ORACLE
PEOPLESOFT ENTERPRISE

PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Salaries for the Netherlands

November 2010

ORACLE

PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Salaries for the Netherlands
SKU hrms91hhns-b1110

Contents

PeopleSoft Enterprise Human Resources Administer Salaries for the Netherlands Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft Enterprise HRMS Application Fundamentals.

Note. This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

PeopleSoft Products

This PeopleBook refers to the following PeopleSoft application: PeopleSoft Enterprise Human Resources Administer Salaries for the Netherlands.

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 9.1 Application Fundamentals PeopleBook.*

See Also

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "PeopleSoft Enterprise HRMS Application Fundamentals Preface"

PeopleBooks and the PeopleSoft Online Library

A companion PeopleBook called *PeopleBooks and the PeopleSoft Online Library* contains general information, including:

- Understanding the PeopleSoft online library and related documentation.
- How to send PeopleSoft documentation comments and suggestions to Oracle.
- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.

- Understanding PeopleBook structure.
- Typographical conventions and visual cues used in PeopleBooks.
- ISO country codes and currency codes.
- PeopleBooks that are common across multiple applications.
- Common elements used in PeopleBooks.
- Navigating the PeopleBooks interface and searching the PeopleSoft online library.
- Displaying and printing screen shots and graphics in PeopleBooks.
- How to manage the locally installed PeopleSoft online library, including web site folders.
- Understanding documentation integration and how to integrate customized documentation into the library.
- Application abbreviations found in application fields.

You can find *PeopleBooks and the PeopleSoft Online Library* in the online PeopleBooks Library for your PeopleTools release.

Chapter 1

Getting Started with Administer Salaries for the Netherlands

This chapter discusses:

- Administer Salaries for the Netherlands business processes.
- Administer Salaries for the Netherlands business integration.
- Administer Salaries for the Netherlands implementation.

Administer Salaries for the Netherlands Business Processes

Administer Salaries for the Netherlands supports the following business processes:

- Record earnings and payments.

  Collect information about payments to employees (such as regular salary and related additional earnings) needed to process payroll. You can also enter payroll-related information about employee bank accounts.

- Record benefits and deductions.

  Enter payroll-related data about employee benefits and deductions, which are processed from the employee's pay. This includes permanent benefits deductions (such as contributions to a health insurance or pension program) and related general deductions (such as the settlement of a cash advance).

Administer Salaries for the Netherlands Integrations

Human Resources integrates with other PeopleSoft Enterprise HRMS applications, with other PeopleSoft applications, and with third-party applications.

Human Resources shared tables are available to many HRMS applications. In addition, data in many HR tables is available to any PeopleSoft application that is set up to subscribe to the published messages.

We cover integration considerations in this PeopleBook.

Administer Salaries for the Netherlands 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 documentation, data models, business process maps, and troubleshooting guidelines.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Setup Manager

Chapter 2

Understanding Administer Salaries for the Netherlands

This chapter provides an overview of the Administer Salaries for the Netherlands business process in Human Resources.

Administer Salaries for the Netherlands Overview

Administer Salaries for the Netherlands is a business process in Human Resources that enables you to collect the information you need to process payroll, such as information about payments to employees (including regular salary and related additional earnings) and deductions from pay (including benefits deductions and related incidental deductions). Administer Salaries for the Netherlands helps you manage various payments and deductions and ensures the correct, timely payment of wages to employees—regardless of which third-party payroll system you use.

Administer Salaries for the Netherlands integrates with and supplements the basic personnel administration features of Human Resources. Existing salary, personal, and job data for employees are incorporated into the Administer Salaries for the Netherlands pages so that you enter the information into the system only once. The additional employee personal and beneficiary information that you provide supplements the existing personal and job data for employees and their dependents. There are additional pages, which aren't addressed elsewhere in the system, where you can enter information about incidental payments and deductions.

Note. The Administer Salaries for the Netherlands functionality has been designed primarily for customers using Human Resources with PeopleSoft Enterprise Payroll Interface. If you are using PeopleSoft Enterprise Global Payroll for the Netherlands, you should use the designated functionality found in that application. This includes setup and assignments for earnings and deductions, enrollment into benefits, and setup and administration of social insurance and tax data. Information on how to set up and administer these business processes can be found in the *PeopleSoft Enterprise Global Payroll for the Netherlands 9.1 PeopleBook.*

If you are using Administer Salaries for the Netherlands, you set up the designated functionality through the Set Up HRMS, Product Related, Benefits NLD menu and administer the functionality through Workforce Administration, Benefits Information NLD.

If you are using Global Payroll for the Netherlands, set up the designated functionality through Set Up HRMS, Product Related, Global Payroll & Absence Mgmt and administer the functionality through Global Payroll.

See Also

PeopleSoft Enterprise Global Payroll for the Netherlands 9.1 PeopleBook, "Defining Country Data"

Chapter 3

Setting Up Administer Salaries for the Netherlands

This chapter provides an overview of the terminology used in Administer Salaries for the Netherlands, lists prerequisites, and common elements, and discusses how to:

- Define earnings and payments.
- Define benefits and other deductions.
- Organize your payroll processes.
- Establish additional benefits features.

Understanding the Terminology Used in Administer Salaries for the Netherlands

The following table defines the terminology used throughout Administer Salaries for the Netherlands and this documentation:

Salary Administration	The functionality that ensures that all of the information about payments and pay deduction for employees is included within your Human Resources system. Third-party systems need this information to process your organization's payroll.
Pay Groups (or Salary Groups)	Groups of staff that are distinguished from others by a unique set of working conditions, salary packages, and benefits programs. Pay groups can be distinguished across departments within a company.
Permanent (or Semipermanent)	Payments or deductions that cover a time period with an initial and final date. The final date is open, and the payment or deduction continues indefinitely until the final date is closed.
Incidental	Payments or deductions that cover a time period that is closed. The payment or deduction is a one-time transaction.
Salary	An employee's annual gross salary or to an employee's regular salary (regular earnings) for a pay cycle.

Earnings	Payments made to employees. Total earnings comprise regular salary and additional earnings. Earnings are either permanent or incidental. For example, regular salary is a permanent payment. Permanent additional payment is a traveling allowance for commuting, and incidental additional payment is a performance bonus.
Benefits	Benefits, in contrast to salary and other earnings, usually involve deductions. Benefit deductions are generally considered permanent or semi-permanent. An example of a permanent benefit deduction is a health insurance deduction.
Deductions	All payroll deductions for benefit plans and other general payments, not including taxes. There are two types of deductions: benefit deductions and general deductions.
General Deductions	Payroll withholdings other than benefits deductions and taxes that are either permanent or incidental (although the term *general deductions* is most often used in reference to the permanent type). Examples of permanent general deductions include loan payments, parking charges, cafeteria charges, charitable contributions, and union dues. An example of an incidental deduction is the settlement of a cash advance.
Taxes	Payroll withholdings required for payment to the government. In Administer Salaries for the Netherlands, taxes aren't considered deductions or general deductions; they are just taxes.

Prerequisites

Before you enter information about payments, benefits, and deductions for your employees, complete the following information:

- Enter any companies for which you plan to run payroll, along with their employer tax identification numbers and default pay groups.
- Create the appropriate salary plans and grades for your companies on the Salary Plan and Salary Grade tables.

  Use the Salary Plan table to distinguish salary plans for different types of employees, such as permanent and temporary hires. Use the Salary Grade table to specify the salary grades for your companies and the corresponding salary ranges (minimum, midpoint, and maximum) for each grade.
- Enter employee personal and job data.

See Also

PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce, "Adding a Person in PeopleSoft Human Resources"

PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce, "Increasing the Workforce"

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables"

PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Manage Base Compensation and Budgeting, "Setting Up Base Compensation and Budgeting," Setting Up Salary Plans, Grades, and Steps

Common Elements Used in This Chapter

Incidental	Select if the payments or deductions cover a closed time period, with a one-time payment or deduction.
Permanent	Select if the payments or deductions cover a time period with an initial and final date, but where the final date is open and the payment or deduction continues indefinitely until the final date is closed.
Both	Select if the payments or deductions are incidental and permanent.
WT, SS (wage taxes, Social Security)	Select if the tax class for this earnings code is for wage taxes, Social Security premiums.
WT, NoSS (wage taxes, no Social Security)	Select if the tax class for this earnings code is for wage taxes, no Social Security premiums or doesn't apply.
NoWT, SS (no wage taxes, Social Security)	Select if the tax class for this earnings code is for no wage taxes or doesn't apply, Social Security premiums.
NoWT, NoSS (no wage taxes, no Social Security)	Select if the tax class for this earnings code is for no wage taxes or doesn't apply, no Social Security premiums or doesn't apply.

Defining Earnings and Payments

To define earnings and payments, use the EARNINGS_TABLE component, the EARNS_PROGRAM_TBL component, and the SHIFT_TABLE component.

This section provides overviews of earnings and earnings programs and discusses how to:

- Define earning codes and payment types.
- Define the adjustment factors and tax classes for earning codes.
- Set up earnings programs.

- Set up work shifts and define shift differential pay.

See Also

PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce, "Increasing the Workforce"

Understanding Earnings

Earnings are payments made to employees, whether for regular salary or additional payments, such as sick pay, bonuses, and commissions. The information that you establish in the Earnings table is the basis for the way the system calculates and taxes earnings. Create a work sheet to map the way that you want to define earnings and shifts within the system before you set them up. Also determine the three-character codes that represent earnings codes, such as REG (regular), VAC (vacation), and HOL (holiday).

At a minimum, establish earnings codes to specify regular earnings and overtime pay. Regular earnings are normally associated with a regular salary or regular hours worked. Regular earnings are typically taxed by all taxing entities and consist of a simple rate-multiplied-by-time calculation, or a flat amount. Overtime pay uses a slightly different method of calculation based on regular earnings. For example, overtime, double time, or triple time earnings codes apply a multiplication factor to the earnings.

Also set up earnings codes for leave pay, such as sick pay, holiday pay, and vacation pay. Set up your earnings codes for these to process accrual accounting, as well. If you want your payroll system to track holiday, vacation, sick, jury duty, personal time off, and so on for leave accruals, set up earnings codes for these leave categories and report the applicable hours.

Depending on your organization's requirements, you may want to create other types of earnings to do the following:

- Record non-hourly earnings, such as bonuses, commissions, or automobile allowances.
- Differentiate between earnings that should or shouldn't be taxed, such as automobile allowances or expense advances.
- Identify the earnings codes you use to pay earnings resulting from late paperwork or collective bargaining.

Understanding Earnings Programs

An earnings program is a set of valid earnings codes for one or more pay groups. A single company may have any number of earnings programs. An individual employee belongs to only one earnings program, based upon the individual's pay group, and the codes for that program are the only valid earnings codes for that employee.

For example, executives ordinarily do not get overtime pay, so their pay group's earnings program shouldn't include overtime as a valid earnings code. You might also want to exclude part-time employees who work less than 30 hours a week from holiday pay eligibility.

Normally, employees are assigned to earnings programs through their pay groups. The earnings programs that you enter on the Company Table - Default Settings page become the default earnings programs for the pay groups that you set up on the Pay Group Table - Definition page. To override this default, specify a different earnings program for a pay group. You cannot override the pay group earnings program at the employee level if an employee belongs to a certain pay group.

See Also

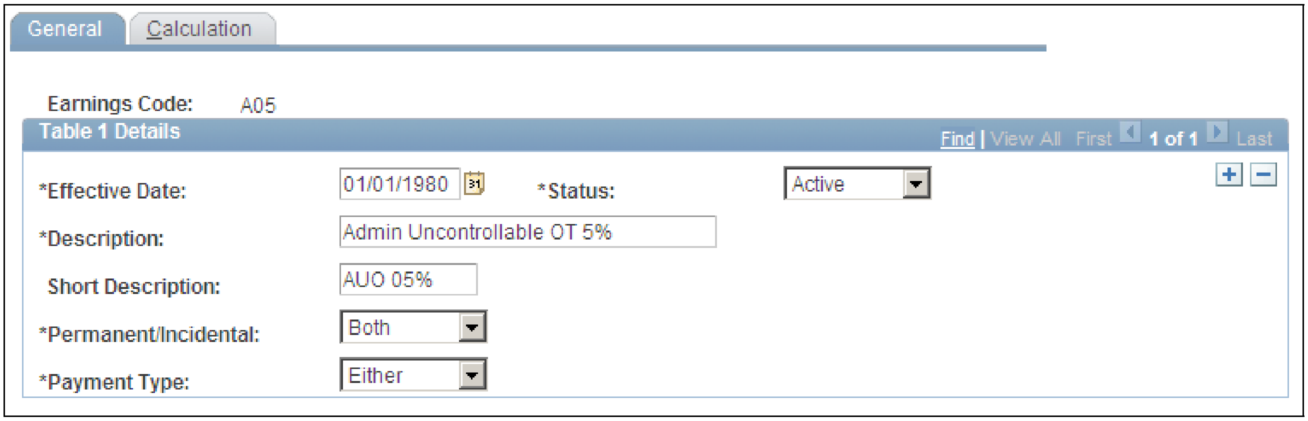
PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Entering Company Information

Pages Used to Define Earnings and Payments

Page Name	***Definition Name***	***Navigation***	***Usage***
Earnings Table - General	EARNINGS_TABLE1_NL	Set Up HRMS, Product Related, Benefits NLD, Earnings Table, General	Establish earnings codes and enter information about your earnings methods.
Earnings Table - Calculation	EARNINGS_TABLE3_NL	Set Up HRMS, Product Related, Benefits NLD, Earnings Table, Calculation	Define the adjustment factors and tax classes for your earnings code. Your payroll system can use the adjustment factors and limits that you enter on this page to adjust calculations for earnings codes.
Earnings Program Table	EARNS_PROG_TBL_NLD	Set Up HRMS, Product Related, Benefits NLD, Earnings Program Table	Set up an earnings program.
Shift Table	SHIFT_TABLE	Set Up HRMS, Product Related, Benefits NLD, Shift Table	Set up work shifts for your company and define shift differential pay if you have work shifts and if shift differential pay is provided to your employees.
Run Control	PRCSRUNCNTL	Set Up HRMS, Product Related, Benefits NLD, Reports, Earnings	Use the Earnings report (INT004NL) to review all the valid earnings codes that you entered into the system, along with the payroll calculation characteristics that you assign to each.

Defining Earning Codes and Payment Types

Access the Earnings Table - General page (Set Up HRMS, Product Related, Benefits NLD, Earnings Table, General).



Earnings Table - General page

Permanent/Incidental

Select whether the earnings code is *Permanent,Incidental,* or *Both.*

Payment Type

Select the payment type. Values are:

Amts Only (amounts only): Select if you want to enable the entry of amounts for earnings.

Both: Some companies need the ability to enter both hours and an amount for earnings. Select this option to record an employee's hours (for your records only) and to enter the actual amount of pay that you want the employee to receive.

Either: Select if you want to enable the entry of either hours or amount, but not both, for earnings.

Flat Amt (flat amount): Select to define an earnings code as a flat amount and also specify the amount. For example, you want to give multiple employees a specific flat amount of additional pay. You can maintain this type of flat amount and make mass changes to the flat amount on the Earnings table, instead of changing multiple additional pay records at the employee level.

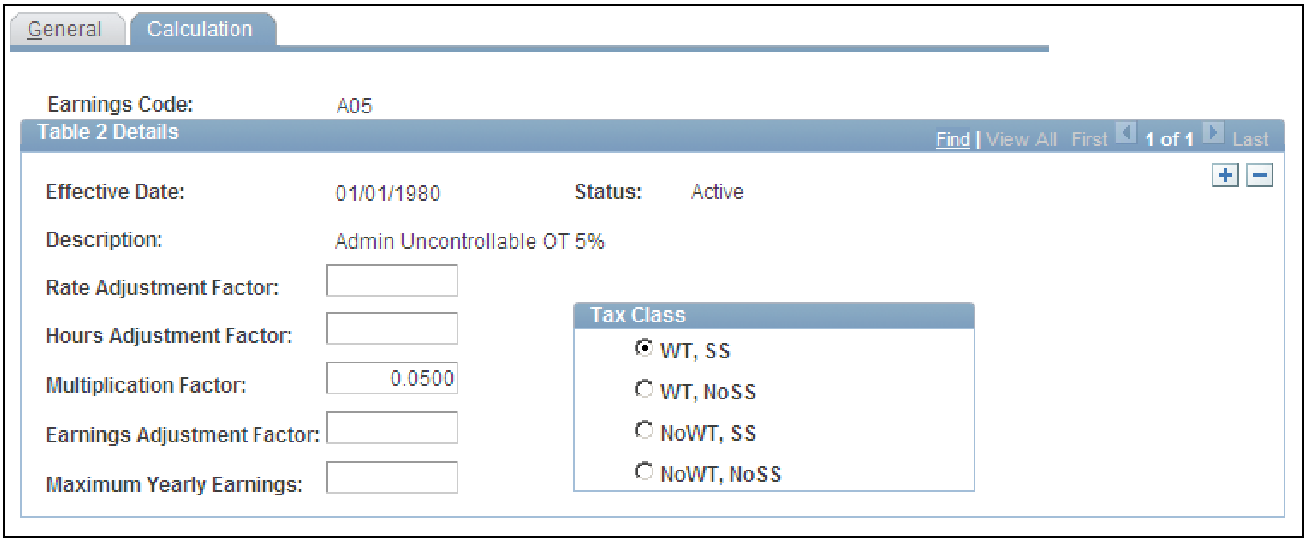
Hours Only: Select if you want to enable the entry of hours for earnings.

Sal System (salary system): Select if a third-party payroll system defines the way to process the payment for earnings.

Units/Ovr (units/override): Select and specify a rate if you want to set up your payroll system to override the hourly rate on the employee's job record, or if you want to provide an earnings code for piecework earnings.

Defining the Adjustment Factors and Tax Classes for Earning Codes

Access the Earnings Table - Calculation page (Set Up HRMS, Product Related, Benefits NLD, Earnings Table, Earnings Table - Calculation).



Earnings Table - Calculation page

Rate Adjustment Factor The amount that applies to adjustments in pay rates. For example, if your collective labor agreement included an hourly cost of living adjustment, enter the value in this field for any applicable earnings (such as regular, overtime, vacation, and sick). Any employee getting this type of earnings is paid that hourly amount in addition to the compensation rate specified on that employee's job record.

Hours Adjustment Factor Enables you to indicate the adjustment to the number of hours associated with an earnings code, such as 40 hours for regular earnings. This number can be positive or negative.

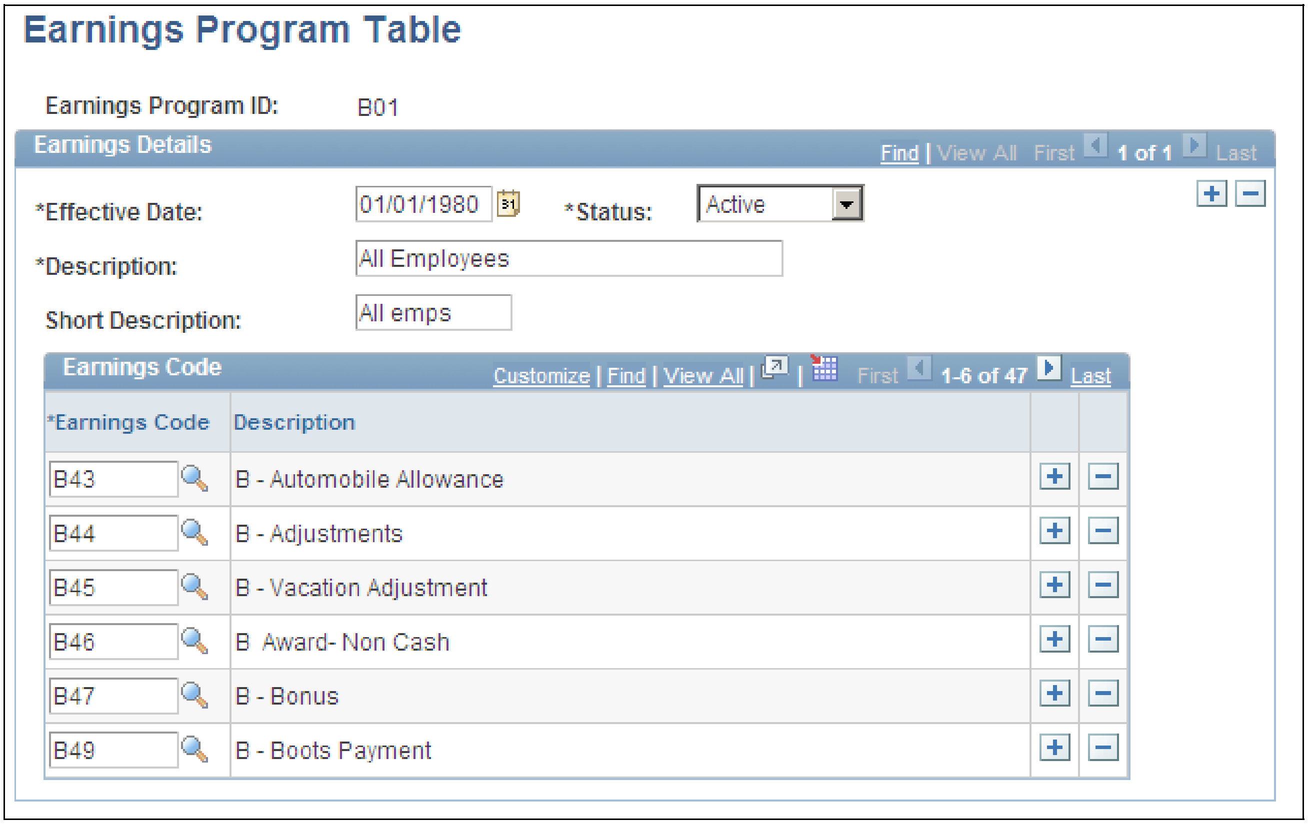
Multiplication Factor To calculate hourly earnings, such as overtime or double time, for which a specific number or factor (such as 1.5 or 2.0 for double time) multiplies the earnings for overtime.

Earnings Adjustment Factor If you want to indicate a specific amount that doesn't affect pay rates or hours, enter it as a flat amount here. Use this type of definition for earnings codes for which the amount always remains the same for all employees, such as an 50.00 EUR Christmas bonus. When you set up this type of earnings, also set the multiplication factor to zero.

Maximum Yearly Earnings Enter a value to set a yearly ceiling on the earnings code.

Setting Up Earnings Programs

Access the Earnings Program Table page (Set Up HRMS, Product Related, Benefits NLD, Earnings Program Table).

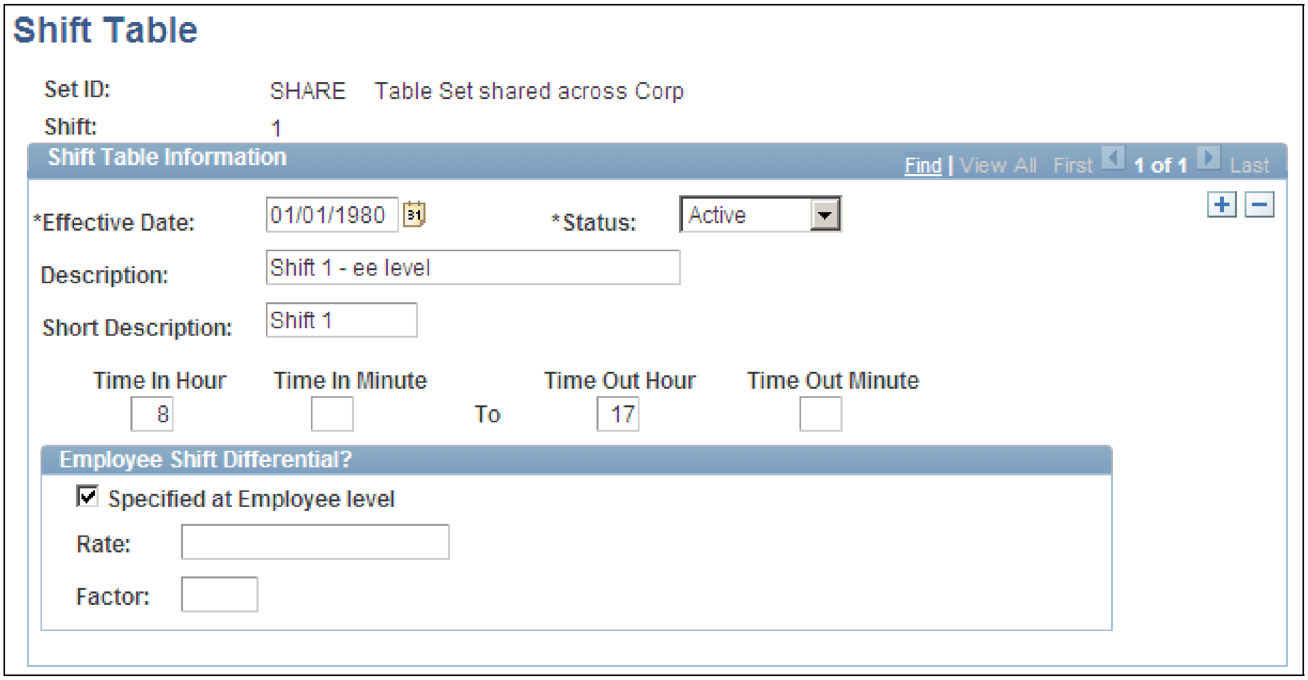


Earnings Program Table page

Earnings Code Select each earnings code that you want in the program. Insert additional data rows if necessary.

Setting Up Work Shifts and Defining Shift Differential Pay

Access the Shift Table page (Set Up HRMS, Product Related, Benefits NLD, Shift Table).



Shift Table page

Time In Hour, Time In Minute, Time Out Hour and **Time Out Minute**

The time format uses a 24-hour clock, so if you're setting up a shift from 8 a.m. to 4 p.m., enter *8* and *00* to *16* and *00.*

Specified at Employee level

Select this check box if shift premiums vary from employee to employee. This enables you to define the shift premium rate or factor for employees assigned to the shift at the employee level. To define shift premiums at the employee level, use the Shift/Rate/Factor fields on the Job Data - Job Information page.

Rate

If you didn't select Specified at Employee Level, enter the rate.

Factor

If you didn't select Specified at Employee Level, enter the factor.

Defining Benefits and Other Deductions

To define benefit plans and other deductions, use the Deduction table (DEDUCTION_TABLE1), General Deduction Table (GENL_DEDUCTION_TBL), Company General Deduction Table (GDED_COM_TBL), Benefit Plan Table (BENEFIT_PLAN_TABLE), Coverage Code Table (COVRG_CD_TBL), and the Benefit Program Table (BEN_PROG_DEFN) components.

This section provides overviews of benefit plans, benefit programs, and deductions and discusses how to:

- Set up permanent and incidental deductions for tax purposes.
- Set up general deduction data.
- Set up company general deductions.

- Set up benefit plan definitions.
- Create benefit coverage codes.
- Set up basic benefit program data.
- Link benefits programs to plan types.
- Link benefits programs to rate and calculate values.
- Use the benefit program clone utility.

Understanding Benefit Plans

Every benefit plan is distinguished by a unique combination of plan type and plan name. Plan type is important because our system uses it to distinguish insurance plans, for example, health insurance plans from life insurance plans.

Plan types are assigned a numerical value and are divided into categories based upon those values. For example, all health-related plan types begin with a *1.* Therefore, the system recognizes all plan types in the range of 10−19 as health plans. After that come the life insurance plans, with plan type values of 20−29, and so on.

For each delivered category, you can add types that include a letter value, as long as you begin with the correct series identification. For example, all health plan types must start with a *1,* so you can add plan types with values from 1A to 1Z. A value of 2Z wouldn't work as a health plan type but could be used for a new life insurance plan type.

Because you add plan types starting from the beginning of the alphabet, it is recommended that you start with Z and work backward to A. If you use a plan type in the range of 10−19 and 1A−1Z, the system recognizes it as a health plan type.

The plan type series delivered by Human Resources are as follows:

Plan Type Numbers	***Plans***
10−19, 1A−1Z	Health plans
20−29, 2A−2Z	Life insurance plans
30−39, 3A−3Z	Disability plans
40−49, 4B−4Z	Savings plans
4A	Employee stock purchase plans (ESPPs)
50−59, 5B−5Z	Leave plans

Plan Type Numbers	***Plans***
5A	Company car (European organizations only)
60–69, 6A–6Z	Flexible spending account plans (U.S. and Canada)
70–79, 7A–7Z	Retirement plans (U.S.)
80–89, 8A–8Z	Pension plans (U.S. and Canada)
90–99, 9A–9Z	Vacation buy/sell plans

We recommend that you work within the delivered plan type series. If you add plan types that do not conform to the delivered series, update the associated processing logic.

The plan types delivered by Human Resources are as follows:

Plan Type	***Description***	***Plan Type***	***Description***
10	Medical	4A	ESPP
11	Dental	50	Sick leave
12	Medical/Dental	51	Vacation leave
13	Major medical	52	Personal leave
14	Vision/Hearing	53	Family Medical Leave Act (FMLA) leave
15	Nonqualified medical	5A	Company car (European organizations only)
16	Nonqualified dental	60	Health care - FSA (Flexible Spending)
17	Nonqualified vision	61	Dependent care - FSA
20	Life	62	Legal - FSA

Plan Type	*Description*	*Plan Type*	*Description*
21	Supplemental life	65	Canadian health care
22	AD/D	66	Canadian retirement counseling
23	Life and AD/D	70	PERS
24	Dependent AD/D	80	Standard pension (Canadian)
25	Dependent life	81	Supplementary pension (Canadian)
26	Survivor income	82	USDB Pension Plan 1
30	Short-term disability	83	USDB Pension Plan 2
31	Long-term disability	84	USDB Pension Plan 3
40	401(K)	85	USDB Pension Plan 4
41	Profit sharing	86	USDB Pension Plan 5
42	Thrift	87	USDB Pension Plan 6
43	IRA	90	Vacation buy
44	Capital accumulation	91	Vacation sell
45	U.S. Savings Bonds		

The first step in defining a benefit plan is to name the plan and identify the plan type through the Benefit Plan table.

See Also

Chapter 5, "Entering Benefits and Deductions," page 61

Understanding Benefit Programs

A benefit program is a set of benefits and deductions that is valid for an employee or group of employees. A single company may have any number of programs, and an employee with concurrent jobs may have multiple benefit programs. Therefore, when you set up a benefit program, you are defining which benefits and deductions are valid for the employees enrolled in the program.

To keep your benefit program accurate and consistent, the calculation rules and options must be individually effective-dated in a coherent, logical manner. If they aren't, your benefit program is open to a variety of errors as historical records get shuffled and benefits data lost. Plans associated with a benefit program cannot be in effect unless their effective dates are set on or after the effective date of the benefit program. Similarly, the rates and calculation rules that you associate with the plans cannot be in effect unless their effective dates are set on or after the dates of the plans to which they're linked. If a benefit program and benefit plan combination isn't effective when you think it should be, check the effective dates of the benefit program and the benefit plan. The effective date of the benefit plan must be less than or equal to the effective date of the benefit program.

Understanding Deductions

Deductions comprise all payroll deductions for benefit plans and other general payments, not including taxes. There are two basic types of deductions: benefits deductions and general deductions. In Human Resources, a general deduction is a deduction (permanent or incidental) that isn't a benefit deduction. Charitable deductions, union dues, parking fees, garnishments, and bonds all fit into this category. Refer to deductions for taxes as *taxes.* When setting up deductions in Human Resources, remember that there are two parts to defining a deduction.

To define a deduction:

1. Use the Deduction Table page to specify, for all benefits deductions and general deductions, whether a deduction is permanent or incidental and how the deduction affects taxes.

2. Define the actual calculation of a deduction on the General Deduction Table page or on the Benefits tables, depending on the type of deduction that you specify.

   Use the General Deduction Table page for non-benefit deductions, such as parking fees, union dues, or garnishments. This page contains the codes that classify all payroll deductions that do not fit into a category covered by one of the Benefits tables, such as loan payments, cash, advance settlements, union dues, and parking fees.

   Use the Benefits tables for benefit deductions, such as those for medical and life insurance plans.

   For each entry on the General Deduction Table page or in the Benefits table, there should be a corresponding entry on the Deduction Table page.

The Human Resources system provides two Structured Query Reports (SQRs) for reviewing the deduction codes that are entered into the system:

- The Deductions report (INT005NL) provides an overview of the different deductions defined in the system.

  This SQR is sorted by plan type, deduction code, and effective date. It prints the classification codes that you set up for each plan type on the Deduction Table page.

- The General Deduction/Frequency report (INT006NL) provides information about valid general deduction codes that you entered into the system.

  The report shows the calculation type code for each deduction and, where applicable, the flat rate or percentage, the employee pay frequency, and any additional flat deduction amounts.

See Also

Chapter 5, "Entering Benefits and Deductions," Entering Data for General Deductions, page 77

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "PeopleSoft Application Fundamentals for HRMS Reports," Administer Salaries for the Netherlands Reports

Pages Used to Define Benefits and Other Deductions

Page Name	Definition Name	Navigation	Usage
Deduction Table	DEDUCT_TABLE1_NL	Set Up HRMS, Product Related, Benefits NLD, Deduction Table	Specify, for all benefits deductions and general deductions, whether a deduction is permanent or incidental and how the deduction affects taxes.
General Deduction Table	GENL_DEDUCT_TBL_NL	Set Up HRMS, Product Related, Benefits NLD, General Deduction Table	Set up general deduction data and define how nonbenefit deductions are calculated. These deductions include parking fees, union dues, or garnishments. (For benefit deductions, use one of the Benefits tables.)
Company General Deductions	GDED_COM_TBL	Set Up HRMS, Product Related, Benefits NLD, Company General Deductions	Set up general deductions for your organization.
Vendor Information	VNDR_ID1	Set Up HRMS, Product Related, Benefits NLD, Provider/Vendor Table, Vendor Information	Define the benefit providers for your benefit plans.
Benefit Plan Table	BENEFIT_PLAN_TABLE	Set Up HRMS, Product Related, Benefits NLD, Benefit Plan Table	Set up a benefit plan definition. Also define providers, provider codes, and default deduction codes for all plan types.

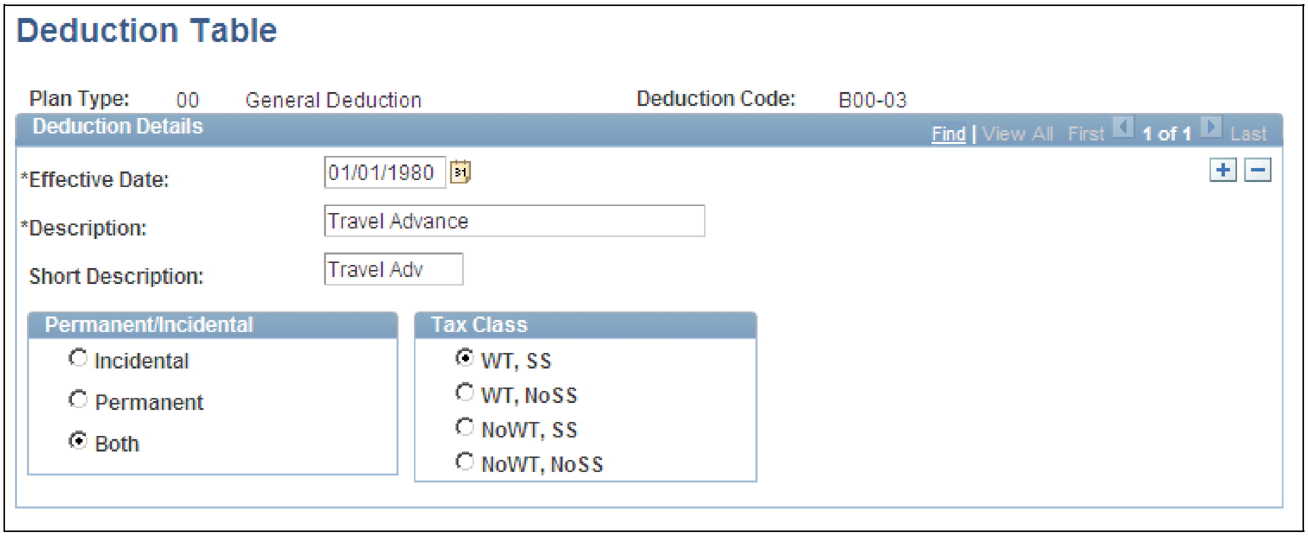
Page Name	***Definition Name***	***Navigation***	***Usage***
Coverage Codes	COVRG_CD_TBL	Set Up HRMS, Product Related, Benefits NLD, Coverage Codes, Coverage Codes	Create new coverage codes for your benefit programs. We recommend that you give the coverage code a numerical values of one through seven. Coverage codes should be ordered according to their complexity, with Employee being first.
Benefit Program	BEN_PROG_DEFN1	Set Up HRMS, Product Related, Benefits NLD, Benefit Program Table, Benefit Program	Set up basic benefit program information.
Plan Type and Option	BEN_PROG_DEFN2	Set Up HRMS, Product Related, Benefits NLD, Benefit Program Table, Plan Type and Option	Link plan types to the benefit program and add important information about plan types.
Cost	BEN_PROG_DEFN3	Set Up HRMS, Product Related, Benefits NLD, Benefit Program Table, Cost	Link a benefit program and plan type to rate and calculate rules.
Clone Benefit Program	BN_CLONE	Set Up HRMS, Product Related, Benefits NLD, Clone Benefit Program, Clone Benefit Program	Use the benefit program clone utility to identify a benefit program and have the system make an exact copy of that program with a different effective date. Give the duplicate program the same name as the original or rename it, which saves you time and effort when you create a new benefit program with a future effective date.

See Also

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up Vendors"

Setting Up Permanent and Incidental Deductions for Tax Purposes

Access the Deduction Table page (Set Up HRMS, Product Related, Benefits NLD, Deduction Table).

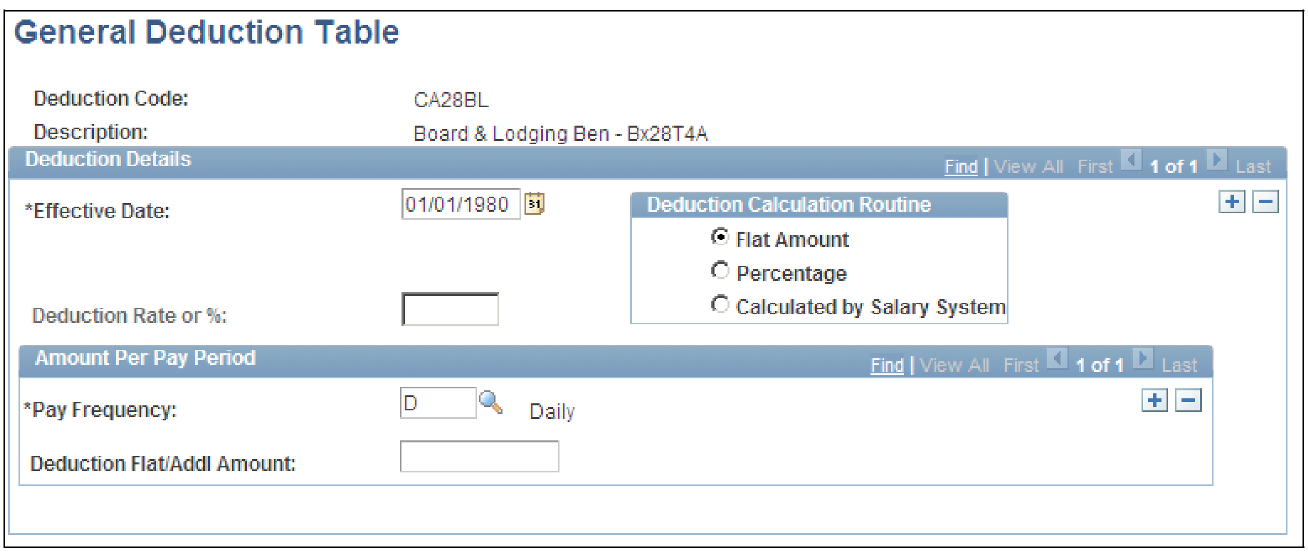


Deduction Table page

Note. Deductions on the Deduction table are grouped by plan type. The plan type code for general deductions is always *00.* Benefit deduction plan type codes vary depending on the nature of the benefit, but are already coded into the system as translate values. If you want to create plan types, use *Z0* through *ZZ.* You must also ensure that the deduction codes you create are the same ones that you used in the General Deduction Table and the Benefits Table.

Setting Up General Deduction Data

Access the General Deduction Table page (Set Up HRMS, Product Related, Benefits NLD, General Deduction Table).



General Deduction Table page

Deduction Calculation Routine	For each general deduction, indicate the type of deduction calculation routine that your payroll system uses to determine the amount of the deduction. If you select a deduction calculation routine that uses a deduction rate or percent, also enter a flat/additional amount per pay period to be deducted. However, you must indicate the amount here only if it's the same for all employees within a pay frequency. *Flat Amount:* Select if the deduction is a flat amount. Enter the amount in the Deduction Flat/Addl Amount (deduction flat/additional amount) field. *Percentage:* Select if the deduction is calculated as a percentage. Enter the percentage in the Deduction Rate or % (deduction rate or percent) field. *Calculated by Salary System:* Select if the deduction is calculated by the payroll system.

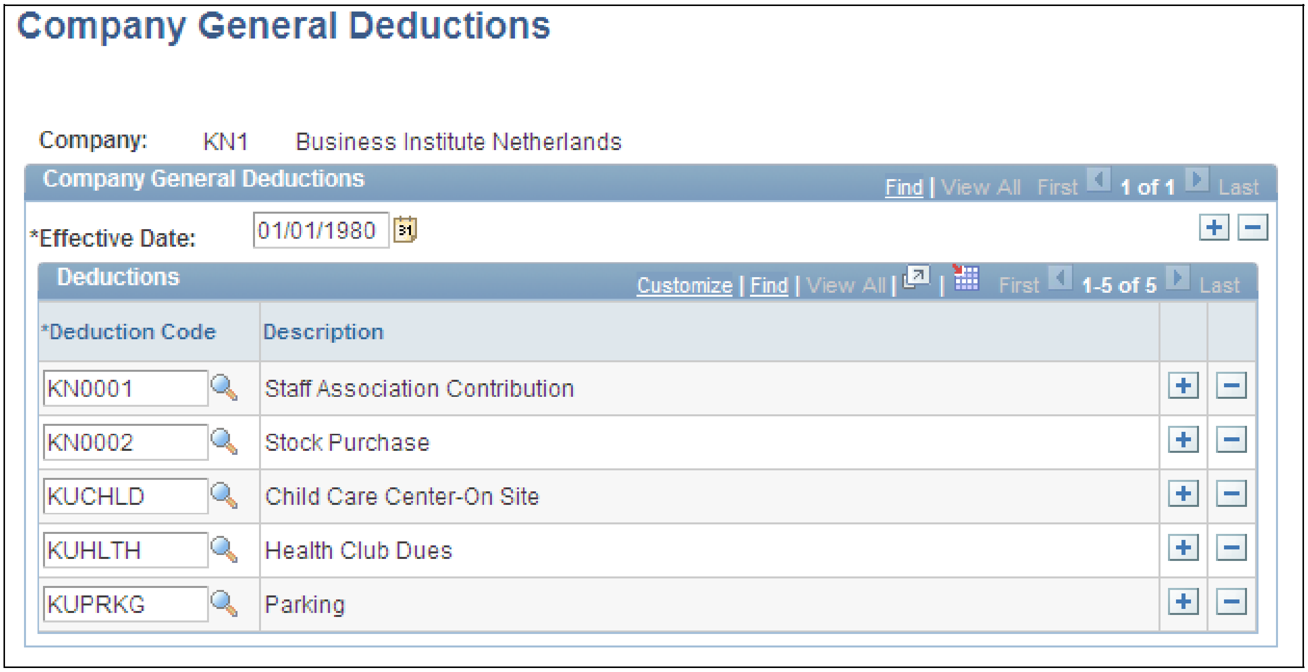
Amount Per Pay Period

This group box displays the amount to be deducted from an employee's pay every pay period.

Pay Frequency	If you have a deduction that varies by pay frequency, indicate the amount deducted in each pay period for each pay frequency. For example, if there is a 50.00 EUR per month parking deduction for the company GBI, set up the deduction for the semimonthly pay group *KN2* so that it applies only to the last pay period of the month. Rather than taking out 25.00 EUR each pay period, take the full 50.00 EUR at the end of the month. To set this up, indicate both the frequency and amount.
Deduction Flat/Addl Amount (deduction flat /additional amount)	If you select a deduction calculation routine that uses a flat amount, enter a flat amount or additional deduction amount. However, indicate the amount here only if it's the same for all employees within a pay frequency.

Setting Up Company General Deductions

Access the Company General Deductions page (Set Up HRMS, Product Related, Benefits NLD, Company General Deductions).



Company General Deductions page

Deduction Code Select deduction codes that are applicable for your company. Deduction codes are created on the Deduction Table page (DEDUCT_TABLE1_NL).

Setting Up Benefit Providers

Access the Vendor Information page (Set Up HRMS, Product Related, Benefits NLD, Provider/Vendor Table, Vendor Information).

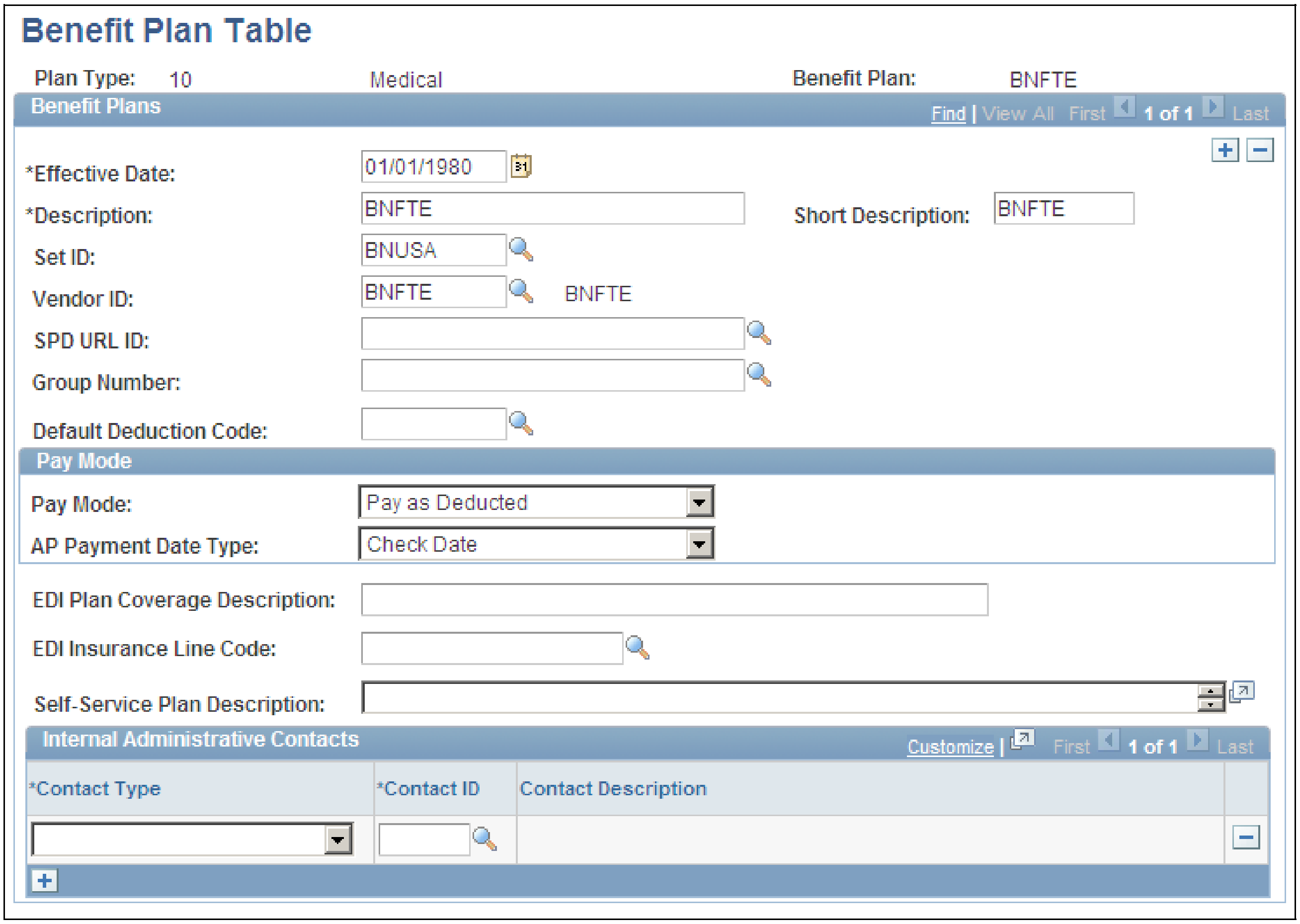
Benefit providers are defined as vendors. The Provider/Vendor Table component (PROVIDER_TABLE) is described in the *PeopleSoft Enterprise HRMS Application Fundamentals PeopleBook.*

See Also

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up Vendors"

Setting Up Benefit Plan Definitions

Access the Benefit Plan Table page (Set Up HRMS, Product Related, Benefits NLD, Benefit Plan Table).



Benefit Plan Table page

Vendor ID

Select the provider of the benefit plan. Use the Provider/Vendor Table component to set up providers.

Group Number

Select the group number. Define group numbers on the Provider/Vendor Table — Policy Information page.

SPD URL ID (summary plan description uniform resource locator identification)

PeopleSoft Enterprise eBenefits provides access to the summary plan description on the Provider Policy Table. Select the URL ID to the location of the summary plan description.

Default Deduction Code

(Optional) Enter a default code here to save you from typing the deduction code each time that you associate this benefit plan with a benefit program on the Benefit/Deduction Program Table. (Deduction codes are created on the Deduction Table page.)

Pay Mode

Fields in this group box are for use with PeopleSoft Enterprise Payroll for North America only.

EDI Plan Coverage Description

This field appears for health plans and is for use in North America only.

EDI Insurance Line Code

This field appears for health plans and is for use in North America only.

Self-Service Plan Description

Use only for health (1x), disability (3x), leave (5x), and retirement (7x) plans. Enter text describing the benefit plan that will also appear on eBenefits pages.

Internal Administrative Contacts

Contact Type

Select the contact type: *COBRA Administrator*, *HIPAA Administrator,* or *Plan Administrator.*

Contact ID

Select the contact ID for the administrator.

Contact IDs are defined on the Benef Administrative Contact (benefits administrative contact) page.

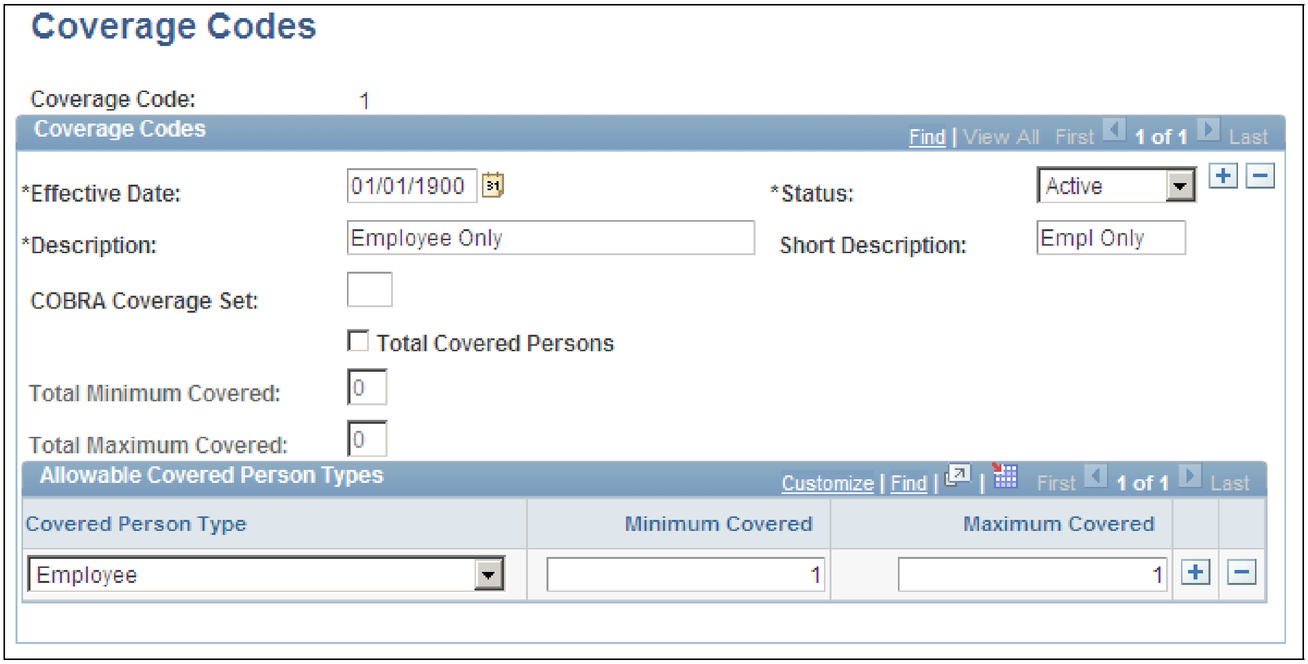
See Also

Chapter 3, "Setting Up Administer Salaries for the Netherlands," Defining Benefits and Other Deductions, page 13

PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Manage Base Benefits, "Setting Up Additional Manage Base Benefits Features," Setting Up Internal Administrative Contact Information

Creating Benefit Coverage Codes

Access the Coverage Codes page (Set Up HRMS, Product Related, Benefits NLD, Coverage Codes, Coverage Codes).



Coverage Codes page

COBRA Coverage Set

This field is not used by organizations in the Netherlands.

Total Covered Persons

Select this check box to activate the total covered person types functionality for this coverage code.

Total Minimum Covered and **Total Maximum Covered**

These fields are only visible when the Total Covered Persons check box is selected.

Enter the allowable minimum and maximum covered persons. Include the employee in this count.

Allowable Covered Person Types

Covered Person Type

Select the type of person for which you are setting parameters.

Note. The coverage code controls for covered person type are used in PeopleSoft Enterprise Benefits Administration.

See *PeopleSoft Enterprise Benefits Administration 9.1 PeopleBook*, "Creating Event Rules," Defining Basic Rules for Event Classes.

Minimum Number Covered

Enter the minimum number of covered persons allowed.

If you have selected the Total Covered Persons check box, this field is not editable.

Maximum Number Covered

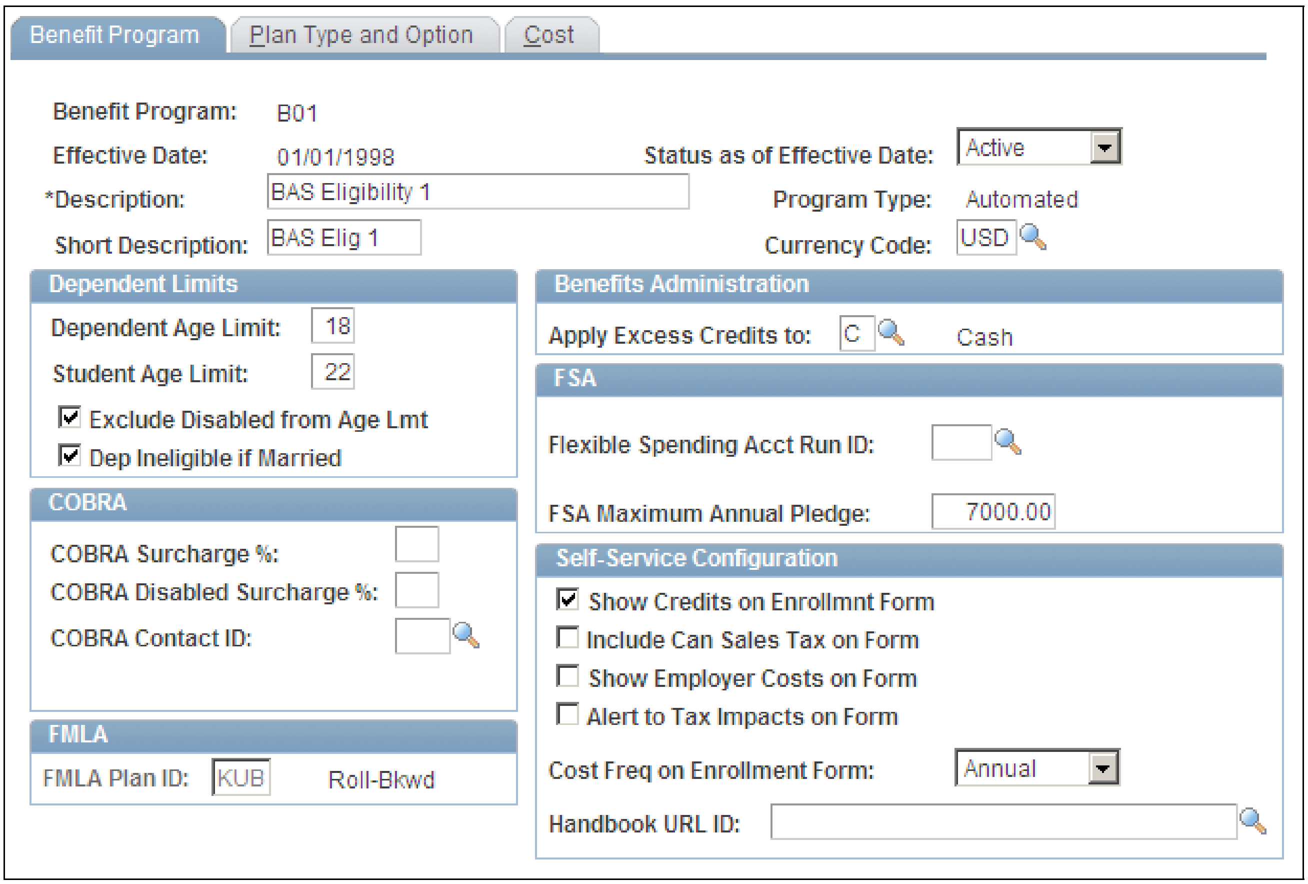
Enter the maximum number of covered person allowed.

If there is no limit to the number for this coverage code, enter *99.*

If you have selected the Total Covered Persons check box, this field is not editable.

Setting Up Basic Benefit Program Data

Access the Benefit Program page (Set Up HRMS, Product Related, Benefits NLD, Benefit Program Table, Benefit Program).



Benefit Program page

Program Type

The program type is set when you first build the benefit program. Set this field to *Manual*.

When you create the benefit program, use PeopleSoft Enterprise Benefits Administration in association with the Manage Base Benefits business process in Human Resources and select the Benefits Administration check box in the Installation table, set the Program Type field to *Automated.*

Currency Code

The type of currency that the program uses for this program's benefit and deduction calculations.

Dependent Age Limit	Enables you to set a maximum age limit that, once reached, indicates that a dependent is no longer eligible for coverage.
Student Age Limit	Enables you to set a maximum age limit that, once reached, indicates that a dependent can no longer be covered by student status.
Exclude Disabled from Age Lmt. (exclude disabled from age limit)	Enables you to exclude disabled dependents from the maximum dependent limits.
Dep Ineligible if Married (dependent ineligible if married)	Indicates that dependents who are married aren't eligible for coverage under the benefits program.

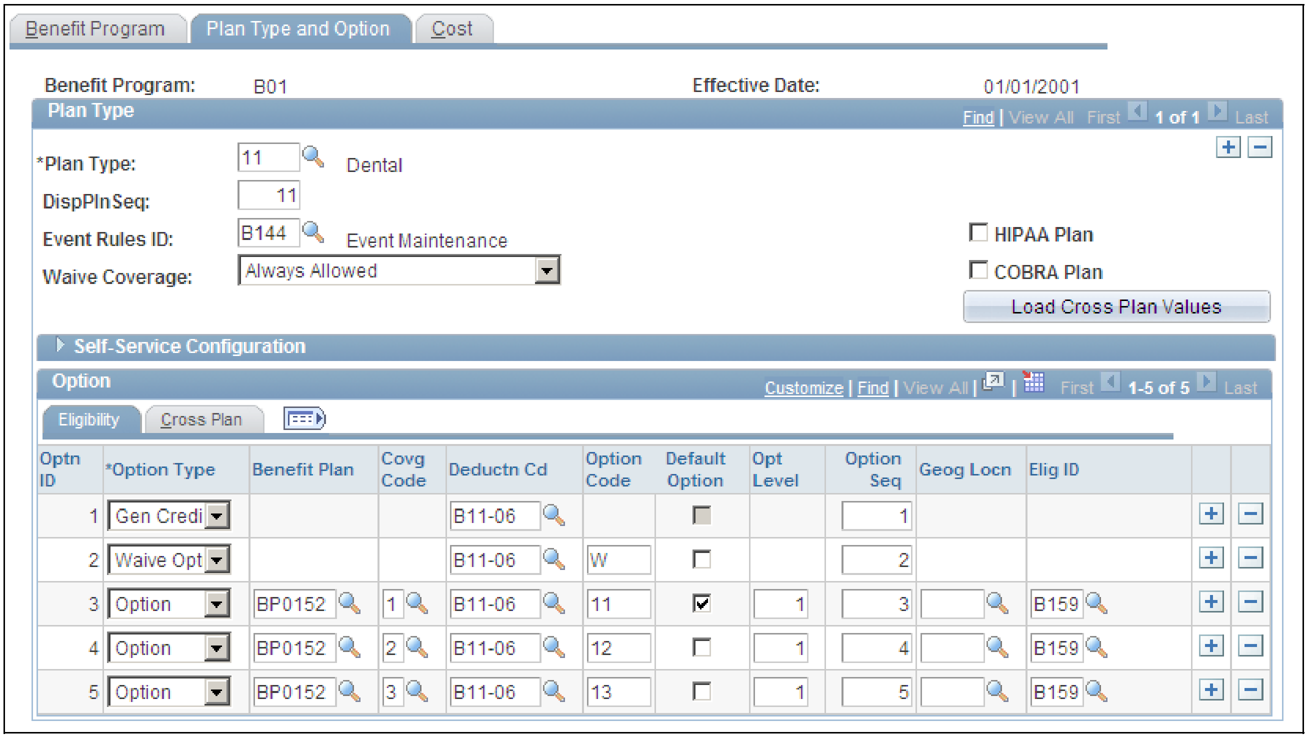
Important! All of the fields in the COBRA, Benefits Administration, FSA, and FMLA group boxes are for Canadian and U.S. functionality and are not for operations in the Netherlands.

Self-Service Configuration

Use this group box to define the rules for displaying and processing the PeopleSoft Enterprise eBenefits application pages.

Linking Benefits Programs to Plan Types

Access the Plan Type and Option page (Set Up HRMS, Product Related, Benefits NLD, Benefit Program Table, Plan Type and Option).



Plan Type and Option page

Plan Type

Plan Type Select a plan type from the predefined list of values. By adding rows, you can use this page to enter information for each plan type associated with a particular benefit program.

Plan Type *01* also called the program level of the benefit program, is used only by benefit programs that run in association with Benefits Administration.

Waive Coverage Select this check box if the plan type allows it.

Important! The DispPlnSeq, Event Rules ID, COBRA Plan, HIPAA Plan, and Load Cross Plan Values elements are for Canadian and U.S. functionality and are not for operations in the Netherlands.

Self-Service Configuration

The fields in this group box are for Canadian and U.S. functionality and are not for operations in the Netherlands.

Option

Optn ID (option ID) As you define options for each of the offered plan types, the system automatically enters the option ID.

Optn Type (option type)

Each row must have an option type designation. The option type that you select determines the remaining fields that you must complete on the Plan Type and Option (BEN_PROG_DEFN2) and the Cost (BEN_PROG_DEFN3) pages

Gen Deduction (general deduction): Allowed only for plan type *00,* which you use for general deductions.

Option: At least one *O* is required for each plan type except *01.*

Gen Credit (general credit): Used only in benefit programs that run in association with Benefits Administration.

Program: Used only in benefit programs that run in association with Benefits Administration.

Waive Optn (waive option): Used only in benefit programs that run in association with Benefits Administration.

Benefit Plan

Enter the code for a benefit plan that was defined on the Benefit Plan Table page.

Covrg Code (coverage code)

Indicate the level of coverage for health plan types (1x). This is a required field for those plan types.

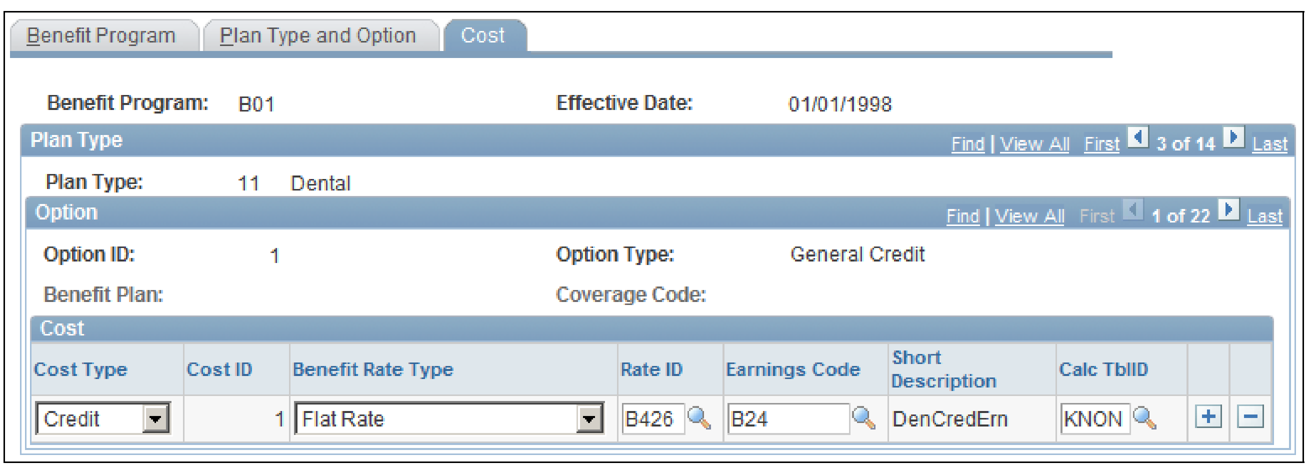
Deductn Cd(deduction code)

Indicate how to handle deductions.

Important! The Option Seq (option sequence), Option Code, Opt Level (option level), Geog Locn (geographic location), and Elig ID (eligibility rules ID), fields are all used for Benefits Administration and are not for operations in the Netherlands.

Linking Benefits Programs to Rate and Calculate Values

Access the Cost page (Set Up HRMS, Product Related, Benefits NLD, Benefit Program Table, Cost).



Cost page

Cost Type

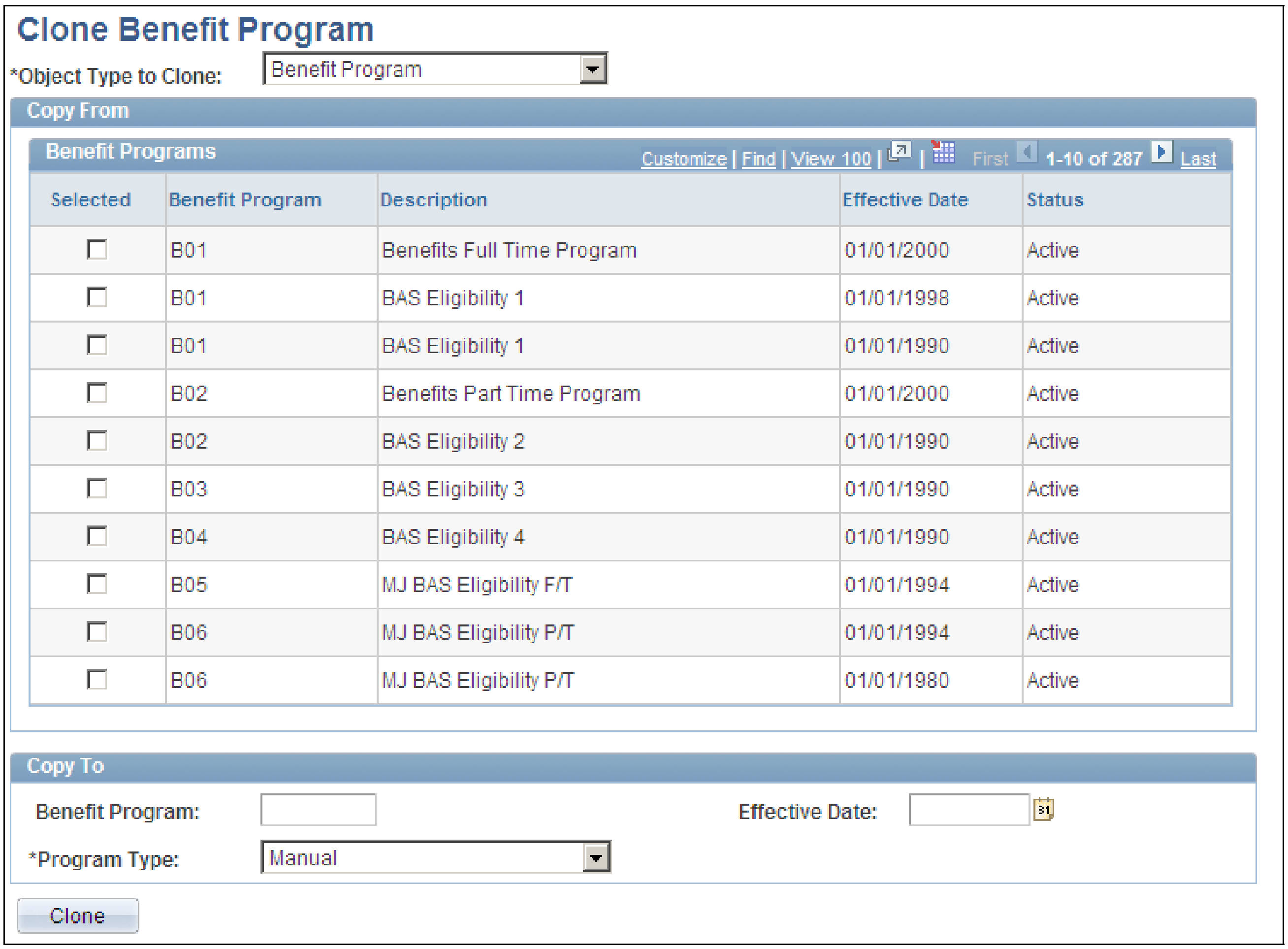
Select a cost type: *Price,* or *Credit.*

Benefit Rate Type Select a rate type to specify which table should be used to determine rates for the plan type.

Important! The Rate ID,Earn Code (earnings code), Cost ID, and Calc TblID (calculate table ID) fields are all used for Benefits Administration and are not for operations in the Netherlands.

Using the Benefits Clone Utility

Access the Clone Benefit Program page (Set Up HRMS, Product Related, Benefits NLD, Clone Benefit Program, Clone Benefit Program).



Clone Benefit Program

*Object Type to Clone: Benefit Program

Copy From

Benefit Programs Customize | Find | View 100 | | First 1-10 of 287 Last

Selected	Benefit Program	Description	Effective Date	Status
☐	B01	Benefits Full Time Program	01/01/2000	Active
☐	B01	BAS Eligibility 1	01/01/1998	Active
☐	B01	BAS Eligibility 1	01/01/1990	Active
☐	B02	Benefits Part Time Program	01/01/2000	Active
☐	B02	BAS Eligibility 2	01/01/1990	Active
☐	B03	BAS Eligibility 3	01/01/1990	Active
☐	B04	BAS Eligibility 4	01/01/1990	Active
☐	B05	MJ BAS Eligibility F/T	01/01/1994	Active
☐	B06	MJ BAS Eligibility P/T	01/01/1994	Active
☐	B06	MJ BAS Eligibility P/T	01/01/1980	Active

Copy To

Benefit Program: Effective Date:

*Program Type: Manual

Clone

Clone Benefit Program page

Object Type to Clone Select the type of object you want to copy: *Benefit Program,Coverage Formula, Eligibility Rule,* or *Event Rule.*

Selected Select the check box for the benefit program, coverage formula, eligibility rule, or event rule that you can to copy.

Copy To

This group box defines the name of the new object that will be created. These fields vary, depending upon the type of object you're cloning.

Organizing Your Payroll Processes

To organize your payroll process, use the Pay Group Table (PAYGROUP_TABLE1), The Pay Run Table (PAY_RUN_TABLE), and the Pay Calendar Table (PAY_CALENDAR_TABLE) components.

This section provides an overview of pay groups and pay group setup and discusses how to:

- Identify bank codes.
- Define holiday schedules.
- Create and maintain pay groups.
- Enter additional pay group processing parameters.
- Set up pay run IDs.
- Create pay calendars.

Understanding Pay Groups and Pay Group Setup

When you implement Human Resources, one of the major decisions is which pay groups to set up. A pay group gathers a set of employees for payroll processing. Your Human Resources system provides an SQR, the Pay Groups report, so that you can review an overview of the valid pay groups in the system.

Before grouping people into pay groups, consider that all employees in a pay group must:

- Belong to the same company.
- Be paid at the same pay frequency.
- Use the same check form or direct deposit advice form.
- Have the same check date.
- Share the same pay period begin and end dates.
- Work in the same country.
- Be paid by the same bank.
- Have the same work schedule for proration.
- Have the same minimum net pay.
- Have the same earnings program.

For example, when setting up pay groups for a fictional company, GBI, group employees as follows:

KN1—Monthly Employees who are paid monthly and share the same pay period, which ends on the last day of the month, may belong to the same pay group. Salaried employees at GBI are paid monthly.

KN2—Semi-Monthly Employees who are paid semimonthly and share the same pay periods, ending on the 15th and last day of the month, may also belong to the same pay group. Exception hourly and hourly employees at GBI are paid semimonthly.

Establish pay groups using the three pages in the Pay Group Table. With these pages, you can create pay groups, assign valid pay group employee types, and enter additional bank and earning parameters for your pay groups. Pay groups default to employee job records from the company level.

Important! The Pay Group Table component in the system, located outside Administer Salaries for the Netherlands, isn't identical to the Pay Group Table component used for the Netherlands. There are distinct differences in the fields. For users of Administer Salaries for the Netherlands, it is important that you use the Pay Group Table component that appears on the Benefits NLD menu.

See Also

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Entering Company Information

Pages Used in Organizing Your Payroll Process

Page Name	*Definition Name*	*Navigation*	*Usage*
Bank Table	BANK_EC	Set Up HRMS, Common Definitions, Banking, Banks, Bank Table	Identify every bank and savings institution where your company has accounts established for payroll purposes, with the exception of employee's direct deposit accounts.
Branch Table	BANK_BRANCH_EC	Set Up HRMS, Common Definitions, Banking, Banks, Branch Table	Identify bank branches for your company.
ChartField Transaction Table	ACCT_CD_TABLE	Set Up HRMS, Common Definitions, Chartfield Configuration, ChartField Transaction Table, ChartField Transaction Table	Assign unique account codes that you can reference in your payroll system and track the distribution of your organization's payments and expenses against budgeted accounts. If you plan to implement extensive account reporting, this table may be large.

Page Name	***Definition Name***	***Navigation***	***Usage***
Holiday Schedule	HOLIDAY_SCHED_TBL	Set Up HRMS, Foundation Tables, Organization, Holiday Schedule, Holiday Schedule	Define a list of scheduled holidays that can be used on the Pay Group table. Holiday schedules that you set up through either navigation can be passed on to a third-party payroll system. Do not include personal floating holidays on this list. Because holidays may vary for different segments of your employee population, depending on location, work schedules, or other factors, you can set up as many holiday schedules on this table as needed.
Pay Group Table - Definition	PAYGROUP_TABLE1	Set Up HRMS, Product Related, Benefits NLD, Pay Group Table, Definition	Create and maintain pay groups.
Pay Group Table - Calc Parameters (pay group table - calculation parameters)	PAYGROUP_TBL3_GBL	Set Up HRMS, Product Related, Benefits NLD, Pay Group Table, Calc Parameters	Enter additional pay group processing parameters, including the bank and account, net pay minimums and maximums, and valid earnings codes. When you first add a pay group, a dialog box prompts you for a company ID and pay group ID. The company ID is a key field on the Pay Group table, implying that all employees in a pay group are also in the same company. For the pay group ID, use any three-character alphanumeric ID that conforms to your payroll system standards.

Page Name	***Definition Name***	***Navigation***	***Usage***
Pay Run Table	PAY_RUN_TABLE_NLD	Set Up HRMS, Product Related, Benefits NLD, Pay Run Table	Set up the pay run IDs that you use to combine pay calendar entries from different pay groups for payroll processing. The Pay Run Table page and procedures for establishing pay run IDs are the same for several other PeopleSoft payroll applications.
Pay Calendar Table	PAY_CAL_TBL_NLD	Set Up HRMS, Product Related, Benefits NLD, Pay Calendar Table	Schedule payroll cycles for your pay groups and specify when pay periods begin and end. You must have a calendar entry for every pay period for each pay group that you set up. Each entry on the Pay Calendar Table page corresponds to a specific pay period for a pay group, defined by the begin and end dates. For example, a monthly pay group would have 12 entries on the Pay Calendar Table page, representing a year of processing.

Identifying Bank Codes

Access the Bank Table page (Set Up HRMS, Common Definitions, Banking, Banks, Bank Table).

The system uses the bank number (or transit number) that you enter here to identify the bank from which checks or electronic funds transfers (direct deposits) are drawn for a pay group. Always create at least one entry on this table for the bank from which paychecks or direct deposits are drawn.

Note. We don't recommend using this table to edit against the bank transit numbers for your employees' direct deposit accounts. If you allow employees to direct deposit to any bank, it would be almost impossible to maintain a table of all valid bank numbers.

See Also

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up Banks and Bank Branches," Setting Up Banks and Bank Branches

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up Local Country Functionality," (NLD) Loading Dutch Postal Codes

PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce, "Increasing the Workforce," Understanding Job Data

Defining Holiday Schedules

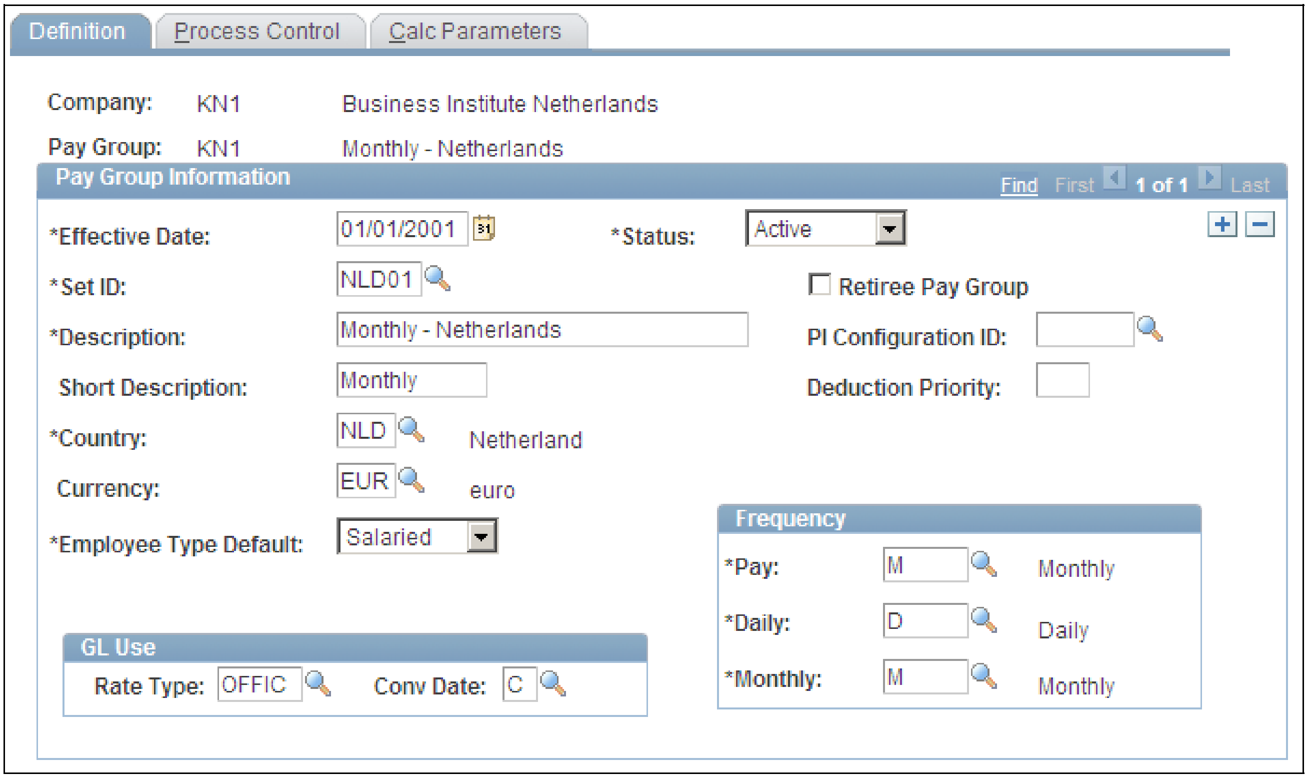
Access the Holiday Schedule page (Set Up HRMS, Foundation Tables, Organization, Holiday Schedule).

See Also

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Setting Up Holiday Schedules

Creating and Maintaining Pay Groups

Access the Pay Group Table - Definition page (Set Up HRMS, Product Related, Benefits NLD, Pay Group Table, Definition).



Pay Group Table - Definition page

Pay Group Information

Retiree Pay Group Select only if you are adding a retiree pay group. This check box is informational only; however, it is recommend that you set up a special pay group for retirees because their processing requirements tend to differ from those of active employees.

PI Configuration ID (payroll interface configuration ID) Select an ID for the pay group. The system uses this for the interface with the external payroll application.

Deduction Priority Enter a deduction priority number for your pay group.

Currency Select the appropriate currency.

Employee Type Default Select the employee type default for the most common employee type within the pay group. When you set up a job record for an employee who is assigned to this pay group, this employee type is set by default to that job record. Values are:

Excep Hrly (exception hourly): Employees who work a set number of hours each pay period. Enter exceptions to their schedules on their pay sheets.

Hourly: Employees who do not work the same number of hours each pay period. Typically, hourly employees require positive time reporting. In this case, enter on their pay sheets the actual hours worked.

Not Appl (not applicable): Select this option if the Employee Type Default field isn't applicable.

Salaried: Employees whose earnings are based on an amount per pay period, rather than accumulated hours. You can still enter exceptions on their pay sheets.

Frequency

Pay Select the frequency of pay for this pay group: *Annual*, *Biweekly*, *Daily*, *Monthly*, *Quarterly*, *Semimonthly*, or *Weekly*.

Daily Select the daily frequency to be used by Human Resources to calculate the daily rate that appears on the Compensation page of the Job Data component.

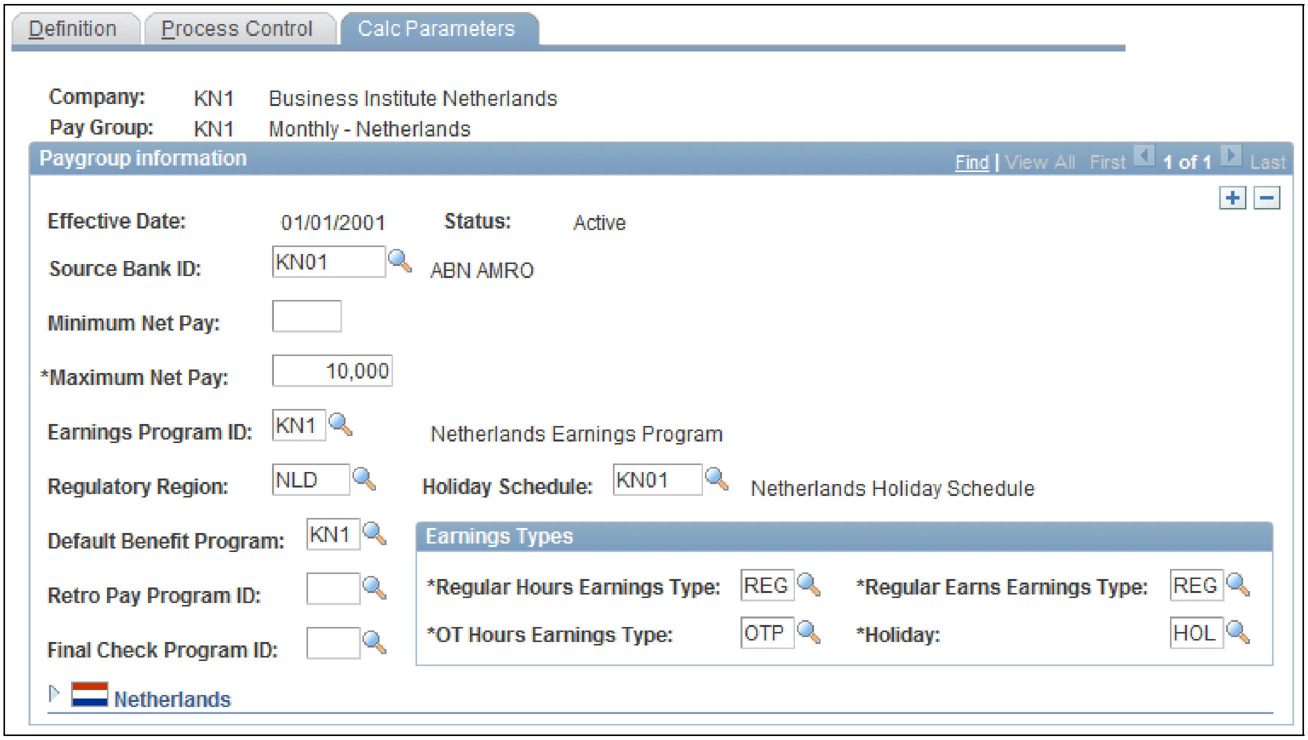
Monthly Select the monthly frequency to be used by Human Resources to calculate the monthly rate that appears on the Compensation page of the Job Data component.

GL Use

The fields in the GL Use (general ledger use) group box are for Canadian and U.S. functionality and are not for operations in the Netherlands.

Entering Additional Pay Group Processing Parameters

Access the Pay Group Table - Calc Parameters page (Set Up HRMS, Product Related, Benefits NLD, Pay Group Table, Calc Parameters).



Pay Group Table - Calc Parameters page

Paygroup Information

Source Bank ID For use with Payroll for North America only.

Minimum Net Pay For use with Payroll for North America only.

Maximum Net Pay For use with Payroll for North America only.

Earnings Program ID If you're using Benefits Administration, select an earnings program ID. This value becomes the default for employee records in this pay group. The other fields in this page are optional for Human Resources.

Regulatory Region Enter the regulatory region associated with this pay group.

Holiday Schedule Select a default holiday schedule. The value you enter appears as the default in employee job data.

Default Benefit Program If you use Benefits Administration, select a default benefit program.

Retro Pay Program ID For use with Payroll for North America only.

Final Check Program ID For use with Payroll for North America only.

Earnings Types

Regular Hours Earnings Type	Select the appropriate earnings code for the regular hours earnings type.
Regular Earns Earnings Type	Select the appropriate earnings code for the regular earns earnings type.
OT Hours Earnings Type (overtime hours earnings type)	Select the appropriate earnings code for the overtime hours earnings type.
Holiday	When the system creates paysheets and detects that a holiday falls within the pay period, it uses the earnings code that you enter here. If the holiday type on the Holiday Schedule page is Canadian, the system uses the holiday earnings code specified on the Pay Group Table - Definition page to set up the holiday earnings on the paysheet.

Netherlands

Collective Labor Agreement	Select the collective labor agreement: *CAO Retail Trade, CAO Wood Industry, CAO Medical Staff, CAO Metal Industry,* and *CAO Transportation Industry.*

See Also

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Working with Regulatory Regions," Associating a Regulatory Region with a Transaction

Setting Up Pay Run IDs

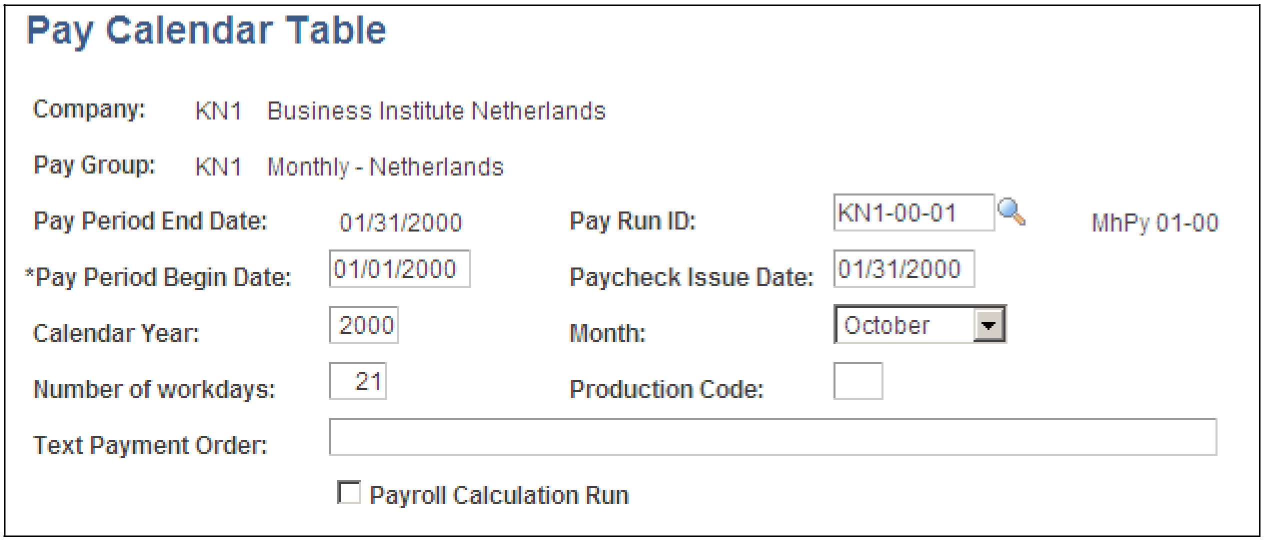
Access the Pay Run Table page (Set Up HRMS, Product Related, Benefits NLD, Pay Run Table).

See Also

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up Pay Calendars," Creating Pay Run IDs

Creating Pay Calendars

Access the Pay Calendar Table page (Set Up HRMS, Product Related, Benefits NLD, Pay Calendar Table).



Pay Calendar Table page

Pay Period End Date Displays the date on which the pay period ends in the payroll cycle.

Pay Run ID Each payroll background process needs a pay run ID to determine which pay group it should process. The system processes all pay calendar entries with the same pay run ID at the same time.

Before you start payroll processing for a pay period, you must assign a pay run ID on this page. Establish the pay run ID on the Pay Run Table page.

Pay Period Begin Date Select the date on which the pay period begins in the payroll cycle.

Paycheck Issue Date Select the date that appears on the employee's paycheck or advice slip.

Calendar Year Enter the calendar year for the pay run.

Month Select the month for the pay run.

Number of workdays Enter the number of workdays in the pay period for this pay run.

Production Code Your third-party payroll system uses this field for information for the specific payroll run or for printing on the final pay slip.

Text Payment Order Your third-party payroll system uses this field for including information for the specific payroll run or for printing on the final pay slip.

Payroll Calculation Run (Optional). Use this check box to indicate whether the calendar has been processed. The system doesn't automatically set this check box.

See Also

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up Pay Calendars," Understanding Pay Calendars

Establishing Additional Benefits Features

This section lists common elements and discusses how to:

- Set up leave plans.
- Enter pension plan details.
- Set up age-graded rates.
- Create life and accidental death and dismemberment insurance coverage groups.

Common Elements Used in This Section

Age Range Low Select a low age to define this age range. The system won't accept a low-age range that exceeds the high-age range.

Age Range High Select a high age to define this age range. The system won't accept a low-age range that exceeds the high-age range.

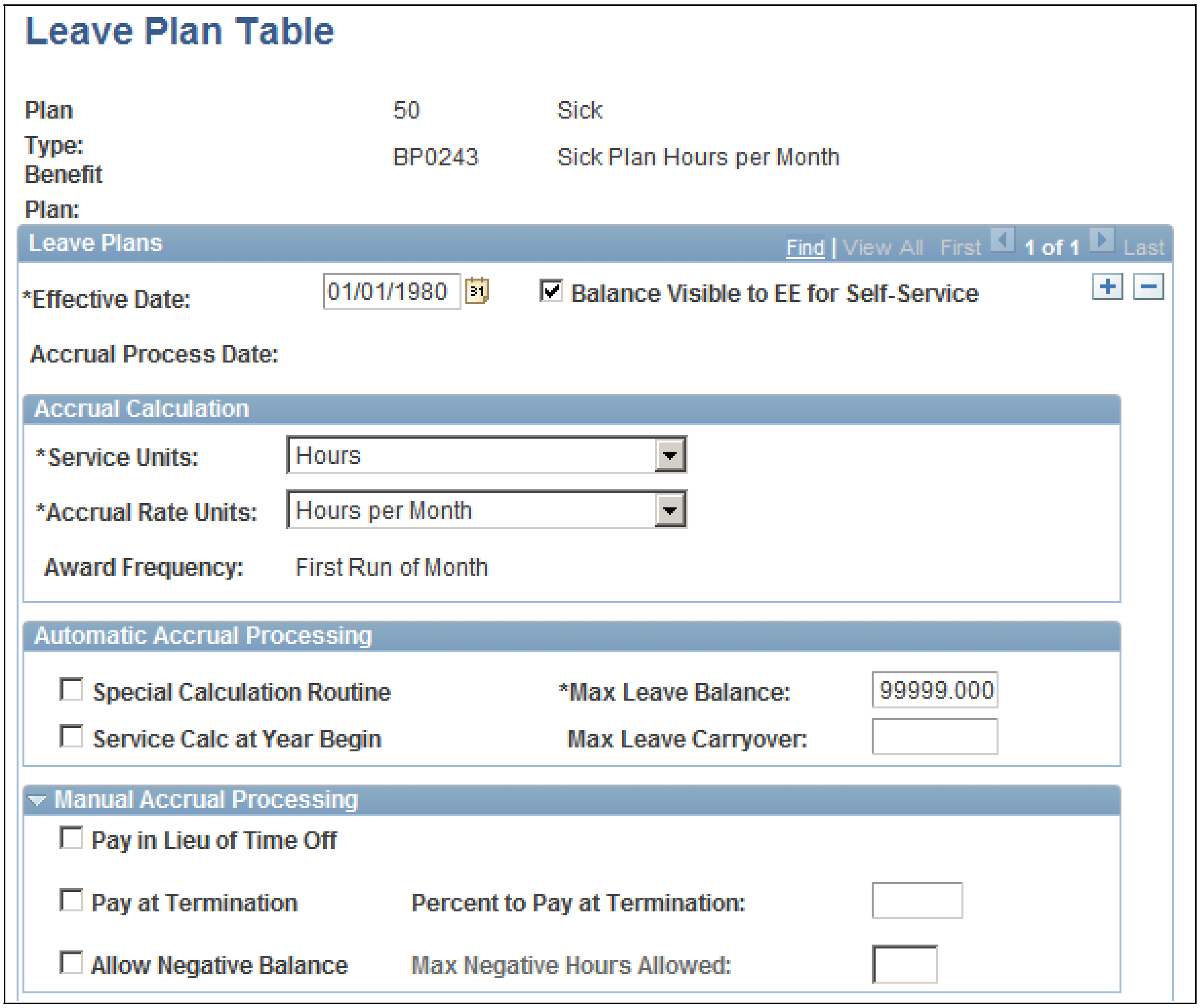
Pages Used in Establishing Additional Benefits Features

Page Name	***Definition Name***	***Navigation***	***Usage***
Leave Plan Table	LEAVE_PLAN_TABLE	Set Up HRMS, Product Related, Benefits NLD, Leave Plan Table, Leave Plan Table	Set up leave plans by entering basic plan data for your organization's leave plans.
Pension Plan Table	PENS_PLAN_TABLE_US	Set Up HRMS, Product Related, Benefits NLD, Pension Plan Table, Pension Plan Table	Enter basic plan data and define contributory rates for your organization's pension plans.
Benefit Rates	BN_RATE_TABLE	Set Up HRMS, Product Related, Benefits NLD, Benefit Rates. Benefit Rates	Define Benefit Rate data for use in calculating benefit costs and premiums.
Coverage Group Table	COVERAGE_GROUP_TBL	Set Up HRMS, Product Related, Benefits NLD, Coverage Group Table, Coverage Group Table	Create coverage group codes that set the maximum total life and accidental death and dismemberment (AD/D) coverage for life insurance and AD/D insurance benefit plans.

Page Name	***Definition Name***	***Navigation***	***Usage***
Dependent/Beneficiaries Data - Name	DEPEND_BENEF1	Workforce Administration, Benefit Information NLD, Maintain General Information, Dependent/Beneficiary Data, Name	Enter dependent and beneficiary data before enrolling employees in specific benefit programs. Once you set up the data, you can enroll the dependent in multiple benefits.
Dependent/Beneficiaries Data - Address	DEPEND_BENEF_ADDR	Workforce Administration, Benefit Information NLD, Maintain General Information, Dependent/Beneficiary Data, Address	Enter or update information about a dependent's address.
Dependent/Beneficiaries Data - Personal Profile	DEPEND_BENEF2	Workforce Administration, Benefit Information NLD, Maintain General Information, Dependent/Beneficiary Data, Personal Profile	Enter or update information about a dependent.

Setting Up Leave Plans

Access the Leave Plan Table page (Set Up HRMS, Product Related, Benefits NLD, Leave Plan Table).



Leave Plan Table page (1 of 2)

First Year Award Values Customize | Find | View All | First 1 of 1 Last

*Employment Month	*Hours Earned	*Month Eligible
0		

Accrual Rate Values Customize | Find | View All | First 1-5 of 5 Last

After Service Interval	Unit Of Measure	*Accrue Hours At	Frequency
0	Service Hours	4.000000	Hours per Month
2000	Service Hours	6.000000	Hours per Month
6000	Service Hours	8.000000	Hours per Month
10000	Service Hours	10.000000	Hours per Month
16000	Service Hours	12.000000	Hours per Month

Service Bonus Values Customize | Find | View All | First 1-5 of 5 Last

After Service Interval	Unit Of Measure	*Award Bonus Hours
10000	Service Hours	25.000000
20000	Service Hours	40.000000
40000	Service Hours	40.000000
60000	Service Hours	40.000000
80000	Service Hours	40.000000

Leave Plan Table page (2 of 2)

Leave Plans

Accrual Process Date The date you last ran a leave accrual calculation process for the displayed leave plan type and benefit plan.

Accrual Calculation

Service Units The units by which you measure your employee's length of service: *Hours*, *Months*, or *Years.*

Accrual Rate Units The unit by which the accrual rate is quoted. Accrual awards are always measured in hours, so valid values are *Hours Per Hour*, *Hours Per Month*, *Hours Per Pay Period*, *Hours Per Week*, and *Hours Per Year.*

Award Frequency	Indicates how often employees receive the leave accrual award. The values for this field are determined by the Accrual Rate Units field: If the accrual rate unit is *Hours Per Hour,* then the award frequency is *Every Run.* If the accrual rate unit is *Hours Per Pay Period,* then the award frequency is *First Run of Pay Period.* If the accrual rate unit is *Hours Per Week,* then the award frequency is *First Run of Week.* If the accrual rate unit is *Hours Per Month,* then the award frequency is *First Run of Month.* If the accrual rate unit is *Hours Per Year* then the award frequency is *First Run of Year.*

Automatic Accrual Processing

Define the parameters for the system to automatically process and accrue employee leave time.

Special Calculation Routine	Select if your company has programmed a special calculation method.
Max Leave Balance (maximum leave balance)	Enter the maximum leave hours that an employee can accrue for the leave plan. If there is no maximum, enter *99999.*
Service Calc at Year Begin (service calculation at year begin)	Select to calculate leave hours according to length of service as of January 1 of the current year. Don't select this check box if you want to calculate leave hours according to the length of service as of the leave accrual process date. When performing this calculation, the system uses the service date in the employee's employment record.
Max Leave Carryover (maximum leave carryover)	Enter the maximum number of hours that an employee can carry from one calendar year to the next. The system accepts a zero to indicate that there is no carryover allowed. If there is no maximum, enter *99999.*

Manual Accrual Processing

The values you enter in this group box are for reference only; they don't affect leave accrual plan processing in any way.

Pay in Lieu of Time Off	Select if you pay employees for accrued leave time that they don't use.
Pay at Termination	Select if employees can be paid at termination for a portion or for all time accrued.
Percent to Pay at Termination	If you selected the Pay at Termination check box, enter the percentage of pay that employees receive at termination.

Allow Negative Balance	Select if you allow employees to take more hours than they have accrued.
Max Negative Hours Allowed (maximum negative hours allowed)	Enter the maximum number of negative hours the employee is allowed.

First Year Award Values

Use this group box for leave plans that use annual accruals. Define a leave plan in which, during the first year of service, leave hours are prorated based on the month employment begins. First year award values are available only when the Accrual Rate Unit for the leave plan is *Hours Per Year.*

In the following year, these new hires are no longer considered first-year employees and don't receive leave accrual awards based on their first year award values.

Employment Month	Enter the month that the new hire joins the company.
Month Eligible	Enter the month in which new hires become eligible for the leave benefit.

Accrual Rate Values

These values are defined in terms of the service unit and accrual rate unit. Enter the values that define how your employees accrue time for this leave plan.

In our example, values in the Service Units field are defined in hours per month. For the first 12 months of service, employees that you enroll in this sick leave plan accrue four hours per month. For months 13 through 60, employees accrue six hours per month and eight hours of sick leave per month thereafter.

If you choose a value in the Service Units field of *Hours Per Hour*, the accrual rate values display the amount of hours that an employee would receive after a certain number of hours of service. If you choose a value in the Accrual Rate Unit field of *Hours per Year,* the accrual rate values display the hours per year that an employee is awarded after a certain number of months of service.

After Service Interval	Using the accrual rate values that you defined, enter the interval of service after which an employee accrues leave time.
Accrue Hours At	Using the accrual rate values that you defined, enter the interval of service that an employee accrues for the after service interval.

Service Bonus Values

Use this group box to define how employees in the plan accrue bonus hours. These hours are in addition to regular leave hour accruals. For example, you can structure a vacation leave plan so that an employee receives a one-time special bonus of 20 hours upon enrolling in the plan; after five years, a one-time special bonus of 40 hours; and after ten years, another one-time special bonus of 40 hours.

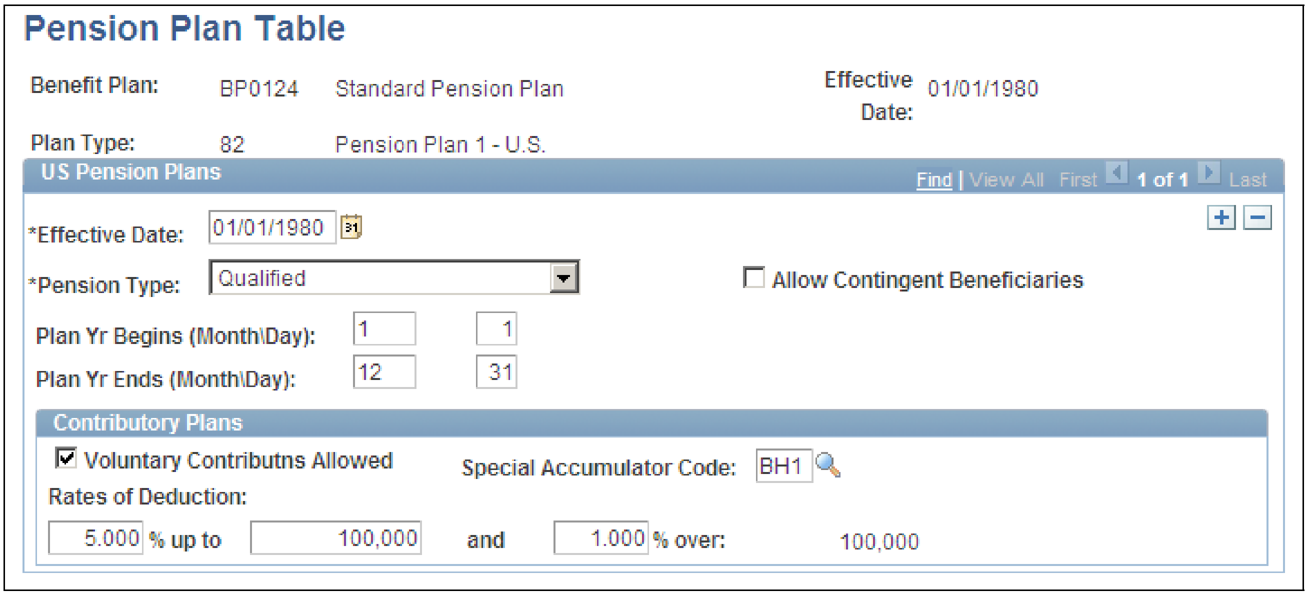
After Service Interval	Using the accrual rate values that you defined, enter the interval of service after which an employee accrues bonus hours.

Award Bonus Hours

Using the accrual rate values that you defined, enter the bonus hours the employee receives for the service interval that you specify.

Entering Pension Plan Details

Access the Pension Plan Table page (Set Up HRMS, Product Related, Benefits NLD, Pension Plan Table).



Pension Plan Table page

US Pension Plans

Pension Type

This field is for U.S. and Canadian functionality, not for operations in the Netherlands.

Allow Contingent Beneficiaries

This check box is for U.S. and Canadian functionality, not for operations in the Netherlands.

Plan Yr Begins (Month/Day) (plan year begins [month/day]) and **Plan Yr Ends (Month/Day)** (plan year ends [month/day])

Enter the month and day when the pension plan begins and ends. A plan year normally ends the day before the next one begins. However, if you change your plan year, the row for the resulting short plan year has nonconsecutive beginning and end dates.

Be sure to include a row for the short plan year. Failure to do this can cause calculation errors. For example, if the plan year changes from a July 1 to June 30 to a calendar year January 1 to December 31, beginning on January 1, 2004 you would have a short plan year July 1, 2003 to December 31, 2003.

Contributory Plans

Voluntary Contributns Allowed (voluntary contributions allowed)
Select if the pension plan allows voluntary contributions. There are no parameters for defining voluntary contribution rates; these are established on an employee-by-employee basis when you enroll employees in the plan.

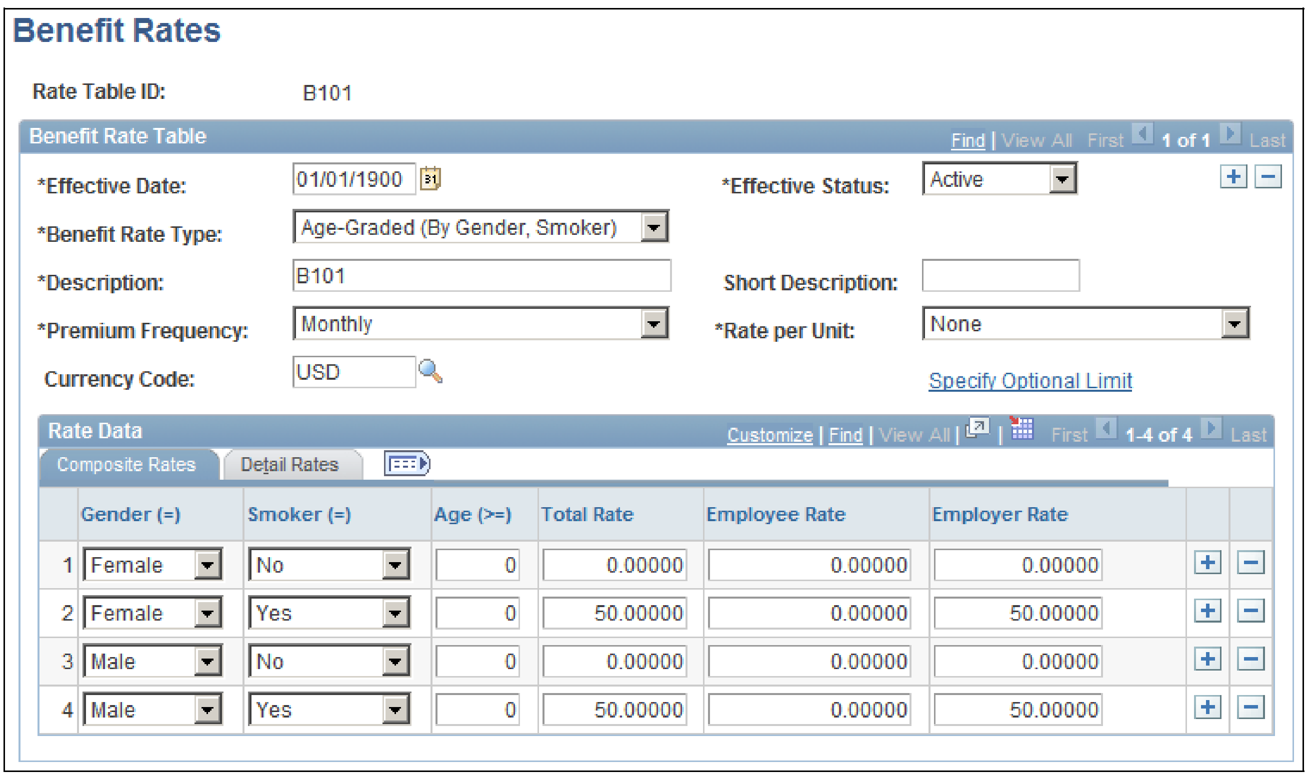
Special Accumulator Code
Enter the special accumulator code, if applicable, used to track earnings for mandatory contributions that can be structured as a percent of earnings subject to pension withholding.

Rates of Deduction
Enter the contribution rates. You can have different rates above and below a threshold. For example, employees can contribute 2 percent of earnings up to 50,000.00 EUR and 3 percent of earnings above that.

Enter the rate up to the threshold in the first Rates of Deduction field, the threshold in the next field, and the rate beyond the threshold in the final field.

Setting Up Benefit Rates

Access the Benefit Rates page (Set Up HRMS, Product Related, Benefits NLD, Benefit Rates, Benefit Rates).



Benefit Rates: Composite Rates tab

Benefit Rate Type

The system calculates the employee portion of the premium based on the total rate and employer portion.

Select from one of the specified benefit rate types. Set up benefit rate types on the Benefit Rate Types page that you access as follows: Set Up HRMS, Product Related, Base Benefits, Rates and Rules, Benefit Rate Types. There are a set of benefit rate types delivered as system data, but you can also define additional benefit rate types if required.

See *PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Manage Base Benefits*, "Setting Up Base Benefits Core Tables," Defining Benefit Rate Types.

Premium Frequency

Define how you quote the cost of benefit rates.

If the employee's pay frequency differs from the premium frequency, the system annualizes the coverage rates and divides by employee pay frequency to determine the pay period rate.

Rate per Unit

Select from the following values:

None: For a flat rate.

Per Hundred: For a rate that applies to each 100.00 EUR of coverage.

Per Thousand: For a rate that applies to each 1000.00 EUR of coverage.

Specify Optional Limit

Click this link to display the Amount Subject to Limit page, which defines the portion of the benefit rate that is subject to the percent of gross pay limit defined on the Calculation Rule page: *Entire Rate Amount, Flat Amount, Not Applicable,* or *Percent of Rate.*

If you select *Flat Amount,* enter the amount that is subject to the limit. If you select *Percent of Rate Limit,* enter the percentage of the employee rate that is subject to the limit.

Rate Data - Composite Rates

In the Rate Data group box, you can select between Composite Rates or Detail Rates. Composite rates are based on a specific amount. Use the Detail Rates tab if there are separate rates that apply before and after tax, or taxable and nontaxable rates.

The appearance of this grid changes based on the Benefit Rate Type. Complete the keys based on the criteria from the Benefit Rate Type.

Total Rate

Enter the total cost of the coverage. Include any administrative fee that you may charge.

Employee Rate

Enter the rate charged to the employee and deducted through payroll. This is either after-tax or before-tax, depending on the deduction code definition.

Employer Rate

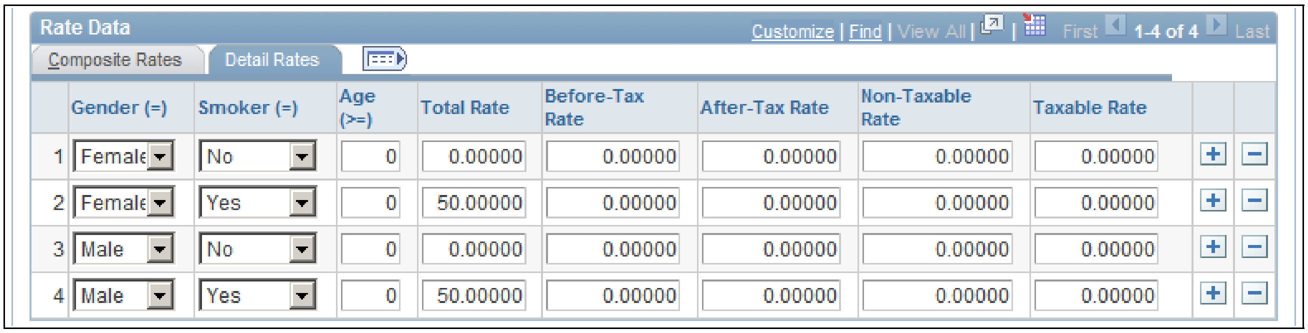
Enter the rate the employer pays to subsidize the cost of a benefit. This is either taxable or non-taxable, depending on the deduction code definition.

Employee Percent
Enter the employee's portion of contribution. If you've specified a percent, this represents the percentage of base that the employee pays for the benefit.

Employer Percent
Enter the employer percentage. This is the percentage of base that the employer contributes towards the benefits.

Rate Data - Detail Rates

Select the Detail Rates tab.



Benefit Rates page: Detail Rates tab

Complete the Detail Rates tab if you need to define employee premiums that apply before and after tax, or if the employer premium has a taxable and nontaxable rate.

Before-Tax Rate
Enter the portion of the employee's premiums that is withheld before tax.

After-Tax Rate
Enter the after-tax rate to reduce net pay.

Non-Taxable Rate
Enter the employer contribution with no taxable implications (not subject to tax). This contribution has no direct payroll effect.

Taxable Rate
Enter the employer contribution that is taxable. This contribution increases taxable gross (for tax purposes), but does not increase total gross (for pay purposes).

Before-Tax Percent
Enter the employee before-tax premium calculated as a percent of base.

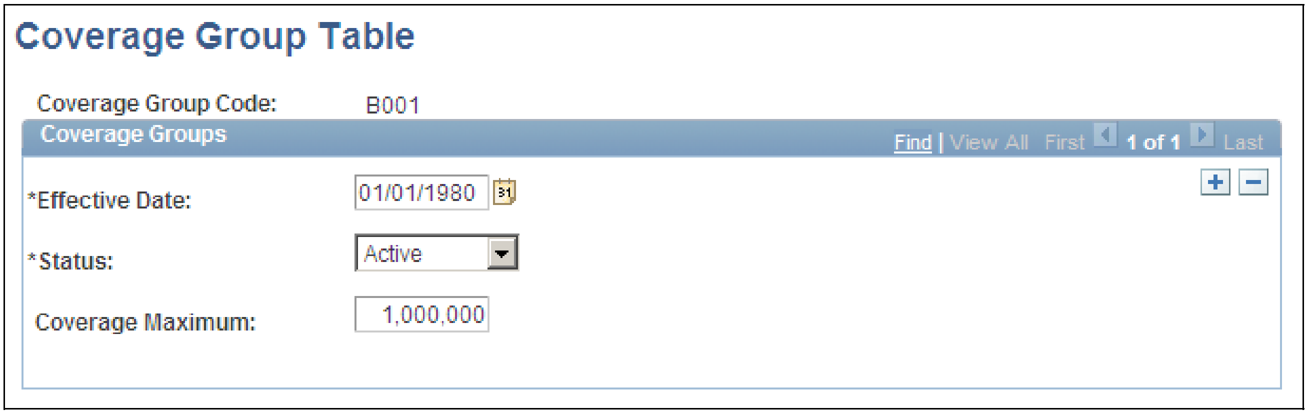
After-Tax Percent
Enter the employee after-tax premium calculated as a percent of base.

Non-Taxable Percent
Enter the employer nontaxable contribution calculated as a percent of base.

Taxable Percent
The employer nontaxable contribution calculated as a percent of base.

Creating Life and Accidental Death and Dismemberment Insurance Coverage Groups

Access the Coverage Group Table page (Set Up HRMS, Product Related, Benefits NLD, Coverage Group Table, Coverage Group Table).



Coverage Group Table page

Use the fields on this page to define coverage group codes that set the maximum total life and AD/D coverage for life insurance and AD/D insurance benefit plans.

Coverage Maximum Enter a maximum coverage amount for the coverage group. This amount applies to all the life and AD/D insurance benefit plans associated with the coverage group code and associated with one benefit program.

Chapter 4

Entering Earnings, Payments, and Other Payroll Information

This chapter provides an overview of earnings and payments, lists common elements, and discusses how to:

- Enter employee earnings.
- Specify employee bank information.

Understanding Earnings and Payments

After you have entered standardized information about your salary administration system into the setup tables, you can collect information about payments to employees (such as regular salary and related additional earnings) that is needed to process payroll. You also enter payroll-related information about employee bank account information.

Earnings are payments made to employees, and total earnings comprise regular salary and additional earnings. Earnings or payments are considered *permanent* or *incidental.* For example, regular salary is a permanent payment, traveling allowance for commuting is a permanent additional payment, and a one-time performance bonus is an incidental additional payment.

In addition to regular salary, you might need to enter additional earnings information for employees or employee groups. The page you use to enter earnings depends on the nature of the earning.

Some important terms to understand are:

Permanent earnings — Earnings that cover a time period with an initial and final date, but the final date is open, and the payment continues indefinitely until the final date is closed. Examples of such earnings include a fixed commuting allowance, a telephone allowance, or a labor market salary adjustment.

Incidental payments — Cover a one-time payment inside a closed time period. An example of an incidental earning is a performance bonus.

Incidental hours — Pay for hours other than regular amounts. An example of incidental hours is overtime.

Common Elements in This Chapter

Earnings Code	Enter the earnings code for the employee. If there is more than one earnings code, add additional rows. Although you can enter an unlimited number of earnings for an employee, the types of possible earnings for an employee depend upon the employee's company and pay group.
Currency Code	The currency code is set by default from the job currency code, but you can override it.
Hours	If earnings are based upon hours worked, enter the hours.
Hourly Rate	If earnings are based upon hours worked, enter the hourly rate.
Earnings	If earnings are based upon a specific amount or fixed allowance, enter the amount here.
Sequence	Numeric sequencing is required if you are entering multiple earnings information using the same effective date.
Pay Group	The pay group with which you are working.
Begin Period and **End Period**	Indicate the period of time to which the incidental earnings apply.
OK to Pay	If your organization has a procedure in place to first enter the earnings and then to obtain an approval for the payment of the earnings, select this check box to indicate payment approval.

Entering Employee Earnings

This section lists prerequisites and discusses how to:

- Enter permanent earnings data.
- Enter incidental payments.
- Enter incidental hours data.
- Enter incidental hourly earnings data.

Prerequisites

Before you can enter employee earnings, you must first set up valid earnings codes on the Regular Earnings page and create pay calendars.

See Also

Chapter 3, "Setting Up Administer Salaries for the Netherlands," Defining Earnings and Payments, page 7

Chapter 3, "Setting Up Administer Salaries for the Netherlands," Creating Pay Calendars, page 39

Pages Used to Enter Employee Earnings

Page Name	***Definition Name***	***Navigation***	***Usage***
Regular Earnings	ADDITIONAL_PAY1_NL	Workforce Administration, Benefit Information NLD, Assign Earnings and Deductions, Regular Earnings, Regular Earnings	Enter all types of permanent extra payments made to employees in addition to regular salary. Do not enter incidental earnings on this page.
Incidental Earnings	EARNINGS_INC_NL	Workforce Administration, Benefit Information NLD, Assign Earnings and Deductions, Incidental Earnings, Incidental Earnings	Enter incidental payments made to employees.
Hourly Time/Overtime	ADDL_HRS_INC_NL	Workforce Administration, Benefit Information NLD, Assign Earnings and Deductions, Hourly Time/Overtime, Hourly Time/Overtime	Enter incidental payments made to individual employees on an hourly basis.
Hourly Time by Calendar	ADDL_HRS_DE_INC_NL	Workforce Administration, Benefit Information NLD, Assign Earnings and Deductions, Hourly Time by Calendar, Hourly Time by Calendar	Enter incidental hourly earnings data, which are payments made to an employee group on an hourly basis. Do not use this page to enter information about incidental earnings; enter incidental earnings on the Incidental Earnings page. (You must have first set up valid earnings codes on the Earnings page and have set up one or more pay calendars for the pay groups to which the employees belong.)

Entering Permanent Earnings Data

Access the Regular Earnings page (Workforce Administration, Benefit Information NLD, Assign Earnings and Deductions, Regular Earnings, Regular Earnings).

Regular Earnings page

Earnings End Date Enter the date that the earnings end. To enter repeated earnings end dates, add data rows.

Compensation Rate/Frequency Displays the rate of compensation and frequency of that compensation for the employee.

Standard Hours Displays the standard hours that the employee works per work period.

Work Period Displays the standard work period. This is the time period in which employees must complete the standard hours.

The system uses the annualization factor of the standard work period in combination with the standard hours to calculate full-time equivalency (FTE).

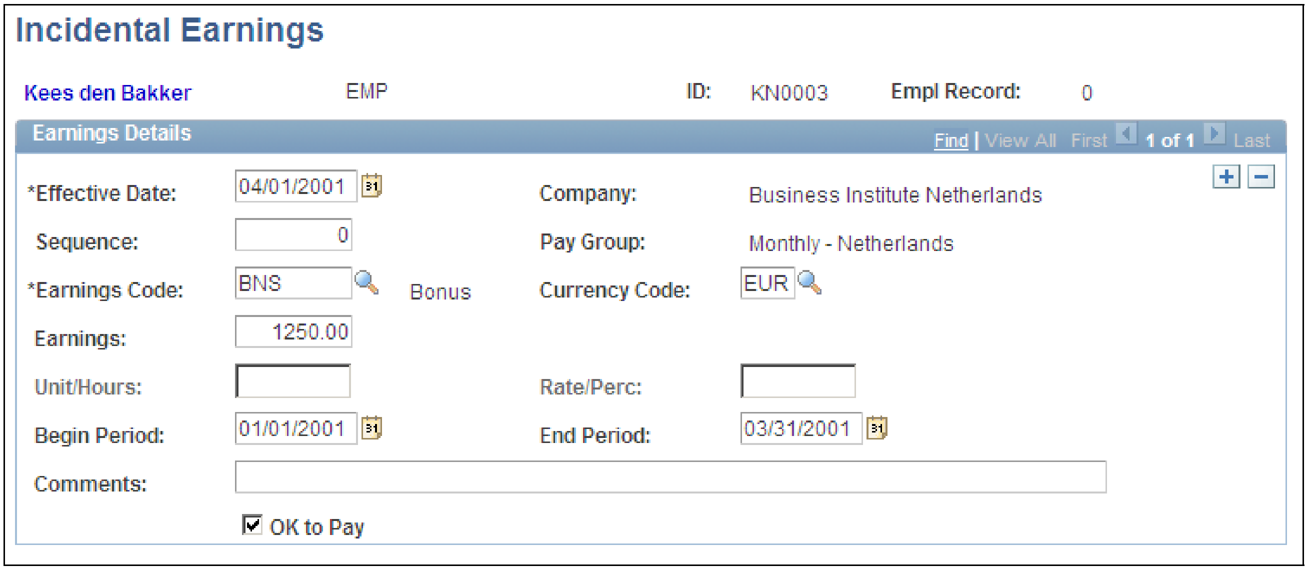
Employee Type Displays the employee type according to predetermined variables.

Reason Select a reason for the payment.

Goal Amount If there is a limit to the total amount that you want to pay the employee, such as when the payment is made in a series of smaller payments over several pay periods, then enter the limit here.

Entering Incidental Payments

Access the Incidental Earnings page (Workforce Administration, Benefit Information NLD, Assign Earnings and Deductions, Incidental Earnings).



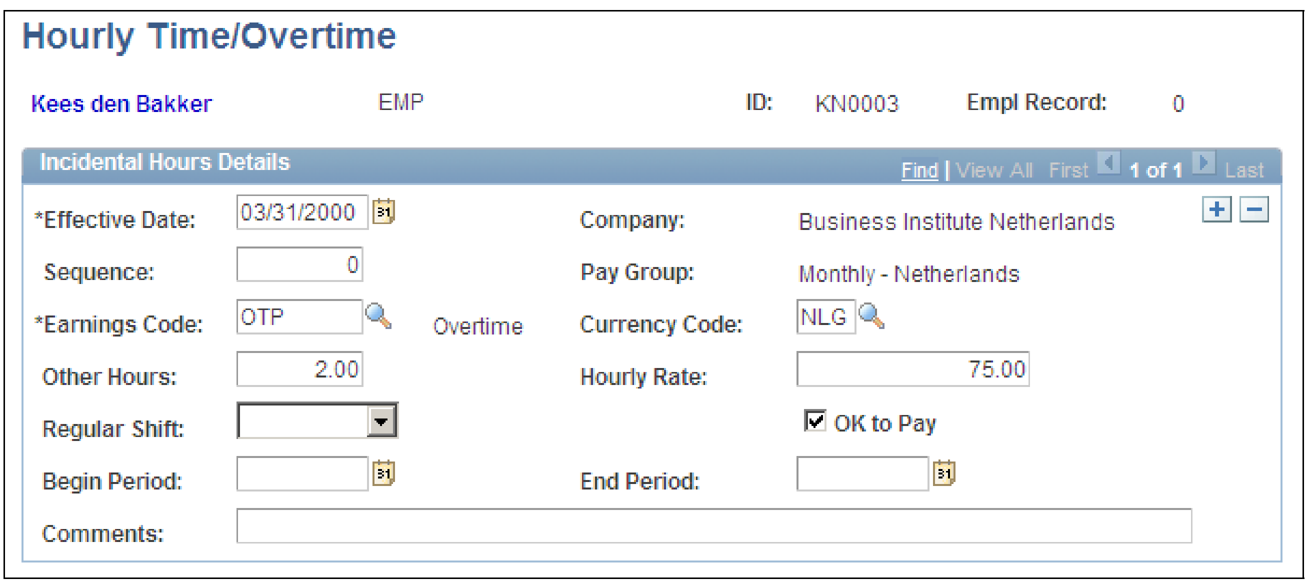
Incidental Earnings page

Unit/Hours Enter the applicable units or hours for which the employee should be compensated.

Rate/Perc (rate/percentage) Enter the applicable rate or percentage of compensation.

Entering Incidental Hours Data

Access the Hourly Time/Overtime page (Workforce Administration, Benefit Information NLD, Assign Earnings and Deductions, Hourly Time/Overtime, Hourly Time/Overtime).



Hourly Time/Overtime page

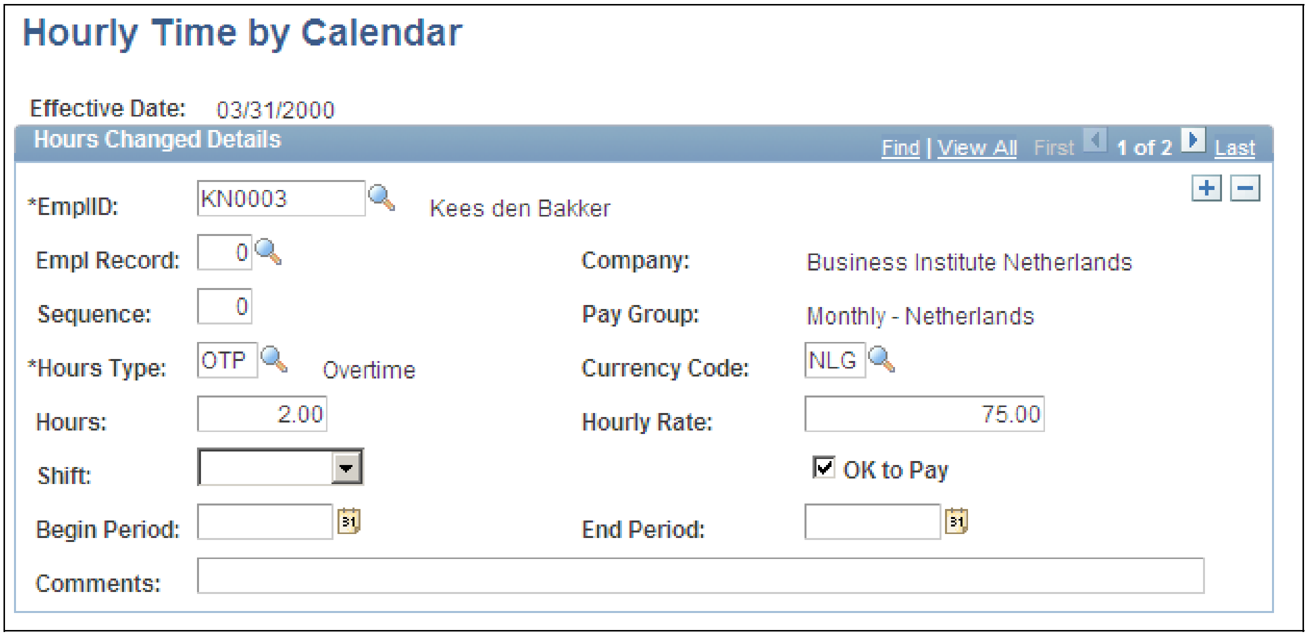
Other Hours Enter the amount of other hours worked.

Hourly Rate Enter the hourly rate for the other hours worked.

Regular Shift Select the employee's regular shift.

Entering Incidental Hourly Earnings Data

Access the Hourly Time by Calendar page (Workforce Administration, Benefit Information NLD, Assign Earnings and Deductions, Hourly Time by Calendar, Hourly Time by Calendar).



Hourly Time by Calendar

Hours Type Select the hours type. The hours type is an earnings code.

Available codes include only those earnings codes that are defined as incidental and that are based upon hours on the Regular Earnings page. If there is more than one type of incidental hours for this employee, add additional data rows.

Although you can enter an unlimited number of incidental earnings for an employee, the possible types of incidental earnings for an employee depend upon the employee's company and pay group.

Shift Select the employee's regular shift.

Specifying Employee Bank Information

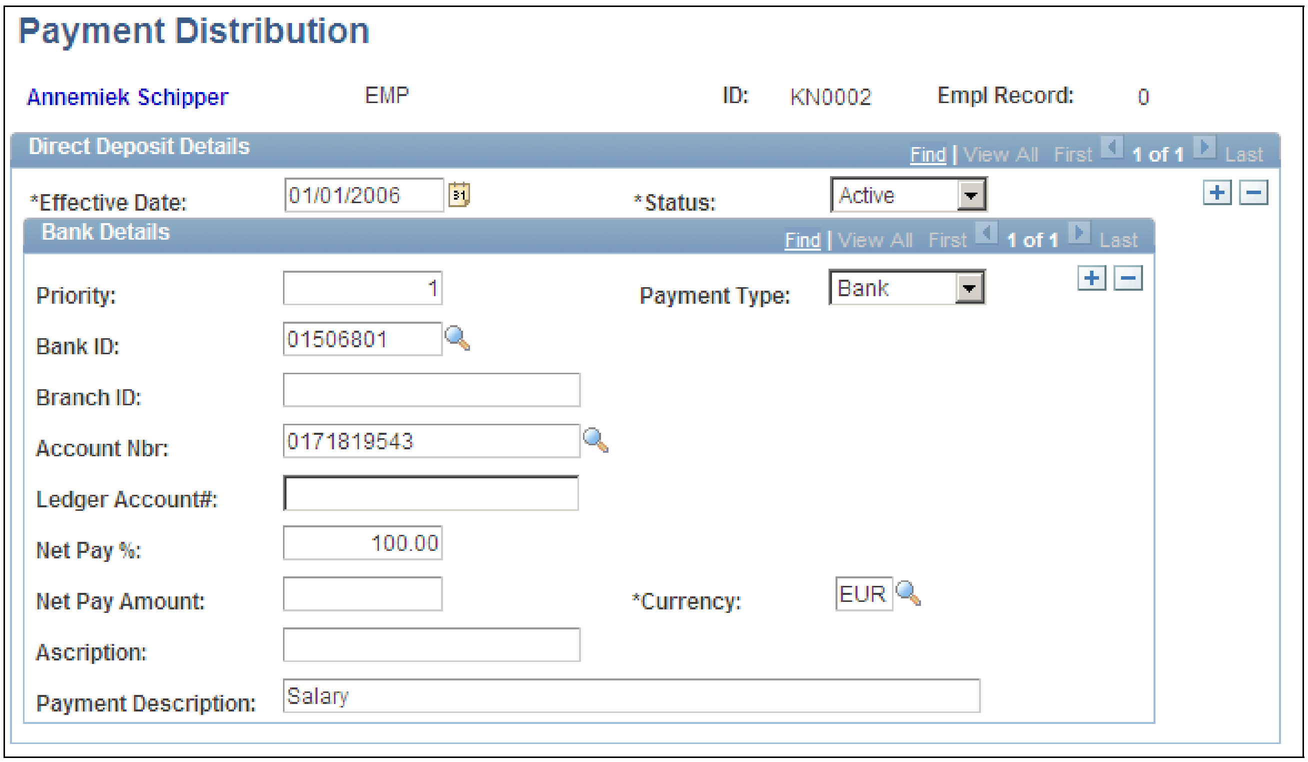
This section discusses how to enter payment method data.

Page Used to Specify Employee Bank Information

Page Name	Definition Name	Navigation	Usage
Payment Distribution	DIRECT_DEPOSIT_NLD	Workforce Administration, Benefit Information NLD, Maintain General Information, Payment Distribution, Payment Distribution	Enter payment method and bank account information for each employee.

Entering Payment Method Data

Access the Payment Distribution page (Workforce Administration, Benefit Information NLD, Maintain General Information, Payment Distribution, Payment Distribution).



Payment Distribution page

Priority Enter a priority to indicate in which order to make payments or distributions to multiple accounts. The lower the priority number, the higher the priority. This is important when an employee's net pay doesn't cover all payments and account deposits.

Payment Type	Select the payment type: *Cash:* if the employee is paid in cash. *Bank:* if the employee's pay is paid into a bank account. Enter the details in the bank account fields. *Giro:* if the employee's pay is paid into a Post Bank account.
Bank ID	Select the employee's bank. Set up bank details on the Bank Table page.
Branch ID	Select the employee's branch. This is an optional field for banks in the Netherlands.
Account Nbr (account number)	Enter the employee's account number, or select the account number if you have set this up on the Maintain Bank Accounts page. It must comply with the 11-Check account validation method.
Ledger Account# (ledger account number)	If the payment is cash for the deposit of any uncollected funds, enter a ledger account number.
Net Pay Amount	Enter a percentage of net pay or an exact amount to be paid. If there are multiple payments or distributions, then state each as either a percentage of net pay or an amount. For example, an employee might want to have 50.00 EUR deposited to a savings account, receive a check for 100.00 EUR, and have 100 percent of the remaining net pay deposited to a checking account.
Currency	Select a currency for payment distributions.
Ascription	(Optional) Enter information regarding the name or identity of the account owner.

See Also

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up Banks and Bank Branches," Setting Up Banks and Bank Branches

Chapter 5

Entering Benefits and Deductions

This chapter lists prerequisites and discusses how to:

- Review employee eligibility for benefits.
- Identify employee social insurance providers.
- Enter employee tax information.
- Enroll employees in a benefits program.
- Enroll employees in benefit plans.
- Enroll employees in pension plans and review benefits information.
- Establish employee general deductions.
- Add employee incidental deductions.

See Also

PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce, "Increasing the Workforce"

Prerequisites

Before you can record deductions and participation in benefit plans for your employees, define your benefits programs using the Benefit Program page.

See Also

Chapter 3, "Setting Up Administer Salaries for the Netherlands," Defining Benefits and Other Deductions, page 13

Reviewing Employee Eligibility for Benefits

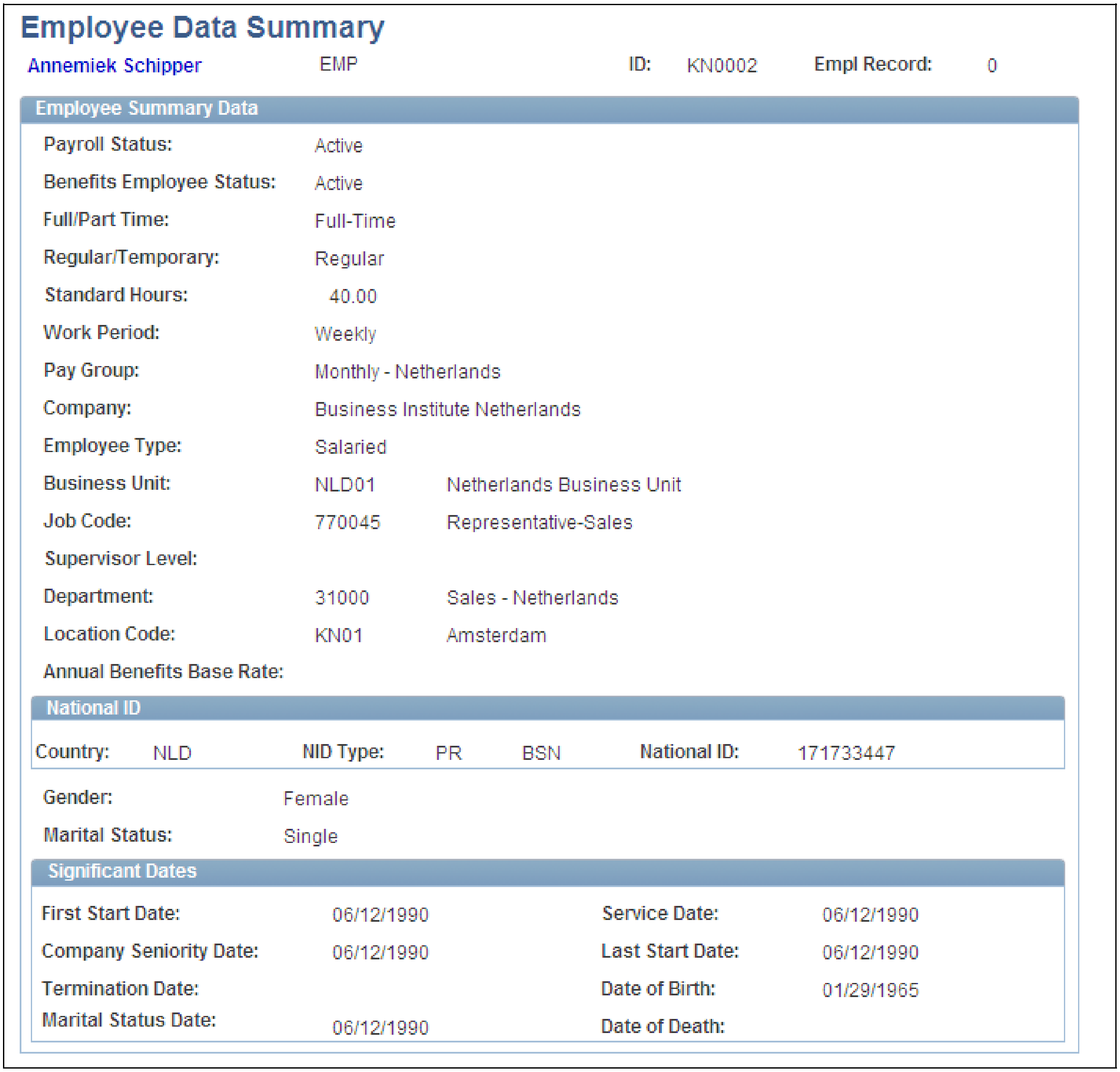
This section discusses how to view personal data for benefits eligibility.

Page Used to View Personnel Data

Page Name	*Definition Name*	*Navigation*	*Usage*
Employee Data Summary	EMPLOYEE_SUMMARY1	Workforce Administration, Benefit Information NLD, Review Benefits, Employee Data Summary, Employee Data Summary	View the personnel administration data that you need to determine an employee's eligibility for benefits.

Viewing Personal Data for Benefits Eligibility

Access the Employee Data Summary page (Workforce Administration, Benefit Information NLD, Review Benefits, Employee Data Summary, Employee Data Summary).



Employee Data Summary

Annemiek Schipper EMP ID: KN0002 Empl Record: 0

Employee Summary Data

Payroll Status:	Active	
Benefits Employee Status:	Active	
Full/Part Time:	Full-Time	
Regular/Temporary:	Regular	
Standard Hours:	40.00	
Work Period:	Weekly	
Pay Group:	Monthly - Netherlands	
Company:	Business Institute Netherlands	
Employee Type:	Salaried	
Business Unit:	NLD01	Netherlands Business Unit
Job Code:	770045	Representative-Sales
Supervisor Level:		
Department:	31000	Sales - Netherlands
Location Code:	KN01	Amsterdam
Annual Benefits Base Rate:		

National ID

Country: NLD NID Type: PR BSN National ID: 171733447

Gender: Female

Marital Status: Single

Significant Dates

First Start Date:	06/12/1990	Service Date:	06/12/1990
Company Seniority Date:	06/12/1990	Last Start Date:	06/12/1990
Termination Date:		Date of Birth:	01/29/1965
Marital Status Date:	06/12/1990	Date of Death:	

Employee Data Summary page

The Benefits Employee Status, Full/Part Time, Regular/Temporary, Pay Group, and Annual Benefits Base Rate fields directly affect either benefit eligibility or benefit processing.

The date information that appears in the Significant Dates group box, such as hire date or seniority date, can directly affect benefit eligibility. The remaining fields are defined for the employee in the Job Data component.

Employee Summary Data

Benefits Employee Status The employee's status, which is based on the last personnel action for the employee or the reason for the action, such as death.

Full/Part Time

Indicates whether the employee works a full-time or part-time schedule as defined on the Job Data - Job Information page.

See *PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce*, "Increasing the Workforce," Understanding Job Data.

Regular/Temporary

Indicates whether the employee is a regular or temporary employee as defined on the Job Data - Job Information page.

Standard Hours

Displays the standard hours for the employee as defined on the Job Information page. Standard hours define how many hours the employee works in the job.

Work Period

Displays the standard work period is the time period in which employees must complete the standard hours.

The system uses the annualization factor of the standard work period in combination with the standard hours to calculate the full-time equivalent.

Pay Group

Displays the employee's pay group as it's defined on the Job Data — Payroll page.

Employee Type

Displays the employee type as defined on the Job Data — Payroll page.

Business Unit

Displays the business unit for to which the employee belongs.

Job Code

Displays the employee's job code specified on the Job Data — Job Information page.

Supervisor Level

Displays the employee's supervisor level that is defined on the Job Data — Job Information page.

Department

Displays the employee's department as defined on the Job Data — Work Location page.

Location Code

Displays the employee's location code as defined on the Job Data — Work Location page.

Annual Benefits Base Rate

This field is blank if the organization uses a benefits base that is different from regular pay. (Set up the benefits base rate on the Compensation page of the Job Data component.)

National ID

NID Type (national identification type)

The employee's national identification type.

National ID

The employee's identification number.

Significant Dates

Service Date The employee's service date.

Company Seniority Date The date that the employee started service with a company in the organization.

Rehire Date The employee's rehire date, if applicable.

Termination Date The employee's termination date, if applicable.

Date of Birth The employee's date of birth.

Date of Death The employee's date of death, if applicable.

See Also

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up and Working with Frequencies," Understanding Frequency in Compensation Rate Conversions

Identifying Employee Social Insurance Providers

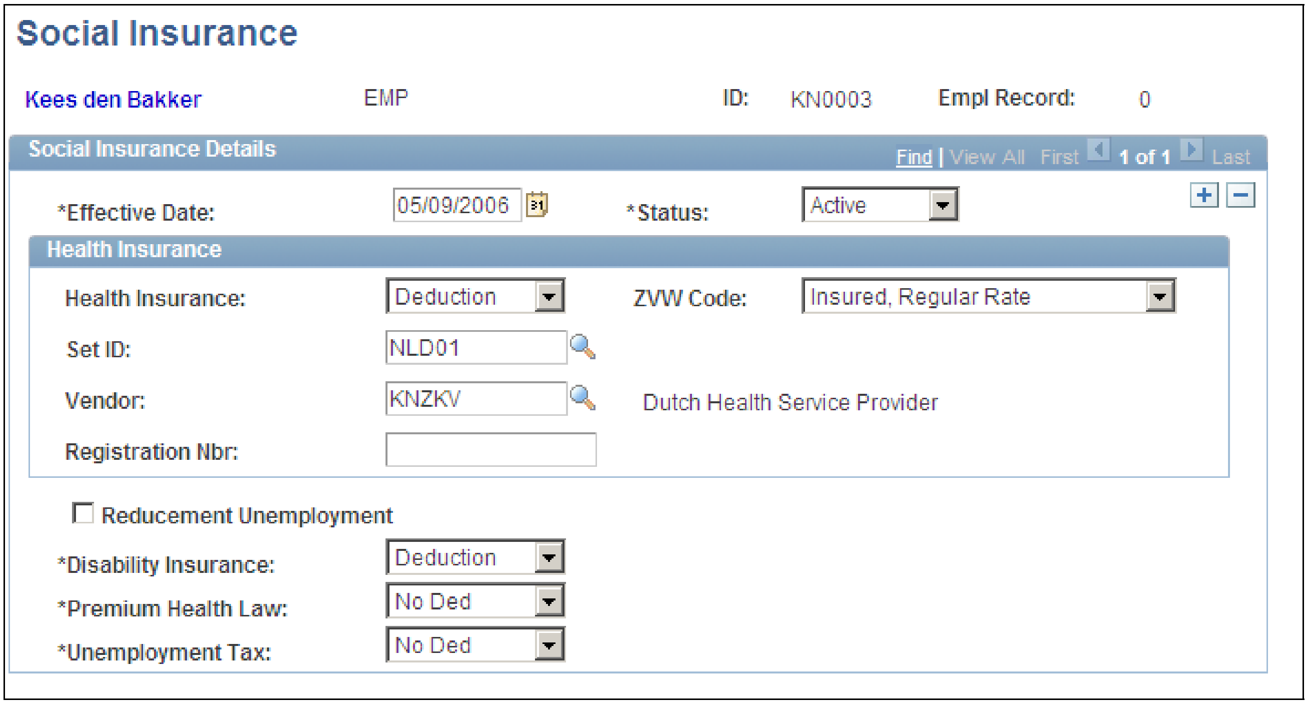
This section discusses how to identify employee participation in national social insurance programs.

Page Used in Identifying Employee Social Insurance Providers

Page Name	*Definition Name*	*Navigation*	*Usage*
Social Insurance	SOCIAL_ASSUR_NL	Workforce Administration, Benefit Information NLD, Maintain General Information, Social Insurance	Identify an employee's participation in one of the national social insurance programs and identify the insurance provider.

Identifying Employee Participation in National Social Insurance Programs

Access the Social Insurance page (Workforce Administration, Benefit Information NLD, Maintain General Information, Social Insurance).



Social Insurance page

Premium Health Insurance

This field appears if the effective date is earlier than January 1, 2006 only. From January 1, 2006 the ZFW health insurance is replaced by the ZVW health insurance. If the employee's income is below the national health care limit, then that employee is required by law to participate in a national health service scheme.

Options are:

Deduction: Select if the law requires the employee's participation in a national health service scheme.

No Ded (no deduction): Select if the law doesn't require the employee's participation in a national health service scheme (ZFW).

Health Insurance

Select *Deduction* if the employee contributes to the ZVW health insurance, or *No Ded* (no deduction) if the employee isn't required to contribute to ZVW health insurance.

ZVW Code

Select the ZVW code that applies to the employee. This code is used in the Wage Declaration.

Vendor

If the employee is required to participate in a national health service scheme, select the vendor from the list. Leave this field blank if the law doesn't require the employee to participate in a national health service scheme.

Registration Nbr (registration number)

If the employee is required to participate in a national health service scheme, enter the employee's association member registration number. Leave this field blank if the law doesn't require the employee to participate in a national health service scheme.

Reducement Unemployment Select this check box if, at the time of hire, the employee was classified as long-term unemployed.

Disability Insurance If you select the Reducement Unemployment check box, select *Deduction* or *No Ded*to indicate whether the employee has deductions for premium disability insurance (WAO).

Premium Health Law Select *Deduction* or *No Ded* to indicate whether the employee has deductions for premium health care (ZFW). This field is only available if you do not select the Reducement Unemployment check box.

Note. As of January 1, 2006, the ZVW health insurance replaced the ZFW health insurance. Do not use this field from this date.

Unemployment Tax Select *Deduction* or *No Ded* to indicate whether the employee has deductions for premium unemployment insurance (WW). This field is only available if you do not select the Reducement Unemployment check box.

Entering Employee Tax Information

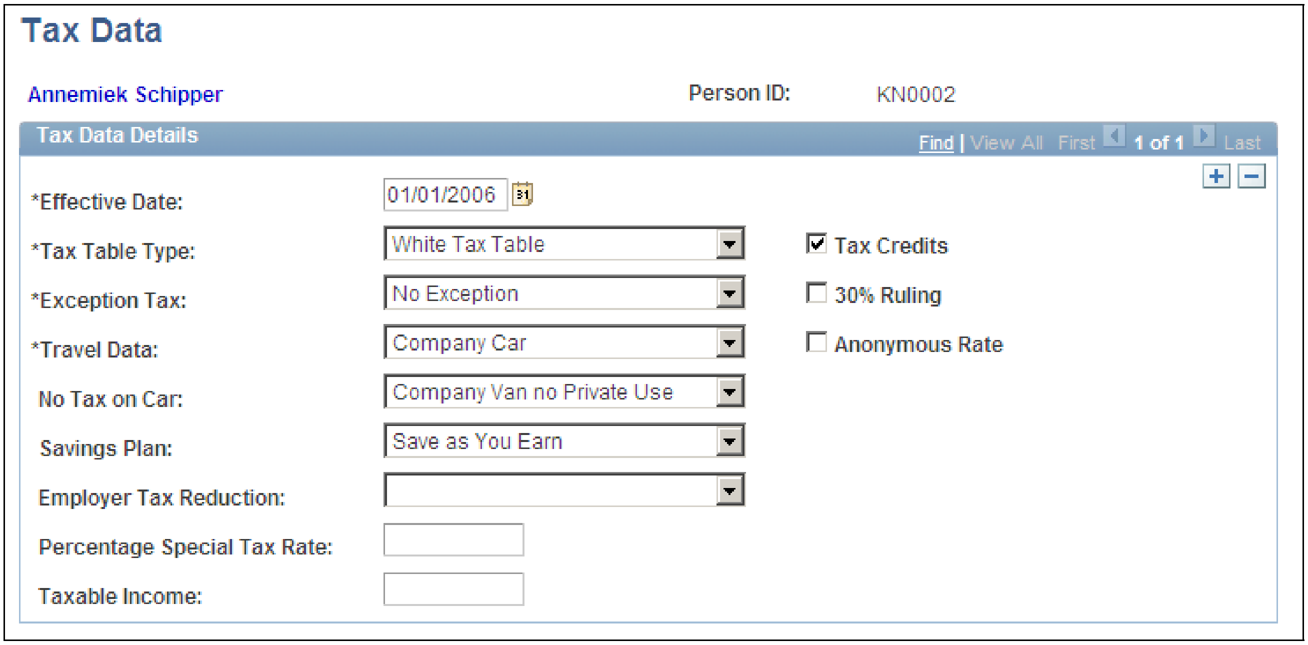
This section discusses how to enter wage tax data.

Page Used to Enter Employee Tax Information

Page Name	***Definition Name***	***Navigation***	***Usage***
Tax Data	EMPL_TAX_DATA_NL	Workforce Administration, Benefit Information NLD, Maintain General Information, Tax Data	Enter data that determine an employee's wage tax. What you enter here affects the gross/net calculations that your payroll system makes.

Entering Wage Tax Data

Access the Tax Data page (Workforce Administration, Benefit Information NLD, Maintain General Information, Tax Data).



Tax Data page

Tax Credits

Select if the employee is claiming a tax credit *(heffingskorting),*which reduces the amount of tax that is paid.

In the new tax system, employers deal only with these tax credits. The general tax credit *(algemene heffingskorting)*, the labor credit *(arbeidskorting)*, and, if applicable, two old-age tax credits *(ouderenkorting and aanvullende ouderenkorting).*

Exception tax

Select any exceptions to the wage tax.

30% Ruling (30 percent ruling)

Select if the 30 percent ruling applies to the employee, whereby 30 percent of the income is tax-free.

The 30 percent ruling applies to Dutch employees on international assignments and non-Dutch employees who are working in the Netherlands on an international assignment.

Tax Table Type

Select the tax table that is used to determine the level of the employee's wage tax: *Green Tax Table, No Tax,* or *White Tax Table.*

Travel Data

Select the value that describes the employee's travel conditions that impact taxes:

- *Carpooling:* Select if the employee uses a car pool.
- *Company Car:* Select if the employee has a company car.
- *Employer Transport:* Select if the employer takes care of commuting for the employee. The employee is not entitled to a travel allowance.
- *N/A:* Select if travel allowance does not apply to the employee.

No Tax on Car	Select one of these values if the employee has a company car or van but is exempt from the normal tax rules that apply to private use of company cars: • *Alternately Use Company Van:*The employee can use the company van for private use as an alternative to using their own vehicle. *Alternately Use Company Van:* Select this value if the company van is used by more than one employee with a continuous alternating use and without a fixed schedule, so that the personal advantage of using the company car is difficult to determine. For example, there could not be a specific schedule where two employees would take turns using the company van every other week. • *Employer Arrangement:* The employer has an agreement with the Tax Authority. • *Personal Arrangement:* The employee has a personal agreement with the Tax Authority. • *Other Evidence:* Select if there is any other reason for the exemption.
Savings Plan	Select a savings plan if the employee contributes to a plan. There are two type of savings plan: *Life Cycle Arrangement* or *Save As You Earn.*
Employer Tax Reduction	If the employee is eligible for a tax deduction for education, select one of the these values to indicate which category: • Education - Common • Education - Competencies • Education - Qualification • Education - Trainee
Percentage Special Tax Rate	Enter the percentage special tax rate for special tax cases.
Anonymous Rate	Select to indicate when an employee doesn't provide the documentation that is regarded as official proof of identity When this occurs, the highest tax rate is applied in order to discourage illegal immigration.
Taxable Income	Enter the employee's annual taxable income in euros (EUR). Enter a gross amount before tax deductions.

Enrolling Employees in a Benefits Program

This section provides an overview of employee enrollment in benefits programs and plans and discusses how to verify enrollment.

Understanding Employee Enrollment in Benefits Programs and Plans

To enroll employees in benefits programs and plans:

1. Enroll participants in benefit programs during new hire processing.

   Initially, an employee's benefit program is assigned automatically based on the employee's pay group. That is, a benefits program is associated with a pay group and company on the Pay Group table, and then the pay group populates the employee Job Data record from the company level.

   Change the employee's benefit program assignment using the Enroll in Benefits - Benefit Program page. A modified version of this page is from the Benefits NLD menu so that you can verify or override this assignment at the employee level without having to change menus in the system. It's important to verify that the employee is enrolled in the correct benefit program because you can enroll participants in only those benefit plans that are associated with their assigned benefit programs.

2. Enroll participants in benefit plans.

   When you are sure that the employee is placed in the correct benefits program, use the Health Benefits Election and Pension Plan Election pages to enroll the participant in all appropriate benefits within the benefit program.

   When you enroll employees in health insurance, life insurance, and pension benefit plans, also enroll their dependents and assign their beneficiaries.

After you enroll a participant in a benefit program, the next part of the enrollment process is to enroll the participant in appropriate benefit plans. You can only enroll the participant in the benefit plans that are associated with that benefit program. The benefit plans available depend on the effective dates of both the program and the benefit plan. The system checks both dates against the enrollment effective date.

See Also

Chapter 5, "Entering Benefits and Deductions," Enrolling Employees in Benefit Plans, page 71

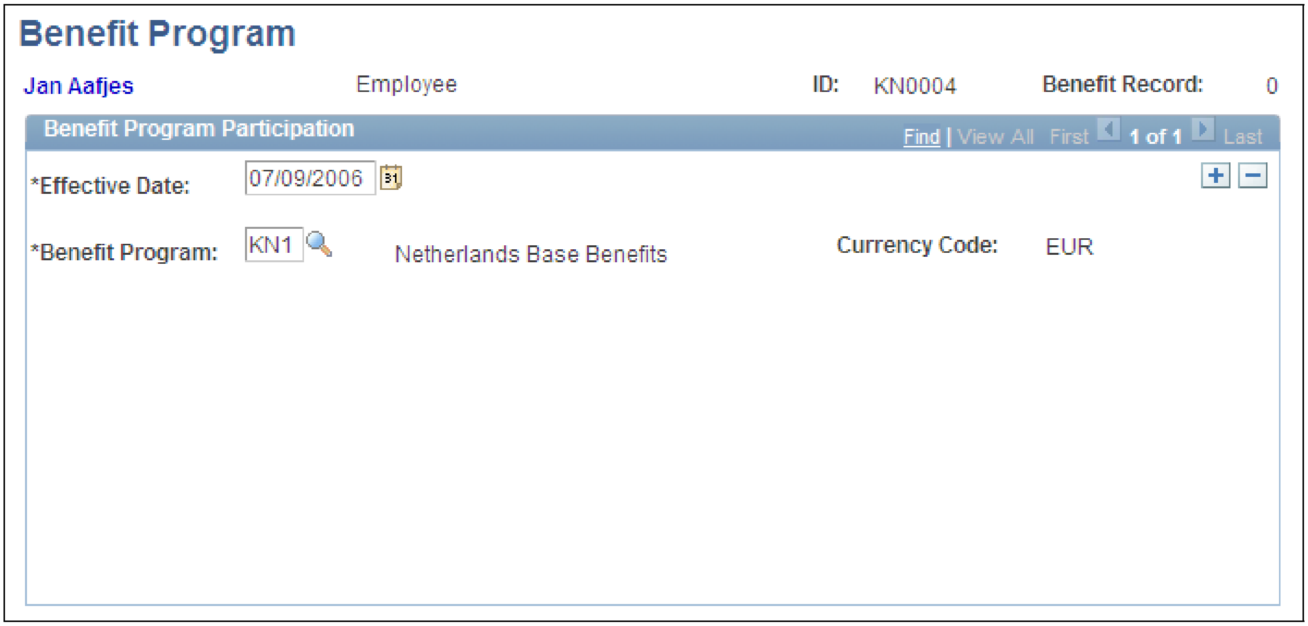
Chapter 5, "Entering Benefits and Deductions," Enrolling Employees in Pension Plans and Reviewing Benefits Information, page 73

Page Used to Enroll Employees in Benefits Programs

Page Name	*Definition Name*	*Navigation*	*Usage*
Enroll in Benefits - Benefit Program	BEN_PROG_PARTICPTN	Workforce Administration, Benefit Information NLD, Enroll in Benefits, Benefit Program, Enroll in Benefits - Benefit Program	Verify that an employee is enrolled in the correct benefit program; override the default setting to change the employee's benefit program if needed.

Verifying Enrollment

Access the Enroll in Benefits - Benefit Program page (Workforce Administration, Benefit Information NLD, Enroll in Benefits, Benefit Program, Enroll in Benefit - Benefit Program).



Enroll in Benefits - Benefit Program page

Benefit Program

You can change the employee's benefit program enrollment by selecting from the list of values. The currency code for the benefit program is displayed.

Changes that you make here automatically affect the employee's job data record and appear on the Job Data - Benefits Program Participation page.

Enrolling Employees in Benefit Plans

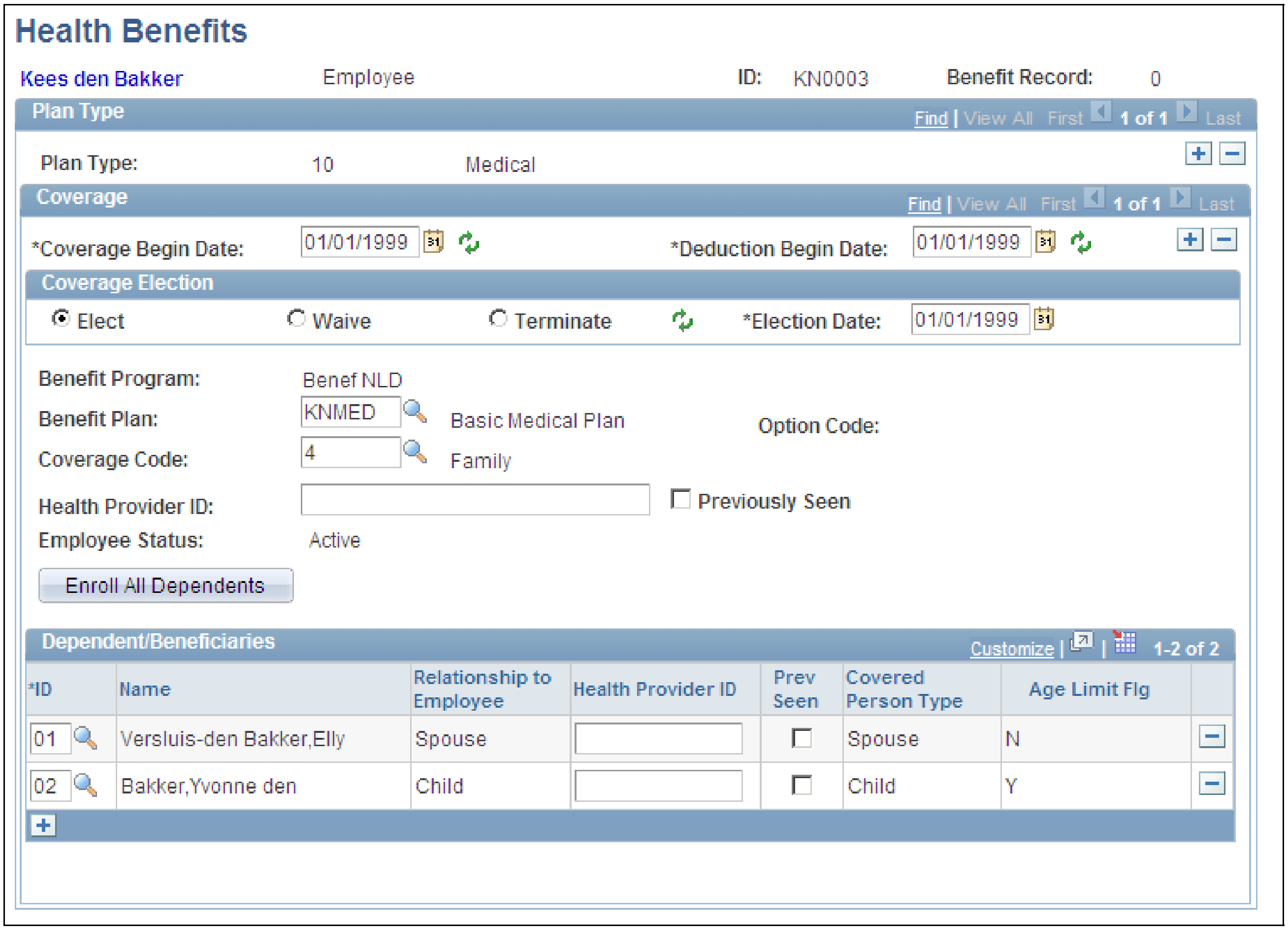
This section discusses how to enroll employees and dependents in benefit plans.

Page Used to Enroll Employees in Benefits Plans

Page Name	*Definition Name*	*Navigation*	*Usage*
Health Benefits	HEALTH_BENEFITS1	Workforce Administration, Benefit Information NLD, Enroll in Benefits, Health Benefits, Health Benefits	Enroll employees and dependents in health plan types, such as medical, dental, and vision plans.

Enrolling Employees and Dependents in Benefit Plans

Access the Health Benefits page (Workforce Administration, Benefit Information NLD, Enroll in Benefits, Health Benefits, Health Benefits).



Health Benefits page

Coverage

Coverage Begin Date and **Deduction Begin Date**

Enter the date when the coverage begins. The system sets the Deduction Begin Date field to the date that appears in the Coverage Begin Date field. Change the Deduction Begin Date field if needed.

Coverage Election and **Election Date**

Define whether the employee is electing, waiving, or terminating coverage.

Elect: Select if the employee elects coverage. Also enter the present date in the Election Date field.

Waive: Select if the employee doesn't elect coverage. Also enter the date that the waiver starts in the Election Date field.

Terminate: Select if the employee is terminating coverage. Also enter the coverage termination date in the Election Date field.

Benefit Program	Displays the benefit program in which the employee is enrolled. Use the Enroll in Benefits - Benefit Program page to verify or update the employee's enrollment.
Benefit Plan	Select the benefit plan. Only the health benefit plans that are associated with the employee's benefit program as of the deduction begin date appear in the list of available options.
Coverage Code	Select the coverage code that defines the kind of coverage that the employee wants, such as *Employee Only* or *Employee + Dependents.* The coverage code is linked to the benefit plan, so only coverage codes that are defined for the selected benefit plan are available.
Health Provider ID	Enter the name of the provider ID number or any other provider-related information that the payroll system requires. Use this field to track additional information about the employee's health provider.

Dependent/Beneficiaries

ID	Select the dependent or beneficiary ID. This information is entered on the Dependent/Beneficiary page. After selecting the ID, the dependent or beneficiary's name and relationship appear.
Health Provider ID	Use this field to track additional information about the dependent's health provider. Enter the provider ID number or any other provider-related information that the payroll system requires.

Important! The HIPAA Report Date (Emp), HIPAA Report Date (Dep), and Previously Seen fields are for U.S. functionality and are not for operations in the Netherlands.

See Also

Chapter 5, "Entering Benefits and Deductions," Enrolling Employees and Dependents in Benefit Plans, page 72

Chapter 5, "Entering Benefits and Deductions," Enrolling Employees in a Benefits Program, page 69

Enrolling Employees in Pension Plans and Reviewing Benefits Information

This section provides an overview of pension plan enrollment and discusses how to enroll employees and dependents in pension plans.

Understanding Pension Plan Enrollment

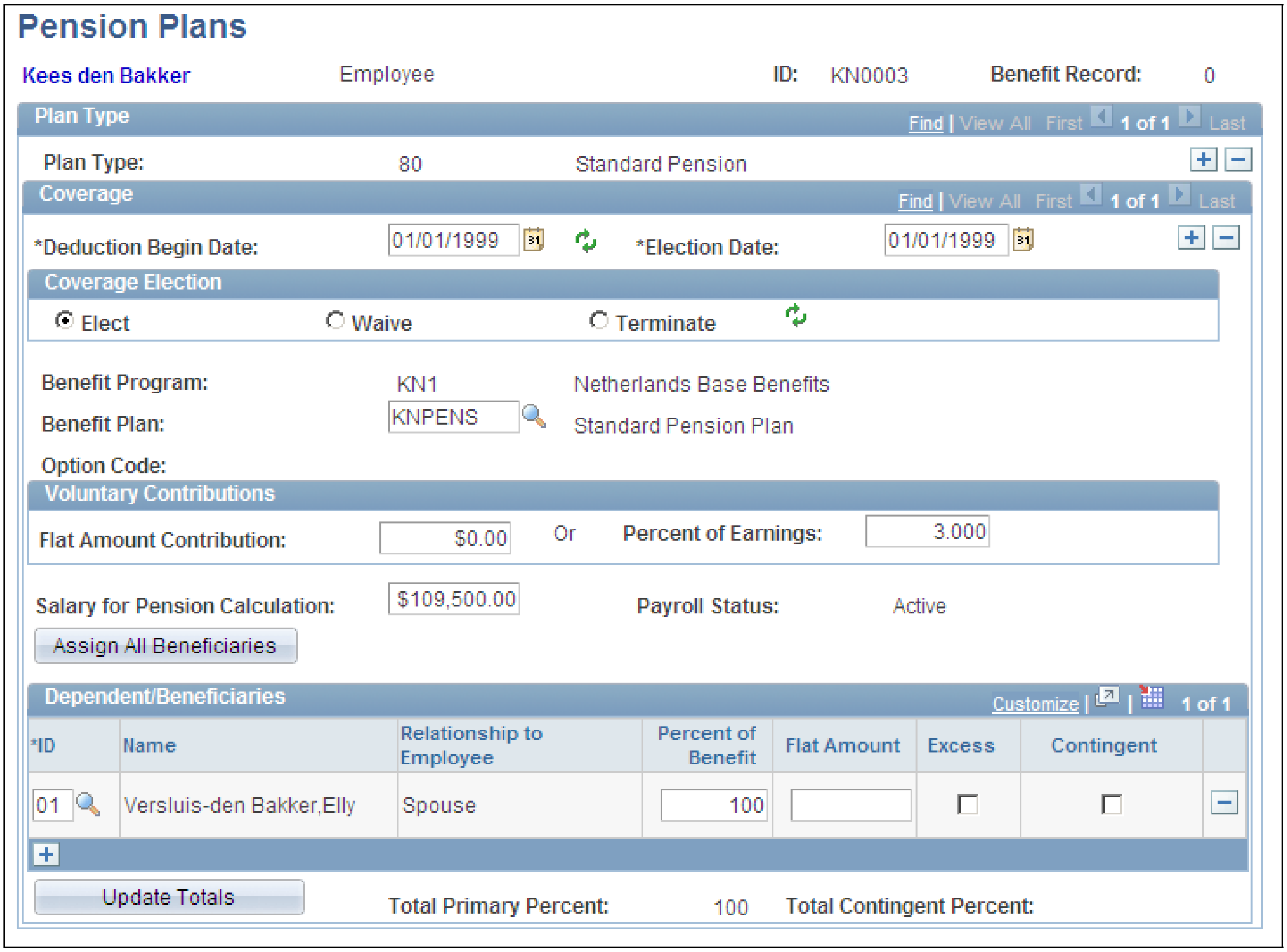
Use the Pension Plans component to enroll employees in pension plans and assign beneficiaries to those plans. You can only enroll participants in the pension plans that are associated with their benefit program. The benefit plans available depend on the effective dates of both the program and the benefit plan. The system checks both dates against the enrollment effective date.

Pages Used to Enroll Employees in Pension Plans and Review Benefits Information

Page Name	*Definition Name*	*Navigation*	*Usage*
Pension Plans	PENSION_PLAN1	Workforce Administration, Benefit Information NLD, Enroll in Benefits, Pension Plans, Pension Plans	Enroll employees and dependents in pension plans and enter salary and contribution amount information that can be used for payroll processing.
Benefit Enrollment Summary	BN_ENRL_SUMMARY	Workforce Administration, Benefits Information NLD, Review Benefits, Current Benefits Summary, Benefit Enrollment Summary	View a summary of an employee's benefits participation in health, life, and accidental death and disability coverage.
Benefit Deduction Summary	BN_DEDN_SUMMARY	Workforce Administration, Benefits Information NLD, Review Benefits, Current Benefits Summary, Benefit Deduction Summary	View a summary of an employee's benefit deductions, such as health, life, and accidental death and disability plans, regardless of the payroll system that the organization uses.
Dependent/Beneficiary Summary	DEPEND_BENEF_SUMM	Workforce Administration, Benefits Information NLD, Review Benefits, Dependent/Beneficiary Summary, Dependent/Beneficiary Summary	View employees' dependents or beneficiaries and the relationship between the employee and each person listed.

Enrolling Employees and Dependents in Pension Plans

Access the Pension Plans page (Workforce Administration, Benefit Information NLD, Enroll in Benefits, Pension Plans, Pension Plans).



Pension Plans page

Plan Type — Select a plan type in which to enroll the employee.

Coverage

Deduction Begin Date — Enter the date for employee contribution deductions to begin.

Coverage Election and **Election Date** — Define whether the employee is electing, waiving, or terminating coverage. By default, the Elect option is selected and today's date appears in the Election Date field.

Elect: Select if the employee elects coverage, and enter the date that the election starts in the Election Date field.

Waive: Select if the employee doesn't elect coverage, and enter the date that the waiver starts in the Election Date field.

Terminate: Select if the employee is terminating coverage, and enter the coverage termination date in the Election Date field.

Benefit Program	Displays the benefit program in which the employee is enrolled. Use the Enroll in Benefits - Benefit Program page to verify or update the employee's enrollment.
Benefit Plan	Select the benefit plan. Only the pension plans that you associate with the employee's chosen benefit program as of the effective date are available.
Option Code	This field is not used by benefit programs in the Netherlands.
Flat Amount Contribution or **Percent of Earnings**	Enter an amount that the employee voluntarily contributes to the pension plan. This is an amount that is additional to the amount that you define on the Pension Plan table.
Salary for Pension Calculation	To calculate the pension by using a salary that is other than the employee pay rate, enter the salary in this field.
Payroll Status	Displays the employee's status from job data.

Dependent/Beneficiaries

Assign All Beneficiaries	Click to view all beneficiaries that are currently entered into the system for this employee.
ID	Use to locate beneficiary information by individual. Select each beneficiary for the plan.
Percent of Benefit and **Flat Amount**	For each beneficiary, define the pension distribution benefit by percent or flat amount. The system calculates the total for all of the percentages that you enter, which cannot exceed 100. If you enter a flat amount and more than one beneficiary, select one of the beneficiaries to receive any excess funds (because the estimated benefit may vary over time).
Excess	Select to allocate excess benefit funds to this dependent or beneficiary.
Contingent	(Optional) Use this check box to indicate whether a beneficiary is primary or contingent (secondary to a primary beneficiary). If the beneficiary is contingent, select this check box. If you set up a primary beneficiary to receive 100 percent of the benefit and you want to set up a secondary beneficiary, first set up the secondary beneficiary with zero percent.
Update Totals	Click this button to update the values in the Total Primary Percent and Total Contingent Percent fields.

Establishing Employee General Deductions

This section discusses how to enter data for general deductions.

See Also

Chapter 3, "Setting Up Administer Salaries for the Netherlands," Understanding Deductions, page 17

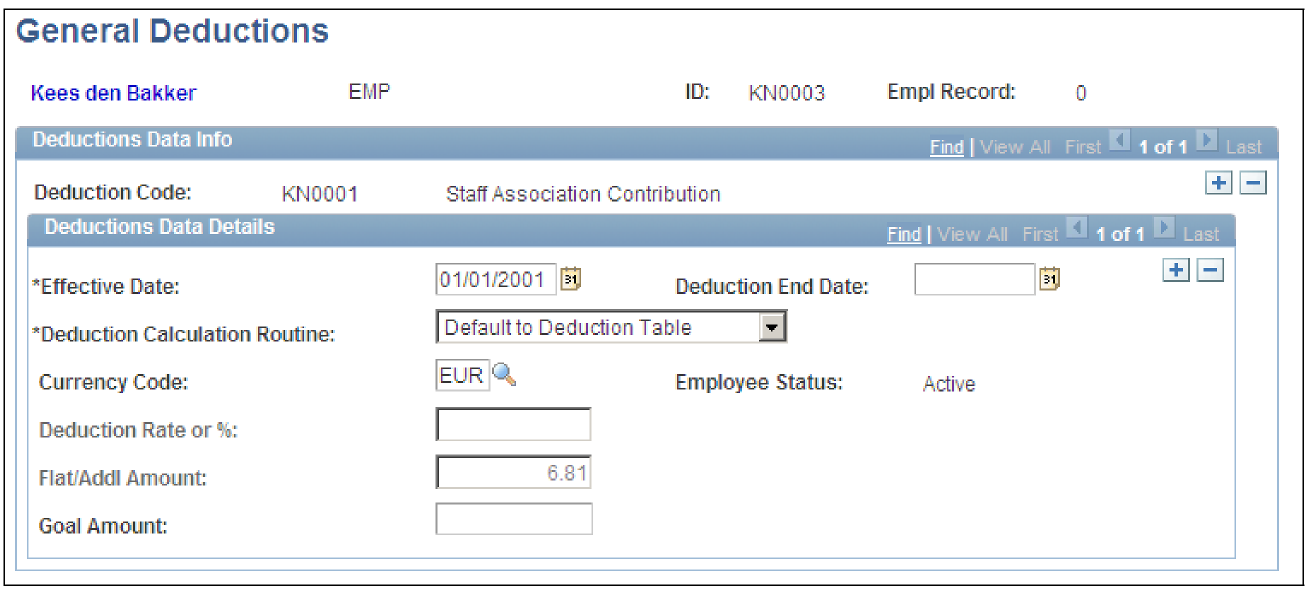
Chapter 3, "Setting Up Administer Salaries for the Netherlands," Setting Up General Deduction Data, page 20

Page Used to Establish Employee General Deductions

Page Name	*Definition Name*	*Navigation*	*Usage*
General Deduction	GENL_DED_DATA_NL	Workforce Administration, Benefit Information NLD, Assign Earnings and Deductions, General Deductions, General Deduction	Enter data for general (not benefit-related) deductions for employees. Depending on how you choose to implement Administer Salaries for the Netherlands, you can also use this page to enter employee benefit deductions.

Entering Data for General Deductions

Access the General Deduction page (Workforce Administration, Benefit Information NLD, Assign Earnings and Deductions, General Deductions, General Deduction).



General Deduction page

Deduction Code	Select the deduction code. You can select from deductions that are on the General Deduction table only.
Deduction End Date	Enter the effective deduction end date.
Currency Code	Select the currency in which the funds are paid.
Deduction Calculation Routine	Although you initially specify the calculation method for general deduction on the General Deduction table, you can override these settings for an individual employee by selecting new options in this field: *Default to Deduction Table:* Select to use the deduction calculation routine that is specified on the General Deduction table. *Flat Amount:* Select if the deduction is a flat amount. *Percentage:* Select if the deduction is calculated as a percentage.
Deduction Rate or % (deduction rate or percentage)	If you select *Percentage* in Deduction Calculation Routine, enter the percentage in this field.
Flat/Addl Amount (flat/additional amount)	If you select *Flat Amount* in Deduction Calculation Routine, enter the amount in this field.
Goal Amount	Enter a goal amount to indicate the total cumulative amount for this deduction at which you want the deduction to stop.

Adding Employee Incidental Deductions

This section provides an overview of incidental deductions and discusses how to add employee incidental deductions.

Understanding Incidental Deductions

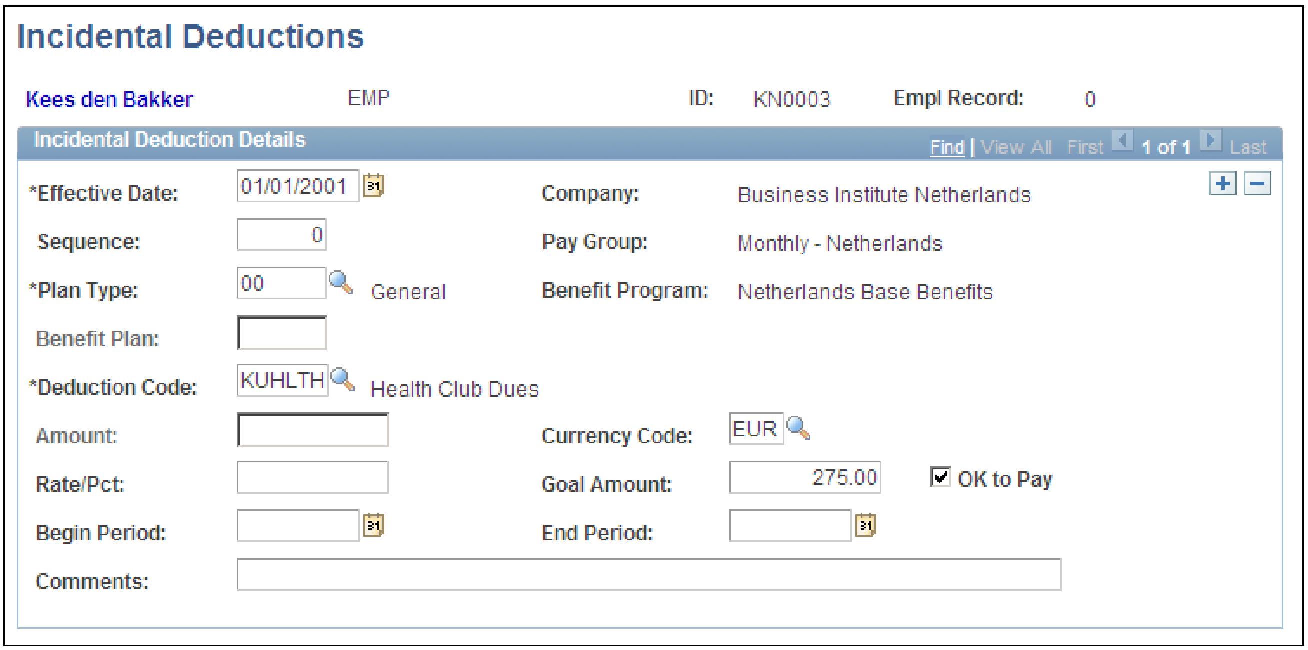
Incidental deductions are general deductions, other than benefits and taxes, which are applied to only one or two pay cycles. Incidental deductions apply to a time period that has definite start and end dates (the end date isn't left open indefinitely). A simple example of an incidental deduction is the settlement of a cash advance. Another type of incidental deduction is a one time benefit deduction, such as an additional payment for a savings plan. An example of another type of incidental deduction is a vacation deduction from an employee's regular salary (which is offset during payroll processing by the payment of an equivalent amount of vacation pay).

Page Used to Add Employee Incidental Deductions

Page Name	***Definition Name***	***Navigation***	***Usage***
Incidental Deductions	DEDUCTION_INC_NL	Workforce Administration, Benefit Information NLD, Assign Earnings and Deductions, Incidental Deductions, Incidental Deductions	Enter incidental deductions from an employee's pay.

Adding Employee Incidental Deductions

Access the Incidental Deductions page (Workforce Administration, Benefit Information NLD, Assign Earnings and Deductions, Incidental Deductions, Incidental Deductions).



Incidental Deductions page

Sequence Enter a sequence number. This is required if you are entering multiple earnings information using the same effective date.

Pay Group Displays the employee's pay group.

Plan Type Select the plan type, which automatically uses a default of *00* (general) because most incidental deductions are general deductions rather than benefit deductions. Other one time benefit deductions can be associated with other plan type codes.

Benefit Program	Displays the benefit program in which the employee is enrolled. Use the Enroll in Benefits - Benefit Program page to verify or update the employee's enrollment.
Benefit Plan	Enter a benefit plan.
Deduction Code	Select a deduction code for the incidental deduction. Deduction codes are associated with plan types on the Deduction Table page, so the list shows only the deduction codes for the plan type that you just entered. See Chapter 3, "Setting Up Administer Salaries for the Netherlands," Setting Up Permanent and Incidental Deductions for Tax Purposes, page 19.
Amount	Enter the amount of the deduction, depending on the type of incidental deduction that is entered.
Currency Code	Select the currency code for the deductions.
Rate/Pct (rate/percent)	Enter the rate or percent of the deduction, depending on the type of incidental deduction that is entered.
Goal Amount	Enter the goal amount if you want to specify a total amount at which withholding of the deduction stops.
OK to Pay	Select to indicate approval if the organization has a procedure in place to first enter the incidental hours and then to obtain approval for payment of the incidental hours.
Begin Period and **End Period**	Enter the beginning and ending dates of the period for which the incidental deduction applies.

Index

H

I

L

N

P

R

S

T

V

W