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# PeopleSoft Global Payroll for Germany 9.1 PeopleBook

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# PeopleSoft Global Payroll for Germany

## Preface

This preface discusses:

- PeopleSoft HCM Application Fundamentals.
- PeopleSoft Global Payroll documentation.

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### PeopleSoft HCM Application Fundamentals

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

#### **See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "PeopleSoft HCM Application Fundamentals Preface"

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### PeopleSoft Global Payroll Documentation

This section discusses:

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

### PeopleSoft Global Payroll Application Design

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

PeopleSoft Global Payroll is composed of two complementary parts:

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

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

## PeopleSoft Global Payroll Documentation Structure

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

### ***Core Documentation***

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

See *PeopleSoft Global Payroll 9.1 PeopleBook*.

### ***Country Extension Documentation***

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

- Any core feature with local extensions.
- Country-specific rule setup.
- PeopleSoft-delivered rules and tables.
- Country-specific pages.
- Country-specific reports.
- PeopleSoft HCM (human capital management) setup, such as bank definitions, that varies by country.
- Implementation information that varies by country.

## Documentation Roadmap

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

### ***What to Read When***

You can approach the documentation in the following way:

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

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

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

### **Documentation Audiences**

We've identified the following audiences for the documentation:

- Technical

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

See *PeopleSoft Global Payroll 9.1 PeopleBook*, "Introducing the Core Application Architecture."

- Functional

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

- Managerial

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

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

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## **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 Global Payroll for Germany

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

### TEST FOR LOCKING ISSUES

- Global Payroll for Germany business processes.
- Global Payroll for Germany integrations.
- Global Payroll for Germany implementation.

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## Global Payroll for Germany Overview

Global Payroll for Germany delivers elements, rules, pages, processes, and reports that work with the Global Payroll core application to form a complete payroll package for Germany. You can define basic and non-basic earnings, as well as extra period payments and overtime. You can define deductions, such as union fees and garnishments. With Global Payroll for Germany, you can calculate employer and employee social security contributions. You can process loans and advances. You can track absence and vacation balances for employees. With Global Payroll for Germany, you can calculate termination pay, generate payslips, and process banking for employees.

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## Global Payroll for Germany Business Processes

Global Payroll for Germany supports the following business processes:

- Taxes.

The system enables you to maintain and report a variety of tax data about your employees and tax regulations including information about tax offices, units, church tax, general employee tax data, tax card data, and employee carryover pages. Global Payroll for Germany also enables you to perform advanced calculations such as lump-sum taxes, cash method taxes, annual income calculations, as well as administer double taxation and global assignments.

See [Chapter 5, "Working with Taxes," page 77](#).

- Social Insurance.

Global Payroll for Germany provides variables, formulas, earnings and deductions, and other rules to calculate and track all aspects of social insurance premium. The system calculates health insurance premiums, pensions insurance premiums, unemployment, and nursing care premiums. It also calculates and tracks average monthly remuneration to support the regular decision process and to identify employees subject to occasional revision. A set of social insurance reports helps you complete your social insurance business process.

See [Chapter 4, "Managing Social Insurance," page 25.](#)

- Old-Age Part-Time Employment.

This application calculates the statutory and voluntary gross increases, as well as statutory and voluntary difference amounts for pension insurance.

See [Chapter 8, "Managing Old Age Part-Time Employment," page 145.](#)

- Absences.

PeopleSoft delivers pre-defined rules for processing absences. You may modify some of the absence rules and create new ones to reflect you organization's policies, the specific requirements of tariff contracts, work agreements, and employment contracts.

See [Chapter 7, "Working with Absence Rules," page 117.](#)

- Payslips.

Global Payroll for Germany enables you to print payslips for monthly salaries and bonuses. Because the format of payslips varies greatly from one organization to another, we provide one format as an example. We also provide a template that enables you to customize the format to accommodate the payslip style your organization uses. You can also print a message on the payslip to an individual payee or groups of payees.

See [Chapter 15, "Setting Up Payslips," page 241.](#)

- Banking.

Global Payroll for Germany supports electronic transfers from multiple organization accounts to multiple payee accounts. For each payee, you can define the distribution amounts to multiple banks separately for salary and bonus. We provide the direct deposit file in a common format used by all banks in Germany.

See [Chapter 16, "Setting Up Banking," page 245.](#)

- Data Entry and Transfer Ordinance (DEUEV).

This application gives you the tools for meeting all DEUEV reporting requirements. It tracks reportable business events, enables you to view events, and produces necessary DEUEV reports and data files.

See [Chapter 12, "Managing DEUEV," page 191.](#)

- Garnishments.

Global Payroll for Germany helps you process all the employer tasks involved in handling garnishments. The system determines the correct garnishment amounts, generates the corresponding deductions, and creates bank transfer data.

See [Chapter 6, "Setting Up Garnishments," page 103.](#)

- Direct Insurance.

Global Payroll for Germany enables you to manage data for the following types of direct insurance: capital life, term life, combined capital and term, retirement, pension insurance with capital options, accident and employment disability insurance with guaranteed premium fund, supplemental accident insurance combined with life insurance, employment disability insurance combined with life insurance, and variable life insurance.

See [Chapter 13, "Defining Direct Insurance," page 227.](#)

- Pension Insurance Association of the German Banks and Banking Industry (BVV) Pension Funds.

The system enables you to create contribution statements using an electronic data interchange notification, report bank and retro payments, and process employee contributions to other types of insurance, such as supplemental insurance policies, voluntary insurance policies, and voluntary differential payments towards existing basic insurance policies.

See [Chapter 11, "Managing BVV Funds," page 175.](#)

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

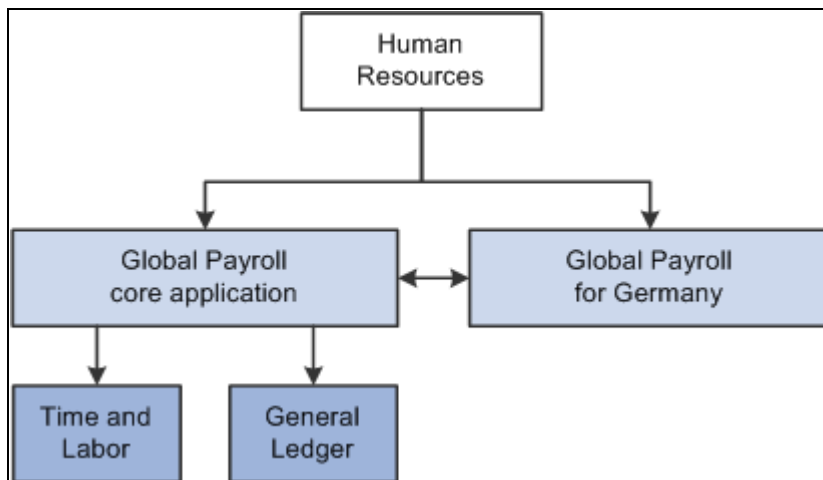
---

## Global Payroll for Germany Integrations

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

- PeopleSoft HCM.
- PeopleSoft Time and Labor.
- PeopleSoft General Ledger.

This diagram illustrates the Global Payroll for Germany integration:



Global Payroll for Germany integration through the core Global Payroll application

Integration considerations are discussed in the *PeopleSoft Global Payroll PeopleBook*.

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook, "Working with Payee Data"*

*PeopleSoft Global Payroll 9.1 PeopleBook, "Integrating with PeopleSoft Time and Labor"*

*PeopleSoft Global Payroll 9.1 PeopleBook, "Integrating with PeopleSoft General Ledger"*

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## Global Payroll for Germany Implementation

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

**Other Sources of Information**

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps.

**See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "PeopleSoft HCM Application Fundamentals Preface"*

*PeopleTools: PeopleSoft Setup Manager PeopleBook*



## Chapter 2

# Understanding Global Payroll for Germany

This chapter discusses:

- Global Payroll for Germany.
- Delivered elements.
- Element naming.
- Delivered elements for Germany.
- Archived data for Germany.

---

## Global Payroll for Germany

Global Payroll for Germany is a country extension of the core Global Payroll application. It provides the payroll rules and elements needed to run a German payroll.

---

## Delivered Elements

This section discusses:

- Delivered element creation.
- Element ownership and maintenance.

---

**Note.** Global Payroll defines each business process for Germany in terms of delivered elements, rules pages, and reports. Some of these elements and rules are specifically designed to meet legal requirements, while others support common or customary payroll practices.

---

## Delivered Element Creation

All of the elements and rules delivered as part of your country extension were created using the core application, the same application you use to create additional elements or rules and to configure existing elements delivered as part of your Global Payroll system. Because the tools needed to redefine or create new payroll elements are fully documented in the core application PeopleBook, we do not reproduce that information here. Instead, we briefly review the relationship between the core application that contains the tools you need to define your own elements and rules, and the country extensions that contain country-specific rules and elements defined by PeopleSoft.

The core application has the following characteristics:

- It consists of a payroll rules engine—a flexible tools that enables users to define the rules and elements of their payroll system and execute payroll and absence calculations. Global Payroll does not embed payroll-specific logic or computations in application code. Instead, it specifies all business application logic, such as earnings, deductions, absences, and accumulators, in terms of payroll rules and elements. Global Payroll enables the user to enter and maintain payroll rules through a set of pages and offers a comprehensive set of features that enable the user to work in their preferred language or currency.
- It provides a payroll processing framework—a flexible way to define and execute payroll and absence processing flows, such as calendars, run types, pay periods, and process lists.

Country extensions have the following characteristics:

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

### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook, "Viewing Delivered Elements"*

## Element Ownership and Maintenance

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

Global Payroll has the following five categories of element ownership:

**PS Delivered/Maintained**      Elements delivered and maintained on an ongoing basis by PeopleSoft.  
(PeopleSoft  
delivered/maintained)

<b>PS Delivered/Not Maintained</b> (PeopleSoft delivered/not maintained)	Elements delivered by PeopleSoft that the customer must maintain. This category consists primarily of either customary (non-statutory) rules or statutory elements that customers may want to define according to a different interpretation of the rules. Although PeopleSoft may occasionally update elements defined as PS Delivered/Not Maintained, you are not required to apply these updates.
<b>Customer Maintained</b>	Elements created and maintained by your organization. PeopleSoft does not deliver rules defined as Customer Maintained.
<b>PS Delivered/Customer Modified</b> (PeopleSoft delivered/customer maintained)	Elements that were originally PS Delivered/Maintained elements over which the customer has decided to take control (this change is irreversible).
<b>PS Delivered/ Maintained/ Secure</b> (PeopleSoft delivered/maintained/secure)	Delivered elements that the customer can never modify or control.

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining General Element Information," Defining Element Names

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## Element Naming

This section discusses:

- Supporting elements.
- Primary elements.
- Component names (suffixes).
- Functional area codes for Germany.
- Element type codes (PIN\_TYPE).
- Abbreviations in element names for Germany.

---

**Note.** Understanding the naming convention developed for PeopleSoft-delivered elements can help you determine how an element is used, the element type, and even the functional area it serves. PeopleSoft applications use specific naming conventions that are described in this section, such as supporting element, primary element and component name.

---

### **Supporting Elements**

Global Payroll for Germany uses the naming convention DE FF NAME for arrays, brackets, counts, dates, durations, formulas, rate codes, variables, historical rules, fictitious calculation rules, proration rules, rounding rules, accumulators, sections, element groups, and generation control conditions. Following is an explanation of the components of the naming convention:

<b>DE</b>	Functional area code.
<b>FF</b>	Type of supporting element.
<b>NAME</b>	The description of the element.

For example, DE\_TX\_LSTYY is the formula that calculates the annualized tax according to the published flowchart.

### **Primary Elements**

Global Payroll for Germany does not use type codes in primary element names. Global Payroll for Germany uses the naming convention FF NAME for earnings and deductions elements, which are primarily elements.

<b>DE</b>	Functional area code.
<b>FF</b>	Type of supporting element.
<b>NAME</b>	The description of the element.

For example, DE\_TX\_0003C is the estimated yearly income for regular bonus taxation.

### **Component Names (Suffixes)**

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

For example, you define the earning element named EARN1 with the calculation rule  $EARN1 = Rate \times Unit$ . The system automatically creates two additional elements for the components in the calculation rule: a rate element called EARN1\_RATE and a unit element called EARN1\_UNIT.

In Global Payroll for Germany, all suffixes fall into one of the following types:

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

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook, "Defining Earning and Deduction Elements"*

**Functional Area Codes for Germany**

This table contains the functional area codes used in the names of German elements:

<b>Functional Area Code</b>	<b>Description</b>
A1	Level 1 statutory accumulators.
A2	Level 2 statutory accumulators.
A3	Level 3 statutory accumulators.
AB	Absences.
AL	General elements.
AZ	Old-age part time.
BK	Bank transfer accumulators.
BV	BVV pension funds.
CC	Company car taxation.
DD	Deductions.
DV	DEUEV elements.
EM	Error processing.
ER	Earnings.
FL	Flexible worktime.
GR	Garnishments.

<b>Functional Area Code</b>	<b>Description</b>
KU	KUG (short time work).
MT	Maternity.
OT	3b calculation.
RC	Rate code elements.
RP	Pay balance accumulators / Writable arrays.
SF	SFN premium calculation.
SI	Social insurance.
TX	Tax.
WR	Writable arrays.

## Element Type Codes (PIN\_TYPE)

This table contains codes for all the element types. Because not all element types are delivered for Germany, not all of these codes appear in the names of German elements.

<b>Element Type Code</b>	<b>Description</b>
AE	Absence Entitlement.
AT	Absence Take.
AC	Accumulator.
AR	Array.
AA	Auto Assigned.
BR	Bracket.

<b><i>Element Type Code</i></b>	<b><i>Description</i></b>
CT	Count.
DT	Date.
DD	Deduction.
DR	Duration.
ER	Earnings.
EG	Element Group.
EM	Error Message.
FC	Fictitious Calculation.
FM	Formula.
GC	Generation Control.
HC	Historical Rule.
PP	Previous Period Rule.
PR	Process.
PO	Proration Rule.
RC	Rate Code.
RR	Rounding Rule.
SE	Section.
SY	System Element.

<i>Element Type Code</i>	<i>Description</i>
VR	Variable.

## Suffixes for Germany

Global Payroll for Germany uses the default core Global Payroll suffixes.

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining General Element Information," Defining Suffixes

## Delivered Elements for Germany

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

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

## Archiving Data for Global Payroll for Germany

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

The archiving function captures data from the calculation, banking, general ledger, and other post processing tables. This table lists the result tables that are archived for Global Payroll for Germany:

<i>Result Record Type</i>	<i>Record Archived</i>
Calculation (Writable Array)	GPDE_BV_RP
Calculation (Writable Array)	GPDE_GR_RSLT_WA
Calculation (Writable Array)	GPDE_RP_0001



<b>Result Record Type</b>	<b>Record Archived</b>
Calculation (Writable Array)	GPDE_RP_0002
Calculation (Writable Array)	GPDE_RP_0003
Calculation (Writable Array)	GPDE_RP_AZ01
Calculation (Writable Array)	GPDE_RP_FL01
Calculation (Writable Array)	GPDE_RP_SI01
Banking	GPDE_BK_XFER_EE
General Ledger	None
Other Post Processing	None

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

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See *PeopleSoft Global Payroll 9.1 PeopleBook*, "Archiving Data."



## Chapter 3

# Defining Country Data

This chapter provides an overview of Global Payroll for Germany system setup and discusses how to:

- Set up core tables.
- Select the print class.
- Set up default types for reporting.

---

## Understanding General System Setup

This section provides general information about how to set up the delivered elements in Global Payroll for Germany. It also provides notes and cautions about configuring and using the system.

This section discusses how to:

- Define the installation table.
- Define primary permission list preferences.
- Define language preferences.
- Define currency.
- View delivered elements.

## Defining the Installation Table

When you first install PeopleSoft HCM, you must access the Installation Table to specify various defaults for your particular implementation of the system. The Installation Table component consists of several pages, including the following:

- Products page, where you indicate the products that you're installing, such as Global Payroll.
- Country Specific page, where you enter country-specific installation information.

We strongly recommend that you read about the Installation Table in more detail in the PeopleSoft HCM documentation.

**See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Installing PeopleSoft HCM," Setting Up Implementation Defaults

## Defining Primary Permission List Preferences

In PeopleSoft HCM, use the Primary Permission List Preferences component to set predefined tableset sharing, system-wide defaults, and settings for each of your primary permission lists. Based on the default values that you indicate for the options on the Primary Permission List Preferences Table, such as business unit, setID, currency, country, and company code, when an operator logs on to PeopleSoft HCM, the system populates fields with the values that you specified here.

Use the Primary Permission List Preferences - Defaults page to define your company, country, and currencies. Use the Primary Permission List Preferences - Settings page to define your payroll system.

**See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up Organization Foundation Tables," Setting Up Primary Permission List Preferences

## Defining Language Preferences

This PeopleSoft application has built-in language preference capabilities. Regardless of your system's base language, you can view your PeopleSoft application in any supported language. You can set your language of preference in two ways:

- Using the Language Preferences page.
- Using the International Preferences page.

You can view a foreign language sign on page for each language supported by the system. Ensure that your browser accepts the language that you want to use. Once the setup is complete, you can select the Language Name button to view the sign-on page in a given language. The language that you select on the Language Preference page determines the language in which the whole application appears on your browser.

Once you're logged in to a PeopleSoft application, you can change your language preference at any time during your session on the International Preferences page. If you change your language preference here, the language code is not written to the database. It is only stored in PeopleTools memory for the duration of the current session.

**See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Working with Languages," Setting Language Preferences

## Defining Currency

Defining currency in Global Payroll is a two-part process. First, in order to use multiple currencies within Global Payroll, you must set up and maintain these tables:

- Currency Code Table.
- Currency Rate Type Table.
- Currency Exchange Rate Table.

Second, you must define the currency code and the currency rate type on the Primary Permission List Preferences - Defaults page.

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**Note.** Global Payroll is designed to meet the changing currency requirements of the European Monetary Union (EMU). The system supports all currencies and enables multiple currency conversions. This flexibility ensures that as the EMU regulations change, you can still meet your needs.

---

Once you've set up your currency rate codes, rate types, and exchange rates, you can use them to control your input and output amounts.

Global Payroll uses a two-tiered approach to currency codes:

- Pay entity level.
- Element definition level.

All employees are assigned to pay groups. Each pay group is assigned to one pay entity. The currency entered on the Pay Entity Processing Details page in the core Global Payroll application affects all pay groups assigned to that pay entity. All processing for all employees associated with a pay entity occurs in the pay entity currency. The pay entity currency is also referred to as the *processing currency* in Global Payroll.

### **Online Currency Defaults**

When defining a monetary type of element, such as an earnings or deduction, you must specify a currency code for any field with a monetary format.

Currency can be automatically determined by the primary permission list preference, the element definition, or pay entity.

### **See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Working with Currencies"

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Introducing the Core Application Architecture," Currency in Batch Processing

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Introducing the Core Application Architecture," Online Currency Defaults

## Viewing Delivered Elements

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

### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

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## Setting Up Core Tables

You must define several tables in the core Global Payroll application before you use it. This section discusses setup considerations for:

- Pay groups.
- Pay entities.
- Defaults.
- Triggers.

These pages are fully documented in the *PeopleSoft Global Payroll PeopleBook*. Refer to that documentation for information about these pages.

## Pay Groups

Global Payroll uses a logical grouping, called *pay group*, to qualify individuals for payment. Typically, all individuals in a pay group have something in common that causes them to be processed at the same time in the payroll system.

Common examples of pay groups are salaried and hourly pay. You can assign a payee's default earnings and deductions based on pay group if you select this option at installation time. A pay group can be associated only with a single Pay Entity.

Each pay group has a default Eligibility Group associated with it. This is traditionally the default earnings and deductions for the pay group population. The default Eligibility Group that is associated with a pay group is used as the payee level default. You can override these defaults.

Pay groups are ultimately associated with Pay Calendars to process a payroll. It is important to group payees who are paid with the same pay frequency—weekly, monthly, and so on—as well as payees who typically receive the same type of earnings and deductions.

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining the Organizational Structure," Defining Pay Groups

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining the Organizational Structure," Defining Default Rounding, Proration, and Frequency Conditions for a Pay Group

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Setting Up Overrides," Defining Pay Group Overrides

## Pay Entities

Pay Entity defines the organization making payment to the payees. It also defines the type of currency to be used as the processing currency for every calculation.

Only one processing currency can be defined in Pay Entity. However, you can have multiple types of currency used as input and output. For example, you could enter your data in one type of currency and have 50 percent paid in one currency and 50 percent in another currency, regardless of the processing currency defined in Pay Entity.

The processing currency defined in Pay Entity is the currency that is used to generate reports.

A Pay Entity can be linked to one or more pay groups. However, each pay group is linked with only one Pay Entity.

You associate a specific country with each Pay Entity. This country designation is important for many features in Global Payroll such as the groups of calendars with a single calendar group ID, retro methods, and trigger definitions.

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining the Organizational Structure," Defining Pay Entities

## Defaults

All of your payments are processed through source banks. Specify the classification criteria for your source banks when the system is installed. You have the following options:

- Pay entity.
- Department.
- Pay group.

**See Also**

[Chapter 16, "Setting Up Banking," page 245](#)

## Triggers

In Global Payroll, the mechanism used to detect online changes to data that should result in some type of system action is called a *trigger*. Examples of common data changes that might use triggers are the hiring of a new payee, a change in pay rate, and a change in job location. There are three types of triggers: iterative, retro, and segmentation.

PeopleSoft delivers trigger definitions for basic PeopleSoft records. You will need to set up triggers for additional fields and modified or new records created during the implementation.

### ***Adjusting Trigger Effective Dates***

When defining triggers, you select a predefined effective date type. However, certain triggers may need date adjustments at processing time to properly record triggered events.

For example, employees usually terminate or leave at the end of the month. When processing these actions the system sets the effective date equal to the last day worked + 1. Accordingly, the effective date of the action will be entered on the job record as the first day of the following month. To properly record the action, the trigger needs to be adjusted for the last day worked. Also, if the action is entered into the system after the current month has been finalized, the system needs to retroactively trigger the month that recorded the last day worked.

To adjust trigger effective dates, offset values can be set for individual field values during trigger definition. Offsets can only be used for Retro triggers, and Field level triggers having pre-existing field values.

Global Payroll for Germany provides effective date offset values for select fields. For the Action field, on the Job Data record, the following Offset Days values are set to -1:

- TER (termination).
- RET (retirement).
- LOA (leave of absence).
- LOF (layoff).
- TWP (termination with pay).
- TWB (termination with benefits).

### **See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook, "Setting Up Triggers"*

---

## Selecting the Print Class

Use the Print Classes DEU (GPDE\_BL\_PRINT) component to select the print class.

This section discusses how to:



- Specify a print class.
- View the specifics of a print class.

---

**Note.** Each report has its own layout, design, and specification distinguished by a print class. Select a specific print class on the run control page before running a report.

---

## Pages Used to Select the Print Class

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Print Class	GPDE_BL_PRINT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Print Classes DEU, Print Class	Assign specifications to a print class and select how an element appears in a printed report. PeopleSoft delivers some print classes, but you can also create your own.
Print Class View	GPDE_BL_PRNT_VW	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Print Classes, Print Classes DEU, Print Class View	View the specifics of a print class.

## Specifying a Print Class

Access the Print Class page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Print Classes DEU, Print Class).

Print Class		Print Class View													
Print Class: GPDEDMO1															
Print Class															
Customize   Find   View 100   First 1-10 of 304   Last															
*Entry Type	*Element Name	Status	Override Sign	Print Group	Print Sequence	Print Hours	Print Factor	Print Percent	Print Amount	Print Base	Print Sum Amount	Print Total	Static PIN Indicator		
1	ER0 DE_ER_M20000	Active	<input type="checkbox"/>	20	20000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	ER0 DE_ER_M10000	Active	<input type="checkbox"/>	20	10000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	ER0 DE_TX_0016	Active	<input type="checkbox"/>	92	10000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	ER0 DE_ER_M12000	Active	<input type="checkbox"/>	20	12000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	ER0 DE_ER_M13000	Active	<input type="checkbox"/>	20	13000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	DD0 DE_TX_0002	Active	<input type="checkbox"/>	40	102	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	DD0 DE_TX_0003	Active	<input type="checkbox"/>	40	103	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	AC0 DE_A1_GBRUT	Active	<input type="checkbox"/>	30	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	DD0 DE_TX_0024	Active	<input type="checkbox"/>	40	124	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	DD0 DE_TX_0025	Active	<input type="checkbox"/>	40	125	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Print Class page

This page defines which elements are printed and in which block and order they are printed. For some reports, you also define which components, like base or rate, are printed for an element.

- Entry Type** Values are *AC0*, *DD0*, and *ER0*.
- Override Sign** Changes the default sign of each element.
- Print Group** The group in which the element is printed on the report.
- Print Sequence** The sequence in which the element is printed on the report.
- Print Hours** When selected, the element prints as hours.
- Print Factor** When selected, the element prints as a factor.
- Print Percent** When selected, the element prints as a percent.
- Print Amount** When selected, the element prints as an amount.
- Print Base** When selected, the element prints as a base.
- Print Sum Amount** When selected, the element prints as a sum amount.
- Print Total** When selected, the year-to-date total prints.
- Static PIN Indicator** Select this option for fixed elements in the report.

## Viewing the Specifics of a Print Class

Access the Print Class View page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Print Classes, Print Classes DEU, Print Class View).

This display-only page offers a display-only view of the fields on the Print Class page.

### See Also

[Chapter 3, "Defining Country Data," Specifying a Print Class, page 21](#)

## Setting Up Default Types for Reporting

Use the Installation Options DEU (GPDE\_AL\_INSTALL) component to set up default types for reporting.

This section discusses how to enter default types for reporting.

### Page Used to Set Up Default Types for Reporting

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Installation Options DEU	GPDE_AL_INSTALL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Installation Options DEU, Installation Options DEU	Set up default types for reporting.

## Entering Default Types for Reporting

Access the Installation Options DEU page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Installation Options DEU, Installation Options DEU ).

## Installation Options DEU

Default Types for Reporting

Type of Name:	<input type="text" value="PRI"/>	Primary
Type of Birth Name:	<input type="text" value="PRI"/>	Primary
Address Type:	<input type="text" value="HOME"/>	Home
Phone Type:	<input type="text" value="Home"/>	
Email Type:	<input type="text" value="Home"/>	

### Installation Options DEU page

You must set up certain defaults for German reporting.

PeopleSoft HCM allows you to define different types of names and addresses. This page defines the one type of name/birth name and address that will be used for payroll and DEUEV reporting. In general, you should not need to modify this setup.

**Phone Type** Values are *Business, Campus, Cellular, Dormitory, FAX, Home, Main, Other, Pager 1, Pager 2, and Telex.*

**Email Type** Values are *Business, Campus, Dorm, Home, and Other.*

### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook, "Setting Up and Running Generic Reports"*

## Chapter 4

# Managing Social Insurance

This chapter provides overviews of social insurance (SI) and flexible worktime for Germany and discusses how to:

- Enter social insurance data.
- Set up accident insurance.
- Set up contribution groups.
- View pension insurance providers.
- View and load provider information.
- Set up social insurance providers.
- Import health insurance rates.
- Set up social insurance provider rates.
- Define income limits.

---

## Understanding Social Insurance Data

As an employer, you are legally required to maintain and report a variety of tax and social insurance data about your employees. You must register employees with the health insurance providers that they select, and you are responsible for control notifications. For example, you are responsible for control notifications if a new employee has not submitted a social insurance ID within three days of beginning work.

Enter employee social insurance data in the Social Insurance component, which consists of the Contributions, SI Details, and Retiree Health Insurance pages.

Social insurance consists of the following types of insurance: health, nursing care, retirement or pension, and unemployment. View the individual types by using the inner scroll arrows. You must enter all social insurance information before you can save your data.

---

## Understanding Flexible Worktime

Global Payroll for Germany handles the calculations necessary to accommodate flexible worktime agreements between an employer and an employee. The only data that you need to supply the system is the effective date of the flexible worktime contract.

Flexible worktime functionality addresses the following payroll processing needs:

- Collecting savings for flexible worktime.

Savings are input using earnings (one for monetary savings and another for time savings). These earnings contribute their amounts/hours, depending on the social insurance region, to corresponding accumulators.

- Collecting SI-Gross Space.

The gross space is the amount between the contributed gross and the monthly limit for that social insurance branch.

- Calculation of social insurance contributions during the regular spending of flexible worktime earnings.

When employees are spending their saved amounts in a free time phase, then the amounts are used as the base for the calculation of contributions the same way as normal gross payment.

- Calculation of social insurance contributions for disruptive events (*Stoerfall*).

If an employee does not use the saved amounts for free time phases, but gets the amounts paid back partly or in full, then a disruptive event happens. In this case the amount is insured similar to a bonus, but the cumulated gross space of the whole flexible worktime period is used to determine the insurable gross, not only the gross space of the current year. A disruptive event also happens when the employee dies before he can make use of the free time phase.

- DEUEV reporting.

The existence of a disruptive event (*Stoerfall*) needs to be reported as a DEUEV event.

**Flexible Worktime Element Naming Conventions**

To clarify the identification of element functionality, most PeopleSoft-delivered elements used by the flexible worktime calculations process follow a specific naming convention, which is described in this table:

<b>Flexible Worktime Element Type</b>	<b>Element Name Format</b>
Accumulator	DE_FL_A<code>
Savings ( <i>Wertguthaben</i> )	DE_FL_W<code>
Gross Space ( <i>Luft</i> )	DE_FL_L<code>
Earnings/Deduction	DE_FL_E<code>

The <code> portion of the element name is a three-digit code, followed by the letter *E* or *S*, and then followed by a final digit. Element names follow one of two specific <code> formats:

<owner><unit><region>E<usage>

<owner><unit><region>S<SI branch>

This table details the meanings of the digits and letters in the <code> portion of an element name.

<b>Digit/Letter</b>	<b>Purpose</b>	<b>Values</b>
1 (first)	Owner/Calculation Type	0 = Calculation K = Customer P = PeopleSoft
2 (second)	Unit	0 = Not Applicable 1 = Units/Hours
3 (third)	Region	0 = Not Applicable 1 = East 2 = West
4 (fourth)	Earnings Type or Social Insurance Branch	E = Earnings Type S = Social Insurance Branch
5 (fifth)	Usage or SI Branch	If the fourth letter is an E: 0 = Amount/Balance 1 = Amount to save 2 = Free time payback 3 = Stoerfall payback If the fourth is an S: 0 = Not Applicable 1 = Health Insurance 2 = Home care Insurance 3 = Pension Insurance 4 = Unemployment Insurance

### **Examples**

DE\_FL\_E001E2 = Free time payback amount earning for the east region used in the calculation.

DE\_FL\_A012E3 = Stoerfall payback time in units accumulator for the west region used in the calculation.

## **Viewing Delivered Elements**

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

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook, "Viewing Delivered Elements," Understanding How to View Delivered Elements*

## Entering Social Insurance Data

This section discusses how to:

- Set up SI data for employees.
- Enter additional social insurance details for employees.
- Enter retiree health insurance data.
- Set up multiple employments data.
- Set up flex time entry.
- Set up a pay entity location.
- Report social insurance cContributions - GPDESI10.

## Pages Used to Enter Social Insurance Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Maintain Social Ins Data DEU - Contributions	GPDE_SI_DATA1	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Contributions	View and set up income limits for individual types of social insurance. PeopleSoft delivers and maintains the Income Limits Table, but you can change the data if necessary.
Maintain Social Ins Data DEU - SI Details (social insurance details)	GPDE_SI_DATA3	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, SI Details	Enter additional social insurance data.
Maintain Social Ins Data DEU - Retiree Health In (retiree health insurance)	GPDE_SI_DATA4	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Retiree Health In	Enter retiree health insurance data.



<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Maintain Social Ins Data DEU - Multiple Employments	GPDE_SI_MUL	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Multiple Employments	Select a check box to indicate that the employee is employed by multiple employers for DEUEV.. For each employment, you can also enter the gross amount that is covered by social insurance from the other employments.
Maintain Social Ins Data DEU - Flex Time Entry	GPDE_FL_DATA	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Flex Time Entry	Enter data for the flex time agreement between employer and employee.
Pay Entity Location DEU	GPDE_AL_PE_LOC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity Location DEU, Pay Entity Location DEU	Each location of a company has a reporting number for reporting social insurance contributions to the pension provider. Enter the social insurance reporting number of the paying entity location here. This information is used in the SI Contributions Report DEU.
Compulsory Health Ins Rpt DEU (compulsory health insurance report DEU)	GPDE_RC_SI09	Global Payroll & Absence Mgmt, Social Security/Insurance, Compulsory Health Ins Report DEU, Compulsory Health Ins Rpt DEU	Helps employers to decide about the right health insurance contribution class (voluntary versus mandatory).
SI Contributions Report DEU	GPDE_RC_SI10	Global Payroll & Absence Mgmt, Social Security/Insurance, SI Contributions Report DEU, SI Contributions Report DEU	Summarizes all social insurance data relevant to all employees. Displays all the values that are set for a specific organization.

## Setting Up SI Data for Employees

Access the Maintain Social Ins Data DEU - Contributions page (Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Contributions).

Maintain Social Ins Data DEU - Contributions page

**Note.** Save the employee social insurance data only after you enter all the required data in the pages of this component.

Use the scroll arrows to select the individual types of social insurance types.

**Effective Date** The system automatically sets this field to the employee's hire date. You can override this and enter another effective date for processing the employee's social insurance contributions.

**DEUEV Contribution Group Code** The DEUEV contribution group code of the employee.

**SI Provider** (social insurance provider) The entity that provides the insurance coverage type that you specify as the primary provider. The value of this field remains the same for all social insurance types.

**Note.** The system populates this field for the coverage type *Health Insurance*. This field is blank if the employee is privately insured.

**Miners' Social Insurance** Select if the employee is a member of a miners' insurance association.

## Insurance Details

<b>SI Coverage Type</b> (social insurance coverage type)	The individual types of insurance.
<b>Primary Provider</b>	Select to specify that the selected insurance provider is also the primary provider for social insurance contributions. The DEUEV reports will be sent to this provider.
	<hr/> <p><b>Warning!</b> If no social insurance provider has been assigned to the selected primary provider, the system issues a warning. Only one insurance type can be specified as the primary provider. It is possible, however, not to assign a primary provider to an employee.</p> <hr/>
<b>Insurance Coverage Type</b>	Select your employee's coverage type: <i>Mandatory</i> , <i>None</i> , <i>Private</i> , or <i>Voluntary</i> .  If the employee's coverage type is <i>Mandatory</i> or <i>Voluntary</i> , the system enables you to specify the contribution group.
<b>Region</b>	Select your employee's region: <i>East</i> or <i>West</i> .  The region of the primary health care provider is the default setting.
<b>Contribution Group</b>	If the employee's Insurance Coverage Type is <i>Mandatory</i> or <i>Voluntary</i> , the system allows you to specify the contribution group.
<b>Social Insurance Provider</b>	Select the health insurance provider that insures this employee.
<b>Calculation Rate</b>	The calculation rate. This is a reference to the contribution rates of the provider.
<b>Total Computed Cost</b>	This field becomes available for entry if you enter <i>Private</i> in the Insurance Coverage Type field. The value that you enter for Total Computed Cost must be greater than zero.
<b>ER Remits</b>	If the employer pays health insurance contributions, select this check box. This option is available only if you select <i>Private</i> in the Insurance Coverage Type field.
<b>Employer Contribution</b>	This field becomes available for entry if you enter <i>Private</i> in the Insurance Coverage Type field.  The value in this field must not be greater than the Total Computed Cost ( <i>0</i> is a valid value).  If the Total Computed Cost is greater than zero, the system calculates the value in the Employer Contribution field as follows:  Employee Contribution = Total Computed Cost – Employer Contribution  The value you enter here must not be greater than the Total Computed Cost ( <i>0</i> is a valid value).

## Entering Additional Social Insurance Details for Employees

Access the Maintain Social Ins Data DEU - SI Details page (Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, SI Details).

Contributions		<b>SI Details</b>	Retiree Health In	Multiple Employments	Flex Time Entry																																													
<b>Name:</b> Heiner Breit-Gossmann		<b>EmpID:</b> KD0001	<b>Emp Record:</b> 0																																															
		<b>Date of Birth:</b> 01/01/1943																																																
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #e6e6fa; padding: 2px;"> <span style="font-size: 0.8em;">▼ Social Insurance Number</span> <span style="float: right; font-size: 0.8em;">Customize   Find   View All      First 1 of 1 Last</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Country</th> <th style="width: 15%;">*National ID Type</th> <th style="width: 30%;">Description</th> <th style="width: 20%;">National ID</th> <th style="width: 10%;">Primary ID</th> <th style="width: 15%;">Change NID</th> </tr> </thead> <tbody> <tr> <td>DEU</td> <td>VSNR </td> <td>Social Insurance Number</td> <td>19330143B494</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><a href="#">Change NID</a></td> </tr> </tbody> </table> </div>						Country	*National ID Type	Description	National ID	Primary ID	Change NID	DEU	VSNR	Social Insurance Number	19330143B494	<input checked="" type="checkbox"/>	<a href="#">Change NID</a>																																	
Country	*National ID Type	Description	National ID	Primary ID	Change NID																																													
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<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #e6e6fa; padding: 2px;"> <span style="font-size: 0.8em;">Insurance Details</span> <span style="float: right; font-size: 0.8em;">Find   View All   First 1 of 1 Last</span> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td><b>Effective Date:</b></td> <td>01/01/2008</td> <td><b>DEUEV Contribution Group Code:</b></td> <td>1111</td> <td style="text-align: right;"> </td> </tr> <tr> <td><b>*Employee Category:</b></td> <td>101 </td> <td colspan="3">Regular SI Taxable</td> </tr> <tr> <td><b>*BA Code:</b></td> <td>486 </td> <td>Compos. floor/terrazzo layer</td> <td colspan="2"><b>Employment Type:</b> <input type="text"/></td> </tr> <tr> <td><b>*Position:</b></td> <td>2 </td> <td colspan="3">2 Blue Collar Prof</td> </tr> <tr> <td><b>*Education:</b></td> <td>7 </td> <td colspan="3">7 unknown degree</td> </tr> <tr> <td><b>*Pension Type:</b></td> <td>0 </td> <td colspan="3">No Pension Applic'n/Payments</td> </tr> <tr> <td><b>Insignificant Employment:</b></td> <td>Not Insignificant</td> <td><b>Glidezone Calculation Method:</b></td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td><b>SI Card Date Presented:</b></td> <td><input type="text"/> </td> <td><b>DEUEV Employment Status:</b></td> <td colspan="2">Regular Employment <input type="text"/></td> </tr> <tr> <td colspan="5" style="text-align: right;"><input type="checkbox"/> SI-Technical Hire</td> </tr> </table> </div>						<b>Effective Date:</b>	01/01/2008	<b>DEUEV Contribution Group Code:</b>	1111		<b>*Employee Category:</b>	101	Regular SI Taxable			<b>*BA Code:</b>	486	Compos. floor/terrazzo layer	<b>Employment Type:</b> <input type="text"/>		<b>*Position:</b>	2	2 Blue Collar Prof			<b>*Education:</b>	7	7 unknown degree			<b>*Pension Type:</b>	0	No Pension Applic'n/Payments			<b>Insignificant Employment:</b>	Not Insignificant	<b>Glidezone Calculation Method:</b>	<input type="text"/>		<b>SI Card Date Presented:</b>	<input type="text"/>	<b>DEUEV Employment Status:</b>	Regular Employment <input type="text"/>		<input type="checkbox"/> SI-Technical Hire				
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<b>SI Card Date Presented:</b>	<input type="text"/>	<b>DEUEV Employment Status:</b>	Regular Employment <input type="text"/>																																															
<input type="checkbox"/> SI-Technical Hire																																																		

Maintain Social Ins Data DEU - SI Details page

**Note.** You can save the employee social insurance data only after you enter all the required data in the pages of this component.

- Date of Birth** Populates from the employee's personal data.
- Country** Must be DEU.
- National ID Type** Select *VSNR* for German Social Insurance Number or *EUVSNR* for European Social Insurance Number.
- National ID** Enter the employee's social insurance number.
- Primary ID** Select if the National ID has to be used for the German DEUEV process.
- EU Social Insurance Number** Enter the employee's EU social insurance number.

### ***Insurance Details***

<b>Effective Date</b>	Populates from the Contributions page.
<b>DEUEV Contribution Group Code</b>	The DEUEV contribution group code of the employee.
<b>Employee Category</b>	Enter the code applicable to the employee.
<b>BA Code</b> (German Federal Employment Services Office code)	Select the employee's job code in accordance with the official codes of the German Federal Employment Services Office.
<b>Employment Type</b>	Enter the employee's employment type. You can save the social insurance data only when you enter a value here and select a value in the Position field.
<b>Position</b>	<p>You can save the social insurance data only when you select a value here and in the Employment Type field. Select the employee's position:</p> <ul style="list-style-type: none"> <li>• <i>0 Applicant</i></li> <li>• <i>1 Blue Collar, non prof</i> (nonprofessional)</li> <li>• <i>2 Blue Collar Prof</i> (blue-collar professional)</li> <li>• <i>3 BC Master</i> (blue-collar master)</li> <li>• <i>4 White Collar</i></li> <li>• <i>5 Homeworker; domestic business</i></li> <li>• <i>8 Part Time &lt; 18 Hrs.</i> (18 hours)</li> <li>• <i>9 Part Time &gt;= 18 Hrs</i></li> </ul>
<b>Education</b>	<p>Select the employee's education code in accordance with the official codes of the German Federal Employment Services Office:</p> <ul style="list-style-type: none"> <li>• <i>0 N/A</i></li> <li>• <i>1 General Secondary w/o Prof</i></li> <li>• <i>2 General Secondary with Prof</i></li> <li>• <i>3 Gen Univ Entr no Prof Train</i></li> <li>• <i>5 Technical College Degree</i></li> <li>• <i>6 University Degree.</i></li> <li>• <i>7 unknown degree</i></li> <li>• <i>Gen Univ Entr w/Prof Train</i></li> </ul>

<b>Pension Type</b>	Enter the type of pension that the employee receives. This entry is used to classify employees.
<b>Insignificant Employment</b>	If the Employee Category field is equal to <i>109</i> , then <i>Insignificant employee</i> appears. Otherwise, <i>Not insignificant</i> appears.
<b>SI Card Date Presented</b>	Enter the date on which the employee submitted his or her SI card.
<b>Glidezone Calculation Method</b>	Enter the method used to calculate SI contributions when the employee belongs to the so-called Glidezone (between 400,- to 800,- Euro income). The employee contribution is calculated with a reduced percentage.
<b>SI-Technical Hire</b>	Select if the employee ID or employee record belongs to a person that is exiting employment. The system uses this field to calculate certain special cases for employees who are insignificantly employed.

## Entering Retiree Health Insurance Data

Access the Maintain Social Ins Data DEU - Retiree Health In page (Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Retiree Health In).

Maintain Social Ins Data DEU - Retiree Health In page

<b>Maximum Health Insurance Gross</b>	The maximum income limit. The health insurance provider notifies you of the amount of the contributory pension benefits. In order to allow the social insurance contribution recipient to make a correct contribution statement, the health insurance provider must also specify whether the pension recipient receives multiple pension payments and which contribution rate applies to the pension recipient's health insurance.
---------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Minimum Rule Applicable** Pension benefits are noncontributory if the pension benefits do not exceed a certain amount (low-income limit). The limit is 1/20 of the monthly base amount in accordance with § 18 of the Social Security Code IV. If the compensation for your employees is less than this limit, select this check box.

The contribution transfer process must be carried out for the health and nursing care contributions of retirees with mandatory health insurance. The contribution must be paid by each company based on the payments made in the respective company.

You do not have to pay contributions for retirees with voluntary insurance coverage. However, you must notify the social insurance provider of the amount of the pension benefits and any changes. For this reason, you must record these pension recipients and their contributions on the contribution statement. The pension recipients are assigned to a social insurance provider without contribution payments being made.

Because a third-party income can lead to the maximum contribution limit being reached, also consider other earnings in order to ensure correct contribution statements.

The maximum contribution limit (contribution payment limit) is the difference between the income limit for health and nursing care insurance and the gross pension of the statutory pension insurance.

---

**Note.** If pension benefits are paid in intervals of more than one month, they must be distributed in order to verify whether they are below the lower contribution limit. The low-income earner limit is not used if the pension benefits themselves exceed the limit, but the contributory portion is below the limit due to the Maximum Health Insurance Gross amount specified.

---

## Setting Up Multiple Employments Data

Access the Maintain Social Ins Data DEU - Multiple Employments page (Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Multiple Employments).

The screenshot displays the 'Multiple Employments' section of a software interface. At the top, there are tabs for 'Contributions', 'SI Details', 'Retiree Health In', 'Multiple Employments', and 'Flex Time Entry'. Below the tabs, the employee's name 'Heiner Breit-Gossmann' and EMP ID 'KD0001' are shown, along with 'Empl Record: 0'. The main area is titled 'Multiple Employment Details' and includes an 'Effective Date' field set to '09/29/2004' and a checkbox for 'Multiple Employment Records'. Below this is a table titled 'Multiple Employment Values' with the following columns: 'Seq Nbr', '\*SI Gross (rec)', '\*Currency', 'Force AV Calc', and 'Description'. The table contains one row with 'EUR' in the currency field and an unchecked 'Force AV Calc' checkbox.

Maintain Social Ins Data DEU - Multiple Employments page

- Effective Date** Enter the effective date for multiple employment data. This is the date from which the data is valid for payroll calculation
- Multiple Employment Records** Select to indicate that there are multiple employments in other companies for this employee.
- SI Gross** Enter the social insurable gross from the other employments; one row for each employment.
- Currency** Select the currency.
- Force AV Calc** If this check box is selected, the entered SI-gross will be used for unemployment insurance calculation in every case (even when the entered amount is beyond 400,- Euro).

## Setting Up Flex Time Entry

Access the Maintain Social Ins Data DEU -Flex Time Entry page (Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Flex Time Entry).



The screenshot displays the 'Flex Time Entry' page for employee Heiner Breit-Gossmann. The page is divided into several sections:

- Employee Information:** Name: Heiner Breit-Gossmann, EMP, ID: KD0001, Empl Record: 0.
- Flexible Worktime Details:**
  - \*Effective Date: 10/19/2006
  - Flexible Work time Indicator:
  - Saving Amount Third Party East: [Empty field]
  - Income Reduction Begin Date: [Empty field]
  - Saving Amount Third Party West: [Empty field]
- Work off Phase:** A table with one row for phase 1.
 

Phase	Begin Work off Phase	End Work off Phase		
1	[Empty field]	[Empty field]	[+]	[-]

Maintain Social Ins Data DEU - Flex Time Entry page

- Effective Date** Enter the effective date for flexible worktime details.
- Flexible Worktime Indicator** Select if the employee has a flexible worktime contract as of the effective date. Deselect to indicate that the employee does not work with a flexible worktime contract anymore.
- Saving Amount Third Party East** Enter savings for flexible worktime from former employers for SI region East.
- Income Reduction Begin Date** Enter the date when the reduction of income happens the first time.
- Saving Amount Third Party West** Enter savings for flexible worktime from former employers for SI region West.
- Begin Work off Phase** Enter the beginning date of the work off phase (when employee starts free time span).
- End Work off Phase** Enter the ending date of the work off phase (when employee come back from free time span).

## Setting Up a Pay Entity Location

Access the Pay Entity Location DEU page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity Location DEU, Pay Entity Location DEU).

**Pay Entity Location DEU**

Pay Entity: GDA DEUEV-Firma 1

Locations Find | View All | First 1 of 1 Last

\*Effective Date: 01/01/2008 + -

Pay Entity Customize | Find | View All | First 1-2 of 2 Last

General Information Statistics Information

	*Set ID	*Location	Description	ER SI Number	BTNR for Reporting		
1	DEU01	KD912	Zweigstelle München	99999993	<input checked="" type="checkbox"/>	+ -	
2	DEU01	KD915	Zweigstelle Brandenburg	08888885	<input type="checkbox"/>	+ -	

Pay Entity Location DEU page

See [Chapter 19, "Managing Electronic Data Transfers," Setting Up a Pay Entity Location, page 295.](#)

## Reporting Social Insurance Contributions - GPDESI10

Access the SI Contributions Report DEU(Global Payroll & Absence Mgmt, Social Security/Insurance, SI Contributions Report DEU, SI Contributions Report DEU).

## SI Contributions Report DEU

Run Control ID: DE\_Beitragabrechnung [Report Manager](#) [Process Monitor](#)

Language:

### Report Parameters

<b>Current Pay End Date:</b>	<input type="text" value="06/30/2002"/>	<b>Receiver</b>
<b>Pay Entity:</b>	<input type="text" value="GDA"/>	<b>Provider ID:</b> <input type="text" value="87880235"/>
		<b>SI Provider:</b> 87880235
<b>Address</b>		
AOK Bayern DAV Villastrasse 5  93055                      Regensburg		

Final Print       Reset File number

### Contact Person

<b>Contact ID:</b>	<input type="text" value="KU0007"/>	<b>*Salutation:</b>	<input type="text" value="Mrs"/>
<b>Contact Name:</b>	<input type="text" value="Betty Locherty"/>		
<b>Telephone:</b>	<input type="text" value="555/123-4567"/>		
<b>Fax Number:</b>	<input type="text"/>		
<b>Email Address:</b>	<input type="text"/>		

SI Contributions Report DEU

**Provider ID**                      Once you select the provider ID, the system populates the Address group box.

---

## Setting Up Accident Insurance

Use the Accident Insurance component (ACCDNT\_INS\_TABLE) to set up accident insurance information.

This section discusses how to:

- Set up accident insurance details.
- Set up accident insurance address information.

## Pages Used to Set Up Accident Insurance

Page Name	Definition Name	Navigation	Usage
Accident Insurance Table	ACCDT_INS_TABLE	Set Up HRMS, Product Related, Workforce Administration, Workforce Data DEU, Accident Insurance, Accident Insurance Table	Set up your accident insurance details.
Accident Insurance Address	ACCDT_INS2_TABLE	Set Up HRMS, Product Related, Workforce Administration, Workforce Data DEU, Accident Insurance, Accident Insurance Address	Set up your accident insurance address information.
Accident Insurance Upload	HRDE_AI_UPLOAD	Set Up HRMS, Product Related, Workforce Administration, Workforce Data DEU, Accident Insurance, Accident Insurance Upload	Upload accident insurance data.

## Setting Up Accident Insurance Details

Access the Accident Insurance Table page (Set Up HRMS, Product Related, Workforce Administration, Workforce Data DEU, Accident Insurance, Accident Insurance Table).

Accident Insurance Table | Accident Insurance Address | Accident Insurance Upload

Accident Insurance: BA

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

\*Effective Date: 01/01/1900 | \*Status: Inactive

\*Description: Municipal Accident Insurance Association for Baden

Short Description: Baden Muni | Accid Ins Lim: | Currency: |

Data				Customize	Find	First	1-2 of 2	Last
	*Hazard	*Description	Hazard class					
<input type="checkbox"/>	1 120	General accident insurance	4.10					
<input type="checkbox"/>	2 121	Student accident insurance	4.50					

Accident Insurance Table page

<b>Accid Ins Lim</b> (accident insurance limit)	Enter the limit amount for the accident insurance.
<b>Hazard</b>	Enter a hazard code.
<b>Hazard Class</b>	Enter the accident insurance hazard class.

## Setting Up Accident Insurance Address Information

Access the Accident Insurance Address page (Set Up HRMS, Product Related, Workforce Administration, Workforce Data DEU, Accident Insurance, Accident Insurance Address).

Accident Insurance Address page

<b>Country</b>	Select the appropriate country. The remaining address fields comply with PeopleSoft standard address formats.
----------------	---------------------------------------------------------------------------------------------------------------

## Uploading Accident Insurance Data

Access the Accident Insurance Upload page (Set Up HRMS, Product Related, Workforce Administration, Workforce Data DEU, Accident Insurance, Accident Insurance Upload).

Accident Insurance Upload page

<b>UVGT File</b>	Enter the path of the UVGT file.
<b>UVSD File</b>	Enter the path of the UVSD file.
<b>Load Data</b>	Click to upload accident insurance data.

## Setting Up Contribution Groups

This section lists common elements and discusses how to:

- Define contribution group codes.
- Define rate codes.
- Define group rate codes.
- Define coverage types.

Contribution groups are delivered and maintained by PeopleSoft.

## Common Elements Used in This Component

<b>SI Coverage Type</b> (social insurance coverage type)	The social insurance type that you selected to access this page.
<b>Coverage Type</b>	The type of calculation to be done for the employee.
<b>Contribution Group</b>	The group defined on the Contribution Groups page.

## Pages Used to Set Up Contribution Groups

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Contribution Grp (contribution group)	GPDE_SI_STATCD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Contribution Groups DEU, Contribution Grp	Define the contribution group codes for contribution statements. PeopleSoft delivers and maintains the Contribution Groups table.
Rate Codes	GPDE_SI_RATE_CD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Contribution Groups DEU, Rate Codes	View the possible calculation rate codes for each insurance type. PeopleSoft delivers and maintains the Contribution Groups table.
Grp / Rate Codes (group / rate code)	GPDE_SI_STAT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Contribution Groups DEU, Grp / Rate Codes	View the relationship between the contribution group and the corresponding rate code.
Coverage Types	GPDE_SI_COV	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Contribution Groups DEU, Coverage Types	View the possible contribution groups for each coverage type. PeopleSoft delivers and maintains the Contribution Groups table.

## Defining Contribution Group Codes

Access the Contribution Grp page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Contribution Groups DEU, Contribution Grp).

Contribution Grp   Rate Codes   Grp / Rate Codes   Coverage Types

**SI Coverage Type:**      01      Health Insurance

**Contribution Groups** Find | View All   First 1 of 1 Last

**\*Effective Date:**      01/01/1900 + -

**Contribution Groups Details** Customize | Find | View All | First 1-3 of 8 Last

*Contribution Group	*Description	Short Description		
0	None	None	+ -	
1	Normal Contribution	Normal	+ -	
2	Increased Contribution	Increased	+ -	

Contribution Grp page

The contribution groups vary based on the social insurance coverage type:

<i>SI Coverage Type</i>	<i>Insurance Coverage Type</i>	<i>Contribution Group</i>
Health insurance	0 - None	0 - No contribution (default)
	1 - Mandatory	1 - Normal contribution (default)
		2 - Increased contribution
		3 - Reduced contribution
		4 - Farmers health insurance
		5 - Employer's contribution to farmer's health insurance
		6 - Insignificant employee contribution
	2 - Voluntary	0 - No contribution (default)
		9 - Voluntary contribution
	3 - Private	0 - No contribution (default)
Nursing care insurance	0 - None	0 - No contribution (default)



<b>SI Coverage Type</b>	<b>Insurance Coverage Type</b>	<b>Contribution Group</b>
	1 - Mandatory	0 - No contribution (default)
		1 - Full contribution
		2 - Half contribution
	2 - Voluntary	0 - No contribution (default)
		1 - Full contribution
		2 - Half contribution
	3 - Private	0 - No contribution (default)
Old age pension insurance	0 - None	0 - No contribution (default)
	1 - Mandatory	1 - Blue collar full contribution (default)
		2 - White collar full contribution
		3 - Blue collar half contribution
		4 - White collar half contribution
		5 - Lump sum for insignificant blue collar worker
		6 - Lump sum for insignificant white collar worker
	2 - Voluntary	Illegal (default)
	3 -Private	0 - No contribution (default)
Unemployment insurance	0 - None	0 - No contribution (default)
	1- Mandatory	1 - Full contribution (default)

<i>SI Coverage Type</i>	<i>Insurance Coverage Type</i>	<i>Contribution Group</i>
		2 - Half contribution
	2 - Voluntary	Illegal
	3 - Private	Illegal

## Defining Rate Codes

Access the Rate Codes page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Contribution Groups DEU, Rate Codes).

Rate Codes page

### Rate Code

The rate codes defined on this page will be used in the definition of the contribution rates for the various SI Coverage Types and for the Health Insurance providers.

### Default Rt Code (default rate code)

When the actual values for a contribution rate are entered, the system will calculate a default for the rate code in the Rate Code field based on the value for the rate code entered here.

## Defining Group Rate Codes

Access the Grp / Rate Codes page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Contribution Groups DEU, Grp / Rate Codes).

Contribution Grp   Rate Codes   Grp / Rate Codes   Coverage Types

SI Coverage Type: 01   Health Insurance

Find | View All   First 1 of 1 Last

\*Effective Date: 01/01/1900

Rate Codes per Contribution Group   Find | View All   First 1 of 8 Last

Contribution Group: 0   None

Rate Code Details   Customize | Find | View All | First 1-3 of 4 Last

Rate Code	Description	Set As Default		
0	No Contribution	<input checked="" type="checkbox"/>	+	-
10	Health Insurance for Retirees	<input type="checkbox"/>	+	-
500	Voluntary Normal	<input type="checkbox"/>	+	-

Grp / Rate Codes page

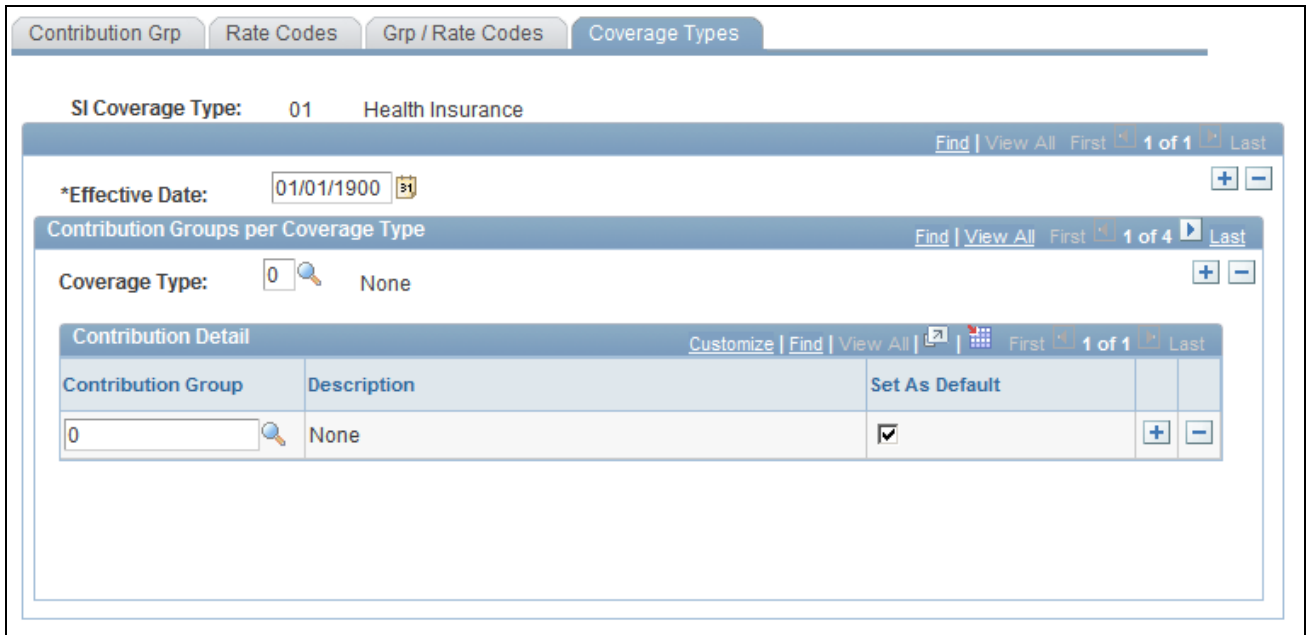
**Contribution Group**      The group defined on the Contribution Groups page.

**Rate Code**                Rate code for the calculation of contributions.

**Set As Default**            Select if you want this set as the default.

## Defining Coverage Types

Access the Coverage Types page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Contribution Groups DEU, Coverage Types).



Coverage Types page

## Viewing Pension Insurance Providers

This section discusses how to view Germany pension insurance providers.

### Page Used to View Pension Insurance Providers

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Pension Ins Providers DEU (pension insurance providers DEU)	GPDE_SI_P_PROVDR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Pension Ins Providers DEU, Pension Ins Providers DEU	Lists all pension insurance providers in Germany. The table is updated regularly by PeopleSoft. You can update the table yourself if necessary.


### Viewing Germany Pension Insurance Providers

Access the Pension Ins Providers DEU page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Pension Ins Providers DEU, Pension Ins Providers DEU).

### Pension Ins Providers DEU

**Pension Area:** 02

**Status:**

**\*Pension Type:**   Regional Social Insur. Board

**Pension District:**

Pension Ins Providers DEU page

You can view all of your pension providers.

<b>Pension Area</b>	The ID that you selected when you accessed the page.
<b>Pension Type</b>	Enter the pension insurance provider.
<b>Pension District</b>	Enter the associated district.

---

## Viewing and Loading Provider Information

This section provides an overview on the changes to the load file, provides field mapping information for row types, shows an example of a data file, and discusses how to view and load information related to German pension insurance providers.

### Understanding Changes to the Load File

The Provider ID table has changed since version 1.0. Version 1 was a pure comma separated file (CSV) without additional information and with equal field count rows. Version 2.0 has kept the general storage format of a CSV file, but we have introduced different record types, and the first field in a row identifies the type. Depending on the type, the rows have different meanings.

This table illustrates how a file is built:

<i>Part</i>	<i>Row Types</i>	<i>Number of Rows</i>	<i>Description</i>
HDR (header record)			
	KKI	0 to many	Information about health insurance providers

<b>Part</b>	<b>Row Types</b>	<b>Number of Rows</b>	<b>Description</b>
	DAV	0 to many	Information about entities or organizations that are receiving, forwarding, or distributing health insurance information.
TRL (trailer)			

Because of this new structure, a file can no longer be loaded in a simple way because the first and last rows (HDR and TRL information) must be filtered. The file name has a base-pattern of BN plus a 6-digit date (ddmmyy). The file extension has changed from .csv to .bnr.

### Field Mapping for Row Types KKI and DAV

This table shows how you should map your fields for your Provider ID table:

<b>File Field Number</b>	<b>PeopleSoft Field Name</b>	<b>File Field Name</b>	<b>Remarks</b>
1		SATZKENNUNG	Row Label: KKI or DAV (skip when HDR or TRL)
2	GPDE_SI_PROV_ID	BETRIEBSNUMMER	
3	BGN_DT	BNR_GUELTIG_AB	DATE(10), may be NULL
4	GPDE_SI_ORG_TYPE	ORG_ART	
5	GPDE_SI_PROV_ID_SU	NACHFOLGE_BNR	May be blank
6	EXPIRATN_DT	BNR_GUELTIG_BIS	May be NULL
7	GPDE_DV_RCVER_ID	DAV_BNR	
8	GPDE_DV_FWD_ID	WTL_BNR	
9	GPDE_DV_DEC_ID	SLB_BNR	
10	DESCR50	BEZ_KURZ	
11	DESCR100_GER	FA_NAME_1	
12	DESCR100_2_GER	FA_NAME_2	
13	DESCR100_3_GER	FA_NAME_3	
14	ADDRESS100	ADR_ANS	Street address
15	POSTAL	ADR_PLZ	

<i>File Field Number</i>	<i>PeopleSoft Field Name</i>	<i>File Field Name</i>	<i>Remarks</i>
16	CITY50	ADR_ORT	
17	ADDRESS100_OTHER	POSTFACH_ANS	Post box address
18	POSTAL_OTHER	POSTFACH_PLZ	
19	CITY50_OTHER	POSTFACH_ORT	
20	EMAILID	KOMM_EMAIL	
21	GPDE_SI_FTAM_ID	KOMM_FTAM	
22	GPDE_AL_PROV_TYPE	KASSENART	Char 02,XLAT
23	EFFDT		

### Example: Data File

Here is an example of a data file containing a header (HDR), one line of data (KKI), and a trailer (TRL):

```
"HDR";"BN060927.BNR";"ITSG GmbH";"27.09.2006";"10:12:55"

"KKI";"01000068";"";"01";"90235319";"31.12.2002";"01000262";"01000262";"01000262";"=>
=>
=>
=>
AOK Berlin";"AOK Berlin Rechtskreis Ost";"";"Wilhelmstr. 1";"10957";"Berlin";"";=>
=>
=>
=>
"";"da@da.aok.de";"";"14";"04.03.2004"

"TRL";"BN060927.BNR";"ENDE"
```

### Pages Used to View Pension Insurance Providers

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Provider IDs	GPDE_SI_PROV_ID	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, SI Provider IDs DEU, Provider IDs	View information associated with the provider, including successor, receivers, name, postal address, postbox address, and email address.

Page Name	Definition Name	Navigation	Usage
Load Provider IDs	GPDE_SI_PROV_LOAD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, SI Provider IDs DEU, Load Provider IDs	Load new provider information into the database.

## Viewing Provider Information

Access the Providers IDs page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, SI Provider IDs DEU, Provider IDs).

The screenshot shows the 'Provider IDs' page with a 'Load Provider IDs' button. Below it is a 'Providers Details' table with columns: Provider ID, Org Type, Organisation Type, Provider Type, and Effective Date. The table contains 7 rows of data.

Provider ID	Org Type	Organisation Type	Provider Type	Effective Date
01000068	01	SI Insurance Provider		01/01/1990
01000080	01	SI Insurance Provider		01/01/1990
01000126	01	SI Insurance Provider		01/01/1990
01000137	01	SI Insurance Provider		01/01/1990
01000159	01	SI Insurance Provider		01/01/1990
01000240	03	Forwarding Institute		01/01/1990
01000251	03	Forwarding Institute		01/01/1990

Provider IDs page

### **Provider ID**

Displays the provider's ID, organization type, provider type, and effective date.

### **Successor**

Displays the provider's ID, the provider's ID as a successor, the begin date, and the expiration date.

### **Receivers**

Displays the provider's ID as well as the provider's number as a Deuev Receiver, forwarding institution, and decoding institution.



**Name**

Displays the provider's ID and description.

**Postal Address**

Displays the provider's ID, address, postal code, city, and address.

**Postbox Address**

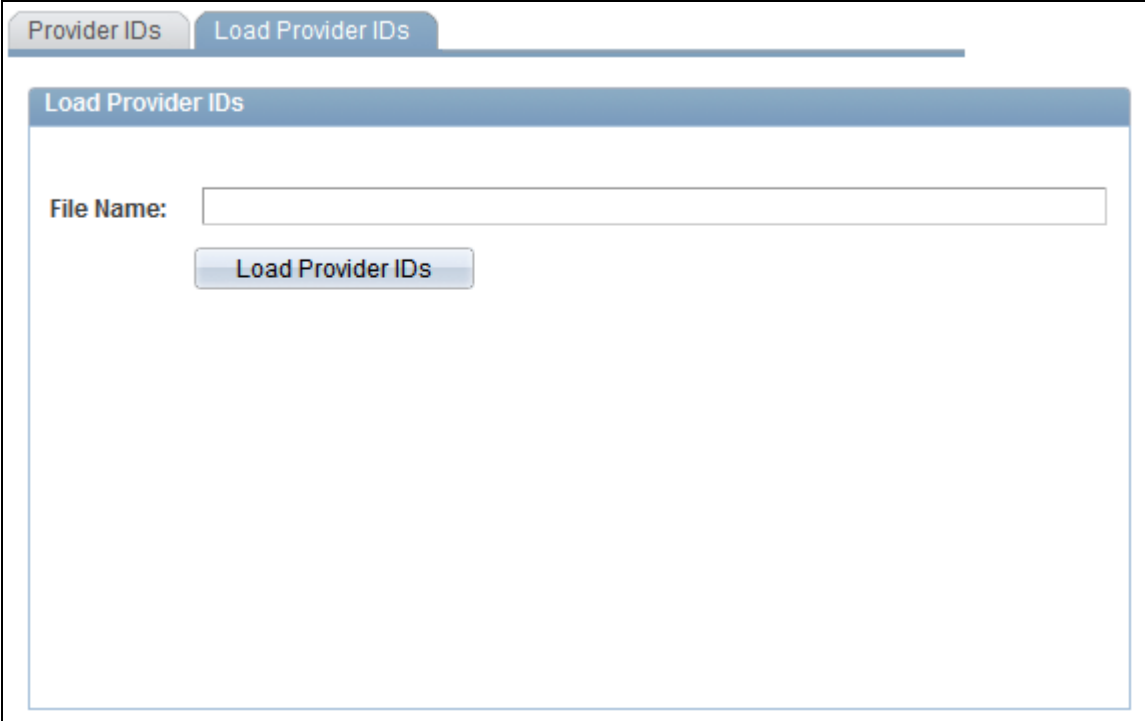
Displays the provider's ID, postal code (other city).

**Email Address**

Displays the provider's ID, email ID, and Etam address.

## Loading Provider Information

Access the Load Provider IDs page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, SI Provider IDs DEU, Load Provider IDs).



The screenshot shows a web application interface. At the top, there are two tabs: 'Provider IDs' and 'Load Provider IDs'. The 'Load Provider IDs' tab is selected. Below the tabs is a blue header bar with the text 'Load Provider IDs'. The main content area contains a 'File Name:' label followed by a text input field. Below the input field is a button labeled 'Load Provider IDs'.

Load Provider IDs page

Enter the path and name of the file in the File Name field.

## Setting Up Social Insurance Providers

This section discusses how to:

- Entering Basic Social Insurance Provider Data.
- Entering Social Insurance Provider Bank Data.
- Viewing Social Insurance Contribution Rates Data.
- Viewing Social Insurance Refund Insurance Rates Data.
- Entering Pay Entity Social Insurance Data.
- Entering Pay Entity Social Insurance Refund Information.

**Note.** Use the Pay Entities DEU (GPDE\_AL\_PAYENTITY) component to set up social insurance providers.

### Pages Used to Set Up Social Insurance Providers

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Insurance Providers DEU - Provider Data	GPDE_SI_PROV	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Providers DEU, Provider Data	Set up basic information about social insurance providers.
Insurance Providers DEU - Address	GPDE_SI_PRV_ADR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Providers DEU, Address	Set up address information for social insurance providers.
Insurance Providers DEU - Bank Data	GPDE_SI_PRV_BNK	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Providers DEU, Bank Data	Set up bank data for social insurance providers.
Insurance Providers DEU - Contribution Rates	GPDE_SI_HRT_DISP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Providers DEU, Contribution Rates	View and modify contribution rates for social insurance providers.

Page Name	Definition Name	Navigation	Usage
Insurance Providers DEU - Refund Ins Rates (refund insurance rates)	GPDE_SI_RFRT_DISP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Providers DEU, Refund Ins Rates	View and modify refund insurance rates for social insurance providers.
Pay Entities DEU - SI Data (social insurance data)	GPDE_AL_PE_SID	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, SI Data	Enter social insurance data for a pay entity.
Pay Entities DEU - Refund Ins Data (refund insurance data)	GPDE_AL_PE_RFND	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, Refund Ins Data	Enter refund insurance data for this pay entity.

## Entering Basic Social Insurance Provider Data

Access the Insurance Providers DEU - Provider Data page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Providers DEU, Provider Data).

The screenshot displays the 'Provider Data' page for 'AOK'. The page has tabs for 'Address', 'Bank Data', 'Contribution Rates', and 'Refund Ins Rates'. The 'SI Provider' is 'AOK'. The 'Provider Details' section includes the following fields:

- \*Effective Date: 01/01/1990
- \*Status as of Effective Date: Active
- \*Description: AOK Bayern
- Short Description: AOK Bayern
- Provider Type: AOK
- Provider ID: 87540905
- Head Office
- Deuev Receiver
- Prov Nbr of Higher Lvl Office:
- Provider Nbr of DEUEV Receiver: 87880235

The provider name 'AOK Bayern DAV' is displayed at the bottom right of the details section.

Insurance Providers DEU - Provider Data page

### Provider Type

Select the type of health insurance provider based on the classification due to DEUEV.

- Provider ID** Enter a provider ID. This number is defined by you and signifies an internal logical order. You can select your own number (for example, 0001, 0002, and so on).
- Head Office** Select if this is the head office for the provider.
- Deuev Receiver** Select if this provider is a DEUEV receiver.
- Prov Nbr of Higher Lvl Office** (provider number of higher level office) Select the provider number of the higher level office.
- Provider Nbr of Deuev Receiver** (provider number of DEUEV receiver) Select the provider number of the DEUEV receiver.

## Entering Social Insurance Provider Bank Data

Access the Insurance Providers DEU - Bank Data page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Providers DEU, Bank Data).

The screenshot displays the 'Bank Data' tab of the 'Insurance Providers DEU - Bank Data' page. At the top, there are navigation tabs: 'Provider Data', 'Address', 'Bank Data', 'Contribution Rates', and 'Refund Ins Rates'. Below these, the 'SI Provider' is identified as 'AOK'. The main section is titled 'Bank Details' and includes a search bar with 'Find | View All' and pagination '1 of 1'. A date picker shows the '\*Effective Date' as '01/01/2005'. The 'Bank Details' section contains the following fields:
 

- Country Code:** DEU (Germany) with a search icon and a checkbox for 'International ACH Bank Account'.
- IBAN:** An empty text field with a 'Validate' button.
- Bank ID:** 70051805 with a search icon and the text 'Kreissparkasse'.
- Bank Branch ID:** An empty text field with a search icon.
- Account Number:** 36432687435.
- Account Name:** An empty text field.
- \*Currency Code:** An empty text field with a search icon.

 At the bottom, the 'Deposit Schedule' is set to 'MONTHLY' with a search icon, and the text 'Monthly Deposit Schedule' is displayed.

Insurance Providers DEU - Bank Data page

- Country Code** Select the country for the provider's bank account.

<b>International ACH Bank Account</b> (international automatic clearing house bank)	<p>Select to indicate that the bank is located outside the territorial jurisdiction of the United States.</p> <hr/> <p><b>Note.</b> This field appears only if you have PeopleSoft Payroll for North America or PeopleSoft Global Payroll for United States installed.</p> <hr/>
<b>Already have an IBAN Number</b>	<p>Select to indicate that the provider has an IBAN. When you select this check box, the Bank ID, Bank Branch ID, and Account Number fields become display-only and the IBAN field and Validate button become available.</p> <p>If you deselect this check box for a provider who already has an IBAN entered and validated in the IBAN field, the system alerts you that this action will result in clearing the IBAN and bank account detail fields. You can click OK to continue, or Cancel to leave the check box selected.</p> <hr/> <p><b>Note.</b> This check box appears on this page only when the IBAN Enabled check box is selected and the IBAN Required check box is deselected on the IBAN Country Setup page.</p> <hr/>
<b>IBAN</b> (International Bank Account Number)	<p>Enter the IBAN for the provider. This field is editable only if you select the Already have an IBAN Number check box or if the IBAN Required check box is selected on the IBAN Country Setup page.</p>
<b>Validate</b>	<p>Click to validate the number entered in the IBAN field. The validation process alerts you if there is an error in the entered IBAN. In addition, the validation process populates the Bank ID, Bank Branch ID, and Account Number fields based on the entered IBAN.</p> <p>This button is available only if you select the Already have an IBAN Number check box or if the IBAN Required check box is selected on the IBAN Country Setup page.</p>
<b>Bank ID and Account Number</b>	<p>When the Already have an IBAN Number check box is selected or if the IBAN Required check box is selected on the IBAN Country Setup page, these fields are not editable. The system populates them based on the entered IBAN when you click the Validate button.</p> <p>For accounts without an IBAN, manually enter values in the Bank ID and Account Number fields.</p>
<b>Bank Branch ID</b>	<p>Enter the bank branch ID for the provider.</p>
<b>Account Name</b>	<p>Enter the account name for the provider.</p>
<b>Currency Code</b>	<p>Select the code of the currency in which the account is maintained. The code you enter in this field is for informational purposes only and is not used by the banking process.</p>
<b>Deposit Schedule</b>	<p>Select the bank deposit schedule for the provider.</p>

## Viewing Social Insurance Contribution Rates Data

Access the Insurance Providers DEU - Contribution Rates page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Providers DEU, Contribution Rates).

<span>Provider Data</span> <span>Address</span> <span>Bank Data</span> <span><b>Contribution Rates</b></span> <span>Refund Ins Rates</span>							
SI Provider: AOK							
Contribution Rates <span style="float: right;">Find   View All   First 1 of 1 Last</span>							
Effective Date: 01/01/2003    Provider ID: 87540905    Region: West <a href="#">Modify Rates</a>							
Contribution Rates / Calculation <span style="float: right;">Customize   Find   View All   First 1-5 of 5 Last</span>							
Calculation		Pct	% ER	% Empl	Cost	ER Contrib	Currency
1		14.200	7.1000	7.1000			
2		16.900	8.4500	8.4500			
3		12.900	6.4500	6.4500			
500					489.900	244.95	EUR
6		10.000	10.0000				

Insurance Providers DEU - Contribution Rates page

When you access this page, the contribution rates for the social insurance provider appear. Select the Modify Rates link to access the Health Rates page in the Insurance Provider Rates component and modify the rates.

## Viewing Social Insurance Refund Insurance Rates Data

Access the Pay Entities DEU - Refund Ins Rates page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Providers DEU, Refund Ins Rates).

Provider Data | Address | Bank Data | Contribution Rates | **Refund Ins Rates**

SI Provider: AOK

Contribution Rates Find | View All | First 1 of 1 Last

Effective Date: 02/01/2000    Provider ID: 87540905    Region: West    [Modify Rates](#)

Refund Type Customize | Find | View All | First 1-6 of 6 Last

Rfnd Type		Contrib Grp		Pct
1	Blue Coll	10	Umlagesatz 1	2.100
1	Blue Coll	11	Umlagesatz 2	3.000
1	Blue Coll	12	Umlagesatz 3	4.300
2	Maternity	20	Ermäßigt	0.200
2	Maternity	21	Normal	0.350
2	Maternity	22	Erhöht	0.600

Pay Entities DEU - Refund Ins Rates page

When you access this page, the refund insurance rates for the social insurance provider appear. Select the Modify Rates link to access the Refund Insurance Rates page in the Insurance Provider Rates component and modify the rates.

## Entering Pay Entity Social Insurance Data

Access the Pay Entities DEU - SI Data page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, SI Data).

Supporting Elem | Source Bank Link | Tax Data | Local Source Bank | **SI Data** | Refund Ins Data | BVV Provider Data

Pay Entity: GD1    German Payroll Comp. 1

Social Insurance Data Find | View All | First 1 of 3 Last

Effective Date: 01/01/2005    Region: 2    West

SI Provider Data Customize | Find | View All | First 1-5 of 11 Last

	SI Provider	Description	Local Office	Description	Customer Nbr	Pens Cust Nbr	Default Prov		
1	AOK	AOK Bayern			1234567		<input type="checkbox"/>	+	-
2	AOK HH	AOK Hamburg	AOK HH1	Zweigstelle 1 Hamburg	34567890		<input checked="" type="checkbox"/>	+	-
3	AOK RH	AOK Rheinland			45678901		<input type="checkbox"/>	+	-
4	AOKDO	AOK - DEUEV Ost			12345678		<input type="checkbox"/>	+	-
5	BARMEF	Barmer Ersatzkasse			56789012		<input type="checkbox"/>	+	-

Pay Entities DEU - SI Data page

- Local Office** Select the local office of the social insurance provider.
- Customer Nbr** (customer number) Enter the customer number.
- Pens Cust Nbr** (pension customer number) Enter the pension customer number.
- Default Prov** (default provider) Select if this social insurance provider is the default provider for this pay entity.

## Entering Pay Entity Social Insurance Refund Information

Access the Pay Entities DEU - Refund Ins Data page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, Refund Ins Data).

The screenshot displays the 'Refund Insurance Data' page for pay entity 'GD1 German Payroll Comp. 1'. The 'Effective Date' is set to '01/01/2001'. The 'Refund Insurance' checkbox is checked. A table with the following data is shown:

Provider	Description	Default Prov	Blue Collar Refund Insur Type	Description
1 AOKDW	AOK - DEUEV West	<input checked="" type="checkbox"/>	11	Umlagesatz 2

Pay Entities DEU - Refund Ins Data page

Select the Refund Insurance check box if refund insurance has to be paid for the employer. If you select this option, then the Provider field must contain at least one entry, one of which must be the default provider. Each provider must list *Blue Collar Worker* and *Maternity* among their contribution groups.

## Importing Health Insurance Rates

This section provides overviews of the health insurance rates import process and details about that process, and discusses how to import health insurance rates into the system.



## Understanding the Health Insurance Rates Import Process

The German SI providers supply an XML data file that contains the health insurance rates for all German health insurance providers. This XML file can be imported into the PeopleSoft Global Payroll for Germany application. To import the XML file, you must first complete these tasks:

- The health insurance rates must be maintained through an import functionality. The payroll clerk or administrator creates an SI provider ID and then enters the health insurance information using the Provider Data page.
- To connect the provider with the rates, the payroll clerk or administrator enters the provider ID. The system then links the health insurance provider to the stored rates.
- To maintain the rates from the SI Provider, the payroll clerk selects the Head Office check box on the Provider Data page.
- The payroll clerk gets the file location and file name from their information technology department and then enters it in the File Name field on the Load Health Insurance Rates page.
- To import the data, the payroll clerk clicks the Load Health Rates button.

The XML data file contains four different areas:

1. Addresses of the health insurance provider (first column = 'ADR').
2. Health insurance rates for regular employees (first column = 'BTS').
3. Health insurance rates for retired employees (first column = 'VSS').
4. Refund insurance rates (first column = 'UML').
5. Refund insurance (first column = 'UME').

## Understanding Processing Details

After the load of the data file has started, the system reads the given file and imports all the rates into the German health rate table and into the refund insurance table.

This table provides the data definition for the German SI Health Rate record (GPDE\_SI\_HLTH\_RT):

<b>No</b>	<b>Field Name</b>	<b>Type</b>	<b>Length</b>	<b>Description</b>
1	GPDE_SI_PROV_ID	Character	8	Provider ID (Betriebsnummer)
2	EFFDT	Date	10	Effective Date
3	GPDE_SI_REGION	Character	1	SI Region
4	GPDE_SI_RATE_CD	Character	3	Calculation Rate (for example, '1' = normal; '500' = voluntary normal, and so on)

<b>No</b>	<b>Field Name</b>	<b>Type</b>	<b>Length</b>	<b>Description</b>
5	GPDE_SI_PCT	Number	3.2	Health Percentage Total
6	GPDE_SI_PCT_EE	Number	3.3	Health Percentage Employee
7	GPDE_SI_PCT_ER	Number	3.3	Health Percentage Employer
8	GPDE_SI_TOTAL_COST	Number	15.3	Health Rate Voluntary Total
9	GPDE_SI_EE_COST	Number	4.2	Health rate voluntary Employee
10	GPDE_SI_ER_COST	Number	4.2	Health rate voluntary Employer
11	CURRENCY_CD	Character	3	Currency

This table provides the data definition for the German SI Health Rate Refund record (GPDE\_SI\_RFND\_RT):

<b>No</b>	<b>Field Name</b>	<b>Type</b>	<b>Length</b>	<b>Description</b>
1	GPDE_SI_PROV_ID	Character	8	Provider ID (Betriebsnummer)
2	EFFDT	Date	10	Effective Date
3	GPDE_SI_REGION	Character	1	SI Region
4	GPDE_SI_RFND_TYP	Character	1	Type of Refund Insurance ( 1 = Blue Collar Worker; 2 = Maternity)
5	GPDE_SI_RFND_GRP	Character	2	Refund Insurance Contribution Group
6	LAST_UPDATE_DATE	Date	10	Date of last update
7	GPDE_SI_PCT	Number	6.3	Percent
8	GPDE_REF_PCT	Number	6.2	Percent Refund
9	GPDE_LIM_U1_U2_MAT	Number	1	Limit U1/U2 Maternity
10	GPDE_LIM_U2_EMP_BN	Number	1	Limit U2 Employment Ban
11	GPDE_REF_CONTR_ACT_L	Number	1	Refund Contribution Actual/Lump Sum
12	GPDE_REF_ACT_LP	Number	7.3	Percent Refund ACT/LP

## Page Used to Load Health Insurance Rates

Page Name	Definition Name	Navigation	Usage
Load Health Insurance Rates	GPDE_SI_IMP_RATE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Load Health Insurance Rates	Load a provider's health insurance rates into the database.

## Importing Health Insurance Rates

Access the Load Health Insurance Rates page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Load Health Insurance Rates).

Load Health Insurance Rates

Enter the path of the XML file that contains the health insurance rates that you want to load, and click Run.

---

## Setting Up Social Insurance Provider Rates

Use the Insurance Provider Rates DEU (GPDE\_SI\_PROV\_RT) component to set up social insurance provider rates.

This section discusses how to:

- Set up social insurance provider health insurance rates.
- Set up social insurance provider refund insurance rates.

## Pages Used to Set Up and Load Social Insurance Provider Rates

Page Name	Definition Name	Navigation	Usage
Insurance Provider Rates DEU - Health Rates	GPDE_SI_HLTH_RT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Provider Rates DEU, Health Rates	Set up social insurance provider health insurance rates.
Insurance Provider Rates DEU - Refund Ins Rates (refund insurance rates)	GPDE_SI_RFND_RT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Provider Rates DEU, Refund Ins Rates	Set up social insurance provider refund insurance rates.

## Setting Up Social Insurance Provider Health Insurance Rates

Access the Insurance Provider Rates DEU - Health Rates page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Provider Rates DEU, Health Rates).

The screenshot displays the 'Health Rates' configuration page for provider ID 45094213 BKK Hoechst. It features a navigation bar with 'Health Rates' and 'Refund Ins Rates' tabs. The main content area is organized into several sections:

- Provider ID:** 45094213 BKK Hoechst
- Contribution Rates:** Includes a search bar and pagination (1 of 1).
- \*Effective Date:** 01/01/2002
- Contribution Rates / Region:** Includes a dropdown menu for \*Region: General.
- Contribution Rates / Calculation:** A table with columns: \*Calculation, Pct, % ER, % Empl, Cost, ER Contrib, and Currency.
 

*Calculation	Pct	% ER	% Empl	Cost	ER Contrib	Currency
1 Normal Contribution	13.600	6.8000	6.8000			
2 Increased Contribution	16.600	8.3000	8.3000			
3 Reduced Contribution	12.100	6.0500	6.0500			
6 Contrib for Insignificant EE	10.000	10.0000				

Insurance Provider Rates DEU - Health Rates page

### Region

Select *General* if the rates are used in the east or west SI regions. Select *East* if the rates are used in the east SI region. Select *West* if the rates are used in the west SI region.

<b>Calculation</b>	The relationship between the calculation rate codes for health insurance and the rate of the provider.
<b>Pct</b> (percent)	The full percentage for the calculation rate code.
<b>% ER</b> (percentage employer)	The portion of the percentage that the employer pays.
<b>% Empl</b> (percentage employee)	The portion of the percentage that the employee pays.
<b>Cost</b>	The full amount of health insurance if the calculation rate is 500, 501, or 600.
<b>ER Contr</b> (employer contribution)	The employer's portion of the full amount of health insurance if the calculation rate is 500, 501, or 600.

## Setting Up Social Insurance Provider Refund Insurance Rates

Access the Insurance Provider Rates DEU - Refund Ins Rates page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Provider Rates DEU, Refund Ins Rates).

Health Rates Refund Ins Rates

Provider ID: 45094213 BKK Hoechst

Contribution Rates Find | View All First 1 of 1 Last

\*Effective Date: 01/01/2002

Health Rates Details Find | View All First 1 of 1 Last

Region: General

Health Rates / Region		Customize   Find   View All		First 1-2 of 2 Last
Rfnd Type		Contrib Grp		Pct
1	Blue Coll	11	Umlagesatz 2	2.100
2	Maternity	21	Normal	0.200

Insurance Provider Rates DEU - Refund Ins Rates page

**Region** Select *General* if the rates are used in the east and west SI region, *East* if the rates are used in the east SI region, or *West* if the rates are used in the west SI region.

**Rfnd Type** (refund type) Type of refund insurance to which the employer contributes.

<b>Contrib Grp</b> (contribution group)	Contribution group to which the employer pays the contribution for refund insurance.
<b>Pct</b> (percentage)	The full percentage for the calculation.

## Defining Income Limits

This section discusses how to:

- Set up income limits reference amounts.
- Set up income limits for health insurance.
- Set up income limits for nursing care.
- Set up income limits for old age pension insurance.
- Set up income limits for unemployment insurance.
- Set up rates for nursing care.
- Set up rates for old age pension insurance.
- Set up rates for unemployment insurance

**Note.** PeopleSoft delivers and maintains the Income Limits table, but you can also change the data yourself if necessary.

## Pages Used to Define Income Limits

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Reference Amounts	GPDE_SI_REF_AMT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Reference Amounts	Define certain reference amounts for the various income limits for insurance.
Limits Health	GPDE_SI_LIMITS_01	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Limits Health	View and set up income limits for health insurance.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Limits Nursing	GPDE_SI_LIMITS_02	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Limits Nursing	View and set up income limits for nursing care insurance.
Limits Pension	GPDE_SI_LIMITS_03	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Limits Pension	View and set up income limits for pension care insurance.
Limits Unemployment	GPDE_SI_LIMITS_04	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Limits Unemployment	View and set up income limits for unemployment insurance.
Rates Nursing	GPDE_SI_RATES_02	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Rates Nursing	Define nursing care insurance contribution rates. PeopleSoft delivers and maintains these tables.
Rates Pension	GPDE_SI_RATES_03	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Rates Pension	Define old age pension insurance contribution rates. PeopleSoft delivers and maintains these tables.
Rates Unemployment	GPDE_SI_RATES_04	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Rates Unemployment	Define unemployment insurance contribution rates. PeopleSoft delivers and maintains these tables.

## Setting Up Income Limits Reference Amounts

Access the Reference Amounts page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Reference Amounts).

Reference Amounts page

- Region** In this field, *East* indicates the new German states (*neue Bundesländer*) and *West* indicates the old states (*alte Bundesländer*). *General* indicates that the input is valid for both east and west SI regions.
  
- Low Income Monthly Gross** Applies to low-income earners and is prescribed by law. Enter a new value if this amount changes.
  
- Monthly Pension Gross** Base Value for Pension is required for retiree health insurance.
  
- Monthly Gross** Monthly average income.
  
- Annual Gross** Yearly average income.
  
- Daily Gross** Daily average income.
  
- Miners' Social Insurance** Select *Yes* if the input data are only relevant for the miners' insurance association; select *No* if not. Select *N/A* (not applicable) if the input data is relevant for miners and non-miners.
  
- Percent for Insolvency** Percentage of the Refund Insurance for Insolvency that the company pays to the German Employment Agency.
  
- Maximum Tax-free Amount** The highest nontaxable contribution that the employer can make to private health insurance.



**PI Min Amount for Insig. Empl** (pension insurance minimum amount for insignificant employee)

Minimum limit to calculate pension insurance contribution if the employee is an insignificant employee and wishes to be insured in the pension insurance.

---

**Note.** An insignificant employee is defined as someone who is not a regular employee.

---

## Setting Up Income Limits for Health Insurance

Access the Limits Health page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Limits Health).

Limits Health page

**Region** In this field, *East* indicates the new German states (*neue Bundesländer*) and *West* indicates the old states (*alte Bundesländer*). *General* indicates that the input is valid for both east and west SI regions.

**Maximum Monthly Gross** The monthly gross income limit prescribed by law for this limit type. If any changes occur in these amounts, enter them in the respective fields.

**Maximum Daily Gross** The daily pay income limit prescribed by law for this limit type.

---

**Note.** Change health insurance data at the employee level in the Social Insurance component.

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**See Also**

Chapter 4, "Managing Social Insurance," Entering Social Insurance Data, page 28

## Setting Up Income Limits for Nursing Care

Access the Limits Nursing page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Limits Nursing).

Limits Nursing page

The fields on this page are identical to those on the Limits Health page.

**See Also**

Chapter 4, "Managing Social Insurance," Setting Up Income Limits for Health Insurance, page 69

## Setting Up Income Limits for Old Age Pension Insurance

Access the Limits Pension page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Limits Pension).

Reference Amounts	Limits Health	Limits Nursing	Limits Pension	Limits Unemployment	Rates Nursing
Find   View All   First 1 of 1 Last					
Effective Date:	01/01/2009		Status:	Active	
+ -					
<b>Income Limits</b>					
Find   View All   First 1 of 4 Last					
*Region:	East	*Miners' Social Insurance:	No		
+ -					
Maximum Monthly Gross:	4550.00				
Maximum Annual Gross:	54600.00				
Maximum Daily Gross:	151.66667				
Currency Code:	EUR				

Limits Pension page

**Miners' Social Insurance** Select *Yes* if the input data are only relevant for the miners' insurance association; select *No* if not. Select *N/A* (not applicable) if the input data is relevant for miners and non-miners.

The remaining fields on this page are identical to those on the Limits Health page.

**See Also**

[Chapter 4, "Managing Social Insurance," Setting Up Income Limits for Health Insurance, page 69](#)

## Setting Up Income Limits for Unemployment Insurance

Access the Limits Unemployment page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Limits Unemployment).

Reference Amounts		Limits Health		Limits Nursing		Limits Pension		Limits Unemployment		Rates Nursing	
										Find   View All   First 1 of 1 Last	
Effective Date:		01/01/2009				Status:		Active			
										+ -	
										Find   View All   First 1 of 2 Last	
*Region:		East									
										+ -	
Maximum Monthly Gross:		4550.00									
Maximum Annual Gross:		54600.00									
Maximum Daily Gross:		151.66667									
Currency Code:		EUR									

Limits Unemployment page

The fields on this page are identical to those on the Limits Health page.

**See Also**

Chapter 4, "Managing Social Insurance," Setting Up Income Limits for Health Insurance, page 69

**Setting Up Rates for Nursing Care**

Access the Rates Nursing page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Rates Nursing).

Reference Amounts		Limits Health		Limits Nursing		Limits Pension		Limits Unemployment		Rates Nursing		Rates Pension	
Effective Date: 01/01/2009      Status: Active													
Contribution Rates													
*Region: General													
Income Limits													
Rate Code		Pct	% ER	% Empl	Cost	ER Contrib	Currency						
1	Mandatory Insured	1.950	0.9750	0.9750	70.200	35.10	EUR						
11	Voluntary by Percent	1.950	0.9750	0.9750	70.200	35.10	EUR						
2	Mandatory Insured Saxonia	1.950	0.4750	1.4750	70.200	17.10	EUR						
21	Voluntary by Percent Saxonia	1.950	0.4750	1.4750	70.200	17.10	EUR						

## Rates Nursing page

<b>Region</b>	In this field, <i>East</i> indicates the new German states ( <i>neue Bundesländer</i> ) and <i>West</i> indicates the old states ( <i>alte Bundesländer</i> ). <i>General</i> indicates that the input is valid for both east and west SI regions.
<b>Rate Code</b>	The relationship between the calculation rate codes for the SI branch and the rate.
<b>Pct</b> (percentage)	The full percentage for the calculation rate code. 50% of the value entered in this field will be entered as a default into the fields %ER and %EE, respectively.
<b>% ER</b> (percentage employer)	The employer's percentage for the calculation rate code. The default is 50 percent of the value entered in the Pct field. You can change this value. The fields %ER and %EE must add up to the value entered in the Pct. field. If this field is changed, the value in %EE is adjusted accordingly.
<b>% Empl</b> (percentage employee)	The employee's percentage for the calculation rate code. The default is Pct - %ER. You can change this value. The fields %ER and %EE must add up to the value entered in the Pct field. If this field is changed, the value in %ER is adjusted accordingly.
<b>Cost</b>	The actual cost for the calculation rate code. The system calculates it by multiplying the income limit for Nursing Care Insurance in the selected region with the percentage entered in the Pct field.
<b>ER Contrib</b> (employer contribution)	The employer's cost for the calculation rate code. The system calculates it by multiplying the income limit for Nursing Care Insurance in the selected region with the percentage entered in the %ER field.

## Setting Up Rates for Old Age Pension Insurance

Access the Rates Pension page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Rates Pension).

Rate Code		Pct	% ER	% Empl	Cost	ER Contrib	Currency
1	Blue Collar Full Contribution	19.900	9.9500	9.9500			EUR
2	White Collar Full Contribution	19.900	9.9500	9.9500			EUR
3	Blue Collar Half Contribution	9.950	9.9500				EUR
4	White Collar Half Contribution	9.950	9.9500				EUR

Rates Pension page

**Miners' Social Insurance** Select *Yes* if the input data are only relevant for the miners' insurance association; select *No* if not. Select *N/A* (not applicable) if the input data is relevant for miners and non-miners.

The remaining fields on this page are identical to those on the Rates Nursing page.

**See Also**

Chapter 4, "Managing Social Insurance," Setting Up Rates for Nursing Care, page 72

## Setting Up Rates for Unemployment Insurance

Access the Rates Unemployment page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Rates Unemployment).

Limits Health Limits Nursing Limits Pension Limits Unemployment Rates Nursing Rates Pension Rates Unemployment

Find | View All | First 1 of 1 Last

**Effective Date:** 01/01/2009      **Status:** Active

**Contribution Rates** Find | View All | First 1 of 1 Last

\*Region: General

**Income Limits** Customize | Find | View All | First 1-3 of 3 Last

Rate Code		Pct	% ER	% Empl	Cost	ER Contrib	Currency		
1	Full Contribution	2.800	1.4000	1.4000			EUR	+	-
2	Half Contribution	1.400	1.4000				EUR	+	-
3	Half Contribution EE	1.400		1.4000			EUR	+	-

Rates Unemployment page

The fields on this page are identical to those on the Rates Nursing page.

**See Also**

Chapter 4, "Managing Social Insurance," Setting Up Rates for Nursing Care, page 72





## Chapter 5

# Working with Taxes

This chapter provides an overview of taxes and discusses how to:

- Set up taxes.
- Enter tax data.
- Enter tax data for company cars.
- Calculate lump sum taxes.
- Process cash method taxes.
- Process annual income tax calculations.
- Run the tax auditor access process.

---

## Understanding Taxes

As an employer, you are legally required to maintain and report a variety of tax data about your employees. To do this, Global Payroll for Germany offers these tables:

- Tax offices.
- Tax units.
- Church tax setup.
- Tax (General Tax Data, Tax Card Data, and Employee Carryover pages).

Global Payroll for Germany also enables you to perform more advanced calculations, such as lump sum taxes, cash method taxes, annual income tax calculations, as well as administer double taxation and global assignments.

## Viewing Delivered Elements

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

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

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## Setting Up Taxes

Use the Tax Units DEU (GPDE\_TX\_UNITS) component to set up taxes.

This section discusses how to:

- Enter bank details for tax offices.
- Enter tax IDs.
- Enter church tax rates and distribution information.
- Set up pay entity tax data.

PeopleSoft delivers much of the setup information needed to calculate taxes in the system. In the Tax Office component, PeopleSoft delivers address data information, but you must enter and maintain deposit data information. You also must provide the data on the Tax Units page. PeopleSoft delivers and maintains the Church Tax Table, so you are not required to enter any information on the Church Tax DEU page.

## Pages Used to Set Up Taxes

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Tax Offices DEU - Address Data	GPDE_TX_FIN_OFFC1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Tax Offices DEU, Address Data	<p>Enter address information for a tax office. PeopleSoft delivers and maintains the Tax Offices table that contains the addresses of all tax offices in Germany. You can modify the data yourself if necessary.</p> <p><b>Important!</b> PeopleSoft delivers and maintains the Tax Offices table. Although you can modify this table if necessary, carefully consider the impact of all changes.</p>

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Tax Offices DEU - Deposit Data	GPDE_TX_FIN_OFFC2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Tax Offices DEU, Deposit Data	Enter banking details for the tax office. The data on this page is not maintained by PeopleSoft; you must update this information when necessary.
Tax Units DEU - Tax Unit	GPDE_TX_UNIT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Tax Units DEU, Tax Unit	Enter your company's tax ID into the system.
Church Tax DEU	GPDE_TX_CHURCH	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Church Tax DEU, Church Tax DEU	Enter church tax rates and distribution information. PeopleSoft delivers and maintains the Church Tax table; you can modify the data yourself if necessary.
Pay Entities DEU - Tax Data	GPDE_AL_APYENTITY1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, Tax Data	Enter tax data for the pay entity.

## Entering Bank Details for Tax Offices

Access the Tax Offices DEU - Address Data page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Tax Offices DEU, Address Data).

The screenshot displays the 'Address Data' page for Tax Office 1090. The page is divided into two tabs: 'Address Data' (active) and 'Deposit Data'. The 'Address Data' tab contains the following fields and values:

- Tax Office:** 1090
- Effective Date:** 01/01/1900
- \*Description:** Völklingen
- Short Description:** Völklinge
- Country:** DEU Germany
- Address:** Postfach 101440, 66333 Völklingen, Saarland
- Phone:** (empty field)

An 'Edit Address' button is located to the right of the address field. The page also features a search bar at the top right with the text 'Find | View All | First | 1 of 1 | Last'.

Tax Offices DEU - Address Data page

**Deposit Schedule** Specify the date of deposit.

**Filing Office** Select this check box if the tax office is a filing office for your company.

## Entering Tax IDs

Access the Tax Units DEU - Tax Unit page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Tax Units DEU, Tax Unit).

**Tax Units DEU**

Tax Unit: ELM SH1

Find | View All | First 1 of 1 Last

\*Effective Date: 01/01/1990 \*Status: Active

\*Description: TALKLINE GmbH

Short Description: TALKGMBH

\*Tax Office: 2113 Elmshorn

Tax Number: 1329039778

Tax Units DEU - Tax Unit page

**Tax Office** Select a tax office.

**Tax Number** Enter the employer's tax number.

## Entering Church Tax Rates and Distribution Information

Access the Church Tax DEU page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Church Tax DEU, Church Tax DEU).

### Church Tax DEU

Church State:

Church Tax Details Find | View All First 1 of 6 Last

\*Effective Date:

Spouse Distribution Percent:   Minimum if No Income Tax

Catholic Distribution Percent:   Minimum for Tax Class V/VI

Lump Sum Tax Rate:

Religion Details Customize | Find | First 1-4 of 4 Last

	*Religion	Tax Rate	Daily Min Tax	Day Min Curr	Monthly Min Tax	Mon Min Curr	Max Pct		
1	<input type="text" value="Roman Catholic"/>	<input type="text" value="9.00"/>	<input type="text" value="0.00"/>	<input type="text" value="EUF"/>	<input type="text" value="0.30"/>	<input type="text" value="EUI"/>	<input type="text" value="3.00"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="Evangelical Lutheran"/>	<input type="text" value="9.00"/>	<input type="text" value="0.00"/>	<input type="text" value="EUF"/>	<input type="text" value="0.30"/>	<input type="text" value="EUI"/>	<input type="text" value="3.00"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="text" value="Evangelical Ref."/>	<input type="text" value="9.00"/>	<input type="text" value="0.00"/>	<input type="text" value="EUF"/>	<input type="text" value="0.30"/>	<input type="text" value="EUI"/>	<input type="text" value="0.00"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="text" value="Jewish Culture Tax HH"/>	<input type="text" value="9.00"/>	<input type="text" value="0.00"/>	<input type="text" value="EUF"/>	<input type="text" value="0.30"/>	<input type="text" value="EUI"/>	<input type="text" value="3.00"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Church Tax DEU page

This table is maintained by PeopleSoft.

**Spouse Distribution Percent** The portion of church tax that is to be deducted for the church affiliation of the spouse.

**Catholic Distribution Percent** For lump sum tax types, this field displays the portion of church tax that is to be paid to the Roman Catholic Church. The remainder is directed to the Protestant Church.

**Lump Sum Tax Rate** If income tax is deducted in a lump sum for all employees, church tax is calculated according to the special tax rates for lump sum income tax. In this case, this field displays the church tax lump sum rate.

**Minimum if No Income Tax** Select this check box if the church state requires that a minimum church tax be deducted even if no income tax is payable. Do not select this option unless the church state provides for a minimum church tax rate.

**Minimum for Tax Class V/VI** Select this option if a minimum rate is to be deducted automatically for tax classes V and VI. Do not select this option unless the church state provides for a minimum church tax rate.

**Tax Rate** The church tax calculation factor.

**Daily Min Tax** (daily minimum tax) The minimum daily tax rate, if the church state regulates this amount.

**Monthly Min Tax** (monthly minimum tax) The minimum monthly tax rate, if the church state regulates this amount.

**Max Pct** (maximum percentage) The church tax ceiling, if the church imposes a maximum percentage.

## Setting Up Pay Entity Tax Data

Access the Pay Entities DEU - Tax Data page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, Tax Data).

Pay Entities DEU - Tax Data page

- Fiscal Year End**                      Select the end of your company's fiscal year.
- Tax Unit**                                Select your tax unit.
- Tax Chamber Bremen**                Select the tax unit where the tax office is referenced, which receives the chamber tax Bremen.
- Tax Chamber Saarland**               Select the tax unit where the tax office is referenced, which receives the chamber tax Saarland.
- Lump Sum Church Tax**                This amount is deducted only if the employee belongs to a religion. If the employee does belong to a religion, enter *Y*.
- Lump Sum Tax Rate**                  Enter an individual lump sum rate for the employer.
- Church State**                          Enter the church state of the employer.

---

## Entering Tax Data

Enter the tax data of your employees in the Taxes component, which consists of the General Tax Data, Tax Card Data, and Employer Carryover pages.

This section discusses how to:

- Enter general tax data for employees.
- Enter employee tax card data.
- Enter tax card data from employee carryover balance sheets.
- Enter tax privileged pension data.
- Enter tax privileged death benefit and severance data.

## Pages Used to Enter Tax Data

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
General Tax Data	GPDE_TX_DATA1	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, General Tax Data	Enter general tax data for an employee.
Maintain Tax Data DEU - Tax Card Data	GPDE_TX_DATA2	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Tax Card Data	Enter an employee's tax card data.
Employer Carryover	GPDE_TX_CARD_CO	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Employer Carryover	Enter the tax card data from an employee's carryover balance sheet. Regardless of how many balance sheets an employee has, enter only the totals on this page. This information is then used during the payroll process to calculate tax adjustment and estimated yearly gross.
Pension Payment	GPDE_TX_VBEZ_EE	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Pension Payment	Enter a separate row for each entitlement of a new tax privileged pension payment.
PensPay(Dth/Sev)	GPDE_TX_DTH_BEN	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, PensPay(Dth/Sev)	Enter the appropriate death benefit and/or severance payment details, and the year in which the entitlement for the tax privileged pension was granted.
Tax Statement	GPDE_RC_TX01	Global Payroll & Absence Mgmt, Taxes, Tax Statement Report DEU, Tax Statement	Statutory report that you must deliver to the authorities biannually as part of tax declaration.



Page Name	Definition Name	Navigation	Usage
Tax Registration Report DEU	GPDE_RC_TX05	Global Payroll & Absence Mgmt, Taxes, Tax Registration Report DEU, Tax Registration Report DEU	Prints for the relevant period the necessary information to be sent to the revenue office.

## Entering General Tax Data for Employees

Access the General Tax Data page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, General Tax Data).

The screenshot displays the 'General Tax Data' page for employee Manfred Berger. The page is organized into several sections:

- Employee Information:** Manfred Berger, EMP, ID: KDG061, Empl Record: 0.
- Tax Information:**
  - \*Effective Date: 01/01/2008
  - Pay Entity: KD1 (Continental Commerce - Germany)
  - Pay Group: KDG02 (GP Germany Paygroup 2 monthly)
  - Tax Unit: KDG001 (German Taxnumber)
  - Tax Number: 238/123/12340
  - Tax Office: 9238 (Nürnberg-Nord)
- Income Tax Data:**
  - Tax Schedule: Schedule A (dropdown)
  - Chamber State: none (dropdown)
  - \*Tax Card Start Date: 01/01/2008
  - Tax Card Received
- Tax Adjustment:**
  - Monthly Adjustment
  - Annual Adjustment
  - Church Annual

General Tax Data page

**Effective Date** The current date when you enter a new record.

### Income Tax Data

**Tax Schedule** Select either *Schedule A* or *Schedule B*. This refers to Tax Table A or Tax Table B, respectively.

**Tax Card Received** Select this option if the employee is using an official, government-issued tax card.

<b>Chamber State</b>	If an employee works in Bremen or Saarland, a special chamber tax must be paid. Select the chamber state: <i>Bremen, Bremen BC, N/A, or Saarland.</i>
<b>Tax Card Start Date</b>	<p>Enter the date that you want to print as the employment start date on the tax card label. This date must be within the same year as the effective date.</p> <p>When you enter a new record, the Effective Date field displays the current date. If no card exists for the current year, the current date is entered here. If a tax card already exists for the current year, the start date of this card is entered in the new Tax Card Start Date field.</p>
<b><i>Tax Adjustment</i></b>	
<b>Monthly Adjustment</b>	Select this option to adjust taxes monthly for your employee.
<b>Annual Adjustment</b>	Select this option to adjust the wage tax for the employee at the end of the year.
<b>Church Annual</b>	Select this option to adjust the church tax when adjusting the annual adjustments. When selecting this option, you must also select the Annual Adjustment option.

## Entering Employee Tax Card Data

Access the Maintain Tax Data DEU - Tax Card Data page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Tax Card Data).

General Tax Data		Tax Card Data		Employer Carryove		Pension Payment		PensPay(Dth/Sev)	
Issac Nichta		EMP		ID: GXHEE6601		Empl Record: 0			
Find   View All   First 1 of 1   Last									
Effective Date:	06/15/1996								
Tax Status:	Unlimited Tax Liability								
Tax Class:				*KUG Benefit Group:	A		Tax Class I and IV		
Number of Children:	0.0			*KUG Benefit Step:	2		Without Children		
Religion Employee/Spouse:									
Tax Office:									
Community ID from Taxcard:				Locality:					
Exemption Annually:	0.00			Currency:	USD		<input type="checkbox"/> Accumultv Transport by Employer		
Exemption Monthly:	0.00			USD		<input type="checkbox"/> No Data from former Employment			
Additional Tax Gross Annually:	0.00			USD					
Additional Tax Gross Monthly:	0.00			USD					
eTIN Number:	<input type="button" value="Generate eTIN Number"/>								
Tax Card Closed On:									

## Maintain Tax Data DEU - Tax Card Data page

<b>Number of Children</b>	Enter the number of children for deduction purposes.
<b>Religion Employee/Spouse</b>	Select the religion of the employee and the spouse. This is used in conjunction with information on the Church Tax DEU page to determine the applicable church tax rate.
<b>*KUG Benefit Group</b>	The KUG benefit group is determined in accordance with the German employment promotion act ( <i>Arbeitsförderungsgesetz</i> ).
<b>*KUG Benefit Step</b>	The KUG benefit step is determined in accordance with the German employment promotion act ( <i>Arbeitsförderungsgesetz</i> ).
<b>Tax Office</b>	Select the code of the appropriate tax office.
<b>Community ID from Taxcard</b>	Enter the community ID for the municipality that issued the tax card. The ID is printed on the tax card.
<b>Locality</b>	Enter the municipality that issued the tax card.
<b>Exemption Annually</b>	Enter the employee's annual tax exemption.
<b>Exemption Monthly</b>	Enter the employee's monthly tax exemption.
<b>Accumultv Transport by Employer</b>	Select this box if your company offers an accumulative transport of employees to the plant or company.

<b>No Data from former Employer</b>	Select this box if the employee does not give the earned salary from former employment. From 2004 on the employee is not required to tell the current employer this information.
<b>Additional Tax Gross Annually and Additional Tax Gross Monthly</b>	Enter data from the employee's tax card. The amounts are filled in the appropriate fields on front page of the tax card called <i>Hinzurechnungsbetrag</i> monthly and yearly.
<b>Generate eTIN Number</b>	A specific Tax identification number is generated automatically (using employee's name and birth date).
<b>Tax Card Closed On</b>	<p>The closing date for the tax card. Retroactive changes are taxed according to the cash method if the tax card has already been closed. In this case, the field already contains a date.</p> <p>If the Tax Card Closed On field displays a date, the remaining fields on the Tax Card Data and General Tax Data pages are display-only. Delete the date if you want to reactivate these fields.</p> <p>If this field has no date at the end of the year, you can enter the tax card data in the tax card of the next year using the New Tax Card report.</p>

**See Also**

[Chapter 5, "Working with Taxes," Entering Church Tax Rates and Distribution Information, page 81](#)

## Entering Tax Card Data From Employee Carryover Balance Sheets

Access the Employer Carryove page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Employer Carryove).

General Tax Data		Tax Card Data		Employer Carryove		Pension Payment		PensPay(Dth/Sev)	
Manfred Berger		EMP		ID: KDG061		Empl Record: 0			
Effective Date:		01/01/2008						Find First 1 of 1 Last	
2. Nbr of Work Interruptions:		<input type="text"/>							
3. Taxable Gross:		<input type="text"/>		EUR		9. Multiple Year Pension Gross:		<input type="text"/> EUR	
4. Income Tax:		<input type="text"/>		EUR		10. Multiple Year Taxable Grs:		<input type="text"/> EUR	
5. Solidarity Tax:		<input type="text"/>		EUR		15. KUG, SWG, MAT, OAPT:		<input type="text"/> EUR	
6. Church Tax Employee:		<input type="text"/>		EUR		16. DBA Earnings:		<input type="text"/> EUR	
7. Church Tax Spouse:		<input type="text"/>		EUR		16. ATE Earnings:		<input type="text"/> EUR	
8. Pension Gross:		<input type="text"/>		EUR					

## Employer Carryover page

**Note.** This page has to be filled out if the employment starts mid year and the employee hands over to the employer the necessary salary information from the former employment(s).

<b>Carryover Currency</b>	Enter the currency code for the amounts entered on this page.
<b>2. Nbr of Work Interruptions</b> (number of work interruptions)	Enter the number of work interruptions from the carryover balance sheet.
<b>3. Taxable Gross</b>	Enter the taxable gross from the carryover balance sheet.
<b>4. Income Tax</b>	Enter the income tax from the carryover balance sheet.
<b>5. Solidarity Tax</b>	Enter the solidarity tax from the carryover balance sheet.
<b>6. Church Tax Employee</b>	Enter the church tax paid for the employee from the carryover balance sheet.
<b>7. Church Tax Spouse</b>	Enter the church tax paid for the spouse, if applicable, from the carryover balance sheet.
<b>8. Pension Gross</b>	Enter the pension gross from the carryover balance sheet.
<b>9. Multiple Year Pension Gross</b>	Enter the multiple year pension gross from the carryover balance sheet.
<b>10. Multiple Year Taxable Grs</b> (multiple year taxable gross)	Enter the multiple year taxable gross from the carryover balance sheet.

**15. KUG, WAG, MAT, OAPT (KUG, WAG, Kurzarbeitergeld, Winterausfallgeld, maternity earnings, old page part-time)**

Enter the KUG, WAG, maternity, and old age part-time earnings from the carryover balance sheet.

**16. DBA Earnings**

Enter the DBA earnings from the carryover balance sheet.

**16. ATE Earnings**

Enter the ATE earnings from the carryover balance sheet.

The fields of the Employer Carryover page correspond to the numbered lines on the tax card.

## Entering Tax Privileged Pension Data

Access the Pension Payment page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Pension Payment).

Begin Date	End Date	Initial Amount for Pension Pay	Initial Amount Pension Bonus	Currency Code	*Element Name	*Element Name
1				EUR		

Pension Payment page

It is possible for an employee to receive several, concurrent tax privileged pension payments. Due to legislative changes, the government has introduced a modified calculation of this tax advantage, decreasing the exemption every year. To capture details in support of the new calculation, starting in 2006 employers must enter a separate row for each entitlement of a new tax privileged pension payment.

New tax privileged pension payments are included in the calculation as of the effective date of the entitlement. While all entered rows are reported on the tax statement, only valid rows within the calculation period (between the begin and end dates) are used to calculate the tax exemption.

**Begin Date**

Enter the date the tax-privileged pension payments start.

**End Date**

Enter the date the tax-privileged pension payments end.

- Initial Amount for Pension Pay** The amount of the recurring tax-privileged pension payment in the first full month paid. The amount is used as a basis for calculating the tax exemption
- Initial Amount Pension Bonus** The amount of tax-privileged pension bonus paid in the first year of the pension.
- Currency Code** Select the currency for the paid amount.
- Element Name** Select the appropriate element for the tax-privileged pension payment.

## Entering Tax Privileged Death Benefit and Severance Data

Access the PensPay(Dth/Sev) page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, PensPay(Dth/Sev)).

General Tax Data | Tax Card Data | Employer Carryove | Pension Payment | **PensPay(Dth/Sev)**

Manfred Berger EMP ID: KDG061 Empl Record: 0

Taxprivileged Pension (Death Benefit or Severance Payment) Find | View All | First 1 of 1 Last

Period End Date:  B1

Taxprivileged Pension - Details (Death Benefit or Severance Payment) Customize | Find | View All | First 1 of 1 Last

Year (Kohortenjahr)	Death Benefit Payment	Severance Payment	Currency Code
1	<input type="text"/>	<input type="text"/>	EUR <input type="text"/>

PensPay(Dth/Sev) page

Beginning in 2006, it is required to calculate the tax exemption for tax privileged pension payments paid as a death benefit or as a severance payment differently from the standard bonus calculation for tax privileged pension payments. Accordingly, the death benefit and severance payments are now reported separately on the tax statement.

To process the tax exemption calculation, the PeopleSoft system provides two variables: DE\_TX\_STERBE for the Death Benefit Payment and DE\_TX\_VKAPA for Severance Payments. Entered values populate these variables, which are then used in the calculation and to populate two new system earnings: DE\_ER\_DTHBEN (death benefit payment) and DE\_ER\_SEVPAY (severance payment).

These earnings are processed in a new section: DE\_TX\_DTH\_SEV\_PAY. The new section is part of the German Process List, DE\_AL\_DEU1, and must be added to your own process list after the Section DE\_TX\_INIT.

If you do not want to use the standard earning, you can set up your own earning by using the previously mentioned variables as the amount and assigning them to the correct German Earning Accumulators (DE\_A3\_K1122 for Death Benefit and DE\_A3\_K1132 for Severance Payment). Note, however, that the variables should be processed only after processing section DE\_TX\_INIT.

<b>Period End Date</b>	Final date the death benefit or severance payment has to be paid.
<b>Year (Kohortenjahr)</b>	Year in which the tax privileged pension is granted.
<b>Death Benefit Payment</b>	Amount of tax privileged pension to be paid at death of employee.
<b>Severance Payment</b>	The amount of tax privileged pension to be paid as a lump sum. The severance payment terminates further payments of the tax privileged pension.
<b>Currency Code</b>	Select the currency for the paid amount.

## Entering Tax Data for Company Cars

This section discusses how to enter tax data on company cars.

In Germany, many employees are given a company car by their employers. German law stipulates that this advantage has to be taxed.

If you want to calculate the tax advantage for a company car, input data about the car at the employee level. On the basis of this data, the taxable advantage resulting from the use of the company car is calculated.

### Page Used to Enter Tax Data on Company Cars

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Calculate Company Car Tax DEU	GPDE_CAR_ALLOC	Global Payroll & Absence Mgmt, Payee Data, Taxes, Calculate Company Car Tax DEU, Calculate Company Car Tax DEU	Use to enter data to calculate the tax advantage for a company car given to an employee.

### Entering Tax Data on Company Cars

Access the Calculate Company Car Tax DEU page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Calculate Company Car Tax DEU, Calculate Company Car Tax DEU).



### Calculate Company Car Tax DEU

Manfred Berger EMP ID: KDG061 Empl Record: 0

Allocation Find | View All First 1 of 1 Last

\*Car Identification:

\*Begin Date:   End Date:   Currency Code:   euro

#### Car Details

Registration Number:	HR52 YUP	Vehicle Identification Number:	KSJHFKJSA531
Manufacturer:	BMW	Model:	323i SE

#### Cost Details

Car Price:	<input type="text" value="21000.000"/> EUR	Route Length:	<input type="text" value="35.00"/> (km)
Extras:	<input type="text" value="300.000"/> EUR	<input checked="" type="checkbox"/> Lump sum?	<input checked="" type="checkbox"/> Paid by Employee?
Total:	21300.000		

#### Advantage

Base:	213.000 EUR	Distance:	223.650 EUR
Max Lump sum:	157.500 EUR	Lump sum:	157.500 EUR

Calculate Company Car Tax DEU page

**Car Identification** Enter the car identifier.

**Start Date/End Date** Enter the dates for which this information is valid.

#### **Car Details**

Based upon the Car Identification code, this group box displays pertinent details about the car.

#### **Costs Details**

**Car Price** Enter the price of the car.

**Extras** Enter the price of any car extras.

**Total** The total of Car Price and Extras appears.

**Route Length (km)** Enter the distance, in kilometers, between the employee's homes and the work location.

**Lump sum?** Select if the employer is paying the lump sum tax for the travel between the work location and home location. For the lump sum taxation, the average number of days the employee travels into the office for each month is set to 15.

### ***Advantage***

This group box displays calculated information used in the tax calculation.

---

## **Calculating Lump Sum Taxes**

In certain cases, you can calculate employee income tax independently of specific job characteristics by means of a lump sum tax rate. This section provides an overview of the most important statutory regulations regarding lump sum taxation and provides examples of how lump sum taxes are calculated.

## **Understanding Statutory Regulations for Lump Sum Tax**

In certain cases, the government allows you to tax income according to a lump sum. When income is taxed at a lump sum rate, a certain percentage of an employee's pay is paid to the tax office, regardless of that employee's specific pay criteria. In such cases, the income tax table is not used. Applying a lump sum tax to an employee's income reduces the amount of work necessary and also often reduces the tax amount the employee pays. As an employer, you are responsible for paying income and church taxes.

You can establish *fixed* lump sum tax rates for certain earnings, such as:

- Temporary employment: 25 percent.
- Low-income employment (part-time work): 2 percent.
- Travel allowances: 15 percent.
- Direct life insurance: 20 percent.
- Meal allowances: 25 percent.
- Company events: 25 percent.
- Convalescence allowances: 25 percent.

For these kinds of earnings, you can process income taxes *without applying* to the tax office.

In certain cases, you can also process other earnings (one-time payments of up to EUR 1000 per year) according to specially defined lump sum tax rates. These rates are approved by the tax office on request. This rate also applies to income taxes changed by the tax office following an external income tax audit.

Church tax must always be paid, even if income is taxed at a lump sum rate. The base used for assessing church tax is the lump sum income tax. The tax office can waive claims for church tax if the employer can prove that some or all of the employees concerned are not members of the taxable churches.

In certain cases, a lump sum income tax assessment can trigger exemptions for social insurance payments. For example, travel allowances, direct life insurance, meal allowances, company events, and convalescence allowances are exempt from social insurance.

The calculation is done if certain earnings are assigned to the different lump sum accumulators (DE\_A3\_K2024 to DE\_A3\_K2514).

---

## Processing Cash Method Taxes

An employee may often receive earnings that are related to a much earlier pay period. Because these earnings are subject to statutory tax and social insurance requirements, deductions must be made accordingly.

If certain payments cannot be taxed in the year in which they were earned (because the tax card for that year has already been closed), the payment and its tax portion are carried over into the following year.

Global Payroll provides you with the pay elements and the calculation rules for processing such payments according to the cash method. This section discusses legal requirements and compliance.

## Legal Requirements and Compliance

Whether taxes can be assigned to the period in which they were incurred depends on whether an employee's tax card has already been closed. However, social insurance contributions that are paid later are always credited to the pay period in which the entitlement to the earnings originated.

### ***Tax Deductions***

Earnings are normally taxed (income tax, church tax, solidarity tax) in the year in which they are paid to the employee. The taxable portion of those earnings is calculated for each pay period (calendar month) and deducted from the employee's pay.

Earnings, such as overtime, merit bonuses, and expenses, however, are usually paid later. Similarly, entitlements that arise at the end of the year cannot usually be paid and taxed until the new year. However, you can assign these amounts to the year in which they were earned only if the employee's tax card has not yet been closed. Tax cards are generally closed during the first quarter of the following year in order to allow employees to file their income tax returns.

New payment amounts arising for a year for which the appropriate tax card has already been closed cannot be included in the closed year. Such amounts are carried over into the current calendar year (with an open tax card).

### ***Social Insurance Contributions***

Social insurance contributions for retrospectively paid earnings are also transferred to the DEUEV Provider later, but are credited to the pay period (month) in which the earnings entitlement arose. Here, the cash method cannot be applied; instead, the *incurred payment method* is applied, and the amounts are assigned to the month and year in which they are earned. The corresponding report to the DEUEV provider can be processed using the DEUEV function within Global Payroll. Be sure to comply with the March Clause.

---

## Processing Annual Income Tax Calculations

Global Payroll uses three income tax calculations that cover the entire calendar year. This section provides explanations of the system requirements for these three processes, as well as some calculation examples.

## Annual Income Tax Adjustment

This section provides the most important information about how annual income tax adjustments are processed by Global Payroll.

### ***Purpose of the Annual Income Tax Adjustment***

Over the course of a calendar year, there may be times when too much tax is paid because of varying incomes or because of an entry of an exempt amount on the tax card sometime during the year. The annual income tax adjustment process corrects this problem.

### ***Annual Income Tax Adjustment by the Employer***

Employers who employ at least 10 persons on December 31 must perform annual income tax adjustments. In accordance with §42 b EstG, other employers are entitled but not obliged to perform these tax adjustments.

### ***Employees Eligible for Annual Income Tax Adjustments***

Employers can perform an annual income tax adjustment only for employees to whom these conditions apply:

- The employee is subject to unlimited income tax.
- The employee is a resident in the country or has habitual abode there.
- The employee was employed without interruption in the adjustment year.
- The employee was employed on December 31 or is receiving pension benefits from the employer.

The employer may not perform annual income tax adjustments in these cases:

- If requested by the employee.
- The employee is taxed according to tax class V or VI in the adjustment year or in part of the adjustment year.
- The employee was taxed for a part of the adjustment year according to tax class III or IV.
- Payments to the employee were interrupted and, for this reason, had the capital letter *U* entered in his or her payroll balance, or a previous employer entered the capital letter *U* in the employee's tax card.
- The employee is taxed in the adjustment year partially in accordance with the general income tax table and partially in accordance with the special income tax table.
- The employee received earnings with tax concessions in accordance with the Global Assignment Decree (ATE) or that are tax exempt in accordance with the Double Taxation Agreement (DBA).

### ***Annual Income Tax Adjustment with PeopleSoft Payroll***

The annual income tax adjustment is automatically performed as a part of the normal payroll calculation in December. Thus, the current pay period for the annual income tax adjustment is December.

The following employees are excluded from the annual income tax adjustment:

- Employees for whom the Annual Income Tax Adjustment check box on the General Tax Data page has been manually deselected.
- Employees in tax class V or VI in the current tax year (or part of the year).
- Employees in tax class III or IV in a part of the current tax year.
- Employees with additional benefits (short-time work, additional maternity allowance, or old age part-time increase amounts).
- Employees who have the capital letter *U* entered in their tax cards.
- Employees who were not processed for the entire year using the General or Special Income Tax Table.
- Employees with earnings in accordance with a Double Taxation Agreement (DBA) or Global Assignment Decree (ATE).

The calculation rules determine the applicable taxable gross and the tax data from the balance table for the months January through November and include the data from the current pay period (December).

The taxable gross consists of regular earnings and other taxable earnings. Tax-exempt pension amounts, old-age relief payments, and the tax-exempt amounts entered in the tax card are included in their entirety in the process.

Church tax and solidarity tax must also be adjusted whenever the annual income tax adjustment is made for an employee. If the employee stops paying church tax in the course of the adjustment year and this is indicated on the tax card, the church tax annual adjustment can be closed.

These pay elements are generated for payback amounts:

- DE\_TX\_J001, income tax payback.
- DE\_TX\_J019, church tax payback.
- DE\_TX\_J023, solidarity tax payback.

The annual adjustment is performed only in December and is not rerun for retro payments.

## Permanent Annual Income Tax Adjustments

This section provides an overview of permanent annual income tax adjustments in Global Payroll for Germany and provides an example.

### ***Purpose of the Permanent Annual Income Tax Adjustment***

The term *permanent annual income tax adjustment* describes a special process in the taxation of regular pay during the course of the calendar year.

In this process, the *regular* income tax deduction is made using the *annual income tax table*.

Thus, excess taxes that can result from fluctuating income are permanently adjusted. This process has nothing to do with an actual *annual income tax adjustment*.

### **Employees Eligible for Permanent Annual Income Tax Adjustments**

Income tax for *regular* pay can be determined according to the anticipated annual pay with the annual income tax table if the following conditions apply:

- The employee is subject to unlimited income tax.
- The employer has the employee's tax card.
- The employee has been employed without interruption since the beginning of the calendar year.
- The letter *U* is not entered in the employee's pay balance or tax card.
- The employee has not received short-time work (KUG) or bad-weather allowances, maternity benefits, or compensation for income loss.
- The employee has not received earnings with tax concessions in accordance with the Global Assignment Decree (ATE) or earnings that are tax-exempt in accordance with the Double Taxation Treaty (DBA) during the adjustment year.
- The employee has not been transferred from the general income tax table to the special tax table or vice versa.
- Cases in which the employee cannot perform a permanent annual income tax adjustment essentially coincide with cases in which the employee cannot perform an annual income tax adjustment at the conclusion of the calendar year end.

### **Permanent Annual Income Tax Adjustment with Global Payroll**

These employees are excluded from the permanent annual income tax adjustment:

- Employees for whom the Permanent Annual Income Tax Adjustment option on the page General Tax Data has been manually deselected.
- Employees with additional benefits (short-time pay, additional maternity allowance, old age part-time increase amounts.)
- Employees who have the capital letter *U* entered in their tax cards. (The capital letter *U* entered by the previous employer is currently not supported.)
- Employees who were not processed for the entire year using the general or special income tax table.
- Employees with earnings in accordance with the Double Taxation Agreement (DBA) or Global Assignment Decree (ATE).

The calculation rules determine the appropriate taxable gross amount and the tax data for previous months and include the data from the current pay period.

### **Calculation Example**

<b>Pay Period</b>	<b>Regular Pay</b>	<b>Tax Days</b>	<b>Tax</b>
January	7000	30	

<b>Pay Period</b>	<b>Regular Pay</b>	<b>Tax Days</b>	<b>Tax</b>
February	6000	30	
March	7000	30	
April	9000	30	
Sums 01 through 03	20000	90	3163
Sums 01 through 04 (See auxiliary calculation)	29000	120	4928
April			1765

Auxiliary calculation:

<b>Anticipated Annual Gross</b>	<b>29000</b>	<b>:120 * 360 =</b>	<b>87000</b>
Tax on anticipated gross:			14784
Tax on 01 - 04	14784	:360 * 120 =	4928
Tax 04		4928 - 3163 =	1765

## Income Tax on One-Time Payments

Carryovers listed on the tax card are included to determine accrued pay (January through July).

This table illustrates an example of calculated income tax for a one-time payment made in August 1999:

<b>Pay Period</b>	<b>Regular Pay</b>	<b>One- Time Payment</b>
January	9429.73	
February	9429.73	7396.27
March	9429.73	

<i>Pay Period</i>	<i>Regular Pay</i>	<i>One- Time Payment</i>
April	9429.73	
May	9429.73	
June	9429.73	
July	9429.73	1438.10
August	9840.73	10118,25
Total January – July:	66008.11	

<b>Total January – July</b>	=	<b>66008.11</b>		
9840.73 * 5 (anticipated)	+	49203.65		
	+	7396.27		
	+	1438.10		
	=	124046.13	Annual tax, tax class 3	26596
	+	10118.25		
	=	134164.38	Annual tax	30180
Tax 04			Difference (tax on bonus)	3584

## Running the Tax Auditor Access Process

This section provides an overview of the Tax Auditor Access process and discusses how to run the Tax Auditor Access process.



## Working with the Tax Auditor Access Process

Since January 2002, the GDPDU (Guidelines for Data Access and Verifiability of Digital Data) have been the standards by which tax auditors get access to tax-relevant data in payroll systems (Paragraph 146/147). Employers have to archive tax-relevant data in machine-readable format and make the data available to tax auditors on request.

For these tax auditing purposes, it is necessary to generate formatted data files of tax-relevant payroll information in accordance with Paragraph 146/147. Global Payroll for Germany provides a generic XML description file and CSV data files for companies to use when submitting tax information to government tax audit agencies. Global Payroll for Germany provides a run control page with To and From dates, from which you can generate the XML file. The process extracts both current and archived data.

The following steps describe the Tax Auditor Access process:

1. Navigate to the Tax Auditor Access DEU page, found in Global Payroll, Taxes, Tax Auditor Access DEU.
2. Enter run control information, such as date range, file output, and requests that the file be created.
3. Click the Run button.
4. The files are created according to run control parameters.

## Page Used to Run the Tax Auditor Access Process

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Tax Auditor Access DEU	GPDE_TA_RUNCTL	Global Payroll & Absence Mgmt, Taxes, Tax Auditor Access DEU, Tax Auditor Access DEU	Use this page to define tax auditing report parameters and generate the XML/CSV files that will be submitted to the government.

## Running the Tax Auditor Access Process

Access the Tax Auditor Access DEU page (Global Payroll & Absence Mgmt, Taxes, Tax Auditor Access DEU, Tax Auditor Access DEU).

## Tax Auditor Access DEU

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language:

### Process Parameters

Begin Date:

End Date:

\*Pay Entity:

\*Tax Data File:  Extension:

### Pay Elements File

\*Pay Elements File:  Extension:

\*Print Class:

\*Index File:  Extension:

\*Media:

Tax Auditor Access DEU page

**Begin Date and End Date** Enter the begin and end dates for the data you want to generate. The End Date value must be later than or equal to the Begin Date value.

**Pay Entity** Select the pay entity for which the report will be generated.

---

**Note.** Wildcard characters are not allowed for this field because the process cannot be run for multiple pay entities.

---

**Tax Data File and Pay Elements File** Enter the file names for the tax data that you will send to the auditor. Tax Data File contains detailed payroll results, and Pay Elements File contains detailed tax methods used for earnings and deductions.

**Extension** Enter the file extension type for the Tax Data File and the Pay Elements File. The default file type is *CSV*.

**Print Class** Enter a print class. This value is used to control the generation of the pay elements data.

**Index File** Enter the name of the file. The tax auditor software will use the index file to interpret the structure of Tax Data File and Pay Elements File entries.

**Extension** Enter the index file extension type. The default file type is *XML*.

**Media** Enter the type of media, such as diskette or CD, with which you will send the file to the tax auditor.

## Chapter 6

# Setting Up Garnishments

This chapter provides an overview of garnishments and discusses how to:

- Set up garnishments.
- Review garnishment processing results.
- Calculate interest in garnishment processes.

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## Understanding Garnishments

When an employee owes money to certain third parties, that person's salary might be garnished. As the employer, you are required to pay part of the employee's salary to the garnisher. Global Payroll for Germany helps you process all the employer tasks involved in handling garnishments. The system determines the correct garnishment amounts, generates the corresponding deductions, and creates bank transfer data.

## Viewing Delivered Elements

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

### **See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

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## Setting Up Garnishments

This section discusses how to:

- Enter basic garnishment information.
- Enter garnishment details.
- Enter garnishment dependent information.
- Enter garnishment income information.

- Enter bank transfer information.
- Enter garnishment override information.

## Pages Used to Set Up Garnishments

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Assign Garnishments DEU - Order	GPDE_GR_EE1	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Order	Define garnishment priority and basic garnishment information.
Assign Garnishments DEU - Detail	GPDE_GR_EE2	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Detail	Define garnishments in more detail.
Assign Garnishments DEU - Dependents	GPDE_GR_EE3	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Dependents	Enter information about dependents.
Assign Garnishments DEU - Income	GPDE_GR_EE4	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Income	Define garnishment disposable income and priority distribution percentage.
Assign Garnishments DEU - Bank Transfer	GPDE_GR_EE5	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Bank Transfer	Enter bank and transfer instructions for a garnishment.
Assign Garnishments DEU - Override	GPDE_GR_EE6	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Override	Enter instructions for overriding an element.

## Entering Basic Garnishment Information

Access the Assign Garnishments DEU - Order page (Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Order).

Order Detail Dependents Income Bank Transfer Override

Manfred Berger EMP ID: KDG061 Empl Record: 0

Garnishment Order Find | View All First 1 of 1 Last

Garnishment Priority: 1

Garnishment Type: General

Garnishment ID:

Garnishment Received Date: 09/30/2008 7:49AM

Garnishment Information Find | View All First 1 of 1 Last

\*Effective Date: 09/30/2008 Status: Active

Pre-Garnishment

Entry Type: Deduction Element Name:

Assign Garnishments DEU - Order page

### ***Garnishment Order***

**Garnishment Priority** The priority of this garnishment in relation to other garnishments you might have set up for an employee. The lower the number, the higher the priority. So, the system processes a garnishment with a priority of 1 before a garnishment with a priority of 5.

**Garnishment Type** Specify whether the garnishment concerns a *General* order or a *Support* order.

**Garnishment Received Date** The system populates this field with a time stamp.

### ***Garnishment Information***

**Effective Date** The first valid payroll date.

**Pre-Garnishment** Select if you have not received the garnishment order but your company wants to initiate a pre-garnishment deduction. In accordance with § 845 Section 2 of the German Code of Civil Procedure, a pre-garnishment is permitted for a maximum of four weeks. Thereafter, you must convert the pre-garnishment to a garnishment or rescind it.

To convert a pre-garnishment to a garnishment, deselect this field. If you have not received the garnishment order after four weeks, change the status to *Inactive*. The employee is reimbursed for the deducted pay.

**Entry Type** Enter the entry type for the garnishment element. The default is *Deduction*.

**Element Name**

Enter the garnishment element name. The prompt lists all garnishment deduction elements that the PeopleSoft system delivers. Be aware that the assignment of the deduction is unique.

For example, a company receives two different court orders for an employee. The first has priority 1, and the assigned garnishment deduction element is DE\_GR\_G001. For the second court order, you would have to assign a deduction element that is not equal to DE\_GR\_G001.

You must follow this approach to ensure that the process works correctly.

## Entering Garnishment Details

Access the Assign Garnishments DEU - Detail page (Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Detail).

The screenshot displays the 'Assign Garnishments DEU - Detail' page. At the top, there are navigation tabs: Order, Detail (selected), Dependents, Income, Bank Transfer, and Override. Below the tabs, the employee information is shown: Manfred Berger, EMP, ID: KDG061, and Empl Record: 0. The main content area is divided into sections: 'Garnishment Order' (Garnishment Priority: 1), 'Garnishment Information' (Effective Date: 09/30/2008), and 'Detail'. The 'Detail' section contains several input fields: 'Garnishment Amount' (0.00), 'Max Garn Amount' (99999999.99), 'Interest Rate' (0.00), 'Garn Processing Fee' (0.00), and 'Currency Code' (EUR). Each input field has a magnifying glass icon next to it, indicating a search or lookup function.

Assign Garnishments DEU - Detail page

**Detail**

**Garnishment Amount**

Enter the amount to be deducted monthly from the payee's earnings.

**Max Garn Amount** (maximum garnishment amount)

If the garnishment order specifies a maximum monthly amount, enter that amount.

**Interest Rate**

Enter the garnishment interest rate deduction element and the percentage.

**Garn Processing Fee** Enter the garnishment processing fee deduction element and the amount.  
(garnishment processing fee)

## Entering Garnishment Dependent Information

Access the Assign Garnishments DEU - Dependents page (Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Dependents).

**Warning!** PeopleSoft delivers and maintains the Garnishment Dependents Table. Although you can modify this table, carefully consider the effect of changes to it.

The screenshot shows the 'Assign Garnishments DEU - Dependents' page. At the top, there are tabs for 'Order', 'Detail', 'Dependents', 'Income', 'Bank Transfer', and 'Override'. Below the tabs, the employee information is displayed: 'Manfred Berger', 'EMP', 'ID: KDG061', and 'Empl Record: 0'. The main content area is divided into several sections: 'Garnishment Order' with 'Garnishment Priority: 1', 'Garnishment Information' with 'Effective Date: 09/30/2008', and 'Dependents'. The 'Dependents' section includes a 'Number of Dependents' field with the value '0', an 'Exemption Amount (Par. 850c/1)' field, an 'Exemption Pct (Par. 850c/2)' field, and a 'Dependents Overwrite' checkbox.

Assign Garnishments DEU - Dependents page

### **Dependents**

**Number of Dependents** Select the number of dependents specified by the garnishment order. Based on that number, legal amounts and percentages appear. Choose from the prompt that lists the number of dependents, the exemption amount, and the percentage.

**Dependents Overwrite** This check box applies only to property garnishments. To override the exemptions, select this check box.

**Exemption Amount (Par. 850c/1)** (exemption amount paragraph 850c/1) This field appears if the garnishment type is *General* and the Dependents Overwrite check box is selected.

**Exemption Pct (Par. 850c/2)** (exemption percentage paragraph 850c/2) This field appears if the garnishment type is *General* and the Dependents Overwrite check box is selected.

## Entering Garnishment Income Information

Access the Assign Garnishments DEU - Income page (Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Income).

Assign Garnishments DEU - Income page

Enter the court-specified amounts that differ from the garnishment amounts specified in the German Code of Civil Procedure.

### **Disposable Income**

**Min Income Amount** (minimum income amount) Enter the minimum income established by the courts.

**Min Income Pct** (minimum income percentage) If the courts have specified that a percentage of total income is to be paid for support garnishments, enter this percentage.

**Arrears** If arrears have accrued, enter the amount.

**Other Income** Enter the minimum income set by the courts, if applicable.



### **Priority Distribution Percent**

If different garnishments exist simultaneously, you can use the Distribution field to specify the percentage of the total garnished amount to be paid for this garnishment order. The distribution percentage is not legally stipulated.

## **Entering Bank Transfer Information**

Access the Assign Garnishments DEU - Bank Transfer page (Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Bank Transfer).

Assign Garnishments DEU - Bank Transfer page

### **Bank Transfer**

**Assignment** Click this link to define garnishment payment assignment information.

**Recipient** Click this link to define garnishment payment recipient information.

### **See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Banking Instructions," Defining Recipients

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Banking Instructions," Assigning Recipients to Deductions and Payees

## Entering Garnishment Override Information

Access the Assign Garnishments DEU - Override page (Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Override).

Assign Garnishments DEU - Override page

The German Code of Civil Procedures specifies the maximum percentage of earnings that can be deducted. When you enter an employee's earnings, specify the deductible percentage for each earnings type. You can override the deductible percent of an earning/deduction amount. The percentage applies only to individual garnishments; otherwise, apply the legal percentage rates that are specified in the Earnings Table and the Deductions Table for individual pay elements.

To override the garnishment percentage for an earnings element, select the element name and enter the garnishment percentage. Add new rows to override further earnings.

To override the garnishment percentage for a deduction, select the entry type and enter the garnishment percentage for the deduction in the Percent field. Add new rows to override further deductions.

### ***Earning/Deduction Override***

**Accumulator Name**                      Select the appropriate accumulator.

**Entry Type**                              Select *Earnings* or *Deduction*.

**Element Name and Variable Name**      Select the appropriate element and variable.

**Percent**                                      Enter the percentage.

## Reviewing Garnishment Processing Results

This section discusses how to view garnishment processing results.

### Page Used to View Garnishment Processing Results

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Garnishment/Rslt (garnishment/results)	GPDE_GR_RSLT	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Garnishment Results DEU, Garnishment/Rslt	After defining and calculating a garnishment, view its status.

### Viewing Garnishment Processing Results

Access the Garnishment/Rslt page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Garnishment Results DEU, Garnishment/Rslt).

The fields display data based on the garnishment type. If the garnishment type is General, then the page displays Slice Begin Date, Slice End Date, Garnishment Amount, Element Name, General Garn (general garnishment), Already Paid GG (already paid general garnishment), and General Rest. If the garnishment type is Support, then the page displays Slice Begin Date, Slice End Date, Garnishment Amount, Arrears, Element Name, Support Garn (support garnishment), Already Paid SG (already paid support garnishment), and Support Rest.

<b>Garnishment Amount</b>	Total amount that the employee owes the debtor.
<b>Arrears</b>	Total amount to be paid by the employee besides the garnishment amount. Arrears occur only if the garnishment type is Support.
<b>General Garn</b> (general garnishment)	Calculated amount for a general garnishment.
<b>Support Garn</b> (support garnishment)	Calculated amount for a support garnishment.
<b>General Rest</b>	The difference between the total amount that the employee owes the debtor and the payments made for the general garnishment.
<b>Support Rest</b>	The difference between the total amount that the employee owes the debtor and the payments made for the support garnishment.

## Calculating Interest in Garnishment Processes

This section provides information about calculating interests in the garnishment processes.

PeopleSoft supports the four garnishment-related element categories:

<b>Category</b>	<b>Description</b>
GR_A	Garnishment - Accumulator
GR_D	Garnishment - Deduction
GR_I	Garnishment - Interest Rate
GR_P	Garnishment - Fee

The element categories are used to classify the garnishment deduction elements. PeopleSoft delivers the following deduction elements for garnishments:

<b>Deduction Elements</b>	<b>Description</b>
DE_GR_G001 - DE_GR_G010	General Garnishment
DE_GR_S001 - DE_GR_S010	Support Garnishment

The garnishment deduction elements are assigned to the category GR\_D.

Every deduction of category GR\_D is assigned to only one accumulator, which is keyed by the garnishment priority.

### **General Garnishments**

This table lists the accumulators that PeopleSoft delivers for general garnishments:

<b>Accumulator</b>	<b>Member</b>
DE_GR_G001_AC	DE_GR_G001
DE_GR_G002_AC	DE_GR_G002
DE_GR_G003_AC	DE_GR_G003

<b>Accumulator</b>	<b>Member</b>
DE_GR_G004_AC	DE_GR_G004
DE_GR_G005_AC	DE_GR_G005
DE_GR_G006_AC	DE_GR_G006
DE_GR_G007_AC	DE_GR_G007
DE_GR_G008_AC	DE_GR_G008
DE_GR_G009_AC	DE_GR_G009
DE_GR_G010_AC	DE_GR_G010

### **Support Garnishments**

This table lists the accumulators that PeopleSoft delivers for support garnishments:

<b>Accumulator</b>	<b>Member</b>
DE_GR_S001_AC	DE_GR_S001
DE_GR_S002_AC	DE_GR_S002
DE_GR_S003_AC	DE_GR_S003
DE_GR_S004_AC	DE_GR_S004
DE_GR_S005_AC	DE_GR_S005
DE_GR_S006_AC	DE_GR_S006
DE_GR_S007_AC	DE_GR_S007
DE_GR_S008_AC	DE_GR_S008
DE_GR_S009_AC	DE_GR_S009

<i>Accumulator</i>	<i>Member</i>
DE_GR_S010_AC	DE_GR_S010

**Garnishments**

To use your own garnishment deduction elements, set up a new deduction of the category GR\_D and assign it to a new accumulator that is keyed by garnishment priority number DE\_GR\_SEQ.

The national court order defines exactly what percentage of earnings is attachable. The garnishment type determines the percentage. General Garnishments have two percentages: 100 and 50. Support Garnishments have three: 100, 75, and 50. The identification of attachable and unattachable earnings must include up to a maximum of the percentage defined by the accumulators.

The PeopleSoft application delivers the following set of statutory accumulators:

<i>Accumulator</i>	<i>Description</i>
DE_GR_G50	Garnishment General 50%
DE_GR_S50	Garnishment Support 50%
DE_GR_S75	Garnishment Support 75%
DE_GR_AL100	Garnishment 100%

A court can overwrite this partitioning. Assume that for a general garnishment, a bonus is attachable by 50 percent and the court order determines, for this case, a percentage of 65. This change is valid only for this specific garnishment case. Therefore, every member is assigned to a variable that is predefined with a fixed percentage.

**Example**

This table provides shows the different accumulators, earnings, and percentages that are used for members whose wages are being garnished;

<i>Accumulator</i>	<i>Member</i>	<i>Earning</i>	<i>Percentage</i>
DE_GR_AL100	DE_ER_M10000	DE_GR_OVRD_M10000	100
DE_GR_AL100	DE_ER_M10001	DE_GR_OVRD_M10001	100
DE_GR_AL100	DE_ER_M25000	DE_GR_OVRD_M25000	100

<i>Accumulator</i>	<i>Member</i>	<i>Earning</i>	<i>Percentage</i>
DE_GR_AL100	DE_ER_M27000	DE_GR_OVRD_M27000	100

The predefined percentage of the variables can be overridden by the garnishment setup. It is valid only for this payee and garnishment.

### ***Additional Deductions Used for Garnishments***

This table lists the additional deductions used for garnishments:

<i>Deduction</i>	<i>Description</i>
DE_GR_FEE1 - DE_GR_FEE10	Processing Fee DD 1 - Processing Fee DD 10
DE_GR_IRT1 - DE_GR_IRT10	Interest Rate DD 1 - Interest Rate DD 10

### ***Additional Accumulators Used for Garnishments***

This table lists the additional accumulators used for garnishments:

<i>Accumulator</i>	<i>Description</i>
DE_GR_TX_SI	Taxes and Social Insurance
DE_GR_SPAID_AC	Support Garnishment Already Paid
DE_GR_GPAID_AC	General Garnishment Already Paid
DE_GR_S001_AC - DE_GR_S010_AC	Support Garnishment DE_GR_S001 - DE_GR_S010
DE_GR_G001_AC - DE_GR_G010_AC	General Garnishment DE_GR_G001 - DE_GR_G010

### ***Arrays Used for Garnishments***

This table lists the arrays that are used for garnishments:

<i>Array</i>	<i>Description</i>
DE_GR_EE	Garnishment Payee Data

<b><i>Array</i></b>	<b><i>Description</i></b>
DE_GR_EE_OVRD	Garnishment for Earnings and Deductions Overrides for Individual Payees
DE_GR_REFERENCE	Reference Table for Garnishment

The PeopleSoft system delivers the DE\_GR\_CALC\_SEC section to handle garnishment calculation.



## Chapter 7

# Working with Absence Rules

This chapter provides an overview of delivered absence rules and discusses how to:

- Set up absences for Germany.
- Modify take elements.
- Calculate entitlement for paid vacation.
- Define absence entitlement plans.
- Issue advance payment for vacations.
- Enter maternity and educational leave data.

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**Note.** This chapter supplements the absence documentation provided in the *PeopleSoft Global Payroll PeopleBook*. Before you begin reading about German absence functionality, read "Understanding Absences" to familiarize yourself with how Global Payroll handles absence processing.

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### **See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Understanding Absence Management," Understanding Absence Setup and Management Tasks

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## Understanding Delivered Absence Rules

This section discusses:

- Absence take elements.
- Delivered entitlement elements.
- Viewing delivered elements.

### **Absence Take Elements**

This PeopleSoft application delivers predefined rules for processing absences, and these rules comply with German laws and tariffs. You can modify some of the absence rules and create new ones to reflect your company policies, the specific requirements of tariff contracts, work agreements, and employment contracts.

This table lists the absence take elements PeopleSoft delivers with Global Payroll for Germany and identifies the units (hours or days) in which the absence take is calculated.

The Earnings Units Paid and Earnings Units Unpaid columns identify the formulas that populate the units paid and units unpaid values used by the earnings calculation. The columns show only the suffix of the formula name. The full name of each formula is DE\_AB\_COUNT followed by the unique suffix.

If a count formula appears in the Earnings Units Unpaid column but not in the Earnings Units Paid column, then the absence is always unpaid. If a formula appears in both columns, then the absence is unpaid only when the entitlement balance is zero or less.

The Priority column shows the relative priority of the absence when a payee has more than one absence event for the same date.

<b><i>Absence Reason</i></b>	<b><i>Take Element</i></b>	<b><i>Units</i></b>	<b><i>Earnings Units Paid</i></b>	<b><i>Earnings Units Unpaid</i></b>	<b><i>Priority</i></b>
Vacation	DE_AB_M60	D2	D2B	D2U	300
Vacation unpaid	DE_AB_M30			D1	300
Sick	DE_AB_M10	D3	H2B	H2U	100 KUG
Curing	DE_AB_M15	D3	D1		100 KUG
Sick unpaid	DE_AB_M11			H2	100
Paid absence	DE_AB_M55		H2		400
Educational leave	DE_AB_M78			D1	100
Military service < 3 days	DE_AB_M70	D1	D1		200
Military training	DE_AB_M75			D1	200
Military service	DE_AB_M76			D1	200
Instead of military service	DE_AB_M77			D1	200

<b>Absence Reason</b>	<b>Take Element</b>	<b>Units</b>	<b>Earnings Units Paid</b>	<b>Earnings Units Unpaid</b>	<b>Priority</b>
Not excused unpaid	DE_AB_M50			H1	150
Unpaid	DE_AB_M56			H1	150
Training leave	DE_AB_M69	D1	H1		500
Maternity	DE_AB_M79			D1	100
Legal strike	DE_AB_M20			H1	300
Work accident	DE_AB_M16	D3	H1B	H1U	100
Work accident unpaid	DE_AB_M17			H1	100
Travel accident	DE_AB_M18	D3	H1B	H1U	100
Travel accident unpaid	DE_AB_M19			H1	100
Bummelei unpaid	DE_AB_M40			H1	200
KUG normal	DE_AB_M90		H2		100
KUG sick	DE_AB_M91		H2		100
Sick (incl. Spplmnty Sck Py)	DE_AB_M101	D3	H2B	H2U	100 KUG
Marriage	DE_AB_MB00 1		D2		700
Marriage of the children	DE_AB_MB00 2		D2		700

<b>Absence Reason</b>	<b>Take Element</b>	<b>Units</b>	<b>Earnings Units Paid</b>	<b>Earnings Units Unpaid</b>	<b>Priority</b>
Golden anniversary of parents	DE_AB_MB003		D2		700
Childbirth of wife	DE_AB_MB004		D2		700
Death of spouse	DE_AB_MB005		D2		700
Death of parents, children, and other relatives	DE_AB_MB006		D2		700
Moval active job	DE_AB_MB007		D2		700
Moval because of job	DE_AB_MB008		D2		700
Job anniversary 25, 40, 50	DE_AB_MB009		D2		700
Childcare	DE_AB_MB020		D2		700

## Delivered Entitlement Elements

Global Payroll for Germany delivers four entitlement elements:

- DE\_AB\_VACA: vacation
- DE\_AB\_SICK: sick time
- DE\_AB\_WACC: work accident
- DE\_AB\_TACC: travel accident

Entitlement for vacations is frequency based; entitlement for sickness and accidents is defined per absence.

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Absence Elements," Defining Absence Take Elements

## Viewing Delivered Elements

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

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

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## Setting Up Absences for Germany

Before you can enter and process absences, you must complete various setup steps. We describe the general setup steps under Absence Set Up and Management Tasks in the *PeopleSoft Global Payroll PeopleBook*. Following are the specific steps applicable to Global Payroll for Germany.

To prepare Global Payroll for Germany for absence processing:

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

Instructions for creating and assigning work schedules are in the Using Schedules section of the *PeopleSoft Global Payroll PeopleBook*.

2. Define holiday schedules.

Instructions for creating and assigning holiday schedules are in the Using Schedules section of the *PeopleSoft Global Payroll PeopleBook*.

3. Define or modify entitlement and take elements.

Use the predefined absence entitlement and absence take elements delivered with Global Payroll for Germany, modify some attributes of these elements, or create your own absence elements. In this chapter, we list the delivered absence elements and describe the attributes you can change.

4. Create entitlement plans.

Entitlement plans provide a convenient way to define the amount of paid time off to which employees are entitled for vacation, sickness, accidents, or other reasons that you define. You can base entitlement on weekly work days, age, length of service, or other factors. When you run the Absence process, the system retrieves the entitlement plan associated with the payee to determine the entitlement that is appropriate for the absence that is being processed.

5. Assign entitlement plans to payees.

After you define your entitlement plans, associate them with pay entity, pay group, or payees using supporting element override.

6. Assign absence elements to payees and process lists.

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

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

---

## Modifying Take Elements

This section discusses:

- Delivered take elements.
- Changing count formulas.
- Example of count formula DE\_AB\_COUNT\_H1B (scheduled hours paid).
- Viewing delivered elements.

## Delivered Take Elements

You can modify the take elements delivered with Global Payroll for Germany and most count formulas and earnings elements that these take elements use, with the exception of the PeopleSoft-maintained elements described below.

The following earnings codes and count formulas affect social insurance, tax, and DEUEV calculations; you cannot change them.

<i>Earnings Code</i>	<i>Formulas Related to Earnings Code</i>
DE_SI_0012_RE (social insurance reduction days)	<p>DE_AB_SIREN_1DAY reduces with the first unpaid day.</p> <p>DE_AB_SIREN_1MON reduces after one month unpaid.</p> <p>For unpaid absences, these formulas calculate the number of social insurance (SI) reduction days. Payroll also considers SI reduction days for new hires and terminations within a month. Depending on the absence take, SI days must be reduced with the first unpaid day or after a waiting period of 30 days.</p>
DE_TX_NOI (work interruptions)	<p>DE_AB_UDAYS_COUNT</p> <p>Counts the number of at least five consecutive days a payee is absent without pay (referred to as a work interruption).</p>

<b>Earnings Code</b>	<b>Formulas Related to Earnings Code</b>
DE_AB_DEU_AB* (DEUEV stop reason)	DE_AB_DEUEV_GEN DEUEV Beginning of work interruption.
DE_AB_DEU_AN* (DEUEV start reason)	DE_AB_DEUEV_GEN1 DEUEV End of work interruption.

**Note.** The Take Config 1 field associated with the absence take element stores the reason code for a DEUEV interruption. The count formulas assign the DEUEV reason to the units of the earnings code.

## Changing Count Formulas

The take elements delivered with Global Payroll for Germany use predefined formulas to calculate the day count and to calculate the number of units the system uses to generate positive input for earnings. You can select a different formula for the day count or for the calculation of positive input.

The suffix for each absence count formula is unique and can provide information about the count formula; for example, it can tell you how the formula interprets absences that are less than one day, as explained in this table:

<b>Suffix Description</b>	<b>Meaning</b>	<b>Examples</b>
B or U included in suffix B = paid ( <i>bezahlt</i> ) U = unpaid ( <i>unbezahlt</i> )	These count formulas can be used only when an entitlement element is associated with the take element (for example, work accidents).  If the entitlement balance covers only part of a day's absence, the system generates the correct number of units for paid earnings and unpaid earnings for the same day.	DE_AB_COUNT_D1B or DE_AB_COUNT_D1U
BAL	Use these formulas as day count formulas. The formula DE_AB_COUNT_HOLRED is used by these count formulas to reduce units for public holidays.	DE_AB_COUNT_BAL or DE_AB_COUNT_D3BAL

This table lists the delivered count formulas. An X in the Day Count column indicates that the formula is an appropriate selection for the Day Count field on the Day Formula page of a take element. An X in the Earnings Units column indicates that the formula is appropriate for the Element Name - Unit field in the Units tab of the Day Formula page. Use the Formula View page to view a formula.

<b>Description</b>	<b>Day Count</b>	<b>Earnings Units</b>	<b>Formula Name</b>
<i>Count workdays:</i> Counts scheduled days, including holidays.	X	X	DE_AB_COUNT_D1
<i>Count workdays paid:</i> Counts scheduled days including holidays. Can be used if earnings code is for a paid absence.  Considers system element PIN DAY COUNT PD.		X	DE_AB_COUNT_D1B
<i>Balance count schedule days:</i> Counts scheduled days, including holidays, and then uses the formula DE_AB_COUNT_HOLIDAY to reduce units for public holidays.	X		DE_AB_COUNT_D1BAL
<i>Count workdays unpaid:</i> Counts scheduled days including holidays. Can be used if earnings code is for an unpaid absence.  Considers system element PIN DAY COUNT UNP.		X	DE_AB_COUNT_D1U
<i>Count work days without public holiday:</i> Counts scheduled days excluding holidays. (Counts holiday if Holiday Type = space.)	X	X	DE_AB_COUNT_D2
<i>Count work days without public holiday paid:</i> Counts scheduled days excluding holidays. (Counts holiday if Holiday Type = space.) Can be used if earnings code is for a paid absence.  Considers system element PIN DAY COUNT UNP.		X	DE_AB_COUNT_D2B



<b>Description</b>	<b>Day Count</b>	<b>Earnings Units</b>	<b>Formula Name</b>
<i>Count work days without public holiday unpaid:</i> Scheduled days without holidays (counts if holiday type = space). Can be used if earnings code is for an unpaid absence.  Considers system element PIN DAY COUNT UNP.		X	DE_AB_COUNT_D2U
<i>Calendar days</i>	X	X	DE_AB_COUNT_D3
<i>Count paid Calendar Days</i>	X	X	DE_AB_COUNT_D3B
<i>Calendar days + reduction of holiday:</i> Calendar days reduced by the units for public holiday with formula DE_AB_COUNT_HOLRED.	X		DE_AB_COUNT_D3BALL
<i>Count unpaid Calendar Days</i>	X	X	DE_AB_COUNT_D3U
<i>Scheduled hours:</i> Scheduled hours with holiday (ignores holiday type).	X	X	DE_AB_COUNT_H1
<i>Scheduled hours + reduction of holiday:</i> Scheduled hours with holiday (ignores holiday type) reduced by the units for public holiday with formula DE_AB_COUNT_HOLRED.	X		DE_AB_COUNT_H1BALL
<i>Scheduled hours paid:</i> Scheduled hours with holiday (ignores holiday type). Can be used if earnings code is for a paid absence.		X	DE_AB_COUNT_H1B

<b>Description</b>	<b>Day Count</b>	<b>Earnings Units</b>	<b>Formula Name</b>
<i>Scheduled hours unpaid:</i> Scheduled hours with holiday (ignores holiday type). Can be used if earnings code is for an unpaid absence.		X	DE_AB_COUNT_H1U
<i>Scheduled hours without public holiday:</i> Scheduled hours without holiday (counts if holiday type = space).	X	X	DE_AB_COUNT_H2
<i>Scheduled hours without public holiday paid:</i> Scheduled hours without holiday (counts if holiday type = space). Can be used if earnings code is for a paid absence.		X	DE_AB_COUNT_H2B
<i>Scheduled hours without public holiday unpaid:</i> Scheduled hours without holiday (counts if holiday type = space). Can be used if earnings code is for an unpaid absence.		X	DE_AB_COUNT_H2U
<i>Count for supplementary Sick Calculate</i> Supplementary Sick Days for Absences with Entitlement .	X	X	DE_AB_COUNT_SP_SCK

Two conditions can cause a formula to count an absence as a half day: Select the Half Day check box when you enter the absence on the Absence Entry page or enter a number of hours that is less than the payee's scheduled hours.

### **Example of Count Formula DE\_AB\_COUNT\_H1B (Scheduled Hours Paid)**

Following is an example of the count formula DE\_AB\_COUNT\_H1B (Scheduled Hours Paid):

```

IF SCHED HRS > 0
THEN
IF PARTIAL HOURS > 0
THEN
PARTIAL HOURS * (DAY COUNT PD / DAY COUNT) to formula
ELSE
SCHED HRS * (DAY COUNT PD / DAY COUNT) to formula
ENDIF
ENDIF

```

## Viewing Delivered Elements

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

### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

---

## Calculating Entitlement for Paid Vacation

PeopleSoft delivers the formula DE\_AB\_VAC\_ENTCALC1, which you can use to calculate entitlement for paid vacation. The formula calculates entitlement monthly and prorates entitlement when a payee works less than a full month. It automatically increases entitlement for new hires and grants entitlement annually for existing employees.

The formula does the following:

1. Calculates entitlement for the current month, taking calendar segmentation into account. It prorates entitlement based on calendar days and stores the result in the month-to-date accumulator DE\_AB\_VAC\_ENTMONTH.
2. Calculates entitlement for the remaining months of the calendar year and stores the result in the variable element DE\_AB\_TEMP2.
3. For the last slice or segment in the calendar, the formula does the following:
  - Calculates the new annual entitlement by taking the entitlement for the current month (DE\_AB\_VAC\_ENTMONTH) and adding to it the entitlement for the previous month (stored in the year-to-date accumulator DE\_AB\_MONSUM) and entitlement for the remaining months of the year, until year-end or the payee's termination date (DE\_AB\_TEMP2).
  - Determines whether the calculated annual entitlement represents a new entitlement (January or a new hire) or an adjustment to the previous month's calculation.

---

## Defining Absence Entitlement Plans

Use the Absence Entitlement Plans DEU (GPDE\_AB\_ENTITLEMNT) component to define absence entitlement plans.

This section provides an overview of entitlement plans and discusses how to:

- Enter entitlement plan names and effective dates.
- Specify the number of vacation days.

## Understanding Entitlement Plans

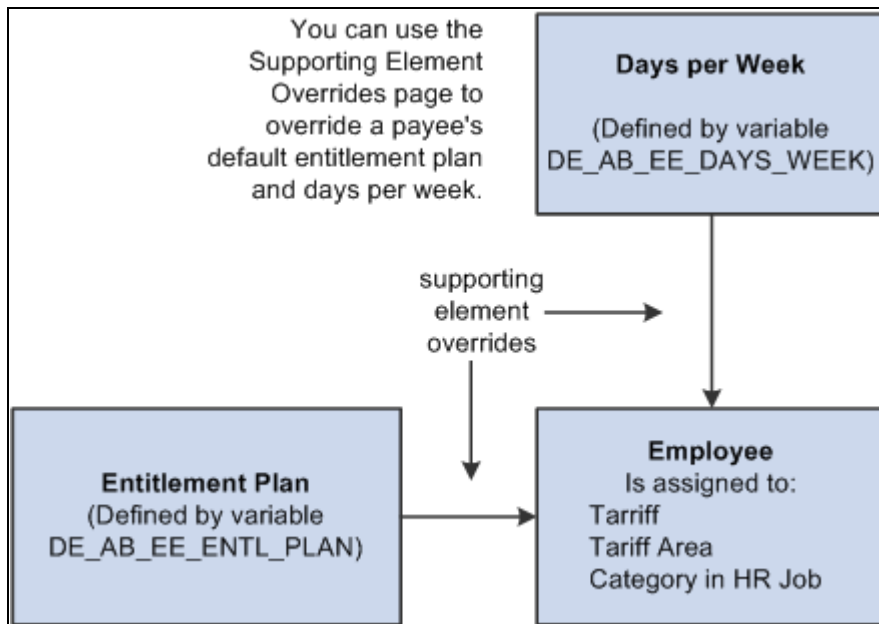
An entitlement plan specifies the number of paid absence units to which payees are entitled for a variety of absence reasons, such as vacation time, sickness, and accidents. For each entitlement reason, you can enter the number of entitlement units that should be granted based on the number of workdays per week, the payee's age, years of service, and/or job function. Absence entitlement plans provide a convenient method of grouping a set of entitlement rules into a single plan.

### ***Assigning Entitlement Plans to Payees***

Assign an entitlement plan on the pay entity, pay group, or payee level using the Supporting Overrides page.

If you do not associate an entitlement plan with a payee (through use of the Supporting Element Overrides page), vacation entitlement for the payee is automatically set to 25 (as calculated by the formula DE\_AB\_VAC\_ENTFORM). Entitlement for sickness, work, and travel accident is automatically set to 44.44 (as calculated by the per absence entitlement formula DE\_AB\_ENTFORM\_PA).

This diagram illustrates how supporting element overrides can be to define a payee's entitlement plan and days per week.



Defining a payee's entitlement plan and days per week

---

**Note.** When you assign an entitlement plan to a payee, you must still associate the individual entitlement elements that are within the plan to payees. The entitlement plan simply specifies the number of entitlement units to which the payee is entitled. It does not specify that the payee is eligible to receive the entitlement.

---

To override a payee's default entitlement plan:

1. Access the Payee Supporting Element Overrides page for the payee.
2. On the Elements/Dates tab, complete the Element Type and Element Name fields.

In the Element Type field, select *Variable*. In the Element Name field, select *DE\_AB\_EE\_ENTL\_PLAN*.

3. On the Values tab, enter the name of the entitlement plan that you want to assign to the payee.

### ***Adjusting an Employee's Number of Workdays per Week***

The system refers to the payee's number of workdays per week to retrieve the correct row from the entitlement plan table.

The number of workdays per week comes from the Tariff Factor Table. You can use the variable element *DE\_AB\_EE\_DAYS\_WEEK* to override this number for individual employees. Use the Supporting Element Overrides page to enter the override amount for the variable.

## Pages Used to Define Absence Entitlement Plans

Page Name	Definition Name	Navigation	Usage
Absence Entitlement Plans DEU - General Data	GPDE_AB_ENTITLEMNT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlement Plans DEU, General Data	Enter the name of the entitlement plan and the effective date of the plan.
Absence Entitlement Plans DEU - Detail Data	GPDE_AB_ENTITLEDE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlement Plans DEU, Detail Data	Specify the number of vacation days to award to employees based on their age, length of service, or other vacation entitlement.  First define the entitlement elements and formula elements that calculate entitlement for the plan.
Absence Event - Absence Event Detail Input	GP_ABS_EVENT_SEC	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event, Absence Event Input Detail  Select Vacations from the Search menu accessed from the Absence Take Elements field, and then click the Details link.	Enter detailed information for an absence, including the reason, processing action, manager approval, user-defined data, entitlement adjustment, and partial hours.

## Entering Entitlement Plan Names and Effective Dates

Access the Absence Entitlement Plans DEU - General Data page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlement Plans DEU, General Data).

The screenshot displays the 'Absence Entitlement Plans DEU - General Data' page. At the top, there are two tabs: 'General Data' (selected) and 'Detail Data'. Below the tabs, the 'Entitlement' field is populated with 'ENTPLAN01'. A search bar at the top right contains the text 'Find | View All | First | 1 of 1 | Last'. The main form area includes the following fields:

- \*Effective Date: 01/01/1998 (with a calendar icon)
- \*Status: Active (dropdown menu)
- \*Description: Entitlement Plan 01
- Short Description: PLAN 01

Absence Entitlement Plans DEU - General Data page

**Entitlement**

The entitlement plan name that you entered to access this page.

**Specifying the Number of Vacation Days**

Access the Absence Entitlement Plans DEU - Detail Data page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlement Plans DEU, Detail Data).

Days/Week	Between Age	and Age	Between Service Years	and Service Years	Job Function Code	Entitlement	Additional Entitlement
1	1	99		99			
2	2	99		99			
3	3	99		99			
4	4	99		99			
5	5	40		99			
6	5	41	65		99		
7	6		99		99		
8	7		99		99		

Absence Entitlement Plans DEU - Detail Data page

**Element****Entitlement**

Select the entitlement element that you want to associate with this entitlement plan.

**Formula**

Select the formula element that calculates entitlement for the element named in the Entitlement field.

To calculate entitlement for paid vacation, use the formula element named DE\_AB\_VAC\_ENTCALC1 delivered with Global Payroll for Germany. The formula automatically prorates entitlement for payees who leave or join the company mid-period.

If the entitlement element is resolved per absence (for example, sickness, travel or work accident), leave the field blank.

## **Absence Entitlement Details**

<b>Days/Week</b>	<p>Enter the number of workdays per week that corresponds to the entitlement amount. For example:</p> <p>Five days/week results in vacation entitlement of 30 days/year.</p> <p>Four days/week results in vacation entitlement of 24 days/year.</p>
<b>Between Age</b>	<p>If entitlement in your plan varies according to age, enter the age from which an employee is eligible.</p> <p>When calculating entitlement, the system uses the end of the calendar year to determine a payee's age. For example, assume the pay period is January 2000 and you are paying an employee who was born December 31, 1950. The system considers the age of this employee to be 50 years, not 49 years.</p>
<b>and Age</b>	<p>If entitlement in your plan varies according to age, enter the age until which an employee is eligible.</p> <p>The age you enter in this field represents the payee's age as of December 31 of the current year.</p>
<b>Between Service Years</b>	<p>If entitlement in your plan varies according to length of service, enter the minimum number of years of service required for this entitlement.</p> <p>The number of years you enter in this field represents years of service as of December 31 of the current year.</p>
<b>and Service Years</b>	<p>If entitlement in your plan varies according to the length of service, enter the maximum number of years of service allowed for this entitlement.</p> <p>The number of years you enter in this field represents years of service as of 31 December of the current year.</p>
<b>Job Function Code</b>	<p>Enter the job function code to which the plan applies. (Job function code is not used by the delivered lookup formulas.)</p>
<b>Entitlement</b>	<p>Enter the number of units of entitlement that you want to grant to the payee.</p>
<b>Additional Entitlement</b>	<p>Enter an additional entitlement amount in this field. (Additional entitlement is not considered by the delivered formulas, such as DE_AB_VAC_ENTCALC1 for paid vacation or DE_AB_ENTFORM_PA for sickness, work accident, and travel accident.)</p>

### **See Also**

[Chapter 7, "Working with Absence Rules," Calculating Entitlement for Paid Vacation, page 127](#)

*PeopleSoft HR 9.1 PeopleBook: Administer Workforce*, "Setting Up Country-Specific Tables," Entering German Nation DEUEV Codes



## Issuing Advance Payment for Vacations

Access the Absence Event - Absence Event Input Detail page (Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event, Absence Event Input Detail).

Absence Event	
<b>Absence Event Input Detail</b>	
Absence Take: <input type="text" value="VAC"/>	Absence Type: Vacations
Absence Reason: <input type="text"/>	Event Priority: 0
Entry Source: Admin	Last Updated:
Workflow Status: Needs Approval	Process Status: Not Processed
*Process Action: <input type="text" value="Normal"/>	Calendar Group ID:
<input type="checkbox"/> Voided Indicator	Process Date:
<input checked="" type="checkbox"/> Manager Approved	First Processed Date:
<b>Absence Begin / End Data</b>	
*Begin Date: <input type="text"/>	
End Date: <input type="text"/>	
Original Begin Date: <input type="text"/>	
Partial Days: <input type="text" value="None"/>	
<b>User Defined Fields</b>	
<b>User Defined Fields 1</b>	
Date 1: <input type="text"/>	
Character 1: <input type="text"/>	
Monetary 1: <input type="text"/> Currency 1: <input type="text"/>	
Decimal 1: <input type="text"/>	
<b>User Defined Fields 2</b>	
Date 2: <input type="text"/>	
Character 2: <input type="text"/>	
Monetary 2: <input type="text"/> Currency 2: <input type="text"/>	
Decimal 2: <input type="text"/>	
<b>User Defined Fields 3</b>	
Date 3: <input type="text"/>	
Character 3: <input type="text"/>	
Monetary 3: <input type="text"/> Currency 3: <input type="text"/>	
Decimal 3: <input type="text"/>	
<b>User Defined Fields 4</b>	
Date 4: <input type="text"/>	
Character 4: <input type="text"/>	
Monetary 4: <input type="text"/> Currency 4: <input type="text"/>	
Decimal 4: <input type="text"/>	
<b>Override</b>	
Entitlement: <input type="text"/>	Adjustment: <input type="text"/>
<a href="#">Comments</a>	

Absence Event - Absence Event Input Detail page

Enter the absence begin and end dates. Enter the date for which you want to generate positive input in the Date field in the first row. Enter the payment amount in the Monetary field and select the currency code.

**Note.** If the vacation falls within more than one pay period, for example, July 31 to August 5, then the date you enter determines the pay period in which the advance payment is processed. For example, a date of July 31 causes the positive input to be generated for July; a date of August 5 causes the positive input to be generated during the August payroll.

See *PeopleSoft Absence Management 9.1 PeopleBook*, "Entering Absences."

## Entering Maternity or Educational Leave Data

This section discusses how to enter maternity or educational leave data and the batch processing.

### Page Used to Enter Maternity and Educational Leave Data

Page Name	Definition Name	Navigation	Usage
Maternity Leave	GPDE_AB_EE_MATERN	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Maternity Leave DEU, Maternity Leave	Enter data for a maternity or educational leave.

### Entering Maternity or Educational Leave Data

Access the Maternity Leave page (Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Maternity Leave DEU, Maternity Leave).

### Maternity Leave DEU

Darlene Bergsten      EMP      ID: K0G003      Empl Record: 0

---

**Expected/Actual Date of Birth** Find | View All | First | 1 of 1 | Last

Expected Date of Birth:

Date of Birth:    Extension of Maternity

---

**Absence Take Maternity**

From	To	*Absence Take Element
<input type="text" value="03/20/2006"/> <input type="button" value="31"/>	<input type="text" value="06/26/2006"/> <input type="button" value="31"/>	<input type="text" value="DE_AB_M79"/> <input type="button" value="🔍"/>

---

**Absence Take Educational Leave** Find | View All | First | 1 of 1 | Last

Sequence	*Begin Date	*End Date	*Absence Take Element
1	<input type="text"/> <input type="button" value="31"/>	<input type="text"/> <input type="button" value="31"/>	<input type="text"/> <input type="button" value="🔍"/>

---

**Letter Details** Find | View All | First | 1 of 1 | Last

Sequence	Letter Code	Date Letter Printed
1	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="31"/>

Maternity Leave page

Women are entitled to maternity leave six weeks before and three weeks after the birth of a child (the protection period). A woman or man can take an extended leave of absence (educational leave) of up to three years following the maternity leave. The employer must send a letter to the employee to ask how long the educational leave will be.

<b>Expected Date of Birth</b>	Enter the child's expected birth date.
<b>Date of Birth</b>	Enter the child's date of birth. When you enter this date, the system recalculates the end date of the protection period.

### ***Absence Take Maternity***

<b>From</b>	Enter the begin date of the maternity leave.
<b>To</b>	Enter the end date of the maternity leave.
<b>Absence Take</b>	Enter the take element for the maternity leave.

### ***Absence Take Educational Leave***

<b>From</b>	Enter the begin date of the educational leave.
<b>To</b>	Enter the end date of the educational leave.
<b>Absence Take</b>	Enter the take element for the educational leave.

### ***Letter Details***

<b>Letter Code</b>	Select the code for the letter you want to send to the employee.
<b>Date Letter Printed</b>	Enter the date on which you want to print the letter.

## **Batch Processing**

At the beginning of the Absence process, the system retrieves the following information:

- Tariff, tariff area, and employee category for the payee.
- Entitlement plan and workdays associated with Tariff tables.
- Entitlement plan and workdays for payee, if different from Tariff table.
- Disability data.
- Entitlement from entitlement plan.

### ***Absence Process List and Sections***

Use the absence process list (DE AB ABSENCE ) delivered with Global Payroll for Germany, modify this process list, or build your own.

The sections within DE AB ABSENCE are:

- DE\_ABS\_INIT: Initializes section. Executes multiple counts in preparation for absence calculations. For example, counts scheduled days, scheduled hours, and public holidays (days and hours).
- DE\_ABS\_ENTITLEMENT: Calculates entitlement.
- DE\_ABS\_TAKE: Calculates take.
- DE\_ABS\_TERM\_SECT: Calculates vacation pay-off for terminated payees.
- DE\_ABS\_GEN\_PI: Generates positive input for earnings and deductions.

---

**Note.** This PeopleSoft application delivers a separate process list, DE MT PRCLST, for maternity leave.

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## Managing Supplementary Sick Payments

After continuous sick payments by an employer has ended, an employee can claim additional payments if Tariff contracts or Employer/Works council agreements exist.

This section provides an overview of supplementary sick payment processing and discusses how to:

- Set up the supplementary sick payment bracket.
- Set up the Pay Entity override elements.
- Set up Payee override elements.
- View delivered supplementary sick pay elements.

## Understanding Supplementary Sick Payment Processing

You process supplementary sick payments as follows:

1. Add the necessary section to the Payroll Process. The section should be processed immediately following the initialization of SI-Data to ensure that all necessary base data is loaded.
2. Change Absence elements.
3. Enter the Supplementary Sick Pay entitlement. The system calculates the supplementary sick payment based on the company seniority date. The entitlement is stored in the bracket DE\_AB\_SUPP\_SICK\_PY.
4. Create an override for the pay entity to determine the calculation method for the net payment.
5. Create an override for the pay entity to determine the proration method for the net payment.
6. Create an override for the pay entity to determine the up-grossing of the supplementary sick payment.
7. Create an override for the payee to enter the Daily Sick Payment By Health Insurance Provider amount.
8. Create an override for the payee to enter the Net for Social Benefit amount.

## Pages Used to Set Up Supplementary Sick Payments

Page Name	Definition Name	Navigation	Usage
Lookup Rules	GP_BRACKET1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Lookup Rules	Verify company seniority lookup rule parameters.
Supporting Element Overrides	GP_PYENT_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Supporting Element Overrides	Set override variables for pay entities.
Supporting Elements	GP_PAYEE_SOVR	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements	Set override variables for individual employees.

## Setting Up the Supplementary Sick Payment Bracket

Access the Lookup Rules page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Lookup Rules).

Bracket Name    Lookup Rules    Search Keys/Return Columns    Data

Element Name: DE\_AB\_SUPP\_SICK\_PY    Entitlement Spplmnty Sick Pay    Owner: PS Non-Mnt

Definition    Find | View All    First 1 of 1 Last

\*Effective Date: 01/01/1998    \*Status: Active

Lookup Rules

Error Processing Options

Generate Error

Continue Process

Outside Table Limits

Use First Limit if Under

Use Last Limit if Over

Use Lowest / Highest Option

Interpolation Method: Use Next Lower

Rounding Rule Element:

Version: P\_8.91.00.655329

Lookup Rules page

Use this page to determine if the entitlement applies to employees with seniority less than or greater than the number of years entered in the bracket.

In the sample setup, the system uses the last entered row if an employee's years of seniority are more than his or her stored years, and it always uses the next lower value.

## Setting Up the Pay Entity Override Elements

Access the Supporting Element Overrides page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Supporting Element Overrides).

Element Type	*Element Name	Description	*Begin Date	End Date
Variable	DE_SK_USE_CALD	Use Caledardays for add SickPy	01/01/2007	

Supporting Element Overrides page

### Supporting Element Override List

#### Element Name

Select from the following values:

*DE\_SK\_USE\_ACTL*: Determines calculation method. Enter this variable to indicate whether the calculation of the base net per employee will use the actual month, or the month prior to the absence begin date. Set the value of this variable to *Y* to initiate the calculation of the payment using the actual month. To use the previous month, no entry is necessary.

*DE\_SK\_USE\_CALDY*: Determines proration method for the calculation of the supplementary sick payment amount per day. Enter this variable to indicate whether the proration of the base net per employee is performed using the number of calendar days in the month, or a flat 30 days. Set the value of this variable to *Y* to prorate the payments using calendar days. To prorate using a flat 30 days, no entry is necessary.

*DE\_SK\_NG\_CALC*: Determines the up-grossing of the supplementary sick payment. Enter this variable to indicate whether the paid supplementary sick payment must be increased by the applicable taxes, which are paid by the employee, or if it should be paid as a gross amount with the employer paying the taxes. Set the value of this variable to *Y* to increase the supplementary sick payment. For payouts without the increase, no entry is necessary.

## Setting Up Payee Override Elements

Access the Supporting Elements page (Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements).

**Supporting Elements**

Employee ID: GD110000004      Name: Andreas Groninger      Empl Record: 0

**Payee Supporting Element Override List**      Customize | Find | View All | First 1 of 1 Last

Elements/Dates      Values

Element Type	Element Name	Description	*Begin Date	End Date		
Variable	DE_SK_DY_SICK_PY	Daily Sick Pay by SI Provider	04/24/2009			

Supporting Elements page

### Payee Supporting Element Override List

#### Element Name

Select from the following values:

*DE\_SK\_DY\_SICK\_PY*: To calculate the supplementary sick payment for each payee, enter the daily sick payment amount from the health insurance provider.

*DE\_SK\_SL\_NET*: To calculate the SI-exemption in case of supplementary sick payments, enter the net amount of the social benefit paid by the SI provider. The amount should be the payment made per month of the payee's sickness period (typically the daily sick payment by health insurance provider multiplied by 30).

## Viewing Delivered Supplementary Sick Pay Elements

To calculate the supplementary sick payment, new elements need to be added to the payroll process globally and at the pay entity and payee levels.

This section lists:

- Delivered sections.
- Delivered earnings.
- Delivered formulas.
- Delivered variables.
- Delivered accumulators.

These tables discuss each of the elements delivered to calculate supplementary sick payments:

**Delivered Sections**

<b>Sections</b>	<b>Description</b>
DE_SK_1000	Calculate Supplementary Sick Pay. Calculates the supplementary sick payment.
DE_SK_1100	Grosses up the calculated supplementary sick payment to cover applicable taxes.

**Delivered Bracket**

<b>Bracket</b>	<b>Description</b>
DE_AB_SUPP_SICK_PY	Contains the entitlement for Supplementary Sick Payment.

**Delivered Earnings**

<b>Earnings</b>	<b>Description</b>
DE_SK_SPSCK	Supplementary Sick Pay. Calculates the actual supplementary sick payment.
DE_SK_SPSKDY	Days for Supplementary Sick Pay. Receives the days for which the employee has an entitlement for a supplementary sick payment.

**Delivered Formulas**

<b>Formulas</b>	<b>Description</b>
DE_AB_COUNT_SP_SCK	Counts the Supplementary Sick Payment days and determines if there are days remaining in the balance. Works with absence takes that use entitlements to count down already paid days of absence, for example DE_AB_M10.
DE_AB_CNT_SCKDYS_U	Counts the Supplementary Sick Payment days and determines if there are days remaining in the balance. Works with absence takes that are treated as unpaid immediately, for example DE_AB_M11.



<b>Formulas</b>	<b>Description</b>
DE_SK_COND	<p>Conditional formula for section DE_SK_1000. Verifies that:</p> <ul style="list-style-type: none"> <li>• Supplementary sick payment days are available.</li> <li>• A valid daily sick payment by health insurance is available.</li> </ul> <p>This section is not called if these values are not available.</p>
DE_SK_NG_COND	<p>Conditional formula for section DE_SK_1100. Verifies that:</p> <ul style="list-style-type: none"> <li>• Supplementary sick payment days are available.</li> <li>• A valid daily sick payment by employer is available.</li> <li>• Variable DE_SK_NG_CALC has the value of 'Y.'</li> </ul> <p>This section is not called if these values are not available.</p>
DE_SK_SICK_PAY	<p>Calculates the daily Supplementary Sick Payment based on a given daily sick payment by health insurance and a base net. The net is calculated on actual amounts.</p> <p>After the Supplementary Sick Payment is calculated, the formula calculates the effects on further SI calculations.</p>
DE_SK_NG_INIT	Provides the data necessary to gross up the Supplementary Sick Payment.
DE_SK_NG_LOOP	Controls the gross up of the Supplementary Sick Payment and calculates the daily rate.
DE_SK_BSE_NET	Calculates the employee's net as base for Supplementary Sick Pay/Maternity. Used for calculations and for certificates.

### **Delivered Variables**

<b>Variables</b>	<b>Description</b>
DE_SK_DLY_SCKSP_PY	Daily Sick Supplementary Payment. Result for daily supplementary social payment for Sickness.
DE_SK_DYS_PD	Paid Days for Supplemental Sick Pay .
DE_SK_DY_SICK_PY	Sick payment from SI Provider per day.
DE_SK_NET	Net for supplementary Sick pay/Maternity. Stored for retrieval during calculation process and for certificates.

<b>Variables</b>	<b>Description</b>
DE_SK_NG_CALC	Determines if the employer pays the taxes on calculated gross supplementary sick payment: N = Employee pays taxes on supplementary sick payment. Y = Employer pays taxes on supplementary sick payment.
DE_SK_SIEXMPT_SICK	Covers total SI exemption for Sick Payment. Used to determine SI days calculation. If supplementary Sick Payment plus other recurring payment within the month is higher than the SI Exemption, then all payments qualify for SI.
DE_SK_SIEXMPT_SKMX	Max SI Exemption for Sick payment. Contains the amount of Sick payment. Used for SI Calculation.
DE_SK_SI_CORR_DYS	Correction SI-Days due Supplemental Sick Pay.
DE_SK_SL_NET	<i>Sozialleistungsnetto</i> provided by the SI-Provider in case the employee gets payments.
DE_SK_USE_ACTL	Uses actual Month to calculate employee's Net. If value = Y, then the employee's net is calculated on basis of actual month. Otherwise, the net from the previous month is used.
DE_SK_USE_CALDY	Uses Calendar days for additional Sick Pay. If value = Y, the calculation for the supplementary sick pay uses calendar days. Otherwise, the supplementary sick pay is calculated on a base of 30 days.

### **Delivered Accumulators**

<b>Accumulators</b>	<b>Description</b>
DE_A2_TXBSECK DE_A2_TXFBSECK	Base for Fictitious Net Calculation in case of Additional Sick Payment - Tax-/SI-able. Provided through assigned accumulators, which must contain monthly unprorated values. Customer assigns elements to the attached accumulators.
DE_A2_ERDRSK	Base for additional payments during sickness by the employer. Used for the calculation of the SI exemption. The content is calculated based on earnings paid during sickness. Provided via assigned accumulators. Customer assigns elements to the attached accumulators.
DE_AB_SCKPAY_BAL	Contains the supplementary sick days per absence and the original begin date.

<b>Accumulators</b>	<b>Description</b>
DE_AB_SCKSUP_ENT	Contains stored supplementary sick days entitlement per absence and the original begin date.

**See Also**

*PeopleTools: PeopleSoft Query PeopleBook*



## Chapter 8

# Managing Old Age Part-Time Employment

This chapter provides overviews of old age part-time employment, increase models, part-time and full-time components, increase model calculation sequences, sick-fill calculations, customer setup element naming, and viewing delivered elements and discusses how to:

- Set up for old age part-time processing.
- Set up old age part-time models.
- View old age part-time minimum net calculation parameters.
- Assign an old age part-time model to an employee.

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## Understanding Old Age Part-Time Employment

Old Age Part-Time (OAPT) is defined in the *Altersteilzeitgesetz* and is required when employees request it of German companies. OAPT requires the calculation of payroll increases and grosses. Global Payroll for Germany calculates the statutory and voluntary gross increases, as well as statutory and voluntary difference amounts for pension insurance.

Through old age part-time work, an employee who qualifies for OAPT can work half-time for up to five years and receive half of the normal payments during this time. In addition to this, the employer must pay the following:

- At least 20 percent of the part-time salary as a tax-free gross increase.
- At least 70 percent of the former full-time net (minimum net increase).
- Pension insurance contributions for the difference between old age part-time gross and 90 percent of full-time gross (difference amount for pension insurance).

Voluntary increases can use a different calculation base and can apply a different mode for the social insurance limit.

## Gross Increase

If you are using a voluntary gross increase in your calculations, you can either add an additional percentage or specify a total gross increase.

The relevant part-time gross consists of recurring and one-time earnings depending on the following conditions:

<i>If</i>	<i>Then</i>
Recurring earnings are above the social insurance limit.	Use the recurring earnings only.
Recurring earnings are below the social insurance limit, but recurring earnings plus the bonus exceed the social insurance limit.	Use the social insurance limit.
Recurring earnings plus the bonus are below the social insurance limit.	Use the sum of recurring earnings and the bonus.

### Minimum Net Increase

If the part-time gross plus the gross increase is less than 70 percent of the fictitious full-time net, then the employer has to pay the difference as the minimum net increase.

### Difference Amount for the Pension Insurance

In addition to gross increases, you must increase the gross used to calculate pension insurance and pay the contributions for this increased amount. By law, 90 percent of the full-time contributions must be paid. This means you must pay the difference between what the employee actually pays and the 90 percent of what they paid when working full time. If you want, you may pay more than this amount.

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**Note.** The system provides no processes to evaluate whether an employee can participate in an old age part-time program. You, as the payroll administrator, must decide whether the necessary requirements have been met (for example, reducing work time by half, three years of full-time employment before old age part-time employment, at least 55 years old, and so on). Note also that the system does not verify whether the conditions for entitlement to reimbursement of these increases by the employment office (for example, hiring unemployed persons or taking on employees when they finish their vocational training, and so on) have been satisfied.

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## Understanding Increase Models

This section explains absolute increases and relative increases.

### Absolute Increases

The absolute increase is calculated without looking at other increases.

The current implementation allows absolute increases only for the gross increases.

The statutory gross increase is always an absolute increase. The voluntary model gross increases can be set to absolute mode by deselecting the 'subtract previous increases' option.

## Relative Increases

The relative increase fills a gap between a previously calculated amount and a goal amount.

For example, if an employee gets a net of EUR 1000, but he should for some reason get a minimum net of EUR 1200, then the gap is EUR 200 and the resulting (relative) increase is EUR 200.

Another example is an employee who is entitled to a statutory increase of EUR 200. In this example, the company agreement in voluntary increase model 1 could result in a total increase of EUR 240. If the company increase is a total increase, it means that the company will take into account the payment out of the statutory increase (EUR 200) and add only the difference of EUR 40.

If the increase would have been an absolute increase, then the employee would be entitled to the statutory increase of EUR 200 and the voluntary increase of EUR 240 resulting in a total of EUR 440.

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## Understanding Part-time and Full-time Components

The main issue for the old age part-time calculation is the availability of the part-time and full-time components of the relevant payments.

During the normal payroll process only the part-time pay is directly available. To calculate the full-time amount for the part-time amounts, the following methods are employed.

### Part-time Accumulators

The elements in an accumulator for part-time are set up the usual way.

<i>Type</i>	<i>Element</i>	<i>Percent</i>	<i>Description</i>
Earning	DE_ER_M10000	100	Salary
Earning	...	...	...

### Full-time Accumulators

The elements in an accumulator for full-time are set up so that the percentage field is used to specify a full-time factor which is defined as the number that converts the part-time amount to a full-time amount. Typically the factor will be the reciprocal of the part-time percentage.

Since the factor has to be expressed as a percentage, the value has to be multiplied by 100.

There are predefined variables for the most common cases.

<b>Variable</b>	<b>Description</b>
DE_AZ_P_VZ	Earning reduced by part-time percentage.
DE_AZ_P_AAJ	Earning prorated by old age part-time period in the current year (for example, vacation pay).
DE_AZ_P_AVJ	Earning prorated by old age part-time period in the previous year (for example, <i>Tantieme</i> ).
DE_AZ_P_VZ_ARB	Special case: Earning reduced by part-time percentage, but paid only during a worktime phase. Resolves to the full-time factor during a worktime period, 0 otherwise.
DE_AZ_P_TZ_ARB	Special case: Earning not reduced, but paid only during a worktime phase. Resolves to 100% during a worktime period, 0 otherwise.

Variables to calculate the full-time amount for a fixed percentage, such as 65%, can be easily created by assigning them the value. For example,  $(1/65\%) * 100 = 10000/65$ .

<b>Type</b>	<b>Element</b>	<b>Percent</b>	<b>Percent</b>	<b>Description</b>
Earning	DE_ER_M10000	Variable	DE_AZ_P_VZ	Salary
Earning	...	...	...	...

## Relationship Between Corresponding Full-time and Part-time Accumulators

Normally, each earning in the part-time accumulator also has to be in the corresponding full-time accumulator.

There may be exceptions when the full-time amount is calculated differently than the part-time amount; for example, when a fixed statutory limit is applied that only affects the full-time amount but not the part-time amount.

An example is the tax free amount for company shares (*Vermögensbeteiligung*), which is half of the amount used for the shares but with a fixed maximum. If a percentage of the income is used for shares, then the limit can be exceeded in the full-time calculation, but not in the part-time calculation.



For cases similar to this you can define one earning for part-time and a different earning for full-time and place the full-time element in the full-time accumulator and the part-time element in the part-time accumulator.

Using this method allows you to easily handle elements with a complicated, nonlinear relationship.

## Dedicated Accumulators for the Increases

To allow a maximum of flexibility for the bases of the different increases, each increase has dedicated accumulators for recurring earnings and one-time earnings as well as part-time and full-time amounts, where applicable.

Each model (statutory, voluntary 1, and voluntary 2) has a separate set of accumulators.

<i>Example Accumulator</i>	<i>Description</i>
DE_AZ_A_K02	Customer Setup (K) statutory model (0) minimum net increase (2).
DE_AZ_A_K12	Customer Setup (K) voluntary model 1 (1) minimum net increase (2).
DE_AZ_A_K22	Customer Setup (K) voluntary model 2 (2) minimum net increase (2).

This is necessary for situations such as when tariff contracts can contain clauses where one-time payments may or may not be used for one or more increases.

Also, some earnings are considered in the calculation of the difference amounts for pension insurance, but may not be used for the other increases.

If one-time payments should not be considered for the minimum net increase of voluntary increase model 1, then do not place these earnings in the following accumulators.

<i>Example Accumulator</i>	<i>Description</i>
DE_AZ_A_K12	Customer Setup (K) voluntary model 1 (1) minimum net increase (2).
DE_AZ_A_K12_12	Part-time (1) one-time earnings (2) (leave this accumulator empty).
DE_AZ_A_K12_22	Full-time (2) one-time earnings (2) (leave this accumulator empty).

## Accumulator Exception for Pension Insurance

For the calculation of the difference amounts for pension insurance, there is only the statutory set of accumulators available because there is no freedom of choice regarding what elements have to be used in the voluntary calculation, but only which percentage (> 90% ) will be applied.

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## Understanding Increase Model Calculation Sequences

The increases are always calculated in the following logical sequence:

- Statutory.
- Voluntary increase model 1 (if applicable).
- Voluntary increase model 2 (if applicable).

When calculating statutory difference amounts for pension insurance, the formulas are only looking at previous difference amounts which were a result of statutory calculation, although the year-to-date contributed gross would contain voluntary increases as well.

Therefore, the calculation results for the statutory increases should return the same values for an employee who has a statutory model only, as well as for an employee who has additional voluntary models.

If there is a corresponding increase available to the employee in all increase models (for example, the minimum increase), then the increases will be calculated so that the later calculations will fill the gaps between the previous calculation and the current calculation goal.

The calculation sequence is also reflected in the order of the sections.

---

## Understanding Sick-Fill Calculations

When an employee in old age part-time is unpaid sick, then the statutory increases and the statutory difference amount will be less than normal because they are based on his earnings.

However, law stipulates that the increases and difference amounts for the employee should be the same as normal during this time. The differences in the increases are paid by the employer on behalf of the unemployment office (BA). However, one-time earnings should not be considered.

## Calculation of the Loss of Income

First the loss of income due to unpaid absence is determined.

There are two accumulators for this purpose. One defines the earnings that can be reduced. The other defines the unreduced base amounts of the same earnings. Only recurring earnings may be specified.

The difference between the two accumulators is the loss of income for old age part-time due to unpaid absence.

<b>Accumulator</b>	<b>Description</b>
DE_AZ_A_K04_11	Reducible Payment Amounts
DE_AZ_A_K04_1A	Bases of Reducible Payments (Enter the AutoAssign components named xxx_BASE instead of the earnings named xxx.)

To find the share of unpaid sickness among the unpaid absence, another two accumulators are available where you may specify units of unpaid sickness and units of unpaid absence.

<b>Accumulator</b>	<b>Description</b>
DE_AZ_A_K04_0B	Time Units Unpaid Sickness
DE_AZ_A_K04_0C	Time Units Unpaid Total

Time units can be days or hours, but must be of the same type.

The income loss due to sickness is determined by dividing unpaid sickness by unpaid absence and multiplying the result by the loss of income determined in the previous step.

The full-time loss is determined by dividing the part-time loss by the old age part-time percentage.

## Hypothetical Unreduced Calculation

After the preceding steps have been accomplished, the amount of loss is added to the calculation bases, where applicable, and the calculation of the increases and difference amounts is repeated.

This is a hypothetical/fictitious calculation because no sickness is assumed for the month and the full social insurance limit is applied.

Variable naming for the hypothetical calculation is done by introducing another owner code of 'H' because all the other naming codes are potentially needed again.

This way DE\_AZ\_B\_000\_00 of the regular calculation becomes DE\_AZ\_B\_H00\_00 for the hypothetical calculation.

Similarly, for the sick-fill difference, another owner code of 'S' is introduced and the variable DE\_AZ\_B\_000\_00 of the regular calculation becomes DE\_AZ\_B\_S00\_00 for the difference.

## Results

The sick-fill amounts are the differences between the hypothetical results and the actual results.

As example of the statutory gross increase would be  $DE\_AZ\_B\_S01\_63 = DE\_AZ\_B\_H01\_63 - DE\_AZ\_B\_001\_63$ .

Generally, however, the amounts for the gross increase and the minimum net increase have to be adjusted in such a way that the hypothetical (H) result for the sum of these increases is not exceeded. This could happen if the reduced minimum net increase is greater than the unreduced minimum net increase.

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## Understanding Customer Setup Element Naming

All customer-controlled accumulators for the old age part-time earning setup have names beginning with DE\_AZ\_A\_K. The corresponding sample accumulators are named DE\_AZ\_A\_P.

All available predefined factors for the accumulation percentage start with DE\_AZ\_P.

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## Viewing Delivered Elements

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

### **See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

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## Setting Up for Old Age Part-Time Processing

This section provides procedures for setting up old age part-time processing.

To set up your system for old age part-time processing:

1. Define your old age part-time increase models on the Old Age Part-Time Increase Model page.
2. Define your old age part-time models on the Old Age Part-Time Model page.

These are the models that you are going to assign to individual employees.

3. Set up your accumulators.

The accumulators used for old age part-time processing follow a specific naming convention, so it is easy to determine the function of each accumulator.

4. Assign individual employees to an old age part-time model.

## Old Age Part-Time Accumulator Element Naming Conventions

To make the identification of accumulators and other element functionality clear, all PeopleSoft-delivered accumulators used by old age part-time processing follow a specific naming convention.

Accumulators are categorized according to whether they are part-time values, full-time values, or fictitious values. Full-time values include part-time elements with a factor/percentage, variable percentages, and predefined factors available for full-time amounts (such as standard proration and proration by old age part-time period).

A three-digit code is included in the accumulator element name to classify the calculation. The first digit identifies the element owner. The second digit identifies the type/accumulator group. The third digit identifies the calculation purpose.

A two-digit code is included in the accumulator name to classify the amount type. The first digit identifies the timecode/type. The second digit identifies the amount specification.

PeopleSoft-delivered accumulators used for old age part-time processing abide by follow the naming convention where <class> represents the three-digit code and <amount-type> represents the two-digit code; for example, DE\_AZ\_A\_<class>\_<amount-type>.

### **Calculation Classification**

<b>Digit</b>	<b>Purpose</b>	<b>Values</b>
1 (first)	Owner/Calculation Type	0 = Calculation. K = Customer. P = PeopleSoft (delivered samples). H = Hypothetical calculation for Sick-Fill. S = Calculation results for Sick-Fill.
2 (second)	Type/Accumulator Group	0 = Statutory. 1 = Voluntary Model 1 (for example, tariff). 2 = Voluntary Model 2 (for example, company agreement).
3 (third)	Calculation Purpose	0 = Other. 1 = Gross Increase. 2 = Minimum Net. 3 = Difference amount for pension insurance. 4 = Input parameters for sick-fill.

### **Amount Type Classification**

<i>Digit</i>	<i>Purpose</i>	<i>Values</i>
1 (first)	Time Code/Type	0 = Other. 1 = Part-Time. 2 = Full-Time. 3 = Difference amount. 4 = Contribution (for difference amount). 5 = Base (of an increase). 6 = Increase.
2 (second)	Amount Specification	1 = Recurring gross. 2 = One-Time gross. 3 = Total gross. 4 = Net pay (tax and SI-free). 5 = Overtime. 6 = March Clause. 7 = Calculated net. 8 = Minimum net. 9 = Total net. A = Unprorated amount (BASE). B = Time units unpaid sick. C = Time units unpaid total.

**Examples**

DE\_AZ\_A\_101\_11 = Customer setup for statutory gross-increase (101) for recurring part-time gross (11).

DE\_AZ\_A\_103\_21 = Customer setup for statutory difference amount for pension insurance (103) for recurring gross full-time (21).

DE\_AZ\_A\_122\_22 = Customer setup for voluntary model 2 minimum net increase (122) for one-time gross full-time (22).

**Old Age Part-Time Accumulators for Setup**

This table lists the accumulators for old age part-time setup.

<i>Accumulator</i>	<i>Description</i>
DE_AZ_A_K01_11	Part-time gross statutory gross increase.

<b>Accumulator</b>	<b>Description</b>
DE_AZ_A_K01_12	Part-time gross once statutory gross increase.
DE_AZ_A_K02_11	Part-time gross recurring statutory minimum net.
DE_AZ_A_K02_12	Part-time gross once statutory minimum net.
DE_AZ_A_K02_21	Full-time gross recurring statutory minimum net.
DE_AZ_A_K02_22	Full-time gross once statutory minimum net.
DE_AZ_A_K02_14	Part-time tax and SI-free statutory.
DE_AZ_A_K03_11	Part-time gross recurring statutory difference amount.
DE_AZ_A_K03_12	Part-time gross once statutory difference amount.
DE_AZ_A_K03_21	Full-time gross recurring statutory difference amount.
DE_AZ_A_K03_22	Full-time gross once statutory difference amount.
DE_AZ_A_K03_15	Part-time overtime pay statutory.
DE_AZ_A_K11_11	Part-time gross vol. 1 gross increase.
DE_AZ_A_K11_12	Part-time gross once vol. 1 gross increase.
DE_AZ_A_K12_11	Part-time gross recurring vol. 1 minimum net.
DE_AZ_A_K12_12	Part-time gross once vol. 1 minimum net.
DE_AZ_A_K12_14	Part-time tax and SI-free vol. 1.
DE_AZ_A_K12_21	Full-time gross recurring vol. 1 minimum net.
DE_AZ_A_K12_22	Full-time gross once vol. 1 minimum net.

<b>Accumulator</b>	<b>Description</b>
DE_AZ_A_K21_11	Part-time gross vol. 2 gross increase.
DE_AZ_A_K21_12	Part-time gross once vol. 2 gross increase.
DE_AZ_A_K22_11	Part-time gross recurring vol. 2 minimum net.
DE_AZ_A_K22_12	Part-time gross once vol. 2 minimum net.
DE_AZ_A_K22_14	Part-time tax and SI-free vol. 2.
DE_AZ_A_K22_21	Full-time gross recurring vol. 2 minimum net.
DE_AZ_A_K22_22	Full-time gross once vol. 2 minimum net.
DE_AZ_A_K04_0B	Time units unpaid sickness.
DE_AZ_A_K04_0C	Time units unpaid total.
DE_AZ_A_K04_11	Reducible payment amounts.
DE_AZ_A_K04_1A	Bases of reducible payments.
DE_AZ_A_K03_11AP	Work phase only recurring pay 100%.

## Result Elements of the Calculation

The following are the result elements of the calculation.

### Gross Increases (Earnings)

<b>Earning</b>	<b>Description</b>
DE_AZ_001	OAPT statutory gross increase.
DE_AZ_002	OAPT statutory minimum net increase.



<b>Earning</b>	<b>Description</b>
DE_AZ_011	OAPT vol.1 gross increase.
DE_AZ_012	OAPT vol.1 minimum net increase.
DE_AZ_021	OAPT vol.2 gross increase.
DE_AZ_022	OAPT vol.2 minimum net increase.
DE_AZ_S01	OAPT fill stat gross increase.
DE_AZ_S02	OAPT fill stat minimum increase.
DE_AZ_S11	OAPT Fill for vol 1 Gross Inc.
DE_AZ_S12	OAPT Fill for vol 1 Minnet Inc.
DE_AZ_S21	OAPT Fill for vol 2 Gross Inc.
DE_AZ_S22	OAPT Fill for vol 2 Minnet Inc .

### ***Difference Amounts for Pension Insurance (Accumulators)***

<b>Accumulator</b>	<b>Description</b>
DE_AZ_003_31	OAPT statutory difference amount recurring pay.
DE_AZ_003_32	OAPT statutory difference amount onetime pay.
DE_AZ_003_36	OAPT statutory difference amount March clause.
DE_AZ_003_36_YTD	Statutory difference amount from March clause.
DE_AZ_013_31	OAPT voluntary 1 difference amount recurring pay.
DE_AZ_013_32	OAPT voluntary 1 difference amount onetime pay.

<b>Accumulator</b>	<b>Description</b>
DE_AZ_013_36	OAPT voluntary 1 difference amount March clause.
DE_AZ_013_36_YTD	Voluntary difference. amounts from March clause.
DE_AZ_023_31	OAPT voluntary 2 difference amount recurring pay.
DE_AZ_023_32	OAPT voluntary 2 difference amount onetime pay.
DE_AZ_023_36	OAPT voluntary 2 difference amount March clause.

**Employer Contributions (Deductions)**

<b>Deduction</b>	<b>Description</b>
DE_AZ_003_41	Pension insurance contribution statutory increase recurring pay.
DE_AZ_003_42	Pension insurance contribution statutory increase one-time pay.
DE_AZ_003_46	Pension insurance contribution statutory march clause.
DE_AZ_013_41	Pension insurance contribution vol. 1 increase recurring pay.
DE_AZ_013_42	Pension insurance contribution vol. 1 increase one-time pay.
DE_AZ_013_46	Pension insurance contribution vol. 1 March clause.
DE_AZ_023_41	Pension insurance contribution vol. 2 recurring pay.
DE_AZ_023_42	Pension insurance contribution vol. 2 one-time pay.
DE_AZ_023_46	Pension insurance contribution vol. 2 March clause.
DE_AZ_S03_41	Fill of pension insurance contribution statutory increase.

<i>Deduction</i>	<i>Description</i>
DE_AZ_S13_41	Fill of pension insurance contribution voluntary increase.
DE_AZ_T03_41	Fill of pension insurance contribution increase base package.
DE_AZ_X03_31	Fill of pension insurance contribution statutory sick pay, recurring.

## Setting Up Old Age Part-Time Models

Use the Old Age Parttime Model (GPDE\_AZ\_MDL) and the Old Age Part-time Increase Model DEU (GPDE\_AZ\_IMDL) components to set up old age part-time models.

This section discusses how to:

- Define the old age part-time model.
- Define the old age part-time increase model.

**Note.** Before assigning an old age part-time model to an employee, you must define the models, increase models, and minimum net calculation parameters.

## Pages Used to Set Up Old Age Part-Time Models

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Old Age Part-time Model DEU	GPDE_AZ_MDL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Old Age Part-time Model DEU, Old Age Part-time Model DEU	Define old age part-time models.
Old Age Part-time Inc Mod DEU (Old Age Part-time Increase Model DEU)	GPDE_AZ_IMDL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Old Age Part-time Inc Mod DEU, Old Age Part-time Inc Mod DEU	Define old age part-time increase models.

## Defining the Old Age Part-Time Model

Access the Old Age Part-time Model DEU page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Old Age Part-time Model DEU, Old Age Parttime Model).

Old Age Part-time Model DEU page

The model defined on this page is the summary of the increase parameters. The model may include references to one or two voluntary increase models (defined on the Old Age Part-Time Increase Model DEU page). The statutory increases are always calculated and not visible as a model. If you want to use a statutory model only, then you do not need to specify any increase models.

**OAPT Part Time Percentage** The percentage of OAPT time that the employee works. If the employee works half-time in OAPT, this value is 50 percent.

**Increase Model 1** Select the OAPT Increase Model ID defined on the Old Age Part-time Increase Model page (for example, tariff).

**Increase Model 2** Select the OAPT Increase Model ID defined on the Old Age Part-time Increase Model page (for example, company).

## Defining the Old Age Part-Time Increase Model

Access the Old Age Part-time Inc Mod DEU page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Old Age Part-time Inc Mod DEU, Old Age Part-time Inc Mod DEU).

### Old Age Part-time Inc Mod DEU

OAPT Increase Model ID:      GDATZ3

Details
Find | View All    First 1 of 1 Last

*Effective Date:	<input type="text" value="01/01/2001"/>		
*Description:	<input type="text" value="Test ATZ3"/>		
Percent Gross Increase:	<input type="text" value="40.00"/>	<input checked="" type="checkbox"/> Subtract Previous Increases	
*Limit Mode for Gross Increase:	<input type="text" value="Apply SI-Limit"/>		
Percent Minimum Net:	<input type="text"/>		
*Limit Mode for Minimum Net:	<input type="text" value="Apply SI-Limit"/>		
Percent Pension Increase:	<input type="text"/>	<input type="checkbox"/> Apply 100% of BBG	

Old Age Part-time Inc Mod DEU page

<b>Percent Gross Increase</b>	Percent of additional gross increase, if any.
<b>Subtract Previous Increases</b>	Select to subtract previous increases.  When selected, the increases of the statutory model or a previous voluntary model are taken into account and only the difference is generated.  If not selected, the increase will be added on top of any previous increases.  No additional increase will be calculated if Percent Gross Increase is left empty.
<b>Limit Mode for Gross Increase</b>	Select the monthly social insurance limit mode to be used for gross increases. Values are <i>Apply SI-Limit</i> , <i>Ignore SI-Limit</i> , and <i>Statutory Limit Method</i> .
<b>Percent Minimum Net</b>	Enter the percentage for a voluntary minimum net that is higher than the statutory percentage or refers to a different base.  No additional increase will be calculated if the field is left empty.
<b>Limit Mode for Minimum Net</b>	Select the monthly social insurance limit mode to be used for full-time or part-time gross of minimum net calculation. Values are <i>Apply SI-Limit</i> , <i>Ignore SI-Limit</i> , and <i>Statutory Limit Method</i> .
<b>Percent Pension Increase</b>	Additional increase percentage for pension insurance.  No additional difference amount will be calculated if the field is left empty.
<b>Apply 100% of BBG</b>	Select to increase the SI limit used for calculation of Old Age Parttime to 100 percent.

**Note.** If bonus, tax-free amounts, and so forth should be ignored for some increases, then corrections must be made to the respective accumulators.

## Viewing Old Age Part-Time Minimum Net Calculation Parameters

This section discusses how to view old age part-time minimum net calculation parameters.

### Page Used to View Old Age Part-Time Minimum Net Calculation Parameters

Page Name	Definition Name	Navigation	Usage
Old Age Part-time Minnet DEU	GPDE_AZ_MN_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Old Age Part-time Minnet DEU, Old Age Part-time Minnet DEU	View old age part-time minimum net calculation setup parameters.

### Viewing the Old Age Part-Time Minimum Net Calculation Parameters

Access the Old Age Part-time Minnet DEU page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Old Age Part-time Minnet DEU, Old Age Part-time Minnet DEU).

#### Old Age Part-time Minnet DEU

Find | View All | First | 1 of 1 | Last

*Effective Date:	<input type="text" value="01/01/2005"/>	31	+ -
*Percentage Health Insurance:	<input type="text" value="7.140"/>		
*Percentage Home Care Insurance:	<input type="text" value="0.850"/>		
*Percentage Pension Insurance:	<input type="text" value="9.750"/>		
*Percentage Unemployment Ins:	<input type="text" value="3.250"/>		
*SI-Limit Health Insurance x100:	<input type="text" value="352500"/>		
Percentage Church tax:	<input type="text" value="0.000"/>		

Old Age Part-time Minnet DEU

The data are supplied as system data. You should not change these values.

## Assigning an Old Age Part-Time Model to an Employee

This section discusses how to assign an old age part-time model to an employee.

After an old age part-time model is defined, assign the model to an employee. You assign only one model to each old age part-time employee.

### Page Used to Assign an Old Age Part-Time Model to an Employee

Page Name	Definition Name	Navigation	Usage
Add Old Age Part-Time Data DEU	GPDE_AZ_EE1	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Add Old Age Part-Time Data DEU, Add Old Age Part-Time Data DEU	Assign an old age part-time model to an individual employee.

### Assigning an Old Age Part-Time Model to an Employee

Access the Add Old Age Part-Time Data DEU page (Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Add Old Age Part-Time Data DEU, Add Old Age Part-Time Data DEU).

### Add Old Age Part-Time Data DEU

Helmut Nickel                      EMP                      ID: KDG045                      Empl Record: 0

**Details** [Find](#) | [View All](#) | First 1 of 1 [Last](#)

\*Begin Date:

\*End Date:

\*OAPT Model:

Sick Fill Agreed

Agreement Signed

Blocking

Add Old Age Part-Time Data DEU

<b>Begin Date and End Date</b>	Enter dates that limit the period in which the model applies.
<b>OAPT Model</b>	Enter the code for the selected model.
<b>Sick Fill Agreed</b>	Select if the employer has agreed to make payments during an employee illness.
<b>Agreement Signed</b>	Select if the payment transfer agreement has been signed by the employee ( <i>Abtretungserklärung</i> ).
<b>Blocking</b>	Select to indicate that the employee has chosen a block mode old age part-time.  For a block mode old age part-time, you have to enter the work periods in the grid that becomes visible when the Blocking check box is selected.



## Chapter 9

# Managing Payroll Data

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

- Enter additional payroll data.
- Report employee payroll data.

---

## Understanding Payroll Data

When you hire a new employee, you must enter basic data in the PeopleSoft HCM system, such as the employee's name, employment record, and job. This data is the basis for all the tasks involved in human resources management, such as salary plans or payroll processing. In addition, you enter information about retroactive processing for payees in Global Payroll.

### **See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook, "Working with Payee Data"*

*PeopleSoft Global Payroll 9.1 PeopleBook, "Processing Payroll"*

---

## Entering Additional Payroll Data

This section discusses how to:

- Specify when to print payslips.
- Enter additional payee information.

## Pages Used to Enter Additional Payroll Data

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Define Payee Data DEU	GPDE_AL_EMPLMT1	Global Payroll & Absence Mgmt, Payee Data, Define Payee Data DEU, Define Payee Data DEU	Specify whether a payslip should be printed for an employee each time that employee is paid.

Page Name	Definition Name	Navigation	Usage
Add General Remarks DEU	GPDE_AL_ACCT_INFO	Global Payroll & Absence Mgmt, Payee Data, Add General Remarks DEU, Add General Remarks DEU	Enter additional information for a payee.

## Specifying When to Print Payslips

Access the Define Payee Data DEU page (Global Payroll & Absence Mgmt, Payee Data, Define Payee Data DEU, Define Payee Data DEU).

### Define Payee Data DEU

Isabella Amme                      EMP                      ID: KDG012                      Empl Record: 0

Pay Slip Print

Pay Slip Address:                     

Termination Date:                     

Suppress Unchanged Retro

Define Payee Data DEU page

- Pay Slip Print**                      Select if you want to print a payslip for the employee.
- Pay Slip Address**                      Specify where to send the payslip: *Location Address* (Company address) or *Personal Address*.
- Termination Date**                      Enter the date you want to stop printing payslips, if applicable.

## Entering Additional Payee Information

Access the Add General Remarks DEU page (Global Payroll & Absence Mgmt, Payee Data, Add General Remarks DEU, Add General Remarks DEU).

## Add General Remarks DEU

Isabella Amme                      EMP                      ID: KDG012                      Empl Record: 0

Find | View All   First 1 of 1 Last

Effective Date:

Balance Information:

Description:

Add General Remarks DEU page

**Balance Information**                      Enter information about the balance.

**Description**                                      Enter information about the employee. This information is for your information only.

---

## Reporting Employee Payroll Data

This section discusses how to:

- Report pay balances - GPDETX03.
- Report the payroll register - GPDETX04.
- View delivered elements.

You can run a report to list any overpayments made to employee in addition to their regular salary.

## Pages Used to Report Employee Payroll Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Overpayment List DEU	GPDE_RC_AL09	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Overpayment List DEU, Overpayment List DEU	Lists additional payments made by an employer to an employee's normal salary.
Pay Balance DEU	GPDE_RC_TX03	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Balance DEU, Pay Balance DEU	Displays the pay elements and employee data upon which payroll is based for each month of a given year.
Report Options - Results Register DEU	GPDE_RC_TX04_1	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register DEU, Report Options	Generates a summary of the employee pay elements by pay period. A separate page is created for each company and each retro pay period.
Elements View - Results Register DEU	GPDE_RC_TX04_2	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register DEU, Elements View	View elements for the results register.

### Reporting Pay Balances - GPDETX03

Access the Pay Balance DEU page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Balance DEU, Pay Balance DEU).

#### **Print Pay Entity Report**

Select if you want to print only those pages that display the annual and monthly totals for a pay entity, and not all of the retro pay data for all employees that the report includes.

### Reporting the Payroll Register - GPDETX04

Access the Payroll Register report page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register DEU, Report Options).

On the Report Options page, create a report that monitors the associated accumulators and contains the payroll register for a selected company and pay group for the specified reporting period (from and to dates).

In addition to gross pay, the columns of the report provide information about base amounts (calculation bases) for income tax, church tax, bonus tax, health insurance, and so on, as well as the resulting payment.

On the Elements View page, define the other columns that you want to see in your report.

<b>Override Indicator</b>	Determines which columns appear in the report. You can display up to 10 columns in your report. Also configure the level of detail that you want to appear. Select this check box if you want to override the description of the selected element.
<b>Element Heading</b>	If you have selected the Override Indicator check box for an element, enter a new heading name to serve as a new description of the element.
<b>Sequence</b>	Indicates the column in which the element will appear. If you want to have the YTD Bonus Tax as the second column in you report, for example, select a sequence number of 2.

## Viewing Delivered Elements

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

### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements



## Chapter 10

# Managing Off-Cycle Payments

This chapter provides an overview of off-cycle processing and discusses how to:

- Record manual payments.
- Enter corrections.
- Make unscheduled payments.
- Issue advance payments.

---

**Note.** Please refer to *PeopleSoft Global Payroll PeopleBook* for information about off-cycle payroll setup and processing.

---

### **See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Managing Off Cycle Processing"

---

## Understanding Off-Cycle Processing

This section discusses:

- The off-cycle process.
- Types of off-cycle transactions.
- Delivered elements.

### **The Off-Cycle Process**

Off-cycle processing refers to processing payments and making corrections to payroll results outside of the normal payroll schedule. Off-cycle transactions are usually made to correct previous payments, enter manual payments, or to make early termination payments that cannot wait until the next scheduled payroll.

### **Types of Off-Cycle Transactions**

There are four types of off-cycle transactions:

1. Manual payments.

Manual payments enable you to enter payments that you have calculated and paid outside of the payroll system. An example is paying a new hire with a manually issued check because their pay details were not entered in time for the normal pay run.

2. Corrections.

Corrections enable you to correct the results of any finalized payroll. An example is reversing a sick leave payment when workers compensation should have been paid.

3. Unscheduled payments.

Unscheduled payments enable you to enter one-time payments that fall outside the normal payroll process. Examples include a one-time bonus or expense reimbursement.

4. Advances.

Advances enable you to pay payees before their normally scheduled pay run. An example is salary due on termination.

## Delivered Elements

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

### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

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## Recording Manual Payments

This section discusses how to enter manual payments.

## Entering Manual Payments

When entering manual payments for German payees, you should calculate all payments outside the system and then enter them. When entering manual payments, consider these selections carefully:

- Select *Period (Calendar) Paid* and *Payment Date* on the Period Calendar tab of the Manual Payments page.

When selecting the period paid, you should select the previous finalized calendar or the current open calendar. The selection of the payment date directly affects how elements are accumulated. For example, if you have an accumulator that accrues based on the period end date, then the payment date may not update the accumulator balances at the right time.



- Select processing controls on the Manual Payments page.

The *Period Begin Date* and *Period End Date* values should appear by default after you selecting the *Period (Calendar) Paid* option. You should not change these dates because the delivered rules are designed to calculate using whole periods, and they may not automatically segment if you enter a partial period.

The run type is provided by default from the *Period (Calendar) Paid* option, and you should use the default. To ensure that the payee's manual payment is processed by the system, select the Allow Duplicates check box on the run type; otherwise, the payee may not be processed again if the system detects that they were already processed in the period.

*Stop Regular Resolution* enables you to stop the resolution of all elements in the process list except the elements entered into the manual payment. If you decide to allow regular resolution, an analysis would need to be performed to understand the effect on your supporting elements.

If using the Limited Element Set, you need to ensure that all elements calculate independently of pre- or post-processing formulas, as these do not resolve during off-cycle processing.

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**Note.** Manual payments record monetary values only; absence accumulators are not updated using this method.

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## Entering Corrections

This section discusses how to make corrections using the delivered rules.

### Making Corrections Using the Delivered Rules

The Corrections page of the Off-Cycle Requests component (GP\_OFFCYCLE\_SETUP) is used when you need to change finalized results, usually due to a user error. This method uses period-to-date logic built into the delivered statutory rules.

When you enter corrections:

- All earnings and deductions must have period-to-date logic applied.
- This method corrects pay accumulators only. Absence accumulators are not corrected.

---

## Making Unscheduled Payments

The Unscheduled Payments page of the Off-Cycle Requests component (GP\_OFFCYCLE\_SETUP) is used to make one-time payments that are processed outside of the on-cycle payroll. This method uses period-to-date logic built into the delivered statutory rules when calculating.

When you enter unscheduled payments:

- All earnings and deductions must have period-to-date logic applied.
- Select the previously finalized calendar or the current open calendar for the period paid.

- This method records monetary values only. Absence accumulators are not updated.

---

## Issuing Advance Payments

Use the Advance Payrolls page of the Off-Cycle Requests component (GP\_OFFCYCLE\_SETUP) when you want to pay an employee before their normal on-cycle pay run. When you make advance payments:

- Always select the next open calendar; skipping calendars may update accumulators incorrectly.
- Absence accumulators will calculate automatically for the calendar group selected.

---

**Note.** Advance Payroll does not replace Pay in Advance functionality used for absences.

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## Chapter 11

# Managing BVV Funds

This chapter provides overviews of the Pension Insurance Association of the German Banks and Banking Industry (BVV) and the contribution payment process and discusses how to set up BVV provider types.

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## Understanding BVV Funds

This section discusses:

- BVV Description
- Registration
- Tax regulations
- Accumulators
- Pay elements
- Delivered elements

## BVV Description

The (BVV) is an intercompany pension fund as defined in § 1 Section 3 of the German Company Pension Plan Act. This type of insurance is not direct insurance as defined in § 1 Section 2 of the Company Pension Plan Act; rather, it can be taken out only within the framework of mandatory enrollment based on employment in a member company. If an employee leaves a member company, coverage can continue on a voluntary basis. In addition, you can tax employer contributions into the pension fund as a lump sum.

In PeopleSoft Global Payroll for Germany, the contribution statement is an electronic data interchange notification, which includes personal and other data on contributions for an insured person according to contribution class. For reasons of immediacy and completeness, you must report transaction records even if they do not involve the payment of contributions. You report back payments and retro payments separately for an insured person according to the months in which the payments take effect. In addition, you can process employee contributions to other types of insurance, such as supplemental insurance policies, voluntary insurance policies, and voluntary differential payments toward existing basic insurance policies.

## Registration

Register all employees with mandatory insurance coverage, including self-employed field workers who work exclusively for a member company. In such cases, these workers are considered statutory employees. When you register an employee for the first time, enter *00000000* as the BVV member number and then specify the actual hire date for employment with the company. Every insured person receives an eight-digit BVV membership number. PeopleCode verifies this eight-digit check number.

### See Also

Chapter 11, "Managing BVV Funds," Entering BVV Employee Data, page 188

## Tax Regulations

You must add employer contributions to an employee's taxable earnings and have the employee pay the resulting taxes unless you pay income tax as a flat amount. The flat rate is 20 percent of the employer contributions, including church tax. If the employee pays a flat rate tax, the employer contributions are subject to social insurance.

If the employee changes from a member company to another company that is not a member and continues insurance on a voluntary basis, the new employer can participate in payment of the insurance contributions. However, a flat rate is applicable in this case only if the employer contributions are based on mandatory requirements.

## Accumulators

To create BVV contribution statements, you need to set up two specific accumulators. The accumulators are PeopleSoft-delivered, but you might want to add your own salaries. This table lists the accumulators required for BVV gross earnings and provides examples of the elements that they contain:

<b>Accumulators</b>	<b>Description</b>	<b>Example Elements</b>
DE_BV_KBVV00	Earnings relevant to regular BVV gross.	DE_ER_M10000 Regular salary. DE_ER_M10001 Salary. DE_ER_M10002 Base pay.
DE_BV_KBVV05	Earnings relevant to BVV one-time pay, gross.	DE_ER_M14000 Vacation pay. DE_ER_M14001 Profit-sharing bonuses.

### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook, "Setting Up Accumulators"*

## Pay Elements

This table lists the pay elements related to BVV. This PeopleSoft application automatically generates these pay elements for each BVV employee:

<b><i>Pay Element</i></b>	<b><i>Type</i></b>	<b><i>Description</i></b>
DE_DD_BVV 00	Deduction	Total BVV Contribution.
DE_DD_BVV 10	Deduction	BVV Employee Contribution.
DE_DD_BVV 20	Deduction	BVV Employer Contribution.
DE_ER_BVV 23	Earning	BVV Lump-Sum Tax EE.
DE_ER_BVV 24	Earning	BVV Lump-Sum Tax ER.
DE_ER_BVV 25	Earning	BVV Tax EE (qualified EE discount).
DE_ER_BVV 26	Earning	BVV Tax ER (qualified EE discount, gross-up).
DE_DD_BVV 30	Deduction	BVV Voluntary.
DE_DD_BVV 40	Deduction	BVV Additional Risk Insurance.
DE_DD_BVV 50	Deduction	BVV General Supplemental Insurance.
DE_DD_BVV 60	Deduction	BVV Differential Amount.
DE_DD_BVV 70	Deduction	BVV Contr Military / Civilian Service.
DE_DD_BVV80	Deduction	Supplemental pension insurance.
DE_DD_BVV90	Deduction	Supplemental risk insurance.
DE_DD_BVV100	Deduction	Supplemental risk insurance.

<b>Pay Element</b>	<b>Type</b>	<b>Description</b>
DE_DD_BVV110	Deduction	Supplemental widow pension.
DE_DD_BVV120	Deduction	Widow pension/decrease.
DE_DD_BVV130	Deduction	Supplemental orphan pension.
DE_DD_BVV140	Deduction	Supplemental insurance-deathfund.
DE_DD_BVV150	Deduction	Voluntary/supplemental pension.
DE_DD_NBV00	Deduction	Total contribution DN/RN.
DE_DD_NBV10	Deduction	EE contribution DN/RN.
DE_DD_NBV20	Deduction	ER contribution DN/RN.
DE_DD_NBV30	Deduction	Tariff N voluntary tariff.
DE_DD_NBV40	Deduction	Tariff N supplemental risk insurance.
DE_DD_NBV50	Deduction	Tariff N general risk insurance.
DE_DD_NBV60	Deduction	Tariff N difference amount.
DE_DD_NBV80	Deduction	Tariff N supplemental pension insurance.
DE_DD_NBV90	Deduction	Tariff N supplemental risk insurance.
DE_DD_NBV100	Deduction	Tariff N supplemental risk insurance.
DE_DD_NBV110	Deduction	Tariff N supplemental widow pension.
DE_DD_NBV120	Deduction	Tariff N widow pension/decrease.

<b>Pay Element</b>	<b>Type</b>	<b>Description</b>
DE_DD_NBV130	Deduction	Tariff N supplemental orphan pension.
DE_DD_NBV140	Deduction	Tariff N supplemental insurance death fund.
DE_DD_NBV150	Deduction	Tariff N voluntary/supplemental pension.
DE_DD_BVV22	Deduction	ER contribution BVV taxable part.
DE_ER_BVVB26	Earning	Grossed up portion of the BVV contribution.

## Delivered Elements

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

### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

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## Understanding the Contribution Payment Process

This section discusses:

- Contribution payments.
- Contribution classes.
- Interruptions of employment and withdrawals.
- Contribution determination.

## Contribution Payments

You must make contributions to the BVV by the tenth day of every month. If you cannot make a contribution statement by this time, you can pay the contribution in the form of a partial payment that corresponds to the amount of the anticipated contribution.

For other benefits, such as maternity benefits, the contributions must be set up in the corresponding contribution class. Employers are not obligated to pay contributions for inactive or suspended jobs, such as during maternity leave and extended maternity leave. No contribution is withheld when an employee dies or reaches retirement age.

## Contribution Classes

Employees with mandatory insurance coverage are divided into contribution classes according to their monthly earnings. This classification process includes special payments, such as commissions, travel expenses, and profit-sharing bonuses. Because profit-sharing bonuses, awards, and irregular commissions can be totaled only at the end of the year, you must determine the sum of these payments by December at the latest. One-twelfth of the sum that must be included when figuring an employee's income limit can be calculated in December and added to the payments to be made on the first of the next year. This calculation is then included in the contribution statement. One-time payments, such as those for marriage, birth, and overtime, are not included in the contribution calculations.

---

**Note.** PeopleSoft Global Payroll for Germany assigns employees with mandatory insurance coverage who work only part of the month to the contribution class that corresponds to the earnings paid for the respective full-time working hours.

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### See Also

[Chapter 11, "Managing BVV Funds," Displaying BVV Contribution Amounts for Contribution Classes, page 187](#)

## Interruptions of Employment and Withdrawals

PeopleSoft Global Payroll for Germany treats an interruption as a suspension of contribution payments rather than as a withdrawal. Enter the reason for an employment interruption as one of the process types beginning with 0 on the BVV Employee Data page. The second digit corresponds to the reason for the interruption.

---

**Note.** If you select process types 01 through 08 (interruption) on the BVV Employee Data page, PeopleSoft Global Payroll determines both the contribution share and contribution class. If no BVV gross is available, the system creates a reporting record without a contribution, indicating a contribution class of 00 and the respective process type.

---

Classes 10 through 19 are for withdrawals. Use withdrawal and registration notifications to report internal company transfers that result in changing the BVV company. When an employee's employment or affiliation with the company is terminated, specify the termination date, the reason for termination, and the employee's most recent valid address.

Enter information about an employee's employment interruption or withdrawal on the BVV Employee Data page.

Use the following process types to indicate the reason for the interruption or withdrawal:



<b>Type</b>	<b>Reason</b>
01	Maternity leave.
02	Rehire commitment.
03	Temporary military service.
04	Unpaid leave.
05	End of supplemental sick pay.
07	Change to part-time.
08	Accepted pre-seniority.
10	Previously class 00 and not termination reasons 11-18.
11	Death.
12	Retirement disability.
13	Old age pension.
14	End of company seniority.
15	transfer to group.
16	Insurance suspended from the beginning.
17	Change to part-time (= withdrawal).
18	Termination (resignation).

**See Also**

[Chapter 11, "Managing BVV Funds," Entering BVV Employee Data, page 188](#)

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

**Contribution Determination**

In PeopleSoft Global Payroll, the section DE\_BV\_1000 of the process list DE\_AL\_DEU1 process calculates the BVV contribution. Define all earnings that are relevant to the regular BVV gross in the accumulator DE\_BV\_BVV00 and all the one-time payments relevant to the *next* calendar year in the accumulator DE\_BV\_BVV05\_YTD.

**See Also**

[Chapter 11, "Managing BVV Funds," Displaying BVV Contribution Amounts for Contribution Classes, page 187](#)

[Chapter 11, "Managing BVV Funds," Entering BVV Employee Data, page 188](#)

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**Setting Up BVV Provider Types**

Use the BVV Provider Fund Types DEU (GPDE\_BV\_PRVDR) component to set up BVV provider types.

This section discusses how to:

- Set up BVV provider fund types for your organization.
- Define a BVV reporting record.
- Define BVV bank transfer information.
- Display BVV contribution amounts for contribution classes.
- Enter BVV employee data.
- Enter additional BVV employee data.

Set up a BVV provider type for your organization and then define a BVV reporting record using the BVV provider type component. The system supports relief and pension provider types. The provider type definition contains general information such as the address, sorting and banking data.

## Pages Used to Set Up a BVV Provider Type

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
BVV Provider Fund Types DEU - Provider	GPDE_BV_PRVDR1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Provider Fund Types DEU, Provider	Set up a BVV provider type for your organization.
BVV Provider Fund Types DEU - Reporting	GPDE_BV_PRVDR2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Provider Fund Types DEU, Reporting	Define a BVV reporting record. The BVV defines the sorting fields on this page and provides you with the information to enter here. Use these to sort the data files and reports every time you send information to the BVV company.
BVV Provider Fund Types DEU - Bank Transfer	GPDE_BV_PRVDR3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Provider Fund Types DEU, Bank Transfer	Enter the bank account information for the BVV fund.
BVV Contribution Classes DEU	GPDE_BV_RATE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Contribution Classes, BVV Contribution Classes DEU	Display BVV contribution amounts for a specific contribution class. The table displays a validity record per contribution class (00-36). This table is delivered with data valid as of October 2000. You must enter any changes delivered by BVV.
BVV Provider Data	GPDE_AL_PE_BV	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, BVV Provider Data	Enter BVV provider data, such as provider number and fund type.
BVV Limits	GPDE_BV_LIMIT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Limits DEU, BVV Limits	Define BVV contribution limits.
BVV Transfer Disk	GPDE_RC_BV01	Global Payroll & Absence Mgmt, Pension, BVV Transfer Disk DEU, BVV Transfer Disk	Create a BVV transfer disk.

Page Name	Definition Name	Navigation	Usage
Maintain BVV Data - General	GPDE_BV_EE	Global Payroll & Absence Mgmt, Payee Data, Pension Information, Maintain BVV Data DEU, General	Enter BVV employee data. Specify each employee with mandatory insurance coverage who participates in BVV reporting.
Maintain BVV Data - Detail	GPDE_BV_EE_DTL	Global Payroll & Absence Mgmt, Payee Data, Pension Information, Maintain BVV Data DEU, Detail	Enter additional BVV employee data.

## Setting Up BVV Provider Fund Types for Your Organization

Access the BVV Provider Fund Types DEU - Provider page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Provider Fund Types DEU, Provider).

BVV Provider Fund Types DEU - Provider page

**Fund Type** This value can be either *Pension* or *Support*.

## Defining a BVV Reporting Record

Access the BVV Provider Fund Types DEU - Reporting page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Provider Fund Types DEU, Reporting).

The screenshot shows a web interface with three tabs: 'Provider', 'Reporting', and 'Bank Transfer'. The 'Reporting' tab is active. Below the tabs, it says 'Fund Type: Pension Fund'. A 'Definition' header is followed by a search bar with 'Find | View All | First | 1 of 1 | Last'. Below this, the 'Effective Date' is set to '01/01/1998'. There are two columns of input fields: the left column contains '\*Sort Key:', '\*Insurance Sort Key:', '\*Sort Key Z1:', '\*Sort Key Z2:', '\*Sort Key Z3:', and '\*Sort Key Z4:'. The right column contains '\*Sort Key Length:' for the first two rows. All input fields contain the value '0'. The '\*Sort Key Length' fields contain '0000'. There are '+' and '-' icons to the right of the 'Effective Date' field.

**BVV Provider Fund Types DEU - Reporting page**

Enter a default reporting setup. The data can be overridden individually on the pay entity level.

- Sort Key**                                      Enter the BVV sort key provided by BVV.
- Sort Key Length**                              Enter the BVV sort key character length.
- Insurance Sort Key**                              Enter the insurance sort key provided by BVV.
- Sort Key Z1-Z4**                                      Enter the additional sort keys provided by BVV.

**Defining BVV Bank Transfer Information**

Access the BVV Provider Fund Types DEU - Bank Transfer page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Provider Fund Types DEU, Bank Transfer).

The screenshot shows a web interface for setting up a bank transfer. At the top, there are tabs for 'Provider', 'Reporting', and 'Bank Transfer'. Below the tabs, it indicates 'Fund Type: Pension Fund'. A 'Definition' bar shows 'Effective Date: 01/01/1998'. The main section is titled 'Bank Details' and contains several input fields: 'Country Code' (DEU), 'International ACH Bank Account' (checkbox), 'IBAN', 'Bank ID', 'Bank Branch ID', 'Account Number', 'Account Name', and '\*Currency Code'. A 'Validate' button is located next to the IBAN field.

BVV Provider Fund Types DEU - Bank Transfer page

**Country Code**

Select the country for the provider's bank account.

**International ACH Bank Account** (international automatic clearing house bank)

Select to indicate that the bank is located outside the territorial jurisdiction of the United States.

**Note.** This field appears only if you have PeopleSoft Payroll for North America or PeopleSoft Global Payroll for United States installed.

**Already have an IBAN Number**

Select to indicate that the provider has an IBAN. When you select this check box, the Bank ID, Bank Branch ID, and Account Number fields become display-only and the IBAN field and Validate button become available.

If you deselect this check box for a provider who already has an IBAN entered and validated in the IBAN field, the system alerts you that this action will result in clearing the IBAN and bank account detail fields. You can click OK to continue, or Cancel to leave the check box selected.

**Note.** This check box appears on this page only when the IBAN Enabled check box is selected and the IBAN Required check box is deselected on the IBAN Country Setup page.

**IBAN (International Bank Account Number)**

Enter the IBAN for the provider. This field is editable only if you select the Already have an IBAN Number check box or if the IBAN Required check box is selected on the IBAN Country Setup page.

<b>Validate</b>	<p>Click to validate the number entered in the IBAN field. The validation process alerts you if there is an error in the entered IBAN. In addition, the validation process populates the Bank ID, Bank Branch ID, and Account Number fields based on the entered IBAN.</p> <p>This button is available only if you select the Already have an IBAN Number check box or if the IBAN Required check box is selected on the IBAN Country Setup page.</p>
<b>Bank ID and Account Number</b>	<p>When the Already have an IBAN Number check box is selected or if the IBAN Required check box is selected on the IBAN Country Setup page, these fields are not editable. The system populates them based on the entered IBAN when you click the Validate button.</p> <p>For accounts without an IBAN, manually enter values in the Bank ID and Account Number fields.</p>
<b>Bank Branch ID</b>	Enter the bank branch ID for the provider.
<b>Account Name</b>	Enter the account name for the provider.
<b>Currency Code</b>	Select the code of the currency in which the account is maintained. The code you enter in this field is for informational purposes only and is not used by the banking process.

## Displaying BVV Contribution Amounts for Contribution Classes

Access the BVV Contribution Classes DEU page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Contribution Classes, BVV Contribution Classes DEU).

### BVV Contribution Classes DEU

BVV Contribution Class: 7

Definition	
*Effective Date:	<input style="width: 100%;" type="text" value="01/01/1998"/> <span style="float: right;">Find   View All   First   1 of 1   Last</span>
BVV Class Limit Amount:	<input style="width: 100%;" type="text" value="700.00"/>
BVV Total Contribution:	<input style="width: 100%;" type="text" value="40.50"/>
BVV Employer Contribution:	<input style="width: 100%;" type="text" value="27.30"/>
BVV Employee Contribution:	<input style="width: 100%;" type="text" value="13.20"/>
*Currency Code:	<input style="width: 100%;" type="text" value="DEM"/> <span style="float: right;">Deutsche Mark</span>

BVV Contribution Classes DEU page

- BVV Class Limit Amount**     Enter the upper limit of the monthly earnings of this contribution class.
- BVV Total Contribution**     Enter the sum of the BVV employer contribution and BVV employee contribution.
- BVV Employer Contribution**     Enter the amount that the employer pays toward the BVV pension fund.
- BVV Employee Contribution**     Enter the amount that the employee pays toward the BVV pension fund.

**See Also**

Chapter 11, "Managing BVV Funds," Contribution Classes, page 180

## Entering BVV Employee Data

Access the Maintain BVV Data - General page (Global Payroll & Absence Mgmt, Payee Data, Pension Information, Maintain BVV Data DEU, General).

The screenshot shows a web-based form for maintaining BVV employee data. At the top, there are tabs for 'General' and 'Detail'. Below the tabs, the employee's name 'Peter Demmer' and position 'EMP' are displayed, along with 'ID: KDG057' and 'Empl Record: 0'. A search bar at the top right contains 'Find | View All | First | 1 of 1 | Last'. The main form area contains several input fields and checkboxes:

- \*Effective Date: 04/20/2009
- Membership Number: 0000000
- First Start Date: (empty)
- Seniority Date: (empty)
- Tariff: Pension Fund/New Tariff (DN)
- Process Type: 04 Unpaid Leave
- Provider Number: (empty)
- Permanent Claim: (empty)
- Termination Date: (empty)
- Empl Percent Tariff N: (empty)
- Employee Status AT:
- Employer Pays Contribution:
- Employer Pays Taxes:
- Unlimited Tax Contribution:
- Contribution Without Bonus:
- Take Over Pension Promise:

Maintain BVV Data - General page

**Membership Number**     Enter the employee's employee ID as reported by the BVV. The eighth digit of the employee ID is a check digit.

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**Note.** Enter *00000000* when you register an employee for the first time, and replace this number after the BVV provides an employee ID number.

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<b>Provider Number</b>	The system assigns the provider number, provider type, and default definition at the pay entity level. The pay entity membership numbers are stored on the EE level. Thus, EE, provider number, and pay entity.
<b>Hire Date</b>	Enter the employee's hire date.
<b>Seniority Date</b>	Enter the date when BVV membership through your company began. You can enter a date other than the actual BVV hire date in the case of an intercompany job transfer.
<b>Tariff</b>	Select <i>Base Pension/Old Tariff - Pension Fund (DA)</i> , <i>Base Pension/Old Tariff - Relief Fund (RA)</i> , <i>Base Pension/New Tariff - Pension Fund (DN)</i> , or <i>Base Pension/New Tariff - Relief Fund (RN)</i> . The value you enter here controls the presence of the Empl Percent Tariff N field on this page and the Civil Service and Empl Cntb Taxable Supported field on the Maintain BVV Data - Detail page.
<b>Process Type</b>	In the case of a job interruption or withdrawal, select the related BVV process type. <hr/> <b>Note.</b> In the case of a termination (process type 10-19), do not enter the last day worked as the effective date but rather the <i>first day after termination</i> . For example, if an employee leaves the company at the end of the month, you should enter the first day of the next month as the effective date. <hr/>
<b>Employer Pays Contribution</b>	Select this check box if the employer pays all BVV insurance contributions. No employee contributions (TBVV10) are paid while this check box is selected.
<b>Employer Pays Taxes</b>	Select this check box to extrapolate if the lump-sum limit is exceeded. This selection is only necessary if you—not the employee—are paying the tax. <hr/> <b>Note.</b> If you select this check box and the lump-sum limit, which is currently EUR 145206 as of September 1998, is excluded, then PeopleSoft Global Payroll calculates the contribution based on the excess amount. <hr/>
<b>Unlimited Tax Contribution</b>	Select this check box if the lump sum ceiling limit varies for group insurance policies. You must monitor the ceiling limit. The complete BVV employer contribution (TBVV20) is taxed at a flat rate. <hr/> <b>Warning!</b> You must verify the limit of the possible lump sum ceiling yourself. <hr/>
<b>Contribution Without Bonus</b>	Select this check box for employees who are in early retirement. You do not include bonuses when you calculate contributions for these employees. <hr/> <b>Note.</b> If you select this check box, the element TBVV2T (BVV 1/12 one-time payment in previous year) is not included in the calculation. This check box applies to employees in early retirement, for example. <hr/>

**See Also**

Chapter 11, "Managing BVV Funds," Interruptions of Employment and Withdrawals, page 180

**Entering Additional BVV Employee Data**

Access the Maintain BVV Data - Detail page (Global Payroll & Absence Mgmt, Payee Data, Pension Information, Maintain BVV Data DEU, Detail).

The screenshot shows the 'Maintain BVV Data - Detail' page for employee Peter Demmer (ID: KDG057). The page is divided into several sections:

- General Information:** Peter Demmer, EMP, ID: KDG057, Empl Record: 0.
- Currency Code:** EUR (euro).
- Civil Service:** Class: 5, Contribution: 4.04 EUR.
- Empl Cntb Taxable Supported:** Contribution: 25.00 EUR.
- Detail Data:** A table for Supplementary Insurance.
 

Supplementary Insurance	Amount
General Risk Insurance	35.89

Maintain BVV Data - Detail page

**Civil Service (BVV contribution for civil service)**

Enter the contribution that the employee pays during military or civil service, if any. During an employee's military or civil service, you must deduct contributions as if the employee is still working for the company.

**Note.** If the Class and Contribution fields contain values, then the contribution is paid during military/civilian service.

**Empl Cntb Taxable Supported (employee contribution taxable supported)**

Enter the contribution for additional insurance.

**Supplementary Insurance**

Select the type of supplementary insurance that the employee may have.

**Amount**

Enter the amount the employee pays for the insurance.

## Chapter 12

# Managing DEUEV

This chapter provides an overview of Data Entry and Transfer Ordinance (DEUEV) processing and the DEUEV reporting process, and discusses how to:

- Set up DEUEV processing.
- Enter employee data relevant to DEUEV.
- Run the DEUEV report process.
- Check the DEUEV process.
- Monitor the DEUEV processing status.
- Change DEUEV processing currency.
- Start and terminate the DEUEV system.
- View DEUEV reported events.
- Transfer DEUEV report data to disk or tape.

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## Understanding DEUEV Processing

As an employer, you have a statutory requirement to report to social insurance providers all the business events that are relevant to your employees in accordance with the Data Entry and Transfer Ordinance (DEUEV). Global Payroll for Germany gives you tools for meeting all DEUEV reporting requirements. It tracks reportable business events, enables you to view events, and produces necessary DEUEV reports and data files.

To automatically generate reports and route them to the social insurance providers in accordance with DEUEV statutes, your organization must be certified by your DEUEV provider.

Global Payroll for Germany prepares DEUEV reports for the following entities:

- Statutory health insurance providers

These organizations route some reported data to the retirement insurance providers and the German Federal Employment Office (BA). Data includes earnings subject to social insurance contributions, which is used as the basis for determining employee and employer contributions and employee entitlement to health insurance.

- Pension insurance providers

The Federal Insurance Office for Salaried Employees (BFA) and the Regional Social Insurance Board (LVA) require information about the period of employment and insurance contributions to calculate an employee's retirement entitlements.

- The Employment Office

The Employment Office requires employment data (including type of job, contribution totals for unemployment insurance, and actual employment time) so that it can distinguish between employment and unemployment, calculate entitlement for unemployment benefits, and analyze and regulate the labor market.

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## The DEUEV Reporting Process

The steps for the DEUEV reporting process are:

1. Make sure your system is properly set up for DEUEV processing.

Set up name prefixes and suffixes, DEUEV nationalities, and pay groups for DEUEV participation. You must know all business events that initiate a DEUEV process.

2. Enter employee data that is relevant to DEUEV.

Such data entry as a name or address change triggers a DEUEV process.

3. Run the DEUEV daily, monthly and report process.

4. Audit DEUEV reports run previously by viewing DEUEV reported events.

You can make corrections to the data and rerun the reports.

5. Transfer the DEUEV report data to disk or tape.

6. Submit data files to a DEUEV provider.

You submit a disk or tape to the provider, who can route some of the data to other social insurance providers.

## Viewing Delivered Elements

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

### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

## Setting Up DEUEV Processing

Use the Pay Groups DEU (GPDE\_AL\_PAYGROUP) component to set up DEUEV processing.

This section discusses how to:

- Set up name prefixes and suffixes.
- Set up DEUEV nationalities.
- Set up a pay group for DEUEV participation.
- View DEUEV business events definitions.
- View a table of DEUEV business events.
- View report reasons and descriptions.

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**Note.** The definition of report records, basic name prefixes and suffixes, and nationalities is set up and maintained by PeopleSoft.

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## Pages Used to Set Up DEUEV Processing

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Pay Groups DEU - DEUEV Data	GPDE_AL_PAYGROUP1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups DEU, DEUEV Data	Specify employees, by pay group, who participate in DEUEV reporting processes.
Define Business Evt DEUEV DEU (Define Business Events DEUEV DEU)	GPDE_DV_EVTREC	Global Payroll & Absence Mgmt, Social Security / Insurance, Define Business Evt DEUEV DEU, Define Business Evt DEUEV DEU	View definitions of business events that initiate a DEUEV process.

## Setting Up Name Prefixes and Suffixes

Set up name prefixes and suffixes on a series of pages available in the Foundation Tables menu.

### **See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up Personal Information Foundation Tables," Setting Up Additional Name Information

## Setting Up DEUEV Nationalities

The Nation DEUEV Table, which is maintained by PeopleSoft, stores nationality codes specified by the German DEUEV Directive. These codes regulate how data is to be provided to the German social insurance administration by companies doing business in Germany.

All the nationality codes that are applicable for DEUEV participation are located in the Nation DEUEV Table, which is set up and maintained by PeopleSoft.

### See Also

*PeopleSoft HR 9.1 PeopleBook: Administer Workforce, "Setting Up Country-Specific Tables," Entering German Nation DEUEV Codes*

## Setting Up a Pay Group for DEUEV Participation

Access the Pay Groups DEU - DEUEV Data page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups DEU, DEUEV Data).

The screenshot displays the 'Pay Groups DEU - DEUEV Data' page. At the top, there are five tabs: 'Pay Group Name', 'Defaults', 'Supporting Elemen', 'DEUEV Data', and 'Source Bank'. The 'DEUEV Data' tab is selected. Below the tabs, the following information is displayed:

- Pay Group:** G1BNK02 Banking Files Test Paygroup
- Pay Entity:** K1GPEC GP US Pay Entity C

Below this is a 'Definition' section with a search bar and navigation controls (Find, View All, First, 1 of 1, Last). The 'Effective Date' is 01/01/2004 and the 'Status' is Active.

The 'DEUEV Detail' section contains the following fields:

- Participation:** A dropdown menu currently showing 'Normal'.
- Systemstart:** An empty text field with a calendar icon to its right.

Pay Groups DEU - DEUEV Data page

You use pay groups to specify employees who participate in DEUEV reporting processes. Use the Participation field on the DEUEV page of the Pay Group component to designate whether, and in which form, the members of a pay group are to participate.

## Participation

If a pay group does not participate in the DEUEV reporting processes, select *No Participation*. Business events are not recorded for the employees of the pay group, and no reports are prepared.

To create and submit reports at regular intervals for a pay period, select *Normal*.

If a pay group requires immediate reports for a group of employees (for example, construction, fairground, or transport workers), then select *Immediate Notification*. Reports that must be submitted to the social insurance providers are created immediately and submitted to the respective offices.

## Viewing DEUEV Business Events Definitions

Access the Define Business Evnt DEUEV DEU page (Global Payroll & Absence Mgmt, Social Security / Insurance, Define Business Evnt DEUEV DEU, Define Business Evnt DEUEV DEU).

### Define Business Evnt DEUEV DEU

Business Event Type: 01    Description:

Empl Status:     Frequency:

DEUEV Applic:

Business Events										Customize   Find   <input type="text" value=""/>   <input type="text" value=""/> First 1 of 1 Last		
Reporting Reason	Report Type	DBME	DBNA	DBGB	DBAN	DBEU	DBSO	DBUV				
1 10 <input type="text" value=""/>	ANM <input type="text" value=""/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Define Business Evnt DEUEV DEU

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**Warning!** PeopleSoft maintains DEUEV business event data. Do not update this data.

---

- Business Event Type**      Displays the business event type that you entered to access this page.
- Empl Status** (employee status)    Displays the status assigned to employees after the report identified in the Report Type field is generated. Values are: *Active*, *Term* (terminated), and *Unchanged*.  
Do not change the value in this field.
- Frequency**      Displays how often the system processes the event: *Daily* or *Monthly*.  
Do not change the value in this field.

<b>DEUEV Applic</b> (DEUEV application)	Select the application that handles this business event. Options are <i>Annual Run, Currency, Day Run, End, Month Run, Online, and Start</i> .
<b>Reporting Reason</b>	Displays a number that identifies the reason for the report.
<b>Report Type</b>	Displays a code that identifies the type of report that is generated when this event occurs. Do not change the value in this field.

DBME, DBNA, DBGB, DBAN, DBEU, DBSO, and DBUV represent the types of data that can appear in DEUEV reports. A check mark identifies the data to be included in the report.

The system includes DSME (report identification data) for every business event.

<b>DBME</b>	Reason for the report.
<b>DBNA</b>	Employee's name.
<b>DBGB</b>	Employee's birth date.
<b>DBAN</b>	Employee's address.
<b>DBEU</b>	Employee's European social insurance number.
<b>DBSO</b>	If selected, this check box indicates that the report is to be created immediately and submitted to the social insurance provider's respective offices. This selection applies only when generating reports for pay groups that are defined with a DEUEV participation type of <i>Immediate Notification</i> .
<b>DBUV</b>	Data building block to the accident insurance.

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**Note.** The DBEU data elements exist only for employees in European Union countries.

---

**Warning!** Do not change the settings for Frequency, Reporting Reason, or EE Status. PeopleSoft maintains the appropriate values for these fields.

---

**See Also**

[Chapter 12, "Managing DEUEV," Viewing the Table of DEUEV Business Events, page 196](#)

[Chapter 12, "Managing DEUEV," Viewing Report Reasons and Descriptions, page 203](#)

## Viewing the Table of DEUEV Business Events

All valid DEUEV business events are listed in the DEUEV Business Events Table, which is exclusively set up and maintained by PeopleSoft.



This table lists stored business events:

<i>Event Type</i>	<i>Report Reason</i>	<i>Report Type</i>	<i>Event</i>	<i>Description</i>	<i>DEUEV Application</i>	<i>Data Elements</i>
1	10	ANM	Registration of new hire	Employee is a new hire.	Daily run	DBME DBNA, DBAN
2	10	ANM	Registration of change to employment subject to social insurance	Employee was already hired but is only now subject to social insurance contributions.	Monthly run	DBME DBNA, DBAN
3	13	ANM	Registration in accordance with Withdrawal 13 or 14	Continuation of normal employment following unpaid leave longer than 1 month (unpaid vacation, strike, etc).	Daily run	DBME DBNA, DBAN
4	10	ANM	Rehire	Employee was employed in this company and is rehired.	Daily run	DBME DBNA, DBAN
5	10	ANM	Registration when hired without SI number	The SI number is unknown.	Daily run	DBME DBNA, DBGB DBAN, DBEU
6	10	ANM	Registration of low-income earner	For briefly employed workers, seasonal workers, and low-income earners.	Daily run	DBME DBNA, DBAN

<i>Event Type</i>	<i>Report Reason</i>	<i>Report Type</i>	<i>Event</i>	<i>Description</i>	<i>DEUEV Application</i>	<i>Data Elements</i>
7	10	ANM	Registration of low-income earner without SI number	The SI number is unknown.	Daily run	DBME DBNA, DBGB DBAN, DBEU*
9	13	ANM	System start	The employee group is entered in the payroll system.	System start	DBME DBNA, DBAN
11	30	ABM	Withdrawal at termination	Termination of employment.	Daily run	DBME
12	30	ABM	Withdrawal for change of employment not subject to social insurance contributions	Employee must no longer pay mandatory social insurance.	Monthly run	DBME
13	34	ABM	Withdrawal and vacation/strike	For interruptions longer than 1 month.	Daily run	DBME
14	35	ABM	Withdrawal for lawful strike, lockout	For interruptions longer than 1 month.	Daily run	DBME
15	49	ABM	Withdrawal because of death	Employee dies during normal employment situation.	Daily run	DBME

<i>Event Type</i>	<i>Report Reason</i>	<i>Report Type</i>	<i>Event</i>	<i>Description</i>	<i>DEUEV Application</i>	<i>Data Elements</i>
16	30	ABM	Withdrawal of low-income earner	Termination of employment.	Daily run	DBME
19	36	ABM	System end	Payroll accounting system changes.	System close	DBME
21	32	ABM	Change in contribution category		Monthly run	DBME
	12	ANM				DBME, DBNA, DBAN
22	31	ABM	Change of SI provider	Change of SI provider.	Monthly run	DSME, DBME
	11	ANM	Change of SI provider		Monthly run	DSME, DBME, DBNA, DBAN
23	33	ABM	Change of SI region		Monthly run	DSME, DBME
	13	ANM	Change of SI region		Monthly run	DSME - DBME - DBNA - DBAN
24	33	ABM	Change from education relation	Change from an internship or apprenticeship to regular employment.	Monthly run	DSME - DBME

<b>Event Type</b>	<b>Report Reason</b>	<b>Report Type</b>	<b>Event</b>	<b>Description</b>	<b>DEUEV Application</b>	<b>Data Elements</b>
	13	ANM	Change from education relation	Change from an internship or apprenticeship to regular employment.	Monthly run	DSME - DBME - DBNA - DBAN
25	33	ABM	Change to old-age part time	Change to regular employment.	Monthly run	DSME, DBME
	13	ANM	Change to old-age part time	Change to regular employment.	Monthly run	DSME - DBME - DBNA - DBAN
26	30	ABM	Change of insignificance	Change from insignificant employment to regular employment.	Monthly run	DSME, DBME
	10	ANM	Change of insignificance	Change from insignificant employment to regular employment.	Monthly run	DSME - DBME - DBNA - DBAN
27	33	ABM	Change of employee category		Monthly run	DSME, DBME
	13	ANM	Change of employee category		Monthly run	DSME - DBME - DBNA - DBAN
28	36	ABM	Begin/end of insignificant employment		Monthly run	DSME, DBME

<i>Event Type</i>	<i>Report Reason</i>	<i>Report Type</i>	<i>Event</i>	<i>Description</i>	<i>DEUEV Application</i>	<i>Data Elements</i>
	13	ANM	Begin/end of insignificant employment		Monthly run	DSME - DBME - DBNA - DBAN
29	32	ABM	Change in contribution category		Monthly run	DBME
	12	ANM				DBME, DBNA, DBA N
31	51	UNT	Interruption due to illness	If more than 1 pay period social insurance gross = 0.	Monthly run	DSME, DBME
32	52	UNT	Interruption due to maternity leave	If more than 1 pay period social insurance gross = 0.	Monthly run	DBME
33	53	UNT	Interruption due to national service	Civilian, military service, military training longer than 3 days.	Monthly run	DBME
41	54	SON	One-time payment	Earnings during an interruption.	Monthly run	DBME
42	55	SON			Monthly run	DBME
43	55	SON			Monthly run	DBME
44	56	SON			Monthly run	DBME

<b>Event Type</b>	<b>Report Reason</b>	<b>Report Type</b>	<b>Event</b>	<b>Description</b>	<b>DEUEV Application</b>	<b>Data Elements</b>
51	60	AEN	Change in name	Employee data.	Online	DBNA
52	61	AEN	Change in address	Employee data.	Online	DBAN
53	63	PIN	Change in nationality	Employee data.	Online	
54	62	AEN	Change in employee ID	Optional; not currently implemented	Online	DSME
55	36	ABM	Currency change	Payroll currency change.	Currency	DBME
	13	ANM	Currency change	Payroll currency change	Currency	DBME, DBNA, DBAN
60	50	JAH	Annual report	Reports earnings otherwise unreported for the year-end close.	Monthly run	DSME
70	91	KON	Control report	Alternative if social insurance card not received.	Daily run	DSME, DBME
80	92	SOF	Immediate report	Required for employees in construction and other industries.	Daily run	DBNA, DBAN, DBSO
81	13	ANM	Change of employee category		Daily run	DBME, DBNA, DBAN

<i>Event Type</i>	<i>Report Reason</i>	<i>Report Type</i>	<i>Event</i>	<i>Description</i>	<i>DEUEV Application</i>	<i>Data Elements</i>
82	33	ABM			Daily run	DBME
83	13	ANM			Daily run	DBME, DBNA, DBAN
98	56	SON			Monthly run	DBME
99			Return after interruption	End of an interruption, internal remark.	Monthly run	

## Viewing Report Reasons and Descriptions

This table lists officially relevant report reasons and a description of each:

<i>Report Reason</i>	<i>Description</i>
Registrations	
10	Registration due to hire.
11	Registration due to change in health insurance provider.
12	Registration due to change in contribution category.
13	Registration due to other reasons, such as changes in employment record number.
13	Registration after unpaid leave or strike longer than 1 month, in accordance with § 7 Sec. 3 Sec. 1 Social Security Code IV (SGB IV).
13	Registration due to change in East/West state without changing health insurance provider.
13	Registration due to change in payroll system (optional).

<b>Report Reason</b>	<b>Description</b>
13	Registration due to change in employee category code without changes in contribution category.
13	Registration due to currency change during a calendar year.
Withdrawals	
30	Withdrawal due to termination.
31	Withdrawal due to change in health insurance provider.
32	Withdrawal due to change in contribution category.
33	Withdrawal due to other reasons, such as changes in employment.
34	Withdrawal due to change to employment subject to social insurance contributions after an interruption longer than 1 month.
35	Withdrawal due to strike of longer than 1 month.
36	Change in payroll system (optional).
36	Currency change during a calendar year.
40	Simultaneous registration and withdrawal due to termination of employment.
49	Withdrawal due to death.
Annual report, interruption report, other earnings report	
50	Annual report.
51	Interruption report due to drawing pay benefits or entitlement to them.



<b>Report Reason</b>	<b>Description</b>
52	Interruption report due to maternity leave.
53	Interruption report due to mandatory national service.
54	Report of a one-time work payment (special report).
Change reports (apply only to data transfer)	
60	Change in name.
61	Change in address.
62	Change in file number or employee ID (optional).
63	Change in nationality.
Other reports (apply only to data transfer)	
91	Control report.
92	Immediate report.

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

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## Entering Employee Data Relevant to DEUEV

When you enter or update certain types of employee data, job data, and social insurance data, the system recognizes whether the data is relevant to DEUEV and creates a trigger for DEUEV processing.

This section discusses types of changes that create triggers.

- Enter and update employee data.
- Enter job data.
- Enter social insurance data.

## Entering and Updating Employee Data

When you make the following employee data changes or entries in PeopleSoft HCM, Global Payroll automatically creates a trigger that generates a reportable business event:

- Name change

Changing an employee's name on the Personal Data - Name page causes the system to record business event 51 (change in name).

- Address change

Entering an address change on the Personal Data - Address page causes the system to record business event 52 (change in address).

- Date of birth and nationality

Enter the employee's nationality and date of birth on the Personal Data - Eligibility/Identity page. For foreign employees from European Union member countries who are hired without a social insurance number, enter the place of birth. The system automatically records business event 53 when you save entries or changes to the Personal Data - Eligibility/Identity page.

## Entering Job Data

To establish data for a DEUEV report, change these values in the Work Location and Payroll pages:

- Employment information

The system recognizes the business event for the selected employee depending on the selection in the Action/Reason field on the Work Location page.

- Payroll data

On the Payroll page, select the pay group in which to report employee data to the social insurance provider. You specify an employee's DEUEV participation via the pay group.

### **See Also**

[Chapter 12, "Managing DEUEV," Viewing Report Reasons and Descriptions, page 203](#)

## Entering Social Insurance Data

Record employee data for all types of social insurance (health, nursing care, pension, unemployment) on the pages in the Social Insurance component. This data is required for creating DEUEV reports.

### **See Also**

[Chapter 4, "Managing Social Insurance," page 25](#)

## Running the DEUEV Report Process

This section discusses how to:

- Run a DEUEV daily run process.
- Run a DEUEV monthly run process.
- Run a DEUEV reporting data generation process.

## Pages Used to Run the DEUEV Report Process

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Run Daily DEUEV DEU	GPDE_DV_RUN_DAY	Global Payroll & Absence Mgmt, Social Security / Insurance, Run Daily DEUEV DEU, Run Daily DEUEV DEU	Run the daily DEUEV process.
Run Monthly DEUEV DEU	GPDE_DV_RUN_MON	Global Payroll & Absence Mgmt, Social Security / Insurance, Run Monthly DEUEV DEU, Run Monthly DEUEV DEU	Run the monthly DEUEV process.
DEUEV Report Generation DEU	GPDE_DV_RUN_REP	Global Payroll & Absence Mgmt, Social Security / Insurance, DEUEV Report Generation DEU, DEUEV Report Generation DEU	Run the DEUEV reporting data generation process.

## Running a DEUEV Daily Run Process

Access the Run Daily DEUEV DEU (Global Payroll & Absence Mgmt, Social Security / Insurance, Run Daily DEUEV DEU, Run Daily DEUEV DEU).

### Run Daily DEUEV DEU

Run Control ID: DA [Report Manager](#) [Process Monitor](#)

Language:  ▼

**Process Request Parameters**

Calendar Group   Calendar Group Id Mar01

ID:

From Date:

To Date:

As Of Date:

#### Run Daily DEUEV DEU

Select a Calendar Group ID value from which to report and complete the From Date, To Date, and As Of Date fields. The purpose of the daily run is to detect DEUEV- related events, which do not depend on payroll results.

For the From Date, use the reference date for the start of the processing, which is normally the date of the system start event. The To Date is the end of the relevant period, usually the end of the month. The As Of Date is the date from which you look at the period, which is usually the first day of the next period.

### Running a DEUEV Monthly Run Process


Access the Run Monthly DEUEV DEU page (Global Payroll & Absence Mgmt, Social Security / Insurance, Run Monthly DEUEV DEU, Run Monthly DEUEV DEU).

### Run Monthly DEUEV DEU

Run Control ID: MON [Report Manager](#) [Process Monitor](#)

Language:

**Process Request Parameters**

Calendar Group ID:   DEUEV Abr. Januar 2002

Run Monthly DEUEV DEU page

Select a Calendar Group ID value from which to report. The purpose of the monthly run is to detect events that depend on payroll results.


## Running a DEUEV Reporting Data Generation Process


Access the DEUEV Report Generation DEU page (Global Payroll & Absence Mgmt, Social Security / Insurance, DEUEV Report Generation DEU, DEUEV Report Generation DEU ).


### DEUEV Report Generation DEU

Run Control ID: FY2008 [Report Manager](#) [Process Monitor](#)

**Process Request Parameters**

Calendar Group ID:  

From Date:  

To Date:  

DEUEV Report Generation DEU page

Select a Calendar Group ID value from which to report and complete the From Date and To Date fields. The purpose of this process is to combine and evaluate the results of the daily, monthly, and other runs. The information is processed. It generates messages for the social insurance providers in the database. After running this process, you can view the results in the statistics pages. This data will be transferred to disk in a later step.

For the From Date, use the reference date for the start of the processing, which is normally the date of the system start event. The To Date is the end of the relevant period, which is usually the end of the month.

---

## Checking the DEUEV Process

This section discusses how to:

- View recorded triggers.
- View reportable DEUEV reports.
- View reportable DEUEV report data.
- Enter selection criteria for DEUEV reports.
- View DEUEV record statistics.

## Pages Used to Check DEUEV Processing

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
DEUEV Triggers DEU	GPDE_DV_TRIGGER	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Triggers DEU, DEUEV Triggers DEU	View business events that have created triggers for a particular employee.
DEUEV Reportable Events DEU - Reports	GPDE_DV_DSME_SO	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reportable Events DEU, Reports	View reports that you would generate due to current business events.
DEUEV Reportable Events DEU - Report Data	GPDE_DV_DBME_SO	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reportable Events DEU, Report Data	View report data that you would generate due to current business events.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
DEUEV Statistics DEU - Parameter Entry	GPDE_DV_DSME_DW	Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Parameter Entry	Enter selection criteria for a report. You can view a selection of the DEUEV reports for an individual employee or all employees.
DEUEV Statistics DEU - Valid Registratio (Registration)	GPDE_DV_DSME_ST_A	Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Valid Registratio	View registration statistics for records that you selected on the DEUEV Statistics - Parameter Entry page.
DEUEV Statistics DEU - Earnings Reportin (Reporting)	GPDE_DV_DSME_ST_E	Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Earnings Reporting	View earnings reporting statistics for records that you selected on the DEUEV Statistics - Parameter Entry page.
DEUEV Statistics DEU - Registration Erro (Error)	GPDE_DV_DSME_ST_F	Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Registration Erro	View registration error statistics for records that you selected on the DEUEV Statistics - Parameter Entry page.
DEUEV Statistics DEU - Name Reporting	GPDE_DV_DSME_ST_N	Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Name Reporting	View name reporting statistics for records that you selected on the DEUEV Statistics - Parameter Entry page.
DEUEV Statistics DEU - Canceled Registra (Registration)	GPDE_DV_DSME_ST_O	Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Canceled Registra	View canceled registration statistics for records that you selected on the DEUEV Statistics - Parameter Entry page.

## Viewing Recorded Triggers

Access the DEUEV Triggers DEU page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Triggers DEU, DEUEV Triggers DEU).

DEUEV Triggers DEU		
Helmut Nickel		Person ID: GD_DEUEV45
Empl Record: 0		RVNR: 09160971N492
DEUEV Triggers		
Business Event Type	Event Effective Date	Description
01	10/01/2001	Einstellung
24	11/01/2001	Wechsel Ausbildungsverhältnis
24	01/01/2002	Wechsel Ausbildungsverhältnis
52	02/01/2002	Anschriftsänderung
33	04/01/2002	Unterbrechung Dienstpflicht
28	05/01/2002	Beginn/Ende geringf. Besch.

DEUEV Triggers DEU page

The system creates DEUEV reports based on business events that you have recorded. You can view reports but not change them, so we recommend that you check the business events on this page before creating reports.

- RVNR**                                      Displays the employee's pension insurance number.
- Business Event Type**                Displays the number of the business event.
- Event Effective Date**                Displays the date when the business event occurred.
- Description**                              Displays a description of the business event.

## Viewing Reportable DEUEV Reports

Access the DEUEV Reportable Events DEU - Reports page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reportable Events DEU, Reports).



Reports		Report Data						
<b>Helmut Nickel</b>		Person ID: GD_DEUEV45						
Empl Record: 0		RVNR: 09160971N492						
Reports								
Reason		Event Type	Descr	Effdt	Cancel	Empl Category	SI Provider	
10	Start	01	Einstellung	10/01/2001	<input type="checkbox"/>	101	IKK/4	Innungskrankenkasse
33	WthdOther	24	Wechsel Ausbildungsverhältnis	11/01/2001	<input type="checkbox"/>	101	IKK/4	Innungskrankenkasse
13	Other	24	Wechsel Ausbildungsverhältnis	11/01/2001	<input type="checkbox"/>	102	IKK/4	Innungskrankenkasse
33	WthdOther	24	Wechsel Ausbildungsverhältnis	01/01/2002	<input type="checkbox"/>	102	IKK/4	Innungskrankenkasse
13	Other	24	Wechsel Ausbildungsverhältnis	01/01/2002	<input type="checkbox"/>	101	IKK/4	Innungskrankenkasse
61	AddrChng	52	Anschriftsänderung	02/01/2002	<input type="checkbox"/>	101	IKK/4	Innungskrankenkasse
53	IntrpDuty	33	Unterbrechung Dienstpflicht	04/01/2002	<input type="checkbox"/>	101	IKK/4	Innungskrankenkasse
32	WthContCat	28	Beginn/Ende geringf. Besch.	05/01/2002	<input type="checkbox"/>	101	IKK/4	Innungskrankenkasse
12	Cat Change	28	Beginn/Ende geringf. Besch.	05/01/2002	<input type="checkbox"/>	109	IKK/4	Innungskrankenkasse

DEUEV Reportable Events DEU - Reports page (1 of 2)

SI Provider Nbr	ER Number	Nationality Key	DBME	DBNA	DBGB	DBAN	DBEU	DBSO	DBUV	Frequency	Reporting Date	Report Type	Status	Current DEUEV Run
15039837	99999993	000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M		ANM	A	53
15039837	99999993	000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M		ABM	E	53
15039837	99999993	000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M		ANM	A	53
15039837	99999993	000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M		ABM	E	53
15039837	99999993	000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M		ANM	A	53
15039837	99999993	000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M		AEN	N	53
15039837	99999993	000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M		UNT	E	53
15039837	99999993	000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M		ABM	E	53
15039837	99999993	000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M		ANM	A	53

DEUEV Reportable Events DEU - Reports page (2 of 2)

The system compares the current (reportable) events with previously reported events to make corrections or cancellations.

- Reason** Displays the reason for the report.
- Event Type** Displays a description of the event.
- Effdt** (effective date) Displays the date when the event occurred.
- Cancel** This check box is selected if a cancellation occurred.
- Empl Category** (employee category) Displays the employee category.

<b>SI Provider Nbr</b> (social insurance provider)	Displays the provider number of the social insurance provider.
<b>ER Number</b> (employer number)	Displays the employer ID.
<b>Nationality Key</b>	Identifies the payee's nationality.
<b>DBME</b>	This check box is selected if the element DBME (report reason) is a component of the report.
<b>DBNA</b>	This check box is selected if the element DBNA (name) is a component of the report.
<b>DBGGB</b>	This check box is selected if the element DBGGB (birth date) is a component of the report.
<b>DBAN</b>	This check box is selected if the element DBAN (address) is a component of the report.
<b>DBEU</b>	This check box is selected if the element DBEU (EU social insurance number) is a component of the report.
<b>DBSO</b>	This check box is selected if the element DBSO (immediate report) is a component of the report.
<b>DBUV</b>	Data building block to the accident insurance.
<b>Frequency</b>	Displays the frequency of the report: <i>D</i> for daily or <i>M</i> for monthly.
<b>Reporting Date</b>	Date when the report was copied to a disk or tape.
<b>Report Type</b>	Report type (Registration, Withdrawal, Change Report, Annual Report, Control Report, Immediate Report). Values are: <i>JAH</i> : annual report. <i>ANM</i> : registration. <i>ABM</i> : withdrawal. <i>AEN</i> : change report. <i>KON</i> : control report. <i>SOF</i> : immediate report.
<b>Status</b>	Report status. Values are: <i>A</i> : Valid registration. <i>E</i> : Valid earnings reporting. <i>F</i> : Registration error. <i>N</i> : Valid name reporting. <i>O</i> : Cancelled registration.

**Current DEUEV Run** Displays the sequence number issued by the system for the run.

## Viewing Reportable DEUEV Report Data

Access the DEUEV Reportable Events DEU - Report Data page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reportable Events DEU, Report Data).

Reason		Type	Effdt	Cancel	Begin Date	End Date	Number of Days	Currency
10	Start of Employment		10/01/2001	<input type="checkbox"/>	10/01/2001			
33	Wthdrwl Other Reasons		11/01/2001	<input type="checkbox"/>	10/01/2001	10/31/2001		DEM
13	Other Registration Reasons		11/01/2001	<input type="checkbox"/>	11/01/2001			
33	Wthdrwl Other Reasons		01/01/2002	<input type="checkbox"/>	11/01/2001	12/31/2001		DEM
13	Other Registration Reasons		01/01/2002	<input type="checkbox"/>	01/01/2002			
53	Interrptn Statutory Duty		04/01/2002	<input type="checkbox"/>	01/01/2002	03/31/2002		EUR
32	Wthdrwl Contribution Cat. Chng		05/01/2002	<input type="checkbox"/>	04/01/2002	04/30/2002		EUR

DEUEV Reportable Events DEU - Report Data page (1 of 2)

Amount	Contrib Group	Activity Keys	Region	Multi Employ	Glidezone Status	Current DEUEV Run
	1211	78142	West	<input type="checkbox"/>	Nein	53
2500.0000	1211	78142	West	<input type="checkbox"/>	Nein	53
	1211	78102	West	<input type="checkbox"/>	Nein	53
2450.0000	1211	78102	West	<input type="checkbox"/>	Nein	53
	1211	78142	West	<input type="checkbox"/>	Nein	53
4500.0000	1211	78142	West	<input type="checkbox"/>	Nein	53
	1211	78142	West	<input type="checkbox"/>	Nein	53

DEUEV Reportable Events DEU - Report Data page (2 of 2)

**Reason** Displays the reason for the report.

**Effdt** (effective date) Date when the event occurred.

<b>Cancel</b>	Selected if a cancellation has occurred.
<b>Control</b>	Selected if this is a control report.
<b>Begin Date and End Date</b>	Begin and end dates of the reporting period.
<b>Number of Days</b>	Contains a value if the report is simultaneously a registration and a withdrawal report that concerns a low-income earner.
<b>Amount</b>	Amount of reportable pay.
<b>Contrib Group</b> (contribution group)	Contribution group of the employee.
<b>Activity Keys</b>	This value is provided using the BA-Code, Position in Job, and Education fields as defined in the employee SI setup.
<b>Region</b>	Region of the employee's DEUEV provider. Values are <i>West</i> and <i>Ost</i> .
<b>Multi Employ</b> (multiple employment)	Selected if the employee has multiple employments.
<b>Current DEUEV Run</b>	The sequence number issued by the system for the run.

## Entering Selection Criteria for DEUEV Reports

Access the DEUEV Statistics DEU - Parameter Entry page (Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Parameter Entry).

The screenshot shows a web-based form titled "Parameter Entry" with several tabs: "Valid Registratio", "Earnings Reportin", "Registration Erro", "Name Reporting", and "Canceled Registra". An "OK" button is located in the top right corner. The main section is titled "Selection Criteria" and contains the following fields:

Empl ID From:	GD_DEUEV11	RVNR:	
Empl ID To:	GD_DEUEV61	ER SI Number:	
Empl Record:	<input type="checkbox"/>	SI Provider:	
Effdt:	10/19/2005	Provider:	
Reason:	05	Empl Category:	
Current DEUEV Run:		Nationality Key:	
Cancel:	<input type="checkbox"/>	Frequency:	
Event Type:		Status:	
Datetime Created:		Reporting Date:	<input type="checkbox"/> No Reporting Date
Report Type:	SON	Calendar Group ID:	GD2APR04

DEUEV Statistics DEU - Parameter Entry page

### **Selection Criteria**

When you enter selection criteria besides the employee ID, the system sorts the report data according to the criteria you enter.

<b>ID</b>	To see statistics for an employee, enter the employee ID.
<b>Empl Record</b> (employee record number)	To see statistics for a particular job, enter the employee record number.
<b>Effdt</b> (effective date)	Enter the effective date.
<b>Reason</b>	Select the report reason.
<b>Current DEUEV Run</b>	Enter the number of the DEUEV run for which you want to see processing results.
<b>Cancel</b>	Enter <i>Y</i> to select all cancelled messages or <i>N</i> to ignore the cancelled messages.
<b>Event Type</b>	Select the type of event for which you want to see statistics.
<b>Datetime Created</b>	Select the date when the process was run.
<b>Report Type</b>	Select the type of report for which you want to see statistics.
<b>No Reporting Date</b>	Select the messages that have no reported date yet (messages that have not yet been written to disk).
<b>RVNR</b>	Select the pension insurance number of the employee.
<b>ER SI Number</b> (employer social insurance number)	Select the employer's social insurance number as defined on the Pay Entity Location DEU page.
<b>SI Provider</b> (social insurance provider)	Select the name of the primary social insurance provider.
<b>Provider</b>	Select the number of the employer's SI provider.
<b>Empl Category</b> (employee category)	Select the employee category.
<b>Nationality Key</b>	Select the nationality code.
<b>Frequency</b>	Select <i>MON</i> to view messages from the monthly runs and <i>DAY</i> to view messages from the daily runs only.

<b>Status</b>	Select the status of the statistics you want to review. Values are: <i>A</i> : Valid registration. <i>E</i> : Valid earnings reporting. <i>F</i> : Registration error. <i>N</i> : Valid name reporting. <i>O</i> : Cancelled registration.
<b>Reporting Date</b>	Select the date when the disk was created and closed.
<b>Calendar Group ID</b>	Enter the calendar group ID for which you want to review statistics.

## Viewing DEUEV Record Statistics

Access any of these pages to view record statistics:

- DEUEV Statistics DEU - Valid Registration.
- DEUEV Statistics DEU - Earnings Reporting.
- DEUEV Statistics DEU - Registration Error.
- DEUEV Statistics DEU - Name Reporting.
- DEUEV Statistics DEU - Canceled Registration.

### **See Also**

[Chapter 12, "Managing DEUEV," Viewing DEUEV Reported Events, page 220](#)

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## Monitoring the DEUEV Processing Status

This section lists the page used to monitor the DEUEV processing status.

Use the DEUEV Process Status DEU component to monitor the DEUEV processing status.

## Page Used to Monitor the DEUEV Processing Status

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
DEUEV Process Status DEU	GPDE_DV_PRCST	Global Payroll & Absence Mgmt, Absence & Payroll Processing, Review Absence/Payroll Info, DEUEV Process Status DEU, DEUEV Process Status DEU	Check the status of DEUEV processing. This page shows the type of run selected and lists pertinent data about the run.

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## Changing DEUEV Processing Currency

This section lists the page used to change DEUEV processing currency.

Use the Change Currency DEUEV DEU component to change the DEUEV processing currency.

## Page Used to Change DEUEV Processing Currency

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Currency Change DEUEV DEU	GPDE_DV_RUN_CUR	Global Payroll & Absence Mgmt, Social Security/Insurance, Change Currency DEUEV DEU, Currency Change DEUEV DEU	Change the DEUEV processing currency by completing the Calendar Group and As Of Date fields.

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## Starting and Terminating the DEUEV System

This section discusses how to:

- Start the DEUEV system.
- Terminate the DEUEV system.

## Pages Used to Start and Terminate the DEUEV System

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Start System DEUEV DEU	GPDE_DV_RUN_STA	Global Payroll & Absence Mgmt, Social Security/Insurance, Start System DEUEV DEU, Start System DEUEV DEU	Start the DEUEV system by completing the Calendar Group and As Of Date fields.
Terminate System DEUEV DEU	GPDE_DV_RUN_END	Global Payroll & Absence Mgmt, Social Security/Insurance, Terminate System DEUEV DEU, Terminate System DEUEV DEU	Terminate the DEUEV system by completing the Calendar Group and As Of Date fields.

### Starting the DEUEV System

Access the Start System DEUEV DEU page (Global Payroll & Absence Mgmt, Social Security/Insurance, Start System DEUEV DEU, Start System DEUEV DEU).

You have to run the system start process before instituting the DEUEV system. The process generates the initial registrations for all employees who are contained in the pay groups of the specified calendar group.

### Terminating the DEUEV System

Access the Terminate System DEUEV DEU page (Global Payroll & Absence Mgmt, Social Security/Insurance, Terminate System DEUEV DEU, Terminate System DEUEV DEU).

The system end process generates the required final withdrawals for all employees in the specified calendar group.

## Viewing DEUEV Reported Events

This section provides an overview of the DEUEV Reported Events DEU component and lists the pages used to view DEUEV reported events.

### Understanding the DEUEV Reported Events DEU Component

After creating the report data, you can view the DEUEV reported events. View newly created and existing reports that were transferred to a data file through the pages in the DEUEV Reported Events component.

Use the DEUEV Reported Events DEU component to:

- View all reports that contain DSME data.



- View all reports that contain DBME data.
- View a payee's name and title.
- View a payee's birth data.
- View a payee's address information.
- View a payee's EU social insurance number and birth country.
- View immediate reports.

## Pages Used to View DEUEV Reported Events

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
DEUEV Reported Events DEU - Reports	GPDE_DV_DSME	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reported Events DEU, Reports	View all reports that contain DSME data.
DEUEV Reported Events DEU - Report Data	GPDE_DV_DBME	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reported Events DEU, Report Data	View all reports that contain DBME data.
DEUEV Reported Events DEU - Name Data	GPDE_DV_DBNA	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reported Events DEU, Name Data	View a payee's name and title as they appear in reports that contain DBNA data.
DEUEV Reported Events DEU - Birth Data	GPDE_DV_DBGB	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reported Events DEU, Birth Data	View a payee's birth data.
DEUEV Reported Events DEU - Address Data	GPDE_DV_DBAN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reported Events DEU, Address Data	View a payee's address information.

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
DEUEV Reported Events DEU - EU SI Numbers (European Union social insurance numbers)	GPDE_DV_DBEU	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reported Events DEU, EU SI Numbers	View a payee's European Union social insurance number and birth country for reports that include DBEU.

---

## Transferring DEUEV Report Data to Disk or Tape

This section provides an overview on DEUEV report data transfers and discusses how to:

- Create the DEUEV disk.
- Repeat report runs.
- Reject reports.

## Understanding DEUEV Report Data Transfers

To transfer DEUEV report data to a disk or tape:

1. Access the DEUEV Disk page.
2. Enter the sending information.
3. When receiver information appears, enter the disk type, file number, and calendar group ID information.

A file is generated per receiver type. The last calculated calendar group of the sender is used for each receiver. The calendar group is not dependent on the receiver but, without a receiver, the process will not run.

4. Run the process.

---

**Note.** In addition, you can split the file into separate PDFs. After you click Run from the Create DEUEV File DEU page (select Global Payroll & Absence Mgmt, Social Security / Insurance, Create DEUEV File DEU), you can then click the Process Monitor link and select the DEUEV PDF file split check box. After running the processes with the split-parameter (for TX01 and DV01), you can review the certificates for the employees on the Create Certificates page (select Global Payroll & Absence Mgmt, Payee Data, Certificates DEU). The employee is also able to view this information through self-service (Self Service, Payroll and Compensation, View/Print Certificates, Print or View Certificates)..

---

## Page Used to Transfer DEUEV Report Data to Disk or Tape

Page Name	Definition Name	Navigation	Usage
Create DEUEV File DEU	GPDE_DV_RUN_DSK	Global Payroll & Absence Mgmt, Social Security / Insurance, Create DEUEV File DEU, Create DEUEV File DEU	Transfer the report data to disk or tape.

## Creating the DEUEV Disk

Access the Create DEUEV File DEU page (Global Payroll & Absence Mgmt, Social Security / Insurance, Create DEUEV File DEU, Create DEUEV File DEU).

### Create DEUEV File DEU

Run Control ID: KD914 [Report Manager](#) [Process Monitor](#)

Language:  ▼

---

**Process Request Parameters**

Calendar Group:  🔍

---

**Deuev Sender**

<p>Provider ID: <input type="text" value="05555553"/> <span style="float: right;">🔍</span></p> <p>Pay Entity: GDB DEUEV-Firma 2</p> <p>Location: KD914 Zweigstelle Dresden</p>	<p><b>Address</b></p> <p>Country: <input type="text" value="DEU"/> <span style="float: right;">🔍</span> Germany</p> <p>Address: Zweigstelle Dresden Hinter dem Zwinger 2 01234 Dresden <span style="float: right;"><input type="button" value="Edit Address"/></span></p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

---

**Deuev Receiver**

<p>Provider ID: <input type="text" value="05174740"/> <span style="float: right;">🔍</span></p> <p>SI Provider: 5174740</p>	<p><b>Address</b></p> <p>AOK Sachsen DAV Sternplatz 7</p> <p>01067 Dresden</p>
----------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------

Create DEUEV File DEU page (1 of 2)

Create DEUEV File DEU page (2 of 2)

You create reports and save data to a file at the same time. You copy reports with different frequencies to different data files.

**Process Request Parameters**

**Calendar Group** Select the ID for the calendar group that corresponds to the DEUEV report you want to transfer to a disk or tape.

**File Number** Sequence number of the file for a provider. This number is handled automatically for each receiver and is incremented each time you run the process with the DEUEV Close option selected.

**DEUEV Close** When you select the DEUEV Close check box and click the Run button, the system processes the reports.  
The record is then considered as reported. The report files you created can be transferred to disk or tape.

---

**Warning!** Do not select this option until you are satisfied with the data. As long as this field is deselected, you can rerun the process and check the results.

---

**Deuev Sender**

Select the provider ID of the employer.

**Deuev Receiver**

Select the provider ID of the receiver (Social Insurance provider).

**Repeating Report Runs**

After you run the DEUEV reports, check them for completeness and ensure that the reported data is correct. If you discover that the reports are incomplete or contain incorrect data, make the necessary corrections and rerun the reports.

## Rejecting Reports

If a data file contains faulty reports (for example, a data element is missing), the DEUEV provider rejects the file. The data in the file is considered unreported, and you must recreate it. An error protocol identifies the type of error. You must determine the cause of the error, such as inconsistencies in the file information, and correct the problem.

Mark the rejected reports as faulty by opening the panel DEUEV Reported Events and setting the status of the rejected report to F. This setting means that the system handles it as if it did not exist. In the next DEUEV run, the report is recreated in accordance with the corrections and then sent to the receiving office.



## Chapter 13

# Defining Direct Insurance

This chapter provides overviews of direct insurance, types of direct insurance, and direct insurance setup, and discusses how to:

- Set up direct insurance.
- Enter direct insurance data.

---

## Understanding Direct Insurance

Direct insurance represents a type of earning that is subject to lower taxation than regular earnings. Direct insurance premiums can either be paid by the employer in addition to wages or salaries or can be financed by converting wages or salaries from legally owed compensation.

The employer pays insurance fees directly to the insurer and deducts those fees from the employee's income. The advantage to employees is that they pay a fixed tax percentage that is lower than the tax percentage for their regular salaries.

The lump-sum tax rate for such future insurance benefits has been 20 percent since 1996, but legislation grants such tax concessions have changed, depending on how the insurance premiums are financed.

This chapter discusses the types of direct insurance and how to set up calculations for direct insurance in Global Payroll for Germany.

### ***Delivered Elements***

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

---

## Understanding Types of Direct Insurance

Tax concessions apply to the following types of direct insurance:

- Capital life insurance.
- Term life insurance.
- Combined term and capital life insurance.
- Retirement insurance.

- Pension insurance with capital options.
- Accident and employment disability insurance with guaranteed premium refund.
- Supplemental accident insurance combined with a life insurance policy.
- Employment disability insurance combined with a life insurance policy.
- Variable life insurance.

---

**Note.** Tax concessions apply only to insurance policies with a term of at least five years.

---

Direct insurance benefits are paid directly by the employer to the employee's account at the employee's insurance company. Benefits can be paid regularly (periodically) or in the form of a one-time payment. Such payments can involve normal work pay, a pay conversion, or a one-time payment. Each case requires different taxation processes. Earnings up to 1,752 EUR per year are also taxed differently than the share of earnings above this limit.

The interest yielded from these types of insurance policies is nontaxable, if the term of the policy is not less than 12 years and individual contribution adjustments do not exceed the lump-sum amount.

If pay is converted, the insurance premium is deducted from the compensation amount in advance. If the employer makes a one-time payment, the premium is taxed at the lump-sum rate of 20 percent. This rate applies up to an annual total amount of EUR 1,752. Earnings above this amount are taxed separately.

Amounts from one-time payments, as well as old policies, are exempt from social insurance contributions.

---

## Understanding Direct Insurance Setup

All setup for direct insurance is done in the core application, using elements that are specific for Germany. Global Payroll for Germany has no specific pages that need to be set up for direct insurance.

1. Set up the earnings element that you use for direct insurance on the Earnings Name page in the core application.
2. Define the calculation rule for the direct insurance earnings on the Earnings Calculation page in the core application.
3. Assign the earnings element to an accumulator on the Accumulators page in the core application.
4. Assign an individual recipient for direct insurance deductions on the Payee Deduction Recipients page in the core application.

---

**Note.** After the earnings element is assigned to an accumulator, the system automatically deducts all entered amounts related to the earnings. Use deduction element DE\_DD\_M90100.

---

---

## Entering Direct Insurance Data

This section discusses how to:



- Set up an earning for direct insurance.
- Define calculation rules for direct insurance.
- Assign accumulators for direct insurance.
- Assign recipients for direct insurance deductions.

### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Earning and Deduction Elements"

## Pages Used to Set Up an Earning for Direct Insurance

Page Name	Definition Name	Navigation	Usage
Earnings Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name	Name the element and define its basic parameters.
Earnings - Calculation page	GP_ERN_DED_CALC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation	Define calculation rules for an earning element.
Accumulator Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Accumulator Name	Name an accumulator element and define its basic parameters.
Define Deduction Recipients	RECIPIENT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients, Define Deduction Recipients	Define general and individual recipients for deductions.

## Setting up an Earning for Direct Insurance

Access the Earnings Name page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name).

See *PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Earning and Deduction Elements," Naming an Earning Element.

## Defining Calculation Rules for Direct Insurance

Access the Earnings - Calculation page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation).

Use this page to view the calculation rule information for the direct insurance deduction.

Define the calculation rule of the direct insurance earnings as an *Amount* and then select *Payee Level* as the amount.

See *PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Earning and Deduction Elements," Defining Calculation Rules for an Earning Element.

## Assigning Accumulators for Direct Insurance

Access the Accumulator Name page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Accumulator Name).

Create a new earnings element, which you must add to an accumulator for direct insurance. Depending on who is paying the lump-sum tax, the accumulator is different. This PeopleSoft application delivers both of these accumulators:

- If the employer is paying the lump-sum tax, use the DE\_A3\_K2042 accumulator.
- If the employee is paying the lump-sum tax, use the DE\_A3\_K2052 accumulator.

By assigning the earnings to one of these accumulators, you define the earnings as a direct insurance type of earnings.

### **See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Setting Up Accumulators"

## Assigning Recipients for Direct Insurance Deductions

Access the Define Deduction Recipients page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients, Define Deduction Recipients).

Use this page to define the banking details for direct insurance deductions. This definition includes assigning a recipient ID and identifying a deposit schedule.

---

**Note.** You must assign the DE\_DD\_M90100 deduction element to the individual recipient.

---

See *PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Banking Instructions," Defining Recipients.

## Chapter 14

# Calculating Net-to-Gross Payments

This chapter provides an overview of delivered net-to-gross elements and discusses how to:

- Set up net-to-gross calculations for earnings.
- Set up net-to-gross payments for earnings.
- Set up net-to-gross earnings for reporting.

---

**Note.** Setup for net-to-gross payments for Germany is done in the core application, using elements that are specific to Germany. Global Payroll for Germany has no specific pages that you need to set up for net-to-gross payments.

---

### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining General Element Information"

---

## Understanding Delivered Net-to-Gross Elements

Global Payroll for Germany delivers elements that pertain to country setup.

This table lists the net-to-gross earnings:

<i>Earning</i>	<i>Description</i>
DE_ER_M80000	Base Pay Net 1.
DE_ER_M81000	Base Pay Net 2.
DE_ER_M81050	Base Pay Net 3.
DE_ER_M82000	Regular Bonus Pay Net.
DE_ER_M83000	MY Bonus Pay Net.

<b>Earning</b>	<b>Description</b>
DE_ER_M90000	Grossed Up Base Pay Netto 1 (corresponding to DE_ER_M80000).
DE_ER_M91000	Grossed Up Base Pay Netto 2 (corresponding to DE_ER_M81000).
DE_ER_M91050	Grossed Up Base Pay Netto 3 (corresponding to DE_ER_M81050).
DE_ER_M92000	Grossed Up Regular Bonus Pay Netto (corresponding to DE_ER_M82000).
DE_ER_M93000	Grossed Up MY Bonus Pay Netto (corresponding to DE_ER_M83000).

---

**Note.** This PeopleSoft application delivers a Structured Query Language query that you can run to view the names of all delivered elements that are designed for Germany.

---

See *PeopleSoft Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements."

See *PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Earning and Deduction Elements."

### **Delivered Elements**

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

See *PeopleSoft Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements.

---

## **Setting Up Net-to-Gross Calculations for Earnings**

Some earnings, such as bonuses, are paid as net amounts, so you must calculate the corresponding gross amounts.

To set up a net-to-gross calculation for earnings:

1. Set up the earnings for net-to-gross calculations on the Earnings Name page in the core application.
2. Assign the net-to-gross earnings to an accumulator on the Accumulators page in the core application.
3. Set up the gross earnings on the Earnings Name page in the core application.

Assign the grossed-up amount to a gross earnings by defining corresponding grossed-up earnings for each net-to-gross earnings, using a calculation rule of *Base \* Percent* on the Earnings Calculation page in the core application.

4. Assign the gross earnings to an accumulator on the Accumulators page in the core application.

The net-to-gross payment is automatically calculated and stored.

5. Add the net-to-gross earnings and the grossed-up earnings to the earnings element group on the Element Groups - Members page in the core application.
6. Add the net-to-gross earnings to a section where all earnings are processed, on the Definition page in the core application.
7. Add the grossed-up earnings to another section where grossed-up earnings are processed, at the end of the process.
8. Assign the grossed-up earnings to a print class of the payslip and the pay balance, and to the print class of the other reports that print earnings.

---

**Note.** Some net-to-gross earnings elements are delivered but not maintained by PeopleSoft.

---

---

## Setting Up Net-to-Gross Payments for Earnings

You set up net-to-gross payments in the Earnings component in the core application. For net-to-gross payments, set up net earnings and gross earnings separately.

To set up net-to-gross payments for earnings:

1. Set up net-to-gross payments.
2. Assign net-to-gross earnings to accumulators.
3. Set up gross earnings.
4. Assign gross earnings to accumulators.
5. Process net-to-gross earnings.
6. Add earnings to element groups.
7. Add earnings to sections.

### **See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Earning and Deduction Elements"

## Setting Up Net-to-Gross Payments

Access the Earnings Name page in the core application (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name).

There are three types of net-to-gross calculations from which to choose:

- Annualized
- Bonus
- Multiple Year Bonus

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook, "Defining Earning and Deduction Elements"*

## Assigning Net-to-Gross Earnings to Accumulators

Access the Accumulators page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Accumulators).

To define the type of calculation used, assign each type of net-to-gross earnings to an accumulator on the Accumulators page in the core application.

Assign each type of net-to-gross earnings to these accumulators:

<i>Type of Earnings</i>	<i>Assign to Accumulator</i>
Annualized	DE_A3_KT001G
Bonus	DE_A3_KT002G
Multiple Year Bonus	DE_A3_KT003G

**Example**

If you select a net-to-gross earnings type of *Bonus*, the following information appears on the Accumulators page:

The screenshot shows the 'Accumulators' page for element DE\_ER\_M82000. The page title is 'Accumulators' and the element name is 'DE\_ER\_M82000 Regular Bonus Pay Netto'. The owner is 'PS Non-Mnt'. Below the title bar, there are tabs for 'Accumulators' and 'Contributions'. A table lists the accumulator elements:

Accumulator Element	Description	*Begin Date	End Date	*Accumulator Sign		
DE_A3_PT002G	NGBonus Earnings PS Maintained	01/01/1998		Add	+	-

Assigning an earning to an accumulator on the Accumulators page

---

**Note.** If an earnings element is PeopleSoft-maintained, the naming convention for the element includes *P*. For example, DE\_A3\_PT002G is a PeopleSoft-maintained earnings element. If an earnings element is customer-maintained, the naming convention for the element includes *K*. For example, DE\_A3\_KT002G is a customer-maintained earnings element.

---

### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Setting Up Accumulators"

## Setting Up Gross Earnings

Access the Calculation page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation).

Set up the appropriate gross earnings. To assign the grossed-up amount to gross earnings, set up a corresponding grossed-up earnings for each net-to-gross earnings.

Define the calculation rule for the gross earnings on the Earnings - Calculation page in the core application.

---

**Note.** Select a calculation rule of *Base \* Percent* for these earnings.

---

The base of the earnings is the corresponding net-to-gross earnings. The percent for the earnings is a certain formula for each type of net-to-gross calculation. Use these formulas for each type of net-to-gross calculation:

<i>Type of Net-to-Gross Calculation</i>	<i>Formula</i>
Annualized grossed-up earnings	DE_TX_NGA_EARN
Bonus grossed-up earnings	DE_TX_NGB_EARN
Multiple Year Bonus grossed-up earnings	DE_TX_NGMYB_EARN

The grossed-up amount is stored in the earnings. Assigning formulas to the earnings enables the grossed-up amount of the earnings to calculate automatically.

### Example

If you select a net-to-gross earnings type of *Annualized*, enter the following information on the Earnings Calculation page.

Defining a calculation rule for a net-to-gross earnings on the Calculation page

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Earning and Deduction Elements," Defining Calculation Rules for an Earning Element

## Assigning Gross Earnings to Accumulators

Access the Accumulators page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Accumulators).

To ensure that the grossed-up earnings is calculated correctly, assign each type of grossed-up earnings to an accumulator on the Accumulators page in the core application.

Assign each type of grossed-up earnings to these accumulators:

<i>Type of Earnings</i>	<i>Assign to Accumulator</i>
Annualized	DE_TX_N001G
Bonus	DE_TX_N002G
Multiple Year Bonus	DE_TX_N003G



**Example**

If you select a grossed-up earnings type of *Bonus*, enter the following information on the Accumulators page.

Accumulator Element	Description	*Begin Date	End Date	*Accumulator Sign		
DE_TX_PN001G	Anlzd Gross Net Earns PS	01/01/1998		Add	+	-

Assigning a grossed-up earnings to an accumulator on the Accumulators page

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Setting Up Accumulators"

**Processing Net-to-Gross Earnings**

Access the Process List Name - Definition page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Process Lists, Definition).

By assigning the earnings to an accumulator, the net-to-gross is automatically calculated because the net-to-gross process is defined in the standard process list.

The results of this process, which are deductions, are automatically stored.

The naming convention for the deduction elements is:

DE\_<XX>\_T<NNN>

The value of <XX> is the type of deduction. For example, it can be SI (Social Insurance) or TX (Tax).

The value of <NNN> is a number such as 001. For example, the element name for the annualized tax deduction that is stored is:

DE\_TX\_T001

**Delivered Accumulators**

This PeopleSoft application delivers these accumulators to handle net-to-gross earnings:

<b>Accumulator</b>	<b>Description</b>
DE_A3_KT001G	Earnings assigned to annualized Net to Gross.
DE_A3_KT002G	Earnings assigned to Bonus Net to Gross.
DE_A3_KT003G	Earnings assigned to MY Bonus Net to Gross.
DE_TX_N001G	Grossed Up annualized Earnings.
DE_TX_N002G	Grossed Up Bonus Earnings.
DE_TX_N003G	Grossed Up MY Bonus Earnings.

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook, "Defining Processing Elements"*

## Adding Earnings to Element Groups

Access the Element Groups Members page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Members).

Add the net-to-gross earnings and the grossed-up earnings to the earnings element group of DE\_AL\_EARNINGS on the Element Groups Members page in the core application.

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook, "Defining the Organizational Structure," Defining Element Groups*

## Adding Earnings to Sections

Access the Section - Definition page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Definition).

Add the net-to-gross earnings to the DE\_ER\_1000 section on the Section Definition page in the core application. All earnings for Global Payroll for Germany are processed here.

Next, add the grossed-up earnings to another section at the end of the process. The grossed-up earnings must be added to the DE\_TX\_FINAL section on the Section - Definition page in the core application.

---

**Note.** You must add the net-to-gross earnings and the grossed-up earnings separately. Each type of earnings is added to a different section.

---

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Processing Elements," Selecting Elements That Constitute a Section

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## Setting Up Net-to-Gross Earnings for Reporting

This section provides an overview of setting up earnings for reporting and lists the pages used to set up net-to-gross earnings for reporting.

### Understanding Setting Up Earnings for Reporting

After you define the net-to-gross earnings and the grossed-up earnings, you must prepare them for reporting and printing.

---

**Note.** First decide which earning has to be assigned to the print classes. This decision depends on the individual needs of your company.

---

To set up earnings for reporting:

1. Assign the earnings that you selected to the print class of the payslip on the Payslip page.
2. Assign the earnings that you selected to the print class of the pay balance on the Pay Balance page.
3. Assign the earnings that you selected to the print class of other earnings, which print earnings.

---

**Note.** Assigning net-to-gross earnings to a print class is useful only if you want to view the base of the grossed-up earnings.

---

**See Also**

[Appendix B, "Global Payroll for Germany Reports," page 315](#)

[Chapter 3, "Defining Country Data," Specifying a Print Class, page 21](#)

## Pages Used to Set Up Net-to-Gross Earnings for Reporting

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Total Compensation DEU	GPDE_RC_AL02	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Total Compensation DEU, Total Compensation DEU	View the total gross salaries of all employees.
Payee Compensation Report DEU	GPDE_RC_AL03	Global Payroll & Absence Mgmt, Authority Correspondence, Payee Compensation Report DEU, Payee Compensation Report DEU	View the gross salary of an individual employee.
Payroll Results Summary DEU	GPDE_RC_AL04	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Summary DEU, Payroll Results Summary DEU	Records the payroll process by defining all earnings and deductions for a specific month. View, per payday, the current totals and the cumulative totals for the year.
Payroll Rsts Summary Year DEU (payroll results summary year DEU)	GPDE_RC_AL05	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Rsts Summary Year DEU, Payroll Rsts Summary Year DEU	Records the payroll process by defining all earnings and deductions for a specific year.
Payroll Statistic	GPDE_RC_AL06	Global Payroll & Absence Mgmt, Authority Correspondence, Payroll Statistics Report DEU, Payroll Statistic	Documents gross salary and working hours for all employees. You must send this report to the <i>Statistisches Bundesamt</i> .
Industrial Statistics DEU	GPDE_RC_AL08	Global Payroll & Absence Mgmt, Authority Correspondence, Industrial Statistics DEU, Industrial Statistics DEU	View the monthly gross salary and number of employees per department. You must send this report to the <i>Statistisches Bundesamt</i> .

## Chapter 15

# Setting Up Payslips

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

- Define payslips.
- Generate payslips.

---

## Understanding Payslips

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

---

## Defining Payslips

Use the Add Payslip Messages DEU (GPDE\_AL\_01\_MSG) component to define payslips.

This section discusses how to designate the payslip message data and provides payslip message examples.

---

**Note.** Global Payroll for Germany enables you to generate payslips. You can adapt the Global Payroll payslip to meet your needs. You can also send a message—printed on the payslip—to an individual payee or to payees belonging to designated pay groups, locations, or departments.

---

## Page Used to Set Up Payslip Messages

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Messages DEU	GPDE_AL_01_MSG	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages DEU, Messages DEU	Enter payslip data.

## Designating the Payslip Message Data

Access the Messages DEU page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages DEU, Messages DEU).

Messages DEU page

This page lists the groups to which you can send a message. Enter a value for the field you want to use as a parameter, for example, select a *business unit* to send a message to all payees within that parameter. Create your message in the Description field.

## Payslip Message Examples

The following examples illustrate payslip messages to a group of payees and to a single payee, respectively.

### **Example 1**

To issue the message "Have a nice holiday" on the payslips of all payees belonging to a particular pay group, you would complete these steps:

1. Select the appropriate current pay end date.
2. Select the pay entity issuing the payslip.
3. Enter the pay group ID for the appropriate pay group.
4. Enter the exact wording of the message in the Description field.

When the payslips are generated, all payslips generated for payees belonging to the designated pay group would display "Have a nice holiday."

**Example 2**

To issue the message "We don't have your current address on file" on the payslip of a specific payee, complete these steps:

1. Select the appropriate current pay end date.
2. Select the pay entity issuing the payslip.
3. Enter the employee ID for the payee.
4. Enter the exact wording of the message in the Description field.

When the payslips are generated, the payslip for the designated payee would display "We don't have your current address on file."

---

## Generating a Payslip

This section discusses how to generate a payslip.

**See Also**

[Appendix B, "Global Payroll for Germany Reports," page 315](#)

## Pages Used to Generate a Payslip

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Report Options	GPDE_RC_AL01_1	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips DEU, Report Options	Enter the parameters for the payslips report.
Elements View	GPDE_RC_AL01_2	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips DEU, Elements View	Select the elements to view on the payslips report.

## Generating a Payslip

Access the Report Options page (Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips DEU, Report Options).

**Retro and Current Period**      Select to display the results for retro calculation and for the current period.

**Current Period Only**              Select to display the results for the current period only.

**Retro Periods Only**

Select to display the results for retro calculation periods only.



## Chapter 16

# Setting Up Banking

This chapter provides an overview of banking setup for Germany and discusses how to:

- Set up bank information.
- Set up defaults for source banks.
- Set up banking defaults for payees.
- Run local country bank processing.
- Process SEPA payments for Germany.

---

## Understanding Banking Setup

This section discusses:

- The banking feature for Germany.
- Delivered elements.

## The Banking Feature for Germany

The banking feature in Global Payroll is optional. If you decide to use the banking feature, start by defining pages in the core application and continue setting it up on the Global Payroll for Germany pages.

To define the banking feature for Germany:

1. Define the banks and branches on the Bank Table page and the Bank Branch Table page in the core application.
2. Define the source banks on the Pay Entity Source Bank Link page in the core application.
3. Define the organization level for the source bank on the Pay Entity Source Bank Link page in the core application.
4. Define further information about source banks in Global Payroll for Germany.

Depending on the organization level you selected on the Pay Entity Source Bank Link page in the core application, define German-specific information on the corresponding page in Global Payroll for Germany.

5. Define bank account information for payees.

First, define information on the Bank Account Information page in the core application. Then, further define banking information for a payee in Global Payroll for Germany on either the Payee Source Bank Default page or the Manage Foreign Bank Acct DEU page.

6. Run the banking process on the Banking Run Control page in the core application.
7. Create payment files and reports in Global Payroll for Germany.

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Banking Instructions"

## Delivered Elements

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

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

---

## Setting Up Bank Information

Global Payroll for Germany uses the same bank information pages as PeopleSoft HCM. Set up basic naming and address information for the banks that your company does business with on these pages:

- Bank Table page (Set Up HRMS, Common Definitions, Banking, Banks, Bank Table).
- Bank Branch Table page (Set Up HRMS, Common Definitions, Banking, Banks, Branch Table).
- Source Bank Accounts page (Set Up HRMS, Common Definitions, Banking, Source Bank Accounts, Source Bank Accounts).

**See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up Banks and Bank Branches"

---

## Setting Up Defaults for Source Banks

Use the Department DEU (GPDE\_AL\_DEPT) component and the Pay Entities DEU (GPDE\_AL\_PAYENTITY) component to set up defaults for source banks.

This section discusses how to:

- Enter information at the pay entity level.
- Enter information at the department level.
- Enter information at the pay group level.

---

**Note.** All payments are processed through the source banks. Specify the classification criteria for the source banks on the Source Bank Link page in the core application. There, you can define the level of organization for which you are funding your payroll. Levels include pay entity, department, and pay group. For example, suppose that you select *Pay Entity* as the organizational level for the source bank on the Source Bank Link page in the core application. For every pay entity in your organization, you must set up a source bank default link on the Pay Entity - Local Source Bank Link page in Global Payroll for Germany. You also use these pages to define the payment type.

---

## Pages Used to Set Up Defaults for Source Banks

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Pay Entities DEU - Local Source Bank	GPDE_AL_PAYENTITY2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, Local Source Bank	Enter information about source bank and payment type at the pay entity level.  You must have already selected <i>Pay Entity</i> as the organization level on the Pay Entity Source Bank Link page and set up Source Bank IDs.
Department DEU - Source Bank	GPDE_AL_DEPT3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Department DEU, Source Bank	Enter information about source bank and payment type at the department level.  You must have already selected <i>Department</i> as the organization level on the Pay Entity Source Bank Link page and set up Source Bank IDs.
Pay Groups DEU - Source Bank	GPDE_AL_PAYGROUP2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups DEU, Source Bank	Enter information about source bank and payment type at the pay group level.  You must have already selected <i>Pay Group</i> as the organization level on the Pay Entity Source Bank Link page and set up Source Bank IDs.

## Entering Information at the Pay Entity Level

Access the Pay Entities DEU - Local Source Bank page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, Local Source Bank).

Processing Detail | Retro Limits | Supporting Elem | Source Bank Link | Tax Data | **Local Source Bank** | SI Data

Pay Entity: GD1 German Payroll Comp. 1

Definition Find | View All First 1 of 2 Last

\*Effective Date: 01/01/2002

Source Bank Setup			Customize	Find	First	1-5 of 5	Last
	Source Bank ID	Description	Payment Type				
1	KD01	Deutsche Bank	Wages and Salaries				
2	KD01	Deutsche Bank	Social Insurance				
3	KD01	Deutsche Bank	External Transfer				
4	KD01	Deutsche Bank	U1/Sick Leave				
5	KD01	Deutsche Bank	U2/Maternity Leave				

Pay Entities DEU - Local Source Bank page

### Source Bank Setup

**Source Bank ID**

Enter the source bank ID that you require. Source banks are the money sources from which payroll disbursements are drawn.

**Payment Type**

Select the payment type that you want to use: Advance Payments, BVV, Capital Accumulation, Company Pensions, Direct Life Insurance, External Transfer, Garnishments, Social Insurance, or Taxes.

---

**Note.** The Pay Entity is automatically populated from the Global Payroll core application.

---

## Entering Information at the Department Level

Access the Department DEU - Source Bank page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Department DEU, Source Bank).

Department Tbl Gbl		Department Tbl Ca		KUG Setup		Source Bank	
Set ID:	SHARE	Department:	13000				
Definition <span style="float: right;">Find   View All First 1 of 1 Last</span>							
*Effective Date:	10/20/2006						
Source Bank Setup <span style="float: right;">Customize   Find   First 1 of 1 Last</span>							
	Source Bank ID	Description	Payment Type				
1	B31	Deutsche Bank	Wages and Salaries				

Department DEU - Source Bank page

---

**Note.** The department is automatically populated from the Global Payroll core application. On this page, enter information about the source bank ID and the payment type.

---

**See Also**

Chapter 16, "Setting Up Banking," Entering Information at the Pay Entity Level, page 248

## Entering Information at the Pay Group Level

Access the Pay Groups DEU - Source Bank page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups DEU, Source Bank).

Pay Group Name	Defaults	Supporting Elemen	DEUEV Data	Source Bank
<b>Pay Group:</b>	GD2PG2	Paygroup 2		
<b>Pay Entity:</b>	GD2	German Payroll Comp.2		
<b>Definition</b> <span style="float: right;">Find   View All   First 1 of 1 Last</span>				
<b>*Effective Date:</b>	10/20/2006			
<b>Source Bank Setup</b> <span style="float: right;">Customize   Find   First 1 of 1 Last</span>				
Source Bank ID	Description	Payment Type		
1 B31	Deutsche Bank	Wages and Salaries	+	-

Pay Groups DEU - Source Bank page

**Note.** The pay group is automatically populated from the Global Payroll core application. On this page, enter information about the source bank ID and the payment type.

### See Also

Chapter 16, "Setting Up Banking," Entering Information at the Pay Entity Level, page 248

## Setting Up Banking Defaults for Payees

This section discusses how to:

- View bank account information for payees.
- Assign payee bank accounts to default source banks.
- Manage foreign bank account information.

## Pages Used to Set Up Banking Defaults for Payees

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Maintain Bank Accounts	PYE_BANKACCT	Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Maintain Bank Accounts, Maintain Bank Accounts	View bank account information for a payee.  You must have already set up bank account information for a payee.
Override Source Bank DEU	PYE_BANKACCT	Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Override Source Bank DEU, Override Source Bank DEU	Assign a payee's bank account to a default source bank.  First, complete the Source Bank Account page.
Manage Foreign Bank Acct DEU	PYE_BANKACCT	Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Manage Foreign Bank Acct DEU, Manage Foreign Bank Acct DEU	Add or update bank account data for a payee and record foreign bank transfers.

## Viewing Bank Account Information for Payees

Access the Maintain Bank Accounts page (Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Maintain Bank Accounts, Maintain Bank Accounts).

### **See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Banking Instructions," Entering Payees' Bank Account Information

## Assigning Payee Bank Accounts to Default Source Banks

Access the Override Source Bank DEU(Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Override Source Bank DEU, Override Source Bank DEU).

## Override Source Bank DEU

[Volker Fisch](#) Person ID: GD210000001

Bank Accounts Find | View All | First 2 of 2 Last

Account ID: Status: Active

Type: Salary Account

**Bank Details**

Country Code: DEU Germany

\*Bank ID: 13070000 Deutsche Bank

Bank Branch ID:

\*Account Number: 133131

Account Name: Volker Fisch

\*Currency Code: EUR Deutsche Mark

IBAN: [Edit IBAN](#)

AC Account Name:

[Specify Net Pay Elections](#)

Override Source Bank DEU page

### **Bank Accounts**

**Type** Select the type of account.

### **Bank Details**

**Bank ID** Select the name of the person's bank.

**Account Number** Enter account number for the person.

**Account Name** Enter the account name for the person.

**Edit IBAN** Displays the IBAN number for the account. Click the Edit IBAN link to access the International Bank Account Nbr page where you can generate and edit the IBAN for the bank account.

**AC Account Name** (alternate character account name). Appears if you enabled alternate character (AC) functionality on the Primary Permission List Preferences page.



## Managing Foreign Bank Account Information

Access the Manage Foreign Bank Acct DEU page (Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Manage Foreign Bank Acct DEU, Manage Foreign Bank Acct DEU).

### Manage Foreign Bank Acct DEU

[Ernst Bernst](#) Person ID: GXBKEE7

Bank Accounts
Find | View All | First 1 of 2 Last

Account ID: 1 Status: Active

Type: Checking

#### Bank Details

Country Code: USA United States  International ACH Bank Account

\*Bank ID: 009824567 State Bank

Bank Branch ID:

\*Account Number: 111

Account Name: aaa

\*Currency Code: USD US Dollar

AC Account Name:

[Specify Net Pay Elections](#)

Manage Foreign Bank Acct DEU page

This page displays the information that you entered on the Bank Account Information page.

### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Banking Instructions," Entering Payees' Bank Account Information

---

## Running Local Country Bank Processing

Use the Bank File Content DEU (GPDE\_BK\_TRANSFER) component and the Payment Types DEU (GPDE\_BK\_TRN\_SETUP) component to run local country bank processing.

This section discusses how to:

- View accumulators assigned to payment types.
- Define files created by the bank transfer report.

- Report on bank transfers.
- Create bank lists.

---

**Note.** After you set up information in the Global Payroll core application, you can use this information when running processes in Global Payroll for Germany to create actual payment files and payment reports. These processes include writing SQR reports and extracting data from the output file that the system creates in the core application in the banking run control process.

---

### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Banking Instructions," Creating Payments for Net Payments and Deductions in a Calendar Run

## Pages Used for Local Country Bank Processing

Page Name	Definition Name	Navigation	Usage
Payment Types DEU	GPDE_BK_BNKTRN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Payment Types DEU, Payment Types DEU	View the accumulators that are assigned to payment types.  Assign banking-related earnings/deductions to these accumulators before you use them.
Bank File Content DEU	GPDE_BK_XFERDTA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Bank File Content DEU, Bank File Content DEU	Define the files that are created by the Bank Transfer report. You must define which earning or deduction must be transferred and to which file it must be written.
Create Bank File DEU	GPDE_RC_BK01	Global Payroll & Absence Mgmt, Payment Processing, Create Bank File DEU, Create Bank File DEU	Creates one or several files containing all data records in their required formats. Copy the files that this report creates to newly formatted diskettes to be used for the data transfer with banks.
Create Bank List DEU	GPDE_RC_BK02	Global Payroll & Absence Mgmt, Payment Processing, Create Bank List DEU, Create Bank List DEU	Provides information about all payments made to employees through a financial institution, such as a bank or post office.

## Viewing Accumulators Assigned to Payment Types

Access the Payment Types DEU page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Payment Types DEU, Payment Types DEU).

**Payment Types DEU**

**Payment Type:** Wages and Salaries

**Element Name:** DE\_BK\_PAYMT1      Bank Transfer Income/Wages

Payment Types DEU page

**Payment Type**                      The payment type that you selected to access this page.

**Element Name**                      The accumulator assigned to the payment type.

### ***Payment Types and Accumulators Used in Bank Transfer Process***

Global Payroll for Germany supports the following payment types:

<b><i>Payment Type</i></b>	<b><i>Description</i></b>
1	Wages and Salaries.
3	Taxes.
4	Social Insurance.
6	Capital Accumulation.
7	Direct Life Insurance.
8	Garnishment.
9	External Transfer.
V	Advanced Payment.

<b>Payment Type</b>	<b>Description</b>
B	BVV.
U	U1/Sick Leave.
L	U2/Maternity Leave.

The following accumulators hold the amounts for the various payment types:

<b>Accumulator</b>	<b>Description</b>
DE_BK_PAYMT1	Bank Transfer Wages/Salaries.
DE_BK_PAYMT3	Bank Transfer Taxes.
DE_BK_PAYMT4	Bank Transfer Social Insurance.
DE_BK_PAYMT6	Bank Transfer Capital Accumulation.
DE_BK_PAYMT7	Bank Transfer Direct Insurance.
DE_BK_PAYMT8	Bank Transfer Garnishment.
DE_BK_PAYMT9	Bank Transfer External Transfer.
DE_BK_PAYMTV	Bank Transfer Advanced Payment.
DE_BK_PAYMTB	Bank Transfer BVV.
DE_BK_PAYMTU	Bank Transfer U1/Sick Leave.
DE_BK_PAYMTL	Bank Transfer U2/Maternity Leave.

The accumulators are not important for the payroll calculation process, but they are used for the bank transfer. Only the earnings/deductions that are referenced by the accumulators are transferred.

## Defining Files Created by the Bank Transfer Report

Access the Bank File Content DEU page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Bank File Content DEU, Bank File Content DEU).

### Bank File Content DEU

Find | View All | First 1 of 1 Last

Current Pay End Date:	01/31/2003	Last Updated:	Date:	+ -
Seq:	1			
<input checked="" type="radio"/> Source Bank	<input type="text" value="B31"/>	Deutsche Bank		
Deposit Schedule:	<input type="text" value="MONTHLY"/>			
<input checked="" type="checkbox"/> Wages and Salaries	<input checked="" type="checkbox"/> Income Tax and Church Tax	<input checked="" type="checkbox"/> Capital Accumulation Benefits		
<input checked="" type="checkbox"/> Advance Payments	<input checked="" type="checkbox"/> Social Insurance Contributions	<input checked="" type="checkbox"/> Direct Life Insurance		
<input checked="" type="checkbox"/> BVV	<input checked="" type="checkbox"/> External Transfers	<input checked="" type="checkbox"/> Garnishments		

Bank File Content DEU page

<b>Date</b>	The date on which the last bank diskette was created.
<b>Seq.</b> (sequence)	The system automatically assigns a sequence number. This value defines the number of files that are created.
<b>Source Bank</b>	Enter a source bank that you defined on the Source Bank page in the core application.
<b>Deposit Schedule</b>	Enter a deposit schedule that you defined on the Deposit Schedules page in the core application.
<b>Wages and Salaries</b>	Select this check box if you want wages and salaries to be transferred.
<b>Income Tax and Church Tax</b>	Select this check box if you want these taxes to be transferred.
<b>Capital Accumulation Benefits</b>	Select this check box if you want these benefits to be transferred.
<b>Advance Payments</b>	Select this check box if you want these payments to be transferred.
<b>Social Insurance Contributions</b>	Select this check box if you want these contributions to be transferred.
<b>Direct Life Insurance</b>	Select this check box if you want direct life insurance to be transferred.

- BVV** Select this check box if you want BVV to be transferred.
- External Transfers** Select this check box if you want external transfers to be transferred.
- Garnishments** Select this check box if you want garnishments to be transferred.

## Reporting on Bank Transfers

Access the Create Bank File DEU page (Global Payroll & Absence Mgmt, Payment Processing, Create Bank File DEU, Create Bank File DEU).

### Create Bank File DEU

Run Control ID: DE\_Ausw.Sammler [Report Manager](#) [Process Monitor](#)

Language:  Process Instance:719

**Report Parameters**

Current Pay End Date:

Transfer Sequence:

Deposit Schedule:  Banking - Deposit Schedule 3

Pay Entity:

Pay Group:

Diskette Type:  Not Applicable

Create Bank File DEU page

- Transfer Sequence** Specify the sequence in which the data is transferred to the bank. Set up the format of this data using the Bank Transfer Disk page.
- Deposit Schedule** Select a deposit schedule that you defined on the Deposit Schedules page.
- Diskette Type** Select the type of disk that you are using to store the files that the report creates.

---

**Note.** Click Run on this page to initiate the Bank Transfer Diskette (GPDEBK01) process. This report creates no printable output file, which is why there is no PDF file published on CD-ROM with the documentation.

---

## Creating Bank Lists

Access the Create Bank List DEU page (Global Payroll & Absence Mgmt, Payment Processing, Create Bank List DEU, Create Bank List DEU).

**Create Bank List DEU**

Run Control ID: DE\_Beitragabrechnung [Report Manager](#) [Process Monitor](#)

Language: German

**Report Parameters**

Current Pay End: 12/31/2008

Date:

Pay Entity: DE2

Pay Group:

Source Bank ID: B31 Deutsche Bank

Create Bank List DEU page

Enter the current pay end date, pay entity, pay group, and source bank ID. Then, click Run to initiate the Banklist (GPDEBK02) process.

---

## Processing SEPA Payments for Germany

PeopleSoft Global Payroll for Germany enables you to process payments using the Single Euro Payment Area (SEPA) formats and standards through an integration with PeopleSoft Financial Gateway. If you process payments using SEPA, you must set up and process banking using a different set of steps.

This section discusses how to:

- Set up SEPA processing.
- Process SEPA payments.
- Send SEPA payments to PeopleSoft Financial Gateway.

## Setting Up SEPA Processing

Before you can process SEPA payments using Global Payroll for Germany, in addition to the normal banking setup you must:

1. Ensure that an active SEPA application package is defined for Germany on the Banking Country Setup page.

2. Define payment process settings on the Installation Settings page.
3. Set up Integration Broker for both Global Payroll for Germany and Financial Gateway.
4. Set up banks for Germany in your PeopleSoft Financials system.

---

**Note.** Because Global Payroll for Germany uses a delivered country-specific application package (GPDE\_SEPA:CPopulateDEandFGRec), it is not necessary to define a SEPA SQL statement for Germany on the Banking Preparation Definition page.

---

### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Banking Instructions," (CHE, DEU, ESP, FRA, NLD)  
Setting Up SEPA Processing

## Processing SEPA Payments

You process payments for SEPA using the same Global Payroll Banking Process (GP\_PMT\_PREP) that you use for non-SEPA banking. When a row of data exists for Germany on the Banking Country Setup component, however, GP\_PMT\_PREP executes SEPA logic.

Global Payroll for Germany uses the GPDE\_SEPA:CPopulateDEandFGRec application package defined in the Banking Country Setup component to load results into the GP\_PAYMENT\_FG record for the country, calendar run ID, and employee ID range selected on the Run Payment Prep Process run control page.

---

**Note.** This new SEPA logic supersedes the country-specific processes that you would normally run in PeopleSoft Global Payroll for Germany for non-SEPA banking. Therefore, when processing SEPA payments for Germany, you do not have to run the Bank Transfer Diskette (GPDEBK01) or Banklist (GPDEBK02) processes.

---

### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Banking Instructions," (CHE, DEU, ESP, FRA, NLD)  
SEPA Processing

## Sending SEPA Payments to PeopleSoft Financial Gateway

You send generated SEPA payment details from PeopleSoft Global Payroll for Germany to PeopleSoft Financial Gateway. Financial Gateway then dispatches the payments to banks in compliance with SEPA rules and standards. You send SEPA payments to PeopleSoft Financial Gateway using the Payment File Generation page. This page enables you to:

- Identify the rows of GP\_PAYMENT\_FG that are to be prepared to be sent to Financial Gateway.
- Insert the prepared payment rows into staging tables and publish them to Financial Gateway through Integration Broker using the PAYMENT\_REQUEST message.
- Generate XML reports. The delivered report for PeopleSoft Global Payroll for Germany is GPDE\_FG\_REPT.



**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Banking Instructions," (CHE, DEU, ESP, FRA, NLD)  
Sending SEPA Payments to PeopleSoft Financial Gateway



## Chapter 17

# Working with Loans

This chapter provides an overview of loans and discusses how to set up loan repayments.

---

## Understanding Loans

Global Payroll for Germany enables you to process loans made to employees through the payroll system. You include the loan in the employee's regular pay for one pay period, and then you take repayments from the employee over successive pay periods until the amount is repaid in full. Use the Loan Setup page to enter details about an employee's loan, and the system records the repayments on the Payment Schedule page.

### ***Delivered Loan Elements***

Global Payroll for Germany uses this earning to calculate payments for loans:

<b><i>Earnings</i></b>	<b><i>Description</i></b>
DE_LN_SALIKD	In kind loan taxable excess. Shows the excess interest amount that results when the interest rate is lower than the statutory rate. Calculated by subtracting the loan interest amount from the statutory interest amount on a month by month basis.

Global Payroll for Germany uses these deductions to calculate payments for loans:

<b><i>Deduction</i></b>	<b><i>Description</i></b>
DE_LN_DD_CAP	Loan capital deduction. Used for repayment of the capital portion of a loan.
DE_LN_DD_INT	Loan interest deduction. Used for repayment of the interest portion of a loan.

Global Payroll for Germany uses these variables to calculate payments for loans:

<b><i>Variables</i></b>	<b><i>Description</i></b>
DE_LN_VR_MINLOAN	Minimum loan balance. If the total loan balance is greater than this value, tax advantage is calculated if the loan interest rate is less than the statutory interest rate. Currently set to 2600 (2.600 EUR).

<i>Variables</i>	<i>Description</i>
DE_LN_VR_STAT_INT	Statutory interest rate, as specified by German government regulations. You can change this value to adjust for statutory changes. Current value is 5 (5%).

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

## Setting Up Loan Repayments

This section provides an overview of loan repayments and discusses how to:

- Set up loans.
- View payment schedules.
- Generate loan reports.

## Understanding Loan Repayments

When granting a loan, use Global Payroll for Germany to select one of the following three calculation methods for the repayment:

1. Specify the number of periods over which the repayment is to be made and let the system determine the end date and the monthly payment amount.
2. Specify the monthly payment amount and let the system determine the number of periods.
3. Specify the end date and let the system determine the payment amount per period.

You can also enter an individual interest rate for each loan. The system automatically calculates tax advantages resulting from a below-market interest rate on the loan. For below-market rate loan balances greater than 2.600 EUR, German government regulations require that the difference between the actual interest paid and the statutory market interest rate be taxed. As the statutory interest rate (currently 5 percent) and the loan balance threshold (currently 2.600 EUR) are subject to change by the German government, these values can be changed in the system.

## Pages Used to Set Up Loan Repayments

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Loan Setup	GPDE_LN_SETUP	Global Payroll & Absence Mgmt, Payee Data, Loans, Request Loans DEU, Loan Setup	Record the details of a loan payment made to an employee.

Page Name	Definition Name	Navigation	Usage
Payment Schedule	GPDE_LN_SCHED	Global Payroll & Absence Mgmt, Payee Data, Loans, Request Loans DEU, Payment Schedule	View the status of an employee's loan and the repayments that they have made. The page displays the original amount of the loan, as well as the remaining amount to be repaid.
Company Loan Month	GPDE_RC_LN01	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Company Loan DEU, Company Loan Month	Generate reports listing current loan payments for each employee and loan instance, and stopped loans.

## Setting Up Loans

Access the Loan Setup page (Global Payroll & Absence Mgmt, Payee Data, Loans, Request Loans DEU, Loan Setup).

Loan Setup
Payment Schedule

EmplID: KD0001      Heiner Breit-Gossmann      Empl Record: 0

Find | View All | First | 1 of 1 | Last

Instance: 1      Description:

Account Number:

Investment Number:

**Payment Data**

\*Pay-Out Date:         Stopped      Entered on:

Company Interest:       [Reason](#)

\*Loan Amount:        \*Currency:

**Payment Schedule**

\*Calculation Type:

\*Begin Date:        End Date:

Repayment:

\*Payment Prds:

Loan Setup page

## ***Loans***

<b>Instance</b>	<p>The system displays the ID number of a loan granted to an employee. An employee may have more than one loan at a time; each loan has a separate Instance number.</p> <p>To restart a stopped loan, create a new instance and then search for the instance of the stopped loan. This action copies the stopped loan data to the new loan instance.</p>
<b>Account Number</b>	Internal customer tracking number.
<b>Investment Number</b>	Enter an internal customer tracking number.
<b><i>Payment Data</i></b>	
<b>Pay-Out Date</b>	Select the date that the loan was granted to the employee. This date must be earlier than or equal to the Begin Date.
<b>Stopped</b>	Select to prevent the loan from being processed in the payroll run. This action creates a retro trigger.
<b>Entered on</b>	Date that you selected the Stopped check box. If this date falls within a pay period in which payroll has been finalized, you cannot deselect the Stopped check box.
<b>Reason</b>	Click this link to see the reason that the loan repayment was stopped.
<b>Company Interest</b>	Enter the interest rate charged for the loan.
<b>Loan Amount</b>	Enter the amount of loan principal granted to the employee.
<b>Currency</b>	Select the currency in which the loan is granted. The default currency is the currency assigned to your user ID.

## Payment Schedule

### Calculation Type

Select the method used to calculate repayment of the loan. Available options are:

- *By Periods*: Specify the number of periods in the Payment Prds field and the begin date for the repayment in the Begin Date field. The system determines the repayment amount per period.
- *End Date*: Specify the end date in the End Date field. The system determines the repayment amount per pay period.
- *Flat Amount*: Enter a flat amount in the Repayment Amount field and specify a date in the Begin Date field. The system determines the number of repayments necessary.

### Create Schedule

Click this button to generate the loan repayment schedule. If changes on the Loan Setup page affect the payment schedule, this button is triggered automatically.

After you create a schedule and repayment has begun, you cannot change anything on the Loan Setup page that would change the repayment schedule. To change the loan, you must stop the loan and then create a new loan instance that includes your changes.

### Begin Date

Select the date when repayment of the loan must start.

### End Date

Select the date by which the loan must be repaid in full. Used with End Date calculation type.

### Payment Prds (payment periods)

Enter the number of payment periods to use when calculating the loan repayment using the By Periods calculation type.

If you use the End Date or Flat Amount calculation types, this field displays 1 by default, and the system automatically determines the number of periods.

## Viewing Payment Schedules

Access the Payment Schedule page (Global Payroll & Absence Mgmt, Payee Data, Loans, Request Loans DEU, Payment Schedule).

Loan Setup		Payment Schedule			
EmplID:	KD0001	Heiner Breit-Gossmann	Empl Record: 0		
<b>Advance/Loan Totals</b>		Find   View All   First   1 of 1   Last			
Instance Number:	1				
Total Amt:	5,083.66	Remaining Balance:	5,083.66		
		Currency: EUR			
<b>Loan Amortization Table</b>		Customize   Find   View All   First   1-5 of 7   Last			
Month	Year	Capital	Interest	Repayment	Paid
6	2006	705.41	20.83	726.24	<input type="checkbox"/>
7	2006	708.35	17.89	726.24	<input type="checkbox"/>
8	2006	711.30	14.94	726.24	<input type="checkbox"/>
9	2006	714.26	11.98	726.24	<input type="checkbox"/>
10	2006	717.24	9.00	726.24	<input type="checkbox"/>

Payment Schedule page

### ***Advance/Loan Totals***

**Total Amt** (total amount) Displays the total amount (including interest) of the loan that was made to the employee.

**Remaining Balance** Displays the amount of the loan that has not been repaid. This amount is automatically reduced per pay period, when the repayments are taken from the employee's salary.

### ***Loan Amortization Table***

**Month** Displays the month that the next payment will be made.

**Year** Displays the year associated with the payment month.

**Capital** Displays the capital amount of the loan repayment that the employee has to pay. This amount does not include the interest payment for the loan.

**Interest** The system automatically calculates the interest payment that applies to the loan.

**Repayment** When using the By Periods or End Date calculation types, the system automatically calculates the total loan repayment for that month. This amount comprises the capital and the interest payments.



**Paid**

This check box is selected automatically when a loan amount has been repaid.

## Generating Loan Reports

Access the Company Loan Month page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Company Loan DEU, Company Loan Month).

**Company Loan DEU**

Run Control ID: DE\_Ausw.Abrechnungselement      [Report Manager](#)      [Process Monitor](#)     

Language: English

**Report Parameters**

Current Pay End Date: 08/03/2000

Pay Entity: OPM

Company Loan Month page

**Current Pay End Date**

Enter the end date of the most recent pay period.



## Chapter 18

# Working with KUG

This chapter provides an overview of Kurzarbeitergeld (KUG) and discusses how to set up KUG processing.

---

## Understanding KUG

When employers must close down part or all of their operations because no work is available, KUG insurance funds are provided for a set period of time by the Bundesagentur für Arbeit (BfA) to prevent permanent terminations or factory closure. KUG funds paid by the BfA cover part of the difference between the normal pay (Solltengeld) and the actual pay (Istentgelt) for employees. In addition, the employer alone has to pay social insurance contributions for a fictive amount based on the difference.

KUG grants are paid by the BfA for a set period of time. Your organization must apply to the BfA for a KUG grant. When the BfA approves the grant, you receive a grant number (Stammnummer) and beginning and ending dates for the grant period (Gewährungszeitraum).

## Delivered KUG Elements

These tables describe the earnings, absence takes, and accumulators that are delivered by the PeopleSoft application:

---

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

---

### ***Delivered KUG Earnings***

Global Payroll for Germany uses these earnings to calculate payments for KUG:

<b><i>Earnings</i></b>	<b><i>Description</i></b>
DE_KU_EKKUG	Pay reduction by KUG.
DE_KU_HKGBA	KUG hours with amount of KUG BA.
DE_KU_HKGKK	KUG hours KG with amount of KUG KK.
DE_KU_HKUG	Normal KUG hours.
DE_KU_KUG	KUG pay.

<b>Earnings</b>	<b>Description</b>
DE_KU_KUGKK	Sick pay (KG) with the amount of KUG payable by health insurance.
DE_KU_NEBEN	KUG other employer payments.

### **Delivered KUG Absence Takes**

Global Payroll for Germany uses this absence element to calculate payments for KUG:

<b>Absence</b>	<b>Description</b>
DE_AB_M90	KUG absence hours.

### **Delivered KUG Accumulators**

Global Payroll for Germany uses these customer-maintained accumulators to support calculation of KUG payments:

<b>Accumulator</b>	<b>Description</b>
DE_KU_K_BASISK	KUG reducible pay. Includes all earnings affected by KUG reduction, such as salary. Does not include one-time payments or overtime ( <i>Mehrarbeit</i> ).
DE_KU_K_BASISM	KUG overtime pay. Includes all overtime pay ( <i>Mehrarbeit</i> ). Does not include one-time payments.
DE_KU_K_BASISN	KUG nonreducible pay. Includes all employer contributions to capital accumulation (VWL) or moneyworth advantage (GWV, <i>geldwerter Vorteil, Sachbezüge</i> ). Does not include one-time payments or overtime ( <i>Mehrarbeit</i> ).
DE_KU_K_NEBENE	Other employer pay. Pay received from an other employer must be added to the actual pay ( <i>Istentgelt</i> ); this adjustment reduces the difference for the KUG payments. This earning is for positive input only and does not appear in accumulators other than KUG.
DE_KU_K_REDUCT	KUG payment reduction. Payment reduction for KUG reasons. You can override the payment reduction with this accumulator. The elements in the PeopleSoft-delivered accumulator must first be disabled, for example by removing them from the element group.

---

## **Setting Up KUG Processing**

This section discusses how to set up KUG processing.

You set up KUG processing as follows:

1. For each employee, enter a KUG benefit group and KUG benefit step on the Tax Card Data page (Global Payroll, Payee Data, Taxes, Maintain Tax Data DEU, Tax Card Data).
2. Apply for a KUG grant.
3. Enter the KUG grant number (*Stammnummer*) and beginning and end dates (*Gewährungszeitraum*) on the KUG Setup page (Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Department DEU, KUG Setup).
4. For each employee, enter KUG time using the KUG absence element (DE\_AB\_M90).
5. If KUG and sick time overlap in a KUG period, enter both absences. The system determines if sick time is paid for by the BfA or by health insurance.

## Pages Used to Set Up KUG Processing

Page Name	Definition Name	Navigation	Usage
Tax Card Data	GPDE_TX_DATA2	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Tax Card Data	Enter tax card data for an employee.
KUG Setup	GPDE_AL_DEPT4	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Department DEU, KUG Setup	Enter serial number and beginning and ending dates for a KUG grant.

## Setting Up KUG Processing

Access the KUG Setup page (Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Department DEU, KUG Setup).

KUG Setup page

### Begin Date and End Date

Beginning and ending dates for the KUG grant period (*Gewährungszeitraum*). These dates are provided by the *Bundesagentur für Arbeit*.

**KUG Ident Number BA**

Grant number (*Stammnummer*) for the KUG grant. This number is provided by the *Bundesagentur für Arbeit*.

## Chapter 19

# Managing Electronic Data Transfers

This section provides an overview of electronic data transfers and discusses how to:

- Process and submit electronic tax returns.
- Process and submit social insurance data.
- Generate disability reports.
- Process payroll statistical information.
- Manage certificates.
- Set up certificates.
- Process certificates.

---

## Understanding Electronic Data Transfers

This section discusses:

- Tax statements.
- Social insurance.
- Disability reports.
- Payroll statistic reports.
- Certificates.
- Delivered elements.

### Tax Statements (ELSTER)

The acronym *ELSTER* stands for *Elektronische Steuererklärung* (electronic tax return). Using Global Payroll you can generate tax statements and submit them electronically.

The Global Payroll tax statement process generates tax documents for a specific group of employees at the end of a given pay period or tax year. Monthly tax statements are created for all employees who have left the company in a given pay period, displaying the year-to-date tax data for that employee. Year-end tax statements are created for all employees who are employed at the end of the year, describing their yearlong tax details. After tax statements for both monthly and yearly processes have been printed and finalized, that Tax Card field for the employee for that particular year closes.

## Social Insurance

The social insurance contributions report summarizes all social insurance data relevant to employees. It displays the values that have been set for a specific organization. It is a legal requirement to submit the social insurance contribution list as a data file rather than in paper form. The data transfer is performed by encrypted email.

You will create a data file which will be stored in the Process Details log folder. You transfer the file to the location specified by a third-party product. The encryption software will encrypt the data file and transfer it as an attachment.

## Disability Reports

Germany mandates that all employers, with an employee count greater than a particular threshold, hire a certain percentage of disabled employees or else pay an equalization amount. PeopleSoft provides you with a way to analyze your disabled employees, as well as describe those employees who are disabled. PeopleSoft is partnering with RehaDat, to create the final report, which will be delivered electronically to the unemployment office.

Global Payroll creates three csv files: `DSB_FILE_LAYOUT_A_GER`, `DSB_FILE_LAYOUT_C_GE`, and `DSB_FILE_LAYOUT_D_GER`. RehaDat Elan has defined the structure and layout of these data files. Using these files, RehaDat Elan creates the required reports to be submitted to the unemployment office.

Each file contains the *Betriebsnummer* which is stored on the SI Unit page and is linked to company location. In order for the process to work, you must set up data in the Company Location table and link it with an SI Unit. The SI Unit must be linked to a *Betriebsnummer*.

Each company has a *Betriebsnummer* assigned by the government. If the company has subsidiaries, there may be additional employer IDs, however there is always one main employer ID – *Hauptbetriebsnummer*.

## Payroll Statistic Reports

The German eGovernment initiative requires the electronic transfer of data required for legislative reporting and other services to government offices. Global Payroll for Germany supports the generation and transmission of payroll statistical information (eStatistik) to the respective statistical bureaus in the XML format DatML/RAW, the standard format used to transfer statistical raw and metadata. Starting in tax year 2007, the German central statistical office is requiring these reports:

1. Quarterly Statistics Report
2. Salary Structure Analysis

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**Note.** This report is a one time report for 2007 based on data from year 2006. Your company may have to provide this statistic report if it's requested by the statistic office.

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The Quarterly Statistics Report provides:

- Information about employees for the reported quarter as summation of the three months.
- Salary and wage totals, listed by sex, employee type, and performance group of employee per company location.

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**Note.** Insignificantly employed workers who regularly earn less than 400 Euros per month are identified by SI code 109. Worked hours are calculated for all employees, not just for the blue collar employees. The system calculates hours for salaried employees by multiplying their standard hours by a factor of 4.345.

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- Bonus pay, either special or irregular.
- Pay entity location, such as address, sector, and tariff number.

The Salary Structure Analysis Report provides this information:

- Employee and salary structure of the company.
- Detailed, anonymous information on the salary structure of all of the employee population (for larger companies, you must provide information for every sixth employee).

Global Payroll for Germany delivers two statistic transfer formats:

<b>Statistic</b>	<b>Description</b>
Laufende Verdiensterhebung im Produzierenden Gewerbe, Handel, Kredit - und Versicherungsgewerbe	Quarterly Statistics Report
Verdienststrukturerhebung 2006	Salary Structure Analysis

## Certificates

The German government requires employers to provide to their employees various certificates on the occasion of certain business events, such as termination of employment, or when requested by them. The various government bodies predefine certificates and currently there are approximately 35 different employment related certificates in existence.

Global Payroll for Germany delivers a certificates framework to manage frequently changing certificate content and layout. With it additional certificates can be incrementally delivered and existing certificates easily updated. Global Payroll delivers these five predefined certificates:

<b>Certificate</b>	<b>Description</b>
<i>Verdienstbescheinigung zur Berechnung von Kranken-/Versorgungsranken-/Verletzten-/Übergangsgeld</i>	Certificate to calculate payments for health and accident insurance.
<i>Arbeitsbescheinigung gemäß § 312 SGB III</i>	Employer generated certificate of employment. The community where the employee lives requires it after the employee is terminated and the employee requests unemployment assistance.

<b>Certificate</b>	<b>Description</b>
<i>Antrag auf Mutterschaftsgeld</i>	Certificate issued to mothers to claim benefits in the six-week period before the birth of a child. To claim the benefits from the employer or health insurance provider, the employee must provide this certificate to prove income related facts.
<i>Antrag auf Erziehungs-geld</i>	Application for parental leave aid after the birth of a child. Parents taking an unpaid leave of absence during the first 24 months of a newborn's life may apply for a government benefit payment.
<i>Antrag auf Wohngeld § 25 ABS.2</i>	Application for living allowance. Generally, people in need can receive assistance with living expenses from the community where they live. However, if an employment exists the employer is required to provide information about the job and the compensation in order to calculate the amount that will be granted to the requester.

## Delivered Elements

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

### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

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## Processing and Submitting Electronic Tax Returns

This section discusses how to:

- Generate tax statements.
- Manage tax statement results.
- Generate eTIN numbers.
- View community codes.

The tax return process creates an XML file which is sent to the Ministry of Finance. Once the file is generated, the tax card is closed on individual records. The XML tax statement is generated and sent electronically to the *Finanzamt* with a saved confirmation of receipt.

## Pages Used to Process and Submit Electronic Tax Returns

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Tax Statement	GPDE_RC_TX01	Global Payroll & Absence Mgmt, Taxes, Tax Statement Report DEU, Tax Statement	Generate tax statements.
XML Results DEU	GPDE_TX01_RESULTS	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, XML Results DEU, XML Results DEU	Review status of statements submitted to ELSTER.
Tax Card Data	GPDE_TX_DATA2	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Tax Card Data	Generate eTIN for employees.
Community Codes	GPDE_TX_AGS_NBR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Municipality Code DEU, Community Codes	View community codes used in ELSTER reports.

## Generating Tax Statements

Access the Tax Statement page (Global Payroll & Absence Mgmt, Taxes, Tax Statement Report DEU, Tax Statement).

Tax Statement

Run Control ID:  [Report Manager](#) [Process Monitor](#)

Language:

Report Parameters

**Month**  **Current Pay End Date:**

**Year**  **For Year:**

Preliminary Runs

**Generate Preliminary File**  **Preliminary Print**

Official Runs

**Generate & Send Official File**  **Sign XML**

**Return Ticket:**  **Final Print & Close Tax Year**

**Split Report for Self Service**

Population Selection

**Pay Entity:**

**Pay Group:**

**Set ID:**

**Department:**

**Location:**

**Force Employee Processing**

Empl ID [Find](#) | [View All](#) 1 of 1

**Emplid:**

Sort Criteria

1. Sort  2. Sort  3. Sort

Criteria: Criteria: Criteria:

Contact Person

**Contact ID:**  \***Salutation:**

**Contact Name:**

**Telephone:**

**Fax Number:**

**Email Address:**

Tax Statement page

**Report Parameters**

**Month or Year**

Specify whether tax statement is to be generated for a month or year. The process should be run on a monthly basis to include tax statement data for terminated employees. In December, the process should be run for all employees.

***Preliminary Runs***

**Generate Preliminary File**      Select to generate the preliminary file for review.

**Preliminary Print**              Select to print the preliminary file for review.

***Official Runs***

**Generate & Send Official File** Select to generate the official file and submit it electronically.

**Sign XML**                        select to automatically sign the XML file.

**Return Ticket**                 Select to create a return ticket.

**Final Print & Close Tax Year** Select to print the official run and close the tax year. This process sets the date that the taxcard is sent to the tax office and employee.

**Split Report for Self Service** Select if you want the system to split the report to allow viewing in the self-service environment.

***Population Selection***

Select the population to be used for the file generation.

***Sort Criteria***

Enter sort criteria used for the print file (PDF) to distribute printed results to employees.

***Contact Person***

Enter information about the contact person for the tax statement.

**Managing Tax Statement Results**

Access the XML Results DEU page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, XML Results DEU, XML Results DEU).

See [Chapter 19, "Managing Electronic Data Transfers," Viewing XML Results, page 297.](#)

**Generating eTIN Numbers**

Access the Tax Card Data page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Tax Card Data).

General Tax Data		Tax Card Data		Employer Carryove		Pension Payment		PensPay(Dth/Sev)	
Darlene Bergsten		EMP		ID: GXHEE660101		Empl Record: 0			
Find   View All   First 1 of 1 Last									
Effective Date:	06/15/1996								
Tax Status:	Unlimited Tax Liability								
Tax Class:	[Dropdown]			*KUG Benefit Group:	A		Tax Class I and IV		
Number of Children:	0.0			*KUG Benefit Step:	2		Without Children		
Religion Employee/Spouse:	[Dropdown]			[Dropdown]					
Tax Office:	[Text Field]								
Community ID from Taxcard:	[Text Field]			Locality:	[Text Field]				
Exemption Annually:	0.00			Currency:	USD		<input type="checkbox"/> Accumltv Transport by Employer <input type="checkbox"/> No Data from former Employment		
Exemption Monthly:	0.00			USD					
Additional Tax Gross Annually:	0.00			USD					
Additional Tax Gross Monthly:	0.00			USD					
eTIN Number:				Generate eTIN Number					
Tax Card Closed On:	[Text Field]								

Tax Card Data page

**eTIN Number** The system generates an Electronic Transmitter Identification number as a display only field.

After tax statements for both monthly and yearly processes have been printed and finalized, that Tax Card field for the employee for that particular year closes.

## Viewing Community Codes

Access the Community Codes page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Municipality Code DEU, Community Codes).

Community Codes		Load Comm Codes	
State: Bayern		State Code: BY	
Community ID	Postal City	Zip Code	
1 09661000	ASCHAFFENBURG	63701	
2 09661000	ASCHAFFENBURG	63702	
3 09661000	ASCHAFFENBURG	63703	
4 09661000	ASCHAFFENBURG	63704	
5 09661000	ASCHAFFENBURG	63705	
6 09661000	ASCHAFFENBURG	63706	
7 09661000	ASCHAFFENBURG	63707	
8 09661000	ASCHAFFENBURG	63708	
9 09661000	ASCHAFFENBURG	63709	
10 09661000	ASCHAFFENBURG	63717	
11 09661000	ASCHAFFENBURG	63718	
12 09661000	ASCHAFFENBURG	63719	
13 09661000	ASCHAFFENBURG	63720	
14 09661000	ASCHAFFENBURG	63723	
15 09661000	ASCHAFFENBURG	63725	

Community Codes page

## Processing and Submitting Social Insurance Data

This section discusses how to process and submit social insurance data.

### Page Used to Process and Submit Social Insurance Data

Page Name	Definition Name	Navigation	Usage
SI Contributions Report DEU (Social Insurance Contribution Report DEU)	GPDE_RC_SI10	Global Payroll & Absence Mgmt, Social Security / Insurance, SI Contributions Report DEU, SI Contributions Report DEU	Process the social insurance contributions report and prepare for submission.

## Processing and Submitting Social Insurance Data

Access the SI Contributions Report DEU page (Global Payroll & Absence Mgmt, Social Security / Insurance, SI Contributions Report DEU, SI Contributions Report DEU).

### SI Contributions Report DEU

Run Control ID: DE\_Beitragabrechnung [Report Manager](#) [Process Monitor](#)

Language:

#### Report Parameters

Current Pay End Date:	<input type="text" value="06/30/2002"/>	<b>Receiver</b>
Pay Entity:	<input type="text" value="GDA"/>	Provider ID: <input type="text" value="87880235"/>
		SI Provider: 87880235
<b>Address</b>		
<input type="text" value="AOK Bayern DAV"/>		
<input type="text" value="Villastrasse 5"/>		
93055                      Regensburg		

Final Print       Reset File number

#### Contact Person

Contact ID:	<input type="text" value="KU0007"/>	*Salutation: <input type="text" value="Mrs"/>
Contact Name:	<input type="text" value="Betty Locherty"/>	
Telephone:	<input type="text" value="555/123-4567"/>	
Fax Number:	<input type="text"/>	
Email Address:	<input type="text"/>	

SI Contributions Report DEU page

**Final Print**

Select to produce a final data file available for transmission.

**Reset File Number**

Select to reset file number. Use this if you need to restart the file numbering due to requirements of the SI provider.

**Contact Person**

Enter information about the contact person for the report.



## Generating Disability Reports

This section provides an overview of *RehaDat elan* output files and discusses how to:

- Set up apprentice data.
- Set up employee subcategories.
- Set up subcategories.
- Generate disability reports.

## Understanding RehaDat Elan Output Files

The *RehaDat Elan* process requires the creation of three files: File a, File C, and File D. This section discusses the format of each file.

### File A Format

File A contains a row for each *Betriebsnummer* (the main Social Insurance number) and a line for each additional Social Insurance Number. The name of this file appears as the *Hauptbetriebsnummer* (Main Company location) followed by the letter "a".

This table lists the fields in File A with the corresponding source information:

<b>Target File Field</b>	<b>Source Record</b>	<b>Source Field</b>
<i>Betriebsnummer</i>	SI_UNIT_GER	BTNR (for that Soc Ins Unit given a Company/Location)
<i>Hauptbetriebsnummer</i>	SI_UNIT_GER	BTNR (BTNR for the designated Main Company location)
InterneID	COMP_LOC_TBL	LOCATION
Art	DSB_RUN_CTL_GER	DSB_COMPANY_TYPE_GER
Name1	COMPANY_TBL	DESCR
Name2	LOCATION_TBL	DESCR
Name3		Blank
Rechtsform		Blank
Strasse	LOCATION_TBL	ADDRESS1
PLZ	LOCATION_TBL	POSTAL

<b>Target File Field</b>	<b>Source Record</b>	<b>Source Field</b>
Ort	LOCATION_TBL	CITY
AnzNebenbetriebe	DSB_RUN_CTL_GER	BRANCH_CNT Only specified for the Main, value equals all of the BTNRs minus the Main. (So, if there is only a Main BTNR, the value here will be 0)

**File C Format**

File C contains a row for each month of the year to be run, up to 12 rows maximum, regardless of how many rows were produced in File A. There are no fields to be mapped for this table; all fields are calculated. The name of this file appears as the *Hauptbetriebsnummer* (Main Company location) followed by the letter *c*.

This table lists the fields in File C with the corresponding source information:

<b>Target File Field</b>	<b>Source Record</b>	<b>Source Field</b>
<i>(Haupt) Betriebsnummer</i>	DSB_RUN_CTL_GER	BTNR (BTNR for the designated Main Company location)
Jahr	DSB_RUN_CTL_GER	YEAR
Monat		1 – 12, the number of years the company is in operation
Spalte1		Calculated total of employees for a given Company
Spalte2		Blank
Spalte3		Blank

**File D Format**

File D contains a row for each disabled employee and their disability information. The name of this file appears as the *Hauptbetriebsnummer* (Main Company location) followed by the letter "d."

---

**Note.** If a company has no disabled employees, the process will not generate a File D.

---

This table lists the fields in File D with the corresponding source information:

<b>Target File Field</b>	<b>Source Record</b>	<b>Source Field</b>
PersonLfN		Incremental count

<b>Target File Field</b>	<b>Source Record</b>	<b>Source Field</b>
Betriebsnummer	DSB_FILE_A_GER	Find the location for the employees job, then find the corresponding BTNR based on the values in the Run Control Record
Geschlecht	PERS_DATA_EFFDT	SEXmap F = 1, M = 2, U = 0
Personalnummer	PERS_DATA_EFFDT	EMPLID
Nachname	PERSON_NAME	LAST_NAME
Vorname	PERSON_NAME	FIRST_NAME
Wohnort	ADDRESSES	CITY <space> POSTAL
GebDat	PERSON	BIRTHDATE
TaetSchl	JOBCODE_TBL	BA_CD
TaetBez	BA_CD_TBL	DESCR
Arbeitszeit	JOB	STD_HOURS> 17 = 1, < 18 = 2
EintrDat	JOB	EFFDT, when HIR or REH
AustrDat	JOB	EFFDT when REH
Personengruppe	DISABILITY_GER	Mapped from logic found on page 20 related to DISABLED_TYPE
Dienststelle	DISABILITY_GER	DIS_STATUS_OFFICE
Sitz	DISABILITY_GER	CITY
Aktenzeichen	DISABILITY_GER	CARD_NO
Gueltigab	DISABILITY_GER	CARD_ISSUE_DT
Gueltigbis	DISABILITY_GER	CARD_EXP_DT
WegfallDat		Blank
Ausbildungsbeginn	DISABILITY_GER	APPREN_BGN_DT
Ausbildungsende	DISABILITY_GER	APPREN_END_DT

## Pages Used to Generate Disability Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Disability Category Setup DEU	DSB_EMP_CAT_SETUP	Workforce Administration, Personal Information, Disability, Disability Category Setup DEU	Control how employee data appears on disability reports.
Heavily Disabled DEU	DSB_RUNCTL_GER	Workforce Administration, Personal Information, Disability, Heavily Disabled DEU, Heavily Disabled DEU	Create disability reports to be submitted to the government through RehaDat Elan.

## Setting Up Apprentices Data

For RehaDat Elan, File D requires the inclusion of apprentice data for the proper reporting of disability information. The apprentice data includes whether a disabled employee is an apprentice, and the start and end date of their apprenticeship.

Set up apprentice data on the Disability page when entering other employee disability information.

See *PeopleSoft HR 9.1 PeopleBook: Administer Workforce*, "Entering Additional Data in Human Resources Records."

## Setting Up Employee Subcategories

RehaDat Elan's disability reports display employee information in different columns and sections. An employee's labor agreement, category and subcategory determine where the information is shown on the disability report. Global Payroll provides a way to refine the reporting of this employee data through customization of the employee subcategory.

An employee subcategory is tied to a specific labor agreement and employee category on the Job Labor page. This topic is discussed in *PeopleSoft HR: Administer Workforce PeopleBook*.

See *PeopleSoft HR 9.1 PeopleBook: Administer Workforce*, "Increasing the Workforce," Entering National Labor Agreement Data.

## Setting Up Subcategories

Access the Disability Category Setup DEU page (Workforce Administration, Personal Information, Disability, Disability Category Setup DEU).

Disability Category Setup DEU					
Disability Category					
Customize   Find   View All   First 1-2 of 2 Last					
*Employee Subcategory	Exclude	Apprentice	Lawyer or Teacher Trainee		
1 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-
2 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-

Disability Category Setup DEU page

- Exclude** Select to prevent an employee subcategory from being reported. Employees with a subcategory designated *Exclude* will not be counted for any of the files.
- Apprentice** Designates an employee subcategory as *Apprentice*. Employees with a subcategory so designated will be counted in File C, column 2.
- Lawyer or Teacher Trainee** Designates an employee subcategory as *Lawyer* or as *Teacher Trainee*. Employees with a subcategory so designated will be counted in File C, column 3.

---

**Note.** File C, column 3 also counts employees that have less than 18 standard hours per week.

---

## Generating Disability Reports

Access the Heavily Disabled DEU page (Workforce Administration, Personal Information, Disability, Heavily Disabled DEU, Heavily Disabled DEU).

Heavily Disabled GER

## Heavily Disabled DEU

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

**Report Request Parameters**

Year:

Company:  Continental Commerce - Germany

\*Company Type:

Employer Social Security Nbr	*Location	Main Employer ID
1 91200003	Zweigstelle München	<input checked="" type="checkbox"/>
2 91300004	Zweigstelle Hamburg	<input type="checkbox"/>
3 91400005	Zweigstelle Dresden	<input type="checkbox"/>
4 91500006	Zweigstelle Brandenburg	<input type="checkbox"/>
5 91600007	Stuttgart	<input type="checkbox"/>
6 91700008	Bonn	<input type="checkbox"/>

Heavily Disabled DEU page

Specify the company for which you are running the process, as well as the company type. Only companies which have at least one location and related social insurance unit will be available for selection. After the company is selected, the grid is populated with the company's social insurance numbers and corresponding locations. Select the location you wish to declare for a given social insurance number.

The Main Employer ID will be selected based on the Location field as it is defined in the COMPANY\_TBL.

If the data is not complete, an error message will prevent you from running the process until the data is complete.

## Processing Payroll Statistical Information

Use the Pay Entity Location DEU (GPDE\_AL\_PE\_LOC) component to process payroll statistical information.

This section discusses how to:

- Generate payroll statistics.
- View eStatistik file information.
- Set up a pay entity location.
- Set up Global Payroll for Germany parameters.
- View XML results.

## Pages Used to Process Payroll Statistical Information

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Payroll Statistic	GPDE_RC_AL06	Global Payroll & Absence Mgmt, Authority Correspondence, Payroll Statistics Report DEU, Payroll Statistic	Generate preliminary or final eStatistik reports and files. Send files to the government statistical bureau.
File Information	GPDE_RC_TX01_FILE	Global Payroll & Absence Mgmt, Authority Correspondence, Payroll Statistics Report DEU, File Information	View generated eStatistik XML files.  <b>Note.</b> This page is available only after a report file has been submitted to one of the German statistical offices ( <i>Statistische Ämter des Bundes und der Länder</i> ).
Pay Entity Location DEU	GPDE_AL_PE_LOC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity Location DEU, Pay Entity Location DEU	Each location of a company has a reporting number for reporting social insurance contributions to the pension provider. Enter the company social insurance reporting number, Tariff ID, and Industry Sector of the paying entity location here.
Online Processing Setup DEU	GPDE_AL_NM_VAL_PRS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Online Processing Setup DEU, Online Processing Setup DEU	Set parameter values for Global Payroll for Germany eStatistik processes.
XML Results DEU	GPDE_TX01_RESULTS	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, XML Results DEU, XML Results DEU	Displays status of all eStatistik reports that have been submitted to the statistical bureau.

## Generating Payroll Statistics

Access the Payroll Statistic page (Global Payroll & Absence Mgmt, Authority Correspondence, Payroll Statistics Report DEU, Payroll Statistic).

Payroll Statistic

Run Control ID: DE\_Bank\_Transfer [Report Manager](#) [Process Monitor](#)

Language:

Report Parameters

For Quarter

Salary Structure Report 1999

Run Information

Generate Preliminary File  Preliminary Print

Generate & Send Official File  Final Print

Population Selection

Pay Entity:  Description: German Payroll Comp.2

Location Information Find | View All First 1 of 1 Last

\*Set ID:

\*Location:  Description:

ER Statistic Number:

Reasons for Salary Changes:  Details:

Contact Person

Contact ID:  \*Salutation:

Contact Name:

Telephone:

Fax Number:

Email Address:

Payroll Statistic page - Quarter and Year selected



Payroll Statistic	
Run Control ID: DE_Bank_Transfer	<a href="#">Report Manager</a> <a href="#">Process Monitor</a> <input type="button" value="Run"/>
Language: English	
Report Parameters	
<input type="radio"/> For Quarter Q1 2008	<input checked="" type="radio"/> Salary Structure Report 2006
Run Information	
<input type="checkbox"/> Generate Preliminary File	<input type="checkbox"/> Preliminary Print
<input checked="" type="checkbox"/> Generate & Send Official File	<input type="checkbox"/> Final Print
Population Selection	
Pay Entity: GD2	Description: German Payroll Comp.2
Location Information <span style="float: right;">Find   View All First 1 of 1 Last</span>	
*Set ID: DEU01	<input type="button" value="+"/> <input type="button" value="-"/>
*Location: KD912	Description: Zweigstelle München
ER Statistic Number:	
Reasons for Salary Changes:	Details:
Salary Structure Analysis	
<input type="checkbox"/> Impact of Public on Company	Hours per Week: <input type="text"/> Work Days per Week: <input type="text"/>
Salary Administration Plan: KD01	Description: Metal Tarif Salary Plan,2002-01-01
Salary Administration Plan: GD01	Description: Metal Tarif Salary Plan,2002-01-01
Salary Administration Plan:	Description:
Salary Administration Plan:	Description:
Salary Administration Plan:	Description:
Contact Person	
Contact ID: KU0007	*Salutation: Mrs
Contact Name: Betty Locherty	
Telephone: 555/123-4567	
Fax Number: 555/123-4560	
Email Address: Bloche@NetMail.Net	<input type="button" value="Reset Defaults"/>

Payroll Statistic page - Salary Structure Report selected

### Report Parameters

#### For Quarter

Select the quarter and year for which you want to run the Quarterly Statistics Report.

**Salary Structure Report** Select this radio button if you want to run the Salary Structure report. The system refreshes the page with a new group box and fields that you can use to enter information regarding your organization's salary structure.

### ***Run Information***

**Generate Preliminary File** Select to generate a preliminary payroll statistics report in XML format.

**Generate & Send Official File** Select to generate and send a final payroll statistics report in XML format.

**Preliminary Print** Select to print a preliminary hard copy of a payroll statistics report.

**Final Print** Select to print a final hard copy of a payroll statistics report.

### ***Population Selection***

**Pay Entity** Specify the pay entity for which you want to generate the payroll statistics report.

### ***Location Information***

**Location** Specify one or more locations for which you want to generate the payroll statistics report. This location must belong to the pay entity that you specified in the Pay Entity field.

**ER Statistic Number**  
(employer statistic number) The ER Statistics Number is entered and stored in the Pay Entity Location table and displayed on the run control page of the statistics report.

**Reasons for Salary Changes and Details** Enter any unusual circumstances that affected the number and/or amount of wage increases during the reporting period.

### ***Salary Structure Analysis***

The system displays this section only when you select the Salary Structure Report option at the top of the page.

**Impact on Public Company** Select this check box if the public has an impact on the management of the company or organization.

**Hours per Week** Enter the organization's weekly hours.

**Work Days per Week** Enter the organization's number of days per week that they work.

**Salary Administration Plan** Enter the plan code and the description of the salary administration plans for which you are running a report.

### Contact Person

<b>Contact ID, Salutation and Contact Name</b>	Name of the employee (payroll clerk) generating the report. This is required by the German statistical offices ( <i>Statistische Ämter des Bundes und der Länder</i> ).
<b>Telephone</b>	Telephone number of the employee (payroll clerk) generating the report. This is required by the German statistical offices ( <i>Statistische Ämter des Bundes und der Länder</i> ).
<b>Fax Number</b>	Fax number of the employee generating the report. This is required by the German statistical offices ( <i>Statistische Ämter des Bundes und der Länder</i> ).
<b>Email Address</b>	Email address of the employee generating the report. This is required by the German statistical offices ( <i>Statistische Ämter des Bundes und der Länder</i> ).

## Viewing eStatistik File Information

Access the File Information page (Global Payroll & Absence Mgmt, Authority Correspondence, Payroll Statistics Report DEU, File Information).

---

**Note.** This page is available only after a report file has been submitted to one of the German statistical offices (*Statistische Ämter des Bundes und der Länder*).

---

<b>Return Ticket</b>	Displays the ticket number returned by the government statistical office for the report.
----------------------	------------------------------------------------------------------------------------------

## Setting Up a Pay Entity Location

Access the Pay Entity Location DEU page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity Location DEU, Pay Entity Location DEU).

**Pay Entity Location DEU**

Pay Entity: GDA DEUEV-Firma 1

Locations Find | View All | First 1 of 1 Last

\*Effective Date: 01/01/2001 + -

Pay Entity Customize | Find | View All | First 1-2 of 2 Last

General Information Statistics Information

*Set ID	*Location	Description	ER SI Number	BTNR for Reporting		
1 DEU01	KD912	Zweigstelle München	99999993	<input checked="" type="checkbox"/>	+ -	
2 DEU01	KD915	Zweigstelle Brandenburg	08888885	<input type="checkbox"/>	+ -	

Pay Entity Location DEU page

**General Information**

**ER SI Number** (employer social insurance number) Enter the social insurance reporting number.

**Statistic Information**

**Tariff ID** Tariff ID code. Required for eStatistik reporting purposes.

**Industrial sector** Industrial sector for the pay entity. Required for eStatistik reporting purposes.

**Setting Up Global Payroll for Germany Parameters**

Access the Online Processing Setup DEU page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Online Processing Setup DEU, Online Processing Setup DEU).

Online Processing Setup DEU						
Process Name:		<input type="text" value="eStatistics"/>	<input type="button" value="Filter"/>			
Details <span style="float: right;">Customize   Find   View All   First 1-5 of 5 Last</span>						
	Process Name	Property Name	Property Value	Details		
1	<input type="text" value="eStatistics"/>	<input type="text" value="JavaClassLocation"/>	<input type="text" value="&lt;PS_HOME&gt;/sqr/GPDE/statistic"/>	<input type="checkbox"/>	<a href="#">Details</a>	<input type="button" value="+"/> <input type="button" value="-"/>
2	<input type="text" value="eStatistics"/>	<input type="text" value="LOGFILENAME"/>	<input type="text" value="eStatistik.LOG"/>	<input type="checkbox"/>	<a href="#">Details</a>	<input type="button" value="+"/> <input type="button" value="-"/>
3	<input type="text" value="eStatistics"/>	<input type="text" value="UserID"/>	<input type="text" value="0000000029"/>	<input type="checkbox"/>	<a href="#">Details</a>	<input type="button" value="+"/> <input type="button" value="-"/>
4	<input type="text" value="eStatistics"/>	<input type="text" value="UserPassword"/>	<input type="text" value="12150614"/>	<input type="checkbox"/>	<a href="#">Details</a>	<input type="button" value="+"/> <input type="button" value="-"/>
5	<input type="text" value="eStatistics"/>	<input type="text" value="XMLTestRunOnly"/>	<input type="text" value="Y"/>	<input type="checkbox"/>	<a href="#">Details</a>	<input type="button" value="+"/> <input type="button" value="-"/>

Online Processing Setup DEU page

This page stores settings read by the system for eStatistik processes.

### ***Property Name***

<b>JavaClassLocation</b>	Location of the Jar files which are required to send the XML file to the statistical bureau. Enter the system variable <i>&lt;PSHOME&gt;</i> , or enter the file path.
<b>LOGFILENAME</b>	Name of the log file. Currently not used.
<b>UserID</b>	User ID for sender of file. This ID is provided by the statistical bureau.
<b>UserPassword</b>	User password for sender of file. This ID is provided by the statistical bureau.
<b>XMLTestRunOnly</b>	If set to <i>Y</i> , specifies that file is being submitted as a test, and not as an official report.

## **Viewing XML Results**

Access the XML Results DEU page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, XML Results DEU, XML Results DEU).

The screenshot shows the XML Results DEU interface. At the top, there is a 'Filter Criteria' section with the following fields: 'Electronic Process Run Type' set to 'Payroll Statistics', 'XML Return Status' set to 'Get Status', 'Run Type' set to 'Month', 'Pay Entity' set to 'GD1', and 'Pay Group' set to 'GD1PG1'. A 'Filter' button and a 'Process Monitor' link are also present. Below this are two tables: 'Runs in Progress' and 'Completed Tickets'. Both tables have columns for 'Return Ticket', 'Run Type', 'Last Update Timestamp', 'XML Return Status', and 'Delete XML Ticket'. The 'Runs in Progress' table has an additional 'Check File Status' button, while the 'Completed Tickets' table has a 'Close and Print' button. Both tables show a single entry with 'Return Ticket' 1 and 'Run Type' 'None'.

XML Results DEU page

**Filter Criteria**

**Electronic Process Run Type** Select the processing run type for which you want to view XML processing status. Possible values are *Payroll Statistics*, *Tax Registration*, and *Tax Statement*.

For eStatistik, select *Payroll Statistics*.

**XML Return Status** Filter the results to be displayed for runs in progress and completed tickets. Select:

*Error* to view submission errors.

*Processing* to view files still being processed.

*Success* to view completed submissions.

**Run Type** Select to filter by month or year.

**Runs in Progress**

**Run Status** Displays the run type, Return Ticket number, and return status for each run in progress.

<b>Run Details</b>	Displays details about each run in progress. Click the links to view run files, run details, or XML data files.
<b>Completed Tickets</b>	
<b>Run Status</b>	Displays the run type, Return Ticket number, and return status for each run in progress.
<b>Run Details</b>	Displays details about each run in progress. Click the links to view run files or XML data files.

## Managing Certificates

This section discusses how to use certificate management.

### Using Certificate Management

The primary function of certificate management is to: define, store, and complete certificate templates (PDF forms) with data supplied by Global Payroll or the user (either online or through batch processing), and then immediately produce the certificate for viewing or printing. This functionality is provided as a toolset, allowing PeopleSoft developers to create programs and PDF templates that extend the utility of certificates.

An application engine (AE) library provides a common set of functions for use across 35 different certificates. Each certificate uses the library to retrieve and populate master payroll data and manually entered data into the certificate according to the certificate definition. Application engine programs, individually written for each certificate, provide the payroll results.

Certificates are defined using a form management component. This component allows you to:

- Set up basic form information, including effective dates and status, and attach a PDF file that defines the structure of a certificate.
- Specify which AE modules to execute during form processing.
- Define individual form parameters, which are manually entered immediately before certificate processing is launched. Parameters are required by the AE program to correctly report certificate information. Parameters can be used to report information not necessarily associated with PDF form fields.

After forms are defined and stored, payroll staff can generate certificates through Global Payroll Certificates and make them available to employees through the self-service function of eCertificates.

#### **Certificate Process Workflow**

You complete these steps to set up forms for certificate processing:

1. Navigate to the Pdf Form Setup page in Global Payroll for Germany.

2. Enter a Form ID and basic information to identify the form, and then attach a PDF file to define the form structure.
3. Specify any other form details, execution variables, and AE library modules to use during certificate creation.
4. Define certificate data entry parameters and map them to form field names, if required.
5. After completing the form setup, save the form.

You complete these steps to create certificates:

1. Navigate to the Create Certificates page in Global Payroll for Germany.
2. If a clerk is requesting the certificate, select the employee to receive the certificate.
3. Select the appropriate form definition from which to generate the certificate.
4. Enter any requested or required information to complete the certificate.
5. Click Create to generate the certificate.
6. After the certificate is created, the Review/Modify page is active. Click Refresh to bring in the current information.
7. Enter any corrections, modifications, or additional information for the certificate.
8. Click Finalize to complete the certificate and activate printing options. Save the page.
9. Print the certificate.

---

## Setting Up Certificates

This section discusses how to:

- Define the PDF form.
- Define form details.

### Pages Used to Set Up Certificates

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Pdf Form Definition	GPDE_FM_DEF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Pdf Form Setup DEU, Pdf Form Definition	Define basic certificate information and attach PDF forms.
Pdf Form Details	GPDE_FM_FORM	Click the Details button on the Pdf Form Definition page.	View structure and setup of the PDF form fields.



## Defining the PDF Form

Access the Pdf Form Definition page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Pdf Form Setup DEU, Pdf Form Definition).

The screenshot displays the 'Form Setup' section for Form ID CT\_ARBS. The form is currently 'Active' and has an effective date of 09/01/2007. The description is 'Arbeitsbescheinigung' and the comment is 'New Layout of Certificate.' Below this is an 'Attachment' table with one entry.

Attachment							
*Language Code	Default Language	Attached File	*URL Identifier	Delete	View	Details	
1 Germa	<input checked="" type="checkbox"/>	ARBS092007.pdf	GPDE_FM_ATTACH	Delete	View	Details	+ -

Pdf Form Definition page

- Delete** Click to delete the attached file. The system deletes the file and then displays the Add button.
- Add** Click to select a PDF form template to attach and store in the forms database.
- View** Click to preview the attached PDF form online. This button is hidden until a form is selected for uploading.
- Details** Click to view the field details of the PDF form. This button is enabled after a PDF form is uploaded.

## Defining Form Details

Access the Pdf Form Details page (click the Details button on the Pdf Form Definition page).

### Pdf Form Details

**Form ID:** CT\_MUGE      Antrag auf Mutterschaftsgeld  
**Effective Date:** 01/01/2006  
**Language Code:** German  
**Attached File:** MUGE112005.pdf  
**iScript:**

**Form Field Setup** Customize | Find | View All | First 1-10 of 53 Last

Field Number	Form Field Name	Field Type
1	MUGE11_LHIR	Text
2	MUGE12_LWDY	Text
3	MUGE13_1_NOT	Text
4	MUGE13_1_TER	Text
5	MUGE13_2	Button
6	MUGE14_1_REG	Button
7	MUGE14_2_UNTIL	Text
8	MUGE14_3_GRS	Text
9	MUGE15_RSN	Text
10	MUGE21_R13	Button

Pdf Form Details page: Form Field Setup tab

## Pdf Form Details

Form ID: CT\_MUGE Antrag auf Mutterschaftsgeld

Effective Date: 01/01/2006

Language Code: German

Attached File: MUGE112005.pdf

iScript:

**Form Field Setup** Customize | Find | View All | First 1-10 of 53 Last

Field Number	Form Field Name	XML Path
1	MUGE11_LHIR	<input type="text"/>
2	MUGE12_LWDY	<input type="text"/>
3	MUGE13_1_NOT	<input type="text"/>
4	MUGE13_1_TER	<input type="text"/>
5	MUGE13_2	<input type="text"/>
6	MUGE14_1_REG	<input type="text"/>
7	MUGE14_2_UNTIL	<input type="text"/>
8	MUGE14_3_GRS	<input type="text"/>
9	MUGE15_RSN	<input type="text"/>
10	MUGE21_R13	<input type="text"/>

Pdf Form Details page: XML Path Setup tab

**iScript**

Enter an iScript (internet script) to associate the certificate PDF form with specialized PeopleCode functions used to generate the certificate. For certificates, the default PeopleCode iScript is always:  
`WEBLIB_GPDE_FM.ISCRIPT1.FieldFormula.IScript_GPDE_FM_SubmitTest.`

**Test Fields**

Tests the form processing functionality of the application engine (AE). The function reads database fields stored in Global Payroll that are mapped to the PDF form and populates the PDF form with them. The PDF form is then opened in a separate window and displays where on the form the database fields will be positioned. The PDF can be printed.

**Test Submit**

Tests the proper routing of field data back into the PeopleSoft application from the PDF form.

**XML Path**

PeopleSoft Global Payroll for Germany does not support this functionality.

## Processing Certificates

This section discusses how to:

- Generate certificates.
- Modify certificates.

**Note.** A PeopleSoft-developed batch process divides certificates into separate PDF files and then groups them as a set by employee for a specified calculation period. The system stores the PDF files in attachment files using an existing table (GPDE\_CT\_DATA). This table associates the PDF files to the names of the employees.

The run control page for Tax Statements (GPDE\_RC\_TX01) displays a check box called Split PDF for Self Service. This flag is needed to initiate the split process. If you select the flag, the system calls the GPDE\_TX1 job. GPDE\_TX1 initiates the creation of the driver tables in the SQR and triggers the actual split by calling the GPDE\_SS\_CERT Application Engine. To access the Tax Statement page, select Global Payroll & Absence Mgmt, Taxes, Tax Statement Report DEU, Tax Statement.

To view this information, use the Certificates Self Service module (Self Service, Payroll and Compensation, View / Print Certificates, Print or View Certificates).

## Pages Used to Process Certificates

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Create Certificates	GPDE_CT_MAIN	Global Payroll & Absence Mgmt, Payee Data, Certificates DEU, Create Certificates	Define which certificate to generate and enter additional data required to complete the certificate.
View/Change History	GPDE_CT_HIST	Global Payroll & Absence Mgmt, Payee Data, Certificates DEU, View/Change History	Review, modify, and finalize generated certificates.

## Generating Certificates

Access the Create Certificates page (Global Payroll & Absence Mgmt, Payee Data, Certificates DEU, Create Certificates).

Create Certificates | View/Change History

Empl ID: KD0002 **Isabella Maria Amme** Empl Record: 0

**Selection Criteria**

\*Form ID:  09/01/2007 Arbeitsbescheinigung  
 Termination Date:   
 Pay Entity:

**Certificate Run Parameter**

Description	Logical Value	Character Value	Date Value	Numeric Value
1	<input type="checkbox"/>	<input type="text"/>		

**Contact Person**

Contact ID:  \*Salutation:   
 Contact Name:   
 Telephone:   
 Fax Number:   
 Email Address:

[Process Monitor](#) Process Instance:

Create Certificates page

### **Selection Criteria**

**Form ID** Enter the name of the form definition to be used to create the certificate.

**Termination Date** Enter a date that pertains to the period for which the certificate is created.

**Pay Entity** Enter the pay entity the employee worked for during the certificate's reference date.

### **Certificate Run Parameter**

**Character Value, Date Value, and Numeric Value** Enter required information in the appropriate column, according to the data type of each field, to complete the certificate.

**Y/N** Select to print the field detail information.

---

**Note.** This field does not appear for all forms that you select.

---

**Create**

Click to begin the certificate generation process.

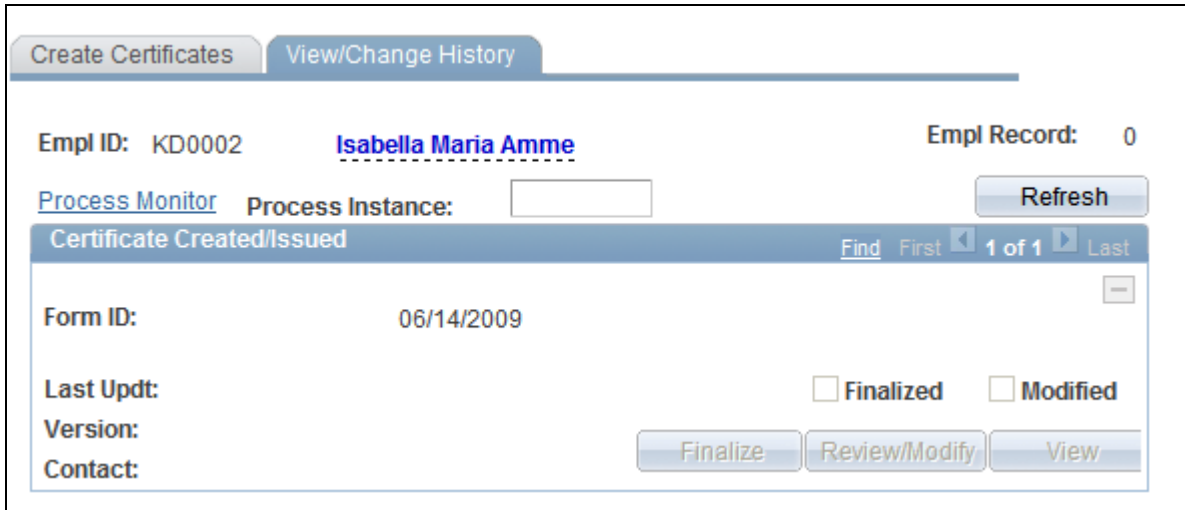
---

**Note.** For certificates that have no PDF template stored, the Create button is disabled.

---

**Modifying Certificates**

Access the View/Change History page (Global Payroll & Absence Mgmt, Payee Data, Certificates DEU, View/Change History).



View/Change History page

**Refresh**

Click to refresh the page with the result from the certificate creation process. You must click this button because the AE program is asynchronous and the page may not reflect the most recent result of the process. If a new certificate creation process was initiated and no refresh was performed, the system will alert you.

**Finalize**

Click to indicate that the certificate is finalized. The button becomes enabled after clicking Review/Modify. Once a certificate is finalized, the content is locked and no further changes are allowed. Any additional certificates requested of the same type for an employee must be re-created from the beginning.

**Review/Modify**

Click to edit the content of the certificate. The button must be clicked at least once to enable the Finalize button.

**View**

Click to view the certificate online. Certificates not finalized will appear with a watermark, which does not appear and is not printed on the finalized versions.

## Appendix A

# Using Error Processing

This chapter discusses how to:

- Create error messages.
- Use message formula source code.
- Use delivered error message elements.
- The last section of this chapter provides examples of error messages.

---

## Creating Error Messages

This section provides an overview of error messages and discusses how to use error handling messages in array processing.

## Understanding Error Messages

For successful payroll calculation, the system must detect error conditions and notify you of unsuccessful data processing. Error messages can alert you of common error conditions that need correcting without interrupting the calculation process. Global Payroll for Germany includes a methodology that enables you to easily create your own error processing messages while delivering a set of predefined error messages for common error conditions.

You can create error messages that identify error conditions that are specific to your needs. Error messages can include instructions to online users about how to correct payroll data to enable processing to continue.

The error message feature has two facets:

- A set of predefined utility formulas that you can use as templates to meet your needs.
- Suggestions about how to organize the utility formulas to optimize their use and to simplify the maintenance of error processing messages.

With encapsulated error handling messages, the formulas require minimum maintenance overhead. Ease of use also encourages you to use the error message feature more often, ensuring greater accuracy in payroll processing.

**Example**

Assume a functional processing error when the variable *DE\_TX\_CLASS* is greater than 6. Further, assume that a message (17125,1218) displays "Employee Tax Class is greater than 6 (invalid)!"

The error checking formula might look like this:

```
FM.DE_EM_CHECK_1218 :
    IF VR.DE_TX_CLASS > 6
    THEN
        1218 >> VR.DE_EM_NUMBER
        FM.DE_EM_ERROR >> VR.DE_EM_DUMMY
    ENDIF
0 >> FM.DE_EM_CHECK_1218
```

In the functional formula that handles the tax calculation, you would have to add only a single line to call the dedicated error checking formula:

```
FM.DE_EM_CHECK_1218 >> VR.DE_EM_DUMMY
```

The advantages to this approach to error processing messages are:

- The functional look of the formulas (the tax formula, in this example) is disturbed only slightly.
- A visual link exists from the error message number to the location in the program where it is called.
- The overhead for maintaining one formula is minimal.

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Calculation Elements," Defining Formula Elements

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Calculation Elements," Defining Message Elements

**Using Error-Handling Messages in Array Processing**

When an array is processed and no rows are retrieved, an error handling formula is executed directly by the array module. If the return of no rows is considered an error, then a special error checking formula is not required because the error was already detected. In such a case, you can use a more generic approach that uses one formula to print the error message (such as *DE\_EM\_ERROR*, which is explained later in this chapter) and set the message number immediately before calling the array.

For consistency you should use the dedicated formula approach with arrays. If an array is used repeatedly and the messages should differ each time, then use the alternative method defined elsewhere in this chapter.



---

## Using Message Formula Source Code

Message formulas delivered with Global Payroll for Germany use a cascading style for encapsulation. The following code illustrates the processing levels for an error message:

```

/* user assigns error number */

1234 >> VR.DE_EM_NUMBER

/* calls error procedures */

FM.DE_EM_ERROR

    /* error procedures sets payment in error flag */

    1 >> VR.DE_EM_SEVERITY

    /* calls general message procedure */

    FM.DE_EM_MESSAGE

        /* general message procedures assigns message set */

        17125 >> SY.MSG_SET_NBR

        /* calls output routine */

        FM.DE_EM_MSG_OUTPUT

            /* output sets error number */

            VR.DE_EM_NUMBER >> SY.MSG_NBR

            /* sets severity */

            VR.DE_EM_SEVERITY >> SY.MSG_PAYMENT_ERR

            /* calls core error messages */

            EM.MSG_PIN

```

The message base formula DE\_EM\_MSG\_OUTPUT performs the call to the Global Payroll message feature and is generally not used directly. Instead, it's the common interface for the other message formulas.

DE\_EM\_NUMBER and DE\_EM\_SEVERITY expect a variable set.

MSG\_SET\_NBR expects a system elements set.

MSG\_BINDx\_PTR and MSG\_BINDx\_NM\_IND expect a system elements set (if applicable).

---

## Using Delivered Error Message Elements

Because the goal of the error processing formulas is to simplify the creation of error messages, and to optionally set the payment in error, PeopleSoft delivers a set of predefined elements for your use.

This section lists:

- Error message formulas
- Error message variables

## Error Message Formulas

The message set number is specified in some of the formulas, so you need to use the following formulas as a template for your own error formulas with your own message set number. The formula DE\_EM\_MSG\_OUTPUT can be used to ultimately issue the message.

<b>Message Formula</b>	<b>Description</b>
FM.DE_EM_NO_MESSAGE	Creates no message. Use this formula as an error formula in arrays where the array doesn't have to return any rows. The formula itself does nothing, but its presence confirms that it's acceptable for nothing to happen.
FM.DE_EM_WARNING	Prints a warning and information. Standard formula for printing a message without additional parameters. The payment isn't set in error, which means that the calculation continues.
FM.DE_EM_ERROR	Prints an error message. Standard error formula for printing a message without additional parameters and to set the payment in error.
FM.DE_EM_MSG_OUTPUT	Prints a message. This formula provides the interface between the error handling of Global Payroll for Germany and the Global Payroll core message facility. It sets the flag DE_EM_ERROR_STATUS for upcoming process items so that certain formulas or sections will be avoided if an error already occurred. All message formulas for Global Payroll for Germany use this formula to output their messages.
FM.DE_EM_MESSAGE_NV	Prints a message with PIN and value. Standard formula for printing a message with additional parameters of PIN number as %1 of the message text (DE_EM_NAME_PTR) and PIN value as %2 of the message text (DE_EM_VALUE). The variable DE_EM_SEVERITY decides whether the payment is set in error (1) or not (0).
FM.DE_EM_MESSAGE_N	Prints a message with PIN number. Standard formula for printing a message with the additional parameter PIN number as %1 of the message text (DE_EM_NAME_PTR). The variable DE_EM_SEVERITY decides whether the payment is set in error (1) or not (0).

<i>Message Formula</i>	<i>Description</i>
FM.DE_EM_MESSAGE_V	Prints a message with PIN value. Standard formula for printing a message with the additional parameter PIN value as %1 of the message text (DE_EM_VALUE). The variable DE_EM_SEVERITY decides whether the payment is set in error (1) or not (0).

### **Basic Message Formulas**

Most errors can be explained to the user with a message, and they do not require the output of PIN numbers or values. Therefore, in most cases, identifying the message number and indicating whether they should set the payment in error or continue is sufficient.

To accomplish this, use the basic message formulas DE\_EM\_WARNING or DE\_EM\_ERROR. These formulas use the message number DE\_EM\_NUMBER as the only parameter. Even the MESSAGE\_SET\_NBR is fixed and need not be specified.

You can use this type of message, for example, "Employee has no social insurance data in GPDE\_SE\_EE" when there is no need to print the name or the value of the element that causes the error.

### **Error Situations and Message Numbers**

Message catalog entries for Global Payroll for Germany are assigned to the message set number 17125 and start with the number 1000.

---

**Note.** Message numbers below 1000 are reserved and do not appear in the message log.

---

Not all the message formulas that are delivered with Global Payroll for Germany are listed here, but you can see their design by using the Global Payroll core formula pages. You can easily identify these messages because their formula elements are named by use of the naming convention DE\_EM\_CHECK\_<number>, where <number> is the message number.

---

**Note.** Make sure you understand how to use formulas to create messages by referring to the *PeopleSoft Global Payroll PeopleBook*.

---

## **Error Message Variables**

This table lists the variables that are reserved for passing parameters to message routines:

<i>Variable</i>	<i>Description</i>
DE_EM_NUMBER	Message number reference in the message catalog.
DE_EM_NAME_PTR	Pointer variable for assigning the element name (always use element number).

<i>Variable</i>	<i>Description</i>
DE_EM_VALUE	Decimal variable for assigning the element value.
DE_EM_SEVERITY	1 for error, 0 for warning.
DE_EM_DUMMY	Dummy variable used for error handling.
DE_EM_ERROR_STATUS	Flag that indicates whether an error occurred.

---

**Note.** Not all variables are evaluated by all routines.

---

## Examples of Error Messages

To clarify how error message are created in Global Payroll for Germany, here are some examples:

### **Example DE\_EM\_NUMBER Formula**

Following is an example of the DE\_EM\_NUMBER formula:

```
IF SOMEERROR = TRUE THEN
    123 >> DE_EM_NUMBER
    FM.DE_EM_WARNING >> VR.DE_EM_DUMMY
ENDIF
```

This formula might print a message similar to "Employee part-time percentage for old age part-time is below limit, please check."

### **Example DE\_EM\_MESSAGE\_NV Formula**

Following is an example of the DE\_EM\_MESSAGE\_NV formula:

```
IF SOMEERROR = TRUE THEN
    /* set message number for the right text */
    1234 >> VR.DE_EM_NUMBER
    /* pass the element in a pointer so its name will be printed */
    VR.DE_SI_SOME_VAR (use element number)
        >> VR.DE_EM_NAME_PTR (use element number)
    /* pass the element value so the value will be printed */
    VR.DE_SI_SOME_VAR (use element value)
```

```

    >> VR.DE_EM_VALUE

/* in this example we set the payment in error */

1 >> VR.DE_EM_SEVERITY

/* print message */

FM.DE_EM_MESSAGE_NV >> VR.DE_EM_DUMMY

ENDIF

```

This formula might print a message similar to "Employee part-time percentage *DE\_SE\_SOME\_VAR* is *12.44* (below limit)." The italicized text comes from the variable references to *DE\_SI\_SOME\_VAR*, which are replaced by the element name and value.

### **Example *DE\_EM\_CHECK\_1008* Formula (check - provides not found)**

Following is an example of the *DE\_EM\_CHECK\_1008* Formula (check - provides not found) formula:

```

1008 >> VR.DE_EM_NUMBER

FM.DE_EM_ERROR >> FM.DE_EM_CHECK_1008

```

This is the simplest case in which a message should be triggered by an array error formula. No need further condition checking is needed because the array already detected that it could not retrieve a row.

---

**Note.** In some arrays, the absence of a row may not be an error. In such cases, we recommend that you use *DE\_EM\_NO\_ERROR* as the error formula to explicitly show this.

---

### **Example *DE\_EM\_CHECK\_1023* (check - rate ID for provider) Formula**

Following is an example of the *DE\_EM\_CHECK\_1023* (check - rate ID for provider) formula:

```

0 >> FM.DE_EM_CHECK_1023

IF VR.DE_SI_H_RATE_EE = ' '

    THEN 1023 >> VR.DE_EM_NUMBER

    FM.DE_EM_ERROR >> VR.DE_EM_DUMMY

ENDIF

```

This normal error check is used in a functional formula. It checks for a certain functional condition and prints an error message only if required. If all checks are programmed like this, you can easily find the location of the formula usage through the message number.



## Appendix B

# Global Payroll for Germany Reports

This appendix provides an overview of PeopleSoft Global Payroll for Germany reports and enables you to:

- View summary tables of all reports.
- View report details and tables accessed.

---

**Note.** For samples of these reports, see the Portable Document Format (PDF) files that are published with your online documentation. You can print all of the reports in each of the German official languages: German and English.

---

### See Also

*PeopleTools: PeopleSoft Process Scheduler PeopleBook*

---

## Global Payroll for Germany Reports: A to Z

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

---

**Note.** For more information about running the reports, refer to the appropriate chapter in this PeopleBook.

---

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPDEAL01 Payslip	Creates a summary of an employee's pay elements according to pay month.	<ul style="list-style-type: none"><li>• Global Payroll &amp; Absence Mgmt, Payslips, Create/Print Payslips DEU, Report Options</li><li>• Global Payroll &amp; Absence Mgmt, Payslips, Create/Print Payslips DEU, Elements View</li></ul>	GPDE_RC_AL01_1 GPDE_RC_AL01_2

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPDEAL02 Total Compensation	Lists the total gross salaries of all employees.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Total Compensation DEU, Total Compensation DEU	GPDE_RC_AL02
GPDEAL03 Employee Compensation	Lists the gross salary of an individual employee.	Global Payroll & Absence Mgmt, Authority Correspondence, Payee Compensation Report DEU, Payee Compensation Report DEU	GPDE_RC_AL03
GPDEAL04 Pay Element Summary per Month	Records the payroll process by defining all earnings and deductions for a specific month. It lists, per payday, the current totals and the cumulative totals for the year.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Results Summary DEU, Payroll Results Summary DEU	GPDE_RC_AL04
GPDEAL05 Pay Element Summary per Year	Records the payroll process by defining all earnings and deductions for a specific year.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Results Summary Year DEU, Payroll Rsts Summary Year DEU	GPDE_RC_AL05
GPDEAL06 Payroll Statistic	Documents gross salary and working hours for all employees. The report must be sent to the <i>Statistisches Bundesamt</i> .	Global Payroll & Absence Mgmt, Authority Correspondence, Payroll Statistics Report DEU, Payroll Statistic	GPDE_RC_AL06
GPDEAL06 Salary Structure	Details the employee and salary structure of the company. Provides anonymous information on the salary structure of the employee population. For larger companies you must provide information for every sixth employee.	Global Payroll & Absence Mgmt, Authority Correspondence, Payroll Statistics Report DEU, Payroll Statistics	GPDE_RC_AL06
GPDEAL07 Element Contribution List	Documents the calculation process by defining all contributions and deductions.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Element Contribution List DEU, Elem. Contr. List	GPDE_RC_AL07



<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPDEAL08 Industrial Statistics	Lists the monthly gross salary and number of employees per department. The report must be sent to the <i>Statistisches Bundesamt</i> .	Global Payroll & Absence Mgmt, Authority Correspondence, Industrial Statistics DEU, Industrial Statistics DEU	GPDE_RC_AL08
GPDEAL09 Overpayment List	Lists additional payments made by an employer to an employee's normal salary.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Overpayments List DEU, Overpayment List DEU	GPDE_RC_AL09
GPDEBK01 Bank Transfer	Creates one or several files containing all data records in their required formats. Copy the files that this report creates to newly formatted diskettes to be used for the data transfer with banks.	Global Payroll & Absence Mgmt, Payment Processing, Create Bank File DEU, Bank Disk	GPDE_RC_BK01
GPDEBK02 Banklist	Provides information about all payments made to employees through a financial institution, such as a bank or post office.	Global Payroll & Absence Mgmt, Payment Processing, Create Bank List DEU, Bank List	GPDE_RC_BK02
GPDESI09 Compulsory Health Ins Rpt DEU	Helps employers decide which health insurance contribution class, voluntary versus mandatory, to select.	Global Payroll & Absence Mgmt, Social Security/Insurance, Compulsory Health Insurance Report DEU, Compulsory Health Ins Rpt DEU	GPDE_RC_SI09
GPDESI10 SI Contributions Report DEU	Summarizes all social insurance data relevant to all employees. Displays all of the values set for a specific organization. This report can also write results in ACSII files.	Global Payroll & Absence Mgmt, Social Security/Insurance, SI Contributions Report DEU, SI Contributions Report DEU	GPDE_RC_SI10
GPDESI11 Employer Liability Summary	Lists the total gross salaries for all employees grouped by hazard.	Global Payroll & Absence Mgmt, Social Security/Insurance, Employer Liability Summary Report DEU, Empl. Liability S.	GPDE_RC_SI11

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPDESI12 Employer Liability Detail	Lists all gross salaries grouped by employee and hazard.	Global Payroll & Absence Mgmt, Social Security/Insurance, Employer Liability Detail Report DEU, Empl. Liability D.	GPDE_RC_SI12
GPDETX01 Tax Statement	Statutory report that you must deliver to the authorities biannually as part of tax declaration.	Global Payroll & Absence Mgmt, Taxes, Tax Statement Report DEU, Tax Statement	GPDE_RC_TX01
GPDETX02 New Tax Card	Collects all changed data and creates a new row in the tax card table.	Global Payroll & Absence Mgmt, Year-End Processing, Create New Tax Card DEU, New Tax Card	GPDE_RC_TX02
GPDETX03 Pay Balance	Displays the pay elements and employee data upon which payroll is based for each month of a given year.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Pay Balance DEU, Pay Balance DEU	GPDE_RC_TX03
GPDETX04 Payroll Register	Generates a summary of the employee pay elements by pay period. A separate page is created for each company and each retro pay period.	<ul style="list-style-type: none"> <li>• Global Payroll &amp; Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Results Register DEU, Report Options</li> <li>• Global Payroll &amp; Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Results Register DEU, Elements View</li> </ul>	GPDE_RC_TX04_1 GPDE_RC_TX04_2
GPDETX05 Tax Registration	Prints for the relevant period the necessary information to be sent to the revenue office.	Global Payroll & Absence Mgmt, Taxes, Tax Registration Report DEU, Tax Registration	GPDE_RC_TX05
GPDETX06 Trade Tax Report	Lists business taxes showing the name of the firm, its location, business site, including various wage sums.	Global Payroll & Absence Mgmt, Year-End Processing, Trade Tax Report DEU	GPDE_RC_TX06

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPDEGL01 Accounting Voucher	Lists GL results by ChartField.	Global Payroll & Absence Mgmt, Time and Labor/GL, Create Accounting Voucher DEU, Account. Voucher	GPDE_RC_GL01
GPDEGL02 Reconciliation List	Summarizes and groups GL results per account.	Global Payroll & Absence Mgmt, Time and Labor/GL, Create Reconciliation List DEU, Reconciliat. List	GPDE_RC_GL02
GPDEDV01 Create DEUEV Disk	Create DEUEV Report files for floppy disk.	Global Payroll & Absence Mgmt, Social Security/Insurance, Create DEUEV Disk DEU	GPDE_DV_RUN_DSK
GPDEDV02 Generation of trigger for DEUEV	Generates trigger for DEUEV.	<ul style="list-style-type: none"> <li>• Global Payroll &amp; Absence Mgmt, Social Security/Insurance, Run Daily DEUEV DEU</li> <li>• Global Payroll &amp; Absence Mgmt, Social Security/Insurance, Run Monthly DEUEV DEU</li> <li>• Global Payroll &amp; Absence Mgmt, Social Security/Insurance, Change Currency DEUEV DEU</li> <li>• Global Payroll &amp; Absence Mgmt, Social Security/Insurance, Start System DEUEV DEU</li> <li>• Global Payroll &amp; Absence Mgmt, Social Security/Insurance, Termination System DEUEV DEU</li> </ul>	GPDE_DV_RUN_DAY GPDE_DV_RUN_MON GPDE_DV_RUN_CUR GPDE_DV_RUN_STA GPDE_DV_RUN_END
GPDEDV03 Generation of message for DEUEV	Generates message for DEUEV.	Global Payroll & Absence Mgmt, Social Security/Insurance, DEUEV Report Generation DEU	GPDE_DV_RUN_REP



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