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab.

See also *class.*

course share set In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

current learning — In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.

data acquisition — In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).

data cube — In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.

data elements — Data elements, at their simplest level, define a subset of data and the rules by which to group them.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

dataset — A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method — In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.

delivery method type — In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

detailed business process — A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.

dimension — In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.

directory information tree — In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.

division — In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *cohort*.

document sequencing A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.

dynamic detail tree A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.

edit table A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.

effective date A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.

EIM ledger Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

elimination set In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.

equitization In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.

equity item limit In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.

event A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.

In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.

event propagation process In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.

exception In PeopleSoft Receivables, an item that either is a deduction or is in dispute.

exclusive pricing In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.

fact In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

financial aid term In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.

forecast item A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

fund In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.

gap In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.

generic process type In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.

gift table In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.

GL business unit Abbreviation for *general ledger business unit.* A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit*.

GL entry template Abbreviation for *general ledger entry template.* In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

GL Interface process Abbreviation for *General Ledger Interface process.* In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

group In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.

incentive object In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.

incentive rule In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.

incur In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.

initiative In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.

inquiry access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

See also *update access.*

institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

integration A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.

integration point An interface that a system uses to communicate with another PeopleSoft application or an external application.

integration set A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.

item In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

item shuffle In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.

joint communication In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

keyword In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

LDIF file Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft data and directory data.

learner group In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.

learning components In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.

learning environment In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.

learning history In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.

ledger mapping You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

library section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.

linked section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.

linked variable In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.

LMS Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.

load In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

logistical task In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

market template In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.

mass change In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.

See also *3C engine*.

match group In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

MCF server Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

merchandising activity In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

meta-SQL Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.

metastring Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

multibook In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).

multicurrency The ability to process transactions in a currency other than the business unit's base currency.

national allowance In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.

need In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package is based on the amount of financial need. The process of determining a student's need is called *need analysis.*

node-oriented tree A tree that is based on a detail structure, but the detail values are not used.

pagelet Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.

participant In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.

participant object Each participant object may be related to one or more compensation objects.

See also *compensation object.*

partner A company that supplies products or services that are resold or purchased by the enterprise.

pay cycle In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.

payment shuffle In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.

pending item In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

PeopleCode PeopleCode is a proprietary language, executed by the PeopleSoft component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.

PeopleCode event See *event.*

PeopleSoft Pure Internet Architecture The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.

performance measurement In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.

period context In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.

person of interest A person about whom the organization maintains information but who is not part of the workforce.

personal portfolio In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.

plan In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

plan template In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

planned learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.

planning instance In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

population In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it.

See also *division* and *cohort*.

portal registry In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.

price list In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.

price rule In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

price rule condition In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.

price rule key In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.

primacy number In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.

primary name type In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

process category In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.

process group In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.

process definition Process definitions define each run request.

process instance A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.

process job You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

process request A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

process run control A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

product A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.

product category In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

product family A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.

product line The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.

programs In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.

progress log In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

project transaction In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

publishing In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

rating components In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

record group A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag Abbreviation for *record input value-added tax flag.* Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.

record output VAT flag Abbreviation for *record output value-added tax flag.*

See *record input VAT flag.*

recname The name of a record that is used to determine the associated field to match a value or set of values.

recognition In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

reference data In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.

reference object In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

reference transaction In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

regional sourcing In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

relationship object — In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.

remote data source data — Data that is extracted from a separate database and migrated into the local database.

REN server — Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.

requester — In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

reversal indicator — In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.

role — Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

role user — A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.

roll up — In a tree, to roll up is to total sums based on the information hierarchy.

run control — A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.

run control ID — A unique ID to associate each user with his or her own run control table entries.

run-level context — In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.

SCP SCBM XML message — Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.

search query — You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

search/match — In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.

seasonal address — In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

section — In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

security event — In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

serial genealogy — In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

service impact In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

service indicator In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

session In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

share driver expression In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

single signon With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.

source key process In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.

source transaction In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.

speed key See *communication key.*

SpeedChart A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
staging	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.
standard letter code	In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.
statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
storage level	In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.
subcustomer qualifier	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
Summary ChartField	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
summary ledger	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
summary time period	In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.
summary tree	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.
syndicate	To distribute a production version of the enterprise catalog to partners.
system function	In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.
TableSet	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
TableSet sharing	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

tax authority In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.

template A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

territory In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.

third party A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.

3C engine Abbreviation for *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.

3C group Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.

TimeSpan A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.

trace usage In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.

transaction allocation In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.

transaction state In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and “picked up” by a different section for further processing.

Translate table A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.

tree The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

tuition lock In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

unclaimed transaction — In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.

universal navigation header — Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

update access — In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

See also *inquiry access.*

user interaction object — In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

variable — In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

VAT exception — Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.

VAT exempt — Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.

VAT exoneration — Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.

VAT suspension — Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.

warehouse — A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

work order — In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.

worker — A person who is part of the workforce; an employee or a contingent worker.

workset — A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.

worksheet — A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

worklist — The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

XML link — The XML Linking language enables you to insert elements into XML documents to create a links between resources.

XML schema — An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.

XPI — Abbreviation for *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.

yield by operation — In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT — Abbreviation for *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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