ORACLE®

PEOPLESOFT ENTERPRISE

PeopleSoft Enterprise Global Payroll for India 9.0 PeopleBook

December 2006

ORACLE®

Contents

Chapter 13
Managing Year-End Processing...93

Chapter 14
Creating Payee Reports...105

Contents

About This PeopleBook Preface

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

This preface discusses:

- PeopleSoft Enterprise application prerequisites.
- 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 elements, such as fields and check boxes, that require additional explanation. If an 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 Enterprise applications are defined in this preface.

PeopleSoft Enterprise 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 Enterprise applications.

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

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft Enterprise menus, pages, 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 Enterprise applications most effectively.

Application Fundamentals

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

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 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 Enterprise applications. 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.

• Download and order printed documentation.

Obtaining Documentation Updates

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

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

See Also

Oracle's PeopleSoft Customer Connection, http://www.oracle.com/support/support_peoplesoft.html

Downloading and Ordering Printed Documentation

In addition to the complete line of documentation that is delivered on your PeopleBook CD-ROM, Oracle makes PeopleSoft Enterprise documentation available to you via Oracle's website. You can:

• Download PDF files.

• Order printed, bound volumes.

Downloading PDF Files

You can download PDF versions of PeopleSoft Enterprise documentation online via the Oracle Technology Network. Oracle makes these PDF files available online for each major release shortly after the software is shipped.

See Oracle Technology Network, http://www.oracle.com/technology/documentation/psftent.html.

Ordering Printed, Bound Volumes

You can order printed, bound volumes of selected documentation via the Oracle Store.

See Oracle Store, http://oraclestore.oracle.com/OA_HTML/ibeCCtpSctDspRte.jsp?section=14021

Additional Resources

The following resources are located on Oracle's PeopleSoft Customer Connection website:

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

Typographical Convention or Visual Cue	Description
[ ] (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 Enterprise 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 Oracle reference and training materials. Please send your suggestions to your product line documentation manager at Oracle Corporation, 500 Oracle Parkway, Redwood Shores, CA 94065, U.S.A. Or email us at appsdoc@us.oracle.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 India 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 India.

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 9.0 Application Fundamentals PeopleBook*.

See Also

PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook, "PeopleSoft Enterprise HRMS 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 Enterprise 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 9.0 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 application.

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 India

This chapter provides an overview of Global Payroll for India and discusses:

• Global Payroll for India business processes.

• Global Payroll for India integrations.

• Global Payroll for India implementation.

Global Payroll for India Overview

Global Payroll for India delivers elements, rules, pages, processes, and reports that work with the PeopleSoft Enterprise Global Payroll core application to form a complete payroll package for India.

With Global Payroll for India, you can capture establishment information. You can process leave travel and medical allowances. The system enables you to record, report, and process taxes deducted as per the Indian Income Tax Act and Profession Tax Act. You can process absences due to privilege leave, sick leave, maternity leave, casual leave, and other reasons. With Global Payroll for India, you can enroll employees in Provident Funds, calculate payee and employer Provident Fund contributions, and ensure that monthly contributions are correctly deposited with the proper Provident Fund Authority. You can ensure that all payees are registered per the Employee State Insurance Act, capture the relevant personal information of payees, and deduct appropriate contributions each month. You can issue loans and advances to payees and then deduct repayment from payees on a monthly basis. You can set up and run the banking process and process paychecks. With Global Payroll for India, you can generate payslips. You can generate reports to meet the requirements for year-end recording, reporting, and processing.

Global Payroll for India Business Processes

The following is a list of the Global Payroll for India business processes:

• Absences.

• Provident funds.

• Employee state insurance (ESI).

• Allowances.

• Loans and advances.

• Taxes.

• Banking.

• Payslips.

• Reporting.

• Year-end processing.

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

Global Payroll for India Integrations

Global Payroll for India 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 *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Working with Payee Data"

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Integrating with PeopleSoft Enterprise Time and Labor"

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Integrating with PeopleSoft Enterprise General Ledger"

Global Payroll for India 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.

See Also

PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook, "PeopleSoft Enterprise HRMS Application Fundamentals Preface"

Enterprise PeopleTools PeopleBook: PeopleSoft Setup Manager

CHAPTER 2

Understanding Global Payroll for India

This chapter discusses:

• Global Payroll for India.

• Global Payroll for India business processes.

• Delivered elements for India.

• Delivered elements naming convention.

• Archiving data Global Payroll for India.

Global Payroll for India

Global Payroll for India is a country extension of the core PeopleSoft Enterprise Global Payroll application. It provides you with the payroll rules, elements, and absence processes that you need to run a payroll in India.

Note. If you want to use the delivered rules for this country, we recommend that you use only employment instances in PeopleSoft Enterprise Human Resources.

Global Payroll for India Business Processes

Global Payroll for India supports the following business processes:

• Establishments.

Establishments are used to identify separate units of a company, based on location. Global Payroll for India provides pages on which you capture establishment information. Pages provided record the head of the establishment, nature of business, whether the establishment is registered under the Factories Act or the Shops and Establishments Act, whether the establishment is covered under the Employee State Insurance (ESI) Act, Workmen's Compensation Act, or both, and ESI, provident fund, professional tax, and income tax registration details.

See .

• Allowances.

Companies might provide payees certain types of allowances. Global Payroll for India enables you to process leave travel and medical allowances.

For the leave travel allowance program, you can define the program (including who can be covered for reimbursements), capture the leave travel allowance amount (per payee) for the year, track payee claims details and whether the minimum days of leave have been taken, and track payee balances.

For the medical allowance program, you can define the program (clearly defining the exemption amount that a payee can claim), track payee claims details (while ensuring that the claims in excess of the exemption limit is added to the taxable earnings of the payee), and track payee balances.

See Chapter 8, "Processing Allowances," page 49.

- Absences.

PeopleSoft delivers predefined rules for processing absences due to privilege leave, sick leave, maternity leave, casual leave, and other reasons. We designed these rules according to India's statutory requirements. You can easily modify many of these rules to reflect absence policies (leave policies) that are specific to your organization or to labor agreements that might be in force for the employees.

We deliver sample values for many absence take and absence entitlement elements.

PeopleSoft delivers predefined sections and process lists for absence processing. You can use these, modify them, or create your own.

See Chapter 5, "Understanding Absence Rules," page 35.

- Provident funds.

The provident fund program exists as a method of retirement savings for India's workforce. With Global Payroll for India you can:

  - Define the type of provident fund chosen by the company (statutory provident fund or recognized provident fund).

  - Ensure that all payees are registered with a provident fund and capture the personal information for the payee and their beneficiaries.

  - Define the three programs under the provident fund and the calculation methodology for each.

  - Ensure that the deductions for payee contributions are properly calculated and deducted on a monthly basis.

  - Ensure that the employer contribution is properly calculated.

  - Ensure that the monthly contributions are correctly deposited with the proper provident fund authority.

    See Chapter 6, "Enrolling Payees in Provident Funds," page 39.

- ESI.

ESI is a social security program designed to provide income protection to workers and their dependents when a payee becomes unable to work, or when a payee dies. With Global Payroll for India you can ensure that all of the payees are registered per the ESI Act, capture relevant personal information of payees and their dependents, and ensure that the deductions for contributions from payees are deducted from their pay each month.

See Chapter 7, "Enrolling Payees in Employee State Insurance," page 45.

- Reports.

For certain payroll business processes, it is necessary to generate reports to comply with legislative reporting requirements. Such reports are required for processes related to ESI, provident funds, profession tax, income tax, medical allowance, and leave travel allowance. Global Payroll for India provides samples of these for your reporting needs.

The Global Payroll for India payee reports feature provides you with a flexible reporting solution for payroll information. Setup pages are provided that enable you to change the Global Payroll elements that are used in the delivered sample reports. This feature enables you to change the contents of a report without making a change to the program that prints the report.

Additionally, Global Payroll provides generic reporting pages to address additional reporting needs. You create a generic report by defining report parameters such as break levels, sorting, and the rows and columns to be printed on the report. After you define the parameters, you can run the report. At the time you run the report, you can define additional parameters on the run control page to further refine the resulting reports.

See <u>Chapter 14, "Creating Payee Reports," page 105</u>.

See <u>Appendix B, "Global Payroll for India Reports," page 129</u>.

• Labour Welfare Fund (LWF).

The Indian Ministry of Labour has introduced the concept of Labour Welfare Fund in order to extend a measure of social assistance to workers in the unorganized sector. With Global Payroll for India, one can ensure that all payees are registered for LWF deductions.

The deductions towards Labour Welfare Fund are different for different states and are based on the *Active* status of employee as on the last day of the month. Enrolling Payees in LWF: The Specify Tax Details IND page is used to enroll employees under LWF. A new field Eligible for LWF is introduced to capture employee registration.

• Loans and advances.

Many companies in India make loans and advances available to employees. Global Payroll for India enables you to issue loans and advances to payees and then process repayment as deductions over a period of time. With Global Payroll for India you can define the different type of loans that the company provides (such as home loans, car loans, and personal loans), define the repayment schedules that the payee requests based on the type of loan, and ensure that repayment from payees is deducted on a monthly basis and that the monthly repayments are adjusted against the loan balance or the advance balance. The payee has the option of early payment of the loan commonly known as foreclosure in India. Payment and balance information is easily provided to payees.

See <u>Chapter 9, "Managing Loans and Advances," page 57</u>.

• Taxes.

Companies must deduct and report on taxes. Global Payroll for India provides functionality to meet legislated tax recording, reporting, and processing requirements for taxes deducted per the Indian Income Tax Act and Profession Tax Act. Refer to the year-end processing section below for more details on the reporting.

See <u>Chapter 10, "Withholding Taxes," page 63</u>.

• Banking.

The banking process uses input from Global Payroll setup, payee, and result tables. The process creates the data required for direct deposit into output tables. This includes the Employee, Account number, Net Pay, and other fields. This process must be run after the payroll run. We deliver specifications to a sample financial institution as a guide for you to use for the financial institution.

A report and a flat file to be sent to the bank are generated from these output tables.

The above process can be run separately for reimbursements such as medical or leave travel allowance. If the earnings for reimbursements are nontaxable, then the gross and net amounts are the same.

For other types of pay (such as bonuses), you follow the same process as for a regular payroll, which is run separately.

See <u>Chapter 11, "Working with Banking," page 77</u>.

• Payslips.

The Global Payroll for India payslip solution provides you with a series of features including payslip definition pages, run control pages, and a Structured Query Report program.

The data used in the production of the payslips is generated by the pay calculation process and resides in various result tables. Additional data from Human Resources and Global Payroll are also used. While some customers have their own pay advice designs, we provide a generic payslip that can be modified to meet your needs.

• Year-end processing.

One of the tasks that must be undertaken in the annual payroll cycle is year-end processing. We provide functionality to meet the requirements for year-end recording, reporting, and processing. Year-end reports are generated in formats for annual reporting required under legislation such as the Factories Act, ESI Act, Provident Fund Act, Profession Tax Act, Minimum Wages Act, and Income Tax Act. Year-end information can easily be provided to both the regulatory authorities and the payees at the close of the financial year.

Delivered Elements for India

This section discusses:

• Creation of delivered elements.

• Element ownership and maintenance.

Creation of Delivered Elements

Global Payroll defines each business process for India 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 "customary" payroll practices.

All of the elements and rules delivered as part of the country extension were created by 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 delivered as part of the Global Payroll system. Because the tools needed to redefine or create new payroll elements are fully documented in the core application PeopleBook, we do not reproduce this information here. Instead, we briefly review 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 defined by PeopleSoft).

The core application has the following characteristics:

• It consists of a payroll rules engine—a flexible tool that enables users to define the rules and elements of the payroll system and execute payroll and absence calculations.

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

• It provides a payroll processing framework—a flexible way to define and execute payroll and absence processing flows, such as calendars, run types, pay periods, and process lists.

Country extensions have the following characteristics:

• They are built by using the core application.

- They consist of statutory and customary objects (country-specific payroll rules, elements, payroll processes, reports, pages, and self-service applications).

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for India. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing Delivered Elements"

Element Ownership and Maintenance

The delivered elements and rules of the Global Payroll country extension can be classified according to whether they are owned and maintained by the customer or by PeopleSoft. Some elements and rules are maintained exclusively by PeopleSoft and cannot be modified, while others can be configured to meet requirements unique to each organization.

Element Ownership in Global Payroll

There are five categories of element ownership in Global Payroll.

PS Delivered/Maintained	Elements that are delivered and maintained on an ongoing basis by PeopleSoft.
PS Delivered/Not Maintained	Elements that PeopleSoft delivers that can be modified or reconfigured by the customer. This category consists primarily of either customary (nonstatutory) rules or statutory elements that customers might want to define according to a different interpretation of the rules. Although PeopleSoft might occasionally update elements that are defined as PS Delivered/Not Maintained, you are not required to apply these updates.
Customer Maintained	Elements that are created and maintained by your organization. PeopleSoft does not deliver rules defined as Customer Maintained.
PS Delivered/Customer Modified	Elements that were originally PS Delivered/Maintained elements over which the customer has decided to take 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 India

Of the five categories of element ownership, only the following two are used to define Indian elements: PS Delivered/Maintained and PS Delivered/Not Maintained. Although Global Payroll for India delivers some elements as PS Delivered/Maintained, the large majority of elements are designated PS Delivered/Not Maintained. This enables you to modify, update, and reconfigure the delivered elements to meet needs that are specific to your organization.

Note. In general, Global Payroll for India uses the ownership category PS Delivered/Not Maintained except where the modification of an element might interfere with calculations designed to satisfy strict (and generally invariable) legal requirements, such as in the case of taxes. The value of this approach is clearly evident in the setup of delivered accumulators. Because balance accumulators (for example, those storing taxable gross on a year-to-date basis) must be set up to comply with rigid legal requirements for reporting taxes and contributions, Global Payroll for India defines them as PS Delivered/Maintained (meaning you cannot modify or directly add new elements to them). However, you can add new elements to these accumulators by using the delivered segment accumulators, which serve as the basic entry point into the system and are not maintained by PeopleSoft. Therefore, when you define a new earning or deduction, you can assign the element to a segment accumulator, and the segment accumulator automatically contributes to the correct balance accumulators.

The following table contains an element-by-element description of Global Payroll for India's approach to element ownership and maintenance:

Element Type	Ownership	Exceptions
Earning	PS Delivered/Not Maintained	Tax-related earnings are PS Delivered/Maintained.
Deduction	PS Delivered/Not Maintained	Tax-related deductions are PS Delivered/Maintained.
Variable	PS Delivered/Not Maintained	Tax-related variables are PS Delivered/Maintained.
Bracket	PS Delivered/Not Maintained	Tax-related brackets are PS Delivered/Maintained.
Accumulator	PS Delivered/Not Maintained	Tax-related accumulators are PS Delivered /Maintained.
Element Group	PS Delivered/Not Maintained	Tax-related element groups are PS Delivered /Maintained.
Process List	PS Delivered/Not Maintained	Tax-related process lists are PS Delivered/Maintained.
Section	PS Delivered/Not Maintained	Tax-related sections are PS Delivered/Maintained.
Formula	PS Delivered/Not Maintained	Tax-related formulas are PS Delivered/Maintained.
Array	PS Delivered/Not Maintained	Tax-related arrays are PS Delivered/Maintained.
Writable Array	PS Delivered/Not Maintained	Tax-related writable arrays are PS Delivered /Maintained.
Generation Control	PS Delivered/Not Maintained	Tax-related generation controls are PS Delivered/Maintained.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining General Element Information," Defining Element Names

Delivered Elements Naming Convention

This section discusses:

• Element names.

• Functional area codes.

• Element type codes (PIN_TYPE).

Element Names

One of the keys to understanding how delivered payroll elements function in the system is to understand their names. Understanding the naming convention developed for PeopleSoft-delivered elements can help you determine how an element is used, the element type, and even the functional area it serves. Depending on whether the element is a primary element, a component of a primary element, or a supporting element, one of the following naming conventions applies.

Supporting Elements

For supporting elements, such as variables, formulas, dates, durations, and so on, PeopleSoft uses the following naming conventions: FF TT NAME or FFF TT NAME.

The following lists further describes this naming convention:

• FF or FFF: Functional area code.

  See Chapter 2, "Understanding Global Payroll for India," Functional Area Codes, page 13.

• TT: Type of supporting element.

  See Chapter 2, "Understanding Global Payroll for India," Element Type Codes (PIN_TYPE), page 14.

• NAME: The name provides a further means of identifying the element.

For example, in the provident fund array PF AR ENROLLMENT, PF represents the functional area, AR represents the element type, and ENROLLMENT provides a further means of identifying the element.

Note. This naming convention applies to the following element types: arrays, brackets, counts, dates, durations, formulas, rate codes, variables, historical rules, fictitious calculation rules, proration rules, rounding rules, and generation control conditions.

Primary Elements

Primary elements, such as earnings, deductions, absence take, and absence entitlement elements generally do not contain functional area codes or element type codes in their names. This is because primary elements have names based on Indian terms that identify the function and element type without the use of additional codes. For example, the name of the earning element BASE SALARY clearly identifies this element as an earning, and more specifically, as a base salary element.

Other Elements

Although there is no fixed naming convention for accumulators, sections, and element groups, Global Payroll for India commonly uses the following naming conventions: FF TT NAME or FFF TT NAME.

The following lists further describes this naming convention:

• FF or FFF: Functional area code.

  See .

• TT: Type of supporting element.

  See .

• NAME: The name provides a further means of identifying the element.

For example, a section in a process list for India might be named LA AC LOAN PAY, where LA is a functional area code, AC represents the element type, and LOAN PAY provides a means of uniquely identifying the element.

Additional Clues to the Use of Indian Elements

Many Indian elements contain abbreviations that provide clues (beyond those provided by the functional area codes or element type codes) to their use in the system. For example, consider the following variable element: LT VR CLAIM AMTNTAX is the nontaxable claim amount for leave travel allowance. As you become more familiar with the payroll rules that are created for India, these abbreviations help you to further identify and understand the role played by each element.

The following table lists the most common abbreviations that are used in the names of Indian elements:

Abbreviations Used in Global Payroll for India	English
ER	Earning
MIN	Minimum
MAX	Maximum
TX	Taxable
NTX	Nontaxable
PCT	Percent or Percentage
PRD	Period

Component Names (Suffixes)

In Global Payroll for India, suffixes are used to name the components of earning and deduction elements. For example, when you create an earning, deduction, or absence element in Global Payroll, you must define the components that make up the element, such as base, rate, unit, and percentage. The system automatically generates the components and accumulators for the element based on the calculation rule or accumulator periods that are used. The system also names the components and accumulators by appending a suffix to the element's name.

For example, let's say that you define the earning element named EARN1 with the following calculation rule:

EARN1 = Rate x Unit

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

As you can see, the system creates suffixes to name the components of the element (_RATE and _UNIT). In Global Payroll all suffixes fall into one of the following types:

• Separator.

• Earning/deduction component suffixes.

• Earning/deduction accumulator suffixes.

• Deduction arrear component suffixes.

• Absence entitlement component suffixes.

• Absence entitlement accumulator suffixes.

Note. To view all the suffixes that are defined for a country, use the Element Suffixes page in the core Global Payroll application.

Separator

Global Payroll for India delivers a separator defined as: _ (underscore).

Component Suffixes

The following table lists the component suffixes delivered for India:

Component	Suffix
Base	BASE
Percentage	PCT
Rate	RATE
Unit	UNIT

Accumulator Suffixes

The following table lists the accumulator suffixes delivered for India:

Accumulator	Suffix - Calendar Period: Amount	Suffix - Calendar Period: Unit	Suffix - Fiscal Period: Amount	Suffix - Calendar Period: Unit
Calendar Period to Date	CPTDA	CPTDU	FPTDA	FPTDU
Month to Date	CMTDA	CMTDU	FMTDA	FMTDU
Quarter to Date	CQTDA	CQTDU	FQTDA	FQTDU
Year to Date	CYTDA	CYTDU	FYTDA	FYTDU

Deduction Arrears Component Suffixes

The following table lists the deduction arrears component suffixes delivered for India:

Deduction Arrears Component	Suffix
Payback	PBCK
Amount not Taken	ANTKN
Add to Arrears	ATARR
Arrears accumulator	ARR

Absence Entitlements Suffixes

The following table lists the absence entitlement suffixes delivered for India:

Absence Entitlement	Component/Accumulator	Suffix
Separator		_ (underscore)
Component	Unit Paid	UNTPD
	Unit Adjustment	UNADJ

Absence Entitlement	Component/Accumulator	Suffix
Accumulator	Balance	BAL
	Adjustment	ADJ
	Entitlement	ENT
	Take	TKE

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining General Element Information," Defining Suffixes

Functional Area Codes

The following table contains the functional area codes used in the names of Indian elements:

Functional Area	Description
IT	Income Tax
PF	Provident Fund
ALW	Allowance
REM	Reimbursement
BASE	Basic Pay
ER	Other Earnings
DED	Deductions
ARR	Arrears
PT	Profession Tax
LT	Leave Travel Allowance
ESI	Employee State Insurance

Functional Area	Description
MA	Medical
WC	Workmen Compensation
TDS	Tax Deduction Source
OT	Overtime
LN	Loans
ADV	Advances
LWF	Labour Welfare Fund

Element Type Codes (PIN_TYPE)

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

Element Type	Description
AE	Absence Entitlement
AT	Absence Take
AC	Accumulator
AR	Array
AA	Auto Assigned
BR	Bracket
CT	Count
DT	Date
DD	Deduction

Element Type	Description
DR	Duration
ER	Earning
EG	Element Group
EM	Error Message
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HR	Historical Rule
PR	Process
PO	Proration Rule
RC	Rate Code
RR	Rounding Rue
SE	Section
SY	System Element
VR	Variable

Archiving Data for Global Payroll for India

PeopleSoft Enterprise Global Payroll for India generates a large amount of result data. This data often needs to be maintained for audit or regulatory purposes. To keep the amount of stored data manageable, you should periodically archive it. PeopleSoft PeopleTools delivers an archiving tool called the Data Archive Manager. To aid you in archiving your result data using the Data Archive Manager, PeopleSoft Global Payroll for India delivers a predefined archive object (GPIN_RSLT_ARCHIVE) and an archive template (GPINRSLT). The delivered archive template uses queries that select data by calendar group ID (CAL_RUN_ID field). The calendar group ID can be used to archive single or multiple calendar group data.

The archiving function captures data from the calculation, banking, general ledger, and other post processing tables. The following is a list of the result tables that are archived for Global Payroll for India:

Result Record Type	Record Archived
Calculation (Writable Array)	GPIN_LTA_TOT_WA
Calculation (Writable Array)	GPIN_LTA_WA
Calculation (Writable Array)	GPIN_MDA_TOT_WA
Calculation (Writable Array)	GPIN_MDA_WA
Calculation (Writable Array)	GPIN_PSLP_RSLT
Banking	None
General Ledger	None
Other Post Processing	• Payslip Related: GPIN_PSLP_MSGPY. This table stores result payslip message information by cal_run_id. • Payee Reports GPIN_PR_TMP and GPIN_PR_TMP3.

Note. Please use extreme caution when making changes to delivered archive objects, queries, or templates. Any modifications can result in the loss of important data.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook,* "Archiving Data," Archiving Global Payroll Data.

CHAPTER 3

Understanding Country Data

This chapter discusses:

• Installation setup for Global Payroll for India.

• Element PIN ranges.

• Delivered sample data.

• Retroactive methods.

• Categories.

• Dependent relationships.

• Permission lists, roles, and users.

• Delivered queries.

• Delivered earnings, sections, and process list elements.

Installation Setup for Global Payroll for India

To install Global Payroll for India, you must select the IND - India check box on the Global Payroll Country Extensions page. The Products page is discussed in the *PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook*.

See Also

PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook, "Setting Up and Installing PeopleSoft HRMS"

Element PIN Ranges

Each country extension that is developed for Global Payroll is assigned a PIN range to which elements can be assigned. The PIN range for Global Payroll for India is 170000-179999. This means that all elements that are defined for Global Payroll for India are assigned a PIN number between 170000 and 179999.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining General Element Information," Understanding Elements

Delivered Sample Data

PeopleSoft delivers sample data to enable easy navigation in the system during the implementation analysis. Sample data can also serve as the starting point for the design of your own implementation of Global Payroll for India. The following data values provide basic information that enables you to more easily view the delivered sample data.

Most of the delivered sample data for Global Payroll for India begins with the letters KP. Some of the delivered sample data begins with the numeric value of 1929.

The following table describes the delivered sample data:

Sample Data Type	Delivered Value
Regulatory Region	IND
Business Unit	IND01 and KP01
SetID	IND and KPIND (IND is the setID for the regulatory region and KPIND is the setID for other data.)
Company	KP1 and KP2
Global Payroll Pay Group	KP1PG1, KP1PG2, KP2PG1, and KP2PG2
Establishment	KPEST1 through KPEST7

Delivered values *KPEST1* is for the state of Karnataka, *KPEST2* for Delhi, *KPEST3* for the state of Andhra Pradesh, *KPEST4* for the state of Tamil Nadu, *KPEST5* for the state of Maharashtra, *KPEST6* for the state of West Bengal, and *KPEST7* for the state of Madhya Pradesh.

Retroactive Methods

The default retroactive methods for Global Payroll for India are:

Default Retro Method   Forwarding.

On Conflict Retro Method   Forwarding.

Note. If you use corrective as the retro method, you must ensure that all periods prior to the start of the current tax year are forwarded to the current year. For example, if during May a payee was paid a backdated increase for the period January to April, you can use corrective retro for the period in the current tax year (April), but you should use forwarding retro for the period in the prior tax year (January to March). Also, some elements that have monthly limits, such as the provident fund element, have accumulators that are defined with corrective retro. This ensures that the calculations are always based on an updated accumulator.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Retroactive Processing," Understanding Retroactive Methods

Categories

Categories are one way to classify elements and they assist in the manageability of elements by relating the element more directly to specific functionality. Global Payroll for India delivers the following categories:

Category	Description
BNS	Bonus
ESI	Employee State Insurance
LTA	Leave Travel Allowance
MED	Medical Allowance
PERQ	Perquisites
PF	Provident Fund
PT	Profession Tax
TDS	Tax Deducted at Source − General
TDSA	Tax Deducted at Source − Previous Employment Declarations
TDSB	Tax Deducted at Source − Exemption Declarations
TDSC	Tax Deducted at Source − Other Income Declarations
TDSD	Tax Deducted at Source − Chapter VIA DD Declarations
TDSE	Tax Deducted at Source − Rebates 88 Declarations

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining General Element Information," Understanding Categorization of Elements

Dependent Relationships

You must define Mother and Father as eligible dependents under Personal Relationships - Personal Profile page. If this is not done, a warning message appears, stating that Mother and Father are not considered legal dependents when you create a dependent on the Dependent Information component.

See Also

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, "Entering Additional Data in Human Resources Records," Tracking Dependent and Beneficiary Data

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Manage Base Benefits, "Entering Dependent and Beneficiary Information," Entering Dependent and Beneficiary Information

Permission Lists, Roles, and Users

The delivered permission lists for Global Payroll for India are:

• HCCPGPIND (component permission list).

• HCPPIND (primary permission list).

• HCDPIND (data permission list).

The delivered roles for Global Payroll for India are:

• GP Administrator IND.

• HR Administrator IND.

• Health & Safety Admin. IND.

The user defined for India is PSHCRIND.

Delivered Queries

With Global Payroll for India, some predefined queries are delivered to assist you in viewing pertinent data. Use PSQUERY to run these queries. PSQUERY, a part of PeopleTools functionality, enables you to run queries against data in PeopleSoft databases.

The following table lists predefined queries and data results for each:

Query	Data Results
GPIN ESI NOT REGISTERED	Payees not registered for employee state insurance (ESI).
GPIN LTA MISMATCH	Leave travel allowance that has been paid but is not identified as reimbursed in the database.
GPIN LTA NOT PAID	Leave travel allowance claims that have not been paid.
GPIN LTA WAIVE	Payees who have waived leave travel allowance.
GPIN MDA MISMATCH	Medical allowance that has been paid but is not identified as reimbursed in the database.
GPIN MDA NOT PAID	Medical allowance claims that have not been paid.
GPIN MDA WAIVED	Payees whom have waived medical allowance.
GPIN PAYEE REPORT SETUP	Payee report setup data.
GPIN PF NOT REGISTERED	Payees who are not registered in provident fund.
GPIN TDS DISABLED	Payees who are disabled.
GPIN TDS SETUP	Tax deducted at source setup data.
GPIN TDS SR CITIZEN	Senior citizen payees.
GIN YE FORM12BA	Form 12BA perquisites.
GIN YE FORM 3A	Payees with Form 3A data.
GPIN _ PF_NO_BENEF	PF enrollees without beneficiaries.
GPIN_ESI_NO_BENEF	ESI enrollees without beneficiaries.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Query

Delivered Earnings, Sections, and Process List Elements

This section discusses:

- Delivered earnings.
- Delivered sections.
- Delivered process lists.

Delivered Earnings

Global Payroll for India delivers predefined earning elements. Many of these delivered earnings are documented elsewhere in this book. However, some earnings are not documented elsewhere in this book and are, therefore, defined here.

Global Payroll for India delivers the following predefined earning elements:

Earning	Description
BASE SALARY	Basic Salary
BASE HOURLY	Basic Hourly
DEAR ALLOW	Dearness Allowance
HRA	House Rent Allowance
RENT	Rent Reimbursement
LUNCH ALLOW	Lunch Allowance
CONVEY ALLOW	Conveyance Allowance
SPEC ALLOW	Special Allowance
SHIFT PCT	Shift Allowance Percentage
SHIFT AMT	Shift Allowance Fixed Amount
SHIFT HRLY	Shift Allowance Hourly
OVERTIME 1.5	Overtime (time and a half)

Earning	Description
OVERTIME 2.0	Overtime (double time)
BONUS	Bonus

Note. PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for India.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing Delivered Elements"

Delivered Sections

Global Payroll for India delivers 11 sections. Use the core application pages to view the element groups and elements that comprise each section. Examining the delivered sections clearly illustrates the elements that are processed within each section during each pay run and in what order they are processed. This information is especially useful when you create earning or deduction elements because you will know into what section you should insert the newly created elements for appropriate processing during a payroll run. For example, if you created a new earning element that would not be considered a part of basic earnings, you would include that element in the ER SE OTHER (Other Earnings) section.

Global Payroll for India delivers the following sections:

Section	Description
ER SE BASE	Basic Earning. Contains basic earnings such as base salary and base hourly.
PF SE ALL	Provident Fund. Contains elements necessary to process provident fund deductions.
ESI SE ALL	Employee State Insurance. Contains elements necessary to process ESI deductions.
PT SE ALL	Profession Tax. Contains elements necessary to process the profession tax deduction.
AB SE ALL	Absences. Contains absence take and absence entitlement elements necessary to process absences.
LTA SE ALL	Leave Travel Allowance. Contains elements necessary to process leave travel allowance earnings.
MA SE ALL	Medical Allowance. Contains elements necessary to process medical allowance earnings.

Section	Description
ER SE OTHER	Other Earnings. Contains earning elements necessary to process earnings not considered a part of basic earnings.
ER SE BONUS	Bonus. Contains earning element for bonus earnings necessary to process nonbasic earnings.
LA SE LN ADV	Loans and Advances. Contains loan and advance deduction elements necessary to process loans and advances.
TDS SE ALL	Income Tax. Contains elements necessary to process income tax.
PSLP SE MSG	Payslip Messages. Contains elements necessary to produce payslip messages.
IND SE INIT	Initialization. Contains common initialization elements.
IN WORK DAYS	Work Days. Contains elements used to calculating work days.
LWF SE ALL	LWF (Labour Welfare Fund). Contains elements used of calculation of LWF.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Processing Elements," Understanding Sections

Delivered Process Lists

Global Payroll for India delivers four process lists. Use the core application pages to view the sections, element groups, and elements that comprise each process list. Examining the delivered process lists clearly illustrates the elements that are processed during each pay run and in what order they are processed.

Global Payroll for India delivers the following process lists:

Process List	Calculation Type
IN PL ABS	Absence
IN PL PAY	Payroll

Process List	Calculation Type
IN PL BONUS	Bonus
IN PL PAYBON	Payroll and Bonus

Note. PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for India.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing Delivered Elements"

Setting Up Establishments

This chapter provides an overview of establishments and discusses how to set up establishment information.

Understanding Establishments

This section lists common elements, and discusses establishments and delivered elements.

Common Elements Used in this Chapter

Establishment ID   This is the ID the system uses to identify the establishment.

Registration Date   Enter the pertinent registration date of the establishment.

Registration Number   Enter the pertinent registration number.

Registration Renewal Date   Establishment registrations are valid for a certain period of time. Enter the pertinent date on which the registration must be renewed.

Establishments

Establishments are used to identify separate units of a company, based on location. Each establishment must be registered under either the Factories Act or the Shops and Establishments Act. The other statutory acts applicable to the establishment are the Employee State Insurance (ESI) Act or the Workmen's Compensation Act, Provident Fund Act, Profession Tax Act, and Income Tax Act.

Note. An establishment is identified by a single establishment ID, but an establishment can be registered under multiple acts, such as the ESI Act, Provident Fund Act, Profession Tax Act, and Income Tax Act. Each act under which the establishment is registered requires a unique, separate registration number. Therefore, a company can have one or more establishments associated with it, but an establishment can only be associated with a single company.

See Also

Chapter 6, "Enrolling Payees in Provident Funds," page 39

Chapter 7, "Enrolling Payees in Employee State Insurance," page 45

Chapter 10, "Withholding Taxes," page 63

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for India. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing Delivered Elements," Understanding How to View Delivered Elements

Setting Up Establishment Information

To set up establishment information, use the Establishment Data IND (GPIN_ESTAB_DATA) component.

This section discusses how to:

• Enter establishment registration information.

• Enter ESI registration information.

• Enter provident fund registration information.

• Enter professional tax registration information.

• Enter income tax registration information.

• Enter LWF (labour welfare fund) registration information.

Pages Used to Set Up Establishment Information

Page Name	Object Name	Navigation	Usage
Establishment Registration	GPIN_ESTAB	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, Establishment Registration	Enter basic establishment identification information as well as Factories Act or Shops and Establishments Act registration information. **Note.** You add a new establishment by using the Establishment component in Human Resources.
ESI Registration (employee state insurance registration)	GPIN_ESTAB_ESI	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, ESI Registration	Enter ESI registration information.
Provident Fund Registration	GPIN_ESTAB_PF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, Provident Fund Registration	Enter provident fund registration information.
Professional Tax Registration	GPIN_ESTAB_PT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, Professional Tax Registration	Enter professional tax registration information.
Income Tax Registration	GPIN_ESTAB_IT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, Income Tax Registration	Enter income tax registration information.
LWF Registration	GPIN_ESTAB_LWF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, LWF Registration (labour welfare fund registration)	Enter LWF registration information.

Entering Establishment Registration Information

Access the Establishment Registration page.

Establishment Registration page

Head of Establishment	Select the employee who is considered the head of the establishment.
Job Title	The job title appears after you select an employee in the Head of Establishment field.
Nature of Business	Enter the nature of the business of the establishment.

Registration Details

Type	Select whether the establishment is registered under the Factories Act or the Shops and Establishments Act.
Registration Number	Enter the establishment's registration number.
Registration Date	Enter the date on which the establishment was registered.
Registration Renewal Date	Enter the date on which the establishment's registration must be renewed.

Note. If a registration number is at the company level, and is applicable to multiple establishments, you must enter the registration number information for each establishment.

See Also

PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Defining Establishments

Entering ESI Registration Information

Access the ESI Registration page.

ESI Registration page

Registration Type	Select if the registration is related to ESI, Workmen's Compensation Act, or both.

Entering Provident Fund Registration Information

Access the Provident Fund Registration page.

Provident Fund Registration page

Type of Provident Fund	Select *Recognised Provident Fund* or *Statutory Provident Fund* as the provident fund type.

Entering Professional Tax Registration Information

Access the Professional Tax Registration page.

Professional Tax Registration page

| **PTO Circle Number** (profession tax officer circle number) | Enter the PTO circle number. |

Entering Income Tax Registration Information

Access the Income Tax Registration page.

Income Tax Registration page

PAN Details

Permanent Account Nbr
(permanent account number)   Enter the company's permanent account number.

TAN Details

Tax Deduction Acc Nbr (tax   Enter the company's tax deduction account number.
deduction account number)

Other Details

TDS Circle (tax deduction   Enter the circle number applicable to the establishment.
at source circle)

Income Tax Ward   Enter the company's income tax ward.

Range   Enter the range details, if applicable.

Employer Classification Code	Enter the employer classification code.

Entering LWF Registration Information

Access the LWF Registration page.

LWF Registration page

Labour welfare Fund details

Effective Date	Enter the date from which the registration becomes applicable to the entity.
Registration number	Enter the LWF registration number of the entity.
Registration date	Enter the LWF registration date of the entity.
Registration Renewal date	Enter the renewal date of the LWF registration for the entity.
LWF Department Number	Enter the LWF department number of the entity.

CHAPTER 5

Understanding Absence Rules

This chapter discusses:

• Absence elements.

• Absence setup tasks.

Absence Elements

This section discusses:

• Absence rules.

• Delivered absence elements.

• Process lists and sections.

• Viewing delivered elements.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Understanding Absence Management," Absence Management Features

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Absence Elements"

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Entering and Processing Absences"

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements"

Absence Rules

PeopleSoft delivers predefined rules for processing absences due to vacation, illness, maternity, and other reasons. PeopleSoft designed these rules according to India's statutory requirements. You can easily modify many of these rules to reflect absence policies that are specific to your organization or to labor agreements that might be in force for the payees.

This section supplements the absence documentation provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook,* which we recommend that you read before reading this chapter on India-specific absence processing.

If you want more information about the specific rules composition for any of the elements listed in this section, use the Global Payroll core pages to get this information. For example, if you want to see the calculation logic of an absence entitlement element, use the Calculation page in the Absence Entitlements component (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Calculation).

Note. You can see the relationship between elements by using the View Element Relationships utility (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, View Element Relationships).

Delivered Absence Elements

PeopleSoft delivers the following related absence entitlements and takes:

Absence Entitlement	Absence Take
AB PRIV LV Privilege Leave	PRIV LV Privilege Leave
AB CASUAL LV Casual Leave	CASUAL LV Casual Leave
AB SICK LV Sick Leave	SICK LV Sick Leave
AB MTRNTY LV Maternity Leave	MATERNITY LV Maternity Leave

Process Lists and Sections

The AB PRIV LV, AB CASUAL LV, AB SICK LV, AB MTRNTY LV, PRIV LV, CASUAL LV, SICK LV, and MATERNITY LV absence elements are members of the AB SE ALL process section.

The AB SE ALL section is included in the IN PL ABS process list.

Viewing Delivered Elements

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for India. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing Delivered Elements"

Absence Setup Tasks

Before you can enter and process absences for India, you must complete various setup tasks. To prepare Global Payroll for India for absence processing:

1. Define work schedules and assign a schedule to each payee.

2. Define holiday schedules.

3. Modify the delivered absence take and absence entitlement elements, and create new absence elements, as needed.

   A list of the absence take and absence entitlement elements that we deliver with Global Payroll for India appears in this chapter. We deliver sample values for many of these elements. Most likely, you'll want to replace at least some of these values with data that is specific to your organization.

   The entitlements for a company are listed through a delivered Global Payroll bracket (AB BR ENTITLE). For each defined company, you need to enter data for the privilege leave (AB VR PL ADULT and AB VR PL CHILD), sick leave (AB VR SL), and casual leave (AB VR CL) categories. The entitlements that you enter are in days per year.

   See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Data Retrieval Elements," Defining Bracket Elements.

4. Assign absence elements to payees and process lists.

   As with all primary elements, you must assign absence entitlement and take elements to payees and include the elements in the process lists that you use when you run the absence processes. (This step is not necessary for per-absence entitlement elements.)

   PeopleSoft delivers predefined sections and process lists for absence processing. Use these, modify them, or create your own.

CHAPTER 6

Enrolling Payees in Provident Funds

This chapter provides overviews of provident funds, provident fund reports, and provident fund deductions, and discusses how to enroll payees in a provident fund program.

Understanding Provident Funds

Payees who are employed by a company must join a recognized Provident Fund. The employers category determines which Provident Fund the employees should join. For instance, all government employees will be covered under Government Provident Fund (GPF). Private sector employees are generally covered under the recognized Provident Fund. Organizations have a choice to be covered under the Regional Provident Fund Commissioner (RPFC) or have their own setup, formed under a 'Trust,' which will report to the RPFC periodically. Generally large employers have their own trusts, and the onus of managing the contributions rests on the employer itself, guided by a board of trustees. It is important to note that PeopleSoft does not provide for the compliances of a Trust, it provides only for employers covered under the RPFC.

Provident Funds work by deducting a fixed percentage from the salary of the employee and the employer also matches the contribution, which is remitted to the account of the employee maintained by the RPFC. Contributions from the employee and the employer are remitted every month by a certain date. Upon an employees retirement/death/permanent disability, the accumulated contribution along with interest is paid to the employee or his/her legal heirs.

Note. Employees provident fund contributions are paid fully into the PF account, while the Employer's Contribution is split into Contribution towards Pension (PF ER PEN) and contribution towards Provident Fund (PF ER).

With Global Payroll for India you can:

• Define the type of provident fund chosen by the company (statutory provident fund or recognized provident fund).

• Ensure that all payees are registered with a provident fund and capture the personal information for the payee and their beneficiaries.

• Define the three programs under the provident fund and the calculation methodology for each (Employees Provident Fund Scheme, Employees Pension Scheme, and Employees Deposit-Linked Insurance Scheme).

• Ensure that the deductions for payee contributions are properly calculated and deducted on a monthly basis.

• Ensure that the employer contribution is properly calculated.

• Ensure that the monthly contributions are correctly deposited with the proper provident fund authority.

Note. PeopleSoft delivers several queries that enable you to retrieve provident fund information.

39

See Also

Understanding Provident Fund Reports

As part of the provident fund process, you need to generate and submit certain reports such as:

• A remittance statement report that includes details on provident fund contributions that were deducted for the contribution period.

• A new provident fund registration report that identifies new payees that must be registered with a provident fund.

• A terminated employees report that identifies payees who have terminated employment.

See Also

Understanding Provident Fund Deductions

This section discusses:

• Delivered provident fund deductions.

• Viewing delivered elements.

Delivered Provident Fund Deductions

Global Payroll for India delivers the following elements to process provident funds:

Deduction	Description
PF	Use to calculate the employee's provident fund contribution.
PF VOL	Use to calculate the employee's voluntary provident fund contribution.
PF ER	Use to calculate the employer's provident fund contribution.
PF ER PEN	Use to calculate the applicable percentage of the Employer contribution.
PF ER ADMIN	Use to calculate the employer's provident fund administration charge.
PF ER EDLI	Use to calculate the employer's EDLIS contribution.
PF ER EDLIA	Use to calculate the employer's EDLIS administration charge.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements"

Viewing Delivered Elements

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for India. Instructions for running the query are provided in *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing Delivered Elements"

Enrolling Payees in a Provident Fund Program

This section provides an overview of provident fund program enrollment and discusses how to enroll payees in a provident fund program.

Understanding Provident Fund Program Enrollment

To enroll a payee in a provident fund program:

1. Make sure the establishment provident fund registration information is entered on the Provident Fund Registration page.

   See .

2. Enroll the payee by using the PF Enrollment (provident fund enrollment) page.

   See .

Page Used to Enroll Payees in a Provident Fund Program

Page Name	Object Name	Navigation	Usage
PF Enrollment (provident fund enrollment)	GPIN_PF_ENROLL	Global Payroll & Absence Mgmt, Payee Data, Pension Information, Define PF Enrollment IND, PF Enrollment	Enroll a payee in a provident fund program.

Enrolling Payees in a Provident Fund Program

Access the PF Enrollment page.

PF Enrollment page

Provident Fund Details

Effective Date	The effective date must be on or after the payee hire or rehire date. If the effective date is before the hire date for the payee, the system issues an error message.
Payee Registration Number	Enter the payee's provident fund registration number. This number will generally be available a month after the employee is hired.
Registered	Select if you have a provident fund registration number for the payee.

Voluntary Contributions

Percent	If the payee elects to contribute an additional percentage beyond that legally mandated, enter the percentage.
Amount	If the payee elects to contribute an additional amount beyond that legally mandated, enter the amount.

Note. The voluntary contribution for the payee can be either a percentage or an amount. You cannot enter both.

Beneficiaries

Dependent/Beneficiary ID	Select the dependent/beneficiary to whom the benefit should flow. Any number of payees can be entered, but the total of the Percent of Benefit must be equal to 100%.
Percent of Benefit	Enter the percentage of funds to be distributed to the dependent beneficiary should the payee die. The percentages that you enter must total 100.

Note. To terminate a payee from a provident fund program, add a row and change the status to *Inactive.*

Note. Additional Provident Fund reports, which are required to be submitted to the statutory bodies, are provided for year-end processing.

See Chapter 13, "Managing Year-End Processing," Defining Form 3A Reports, page 96.

CHAPTER 7

Enrolling Payees in Employee State Insurance

This chapter provides overviews of employee state insurance (ESI), ESI reports, and delivered ESI deductions, and discusses how to enroll payees in an ESI program.

Understanding ESI

ESI is a Social Security plan that is designed to provide subsidized or free medical assistance to employees and their dependents during the course of their employment, or if an employee becomes unable to work due to specific circumstances. With Global Payroll for India you can register payees under an ESI program and process the appropriate deductions during the normal payroll cycle.

With Global Payroll for India you can:

• Ensure that all of the payees are registered per the ESI Act and capture beneficiary information.

• Ensure that the deductions for contributions from payees are deducted from their pay each month.

Note. Enrolling payees in ESI is a manual process. The human resources department should ensure that the appropriate payees are enrolled in the ESI program.

Note. PeopleSoft delivers several queries that enable you to retrieve ESI information.

See Also

Chapter 3, "Understanding Country Data," Delivered Queries, page 20

Understanding ESI Reports

As part of the ESI process, you need to generate and submit certain reports such as:

• A remittance statement report that includes details on mandatory ESI contributions that were deducted for the contribution period by both the employer and the employee.

• A new ESI registration report that identifies new payees that need to be issued identification numbers, so they can take advantage of the ESI benefits.

• A terminated employees report that identifies payees who have terminated employment and who are not eligible for ESI contributions, and those not entitled to ESI due to the Act.

• A new report that gives details of each employee, including the insurance details and contribution made on a monthly basis.

See Also

Understanding Delivered ESI Deductions

This section discusses:

• Delivered ESI deductions.

• Process lists and sections.

• Viewing delivered elements.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements"

Delivered ESI Deductions

PeopleSoft delivers the following deductions to process ESI:

Name /Description	Unit	Rate	Base	%	Amount
ESI Employee State Insurance (gc)	N/A	N/A	ESI GROSS WAGES	ESI VR PYE PCT	N/A
ESI ER Employee State Insurance Employer Contribution (gc)	N/A	N/A	ESI GROSS WAGES	ESI VR ER PCT	N/A

In this table, the first column combines the name and description of the delivered deductions. A (gc) in the row indicates that the deduction has an associated generation control element. A (po) indicates a post-processing formula, and (pr) indicates a pre-processing formula. The other four columns indicate the deductions calculation rule (Amount, Base x %, and so on).

These deductions may need to be modified to meet particular business requirements:

• ESI

The ESI deduction has a calculation rule of base multiplied by percentage and is used to calculate the employee's contribution to ESI; the base is the accumulator ESI GROSS WAGES and the percentage is determined by the numeric variable ESI VR PYE PCT. The generation control element ESI GC ENROLL determines when the system processes this deduction. The deduction is made during the contribution period. If any employee crosses the limit (od Rs.7,500/-) during the contribution period, he continues to pay for the whole period.

• ESI ER

The ESI ER deduction has a calculation rule of base multiplied by percentage and is used to calculate the employer's contribution to ESI; the base is the accumulator ESI GROSS WAGES and the percentage is determined by the numeric variable ESI VR ER PCT. The generation control element ESI GC ENROLL determines when the system processes this deduction.

Process Lists and Sections

The ESI and ESI ER deductions are members of the ESI SE ALL process section.

The ESI SE ALL section is included in the IN PL PAY and IN PL PAY BON process lists.

Viewing Delivered Elements

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for India. Instructions for running the query are provided in *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing Delivered Elements"

Enrolling Payees in an ESI Program

This section provides an overview of ESI program enrollment and discusses how to enroll payees in an ESI program.

Understanding ESI Program Enrollment

To enroll a payee in an ESI program:

1. Make sure the ESI registration information is entered on the ESI Registration page.

   See Chapter 4, "Setting Up Establishments," Entering ESI Registration Information, page 31.

2. Enroll the payee by using the ESI Enrollment (employee state insurance enrollment) page.

   See Chapter 7, "Enrolling Payees in Employee State Insurance," Enrolling Payees in an ESI Program, page 47.

Page Used to Enroll Payees in an ESI Program

Page Name	Object Name	Navigation	Usage
ESI Enrollment	GPIN_ESI_ENROLL	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Define ESI Data IND, ESI Enrollment	Enroll a payee in an ESI program.

Enrolling Payees in an ESI Program

Access the ESI Enrollment page.

ESI Enrollment page

Effective Date	The ESI effective date must be on or after the payee hire or rehire date. If the ESI effective date is before the hire date for the payee, the system issues an error message.
Registration Number	Enter the payee's ESI registration number when assigned by the authorities.
Name of Hospital/Dispensary	Enter the name of the medical facility providing the payee's ESI medical care.
Registered	This is automatically populated when you run the NEW ESI ENROLLMENT report. When this field is selected it indicates that an application for ESI registration has been submitted for the payee.
	See Chapter 14, "Creating Payee Reports," page 105.

Beneficiaries

Dependent/Beneficiary ID	Select the ID for the appropriate dependent or beneficiary. When selected, the name and relationship appear.

Note. To terminate a payee from ESI, add a row and change the status to *Inactive.*

CHAPTER 8

Processing Allowances

This chapter provides overviews of allowances and allowance earnings and discusses how to:

• Process leave travel allowances.

• Process medical allowances.

Understanding Allowances

There are certain types of allowances that are exempted from taxes, such as Leave Travel Allowance, Medical Allowance, Hill Area Council Allowance, and Border Area allowances. However, the most common are Leave Travel Allowances and Medical Allowances. Global Payroll for India enables you to set up leave allowances and medical allowances with the payee's option of special claims processing or claim reimbursement.

These allowances are paid based on a defined frequency, monthly, quarterly, half yearly or annually. This is a company policy and there are no statutory obligations as to the periodicity of the payment. Rules governing the taxation of these allowances are guided by the Finance Act. Employees are able to be paid these allowances by producing bills (medical/travel bills) and have the allowance exempted from tax. If the employee does not want to use this facility, then the allowance is paid off as a monthly allowance, with the full amount being taxable.

Companies might provide payees certain types of allowances. Global Payroll for India enables you to set up leave travel allowances and medical allowances with the payee's option of special claims processing or waiving of the claim reimbursement and receiving a flat taxable amount for the fiscal period.

Note. Global Payroll for India also delivers earning elements for other allowances including dearness allowance, house rent allowance, lunch allowance, conveyance allowance, shift allowance, and special allowance.

Leave Travel Allowance	If the company provides leave travel allowance, you can pay a payee this allowance amount as part of their salary. If a payee is provided a leave travel allowance, they can waive having claims reimbursed or opt for nontaxable reimbursement of valid claims up to the Income Tax Act published limit each fiscal year. The payee submits the appropriate travel claim information, along with any required supporting documentation for the travel, and the claim is then processed during the normal payroll processing cycle. Leave travel allowance can be paid out monthly, quarterly, semi-annually, or annually.
Medical Allowance	If the company provides medical allowance, you can pay a payee this allowance amount as part of their salary. If a payee is provided a medical allowance, they can waive having claims reimbursed or opt for nontaxable reimbursement of valid claims up to the Income Tax Act published limit each fiscal year. The payee submits the appropriate medical claim information, along with any required supporting documentation for the medical claim, and

the claim is then processed during the normal payroll processing cycle. Medical allowance can be paid out monthly, quarterly, semi-annually, or annually.

With Global Payroll for India, you can:

• Define the leave travel allowance program, including who can be covered for reimbursements.

• Capture the leave travel allowance amount, per payee, for the fiscal year.

• Track leave travel allowance claim details of payees and whether the minimum days of leave have been taken.

• Track the balance of leave travel allowance that is available for each payee.

• Define the medical allowance program, clearly defining the exemption amount that a payee can claim.

• Track medical allowance claim details of payees while ensuring that the claims in excess of the exemption limit are added to the taxable earnings of the payee.

• Track the medical allowance balance amount that is available to each payee.

Note. PeopleSoft delivers several queries that enable you to retrieve allowance information.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements"

Understanding Allowance Earnings

This section discusses:

• Delivered allowance earnings.

• Viewing delivered elements.

Delivered Allowance Earnings

Global Payroll for India delivers the following earnings to process allowances:

Earning	Description
LTA NON TAX	Use to calculate the non-taxable earning portion of the employee's leave travel allowance.
LTA TAX	Use to calculate the taxable earning portion of the employee's leave travel allowance.
LTA PAYOUT (Leave Travel Allowance Payout)	Use to calculate the employee's leave travel allowance payout.
LTA WAIVE (Leave Travel Allowance Waive)	Use to calculate the employee's waived leave travel allowance.
MA NON TAX	Use to calculate the non-taxable earning portion of the employee's medical allowance.

Earning	Description
MA TAX	Use to calculate the taxable earning portion of the employee's medical allowance.
MA PAYOUT	Use to calculate the employee's medical allowance payout.
MA WAIVE	Use to calculate the employee's waived medical allowance.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements"

Viewing Delivered Elements

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for India. Instructions for running the query are provided in *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing Delivered Elements"

Processing Leave Travel Allowances

This section provides an overview of leave travel allowances and discusses how to:

• Enroll payees for leave travel allowance.

• Enter leave travel allowance claims.

Understanding Leave Travel Allowances

To process leave travel allowance for a payee:

1. Define the leave travel allowance reimbursement payout frequency as a variable.

   You can define how often the company reimburses leave travel allowance. You can decide to reimburse payee claims monthly, quarterly, semi-annually, or annually. To define the reimbursement frequency, you define a variable at the pay entity level with an override option at the pay group and payee levels.

   The variable that you define for payout frequency is LT VR PAY CLAIMS. The delivered default is 0 (False) and you can change this at any level, if desired. The other option is 1 (True). If it is 1 (True), then the claims are processed in the payroll. If it is 0 (False), then the claims are not processed.

2. Enroll the payee for leave travel allowance.

   See Chapter 8, "Processing Allowances," Enrolling Payees for Leave Travel Allowance, page 52.

3. If applicable, enter leave travel allowance claim information.

   See Chapter 8, "Processing Allowances," Entering Leave Travel Allowance Claims, page 53.

Pages Used to Process Leave Travel Allowances

Page Name	Object Name	Navigation	Usage
LTA Enrollment (leave travel allowance enrollment)	GPIN_LTA_ENROLL	Global Payroll & Absence Mgmt, Payee Data, Define LTA Enrollment IND, LTA Enrollment	Enroll a payee for leave travel allowance.
LTA Claims (leave travel allowance claims)	GPIN_LTA_CLAIMS	Global Payroll & Absence Mgmt, Payee Data, Define LTA Claims IND, LTA Claims	Enter details for a payee's leave travel allowance claim.

Enrolling Payees for Leave Travel Allowance

Access the LTA Enrollment page.

LTA Enrollment page

Enrollment Information

Coverage Election   Select Elect if the payee wants to submit claims for leave travel allowance during the year. Select Waive if the payee wants to waive the ability to submit claims for leave travel allowance during the year. If you select Waive, the allowance is still paid, but is fully taxable to the extent of the limit amount

Allowance Amount   Enter the allowance amount that the payee is entitled to for the year.

Dependent Information

Dependent/Beneficiary ID   Select the identification number for the payee's dependents who are eligible for reimbursement of claims. The corresponding name and relationship appears.

Note. To terminate a payee from leave travel allowance, add a row and change the status to *Inactive*.

Entering Leave Travel Allowance Claims

Access the LTA Claims page.

LTA Claims page

Claim Details

Claim Number	Enter the claim number.
Claim Date	Enter the date on which the payee made the claim.
Claim Amount	Enter the amount of the claim.
Taxable	Select if the claim amount is taxable.
Reimbursed	Selected when payroll is run for the month and the claim is fully reimbursed.

Travel Information

Date From and **Date To**	Enter the date on which the travel began and the date on which it ended.
Origin	Enter the location where the employee's travel originated.
Destination	Enter the employee's travel destination.
Mode of Travel	Enter the mode of travel. This is for information only. Ensuring that the mode of travel adheres to applicable rules is a manual process.
Class of Travel	Enter the class of travel. This is for information only. Ensuring that the class of travel adheres to applicable rules is a manual process.

Note. You can use the delivered GPIN_LTA_CLAIMS_REIMBURSE query to verify reimbursed claims.

Processing Medical Allowances

This section provides an overview of medical allowances and discusses how to:

- Enroll payees for medical allowance.

- Enter medical allowance claims.

Understanding Medical Allowances

To process medical allowance for a payee:

1. Define medical allowance variables.

   You must define two variables. One variable defines how often you want to reimburse a payee's medical allowance claims. You can define this variable as monthly, quarterly, semi-annually, or annually. A second variable defines the exempt amount, which is the amount specified for medical reimbursement that is exempt from tax.

   The variable that you define for reimbursement frequency is MA VR PAY CLAIMS. The delivered default is 1 (True) and you can change this at any level, if desired. The other option is 0 (False). If it is 1 (True), then the claims are processed in the payroll. If it is 0 (False), then the claims are not processed. The exempt from tax limit variable is MA VR LIMIT NTAX. If the limit changes, you can modify this variable to reflect the new limit.

2. Enroll the payee for medical allowance.

   See .

3. If applicable, enter medical allowance claim information.

   See .

Pages Used to Process Medical Allowances

Page Name	Object Name	Navigation	Usage
Medical Enrollment	GPIN_MDA_ENROLL	Global Payroll & Absence Mgmt, Payee Data, Define MDA Enrollment IND, Medical Enrollment	Enroll a payee for medical allowance.
Medical Claims	GPIN_MDA_CLAIMS	Global Payroll & Absence Mgmt, Payee Data, Define MDA Claims IND, Medical Claims	Enter medical allowance claim information.

Enrolling Payees for Medical Allowance

Access the Medical Enrollment page.

Medical Enrollment page

Medical Allowance Enrollment Information

Coverage Election	Select Elect if the payee wants to submit claims for medical allowance during the year. Select Waive if the payee wants to waive the ability to submit claims for medical allowance during the year. If you select Waive, the payee is still eligible for the medical allowance, which is fully taxable.
Allowance Amount	Enter the allowance amount that the payee is entitled to for the year.

Dependent Information

Dependent/Beneficiary ID	Select the identification number for the payee's dependents who are eligible for claim processing. The corresponding name and relationship appears.

Note. To terminate a payee from medical allowance, add a row and change the status to *Inactive*.

Entering Medical Allowance Claims

Access the Medical Claims page.

Medical Claims page

Claim Number	Enter the claim number.
Claim Date	Enter the date on which the payee made the claim.
Claim Amount	Enter the amount of the claim.
Submitted for Reimbursement	A writable array selects this check box automatically after you select the claim for processing.

Note. You can use the delivered GPIN_MA_CLAIMS_REIMBURSE query to verify reimbursed claims.

CHAPTER 9

Managing Loans and Advances

This chapter provides overviews of loans and advances and loan and advance deductions, and discusses how to enter loan and advance information.

Understanding Loans and Advances

Many companies in India grant payees loans that are then deducted over a specified period of time from the payee's pay, at a specified interest rate or as an interest-free loan. Additionally, some companies advance a payee a specified amount against future pay and the advance is then deducted from their pay over a period of time. Global Payroll for India enables you to manage such loans and advances.

Note. Global Payroll for India supports the basic calculation of loan with balances; calculation with compound interest and reducing balances is not supported.

To set up and manage a loan or advance, you:

1. Assign the deduction to the payee.
2. Enter details of the loan or advance by using variables.
3. Manage loan or advance payment deductions as part of the normal payroll processing calculations.

Understanding Loan and Advance Deductions

This section discusses:

• Delivered loan and advance deductions.

• Viewing delivered elements.

Delivered Loan and Advance Deductions

Global Payroll for India delivers the following deductions to process loans and advances:

• LOAN

Use the LOAN deduction to calculate and deduct loan repayment amounts from an employee's pay.

• ADVANCE

Use the ADVANCE deduction to calculate and deduct advance repayment amounts from an employee's pay.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements"

Viewing Delivered Elements

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for India. Instructions for running the query are provided in *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing Delivered Elements"

Entering Loan and Advance Information

This section discusses how to:

- Enter a recurring loan.

- Enter a recurring advance.

- Enter a one-time change to the loan or advance amount.

- Increase the loan or advance balance.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Setting Up Overrides," Assigning and Disabling Earnings and Deductions by Payee

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Setting Up Overrides," Overriding Supporting Element Values for Payees

Pages Used to Enter Loan and Advance Information

Page Name	Object Name	Navigation	Usage
Element Assignment by Payee	GP_ED_PYE	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment by Payee, Element Assignment by Payee	Assign specific earning and deduction elements to a payee or disable earning/deduction elements for payees.
Supporting Elements Overrides	GP_PEA_SOVR_SEC	Click the Element Override link on the Element Assignment by Payee page.	Override the value of a variable associated with a particular earning or deduction for a payee (also called a payee/element override). Supporting element overrides are provided to change loan date and reference number.
Supporting Elements	GP_PAYEE_SOVR	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements	Override the value of a bracket, date, duration, formula, or variable element that's associated with a payee.
Positive Input	GP_PI_MNL_ENRDED	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), Positive Input	Enter positive input for a single payee. (You select the pay group, calendar, and EmplID to access this page.)

Entering a Recurring Loan

To enter information for a recurring loan:

1. Access the Element Assignment by Payee page so that you can assign the loan deduction to the payee.

2. Click Add New Assignment.

3. Select the entry type of *Deduction.*

4. Select the element name of *LOAN.*

5. In the Begin Date field, enter the date on which the loan begins.

6. Click OK. This accesses the Element Detail page.

7. Enter *INR* in the Currency field.

8. In the Supporting Element Overrides group box, enter the element name of *LA VR LN REF* in the Variable Name field.

9. Enter the loan reference number in the Character Value field.

10. Insert a row.

11. Enter the element name of *LA VR LN TYPE* in the Variable Name field and enter the type of loan in the Character Value field.

12. Insert a row.

13. Enter the element name of *LA VR LN DATE* in the Variable Name field and enter the begin date for this loan in the Date Value field.

14. Insert a row.

15. Select the element name of *LA VR LN INSTALL* in the Variable Name field and enter the amount of the loan to be deducted each payroll run in the Numeric Value field.

16. Insert a row.

17. Select the element type of *Variable.*

18. Select the element name of *LA VR LN TOTAL* and enter the total value of the loan in the Numeric Value field.

19. Click OK.

Entering a Recurring Advance

To enter information for a recurring advance:

1. Access the Element Assignment by Payee page so that you can assign the loan deduction to the payee.

2. Click Add New Assignment.

3. Select the entry type of *Deduction.*

4. Select the element name of *LOAN.*

5. In the Begin Date field, enter the date on which the loan begins.

6. Click OK. This accesses the Element Detail page.

7. Enter *INR* in the Currency field.

8. In the Supporting Element Overrides group box, enter the element name of *LA VR ADV REF* in the Variable Name field.

9. Enter the advance reference number in the Character Value field.

10. Insert a row.

11. Enter the element name of *LA VR ADV TYPE* in the Variable Name field and enter the type of advance in the Character Value field.

12. Insert a row.

13. Enter the element name of *LA VR ADV DATE* in the Variable Name field and enter the begin date for this advance in the Date Value field.

14. Insert a row.

15. Select the element name of *LA VR ADV INSTALL* in the Variable Name field and enter the amount of the advance to be deducted each payroll run in the Numeric Value field.

16. Insert a row.

17. Select the element type of *Variable.*

18. Select the element name of *LA VR ADV TOTAL* and enter the total value of the advance in the Numeric Value field.

19. Click OK.

Entering a One-Time Change to the Loan or Advance Amount

When you must enter a one-time change to the loan or advance amount, use the Positive Input page.

Increasing the Loan or Advance Balance

When you need to increase a loan or advance balance, access the Element Assignment by Payee page and click the Element Override link. This accesses the Supporting Element Overrides page.

For loans, select the variable name *LA VR LOAN ADJ* and enter the monetary value by which you want to increase the loan or advance balance.

CHAPTER 10

Withholding Taxes

This chapter provides overviews of tax computation process flow and delivered tax elements and discusses how to:

• Set up and maintain tax information.

• Report tax information.

Understanding Tax Computation Process Flow

This section discusses:

• Income tax process flow.

• Profession tax computation flow.

Note. To examine the specifics of the calculations, use the core Global Payroll application to examine the tax-related elements and rules.

Income Tax Process Flow

To calculate payee income tax to be withheld:

1. Calculate taxable earnings.

   Taxable earnings are the sum of all earnings that a payee has received for the tax period, including such income as previous employment earnings, basic salary from current employment, house rent allowance, and perquisites.

2. Total previous and current employer exemptions.

   Previous and current employer exemptions for the payee are totaled. These exemptions can be items such as house rent allowance, conveyance, or leave travel allowance.

3. Calculate gross salary.

   Gross salary is calculated as taxable earnings minus exemptions.

4. The standard deduction is calculated, based on the previously calculated gross salary. Profession tax is taken into consideration during this step.

5. Calculate salary income.

   Salary income is determined. Salary income is Taxable Earnings - Exemptions = Gross Salary - Standard Deduction = Salary Income.

6. Calculate other income.

Income from other sources is income derived by the employee from sources such as business income, and income from capital gains. The employee may choose to declare this income to the employer. Such income/loss is added/reduced from taxable income while determining taxes for the year.

7. Calculate gross total income.

    Gross total income is calculated by considering the total of all heads of incomes before allowing any deductions under chapter VIA.

8. Total Chapter VIA deductions.

    All chapter VIA deductions (such as medical insurance or self education) that the payee claims calculated. Each deduction has a statutory limit defined in variables.

9. Calculate total taxable income (net income).

    Total taxable income (net income) is calculated as gross total income minus chapter VIA deductions. The tax liability of the assessee is determined based on this result. The rates of taxes applicable, and the rebates that are given, are all based on this amount. The applicability of the surcharge is also dependent on this result.

10. Calculate tax liability.

    The total taxable income (net income) is used to determine the applicable income tax rate. The income tax rates are stored in a bracket.

11. Apply rebates.

    Rebates are reductions from the tax liability of an employee. Rebates are allowed for employees who make certain investments during the current year. They include premium on life insurance, and investments made in certain government supported bonds such as Infrastructure bonds, RBI Bonds, or National Savings Certificates. A certain percentage of the investment is allowed as a rebate, this percentage is usually determined by the annual finance Bill proposed every year.

12. Calculate balance tax.

    Net tax payable is calculated as the result of the tax liability minus the rebates.

13. Calculate surcharge.

    Surcharge is an additional levy on the net taxes of an employee. Once the net tax payable is determined, the surcharge is calculated. The amount calculated is added to the taxable income and considered for tax deduction. This is the last step in the tax computation process. The amount calculated is prorated and deducted on a monthly basis.

14. Calculate net tax liability.

    The final tax liability is the result of the net tax payable plus the surcharge.

15. Determine monthly tax deduction.

    To determine the month's tax deduction for the payee, the balance tax of the employee is arrived after reducing the tax deducted so far from the employee's tax liability for the year, and the balance determined. This is divided by the number of months left in the year and tax for the month determined. This is the amount that will reflect as TDS (tax deducted at source) month on month.

Profession Tax Computation Flow

The frequency with which you must deduct profession tax varies among states. The deduction frequencies for each state (monthly, quarterly, semi-annually, or annually) are stored in variables, one variable for each state.

Rates and slabs that are applicable to each state are stored in brackets, one bracket for each state.

Each employee is linked to an establishment and the establishment is linked to a state. The rates that are applicable to each state are stored in a bracket.

Profession Tax differs from state to state, and the deduction will happen based on the frequency determined. The deducted amount towards Profession Taxes is considered for the calculation of Standard Deduction as discussed in step 4 of the Income Tax process flow.

Note. Make sure a payee's profession tax establishment is set up using the Establishment component (ESTABLISHMENT_DATA) in PeopleSoft Enterprise Human Resources because this information is vital to the proper calculation of a payee's profession tax deduction. This is the only source where an employee is linked to an establishment and an establishment to the state, therefore determining the correct deduction.

See Also

Appendix A, "Accumulators," page 117

Chapter 4, "Setting Up Establishments," page 27

Understanding Delivered Tax Elements

This section discusses:

• Delivered tax earnings.

• Delivered tax deductions.

Delivered Tax Earnings

While the elements in this section are defined as earnings, they are really being used to store certain information. "Previous" in the table below refers to previous employment, such as "Previous Employment Salary". They do not function as typical earning elements.

Global Payroll for India delivers the following elements to process payee taxes:

Earning	Description
PREV SAL	Previous salary.
PREV PT	Previous profession tax.
PREV TDS	Previous tax deducted at source.
PREV HRA	Previous house rent allowance.
PREV LIC	Previous life insurance deduction.
PREV SAL HRA	Previous salary for house rent allowance.

Earning	Description
PREV MED EXM	Previous medical exemption.
PREV LTA EXM	Previous leave travel allowance exemption.
PREV PF	Previous provident fund.
PREV EDU EXM	Previous child education exemption.
PREV HOS EXM	Previous child hostel exemption.
PREV HRA EXM	Previous house rent allowance exemption.
PREV CON EXM	Previous conveyance exemption.
CHILD EDU ALW	Child education allowance.
CHILD HOSTEL	Child hostel allowance.
CONVEY EXM	Conveyance exemption.
PEN FND 80CC	Pension fund 80CCC.
MED INS 80D	Medical insurance premium 80D.
MED HND 80DD	Medical treatment (handicapped dependents) 80DD.
MED AIL80DDB	Medical treatment (special ailments) 80DDB.
EDU LOAN 80E	Education loan 80E.
DONAT 100PCT	Donations - 100 percent 80G.
DONAT 50PCT	Donations - 50 percent 80G.
RENT 80GG	Rent paid 80GG.
DONAT 80GGA	Donations - scientific research 80GGA.

Earning	Description
INT SEC 80L	Interest on securities 80L.
PERM DIS 80U	Permanent physical disability.
LIC PREM	Life insurance corporation premium.
DEFRD ANNTY	Deferred annuity.
PPF	Public provident fund.
PO CUML DEPOSITS	Post office cumulative term deposits.
NSC DEPOSITS	National Savings Certificate deposits.
NSS DEPOSITS	National Savings Scheme deposits.
INT NSC	Interest on National Savings Certificate reinvested.
PRIN LOAN RE	Principal loan repayment.
MUTUAL FND	Mutual funds.
NHB SCHEME	National Housing Board scheme.
TX REBAT 88B	Tax rebate Section 88B.
TX REBAT 88C	Tax rebate Section 88C.
TX REBAT 89	Tax rebate Section 89.
INFRA BONDS	Infrastructure bonds.
LIC ANNUITY	Life insurance corporation annuity.
ULIP	Unit-linked insurance plan.
PERQ CAR	Car perquisite.

Earning	Description
PERQ HOUSE	House perquisite.
TDS STD DED	Standard deduction.
HRA EXM	House rent allowance exemption.

Delivered Tax Deductions

Global Payroll for India delivers the following tax deductions:

Deduction	Description
TDS	Tax deduction at source.
PT	Profession tax.

Note. PeopleSoft delivers a query that you can run to view the names of all delivered elements that are designed for India.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing Delivered Elements"

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements"

Setting Up and Maintaining Tax Information

This section provides an overview of tax information setup and maintenance and discusses how to:

• Define the setup for tax information.

• Enter payee general tax information.

• Enter payee house rent allowance tax information.

• Enter payee rebate tax information.

Understanding Tax Information Setup and Maintenance

To enter tax-related data as part of the setup and ongoing data maintenance:

1. Enter the income and profession tax-related information pertaining to the establishment.

   See Chapter 4, "Setting Up Establishments," page 27.

2. Define the setup for payee tax declarations and previous employment.

You define the setup for each page in the Specify Tax Details IND component (GPIN_TDS_GEN).

3. Enter the declarations of a payee's general and house rent allowance tax information.

4. Enter the payee's rebate, previous employment, deduction, exemption, other sources, and perquisites tax information.

Note. PeopleSoft provides tax element updates when there are amendments to the legislated rules governing income tax by the Central Finance Bill. However, for changes in slabs or rates, you must change the existing values to the amended rates or slabs.

Pages Used to Set Up and Maintain Tax Information

Page Name	Object Name	Navigation	Usage
Tax Setup	GPIN_TDS_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Income Tax Details IND, Tax Setup	Define the element setup for payee tax declarations and previous employment data.
Specify Tax Details IND - General Information	GPIN_TDS_GEN	Global Payroll & Absence Mgmt, Payee Data, Taxes, Specify Tax Details IND, General Information	Enter the declaration of the payee's general tax information.
Specify Tax Details IND - House Rent Allowance	GPIN_TDS_HRA	Global Payroll & Absence Mgmt, Payee Data, Taxes, Specify Tax Details IND, House Rent Allowance	Enter the declaration of the payee's house rent allowance tax information.
Rebates	GPIN_TDS_REBATE	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Rebates	Enter the payee's rebate tax information.
Previous Employment	GPIN_TDS_PREV	Global Payroll & Absence Mgmt, Payee data, Taxes, Maintain Tax Declarations IND, Previous Employment	Enter the payee's previous employment tax information.
Deduction	GPIN_TDS_DEDN	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Deduction	Enter the payee's deduction tax information.
Exemption	GPIN_TDS_EXEM	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Exemption	Enter the payee's exemption tax information.
Other Sources	GPIN_TDS_OTH	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Other Sources	Enter the payee's other source tax information.
Perquisites	GPIN_TDS_PERQ	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Perquisites	Enter the payee's perquisites tax information.

Defining the Setup for Tax Information

Access the Tax Setup page.

Tax Setup page

You define the setup per data entry page. For example, the elements that you define for the Rebates page (GPIN_TDS_REBATE) will be the elements from which you can select when entering payee tax information on the Rebates page.

Sequence Number	Enter a sequence number to indicate the sequence of elements for the page.
Entry Type	Select the element's entry type.
Element Name	Select the element name. Only those elements with the entry type that you select in the Entry Type column appear as choices. The corresponding description appears when you select the element name.

See Also

Entering Payee General Tax Information

Access the Specify Tax Details IND - General Information page.

Specify Tax Details IND - General Information page

Number of Children	Enter the number of children for the payee.
Disabled	Select if the payee is disabled.
	In some states (for example, Lakshadweep and Madhya Pradesh), profession tax exemption applies to payees who are disabled. To apply exemption to the profession tax calculation, select this check box and the PT Exemption check box. The GC FM looks for employees with disability and calculate exemption if the particular state has the rule of exemption.
Disabled Dependent	Select if the payee has a disabled dependent.
Senior Citizen	Select if the payee is a senior citizen.
	In some states, profession tax exemption applies to payees who are senior citizens. To apply exemption to the profession tax calculation, select this check box and the PT Exemption check box. The GC FM looks for Senior Citizen employees and calculate exemption if the particular state has the rule of exemption.
Severely Disabled Dependent	Select if the payee has a severely disabled dependent.
Severe Disability	Select if the payee has a severe disability.
	In some states, profession tax exemption applies to payees who are severely disabled. To apply exemption to the profession tax calculation, select this check box and the PT Exemption check box. The GC FM looks for employees with sever disability and calculate exemption if the particular state has the rule of exemption.
Emp with Substantial Interest (employee with substantial interest)	Select for employees who are shareholders of the company.

Profession Tax

Establishment ID   Select the establishment ID that is related to the profession tax for the payee.

Eligible for LWF   Select to indicate that the payee is eligible for Labour Welfare Fund (LWF) deductions.

                              This deduction can occur monthly, semi-annually or annually depending on policies of each individual state. The deduction amount also varies from one state to another.

Income Tax

Classification Code   Select the proper classification code for the payee.

Resident Status   Select *Non-Resident* or *Resident.*

See Also

Chapter 4, "Setting Up Establishments," page 27

Entering Payee House Rent Allowance Tax Information

Access the Specify Tax Details IND - House Rent Allowance page.

Specify Tax Details IND - House Rent Allowance page

The HRA calculation accommodates monthly HRA exemption.

Accommodation Type   Select what type of accommodation the employee currently uses: *House Rent, Company Lease,* or neither *(None).* Select *None* if the payee is not eligible for HRA/CLA or if the payee resides in his own house.

House Rent Allowance

Rent Paid   Enter the amount of rent that is paid by the employee using the code INR.

Location	Select whether the payee resides in a metropolitan area, such as Bombay, Calcutta, Chennai, or Delhi, or a non-metropolitan area.

Company Lease Accommodation

Furnished	Select the company lease accommodation type: *Furnished, Un-Furnished,* or *Not Applicable.*
	This is used for calculation of perquisites. This column is to be updated only if the Accommodation type is *Company Lease.* The type decides the extent of taxation of perquisite.

Entering Payee Rebate Tax Information

Access the Rebates page.

Rebates page

Element Name	This column displays all of the elements that are defined for this page on the Tax Setup page.
Amount	Enter an amount that is to be accumulated. The defined rules determine if the amount is to be added to, or subtracted from, the payee's gross income.
Begin Date and **End Date**	The End Date field is desirable as the employee may change their tax plans year on year. The Begin Date field will be the later of the financial year begin date or date of joining. The End Date field will be the earlier of the close date of the financial year or termination date.

Note. All of the remaining pages in this component function identically to this Rebates page. Therefore, the fields on the remaining pages in this component are not documented.

See Also

Reporting Tax Information

This section discusses how to:

• Report profession taxes.

• Report allowance tax amounts.

Pages Used to Report Tax Information

Page Name	Object Name	Navigation	Usage
PT Reports (profession tax reports)	GPIN_PR_RC	Global Payroll & Absence Mgmt, Taxes, Profession Tax Report IND, PT Reports	Calculates and reports on profession taxes.
Amount Taxable IND	GPIN_RC_GPINTX01	Global Payroll & Absence Mgmt, Taxes, Allowance Taxable Amounts IND, Amount Taxable IND	Calculates and reports on allowance taxable amounts.

Reporting Profession Taxes

Access the PT Reports page.

PT Reports page

Period ID	Select the period ID. The begin date and end date appear as soon as the period ID is selected. A period ID is created for each reporting period, such

as Monthly or Annual. If the reporting is monthly, create a period ID for every month for reporting purposes.

Payee Sort Option   Select a sort order for the report. Options are:

* *Employee ID, Employee Rcd Nbr:* Employee ID, employee record number.

* *Name, Employee Rcd Nbr:* Name, employee record number.

This field disappears after you select a period ID.

Establishment ID   Select the establishment ID.

Bracket Name   Select the bracket name.

PT calculation is based on a particular rate for a pay range or slab, which differs from state to state. This information is captured in a bracket which needs to be selected here.

Payee List

You can list the payees to be included in the profession tax report by specifying their employee IDs.

Group

Alternatively, you can specify a group for this process and the group can be set up to contain individuals in the system who may belong to different job codes, departments, or even company lines. You create groups using the Group Build feature.

See *PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook*, "Setting Up and Working with Group Definitions," Understanding Group Build.

Reporting Allowance Taxable Amounts

Access the Amount Taxable IND page.

Amount Taxable IND page

Period ID   Select the period ID. The begin date and end date appear as soon as the period ID is selected.

Begin Date and End Date   Displays the beginning and ending dates of the tax period for which you want to report.

Taxable Amount   Select whether the allowance is for leave travel allowance or medical.

Working with Banking

This chapter provides overviews of the banking process for India and banking setup and discusses how to generate electronic funds transfer (EFT) files and reports.

Understanding the Banking Process for India

Following is a brief summary of the direct deposit banking process that is used for net payments to payees in India:

1. Set up bank accounts and schedule disbursements.

2. Run payroll.

3. Run the Global Payroll Banking Process Application Engine process (GP_PMT_PREP).

4. Run the Banking for India Structured Query Report (SQR) process (GPINBK01), which automatically generates the EFT file and SQR.

Subsequent sections provide more details about these steps.

Understanding Banking Setup

To set up banking you must utilize core Global Payroll pages. The setup involves:

• Setting up basic bank information using the Bank Table page.

• Setting up bank branch information using the Branch Table page.

• Setting up source bank account information using the Source Bank Accounts page.

• Linking the source bank ID to a pay entity using the Source Bank Link page.

• Entering bank account information for payees using the Bank Account Information page.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Banking Instructions," Understanding Banking.

Generating EFT Files and Reports

This section provides an overview of EFT file and report generation and discusses how to prepare the EFT flat file.

Understanding EFT File and Report Generation

The EFT process prepares the EFT flat file that you transmit to the appropriate bank and launches the SQR program that prints the banking report.

Note. The EFT flat file and SQR banking report are delivered with a configuration to satisfy the banking needs for customers using the Industrial Credit and Investment Corporation of India (ICICI) financial institution. If the company uses a financial institution other than ICICI, you must modify the delivered process to meet the company's needs. You can use the delivered ICICI configuration as a guide when developing the EFT and reporting process.

Process Flow

This diagram illustrates the payroll EFT and report generation process flow for India:
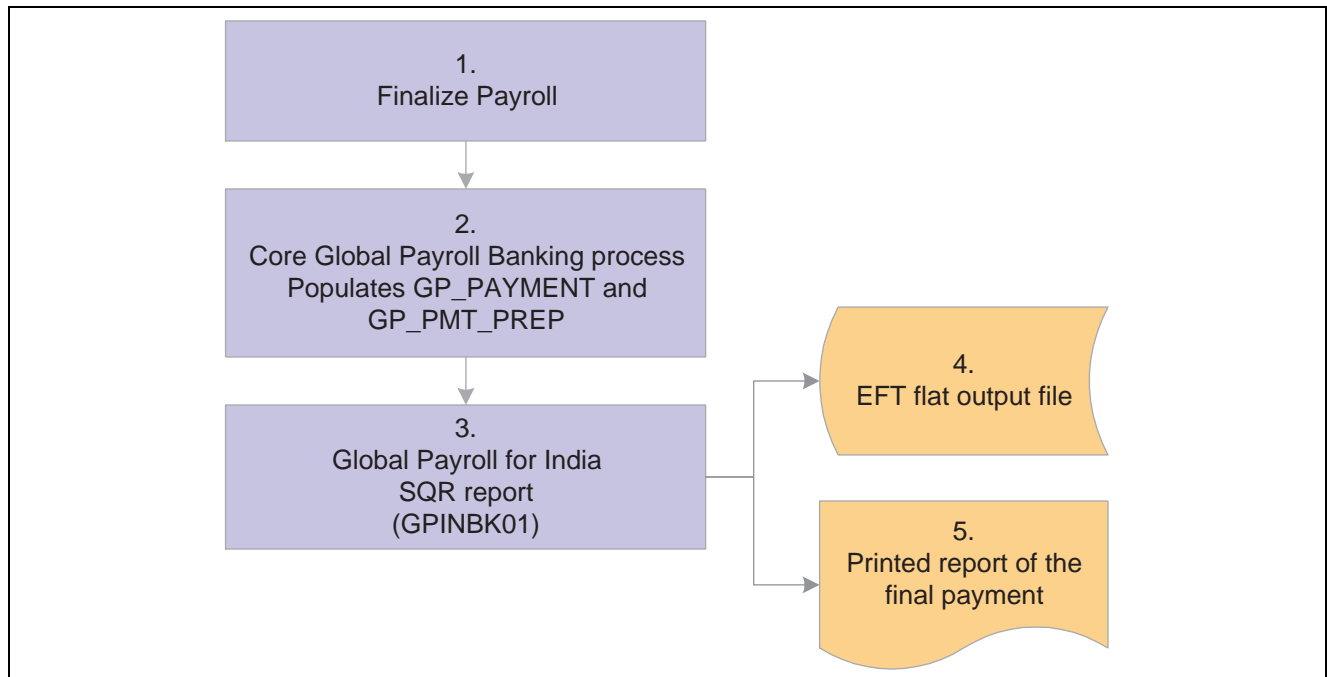
Payroll EFT and report process flow for India

Process Explanation

The following steps correspond to the numbers in the preceding diagram:

1. Process and finalize payroll in the Global Payroll core application.

2. Run the Global Payroll Banking Process process.

   This process populates the GP_PAYMENT output record.

   Note. Select the Finalize check box on the Payment Preparation page when you run the Global Payroll Banking Process process. If you do not, there won't be any data available for the next step.

3. Run the Banking for India process.

   This process selects all rows in GP_PAYMENT that have a status of finalized for the specified calendar group ID, run type name, and source bank ID.

The process populates the following records, which form the header, transaction, and trailer of both the EFT file and the printed report:

• GPIN_BANK_RNCTL: This record stores the run control information like calendar run ID, operator ID, and run control ID.

• GP_PAYMENT: This record stores information about the payment details for each payee.

• PYE_BANKACCT: Contains payee bank account information for use with direct deposit, etc.

• PERSON_NAME: This record stores details about the name of each payee.

• SRC_BANK: Contains information about the source bank.

• BANK_EC_TBL: Main bank table containing bank name and address.

• BANK_BRANCH_TBL: Bank branch ID and address information.

• GP_NET_DIST: Net distribution top (EMPLID, EMPL_RCD) level.

• GP_NET_DIST_DTL: Net distribution effective date and account level.

You can run this process as many times as you want. The Banking for India process consolidates the data from the records into one EFT file that you send to the source bank. The naming convention is SRC_BANK_ID.DAT. The SQR program prints the banking report in the standard character set using data from the same records as the EFT file. The number of records is equal to the number of source banks.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Banking Instructions," Understanding Banking

Page Used to Generate EFT Files and Reports

Page Name	Object Name	Navigation	Usage
Banking For India	GPIN_PAYMENT	Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process IND, Banking For India	Prepare the EFT flat file.

Preparing the EFT Flat File

Access the Banking For India page.

Banking For India page

Calendar Group ID   Select the calendar group ID that is associated with the pay run for which you want to process banking.

Click Run button to run the GPINBK01 process request. PeopleSoft Process Scheduler runs the Banking for India process at user-defined intervals.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Banking Instructions," Running the Banking Process

80

CHAPTER 12

Working with Payslips

This chapter provides overviews of payslips for India and discusses how to:

- Create payslip templates and payslip messages.
- Attach payslip templates to pay groups.
- Override payslip delivery options.
- Create and print payslips.

Understanding Payslips for India

The design of the payslip feature enables you to create and control payslips so that they display the data that you want and in the format that you want. You can override templates at lower levels, so you do not have to create multiple templates to cover every payslip scenario that you might encounter.

Regulations require that days worked be printed on payslips to ensure compliance with the Factories Act and Employee State Insurance (ESI). An additional tab for defining this information is available when creating payslip templates.

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for India.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing Delivered Elements"

Creating Payslip Templates and Payslip Messages

To create payslip template and payslip messages, use the Templates IND (GPIN_PSLP_SETUP) and Messages IND (GPIN_PSLP_MSG) components.

This section provides an overview of payslip templates and discusses how to:

- Set up templates and accumulators.
- Set up payslip earnings and deductions.
- Set up absence details for payslips.
- Set element components for working days and days worked.
- Create payslip messages.

Understanding Payslip Templates

When creating payslip templates you can:

- Set the accumulator column labels.
- Select the accumulators to go under the column labels.
- Create unlimited rows of accumulators for each column and set the printing sequence.
- Create unlimited sections for earnings and deductions.
- Use standard or custom element descriptions.
- Set delivery options.
- Exclude departments or locations from printing at the setup level but override those exclusions at run time.

Pages Used to Create Payslip Templates and Messages

Page Name	Object Name	Navigation	Usage
Template Setup & Accumulators	GPIN_PSLP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates IND, Template Setup & Accumulators	Set up delivery and print exclusion options, column headings (labels) and column contents (rows of accumulators).
Earnings and Deduction	GPIN_PSLP1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates IND, Earnings and Deduction	Create sections of earnings and deductions, select from three description options, and set the element components that the payslip is to display.
Absence Details	GPIN_PSLP2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates IND, Absence Details	Select the absence elements that the system uses to extract an absence balance to display on the payslip.
Working Days & Days Worked	GPIN_WORKDAYS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates IND, Working Days & Days Worked	Set the element components for the number of scheduled working days and the number of actual days worked that the payslip displays.
Payslip Messages	GPIN_PSLP_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages IND, Payslip Messages	Create messages to appear on payslips. You can control which payslips show the message.

Setting Up Templates and Accumulators

Access the Template Setup & Accumulators page.

Template Setup & Accumulators page

Payslip ID	You can attach a single template, by its ID, to multiple pay groups. You can attach multiple templates to a pay group. Each template is used in conjunction with a particular run type.
Exclude Printing	Select either *Department* or *Location* to exclude departments or locations from the payslip print run. The corresponding link becomes active, so you can select from the department or location lists.
	You can override the exclusion on the Process Payslip page before you run the print program.
	Note. If you choose to enter a particular pay entity as the print option on the Process Payslip page and you have excluded a location that falls under that pay entity, it is not printed.
Delivery Option	Select an address type to receive printed payslips. You can select *Department* or *Location* to mail the payslip to an internal address, or you can select *Home Address* or *Mail Address* to send it to an external address as recorded on the payee's personal data record.
	You can override the selection made here on the Payslip Payee Override page, which is effective-dated; therefore, you can override the delivery option for a period of time if necessary.
	See Chapter 12, "Working with Payslips," Overriding Payslip Delivery Options, page 90.
Column 1 to Column 6	Enter the labels that you want to appear across the page on the printed payslip as the column headings for the accumulators. These column labels appear in the payslip region under the region heading Pay Summary.

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 of each accumulator row.
Accumulator 1, Accumulator 2, and **Accumulator 3**	Select the accumulators that you want displayed for the corresponding column. For example, suppose you enter a description for sequences 1 and 2 as *Current* and *YTD*. If you also want to display quarter to date accumulated amounts, create a new row, give the new row the description *QTD,* then select the accumulators that correlate to the columns headings.

Accumulators 4 to 6

Accumulator 4, Accumulator 5, and **Accumulator 6**	Select the accumulators that you want displayed for the corresponding column. There are no Sequence or Description fields because the same sequence number and description applies to all six accumulators in the row.

Printed Payslip Example

This diagram shows how column numbers, sequences, and accumulator numbers work together on the printed payslip:

	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

Setting Up Payslip Earnings and Deductions

Access the Earnings and Deduction page.

Template Setup & Accumulators	Earnings and Deduction	Absence Details	Working Days & Days Worked

Payslip ID: KPPAYSLIP

Payslip Setup   Find | View All   First ◀ 1 of 1 ▶ Last

Effective Date: 01/01/2002   **Description:**   Payslip Template for India

Section Setup   Find | View All   First ◀ 1 of 2 ▶ Last

Sequence: 10   **Description:**   Earnings

Section Elements   Customize | Find | ▦   First ◀ 1-25 of 25 ▶ Last

Element Details | Element Components

Sequence	Entry Type	Element Name	Year To Date Units	Display YTD Amount		
1	Earnings ▼	BASE SALARY 🔍	☐	☑	➕	➖
2	Earnings ▼	BASE HOURLY 🔍	☑	☑	➕	➖
3	Earnings ▼	DEAR ALLOW 🔍	☐	☑	➕	➖
4	Earnings ▼	HRA 🔍	☐	☑	➕	➖
5	Earnings ▼	CONVEY ALLOW 🔍	☐	☑	➕	➖
6	Earnings ▼	LUNCH ALLOW 🔍	☐	☑	➕	➖
7	Earnings ▼	CHLD EDUCATN 🔍	☐	☑	➕	➖
8	Earnings ▼	CHLD HOSTEL 🔍	☐	☑	➕	➖
9	Earnings ▼	OVERTIME 1.5 🔍	☐	☑	➕	➖
10	Earnings ▼	OVERTIME 2.0 🔍	☐	☑	➕	➖
11	Earnings ▼	SHIFT AMT 🔍	☐	☑	➕	➖
12	Earnings ▼	SHIFT HRLY 🔍	☑	☑	➕	➖

Earnings and Deduction page (1 of 2)

13	Earnings ▼	SHIFT PCT 🔍	☐	☑	➕	➖
14	Earnings ▼	SPEC ALLOW 🔍	☐	☑	➕	➖
15	Earnings ▼	LTA WAIVE 🔍	☐	☑	➕	➖
16	Earnings ▼	LTA NON TAX 🔍	☐	☑	➕	➖
17	Earnings ▼	LTA TAX 🔍	☐	☑	➕	➖
18	Earnings ▼	LTA PAYOUT 🔍	☐	☑	➕	➖
19	Earnings ▼	MA WAIVE 🔍	☐	☑	➕	➖
20	Earnings ▼	MA NON TAX 🔍	☐	☑	➕	➖
21	Earnings ▼	MA TAX 🔍	☐	☑	➕	➖
22	Earnings ▼	MA PAYOUT 🔍	☐	☑	➕	➖
23	Earnings ▼	BONUS 🔍	☐	☑	➕	➖
24	Earnings ▼	RENT 🔍	☐	☑	➕	➖
25	Earnings ▼	PL ENCSHMNT 🔍	☐	☑	➕	➖

Earnings and Deduction page (2 of 2)

Section Setup

Description   Descriptions appear as section headings in the payslip region under the heading Payment Details.

Element Details

Year To Date Units and **Display YTD Amount**   Select these check boxes if you want the year to date units and amounts for each element to appear in the Payment Details region under the heading Year to Date Values.

Element Components

Description Type   Select one of three descriptions to appear for each earning or deduction row in the Payment Details region of the payslip. Select from the following valid values:

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

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

Element Name: The element's name from its name page in its component. It also appears on the Elements 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 only select the components in the element's calculation rule. For example, for an earning with a calculation rule of Unit x Rate, only the Print Unit and Print Rate check boxes are available for selection.

Note. Amount always appears; therefore, it is not an option here.

Setting Up Absence Details for Payslips

Access the Absence Details page.

Absence Details page

Description Type   Select one of three descriptions to appear for each row in the Absence Details region of the payslip. Select from the following valid values:

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

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

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

Setting Element Components for Working Days and Days Worked

Access the Working Days & Days Worked page.

Working Days & Days Worked page

Entry Type	Define a row with an entry type of *Count* and a row with an entry type of *Formula.*
Day Type	For the row with an entry type of *Count,* define a day type of *Working Days.* For the row with an entry type of *Formula,* define a day type of *Days Worked.*
Element Name	For the row with a day type of *Working Days,* select the *GP WORK DAY COUNT* element. For the row with a day type of *Days Worked,* select the *LOP FM DAYS* element.

Creating Payslip Messages

Access the Payslip Messages page.

Payslip Messages page

Message Number	This is the message ID that the system uses to get the right message for the right payees. Arrays, formulas, and variables combine to get the right message.
Message Level	Select from the following valid values:
	All: All payees identified in the calendar group.
	Group Build: All payees included in a group that is built by using the Group Build feature in Human Resources. You can also access the group build pages through the Set Up HRMS, Common Definitions, Group Build navigation. If you select this option, enter a group in the Group ID field.
	Group List: All payees in a list built by using Global Payroll's Group List feature. If you select this, enter a group in the Group List ID field.
Message	Enter the text of the message to appear on selected payslips.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Processing Payroll," Creating Group Lists

PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook, "Setting Up and Working with Group Definitions"

Attaching Payslip Templates to Pay Groups

To attach payslip templates to pay groups, use the Link to Pay Group IND (GPIN_PYGRP_PSLP) component.

This section provides an overview of payslip template attachments and discusses how to attach payslip templates to pay groups.

Understanding Payslip Template Attachments

Attach a payslip template to a pay group by using the Link to Pay Group IND 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.

Page Used to Attach Payslip Templates to Pay Groups

Page Name	Object Name	Navigation	Usage
Link to Pay Group IND	GPIN_PYGRP_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Link to Pay Group IND, Link to Pay Group IND	Use to attach a payslip template to a pay group.

Attaching Payslip Templates to Pay Groups

Access the Link to Pay Group IND page.

Link to Pay Group IND page

Regular Run Type	Select the run type. Define run types on the Run Types page.
Pay Frequency	Select the pay frequency. Define pay frequencies on the Frequency Table page.
Payslip ID	Select the payslip ID for the payslip templates that you want to link with the pay group. Define payslip IDs on the Template Setup & Accumulators page.

See Also

Chapter 12, "Working with Payslips," Creating Payslip Templates and Payslip Messages, page 81

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Using Calendars," Defining Run Types

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Calculation Elements," Defining Generation Control Frequency

Overriding Payslip Delivery Options

The default delivery option for all payslips is the internal or external address that you selected when you defined the payslip template. You can set an effective-dated override of that default at the payee level to redirect the payslips to a different delivery option.

Page Used to Override Payslip Delivery Options

Page Name	Object Name	Navigation	Usage
Payslip Payee Override	GPIN_PSLP_PYE	Global Payroll & Absence Mgmt, Payee Data, Payslips, Payslip Delivery Option IND, Payslip Payee Override	Select an effective-dated delivery option for an individual payee that is different from the default on the payslip template.

Creating and Printing Payslips

You print payslips by calendar group ID. You can restrict the payslips printed from the pay run that is associated with the calendar group ID. The template that you defined controls the layout of the printed payslip.

This section discusses how to create and print payslips.

Page Used to Create and Print Payslips

Page Name	Object Name	Navigation	Usage
Process Payslip	GPIN_PSLP_RC	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips IND, Process Payslip	Lists payee details of period earnings, taxes and other deductions, leave balances, and payment distributions.

Creating and Printing Payslips

Access the Process Payslip page.

Process Payslip page

Payslip Generation Details

Calendar Group ID   Select the calendar group ID for which you want to print payslips. If you do not use one of the links to further refine the payslip print selection, payslips print for the entire set of employees that are represented by the calendar group ID.

You can further refine the payslip print selection by clicking one of the links. Each link accesses a page on which you can select one or more pay entities, pay groups, departments, locations, or payees to include in the payslip print run. If you do use one of the links to further refine the payslip print selection, payslips print only for those pay entities, pay groups, departments, locations, or payees that are selected.

Sort Key 1

You can set up to three sort keys from the following options: *Department, Location, Not Applicable,* or *Pay Entity.* If you select *Not Applicable,* the program prints the payslips by employee ID.

Description of Processes in Payslip Job

The Payslip page launches a Job (GPINPYSL) containing two processes in sequence:

1. The Structured Query Report (SQR) GPINPS01 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 9.0 PeopleBook, "Managing Pay Information for Global Payroll," Setting Up View Payslip

CHAPTER 13

Managing Year-End Processing

This chapter provides an overview of year-end processing and discusses how to:

• Define year-end reports.

• Generate year-end reports.

Understanding Year-End Processing

Certain legislation requires the annual processing and reporting of relevant payroll data. Global Payroll for India enables you to define the year-end report parameters and generate the following reporting forms:

• Form 3A.

• Form 5.

• Form 6.

• Form 7.

• Form 12BA.

• Form 16.

• Form 24.

• Form 24Q e-filing.

Year-end processing with Global Payroll for India requires that you:

1. Define the data values of the reporting form.

2. Run the report.

Note. Form 24 and Form 16 are year-end reports that are produced by a unique combination of PAN (permanent account number) and TAN (tax deduction account number) numbers. For a single pay entity there might be several combinations of PAN/TAN and each is generated separately.

Understanding Form 24Q e-Filing Requirements

As per the provisions of the Income Tax Act, 1961, specific entities making payments to deductees for salaries and certain services are required to deduct or collect taxes on these payments at the source (TDS – Tax Deducted at Source / TCS – Tax Collected at Source). The taxes can be deposited at any designated branch of an authorized bank.

In an effort to automate the collection and processing of TDS/TCS tax returns, and provide guidance about who must file electronically, the Income Tax Department has issued notifications "Electronic Filing of Returns of Tax Deducted at Source Scheme, 2003" and "Electronic Filing of Returns of Tax Collected at Source Scheme, 2005." According to these provisions:

• Beginning June 1, 2003, corporate deductors must filed TDS forms electronically, and beginning fiscal year 2004–2005, TCS forms must filed electronically.

• Starting fiscal year 2004–2005 and thereafter, government deductors must file all their returns electronically (e-TDS/e-TCS).

• Deductors, other than corporate or government, may file either electronic or physical returns.

The National Securities Depository Ltd. (NSDL) is authorized to act as intermediary and receive the e-TDS/e-TCS returns on behalf of the Income Tax Department, through TIN-Facilitation Centers established by the NSDL, or directly uploaded to the NSDL via their website.

Form 24Q Tax Data Files

The table below lists the tax data files generated by Global Payroll for India, for Form 24Q and electronic delivery to the NSDL:

File Name	Description
Annexure1.csv	Line item breakdown of the TDS detail, by employee. Includes only column numbers 313 to 326.
Annexure2.csv	Continuation of the breakdown of the TDS detail, by employee. Includes column numbers 327 to 352.
Annexure3.csv	Continuation of the breakdown of the TDS detail, by employee. Includes column numbers 353 to 368.
Form24Q.txt	ASCII text file of the tax data for Form 24Q.
GPINQT01_<process_instance>.PDF	Generated tax form 24Q in PDF format. The system populates the form field entries from information provided in the tax form setup, and from Global Payroll employee tables. Print the form for signature.
GPINQT01_<process_instance>.out	This file is blank if the process runs successfully. It has content only when an error occurred in the process, or it is expected to read a message.
SQR_GPINQT01_<process_instance>.log	System log of the tax report generation process. Not required for submission.

Defining Year-End Reports

This section discusses how to:

• Define Form 3A reports.

• Define Form 5 reports.

• Define Form 6 reports.

• Define Form 12BA reports.

• Define Form 24 and Form 16 reports.

• Define Form 24Q reports and tax files.

Pages Used to Define Year-End Reports

Page Name	Object Name	Navigation	Usage
Form 3A	GPIN_YE_F3A	Global Payroll & Absence Mgmt, Year-End Processing, Define Form 3A Data IND, Form 3A	Define the report for the annual statement of individual payees detailing provident fund contributions and other information during the currency period.
Define Form 5 Data IND	GPIN_YE_F5	Global Payroll & Absence Mgmt, Year-End Processing, Define Form 5 Data IND, Define Form 5 Data IND	Define the report containing details of contributions and remittances to the profession tax authorities for the financial year.
Define Form 6 Data	GPIN_YE_F6	Global Payroll & Absence Mgmt, Year-End Processing, Define Form 6 Data IND, Define Form 6 Data	Define the report for consolidated detailing of contributions and other information for the currency period to the employee state insurance authorities.
Define Form 12BA	GPIN_YE_F12BA	Global Payroll & Absence Mgmt, Year-End Processing, Define Form 12BA Data IND, Define Form 12BA	Define the report submitted to the statutory authorities containing details of perquisites that are provided by the employer to the employees and their valuation and tax status.
Form 24 and Form 16	GPIN_YE_F24_F16	Global Payroll & Absence Mgmt, Year-End Processing, Define Form 24 and 16 Data IND, Form 24 and Form 16	Define the report for: • The annual return for income tax that is submitted regarding salaries paid to all the payees during the preceding financial year. • The annual statement that contains details of the remuneration paid and tax deducted and remitted during the previous year by an employer.
Form 24Q Details	GPIN_QT_F24Q_DTL	Global Payroll & Absence Mgmt, Authority Correspondence, Define Form 24Q Data IND, Form 24Q Details	Define tax receipt data for Form 24Q quarterly return and statement.

Defining Form 3A Reports

Access the Form 3A page.

Form 3A page

Claim Date	Enter the date of the availing advance.
Amount	Enter the amount of the advance amount taken.
Days	Enter the number of days of non-contribution service.

Defining Form 5 Reports

Access the Define Form 5 Data IND page.

Define Form 5 Data IND page

Total Tax Payable for the Year	Enter the total tax payable for the year.
Tax Paid	Enter the tax paid for the year.
Balance Tax Payable	Enter the tax balance that still needs to be paid for the year.
Tax Paid Under Challan	Enter tax paid under challan.
Challan Date	Enter the challan date.
Month	Select the month for which taxes are deducted and remitted.
Tax Deducted	Enter the amount of tax deducted.
Tax Paid	Enter the tax paid for the specific month.
Balance Tax	Enter the tax balance.
Check No (check number)	Enter the number of the check used to pay the tax.
Check Date	Enter the date of the check used to pay the tax.

Defining Form 6 Reports

Access the Define Form 6 Data page.

Define Form 6 Data page

Challan Date   Enter the date on which the challan was submitted.

Amount   Enter the amount paid.

Defining Form 12BA Reports

Access the Define Form 12BA page.

Define Form 12BA page

Period ID   Enter the period ID for the period on which you want to report.

Amount Paid by the   Enter the amount to be paid by the employee.
Employee

Taxable Amount   Displays the amount of the perquisite that is taxable.

Defining Form 24 and Form 16 Reports

Access the Form 24 and Form 16 page.

Form 24 and Form 16 page

Period ID   Enter the period ID for the period on which you want to report.

Amount Deducted   Enter the remittance amount.

Voucher Number and   Enter the remittance voucher number and date.
Voucher Date

Bank ID and **Bank Branch**   Select the bank ID and bank branch ID for the bank branch from which the
ID   monthly remittance was transferred to the central government account. The
                                       description appears after you select a bank ID and bank branch.

Defining Form 24Q Reports and Tax Files

Access the Form 24Q Details page.

Form 24Q Details page (1 of 2)

Form 24Q Details page (2 of 2)

SR. No. (sequence number)	Enter a sequence number for each line item in the report.
Month	Enter the month for which the tax deposits were made.
TDS, Surcharge, Education Cess, Interest, and **Others**	Enter the amounts of the various taxes that were collected and deposited for the month.
Provisional Receipt No. (provisional receipt number)	Enter a bank Challen number if the deposit was made into a bank, or a transfer voucher number in the case of government deductors.
Voucher Date	Enter the date the deposit was made.
Cheque No. (cheque number)	Enter the number of the cheque with which the deposit was made.
BSR Code	Enter the bank branch code of the bank where the deposit was made. This field is required of non-government deductors for each challan record.
Book Entry	For government deductors only, select if the deposit was made by book entry.
Section under payment made	Enter the income tax section under which this deposit was made.
Total Nos of Empl for whom tax deposited (total number of employees for whom tax deposited)	Enter the total number of employees for which this deposit was made.

Generating Year-End Reports

This section discusses how to:

• Generate year-end reports.

• Generate form 7 reports.

• Generate form 24Q reports.

Page Used to Generate Year-End Reports

Page Name	Object Name	Navigation	Usage
Year End Reports	GPIN_PR_RC	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Year End Reports	Use to generate forms 3A, 5, 6, 12BA, 16, and 24.
Print ESI Form 7	GPIN_FORM7_RC	Global Payroll & Absence Mgmt, Authority Correspondence, Print ESI Form 7 IND, Print ESI Form 7	Use to generate form 7 half-year report of consolidated employer and employee insurance contributions.
QT Reports	GPIN_24Q_RC	Global Payroll & Absence Mgmt, Authority Correspondence, Print Form 24Q IND, QT Reports	Use to generate Form 24Q and related tax files for electronic submission.

Generating Year-End Reports

Access the Year End Reports page.

Year End Reports page

Report Name	Select the report name. Define report names on the Report Setup page.
Period ID	Select the appropriate period ID. The begin date and end date appear as soon as you select the period ID.
Payee Sort Option	Select a sort order for the report. Options are:

- *Employee ID, Employee Rcd Nbr:* Employee ID, employee record number.

- *Name, Employee Rcd Nbr:* Name, employee record number.

Note. This field is available only when you select the following reports: Form 16, Form 3A, and Form 6A.

| **Establishment ID** | Select an establishment ID only if you are running the Form 5 report. |

Generating Form 7 Reports

Access the Print ESI Form 7 page.

Print ESI Form 7 page

Year	Enter the fiscal year of the report period.
Contribution Period	Select the six month period covering the social insurance contributions.
ESI Challan Number	Enter the challan number(s) with which the social insurance payments were made.

Generating Form 24Q Reports

Access the QT Reports page.

QT Reports page

Payee Sort Option	Select a method to display employee information. Available options are: *Employee ID, Employee Rcd Nbr (employee record number)* or *Name, Employee Rcd Nbr*.
Report Filed for Quarter	Select the Report Filed for Quarter check box if the answer to the question listed in the column 1 (e) of the Form 24Q is *Yes*.
	The question listed in the column 1 (e) is: Has any statement been filed earlier for this quarter (Yes/No)?
Provisional Receipt No. (provisional receipt number)	Enter the provisional receipt number that is available in Form 24Q, column 1 (f), if the answer to the column 1 (e) question is *Yes*.

CHAPTER 14

Creating Payee Reports

This chapter provides an overview of payee data reporting and discusses how to:

• Define payee reports.

• Generate payee reports.

Understanding Payee Data Reporting

For certain payroll business processes, it is necessary to generate reports to comply with legislative reporting requirements, verify data, or convey payroll information within the organization. Legislated reports are required for processes such as employee state insurance (ESI), provident fund, medical allowance, leave travel allowance, and year-end processing. Global Payroll for India provides setup and run control reporting pages to address your reporting needs.

To create payee reports:

1. Define report fields.

2. Define break levels to control how data is sorted for the report.

3. Define the report format.

4. Map Global Payroll elements to the defined report fields.

5. Launch the report run control.

Global Payroll for India provides delivered functionality for the following payee reports:

• Newly enrolled payees.

• Terminated payees.

• New hires.

• Profession tax.

• ESI remittance.

• Provident fund remittance.

• Leave travel allowance and medical allowance taxable amounts.

See Also

Appendix B, "Global Payroll for India Reports," page 129

Chapter 13, "Managing Year-End Processing," page 93

Defining Payee Reports

To define payee reports, use the Payee Report Fields IND (GPIN_PR_FLD_TABLE), Payee Report Break Levels IND (GPIN_PR_BRK_LVLS), Payee Report Setup IND (GPIN_PR_SETUP), and Payee Report Element Map IND (GPIN_PR_EMAP) components.

This section provides an overview of element mapping and discusses how to:

• Define report fields.

• Define report break levels.

• Define the report format.

• Define report element mapping.

Understanding Element Mapping

After you define valid report fields and a report setup (format), you must map Global Payroll elements to the report fields. The mapping of elements enables you to specify multiple elements that make up a report field. For example, if a salary field is to be printed on a report and several elements must be added together in order to print this field on a report, you can select the Global Payroll elements that comprise this field.

The Entry Type field prevents an element of the wrong type from being selected, based on the variable type. For example, a report field that has been defined as a field type of character, only allows Global Payroll elements that resolve to character values to be selected.

The following table specifies the types of Global Payroll elements that can be mapped to a report field, based on the field type defined:

Field Type	Types of Elements Allowed
Numeric	Auto Assigned
	Accumulator
	Segment Accumulator
	Bracket − Numeric
	Deduction
	Earning
	Formula − Monetary and Decimal
	System Element − Numeric
	Variable − Numeric

Field Type	Types of Elements Allowed
Character	Bracket − Character Formula − Character System Element − Character Variable − Character
Date	Calendar Date Bracket − Date Date Formula − Date System Element − Date Variable − Date

Pages Used to Define Payee Reports

Page Name	Object Name	Navigation	Usage
Payee Report Fields	GPIN_PR_FIELDS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Fields IND, Payee Report Fields	Define the individual payee data items as report fields that will appear in a report.
Break Levels	GPIN_PR_BRK_LVLS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Break Levels IND, Break Levels	Define the break levels for a report. You can select any system element or variable that resolves to a character value. Only select elements that are resolved for a payee. Otherwise, the report will not break properly.
Report Setup	GPIN_PR_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Setup IND, Report Setup	Define the report format. Identify the break levels and report fields valid for the report.
Element Mapping	GPIN_PR_ELEM_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Element Map IND, Element Mapping	Map Global Payroll elements to report fields.

Defining Report Fields

Access the Payee Report Fields page.

Payee Report Fields page

Field Name	Uniquely identifies a field for a report. Maximum of 15 characters.
Description	Description of the report field that is printed on a report.
Short Description	Brief description of the report field. If left blank, this field defaults to the first 10 characters of the Description field.
Field Type	Defines the format of the data for the field. Select *Numeric, Character,* or *Date.* After you select a field type for a report field, you cannot alter it.
Comment	Additional information about the field.

Defining Report Break Levels

Access the Break Levels page.

Break Levels page

Break Level	A number that identifies the break level code.
Date Type CD	Values are *System Data* (for PeopleSoft-delivered break level) or *Customer Data* (for all other break levels).

Element

Entry Type	Select the entry type of the element that you're associating with the break level. Values are *System Element - Character* and *Variable - Character*.
Element Name	Select the system element or variable that you're associating with the break level. For example, if you define pay groups at the break level, select the GP PAYGROUP element.

Note. Any element that you select 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 Report Format

Access the Report Setup page.

Report Setup page

Report ID	Name of the Structured Query Report (SQR) that you are defining.	
Description	Description of the SQR.	

Report Break Levels

Break Level 1, Break Level 2, and **Break Level 3**	First, second, and third break levels for the report.

Fields

Field Name	Select a report field (defined on the Payee Report Fields page) to be used in the report. The corresponding description and field type appear when you select a report field.

Defining Report Element Mapping

Access the Element Mapping page.

Element Mapping page

Report ID	Name of the SQR that you are mapping.

Report Field

Field Name	Report field that has been defined by using the Report Setup page.
Field Type	The format of the report field as defined by using the Payee Report Fields page.

Elements

Entry Type	The type of element to be mapped to the report field. This changes depending on the field type.
Element Name	Name of the element to be mapped to the report field. The corresponding description appears when you select an element name.
Add/Subtract	Select whether you want the element to add or subtract from the total on the report.
Last Processed Value	Select for the tax calculation to consider the last processed value for reporting purposes.

This field was introduced for Form 24Q. |

Generating Payee Reports

This section provides an overview of the report generation process and discusses how to:

• Run enrollment and termination reports.

• Run ESI remittance statement reports.

• Run provident fund remittance statement reports.

• Run LWF Form A.

• Run Form 7.

Understanding the Report Generation Process

When you run the payee report process, an Application Engine payee report extract process runs first. The extract process retrieves the run control and determines which report to execute. The appropriate report setup is also retrieved along with the break levels and element mapping that is associated with the report. So the process executes in this order:

1. Payee report extract process (Application Engine) gathers information about the report.

2. SQR runs the actual report.

See Also

Pages Used to Generate Reports

Page Name	Object Name	Navigation	Usage
Enroll/Term Report	GPIN_PR_GPINPY01	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Enroll and Term Reports IND, Enroll/Term Report	Generate enrollment and termination reports.
ESI Remittance (employee state insurance remittance)	GPIN_PR_RC	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, ESI Remittance Statement IND, ESI Remittance	Generate ESI remittance statement reports.
PF Remittance (provident fund remittance)	GPIN_PR_RC	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, PF Remittance Statement IND, PF Remittance	Generate provident fund remittance statement reports.
Print LWF Report	GPIN_FORMLWF_RC	Global Payroll & Absence Mgmt, Authority Correspondence, Print LWF Report, Print LWF Report	Run LWF form A.

Running Enrollment and Termination Reports

Access the Enroll/Term Report page.

Enroll/Term Report page

Period ID	Select the period ID that identifies the pay period to be used for the report. When you enter a value in this field, the associated begin date and end date appear.
Report Type	Select whether you want the system to generate a new enrollment or termination report.
Report	Select whether you want the system to generate an ESI or provident fund report.

Running ESI Remittance Statement Reports

Access the ESI Remittance page.

ESI Remittance page

Period ID	Select the period ID that identifies the pay period to be used for the report. When you enter a value in this field, the associated begin date and end date appear.

Running Provident Fund Remittance Statement Reports

Access the PF Remittance page.

PF Remittance page (1 of 2)

PF Remittance page (2 of 2)

Period ID	Select the period ID that identifies the pay period to be used for the report. When you enter a value in this field, the associated begin date and end date appear.
Payee Sort Option	Select a sort order for the report. Options are:

• *Employee ID, Employee Rcd Nbr:* Employee ID, employee record number.

• *Name, Employee Rcd Nbr:* Name, employee record number.

Running LWF Form A

Access the Print LWF Report page.

Print LWF Report page

This report prints the contribution made by the employer and employee toward LWF.

Running Form 7

See Chapter 13, "Managing Year-End Processing," Generating Form 7 Reports, page 102.

APPENDIX A

Accumulators

This appendix provides an overview of accumulators and discusses accumulators that is delivered by Global Payroll for India.

Understanding Accumulators

Many accumulator elements have been created as integral parts of the Global Payroll for India functionality. Knowing the delivered accumulators and how they are used will enhance your ability to implement Global Payroll for India.

Use the Accumulators page in the core Global Payroll application to see the members of each accumulator and other accumulator configuration details.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Setting Up Accumulators," Understanding Accumulators

Delivered Accumulators

The accumulators listed in the following table are delivered with Global Payroll for India:

Accumulator	Description	Related Functionality
BASE SALARY YTDA	Base Salary Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
BASE SALARY FYDA	Base Salary Earning − Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
BASE HOURLY YTDA	Basic Hourly Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
BASE HOURLY YTDU	Basic Hourly Earning − Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.

Accumulator	Description	Related Functionality
BASE HOURLY FYDA	Basic Hourly Earning − Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
BASE HOURLY FYDU	Basic Hourly Earning − Fiscal Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
DEAR ALLOW YTDA	Dearness Allowance Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
DEAR ALLOW FYDA	Dearness Allowance Earning − Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
ER AC BASIC PAY	Basic Pay Earning (Base + Dearness Allowance)	Stores the basic pay components (base salary/hourly and dearness allowance). This accumulator is used for the calculation of other allowances.
HRA PTDA	House Rent Allowance − Calendar Period to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
HRA FPDA	House Rent Allowance − Fiscal Calendar Period to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
HRA MTDA	House Rent Allowance − Calendar Month to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
HRA FMDA	House Rent Allowance − Fiscal Calendar Month to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
HRA QTDA	House Rent Allowance − Calendar Quarter to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
HRA FQDA	House Rent Allowance − Fiscal Calendar Quarter to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
HRA YTDA	House Rent Allowance − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
HRA FYDA	House Rent Allowance − Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.

Accumulator	Description	Related Functionality
ER AC BASE PLUS	Basic Pay plus other Allowance	Stores additional earnings that comprise basic pay. Delivered basic pay earnings are basic salary, basic hourly, and dearness allowance. This accumulator is customer maintained.
ESI ARR	Employee State Insurance Arrears	Total of add to arrears less payback amount for employee ESI.
ESI ER ARR	Employee State Insurance Employer Contribution Arrears	Total of add to arrears less payback amount for employer ESI.
ESI GROSS WAGES	Employee State Insurance Gross Wages	Total of base salary, HRA, DA, etc.
PF GROSS WAGES	Provident Fund Gross Wages	Total of base salary and DA.
PF ARR	Provident Fund Arrears	Total of add to arrears less payback amount for employee PF.
PF ER ARR	Provident Fund Employer Contribution Arrears	Total of add to arrears less payback amount for employer PF.
PF ER PEN ARR	Provident Fund Pension Employer Contribution Arrears	Total of add to arrears less payback amount for employer PF Pension.
PF ER ADMIN ARR	Provident Fund Employer Administration Charge Arrears	Total of add to arrears less payback amount for employer PF Admin Charge.
PF ER EDLI ARR	Provident Fund Employer EDLI Arrears	Total of add to arrears less payback amount for employer PF EDLI.
PF ER EDLIA ARR	Provident Fund Employer EDLI Administration Charge Arrears	Total of add to arrears less payback amount for employer PF EDLI Admin Charge.
PF VOL ARR	Provident Fund Voluntary Contribution Arrears	Total of Add to Arrears less payback amount for PF Voluntary Contribution.
TDS TAXABLE EARN	Taxable Earnings	Total of previous employment and current earnings.

Accumulator	Description	Related Functionality
TDS TOTAL EXEMPT	Total Exemptions	Total of previous employment and current exemptions such as house rent allowance, conveyance allowance, leave travel allowance, medical allowance, etc.
TDS GROSS SALARY	Gross Salary	Taxable earnings less total exemptions.
TDS TOTAL DEDUCT	Total Deductions	TDC Total Deduct only accumulates the standard deduction for the employee for the year and the Profession tax paid by the employee. This also includes the Profession tax paid from a previous employer. Standard deductions for a previous employer are not included.
TDS SALARY INCOME	Salary Income	The amount chargeable under the Head of Income "Salaries" for the purposes of tax.
TDS OTHER INCOME	Other Income	Total of other income such as capital gains, losses, etc.
TDS CHAPTER VI A	Chapter VIA Deductions	Total of Chapter VIA deductions.
TDS TOT TAX INCOME	Total Taxable Income	Total income used to determine basic tax liability of the employee. Derived by gross total income less total Chapter VIA deductions.
TDS GROSS TOT INC	Gross Total Income	The sum of all sources of income before considering Chapter VIA deductions.
TDS REBATE NONINF	Non-Infrastructure Rebates	Total non-infrastructure rebates.
TDS REBATE INFR	Infrastructure Rebates	Total infrastructure rebates.
TDS TOT REBATES 88	Total Rebates 88	Total non-infrastructure rebates, infrastructure rebates, and other rebates.
TDS NET TAX PAYBL	Net Tax Payable	Net tax liability less Rebates 88.

Accumulator	Description	Related Functionality
TDS TOT TAX CREDIT	Total Tax Credit	Total of all rebates and other credits.
PERQUISITES	Value of Benefit Given in Kind	Total perquisites for the current period. If additional perquisites are added, this accumulator must be updated.
TDS HRA RECD	House Rent Allowance Received	The amount of previous employment and current house rent allowance amount received in the fiscal period.
SAL FOR HRA	Salary for House Rent Allowance	The salary for which house rent allowance is determined.
TDS NET TAX LIAB	Net Tax Liability	The calculated tax deducted at source liability for the fiscal year.
TDS TAX PAYABLE	Tax Payable	The net tax liability for tax deducted at source less any previous tax deducted at source deducted.
TDS TAX BALANCE	Balance Tax to Deduct	The calculated balance of tax payable for the year, which is the tax payable less the current month's deductions.
TDS ARR	Arrears	Total of add to arrears less payback amount for TD.
PT GROSS WAGES	Profession Tax − Gross Wages	Stores profession tax gross wages.
AB PRIV LV BAL	Absence − Privilege Leave Balance	Stores privilege leave balance for use in reporting and calculations of leave.
AB PRIV LV ENT	Absence − Privilege Leave Entitlement	Stores privilege leave entitlement for use in reporting and calculations of leave.
AB PRIV LV ADJ	Absence − Privilege Leave Adjustments	Stores privilege leave adjustment for use in reporting and calculations of leave.

Accumulator	Description	Related Functionality
AB CASUAL LV BAL	Absence − Casual Leave Balance	Stores casual leave balance for use in reporting and calculations of leave.
AB CASUAL LV ENT	Absence − Casual Leave Entitlement	Stores casual leave entitlement for use in reporting and calculations of leave.
AB CASUAL LV ADJ	Absence − Casual Leave Adjustments	Stores casual leave adjustment for use in reporting and calculations of leave.
AB SICK LV BAL	Absence − Sick Leave Balance	Stores sick leave balance for use in reporting and calculations of leave.
AB SICK LV ENT	Absence − Sick Leave Entitlement	Stores sick leave entitlement for use in reporting and calculations of leave.
AB SICK LV ADJ	Absence −Sick Leave Adjustments	Stores sick leave adjustment for use in reporting and calculations of leave.
LOSS OF PAY CYTDA	Loss of Pay − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LOSS OF PAY CYTDU	Loss of Pay − Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
LOSS OF PAY FYTDA	Loss of Pay − Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LOSS OF PAY FYTDU	Loss of Pay − Fiscal Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
LOAN ARR	Generic Loans − Arrears	Total of add to arrears less payback amount for Generic Loans.
ADVANCE ARR	Generic Advances − Arrears	Total of add to arrears less payback amount for Advances.
LA AC LOAN PAY	Generic Loan Payments	Loan pay accumulator.
LA AC ADV PAY	Generic Advances Payments	Advance pay accumulator.

Accumulator	Description	Related Functionality
BASE SALARY YTDF	Base Salary − Fiscal Calendar Year to Date	Calculated base salary for the current fiscal year used in the calculation of tax deducted at source.
MA AC ALLOW AMT	Medical Allowance − Fiscal Calendar Year to Date Amounts Paid	Used in determining the medical allowance claims amount to be reimbursed.
LTA NON TAX YTDA	Leave Travel Allowance − Calendar Year to Date Non-Taxable Earning	You can print the accumulated value on the payslip and other reports.
LTA NON TAX FYDA	Leave Travel Allowance − Fiscal Calendar Year to Date Non-Taxable Earning	You can print the accumulated value on the payslip and other reports.
LTA TAX YTDA	Leave Travel Allowance − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LTA TAX FYDA	Leave Travel Allowance − Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LTA PAYOUT YTDA	Leave Travel Allowance Payouts − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LTA PAYOUT FYDA	Leave Travel Allowance Payouts − Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LTA WAIVE YTDA	Leave Travel Allowance Waived Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LTA WAIVE FYDA	Leave Travel Allowance Waived Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA NON TAX YTDA	Medical Allowance Non-Taxable Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA NON TAX FYDA	Medical Allowance Non-Taxable Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.

Accumulator	Description	Related Functionality
MA TAX YTDA	Medical Allowance Taxable Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA TAX FYDA	Medical Allowance Taxable Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA PAYOUT YTDA	Medical Allowance Payouts − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA PAYOUT FYDA	Medical Allowance Payouts − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA WAIVE YTDA	Medical Allowance Waived Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA WAIVE FYDA	Medical Allowance Waived Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
RENT CYTDA	Rent Allowance Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
RENT FYTDA	Rent Allowance Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LUNCH ALLOW CYTDA	Lunch Allowance Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LUNCH ALLOW FYTDA	Lunch Allowance Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
CONVEY ALLOW CYTDA	Conveyance Allowance Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
CONVEY ALLOW FYTDA	Conveyance Allowance Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
OVERTIME 1.5 CYTDA	Overtime (Time and a Half) Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
OVERTIME 1.5 CYTDU	Overtime (Time and a Half) Earning − Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.

Accumulator	Description	Related Functionality
OVERTIME 1.5 FYTDA	Overtime (Time and a Half) Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
OVERTIME 1.5 FYTDU	Overtime (Time and a Half) Earning − Fiscal Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
OVERTIME 2.0 CYTDA	Overtime (Double Time) Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
OVERTIME 2.0 CYTDU	Overtime (Double Time) Earning − Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
OVERTIME 2.0 FYTDA	Overtime (Double Time) Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
OVERTIME 2.0 FYTDU	Overtime (Double Time) Earning − Fiscal Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
BONUS CYTDA	Bonus Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
BONUS FYTDA	Bonus Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SPEC ALLOW CYTDA	Special Allowance Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SPEC ALLOW FYTDA	Special Allowance Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SHIFT PCT CYTDA	Shift Allowance Percentage Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SHIFT PCT CYTDU	Shift Allowance Percentage Earning − Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
SHIFT PCT FYTDA	Shift Allowance Percentage Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SHIFT PCT FYTDU	Shift Allowance Percentage Earning − Fiscal Year to Date (Units)	You can print the accumulated value on the payslip and other reports.

Accumulator	Description	Related Functionality
SHIFT AMT CYTDA	Shift Allowance Fixed Amount Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SHIFT AMT FYTDA	Shift Allowance Fixed Amount Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SHIFT HRLY CYTDA	Shift Allowance Hourly Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SHIFT HRLY CYTDU	Shift Allowance Hourly Earning − Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
SHIFT HRLY FYTDA	Shift Allowance Hourly Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SHIFT HRLY FYTDU	Shift Allowance Hourly Earning − Fiscal Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
ER AC BASE PY CUST	Customer Basic Pay Earning	Stores additional earnings that comprise basic pay that have been defined by the customer.
ER AC BONUS PAY	Customer Basic Pay plus Other Earnings	Used to determine earnings upon which bonus pay calculations are based. Customer can add additional earnings into the ER AC BONUS CUST accumulator for use in the calculation.
ER AC BONUS CUST	Customer Bonus Pay	Stores additional earnings that comprise bonus pay that have been defined by the customer.
IN AC GROSS	Gross Wages	Sum of all gross wages paid to an employee. Used on payslips and other reports.
IN AC NET	Net Pay for Banking Purposes	Net pay used for transmitting data to the bank.
PT ARR	Profession Tax Arrears	Total of add to arrears less payback amount for profession tax.

Accumulator	Description	Related Functionality
TDS REBATE OTH	Total Other Rebates	Total other rebates.
ESI GROSS WAGES FYTD	ESI Gross Wages Fiscal Year to Date	Total of accumulator ESI gross wages.
PF GROSS WAGES FYTD	PF Gross Wages Fiscal Year to Date	Total of accumulator PF gross wages.
PT GROSS FYTD	PT Gross Wages Fiscal Year to Date	Total of accumulator PT gross wages.
PT GROSS SEMI ANNL	PT Gross Wages for the Semi Annual period	Total of accumulator PT gross wages.
TDS PROJECT WAGES	Projected Wages for the Fiscal Year for TDS	Stores the projected wages for the fiscal year for TDS purposes.
TDS NON PROJ WAGES	One Time Wages (not to be projected)	Stores the wages which should not be projected when calculating TDS. Customer can add additional earnings which are for one time payments (non regular payments).

APPENDIX B

Global Payroll for India Reports

This appendix provides an overview of Global Payroll for India reports and enables you to view a summary table of all reports.

Note. For samples of these reports, see the Portable Document Format (PDF) files published on CD-ROM with your documentation.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

Global Payroll for India Reports: A to Z

This table lists the Global Payroll for India reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
GPINPT01 Profession Tax	Calculates and reports on profession taxes. See <u>Chapter 10, "Withholding Taxes," page 63</u>.	Global Payroll & Absence Mgmt, Taxes, Profession Tax Report IND, PT Reports	GPIN_PR_RC
GPINPY01 NEW ESI ENROLLMENT (new employee state insurance enrollment)	Generates a list of employees enrolled in employee state insurance (ESI). See <u>Chapter 14, "Creating Payee Reports," page 105</u>.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Enroll and Term Reports IND, Enroll/Term Report	GPIN_PR_GPINPY01
GPINPY01 List Of Employees Terminated From ESI (list of employees terminated from employee state insurance)	Generates a list of employees terminated from ESI. See <u>Chapter 14, "Creating Payee Reports," page 105</u>.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Enroll and Term Reports IND, Enroll/Term Report	GPIN_PR_GPINPY01
GPINPY01 NEW PF ENROLLMENT (new provident fund enrollment)	Generates a list of employees enrolled in provident funds. See <u>Chapter 14, "Creating Payee Reports," page 105</u>.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Enroll and Term Reports IND, Enroll/Term Report	GPIN_PR_GPINPY01

Report ID and Report Name	Description	Navigation	Run Control Page
GPINPY01 List Of Employees Terminated From PF (list of employees terminated from provident fund)	Generates a list of employees terminated from provident funds. See Chapter 14, "Creating Payee Reports," page 105.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Enroll and Term Reports IND, Enroll/Term Report	GPIN_PR_GPINPY01
GPINRM01 ESI Remittance (employee state insurance remittance)	Generates ESI remittance statement reports. See Chapter 14, "Creating Payee Reports," page 105.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, ESI Remittance Statement IND , ESI Remittance	GPIN_PR_RC
GPINRM02 PF Remittance (provident fund remittance)	Generates provident fund remittance statement reports. See Chapter 14, "Creating Payee Reports," page 105.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, PF Remittance Statement IND, PF Remittance	GPIN_PR_RC
GPINTX01 List of Taxable Medical Amount of Employees	Calculates and reports on medical allowance taxable amounts. See Chapter 10, "Withholding Taxes," page 63.	Global Payroll & Absence Mgmt, Taxes, Allowance Taxable Amounts IND, Amount Taxable IND	GPIN_PR_GPINTX01
GPINTX01 List of Taxable LTA Amount of Employees (list of taxable leave travel allowance amount of employees)	Calculates and reports on leave travel allowance taxable amounts. See Chapter 10, "Withholding Taxes," page 63.	Global Payroll & Absence Mgmt, Taxes, Allowance Taxable Amounts IND, Amount Taxable IND	GPIN_PR_GPINTX01
GPINYE01 Form 24 (Income Tax)	Generates details of all payments made to the employees, and the deductions and remittances made by the employer on behalf of the employee for the preceding financial year. See Chapter 13, "Managing Year-End Processing," page 93.	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Year End Reports	GPIN_PR_RC
GPINQT01 Form No. 24Q	Generates details of all payments made to employees, and TDS deductions and remittances made by the employer on behalf of the employee for the preceding quarter. Generates TDS tax data files for electronic submission. See Chapter 13, "Managing Year-End Processing," page 93.	Global Payroll & Absence Mgmt, Authority Correspondence, Print Form 24Q IND, QT Reports	GPIN_24Q_RC

Report ID and Report Name	Description	Navigation	Run Control Page
GPINYE02 Form 16 (Income Tax)	Generates Form 16 income tax data at the end of the year or upon employee termination. Generates required annual statements of remuneration paid to the employee and the taxes deducted from the employee and remitted to the tax authorities for the preceding financial year. One statement per employee is generated. See Chapter 13, "Managing Year-End Processing," page 93.	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Year End Reports	GPIN_PR_RC
GPINYE03 Form 12BA Data	Generates Form 12BA for every employee who has been paid taxable perquisites or profits in lieu of salary. Accompanies Form 16, Form 24, or both. See Chapter 13, "Managing Year-End Processing," page 93.	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Year End Reports	GPIN_PR_RC
GPINYE04 Form 3A Data	Generates Form 3A to provide details of employee provident fund contributions for the previous year. Accompanies Form 6A. See Chapter 13, "Managing Year-End Processing," page 93.	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Year End Reports	GPIN_PR_RC
GPINYE05 Form 6A Data	Generates Form 6A to provide details of employee provident fund contributions for the previous year. Accompanies Form 3A. See Chapter 13, "Managing Year-End Processing," page 93.	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Year End Reports	GPIN_PR_RC
GPINYE06 Form 6 Data	Generates Form 6 biannually to report employer contributions to the Employee State Insurance Corporation. See Chapter 13, "Managing Year-End Processing," page 93.	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Year End Reports	GPIN_PR_RC

Report ID and Report Name	Description	Navigation	Run Control Page
GPINYE07 Form 5 Data	Generates Form 5 to report details of contributions and remittances of professional tax. See Chapter 13, "Managing Year-End Processing," page 93.	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Year End Reports	GPIN_PR_RC
GPINPY02 ESI Form 7	Generates Form 7 to provide half-year reporting of consolidated employer and employee insurance contributions, by month. See Chapter 13, "Managing Year-End Processing," page 93.	Global Payroll & Absence Mgmt, Authority Correspondence, Print ESI Form 7 IND, Print ESI Form 7	GPIN_FORM7_RC
GPINPY03 LWF Form A	Generates LWF registration information.	Global Payroll & Absence Mgmt, Authority Correspondence, Print LWF Report, Print LWF Report	GPIN_FORMLWF_RC

Glossary of PeopleSoft Enterprise 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 Enterprise Human Resources, PeopleSoft Enterprise Benefits

Administration, PeopleSoft Enterprise Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template

In PeopleSoft Enterprise 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 Enterprise 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 Enterprise 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 Enterprise 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 Enterprise 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 Enterprise Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	The arbiter when multiple price rules match the transaction. This plan determines the order in which the price rules are applied to the transaction base price.
assessment rule	In PeopleSoft Enterprise 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 Enterprise Directory Interface, relates the data that makes up an entry in the directory information tree.
auction event	In PeopleSoft Strategic Sourcing, a sourcing event where bidders actively compete against one another to achieve the best price or score.
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 Enterprise Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Enterprise Workforce Analytics Solution, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
bid response	In PeopleSoft Strategic Sourcing, the response by a bidder to an event.
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 Enterprise 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 Enterprise Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.
	In PeopleSoft Enterprise 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 Enterprise product families and are supported by the Business Process Engineering group. 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 unit constraints	In PeopleSoft Strategic Sourcing, these constraints apply to a selected Strategic Sourcing business unit. Spend is tracked across all of the events within the selected Strategic Sourcing business unit.
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 Enterprise 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.
buy event	In PeopleSoft Strategic Sourcing, for event creators, the purchase of goods or services, most typically associated with a request for quote, proposal, or reverse auction.For bidders, the sale of goods or services.
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.
cash drawer	A repository for monies and payments taken locally.
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 Enterprise Catalog Management, translates values from the catalog source data to the format of the company's catalog.

catalog partner	In PeopleSoft Enterprise 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 Enterprise 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 Enterprise 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.
claimback	In the wholesale distribution industry, a contract between supplier and distributor, in which monies are paid to the distributor on the sale of specified products or product groups to targeted customers or customer groups.
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 Enterprise 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, PeopleTools maintains a set of collections (one per language code) for each search index object.
collection rule	In PeopleSoft Enterprise 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 Enterprise database information using a program instead of the PeopleSoft client.
condition	In PeopleSoft Enterprise 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 Enterprise. 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).
constraint	A business policy or rule that affects how a sourcing event is awarded. There are three types of constraints: business, global, and event.
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 plus contract line	A rate-based contract line associated with a fee component of Award, Fixed, Incentive, or Other. Rate-based contract lines associated with a fee type of None are not considered cost-plus contract lines.
cost plus pricing	In PeopleSoft Enterprise Pricer, a pricing method that begins with cost of goods as the basis.
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.
counter sale	A face-to-face customer transaction where the customer typically selects items from the storefront or picks up products that they ordered ahead of time. Customers pay for the goods at the counter and take the goods with them instead of having the goods shipped from a warehouse.
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 Enterprise Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, and rail). 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.
direct receipt	Items shipped from a warehouse or vendor to another warehouse.
direct ship	Items shipped from the vendor or warehouse directly to the customer (formerly referred to as *drop ship*).
directory information tree	In PeopleSoft Enterprise 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 Enterprise 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 Enterprise 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 Enterprise General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	In PeopleSoft Enterprise 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 Enterprise 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 Enterprise Human Resources, also refers to an incident that affects benefits eligibility.
event constraints	In PeopleSoft Strategic Sourcing, these constraints are associated with a specific sourcing event. Spend is tracked within the selected event.
event propagation process	In PeopleSoft Enterprise 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. PeopleSoft Enterprise Enterprise Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
exception	In PeopleSoft Enterprise Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Enterprise 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 Enterprise 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.
financial sanctions	For U.S. based companies and their foreign subsidiaries, a federal regulation from the Office of Foreign Assets Control (OFAC) requires that vendors be validated against a Specially Designated Nationals (SDN) list prior to payment.
	For PeopleSoft Payables, eSettlements, Cash Management, and Order to Cash, you can validate your vendors against any financial sanctions list (for example, the SDN list, a European Union list, and so on).
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 Enterprise 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 Enterprise 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.
GDS	Abbreviation for *Global Distribution System.* Broad-based term to describe all computer reservation systems for making travel plans.
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.
global constraints	In PeopleSoft Strategic Sourcing, these constraints apply across multiple Strategic Sourcing business units. Spend is tracked across all of the events from the multiple Strategic Sourcing business units.
group	In PeopleSoft Enterprise Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).
	In PeopleSoft Enterprise 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 Enterprise Time and Labor, for example, employees are placed in groups for time reporting purposes.
ideal response	In PeopleSoft Strategic Sourcing, a question that requires the response to match the ideal value for the bid to be considered eligible for award. If the response does not match the ideal value, you can still submit the bid, but it will be disqualified and ineligible for award.
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, and user interaction objects.

incentive rule	In PeopleSoft Enterprise 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 Enterprise 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 Enterprise applications to work seamlessly with other PeopleSoft Enterprise applications or with third-party systems or software.
integration point	An interface that a system uses to communicate with another PeopleSoft Enterprise 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 Enterprise Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).
	In PeopleSoft Enterprise 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 Enterprise 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.
itinerary	In PeopleSoft Expenses, a collection of travel reservations. Itineraries can have reservations that are selected and reserved with the travel vendor. These itineraries are not yet paid for and can be referred to as *pending reservations*. Reservations that have been paid for are referred to as *confirmed reservations*.
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 Enterprise 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.
KVI	Abbreviation for *Known Value Item.* Term used for products or groups of products where the selling price cannot be reduced or increased.
landlord	In PeopleSoft Real Estate Management, an entity that owns real estate and leases the real estate to tenants.
LDIF file	Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft Enterprise 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.
lease	In PeopleSoft Real Estate Management, a legally binding agreement between a landlord and a tenant, where the tenant rents all or part of a physical property from the landlord.
lease abstract	In PeopleSoft Real Estate Management, a summarized version of the complete lease contract with only the important terms. The lease abstract usually fits on one page and does not include legal terminology.
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.
line	In PeopleSoft Strategic Sourcing, an individual item or service upon which there can be a bid.

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 Enterprise 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 Enterprise Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Enterprise Inventory that is used to track the weight, the volume, and the destination of a shipment.
local functionality	In PeopleSoft Enterprise 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 Enterprise 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 Enterprise 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 Enterprise 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 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 Enterprise 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 Enterprise 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.
NDP	Abbreviation for *Non-Discountable Products.* Term used for products or groups of products where the selling price cannot be decreased.
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.
Optimization Engine	A PeopleTools component that Strategic Sourcing leverages to evaluate bids and determine an ideal award allocation. The award recommendation is based on maximizing the value while adhering to purchasing and company objectives and constraints.
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 Enterprise and non-PeopleSoft Enterprise 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 Enterprise 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 Enterprise 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 Enterprise 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 Enterprise 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.
phase	A level 1 task, meaning that if a task had subtasks, the level 1 task would be considered the phase.
pickup quantity	The product quantity that the customer is taking with them from the counter sales environment.
plan	In PeopleSoft Enterprise 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 Enterprise 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 Enterprise 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.
predecessor task	A task that you must complete before you start another task.
price breaks	In PeopleSoft Strategic Sourcing, a price discount or surcharge that a bidder may apply based on the quantity awarded.
price components	In PeopleSoft Strategic Sourcing, the various components, such as material costs, labor costs, shipping costs, and so on that make up the overall bid price.
price list	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	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 conditions	Conditions that select the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields relate to the transaction.
price rule key	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 Enterprise 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 Enterprise 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 appear with the product name and release number.
product adds	The pricing functionality where buying product A gets product B for free or at a price (formerly referred to as *giveaways*).
product bidding	In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.
product category	In PeopleSoft Enterprise Incentive Management, indicates an application in the PeopleSoft 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 Oracle's PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified partners.
product line	The name of a PeopleSoft Enterprise 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 Enterprise 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 Enterprise Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
promotion	In PeopleSoft Enterprise 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.
proxy bidding	In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

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 Enterprise 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 Enterprise Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Enterprise 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 Enterprise Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, and channels.
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 Enterprise 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 Enterprise eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
reservations	In PeopleSoft Expenses, travel reservations that have been placed with the travel vendor.
reversal indicator	In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.
RFI event	In PeopleSoft Strategic Sourcing, a request for information.
RFx event	In PeopleSoft Strategic Sourcing, a request for proposal or request for a quote event when bidders submit their overall best bids and during which bidders do not actively compete against one another.
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.
saved bid	In PeopleSoft Strategic Sourcing, a bid that has been created but not submitted. Only submitted bids are eligible for award.
score	In PeopleSoft Strategic Sourcing, the numerical sum of answers (percentages) to bid factors on an event. Scores appear only to bidders on auction events.
SCP SCBM XML message	Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* 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.
sell event	In PeopleSoft Strategic Sourcing, for event creators, the sale of goods or services most typically associated with forward auctions. For bidders, the purchase of goods or services.
serial genealogy	In PeopleSoft Enterprise Manufacturing, the ability to track the composition of a specific, serial-controlled item.
serial in production	In PeopleSoft Enterprise 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 Enterprise 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 Enterprise 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.
short-term customer	A customer not in the system who is entered during sales order entry using a template.

single signon	With single signon, users can, after being authenticated by a PeopleSoft Enterprise application server, access a second PeopleSoft Enterprise 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 Enterprise 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.
sourcing objective	For constraints, the option to designate whether a business rule is required (mandatory) or is only recommended (target).
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 Enterprise, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Enterprise Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
storage level	In PeopleSoft Enterprise 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 Enterprise 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 Enterprise Receivables, an activity that defines how the system generates accounting entries for the general ledger.
system source	The system source identifies the source of a transaction row in the database. For example, a transaction that originates in PeopleSoft Enterprise Expenses contains a system source code of BEX (Expenses Batch).
	When PeopleSoft Enterprise Project Costing prices the source transaction row for billing, the system creates a new row with a system source code of PRP (Project Costing pricing), which represents the system source of the new row. System source codes can identify sources that are internal or external to the PeopleSoft Enterprise system. For example, processes that import data from Microsoft Project into PeopleSoft Enterprise applications create transaction rows with a source code of MSP (Microsoft Project).
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.
task	A deliverable item on the detailed sourcing plan.
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 Enterprise, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft Enterprise portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
tenant	In PeopleSoft Real Estate Management, an entity that leases real estate from a landlord.
territory	In PeopleSoft Enterprise 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 Enterprise product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft Enterprise applications.
tiered pricing	Enables different portions of a schedule to be priced differently from one another.
time span	A relative period, such as year-to-date or current period, that various PeopleSoft General Ledger functions and reports can use when a rolling time frame, rather than a specific date, is required.
total cost	In PeopleSoft Strategic Sourcing, the estimated dollar cost (sum of real price dollars and potential "soft" or non-price dollars) of a particular award approach.

travel group	In PeopleSoft Expenses, the organization's travel rules and polices that are associated with specific business units, departments, or employees. You must define at least one travel group when setting up the PeopleSoft Expenses travel feature. You must define and associate at least one travel group with a travel vendor.
travel partner	In PeopleSoft Expenses, the travel vendor with which the organization has a contractual relationship.
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.
trace usage	In PeopleSoft Enterprise 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 Enterprise 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 Enterprise 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 Enterprise Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All PeopleSoft Enterprise 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 Enterprise 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 Enterprise data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

weight or weighting In PeopleSoft Strategic Sourcing, how important the line or question is to the overall event. Weighting is used to score and analyze bids. For RFx and RFI events, weightings may or may not appear to bidders.

work order In PeopleSoft Enterprise 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 Enterprise 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 JD Edwards EnterpriseOne applications.

yield by operation	In PeopleSoft Enterprise 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.

Glossary

Index