



PeopleSoft 8.00.01 Global Payroll for Switzerland PeopleBook

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PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

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ABOUT THIS PEOPLEBOOK

This book provides you with the information you will need for implementing and using PeopleSoft Global Payroll for Switzerland. You can order the online version by requesting SKU HRB8SP1R0, or the hard-copy version by requesting SKU MAGCr8SP1B 1200.

Documentation for PeopleSoft Global Payroll is made up of two parts:

- PeopleSoft 8.00.01 Global Payroll PeopleBook (for the core application)
- PeopleSoft 8.00.01 Global Payroll for Switzerland PeopleBook

The preface for both PeopleBooks is called About This PeopleBook.

This book documents the local country extension for Switzerland.

Using the Preface

Much of the general information you should know before you begin using PeopleSoft documentation is presented in the About This PeopleBook section of *PeopleSoft 8.00.01 Global Payroll PeopleBook*. It provides information about the following topics:

- Using related documentation such as the PeopleSoft 8.00.01 Application Fundamentals for HRMS PeopleBook.
- Ordering documentation on the Internet, on CD-ROM, and in hardcopy.
- PeopleBooks standard page element definitions.
- Required fields in pages.
- Typographical conventions and visual clues in the documentation.
- Page introductory table explanation.
- Comments and suggestions about the documentation.



We strongly recommend that you read the About This PeopleBook section of *PeopleSoft 8.00.01 Global Payroll PeopleBook*. In particular, the PeopleSoft Application Fundamentals section lists where you can find information about topics that apply to many PeopleSoft applications across the HRMS product line. For example, you can find information about setting up control tables, administering security, and setting language and currency preferences in the PeopleSoft Application Fundamentals PeopleBook.



Each PeopleBook has a unique SKU for ordering purposes. The SKU for the *PeopleSoft 8.00.01 Global Payroll for Switzerland PeopleBook* is mentioned in the beginning of this section.

This preface complements and extends the About This PeopleBook section of the Global Payroll core documentation by providing specific information on how to use the documentation for Switzerland.

In this preface, we focus on the structure and content of the local country documentation. This section includes the following information:

- An explanation of the relationship between the core and the local documentation.
- A documentation roadmap.
- PeopleBooks Standard Page Element Definitions.
- Global Payroll terms (an explanation of when different terms are used in the core documentation and the local documentation).



The PeopleBooks Standard Page Element Definitions information is repeated in both the core documentation and the local documentation. In this section, we include both the common terms defined for the core product and common terms that are found only in Global Payroll for Switzerland.

Understanding the Documentation

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

Global Payroll Application Design

Global Payroll is composed of two complementary pieces:

- A core payroll application that includes the following:
 - A payroll rules engine—a flexible tool that enables users to define the rules of their payroll system and execute payroll and absence calculations.
 - 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.
 - Processes and setup steps that apply to all countries.
- Country extensions that include the following:

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

Global Payroll Documentation Structure

The documentation for Global Payroll is similar to the application, and consists of 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 generic. 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 the core capabilities to meet local requirements, you'll need to turn to the country extension documentation.

Country Extension Documentation

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

- Any core feature with local extensions.
- Country-specific rule setup.
- PeopleSoft-delivered rules and tables.
- Country-specific pages.
- Country-specific reports.
- HRMS setup, such as bank definitions, that varies by location.
- Implementation information that varies by country.

Documentation Roadmap

The core and the local documentation complement each other, and it is best that you read both sets of documentation.

You can approach the documentation in the following way:

- If a process setup is shared between the core application and the local extension, read the core documentation first and then the local documentation. For example, banking is a feature that you first define in the core application and then continue in the local country extension. You would first read *Understanding Banking in PeopleSoft 8.00.01 Global Payroll PeopleBook* (in the core documentation) and then *Setting Up Banking for Switzerland in PeopleSoft 8.00.01*

Global Payroll for Switzerland PeopleBook.

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

We've identified the following audiences for the documentation:

- Technical

We recommend that technical readers who are interested in the technical design of the product begin by reading the Understanding the Core Application Architecture section of the *PeopleSoft 8.00.01 Global Payroll PeopleBook*, as well as the batch processing information that is mentioned in many of the other sections.

- Functional

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

- Managerial

We recommend that managerial readers begin by reading the introduction sections to get a high-level overview of the Global Payroll product.



While we are offering recommendations on specific chapters that are important to read, any technical or functional person that is involved in an implementation of the Global Payroll product should ideally read the *PeopleSoft 8.00.01 Global Payroll PeopleBook* and the *PeopleSoft 8.00.01 Global Payroll for Switzerland PeopleBook* in their entirety. That is the only way someone implementing the product can fully understand its features.

Global Payroll Documentation Content

This section describes the specific topics that are discussed in both the core documentation and the local documentation for Switzerland.

Global Payroll core documentation includes the following information:

- Introduction to the Global Payroll product.
- Core application architecture. Discusses PIN processing, the processing framework, the online menu structure, the batch architecture process flow, multiple currency capability, and setting up an installation.
- Payee data. Discusses integration between PeopleSoft Human Resources and Global Payroll, between PeopleSoft Time and Labor and Global Payroll, and payee-related page setup in

Global Payroll.

- Defining general elements. Provides overviews of element types, entry types, entry type prompts, defining industries and categories, defining the Element Name page (GP_PIN), and suffixes.
- Defining data retrieval elements. Covers defining supporting element types, including system elements, arrays, brackets, rate codes, fictitious calculations, and historical calculations.
- Defining calculation elements. Covers defining supporting element types, including durations, dates, variables, formulas, rounding rules, counts, proration, and generation control.
- Defining earnings and deductions. Discusses defining calculation rules for earnings and deductions, accumulators for earnings and deductions, and arrears processing for deductions.
- Defining accumulators. Discusses defining accumulator levels, periods, and members, adjusting accumulators, and batch processing for accumulators.
- Absences. Discusses absence terms, absence management, absence features, batch processing for absences, how to define absence entitlements, and absence takes.
- Schedules. Covers work schedules, schedule calendars, shifts, workdays, schedule templates, and holiday schedules.
- Organizational structure of Global Payroll. Discusses the hierarchy of components in Global Payroll including elements, element groups, eligibility groups, payees, pay groups, and pay entities.
- Processing elements. Covers sections, process lists, batch processing, and the Process List Manager.
- Calendars. Covers run types, period selection, defining calendars, payee selection, and calendar group IDs.
- Positive input. Discusses entering and reviewing positive input, instances and bundling, and retro adjustments for positive input.
- Overrides. Describes how to override information for elements and supporting elements at various levels and the hierarchy of override processing.
- Element eligibility and resolution. Discusses the series of checks that the system performs to determine whether an element is eligible and whether it will actually be resolved.
- Payroll processing. Provides overviews of processing features, prerequisites, processing sequence, processing steps, and reviewing processing results.
- Absence processing. Covers entering absence events, adjusting and overriding entitlements, running absence processes, reviewing daily absence records, absences and segmentation, and absences and retro.
- Triggers. Discusses defining triggers, trigger table data, iterative triggers, retro triggers, segmentation triggers, trigger generation, and PeopleSoft-delivered triggers.

- **Segmentation.** Covers segmentation setup, defining segmentation events and types, defining segmentation triggers, rules for segmentation processing, segmentation with retro, proration and segmentation, and applying elements to segmentation.
- **Retro processing.** Describes key retro terms, setup procedures, defining a retro method, and defining a retro process.
- **Banking.** Discusses defining general setup for banking, including bank and bank branch address information, EFT formats, source bank accounts, recipient-related banking information, and payee net pay distribution. Note that there is additional banking setup that's required at the country level.
- **Interfaces.** Covers the interfaces to PeopleSoft General Ledger and PeopleSoft Time and Labor.
- **Utilities for Global Payroll.** Discusses the element relationship map, and creating, exporting, and updating packages.
- **Security in Global Payroll.** Discusses element-level and payee-level security.
- **Reports.** Provides overviews of reporting tools such as PeopleSoft Query, SQRs, and the Process Scheduler, provides a list of all the reports in the core application, and discusses how to run each report in the core application.
- **List of system data** PeopleSoft provides.
- **Implementation guidelines.** Discusses implementation guidelines and table dependencies during setup.



For more information about the core documentation, see *Peoplesoft 8.00.01 Global Payroll PeopleBook*.

Global Payroll for Switzerland documentation includes the following information:

- **Country setup.** Covers links to the basic steps that you need to complete for a country setup such as defining the Installation Table, operator preferences, language preferences, employee data, and currency. It also discusses setting up defaults in Global Payroll for Switzerland and provides a list of triggers for Global Payroll for Switzerland.
- **Social insurance.** Discusses AHV and ALV tables provided by PeopleSoft, defining insurance providers, and contributions at the company level.
- **Family allowances.** Covers defining dependent data, family allowance data, child allowance data, and family allowance earnings.
- **FAK.** Describes defining company-specific FAK and source tax data and FAK percentages.
- **Source tax.** Discusses defining taxes that apply to foreign employees. Source tax is calculated according to canton. This section discusses defining municipality codes, source tax data, and withholding tax data.

- EO payments. Covers defining EO (military and civilian service) data and EO retro payments.
- Pensionkasse. Discusses defining the retirement funds for Swiss employees, including the calculation of the Pensionkasse, the report created as a result of the calculation, and the regular deductions made by the Pensionkasse provider.
- Absence time. Discusses defining an absence entitlement plan for companies operating in Switzerland. You can then assign absence entitlement plans to employees.
- Tariffs. Describes defining tariffs for a company operating in Switzerland.
- Payslips. Explains how to set up and run payslips in Global Payroll for Switzerland.
- Banking (local). Provides overviews of setting up bank and bank branch information and setting up defaults for source banks and payees.
- Reports in Global Payroll for Switzerland.
- Writable arrays. Discusses writable arrays which are elements that you can use to create your own result tables that are used to design customized reports.

PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages. This section lists the most common fields and provides standard definitions for both the Global Payroll core application and the Global Payroll for Switzerland extension.

PeopleBooks Standard Page Elements for the Core Application



When referring to page element in this section, the word *element* is being used to identify any field or other item in a page. It does not refer to the conceptual term *element* used throughout the Global Payroll product.

Field	Definition
As of Date	The last date for which a report or process includes data.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
By Operator	Dynamically displays the operator ID of the person who last updated information in this page.
Calendar Group ID	A Calendar Group ID identifies a grouping of calendars to be processed at the same time.

Comments	Access the Comments page by clicking the Comments button in the page. Enter any text you need to more thoroughly document the feature.
Country	Identifies the country associated with the page field information.
Description	Freeflow text up to 30 characters.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
	<hr/> <p>For more information about effective dates, see Using PeopleSoft Applications, “Working With Pages” in your <i>Using PeopleSoft Applications PeopleBook</i>.</p> <hr/>
Element Name	The name of the element you have defined. In some pages this is displayed as Name .
Empl Rcd# (employee record number)	Uniquely identifies rows of data that apply to a specific job when a payee has multiple jobs.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Language or Language Code	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Last Updated	Dynamically displays the date and time that the information in this page was last updated.
Name	The name of the element you have defined. In some pages this is displayed as Element Name .
Owner	Tells you whether PeopleSoft delivers and maintains the rule or whether it is a rule that you have created.
Pay Entity	Controlling level within the system; pay entity is one of the tiers within the hierarchy of overrides.
Pay Group	Set of employees grouped together for payroll processing. The field which enables you to group payees. It’s a way of “bundling” payees for more efficient processing. A Pay Group consists of payees that the system processes at the same time during a pay run. Not an element.

Process Frequency group box	Designates the appropriate frequency in the Process Frequency group box: Once executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run . Always executes the request every time the batch process runs. Don't Run ignores the request when the batch process runs.
Report ID	The report identifier.
Process Monitor	This link takes you to the Process List page, where you can view the status of submitted process requests.
Report Manager	This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
<hr/>	
For more information about the Report List page, the Process List page, and the Process Scheduler, see Process Scheduler Manager, “Process Scheduler Basics” in your <i>PeopleTools PeopleBook</i> .	
<hr/>	
Run Control ID	Identifies specific run control settings for a process or report.
SetID	An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company’s structure and processing options.
Short Description	Freeflow text up to 15 characters.
Status	Indicates whether a row in a table is Active or Inactive . You cannot display inactive rows in pages or use them for running batch processes.
User ID	The system identifier for the individual who generates a transaction.

Version The **Version** field is a way to indicate something has changed on this page between two dates and is used for version control purposes. As you and others in your organization enter data into the system, this field will let you to track what has changed since the last version. This field is dynamically displayed. No history of previous versions is stored.

Use the **Version** field to help track which elements have changed. Any time an element is changed, the version field is blanked out. You can then use this field to help you move them to another database. After moving the elements to the new database, you can then update the element version fields.

PeopleBooks Standard Page Elements for Global Payroll for Switzerland

In addition to the standard field definitions that you find throughout the Global Payroll product, there are some common fields that are only in the Global Payroll for Switzerland application. Here, we list the Swiss-specific common field definitions.

<i>Field</i>	<i>Definition</i>
Calendar Group	With a Calendar Group , you can group several calendars together for processing at the same time. You assign a Calendar Group ID to each calendar group.
Canton	A political region in the Swiss federal republic with its own distinct state and government.
Company	A business organization.
Currency	The type of currency in which elements are defined.
Currency Code	The 3-letter code in which the currency is specified.
Current Pay End Date	The date that the current pay period ends.
Department	An identification code that represents an organization in a company.
Descr Short	Freeflow text up to 15 characters.
Element Entry Type	By selecting an Element Entry Type online, you can restrict the valid entry types that are entered into an element definition.
End Date	The end date for which a report or process includes data.
From Date	The start date for which a report or process includes data.
Location	The office where a company is located.
Location Code	The code for a company location.

Pay Year	A parameter that you define when a report is run. Pay year is the year which all report parameters refer to. If you select a year as the pay year, you'll get a payslip report for that year. Pay year only applies to yearly reports.
Phone	The phone number for a person or organization.
Source Bank ID	The identification of the bank from which payroll disbursements are taken.
To Date	The end date for which a report or process includes data.
User	The system identifier for the individual who generates a transaction.

Global Payroll Terms

There are some differences in the terms used in the Global Payroll core documentation and in the Global Payroll for Switzerland documentation. We explain them here:

- Global Payroll for Switzerland is a country extension of the Global Payroll product and we refer to it as Global Payroll for Switzerland throughout the local documentation. Global Payroll for Switzerland is not considered a stand-alone product.
- Global Payroll core documentation uses the term *payee* throughout. *Payee* refers to both employees and non-employees. In the Global Payroll for Switzerland application, there are many statutory requirements where you have to differentiate clearly between an employee and a non-employee in the system. For this reason, we refer to *employee* and *non-employee* more often than *payee* in the Global Payroll for Switzerland documentation.
- Global Payroll core documentation uses the term *organization* throughout. *Organization* refers to both companies in the private sector and to organizations in the public sector. In the Global Payroll for Switzerland documentation, we refer to *company* in many cases because there are pages in the Global Payroll for Switzerland extension where Company is a required field.

Understanding Country Setup for Switzerland

Initial Setup

Before you can define information in PeopleSoft Global Payroll for Switzerland, you need to do some initial one-time setup. This includes defining your defaults on the Installation Table component, the Primary Permission List Preferences component, and the Language Preferences page.

Defining the Installation Table

When you first install PeopleSoft HRMS, you need to complete 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 Human Resources documentation. For more information about the Installation Table, see *Setting Up Implementation Defaults* in the *Setting Up Control Tables* section of *PeopleSoft 8 Application Fundamentals for HRMS PeopleBook*.

Defining Primary Permission List Preferences

In PeopleSoft Human Resources, you 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/or Company Code, when an operator logs on to PeopleSoft HRMS, 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.



For more information about the Primary Permission List Preferences component in PeopleSoft Human Resources, see *Setting Up Primary Permission List Preferences in the Regulating HRMS System Data* section of *PeopleSoft 8 Application Fundamentals for HRMS PeopleBook*.

Defining Language Preferences

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

- 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. You must be sure that your browser accepts the language that you want to use. Once the setup is complete, you can select the Language Name icon 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 is displayed on your browser.

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



For more information about defining your language preference, see *Controlling International Preferences in the Development Tools: Globalization* section of your *PeopleTools PeopleBook*.

Human Resources/Global Payroll Integration

PeopleSoft Human Resources and Global Payroll are fully integrated. For example, instead of entering employee information, such as Job Data and Personal Data in Global Payroll, the system simply uses the employee data that you already entered in PeopleSoft Human Resources. Similarly, you only need to enter information about your company, departments, and pay groups into the system once.



One of the first things that you need to do when an employee is hired is to set up dependents data information. For more information about how to set up dependents data, see *Tracking Dependent Identification Data* in *Administer Workforce PeopleBook*. For more information about how dependents data is handled in Global Payroll Switzerland, see *Understanding Family Allowances*.

Setting Up Core Tables

There are several tables that you need to define in the core Global Payroll application first. This includes information about the pay entity and pay group.



For more information about defining pay entities, see *Pay Entities* in *PeopleSoft 8 Global Payroll PeopleBook*. For more information about defining pay groups, see *Pay Groups* in *PeopleSoft 8 Global Payroll PeopleBook*.

Defining Currency in PeopleSoft Global Payroll

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

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



For more information about defining currency information on these tables, see *Working with Currencies* in *PeopleSoft 8 Application Fundamentals for HRMS PeopleBook*.

Second, you need to define the currency code and the currency rate type in the *Primary Permission List Preferences – Defaults Page*.



PeopleSoft 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.

PeopleSoft 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 PeopleSoft 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 PeopleSoft Global Payroll.



For more information about how currency codes are defined and used in PeopleSoft Global Payroll, see Multiple Currency Capability in *PeopleSoft 8 Global Payroll PeopleBook*.

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.



For more information about online currency defaults for different element types, see Online Currency Defaults in *PeopleSoft 8 Global Payroll PeopleBook*.

Defining Country Setup in PeopleSoft Global Payroll

In the core PeopleSoft Global Payroll application, you need to define the default retro method—either forwarding or corrective—for processing retroactivity. There can only be one default method per country, but this method can be overridden if required.



For more information about defining country setup, see the Country Setup Page in *PeopleSoft 8 Global Payroll PeopleBook*.

Setting Up Defaults in PeopleSoft Global Payroll for Switzerland

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

- Pay entity

- Department
- Pay group



For more information about setting up defaults in PeopleSoft Global Payroll for Switzerland, see Setting Up Banking for Switzerland in this PeopleBook.

Defining Triggers for PeopleSoft Global Payroll for Switzerland

In PeopleSoft 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.

Before you can use a trigger to process a payee, perform segmentation, or perform retroactive processing, you must set up a trigger definition to tell the system that when a particular change to the database occurs, it should generate the desired trigger. You define Trigger Event ID's on the Trigger Definition Page in the PeopleSoft Global Payroll core application.



For more information about defining triggers, see Setting Up Triggers in *PeopleSoft 8 Global Payroll PeopleBook*.

The following is a table that lists records with triggers for PeopleSoft Global Payroll for Switzerland.

Record Name	Trigger Type	Trigger Effective Date Type	Trigger Event ID
ADDRESSES	Iterative	Effdt	
COMPENSATION	Iterative	Effdt	
COMPENSATION	Retro	Effdt	CH_RETRO
COMPENSATION	Segmentation	Effdt	CH_JSLICE
GP_ABS_EVENT	Iterative	Effdt	
GP_ABS_EVENT	Retro	Begin-End Date	CH_RETRO
GP_ABS_OVRD	Iterative	Effdt	
GP_ABS_OVRD	Retro	Fixed Date	CH_RETRO
GP_PI_MNL_DATA	Iterative	Effdt	
GP_PI_MNL_DATA	Retro	Fixed Date	CH_RETRO
GP_PI_MNL_SOVR	Iterative	Effdt	
GP_PI_MNL_SOVR	Retro	Begin-End Date	CH_RETRO

Record Name	Trigger Type	Trigger Effective Date Type	Trigger Event ID
GP_PYE_OVRD	Iterative	Effdt	
GP_PYE_OVRD	Retro	Begin-End Date	CH_RETRO
GP_PYE_OVR_SOVR	Iterative	Effdt	
GP_PYE_OVR_SOVR	Retro	Begin-End Date	CH_RETRO
GP_PYE_SECT_DTL	Iterative	Effdt	
GP_PYE_SECT_DTL	Retro	Effdt	CH_RETRO
JOB	Iterative	Effdt	
JOB	Retro	Effdt	CH_RETRO
JOB	Segmentation	Effdt	CH_HIR
JOB_JR	Iterative	Effdt	
PERSONAL_DATA	Iterative	Effdt	
PERS_DATA_EFFDT	Iterative	Effdt	
PERS_DATA_EFFDT	Retro	Effdt	CH_RETRO
SCH_ASSIGN	Iterative	Effdt	
SCH_ASSIGN	Retro	Effdt	CH_RETRO
WKF_CNT_TYPE	Iterative	Effdt	
GPCH_CA_DATA1	Iterative	Effdt	
GPCH_CA_DATA1	Retro	Effdt	CH_RETRO
GPCH_CA_DATA1	Segmentation	Effdt	CH_00_CANT
GPCH_SI_DATA	Iterative	Effdt	
GPCH_SI_DATA	Retro	Effdt	CH_RETRO
GPCH_TX_DATA	Iterative	Effdt	
GPCH_TX_DATA	Retro	Effdt	CH_RETRO
GPCH_TX_DATA	Segmentation	Effdt	CH_TX_CANT



The JOB record with a segmentation trigger type has a Fieldname of ACTION and is value-based. The values for the JOB record with a segmentation trigger type are REH, HIR, and TER.

Setting Up Local Tables

There is some information that you need to define for Global Payroll Switzerland on local tables. This includes details entered on the Employee Checklist page. Note that in addition to accessing the Employee Checklist page from Global Payroll Switzerland, you can also access it from Administer Workforce, Administer Workforce (GBL), Use, Employee Checklist in PeopleSoft Human Resources.

Employee Checklist Page

Usage	Use the Employee Checklist page to create checklists for processing employee hires and other administrative tasks. You can use standard checklists you've already created in the Checklist Table in PeopleSoft Human Resources or customize them for particular employee processing requirements.
Object Name	EMPLOYEE_CHECKLIST
Navigation	Global Payroll (CHE), Maintain Payroll Taxes (CHE), Use, Employee Checklist
Prerequisites	You must have assigned an employee ID before you can create an employee checklist.
Access Requirements	Enter an Employee ID.

Employee Checklist

van Wezel, Mercedes Miss Employee ID: KW0001

Employee Checklist View All First 1 of 1 Last

*Checklist Date: 01/09/2000 Checklist: K00006 Applicant Checklist

Responsible ID: 6602 Peppen, Jacques

Comment:

*Checklist Sequence	*Checklist Item Code	Description	*Briefing Status	*Status Date
1	K00031	Proof of valid SIN/SSN Number	I	01/09/2000
2	K00032	Application Form filled out	I	01/09/2000
3	K00033	Resume on hand	I	01/09/2000

Employee Checklist page



For more information about the fields on the Employee Checklist page, see Setting Up Employee Checklists in *Administer Workforce PeopleBook*.

Selecting the Print Class

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

Print Class Page

Usage	Use the Print Class page to assign specifications to a print class. PeopleSoft delivers some print classes, but you can also create your own. On the Print Class page, you can select how an element appears in a printed report.
Object Name	GPCH_BL_PRINT
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Setup, Print Class, Print Class
Prerequisites	None
Access Requirements	Enter a Print Class.

The screenshot shows the 'Print Class' page with a search box containing 'Print Class: GPCHAL07' and 'Element Contribution List'. Below is a table with columns: 'Element 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', and 'Static PIN Indicator'. The table lists 8 elements, including earnings and deductions.

'Element 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 Earnings	K0SALARY	Active	<input type="checkbox"/>	2	10000	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/> + -
2 Earnings	K0PTOBAL	Active	<input type="checkbox"/>	2	11000	✓	✓	✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> + -
3 Earnings	K0AMGROSS	Active	<input type="checkbox"/>	2	1100	✓	✓	✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> + -
4 Earnings	K0OVERTM	Active	<input type="checkbox"/>	2	10100	✓	✓	✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> + -
5 Earnings	K0PREM1	Active	<input type="checkbox"/>	2	1000	✓	✓	✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> + -
6 Accumulatr	K0ACGROSS_YTD	Active	<input type="checkbox"/>	35	910	✓	✓	✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> + -
7 Deduction	K0GARNISHMEN	Active	<input type="checkbox"/>	20	510	✓	✓	✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> + -
8 Deduction	K0PARKING	Active	<input type="checkbox"/>	35	920	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> + -

Print Class page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Element Name**, **Status**.

Print Class Displays the print class.

Element Type Displays the element type. Valid values are *Accumulatr*, *Deduction*, and *Earnings*.

Override Sign Changes the default sign of each element.

Print Group	Displays the group in which the element is printed on the report.
Print Sequence	Displays 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, prints the year-to-date total.
Static PIN Indicator	Select this option for fixed elements in the report.

Print Class View Page

Usage	Use the Print Class View page to view the specifics of a print class.
Object Name	GPCH_BL_PRNT_VW
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Setup, Print Class, Print Class View
Prerequisites	None
Access Requirements	Enter a Print Class.

Print Class: GPCHCER1

Element Type	Element Name	Status	Print Group	Print Sequence	Override Sign	Element Sign	Print Hours	Print Factor	Print Percent	Print Amount	Print Base	Print Sum Amount	Print Total	Static PIN Indicator
1 Earnings	CH_ER_01000	Active	2	1000	<input type="checkbox"/>	1	<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"/>
2 Earnings	CH_ER_01100	Active	2	1100	<input type="checkbox"/>	1	<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"/>
3 Earnings	CH_ER_02000	Active	2	2000	<input type="checkbox"/>	1	<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"/>
4 Earnings	CH_ER_10000	Active	2	10000	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5 Earnings	CH_ER_10100	Active	2	10100	<input type="checkbox"/>	1	<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"/>
6 Earnings	CH_ER_11000	Active	2	11000	<input type="checkbox"/>	1	<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"/>
7 Earnings	CH_ER_12500	Active	2	12500	<input type="checkbox"/>	1	<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"/>
8 Earnings	CH_ER_13610	Active	2	13610	<input type="checkbox"/>	1	<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"/>

Print Class View Page



The Print Class View page offers a display only view of those fields on the Print Class page. **For more information** about these fields, see the Print Class Page.

CHAPTER 2

Understanding Social Insurance for Switzerland

You can use PeopleSoft 8 Global Payroll for Switzerland to enter Social Insurance details for an employee.

Overview of Social Insurance

Contributory membership in national social insurance funds (for retirement and survivors' pension insurance [AHV], disability insurance [IV], and military pay supplements [EO]) is mandatory for employers. You deduct social insurance contributions of those domestic and foreign employees with mandatory insurance coverage and transfer them to the compensation funds in accordance with statutory requirements.

You specify the applicable prorated percentage rates for both the employer and the employee. When a new employee is hired, you record his or her AHV number. At the end of the prescribed pay periods, you calculate the contribution amount if the insurance provider has not already calculated this amount. You then transfer that amount to the respective provider.

The same procedure applies to unemployment insurance (ALV). For both types of insurance, you deduct the employee's insurance percentage rate from his or her pay.

At the end of the year, you total the earnings that have been paid and then submit a complete list of the employees with mandatory insurance coverage to the insurance providers. This list must provide every employee's AHV number, total gross earnings, and the length of employment with the company.

If your company has a statutory requirement to make payments to a family allowance agency (FAK), you transfer, depending on the canton, family and/or household allowances to employees along with their pay. You transfer the agreed percentage of the earnings subject to AHV to the FAK. If your company is exempt from making such payments, you transfer the allowances established in the tariff agreement directly to the employees.

You deduct pension contributions in accordance with the federal statutes governing pension funds (BVG) and you may have to transfer these contributions to a supplementary pension fund.

In accordance with federal statutes governing accident insurance (UVG), you must insure your employees against accidents with the SUVA or another accident insurance provider. You calculate the mandatory insurance contributions and transfer them with the surcharges for administration costs to the insurance provider. If your company pays all or part of an employee's

non-employer liability insurance premiums (NBU premiums), you calculate no employee deductions, or only prorated deductions, depending on the program.

When you do the respective calculations for these procedures, you create the prescribed reports and route them to the employee or to the responsible authorities. In some cases, you may have to provide statistical lists, for example, to the Federal Ministry for Economics and Employment (BWA).

You can enter tax and social insurance data once the following tables are set up:

- System tables and social insurance tables.
- FAK data and percentages.
- Source tax tables and data.
- Child allowance table.
- Municipality table.
- Insurance providers.
- Scale codes for continued payments.

Default Hierarchy for Social Insurance

This section explains the override options for social insurance. Global Payroll for Switzerland enables you to see the percentage and/or status of AHV/ALV, UV, PK, and FAK at three levels.

The first level is the social insurance system. PeopleSoft delivers a social insurance setup. You cannot edit this data, because it is statutory.

The company is at the second level. It is an editable field and can be overridden by users. You must set this level when you implement Global Payroll. The third level is the employee, which is also an editable field.

You can override some values, such as eligibility status, at company or employee level. The following table displays whether information is available at each level.



An *X* indicates that information is available at a level, and a dash (--) means that information is not available.

	AHV / ALV Status	Percentage of AHV / ALV	Status / Percentage of UV	Limits	PK	FAK
SI Setup	X	X	--	X	--	--
Company	X	--	X through provider	--	X	X

	AHV / ALV Status	Percentage of AHV / ALV	Status / Percentage of UV	Limits	PK	FAK
EE - Add Employment	--	--	--	--	X	--
EE - SI	X	--	Status, no percentage	--	--	--

Entering Social Insurance Data

The following section discusses the pages that you must complete to enter social insurance data.

Social Insurance System Page

Usage	Use the Social Insurance System page to display the important contribution limit data for Swiss social insurance. This page displays the standard values that apply throughout Switzerland, although there are extra fields for the canton of Schaffhausen.
Object Name	GPCH_SI_SYSTEM1
Navigation	Global Payroll (CHE), Maintain Payroll Taxes (CHE), Setup, Social Insurance
Prerequisites	None
Access Requirements	None

Social Insurance System		Social Insurance Details	
Social Insurance Data View All First 1 of 1 Last			
Effective Date:	01/01/2000	Status:	Active
		Country:	CHE
Retirement Age Female:	62	Retirement Age Male:	65
Enrollment Age:	18		
Total Contribution AHV:	10.1000 %	EE Contr AHV:	5.0500 %
AHV Status:	1 ER/EE	Exemption Amount:	1400.00 CHF
EE Soli SH:	0.0950 %	Total Contrib Soli Ct SH:	0.1050 %

Social Insurance System page



All fields on this page are display-only. You cannot enter any data in the fields on this page.

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Country.**

Retirement Age Female Displays the age at which women may retire and therefore draw a pension.

Note. Global Payroll for Switzerland takes into account the fact that the retirement age for women will be increased in the future from 62 to 64.

Retirement Age Male Displays the age at which men may retire and therefore draw a pension.

Enrollment Age Displays the age from which retirement and survivors' pension insurance (AHV) contributions are paid.

Total Contribution AHV Displays the AHV contribution rate as a percentage for the employee and the employer together. **Total Contribution AHV** displays the (fixed) total contribution percentages for the employer and employees.

EE Contr AHV (employee contribution AHV) Displays the AHV contribution rate as a percentage for the employee only.

AHV Status Specifies who pays the AHV contributions. The value **ER/EE** is the normal case in which the employer and employee each pay 50 percent of the AHV contributions. Other possible values are **NONE** (no contributions are paid), and **Employer** (the employer pays 100 percent of the contributions).

Exemption Amount Displays the amount below which no AHV contributions are required for pensioners.

EE Soli SH (employee solidarity, canton Schaffhausen) Displays the employee contribution as a percentage for solidarity tax, which is deducted only in the canton of Schaffhausen.

Total Contrib Soli Ct SH (total contributions solidarity, canton Schaffhausen) Displays the combined employee and employer contributions as a percentage for solidarity tax, which is deducted only in the canton of Schaffhausen.

Social Insurance Details Page

Usage	Use the Social Insurance Details page to display the contribution limits for ALV and accident insurance. This page displays the standard values that apply throughout Switzerland. PeopleSoft delivers and maintains the Social Insurance Details table.
Object Name	GPCH_SI_SYSTEM2
Navigation	Global Payroll (CHE), Maintain Payroll Taxes (CHE), Setup, Social Insurance
Prerequisites	None
Access Requirements	This is the second page of a two-page component. Click the Social Insurance Details tab.

Social Insurance System		Social Insurance Details	
Social Insurance Data View All First 1 of 1 Last			
Effective Date:	01/01/2000	Status:	Active
		Country:	CHE
Statutory Limit ALV1:	8900.0000 CHF	Statutory Limit ALV2:	22250.0000 CHF
Total Contribution ALV1:	3.0000 %	Total Contribution ALV2:	2.0000 %
Employee Contribution ALV1:	1.5000 %	Employee Contribution ALV2:	1.0000 %
ALV Status:	1 ER/EE		
Asylum Contribution:	10.0000 %		
		Minimum Work Hours per Week:	8
		Statutory Limit UV:	8900.0000 CHF

Social Insurance Details page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Country.**

- Statutory Limit ALV1** Displays the statutory limit of insurance for ALV 1.
- Statutory Limit ALV2** Displays the statutory limit of insurance for ALV 2.
- Total Contribution ALV1** Displays the total contribution to ALV 1 percentage paid by the employee and employer together.
- Total Contribution ALV2** Displays the total contribution to ALV 2 percentage paid by the employee and employer.
- Employee Contribution ALV1** Displays the employee contribution percentage to ALV 1.

Employee Contribution ALV2 Displays the employee contribution percentage to ALV 2.

ALV Status Displays who pays the ALV contributions. The value *ER/EE* is the normal case in which the employer and employee each pay 50 percent of the ALV contributions. Other possible values are *NONE* (no contributions are paid) and *EMPLOYER* (the employer pays 100 percent of the contributions).

Note. To set the default value for a company here, you should override it at the company level.

Asylum Contribution Displays the deduction for the asylum fund stipulated by the SUVA. **Asylum Contributions** are basically source tax for asylum seekers, expressed as a percentage of gross earnings. This deduction must be made every month and deposited in an account as ordered by the Federal Ministry for Refugees.

Minimum Work Hours per Week Displays the lowest number of working hours per week for the liability insurance.

Statutory Limit UV Displays the maximum daily accident benefits, that is, the maximum monthly gross salary that can be insured.

Insurance Providers

You define the names of insurance providers and their associated provider codes in the Insurance Providers table. This table consists of two pages: Insurance Providers and Contributions Rates. You enter all values yourself on both pages, except for the insurance provider code.

Insurance Providers Page

Usage	Use the Insurance Providers page to enter the names and codes of insurance providers.
Object Name	GPCH_SI_PROVDR
Navigation	Global Payroll (CHE), Maintain Payroll Taxes (CHE), Setup, Insurance Providers
Prerequisites	None
Access Requirements	Enter a Provider Code.

The screenshot shows a web application interface for 'Insurance Providers' with a sub-tab for 'Contribution Rates'. The main heading is 'Insurance Provider Details'. The form contains the following fields and values:

- Provider Code:** 0001
- *Effective Date:** 01/01/1900
- *Status:** Active
- Provider ID:** 8888
- *Provider Name:** Allgemeine Versicherung
- *Type:** (Invalid Value)
- *Description:** Allgemeine Versicherung
- Contact Name:** Urs Freuler (Hobby)
- Phone:** 4444
- Country:** CHE (Switzerland)

There are also several empty input fields and a 'Postal Search' link visible in the form.

Insurance Providers page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Provider Code, Effective Date, Status, Description, Phone, Country.**

- Provider ID** Enter a **Provider ID** for this insurance provider.
- Provider Name** Enter the name of the insurance provider.
- Type** Select the type of coverage. Possible values are **FZ_UVG, KTG, KV** and **UV**.
- Description** Enter a description of the insurance provider.
- Contact Name** Enter the name of your contact at the insurance provider.

Contribution Rates Page

Usage	Use the Contribution Rates page to enter accident insurance data.
Object Name	GPCH_SI_UV_PCT
Navigation	Global Payroll (CHE), Maintain Payroll Taxes (CHE), Setup, Insurance Providers
Prerequisites	None
Access Requirements	This is the second page of a two-page component. Click the Contribution Rates tab.

Contribution Rates page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Provider Code, Effective Date, Status.**

Risk Group Select the classification for your company. Insurance providers and employers decide which employees belong to which group. Possible entries are **A, B, and Z.**

Employer Contribution BU% (employer contribution percentage for BU) Enter the employer’s contribution for Employer Liability Insurance (BU).

Total Contribution NBU% (total contribution percentage for NBU) Enter the total contributions for accident insurance not covered by employer liability (NBU) as a percentage.

Company SI Contributions

You use the Company SI Contributions table to define social insurance data specific to your company. This table consists of two pages that enable you to manage AHV and ALV data (Social Insurance Rates page) as well as accident insurance and daily accident benefits insurance (Social Insurance Details page).



You must maintain both Company SI 1 and Company SI 2 tables.

Social Insurance Rates Page

Usage	Use the Social Insurance Rates page to set up social insurance data for old age and survivors' insurance (AHV) and unemployment insurance (ALV).
Object Name	GPCH_SI_COMPANY1
Navigation	Global Payroll (CHE), Maintain Payroll Taxes (CHE), Setup,

	Company SI Contributions
Prerequisites	None
Access Requirements	Enter a Company.

Social Insurance Rates Social Insurance Details

Company: AA

Company Social Insurance Contributions View All First 1 of 1 Last

*Effective Date: 11/10/2000 Status: Active

*AHV Provider: 0001 Allgemeine Versicherung

*AHV Member Number: 1234 AHV Admin Cost Contribution: 0.0000 %

*AHV Status: 1 ER/EE

Employee Contribution AHV: 5.0500 % Total Contribution AHV: 10.1000 %

*ALV Status: 1 ER/EE

Employee Contribution ALV1: 1.5000 % Total Contribution ALV1: 3.0000 %

Employee Contribution ALV2: 1.0000 % Total Contribution ALV2: 2.0000 %

Default Value

Social Insurance Rates page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Company, Effective Date, Status.**

- AHV Provider** Select a code for the insurance provider from the available options.
- AHV Member Number** Enter your company's employer ID as registered with the benefits agency (Ausgleichskasse).
- AHV Admin Cost Contribution (AHV administration cost contribution)** Enter the administrative clearing costs of the benefits agency, expressed as a percentage.
- AHV Status** Select who pays the AHV contributions. *ER/EE* indicates that contributions are split between employer and employee (normally each pays 50 percent of the contributions). Other valid values are *NONE* (no contributions are paid) and *ER* (all contributions are paid by the employer).
- Employee Contribution AHV** Enter the employee AHV contribution, expressed as a percentage.

Total Contribution AHV	Displays the AHV contribution rate as a percentage for the employee and the employer together. Total Contribution AHV shows the (fixed) total contribution percentages for the employer and employees.
ALV Status	Displays who pays the ALV contributions. The value ER/EE is the normal case in which employer and employee each pay 50 percent of the AHV contributions. Other possible values are NONE (no contributions are paid) and EMPLOYER (the employer pays 100 percent of the contributions).
Employee Contribution ALV1	Displays the contribution to ALV 1 percentage, paid by the employee.
Total Contribution ALV1	Displays the total contribution to ALV 1 percentage paid by the employee and the employer together.
Employee Contribution ALV2	Displays the contribution to ALV 2 percentage paid by the employee.
Total Contribution ALV2	Displays the total contribution to ALV 2 percentage paid by the employee and employer.
Default Value	Click the Default Value button to import the values defined at installation from the Social Insurance system tables.

Social Insurance Details Page

Usage	Use the Social Insurance Details page to enter social insurance data for accident insurance (UV) and daily accident benefits insurance (KTGV).
Object Name	GPCH_SI_COMPANY2
Navigation	Global Payroll (CHE), Maintain Payroll Taxes (CHE), Setup, Company SI Contributions
Prerequisites	None
Access Requirements	This is the second page of a two-page component. Click the Social Insurance Details tab.

The screenshot displays the 'Social Insurance Details' page. At the top, there are tabs for 'Social Insurance Rates' and 'Social Insurance Details'. Below the tabs, the 'Company' is listed as 'AA'. A section titled 'Company Social Insurance Details' includes fields for 'Effective Date' (11/10/2000), 'Status' (Active), '*Subject to FAK' (Yes), and '*PK Status' (None). Below this is an 'Accident Insurance Provider' table with columns: Primary Provider, *Accident Insurance Provider, Risk Group, *UV Status, and Acc Ins ID. The table has one row with a checked 'Primary Provider' box, '0001' in the 'Accident Insurance Provider' field, 'Allgemeine Versicherung' in the 'Risk Group' field, '1 NBU/EE' in the '*UV Status' field, and an empty 'Acc Ins ID' field.

Social Insurance Details page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Company**, **Effective Date**, **Status** .

Subject to FAK

Displays whether a company is affiliated with an FAK (family allowance agency). If you select *Yes*, the company is eligible for FAK.

PK Status (Pensionskasse status)

Select the required Pensionskasse Status. Pensionskasse contributions are mandatory from the age of 25. **PK Status** displays when an employee is eligible to pay Pensionskasse contributions. Valid values are *Eligible* and *None*.

For more information about Pensionskasse contributions, see PeopleSoft 8 Global Payroll for Switzerland, “Defining Pensionskasse”.

Primary Provider

Select this check box if this is your primary insurance provider.

Accident Insurance Provider

Select a Provider Code for the insurance provider from the available options. All insurance providers are represented here.

Risk Group

Select your company's **Risk Group**. Insurance providers and employers decide which employees belong to which group. Possible entries are *A*, *B*, and *Z*.

UV Status

Indicate who pays the accident insurance contributions. Valid values are *0 None*, *1 NBU/EE*, *2 NBU/EMPLOYER*, and *3 BU only*.

Acc Ins ID (accident insurance ID)

Enter your accident insurance identification.

Social Insurance Data Page

Usage	Use the Social Insurance Data page to display and change social insurance data for individual employees. You can view and change retirement and survivors' pension insurance data (AHV) and unemployment insurance data (ALV).
Object Name	GPCH_SI_DATA
Navigation	Global Payroll (CHE), Maintain Payroll Taxes (CHE), Use, Social Insurance Data
Prerequisites	None
Access Requirements	Enter an EmplID.

Social Insurance Data

Wolfgang,Abstesterone EmplID: ABS001 Empl Rcd Nbr:

Social Insurance Data View All First 1 of 1 Last

*Effective Date: 01/01/2000 *End Date: 31/12/2099

*AHV Status: 1 ER/EE Total Contr AHV: 10.1000 %

*ALV Status: 1 ER/EE Total Cont ALV1: 3.0000 %

Total Cont ALV2: 2.0000 %

Total Contr NBU: 1.6300 %

*UV Status: 1 NBU/EE ER Contr BU: 0.0104 %

UV Provider: 0001 Allgemeine Versicherung

Risk Group: A Default Value

Social Insurance Data page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplID, Empl Recd Nbr, Effective Date.**

End Date Enter an End Date if you want to display data for a restricted period of time.

AHV Status Select who pays the AHV contributions. *ER/EE* indicates that contributions are split between employer and employee (normally each pays 50 percent of the contributions). Other possible values are *NONE* (no contributions are paid) and *ER* (all contributions are paid by the employer).

Total Contr AHV (total contributions to AHV) Displays the total percentage of AHV contributions.

ALV Status	Select who pays the ALV contributions. The value <i>ER/EE</i> is the normal case in which employer and employee each pay 50 percent of the AHV contributions. Other possible values are <i>NONE</i> (no contributions are paid) and <i>EMPLOYER</i> (the employer pays 100 percent of the contributions).
Total Cont ALV1 (total contributions ALV1)	Displays the total contribution to ALV 1 percentage paid by the employee and the employer together.
Total Cont ALV2 (total contributions ALV2)	Displays the total contribution to ALV 2 percentage paid by the employee and the employer together.
Total Contr NBU (total contributions NBU)	Displays the total contributions for accident insurance not covered by employer liability (NBU) as a percentage.
UV Status (accident insurance status)	Select who pays the accident insurance contributions. Valid values are <i>0 None, 1 NBU/EE, 2 NBU/EMPLOYER, and 3 BU only</i> .
ER Contr BU (employer contributions BU)	Displays the employer's contribution for employer liability insurance (BU).
UV Provider (accident insurance provider)	Select the code for the accident insurance provider. All insurance providers are represented here.
Risk Group	Select the classification for your company. Insurance providers and employers decide which employees belong to which group. Possible entries are <i>A, B, and Z</i> .
Default Value	Click the Default Value button to use company-wide values. The default values are defined at company and SI setup level.

Additional Insurance

Some companies might provide employees with additional insurance packages, depending on their position in the company or their salary grade. For example, some employees might be eligible for additional health insurance in addition to the mandatory insurance packages that are available.

Global Payroll for Switzerland enables you to create voluntary combinations of insurance packages. These are presented to the employee, who chooses one from the selections. You can use Global Payroll's functionality as a basis for additional calculation and other features that you add when you install Global Payroll for Switzerland.

You create the insurance packages on the Additional Insurance Provider page, and assign them to an employee on the Additional Insurance Data page.

Additional Insurance Provider Page

Usage	Use the Additional Insurance Provider page to setup additional insurance packages for an employee.
Object Name	GPCH_SI_TYPE
Navigation	Global Payroll (CHE), Maintain Payroll Taxes, Setup, Additional Insurance Provider
Prerequisites	None
Access Requirements	Enter a Company.

The screenshot displays the 'Additional Insurance Provider' configuration page. At the top, it shows 'Schweizer Testfirma 1' and 'Provider Type: 2 UV'. The main form includes:

- Effective Date:** 20/07/2000
- Status:** Active
- Insurance Type and Premium Rates:**
 - Insurance Type ID: 010-UVG
 - Insurance Alternative ID: 06 from 181. Day
 - Currency Code: CHF
 - Total Premium Rate Male: 0.0000
 - Total Premium/Person Male: 0.00
 - Total Premium Rate Female: 0.0000
 - Total Premium/Person Female: 0.00
 - Salary Lower Limit: 0.00
 - Salary Higher Level: 0.00
- Premium Details:** A table with columns for Salary Administration Plan, Salary Grade, Premium AN Male %, Premium AN Female %, AN Premium/Person % Male, AN Premium/Person % Female, Proposition, and Minimum Premium. The first row shows values: 1, 400, 01, 0.2000, 0.2000, 0.3000, 0.3000, Automatically, 100.00.

Additional Insurance Provider page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**, **Status**, **Currency Code**.

Insurance Type and Premium Rates

Insurance Type ID

Select the type of insurance employees may require, such as health or accident insurance.

Insurance Alternative ID

Select the **Insurance Alternative ID** that you require. Additional insurance entitlement may depend on varying conditions. For example, some types of mandatory insurance might apply only until the end of the 90th day. From the 91st day, additional insurance might be required.

Total Premium Rate Male

Enter the total premium rate for a male as specified by the insurance provider.

Total Premium/Person Male

Enter the **Total Premium/Person Male** as specified by the insurance provider.

- Total Premium Rate Female** Enter the total premium rate for a female as specified by the insurance provider.
- Total Premium/Person Female** Enter the **Total Premium/Person Female** as specified by the insurance provider.
- Salary Lower Limit** Enter the **Salary Lower Limit** for entitlement to this type of insurance.
- Salary Higher Level** Enter the **Salary Higher Level** for entitlement to this type of insurance.

Premium Details

- Salary Administration Plan** Enter the **Salary Administration Plan**.
- Salary Grade** Select the **Salary Grade** that applies to this type of insurance.
- Premium AN Male %** (premium AN male percentage) Enter the premium AN male percentage as specified by the insurance provider.
- Premium AN Female %** (premium AN female percentage) Enter the premium AN female percentage as specified by the insurance provider.
- AN Premium/Person % Male** Enter the **AN Premium/Person % Male** as specified by the insurance provider.
- AN Premium/Person % Female** Enter the **AN Premium/Person % Female** as specified by the insurance provider.
- Proposition** Select how the insurance should be generated. Valid values are *Automatically*, *Mandatory*, and *Voluntary*.
- Minimum Premium** Enter the **Minimum Premium** as specified by the insurance provider.
- Calculate** Select **Calculate** if you want the insurance to be processed by Global Payroll for Switzerland. If the insurance is for information only, do not select the check box.

Additional Insurance Data Page

Usage	Use the Additional Insurance Data page to enter additional insurance data for an employee.
Object Name	GPCH_SI_VARIANT
Navigation	Global Payroll (CHE), Maintain Payroll Taxes, Use, Additional Insurance Data

Prerequisites	None
Access Requirements	Enter an EmplID.

Additional Insurance Data

Bosshard, Peter Employee ID: CH3SU01 Empl Rcd#: 0

View All First ◀ 1 of 1 ▶ Last

Sex: Male **Hire Date:** 01/07/1997 + -

Salary Grade: **Annual Rate:** 216000.000 CHF

***Effective Date:** 03/10/2000 ***Provider Type:**

Additional Insurance Details First ◀ 1 of 1 ▶ Last

*Status	*Insurance Type ID	*Insurance Alternative ID	Amount	Currency
1 Active <input type="button" value="v"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	CHF <input type="button" value="Q"/> + -

Additional Insurance Data page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Employee ID**, **Empl Rcd#**, **Sex**, **Hire Date**, **Effective Date**, **Status**, **Amount**, **Currency**.

- Salary Grade** Displays the **Salary Grade**.
- Annual Rate** Displays the **Annual Rate** that applies to an employee.
- Provider Type** Select the **Provider Type** that you require. Valid values are *FZ_UVG*, *KTGV*, *KV*, and *UV*.
- Insurance Type ID** Select the **Insurance Type ID** that you require.
- Insurance Alternative ID** Select the **Insurance Alternative ID** that you require.

CHAPTER 3

Understanding Family Allowances

PeopleSoft 8 Global Payroll for Switzerland enables you to define and manage data for an employee's dependents and family. This section describes the setup of family allowances for Switzerland.

Dependents Data

The Dependents Data component consists of three pages: the Name page, the Address page, and the Personal Profile page. These are standard Human Resources (HR) pages that are set up for each employee at the time of hire or if additional dependents are added.



For more information about the Dependent Data component, see Tracking Dependent Identification Data.

Family Allowance Tables

All the data necessary for providing family allowances and education allowance is set up in the Family Allowance Data and Child Allowance Data pages.

The Family Allowance tables are updated regularly by PeopleSoft. You can update these tables yourself if the need for important and urgent changes arises.



Both tables—Family Allowance Data and Child Allowance Data—reflect rules that are designed to protect child and education allowances. These rules vary from canton to canton. Consequently, they are not irrevocably installed in PeopleSoft Global Payroll. They can be defined dynamically.

Family Allowance Data Page

Usage	Use the Family Allowance Data page to set up the family allowance table. PeopleSoft delivers company CA1 as an example of a government approved set up.
-------	---

Object Name	GPCH_CA_STAT_SET01
Navigation	Global Payroll (CHE), Maintain Payroll Taxes (CHE), Setup, Family Allowance, Family Allowance Data
Prerequisites	None
Access Requirements	Enter a Company or a Canton.

Family Allowance Data
Child Allowance Data

Company: CA1
Canton: BE Bern

Statutory Family Allowance Data View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active + -

Household Amount - Canton Jura: 0.00

*Full Time Rule: Age Based

*Part Time Rule: Hours/Divisor

Minimum Hours Limit: 0 Maximum Limit/Factor: 0.00

Hourly Rate or Divisor: 80.000

*Single Parent Part Time Rule: Divisor and Limited Hours

Minimum Hours Limit: 0 Maximum Limit/Factor: 0.00

Hourly Rate or Divisor: 0.000

Family Allowance Data page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **Company, Canton, Effective Date, Status.**

Household Amount - Canton Jura

The canton of Jura is unique in that a household allowance is payable regardless of whether family allowances have been granted. The amount of this household allowance is indicated in the **Household Amount - Canton Jura** field.

Full Time, Part-Time, and Single Parent Part-Time Rule

In granting family allowances, the cantons distinguish between full-time employment, part-time employment, and part-time employment for single-parent families. Different sets of rules are applied accordingly. Enter the appropriate rule for the applicable fields **Full Time Rule, Part Time Rule, and Single Parent Part Time Rule.**

Full Time Rule

For full-time employees, enter one of the following valid values:

Age Based: Set up the rule according to the legal family allowance table that is normally based on the children's age. You may select the other rules as long as they do not fall below the legal minimum.

Maximum Number: Select this rule to receive the maximum number.

Number of Children Based: Select to base the rule on the number of children.

Paid by Canton: Select to have the family allowance paid by the canton.

Part Time Rule

For part-time employees, enter one of the following valid values:

Bank Rules: Select to have the family allowance based on the bank rules.

Factor Hours/Amount: Select to have the factor hours divided by the amount as the rule.

Factor Hours/Divisor: Select to have the factor hours divided by the divisor as the rule.

Hours/Divisor: Specify the minimum and maximum number of hours allowed.

Hours/Factor: Select to have the hours divided by the factor as the rule.

Paid by Canton: Select to have the family allowance paid by the canton.

Work Hours (only NW): Select to have the rule calculated by work hours (only applicable to the canton of Nidwalden).

Single Parent Part Time Rule

For single parent part-time employees, enter one of the following valid values:

Amount/Factor Hours

Amount/Limit

Bank Rules: Select to have the family allowance based on the bank rules.

Divisor and Limited Hours

Full Amount (JU): You can select this rule for the canton of Jura only.

Paid by Canton: Select to have the family allowance paid by the canton.

Work Hours (only NW): Select to have the rule calculated by work hours (only applicable to the canton of Nidwalden).

Minimum Hours Limit The lower limit or minimum number of hours allowed to qualify for receiving the family allowance.

Maximum Limit/Factor The upper limit or maximum number of hours allowed to qualify for receiving the family allowance.

Hourly Rate or Divisor The hourly rate or divisor.

Child Allowance Data Page

Usage	Use the Child Allowance Data page to enter the canton rules for granting an education allowance.
Object Name	GPCH_CA_STAT_SET02
Navigation	Global Payroll (CHE), Maintain Payroll Taxes (CHE), Setup, Family Allowance, Child Allowance Data
Prerequisites	The Child Allowance Data page is the second page in a two-page component. You must first complete the Family Allowance Data page.
Access Requirements	Enter a Company and a Canton.

Family Allowance Data | Child Allowance Data

Company: CA1
Canton: BE Bern

Statutory Family Allowance Data View All First 1 of 1 Last

Effective Date: 01/01/1900 Status: Active + -

Birth Allowance Amount: Adoption Allowance Amount: CHF

Birth Allowance % Method:

CA Age Maximum 1: CA Age Maximum 2: Disabled Age Maximum: Education Age Maximum:

Rates View All First 1 of 1 Last

SeqNum	Child Allowance 1	Child Allowance 2	Education Allowance	Currency
1	<input type="text" value="150.00"/>	<input type="text" value="180.00"/>	<input type="text"/>	CHF <input type="button" value="Q"/> + -

Child Allowance Data page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **Company, Canton, Effective Date, Status.**

Statutory Family Allowance Data

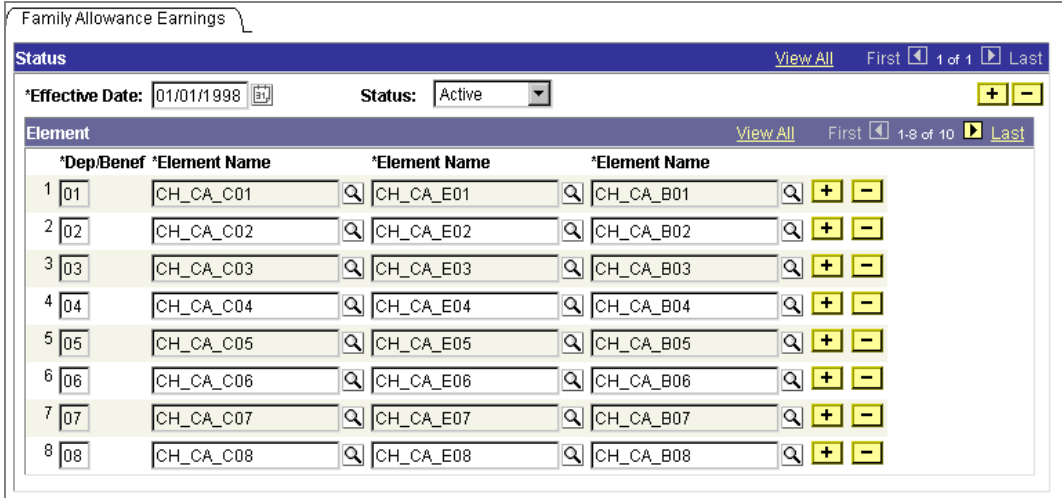
Birth Allowance Amount	The amount granted at the birth of a child.
Adoption Allowance Amount	The amount granted at the adoption of a child.
Birth Allowance% Method (birth allowance percent method)	<p><i>Full Amount:</i> For granting the full amount at one time.</p> <p><i>Full or None:</i> For granting either the full amount or nothing.</p> <p><i>Limited Amount:</i> For granting a limited amount.</p>
CA Age Maximum 1 (child allowance age maximum 1)	Enter the child allowance maximum for children up to 12 years old. The child allowance (CA) amount differs by canton. For example, in Bern: 150 CHF = CA Age Maximum 1 . The amount is maintained by PeopleSoft.
CA Age Maximum 2 (child allowance age maximum 2)	Enter the child allowance maximum for children 12 to 16 years old. The CA amount differs by canton. For example, in Bern: 180 CHF = CA Age Maximum 2 . The amount is maintained by PeopleSoft.
Disabled Age Maximum	Indicates the maximum age for which disabled allowances are payable.
Education Age Maximum	Indicates the maximum age for which education allowances are payable.

Rates

SeqNum (sequence number)	Shows the sequence of user input of dependant data in the HR pages, for example, spouse = 1, child1 = 2.
---------------------------------	--

For more information about the Dependent Data component, see Administering Your Workforce, “Entering Additional Data in Human Resources Records”.

Child Allowance 1	The numeric amount to be granted as Child Allowance 1 .
Child Allowance 2	The numeric amount to be granted as Child Allowance 2 .
Education Allowance	The numeric amount to be granted as the Education allowance.



Family Allowance Earnings page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **Effective Date, Status.**

Element

Dep/Benef
(dependent/beneficiary)

The sequence number assigned to each dependent and beneficiary when you add them using the Dependents Data component.

For more information about the Dependent Data component, see *Administering Your Workforce*, “Entering Additional Data in Human Resources Records”.

Element Name (left column)

Displays the element used to calculate the child allowance.

Element Name (middle column)

Displays the element used to calculate the education allowance.

Element Name (right column)

Displays the element used to calculate the birth allowance.

Family Allowance Page

Usage	Use the Family Allowance page to enter the FA payment data for individual employees.
Object Name	GPCH_CA_DATA
Navigation	Global Payroll (CHE), Maintain Payroll Taxes (CHE), Use, Family Allowance Data

Prerequisites	You must first complete the Dependents Data component (including Sequence number).
Access Requirements	Enter an EmplID.

Family Allowance

Bosshard, Peter ID: CHSU01 Empl Rcd#: 0

Family Allowance Details View All First 1 of 1 Last

*Effective Date: 07/01/1997 + -

Canton of Employment: ZH Zurich Override

Canton: BL Basel-Land

Children View All First 1-2 of 2 Last

	*Dep/Benef Name	Disabled	Student	Birthdate	Legal End Date	Reduced End Date	Birth Allowance Date	Birth Allowance Type	Eligible	Sex	
1	01 Bosshard, Paula	<input type="checkbox"/>	<input type="checkbox"/>	03/03/1988		12/31/1999			<input checked="" type="checkbox"/>	Male	+ -
2	02 Bosshard, Peter jun.	<input type="checkbox"/>	<input type="checkbox"/>	03/03/1988		12/31/1999			<input checked="" type="checkbox"/>	Male	+ -

Family Allowance page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **EmplID, Empl Rcd #, Effective Date.**

Family Allowance Details

Canton of Employment Displays the canton for the employee.

Override Select this option to override the employee's canton. This is necessary if the company location is in a different canton than the canton that pays the allowance.

Children

The employee's dependents or beneficiaries who are already registered appear in the bottom group box.

Dep/Benef Name (dependent/beneficiary name) The current number (internal) and name of the dependent or beneficiary.

Disabled Select this option if the dependent or beneficiary is disabled.

Student Select this option if the dependent or beneficiary is a student.

Birthdate The birthdate of the dependent or beneficiary.

Legal End Date The date for when benefits are scheduled to end.

Reduced End Date	The date for when benefits are scheduled to end in individual cases (for example, death of the dependant or beneficiary).
Birth Allowance Date	Select the birthdate if birth allowance is available in the canton.
Birth Allowance Type	Select the accurate birth allowance type. Possible types are <i>Adoption</i> , <i>Birth</i> , and <i>Voluntary</i> .
Eligible	Select this option if the dependent or beneficiary has Child Allowance. Used only for additional children or rows on this page; otherwise leave this field unselected.

CHAPTER 4

Defining FAK

An FAK (Familienausgleichskasse) is a family allowance agency that pays monthly contributions towards family allowance – child allowance, maternity benefits, and so on.

Employers must be affiliated with an FAK, unless they have special dispensation. The FAK is generally the same agency that is used to deduct AHV/ALV contributions. Employers are entitled to special dispensation from belonging to an FAK provided that they have a recognized contract of employment.

FAK benefits depend on the canton in which an employer is located. If an employer is affiliated with an FAK, they must transfer a certain percentage of an employee's total contribution to AHV to the FAK.

Canton (FAK/Source Tax) Table

You use the Canton (FAK/Source Tax) table to record FAK and source tax data, including source tax and FAK numbers, which are allocated to your company by the cantons.

Canton (FAK/Source Tax) Page

Usage	Use the Canton (FAK/Source Tax) page to enter the company-specific FAK and source tax data that is allocated to your company by the cantons.
Object Name	GPCH_TX_FAK_STAX
Navigation	Global Payroll (CHE), Maintain Payroll Taxes (CHE), Setup, Canton (FAK/Source Tax)
Prerequisites	None
Access Requirements	Enter a Company.

Canton (FAK/Source Tax)				
Company: AA				
Status View All First 1 of 1 Last				
Effective Date: 09/08/2000		Status: Active		
Source Tax Data View All First 1 of 1 Last				
*Canton Description	Tax #	Commission Tax	FAK Number	FAK Fee NE/ZG
1 VS Wallis	8982349800	1.20	28798798799	11.00

Canton (FAK/Source Tax) page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Company, Effective Date, Status, Canton, Description.**

Source Tax Data

Use the **Source Tax Data** group box to enter tax and FAK information for a company.

Tax # (tax number)	Enter the number assigned to your company by your canton's tax office.
Commission Tax	Enter a percentage value for the commission that you are permitted to retain as an employer. An employer can reduce the amount to be transferred to the tax office by the percentage shown in the Commission Tax field on total taxes. This is valid for all cantons, however, the percentage varies by individual canton.
FAK Number	Enter the number that has been assigned to your company by the FAK.
FAK Fee NE/ZG	Enter the FAK fee that is levied by the Neuchatel or Zug cantons. These two cantons have special laws. If your company is located in the Neuchatel or Zug cantons, you need to enter additional information in the FAK Fee NE/ZG field.

Note. This table is not maintained by PeopleSoft because it contains information about the Tax ID and FAK Number, which are assigned to your company by the government. You need to enter information for the Canton (FAK/Source Tax) page yourself.

FAK Percentages

Employers who are affiliated with an FAK must pay a specific percentage of an employee's total contribution to AHV. This percentage depends on the canton in which the employer is located.

FAK Percentages CHE Page

Usage	Use the FAK Percentages CHE page to enter the valid contribution rates to the FAK for all cantons. PeopleSoft delivers and maintains the FAK Percentages CHE table, but you can modify the data yourself if necessary.
Object Name	GPCH_TX_FAK
Navigation	Global Payroll (CHE), Maintain Payroll Taxes (CHE), Setup, FAK Percentages
Prerequisites	None
Access Requirements	None

FAK Percentages CHE

Status View All

*Effective Date: 01/01/2000 BY Status: Active

FAK Contributions		View All	First	1-8 of 26	Last
*Canton	Description	FAK Contribution			
1 AG	Aargau	1.6000	+	-	
2 AI	Appenzell I.R.	1.8500	+	-	
3 AR	Appenzell A.R.	2.0000	+	-	
4 BE	Bern	1.9000	+	-	
5 BL	Basel-Land	1.7000	+	-	
6 BS	Basel-Stadt	1.5000	+	-	
7 FR	Freiburg	2.6500	+	-	
8 GE	Genf	1.7000	+	-	

FAK Percentages CHE page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Canton, Description.**



PeopleSoft delivers and maintains the FAK Percentages CHE table. Although you can modify this table if necessary, you should carefully consider the impact of these changes.

FAK Contributions

Use the **FAK Contributions** group box to view FAK contribution rates by canton.

FAK Contribution

FAK Contribution displays the current rate of contributions that employers must make to the FAK for each canton, expressed as a percentage. All FAK percentages are maintained by PeopleSoft. If there is no value in **FAK Contribution**, Global Payroll does not support payments to the FAK in that canton.

Note. As there are no family allowance agencies in Wallis, you cannot enter a value for FAK Contribution for this canton.

Note. You can override the canton on the Family Allowance Data Page.

CHAPTER 5

Understanding Source Tax

Switzerland is a confederation of 26 cantons with approximately 3,000 municipalities. Accordingly, it has an extremely complex taxation system, with taxes imposed at federal, cantonal, and communal levels. Rates of tax can vary from one canton to another.

Source tax applies to specific categories of foreign employees. It is calculated according to the canton in which the employee is employed, and employers make source tax deductions directly from the earnings of these foreign nationals resident in Switzerland. Employers must withhold the tax due and pay this source tax to the cantonal tax administration. Source tax, levied at the source, pays off federal, cantonal, and communal tax liabilities.

Municipality Codes

You can view the municipality codes by canton on the Municipality Code page.

Municipality Code Page

Usage	Use the Municipality Code page to view and update municipality codes and their descriptions for a selected canton. PeopleSoft maintains and delivers the Municipality Code table, but you can modify the data yourself if necessary.
Object Name	GPCH_TAX_VILLAGE
Navigation	Global Payroll (CHE), Maintain Payroll Taxes (CHE), Setup, Municipality Codes
Prerequisites	None
Access Requirements	Enter a Canton.

Municipality Code

Canton: AG Aargau

Municipality Data View All First 1-8 of 232 Last

*Municipality Code	*Description		
1 4001	AARAU	+	-
2 4002	BIBERSTEIN	+	-
3 4003	BUCHS AG	+	-
4 4004	DENSBUEREN	+	-
5 4005	ERLINSBACH	+	-
6 4006	GRAENICHEN	+	-
7 4007	HIRSCHTHAL	+	-
8 4008	KUETTIGEN	+	-

Municipality Code page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Canton**.



PeopleSoft delivers and maintains the Municipality Code table. Although you can modify this table if necessary, you should carefully consider the impact of these changes.

Municipality Data

The system displays a list of towns in the canton that you selected.

Municipality Code

Contains a list of all the municipality codes allocated by the canton. The list is in ascending numerical order.

Description

Displays the names of the municipalities.

Source Tax

Use the source tax table to determine all the source tax rates that apply to foreign nationals in the individual Swiss cantons. Here you also determine which currency is used.

Source Tax Page

Usage	Use the Source Tax page to enter source tax details such as source tax tariffs and basis, amounts and percentages. PeopleSoft delivers and maintains the Source Tax table, but you can modify the data yourself if necessary.
Object Name	GPCH_TAX_SETUP
Navigation	Global Payroll (CHE), Maintain Payroll Taxes (CHE), Setup,

	Source Tax
Prerequisites	None
Access Requirements	Enter a Canton.

Source Tax

Canton: AG Aargau
Percent Type: General

Tax Details View All First 1 of 1 Last

Effective Date: 01/01/1900 **Status:** Active

Tariff View All First 1 of 19 Last

Withholding Tax Tariff: A0 GD

Rates View All First 1 of 1 Last

Gender	Low Gross	Tax Amount	Currency	Tax %
1 Unknown			CHF	

Source Tax page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Canton, Percent Type, Effective Date, Status.**



PeopleSoft delivers and maintains the Source Tax table. Although you can modify this table if necessary, you should carefully consider the impact of these changes.

Tariff

Withholding Tax Tariff The system displays the Withholding Tax Tariff code.

Read Data Click the **Read Data** button to display details about the rates for source tax.

Rates

Gender If the system displays *Unknown*, the canton that you selected makes no distinction based on gender with regard to source tax tables. If a tariff is based on gender, select *Male* or *Female* accordingly.

Low Gross Displays the lower limit for the tax increment.

Tax Amount Displays the amount of source tax that is deducted.

- Currency** Displays the **Currency** in which the source tax is deducted.
- Tax % (tax percentage)** Displays the percentage of source tax deducted.

Source Tax Data

Foreign employees resident in Switzerland must pay source tax, which is deducted from their earnings by employers. You enter tax data for these employees on the Source Tax Data page.

Source Tax Data Page

Usage	Use the Source Tax Data page to enter source tax data for a foreign employee.
Object Name	GPCH_TX_DATA
Navigation	Global Payroll (CHE), Maintain Payroll Taxes (CHE), Use, Source Tax Data
Prerequisites	None
Access Requirements	Enter an EmplID.

Source Tax

Wolfgang, Abstesterone Employee ID: ABS001 Empl Rcd#: 0

Source Tax Data View All First 1 of 1 Last

*Effective Date: 01/01/2000 Canton of Employment: Basel-Stadt Override

*Municipality Code: Municipality Code *Canton: BS Basel-Stadt

*Citizenship Status: Citizenship Status Tax Exmpt

Expiration Date: Expiration Date From Country: From Country

Tariff Group: Tariff Group

ST Status Proved: ST Status Proved Valid to Date: Valid to Date Override Tariff

Number of Children: 0

Church Tax: Church Tax Withholding Tax Tariff: Withholding Tax Tariff

Override Percent: 0.0000 % Override Tax Amount: 0.0000

Source Tax Data page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Employee ID, Empl Rcd #, Effective Date, Canton.**

Source Tax Data

Use the **Source Tax Data** group box to define source tax information for a foreign employee.

Canton of Employment	The system displays the canton in which the employee you selected is employed.
Override	Select Override if you want to override the canton. The Canton for taxes usually defaults from the personal data, although if you select this check box, you can override it here.
Municipality Code	Select the code that refers to the municipality in which the employee is resident. You defined the Municipality Code on the Municipality Code Page.
Canton	Displays the canton in which the employee is resident.
Citizenship Status	<p>Select the citizenship status of the employee. The status is populated from the value in the Citizenship field from HR. The following are valid values:</p> <p>1 – Swiss: Select this if the employee is Swiss and is resident in Switzerland.</p> <p>2 – Alien with Permit A (Seasonal Worker): Select this if, for example, an employee works in Switzerland during the summer or over the Christmas period only.</p> <p>3 – Alien with Permit B (One-Year Permit): Select this if the employee holds a permit entitling that employee to work in Switzerland for up to one year. This is the most commonly used value.</p> <p>4 – Alien with Permit C (Residence Permit): Select this if the employee holds a residence permit for Switzerland.</p> <p>5 – Alien with Permit F (Temporary Permit): Select this if the employee holds only a temporary permit entitling that employee to work in Switzerland.</p> <p>6 – Alien with Permit G (Frontier Worker): Select this if the employee is resident in a neighboring country to Switzerland but commutes to a job located in Switzerland. Source tax eligibility depends on the country in which an employee resides, as well as on the canton in which an employee works.</p> <p>7 – Alien with Permit L (Short-term Permit): Select this if the employee holds a permit entitling that employee to work in Switzerland for a short period of time (less than one year).</p> <p>8 – Alien with Permit N (Employed Asylum Seeker): Select this if the employee is resident in Switzerland as an employed asylum seeker.</p>

9 – Not Indic (Not Indicated)

Tax Exmpt (tax exempt)	If the employee is tax exempt, select the Tax Exmpt check box.
Expiration Date	Select the date when the employee's residency and employment permit expire.
From Country	Select the country of origin for an employee.
Tariff Group	Select the Tariff Group for the employee. Taxes vary depending on several personal data criteria, such as marital status and children. Valid values are <i>A Single Person, B Sole Earner (Married), C Double Earner, D Secondary Occupation, I1 Spouse Intl. Function 0.5 GE, I2 Spouse Intl. Function 1.0 GE, I3 Spouse Intl. Function 1.5 GE, I4 Spouse Intl. Function 2.0 GE, K Cohabitants GR Only, and V Double Earner (Female) VD.</i>
<hr/> <p>Note. The Source Tax Tariff is calculated depending on this personal data and populated as it appears on this page. The tax table has exactly the same tariffs and we calculate the tax for individuals.</p> <hr/>	
ST Status Proved (source tax status proved)	Select the ST Status Proved check box if you want to set up workflow functionality.
Valid to Date	Enter a date if you want to set up workflow functionality.
Override Tariff	In some cases an employee's personal data may not be enough to calculate a valid tariff code. If this is the case, you can select the Override Tariff check box to override the calculated tariff for an employee.
Number of Children	The tax tariff depends on the number of children an employee has. Rules for counting children may be complex, so you can specify the number of children here.
Church Tax	Select whether an employee pays Church Tax . Valid values are <i>Exclude</i> and <i>Include</i> .
Withholding Tax Tariff	Depending on what you select in the Tariff Group field and the Church Tax field, the system displays a value for Source Tax Tariff.
Override Percent	In some cases, you may need to change information to calculate a valid tariff code. If this is the case, and you selected the Override Tariff check box, you can enter the override percent here.

Override Tax Amount

If you select the **Override Tariff** check box, you can enter the override source tax amount here.

CHAPTER 6

Defining EO Payments

EO payments refer to the payment of salary during military and civilian service. The EO ("Erwerbsersatzordnung für Diestleistende in Armee und Zivilschutz") is an ordinance on military pay supplements, and governs the earnings of military and civil defense personnel. According to the EO's provisions, persons on active military duty (including members of the Women's Armed Forces and the Red Cross) or in civilian service are entitled to receive earnings compensation for every paid or accredited day of service.

If this compensation is equal to 80 percent of an employee's salary, the employer does not need to make any additional payments. However, if this EO compensation replaces less than 80 percent of the effective earnings, the employer is obliged to make up the difference to 80 percent of the salary for a limited period (defined according to the Basle, Bern, and Zurich scales).



For more information about scale codes, see Scale Codes in this PeopleBook.

When the limited period has expired, the employer is exonerated of further salary payments, and the employee may then only claim EO compensation. General work contracts or individual agreements may help to secure more favorable compensation for the employee.

EO Statement Page

Usage	Use the EO Statement page to record an employee's military and civilian service data. This is the data that you use to put forward your claims from the EO compensation office.
Object Name	GPCH_AB_EO_CALC
Navigation	Global Payroll (CHE), Maintain Payroll Taxes (CHE), Use, EO Payments
Prerequisites	None
Access Requirements	Enter an EmplID.

EO Statement	
Huber,Paul	Employee ID: ACT01 Empl Rcd#: 0
Status: Active	Company: CH2 State: Description:
EO Card View All First 1 of 1 Last	
Action Date: 04/10/2000	User: <input type="button" value="+"/> <input type="button" value="-"/>
Effective Date: <input type="text" value="24/10/2000"/> <input type="button" value="B"/>	End Date: <input type="text" value="26/10/2000"/> <input type="button" value="B"/> <input type="checkbox"/> Process
Days Difference: <input type="text" value="2"/>	Activity Date: <input type="text" value="02/10/2000"/> <input type="button" value="B"/>
Service Type: <input type="text" value="10"/> <input type="button" value="Q"/> Military - Regular	
Card Type: <input type="text" value="2"/> <input type="button" value="Q"/> EO Replacement Card	
National ID:	

EO Statement page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Empl Rcd#**, **Status**, **Company**, **State**, **Description**, **User**, **Effective Date**.

Employee ID	The system displays the identification number of the employee that you entered to access the page.
Action Date	The system displays the date when you entered the data into the system.
End Date	Select the date when the employee's military service ends.
Process	This check box is used for workflow support.
Days Difference	Enter the number of days that the employee was involved in military service. This field displays the difference in days between the Effective Date and the End Date , and is required to calculate the earnings requirement.
Activity Date	Select the date on which claims were requested from the EO compensation office.
Service Type	Select the type of service in which the employee was involved. Valid values are Military – Regular , Military Recruit , Military Promotion , Civil Service , Trainer , Alternative Service , and AlternService (Recruit) .
Card Type	Select the Card Type that proves that an employee has done their military service. Valid values are EO Card , EO Replacement Card , Corrected Payback , and Corrected Claim .
National ID	This field is automatically populated by the system. The value comes from the PERSNID table.

EO Retro Pay Page

Usage	Use the EO Retro Pay page to initiate retro payments based on the military or civilian service data that you entered on the EO Payments page.
Object Name	GPCH_EO_RETRO
Navigation	Global Payroll (CHE), Maintain Payroll Taxes (CHE), Use, EO Payments Retro
Prerequisites	None
Access Requirements	Enter an EmplID.

EO Retro Pay

Huber,Paul Employee ID: ACT01 Empl Rcd#: 0

Status: Active Company: CH2 State: Description:

EO Card View All First 1 of 1 Last

Action Date:	04/10/2000	User:	
Effective Date:	<input type="text" value="24/10/2000"/>	End Date:	<input type="text" value="26/10/2000"/>
Days Difference:	<input type="text" value="2"/>	Activity Date:	<input type="text" value="02/10/2000"/>
Service Type:	<input type="text" value="12"/> Military Promotion	<input type="checkbox"/> Process	
Card Type:	<input type="text" value="2"/> EO Replacement Card		
From Date:	<input type="text" value="09/10/2000"/>	Last Date:	<input type="text" value="31/10/2000"/>
Household:	<input type="text" value="0"/>	DepBen Cnt:	<input type="text" value="1"/>
Currency:	USD	Difference:	<input type="text"/>
Department:		National ID:	

EO Retro Pay page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Employee ID, Empl Rcd#, Status, Company, State, Description, User, Effective Date, From Date, Currency, Department.**



Note. The following fields are the same as those defined on the EO Statement Page: **Action Date, Days Difference, Activity Date, Service Type, Card Type, and National ID.**

- End Date** Select the date from which retro calculation should be performed.
- Last Date** Select the **Last Date** that retro calculation should be performed.
- Household** Enter the employee's entitlement.

DepBen Cnt (dependents' benefits count) Enter the number of children that the employee has.

CHAPTER 7

Defining Pensionskasse

Pensionskasse is the retirement fund for Swiss employees. PeopleSoft 8 Global Payroll for Switzerland handles Pensionskasse with the following three sections: calculation, interface table, and feedback from provider. The calculation section is made up of the online pages used to enter Pensionskasse data. The interface table is the report created as a result of the calculation, and the feedback from provider is the regular deduction made by the Pensionskasse provider.

Calculation

There are two pages in the system that handle the calculation of Pensionskasse data. You will enter setup information for social insurance data regarding Pensionskasse on the Social Insurance Details page. Pensionskasse details are entered on the Additional Employment Data page under the Use menu.

Setting Up the Social Insurance Details Page

On the Social Insurance Details page, select *Eligible* in the PK Status field to make the employee eligible to pay Pensionskasse contributions.



For more information about this page, see the Social Insurance Details Page.

Additional Employment Data Page

Usage	Use the Additional Employment Data page to specify pay slip and Pensionskasse details for an employee.
Object Name	GPCH_AL_EMPLMT1
Navigation	Global Payroll (CHE), Maintain Payroll Data (CHE), Use, Additional Employment Data
Prerequisites	Select the Pensionskasse status in the field PK Status on the Social Insurance Details Page.
Access Requirements	Enter an EmplID.

Additional Employment Data

Huber, Paul ID: ACT01 Empl Rcd#:

View All First 1 of 1 Last

*Effective Date: 04/01/2000

Print Pay Slip

Pay Slip Postal Address: Location Address

Pension Fund Data

*PK Status:

PK Start C: 01/31/1980

PK Begin D: 01/31/1980

Additional Employment Data page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **EmplID**, **Empl Rcd#**, **Effective Date**.

Print Pay Slip

Select the **Print Pay Slip** check box if you want the pay slip printed for an employee.

Pay Slip Postal Address

Select an address where the employee receives the pay slip. Valid values are *Location Address* and *Personal Address*.

Pension Fund Data

PK Status

Indicate if the employee is allowed to take part in the Pensionskasse system. Valid values are *Eligible* and *None*.

PK Start C

Select the date that the employee joins the Pensionskasse system.

PK Begin D

Select the date of entry to the Pensionskasse system. This date can be either identical to or later than **PK Start C**, it cannot be earlier.

Interface Table

The interface table makes Pensionskasse data available to be used and configured to your preference. The user can individualize and change Pensionskasse data as desired.

Feedback From Provider

The feedback from the Pensionskasse provider is the regular deduction input made by the provider. See the following deduction list:

Element	Description
CH_PK_D10	Rentenplan ordentlicher Versicherter
CH_PK_D20	Sparplan Sparbeitrag des Versicherten
CH_PK_D30	Rentenplan indiv. Ordentlicher Beitrag des Versicherten
CH_PK_D40	Sparplan indiv. Sparbeitrag des Versicherten
CH_PK_D11	Rentenplan ordentlicher Beitrag des Arbeitgebers
CH_PK_D21	Sparplan Sparbeitrag des Arbeitgebers
CH_PK_D50	Kapitalplan Vorsorgebeitrag des Versicherten
CH_PK_D60	Kapitalplan indiv. Vorsorgebeitrag des Versicherten
CH_PK_D70	Kapitalplan indiv. Risikobeitrag des Versicherten
CH_PK_D51	Kapitalplan Vorsorgebeitrag des Arbeitgebers
CH_PK_D61	Kapitalplan Risikobeitrag des Arbeitgebers
CH_PK_D71	Kapitalplan einmaliger Vorsorgebeitrag auf Cashbonus des Versicherten
CH_PK_D81	Kapitalplan einmaliger Vorsorgebeitrag auf Cashbonus des Arbeitgebers

CHAPTER 8

Understanding Swiss Absence Rules

This section defines how you set up an absence entitlement plan. This is a record of all absence entitlements that are required, such as the number of days of vacation to which an employee is entitled, the number of paid sick days, and so on.

The number of vacation days to which employees are entitled may be linked to their weekly working hours, their age, length of service, a specific function, or other factors affecting their vacation entitlement, such as the canton in which they work.

The entitlement plan that you create here can be assigned directly to an employee. If you do not do this, the system uses the default entitlement plan from the Tariff Factors table, since every employee is normally assigned to a tariff, tariff area, and employee category. You can make individual assignments and overrides at employee level with SOVR (Supporting Elements Overrides), by assigning the relevant entitlement plan to element CH_AB_EE_ENTL_PLAN.



For more information about making absence time entries, see [Absence Entry and Processing](#).

Entitlement Plan Page

Usage	Use the Entitlement Plan page to assign a description to the absence entitlement plan. The absence entitlement plan is automatically set to the tariff table. Individual assignments and overrides at the employee level are possible with Supporting Elements Overrides by assigning the relevant entitlement plan to the element CH_AB_EE_ENTL_PLAN.
Object Name	GPCH_AB_ENTITLEMNT
Navigation	Global Payroll (CHE), Maintain Payroll Data (CHE), Setup, Absence Entitlement Plans
Prerequisites	None
Access Requirements	Enter an entitlement plan.

Entitlement Plan		Entitlement Details	
Entitlement:	CH_PLAN01		
Absence Entitlement Plan			
		View All	First 1 of 1 Last
*Effective Date:	01/01/1998	*Status:	Active
*Description:	Plan01 Angestellte		
Short Description:	Plan01 Ang		

Entitlement Plan page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **Effective Date, Status, Description, and Short Description.**

Entitlement This field is populated automatically based in the entitlement plan that you entered in the dialog box.

Entitlement Details Page

Usage	Use the Entitlement Details page to specify the number of vacation days to be awarded to employees based on their age, length of service, or other entitlement.
Object Name	GPCH_AB_ENTITLEDE
Navigation	Global Payroll (CHE), Maintain Payroll Data (CHE), Setup, Absence Entitlement Plans
Prerequisites	You must first define absence entitlements.
Access Requirements	None

Entitlement: CH_PLAN01

Absence Entitlement Plan Status View All First 1 of 1 Last

Effective Date: 01/01/1998 Status: Active + -

Element View All First 1 of 2 Last

*Entitlement: CH_AB_VACA *Formula: CH_AB_VAC_ENTCALC + -

Absence Entitlement Plan Details View All First 1-5 of 11 Last

	Days/Week	Between and Age	and Age	Between and Service Years	Service Years	Job Function Code	Entitlement	Additional Entitlement		
1	<input type="checkbox"/>	<input type="checkbox"/>	20	<input type="checkbox"/>	99	<input type="checkbox"/>	25.000	<input type="checkbox"/>	<input type="checkbox"/>	+ -
2	<input type="checkbox"/>	21	42	<input type="checkbox"/>	99	<input type="checkbox"/>	22.000	<input type="checkbox"/>	<input type="checkbox"/>	+ -
3	<input type="checkbox"/>	43	46	<input type="checkbox"/>	99	<input type="checkbox"/>	22.000	<input type="checkbox"/>	<input type="checkbox"/>	+ -
4	<input type="checkbox"/>	47	47	<input type="checkbox"/>	99	<input type="checkbox"/>	22.000	<input type="checkbox"/>	<input type="checkbox"/>	+ -
5	<input type="checkbox"/>	48	49	<input type="checkbox"/>	99	<input type="checkbox"/>	22.000	<input type="checkbox"/>	<input type="checkbox"/>	+ -

Entitlement Details page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **Effective Date** and **Status**.

Entitlement This field is populated automatically based on the entitlement plan that you entered in the dialog box.

Element

Entitlement Select the entitlement that you wish to assign to your Entitlement Plan.

Formula Select the formula that you wish to assign to your Entitlement Plan.

Absence Entitlement Plan Details

Days/Week If entitlements in your plan vary according to the number of weekly workdays, enter the number of workdays for which your employee is eligible.

Between Age If entitlements in your plan vary according to age, enter the age from which an employee is eligible.

and Age If entitlements in your plan vary according to age, enter the age until which an employee is eligible.

Between Service Years If entitlements in your plan vary according to length of service, enter the minimum number of years of service required for this entitlement.

and Service Years	If entitlements in your plan vary according to the length of service, enter the maximum number of years of service required for this entitlement.
Job Function Code	Enter a department code to specify the vacation entitlement for a specific department.
Entitlement	Enter the number of days to which the employee is entitled.
Additional Entitlement	Enter details of any other entitlement for which the employee is eligible.

Scale Codes

The Scale Codes component contains the Canton Scale Codes CHE and Salary Continuance pages. The scales for Basle, Bern, and Zurich are defined as tables.

The Canton Scale Codes CHE page lists all the cantons that belong to a selected scale, whereas the Salary Continuance page shows the pay continuance in weeks that is to be assigned to a scale (depending on the employee's length of service).

When it is necessary to calculate a salary continuance due to accident, sickness, military/civilian service, or maternity, the following must be considered:

- If salary continuance is not provided for in a general work agreement or cross-company regulation, under certain circumstances the employee may be entitled to salary continuance for at least three weeks, possibly longer, depending on his or her length of service.
- When determining the duration of the salary continuance, individual cantons apply the Basle, the Bern, or the Zurich scale. The scales have been developed on the basis of case histories and legal decisions. Employee and employer are free to agree on the scale to be applied. If no individual agreement is reached, the scales assigned to the respective cantons as reflected in Canton Scales are applied.

Canton Scale Codes CHE Page

Usage	Use the Canton Scale Codes CHE page to define all the cantons that belong to a selected scale.
Object Name	GPCH_SI_SCALE_CT
Navigation	Global Payroll (CHE), Maintain Payroll Taxes (CHE), Setup, Scale Codes
Prerequisites	None
Access Requirements	Enter a scale code.

Canton Scale Codes CHE Salary Continuance

Scale Code: 1 Scale Basle

Status View All First 1 of 1 Last

*Effective Date: 01/01/1998 Status: Active + -

Salary Continuance Details View All First 1-6 of 19 Last

	Service Years	Salary Continuance in Weeks		
1		3	+	-
2	1	3	+	-
3	2	9	+	-
4	3	9	+	-
5	4	13	+	-
6	5	13	+	-

Salary Continuance page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **Effective Date** and **Status**.

Service Years

Displays the number of years an employee has been employed with a company.

CHAPTER 9

Understanding Swiss Tariffs

A tariff is a contract between the employees' unions and the employers' associations, defining labor agreements on issues such as standard working hours, income, and vacation. This contract is valid for all of Switzerland for the business or industrial sector that the company is working in (such as banking or metal). Tariffs are already in the system as translate table values.

Additional labor agreement terms, such as salary plans or employee reviews, can be applied based on the tariff area. The tariff area is often defined by region or location. You establish tariff areas using the Tariff Area Page.

You also define conditions for tariffs for your company in the Tariff Factors component.

Defining Tariffs in Global Payroll for Switzerland

In this section we discuss how to establish tariff areas using the Tariff Area Page. We also discuss defining tariff conditions for your company on the Tariff Factors component. We discuss defining working time details on the Work Time Definition Page. Finally, we discuss defining overtime pay rates on the Overtime Rates Page.

Tariff Area Page

Usage	Use the Tariff Area page to enter tariff areas that apply for your company.
Object Name	TARIFF_AREA_GER
Navigation	Global Payroll (CHE), Maintain Payroll Data (CHE), Setup, Tariff Areas
Prerequisites	None
Access Requirements	Enter a Tariff.

Tariff:	Banking	Tariff Area:	KD2
*Effective Date:	01/01/1980		
*Status:	Active		
Description:	Trading and Banking		
Short Description:	Banking		

Tariff Area page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **Effective Date, Status, Description, Short Description.**

Tariff The tariff that you entered in the dialog box is displayed.

You can also access the Tariff Area page in PeopleSoft Human Resources. **For more information** about the Tariff Area page, see Administering Your Workforce, “Managing Labor Relations” in the *Administer Workforce PeopleBook*.

Tariff Factors

In the Tariff Factors component, you define the conditions for the tariffs in force in your company. There are three pages in the Tariff Factors component.

Standard Page Element Definitions for the Tariff Factors Component

Tariff The tariff you entered in the dialog box is displayed.

Tariff Area The tariff area that corresponds to the tariff is displayed.

Employee Category Select the employee category for which you wish to enter information. Valid values are *Apprentice, Award, CompPens, Doctorant, Half Orpha, Hired Help, No Status, Retiree, Retrainee, Salary, Student, Trainee, Wages, and Wid/Orph.*

You select the employee category only once in the Base Information page. After that, the value that you select will automatically display on the other pages in the Tariff Factors component.

Base Information Page

Usage	Use the Base Information page to enter information for capital accumulation benefits (Vermögenswirksame Leistungen), vacation pay percentage, sick pay, and bank fees.
Object Name	GPCH_ER_TRF_FCTR2
Navigation	Global Payroll (CHE), Maintain Payroll Data (CHE), Setup, Tariff Factors, Base Information
Prerequisites	None
Access Requirements	Enter a Tariff.

Base Information page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **Effective Date, Status**. The following elements are common to multiple pages in this component and are defined at the front of this section in Standard Page Element Definitions for the Tariff Factors Component: **Tariff, Tariff Area, Employee Category**.

Category

Capital Accumulation Maximum

Specify the monthly amount for capital accumulation benefits and the currency code.

Waiting Period in Months

Enter the number of months after which the employee will be eligible for capital accumulation benefits.

Vacation Bonus % (vacation bonus percentage)

Specify the percentage to be used in calculating the additional vacation bonus.

Additional Sick %
(additional sick percentage) If additional sick pay is provided in your company, enter the corresponding percentage.

Entitlement Plan Select the entitlement plan to which the employee belongs.

Note. You must first define an entitlement plan on the Entitlement Plan Page. Once you've defined an entitlement plan, you can select it for the employee here.

Bank Fee

Bank Account Fee Enter the amount for the bank account fee. Enter the currency code.

Processing Period If your company pays bank account fees for employees' checking accounts, you can specify whether the fee is to be paid when no deposit is made. Valid values are *Monthly*, *Yearly*, and *None*.

Schedule Displays the specified schedule for bank fees. The **Schedule** field is display-only.

Bonus Payment Page

Usage	Use the Bonus Payment page to enter data for the thirteenth month income.
Object Name	GPCH_ER_TRF_FCTR3
Navigation	Global Payroll (CHE), Maintain Payroll Data (CHE), Setup, Tariff Factors, Bonus Payment
Prerequisites	This is the second page in the Tariff Factors component. You must first complete the Base Information page.
Access Requirements	Enter a Tariff.

Bonus Payment page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **Effective Date**, **Status**. The following elements are common to multiple pages in this component and are defined at the front of this section in Standard Page Element Definitions for the Tariff Factors Component: **Tariff**, **Tariff Area**, **Employee Category**.

Element

Element Entry Type Select the element entry type for the thirteenth month income. Valid values are *Abs Entitl* (absence entitlement), *Abs Take* (absence take), *Accumulatr* (accumulator), *Array*, *Auto Assgn* (auto assigned), *Bracket*, *Deduction*, *Earnings*, *Formula*, *System Element*, and *Variable*.

Element Name Select the name of the element.

13th Month Income

Months of Service Enter a specified length of service after which an employee can receive the thirteenth month of pay.

Percent Enter the percentage of the calculated thirteenth month pay that an employee will receive after a specified length of service.

Important! For employees who were not actively employed up until their retirement, you must enter the thirteenth month pay in the paysheet manually.

Calculation Details Page

Usage	Use the Calculation Details page to define the percentages and amounts for certain types of premiums.
Object Name	GPCH_ER_TRF_FCTR4
Navigation	Global Payroll (CHE), Maintain Payroll Data (CHE), Setup, Tariff Factors, Calculation
Prerequisites	This is the third page in the Tariff Factors component. You must first complete the Base Information and Bonus Payment pages.
Access Requirements	Enter a Tariff.

Base Information
Bonus Payment
Calculation Details

Tariff: 02 Banking
Tariff Area: KD2 Trading and Banking

Category View All First 1 of 1 Last

Effective Date: 01/01/1998 **Status:** Active + -
Employee Category: Wages

Calculation Details View All First 1-2 of 2 Last

Element Entry Type	*Element Name		Element Entry Type	*Element Name	Percent	Amount		
1 Earnings	CH_ER_13610	Q	Earnings	CH_ER_10000	25.00	13.00	CHF	Q + -
2 Deduction	CH_AH_D10	Q	Deduction	CH_FK_D11	10.00	25.00	CHF	Q + -

Calculation Details page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **Effective Date**, **Status**. The following elements are common to multiple pages in this component and are defined at the front of this section in Standard Page Element Definitions for the Tariff Factors Component: **Tariff**, **Tariff Area**, **Employee Category**.

Calculation Details

- Element Entry Type** Select the element entry type. Valid values are *Abs Entitl*, *Abs Take*, *Accumulatr*, *Array*, *Auto Assgn*, *Bracket*, *Deduction*, *Earnings*, *Formula*, *System Element*, and *Variable*.
- Element Name** Select the name of the element.
- Percent** Enter a corresponding percent for the element.
- Amount** Enter an amount for the element and specify the currency.

Work Time Definition Page

Usage	Use the Work Time Definition page to define working time details, such as hours per day and hours per week for a company.
Object Name	GPCH_ER_TRF_FCTR1
Navigation	Global Payroll (CHE), Maintain Payroll Data (CHE), Setup, Working Time Definition
Prerequisites	None
Access Requirements	Enter a Tariff.

Work Time Definition

Tariff: 02 Banking
 Tariff Area: KD2 Trading and Banking

Work Time Definition View All First 1 of 1 Last

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

Hours	Days	Weeks
Hours per Day: 8.40	Days per Week: 5	Weeks per Month: 4.330
Hours per Week: 42.00	*Days per Month: 30.00	
Hours per Month: 172.00	Days per Year: 225.00	
Hours per Year: 2200.00		

Variable Monthly Pay:
 Regular Monthly Pay:

Work Time Definition page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **Effective Date, Status.**

Tariff The tariff you entered in the dialog box is displayed.

Tariff Area The tariff area that corresponds to the tariff is displayed.

Hours

Hours per Day Specify the standard hours per day.

Hours per Week Specify the hours per week.

Hour per Month Specify the hours per month.

Hours per Year Specify the hours per year.

Days

Days per Week Specify the standard days per week.

Days per Month Specify the days per month.

Days per Year Specify the days per year.

Weeks

Weeks per Month Specify the standard weeks per month.

Variable Monthly Pay Enter the variable monthly pay.

Regular Monthly Pay Enter the regular monthly pay.

Overtime Rates Page

Usage	Use the Overtime Rates page to define overtime pay rates for your company.
Object Name	GPCH_ER_TUEBANS
Navigation	Global Payroll (CHE), Maintain Payroll Data (CHE), Setup, Overtime, Overtime Rates
Prerequisites	None
Access Requirements	Enter a Company.

Overtime Rates

Company: CH1 Schweizer Testfirma 1

Overtime View All First 1 of 1 Last

*Effective Date: 01/09/2000

Overtime Rates View All First 1 of 1 Last

	Monthly Salary	*Annual Salary	*Overtime Pay Rate	
1	4.17	50.000000	1.5	CHF

Overtime Rates page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **Company, Effective Date.**

Overtime Rates

Monthly Salary

The code for the monthly salary is displayed.

Annual Salary

Enter the annual salary and currency code to which the overtime pay rate applies. For example, if an annual salary is 50,000, an overtime pay rate of 1.5 applies.

CHAPTER 10

Setting Up Payslips for Switzerland

PeopleSoft Global Payroll for Switzerland enables you to generate payslips. You can adapt your 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. The pages that you must complete to create your payslip are discussed in this section.

Payslip Messages Page

Usage	Use the Payslip Messages page to include messages on payslips for payees being paid for a specific pay end date. You may designate that a message should appear on the payslips for all payees belonging to a pay entity, or for only those payees belonging to the pay entity that are also members of a specific pay group, location, or department. You may also designate that a message appears for only a specific payee.
Object Name	GPCH_AL_01_MSG
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Setup, Payslip Messages
Prerequisites	None
Access Requirements	Enter a Current Pay End Date.

Pay Slip Messages

Current Pay End Date: 12/31/2000

Pay Entity: CH2

Pay Group:

Location:

SetID: SHARE

Department:

EmpID:

Description: Have a good holiday

Payslip Messages page



Current Pay End Date and **Description** are required fields. Additionally, you can select **SetID** and one of the following four fields: **Pay Group**, **Location**, **Department**, or **EmplID**.

Current Pay End Date	Select the Current Pay End Date for which you want the message to appear on the payslip. This field is required.
Pay Entity	Select the Pay Entity for the organization issuing the payslip.
Pay Group	If you want to include only those payees belonging to a certain Pay Group , enter that pay group ID here.
Location	If you want to include only those payees belonging to a certain Location , enter that location ID here.
Set ID	If you want to include only those payees belonging to a certain Set ID , select the appropriate Set ID here.
Department	If you want to include only those payees belonging to a certain Department , enter that department ID here.
EmplID (employee ID)	If you want to narrow the population to a single payee, enter the EmplID for that payee here.
Description	The Description is the actual message that you want to appear on the payslip. This field is required.

Example 1

Suppose that you want to issue the message “Have a nice holiday” on the payslips of all payees belonging to a particular pay group. First, you select the appropriate current pay end date. Next, you select the pay entity issuing the payslip. Then you enter the pay group ID for the appropriate pay group. Finally, you enter the exact wording of your message in the Description field.

When the payslips are generated, all payslips generated for payees belonging to the designated pay group display “Have a nice holiday.”

Example 2

Suppose that you want to issue the message “We don’t have your current address on file” on the payslip of a specific payee. First, you select the appropriate current pay end date. Next, you select the pay entity issuing the payslip. Then you enter the employee ID for the payee. Finally, you enter the exact wording of your message in the Description field.

When the payslips are generated, the payslip for the designated payee displays “We don’t have your current address on file.”

Generating a Payslip

In order to generate a payslip, you use the Payslip report component found using the navigation path Global Payroll (CHE), Manage Payroll Process (CHE), Report, Payslip.



For more information about the Payslip report component, see Understanding Swiss Reports.

Setting Up Banking for Switzerland

The banking feature in PeopleSoft Global Payroll for Switzerland is optional. If you decide to use the banking feature, you start by defining pages in the core application, and continue setting it up on the Global Payroll for Switzerland pages.



For more information about banking setup in the core application, see Understanding Banking in *PeopleSoft 8 Global Payroll PeopleBook*.

Follow these steps to define your banking feature for Switzerland:

1. Define your banks and branches on the Bank Table Page and the Bank Branch Table page in the core application.
2. Define your source banks on the Pay Entity Source Bank Link page in the core application.

You define the organization level for your source bank on the Pay Entity Source Bank Link page in the core application.

3. Define further information about source banks in Global Payroll for Switzerland.

Depending on the organization level you selected on the Pay Entity Source Bank Link page in the core application, you define Swiss-specific information on the corresponding page in Global Payroll for Switzerland.

4. Define bank account information for payees.

First, you define information on the Bank Account Information page in the core application. Then, in Global Payroll for Switzerland, you define further banking information for a payee. You do this either on the Payee Source Bank Default page if the bank is located in Switzerland, or on the Payee Foreign Bank Transfer page if the bank is located outside of Switzerland.

5. Run the banking process on the Banking Run Control page in the core application.
6. Create payment files and reports in Global Payroll for Switzerland.

Setting Up Defaults for Source Banks

All of your payments are processed through your source banks. You specify the classification criteria for your source banks on the Pay Entity Source Bank Link page in the core application. There, you can define the level of organization at which you're funding your payroll. Levels include Pay Entity, Department, and Pay Group. Depending on the level that you select, you can further define your source bank information in Global Payroll for Switzerland on the following pages:

- Pay Entity Page
- Department Page
- Pay Group Page

For example, suppose that you select *Pay Entity* as the organizational level for your source bank on the Pay Entity Source Bank Link page in the core application. For every pay entity in your organization, you must set up a source bank default link. You do this on the Pay Entity Page in Global Payroll for Switzerland. Here, you also define the payment type.

In addition to the earnings, general deductions, and individual deductions that are supported in the core application, there are additional payment types that are supported in Global Payroll for Switzerland. These include taxes, capital accumulation, direct life insurance, garnishments, external transfer, social insurance, advance payment, BVV, sick leave, and maternity leave.

Pay Entity - Source Bank Page

Usage	Use the Pay Entity - Source Bank page to enter information about source bank and payment type at the pay entity level.
Object Name	GPCH_AL_PAYENTITY2
Navigation	Global Payroll (CHE), Maintain Payroll Data (CHE), Setup, Pay Entity
Prerequisites	You must first have selected <i>Pay Entity</i> as the organization level on the Pay Entity Source Bank Link page in the core application, and set up Source Bank IDs.
Access Requirements	Enter a Pay Entity.

Pay Entity - Source Bank page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Description.**



The Pay Entity is automatically populated from the core application. On this page you enter information about the Source Bank ID and the Payment Type.

Pay Entity

Displays the **Pay Entity** that you selected when you accessed the page.

Source Bank Set Up

Source Bank ID

Select 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. Valid values are *Advance Payments, BVV, Capital Accumulation, Direct Life Insurance, External Transfer, Garnishments, Social Insurance, Taxes, U1/Sick Leave, U2/Maternity Leave, Wages, and Salaries.*

Department - Source Bank Page

Usage	Use the Department - Source Bank page to enter information about source bank and payment type at the department level.
Object Name	GPCH_AL_DEPT3
Navigation	Global Payroll (CHE), Maintain Payroll Data (CHE), Setup, Department
Prerequisites	You must first have selected <i>Department</i> as the organization level on the Pay Entity Source Bank Link page in the core application, and set up Source Bank IDs.

Access Requirements	Enter a Set ID and a Department.
---------------------	----------------------------------

Source Bank

SetID: SHARE **Department:** KC001

Department

Effective Date: 01/01/1980

Source Bank Setup View All First 1 of 1 Last

Source Bank ID	Description	Payment Type
1 KW01	UBS	Advance Payments

Department - Source Bank page



The Department is automatically populated from the core application. On this page you enter information about the Source Bank ID and the Payment Type.



For more information about the fields on this page, see the Pay Entity - Source Bank Page.

Pay Group - Source Bank Page

Usage	Use the Pay Group - Source Bank page to enter information about source bank and payment type at the pay group level.
Object Name	GPCH_AL_PAYGROUP2
Navigation	Global Payroll (CHE), Maintain Payroll Data (CHE), Setup, Pay Group
Prerequisites	You must first have selected <i>Pay Group</i> as the organization level on the Pay Entity Source Bank Link page and set up Source Bank IDs.
Access Requirements	Enter a Pay Group.

Pay Group - Source Bank page



The Pay Group is automatically populated from the core application. On this page you enter information about the Source Bank ID and the Payment Type.



For more information about the fields on this page, see the Pay Entity - Source Bank Page.

Setting Up Banking Defaults for Payees

When you set up defaults for Swiss banks for payees, you access two pages: the Payee Source Bank Default Page and the Payee Bank Account Info Page.

If you are setting up defaults for banks in a country other than Switzerland, you use the Payee Foreign Bank Transfer Page and the Payee Bank Account Info Page.



The Payee Bank Account Info page and the Payee Foreign Bank Transfer – Payee Bank Account Info Page are display-only; their fields are unavailable for input. You use the Payee Source Bank Default page and the Payee Foreign Bank Transfer - Payee Bank Account Info page (the second page in each component) to enter setup information for payees.

Payee Bank Account Info Page

Usage	Use the Payee Bank Account Info page to view bank account information for a payee.
Object Name	PYE_BANKACCT
Navigation	Global Payroll (CHE), Maintain Payroll Data (CHE), Use, Payee Source Bank Default
Prerequisites	You must first have set up bank account information for a payee on the Bank Account Information page in the core application.

Access Requirements	Enter an EmplID.
---------------------	------------------

Payee Bank Account Info page



The information on this page is a replication of the data that you entered on the Bank Account Information page. For more information about the fields on this page, see Bank Account Information page in *PeopleSoft 8 Global Payroll PeopleBook*.

Payee Source Bank Default Page

Usage	Use the Payee Source Bank Default page to assign a payee’s bank account to a default source bank.
Object Name	GPCH_BK_PYE_ACCT2
Navigation	Global Payroll (CHE), Maintain Payroll Data (CHE), Use, Payee Source Bank Default
Prerequisites	You must first have set up a Source Bank Account in the core application.
Access Requirements	Enter an Employee ID.

Payee Source Bank Default page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Employee ID, Status.**

Bank Accounts

Account ID This is populated by the system.

Type This is populated by the system.

Source Bank Default

Payment Type Select the type of payment to be made to the payee. There is only one possible valid value: *Wages and Salaries.*

Source Bank ID Select the **Source Bank ID** that you assigned to your source bank on the Source Bank Accounts page in the core application. Source banks are the money sources from which payroll disbursements are drawn.

Payee Bank Account Info Page

Usage	Use the Payee Bank Account Info page to view bank account information for a payee.
Object Name	PYE_BANKACCT
Navigation	Global Payroll (CHE), Maintain Payroll Data (CHE), Use, Payee Foreign Bank Transfer
Prerequisites	You must first have set up Bank Account Information page in the core application for a payee.
Access Requirements	Enter an EmplID.

The screenshot shows the 'Payee Bank Account Info' page for Employee Dante, Beatrice (ID: KF0010). The page title is 'Payee Foreign Bank Transfer'. The 'Bank Accounts' section lists one account with the following details:

- Account ID: 1
- Type: Checking
- Status: Active
- Country Code: FRA (France)
- Bank ID: 10207 (Banque Populaire)
- Bank Branch ID: 00014 (Agence Paris Monge)
- Account #: 04114130922
- Account Name: Check Account
- *Currency Code: FRF (French Franc)

Payee Bank Account Info page



This page displays the information that you entered on the Bank Account Information page. For more information about the fields on this page, see Bank Account Information Page in *PeopleSoft 8 Global Payroll PeopleBook*.

Payee Foreign Bank Transfer Page

Usage	Use the Payee Foreign Bank Transfer page to enter data on foreign bank transfers.
Object Name	GPCH_BK_PYE_ACCT1
Navigation	Global Payroll (CHE), Maintain Payroll Data (CHE), Use, Payee Foreign Bank Transfer
Prerequisites	You must first have set up bank account information for a payee on the Bank Account Information page in the core application.
Access Requirements	Enter an Employee ID.

Payee Foreign Bank Transfer page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Employee ID, Status.**

Bank Accounts

Account ID This field is populated by the system. **Account ID** simply assigns a number to the bank account information.

Type This field is populated by the system.

National Sort Code Enter the **National Sort Code** that you require.

- Execution Code** Select the **Execution Code** that you require. Valid values are *Check, Check Ord, Standard, and Urgent*.
- Instruction Code** Select the **Instruction Code** that you require. Valid values are *Avis, Legitim, Telephone, and Telex/Fax*.
- Fee Payment Code** Select the type of account that you want to use. Valid values are *Curr Acct, DEM Acct, Euro Acct*.
- Fee Account Code** Select the **Fee Account Code** you require. Valid values are *Contractor, Orderer, and Partition*.
- Transfer Account Code** Select the type of account to which the money should be transferred. Valid values are *Curr Acct, DEM Account, and Euro Acct*.

Local Country Bank Processing

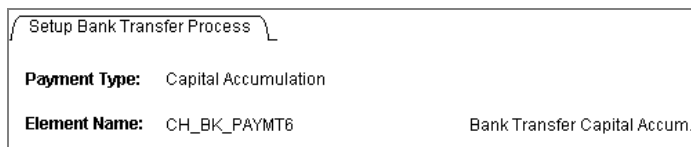
Once you've set up information in the core application, you can use this information when running processes in Global Payroll for Switzerland to create actual payment files and payment reports. This includes writing SQRs and extracting data from the output file that the system created in the core application in the banking run control process.



For more information about the banking run control process in the core application, see Banking Run Control Page in *PeopleSoft 8 Global Payroll PeopleBook*.

Setup Bank Transfer Process Page

Usage	Use the Setup Bank Transfer Process page to view the accumulators that are assigned to payment types.
Object Name	GPCH_BK_BNKTRN
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Setup, Bank Transfer Process
Prerequisites	None
Access Requirements	Enter a Payment Type.



Setup Bank Transfer Process page

Payment Type	The system displays the Payment Type that you selected.
Element Name	The system displays the accumulator that is assigned to this payment type.

Bank Transfer Disk Page

Usage	Use the Bank Transfer Disk page to define the files that are created by the Bank Transfer report. You must define which earning or deduction must be transferred and written to which file.
Object Name	GPCH_BK_XFERDTA
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Setup, Bank Transfer Disk
Prerequisites	None
Access Requirements	Enter a Current Pay End Date.

Bank Transfer Disk

Definition View All First 1 of 1 Last

Current Pay End Date: 11/30/2000 Last Updated: Date: + -

Transfer Sequence: 1

Source Bank ID:

Deposit Schedule:

Wages and Salaries Direct Life Insurance
 Garnishments
 External Transfers

Bank Transfer Disk page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Current Pay End Date, Last Updated.**

Date Displays the **Date** on which the last bank diskette was created.

Transfer Sequence The system automatically assigns a **Transfer Sequence** number. This defines the number of files that are created.

Source Bank ID Select a **Source Bank ID** that you defined on the Source Bank Accounts page in the core application.

Deposit Schedule	Select a Deposit Schedule that you defined on the Deposit Schedules page in the core application.
Wages and Salaries	Select Wages and Salaries if you want this to be transferred.
Direct Life Insurance	Select Direct Life Insurance if you want this to be transferred.
Garnishments	Select Garnishments if you want this to be transferred.
External Transfers	Select External Transfers if you want this to be transferred.



For more information about running reports, see Understanding Swiss Reports in this PeopleBook.

CHAPTER 12

Understanding Swiss Reports

This section contains information about setting up and running the reports that are delivered with PeopleSoft Global Payroll for Switzerland. These reports are necessary to prepare all mandatory reports required by health insurance providers, tax offices, and employer liability insurance agencies.



You can print out all of the reports in each of the Swiss official languages: English, French, German, and Italian.

Global Payroll for Switzerland offers you a range of statistical reports and enables you to generate a summary slip for electronic file transfers. This documentation familiarizes you with the reports that are designed to support you as you perform your payroll processing tasks.

Using the Process Scheduler



When you run a standard report, the Process Scheduler schedules the report and actually runs it for you. For more information about using the Process Scheduler, see Process Scheduler in *PeopleSoft 8 Global Payroll PeopleBook*.

Alphabetic List of Global Payroll for Switzerland Reports

Report Name	Report ID	Description	Report Type
AHV Year	GPCHSI08	The AHV Year report lists the AHV and ALV contributions per year for an organization over a specific calendar year. The report lists the contributions for all employees by their insurance number in ascending order.	SQR

Report Name	Report ID	Description	Report Type
Bank Transfer	GPCHBK02	The Bank Transfer report creates files that are used for data transfer with banks.	SQR
Banks and Postal Orders	GPCHBK01	The Banks and Postal Orders report provides information about all payments that have been made to employees through a financial institution such as a bank or the post office.	SQR
Element Contribution List	GPCHAL07	The Element Contribution List report documents the calculation process by defining all contributions and deductions.	SQR
EO Pay Card	GPCHEO01	The EO Pay Card report lists an employee's military service, its duration, and the amount of EO compensation that the employee received from their employer.	SQR
FAK Contributions	GPCHAL04	The FAK Contributions report lists the contributions to FAK that were made during a specific month.	SQR
Non AHV/ALV - mandatory insured	GPCHSI09	The Non AHV/ALV report creates a summary of employees who do not have to pay AHV contributions and lists their AHV and ALV1 tax allowances.	SQR

Report Name	Report ID	Description	Report Type
Overpayment List	GPCHAL06	The Overpayment List report lists the overpayments that an employer has made to an employee.	SQR
Pay Balance Employee/Company	GPCHTX03	The Pay Balance Employee/Company report displays the pay elements and employee data upon which payroll is based for each month of a given year.	SQR
Pay Element Summary Month	GPCHAL08	The Pay Element Summary Month report records the payroll process by defining all earnings and deductions for a specific month. It lists, per payday, the current totals as well as cumulative totals for the year.	SQR
Pay Element Summary Year	GPCHAL09	The Pay Element Summary Year report records the payroll process by defining all earnings and deductions for a specific year.	SQR
Payroll Register	GPCHTX04	The Payroll Register report generates a summary of the employee pay elements by pay period. A separate page is created for each company and each retro pay period.	SQR

Report Name	Report ID	Description	Report Type
Payslip	GPCHSU01	The Payslip report creates a summary of an employee's pay elements according to pay month.	SQR
Personal Statement	GPCHSI03	The Personal Statement report displays master data and social insurance information for individual employees.	SQR
SI Company Setup	GPCHSI06	The SI Company Setup report summarizes all social insurance data relevant to all employees. It displays all the values that have been set for a specific organization.	SQR
Source Tax Month	GPCHTX02	The Source Tax Month report lists employee source tax contributions per month.	SQR
Source Tax Year	GPCHTX01	The Source Tax Year report lists employee source tax contributions per year.	SQR
Tax Statement	GPCHAL03	The Tax Statement report is a statutory report that must be delivered to the authorities twice yearly as part of the tax declaration.	SQR

Report Name	Report ID	Description	Report Type
UV Year	GPCHSI07	The UV Year report summarizes how SUVA contributions are calculated for each employee in a specific organization, over a specific period of time.	SQR

Numeric List of Global Payroll for Switzerland Reports

Report ID	Report Name	Description	Report Type
GPCHSU01	Payslip	The Payslip report creates a summary of an employee's pay elements according to pay month.	SQR
GPCHAL03	Tax Statement	The Tax Statement report is a statutory report that must be delivered to the authorities twice yearly as part of the tax declaration.	SQR
GPCHAL04	FAK Contributions	The FAK Contributions report lists the contributions to FAK that were made during a specific month.	SQR
GPCHAL06	Overpayment List	The Overpayment List report lists the overpayments that an employer has made to an employee.	SQR
GPCHAL07	Element Contribution List	The Element Contribution List report documents the calculation process by defining all contributions and deductions.	SQR

Report ID	Report Name	Description	Report Type
GPCHAL08	Pay Element Summary Month	The Pay Element Summary Month report records the payroll process by defining all earnings and deductions for a specific month. It lists, per payday, the current totals as well as cumulative totals for the year.	SQR
GPCHAL09	Pay Element Summary Year	The Pay Element Summary Year report records the payroll process by defining all earnings and deductions for a specific year.	SQR
GPCHBK01	Banks and Postal Orders	The Banks and Postal Orders report provides information about all payments that have been made to employees through a financial institution such as a bank or the post office.	SQR
GPCHBK02	Bank Transfer	The Bank Transfer report creates files that are used for data transfer with banks.	SQR
GPCHEO01	EO Pay Card	The EO Pay Card report lists an employee's military service, its duration, and the amount of EO compensation that the employee received from their employer.	SQR

Report ID	Report Name	Description	Report Type
GPCHSI03	Personal Statement	The Personal Statement report displays master data and social insurance information for individual employees.	SQR
GPCHSI06	SI Company Setup	The SI Company Setup report summarizes all social insurance data relevant to all employees. It displays all the values that have been set for a specific organization.	SQR
GPCHSI07	UV Year	The UV Year report summarizes how SUVA contributions are calculated for each employee in a specific organization, over a specific period of time.	SQR
GPCHSI08	AHV Year	The AHV Year report lists the AHV and ALV contributions per year for an organization over a specific calendar year. The report lists the contributions for all employees by their insurance number in ascending order.	SQR

Report ID	Report Name	Description	Report Type
GPCHSI09	Non AHV/ALV - mandatory insured	The Non AHV/ALV report creates a summary of employees who do not have to pay AHV contributions and lists their AHV and ALV1 tax allowances.	SQR
GPCHTX01	Source Tax Year	The Source Tax Year report lists employee source tax contributions per year.	SQR
GPCHTX02	Source Tax Month	The Source Tax Month report lists employee source tax contributions per month.	SQR
GPCHTX03	Pay Balance Employee/Company	The Pay Balance Employee/Company report displays the pay elements and employee data upon which payroll is based for each month of a given year.	SQR
GPCHTX04	Payroll Register	The Payroll Register report generates a summary of the employee pay elements by pay period. A separate page is created for each company and each retro pay period.	SQR

SUVA-Certified Reports

The largest Swiss insurance provider, SUVA (Schweizerische Unfallversicherungsanstalt), has certified the following Global Payroll for Switzerland reports. These reports are compliant with auditors' requirements for reports from employers at the end of the month or year, as necessary. They contain detailed information about employer and employee data, contributions and so on.

The following reports have been certified by SUVA:

- SI Company Setup
- Personal Statement
- Element Contribution List
- Payslip
- Pay Balance Employee/Company
- Payroll Register
- Pay Element Summary Month
- Pay Element Summary Year
- UV Year
- AHV Year
- Non AHV/ALV

SI Company Setup Page

Usage	Use the SI Company Setup page to create a report that summarizes all social insurance data relevant to all employees. It displays all the values that have been set for a specific organization. The SI Company Setup report is a statutory report. If any changes are made to the data, it must be printed out and kept by the employer.
Object Name	GPCH_RC_SI06
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, SI Company Setup
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Language: English

Report Parameters

From Date: 01/01/2000

To Date: 12/31/2000

Company: CH2 Schweizer Testfirma 2

SI Company Setup page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, From Date, To Date, Company.**

SI Company Setup Report Details

Description	The SI Company Setup report summarizes all social insurance data relevant to all employees. The report lists all employer and employee contributions for AHV, ALV1, ALV2, and UV. The report also states the age from which AHV should be paid, retirement ages for men and women and the limit to which earnings are AHV-free.
Report ID	GPCHSI06
Type of Report	SQR
Parameters	From Date, To Date, Company.
Source	GPCH_SI_SYS, GPCH_SI_ACC_INS, GPCH_SI_UV_PCT, GPCH_SI_UV_PCT, GPCH_SI_COMPANY, PS_COMPANY_TBL.
Sorted By	Company



For more information about samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Personal Statement Page

Usage	Use the Personal Statement page to create a report that displays master data and social insurance information for individual employees. This data must not be deleted. You can sort the data using up to three criteria.
-------	--

Object Name	GPCH_RC_SI03
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, Personal Statement
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Language:

Report Parameters	Sort Criteria
Current Pay End Date: <input type="text" value="01/31/2000"/> <input type="button" value="E"/>	1. Sort Criteria: <input type="text" value="D"/> <input type="button" value="Q"/>
EmplID: <input type="text"/> <input type="button" value="Q"/>	2. Sort Criteria: <input type="text" value="N"/> <input type="button" value="Q"/>
Pay Entity: <input type="text" value="CH2"/> <input type="button" value="Q"/> Swiss SUVA	3. Sort Criteria: <input type="text"/> <input type="button" value="Q"/>

Personal Statement page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, Current Pay End Date, EmplID, Pay Entity.**

Sort Criteria You can select up to three **Sort Criteria**. Valid values are **D** (Department ID), **E** (Emplid), **G** (Pay Group), **L** (Location), **N** (Name), and **P** (Pay Entity).

Personal Statement Report Details

Description	The Personal Statement report lists master data and social insurance information for individual employees.
Report ID	GPCHSI03
Type of Report	SQR
Parameters	Current Pay End Date, EmplID, Pay Entity (REQUIRED) Sort Criteria (ADDITIONAL PARAMETER)
Source	PS_PERSONAL_DATA, PS_JOB, PS_EMPLOYMNT.
Sorted By	Department ID, EmplID, Pay Group, Location, Name, Pay Entity.



For more information about samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Element Contribution List Page

Usage	Use the Element Contribution List page to create a report that documents the calculation process by defining all contributions and deductions. A + in the report indicates that the amount is added; - indicates that the amount is deducted. Where there is no symbol, the value is not included in the calculation.
Object Name	GPCH_RC_AL07
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, Element Contributions List
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Language: English

Report Parameters

From Date: 01/01/2000 To Date: 31/12/2000 Print Class: GPCHCER

*Element Name	Description	Override	Descr Short	Sequence
1 CH_AH_02_YTD	AHV-Basis kumuliert	<input type="checkbox"/>		

Element Contribution List page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, From Date, To Date, Element Name, Description, Descr Short.**

Report Parameters

Override

You can display up to ten columns in your report, and can configure the level of detail that you want to display. Select this check box if you want to override the description of the selected element.

Sequence Number

If you want to have the AHV/ALV contributions as the second column in your report, for example, enter sequence number 2.

Element Contribution List Report Details

Description	The Element Contribution List report is a detailed report listing all contributions and deductions. A + in the report indicates that the amount is added to an accumulator, - indicates that the amount is deducted. Where there is no symbol, the value is not included in the calculation. You can define which information you want to include in your report.
Report ID	GPCHAL07
Type of Report	SQR
Parameters	Print Class, Element Name (REQUIRED) From Date, To Date (ADDITIONAL PARAMETERS)
Source	GPCH_BL_PRINT



For more information about samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Payslip - Report Options Page

Usage	Use the Payslip Report Options page to create a comprehensive summary of an employee's pay elements according to pay month. One page is generated for each retro pay month. Employee and pay summary data for the given month are printed in the header.
Object Name	GPCH_RC_TX04_1
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, Payslip
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Payslip - Report Options page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, Current Pay End Date, Currency Code, EmplID, Pay Entity, Department, Pay Group, Location.**



You can display some key amounts in multiple currencies. For example, you can display an employee’s gross pay in Swiss francs as well as in Euros.



For more information about using multiple currencies, see Payslip - Pay Elements View Page.

Report Parameters

Print Class

Select the **Print Class** that you require. PeopleSoft delivers two standard print classes, although you can create your own.

Retro and Current Period

Select this check box to display the results for retro calculation as well as for the current period.

Current Period Only

Select this check box to display the results for the **Current Period Only.**

Retro Periods Only

Select this check box to display the results for retro calculation periods only.

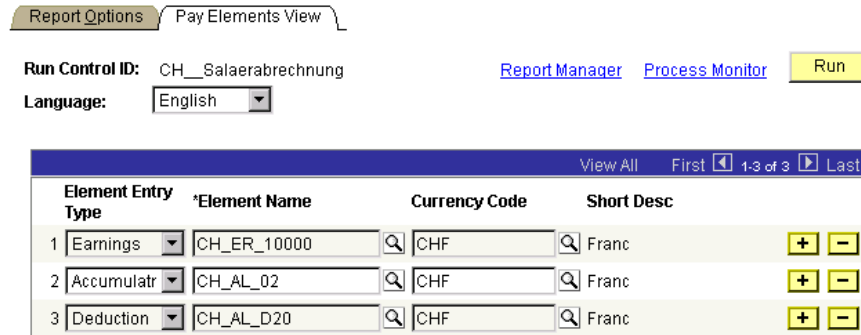
Selection Criteria

Sort Criteria

Select the **Sort Criteria** that you require. Valid values are **D** (Department ID), **E** (Employee ID), **G** (Pay Group), **L** (Location), **N** (Name), and **P** (Pay Entity).

Payslip - Pay Elements View Page

Usage	Use the Payslip - Pay Elements View page to define the elements that you want to display in multiple currencies on your payslip. You may want to see the values of some elements (gross and net, for example) in a different currency. This is especially useful for organizations in countries participating in the EMU—you can display key amounts in both the local currency and the euro.
Object Name	GPCH_RC_TX04_2
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, Payslip
Prerequisites	You must first enter data on the Payslip - Report Options Page.
Access Requirements	This is the second page of a two-page component. Click the Pay Elements View tab.



Payslip: Pay Elements View page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, Element Entry Type, Element Name, Currency Code, Short Desc.**

Payslip Report Details

Description	<p>The Payslip report creates a summary of an employee's pay elements according to pay month. One page is generated for each retro pay month.</p> <p>Employee and pay summary data for the given month are printed in the header. This includes their date of birth, starting date with the organization, the location and department in which they work, religion, bank account details, currency in which the earnings are to be paid, and their holiday entitlement for the remainder of the year.</p>
Report ID	GPCHAL01
Type of Report	SQR
Parameters	<p>Current Pay End Date, Print Class, Currency Code, Pay Entity (REQUIRED)</p> <p>Period, EmplID, Department, Location Code (ADDITIONAL PARAMETERS)</p>
Source	GP_RSLT_Ern_Ded, GP_RSLT_ACUM, GPCH_RP_0001, GPCH_RP_0002, GPCH_BL_PRINT, PERSONAL_DATA
Sorted By	EmplID, Department, Pay Group, Location, Pay Entity, Name.



For more information about samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Pay Balance Employee/Company Page

Usage	<p>Use the Pay Balance Employee/Company page to display the pay elements and employee data upon which payroll is based for each month of a given year. The system also prints all retro pay data when you run this report.</p> <p>The pay balance contains four pages for each employee. SUVA requires that employer and employee information is reported, thus ensuring that the detailed information supports the total information. You can also print out only the total information rather than all the detailed information that the report provides.</p>
Object Name	GPCH_RC_TX03
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, Pay Balance Employee/Company

Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Language: English

Report Parameters

Pay Year: 2000 Print Class: GPCHDMO Print Pay Entity Report

EmplID: CH3SU01 Bosshard, Peter

Pay Entity: CH1 Swiss

Pay Group: 002 Swiss 002

SetID: SHARE

Department: KC005 Finance

Location Code: KCSK00 Regina

Pay Balance Employee/Company page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, Pay Year, EmplID, Pay Entity, Pay Group, Department, Location Code.**

Report Parameters

Print Class

Select the **Print Class** that you require. PeopleSoft delivers two standard print classes, although you can create your own.

Print Pay Entity Report

Select this check box if you want to print out 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 lists.

Pay Balance Employee/Company Report Details

Description	The Pay Balance Employee/Company lists the employee ID, date of birth, hire and termination dates, and AHV number of each employee. It also summarizes employee contributions broken down by group for each calendar month. The final page of the report summarizes all of the employee data for the employer. This data is broken down by group for each calendar month.
Report ID	GPCHTX03

Type of Report	SQR
Parameters	Pay Year, Print Class, Pay Entity (REQUIRED) EmplID, Pay Group, SetID, Department, Location Code (ADDITIONAL PARAMETERS)
Source	GP_RSLT_Ern_Ded, GP_RSLT_ACUM, GPCH_RP_0001, GPCH_RP_0002, GPCH_BL_PRINT, PERSONAL_DATA.



For more information about samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Payroll Register - Report Options Page

Usage	Use the Payroll Register - Report Options page to 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 UV pay, UV base, AHV gross, AHV base, amount not subject to AHV, ALV 1 pay and ALV 2 pay, as well as the resulting payment.
Object Name	GPCH_RC_TX04_1
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, Payroll Register
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Report Options **Pay Elements View**

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

Language: English

Report Parameters

Pay Year: 1999

EmpID: CH3SU01 Bosshard, Peter

Pay Entity: CH2 Swiss Beispiel AG SUVA

Pay Group: CH002 Swiss SUVA

SetID: SHARE

Department: KC005 Finance

Location Code: KCSK00 Regina

Payroll Register: Report Options page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, Pay Year, EmpID, Pay Entity, Pay Group, SetID, Department, Location.**

Payroll Register - Pay Elements View Page

Usage	Use the Payroll Register - Pay Elements View page to define the other columns that you want to see in your report.
Object Name	GPCH_RC_TX04_2
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, Payroll Register
Prerequisites	None
Access Requirements	This is the second page of a two-page component. Click the Pay Elements View tab.

Report Options **Pay Elements View**

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

Language: English

Element Name	Description	Override Indicator	Element Heading	Sequence
1 CH_AH_02_YTD	AHV-Basis kumuliert	<input checked="" type="checkbox"/>	AHV-BASIS	3
2 CH_AH_03_YTD	AHV-Freigrenze kumuliert	<input checked="" type="checkbox"/>	AHV-FREIBETRAG	7
3 CH_UV_02_YTD	UV-Basis kumuliert	<input checked="" type="checkbox"/>	UV-BASIS	2
4 CH_AH_D11_YTDB	AHV-Lohn kumuliert	<input checked="" type="checkbox"/>	AHV-LOHN	4
5 CH_AL_D21_YTDB	ALV2-Lohn kumuliert	<input checked="" type="checkbox"/>	ALV2-LOHN	6
6 CH_AL_D11_YTDB	ALV1-Lohn kumuliert	<input checked="" type="checkbox"/>	ALV1-LOHN	5
7 CH_AH_50_YTD	Nicht-AHV-pflichtig kumuliert	<input checked="" type="checkbox"/>	NICHT-AHV-PFL	8
8 CH_00_50_YTD	Bruttolohn kumuliert	<input checked="" type="checkbox"/>	BRUTTOLOHN	1

Payroll Register - Pay Elements View page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, Element Name, Description.**

Override Indicator	You can display up to ten columns in your report. You can also configure the level of detail that you want to display. Select this check box if you want to override the description of the selected element.
Element Heading	If you have selected the Override Indicator for an element, enter a new heading name, that is, a new description of the element.
Sequence	If you want to have the AHV/ALV contributions as the second column in your report, for example, enter sequence number 2.

Payroll Register Page Report Details

Description	The Payroll Register report generates a summary of the employee pay elements by pay period. A separate page is created for each company and each retro pay period.
Report ID	GPCHTX04
Type of Report	SQR
Parameters	Pay Year, Pay Entity, Element Name (REQUIRED) EmplID, Pay Group, SetID, Department, Location Code (ADDITIONAL PARAMETERS)
Source	PS_PAY_BAL_DEU, PS_JOB, PS_PERSONAL_DATA, PS_COMPANY_TBL, PS_PAYGROUP_TBL
Sorted By	Department ID, EmplID, Pay Group, Location, Name, Pay Entity



For more information about samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Pay Element Summary Month Page

Usage	Use the Pay Element Summary Month report to record the payroll process by defining all earnings and deductions for a specific month. The report lists, per payday, the current totals as well as cumulative totals for the year. The pay elements are individually assigned to the
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	following groups: gross, AHV, ALV, UV, (source) tax, and LAW. Pay elements can be assigned to all possible groups.
Object Name	GPCH_RC_SI03
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, Pay Element Summary Month
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Language:

Report Parameters

Print Class:

Current Pay End Date:

Pay Entity: Swiss Beispiel AG SUVA

Pay Element Summary Month page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, Print Class, Current Pay End Date, Pay Entity.**

Pay Element Summary Month Report Details

Description	The Pay Element Summary Month report records the payroll process by defining all earnings and deductions for a specific month. These are individually assigned to the following groups: gross, AHV, ALV, UV, (source) tax and LAW.
Report ID	GPCHAL08
Type of Report	SQR
Parameters	Print Class, Current Pay End Date, Pay Entity
Source	GP_RSLT_Ern_Ded, GP_RSLT_ACUM, GPCH_RP_0001, GPCH_RP_0002, GPCH_BL_PRINT, PERSONAL_DATA.



For more information about samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Pay Element Summary Year Page

Usage	Use the Pay Element Summary Year report to record the payroll process by defining all earnings and deductions for a specific year. These are individually assigned to the following groups: gross, AHV, ALV, UV, (source) tax and LAW. You run this report at the end of the year, and it must contain all of the pay elements that were used during that year.
Object Name	GPCH_RC_SI03
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, Pay Element Summary Year
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Language:

Report Parameters

Print Class:

Pay Year:

Pay Entity: Swiss Beispiel AG SUVA

Pay Element Summary Year page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, Print Class, Pay Year, Pay Entity.**

Pay Element Summary Year Report Details

Description	The Pay Element Summary Year report records the payroll process by defining all earnings and deductions for a specific year. These are individually assigned to the following groups: gross, AHV, ALV, UV, (source) tax and LAW.
Report ID	GPCHAL09
Type of Report	SQR
Parameters	Print Class, Pay Year, Pay Entity.
Source	GP_RSLT_Ern_Ded GP_RSLT_ACUM

	GPCH_RP_0001 GPCH_RP_0002 GPCH_BL_PRINT PERSONAL_DATA
Sorted By	Pay Element Codes, in ascending order.



For more information about samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

UV Year Page

Usage	Use the UV Year page to summarize how SUVA contributions are calculated for each employee in a specific organization, over a specific period of time. The report displays SUVA Gross Salary, UV basis, UV upper limit, the employee's gender, and the employee's SUVA code.
Object Name	GPCH_RC_SI09
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, UV Year
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: CH_SUVA-Jahresabrechnung [Report Manager](#) [Process Monitor](#)

Language:

Report Parameters

Pay Year:

Pay Entity: Swiss Beispiel AG SUVA

UV Year page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, Pay Year, Pay Entity.**

UV Year Report Details

Description	<p>The UV Year report lists employees in alphabetical order, and specifies their employment dates.</p> <p>Even those employees who are not insured (those with SUVA code X0) should be included in the report, although no value must be entered in the SUVA Base column.</p> <p>The last page of the UV Year report contains important data that is required for the tax statement.</p>
Report ID	GPCHSI07
Type of Report	SQR
Parameters	Pay Year, Pay Entity
Source	GPCH_RP_SI07, PERS_NID
Sorted By	None.



For more information about samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

AHV Year Page

Usage	<p>Use the AHV Year page to create a report that lists the AHV and ALV contributions per year for an organization over a specific calendar year. The report lists the contributions for all employees by their insurance number in ascending order.</p>
Object Name	GPCH_RC_SI09
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, AHV Year
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: CH_AHV-Lohnbescheinigung [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Parameters

Pay Year: 2000

Pay Entity: CH2 Swiss Beispiel AG SUVA

AHV Year page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, Pay Year, Pay Entity.**

AHV Year Report Details

Description	The AHV Year report lists AHV and ALV contributions per year for a specific organization over a particular calendar year. The report lists the contributions for all employees by their insurance number in ascending order. Note that the list is always double-spaced. The AHV Year report lists the insurance number of all employees, together with their full names, period of employment, AHV contributions, and ALV1 and ALV2 contributions.
Report ID	GPCHSI08
Type of Report	SQR
Parameters	Pay Year, Pay Entity.
Source	GPCH_RP_SI08 PERS_NID



For more information about samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Non AHV/ALV Page

Usage	Use the Non AHV/ALV report to create a summary of those employees who do not have to pay AHV contributions (employees younger than 18 years or those with special dispensation) as well as their AHV and
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	ALV1 tax allowances.
Object Name	GPCH_RC_SI09
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, Non AHV/ALV
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: CH_AHV-freie_Personen [Report Manager](#) [Process Monitor](#)

Language:

Report Parameters

Pay Year:

Pay Entity: Swiss Payroll Company 4

Non AHV/ALV page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, Pay Year, Pay Entity.**

Non AHV/ALV Report Details

Description	The Non AHV/ALV report lists employees who do not have to pay AHV contributions (employees younger than 18 years or those with special dispensation). It also displays the AHV and ALV1 tax allowances for these employees. The report also lists the insurance number of each employee (where an employee does not have an insurance number, the date of birth is displayed instead) and specifies the employee’s period of employment using the month number. For example, 01 means that the employee has been employed since January that year.
Report ID	GPCHSI09
Type of Report	SQR
Parameters	Pay Year, Pay Entity
Source	GPCH_RP_SI08, PERS_NID.



For more information about samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Other Reports

You can use Global Payroll for Switzerland to run the following additional reports:

- FAK Contributions
- Tax Statement
- Source Tax Month
- Source Tax Year
- EO Pay Card
- Bank Transfer
- Banks and Postal Orders
- Overpayment

FAK Contributions Page

Usage	Use the FAK Contributions page to create a report that lists contributions to FAK and must be run once a month. The report is generated using the base elements— housing, maternity, child, and training allowances (for both full-time and part-time employees)— that are predefined in the database.
Object Name	GPCH_RC_AL04
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, FAK Contributions
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Language: English

Report Parameters

Current Pay End Date:	01/31/2000	Emplid	View All	First	1 of 1	Last
Pay Entity:	CH2	Swiss SUVA				
SetID:	SHARE					
Department:						
Country:	USA					
Canton:						

FAK Contributions page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, Current Pay End Date, EmplID, Pay Entity, SetID, Department, Country, Canton.**

FAK Contributions Report Details

Description	The FAK Contributions report is a maximum version of the FAK report. It lists all information possible about employee and employer FAK contributions.
Report ID	GPCHAL04
Type of Report	SQR
Parameters	Current Pay End Date, EmplID, Pay Entity (REQUIRED) SetID, Department, Country, Canton (ADDITIONAL FIELDS)
Source	GPCH_RP_FK01, GPCH_RP_FK02
Sorted By	Children must be listed in order of age, beginning with the eldest.



For more information about samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Tax Statement Page

Usage	Use the Tax Statement page to create a statutory report that must be
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	delivered once or twice a year to the authorities as part of the tax declaration. Employers <i>must</i> provide tax statements to each employee. The Tax Statement report is printed on an official form and is normally created once at the end of each year, for all employees. It must also be created when an employee leaves an organization.
Object Name	GPCH_RC_AL03
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, Tax Statement
Prerequisites	You must first have created a Pay Entity.
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: 2 [Report Manager](#) [Process Monitor](#)

Language:

Report Parameters

Pay Year:

Pay Entity: Swiss SUVA

SetID:

Department: Sales

Country: Print Type:

Canton: Signature1:

Canton Sort: Signature2:

Emplid View All First 1 of 1 Last

Tax Statement page

The following elements are common to multiple pages and are defined in the preface of this

PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, Pay Year, Pay Entity, EmplID, SetID, Department, Country, Canton.**

Canton Sort Select the **Canton Sort** that you require. Valid values are *Canton* and *Village*.

Print Type This prints a cross in the top right corner on the printed page. Valid values are **0**: Print for All, **1**: Cantonal Revenue Authorities, **2**: Employee, and **3**: Employer.

Tax Statement Report Details

Description	The Tax Statement report lists employee name and employment dates, and the pay element totals.
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Report ID	GPCHAL03
Type of Report	SQR
Parameters	Pay Year, Pay Entity, EmplID (REQUIRED) SetID, Department, Country, Canton, Canton Sort, Print Type (ADDITIONAL PARAMETERS)
Source	GPCH_RP_TX05



For more information about samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Source Tax Month Page

Usage	Use the Source Tax Month page to create a report that lists the source tax contributions per month paid by an organization’s employees over a specific period of time.
Object Name	GPCH_RC_TX02
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, Source Tax Month
Prerequisites	You must first have defined a Company.
Access Requirements	Enter a Run Control ID.

Run Control

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

Language:

Report Parameters

Current Pay End Date:

Pay Entity: Swiss SUVA

SetID:

Country:

Canton:

Canton Sort:

Emplid	View All	First	1 of 1	Last
<input type="text" value="CH3SU01"/> <input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		

Source Tax Month page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Language, Current Pay End Date, Pay Entity, EmplID, Set ID, Department, Country, Canton.**

Canton Sort Valid values are *Canton, Postal, and Village.*

Source Tax Month Report Details

Description	The source tax month report lists the names and social insurance numbers of all employees. It also displays employee and employer source tax contributions per month.
Report ID	GPCHTX02
Type of Report	SQR
Parameters	Current Pay End Date, EmplID, Pay Entity (REQUIRED) SetID, Country, Canton, Canton Sort (ADDITIONAL PARAMETERS)
Source	GPCH_RP_TX01



For more information about samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Source Tax Year Page

Usage	Use the Source Tax Year page to create a report that lists the source tax contributions that were made by an organization's employees over a certain year. This report is printed on an official form and is normally required once a year for all employees. Note. A special report in French is created for the Canton Geneva.
Object Name	GPCH_RC_TX01
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, Source Tax Year
Prerequisites	You must first have defined a Company.
Access Requirements	Enter a Run Control ID.

Run Control

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

Language: English

Report Parameters

Pay Year: 1999

Pay Entity: CH2 Swiss SUVA

SetID: SHARE

Country: USA

Canton:

Canton Sort: P

Emplid	View All	First	1 of 1	Last
CH3SU01				

Source Tax Year page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, Pay Year, Pay Entity, EmplID, Set ID, Country, Canton.**

Canton Sort Valid values are *Canton, Postal, and Village.*

Source Tax Year Report Details

Description	The Source Tax Year report lists the names and social insurance numbers of all employees. It also displays their net salary as well as employee and employer source tax contributions. <hr/> Note. The system prints the report only if an employee’s net salary is 120,000 CHF or above. <hr/>
Report ID	GPCHTX01
Type of Report	SQR
Parameters	Pay Year, Pay Entity, EmplID (REQUIRED) SetID, Country, Canton, Canton Sort (ADDITIONAL PARAMETERS)
Source	GPCH_RP_TX02



For more information about samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

EO Pay Card Page

Usage	Use the EO Pay Card page to create a report that lists an employee’s military service, the duration of this service and the amount of EO compensation that they have received from their employer.
Object Name	GPCH_RC_EO01
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, EO Pay Card
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: CH_EO-Meldekarte [Report Manager](#) [Process Monitor](#)

Language:

Report Parameters

Current Pay End Date:

Pay Entity:

EO Pay Card page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, Current Pay End Date, Pay Entity.**



For more information about EO, see Defining EO Payments in this PeopleBook.

EO Pay Card Details

Description	The EO Pay Card report lists each employee’s insurance number, full name, and employee ID in ascending order. For each employee, the report also displays the employee’s military service type, the duration of this service, yearly salary, how many children the employee has, and the total amount of EO compensation that the employee has received.
Report ID	GPCHEO01
Type of Report	SQR
Parameters	Current Pay End Date, Pay Entity

Source	GPCH_RP_EO01
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For more information about samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Bank Transfer Page

Usage	Use the Bank Transfer page to run a report that creates files that are used for the data transfer with banks.
Object Name	GPCH_RC_BK02
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, Bank Transfer
Prerequisites	You must first set up a bank transfer disk.
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: CH_Bank-Transfer [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Parameters

Current Pay End Date: 01/31/2000

Transfer Sequence:

Deposit Schedule: KOMNTHLY Banking - Deposit Schedule

Pay Entity: CH3 Schweiz 3

Pay Group: CH003 Schweiz 3

Disk Type: 2

Directory: c:\Temp

Bank Transfer page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, Current Pay End Date, Pay Entity, Pay Group.**

Transfer Sequence

Specify the sequence in which the data is transferred to the bank. You set up the format of this data using the Bank Transfer Disk Page.

Deposit Schedule

Select the **Deposit Schedule** that you require. One is predefined for banking, but you can define additional schedules. (Use the following navigation: Define Global Payroll Rules, Setup 5, Deposit Schedules.)

The schedule defined by PeopleSoft is for test purposes - normally users select the 25th of each month or the last Friday in each month. This is because salaries should be paid into an account before bank charges are due (usually on the 1st of each month).

Disk Type

Select the type of disk that you are using to store the files that the report creates.

Directory

Specify the **Directory** in which the files that are created by the report should be saved.

Bank Transfer Report Details

Description	The Bank Transfer report creates one or several files containing all data records in their required format. You should copy the files that this report creates to newly-formatted diskettes, which are used for the data transfer with banks.
Report ID	GPCHBK02
Type of Report	SQR
Parameters	Current Pay End Date, Pay Entity, Directory (REQUIRED) Deposit Schedule, Pay Group, Disk Type (ADDITIONAL PARAMETERS)
Source	GPCH_BK_XFER_EMPLOYEE



For more information about samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Banks and Postal Orders Page

Usage	Use the Banks and Postal Orders page to create a report that provides information on all payments that have been made to employees through a financial institution such as a bank or the post office. This report is mainly used internally for accounting purposes.
Object Name	GPCH_RC_BK01

Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, Banks and Postal Orders
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Language:

Report Parameters

Current Pay End Date:

Pay Entity: Schweiz 3

Pay Group: Schweiz 3

Source Bank ID: UBS

Banks and Postal Orders page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, Current Pay End Date, Pay Entity, Pay Group, Source Bank ID.**

Banks and Postal Orders Report Details

Description	The Bank and Postal Orders report lists employee ID numbers, their payments, and their deductions.
Report ID	GPCHBK01
Type of Report	SQR
Parameters	Current Pay End Date, Pay Entity (REQUIRED) Pay Group, Source Bank ID (ADDITIONAL PARAMETERS)
Source	GPCH_BK_XFER_EMPLOYEE



For more information about samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Overpayment List Page

Usage	Use the Overpayment List page to create a report that lists the overpayments that an employer has made to an employee. The term <i>overpayments</i> refers to payments made in addition to normal salary.
Object Name	GPCH_RC_AL06
Navigation	Global Payroll (CHE), Manage Payroll Process (CHE), Report, Overpayment List
Prerequisites	You must first have defined a Pay Entity.
Access Requirements	Enter a Run Control ID.

Run Control

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

Language:

Report Parameters

Print Class:

As Of Date:

Pay Entity: Swiss SUVA

Overpayment List page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Report Manager, Process Monitor, Run, Language, Pay Entity.**

Print Class Select the **Print Class** to which the elements that you require are assigned. PeopleSoft delivers two standard print classes, although you can create your own.

As of Date Select the date from which the data that you enter on this page is valid.

Overpayment List Report Details

Description	The Overpayment List report details the overpayments that an employer has made to an employee. It lists the employee ID number and name, the month and year that the overpayment was made, the amount, and the total overpayments that were made.
Report ID	GPCHAL06
Type of Report	SQR

Parameters	Print Class, As of Date, Pay Entity
Source	GPCH_RP_0001.



For more information about samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Using Writable Arrays for Switzerland

Writable arrays are elements you can use to populate your own result tables. You use PeopleSoft Application Designer to create the result table, then you use the writable array pages in PeopleSoft Global Payroll to define the writable array element that populates the table during batch processing.

Writable array functionality makes it easy for you to design reports that exactly meet your needs—each row in your table can produce a corresponding line of information in your report. You can also combine multiple tables to create a report. For example, you may want to use one table for a report header, one for the body of the report, and another table for the footer.

Writable arrays can also conserve valuable storage space by consolidating many vertical rows of information into a single horizontal row. This feature can be particularly useful for storing temporary data.



For more information about PeopleSoft Application Designer, see the PeopleSoft PeopleTools PeopleBook.

Storage Considerations

While custom result tables can conserve storage space, they can also increase the need for space if they duplicate data from the standard result tables. Following is a list of the types of results you may want to consolidate or store temporarily using the writable array feature:

- Miscellaneous personal data required for audit purposes.

To conserve space, you may want to store these values in a single row instead of in the standard result tables and keep the records as long as you need them for auditing purposes.

- Period summary data.

If you need to summarize data by period on year-to-date reports, you can save summary data for each period for as far back as needed.

- Temporary data used in reports.

For ease of reporting, you may want to duplicate data found in the standard result tables but present it in a different form. You can then delete the data once you complete the reporting period.

Because you may want to delete temporary data at different times, we leave the management of the data in your result tables up to you.

Defining Writable Arrays

Writable arrays are in many ways the opposite of standard arrays. Instead of writing values from a row in a table to user-defined variables, a writable array takes the values from user-defined elements and inserts them into a row in a table.

The pages that you use to define writable array elements resemble the pages that you use to create standard arrays; however no formula processing is associated with writable array elements.



The element type associated with writable arrays is WA; the element entry type is WA0.

To define a writable array:

1. Use PeopleSoft Application Designer to create the table that the writable array element will populate.

The first six fields in the table must be the same as the result table keys in the basic result tables:

- EMPLID
- CAL_RUN_ID
- EMPL_RCD
- GP_PAYGROUP
- CAL_ID
- RSLT_SEG_NUM

You can also use some of the optional result table keys, such as INSTANCE or SLICE_BGN_DT, and include keys that are not used in the basic result tables, such as DEPTID.

2. On the Write Array Name page, define the naming information for the writable array.
3. On the Keys page, identify the table that the writable array will populate, and enter information about the key fields in the table.
4. Define the fields within the writable array on the Fields page. The information on this page determines the elements that the system resolves when it retrieves the writable array.



When you create a result table using a writable array, the table must include the basic segment status keys shared by all the standard result tables. You can include additional keys as well.

Write Array Name Page



You must name every element and define its basic parameters on an Element Name page. All element components within PeopleSoft Global Payroll share the same first Element Name page (GP_PIN). For more information about how to complete this page, see Defining an Element Name (GP_PIN).

Like most elements, writable array elements resolve to a value. If the writable array resolves successfully, it resolves to 1 and initiates a process that causes data to be put into the writable array. Most likely, you will probably not want to store the value of the element itself in the results tables. When this is the case, clear the Store/Store if Zero check box on the Write Array Name page.

Writable arrays are not effective-dated, so there is no Definition as of Date on the Write Array Name Page. If you need to change the element's definition, create a new writable array instead, and then create new effective-dated elements that reference the new writable array. If a database table or view is renamed, you should also create a new writable array.

Keys Page

Usage	Use the Keys page to identify the target table into which the writable array process will insert data. Also use this page to identify the keys of the target table.
Object Name	GP_WA_KEYS
Navigation	Define Business Rules, Define Global Payroll Rules, Setup 2, Write Arrays, Keys
Prerequisites	This is the second page in the Write Arrays component. You must first complete the Write Array Name page.
Access Requirements	Click the Keys tab.

Keys page

The following fields are common to multiple pages in this application and are defined in the preface of this PeopleBook in Using the Preface: **Element Name, Owner, Version.**

Record (Table) Name Enter the name of the table that the SQL statement uses in the INSERT clause.

The system appends the prefix *PS_* to the table name in your SQL statement.

Temporary Table Select this check box if you want the system to set a Y/N (yes/no) flag on the writable array definition table, GP_WA_ARRAY. You can use the flag to identify tables that can be deleted. No Peoplesoft functionality makes use of this field.

Key Options

Use the **Key Options** check boxes to identify optional result table keys that you want to use, such as INSTANCE or SLICE_BGN_DT.

Instances Select **Instances** if you want to track each instance of positive input individually.

For more information about creating separate rows of output for multiple instances, see Single Versus Multiple Row Output in Understanding Writable Arrays in Batch Processing.

Slice Dates Select this check box if you want to use slice dates as keys. The **Slice Dates** check box should be selected when you choose **Instances**.

Accum. Keys (accumulator keys) Select this check box if you want to use all four user keys that you define for the element on the Level Page as keys on the custom result table.

For more information about accumulators, see PeopleSoft 8 Global Payroll, “Setting Up Accumulators”

Additional User-Defined Keys

You can use the following fields to identify keys that are not used in the basic result tables, but that you want to include in the writable array table; for example, DEPTID.

Field Name Select the name of the writable array field that you want to populate. The list of available options includes only those fields that are included in the table that you selected in the **Record (Table) Name** field.

Entry Type Select the element type from the list of available options.

Element Name Select the element whose value the system will use to populate the writable array key field you are defining.

Fields Page

Usage	Use the Fields page to identify the elements with which you wish to populate the writable array, and to establish a one-to-one correspondence between the source elements and the target fields on the Array Table.
Object Name	GP_WA_FLDS
Navigation	Define Business Rules, Define Global Payroll Rules, Setup 2, Write Arrays, Fields
Prerequisites	This is the third page in the Write Arrays component. You must first complete the prior pages in this component.
Access Requirements	Click the Fields tab.

Write Array Name		Keys	Fields
Element Name: DE_RP_0001	Provide the Snapshot Table		Owner: PS Mnt
Record (Table) Name: GPDE_RP_0001			
Array - Fields Retrieved Find View All First 1-7 of 109 Last			
Field Name	Entry Type	Element Name	
SLICE_BGN_DT	SystemEler	SLICE BEGIN DATE	+ -
SEG_END_DT	SystemEler	SEGMENT END DATE	+ -
SEG_BGN_DT	SystemEler	SEGMENT BEGIN DATE	+ -
PRD_END_DT	SystemEler	PERIOD END DATE	+ -
PRD_BGN_DT	SystemEler	PERIOD BEGIN DATE	+ -
PAY_ENTITY	SystemEler	PAY ENTITY	+ -
COMPANY	SystemEler	COMPANY	+ -

Fields page

The following fields are common to multiple pages in this application and are defined in the preface of this PeopleBook in Using the Preface: **Element Name**, **Owner**.

Record (Table) Name Displays the name of the table into which data will be inserted.

Array - Fields

Field Name Select the name of each field (column) of the database table that you want the writable array to populate.

Entry Type Select the type of element that you want to populate within the writable array. Valid values are *Accumulatr* (accumulator), *Auto Assgn* (auto assign), *Bracket*, *Deduction*, *Duration*, *Earnings*, *Formula*, *SystemElem* (system element), and *Variable*.

Element Name Select the name of the element whose value will be inserted into the writable array.

Understanding Writable Arrays in Batch Processing

Typically, each call to a writable array element should create one row of data. To produce multiple rows of output, you can use loops within a subprocess section and arrays to call the writable array multiple times. Using pointers and variables, you can populate the same field in a writable array with values from different elements, as long as you do not map character and numeric elements to the same field.

Suppose that an element has more than one value per segment due to positive input or slicing. If you want to see all of the values, select the Instance check box on the Keys page. This instructs the program to report all individual instances of an element, rather than summing the results according to normal element processing.

Individual instance reporting applies only to the first user field of the row. This is also known as the *driver* field. For all other fields, normal element processing occurs for the first row output. For the second and subsequent rows, the output for these fields is 0 or blank.

Example

You may want to see all instances of overtime along with base salary. If so, you should select the Instance and Slice Dates check boxes on the Keys page and make Overtime the first field retrieved. The output might look something like this:

<i>INSTANCE</i>	<i>SLICE_BGN_DT</i>	<i>SLICE_END_DT</i>	<i>OVERTIME</i>	<i>BASE_SAL</i>
1	1/1/2001	1/1/2001	2	1000
2	5/1/2001	5/1/2001	4	0
3	10/1/2001	10/1/2001	3	0

In this case, the slice dates are actually the positive input dates. The value for base salary is only reported once.

There are two other important points related to multiple instances:

- When reporting on multiple instances of a driver field, the writable array program directly reports on the values stored in PINV—it does not perform normal element processing. This is because the PIN Manager does not loop through individual occurrences of an element.
- Multiple instance reporting only applies to elements stored in PINV—it does not apply to accumulators. If an accumulator has multiple instances due to different values for a User Key, you must manage your output by resetting the User Key value and re-invoking the writable array element.

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