



PeopleSoft 8.00.01 Global Payroll for Germany PeopleBook

PeopleSoft 8.00.01 Global Payroll for Germany 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 Germany. You can order the online version by requesting SKU HRB8SP1R0, or the hard-copy version by requesting SKU MAGDr8SP1B 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 Germany PeopleBook

The preface for both PeopleBooks is called About This PeopleBook.

This book documents the local country extension for Germany.

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 Germany 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 Germany.

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 Germany.

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 country 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 Germany in PeopleSoft 8.00.01*

Global Payroll for Germany 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 *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 Germany 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 Germany.

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 Germany 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 Germany and provides a list of triggers for Global Payroll for Germany,
- **Social insurance.** Discusses setting up various tables to enter social insurance data. These include Employer IDs, contribution rates, income limits, health insurance providers, and church tax tables.
- **Taxes.** Describes setting up tax offices, tax units, and church tax. Also explains entering tax data and calculating lump-sum taxes. Discusses tax-exempt pay additions, cash method taxes, annual income tax calculations, and the double taxation treaty.
- **Absence rules.** Discusses absence entitlement plans and maternity leave functionality in Global Payroll for Germany.

- Old age part-time employment (ATZ). Provides an example of how to calculate ATZ, examples of the accumulators for the earnings for ATZ, and describes set up for an ATZ model.
- Tariffs. Discusses establishing tariff areas and defining conditions for tariffs for your company. Tariffs are PeopleSoft delivered.
- Payroll data. Describes managing payroll data, including setting up guaranteed income, specifying payslip information, and viewing pay balance information for an employee.
- BVV pension funds. Discusses setting up a BVV company, defining a BVV report record, viewing BVV contribution amounts, entering BVV employee data, and creating a BVV data file.
- Direct insurance. Discusses entering direct insurance data and generating and calculating different types of earnings for direct insurance.
- Payslips. Explains how to set up and run payslips in Global Payroll for Germany.
- Banking (local setup). Describes setting up bank and bank branch information, setting up defaults for source banks and for payees.
- Reports for Global Payroll for Germany
- 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.
- Net-to-gross payments. Explains setting up net-to-gross payments for regular earnings and one-time payments.

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 Germany 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	<p>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.</p> <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	<p>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.</p> <p>Language also refers to the language spoken by an employee, applicant, or non-employee.</p>
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 <i>Active</i> or <i>Inactive</i> . 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	<p>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.</p> <p>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.</p>

PeopleBooks Standard Page Elements for Global Payroll for Germany

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 Germany application. Here, we list the German-specific common field definitions.

Field	Definition
Address	Identifies the address for a person or company.
City	Identifies the city for a person or company.
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.
From Date	The start date for which a report or process includes data.
ID	Unique identification code for an individual associated with your organization. In some pages this is displayed as EmplID or Employee ID .

Location	The office where a company is located.
Location Code	The code for a company location.
Phone	The phone number for a person or organization.
Postal Code	Identifies the postal code in an address for a person or company.
To Date	The end date for which a report or process includes data.

Global Payroll Terms

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

- Global Payroll for Germany is a country extension of the Global Payroll product and we refer to it as Global Payroll for Germany throughout the local documentation. Global Payroll for Germany 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 Germany 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 Germany 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 Germany documentation, we refer to *company* in many cases because there are pages in the Global Payroll for Germany extension where *Company* is a required field.

Understanding Country Setup for Germany

Initial Setup

Before you can define information in PeopleSoft Global Payroll for Germany, 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 the *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 the *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 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*.

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*.

Pay Group - Pay Group Name Page

You can access the Pay Group Name page from both the core application and the German extension. In the German extension, the navigation path is **Global Payroll (GER), Maintain Payroll Data (GER), Setup, Pay Group**.



For more information about the Pay Group Name page, see Pay Group - Pay Group Name Page in *PeopleSoft 8 Global Payroll PeopleBook*.

Pay Group - Defaults Page

You can access the Pay Group Defaults page from both the core application and the German extension. In the German extension, the navigation path is **Global Payroll (GER), Maintain Payroll Data (GER), Setup, Pay Group**.



For more information about the Pay Group Default page, see Pay Group - Defaults Page in *PeopleSoft 8 Global Payroll PeopleBook*.

Pay Group - Supporting Elements Override Page

You can access the Pay Group Supporting Elements Override page from both the core application and the German extension. In the German extension, the navigation path is **Global Payroll (GER), Maintain Payroll Data (GER), Setup, Pay Group**.



For more information about the Pay Group Supporting Elements Override page, see Pay Group Supporting Elements Override Page in *PeopleSoft 8 Global Payroll PeopleBook*.

Defining Currency in PeopleSoft Global Payroll

Defining currency in Global Payroll is a two-part process. First, in order to use multiple currencies within 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 the *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.



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

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

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

- Pay entity level
- Element definition level

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



For more information about how currency codes are defined and used in 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 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 Germany

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 Global Payroll for Germany, see Setting Up Banking for Germany in this PeopleBook.

Defining Triggers for PeopleSoft Global Payroll for Germany

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

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'll define Trigger Event ID's on the Trigger Definition Page in the 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 Global Payroll for Germany.

Record Name	Trigger Type	Trigger Effective Date Type	Trigger Event ID
ADDRESSES	Iterative	Effdt	
COMPENSATION	Iterative	Effdt	
COMPENSATION	Retro	Effdt	DE_RETRO
COMPENSATION	Segmentation	Effdt	DE_PAR_PRO
GPDE_AB_MATERN	Iterative	Effdt	
GPDE_AB_MATERN	Retro	Fixed Date	RETRO
GPDE_AZ_EE	Iterative	Effdt	
GPDE_AZ_EE	Retro	Begin-End Date	DE_RETRO
GPDE_AZ_MOD_EE	Iterative	Effdt	
GPDE_AZ_MOD_EE	Retro	Begin-End Date	DE_RETRO
GPDE_BV_EE	Iterative	Effdt	
GPDE_BV_EE	Retro	Effdt	DE_RETRO
GPDE_KU_EE_EF	Iterative	Effdt	
GPDE_KU_EE_EF	Retro	Fixed Date	DE_RETRO
GPDE_SI_EE	Iterative	Effdt	
GPDE_SI_EE	Retro	Effdt	DE_RETRO
GPDE_SI_EE	Segmentation	Effdt	DE_PARSEG
GPDE_SI_EE_DTL	Iterative	Effdt	
GPDE_SI_EE_DTL	Retro	Effdt	DE_RETRO
GPDE_SI_EE_DTL	Segmentation	Effdt	DE_PARSEG
GPDE_TX_DATA	Iterative	Effdt	
GPDE_TX_DATA	Retro	Effdt	DE_RETRO
GP_ABS_EVENT	Iterative	Effdt	
GP_ABS_EVENT	Retro	Begin-End Date	DE_RETRO

Record Name	Trigger Type	Trigger Effective Date Type	Trigger Event ID
GP_ABS_OVRD	Iterative	Effdt	
GP_ABS_OVRD	Retro	Begin-End Date	DE_RETRO
GP_PI_MNL_DATA	Iterative	Effdt	
GP_PI_MNL_DATA	Retro	Fixed Date	DE_RETRO
GP_PI_MNL_SOVR	Iterative	Effdt	
GP_PI_MNL_SOVR	Retro	Fixed Date	DE_RETRO
GP_PYE_OVRD	Iterative	Effdt	
GP_PYE_OVRD	Retro	Begin-End Date	DE_RETRO
GP_PYE_OVR_SOVR	Iterative	Effdt	
GP_PYE_OVR_SOVR	Retro	Begin-End Date	DE_RETRO
GP_PYE_SECT_DTL	Iterative	Effdt	
GP_PYE_SECT_DTL	Retro	Effdt	DE_RETRO
JOB	Iterative	Effdt	
JOB	Retro	Effdt	DE_RETRO
JOB	Segmentation		DE_FULLSEG
JOB_JR	Iterative	Effdt	
PERSONAL_DATA	Iterative	Effdt	
PERS_DATA_EFFDT	Iterative	Effdt	
PERS_DATA_EFFDT	Retro	Effdt	DE_RETRO
SCH_ASSIGN	Iterative	Effdt	
SCH_ASSIGN	Retro	Effdt	DE_RETRO
WKF_CNT_TYPE	Iterative	Effdt	

Additional Notes:

- The GPDE_SI_EE record with a segmentation trigger type has the GPDE_DV_EMPL_CAT fieldname associated with it. It is value-based and the value is 101.
- The GPDE_SI_EE record with a segmentation trigger type also has the GPDE_SI_POS_IN_JOB record associated with it, but it is not value-based.
- The GPDE_SI_EE_DTL record with a segmentation trigger type has the following fieldnames associated with it:
 - GPDE_SI_EXPT_LOWLM
 - GPDE_SI_REGION

- GPDE_SI_STATUS

None of these fieldnames are value-based.

- The GPDE_TX_DATA with an iterative trigger type has the following fieldnames associated with it:

- GPDE_BL_START_DT
- GPDE_KU_BEN_GRP
- GPDE_KU_BEN_STP
- GPDE_TX_CHAMBSTATE
- GPDE_TX_CHRCH_OVRD
- GPDE_TX_EXEMPT_ANN
- GPDE_TX_EXEMPT_MON
- GPDE_TX_HOME_CD
- GPDE_TX_INC_TX_CLS
- GPDE_TX_METHOD_OVD
- GPDE_TX_NUM_CHILD
- GPDE_TX_RECALC_OVD
- GPDE_TX_RELIGION
- GPDE_TX_SCHEDULE
- GPDE_TX_SPCL_EXMPT
- GPDE_TX_SPOUSE_REL

- The GPDE_TX_DATA with a retro trigger type has the following fieldnames associated with it:

- GPDE_BL_START_DT
- GPDE_KU_BEN_GRP
- GPDE_KU_BEN_STP
- GPDE_TX_CHAMBSTATE
- GPDE_TX_CHRCH_OVRD
- GPDE_TX_EXEMPT_ANN
- GPDE_TX_EXEMPT_MON

- GPDE_TX_HOME_CD
- GPDE_TX_INC_TX_CLS
- GPDE_TX_METHOD_OVD
- GPDE_TX_NUM_CHILD
- GPDE_TX_RECALC_OVD
- GPDE_TX_RELIGION
- GPDE_TX_SCHEDULE
- GPDE_TX_SPCL_EXMPT
- GPDE_TX_SPOUSE_REL
- 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.

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	GPDE_BL_PRINT
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Setup, Print Class, Print Class
Prerequisites	None
Access Requirements	Enter a Print Class.

Print Class														Print Class View	
Print Class: GPDEDM01															
*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	ER0 DE_ER_M20000	Active	<input type="checkbox"/>	20	20000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	ER0 DE_ER_M10000	Active	<input type="checkbox"/>	20	10000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	ER0 DE_TX_0016	Active	<input type="checkbox"/>	92	10000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	ER0 DE_ER_M12000	Active	<input type="checkbox"/>	20	12000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	ER0 DE_ER_M13000	Active	<input type="checkbox"/>	20	13000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	DD0 DE_TX_0002	Active	<input type="checkbox"/>	40	102	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	DD0 DE_TX_0003	Active	<input type="checkbox"/>	40	103	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	AC0 DE_A1_GBRUT	Active	<input type="checkbox"/>	30	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 *AC0*, *DD0*, and *ER0*.

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.
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Object Name	GPDE_BL_PRNT_VW
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Setup, Print Class, Print Class View
Prerequisites	None
Access Requirements	Enter a Print Class.

Print Class Print Class View

Print Class: GPDEDM01

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 ER0	DE_ER_M10000	Active	20	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 type="checkbox"/>	<input type="checkbox"/>
2 ER0	DE_ER_M10001	Active	20	10001	<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 ER0	DE_ER_M10002	Active	20	10002	<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 ER0	DE_ER_M10003	Active	20	10003	<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"/>
5 ER0	DE_ER_M10004	Active	20	10004	<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 ER0	DE_ER_M10010	Active	20	10010	<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 ER0	DE_ER_M10020	Active	20	10020	<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 ER0	DE_ER_M10030	Active	20	10030	<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 Germany

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

Setup of Social Insurance

To enter tax and social insurance data, you must set up the following tables. The navigation path for all of the following pages is Global Payroll (GER), Maintain Payroll Taxes (GER), Setup:

- SI Units
- Income limits
- Contribution rates
- Health insurance providers

Entering Social Insurance Data

You enter employee social insurance data in the Social Insurance component. This component consists of the Contributions, SI Details, Retiree Health Insurance, and DEUEV Birth Data pages. To open this component, select Global Payroll (GER), Maintain Payroll Taxes (GER), Use, Social Insurance.

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

Contributions Page

Usage	Use the Contributions page to view and set up income limits for individual types of social insurance. PeopleSoft delivers and maintains
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	the Income Limits table, but you can also change the data yourself if necessary.
Object Name	GPDE_SI_DATA1
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Use, Social Insurance, Contributions
Prerequisites	None
Access Requirements	Enter an EmplID.

Contributions page



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

Social insurance consists of the following types: health insurance, nursing care insurance, pension insurance, and unemployment insurance. Use the scroll arrows to select the individual types.

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: **ID, Empl Rcd#**.

Effective Date

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

DEUEV Contribution Group Code

This field displays your company's **DEUEV Contribution Group Code**. However, the system only populates this field if the company code assigned to the employee is different from the default setting. The default setting is automatically determined by the company location at which the employee works.

SI Provider

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

Note. The system populates the **SI Provider** field from the coverage type Health Insurance. This field is clear if the employee is privately insured.

Miners' Social Insurance

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

Insurance Details**SI Coverage Type**

The individual types of insurance appear in the **SI Coverage Type** field.

The **SI Provider** is the entity that provides the insurance coverage type that you specify as the **Primary Provider**.

This field is clear if no primary provider is assigned to the employee.

Warning! If no **SI Provider** has been assigned to the selected **Primary Provider**, the system issues a warning. Only one insurance type can be specified as the primary provider.

Primary Provider

Select the **Primary Provider** check box to specify that the selected insurance provider is also the primary provider for social insurance contributions.

Warning! The system issues a warning if no **Primary Provider** has been assigned to the employee. Nevertheless, it is possible not to assign a primary provider to an employee. If no **SI Provider** has been assigned to the selected **Primary Provider**, the system issues a warning. Only one insurance type can be specified as the **Primary Provider**.

Insurance Coverage Type	Select your employee's coverage type. Valid values include <i>Mandatory</i> , <i>None</i> , <i>Private</i> , or <i>Voluntary</i> .
	If the employee's coverage type is <i>Mandatory</i> , the system enables you to specify the Contribution Group . The value is populated from the Calculation Rate field (except <i>4 - Farmers' Health Insurance</i>).
Region	Select your employee's Region . Valid values are <i>East</i> and <i>West</i> . The region of the primary health care provider is the default setting.
Contribution Group	If the employee's Insurance Coverage Type is <i>Mandatory</i> , the system allows you to specify the Contribution Group . The value originates from the Calculation Rate field (except <i>4 - Farmers' Health Insurance</i>). The value of this field remains the same for all social insurance types.

Note. If the value in the **Contribution Group** field is *0–3* or *5*, the **Total Computed Cost** field is clear and read-only. If the value in the **Contribution Group** field is *4*, the **Total Computed Cost** field becomes available and the value that you enter for **Total Computed Cost** must be greater than 0.

Social Insurance Provider	Select the health insurance provider that insures this employee.
----------------------------------	--

Note. If the **ER Remits** (employer remits) check box is selected, the **Social Insurance Provider** must be specified. If the **ER Remits** check box is not selected, the **Social Insurance Provider** is optional.

The source for this field is SI_PROVIDER_TBL.

Calculation Rate	Displays the calculation rate.
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Note. If the value in the **Contribution Group** field is *0–3* or *5*, the system defaults the same value to the **Calculation Type** field. If the value in the **Contribution Group** field is *4*, the **Calculation Rate** field is clear.

Total Computed Cost

The **Total Computed Cost** field becomes available for entry if you enter *Private* in the **Insurance Coverage Type** field. The **Total Computed Cost** field also becomes available if you select a value of **4** for the **Contribution Group**.

Note. If the value in the **Contribution Group** field is **0–3** or **5**, the **Total Computed Cost** field is clear and read-only. If the value in the **Contribution Group** field is **4**, the **Total Computed Cost** field becomes available and the value that you enter for **Total Computed Cost** must be greater than 0.

ER Remits

If the employer pays health insurance contributions, select the **ER Remits** check box. This option is only available if you select *Private* in the **Insurance Coverage Type** field.

Note. If you select the **ER Remits** check box, you must also select a provider in the **Social Insurance Provider** field. Otherwise, this field is optional.

Exempt Low

Select the **Exempt Low** check box if the employee is non-contributory and is exempt from the low limit. In this case, the employee's income is below the income limit and the employer pays the full amount of the employee's health insurance.

Employer Contribution

The **Employer Contribution** field becomes available for entry if you enter *Private* in the **Insurance Coverage Type** field. The **Employer Contribution** field also becomes available if you select a value of **4** for the **Contribution Group**.

The value in the **Employer Contribution** field must not be greater than the **Total Computed Cost**. **0** is a valid value.

If the **Total Computed Cost** is greater than 0, the system calculates the value in the **Employer Contribution** field as follows:

$$\text{Employee Contribution} = \text{Total Computed Cost} - \text{Employer Contribution}$$

This field is clear if the **Total Computed Cost** is equal to 0.

Note. If the value in the **Contribution Group** field is 0–3 or 5, the **Employer Contribution** field is clear and read-only. If the value in the **Contribution Group** field is 4, the **Employer Contribution** field becomes available. The value you enter here must not be greater than the **Total Computed Cost**. 0 is a valid value.

SI Details Page

Usage	Use the SI Details page to enter additional social insurance data.
Object Name	GPDE_SI_DATA3
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Use, Social Insurance, SI Details
Prerequisites	None
Access Requirements	Click the SI Details tab.

The screenshot shows the 'SI Details' page for employee Breit-Gossmann, Heiner. The 'Insurance Details' section is expanded, showing the following information:

- Effective Date: 10/01/1999
- DEUEV Contribution Group Code: 1111
- *Employee Category: 101
- *SI Unit: (empty)
- *BA Code: 486
- *Employment Type: (empty)
- *Position: 2 Blue Collar Prof
- *Education: 7 unknown degree
- *Pension Application: 0 No Pension Applic'n/Paymer
- Insigificant Employment: Not Insigificant
- SI Card Date Presented: 10/01/1999
- Low Income Earner:
- DEUEV Immediate Notification:
- Multiple Employment Records:

SI Details page



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

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: **ID**, **Empl Rcd#**.

Pension Insurance Number	Enter the employee's Pension Insurance Number .
Date of Birth	The system populates the Date of Birth from the employee's personal data.
EU Social Insurance Number	Enter the employee's EU Social Insurance Number .
Insurance Details	
Effective Date	The Effective Date populates from the Contributions page.
DEUEV Contribution Group Code	Your company's DEUEV Contribution Group Code is displayed in this field. However, this field is only populated if the company code assigned to the employee is different from the default setting. The default setting is automatically defined by the company location at which the employee works.
Employee Category	Enter the code applicable to the employee in this field.
SI Unit	This value defaults from the SI Units page.
BA Code	Select the employee's job code in accordance with the official codes of the German Federal Employment Services Office (BA).
Employment Type	Enter the employee's Employment Type . You can save the social insurance data only when there is an entry in this field and a Position is selected.
Position	Select the employee's Position . The following are valid values: <ul style="list-style-type: none"> • 0 Applicant. • 1 Blue Collar, non prof (non-professional). • 2 Blue Collar Prof (blue-collar professional). • 3 BC Master (blue-collar master). • 4 White Collar. • 5 Homemaker; domestic business. • 8 Part Time < 18 Hrs (18 hours). • 9 Part Time >= 18 Hrs.

You can save the social insurance data only when there is a selection in this field and an entry in **Employment Type**.

Education

Select the employee's education code in accordance with the official codes of the German Federal Employment Services Office (BA). The following are valid values:

- *0 N/A.*
- *1 General Secondary w/o Prof.*
- *2 General Secondary with Prof.*
- *3 Gen Univ Entr no Prof Train.*
- *5 Technical College Degree.*
- *6 University Degree.*
- *7 unknown degree.*
- *Gen Univ Entr w/Prof Train.*

Pension Application

Enter the type of pension that the employee receives. This entry is used to classify employees.

Insignificant Employment

If the **Employee Category** is equal to 109, then *Insignificant employee* appears. Otherwise, *Not insignificant* appears.

SI Card Date Presented

Enter the date on which the employee submitted his or her SI card.

Low Income Earner

Specify whether the employee is a low-income earner by selecting this check box. If you select **Low Income Earner**, no social insurance contributions are deducted from the employee's income. In this case only the employer pays social insurance contributions.

DEUEV Immediate Notification

This field becomes available if you select an appropriate pay group. Immediate reports are required in the construction industry, for example, for reporting social insurance.

Multiple Employment Records

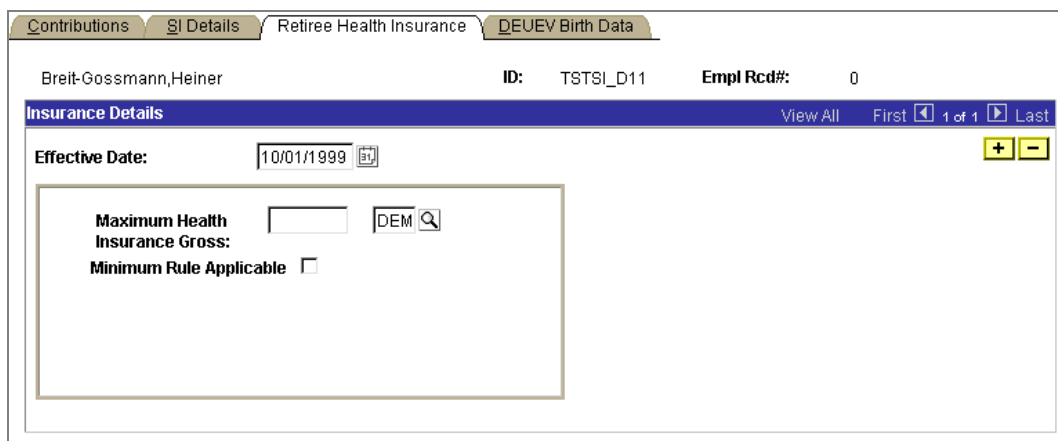
Select this check box if the employee has **Multiple Employment Records**.



For more information about codes, IDs, and so on, refer to the DEUEV Annex (Mutual memorandum of the leading associations of social insurance providers of 3 March 1998).

Retiree Health Insurance Page

Usage	Use the Retiree Health Insurance page to enter retiree health insurance data.
Object Name	GPDE_SI_DATA4
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Use, Social Insurance, Retiree Health Insurance
Prerequisites	None
Access Requirements	Click the Retiree Health Insurance tab.



Retiree Health Insurance 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: **ID**, **Empl Rcd#**, **Effective Date**.

Maximum Health Insurance Gross

The maximum income limit is displayed in this field. The health insurance provider notifies you of the amount of the contributory pension benefits. In order to allow the social insurance contribution recipient to make a correct contribution statement, the health insurance provider must also specify whether the pension recipient receives multiple pension payments and which contribution rate applies to the pension recipient's health insurance.

Minimum Rule Applicable

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

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

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

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

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

Example



Monthly income limit, insurance 1999	DM 6,375.00
Minus old age pension	DM 2,850.00
= Maximum Health Insurance Gross	DM 3,525.00



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

DEUEV Birth Data Page

Usage	Use the DEUEV Birth Data page to enter birth date for the payee.
Object Name	GPDE_DV_BIRTH_DATA
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Use, Social Insurance, DEUEV Birth Data
Prerequisites	None
Access Requirements	Click the DEUEV Birth Data tab.

Contributions		SI Details		Retiree Health Insurance		DEUEV Birth Data	
Breit-Gossmann,Heiner			ID:	TSTSI_D11	Empl Rcd#:	0	
Name at Birth:	<input type="text"/>						
Name Prefix:	<input type="text"/> 						
Name Suffix:	<input type="text"/> 						
Date of Birth:	12/01/1934						
Birth Location:	<input type="text"/>						

Social Insurance - DEUEV Birth 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: **ID, Empl Rcd#**.

- Name at Birth** Enter the employee's **Name at Birth**.
- Name Prefix** Enter an appropriate **Name Prefix**.
- Name Suffix** Enter an appropriate **Name Suffix**.
- Date of Birth** The system populates **Date of Birth** from the employee's personal data.
- Birth Location** The system populates **Birth Location** from the employee's personal data.

Setting Up Your Employer Liability Insurance

Use the Employer Liability Insurance component to set up your liability insurance information. There are two pages in this component.

Employer Liability Insurance page

Usage	Use the Employer Liability Insurance page to set up your liability insurance details.
Object Name	GPDE_SI_ACCDT_STP
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Setup, Employer Liability Insurance, Employer Liability Insurance
Prerequisites	None
Access Requirements	Enter an Accident Insurance ID.

Employer Liability Insurance **Address Data**

Accident Insurance: BA

View All First 1 of 1 Last

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

*Description: Municipal Accident Insurance Association for Baden

Short Description: Baden Muni Accid Ins Lim: 10000.00

*Hazard	*Description	Accident Ins. Hazard class	
1 120	General accident insurance	4.1	+ -
2 121	Student accident insurance	4.5	+ -

Employer Liability Insurance 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, Description, Short Description.**

Accid Ins Lim (accident insurance limit) Enter the limit amount for the accident insurance.

Hazard Enter a hazard code.

Accident Ins. Hazard Class Enter the accident insurance hazard class.

Address Data page

Usage	Use the Address Data page to enter address data for your liability insurance.
Object Name	GPDE_SI_ACCDT_ADR
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Setup, Employer Liability Insurance, Address Data
Prerequisites	None.
Access Requirements	Click the Address Data tab.

The screenshot shows a web application interface. At the top, there are two tabs: 'Employer Liability Insurance' (selected) and 'Address Data'. Below the tabs, the text 'Accident Insurance: BA' is displayed. A blue header bar contains 'Address Data' on the left and 'View All First 1 of 1 Last' on the right. The main content area contains the following fields: 'Effective Date: 01/01/1900', 'Status: Inactive', and 'Country: DEU Germany'. There are also several empty text input fields and search icons.

Address 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: **Effective Date**, **Status**.

Country Select the appropriate country.

The remaining fields comply with PeopleSoft’s standard address formats. Enter the address information.

Employer Liability Insurance Page

Usage	Use the Employer Liability Insurance page to assign employer liability insurance to an employee.
Object Name	GPDE_SI_COOP_DATA
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Use, Employer Liability Insurance, Employer Liability Insurance
Prerequisites	None
Access Requirements	Enter an EmplID.

Employer Liability Insurance

Breit-Gossmann,Heiner ID: TSTSI_D11 Empl Rcd Nbr: 0

View All First ◀ 1 of 1 ▶ Last

Effective Date: + -

Accident Insurance:

View All First ◀ 1 of 1 ▶ Last

Hazard:

production/processing/reprocessing of radioactive materials + -

Employer Liability Insurance 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: **ID**, **Empl Rcd#**, **Effective Date**.

Effective Date

The system populates the **Effective Date** field with the start date that hazard code applies to the employee's job. You can override this date.

Accident Insurance

If utilized, **Accident Insurance** appears here.

Hazard

Enter the **Hazard** code. The possible values are stored in the Employer Liability Insurance table.

Contribution Groups Page

Usage	Use the Contribution Groups page to define the contribution group codes for contribution statements. PeopleSoft delivers and maintains the Contribution Groups table.
Object Name	GPDE_SI_STATCD
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Setup, Contribution Groups
Prerequisites	None
Access Requirements	Enter an SI Coverage Type.

Contribution Groups 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, Description, Short Description.**

- SI Coverage Type** The social insurance type that you selected appears in the **SI Coverage Type** field.

- Contribution Group** Enter a **Contribution Group**. You may enter any value in this field.

- Official SI Reporting Code** Specify the contribution group code in the **Official SI Reporting Code** field. Employers calculate contributions as social insurance liabilities for each month (or pay period) and generate a contribution statement for this amount which is transferred to the health insurance provider. In this statement, total contributions are summarized according to contribution group. You must assign the contribution groups to their respective insurance groups.

Contribution Rates Page

Usage	Use the Contribution Rates page to define health insurance contribution rates. Your health insurance providers should give you this rate information. The rates that you specify may apply to one or more health insurance providers. Laws regulate the contributions to the other social insurance types. PeopleSoft delivers and maintains these tables.
Object Name	GPDE_SI_RATE
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Setup, Contribution Rates
Prerequisites	None
Access Requirements	Enter a contribution code.

Contribution Rates	
Contribution Rate:	201A
View All First 1 of 1 Last	
*Effective Date:	01/01/2000 <input type="text"/>
Status:	Active <input type="text"/>
*Description:	Siemens BKK - West <input type="text"/>
Short Description:	SBK West <input type="text"/>
Reduced Taxfree Amount:	<input type="text"/>
Region:	West <input type="text"/>
View All First 1 of 1 Last	
Rates	
*Calculation Rate:	1 <input type="text"/>
*Description:	Normal <input type="text"/>
Frequency:	Monthly <input type="text"/>
*Currency Code:	DEM <input type="text"/>
Percent:	18.40 <input type="text"/>
Cost:	<input type="text"/>
Percent Employer:	9.200 <input type="text"/>
ER Contr:	<input type="text"/>

Contribution Rates 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**, **Description**, **Short Description**, **Currency Code**.

Reduced Taxfree Amount Enter the maximum non-taxable supplement provided by the employer, if reduced contributions apply.

Region Select a region—either *East* or *West*—where your company is located. Contributions to a health insurance provider vary depending on whether the contribution is from the new or old German states.

Rates

Calculation Rate The system calculates the rate depending on both the Health Insurance Provider and Contribution Group.

Contribution rates may be staggered within a contribution rate code, for example reduced rates may be applied to early retirees who cannot claim health insurance, and increased rates may be applied to employees with an employment contract with entitlement to sick benefits starting on the first day of sickness.

Enter the type of contribution rate in the **Calculation Rate** field: *1* for Normal, *2* for Increased, *3* for Reduced, and *4* for Agricultural Health Insurance.

Use the scroll bar to select **Calculation Rate 5** or enter a number for the type of contribution rate: **5** for Retiree Health Insurance).

Note. The calculation rate for employees with voluntary insurance coverage isn't predefined. You have to specify the calculation rate for employees with voluntary insurance coverage yourself.

Frequency

This field is automatically set to *Monthly*.

Percent

Enter the respective percentage of the gross pay up to the income limit.

Cost

Enter the total contribution amount for persons with voluntary insurance coverage to avoid problems when rounding off.

This applies only to voluntary insurance.

Percent Employer

The system calculates the employer's percentage and displays it here.

Warning! Don't enter a percentage in the field **Percent Employer** if the value for the type of calculation rate is **5**.

ER Contr (employer contribution)

The system calculates the employer's contribution and displays it here.

Warning! Don't enter an amount in **ER Contr** for the health insurance of retirees who are covered by mandatory health insurance. Doing so could lead to an incorrect calculation.

Pension Provider Page

Usage	The Pension Provider page lists all pension insurance providers in Germany. The table is updated regularly by PeopleSoft. You can update the table yourself if the need for important and urgent changes arises.
Object Name	GPDE_SI_P_PROVDR
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Setup, Pension Insurance Providers
Prerequisites	None

Access Requirements	Enter a Pension Area ID.
---------------------	--------------------------

Pension Provider

Pension Area: 02

Status:

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

Pension District:

Pension 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: **Status**.

Pension Area	Displays the ID that you selected when you accessed the page.
Pension Type	Enter the pension insurance provider.
Pension District	Enter the associated district.

Setting Up Health Insurance Providers

Use the Health Insurance Providers component to set up your employees' health insurance providers. There are three pages in this component.

Address Data Page

Usage	Use the Address Data page to enter general administrative data for health insurance providers.
Object Name	GPDE_SI_PROVDR1
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Setup, Health Insurance Providers, Address Data
Prerequisites	None
Access Requirements	Enter a social insurance provider.

Address 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: **Effective Date, Status, Description, Short Description, Country.**

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

Provider ID Enter a provider ID. This number is defined by you and signifies an internal logical order. You can select your own number (for example, 0001, 0002, and so on).

Note. If you select provider type *VDAK* (Association of Salaried Employees Health Insurance Providers), the provider ID is checked against the list of IDs valid for this association.

Insurance Details Page

Usage	Use the Insurance Details page to set up banking details for health insurance providers as well as information necessary for transferring contributions.
Object Name	GPDE_SI_PROVDR2
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Setup, Health Insurance Providers, Insurance Details
Prerequisites	None
Access Requirements	Click the Insurance Details tab.

Address Data		Insurance Details		Company Details	
Social Insurance Provider: 1001					
Insurance Details View All First 1 of 1 Last					
Effective Date:	01/01/1900	Status:	Active	+ -	
DEUEV Provider ID:	AOK				
Customer Number:	<input type="text"/>				
Pension Customer Number:	<input type="text"/>				
Bank ID:	<input type="text"/>				
Account #:	<input type="text"/>				
Deposit Schedule:	DEP2000				
HI % East:	201B	Siemens BKK - Ost			
HI % West:	201A	Siemens BKK - West			

Insurance Details 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**.

- DEUEV Provider ID** Enter the ID of the DEUEV provider responsible for collecting the health insurance contributions. The values originate from the DEUEV Providers table.

- Customer Number** Betriebsnummer. The health insurance provider supplies this number for identification and control purposes.

- Pension Customer Number** Zahlstellennummer. The health insurance provider supplies this number for identification and control purposes. It's used for pensions only.

- Bank ID** Enter your provider's bank ID.

- Account # (account number)** Enter the bank account number from the provider.

- Deposit Schedule** Specify the deposit schedule date by entering a value in the **Deposit Schedule** field.

- HI % East (health insurance percentage east)** Select a health insurance contribution rate for the eastern German states.

- HI % West (health insurance percentage west)** Select a health insurance contribution rate for the western German states.

Company Details Page

Usage	Use the Company Details page to specify pension payment agents and contributions accounts for transfers to the health insurance provider.
Object Name	GPDE_SI_PROVDR2

Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Setup, Health Insurance Providers, Company Details
Prerequisites	None
Access Requirements	Click the Company Details tab.

Company Details 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**.

Pay Entity Select your pay entity.

Note. PeopleSoft strongly recommends that you define your pay entity to be equal to your company.

Customer Number Enter your company's account number with the provider that you selected.

Pension Customer Number Enter the customer number of the pension payment agent that makes the transfers.



To set up more accounts and DEUEV providers, insert new rows.

Income Limits Page

Usage	Use the Income Limits page to view and set up income limits for individual types of social insurance. PeopleSoft delivers and maintains the Income Limits table, but you can also change the data yourself if necessary.
Object Name	GPDE_SI_FACTOR
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Setup, Income Limits
Prerequisites	None
Access Requirements	Select a limit type. In this field, East indicates the new German states ("neue Bundesländer") and West indicates the old states ("alte Bundesländer").

Income Limits

Limit Type: East

View All First 1 of 1 Last

*Effective Date: 01/01/2000 *Status: Active + -

Monthly Gross: 3,640.00 Monthly Pension Gross: 182.00

Daily Pay: 121.33 Low Income Monthly Gross: 630.00

Maximum Taxfree Amount: 370.09 *Currency Code: DEM

Income Limits View All First 1 of 4 Last

Social Insurance Branch

Health Insurance Monthly 5,325.00 Daily 177.50000 DEM

Income Limits 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**.

Limit Type

In this field, *East* indicates the new German states ("neue Bundesländer") and *West* indicates the old states ("alte Bundesländer").

Monthly Gross

Displays the monthly gross income limit prescribed by law for this limit type. If any changes occur in these amounts, enter them in the respective field.

Daily Pay

Displays the daily pay income limit prescribed by law for this limit type.

- Maximum Taxfree Amount** Displays the highest nontaxable contribution that the employer can make to private health insurance.
- Monthly Pension Gross** Displays the lower income limit for retiree health insurance.
- Low Income Monthly Gross** The **Low Income Monthly Gross** applies to low-income earners and is prescribed by law. Enter a new value if this amount changes.

Income Limits

Social Insurance Branch Select the relevant type of social insurance whose details you want to view: *Health Insurance, Nursing Care Insurance, Old Age Pension Insurance, or Unemployment Insurance.*

Note. You can change health insurance data at the employee level in the Social Insurance component.

For more information about the Social Insurance component, see Entering Social Insurance Data.

- Monthly** Displays the monthly income limit for this type of social insurance.
- Daily** Displays the daily income limit for this type of social insurance.

SI Units Page

Usage	Use the SI Units page to define all business units/branches as SI units.
Object Name	GPDE_SI_UNIT
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Setup, SI Units
Prerequisites	None
Access Requirements	Enter an SI Unit code.

SI Unit

SI Unit: BF001

View All First 1 of 1 Last

*Effective Date: 01/01/1900 Active

*Description: MS Betriebsstaette Berlin

Short Description: MSBSV

Employer SI Number: 98776629

SI Units 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**, **Description**, **Short Description**.

SI Unit	Betriebsstätte. Business Unit from SI provider's point of view.
Employer SI Number	Betriebsnummer der Betriebsstätte. Number of the Business Unit.

Using The March Clause

Social insurance contributions are normally calculated for the month in which an employee is paid. However, special rules apply to one-time payments made between 1 January and 31 March (for example, Christmas bonus, annual premiums, and vacation pay). You must assign these types of one-time payments *to the last pay period of the previous calendar year*, if the following conditions apply:

- The monthly contribution limit is exceeded by the one-time payment.
- The employment with mandatory insurance coverage already existed in the previous year.
- The prorated contribution limit is exceeded in the calendar year.

The annual contribution limit used in health and nursing care insurance as well as in pension and unemployment insurance changes from year to year. For employees who are exempt from health insurance contributions, the contribution limit is based on the pension insurance that they pay. One-time payments in such cases are processed as if they had been made in the last pay period of the previous calendar year.

The application creates a separate contribution statement because the contributions must be assigned to the previous year. The application also adjusts tax-withholding registrations that have already been submitted. However, the contributions are entered in the income tax statement for the current year (employer contribution to total social insurance contributions).

The March Clause is designed to prevent circumvention of the legally prescribed special regulations previously described for calculating insurance contributions when one-time payments are made at the beginning of the year.

Example of a March Clause Calculation

The annual contribution limits from the year 2000 are used in the following example, for instance, DM 77,400 for health and nursing care insurance and DM 103,200 for pension and unemployment insurance.

Suppose that an employee has been employed at a company for years and has been paying mandatory health insurance. His or her monthly pay is DM 6,000. In March, the employee receives a one-time payment of DM 4,500.

Calculation Data	Health Insurance/ Nursing Care Insurance	Pension Insurance/Unemployment Insurance
SI days from 1 Jan. to 31 March	90 days	90 days
Prorated annual contribution limit until March Health/nursing care insurance $77.400 * 90 / 360$ Pension/unemployment insurance $103.200 * 90 / 360$	DM 19,350	DM 25,800
Taxable pay until the end of March $3 * 6.000$	DM 18,000	DM 18,000
Difference (contribution limit for one-time payments)	DM 1,350	DM 7,800
One-time payment	DM 4,500	DM 4,500

The one-time payment and the regular pay exceed the annual contribution limit for health and nursing care insurance. However, the annual contribution limit for pension and unemployment insurance is not exceeded. Because the employee has mandatory health insurance coverage, the one-time payment is assigned to the last pay period of the previous year.

Although the contribution limit for pension and unemployment insurance is not exceeded, the one-time payment must still be assigned to the previous year's contributions to pension and nursing care insurance. This prevents the one-time payment for health and nursing care insurance and for pension and unemployment insurance from being assigned to different calendar years.

If the employee in our example did not have mandatory health insurance coverage, the one-time payment would be assigned to the pay period when payment was actually made (that is, March) because the prorated annual contribution limit for pension and unemployment insurance would not be exceeded.

In this case, the March Clause does not apply. If the employee did not have mandatory health insurance coverage, the annual prorated contribution limit for pension insurance contributions must be used to establish whether the one-time payment should be assigned to the previous year.

The system calculates the following rates for the employee:

<i>SI Type</i>	<i>Percentage Rate 1999</i>	<i>Percentage Rate 2000</i>
Health Insurance	12.8	13.0
Nursing Care Insurance	1.7	1.7
Pension Insurance	19.5	19.5
Unemployment Insurance	6.5	6.5

March Clause in Payslips and Pay Balances

When you process an employee's payslip and pay balances, note the following special features regarding the March Clause.

March Clause and Payslips

SL and *SM* pay elements may not be printed in the payslip. For this reason, you may not enter the elements in the print options when you want to print a payslip. Otherwise, the application prints two payslips if the March Clause is applied: one for the current month and the other for the last pay period of the previous year. Furthermore, the March Clause in this case would represent a retro payment for the employee.

The contributions that must be paid on top of the one-time payment are represented in the payslip by the normal pay elements (S0002 to S0020; see Table 2).

When the March Clause is applied, the application indicates on the payslip that the one-time payment has been assigned to the previous year.

March Clause and Pay Balances

All *SL* and *SM* pay elements (excluding the element *SL006T*) must be printed in the pay balance. For this reason, you must enter these elements in the Print Class pages. To access these pages, select Global Payroll (GER), Manage Payroll Process (GER), Setup, Print Class. When accessing the Print Class pages, choose a print class, then choose *DE_SI_Mxxx* or *DE_SI_Lxxx* as the element name.



For more information about the Print Class pages, see *Selecting the Print Class*.

When the March Clause is applied, entering these elements in the pay balance causes the contributions and social insurance gross to appear in the pay balance of the previous year. This means that they have been cancelled in the current year and assigned to the previous year.

Managing Retiree Health Insurance

Retirees with mandatory health insurance coverage must make contributions to the health and nursing care insurance providers for their company and professional pension plans. The companies that pay the pension plan benefits are referred to as DEUEV providers. These companies are responsible for the following tasks:

- Specifying the respective health insurance providers for the pension recipients.
- Notifying the health insurance provider of the beginning amount and, if necessary, changes to or the end of the pension payments.
- Calculating the contributions paid to the health and nursing care insurance providers and withholding these contributions.
- Paying these contributions to the respective health insurance providers.

Understanding Contributory and Noncontributory Payments

Global Payroll for Germany makes a distinction between contributory and noncontributory pension payments.

The following payments are contributory:

- Civil service pensions and mandatory retirement insurance pensions (including pension payments for civil servants and steelworkers as well as pensions farmers receive for giving up their holdings).
- Widows' and widowers' pensions.
- Orphans' pensions.
- Support payments for dismissed civil servants and their survivors.
- Earnings from secondary self-employment for employees with mandatory insurance.
- Other pension commitments that result from public sector employment or from employment with entitlements to a pension in accordance with civil service guidelines (including pensions from abroad or pensions received from intermediary or supra-national organizations, but not pensions paid by a foreign pension plan system).

- Pension payments for elected representatives, parliamentary state secretaries, and ministers (and, in certain cases, pensions for surviving dependents).
- Pensions from insurance and pension institutions for members of certain occupational groups.



Earnings from self-employment include earnings from secondary self-employment, from business firms, and agricultural and forestry work.

Pensions of a compensatory nature, such as military disability pensions, are exempt from contributions. Also exempt are pensions resulting from accidents and, in the case of an increased accident insurance, the difference between the normal accident insurance pensions and the increased accident insurance pensions, provided that the difference is at least one-twentieth of the increased accident insurance pensions.

The same applies to pensions paid by foreign pension plans and child support pensions to mothers born from 1921 onwards (1927 in the new federal states).

Temporary earnings are also exempt from mandatory contributions. Earnings can normally be considered temporary if they do not exceed a period of six months. The following are examples of noncontributory earnings:

- Temporary allowances.
- Temporary aid or temporary fees.
- One-time payments to widows/widowers.
- Severance pay.
- Death benefits.

You do not have to pay contributions for retirees with mandatory insurance who receive no statutory pensions or for retirees with voluntary private insurance coverage. However, you are obliged to notify the respective health insurance providers of the amount of the pension benefits and of any changes in the respective retiree status. This is why you still record these pension recipients with their respective amounts when processing the contribution statement.

You must also consider other social insurance payments when you handle retiree health insurance in order to guarantee a correct contribution statement, because these payments may result in the maximum income limit used to assess payable contributions being reached.

You must make entries for retiree health insurance at the table and employee level.

Understanding the Pension Payment Procedure

You can use the following general outline to report and deduct pension payments. Responsibilities shared by your company and the respective health insurance provider are structured as follows for the pension payment procedure:

1. You determine the health insurance provider of the pension recipient.
2. You notify the health insurance provider of the beginning date of pension payments and the amount.
3. The health insurance provider checks the requirements for health and nursing care insurance contributions and establishes a maximum income limit (HI gross maximum). The provider establishes whether or not pension payments are contributory, and if so, the start date and amount. The health insurance provider notifies you of the values calculated.
4. The health insurance provider sends the pension recipient a notification on the obligation to pay health and nursing care insurance contributions and notifies you of the contribution rate.
5. You store the contribution rate, calculate the contributions to health and nursing care insurance, withhold these amounts, and pay them.
6. You send the health insurance provider a monthly contribution summary and an annual contribution statement.
7. You notify the health insurance provider of any changes.
8. The health insurance provider sends you notification of changes (for example, if the income limit increases or if retirement insurance rates are adjusted).
9. You send the health insurance provider notification of when the pension payments stop.
10. The health insurance provider monitors the contribution deductions for health and nursing care insurance.

Looking at Special Cases

As a DEUEV provider, you must withhold and pay the health and nursing care insurance contributions of those persons with mandatory insurance coverage who receive statutory pension payments. This means that you are obligated to withhold contributions for retirees with mandatory nursing care insurance coverage as well as for employees with mandatory insurance coverage who also receive a statutory pension.

Statutory requirements or the agreements reached between the leading associations of health insurance providers and the leading organizations of DEUEV providers don't require you to withhold contributions from pension benefits if the following apply to you:

- You exceed the income limit, and multiple pension payments exist at the same time.



For more information about multiple pension payments, see [Multiple Pension Payments](#).

- You must pay contributions from back payments (not to be confused with retroactively withheld contributions).

Health insurance providers directly bill insured persons for contributions from back payments

of pension benefits, unless the back payment results from an adjustment of the pension payments to economic developments.

- You haven't deducted any contributions and the regular pension payments are no longer being made.
- You must pay contributions from settlements.
- You are responsible for less than 30 contributory pension recipients and you make an application to the respective health insurance providers.

The decision on whether exemption can be granted is based on all the pension recipients with mandatory insurance, regardless of their health insurance providers.

Multiple Pension Payments

Claiming contributions from retirees who draw multiple pension payments is not a problem, if their total pension payments, together with their statutory pension, do not exceed the maximum income limit. In this case, you withhold the full amount of the contributions paid by the retiree based on the pension payments he or she receives after the health insurance provider notifies you of the corresponding income limit.

If pension payments exceed the maximum income limit, the health insurance provider decides whether it will do the following:

- Withhold the contributions itself for one or all of the payments (and, if necessary, specify an income limit for the payments that remain at the DEUEV provider).
- Specify the income limit for all payments.
- Approve a contribution distribution plan upon application by the insured person or by the DEUEV provider.

Low-Income Earners

If pension payments don't exceed the lowest contribution minimum, or low-income earner limit, no health insurance contributions have to be made for the retiree. This limit is 1/20 of the basic monthly amount in accordance with § 18 Social Security Code IV (SGB IV).

- This limit must be considered separately every month. (If pension payments are paid in a varying payment pattern, they must be distributed accordingly in order to assess the low-income limit).
- This limit is subject to an annual dynamic adjustment process (because of the increase in the basic amount).

When you assess the low-income earner limit, you must consider the pension benefits and, if necessary, the earnings that an employee receives from secondary self-employment. The low-income earnings limit can also be applied to capitalized pension payments, if the monthly capitalization amount distributed over 10 years does not fall below the contribution minimum. The minimum requirement rule cannot be applied to low-income earners if the pension payments

exceed the contribution minimum, but that part of the pension payments subject to mandatory contributions remains below the low-income earner limit, owing to the amount of the contribution maximum (HI gross maximum).

Early Retirement Model Page (Setup)

Usage	Use the Early Retirement Model page (under the Setup navigation) to set up your early retirement model programs.
Object Name	GPDE_ER_MODEL
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Setup, Early Retirement
Prerequisites	None
Access Requirements	Enter an Early Retirement Model ID.

Early Retirement Model (Setup) 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**, **Description**.


- Pay Element Code** Enter a **Pay Element Code**.
- 3 Months Gross Percent** Enter the appropriate percentage.
- Monthly Gross Percent** Enter the appropriate percentage.


Early Retirement Model Page (Use)


Usage	Use the Early Retirement Model page (under the Use navigation) to assign your employees to early retirement model programs.
Object Name	GPDE_ER_EE_MODEL
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Use, Early Retirement
Prerequisites	None
Access Requirements	Enter an Employee ID.

Early Retirement Model

Breiter,Heiner Employee ID: DEME102001 Empl Rcd#: 0

Begin Date: 

***End Date:** 

***Early Retirement Model:** 

Exemption Annually:

Early Retirement Model (Use) 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: **EmplID, Empl Rcd#**.

Begin Date	Enter the early retirement model beginning date.
End Date	Enter the early retirement model ending date.
Early Retirement Model	Select an Early Retirement Model .
Exemption Annually	Enter the appropriate amount.

CHAPTER 3

Working With Taxes

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

- Tax offices
- Tax units
- Church tax
- Tax (General Tax Data, Tax Card Data and Employer Carryover pages)

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

Setting Up for Taxes

PeopleSoft delivers much of the set up information needed to calculate taxes in the system. In the Tax Office component, PeopleSoft delivers Address Data information, but you have to enter and maintain deposit data information. You also have to provide the data on the Tax units page. PeopleSoft delivers and maintains the church tax table, so you are not required to enter any information on the Church Tax Page.

Setting Up Tax Offices

The Tax Offices table contains the address of every tax office in Germany. You can edit this table in the Tax Offices component, which consists of the Address Data and Deposit Data pages. Note that PeopleSoft maintains *only* the addresses of the tax offices. You are responsible for setting up the banking details and home banks for the tax offices.

Address Data Page

Usage	Use the Address Data page to enter address information for a tax office. PeopleSoft delivers and maintains the Tax Offices table, but you can modify the data yourself if necessary.
Object Name	GPDE_TX_FIN_OFFC1

Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Setup, Tax Offices, Address Data
Prerequisites	None
Access Requirements	Enter a tax office.

Address 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: **Effective Date, Description, Short Description, Country, Phone.**

Tax Office Displays the tax office.



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

Deposit Data Page

Usage	Use the Deposit Data page to enter banking details for the tax office. The data on this page is not maintained by PeopleSoft; you must update this information when necessary.
Object Name	GPDE_TX_FIN_OFFC2
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Setup, Tax Offices, Deposit Data
Prerequisites	Deposit Data is the second page of a two-page component. You must

	first complete the Address Data page.
Access Requirements	Click the Deposit Data tab.

Deposit Date page

The following element is common to multiple pages in this application and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**.

- Tax Office** Displays the tax office.
- Bank ID** Enter the Bank ID.
- Account # (account number)** Enter the account number.
- Deposit Schedule** Specify the date of deposit.
- Filing Office** Select this option if the tax office is a filing office for your company.

Tax Unit Page

Usage	Use the Tax Unit page to enter your company's tax ID into the system.
Object Name	GPDE_TX_UNIT
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Setup, Tax Units
Prerequisites	None
Access Requirements	Enter a tax unit.

Church Tax

Church State: Bremen

View All First 1 of 1 Last

***Effective Date:** 01/01/1900

Spouse Distribution Percent: 0.00 **Minimum if No Income Tax**

Catholic Distribution Percent: 20.00 **Minimum for Tax Class V/VI**

Lump Sum Tax Rate: 7.00

*Religion	Tax Rate	Daily Min Tax	Monthly Min Tax	Max Pct
1 Roman Catholic	8.00	0.00	DEM 0.00	DEM 3.00
2 Old Catholic	8.00	0.00	DEM 0.00	DEM 3.00
3 Evangelical Lutheran	8.00	0.00	DEM 0.00	DEM 3.00
4 Evangelical Ref.	8.00	0.00	DEM 0.00	DEM 3.00
5 Israelite	5.00	0.00	DEM 0.00	DEM 3.00

Church Tax page

The following element is common to multiple pages in this application and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**.

- Church State** Displays the church state.
- Spouse Distribution Percent** Displays the portion of church tax that is to be deducted for the church affiliation of the spouse.
- Catholic Distribution Percent** For lump-sum tax types, this field displays the portion of church tax that is to be paid to the Roman Catholic Church. The remainder is directed to the Protestant Church.
- Lump Sum Tax Rate** If income tax is deducted in a lump sum for all employees, church tax is calculated according to the special tax rates for lump-sum income tax. In this case, this field displays the church tax lump-sum rate.
- Minimum if No Income Tax** Select this check box if the church state requires that a minimum church tax be deducted even if no income tax is payable. Do not select this option unless the church state provides for a minimum church tax rate.
- Minimum for Tax Class V/VI** Select this option if a minimum rate is to be deducted automatically for tax classes V and VI. Do not select this option unless the church state provides for a minimum church tax rate.
- Religion** Displays the religion.
- Tax Rate** Displays the church tax calculation factor.

Daily Min Tax (daily minimum tax)	Displays the minimum daily tax rate, if the church state regulates this amount.
Monthly Min Tax (monthly minimum tax)	Displays the minimum monthly tax rate, if the church state regulates this amount.
Max Pct (maximum percentage)	Displays the church tax ceiling, if the church imposes a maximum percentage.

Entering Tax Data

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

General Tax Data Page

Usage	Use the General Tax Data page to enter tax card data for an employee.
Object Name	GPDE_TX_DATA1
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Use, Taxes, General Tax Data
Prerequisites	None
Access Requirements	Enter an EmplID.

General Tax 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: **EmplID**, **Pay Entity**.

- Tax Unit** Displays the tax unit.
- Tax Number** Displays the tax number.
- Tax Office** Displays the tax office.
- Effective Date** Displays the current date when you enter a new record.

Income Tax Data

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

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

Chamber State If an employee works in Bremen or Saarland a special chamber tax must be paid. Select the chamber state. Valid values are *Bremen*, *Bremen BC*, *N/A*, and *Saarland*.

Tax Card Start Date Enter the date that you want to print as the employment start date on the tax card label. This date must be within the same year as the Effective Date.

When you enter a new record, the Effective Date field displays the current date. If no card exists for the current year, the current date is entered here. If a tax card already exists for the current year, the start date of this card is entered in the new **Tax Card Start Date** field.

Tax Adjustment

Monthly Adjustment Select this option if you want to make monthly tax adjustments for your employee.

Annual Adjustment Select this option to adjust the wage tax for the employee at the end of the year.

Church Annual Select this option to adjust the church tax when adjusting the monthly or annual adjustments. When selecting this option, you must also select **Monthly Adjustment** or **Annual Adjustment**.

Tax Card Data Page

Usage	Use the Tax Card Data page to enter an employee's tax card data.
Object Name	GPDE_TX_DATA2
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Use, Taxes,

	Tax Card Data
Prerequisites	This is the second page of a three-page component. You must first complete the General Tax Data page.
Access Requirements	Click the Tax Card Data tab.

The screenshot displays the 'Tax Card Data' page within a software application. At the top, there are three tabs: 'General Tax Data', 'Tax Card Data', and 'Employer Carryover'. The 'Tax Card Data' tab is active. The page header shows 'ID: TSTTX_K0101 0 Kirchensteuer, Testfall 1' and 'Pay Entity: D11 Test Berlin'. Below the header, there are navigation buttons: 'View All', 'First', '1 of 1', and 'Last'. The main content area contains several fields with labels and values:

- Effective Date:** 01/01/2000
- Tax Status:** Unlimited Tax Liability
- Tax Class:** II Tax Class II
- Number of Children:** 2.0
- Religion Employee/Spouse:** Roman Catholic
- Tax Office:** 1010 Saarlouis
- Locality:** WOHNUNGEMEINDE
- Exemption Annually:** 0.00 DEM
- Exemption Monthly:** 0.00 DEM
- Tax Card Closed On:** (empty field)

Tax Card 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: **EmplID, Pay Entity, Effective Date.**

Tax Status Select the tax status.

Tax Class Select the tax class.

Number of Children Enter the number of children for deduction purposes.

Religion Employee/Spouse Select the religion of the employee and the spouse. This is used in conjunction with information on the Church Tax page to determine the applicable church tax rate.

For more information about church tax rates, see the Church Tax Page.

***KUG Benefit Group** The KUG benefit group is determined in accordance with the German employment promotion act (Arbeitsförderungsgesetz).

***KUG Benefit Step** The KUG benefit step is determined in accordance with the German employment promotion act (Arbeitsförderungsgesetz).

Tax Office	Select the code of the appropriate tax office. The valid values are stored on the Tax Offices table.
Locality	Enter the municipality that issued the tax card.
Exemption Annually	Enter the employee's annual tax exemption.
Exemption Monthly	Enter the employee's monthly tax exemption.
Tax Card Closed On	<p>Displays the closing date for the tax card. Retroactive changes are taxed according to the cash method if the tax card has already been closed. In this case, the field already contains a date.</p> <p>If the Tax Card Closed On field displays a date, the remaining fields in the Tax Card Data and General Tax Data pages are display-only. Delete the date if you want to reactivate these fields.</p> <p>If this field has no date at the end of the year, you can enter the tax card data in the tax card of the next year using the New Tax Card report.</p>

Employer Carryover Page

Usage	Use the Employer Carryover page to enter the tax card data from an employee's carryover balance sheet. Regardless of how many balance sheets an employee has, you enter only the totals on this page. This information is then used during the payroll process to calculate tax adjustment and estimated yearly gross.
Object Name	GPDE_TX_CARD_CO
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Use, Taxes, Employer Carryover
Prerequisites	This is the third page of a three-page component. You must first enter data on the General Tax Data and Tax Card Data pages.
Access Requirements	Click the Employer Carryover tab.

General Tax Data		Tax Card Data		Employer Carryover	
ID: TSTTX_K0101		0 Kirchensteuer, Testfall 1		Pay Entity: D11 Test Berlin	
First 1 of 1 Last					
Effective Date:	01/01/2000				
2. Nbr of Work Interruptions:	<input type="text"/>	Carryover Currency:	<input type="text" value="DEM"/>		
3. Taxable Gross:	<input type="text"/>	9. Multiple Year Pension Gross:	<input type="text"/>		
4. Income Tax:	<input type="text"/>	10. Multiple Year Taxable Grs:	<input type="text"/>		
5. Solidarity Tax:	<input type="text"/>	15. KUG, SWG, Maternity Earns:	<input type="text"/>		
6. Church Tax Employee:	<input type="text"/>	16. Old Age Part Time Earnings:	<input type="text"/>		
7. Church Tax Spouse:	<input type="text"/>	17. DBA Earnings:	<input type="text"/>		
8. Pension Gross:	<input type="text"/>	17. ATE Earnings:	<input type="text"/>		

Employer Carryover 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: **EmplID, Pay Entity, Effective Date.**

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

15. KUG, SUG, Maternity Earns (KUG, SUG, Maternity Earnings)	Enter the KUG, SUG, and Maternity earnings from the carryover balance sheet.
16. Old Age Part Time Earnings	Enter the old age part-time earnings from the carryover balance sheet.
17. DBA Earnings	Enter the DBA earnings from the carryover balance sheet.
17. ATE Earnings	Enter the ATE earnings from the carryover balance sheet.

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

Calculating Lump-Sum Taxes

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

Overview of the Statutory Regulations for Lump-Sum Tax

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

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

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

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

In certain cases you can also process other earnings (one-time payments of up to DM 2,000,00 per year) according to specially defined lump-sum tax rates. These rates are approved by the tax office on request. This also applies to income taxes changed by the tax office following an external income tax audit.

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

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

Setting Up Lump-Sum Tax Deductions

Lump-sum taxes are not company-specific deductions, so they are set up and updated entirely by PeopleSoft. For this reason, the most important lump-sum tax deductions have already been defined in the system. If any important changes occur after an update, you can, of course, make the changes yourself.

You define the lump-sum taxes in the Deductions table. You enter data in the table through the Deductions component. To open this component, select Define Business Rules, Define Global Payroll Rules, Setup 3, Deductions.

You define all the lump-sum taxes used by your company in these pages. You then assign each lump-sum tax to an accumulator.



For more information about deductions, see Defining Deductions.

Defining New Accumulators for Lump-Sum Taxes

Each pay element must be added to an accumulator. The accumulator compiles all the calculation results from certain pay elements. Global Payroll uses this feature to help with payroll functions.

The accumulator provides the totals to the appropriate pay elements. Results are recorded at the precise moment they are required for calculations. For example, you can set up an accumulator to calculate overtime and then transfer the number of hours to specific pay elements.

The system provides a standard accumulator for all lump-sum taxes. However, you can also define your own accumulator.

In the Accumulators table, you can define accumulators and specify the pay elements that they are to use. The table is edited in the Accumulators component. To open this page, select Define Business Rules, Define Global Payroll Rules, Setup 3, Accumulators.



For more information about the Accumulators component, see Setting Up Accumulators.

Calculating Lump-Sum Tax

First, the system determines the taxable gross earnings for all lump-sum taxes. It uses the calculation rule *GROSS* to calculate all the gross lump-sum taxes, except for the lump-sum taxes for Swiss border workers, low-income earners, and temporary employees.

GROSS consists of one step. Using the object *GROSS_ACCUM_FOR_TAXES*, the calculation rule applies the SQL statement *GROSSTAX*. This SQL statement searches for the name of the corresponding accumulator in the Taxes table and identifies the pay elements of the accumulator in the Accumulators table. The SQL statement then determines the gross amount for the corresponding lump-sum tax from the pay element calculations on the result table.

After the taxable gross amount has been calculated, the system determines the amount of tax to be paid. The system calculates all the lump-sum tax amounts using the calculation rule *FLATRATE*.

FLATRATE also consists of one step. Using the object *GROSS_TIMES_RATE*, the calculation rule applies the SQL statement *FLATRT*. The SQL statement determines the name of the pay element that contains the gross amount (for example, T0013G) in the table Taxes. It then retrieves the result calculated in the result table and multiplies it by the tax rate that you defined in the Taxes table. This figure is used to calculate the actual tax amount.

Calculating Lump-Sum Tax With Special Tax Rates

Lump-sum taxes for Swiss border workers, low income earners, and temporary employees are not linked (they do not relate to specific earnings or pay elements). These employee types have a special tax status, and for this reason all of their earnings are processed using a special tax rate. You define the tax status at the employee level in the Tax Card Data page.



For more information about the Tax Card Data page, see Tax Card Data Page.

The system calculates the gross earnings for these lump-sum taxes according to special calculation rules (*G-SWISS*, *G-LOWINC*, and *G-CASUAL*). Each of these calculation rules consists of one step, which contains the object *GROSS_ACCUM_FOR_TAXES_SPC*.

GROSS_ACCUM_FOR_TAXES_SPC has a bind variable that points to the corresponding tax status. This object uses the SQL statement *GROSS-SP*, which determines gross earnings just like the SQL statement *GROSS*, but only for employees with the corresponding tax status.

After the gross tax amount is calculated, the system calculates the actual tax amount—just like all the other lump-sum tax types—using the calculation rule *FLATRATE*.

Calculating Lump-Sum Tax With Individual Tax Rates

You define an individual lump-sum tax rate on the Company Location page. To open this page, select Define Business Rules, Manage Human Resources (GBL), Setup, Company Table.

Cash Method Taxes

An employee may often receive earnings that are related to a much earlier pay period. These earnings are subject to statutory tax and social insurance requirements and deductions must be made accordingly. Global Payroll provides you with the functions that you need for this process.

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

Global Payroll provides you with the pay elements and the calculation rules for processing such payments according to the cash method.

Legal Requirements and Compliance

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

Tax Deductions

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

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

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

Social Insurance Contributions

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

Please also be sure to comply with the March Clause.



For more information about the March Clause, see Early Retirement Model Page (Setup).

Annual Income Tax Calculations

Global Payroll uses three income tax calculations that cover the entire calendar year. The following sections provide explanations of the system requirements for these three processes, as well as some calculation examples.

Annual Income Tax Adjustment

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

Purpose of the Annual Income Tax Adjustment

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

Annual Income Tax Adjustment by the Employer

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

Employees Eligible for Annual Income Tax Adjustments

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

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

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

- If so requested by the employee.
- The employee is taxed according to tax class V or VI in the adjustment year or in part of the

adjustment year.

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

Annual Income Tax Adjustment With PeopleSoft Payroll

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

How It Works

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

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

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

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

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

The following pay elements are generated for payback amounts:

- DE_TX_J001, Income tax payback.
- DE_TX_J019, Church tax payback.
- DE_TX_J023, Solidarity tax payback.

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

Permanent Annual Income Tax Adjustments

Purpose of the Permanent Annual Income Tax Adjustment

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

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

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

Employees Eligible for Permanent Annual Income Tax Adjustments

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

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

adjustment at the conclusion of the calendar year end.

Permanent Annual Income Tax Adjustment With PeopleSoft Payroll

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

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

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

Calculation Example

<i>Pay Period</i>	<i>Regular pay</i>	<i>Tax Days</i>	<i>Tax</i>
January	7.000	30	
February	6.000	30	
March	7.000	30	
April	9.000	30	
Sums 01 through 03	20.000	90	3163
Sums 01 through 04 (See auxiliary calculation)	29.000	120	4928
April			1765

Auxiliary calculation:

Anticipated annual gross	29.000	:120 * 360 =	87.000
Tax on anticipated gross:			14.784
Tax on 01 - 04	14.784	:360 * 120 =	4.928
Tax 04		4.928 - 3.163 =	1.765

Income Tax on One-Time Payments

Carryovers according to the tax card are included to determine accrued pay (January–July).

The following is an example of calculated income tax for a one-time payment made in August 1999.

<i>Pay Period</i>	<i>Regular pay</i>	<i>Onetime payment</i>
January	9429,73	
February	9429,73	7396,27
March	9429,73	
April	9429,73	
May	9429,73	
June	9429,73	
July	9429,73	1438,10
August	9840,73 *	10.118,25
Total January - July:	66.008,11	

* entire taxable gross (may be imputed)

Total January - July:	=	66.008,11		
9.840,73 * 5 (anticipated)	+	49.203,65		
	+	7396,27		
	+	1438,10		
	=	124.046,13	Annual tax, tax class 3	26.596
	+	10.118,25		
	=	134.164,38	Annual tax	30.180
Tax 04			Difference (tax on bonus)	3584

Double Taxation Treaty and Global Assignment Ordinance

The processes for administering double taxation and global assignments use the pay elements and accumulators set up by PeopleSoft and comply precisely with the regulations defined in the applicable German Double Taxation Treaty (DBA) and Global Assignment Ordinance (ATE). This means you can process the payroll accounts of German citizens working abroad for limited periods of time.

Each of the pay elements used for this purpose has one of the following functions:

- Accumulator for balancing entries to taxable gross pay.
- Summary of the foreign payments on imputed totals, to simplify reports.
- Automatic deduction of imputed taxes.

Because employees who work abroad are paid via domestic payroll accounts, pay elements that are based on contra entries and imputed totals can be matched with payroll earnings. The normal PeopleSoft pay run then ensures the correct taxation of earnings and transfers foreign earned income to the bank accounts of the employees working abroad. If an employee works abroad for an extended period, you can set up pay elements for contra entries and imputed amounts as special earnings that automatically appear in the payroll of the respective pay period.

If required, Global Payroll deducts an imputed tax for employees who work abroad.

Understanding German Absence Rules

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

This section supplements the absence documentation provided in the *PeopleSoft 8 Global Payroll PeopleBook*. Before you begin reading about German absence functionality, read the Understanding Absences chapter to become familiar with how PeopleSoft Global Payroll handles absence processing.

Absence Setup Steps for Germany

Before you can enter and process absences, you must complete various setup steps. We describe the general setup steps under Absence Set-Up and Management Tasks in the *PeopleSoft 8 Global Payroll PeopleBook*. Following are the specific steps applicable to Global Payroll for Germany:

To prepare PeopleSoft Global Payroll for Germany for absence processing:

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

You can find instructions for creating and assigning work schedules in the Using Schedules section of the *PeopleSoft 8 Global Payroll PeopleBook*.

2. Define holiday schedules.

Instructions for creating and assigning holiday schedules are in the Using Schedules section of the *PeopleSoft 8 Global Payroll PeopleBook*.

3. Define or modify entitlement and take elements.

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

4. Create entitlement plans.

Entitlement plans provide a convenient way to define the amount of paid time off to which employees are entitled for vacation, sickness, accidents, or other reasons that you define.

You can base entitlement on weekly work days, age, length of service, or other factors. When you run the Absence process, the system retrieves the entitlement plan associated with the payee to determine the entitlement that is appropriate for the absence that is being processed.

5. Assign entitlement plans to the Tariff Table.

After you define your entitlement plans, you associate them with tariffs using the Tariff Table page described in the Understanding German Tariffs section of this book. This links payees to the entitlement plan that is associated with their tariff. You assign entitlement plans directly to payees using a supporting element override.

6. Assign absence elements to payees and process lists.

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

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

Delivered Absence Rules

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

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

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

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



For more information about the priority feature and how you can modify priorities, see Priority Page in the Defining Absence Elements section of the *PeopleSoft 8 Global Payroll PeopleBook*.

Absence Reason	Take Element	Units	Earnings Units Paid	Earnings Units Unpaid	Priority
Vacation	DE_AB_M60	D2	D2B	D2U	300

Vacation unpaid	DE_AB_M30			D1	300
Vacation unpaid DEUEV relev.	DE_AB_M31			D1	300
Sick	DE_AB_M10	D3	H2B	H2U	100 KUG
Curing	DE_AB_M15	D3	D1		100 KUG
Sick unpaid	DE_AB_M11			H2	100
Paid absence	DE_AB_M55		H2		400
Educational leave	DE_AB_M78			D1	100
Military service < 3days	DE_AB_M70	D1	D1		200
Military training	DE_AB_M75			D1	200
Military service	DE_AB_M76			D1	200
Instead of military service	DE_AB_M77			D1	200
Not excused unpaid	DE_AB_M50			H1	150
Unpaid	DE_AB_M56			H1	150
Training leave	DE_AB_M69	D1	H1		500
Maternity	DE_AB_M79			D1	100
Legal strike	DE_AB_M20			H1	300
Work accident	DE_AB_M16	D3	H1B	H1U	100
Work accident unpaid	DE_AB_M17			H1	100
Travel accident	DE_AB_M18	D3	H1B	H1U	100
Travel accident unpaid	DE_AB_M19			H1	100
Bummelei unpaid	DE_AB_M40			H1	200
KUG normal	DE_AB_M90		H2		100
KUG sick	DE_AB_M91		H2		100
Marriage	DE_AB_MB0 01		D2		700
Marriage of the children	DE_AB_MB0 02		D2		700
Golden anniversary of parents	DE_AB_MB0 03		D2		700
Childbirth of wife	DE_AB_MB0 04		D2		700
Death of spouse	DE_AB_MB0		D2		700

	05				
Death of parents, children, and other relatives	DE_AB_MB006		D2		700
Moval active job	DE_AB_MB007		D2		700
Moval because of job	DE_AB_MB008		D2		700
Job anniversary 25, 40, 50	DE_AB_MB009		D2		700
Childcare	DE_AB_MB020		D2		700

Delivered Entitlement Elements

We deliver four entitlement elements with Global Payroll for Germany:

- DE_AB_VACA: vacation.
- DE_AB_SICK: sick time.
- DE_AB_WACC: work accident.
- DE_AB_TACC: travel accident.

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

Modifying Take Elements

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

The following earnings codes and count formulas affect social insurance, tax, and DEUEV calculations and cannot be changed.

Earnings Code	Formulas Related to Earnings Code
DE_SI_0012_RE (social insurance reduction days)	<p>DE_AB_SIREN_1DAY reduces with the first unpaid day</p> <p>DE_AB_SIREN_1MON reduces after 1 month unpaid</p> <p>For unpaid absences, these formulas calculate the number of SI reduction days. Payroll also considers SI reduction days for new hires and terminations within a month. Depending on the absence take, SI days must be reduced with the first unpaid day or after a waiting period of 30 days.</p>
DE_TX_NOI (work interruptions)	<p>DE_AB_UDAYS_COUNT</p> <p>Counts the number of at least 5 consecutive days a payee is absent without pay (referred to as a work interruption).</p>
DE_AB_DEU_AB* (DEUEV stop reason)	<p>DE_AB_DEUEV_GEN</p> <p>DEUEV Beginning of work interruption</p>
DE_AB_DEU_AN* (DEUEV start reason)	<p>DE_AB_DEUEV_GEN1</p> <p>DEUEV End of work interruption</p>



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

Changing Count Formulas

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

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

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

The table below lists the count formulas that PeopleSoft delivers. An *X* in the Day Count column indicates that the formula is an appropriate selection for the Day Count field on a take element's Day Formula Page. An *X* in the Earnings Units column indicates that the formula is appropriate for the Element Name - Unit field in the Units tab of the Day Formula page. You can use the Formula View Page to view a formula.

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

Counts scheduled days excluding holidays. (Counts holiday if Holiday Type = space.) Can be used if earnings code is for a paid absence. Considers system element PIN DAY COUNT UNP.			2B
<i>Count work days without public holiday unpaid:</i> Scheduled days without holidays (counts if holiday type = space). Can be used if earnings code is for an unpaid absence. Considers system element PIN DAY COUNT UNP.		X	DE_AB_COUNT_D 2U
<i>Calendar days</i>	X	X	DE_AB_COUNT_D 3
<i>Calendar days + reduction of holiday:</i> Calendar days reduced by the units for public holiday with formula DE_AB_COUNT_HOLRED.	X		DE_AB_COUNT_D 3BAL
<i>Scheduled hours:</i> Scheduled hours with holiday (ignores holiday type).	X	X	DE_AB_COUNT_H 1
<i>Scheduled hours + reduction of holiday:</i> Scheduled hours with holiday (ignores holiday type) reduced by the units for public holiday with formula DE_AB_COUNT_HOLRED.	X		DE_AB_COUNT_H 1BAL
<i>Scheduled hours paid:</i> Scheduled hours with holiday (ignores holiday type). Can be used if earnings code is for a paid absence.		X	DE_AB_COUNT_H 1B
<i>Scheduled hours unpaid:</i> Scheduled hours with holiday (ignores holiday type). Can be used if earnings code is for an unpaid absence.		X	DE_AB_COUNT_H 1U
<i>Scheduled hours without public holiday:</i> Scheduled hours without holiday (counts if holiday type = space).	X	X	DE_AB_COUNT_H 2
<i>Scheduled hours without public holiday paid:</i> Scheduled hours without holiday (counts if holiday type = space). Can be used if earnings code is for a paid absence.		X	DE_AB_COUNT_H 2B
<i>Scheduled hours without public holiday unpaid:</i> Scheduled hours without holiday (counts if holiday type = space). Can be used if earnings code is for an unpaid absence.		X	DE_AB_COUNT_H 2U

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

Example of Count Formula DE_AB_COUNT_H1B (Scheduled Hours Paid)

```

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

```

Calculating Entitlement for Paid Vacation

PeopleSoft delivers the formula DE_AB_VAC_ENTCALC1, which you can use to calculate entitlement for paid vacation. The formula calculates entitlement monthly and prorates entitlement when a payee works less than a full month. It automatically increases entitlement for new hires and grants entitlement annually for existing employees.

The formula does the following:

1. Calculates entitlement for the current month, taking calendar segmentation into account. It prorates entitlement based on calendar days and stores the result in the month-to-date accumulator, DE_AB_VAC_ENTMONTH.
2. Calculates entitlement for the remaining months of the calendar year and stores the result in the variable element, DE_AB_TEMP2.
3. For the last slice or segment in the calendar, the formula does the following:
 - Calculates the new annual entitlement by taking the entitlement for the current month (DE_AB_VAC_ENTMONTH) and adding to it the entitlement for the previous month (stored in the year-to-date accumulator, DE_AB_MONSUM), and entitlement for the remaining months of the year, until year-end or the payee's termination date (DE_AB_TEMP2).
 - Determines whether the calculated annual entitlement represents a new entitlement (January or a new hire) or an adjustment to the previous month's calculation.

Defining Absence Entitlement Plans

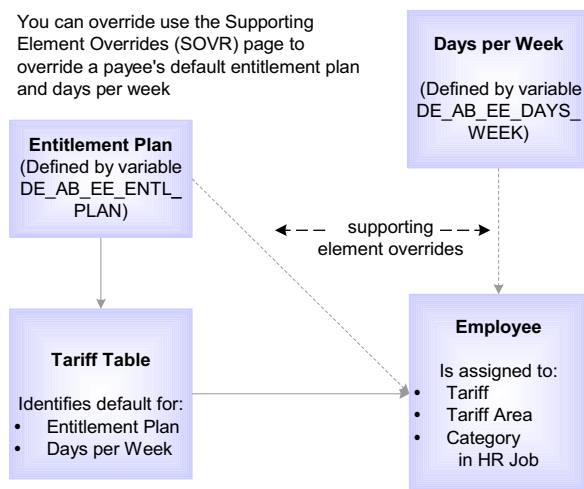
An entitlement plan specifies the number of paid absence units to which payees are entitled for a variety of absence reasons, such as vacation time, sickness, and accidents. For each entitlement reason, you can enter the number of entitlement units that should be granted based on the number of workdays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

entitlement plans provide a convenient method of grouping a set of entitlement rules into a single plan.

Assigning Entitlement Plans to Payees

You assign an entitlement plan to each tariff area using the Base Information page in the Tariff Factor Table component. The entitlement plan associated with the payee’s tariff area (as defined on the Job Labor page in PeopleSoft Human Resources) becomes the payee’s default entitlement plan. You can override the default plan and assign a different entitlement plan directly to a payee using the Supporting Element Overrides page.

If you do not associate an entitlement plan with a payee (either through use of the Tariff Factor Table or the Supporting Element Overrides page), vacation entitlement for the payee is automatically set to 25 (as calculated by the formula, DE_AB_VAC_ENTFORM). Entitlement for sickness, work, and travel accident is automatically set to 44.44 (as calculated by the per absence entitlement formula, DE_AB_ENTFORM_PA).



Defining a payee's entitlement plan and days per week



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

To override a payee’s default entitlement plan:

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

Element Type field: select *Variable*.

Element Name field: select DE_AB_EE_ENTL_PLAN.

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

Adjusting an Employee’s Number of Workdays per Week

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

The number of workdays per week comes from the Tariff Factor Table. You can use the variable element DE_AB_EE_DAYS_WEEK to override this number for individual employees. Use the Supporting Element Overrides page to enter the override amount for the variable.

Absence Entitlement Plans: General Data Page

Usage	Use the General Data page to name the entitlement plan and enter the effective date of the plan.
Object Name	GPDE_AB_ENTITLEMNT
Navigation	Global Payroll (GER), Maintain Payroll Data (GER), Setup, Absence Entitlement Plans
Prerequisites	None
Access Requirements	Enter the code for the entitlement plan.

The screenshot shows the 'General Data' tab selected. The 'Entitlement' field contains 'ENTPLAN01'. Below it is a table with the following data:

*Effective Date:	01/01/1998	*Status:	Active
*Description:	dont touch Entitlement Plan 01		
Short Description:	Plan01		

Absence Entitlement Plans: General 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: **Effective Date, Status, Description, Short Description.**

Entitlement Displays the entitlement plan name that you entered to access this page.

Absence Entitlement Plans: Detail Data Page

Usage	Use the Detail Data page to specify the number of vacation days to award to employees based on their age, length of service, or other vacation entitlement.
Object Name	GPDE_AB_ENTITLEDE
Navigation	Global Payroll (GER), Maintain Payroll Data (GER), Setup, Absence Entitlement Plans
Prerequisites	The entitlement elements and formula elements that calculate entitlement for the plan must be defined.
Access Requirements	Click the Detail Data tab.

General Data | Detail Data

Entitlement: ENTPLAN01

Status: Active

Effective Date: 01/01/1998

Element: DE_AB_VACA

*Entitlement: DE_AB_VACA *Formula: DE_AB_VAC_ENTCALC

Days/Week	Between Age and Age	Between Service Years and Service Years	Job Function Code	Entitlement	Additional Entitlement
1	99	99		6.000	
2	99	99		12.000	
3	99	99		18.000	
4	99	99		24.000	

Absence Entitlement Plans: Detail 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: **Effective Date**, **Status**.

Entitlement

This field is populated automatically based on the entitlement plan that you entered to access this page.

Element

Entitlement

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

Formula

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

To calculate entitlement for paid vacation, you can use the formula element named DE_AB_VAC_ENTCALC1 that PeopleSoft delivers with Global Payroll for Germany. The formula automatically prorates entitlement for payees who leave or join the company mid-period.

For more information, see Calculating Entitlement for Paid Vacation.

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

Absence Entitlement Details**Days/Week**

Enter the number of workdays per week that corresponds to the entitlement amount. For example,

5 days/week results in vacation entitlement of 30 days/year.

4 days/week results in vacation entitlement of 24 days/year.

Between Age

If entitlement in your plan varies according to age, enter the age from which an employee is eligible.

When calculating entitlement, the system uses the end of the calendar year to determine a payee's age. For example, assume the pay period is January 2000 and you are paying an employee who was born 31 December 1950. The system considers the age of this employee to be 50 years—not 49 years.

and Age

If entitlement in your plan varies according to age, enter the age until which an employee is eligible.

The age you enter in this field represents the payee's age as of 31 December of the current year.

Between Service Years

If entitlement in your plan varies according to length of service, enter the minimum number of years of service required for this entitlement.

The number of years you enter in this field represents years of service as of 31 December of the current year.

and Service Years

If entitlement in your plan varies according to the length of service, enter the maximum number of years of service allowed for this entitlement.

The number of years you enter in this field represents years of service as of 31 December of the current year.

Job Function Code

Enter the job function code to which the plan applies. (Job function code is not used by the delivered lookup formulas.)

For more information about defining job function codes, see Entering German Nation Duvo Codes in the Administering Your Workforce section of your *PeopleSoft Human Resources PeopleBook*.

Entitlement

Enter the number of units of entitlement that you want to grant to the payee.

Additional Entitlement

You can enter an additional entitlement amount in this field. (Additional entitlement is not considered by the delivered formulas such as DE_AB_VAC_ENTCALC1 for paid vacation or DE_AB_ENTFORM_PA for sickness, work accident, and travel accident.)

Issuing Advance Payment for Vacations

You use the Absence Event Entry page to record actual absences. To grant a payee advance payment for a vacation, enter the payment amount and a date in the User Defined fields on the Absence Event Entry Detail page when you record the absence.

The screenshot shows the 'Absence Event Input Detail' page. At the top, there are fields for 'Name' (DE_AB_M60), 'Type' (Vacation), and 'Source' (On-line). Below these are 'Process Action' (Normal), 'Manager Approved' (checked), and 'Voided' (unchecked). A 'User Defined Fields' section contains four pairs of dropdown and input fields: 1) Mon, 550.550000, DEM, 2) Dte, 01/08/2000, 3) empty, 4) empty. An 'Override' section has 'Entitlement' and 'Adjustment' input fields. At the bottom, there are date fields for '*Begin Date' (01/04/2000), '*End Date' (01/09/2000), and '*Original Begin Date' (01/04/2000), along with checkboxes for 'Partial Hours', 'Or Half Day', and 'Or All Days'.

View of the Absence Event Input Detail page when entering a request for advance payment

In the first user defined field, labeled **1**), select **Mon** (monetary) and enter the amount of the payment and currency code.

In the second field, labeled **2**), select **Dte** (date) and enter the date for which you want to generate positive input in the amount stated in the first field. If the vacation falls within more than one pay period, for example 31 July to 5 August, the date you enter determines the pay period in which the advance payment is processed. For example, a date of 31 July causes the positive input to be generated for July; a date of 5 August, causes the positive input to be generated during the August payroll.

Entering Maternity and Educational Leave Data

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

Use the Maternity Leave page to record the details of a maternity leave or educational leave.

Maternity Leave Page

Usage	Use the Maternity Leave page to enter data for a maternity or educational leave.
Object Name	GPDE_AB_EE_MATERN
Navigation	Global Payroll (GER), Maintain Payroll Data (GER), Use, Maternity Leave
Prerequisites	None
Access Requirements	Enter the employee ID.

Maternity Leave 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: **ID**, **Empl Rcd#** (employee record number).

Expected Date of Birth Enter the child’s expected birth date.

Date of Birth Enter the child’s date of birth. When you enter this date, the system recalculates the end date of the protection period.

Absence Take Maternity

From Enter the begin date of the maternity leave.

To Enter the end date of the maternity leave.

Absence Take Enter the take element for the maternity leave.

Absence Take Educational Leave

From Enter the begin date of the educational leave.

To Enter the end date of the educational leave.

Absence Take Enter the take element for the educational leave.

Letter Details

Letter Code	Select the code for the letter you want to send to the employee. You define letter codes in PeopleSoft Human Resources. (Develop Workforce, Administer Training (GBL), Setup, Standard Letter Table.)
Date Letter Printed	Enter the date on which you want to print the letter.

Batch Processing

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

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

Absence Process List and Sections

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

The sections within DE AB ABSENCE are as follows:

- DE_ABS_INIT: Initialize section. Executes multiple counts in preparation for absence calculations. For example, counts scheduled days, scheduled hours, public holidays (days and hours).
- DE_ABS_ENTITLEMENT: Calculates entitlement.
- DE_ABS_TAKE: Calculates take.
- DE_ABS_TERM_SECT: Calculates vacation pay-off for terminated payees.
- DE_ABS_GEN_PI: Generates positive input for earnings and deductions.



We deliver a separate process list, DE MT PRCLST, for maternity leave.

CHAPTER 5

Understanding Old Age Part-Time Employment

Old Age Part-Time (OAPT) is defined in the Altersteilzeitgesetz and is required when employees request it of German companies. OAPT requires the calculation of payroll increases and grosses. PeopleSoft Global Payroll for Germany calculates the statutory and voluntary increases for both gross earnings and gross earnings for pension insurance.

Overview

Through old age part-time work, an employee over the age of 55 can work half a normal workweek for up to five years, and receive half of the normal payments during this time. In addition to this, the employer must pay the following:

- At least 20 percent of the part-time salary as a tax-free gross increase (Increase 1).
- At least 70 percent of the former full-time net (Increase 2).
- Pension insurance contributions for the difference between old age part-time gross and 90 percent of full-time gross (Increase PI Gross).

Increase 1

The statutory gross increase is defined as 20 percent of the part-time gross during OAPT. If you are using a voluntary gross increase in your calculations, that amount replaces the obligatory 20 percent and therefore must be a greater percentage. The difference is the amount that you pay without a refund from the employment office.

The relevant part-time gross consists of the recurring and one-time earnings depending on the following conditions:

<i>If</i>	<i>Then</i>
Recurring earnings are above the social insurance limit.	Use the recurring earnings only.
Recurring earnings are below the social insurance limit, but recurring earnings plus the bonus exceed the social insurance limit.	Use the social insurance limit.
Recurring earnings plus the bonus are below the social insurance limit.	Use the sum of recurring earnings and the bonus.

Increase 2

The statutory gross increase to the minimum net is defined as the difference from 70 percent of the fictitious full-time net. Bonus payments are included in this calculation. Increase 2 is only granted if the sum of the part-time gross and the statutory Increase 1 do not exceed the minimum net.

The calculation base for the tariff minimum net excludes bonus payments.

The system compares Increase 2 and the tariff minimum net and uses the greater of the two.

Increase PI Gross

In addition to gross increases, you have to increase the gross used to calculate pension insurance and pay the contributions for this increased amount. By law, 90 percent of the full-time contributions must be paid. This means you must pay the difference between what the employee actually pays, and the 90 percent of what they paid when working full time. If you want, you may pay more than this amount.



The system provides no processes to evaluate whether or not an employee can participate in an old age part-time program. You, as the payroll administrator, must decide whether the necessary requirements have been met (for example, reducing work time by half, 3 years of full-time employment before old age part-time employment, at least 55 years old, and so on). Note also that the system does not verify whether the conditions for entitlement to reimbursement of these increases by the employment office (for example, hiring unemployed persons or taking on employees when they finish their vocational training, and so on) have been satisfied.

Payroll Objects

Accumulators and Sample Contents

Accumulators for Regular Old Age Part-Time Earnings

Accumulators	Description	Example Elements
DE_AZ_A_L50	Earnings that are reduced for old age part-time work (regular pay)	DE_ER_M10000 Monthly base pay DE_ER_M10001 Monthly base pay DE_ER_M10002 Base pay DE_ER_M10004 Base pay DE_ER_M10010 Monthly wage DE_ER_M11010 Recurring addition for performance

		<p>DE_ER_M11020 Special addition</p> <p>DE_ER_M11040 Work addition</p> <p>DE_ER_M15030 Shift addition</p> <p>DE_ER_M25000 Guaranteed income</p>
DE_AZ_A_L100	Earnings for old age part-time work that cannot be halved (100 percent), for example, fringe benefit company car	<p>DE_ER_M11000 Addition according to contract</p> <p>DE_ER_M13000 Recurring Provision</p> <p>DE_ER_M13010 Bank account fee monthly</p> <p>DE_ER_M13100 Capital accumulation addition by employer</p> <p>DE_ER_M20120 Rent benefit</p> <p>DE_ER_M25010 Recurring monetary equivalent advantage</p>
DE_AZ_A_LMA	Overtime Pay Within OAPT	<p>DE_ER_M15000 Overtime</p> <p>DE_ER_M15001 Overtime</p> <p>DE_ER_M15063 Nighttime work/additional work</p>
DE_AZ_A_STF	Tax-free additions Sunday/Holiday	<p>DE_ER_M11800 Tax-free addition by employer</p> <p>DE_ER_M15020 Holiday work white collar</p> <p>DE_ER_M15021 Night work/additional work</p> <p>DE_ER_M15025 Holiday 1.5, 25.12, 26.12</p> <p>DE_ER_M15035 Irregular nighttime work as additional work</p> <p>DE_ER_M15036 Irregular nighttime work as additional work</p> <p>DE_ER_M15037 Irregular nighttime work as additional work</p> <p>DE_ER_M15038 Irregular nighttime work as additional work</p> <p>DE_ER_M15070 Sunday addition</p> <p>DE_ER_M15080 Tax-free addition</p> <p>DE_ER_M24050 Tax-free Abfindung</p>

Accumulators for One-Time Payments, Old Age Part-Time Work

Accumulators	Description	Example Elements
DE_AZ_A_E50	Earnings that are reduced for old age part-time work (bonus)	DE_ER_M12000 Bonus DE_ER_M22200 13 th month payment
DE_AZ_A_E100	Bonus earnings for old age part-time work that are not halved (100 percent)	DE_ER_M13020 Annual bank account fee DE_ER_M25012 Annual monetary equivalent advantage
DE_AZ_A_PTYE50	Bonus Prorated by OAPT Period This Year	DE_ER_M14000 Vacation pay
DE_AZ_A_PLYE5	Bonus Prorated by OAPT Period Last Year	DE_ER_M14001 Tantieme

Result Element of the Calculation**Gross Increases**

Element	Description
ER_DE_AZ_AUF1F	Voluntary Gross Increase OAPT
ER_DE_AZ_AUF1G	Compulsory Gross Increase OAPT
ER_DE_AZ_AUF2G	Compulsory Minimum Net Increase OAPT
ER_DE_AZ_AUF2T	Minimum Net Increase Tariff OAPT

Gross Amounts for Pension Insurance

Element	Description
AC_DE_AZ_0009T	OAPT Compulsory Difference Amount Base
AC_DE_AZ_0010T	OAPT Voluntary Difference Amount Base
AC_DE_AZ_0011T	OAPT Compulsory Difference Amount Bonus
AC_DE_AZ_0013T	OAPT Voluntary Difference Amount Bonus
AC_DE_AZ_M011T	Compulsory Difference Amount March Clause
AC_DE_AZ_M013T	OAPT Voluntary Difference Amount MC (March clause)

Contributions

<i>Element</i>	<i>Description</i>
DD_DE_AZ_0011A	Pension Insurance Contribution Compulsory Increase Bonus
DD_DE_AZ_0013A	Pension Insurance Contribution Voluntary Increase Bonus
DD_DE_AZ_0018A	Pension Insurance Contribution Compulsory Increase Base
DD_DE_AZ_0018B	Pension Insurance Contribution Voluntary Increase Base
DD_DE_AZ_M011	OAPT March Clause Contribution ER (employer)
DD_DE_AZ_M013	OAPT Voluntary Contribution ER MC

Old Age Part-Time Model Page

Usage	Use the Old Age Part-Time Model page to enter the percentages used by your company in old age page time calculations.
Object Name	GPDE_AZ_MODEL
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Setup, Old Age Part-Time
Prerequisites	None
Access Requirements	Enter an old age part-time model.

Old Age Part-Time Model

OAPT Model: AAA

View All First 1 of 1 Last

Effective Date: + -

Description:

Increase 1 Compulsory in %:

Minimum Net Compulsory in %:

Minimum Net Tariff in %:

Increase 1 Voluntary in %:

Increase PI Gross Compulsory %:

Increase PI Gross Voluntary %:

OAPT Part Time Percentage:

Old Age Part-Time Model 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, Description.**

OAPT Model	Displays the old age part-time model.
Increase 1 Compulsory in % (Increase 1 compulsory in percent)	The amount of the old age part-time gross refunded by the employment office. By law, this must be 20 percent.
Minimum Net Compulsory in % (minimum net compulsory in percent)	The minimum net compulsory refund. By law, this must be 70 percent of the flat full-time net pay.
Minimum Net Tariff in % (minimum net tariff in percent)	This percentage comes from the tariff contract.
Increase 1 Voluntary in % (Increase 1 voluntary in percent)	This is the amount a company may voluntarily pay as Increase 1. This percentage must include the compulsory amount in Increase 1 Compulsory in %.
Increase PI Gross Compulsory % (Increase PI gross compulsory percentage)	The employment office refunds the difference between this percentage of the full-time gross and the part-time gross.
Increase PI Gross Voluntary % (Increase PI gross voluntary percentage)	The employment office may voluntarily refund the difference between this percentage of the full-time gross and the part-time gross. This percentage must include the compulsory amount in Increase PI Gross Compulsory % .
OAPT Part Time Percentage	This is the percentage of OAPT time that the employee works. If the employee works half time in OAPT, this is 50 percent.

Old Age Part-Time Data Page

Usage	Use the Old Age Part-Time Data page to assign an old age part-time model to an individual employee.
Object Name	GPDE_AZ_EE1
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Use, Old Age Part-Time
Prerequisites	You must first define the old age part-time model on the Old Age Part-Time Model page.
Access Requirements	Enter an employee ID and an employee record number.

Old Age Part-Time Data

Grün, Alex Employee ID: TSTD0V_13 Empl Rcd#: 0

View All First 1 of 1 Last

*Begin Date: 09/01/2000

*End Date: 04/30/2001

*OAPT Model: AAA adfAWS

OAPT Type: With Reimbursement

Sick Fill Agreed

Agreement Signed

Blocking

Old Age Part-Time 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: **EmplID**, **Empl Rcd#**.

- Begin Date** Enter a begin date. This date limits the period in which the model applies.
- End Date** Enter an end date. This date limits the period in which the model applies.
- OAPT Model** The code for the selected model is displayed here.
- OAPT Type** Select an option from the drop-down list box. You can select *None*, *With Reimbursement*, or *Without Reimbursement*.
- Sick Fill Agreed** Select this option if the employer has agreed to make payments during an employee illness.
- Agreement Signed** Select this option if the agreement has been signed.

CHAPTER 6

Understanding German 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 Germany for the business or industrial sector in which the company is working, such as banking or metal. Tariffs are already in the PeopleSoft Global Payroll system as translate table values.

Additional labor agreement terms, such as salary plans or employee reviews, can be applied based on the tariff area, which is usually a region or location. You establish tariff areas using the Tariff Area Germany Page.

You use the Tariff Factors component and the Work Time Definition Page to define conditions for tariffs for your company.

Tariff Area Germany Page

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

Tariff Area Ger

View All First 1 of 1 Last

Tariff: Metal Tariff Area: M02

*Effective Date: 01/01/1900

*Status: Active

Description: Metall Hamburg

Short Description: Met Hambg

Tariff Area Germany 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, Description, Short Description.**

Tariff	Displays the tariff.
Tariff Area	Displays the tariff area that corresponds with the tariff.

Defining Tariff Factors

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

Common Page Information for the Tariff Factors Component

Tariff	Displays the tariff that you enter in the search page.
Tariff Area	Displays the tariff area that corresponds to the tariff.
Employee Category	Select the employee category for which you wish to enter information. Valid values are <i>Apprentice, Award, CompPens, Doctorant, Half Orpha, Hired Help, No Status, Retiree, Retiree OT, Retrainee, Salary, Student, Trainee, Wages, and Wid/Orph.</i>

You select the employee category only once in the Base Information page. After that, the value that you selected automatically appears 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, vacation pay percentage, sick pay, and bank fees.
Object Name	GPDE_ER_TRF_FCTR2
Navigation	Global Payroll (GER), Maintain Payroll Data (GER), Setup, Tariff Factors, Base Information
Prerequisites	You must first define the Tariff Area on the Tariff Area Germany page.
Access Requirements	Enter a Tariff and Tariff Area.

Base Information 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**. The following elements are common to multiple pages in this component and are defined at the front of this section in Common Page Information 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
(percentage vacation bonus)

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

% Additional Sick
(percentage additional sick)

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 before you can select it for the employee here.

For more information about defining an entitlement plan, see PeopleSoft 8 Global Payroll for Germany, “Understanding German Absence Rules”.

Bank Fee

Bank Account Fee Enter the amount for the bank account fee and 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. This field is display-only.

KUG Subsidy Page

Usage	Use the KUG Subsidy page to enter information for the KUG employer subsidy.
Object Name	GPDE_ER_TRF_FCTR2B
Navigation	Global Payroll (GER), Maintain Payroll Data (GER), Setup, Tariff Factors, KUG Subsidy
Prerequisites	KUG Subsidy is the second page in the Tariff Factors component. You must first enter data on the Base Information page.
Access Requirements	Enter a Tariff and a Tariff Area.

The screenshot shows the 'KUG Subsidy' page with the following details:

- Tariff:** 01 Metal Processing
- Tariff Area:** M02 Metall Hamburg
- Category:** View All First 1 of 1 Last
- Effective Date:** 11/17/2000
- Status:** Active
- Employee Category:** Wages
- KUG Employer Subsidy:** View All First 1 of 1 Last
- KUG Employer Subsidy %:** 55.00
- Termination Date:**
 - Terminated Prior to KUG Begin
 - Terminated During KUG Period
- Basis:**
 - Not Applicable
 - Net
 - Gross

KUG Subsidy 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.** The following elements are common to multiple pages in this component and are defined

at the front of this section in Common Page Information for the Tariff Factors Component:
Tariff, Tariff Area, Employee Category.

KUG Employer Subsidy

KUG Employer Subsidy % Specify the KUG employer subsidy percentage.
 (KUG employer subsidy percentage)

Basis

Not Applicable Select this option if neither **Net** nor **Gross** applies.

Net Select this option if net pay is used as the basis when calculating KUG.

Gross Select this option if gross pay is used as the basis when calculating KUG.

Termination Date

Terminated Prior to KUG Begin Select this option if the termination date is prior to the KUG begin date.

Terminated During KUG Period Select this option if the termination date is during the KUG period.

Bonus Payment Page

Usage	Use the Bonus Payment page to enter data for the thirteenth month income.
Object Name	GPDE_ER_TRF_FCTR3
Navigation	Global Payroll (GER), Maintain Payroll Data (GER), Setup, Tariff Factors, Bonus Payment
Prerequisites	Bonus Payment is the third page in the Tariff Factors component. You must first enter data on the Base Information and KUG Subsidy pages.
Access Requirements	Enter a Tariff and a Tariff Area.

Base Information	KUG Subsidy	Bonus Payment	Calculation Details
Tariff:	01	Metal Processing	
Tariff Area:	M02	Metall Hamburg	
Category			View All First 1 of 1 Last
Effective Date:	11/17/2000	Status:	Active
Employee Category:	Wages		
Element			View All First 1 of 1 Last
Element Type:	Formula	*Element Name:	DE_SI_H_CALC_BONU
13th Month Income			View All First 1 of 1 Last
	Months of Service	*Percent	
	1 25	10.00	

Bonus Payment 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**. The following elements are common to multiple pages in this component and are defined at the front of this section in Common Page Information for the Tariff Factors Component: **Tariff**, **Tariff Area**, **Employee Category**.

Element

Element Type

Select the element entry type for the thirteenth month income. Valid values are *Abs Entitle* (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 manually enter the thirteenth month pay in the paysheet.

Calculation Details Page

Usage	Use the Calculation Details page to define the percentages and amounts for certain types of premiums.
Object Name	GPDE_ER_TRF_FCTR4
Navigation	Global Payroll (GER), Maintain Payroll Data (GER), Setup, Tariff Factors, Calculation Details
Prerequisites	Calculation Details is the fourth page in the Tariff Factors component. You must first enter data on the Base Information, KUG Subsidy and Bonus Payment pages.
Access Requirements	Enter a Tariff and a Tariff Area.

The screenshot displays the 'Calculation Details' page. At the top, there are navigation tabs: 'Base Information', 'KUG Subsidy', 'Bonus Payment', and 'Calculation Details'. Below the tabs, the following information is displayed:

- Tariff:** 01 Metal Processing
- Tariff Area:** M02 Metall Hamburg
- Category:** View All First 1 of 1 Last
- Effective Date:** 11/17/2000 **Status:** Active
- Employee Category:** Wages

The main section is titled 'Calculation Details' and contains a table with the following columns: Element Entry Type, *Element Name, Element Entry Type, *Element Name, Percent, Amount, and Currency Code. The table has one row:

Element Entry Type	*Element Name	Element Entry Type	*Element Name	Percent	Amount	Currency Code
1 Formula	DE_AB_VAC_PAYOFF_I	Variable		15.00	100.00	USD

Calculation Details 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**. The following elements are common to multiple pages in this component and are defined at the front of this section in Common Page Information 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 Assign*, *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.
Currency Code Enter the currency code.

Working Time Definition Page

Usage	Use the Working Time Definition page to define working time details, such as hours per day and hours per week for a company.
Object Name	GPDE_ER_TRF_FCTR1
Navigation	Global Payroll (GER), Maintain Payroll Data (GER), Setup, Working Time Definition
Prerequisites	None
Access Requirements	Enter a Tariff and a Tariff Area.

The screenshot shows the 'Work Time Definition' page. At the top, it displays 'Tariff: 01 Metal Processing'. Below that is a blue header bar with 'Work Time Definition' and navigation controls like 'View All', 'First', '1 of 1', and 'Last'. The main content area includes 'Tariff Area: M02 Metall Hamburg' with expand/collapse buttons, '*Effective Date: 11/17/2000' with a calendar icon, and '*Status: Active' with a dropdown menu. There are three main sections: 'Hours' with fields for Hours per Day (8), Hours per Week (40), Standard Monthly Hours (160.00), and Hours per Year (1920); 'Days' with fields for Work Days per Week (5), Days per Month (20), and Days per Year (240); and 'Weeks' with a field for Weeks per Month (4). At the bottom, there are checkboxes for 'New States', 'Variable Monthly Pay', and 'Regular Monthly Pay'.

Working Time Definition 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**.

Tariff Displays the tariff.

Work Time Definition

Tariff Area Displays the tariff area that corresponds to the tariff.

New States Select this check box if the Tariff Area is within one of the five new German states.

Variable Monthly Pay Enter the variable monthly pay.

Regular Monthly Pay Enter the regular monthly pay.

Hours

Hours per Day Specify the hours per day.

Hours per Week Specify the hours per week.

Standard Monthly Hours Specify the hours per month.

Hours per Year Specify the hours per year.

Days

Work Days per Week Specify the 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 weeks per month.

CHAPTER 7

Managing Payroll Data

When you hire a new employee, you must enter basic data such as the employee's name, employment record, and job in the PeopleSoft Human Resources Management System. This data is the basis for all the tasks involved in human resources management, such as salary plans or payroll processing. In addition, you enter information about retroactive processing for payees in PeopleSoft Global Payroll.

This section describes how to enter instructions for income guarantees, and explains how to enter additional job data and general remarks for an employee.



For more information about setting up employees, see Understanding Payee Data in the *PeopleSoft 8 Global Payroll PeopleBook*.

Guaranteed Income Page

Use the Guaranteed Income page to establish an employee's guaranteed income. This is required, for example, when an employee is eligible for a pay adjustment because of reduced performance, or when he is transferred to a different job for age-related reasons. On the Guaranteed Income page you record the base values for the employee's overall pay. The system associates the guaranteed income information that you enter on this page with the earnings element that you select.

Usage	Use the Guaranteed Income page to enter the base value for the employee's pay.
Object Name	GPDE_ER_GUARANT
Navigation	Global Payroll (GER), Maintain Payroll Data (GER), Use, Guaranteed Income
Prerequisites	None
Access Requirements	Enter the employee ID and the employee record number, if applicable.

Guaranteed Income 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#** (employee record number), **Effective Date**.

Tariff Factor

Tariff

Select the type of tariff that applies to the employee. Valid values are *Agricult* (agriculture), *Banks*, *Ceramics*, *Chem* (chemicals), *Cigarettes*, *Civil Serv* (civil service), *Clothing*, *Coal*, *Constr* (construction), *Export*, *Glass*, *Harbours*, *Housing*, *Insurance*, *Leather*, *Metal*, *Newsp* (newspapers), *Oil&Gas*, *Paper*, *Paper Proc* (paper processing), *Periodical*, *Printing*, *Retail*, *Rubber*, *Sawmills*, *Textiles*, and *Timber*.

Tariff Area

Enter the code for the tariff area.

For more information about tariff areas, see PeopleSoft 8 Global Payroll for Germany, "Understanding German Tariffs".

Guarantee Type

Enter the guarantee type specified in the labor agreement. Valid values are *Type 1*, *Type 2*, and *Type 3*.

Employee Category

Select the applicable employee category: **Wage Earner**, **Salaried Employee**, or **Apprentice**.

Salary Plan/Grade/Step

You assign salary plans, salary grades, and steps to employees using the Job function in PeopleSoft Human Resources.

Pay Slip Print	If you want to print a pay slip for the employee, select the Pay Slip Print check box.
Pay Slip Address	Specify the address to which the pay slip should be sent. Valid values are Location Address (Company address) or Personal Address .
Termination Date	Enter the date you want to stop printing pay slips, if applicable.

General Remarks Page

Usage	Use the General Remarks page to enter additional information for a payee.
Object Name	GPDE_AL_ACCT_INFO
Navigation	Global Payroll (GER), Maintain Payroll Data, Use, General Remarks
Prerequisites	None
Access Requirements	Enter the employee ID.

General Remarks

Lacasse, Peter Employee ID: KUI014 Empl Rcd#: 0

View All First 1 of 1 Last

Effective Date: 07/28/1990

Balance Information:

Description:

General Remarks 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: **ID**, **Empl Rcd#**, **Effective Date**.

Balance Information You can enter information about the balance in this field.

CHAPTER 8

Managing BVV Pension Funds

The Pension Insurance Association of the German Banks and Banking Industry (BVV) is an intercompany pension fund as defined in § 1 Section 3 of the German Company Pension Plan Act. This type of insurance isn't direct insurance as defined in § 1 Section 2 of the Company Pension Plan Act, but rather can only be taken out within the framework of mandatory enrollment based on employment in a member company. If an employee leaves a member company, coverage can continue on a voluntary basis. In addition, you can tax employer contributions into the pension fund as a lump sum.

In PeopleSoft Global Payroll for Germany, the contribution statement is an electronic data interchange notification, which includes personal and other data on contributions for an insured person according to contribution class. For reasons of immediacy and completeness, you must report transaction records even if they do not involve the payment of contributions. You report back and retro payments separately for an insured person according to the months in which the payments take effect. In addition, you can also process employee contributions to other types of insurance, such as supplemental insurance policies, voluntary insurance policies, and voluntary differential payments towards existing basic insurance policies.

Understanding BVV Pension Funds

Before you set up a BVV company, you should understand how Global Payroll for Germany handles BVV registration, tax regulations, and BVV contribution statement requirements.

Understanding Registration

You need to register all employees with mandatory insurance coverage, including self-employed field workers who work exclusively for a member company. In such cases, these workers are considered statutory employees. When you register an employee for the first time, enter 00000000 as the BVV member number and then specify the actual hire date for employment with the company. Every insured person receives an eight-digit BVV membership number. This eight-digit number is a check number, which the PeopleCode checks.



For more information about entering the BVV member number, see BVV Employee Data Page.

Understanding Tax Regulations

You need to add employer contributions to an employee's taxable earnings and have the employee pay the resulting taxes unless you pay income tax as a flat amount. The flat rate is 20 percent of the employer contributions, including church tax. If the employee pays a flat rate tax, the employer contributions are subject to social insurance.

If the employee changes from a member company to another company that is not a member and continues insurance on a voluntary basis, the new employer can participate in payment of the insurance contributions. However, a flat rate is applicable in this case only if the employer contributions are based on mandatory requirements.

Setting Up Accumulators

In order to create BVV contribution statements, you need to set up two specific accumulators. The accumulators themselves are PeopleSoft-delivered, but you might want to add your own salaries. The following table lists the accumulators required for BVV gross earnings and provides examples of the elements that they contain.

Accumulators	Description	Example Elements
TBV00	Earnings relevant to regular BVV gross	M10000 Regular salary + M10001 Salary + M10002 Base pay + M11010 Monthly pay + M85100 General pay proration -
TBV05	Earnings relevant to BVV one-time pay, gross	M14000 Vacation pay + M14001 Profit-sharing bonuses +



For more information about setting up accumulators, see [Setting Up Accumulators](#).



Earnings included in the BVV gross for one-time payments are required for payroll calculation in the following calendar year. Global Payroll for Germany uses the element TBVV2T for the system carryover.

Understanding Pay Elements

The following table lists the pay elements related to BVV. PeopleSoft automatically generates these pay elements for each BVV employee.

<i>Pay Element</i>	<i>Type</i>	<i>Description</i>
DE_DD_BVV 00	Deduction (=DD)	Total BVV Contribution
DE_DD_BVV 10	Deduction (=DD)	BVV Employee Contribution
DE_DD_BVV 20	Deduction (=DD)	BVV Employer Contribution
DE_ER_BVV 23	Earning (=ER)	BVV Lump-Sum Tax EE
DE_ER_BVV 24	Earning (=ER)	BVV Lump-Sum Tax ER
DE_ER_BVV 25	Earning (=ER)	BVV Tax EE (qualified EE discount)
DE_ER_BVV 26	Earning (=ER)	BVV Tax ER (qualified EE discount, gross-up)
DE_DD_BVV 30	Deduction (=DD)	BVV Voluntary
DE_DD_BVV 40	Deduction (=DD)	BVV Additional Risk Insurance
DE_DD_BVV 50	Deduction (=DD)	BVV General Supplemental Insurance
DE_DD_BVV 60	Deduction (=DD)	BVV Differential Amount
DE_DD_BVV 70	Deduction (=DD)	BVV Contr Military / Civilian Service

Understanding Contribution Payments

You must make contributions to the BVV by the tenth day of every month. If you cannot make a contribution statement by this time, you can pay the contribution in the form of a partial payment that corresponds to the amount of the anticipated contribution.

For other benefits such as maternity benefits, the contributions must be set up in the corresponding contribution class. Employers are not obligated to pay contributions for inactive or suspended jobs, such as during maternity leave and extended maternity leave. No contribution is withheld when an employee dies or reaches retirement age.

Understanding Contribution Classes

Employees with mandatory insurance coverage are divided into contribution classes according to their monthly earnings. This classification process includes special payments such as commissions, travel expenses, and profit-sharing bonuses. Because profit-sharing bonuses, awards, and irregular commissions can be totaled only at the end of the year, you must determine the sum of these payments by December at the latest. One-twelfth of the sum that must be included when figuring an employee's income limit can be calculated in December and added to the payments to be made on the first of the next year. This calculation is then included in the contribution statement. One-time payments such as those for marriage and birth as well as overtime earnings are not included in the contribution calculations.

The following table shows the contribution classes and contributions (figures from October 2000).

Contribution Classes	Monthly Income*More Than	Monthly Income*Up to	Monthly Contribution*	Contribution Share*Company	Contribution Share*Employee
5		500	24,40	16,50	7,90
6	500	600	32,60	22,00	10,60
7	600	700	40,50	27,30	13,20
8	700	800	48,70	32,80	15,90
9	800	1.000	64,20	42,60	21,60
10	1.000	1.250	73,00	49,00	24,00
11	1.250	1.500	85,00	57,00	28,00
12	1.500	1.750	105,00	70,00	35,00
13	1.750	2.000	122,00	82,00	40,00
14	2.000	2.250	140,00	94,00	46,00
15	2.250	2.500	155,00	105,00	50,00
16	2.500	2.750	170,00	115,00	55,00
17	2.750	3.000	186,00	126,00	60,00
18	3.000	3.250	204,00	138,00	66,00
19	3.250	3.500	220,00	149,00	71,00
20	3.500	3.750	235,00	159,00	76,00
21	3.750	4.000	253,00	171,00	82,00
22	4.000	4.250	269,00	182,00	87,00
23	4.250	4.500	284,00	192,00	92,00
24	4.500	4.750	300,00	203,00	97,00
25	4.750	5.000	318,00	215,00	103,00
26	5.000	5.250	334,00	226,00	108,00
27	5.250	5.500	350,00	237,00	113,00
28	5.500	5.750	367,00	248,00	119,00
29	5,750	6.000	383,00	259,00	124,00
30	6.000	6.250	399,00	270,00	129,00
31	6.250	6.500	416,00	281,00	135,00
32	6.500	6.750	432,00	288,00	144,00
33	6.750	7.000	448,00	299,00	149,00

34	7.000	7.250	464,00	309,00	155,00
35	7.250	7.500	481,00	321,00	160,00
36	7.750	8.000	497,00	331,00	166,00
37	8.000	8.250	513,00	342,00	171,00
38	8.250	8.500	529,00	353,00	176,00
39	more than 8.500		546,00	364,00	182,00

* Values are expressed German Marks.



Note. Global Payroll for Germany assigns employees with mandatory insurance coverage who work only part of the month to the contribution class that corresponds to the earnings paid for the respective full-time working hours.



You can view all BVV contribution classes on the BVV Contribution Classes page. **For more information** about this page, see BVV Contribution Class Page.

Handling Interruptions of Employment and Withdrawals

Global Payroll for Germany treats an interruption as a suspension of contribution payments rather than as a withdrawal. You enter the reason for an employment interruption as one of the process types beginning with 0 on the BVV Employee Data page. The second digit corresponds to the reason for the interruption.



If you select process types 01 through 09 (interruption) on the BVV Employee Data page, Global Payroll determines both the contribution share and contribution class. If no BVV gross is available, the system creates a reporting record without a contribution, indicating a contribution class of 00 and the respective process type.

Classes 10 through 19 are for withdrawals. You use withdrawal and registration notifications to report internal company transfers that result in changing the BVV company. When an employee's employment or affiliation with the company is terminated, you specify the termination date, the reason for termination, and the employee's most recent valid address.



Enter information about an employee's employment interruption or withdrawal on the BVV Employee Data page. **For more information** about this page, see BVV Employee Data Page.

Use the following process types to indicate the reason for the interruption or withdrawal:

Type	Reason
01	Maternity leave
02	Rehire commitment
03	Temporary military service
04	Unpaid leave
05	End of supplemental sick pay
07	Change to part-time
09	Other reasons
10	Previously class 00 and not termination reasons 11-18
11	Death
12	Retirement disability
13	Old age pension
16	Insurance suspended from the beginning
17	Change to part-time (= withdrawal)
18	Termination (resignation)
19	Other type of termination

Determining Contributions

In Global Payroll, the PAY_ABRECHNUNG process calculates the BVV contribution. You define all earnings that are relevant to the regular BVV gross in the accumulator TBV00 and all the one-time payments relevant to the *next* calendar year in the accumulator TBV05.

The PAY_ABRECHNUNG process determines the accumulator TBVV1G (BVV regular, gross) and adds the element TBVV2T (BVV 1/12 one-time payment in previous year) to this total. The system then stores this amount with the contribution class (TBVVBK), the BVV total contribution (TBV00), the BVV employee contribution (TBVV10), and the BVV employer contribution (TBVV20) from the Contribution Classes page (GPDE_BV_RATE).

If the following fields on the BVV Employee Data page (GPDE_BV_EE_SETUP) contain a value, they are saved in the element listed.

Field	Element
BVV Difference	DE_DD_BVV60
BVV Voluntary Contribution	DE_DD_BVV30
BVV Additional Contribution for RVZ	DE_DD_BVV40

Field	Element
BVV Additional Contribution for AZV	DE_DD_BVV50
BVV Contribution for Civil Service	DE_DD_BVV70



For more information about the BVV Contribution Classes page, see BVV Contribution Class Page. **For more information** about the BVV Employee Data page, see BVV Employee Data Page.

Setting Up a BVV Company

You set up a BVV company for your organization and then define a BVV reporting record using the BVV Company component. There are two pages in this component.

BVV Company Page

Usage	Use the BVV Company page to set up a BVV company for your organization.
Object Name	GPDE_BV_COMPANY1
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Setup, BVV Company, BVV Company
Prerequisites	None
Access Requirements	Enter a company.

BVV 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: **Company, Effective Date, Status, Address, Postal Code, City.**

- BVV Company Number** Enter the four-digit numerical code that the BVV issues.
- BVV Fund Type** Select either *Pension* or *Support*.
- BVV Name** Enter the BVV name.
- Bank ID** Select the bank ID for this BVV company. This is used as a transfer account and is provided by BVV.
- Account #** (account number) Enter the account number for this BVV company.

BVV Reporting Page

Usage	Use the BVV Reporting page to define a BVV reporting record. The BVV defines the sorting fields on this page and provides you with the information to enter here. You use these to sort the data files and reports every time you send information to the BVV company.
Object Name	GPDE_BV_COMPANY2
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Setup, BVV Company, BVV Reporting
Prerequisites	None
Access Requirements	Click the BVV Reporting tab.

The screenshot shows a web-based form titled "BVV Reporting". At the top, there are tabs for "BVV Company" and "BVV Reporting". Below the tabs, the "Company" field is set to "OPM" and the "Location" is "OPM - Location". A navigation bar includes "View All", "First", "1 of 1", and "Last". The main form area contains the following fields:

- Effective Date:** 01/01/1998
- Status:** Active
- *BVV Sort Key:** [0]
- *BVV Sort Key Length:** [0000]
- *BVV Insurance Sort Key:** [0]
- *BVV Sort Key Length:** [0000]
- *BVV Sort Key Z1:** [0]
- *BVV Sort Key Z2:** [0]
- *BVV Sort Key Z3:** [0]
- *BVV Sort Key Z4:** [0]

BVV Reporting 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: **Company**, **Effective Date**, **Status**.

- BVV Sort Key** Enter the BVV sort key provided by BVV.
- BVV Sort Key Length** Enter the BVV sort key character length.
- BVV Insurance Sort Key** Enter the insurance sort key provided by BVV.
- BVV Sort Key Z1–Z4** Enter the additional sort keys provided by BVV.

BVV Contribution Class Page

Usage	Use the BVV Contribution Class page to display BVV contribution amounts for a specific contribution class. The table displays a validity record per contribution class (00–36). PeopleSoft delivers this table with data valid as of October 2000. You must enter any changes delivered by BVV.
Object Name	GPDE_BV_RATE
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Setup, BVV Contribution Classes
Prerequisites	None
Access Requirements	Enter a BVV contribution class.

BVV Contribution Class

BVV Contribution Class: 12

Definition View All First 1 of 1 Last

*Effective Date:

BVV Class Limit Amount:

BVV Total Contribution:

BVV Employer Contribution:

BVV Employee Contribution:

*Currency Code: Deutsche Mark

BVV Contribution Class 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, Currency Code.**

- BVV Contribution Class** Displays the contribution class.
- BVV Class Limit Amount** Displays the upper limit of the monthly earnings of this contribution class.
- BVV Total Contribution** Displays the sum of the BVV employer contribution and BVV employee contribution.
- BVV Employer Contribution** Displays the amount that the employer pays toward the BVV pension fund.
- BVV Employee Contribution** Displays the amount that the employee pays toward the BVV pension fund.



For more information about contribution classes, see Understanding Contribution Classes.

BVV Employee Data Page

Usage	Use the BVV Employee Data page to enter BVV employee data. This is where you specify each employee with mandatory insurance coverage who participates in BVV reporting.
Object Name	GPDE_BV_EE_SETUP
Navigation	Global Payroll (GER), Maintain Payroll Taxes (GER), Use, BVV

	Employee Data
Prerequisites	None
Access Requirements	Enter an EmplID (employee ID).

BVV Employee Data

Heiermann,Hugo Employee ID: AZ005 Empl Rcd#: 0

View All First ◀ 1 of 1 ▶ Last

Effective Date: 10/08/2000 [BT] BVV Member Nbr: [] [+ -]

Hire Date: 05/05/2000 [BT] Company Seniority Date: 05/05/2000 [BT]

BVV Process Type: 04 Unpaid Leave [v]

BVV Difference: [] Employer Pays BVV Contribution

BVV Voluntary Contribution: [] BVV Tax Paid by Employer

BVV Contribution for RZV: [] Unlimited Tax BVV Contribution

BVV Contribution for AZV: [] BVV Contribution Without Bonus

BVV Contrib for Civil Service: [] Class: [] *Currency Code: DEM [Q]

BVV Employee Data page

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

BVV Member Nbr (BVV member number)

Enter the employee's employee ID reported by the BVV. The eighth digit of the employee ID is a check digit.

Note. Enter 00000000 when you register an employee for the first time, and replace this number later, after the BVV provides an employee ID number.

Hire Date

Enter the employee's hire date.

Company Seniority Date

Enter the date when BVV membership through your company began. You can enter a date other than the actual BVV hire date in the case of an intercompany job transfer.

BVV Process Type	<p>In the case of a job interruption or withdrawal, select the related BVV process type from the drop-down list box.</p> <hr/> <p>For more information about these process types, see Handling Interruptions of Employment and Withdrawals.</p> <p>Note. In the case of a termination (process type 10–19), do not enter the last day worked as the effective date, but rather the <i>first day after termination</i>. For example, if an employee leaves the company at the end of the month, the effective date that you enter is the first day of the following month.</p> <hr/>
BVV Difference	<p>An employee may voluntarily pay more than the legal minimum payment to the basic pension insurance. If this is done, enter the differential payment here.</p>
Employer Pays BVV Contribution	<p>Select this check box if the employer pays all BVV insurance contributions. No employee contributions (TBVV10) are paid while this check box is selected.</p>
BVV Voluntary Contribution	<p>An employee may voluntarily make a payment toward a voluntary contribution to get a higher pension. If this is done, enter the voluntary contribution here.</p>
BVV Tax Paid by Employer	<p>Select this check box to make an extrapolation if the lump-sum limit is exceeded. This is only necessary if you, and not the employee, are paying the tax.</p> <hr/> <p>Note. If you select this check box and the lump-sum limit—which is currently DM 284 as of September 1998—is excluded, PeopleSoft Global Payroll calculates the contribution based on the excess amount.</p> <hr/>
BVV Contribution for RZV	<p>Enter the amount contributed to additional term insurance.</p>
Unlimited Tax BVV Contribution	<p>Select this check box if the lump sum ceiling limit varies for group insurance policies. You must monitor the ceiling limit. The complete BVV employer contribution (TBVV20) is taxed at a flat rate.</p> <hr/> <p>Warning! You must check the limit of the possible lump sum ceiling yourself.</p> <hr/>
BVV Contribution for AZV	<p>Enter the amount contributed to general additional insurance.</p>

BVV Contribution Without Bonus

Select this check box for employees who are in early retirement. You do not include bonuses when you calculate contributions for these employees.

Note. If you select this check box, the element TBVV2T (BVV 1/12 one-time payment in previous year) is not included in the calculation. This applies to employees in early retirement, for example.

BVV Contrib for Civil Service (BVV contribution for civil service)

Enter the amount that the employee pays during military or civil service, if any. During an employee's military or civil service, you must deduct contributions as if the employee is still working for the company.

Note. If the fields **BVV Contrib for Civil Service** and **Class** contain values, the contribution is paid during military/civilian service.

Class

Specify the contribution class according to the military/civilian service contribution that is paid.

CHAPTER 9

Defining Direct Insurance for Germany

Direct insurance represents a type of earnings that is subject to lower taxation than regular earnings. Direct insurance premiums can either be paid by the employer in addition to wages or salaries, or they can be financed by converting wages or salaries from legally owed compensation.

The employer pays insurance fees directly to the insurer and deducts those fees from the employee's income. The advantage to the employee is that he pays a fixed tax percentage that is lower than the tax percentage for his regular salary.

The lump-sum tax rate for such future insurance benefits has been 20 percent since 1996, but legislation grants such tax concessions, depending on how the insurance premiums are financed.

This section discusses the types of direct insurance and how to set up calculations for direct insurance in PeopleSoft Global Payroll for Germany.

Types of Direct Insurance

Tax concessions apply to the following types of direct insurance:

- Capital life insurance
- Term life insurance
- Combined term and capital life insurance
- Retirement insurance
- Pension insurance with capital options
- Accident and employment disability insurance with guaranteed premium refund
- Supplemental accident insurance combined with a life insurance policy
- Employment disability insurance combined with a life insurance policy
- Variable life insurance



Tax concessions apply only to insurance policies with a term of at least five years.

Direct insurance benefits are paid directly by the employer to the employee's account at the employee's insurance company. Benefits can be made paid regularly (periodically), or in the form of a one-time payment. Such payments can involve normal work pay, a pay conversion, or a one-time payment. Each case requires different taxation processes. Earnings up to DM 3,408 per year are also taxed differently than the share of earnings above this limit.

The interest yielded from these types of insurance policies is nontaxable, if the term of the policy is not less than twelve years and individual contribution adjustments do not exceed the lump-sum amount.

If pay is converted, the insurance premium is deducted from the compensation amount in advance, or if the employer makes a one-time payment, the premium is taxed at the lump-sum rate of 20 percent. This rate applies up to an annual total amount of DM 3,408 and earnings above this amount are taxed separately.

Amounts from one-time payments as well as old policies are exempt from social insurance contributions.

Setting Up Direct Insurance



All of the set up for direct insurance is done in the core application, using elements that are specific for Germany. There are no specific pages in Global Payroll for Germany that need to be set up for direct insurance.

To set up direct insurance:

1. Set up the earnings element that's used to put in the direct insurance on the Earnings Name Page in the core application.
 2. Define the calculation rule for the direct insurance earnings on the Earnings Calculation Page in the core application.
 3. Assign the earnings element to an accumulator on the Accumulators Page in the core application.
 4. Assign an individual recipient for direct insurance deductions on the Payee Deduction Recipients Page in the core application.
-



Once the earnings element is assigned to an accumulator, all entered amounts related to the earnings will automatically be deducted. The deduction element used is DE_DD_M90100.

Entering Direct Insurance Data

You enter direct insurance data in the Earnings component in the core application. There are two pages that are important in defining direct insurance data: the Earnings Calculation page and the Accumulators page.



For more information about defining earnings, see Defining Earnings in *PeopleSoft 8 Global Payroll PeopleBook*.

Setting up an Earning for Direct Insurance

The screenshot shows the 'Earnings Name' page with the 'Calculation' tab selected. The 'Name' field contains 'DE_ER_K10000', 'Description' is 'Direct Insurance', and 'Element Type' is 'Earnings'. The 'Use Defn As Of' is set to 'Calendar Period End Date' and 'Always Recalculate' is checked. Under 'Element Use', 'Owner' is 'Customer Maintained', 'Class' is 'Customary', and 'Used By' is 'Specific Country'. The 'Country' is 'DEU' (Germany). The 'Override Levels' section has checkboxes for 'Payee', 'Pay Calendar', 'Via Elements', and 'Positive Input' checked. The 'Results' section has checkboxes for 'Store' and 'Store if Zero' checked. There are also links for 'Customer Fields' and 'Comments'.

Example of creating an earning for direct insurance



For more information about how to define an earnings element, see the Earnings Name Page in *PeopleSoft 8 Global Payroll PeopleBook*.

Calculation Rules for Direct Insurance

On the Earnings Calculation page, you can view the calculation rule information for the direct insurance deduction.

Define the calculation rule of the direct insurance earnings as an *Amount*, and select *Payee Lvl* as the amount.



This page is PeopleSoft-delivered and maintained and is display-only in Global Payroll for Germany. You can also create your own element for direct insurance.

Example of defining calculation rules for direct insurance



For more information about defining a calculation rule for a deduction, see the Earnings Calculation Page in *PeopleSoft 8 Global Payroll PeopleBook*. Because earnings and deductions are defined in the same way in PeopleSoft Global Payroll, defining earnings and deductions are only documented once.

Assigning Accumulators for Direct Insurance

You create a new earnings element, which must be added to an accumulator for direct insurance. Depending on who is paying the lump-sum tax, the accumulator will be different. Both of these accumulators are PeopleSoft-delivered.

- If the employer is paying the lump sum-tax, use the DE_A3_K2042 accumulator.
- If the employee is paying the lump-sum tax, use the DE_A3_K2052 accumulator.

By assigning the earnings to one of these accumulators, you define the earnings as a direct insurance type of earnings.

On the Accumulators Page, you can define the details for the direct insurance. For example, you can assign the direct insurance earnings to an accumulator, indicate the percent option (*Numeric* or *Variable*), and indicate the percent to accumulate if you select a *Numeric* percent option.

Element Name	*Begin Date	End Date	*Accumulator Sign
1 DE_A3_K2042	01/01/2000		Add

Example of assigning a direct insurance earnings to an accumulator



For more information about assigning an earnings element to an accumulator, see the Accumulators Page in *PeopleSoft 8 Global Payroll PeopleBook*.

Assigning Recipients for Direct Insurance Deductions

Use the Deduction Recipients page in the core application to define the banking details for direct insurance deductions. This includes assigning a recipient ID and identifying a deposit schedule. The navigation path for the Deduction Recipients page is Compensate Employees, Maintain Global Payroll Data, Use, Deduction Recipients.



You must assign the DE_DD_M90100 deduction element to the individual recipient.

Example of assigning a deduction to an individual recipient



For more information about assigning recipients to a deduction, see the Payee Deduction Recipients Page in *PeopleSoft 8 Global Payroll PeopleBook*.

CHAPTER 10

Setting Up Payslips for Germany

PeopleSoft Global Payroll for Germany 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 only for 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	GPDE_AL_01_MSG
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Setup, Payslip Messages
Prerequisites	None
Access Requirements	Enter a Current Pay End Date.

Payslip Messages

Current Pay End Date: 11/30/2000

Pay Entity:

Pay Group:

Location:

Department:

EmpID:

Description:

Payslip Messages page



Current Pay End Date and Description are required fields.

Current Pay End Date	Select the Current Pay End Date for which you want the message to appear on the payslip.
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.
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.

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 (GER), Manage Payroll Process (GER), Report, Payslip.



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

Setting Up Banking for Germany

The banking feature in PeopleSoft Global Payroll 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 PeopleSoft Global Payroll for Germany pages.



For more information about banking setup, see Understanding Banking.

To define your banking feature for Germany:

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 PeopleSoft Global Payroll for Germany.

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

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 Germany, 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 Germany or on the Payee Foreign Bank Transfer Page if the bank is located outside of Germany.

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 Germany.

Setting Up Bank Information

Global Payroll for Germany uses the same bank information pages as PeopleSoft Human Resources. You set up basic naming and address information for the banks that your company

does business with on the Bank Table page, Bank Branch Table page, and the Source Bank Account page.



For more information about defining the Bank Table, Bank Branch Table, and the Source Bank Account, see Bank/Branch Info - Bank Table Page, Bank/Branch Info - Branch Table Page, and Source Bank Accounts Page.

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 for 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 Germany in the following components:

- Pay Entity
- Department
- Pay Group

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 - Local Source Bank Link Page in Global Payroll for Germany. You will also use these pages to define the payment type.

Pay Entity - Local Source Bank Link Page

Usage	Use the Pay Entity - Local Source Bank Link page to enter information about source bank and payment type at the pay entity level.
Object Name	GPDE_AL_PAYENTITY2
Navigation	Global Payroll (GER), Maintain Payroll Data (GER), Setup, Pay Entity, Local Source Bank Link
Prerequisites	You must first have selected <i>Pay Entity</i> as the organization level on the Pay Entity Source Bank Link page and set up Source Bank IDs.
Access Requirements	Enter a Pay Entity.

Pay Entity - Local Source Bank Link 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, Description.**

Pay Entity Displays the pay entity.

Source Bank Setup

Source Bank ID Enter the source bank ID that you require. Source banks are the money sources from which payroll disbursements are drawn.

Payment Type Select the payment type that you want to use. Valid values are *Advance Payments, BVV, Capital Accumulation, Company Pensions, Direct Life Insurance, External Transfer, Garnishments, Social Insurance, and Taxes.*



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

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	GPDE_AL_DEPT3

Navigation	Global Payroll (GER), Maintain Payroll Data (GER), Setup, Department, Source Bank
Prerequisites	You must first have selected <i>Department</i> as the organization level on the Pay Entity Source Bank Link page and set up Source Bank IDs.
Access Requirements	Enter a SetID and a Department.

Department - Source Bank page



The Department is automatically populated from the Global Payroll 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 Pay Entity - Local Source Bank Link 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	GPDE_AL_PAYGROUP2
Navigation	Global Payroll (GER), Maintain Payroll Data (GER), Setup, Pay Group, Source Bank
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.
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Pay Group - Source Bank page



The Pay Group is automatically populated from the Global Payroll 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 Pay Entity - Local Source Bank Link Page.

Setting Up Banking Defaults for Payees

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

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



The Payee Bank Account page and the 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 page (the second page in each component) to enter setup information for payees.

Payee Bank Account Page

Usage	Use the Payee Bank Account page to display bank account information for a payee.
Object Name	PYE_BANKACCT
Navigation	Global Payroll (GER), Maintain Payroll Data (GER), Use, Payee Source Bank Default, Payee Bank Account
Prerequisites	You must first have set up bank account information for a payee.
Access Requirements	Enter an Employee ID.

Payee Bank Account Payee Source Bank Default

Testfall,Drei Employee ID: TSTMAT_1001

Bank Accounts Find | View All First 1 of 2 Last

Account ID: 1 Type: Status: + -

Country Code: Germany

Bank ID: Deutsche Bank

Branch ID:

Account #:

Account Name:

*Currency Code: Deutsche Mark

Payee Bank Account page



The information on the Payee Bank Account page is a replication of the data that you enter on the Bank Account Information page. **For more information** about the fields on this page, see Bank Account Information Page.

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 (GER), Maintain Payroll Data (GER), Use, Payee Source Bank Default, Payee Source Bank Default
Prerequisites	Payee Source Bank Default is the second page in a two-page component. You must first complete the Source Bank Account page.

Access Requirements	Click the Payee Source Bank Default tab.
---------------------	--

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 Displays the account ID.

Type Displays the type of account.

Source Bank Default

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

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

Payee Bank Account Info Page

Usage	Use the Payee Bank Account Information page to display bank account information for a payee.
Object Name	PYE_BANKACCT
Navigation	Global Payroll (GER), Maintain Payroll Data (GER), Use, Payee Foreign Bank Transfer, Payee Bank Account Info
Prerequisites	You must first have set up bank account information for a payee.

Access Requirements	Enter an Employee ID.
---------------------	-----------------------

Payee Bank Account Info
Payee Foreign Bank Transfer

Ratlos,Rudi
Employee
ID: RP_81

Bank Accounts

Find | View All First ◀ 1 of 1 ▶ Last

Account ID:	1	Type: Checking	Status: Active
Country Code:	GBR	United Kingdom	
Bank ID:	200000	Barclays	
Bank Branch ID:			
Account #:	1234567890		
Account Name:	Ratlos,Rudi		
Currency Code:	GBP	Pound Sterling	

Payee Bank Account Info page



The Payee Bank Account Info 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.

Payee Foreign Bank Transfer Page

Usage	Use the Payee Foreign Bank Transfer page to enter data on foreign bank transfers.
Object Name	GPDE_BK_PYE_ACCT1
Navigation	Global Payroll (GER), Maintain Payroll Data (GER), Use, Payee Foreign Bank Transfer, Payee Foreign Bank Transfer
Prerequisites	Payee Foreign Bank Transfer is the second page in a two-page component. You must first complete the Payee Bank Account Info page.
Access Requirements	Click the Payee Foreign Bank Transfer tab.

The screenshot shows a web-based form titled 'Payee Foreign Bank Transfer'. At the top, it identifies the user as 'Rallos, Rudi' and the employee as 'Employee ID: RP_81'. Below this is a 'Bank Accounts' section with a search bar and navigation controls. The main form contains the following fields:

- *Account ID: 1
- Type: Checking
- Status: Active
- National Sort Code: (empty text box)
- Execution Code: Standard
- Instruction Code: Avis
- Fee Payment Code: Euro Acct
- Fee Account Code: Partition
- Transfer Account Code: DEM Acct

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** Populated by the system. Account ID assigns a number to the bank account information.
- Type** This is populated by the system.
- National Sort Code** Enter your National Sort Code.
- 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*, and *Euro Acct*.
- Fee Account Code** Select the Fee Account Code that 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 Global Payroll core application, you can use this information when running processes in Global Payroll for Germany to create actual payment files and payment reports. This includes writing SQRs and extracting data from the output file that the system creates 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.

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	GPDE_BK_BNKTRN
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Setup, Bank Transfer Process
Prerequisites	You must run the banking run control process on the Banking Run Control page in the core application.
Access Requirements	Enter a Payment Type.

Setup Bank Transfer Process

Payment Type: Wages and Salaries

Element Name: DE_BK_PAYMT1 Bank Transfer Income/Wages

Setup Bank Transfer Process page

Payment Type Displays the payment type that you selected.

Element Name Displays the accumulator assigned to the payment type.

Setup Bank Data File Page

Usage	Use the Setup Bank Data File page to define the files that are created by the Bank Transfer report. You must define which earning or deduction must be transferred and to which file it must be written.
Object Name	GPDE_BK_XFERDTA
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Setup, Bank Transfer Disk

Prerequisites	None
Access Requirements	Enter a Current Pay End Date.

Setup Bank Data File 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.
- Seq. (Sequence)** The system automatically assigns a **Sequence** number. This defines the number of files that are created.
- Source Bank** Enter a **Source Bank** that you defined on the Source Bank Page in the core application.
- Deposit Schedule** Enter 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 these to be transferred.
- Income Tax and Church Tax** Select **Income Tax and Church Tax** if you want these to be transferred.
- Capital Accumulation Benefits** Select **Capital Accumulation Benefits** if you want these to be transferred.
- Social Insurance Contributions** Select **Social Insurance Contributions** if you want these to be transferred.

Direct Life Insurance	Select Direct Life Insurance if you want this to be transferred.
Sick and Maternity Leave	Select Sick and Maternity Leave if you want this to be transferred.
Garnishments	Select Garnishments if you want these to be transferred.
Advance Payments	Select Advanced Payments if you want these to be transferred.
BVV	Select BVV if you want this to be transferred.

CHAPTER 12

Understanding German Reports

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

Global Payroll for Germany offers you a range of statistical reports and allows you to generate a summary slip for electronic file transfers. This documentation will familiarize 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 and actually runs it for you. **For more information** about using the Process Scheduler, see [Overview of Global Payroll Reports](#).

List of all Reports

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

- Payslip
- Pay Balance
- Payroll Register
- SI Contributions
- Tax Statement
- Tax Registration
- Banklist
- Total Compensation
- Employee Compensation

- Pay Element Summary per Month
- Pay Element Summary per Year
- Employer Liability Summary
- Employer Liability Detail
- Compulsory Health Insurance
- Element Contribution List
- Payroll Statistics
- Industrial Statistics
- Overpayment List
- Bank Transfer
- New Tax Card

Alphabetic List of Global Payroll GER Reports

<i>Report Name</i>	<i>Report ID</i>	<i>Description / Navigation</i>	<i>Report Type</i>
Banklist	GPDEBK02	The Banklist report provides information on all payments that have been made to employees through a financial institution such as a bank or the post office. Manage Payroll Process (GER), Report, Banklist	SQR
Bank Transfer	GPDEBK01	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 to be used for the data transfer with banks. Manage Payroll Process (GER), Process, Bank Transfer	SQR
Compulsory Health Insurance	GPDESI09	Using the Compulsory Health Insurance report helps the employer to decide about the right health insurance contribution class (voluntary vs. mandatory). Manage Payroll Process (GER), Report, Compulsory Health Insurance	SQR

Report Name	Report ID	Description / Navigation	Report Type
Element Contribution List	GPDEAL07	The Element Contribution List report documents the calculation process by defining all contributions and deductions. Manage Payroll Process (GER), Report, Element Contribution List	SQR
Employee Compensation	GPDEAL03	The Employee Compensation Report lists the Gross Salary of an individual employee. Manage Payroll Process (GER), Report, Employee Compensation	SQR
Employer Liability Detail	GPDESI12	The Employer Liability Detail report lists all Gross salaries grouped by employee and hazard. Manage Payroll Process (GER), Report, Employer Liability Detail	SQR
Employer Liability Summary	GPDESI11	The Employer Liability Summary report lists the Total Gross salaries for all employees grouped by hazard. Manage Payroll Process (GER), Report, Employer Liability Summary	SQR
Industrial Statistics	GPDEAL08	The Industrial Statistics report lists the monthly Gross salary and number of employees per department. The report must be sent to Statistisches Bundesamt. Manage Payroll Process (GER), Report, Industrial Statistics	SQR
New Tax Card	GPDETX02	The New Tax Card report collects all changed data and creates a new row in the tax card table. Manage Payroll Process (GER), Process, New Tax Card	SQR
Overpayment List	GPDEAL09	The Overpayment List report lists additional payments made by an employer to an employee's normal salary Manage Payroll Process (GER), Report, Overpayment List	SQR

Report Name	Report ID	Description / Navigation	Report Type
Pay Balance	GPDETX03	The Pay Balance report displays the pay elements and employee data upon which payroll is based for each month of a given year. Manage Payroll Process (GER), Report, Pay Balance	SQR
Pay Element Summary per Month	GPDEAL04	The Pay Element Summary Per 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. Manage Payroll Process (GER), Report, Pay Element Summary per Month	SQR
Pay Element Summary per Year	GPDEAL05	The Pay Element Summary Per Year report records the payroll process by defining all earnings and deductions for a specific year. Manage Payroll Process (GER), Report, Pay Element Summary per Year	SQR
Payroll Register	GPDETX04	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. Manage Payroll Process (GER), Report, Payroll Register	SQR
Payroll Statistics	GPDEAL06	The Payroll Statistics report documents Gross salary and working hours for all employees. The report must be sent to Statistisches Bundesamt. Manage Payroll Process (GER), Report, Payroll Statistics	SQR
Payslip	GPDEAL01	The Payslip report creates a summary of an employee's pay elements according to pay month. Manage Payroll Process (GER), Report, Payslip	SQR

Report Name	Report ID	Description / Navigation	Report Type
SI Contributions	GPDESI10	The SI Contributions report summarizes all social insurance data relevant to all employees. It displays all the values that have been set for a specific organization. Manage Payroll Process (GER), Report, SI Contributions	SQR
Tax Registration	GPDETX05	The Tax Registration report prints for the relevant period the necessary information to be sent to the revenue office. Manage Payroll Process (GER), Report, Tax Registration	SQR
Tax Statement	GPDETX01	The Tax Statement report is a statutory report that must be delivered to the authorities biannually as part of the tax declaration. Manage Payroll Process (GER), Report, Tax Statement	SQR
Total Compensation	GPDEAL02	The Total Compensation Report lists the Total Gross Salaries of all employees. Manage Payroll Process (GER), Report, Total Compensation	SQR

Numeric List of Global Payroll GER Reports

Report ID	Report Name	Description	Report Type
GPDEAL01	Payslip	The Payslip report creates a summary of an employee's pay elements according to pay month.	SQR
GPDEAL02	Total Compensation	The Total Compensation Report lists the Total Gross Salaries of all employees.	SQR
GPDEAL03	Employee Compensation	The Employee Compensation Report lists the Gross Salary of an individual employee.	SQR
GPDEAL04	Pay Element Summary Per Month	The Pay Element Summary Per 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

Report ID	Report Name	Description	Report Type
GPDEAL05	Pay Element Summary Per Year	The Pay Element Summary Per Year report records the payroll process by defining all earnings and deductions for a specific year.	SQR
GPDEAL06	Payroll Statistics	The Payroll Statistics report documents Gross salary and working hours for all employees. The report must be sent to Statistisches Bundesamt.	SQR
GPDEAL07	Element Contribution List	The Element Contribution List report documents the calculation process by defining all contributions and deductions.	SQR
GPDEAL08	Industrial Statistics	The Industrial Statistics report lists the monthly Gross salary and number of employees per department. The report must be sent to Statistisches Bundesamt.	SQR
GPDEAL09	Overpayment List	The Overpayment List report details additional payments made by an employer to an employee's normal salary.	SQR
GPDEBK01	Bank Transfer	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 to be used for the data transfer with banks.	SQR
GPDEBK02	Banklist	The Banklist report provides information on all payments that have been made to employees through a financial institution such as a bank or the post office.	SQR
GPDESI09	Compulsory Health Insurance	Using the Compulsory Health Insurance report helps the employer to decide about the right health insurance contribution class (voluntary vs. mandatory).	SQR
GPDESI10	SI Contributions	The SI Contributions report summarizes all social insurance data relevant to all employees. It displays all the values that have been set for a specific organization.	SQR
GPDESI11	Employer Liability Summary	The Employer Liability Summary report lists the Total Gross salaries for all employees grouped by hazard.	SQR
GPDESI12	Employer Liability Detail	The Employer Liability Detail report lists all Gross salaries grouped by employee and hazard.	SQR

Report ID	Report Name	Description	Report Type
GPDETX01	Tax Statement	The Tax Statement report is a statutory report that must be delivered to the authorities biannually as part of the tax declaration.	SQR
GPDETX02	New Tax Card	The New Tax Card report collects all changed data and creates a new row in the tax card table.	SQR
GPDETX03	Pay Balance	The Pay Balance report displays the pay elements and employee data upon which payroll is based for each month of a given year.	SQR
GPDETX04	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
GPDETX05	Tax Registration	The Tax Registration report prints for the relevant period the necessary information to be sent to the revenue office.	SQR

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	GPDE_RC_AL01_1
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report, Payslip
Prerequisites	None
Access Requirements	Enter a Run Control ID.

The screenshot shows the 'Payslip - Report Options page' with the following details:

- Report Options:** Elements View
- Run Control ID:** DE_Verdienstnachweis
- Language:** English
- Buttons:** Report Manager, Process Monitor, Run
- Report Parameters:**
 - Current Pay End Date: 11/30/1999
 - Print Class: GPDESY81
 - Currency Code: DEM
 - Radio buttons: Retro and Current Period, Current Period Only, Retro Periods Only
 - Pay Entity: OPM (OPM - Pay)
 - Pay Group: DMA (GP Germany)
 - SetID: [] Department: []
 - Location: []
- Sort Criteria:** E Emplid

Payslip - Report Options page

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



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



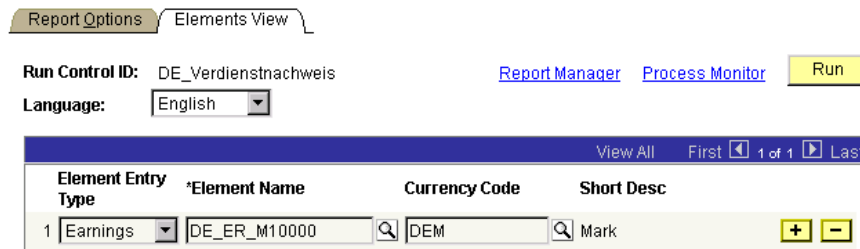
For more information about using multiple currencies, see Payslip - Elements View Page.

Report Parameters

- Print Class** Select the print class you require. PeopleSoft delivers two standard print classes, although you can, of course, 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.
- Sort Criteria** Select the sort criteria you require. Valid values are: **D (Deptid), E (Emplid), G (PayGroup), L (Location), N (Name), P (Pay Entity).**

Payslip - Elements View Page

Usage	Use the Payslip – 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	GPDE_RC_AL01_2
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report, Payslip
Prerequisites	This is the second page of a two-page component. You must first enter data on the Report Options page.
Access Requirements	Click the Elements View tab.



Payslip - Elements View page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBook 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	GPDEAL01

Type of Report	SQR
Parameters	Current Pay End Date, Print Class, Currency Code, Pay Entity, Period (REQUIRED) Empl ID, Department, Location Code (ADDITIONAL PARAMETERS)
Source	GP_RSLT_Ern_Ded, GP_RSLT_ACUM, GPDE_RP_0001, GPDE_RP_0002, GPDE_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 Page

Usage	Use the Pay Balance 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. The pay balance contains four pages for each employee. SUVA requires that employer and employee information be reported, thus ensuring that the detailed information supports the total information. If needed, you can print the totals rather than all the detailed information that the report provides.
Object Name	GPDE_RC_TX03
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report, Pay Balance
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Language:

Report Parameters

For Year: Print Class: Print Pay Entity Report

EmplID:

Pay Entity: GP Germany OPM

Pay Group:

SetID:

Department:

Location Code:

Pay Balance page

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

Report Parameters

Print Class

Select the **Print Class** you require. PeopleSoft delivers two standard print classes, although you can, of course, 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 includes.

Pay Balance Report Details

Description	The Pay Balance Report lists the employee ID, date of birth, hire and termination dates, and Social Insurance data of each employee. The final page of the report summarizes all of the employee data for the employer by month.
Report ID	GPDETX03
Type of Report	SQR
Parameters	For Year (=Pay Year), Print Class, Pay Entity (REQUIRED) Empl ID, Pay Group, SetID, Department, Location Code (ADDITIONAL PARAMETERS)
Source	GP_RSLT_ERN_DED, GP_RSLT_ACUM, GPDE_RP_0001,

	GPDE_RP_0002, GPDE_BL_PRINT, PERSONAL_DATA.
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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.

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 on base amounts (calculation bases) for Income Tax, Church Tax, Bonus Tax, Health Insurance, etc., as well as the resulting payment.
Object Name	GPDE_RC_TX04_1
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report, Payroll Register
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Report Options Elements View

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

Language: ▼

Report Parameters

For Year:

EmplID: 🔍

Pay Entity: 🔍 Test Entity

Pay Group: 🔍

SetID: 🔍

Department: 🔍

Location Code: 🔍

Payroll Register - Report Options page

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

Payroll Register - Elements View Page

Usage	Use the Payroll Register - Elements View page to define the other columns that you want to see in your report.
Object Name	GPDE_RC_TX04_2
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report, Payroll Register
Prerequisites	Elements View is the second page of a two-page component. You must first complete the Report Options page.
Access Requirements	Click the Elements View tab.

Element Name	Description	Override Indicator	Element Heading	Sequence
1 DE_RP_TAX_YTD	Income Tax for Tax Card	<input checked="" type="checkbox"/>	HEADING 1	
2 DE_RP_CHRTXEE_YTD	Church Tax Employee	<input checked="" type="checkbox"/>	HEADING 2	
3 DE_TX_0002_YTD	YTD Bonus Tax	<input type="checkbox"/>		
4 DE_TX_0020A_YTD	YTD Chrch Tx Emple Bonus	<input type="checkbox"/>		
5 DE_TX_0020B_YTD	YTD Chrch Tx Spse Bonus	<input type="checkbox"/>		
6 DE_TX_0021A_YTD	YTD Chrch Tx Emple MY Bonus	<input type="checkbox"/>		
7 DE_TX_0021B_YTD	YTD Chrch Tx Spse MY Bonus	<input type="checkbox"/>		
8 DE_RP_KVAG_YTD	Health Insurance ER YTD	<input type="checkbox"/>		

Payroll Register - Elements View 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: **Run Control ID, Report Manager, Process Monitor, Run, Language, Element Name, Description.**

Override Indicator

Determines which columns are displayed in the report. You can display up to ten columns in your report. You also configure the level of detail that you wish 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 to serve as a new description of the element.

Sequence

Indicates the column in which the element will appear. If you want to have the YTD Bonus Tax as the second column in you report, for example, select Sequence Number 2.

Payroll Register 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	GPDETX04
Type of Report	SQR
Parameters	For Year (=Pay Year), Pay Entity, Element Name (REQUIRED) Empl ID, 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.

SI Contributions Page

Usage	Use the SI Contributions page to list all social insurance information for individual employees.
Object Name	GPDE_RC_SI10
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report, SI Contributions
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

[Report Manager](#) [Process Monitor](#) Run

Run Control ID: 1

Language: English

Report Parameters	Sort Criteria
<p>Current Pay End Date: 30/04/2000</p> <p>Pay Entity: MEL001 Test Entit</p>	<p>1. Sort Criteria: C</p> <p>2. Sort Criteria: N Name</p> <p>3. Sort Criteria: P Pay Entity</p>

SI Contributions page

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

Sort Criteria

- 1. **Sort Criteria** Select the sort criteria you require. Valid values are: *D (DeptID), E (Emplid), G (PayGroup), L (Location), N (Name), P (Pay Entity).*

- 2. **Sort Criteria** Select the sort criteria you require. Valid values are: *D (DeptID), E (Emplid), G (PayGroup), L (Location), N (Name), P (Pay Entity).*

- 3. **Sort Criteria** Select the sort criteria you require. Valid values are: *D (DeptID), E (Emplid), G (PayGroup), L (Location), N (Name), P (Pay Entity).*

SI Contributions Report Details

Description	The SI Contributions report summarizes all social insurance data relevant to all employees. It displays all the values that have been set for a specific organization.
Report ID	GPDESI10
Type of Report	SQR
Parameters	Current Pay End Date, Pay Entity (REQUIRED PARAMETERS)
Sorted By	Pay Entity, Sort Criteria



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 list the tax information for individual employees.
Object Name	GPDE_RC_TX01
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report, Tax Statement
Prerequisites	None
Access Requirements	Enter a Run Control ID.

The screenshot shows the 'Tax Statement page' interface. At the top, there is a 'Run Control' section with 'Run Control ID: 1', 'Language: English', and buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below this is the 'Report Parameters' section, which includes fields for 'Current Pay End Date' (10/31/1999), 'Pay Entity' (OPM), 'Pay Group' (DMA), 'SetID' (DEU), 'Department' (00001), and 'Location' (915). There is also a 'Tax Year Close' checkbox and an 'Emplid' search box containing 'DEME102'. At the bottom, the 'Sort Criteria' section shows three selected criteria: 'E' (Emplid), 'N' (Name), and 'P' (Pay Entity).

Tax Statement page

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

Report Parameters

Tax Year Close Select this option, if the information represents the end of the tax year.

Sort Criteria You can select up to three sort criteria. Valid values are *D (DeptID), E (Emplid), G (PayGroup), L (Location), N (Name), P (Pay Entity).*

Tax Statement Report Details

Description	This report lists information that must be delivered to the authorities
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	biannually as part of the tax declaration. It lists the tax information for all employees: employee name, employment dates and the pay element totals.
Report ID	GPDETX01
Type of Report	SQR
Parameters	Current Pay End Date, Pay Entity (REQUIRED) Tax Year Close, Employee ID, Pay Group, Department, Location (ADDITIONAL PARAMETERS)
Source	GPDE_RP_TX05
Sorted By	Department, Employee ID, 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.

Tax Registration Page

Usage	Use the Tax Registration page to set parameters for the Tax Registration report.
Object Name	GPDE_RC_TX05
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report, Tax Registration
Prerequisites	None
Access Requirements	Enter a Run Control ID.

The screenshot shows a web interface for the Tax Registration page. At the top, there is a 'Run Control' section with a dropdown menu showing '1'. To the right are links for 'Report Manager', 'Process Monitor', and a yellow 'Run' button. Below this is a 'Language' dropdown set to 'English'. A shaded 'Report Parameters' section contains a 'Current Pay End Date' field with the value '10/31/1999' and a 'Pay Entity' field with the value 'OPM' and a magnifying glass icon. To the right of the 'Pay Entity' field, the text 'GP Germany OPM' is displayed.

Tax Registration page

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

Tax Registration Report Details

Description	This report lists tax registration information for individual employees. It lists all of the necessary information to be sent to the revenue office for the relevant period.
Report ID	GPDETX05
Type of Report	SQR
Parameters	Current Pay End Date, Tax Number (REQUIRED PARAMETERS)
Sorted By	Tax Number



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

Banklist Page

Usage	Use the Banklist page to set parameters for the Banklist report.
Object Name	GPDE_RC_BK02
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report, Banklist
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Language:

Report Parameters

Current Pay End Date:

Pay Entity: Test Entity

Pay Group:

Source Bank ID:

Banklist page

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

Report Parameters

Source Bank ID Enter the source bank ID.

Banklist Report Details

Description	The Banklist report provides information on all payments that have been made to employees through a financial institution such as a bank or the post office.
Report ID	GPDEBK02
Type of Report	SQR
Parameters	Current Pay End Date, Pay Entity, Source Bank ID (REQUIRED) Pay Group (ADDITIONAL PARAMETER)
Source	GPDE_BK_XFER_EE, SRC_BANK, BANK_EC_TBL
Sorted By	Pay Entity, Pay Group, Source Bank ID



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

Total Compensation Page

Usage	Use the Total Compensation page to set the parameters for the Total Compensation report.
Object Name	GPDE_RC_AL02
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report, Total Compensation
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Language: v

Report Parameters

Pay Entity: Q Test Entity

From Date: C

To Date: C

Total Compensation page

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

Report Parameters

From Date Enter the start date.

To Date Enter the end date.

Total Compensation Report Details

Description	This report lists the Total Gross salaries of all employees.
Report ID	GPDEAL02
Type of Report	SQR
Parameters	Pay Entity, From Date, To Date (REQUIRED PARAMETERS)
Source	GPDE_RP_0001, GPDE_RP_0002, LOCATION_TBL
Sorted By	Location



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

Employee Compensation Page

Usage	Use the Employee Compensation Page to set the parameters for the Employee Compensation report.
Object Name	GPDE_RC_AL02
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report,

	Employee Compensation
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Language: English

Report Parameters

Pay Entity: MEL001 Test Entity

From Date: 01/01/1998

To Date: 30/12/2001

Employee Compensation page

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

Report Parameters

From Date Enter the start date.

To Date Enter the end date.

Employee Compensation Report Details

Description	This report lists the Gross salary for individual employees.
Report ID	GPDEAL03
Type of Report	SQR
Parameters	Pay Entity, From Date, To Date (REQUIRED PARAMETERS)
Source	GPDE_RP_0001, GPDE_RP_0002, LOCATION_TBL
Sorted By	Pay Entity, From Date, To Date



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 per Month Page

Usage	Use the Pay Element Summary per Month report to record 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.
Object Name	GPDE_RC_AL04
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report, Pay Element Summary per Month
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Language: English

Report Parameters

Print Class: GPDEMO

Current Pay End Date: 30/04/2000

Pay Entity: MEL001 Test Entity

Pay Element Summary per Month page

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

Report Parameters

Print Class Select the print class you require. PeopleSoft delivers two standard print classes, although you can, of course, create your own.

Pay Element Summary per Month Report Details

Description	The Pay Element Summary per Month report records the payroll process by defining all earnings and deductions for a specific month.
Report ID	GPDEAL04
Type of Report	SQR
Parameters	Print Class, Current Pay End Date, Pay Entity (REQUIRED PARAMETERS)

Source	GP_RSLT_ERN_DED, GP_RSLT_ACUM, GPDE_RP_0001, GPDE_RP_0002, GPDE_BL_PRINT, PERSONAL_DATA
Sorted By	Print Class, 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 per Year Page

Usage	Use the Pay Element Summary per Year report to record the payroll process by defining all earnings and deductions for a specific year. You run this report at the end of the year, and must contain all of the pay elements that were used during that year.
Object Name	GPDE_RC_AL05
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report, Pay Element Summary per Year
Prerequisites	None
Access Requirements	Enter a Run Control ID.

The screenshot shows a 'Run Control' window with the following elements:

- Run Control ID:** 1
- Language:** English (dropdown menu)
- Report Parameters:**
 - Print Class:** GPDEDMO
 - For Year:** 1999
 - Pay Entity:** MEL001 (with 'Test Entity' text next to it)
- Buttons:** Report Manager, Process Monitor, Run

Pay Element Summary per Year page

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

Report Parameters

Print Class

Select the print class you require. PeopleSoft delivers two standard print classes, although you can, of course, create your own.

Pay Element Summary per Year Report Details

Description	The Pay Element Summary per Year report records the payroll process by defining all earnings and deductions for a specific year.
Report ID	GPDEAL05
Type of Report	SQR
Parameters	Print Class, For Year (=Pay Year), Pay Entity (REQUIRED PARAMETERS)
Source	GP_RSLT_ERN_DED, GP_RSLT_ACUM, GPDE_RP_0001, GPDE_RP_0002, GPDE_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.

Employer Liability Summary Page

Usage	Use the Employer Liability Summary page to set parameters for the Employer Liability Summary report.
Object Name	GPDE_RC_S11
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report, Employer Liability Summary
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Language: English

Report Parameters

Pay Entity: MEL001 Test Entity

From Date: 01/01/1998

To Date: 30/12/2001

Employee Type: Both

Employer Liability Summary page

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

Report Parameters

- From Date** Enter the start date.
- To Date** Enter the end date.
- Employee Type** Enter the employee type. Valid values include: *Salaried, Wage Earners,* and *Both.*

Employer Liability Summary Report Details

Description	This report lists the total Gross Salaries for all employees grouped by hazard.
Report ID	GPDESII1
Type of Report	SQR
Parameters	Pay Entity, From Date, To Date, Employee Type (REQUIRED PARAMETERS)
Source	GPDE_RP_0001, GPDE_RP_0002, DEPT_TBL, ACCDT_INS_HAZ
Sorted By	Pay Entity, From Date, To Date, Employee Type



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

Employer Liability Detail Page

Usage	Use the Employer Liability Detail page to set parameters for the Employer Liability Detail report.
Object Name	GPDE_RC_SI12
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report, Employer Liability Detail
Prerequisites	None
Access Requirements	Enter a Run Control ID.

The screenshot shows a 'Run Control' window. At the top, it displays 'Run Control ID: 1' and 'Language: English'. There are three buttons: 'Report Manager', 'Process Monitor', and 'Run'. Below this is a 'Report Parameters' section with the following fields: 'Pay Entity' (MEL001), 'From Date' (01/01/1998), 'To Date' (30/12/2001), and 'Employee Type' (Both). The text 'Test Entity' is visible next to the Pay Entity field.

Employer Liability Detail page

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

Report Parameters

From Date Enter the starting date.

To Date Enter the end date.

Employee Type Enter the employee type. Valid values include: *Salaried*, *Wage Earners*, and *Both*.

Employer Liability Detail Report Details

Description	This report lists all Gross salaries grouped by employee and hazard.
Report ID	GPDESI12
Type of Report	SQR
Parameters	Pay Entity, From Date, To Date, Employee Type (REQUIRED PARAMETERS)
Source	GPDE_RP_0001, GPDE_RP_0002, DEPT_TBL
Sorted By	Pay Entity, From Date, To Date, Employee Type



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

Compulsory Health Insurance Page

Usage	Use the Compulsory Health Insurance page to set parameters for the Compulsory Health Insurance report.
Object Name	GPDE_RC_SI09
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report, Compulsory Health Insurance
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Compulsory Health Insurance page

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

Report Parameters

- Monthly Flag** Select this option if the information is processed monthly.
- Insurance Coverage Type** Select the insurance coverage type.
- Region** Select the region.
- Reference Value** Enter the reference value.

Compulsory Health Insurance Report Details

Description	This report helps the employer to decide about the right health insurance
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	contribution class (voluntary vs. mandatory).
Report ID	GPDESI09
Type of Report	SQR
Parameters	Current Pay End Date, Insurance Coverage Type, Region, Reference Value, Pay Entity (REQUIRED PARAMETERS) Department (ADDITIONAL PARAMETER)
Sorted By	Insurance Coverage Type, Region, Reference Value, Pay Entity, Department



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 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	GPDE_RC_AL07
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report, Element Contribution List
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Language: English

Report Parameters

From Date: 01/01/1998 To Date: 12/30/2001 Print Class: GPDEDMO

Only Elements in Print Class Non Elements in Print Class

*Element Name	Description	Override	Short Description	Sequence	
1 DE_TX_0001G	Taxable Gross	<input checked="" type="checkbox"/>	STBRUT	2	+ -
2 DE_A1_GBRUT	Total Gross	<input checked="" type="checkbox"/>	GSBRUT	1	+ -
3 DE_SI_0001G	SI Gross unlimited for base	<input checked="" type="checkbox"/>	SVBRUT	3	+ -
4 DE_A3_P1011	TxSI Annlzd PS Maintained	<input checked="" type="checkbox"/>	TX_SI	6	+ -

Element Contribution List page

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

Report Parameters

- From Date** Enter the start date.
- To Date** Enter the end date.
- Print Class** Select the print class you require. PeopleSoft delivers two standard print classes, although you can, of course, create your own.
- Override** Determines which columns are displayed in the report. You can display up to ten columns in your report, and can configure the level of detail that you wish to display. Select this check box if you want to override the description of the selected element.
- Sequence** If you want to have the AHV/ALV contributions as the second column in you report, for example, select Sequence Number 2.

Element Contribution List Report Details

Description	<p>The Element Contribution List report is a detailed report listing 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.</p> <p>You can define which information you want to include in your report.</p>
Report ID	GPDEAL07

Type of Report	SQR
Parameters	From Date, To Date, Print Class, Element Name (REQUIRED PARAMETERS) Override, Short Description, Sequence (ADDITIONAL PARAMETERS)
Source	GPDE_RC_AL07, GPDE_BL_PRINT, GPDE_RC_AL07_1, GPDE_RC_AL07_2, GP_PIN, GP_ACM_MBR, GPDE_RC_PAYROLL
Sorted By	Print Group, Print Sequence, PIN Member Number



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 Statistics Page

Usage	Use the Payroll Statistics page to set report parameters for the Payroll Statistics report.
Object Name	GPDE_RC_AL06
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report, Payroll Statistics
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Language: English

Report Parameters

Pay Entity: MEL001 Test Entit For Month

SetID: For Year 1999

Location Code:

Employee Type: Both

Payroll Statistics page

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

Report Parameters

- For Month** Select this option if you want to report data by month.
- For Year** Select this option if you want to report data by year. Enter the year.
- Location Code** Enter the location code.
- Employee Type** Enter the employee type. Valid values include: *Salaried*, *Wage Earners*, and *Both*.

Payroll Statistics Report Details

Description	This report documents Gross salary and working hours for all employees. The report must be sent to Statistisches Bundesamt.
Report ID	GPDEAL06
Type of Report	SQR
Parameters	Pay Entity, For Month, For Year, Employee Type (REQUIRED PARAMETERS) SetID, Location Code (ADDITIONAL PARAMETERS)
Source	GPDE_RP_0001, GPDE_RP_0002, LOCATION_TBL
Sorted By	Pay Entity, SetID, Location Code, Employee Type



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

Industrial Statistics Page

Usage	Use the Industrial Statistics page to set report parameters for the Industrial Statistics report.
Object Name	GPDE_RC_AL08
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report, Industrial Statistics
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control	
Run Control ID: 1	Report Manager Process Monitor Run
Language: English	
Report Parameters	
Current Pay End Date: 30/04/2000	
Pay Entity: MEL001	Test Entity
SetID:	
Department:	
Works Council ID:	
Employee Type: Both	

Industrial Statistics page

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

Report Parameters

Works Council ID Select the works council ID.

Employee Type Enter the employee type. Valid values include: *Salaried*, *Wage Earners*, and *Both*.

Industrial Statistics Report Details

Description	This report lists the monthly Gross salary and number of employees per department. The report must be sent to Statistisches Bundesamt.
Report ID	GPDEAL08
Type of Report	SQR
Parameters	Current Pay End Date, Pay Entity, Works Council ID, Employee Type (ALL REQUIRED) SetID, Department (ADDITIONAL PARAMETERS)
Source	GPDE_RP_0001, GPDE_RP_0002, LOCATION_TBL
Sorted By	Pay Entity, SetID, Department, Works Council ID, Employee Type



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 additional payments made by an employer to an employee's normal salary.
Object Name	GPDE_RC_AL09
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Report, Overpayment List
Prerequisites	You must first have defined a Pay Entity.
Access Requirements	Enter a Run Control ID.

Overpayment List page

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

Report Parameters

Print Class Select the print class you require. PeopleSoft delivers two standard print classes, although you can, of course, create your own.

As Of Date Enter the date from which you will begin reporting data.

Overpayment List Report Details

Description	The Overpayment List report details additional payments made by an employer to an employee's normal salary. It lists employer ID number and name, the month and year that the overpayment was made, the amount and the total overpayments that were made.
Report ID	GPDEAL09
Type of Report	SQR
Parameters	Print Class, Pay Entity, As Of Date (REQUIRED PARAMETERS)

Source	GPDE_BL_PRINT, GPDE_RP_AL07_1, GP_RSLT_ACUM, GPDE_RP_0001, GP_RSLT_ACUM, PERSONAL_DATA
Sorted By	Print Class, Pay Entity, As Of Date



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	GPDE_RC_BK01
Navigation	Global Payroll (GER), Manage Payroll Process (GER), Process, Bank Transfer
Prerequisites	You must first set up a bank transfer disk.
Access Requirements	Enter a Run Control ID.

Run Control

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

Language:

Report Parameters

Current Pay End Date:

Transfer Sequence:

Deposit Schedule: Banking - Deposit Schedule

Pay Entity: German Payroll Company 2

Pay Group: Paycalc Schleswig Holstein

Diskette Type: 3.5 Inches High Density

Directory:

Bank Transfer page

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

Report Parameters

- 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 a deposit schedule that you defined on the Deposit Schedules Page.

- Diskette Type** Select the type of disk that you are using to store the files that the report creates.

- 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 to be used for the data transfer with banks.
Report ID	GPDEBK01
Type of Report	SQR
Parameters	Current Pay End Date (REQUIRED) Transfer Sequence, Deposit Schedule, Pay Entity, Pay Group, Diskette Type, Directory (ADDITIONAL PARAMETERS)
Source	GPDE_BK_XFER_EMPLOYEE
Sorted By	Print Class, Pay Entity, As Of Date



This report creates no printable output file. That is why in this case there is no PDF file published on CD-ROM with your documentation.

New Tax Card Page

Usage	Use the New Tax Card page to avoid additional work caused by typing in all tax card data. Only changed data have to be put in by users. The report collects changed data by creating a new row within the tax card table.
Object Name	GPDE_RC_TX02

Navigation	Global Payroll (GER), Manage Payroll Process (GER), Process, New Tax Card
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Language:

Report Parameters

New Tax Card Date:

Pay Entity: GP Germany OPM

New Tax Card page

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

Report Parameters

New Tax Card Date Enter the effective date from which the new tax card is valid.

New Tax Card Report Details

Description	This report collects all changed data and creates a new row in the tax card table.
Report ID	GPDETX02
Type of Report	SQR
Parameters	Pay Entity, New Tax Card Date (REQUIRED PARAMETERS)
Sorted By	Pay Entity, New Tax Card Date



This report creates no printable output file. That is why in this case there is no PDF file published on CD-ROM with your documentation.

Using Writable Arrays for Germany

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 Application Designer, see the Application Designer.

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 Arrays - Write Array Name Page



You must name every element and define its basic parameters on an Element Name page. All element components within 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 PeopleBooks Standard Page Element Definitions: **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	Enter the element name.

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 PeopleBooks Standard Page Element Definitions: **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:

INSTANCE	SLICE_BGN_DT	SLICE_END_DT	OVERTIME	BASE_SAL
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.

Appendix 1: Setting Up Net-to-Gross Payments for Germany

Some earnings, such as bonuses, are paid as net amounts, so you need to calculate the corresponding gross amounts. This section discusses how to set up earnings for net-to-gross calculations and grossed-up amounts and prepare them for processing.



All of the set up for net-to-gross payments for Germany are done in the core application, using elements that are specific to Germany. There are no specific pages in Global Payroll for Germany that need to be set up for net-to-gross payments.

To set up a net-to-gross calculation for earnings:

1. Set up the earnings for net-to-gross calculations on the Earnings Name Page in the core application.
2. Assign the net-to-gross earnings to an accumulator on the Accumulators Page in the core application.
3. Set up the gross earnings on the Earnings Name page in the core application.

Assign the grossed-up amount to a gross earnings by defining a corresponding grossed-up earnings for each net-to-gross earnings, using a calculation rule of *Base * Percent* on the Earnings Calculation Page in the core application.
4. Assign the gross earnings to an accumulator on the Accumulators page in the core application.
5. The net-to-gross payment is automatically calculated and stored.
6. Add the net-to-gross earnings and the grossed-up earnings to the earnings element group on the Element Groups - Members Page in the core application.
7. Add the net-to-gross earnings to a section, where all earnings are processed, on the Definition Page in the core application.
8. Add the grossed-up earnings to another section, where grossed-up earnings are processed, at the end of the process.
9. Assign the grossed-up earnings to a print class of the payslip and the pay balance, and to the

print class of the other reports that print earnings.



Some net-to-gross earnings elements are PeopleSoft-delivered, but not maintained.

Setting Up Net-to-Gross Payments for Earnings

You set up net-to-gross payments in the Earnings component in the core application.



For more information about setting up earnings, see Defining Earnings in *PeopleSoft 8 Global Payroll PeopleBook*.



For net-to-gross payments, you must set up net earnings and gross earnings separately.

Setting Up Net-to-Gross Payments

First, you set up the net-to-gross payment as an earnings element on the Earnings Name page in the core application.

There are 3 types of net-to-gross calculations:

- Annualized
- Bonus
- Multiple Year Bonus



For more information about setting up an earnings element, see the Earnings Name Page in *PeopleSoft 8 Global Payroll PeopleBook*.

Assigning Net-to-Gross Earnings to an Accumulator

In order to define the type of calculation used, assign each type of net-to-gross earnings to an accumulator on the Accumulators page in the core application.

You must assign each type of net-to-gross earnings to the following accumulators:

<i>Type of Earnings</i>	<i>Assign to Accumulator</i>
Annualized	DE_A3_KT001G
Bonus	DE_A3_KT002G
Multiple Year Bonus	DE_A3_KT003G

Example

If you select a net-to-gross earnings type of *Bonus*, you'll see the following information on the Accumulators page:

Example of assigning an earning to an accumulator



If an earnings element is PeopleSoft-maintained, the naming convention for the element includes *P*. For example, DE_A3_PT002G is a PeopleSoft-maintained earnings element. If an earnings element is customer-maintained, the naming convention for the element includes *K*. For example, DE_A3_KT002G is a customer-maintained earnings element.



For more information about assigning an earnings element to an accumulator, see the Accumulators Page in *PeopleSoft 8 Global Payroll PeopleBook*.

Setting Up Gross Earnings

The next step is to set up the appropriate gross earnings.

To assign the grossed-up amount to gross earnings, set up a corresponding grossed-up earnings for each net-to-gross earnings.

You define the calculation rule for the gross earnings on the Earnings Calculation page in the core application.



You must select a calculation rule of *Base * Percent* for these earnings.

The *Base* of the earnings is the corresponding net-to-gross earnings. The *Percent* for the earnings is a certain formula for each type of net-to-gross calculation. You must use the following formulas for each type of net-to-gross calculation:

Type of Net-to-Gross Calculation	Formula
Annualized grossed-up earnings	DE_TX_NGA_EARN
Bonus grossed-up earnings	DE_TX_NGB_EARN
Multiple Year Bonus grossed-up earnings	DE_TX_NGMYB_EARN

The grossed-up amount is stored in the earnings. Assigning formulas to the earnings enables the grossed-up amount of the earnings to be automatically calculated.

Example

If you select a net-to-gross earnings type of *Annualized*, enter the following information on the Earnings Calculation page:

The screenshot displays the 'Definition' tab of the Earnings Calculation page. At the top, the element name is 'DE_ER_M90000' with the description 'Upgrossed Base Pay Netto' and owner 'PS Non-Mnt'. The 'Definition' section includes the following fields:

- Effective Date:** 01/01/1998
- Status:** Active
- *Calculation Rule:** Base * Percent
- Unit:** (empty)
- Rate:** (empty)
- Base:** Earnings, DE_ER_M80000
- Percent:** Formula, DE_TX_NGA_EARN
- Amount:** (empty)
- *Frequency:** Use Calendar Period Frequency
- Generation Control:** (empty)
- Retro Recalc Option:** Always Recalc, Do Not Recalc
- Version:** (empty)

Example of defining a calculation rule for a net-to-gross earnings



For more information about defining a calculation rule for an earnings element, see the Earnings Calculation Page in *PeopleSoft 8 Global Payroll PeopleBook*.

Assigning Gross Earnings to an Accumulator

In order to make sure that the grossed-up earnings is calculated correctly, assign each type of grossed-up earnings to an accumulator on the Accumulators page in the core application.

You must assign each type of grossed-up earnings to the following accumulators:

Type of Earnings	Assign to Accumulator
Annualized	DE_TX_N001G
Bonus	DE_TX_N002G
Multiple Year Bonus	DE_TX_N003G

Example

If you select a grossed-up earnings type of *Bonus*, enter the following information on the Accumulators page:

Example of assigning a grossed-up earnings to an accumulator



For more information about assigning an earnings element to an accumulator, see the Accumulators Page in *PeopleSoft 8 Global Payroll PeopleBook*.

Processing Net-to-Gross Earnings

By assigning the earnings to an accumulator, the net-to-gross is automatically calculated because the net-to-gross process is defined in the standard process list.



For more information about process lists, see Defining Processing Elements in *PeopleSoft 8 Global Payroll PeopleBook*. **For more information** about adding an earnings to a section, see Sub-Process Sections in *PeopleSoft 8 Global Payroll PeopleBook*.

The results of this process, which are deductions, are automatically stored.

The naming convention for the deduction elements is the following:

DE_<XX>_T<NNN>

The value of <XX> is the type of deduction. For example, it can be SI (Social Insurance) or TX (Tax).

The value of <NNN> is a number such as 001.

For example, the element name for the annualized tax deduction that is stored is the following:

DE_TX_T001

Adding Earnings to an Element Group

You need to add the net-to-gross earnings and the grossed-up earnings to the earnings element group of DE_AL_EARNINGS. You do this on the Element Groups - Members page in the core application.

Example

Element Group Name: DE_AL_EARNINGS Earnings Owner: PS Non-Mnt

Definition Find | View All First 1 of 1 Last

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

Version:

Element Group Members Find | View All First 1-6 of 94 Last

*Entry Type	Element Name	*Element Assignment
Earnings	DE_ER_M20000	By Eligibility Group
Earnings	DE_ER_M10000	By Eligibility Group
Earnings	DE_TX_0016	By Eligibility Group
Earnings	DE_ER_M12000	By Eligibility Group
Earnings	DE_ER_M13000	By Eligibility Group

Example of adding a net-to-gross earnings to an element group



For more information about assigning an earnings element to an element group, see the Element Groups - Members Page in *PeopleSoft 8 Global Payroll PeopleBook*.

Adding Earnings to a Section



You need to add the net-to-gross earnings and the grossed-up earnings separately. Each type of earnings is added to a different section.

Add the net-to-gross earnings to the DE_ER_1000 section. This is where all earnings for Global Payroll for Germany are processed. You do this on the Section Definition page in the core application.

Example

Section Name: DE_ER_1000 Definition: Earnings Owner: PS Non-Mnt

Definition: Find | View All First 1 of 1 Last

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

*Section Use: Payroll Process Only

*Section Type: Standard Version:

*Seq Nbr	Element Entry Type	Element Name	Recalculate
10	Earnings	DE_ER_UNPD_D	<input type="checkbox"/> + -
20	Earnings	DE_ER_VAC_UN	<input type="checkbox"/> + -
100	Earnings	DE_ER_M10000	<input type="checkbox"/> + -
200	Earnings	DE_ER_M80000	<input type="checkbox"/> + -

Example of adding a net-to-gross earnings to the Earnings section

Next, add the grossed-up earnings to another section at the end of the process. The grossed-up earnings must be added to the DE_TX_FINAL section. You do this on the Section Definition page in the core application.



For more information about adding an earnings element to a section, see the Definition Page in *PeopleSoft 8 Global Payroll PeopleBook*.

Setting Up Net-to-Gross Earnings for Reporting

Once you have defined your net-to-gross earnings and the grossed-up earnings, you need to prepare them for reporting and printing.



You must first decide which earning has to be assigned to the print classes. This decision depends on the individual needs of your company.

To set up earnings for reporting:

1. Assign the earnings you selected to the print class of the payslip on the Payslip page.



For more information about assigning an earnings element to a payslip, see the Payslip - Elements View Page.

2. Assign the earnings you selected to the print class of the pay balance on the Pay Balance page.



For more information about assigning an earnings element to the pay balance, see the Pay Balance Page.

3. Assign the earnings you selected to the print class of other earnings, which print earnings.



For more information about the print class, see the Print Class Page.



Assigning net-to-gross earnings to a print class is only useful if you want to view the base of the grossed-up earnings.

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