



PeopleSoft 8.00.01 Global Payroll for the UK 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 the UK. You can order the online version by requesting SKU HRB8SP1R0, or the hard-copy version by requesting SKU MAGUr8SP1B 1200.

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

- PeopleSoft 8 Global Payroll PeopleBook (for the core application)
- PeopleSoft 8 Global Payroll for the UK PeopleBook

The preface for both PeopleBooks is called About This PeopleBook.

This book documents the local country extension for the UK.

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 Global Payroll PeopleBook*. It provides information about the following topics:

- Using related documentation such as the PeopleSoft 8 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 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 Global Payroll for the UK 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 the UK.

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 the UK.

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 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 Global Payroll PeopleBook* (in the core documentation) and then Setting Up Banking for the UK in *PeopleSoft 8 Global Payroll for the UK 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 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 PeopleSoft Global Payroll product.



While we are offering recommendations on specific chapters that are important to read, any technical or functional person involved in an implementation of the Global Payroll product should ideally read the *PeopleSoft 8 Global Payroll PeopleBook* and the *PeopleSoft 8 Global Payroll for the UK 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 the UK.

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 entitlement and absence takes.
- Schedules. Covers work schedules, schedule calendars, shifts, workdays, schedule templates, and holiday schedules.
- Organisational 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 Global Payroll PeopleBook*.

Global Payroll for the UK documentation includes the following:

- **Statutory tax and NI contributions.** Discusses entering an employee's statutory details in the system so that their NICs and statutory tax can be calculated.
- **Tax credits.** Explains how to record tax credit information for an employee. When the employee is paid, the tax credits are paid together with the employee's earnings.
- **Court orders and student loans.** Explains how to enter an employee's court order and student loan details. These payments must be made to the relevant authorities by employers and deducted from the employee's earnings when they are paid.
- **Absences.** Explains how to set up and process an employee's absence. Global Payroll for the UK provides statutory absence schemes for sickness and maternity, but you can also create your own absence scheme, for example, for holidays.
- **Pension schemes.** Discusses how to enter details of an employee's pension scheme into the system.
- **Advance Pay.** Discusses how to process advance pay for employees. This is done using pages on the core application with positive input.

- Overtime. Describes how to enter an employee’s overtime details into the system.
- Employee loans. Covers how to enter details on an employee loan into the system. The system makes loan repayments automatically from the employee’s earnings.
- Payslips. Explains how to set up and run payslips in Global Payroll for the UK.
- Banking. Explains how you create a file suitable for BACS-processing software.
- Reports in Global Payroll for the UK
- Writable arrays. Discusses writable arrays which are elements that you can use to create your own result tables that are used to design customised reports.

PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages. This section lists the most common fields and provides standard definitions for both the Global Payroll core application and the Global Payroll for the UK 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 organisation of business information. You can use a business unit to define regional or departmental units within a larger organisation.
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 organisation.
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.

<p>Process Frequency group box</p>	<p>Designates the appropriate frequency in the Process Frequency group box:</p> <p>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.</p> <p>Always executes the request every time the batch process runs.</p> <p>Don't Run ignores the request when the batch process runs.</p>
<p>Report ID</p>	<p>The report identifier.</p>
<p>Process Monitor</p>	<p>This link takes you to the Process List page, where you can view the status of submitted process requests.</p>
<p>Report Manager</p>	<p>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).</p>
<p>Run</p>	<p>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.</p>
	<hr/> <p>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>.</p> <hr/>
<p>Run Control ID</p>	<p>Identifies specific run control settings for a process or report.</p>
<p>SetID</p>	<p>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.</p>
<p>Short Description</p>	<p>Freeflow text up to 15 characters.</p>
<p>Status</p>	<p>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.</p>
<p>User ID</p>	<p>The system identifier for the individual who generates a transaction.</p>

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 organisation 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>
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PeopleBooks Standard Page Elements for Global Payroll for the UK

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

Field	Definition
Calendar Run ID	Identifies a grouping of calendars to be processed at the same time.
Department	An identification code that represents an organisation in a company.
Effective Sequence	If you make multiple changes to data on the same date, the Effective Sequence determines the latest change. The higher the number of the Effective Sequence , the more recent the change.
Employee	The name of an individual associated with your organisation.
Employee Status	Displays an employee's status within your organisation. You define this in the job table. Valid values are A (Active), D (Deceased), L (Leave of Absence), P (Leave with Pay), Q (Retired with Pay), S (Suspended), T (Terminated), U (Terminated without Pay), V (Terminated Pension Pay Out), W (Short Work Break), X (Retired Pension Administration).
End Date	The end date for which a report or process includes data.
Hire Date	The date that an employee is hired.
Job Code	Defines an employee's role within an organisation.
Location	The office where a company is located.
Start Date	The start date for which a report or process includes data.

Valid From	The date from when a change in data applies.
Valid To	The end data for which a change in data applies.

Global Payroll Terms

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

- Global Payroll for the UK is a country extension of the Global Payroll product and we refer to it as Global Payroll for the UK throughout the local documentation. Global Payroll for the UK is not considered a stand-alone product.
- Global Payroll core documentation uses the term *organisation* throughout. *Organisation* refers to both companies in the private sector and to organisations in the public sector. In the Global Payroll for the UK documentation, we refer to *company* in many cases because there are pages in the Global Payroll for the UK extension where Company is a required field.

Understanding Country Setup for the UK

Initial Setup

Before you can define information in PeopleSoft Global Payroll for the UK, you need to perform 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:

- 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 *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 in to PeopleSoft HRMS, the system defaults in the values you specified here.

You use the Primary Permission List Preferences – Defaults page to define your company, country, and currencies. You 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 PeopleSoft Application Fundamentals 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 you want to use. Once the setup is established, you can select the Language Name icon to view the sign on page in a given language. The language you select on the Language Preference page determines the language in which the whole application is displayed on your browser.

Once you're logged in 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 logon.



For more information about defining your language preference, see *Setting Language Preferences in PeopleSoft 8 Application Fundamentals for HRMS PeopleBook*.

HR/GP Integration

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

Setting Up Core Tables

There are several tables that you need to define first in the core application. 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*.

Understanding Currency in Global Payroll

Understanding 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 *PeopleSoft 8 Application Fundamentals for HRMS PeopleBook*.

You also need to define the currency code and the currency rate type in the Primary Permission List Preferences – Defaults page.



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

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

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 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 PeopleSoft Global Payroll, see Multiple Currency Capability in *PeopleSoft 8 Global Payroll PeopleBook*.

Online Currency Defaults

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

Currency can default from 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*.

Understanding Country Setup in Global Payroll

In the core 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 Country Setup Page in *PeopleSoft 8 Global Payroll PeopleBook*.

Understanding Triggers for Global Payroll for the UK

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 define Trigger Event ID's on the Trigger Definition Page in the core application.



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

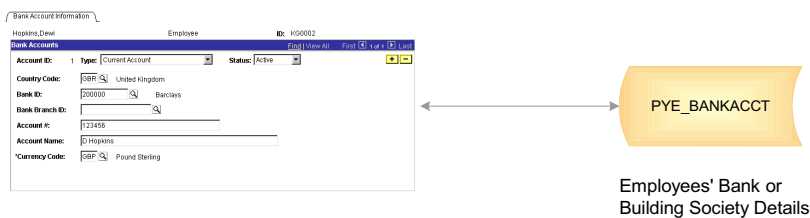
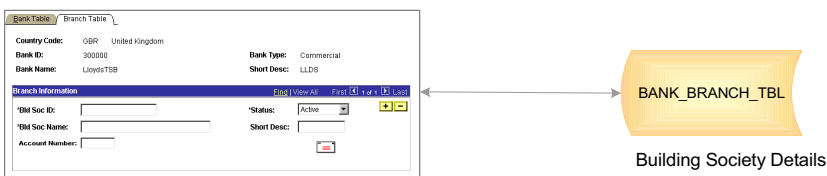
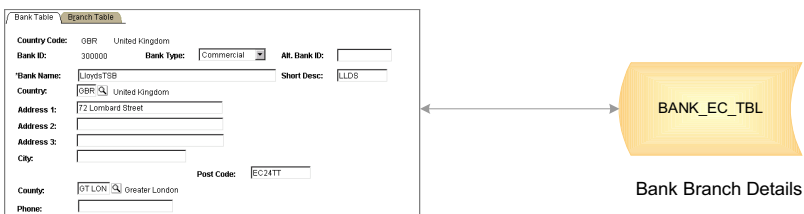
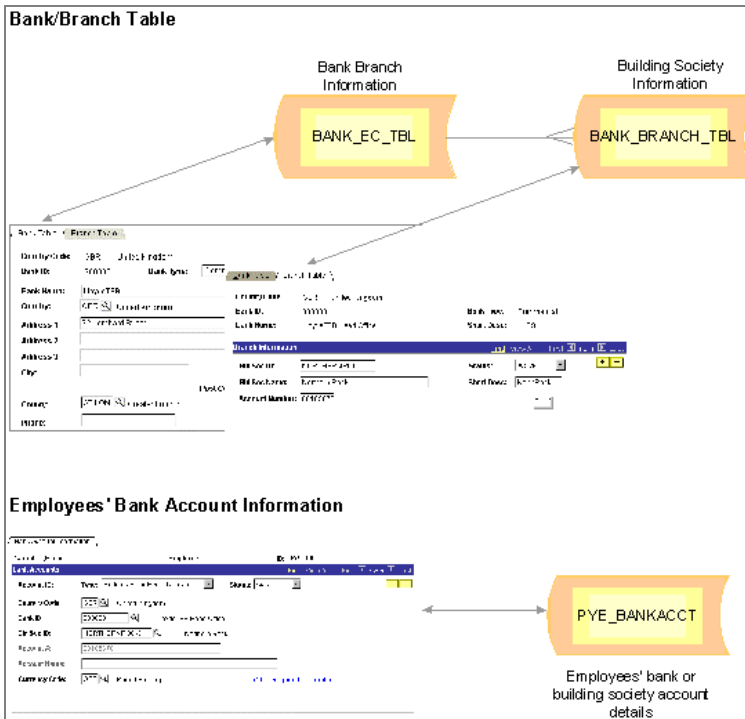
Below is a table that lists records with triggers for Global Payroll for the UK:

Record Name	Trigger Type	Trig. Eff. Date Type	Trigger Event ID	Fieldname	Value Based?	Value
GP ABS EVENT GP ABS EVENT	Iterative Retro	Effdt Begin-End Date	KRETRO			
GPGB ABS EVT JR GPGB ABS EVT JR	Iterative Retro	Effdt Begin-End Date	KRETRO			
JOB JOB JOB	Iterative Retro Segmentation	Effdt Effdt Effdt	KRETRO	COMPRA TE		

Setting up UK Banks and Building Societies

In Global Payroll for the UK, you must set up every bank or building society your organisation deals with during the course of business. This information is stored in the BANK_EC_TBL and BANK_BRANCH_TBL tables. A third table, PYE_BANKACCT, stores details of your workers' bank and building society accounts.

The following diagram shows how you set up these tables for UK banks and building societies.



Banking pages and related tables



The setup covered in this section applies only to UK banks and building societies.



For more information about setting up banks in other countries, see Setting Up Banks and Bank Branches.

For UK banks and building societies, you set up bank branches on the Bank Table page and building societies on the Branch Table page and the associated Bank Branch Address page. The following table explains how you complete the pages:

<i>Type of Banking Institution</i>	<i>Bank Table Page</i>	<i>Branch Table Page (and Bank Branch Address Page)</i>
Bank Branch	Enter the name, address and phone number of the bank branch.	Leave blank.
Building Society	Enter the name, address and phone number of the bank branch that handles clearing for the building society.	Enter the building society name and address, and the number of the account that the building society has with the clearing bank identified on the Bank Table page.



Warning! You must set up a building society on the Branch Table page, linking the society to its clearing bank on the Bank Table page. If you don't set up building societies as described, the BACS interfaces and processes provided by Global Payroll for the UK will not generate valid data.

Bank Table Page

Usage	Use the Bank Table page to set up UK bank branches, including building societies that have demutualized.
	<p>Note. If you're setting up a building society, use this page to identify the bank branch that handles clearing for the building society. Clearing is normally handled by a bank's head office.</p>
Object Name	BANK_EC
Navigation	<p>Define Business Rules, Define General Data (NLD), Setup, Bank/Branch Info, Bank Table</p> <p>Define Business Rules, Define Payroll Process, Setup 1, Bank/Branch Table, Bank Table</p> <p>Define Business Rules, Define Payroll Process (USF), Setup 1, Bank/Branch Table, Bank Table</p>

	Define Business Rules, Define Global Payroll Rules, Setup 5, Banks, Bank Table Define Business Rules, Manage Human Resources (GBL), Setup, Bank/Branch Table, Bank Table Define Business Rules, Manage Human Resources (USF), Setup, Bank/Branch Table, Bank Table
Prerequisites	None
Access Requirements	Enter GBR in the Country Code field and the sort code for the branch in the Bank ID field.
	<hr/> <p>Note. If you're setting up a building society, enter in the Bank ID field the sort code of the bank branch that handles clearing for the building society. Clearing is normally handled by the bank's head office.</p> <hr/>

Bank Table
Branch Table

Country Code: GBR United Kingdom
Bank ID: 300101 **Bank Type:** **Alt. Bank ID:**
***Bank Name:** **Short Desc:**
Country: United Kingdom
Address 1:
Address 2:
Address 3:
City: **Post Code:**
County: Berkshire
Phone:

Bank Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in Using the Preface: **Short Description.**

Country Code The system displays the **Country Code** that you entered. This field is for information only.

Bank ID The system displays the bank sort code that you entered. This field is for information only.

Bank Type This field is optional for UK banks.

Alt. Bank ID (alternate bank identifier) Leave this field blank for UK banks.

Bank Name Enter a description of the branch. You should include the location of the branch and not just the bank name.

Country	The system automatically populates the field with GBR .
Address 1, 2, 3	Enter the bank branch address.
City	Enter the town or city where the branch is located.
Post Code	Enter the full post code for the branch.
County	Select the county from the list of UK counties.
Phone	Enter the branch telephone number.

Branch Table Page

Usage	Use the Branch Table page to set up building societies. This page only applies to mutual building societies where clearing is handled by a bank.
	Note. You do not need to complete this page if you are setting up a bank branch.
Object Name	BANK_BRANCH_EC
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define General Data (NLD), Setup, Bank/Branch Info, Branch Table • Define Business Rules, Define Payroll Process, Setup 1, Bank/Branch Table, Branch Table • Define Business Rules, Define Payroll Process (USF), Setup 1, Bank/Branch Table, Branch Table • Define Business Rules, Define Global Payroll Rules, Setup 5, Banks, Branch Table • Define Business Rules, Manage Human Resources (GBL), Setup, Bank/Branch Table, Branch Table • Define Business Rules, Manage Human Resources (USF), Setup, Bank/Branch Table, Branch Table
Prerequisites	You must first complete the Bank Table page with details of the clearing bank used by the building society.
Access Requirements	Enter GBR in the Country Code field.
	Note. In the Bank ID field, enter the sort code of the bank branch that handles clearing for the building society.

Branch Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in Using the Preface: **Short Desc, Status, Short Desc.**

Country Code This field is for information only.

Bank ID The system displays the sort code of the branch that handles clearing for the building society. This field is for information only.

Bank Name The system displays the name of the branch that handles clearing. This field is for information only.

Bank Type This field is for information only.

Branch Information

In the **Branch Information** group box enter details of the building society.

Bld Soc ID (building society identifier) Enter a unique identifier for the building society.

Bld Soc Name (building society name) Enter the full name of the building society.

Short Desc (short description) Enter an abbreviated name for the building society.

Account Number Enter the number of the building society’s account at the clearing bank.



Click the **Address Information** button to access the Bank Branch Address page where you enter the building society address.

Bank Branch Address Page

Usage	Use the Bank Branch Address page to enter the address for a building
-------	--

	society. You don't need to complete this page for bank branches.
Object Name	BANK_BRA_ADR_SP
Navigation	Click the Address Information button on the Branch Table page.

Building Society Address

Country: United Kingdom

Address 1:

Address 2:

Address 3:

City:

Post Code:

County: Tyne & Wear

Phone:

Bank Branch Address page

- Country** The system automatically sets the **Country** to **GBR**.
- Address 1, 2, 3** Enter the building society's head office address.
- City** Enter the town or city where the building society is located.
- Post Code** Enter the full post code.
- County** Select the county from the list of UK counties.
- Phone** Enter the building society telephone number.

Recording Bank Account Information

You record bank account information on the Bank Account Information page.

Bank Account Information Page

Usage	Use the Bank Account Information page to record and maintain banking information for your workers, including their preferred bank branches or building society and specific account and direct deposit information.
Object Name	PYE_BANKACCT
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Administer Workforce (GBL), Use, Bank Accounts, Bank Account Information • Compensate Employees, Maintain Global Payroll Data, Use, Bank

	Account Information, Bank Account Information
Prerequisites	You must first set up the bank branch or building society on the Bank Table page and the Branch Table page.
Access Requirements	Enter an EmplID.

Bank Account Information page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in Using the Preface: **Employee ID, Status, Currency Code.**

Account ID

The system creates an **Account ID** when you enter a new bank or building society account for an employee. This field is for information only.

Type

Select an account **Type** from the available options:

Current Account. Select this option for a bank account.

Building Society Roll Number. Select this option for a building society account.

Savings. This option does not apply to the UK.

Checking. This option does not apply to the UK.

Country Code

Enter **GBR** in the **Country Code**.

Bank ID

If the employee has a bank account, select the bank branch from the list of branches set up in the Bank Table.

If the employee has a building society account, leave this field blank.

Bank ID Complete this field only if the employee has a building society account. Select the building society from the list of societies that are cleared by the bank you selected in **Bank ID**.

If the employee has a bank account, leave **Bank Branch ID** blank.

Bld Soc ID (building society ID) If the employee has a building society account, select the building society from the list of societies set up in the Branch Table. When you select a building society, the system automatically completes Bank ID with the bank that handles clearing for the selected building society.

If the employee has a bank account, leave **Bld Soc ID** blank.

Account # (account number) Enter the employee’s bank account number.

If you selected a building society in **Bld Soc ID**, the system automatically completes **Account #** with the building society’s account at the clearing bank and makes the field unavailable for entry.

Note. To enter the employee’s building society account details, click **Other Required Information**.

Account Name Enter the **Account Name**.

If you selected a building society in **Bld Soc ID**, the system makes this field unavailable for entry.

Click Other Required Information to display the Building Society Details page, where you enter the account name.

Other Required Information Select **Other Required Information** to display the Building Society Details page where you enter the employee’s building society account details.

The system does not display this link if you select a normal bank branch in the **Bank ID** field.

Building Society Details Page

Usage	Use the Building Society Details page to enter an employee’s building society roll number and name.
Object Name	PYE_BS_SP_UK
Navigation	Click Other Required Information on the Bank Account Information

	page.
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Building Society Details

Roll Name:

Roll Number:

Building Society Details page

Roll Name Enter the **Roll Name** of the employee's building society account.

Roll Number Enter the employee's building society account number.

Additional Setup for Global Payroll for the UK

Apart from setting up banks and building societies, there is some additional setup that you must do to link Global Payroll for the UK with the core application:

Assigning a Payroll System and a Pay Group to Employees

You must assign a payroll system and a pay group to each employee. On the Payroll page, select Global Payroll as your Payroll System.

Select the Pay Group that you want to assign to the employee, and use the pay group values for Eligibility Group, Exchange Rate Type and Use Rate As Of, unless you want to override them at employee level.

Payroll page



For more information about the fields on this page, see the Payroll page in *PeopleSoft 8 Human Resources PeopleBook*.

Assigning a Tax Year, Tax Period and a Run Type

On the Overrides page, for each Calendar you establish, you must include the following three elements: TAX VR PERIOD, TAX VR BGN YR and GBR VR RUN TYPE.

For TAX VR PERIOD, set the numeric value of the current tax period. For TAX VR BGN YR, set the value equal to the year in which the tax year began. For GBR VR RUN TYPE enter the run type you require, either REG (for Regular) or SUP (for Supplemental).

This links processing with the tax year, tax period and run type. These variables are retrieved to get data for payslips, reports and so on.

Element Type	Element Name	Numeric Value	Character Value
1 Variable	TAX VR PERIOD	8.000000	
2 Variable	TAX VR BGN YR	2000.0000	
3 Variable	GBR VR RUN TYPE		REG

Overrides page



For more information about the fields on this page, see Overrides page in *PeopleSoft 8 Global Payroll PeopleBook*.

CHAPTER 2

Defining Statutory Tax and NI Details

All employees who are over the age of sixteen but below state retirement age, and whose income is above the LEL (Lower Earnings Limit), are required by law to pay NICs (National Insurance contributions). All employees pay PAYE (Pay as You Earn) income tax. The Inland Revenue provides detailed information about the regulations for NICs and PAYE tax.

When an employee is hired in PeopleSoft Global Payroll for the UK, the system automatically creates an effective-dated row for the employee's statutory details. If there are subsequent effective-dated job rows inserted for an employee, the system inserts new effective-dated rows of statutory data with the same effective date, because there is a sibling relationship between the corresponding JOB, TAX and NI tables. Similarly, if you insert a new effective-dated row for statutory details, the system creates a corresponding effective-dated row for their job data with an Action/Reason of *DTA/UKT*. The Work Location page in the core application displays this.



For more information about the fields on this page, see Job Data - Work Location Page in the *PeopleSoft 8 Human Resources PeopleBook*.

Entering Statutory Tax and NI Details

The system must be provided with essential information so that it can generate earnings and calculate tax and National Insurance contributions accurately. There are two pages in Global Payroll for the UK related to setting up an employee's statutory details in the system. You use the tax page to enter an employee's tax details, and the NI page to enter an employee's National Insurance details.

Tax Page

Usage	Use the Tax page to enter or update an employee's statutory tax (PAYE) details in the system.
Object Name	GPGB_TAX_EMPLOYEE
Navigation	Define Global Payroll UK, Maintain Payroll Data (GBR), Use, Statutory Details
Prerequisites	None
Access	Enter an EmplID.

Requirements

Tax 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: **EmpID**, **Empl Rcd Nbr**, **Effective Date**, **Effective Sequence**.

Select a **Notification Source** of the employee’s tax code. For example, an employee might give you their P45 at the start of their employment in your organisation. Valid values are **OTH** (other), **P38S**, **P45**, **P46**, **P6**, **P7X**, **P9**, **P9T**, and **P9X**. You can also leave the **Notification Source** field blank.



Depending on the **Notification Source** that you select, the system displays certain fields and hides others.

Notification Source	Fields That Appear	Fields That Hide
P38S, P6, P7X, P9, P9T, P9X	Scottish Variable	Notes
	Tax Code	P45 PAYE Id
	Tax Basis	P45 Leave Date
		P45 Pay Period
		Wk Mth (weekly or monthly)
		P45 Tax Yr (P45 tax year)
		P45 Tax Basis
		P45 Tax Cd (P45 tax code)
		P45 Pay to Date

Notification Source	Fields That Appear	Fields That Hide
		P45 Tax to Date
		A
		B
		C
OTH	Scottish Variable	P45 PAYE Id
	Tax Code	P45 Leave Date
	Tax Basis	P45 Pay Period
	Notes	Wk Mth (weekly or monthly)
		P45 Tax Yr (P45 tax year)
		P45 Tax Basis
		P45 Tax Cd (P45 tax code)
		P45 Pay to Date
		P45 Tax to Date
		A
		B
		C
P45	Scottish Variable	Notes
	Tax Code	A
	Tax Basis	B
	P45 PAYE Id	C
	P45 Leave Date	
	P45 Pay Period	
	Wk Mth (weekly or monthly)	
	P45 Tax Yr (P45 tax year)	
	P45 Tax Basis	
	P45 Tax Cd (P45 tax code)	
	P45 Pay to Date	
	P45 Tax to Date	
P46	Scottish Variable	Notes
	Tax Code	P45 PAYE Id
	Tax Basis	P45 Leave Date

Notification Source	Fields That Appear	Fields That Hide
	A	P45 Pay Period
	B	Wk Mth (weekly or monthly)
	C	P45 Tax Yr (P45 tax year)
		P45 Tax Basis
		P45 Tax Cd (P45 tax code)
		P45 Pay to Date
		P45 Tax to Date

Scottish Variable

The Scottish Variable indicator is intended for employees who are Scottish taxpayers. If you select **Scottish Variable**, the Tax Code that you enter must be prefixed by an S.

The Scottish parliament has statutory powers to vary the prevailing base rate of tax by plus or minus 3 pence. For example, if the prevailing base rate in England or Wales is 22 pence, the Scottish base rate could fluctuate between 19 pence and 25 pence. In all other respects, the Tax Code operates precisely as the primary base rate. Currently there are no indications that the Scottish parliament will invoke its statutory powers to adjust the primary base rate, but it could be invoked at any time with only limited notification.

Note. Scottish legislation requires that the **Scottish Variable** option is available in payroll systems even though it is not currently in use. You can hide this option if you require.

Tax Code

Enter the employee's **Tax Code** for the current tax year. PeopleSoft has built various validation rules into the **Tax Code**.

Tax Basis

Enter the basis on which the employee's *current* employer calculates tax.

OTH Notification Source

Tax		NI	
Parker,Joshua		EmpID: GB1B003	Empl Rcd Nbr: 0
Tax Details View All First 1 of 1 Last			
Effective Date:	01/01/1999	Effective Sequence:	0
Notification Source:	OTH	Notes:	
Scottish Variable	<input checked="" type="checkbox"/>		
Tax Code:	NT		
Tax Basis:	Cumulative		

Tax page

Notes

If you select Notification Source **OTH**, the system displays a **Notes** section where you can enter the Notification Source of the employee’s tax code.

P45 Notification Source

When an employee leaves an organisation, they are handed a P45 form. This form provides the information that is required here.



Since the P45 details that you enter on this page are used by Global Payroll for the tax calculation process, make sure that they are accurate.

Tax		NI	
Parker,Joshua		EmpID: GB1B003	Empl Rcd Nbr: 0
Tax Details View All First 1 of 2 Last			
Effective Date:	26/10/2000	Effective Sequence:	0
Notification Source:	P45	P45 PAYE Id:	12345
Scottish Variable	<input type="checkbox"/>	P45 Leave Date:	18/10/2000
Tax Code:	NT	P45 Pay Period:	28 Wk Mth: W
Tax Basis:	Wk 1/Mnth1	P45 Tax Yr:	2000
		P45 Tax Basis:	Week 1/Month 1
		P45 Tax Cd:	442L
		P45 Pay to Date:	10500.00
		P45 Tax to Date:	1635.20

Tax page

P45 PAYE Id	Enter the PAYE reference that is recorded on the P45 form.
P45 Leave Date	Enter the leaving date that is recorded on the P45 form.
P45 Pay Period	Enter the last pay period when the employee was paid.
Wk Mth	Select whether the employee was paid on a weekly or a monthly basis. Valid values are <i>W</i> and <i>M</i> .
P45 Tax Yr (P45 tax year)	Enter the tax year to which the P45 applies.
P45 Tax Basis	Enter the basis on which the employee's previous employer calculated tax. Possible values are <i>Cumulative</i> and <i>Week 1/Month 1</i> .
P45 Tax Cd (P45 tax code)	Enter the tax code that is recorded on the P45 form.
P45 Pay to Date	Enter the total pay to date that is recorded on the P45 form.
P45 Tax to Date	Enter the total tax to date that is recorded on the P45 form.

P46 Notification Source



Section 1 of the P46 form contains three statements, A, B and C. The employee must tick each box that applies to them.

A	Select this check box if the employee has ticked statement A on their P46 form.
B	Select this check box if the employee has ticked statement B on their P46 form.
C	Select this check box if the employee has ticked statement C on their P46 form.

NI Page

Usage	Use the NI page to enter or update an employee's statutory National Insurance details in the system.
Object Name	GPGB_TAX_EMPLOYEE
Navigation	Define Global Payroll UK, Maintain Payroll Data (UK), Use, Statutory Details, NI Details
Prerequisites	None

Access Requirements	This is the second page of a two-page component. Click the NI tab.
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The screenshot shows a software interface with a 'Tax' and 'NI' tab. The 'NI' tab is active, displaying details for employee Parker, Joshua (EmplID: GB1B003, Empl Rcd Nbr: 0). The 'NI Details' section includes: Effective Date: 01/01/1999, Effective Sequence: 0, NI Category Code: G, and checkboxes for RL, DEF, and Age certificates. Below are sections for Periods (NI Frequency: W, NI Override Period: 1), Directors (Director (Y/N) checked, date 01/08/2000, Directors NI Calc: D), and CONs (SCON and ECON fields).

NI page

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

NI Category Code (National Insurance category code)

Displays the National Insurance contribution table letter under which National Insurance contributions are payable. The **NI Category Code** (National Insurance category code) is a required field because all employees over the age of 16, under state retirement age, and whose income is above the LEL (Lower Earnings Limit) should pay National Insurance contributions.

The NI Category Code is required for all legislative reporting, such as payslips and end-of-year documentation. An employee’s payslip cannot be calculated without this information.

Valid values are:

- A:** Not contracted-out National Insurance contributions.
- AA:** Not contracted out in appropriate personal pension.
- B:** Reduced rate not contracted out. This category applies only to female employees.
- BA:** Reduced rate not in appropriate personal pension. This category applies only to female employees.

C: Over state retirement age or not contracted-out salary-related pension scheme. This category code can also be used for deferment certificates.

Co: Contracted-out deferment certificate in contracted-out salary-related pension scheme.

D: Contracted-out money purchase pension scheme (COSR).

E: Reduced rate contracted-out money purchase pension scheme (COSR). This category applies only to female employees.

F: Contracted-out money purchase pension scheme (COMP).

G: Reduced rate contracted-out money purchase pension scheme (COMP). This category applies only to female employees.

S: Contracted-out deferment certificate in contracted-out money purchase scheme.

X: No National Insurance contributions (for example, for overseas employees).

NI Approved Pension Scheme

This is not in use and will be hidden in future releases.

RL Certificate seen?

This field is available for entry if you select the NI Category Code **B**, **E**, or **G**. Select this check box if the employee has a valid certificate and therefore complies with the eligibility regulations for this category. This check box reminds you that the employee should have a valid certificate.

DEF Certificate seen?

This field is available for entry if you select the NI Category Code **C**, **Co**, or **S**. Select this check box if the employee has a valid certificate and therefore complies with the eligibility regulations for this category. This check box reminds you that the employee should have a valid certificate.

Age Certificate seen?

This field is available for entry if you select the NI Category Code **C**. Select this check box if the employee has a valid certificate and therefore complies with the eligibility regulations for this category. This check box reminds you that the employee should have a valid certificate.

NI Frequency (National Insurance Frequency)

Readjusts when National Insurance contributions are calculated, regardless of the pay group that the employee is assigned to.

For example, payments made after an employee leaves a company must be made on a weekly basis. **NI Frequency** overrides the payroll calculation. In the case of an employee who is leaving an organisation, the default is the payment frequency setting on the calendar. This field overrides that default at the payee level.

Valid values are:

Weekly: Select this value if you want to calculate National Insurance contributions on a weekly basis.

Bi-Weekly: Select this value if you want to calculate National Insurance contributions on a fortnightly basis.

4-Weekly: Select this value if you want to calculate National Insurance contributions on a four-weekly basis.

Monthly: Select this value if you want to calculate National Insurance contributions on a monthly calendar basis.

Quarterly: Select this value if you want to calculate National Insurance contributions on a quarterly basis.

Annually: Select this value if you want to calculate National Insurance contributions on a yearly basis.

NI Override Period (National Insurance Override Period)

Displays the period over which default settings for National Insurance contributions are overridden.

Director (Y/N)

Select this check box if an employee is a company director. You must enter the date when the employee became a director because this affects how the system calculates NICs.

For more information about company directors, see Overview of National Insurance for Directors.

Directors NI Calc (Directors National Insurance calculation)

Displays how a company director's National Insurance contributions are calculated. Valid values are:

Director on Account: Select this if you want to make payments on account of a directors' National Insurance contributions during the tax year, based on the actual intervals of payment (usually weekly or monthly) in the same way as for other employees.

Director's Cumulative Calc (director's cumulative calculation): Select this if you want to calculate a director's National Insurance contributions on a cumulative basis. This means that the earnings period for the assessment of directors' NICs is annualised.

Directors Non Cumulative Calc (directors non-cumulative calculation): Select this if you want to calculate a director's National Insurance contributions as you would for a regular employee.

SCON (Scheme Contracted Out Number)

SCON applies to the following National Insurance categories: **D, E, Co, F, G** and **S**.

ECON (Employer Contracted Out Number)

Enter the ECON that applies to one of the National Insurance categories for money purchase schemes (**F, G** and **S**).

Overview of National Insurance for Directors

There are special rules for calculating NICs for company directors. An employee who is a director at the beginning of the tax year (6 April) has an annual earnings period for that tax year, even if he or she ceases to be a director before the end of the tax year (5 April). Employees who are first appointed as company directors *during the current tax year* have a pro-rata earnings period for the rest of the current tax year, based on the date when they were appointed as a director (rather than the day when they were first paid as a director).

It is therefore important that you specify whether an employee is a director and when they became one, because the system calculates the director's National Insurance contributions on an annual or pro-rata annual basis accordingly.



Directors' National Insurance contributions are calculated on a cumulative basis, unlike other employees whose NICs are calculated each week or each month. According to legislation, for the last payment of earnings in a tax year to that employee, the system must reassess the director's earnings on the basis of an annual or pro-rata annual earnings period, whether directors are paid on a weekly or monthly basis.

CHAPTER 3

Understanding Tax Credits

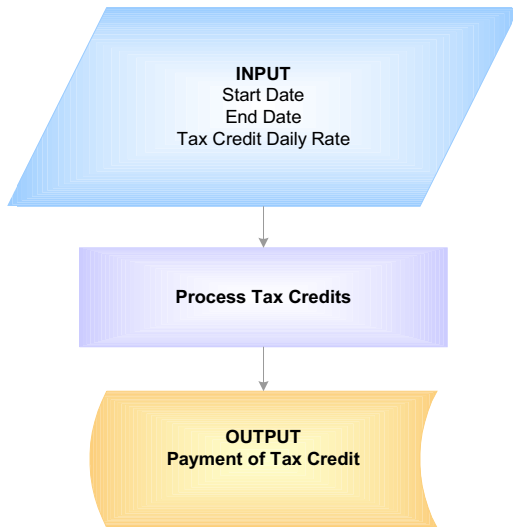
Beginning in April 2000, employers who operate a PAYE scheme have to pay eligible employees tax credits through the payroll, that is, with their pay at the end of a pay period. The Inland Revenue informs the employer if an employee is eligible for tax credits. For example, if employees are paid on a weekly basis, their tax credits are also paid weekly, together with their earnings. The Inland Revenue tells employers when they should start paying tax credits, how much to pay, and when to stop.

PeopleSoft Global Payroll for the UK meets the Inland Revenue's requirements for processing tax credits. You can use it to do the following:

- Calculate the tax credits for the pay period from a daily date and pay them through the payroll.
- Display the tax credit amount to be paid on an employee's payslip.
- Record the total tax credits paid in a tax year.
- Record tax credits on the P14, P60 and P45 reports.
- Complete Certificates of Payments (TC02) reports when you have to stop paying tax credit earlier than the end of your responsibility (for example, if an employee leaves your organisation).

Tax Credits in the Pay Process Flow

This section describes how the tax credit functionality fits into the overall pay process flow of Global Payroll for the UK. The next step in the process flow is court orders and student loans.



Tax credit process flow



For information about the entire pay process flow and where tax credits fit into the larger process, see Understanding Country Setup for the UK in this PeopleBook.

Overtime Rules

This section contains information about the rules Global Payroll for the UK creates to process tax credits.

Earnings

Global Payroll for the UK provides the earnings TC ER TXCRD1 for tax credits. This is the tax credit payment event earnings. It is paid per pay period and is accumulated over the tax year.



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

Arrays Used for Tax Credits

Global Payroll for the UK uses the TC AR MAIN array which reads the rows of tax credits that you enter on the Tax Credits page.



For more information about arrays, see Arrays in *PeopleSoft 8 Global Payroll PeopleBook*.

Formulas Used in Tax Credits

Global Payroll for the UK uses the TC VR DAILY RT formula to calculate tax credits. It calculates the duration of the tax credit using the start and stop dates that you enter on the Tax Credits page. It checks the start and end dates of the pay period that is being calculated, as well as the termination date of the employee, in case he or she leaves before the tax credit is due to finish.



For more information about formulas, see Formulas in *PeopleSoft 8 Global Payroll PeopleBook*.

Element Groups and Eligibility Groups

The earning TC ER TXCRD1 is in the GBR ALLPAY ELMNT element group for eligibility. This can then be used with the GBR MANUAL and GBR STAFF eligibility groups.



For more information about element groups and eligibility groups, see Element Groups and Eligibility Groups in *PeopleSoft 8 Global Payroll PeopleBook*.

Tax Credit Sections

In Global Payroll for the UK, the section GB SE TAXCRD contains the array TC AR MAIN, which calculates the tax credits.

The section GB SE TXCRD is in the GBR PAYROLL process list. It is one of the first sections to be processed, because tax credits have no impact on other processing, that is, they are a direct payment to the employee no tax or deduction implications.



If you do not want to pay a tax credit to an employee, for example, because their net payment is zero, you may want to add extra processing to the tax credit section, and move the process to the end of the process list.



For more information about sections, see Sections in *PeopleSoft 8 Global Payroll PeopleBook*.

Tax Credit Accumulators

Global Payroll for the UK provides the following accumulators for tax credits:

Earning	Description
TC AC IND PAY	Accumulator for individual tax credits
TC AC TOT PAID YTD	Year-to-date tax credit accumulator
TC AC TOTAL PAID	Tax credit amount paid per credit to date
TC AC VALUES	Accumulator for individual tax credits



For more information about accumulators, see *Setting Up Accumulators in PeopleSoft 8 Global Payroll PeopleBook*.

Entering Tax Credit Information

You need to complete only one page to enter tax credit information.

Tax Credits Page

Usage	Use the Tax Credits page to record tax credit information for an employee.
Object Name	GPGB_EMPLOYEE_TAXCRD
Navigation	Define Global Payroll UK, Maintain Payroll Data (GBR), Use, Tax Credits
Prerequisites	None
Access Requirements	Enter an EmplID.

Tax Credits

Brown, John ID: GPOBEM001 Empl Rcd#: 0

Business Unit:	Sales and Marketing - UK	Hire Date:	10/10/2000
Department:	Administration - England	Employee Status:	Active
Job Code:	Marketing Manager		
Location:	Reading - England		

Tax Credits View All First 1 of 1 Last

Start Date	End Date	Stop Date	Tax Credit Daily Rate	Tax Credit Reference
1 02/10/2000	31/10/2001	31/10/2001	5	AB

Tax Credits page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **ID, Empl Rcd#, Business Unit, Hire Date, Department, Employee Status, Job Code, Location.**

Tax Credits

Enter the tax credit data that applies to an employee.



Only one tax credit can be running at any time. If an employee has more than one tax credit in a pay period (this is possible for employees who are paid quarterly, for example), make sure that the start dates and end dates do not overlap. In the unlikely event that an employee has more than three tax credits, you can enter more than three in the system but the system processes and pays only three tax credits in any one pay period.

Start Date

Select the date from which you must start paying tax credit to an employee. The Inland Revenue sends you a start notification by post, giving you either 14 (for weekly paid employees) or 42 days' notice (for all other employees).

End Date

Select the date when your responsibility for paying tax credits to an employee ends. The Inland Revenue notifies you of both the start date and the end date.

Note. If you do not specify an end date, the system automatically calculates the end date as 26 weeks after the start date that you enter. For example, if the start date is 23/4/2000, the system automatically sets the end date as 21/10/2000. You can of course override this date if you want.

Stop Date Change the stop date if you have to stop paying tax credit to an employee before the end date on the start notification.

Note. If you do not enter a specific stop date, the system automatically sets the end date to the stop date.

For example, if you receive a stop notice from the Inland Revenue, enter the date from when you must stop paying tax credits. The stop date then overrides the end date; that is, the end date no longer applies.

Tax Credit Daily Rate Enter the daily amount that applies to each calendar day for which you must pay tax credit. The Inland Revenue notifies you of this amount.

Tax Credit Reference Enter any reference that the Inland Revenue uses with reference to this employee's tax credits.

Stopping Tax Credit Payments

If you receive notification from the Inland Revenue to stop paying tax credits to an employee before the end date on the start notification, you must stop paying tax credit as instructed. For example, if an employee leaves your organisation, you do not have to pay tax credit from the last day of their employment. Global Payroll for the UK automatically takes this change into consideration and stops paying tax credits accordingly.



If you want to stop paying tax credit to an employee who is involved in a trade dispute, for example, or because they are leaving within three months, you must stop the payment manually in the system. Global Payroll for the UK does not calculate this automatically.

If a tax credit is running when an employee leaves, you must return report TC02 to the Inland Revenue. This contains details of the last tax credit that was paid, and the total paid to date on that tax credit.

You must show the tax credit paid on the employee's payslip, as well as record the total tax credits paid in a tax year for an employee on the P14 and P60 reports.



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

CHAPTER 4

Understanding Court Orders and Student Loans

In the United Kingdom, there is legislation that if an employee is issued with an order from a court or other government agency, or took out a student loan after August 1998, an employer must deduct money from that employee's earnings, and return it to the relevant authority. Employers face penalties for not complying with such orders.

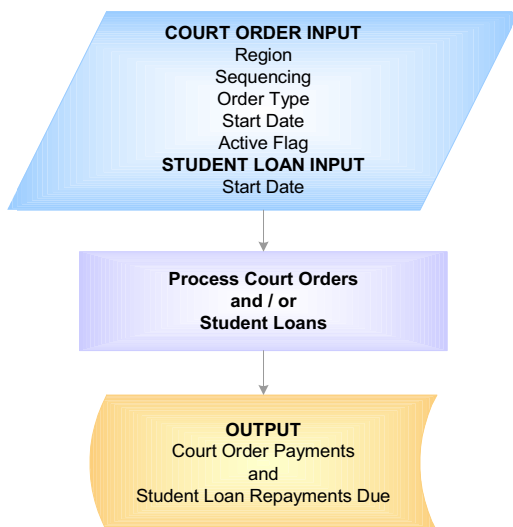
PeopleSoft Global Payroll for the UK assists you in computing and recording the amount of student loan and court order repayments that must be returned to the authorities who issue them.



For more information about these reports, see Understanding UK Reports in this PeopleBook.

Court Orders and Student Loans in the Pay Process Flow

This section describes how the court order and student loans functionality fits into the overall pay process flow of Global Payroll for the UK. The next step in the process flow is absences.



Court order and student loans process flow



For information about the entire pay process flow and where court order payments and student loan payments fit into the larger process, see Understanding Country Setup for the UK in this PeopleBook.

Court Order/Student Loan Rules

This section contains information about the rules Global Payroll for the UK created to process court order payments and student loan repayments.

Court Order/Student Loan Deductions

Global Payroll for the UK provides the following deductions for court orders:

<i>Element Name</i>	<i>Description</i>
CO DD AEN1	AEN1 deduction
CO DD AEN2	AEN2 deduction
CO DD AEN3	AEN3 deduction
CO DD AENF1	Deduction fee for AEN1
CO DD AENF2	Deduction fee for AEN2
CO DD AENF3	Deduction fee for AEN3
CO DD AEP1 R	AEP1 deduction
CO DD AEP2 R	AEP2 deduction
CO DD AEP3 R	AEP3 deduction
CO DD AEPF1	Deduction fee for AEP1
CO DD AEPF2	Deduction fee for AEP2
CO DD AEPF3	Deduction fee for AEP3
CO DD CAO CM	CMA as part of a CAO
CO DD CAO EA	EAO as part of CAO calculation
CO DD CAO F	CAE deduction fee
CO DD CCAA1	CCAA deduction 1
CO DD CCAA2	CCAA deduction 2
CO DD CCAA3	CCAA deduction 3
CO DD CCAAF1	Deduction fee for CCAA1
CO DD CCAAF2	Deduction fee for CCAA2

Element Name	Description
CO DD CCAAF3	Deduction fee for CCAA3
CO DD CCAP1	CCAP deduction 1
CO DD CCAP2	CCAP deduction 2
CO DD CCAP3	CCAP deduction 3
CO DD CCAPF1	Deduction fee for CCAP1
CO DD CCAPF2	Deduction fee for CCAP2
CO DD CCAPF3	Deduction fee for CCAP3
CO DD CMA	CMA-only deduction
CO DD CMA FE	CMA fee deduction
CO DD CTA1 R	CTA deduction 1
CO DD CTA2 R	CTA deduction 2
CO DD CTA3 R	CTA deduction 3
CO DD CTAF1	Deduction fee for CTA1
CO DD CTAF2	Deduction fee for CTA2
CO DD CTAF3	Deduction fee for CTA3
CO DD DEO1 R	Deduction for DEO1
CO DD DEO2 R	Deduction for DEO2
CO DD DEO3 R	Deduction for DEO3
CO DD DEOF1	Deduction fee for DEO1
CO DD DEOF2	Deduction fee for DEO2
CO DD DEOF3	Deduction fee for DEO3
CO DD EAO	Earning arrestment deduction
CO DD EAO FE	Fee deduction for EA

There is only one deduction that is used to process student loan repayments: SL DD AMOUNT. This calculates the deduction that is to be made from an employee's earnings.



For more information about setting up deductions, see *Defining Deductions in PeopleSoft 8 Global Payroll PeopleBook*.

Court Order/Student Loan Element and Eligibility Groups

The court order deductions and student loan deductions that are listed in the previous table are present in the element group GB ALLPAY ELMNT. This is a member of the following eligibility groups:

Eligibility Group	Description
GB B BWELIG1	Bi-weekly
GB B LNELIG1	Lunar
GB B MTEG1	Monthly
GB B WKELIG1	Weekly



For more information about element groups and eligibility groups, see Element Groups and Eligibility Groups in *PeopleSoft 8 Global Payroll PeopleBook*.

Court Order/Student Loan Sections

PeopleSoft delivers the section GB SE COANDSL for court order and student loan payments. This section is in the process list GBR PAYROLL, which is delivered with Global Payroll for the UK.



For more information about sections, see Sections in the Defining General Element Information section in *PeopleSoft 8 Global Payroll PeopleBook*.

Overview of Court Orders

If an employee is issued with an order from a court or other government agency to recover civil debts, fines or maintenance, an employer must deduct money from that employee's earnings, and return it to the court that issued the order.

Depending on the type of order, the amount of money to be paid can be determined by referring to tables published by the Court Service, or by applying a percentage to a portion of earnings. Alternatively, the court or other authority making the order may advise repayment of a regular sum.

The following countries in the United Kingdom have separate legislation regarding orders from courts and other government agencies:

- England and Wales
- Scotland

- Northern Ireland

This legislation refers to the priority of loans and orders, that is, the sequence in which deductions should be made if an employee has a student loan and/or one or more orders to pay.



Note. You do not need to worry about the sequence in which student loans and/or court orders must be paid. Global Payroll for the UK automatically places them in the correct order.

There is no legislation regarding the sequence of court orders from more than one country, (for example, if an employee receives an order from England and Wales, and one from Scotland). You should contact the courts directly if this applies to an employee in your organisation.

Court Orders Page

Usage	Use the Court Orders page to enter statutory information about an employee who has been issued with an order from a court or other government agency.
Object Name	GPGB_EE_CO
Navigation	Define Global Payroll UK, Maintain Payroll Data (GBR), Use, Court Orders
Prerequisites	None
Access Requirements	Enter an EmplID.

Court Orders

Brown, John Employee ID: GPGBEM001

Region: England And Wales Sequencing: Page Order

*Order Type	Normal Deduction Amount	Protected Earnings	Amount Payable	Fee	Court Order Reference	*Start Date	Stop Date	*Active Flag
DEO	30.00	100.00		<input checked="" type="checkbox"/>	1115	03/10/2000	31/10/2002	Active
AEP	10	100	20	<input checked="" type="checkbox"/>	6421	22/11/2000	31/10/2000	Active

Court Orders page



The Normal Deduction Amount, Protected Earnings and Amount Payable fields may not be visible, depending on the Order Type that you select.

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

Effective Date and Region

Region	Select the country in which the court order was issued.
Sequencing	Select the type of Sequencing that you want to use. Valid values are: <i>System:</i> If you select this option, when you save your information the system automatically processes the court orders in the correct sequence. <i>Manual:</i> If you select this option, when you save your information the system processes the court orders in the sequence that they appear on the screen.
Order Type	Specify the type of court order that must be paid, as notified by the court issuing the order. The Order Type that is available depends on the Region in which the order was issued.

Note. The type of order that you select affects whether the **Normal Deduction Amount, Protected Earnings** and **Amount Payable** fields are displayed.

Order Types in England and Wales are ***AEN:*** Attachment Non-Priority, ***AEP:*** Attachment – Priority, ***CCA*** Community Charge AEO, ***CTA:*** Council Tax AEO, ***DEO*** Deduction from Earnings Order.

Order Types in Northern Ireland are ***AEN:*** Attachment Non-Priority, ***AEP:*** Attachment – Priority, ***DEO*** Deduction from Earnings Order.

Order Types in Scotland are ***CAO:*** Conjoined Order, ***CMA:*** Current Maintenance Arrestment, ***DEO*** Deduction from Earnings Order, ***EAO:*** Earnings Arrestment Order.

Normal Deduction Amount	Enter the Normal Deduction Amount as stated by the issuing authority.
Protected Earnings	Enter the Protected Earnings as stated by the issuing authority.
Amount Payable	Enter the initial amount of debt or fines that the employee owes.

Note. Although the amount of initial debt remains constant on this page, the system reduces it by the amount of payments made each period.

Fee	Employers can charge employees with a fee for processing court orders. Employers in England and Wales or Northern Ireland can charge £1.00, in Scotland the fee is 50 pence.
Court Order Reference	Enter the reference for the court order. You should use this number in all correspondence with the court that issued the order.
Start Date	Enter the date when deductions are to start
Stop Date	Enter the date when deductions are to stop. The court or relevant authority will inform you when you should stop making deductions from an employee's earnings.
Active Flag	Select this field if you want to process the court order. If you do not select the Active Flag , the system does not process the court order.

Overview of Student Loans

Since 1 November 1999, employers must deduct student loan repayments from the earnings of employees who took out one or more student loans after August 1998. They must then remit these student loan repayments, together with PAYE tax and NICs to the Inland Revenue.



Student loan repayments are made on a per-pay-period basis; that is, they are non-cumulative.

The Inland Revenue sends you a start notice, informing you when to start deducting the repayments from an employee's earnings. Contributions are a fixed percentage of an employee's salary, provided that they earn more than the amount specified by the Inland Revenue. Once the loan has been repaid, the Inland Revenue sends you a stop notice informing you to stop making the deductions.

Global Payroll for the UK meets the Inland Revenue's requirements for processing student loans, enabling you to record the amount of loan repayment deducted on the following:

- Employee's payslip
- P11
- P45 forms.



For new employees who are already making student loan repayments, their P45 forms display a “Y” in the Student Loan check box.



For more information about payslips and the reports that must display information about student loan repayments, see Understanding UK Reports in this PeopleBook.

Student Loans Page

Usage	Use the Student Loans page to enter student loan data for an employee.
Object Name	GPGB_EE_STLOAN
Navigation	Define Global Payroll UK, Maintain Payroll Data (GBR), Use, Student Loans
Prerequisites	None
Access Requirements	Enter an EmplID.

Student Loans

Brown, John ID: GPGBEM001 Empl Rcd#: 0

Business Unit:	Sales and Marketing - UK	Hire Date:	10/10/2000
Department:	Administration - England	Employee Status:	Active
Job Code:	Marketing Manager		
Location:	Reading - England		

Student Loans View All First 1 of 1 Last

	*Start Date	End Date	Student Loan Reference	
1	10/10/2000	31/10/2000	From P45 details	+ -

Student Loans page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **ID, Empl Rcd#, Business Unit, Hire Date, Department, Employee Status, Job Code, Location.**

Start Date Select the date from when employers must start deducting student loan repayments from an employee’s earnings.

End Date Select the date when employers should stop deducting student loan repayments from an employee’s earnings.

Understanding UK Absence Rules

PeopleSoft Global Payroll for the UK provides you with absence schemes for SSP (Statutory Sick Pay) and SMP (Statutory Maternity Pay), as these are statutory requirements for all employers. You can also use Global Payroll for the UK to create your own absence scheme, for holidays for example. (Since UK statutory holiday entitlement has no monetary impact on payroll, it is therefore an HR issue and is not delivered as a standard template by Global Payroll for the UK.)



This section builds upon the information presented in the Understanding Absences section of *PeopleSoft 8 Global Payroll PeopleBook*. If you have not yet read this information, we recommend that you do so now.

Global Payroll for the UK also provides OSP (Occupational Sick Pay) and OMP (Occupational Maternity Pay) schemes, which you can configure to meet your own requirements. An OSP or OMP may be mapped to an SSP or SMP scheme (or vice versa), so that one absence may be entered to generate takes from both schemes. You can also override entitlement for the first scheme and the scheme that you map to.

Follow these steps to define an absence for the UK:

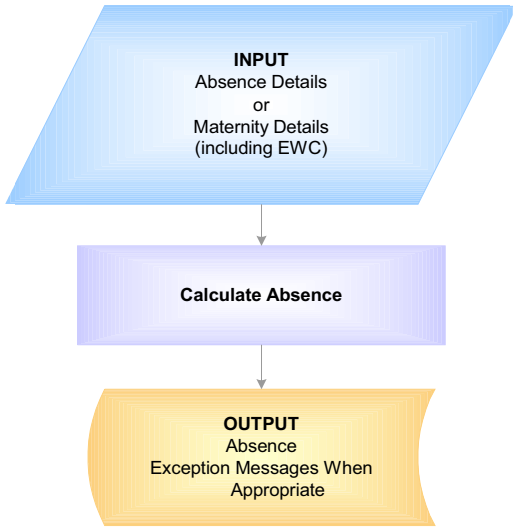
1. To enter an SSP absence, you first define a work schedule in the core application. If you want to enter an SMP absence, you must enter data on the UK Maternity Leave page in the core application.
2. Define the reasons for an absence on the Absence Reasons page in Global Payroll for the UK.
3. Record an employee's absence on the Entering Absence Events page in Global Payroll for the UK.



The pages discussed in this chapter can be used to track any kind of absence. That is, you use the same pages for all of the absence schemes that we deliver and maintain (SSP, SMP, OMP, OSP).

Absences in the Pay Process Flow

This section describes how the SSP and SMP functionality fit into the overall pay process flow of Global Payroll for the UK. The next step in the process flow is net to gross.



Absence process flow



For more information about the entire pay process flow and where employee loans fit into the larger process, see Understanding Country Setup for the UK in this PeopleBook.

Absence Rules

This section contains information about the rules Global Payroll for the UK creates to process absences.



This section does not list all of the elements that PeopleSoft provides. Instead, it lists those elements that are of interest to users. The elements in this section that are in **bold** may be of particular interest.

Absence Earnings

The following table contains information about the earnings used to calculate absences in Global Payroll for the UK.

<i>Earning</i>	<i>Description</i>
SSP ER PAY	SSP pay
SSP ER P OFF	SSP pay offset
SMP ER PAY1	SMP pay higher rate
SMP ER PAY2	SMP pay lower rate

Earning	Description
SMP ER P OFF	SMP pay offset
OMP ER P1 OF	OMP pay offset
OMP ER PAY1	OMP pay full-pay
OMP ER PAY2	OMP pay half-pay
OSP ER P OFF	OSP pay offset
OSP ER PAY1	OSP pay full-pay
OSP ER PAY2	OSP pay half-pay



For more information about deductions, see Defining Deductions in *PeopleSoft 8 Global Payroll PeopleBook*.

Accumulators

Global Payroll for the UK delivers the following accumulators for absence processing.



For those accumulators marked with an asterisk (*), the average earnings used in the SSP/SMP calculation (SSP/SMP AC AV EARN S) may be different from the average earnings figure calculated by the SSP/SMP calculation when an override of average earnings has been entered (SSP/SMP AC AV EARN S C).

Accumulator	Description
SSP AC AV EARN S	Average earnings used in SSP calculation
SSP AC AV EARN S C *	Average earnings calculated by SSP calculation
	Note. You should check that the average earnings are being calculated correctly.
SSP AE1 BAL	SSP entitlement balance – number of weeks of SSP remaining
SSP EMPLOYER P OFF PTD	SSP pay offset this period
SSP EMPLOYER P OFF YTD	SSP pay offset year-to-date
SSP EMPLOYER PAY PTD	SSP pay this period
SSP EMPLOYER PAY YTD	SSP pay year-to-date

Accumulator	Description
SMP AC AV EARNs	Average earnings used in SMP calculation
SMP AV EARNs C *	Average earnings calculated by SMP calculation
SMP AC PAY PTD	SMP pay this period (both higher and lower rate)
SMP AC PAY YTD	SMP pay year-to-date (both higher and lower rate)
SMP ER PAY1 PTD	SMP higher rate this period
SMP ER PAY1 YTD	SMP higher rate year-to-date
SMP ER PAY2 PTD	SMP lower rate this period
SMP ER PAY2 YTD	SMP lower rate year-to-date
SMP AC REC PTD	SMP recovery this period
SMP AC REC YTD	SMP recovery year-to-date. This is the amount of SMP that the employer can recover from the government.
	Note. You need this information for your returns.
SMP AE1 BAL	SMP entitlement balance – number of weeks of SMP remaining
SMP ER P OFF PTD	SMP pay offset this period
SSP AC AV EARNs	Average earnings used in SSP calculation
SSP AC AV EARNs C *	Average earnings calculated by SSP calculation
	Note. You should check that the average earnings are being calculated correctly.
SSP AE1 BAL	SSP entitlement balance – number of weeks of SSP remaining
SSP ER P OFF PTD	SSP pay offset this period
SSP ER P OFF YTD	SSP pay offset year-to-date
SSP ER PAY PTD	SSP pay this period
SSP ER PAY YTD	SSP pay year-to-date
SMP AC AV EARNs	Average earnings used in SMP calculation

Accumulator	Description
SMP AV EARN C *	Average earnings calculated by SMP calculation
SMP AC PAY PTD	SMP pay this period (both higher and lower rate)
SMP AC PAY YTD	SMP pay year-to-date (both higher and lower rate)
SMP ER PAY1 PTD	SMP higher rate this period
SMP ER PAY1 YTD	SMP higher rate year-to-date
SMP ER PAY2 PTD	SMP lower rate this period
SMP ER PAY2 YTD	SMP lower rate year-to-date
SMP AC REC PTD	SMP Recovery this period
SMP AC REC YTD	SMP Recovery year to date. This is the amount of SMP that the employer can recover from the government.
	Note. You need this information for your returns.
SMP AE1 BAL	SMP entitlement balance – number of weeks of SMP remaining
SMP ER P OFF PTD	SMP pay offset this period
SMP ER P OFF YTD	SMP pay offset year-to-date
OSP AC PAY PTD	OSP pay this period (full and half pay)
OSP AC PAY YTD	OSP pay year-to-date (full and half pay)
OSP AE1 BAL	OSP full pay entitlement balance – number of days remaining at full pay
OSP AE2 BAL	OSP half pay entitlement balance – number of days remaining at half pay
OSP ER P OFF PTD	OSP pay offset
OSP ER P OFF YTD	OSP pay offset
OSP ER PAY1 PTD	OSP full pay this period
OSP ER PAY1 YTD	OSP full pay year-to-date
OSP ER PAY2 PTD	OSP half pay this period
OSP ER PAY2 YTD	OSP half pay year-to-date
OMP AC PAY PTD	OMP pay this period (full and half pay)
OMP AC PAY YTD	OMP pay year-to-date (full and half pay)

Accumulator	Description
OMP AE1 BAL	OMP full pay entitlement balance – number of days remaining at full pay
OMP AE2 BAL	OMP half pay entitlement balance – number of days remaining at half pay
OMP ER P1 OF PTD	OMP pay offset this period
OMP ER P1 OF YTD	OMP pay offset year-to-date
OMP ER PAY1 PTD	OMP pay full pay this period
OMP ER PAY1 YTD	OMP pay full pay year-to-date
OMP ER PAY2 PTD	OMP pay half pay this period
OMP ER PAY2 YTD	OMP pay half pay year-to-date



For more information about accumulators, see Setting Up Accumulators in *PeopleSoft 8 Global Payroll PeopleBook*.

Formulas Used for Absences

Global Payroll for the UK delivers the following formulas for absence processing.

Formula	Description
SSP FM USER COND	This formula may be used for a customer to add additional entitlement conditions into the SSP process.
SSP FM PAY UNITS	This formula calculates the number of units of SSP to be paid.
SSP FM STAT RATE	This formula extracts the statutory rate of SSP.
SMP FM HIGHER RATE	This formula calculates the higher rate of SMP.
SMP FM P OFF	This formula calculates the offset amount for SMP.
SMP FM PAY1 UNITS	This formula calculates the number of units of SMP higher rate to be paid.
SMP FM PAY2 RATE	SMP lower rate formula.
SMP FM PAY2 UNITS	SMP lower rate units formula.

Formula	Description
OSP FM MAP TAKE	You can use this formula to activate the facility to map OSP to an SSP absence.
OSP FM FULL RATE	OSP full-pay rate formula.
OSP FM HALF RATE	OSP half-pay rate formula.
OSP FM PAY1 UNITS	OSP full-pay units.
OSP FM PAY2 UNITS	OSP half-pay units.
OSP FM P1 OF	OSP pay offset formula.
OMP FM MAP TAKE	You can use this formula to activate the facility to map OSP to an SSP absence.



For more information about formulas, see Formulas in *PeopleSoft 8 Global Payroll PeopleBook*.

Absence Brackets

Global Payroll for the UK delivers the following brackets for absence processing.

Bracket	Description
SSP BR STAT RATE	This bracket contains the statutory rate of SSP. PeopleSoft delivers updates to this when the rates change.
SMP BR STAT RATE	This bracket contains the statutory rate of SMP. PeopleSoft delivers updates to this when the rates change.



For more information about brackets, see Brackets in *PeopleSoft 8 Global Payroll PeopleBook*.

Absence Element Groups

Global Payroll for the UK provides the element group GBR ABSENCE ELMNT. This is the element group for delivered absence elements.



For more information about element groups and eligibility groups, see Element Groups and Eligibility Groups in *PeopleSoft 8 Global Payroll PeopleBook*.

Absence Sections

Global Payroll for the UK delivers the following sections for absence processing.

Section	Description
SSP SE PI	SSP positive input selection (absence process)
SSP SE1	SSP absence elements section (absence process)
SMP SE PI	SMP positive input selection (absence process)
SMP SE1	SMP absence elements section (absence process)
OMP SE PI	OMP positive input selection (absence process)
OMP SE1	OMP absence elements section (absence process)
OSP SE PI	OSP positive input selection (absence process)
OSP SE1	OSP absence elements section (absence process)
GB SE ABSENCESETUP	This is the set up section for the absence process.
GB SE POSTABSENCE	This is the section that does the post-run processing for the absence process.
GB SE SSP	SSP payments section (payroll process)
GB SE SMP	SMP payments section (payroll process)
GB SE OSP	OSP payments section (payroll process)
GB SE OMP	OMP payments section (payroll process)



For more information about sections, see Sections in the Defining General Element Information section in *PeopleSoft 8 Global Payroll PeopleBook*.

UK Absence Terms

The following is a list of abbreviations that are commonly used in relation to absences in the UK.

SSP (Statutory Sick Pay)	The minimum level of sick pay that you must pay to most employees who are absent from work due to sickness for four or more calendar days in a row.
SMP (Statutory Maternity Pay)	The minimum level of maternity pay to most employees who are absent from work to have a baby. SMP is a weekly payment, and the payment is made in multiples of weeks, regardless of the frequency with which the employee is usually paid. SMP is sometimes paid in a lump sum at the start of the maternity leave period. SMP applies to whole weeks starting on a Sunday through to Saturday. If the employee is ineligible for even one day during a week, then no payment is paid for that week.
OMP	Employers can opt out of paying SMP and provide employees with sick pay, which would be at least equal to the SMP entitlement.
OSP	Employers can opt out of paying SSP and provide employees with maternity pay, which would be at least equal to the SSP entitlement.
EWC (Expected Week of Confinement)	The week when an employee's baby is due. This date is always the Sunday of the week in which the baby is due.
QW (Qualifying Week)	The 15 th week before the EWC.
PIW (Period of Incapacity for Work)	To qualify for SSP, an employee must be absent due to sickness for 4 working days or more.
MPP (Maternity Pay Period)	The period of 18 weeks during which SMP can be paid. The MPP can start between the 11 th week before the EWC and the Sunday following the birth. The start of the MPP is affected if the employee is absent with a pregnancy-related illness on or after the beginning of the 6 th week before the EWC.

Setting Up SSP

Global Payroll for the UK must use the correct number of qualifying days in a week so that it can pay employees the correct amount of SSP. To determine this, the system uses the Alternate Work Schedule on the Shift page in the core application to determine the number of qualifying days in a week. Global Payroll for the UK delivers definitions for the shifts and workdays for one to seven qualifying days per week.



When you create the work schedule, make sure that you use the corresponding workday for the number of qualifying days in the week. Because Global Payroll for the UK uses the alternate work schedule throughout the SSP process to get rates that depend on the number of qualifying days in the week, this ensures that the correct rate is paid per day of SSP.

Shift

Shift ID: GBR_SSP5QD

View All First 1 of 1 Last

*Effective Date: 01/01/1990 + -

*Description: Five Qualifying Days Per Week Short Description: Five Quali

*Shift Type: Elapsed Scheduled Work Hours: 5.00

Schedule Configuration Totals

Config 1:	0.00	Config 2:	0.00	Config 3:	0.00	Config 4:	0.00
-----------	------	-----------	------	-----------	------	-----------	------

Elapsed Hours Detail

View All First 1 of 1 Last

*Punch Type	Punch Time	Duration	Sch Cfg1	Sch Cfg2	Sch Cfg3	Sch Cfg4	
1 Elapsed		5.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+ -

Shift page



For more information about the fields on this page, see the Shift Page in *PeopleSoft 8 Global Payroll PeopleBook*.

Once you have defined the work schedule, you can then assign it to an individual employee, or to a pay group.

Pay Group Name page



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

Using OSP and OMP Schemes

In addition to the templates for SSP and SMP, Global Payroll for the UK provides you with templates for Occupational Sick Pay (OSP) and Occupational Maternity Pay (OMP). You can adapt these templates, or you can create your own scheme to meet your company’s requirements.

Global Payroll for the UK is delivered with OSP and OMP schemes mapped to the statutory schemes (or vice versa). This means that one absence may be entered to generate takes from both schemes. For example, if an employee calls in sick, they can be paid both statutory sick pay as well as an employer’s contribution (OSP). (You can also override entitlement for the first scheme and the scheme that you map to.)

If you prefer to use only the statutory schemes, PeopleSoft provides you with the flexibility to turn off the mapped to take facility. To do this, edit the formula that is displayed in the Conditional Formula field on the Day Formula Page, and specify whether to map to the relevant occupational absence scheme.

Absence Take Name		Calculation		Day Formula		Period		Negative Balances		Priority	
Element Name: SSP AT1			Statutory Sick Pay			Owner: PS Non-Mnt					
Definition Find View All First 1 of 1 Last											
Effective Date: 01/01/1990			Status: Active								
Beginning Balance Offset											
Offset Formula: <input type="text"/>											
From: Cal Date <input type="text"/>			To: Cal Date <input type="text"/>								
Mapped To: OSP AT1			Conditional Formula: OSP FM MAP TAKE								
Day Formula: SSP FM DAY											
Generate Positive Input Member List Find View All First 1 of 2 Last											
Units						Percent					
Order	Element Type	Element	Element Type	Element Name - Unit							
1	Earnings	SSP ER PAY	Formula	SSP FM PAY UNITS							

Day Formula page



In the example above, the OSP absence scheme is mapped to the SSP absence scheme. **For more information** about the fields on this page, see the Day Formula Page in *PeopleSoft 8 Global Payroll PeopleBook*.



For more information about formulas, see Formula in *PeopleSoft 8 Global Payroll PeopleBook*.

Entering Absence Events

The following section describes how you record an employee’s absence from work due to sickness, maternity leave, or any other absence scheme that you may have set up. Before you can enter an absence, you first define possible reasons for an absence on the Absence Reasons page. You then record an employee’s absence on the Absence Data page.



Note. Global Payroll for the UK provides you with several pages that you can complete to record in detail an employee’s absence, although you do not have to complete all of them. You would not have to complete the Maternity Dates Page if a male employee is off sick, for example.

Absence Reasons Page

Usage	Use the Absence Reasons page to define an absence type and to enter absence codes that further define the absence. For example, if you have an employee who is absent from work due to sickness, you can record
-------	---

	the type of sickness: flu, stomach bug and so on.
Object Name	GPGB_ABS_TYPE
Navigation	Define Global Payroll UK, Define Payroll Rules (GBR), Setup, Absence Reasons
Prerequisites	None
Access Requirements	Enter an Absence Type.

Absence Reasons page

Absence Type The system displays the name of the Absence Type that you entered.

Description Enter a Description to define the Absence Type.

Absence Codes

Absence Code Enter an Absence Code to further define the Absence Type you have created.

Description Enter a Description to define the Absence Code.

Absence Data Page

Usage	Use the Absence Data page to record data about an employee’s absence from work.
Object Name	GPGB_ABS_EVENT_1
Navigation	Define Global Payroll UK, Maintain Payroll Data (GBR), Use, Absence Entry.
Prerequisites	You must first have set up Absence Types and Absence Codes on the Absence Reasons page.
Access Requirements	Enter an EmplID.

The screenshot shows the 'Absence Data' page for user Sweet, Hilda. The page has three tabs: 'Absence Data', 'Additional Information', and 'Comments'. The 'Absence Data' tab is active. At the top, it shows 'ID: GPGBEM002' and 'Empl Rcd#: 0'. Below this is a navigation bar with 'View All', 'First', '1 of 1', and 'Last'. The main form contains the following fields and options:

- Absence Type:** SSP AT1 (Statutory Sick Pay)
- *Process Action:** Normal (dropdown menu)
- Voided:**
- Manager Approved:**
- Dates:** *Start Date: 31/10/2000, *End Date: 31/10/2000
- Partial Hours:**
- Or Half Day:**
- Or Apply to All Days:**
- Absence Reason:** Absence Type: 01 (Sick), Absence Code: 11 (Flu), Reason:
- Override Payment:** Paid, Unpaid
- Links:** Notification of Absence, Absence Certificate Details, SSP Disqualification, Process Details

Absence 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#**, **Start Date**, **End Date**.

Absence Type

Select the type of absence that you require. Valid values are *SSP AT1 Statutory Sick Pay*, *SMP AT1 Statutory Maternity Pay*, *OSP AT1 Occupational Sick Pay* and *OMP AT1 Occupational Maternity Pay*.

Process Action

For more information about this field, see the PeopleSoft 8 Global Payroll, “Absence Entry and Processing” in *PeopleSoft 8 Global Payroll PeopleBook*.

Voided

For more information about this field, see the PeopleSoft 8 Global Payroll, “Absence Entry and Processing” in *PeopleSoft 8 Global Payroll PeopleBook*.

Manager Approved

For more information about this field, see the PeopleSoft 8 Global Payroll, “Absence Entry and Processing” in *PeopleSoft 8 Global Payroll PeopleBook*.

Partial Hours

If you select this check box during the absence (the first, last or all days) then the day of absence will be treated as incomplete for the payment of SSP/SMP, that is, SSP or SMP will not be paid for that day. This applies irrespective of the number of hours entered in the **Partial Hours** field.

For more information about this field, see the PeopleSoft 8 Global Payroll, “Absence Entry and Processing” in *PeopleSoft 8 Global Payroll PeopleBook*.

Or Half Day

If you select this check box during the absence (the first, last or all days), then the day of absence is treated as incomplete for the payment of SSP/SMP, that is, SSP or SMP is not paid for that day.

For more information about this field, see the PeopleSoft 8 Global Payroll, “Absence Entry and Processing” in *PeopleSoft 8 Global Payroll PeopleBook*.

Or Apply to All Days

If you select this check box during the absence (the first, last or all days) then the day of absence is treated as incomplete for the payment of SSP/SMP, that is, SSP or SMP is not paid for that day.

For more information about this field, see the PeopleSoft 8 Global Payroll, “Absence Entry and Processing” in *PeopleSoft 8 Global Payroll PeopleBook*.

Absence Type

Select an Absence Type that you defined on the Absence Reasons page.

Absence Code

Select an Absence Code that you defined on the Absence Reasons page.

Reason

You can enter an additional reason why an employee was absent from work.

Paid

If you are using the OSP/OMP schemes that PeopleSoft provides, the system automatically selects **Paid** so that an absence is paid when it is entered.

Unpaid

If you are using the OSP/OMP schemes that PeopleSoft provides, select **Unpaid** to override the payment of an absence when it is entered. This field does not affect statutory schemes.

SSP Disqualification

Click **SSP Disqualification** to access the SSP Disqualification Details page.

Notification of Absence

Click **Notification of Absence** to access the Notification of Absence page.

Absence Certificate Details

Click **Absence Certificate Details** to access the Absence Certificate Details page.

Process DetailsClick **Process Details** to access the Process Details page.**SSP Disqualification Details Page**

Usage	Use the SSP Disqualification Details page to record the date when and the reason why an employee is no longer paid SSP. Disqualification is due to reasons beyond the scope of Global Payroll for the UK. SSP is not payable for employees who are on strike, for example. Since Global Payroll cannot know whether or not an employee is on strike, this facility prevents SSP from being paid from the date that you specify. Global Payroll for the UK takes into account the rules governing SSP disqualification. If an employee is disqualified from SSP for whatever reason, then all absences within 56 days of the end of that reason are also disqualified. If this absence links to another absence within 56 days, then this second absence is also disqualified.
Object Name	GPGB_ABS_DIS_SEC
Navigation	To access the SSP Disqualification page, click SSP Disqualification on the Absence Data page.

SSP Disqualification Details

Date of Disqualification:	<input type="text" value="17/10/2000"/>
Reason for Disqualification:	<input type="text" value="Shortterm contract (<3 months)"/>

SSP Disqualification Details page

Date of Disqualification Select the date when the employee disqualified for SSP.**Reason for Disqualification** Enter the reason why an employee is disqualified for SSP.**Notification of Absence Page**

Usage	Use the Notification of Absence page to record how you were notified of an employee's absence. You can use this information for reporting purposes.
Object Name	GPGB_NOTIFY_SEC
Navigation	To access the Notification of Absence page, click Notification of Absence on the Absence Data page.

Notification of Absence	
Notified of Absence By Whom:	<input type="text" value="Wife"/>
Date First Notified:	<input type="text" value="04/09/2000"/>
Time:	<input type="text" value="08.50"/>

Notification of Absence page

Notified of Absence By Whom Enter the name or relationship of the person who notified you of the employee’s absence.

Date First Notified Select the date when you were first notified of the employee’s absence.

Time Enter the **Time** when you were notified of the employee’s absence.



Note. In the UK, statutory rules state that an employee must meet the notification and certificate criteria as defined by a company in order to be eligible for SSP. For SSP, Global Payroll for the UK includes the formula SSP FM USER COND. You may edit this formula to include any additional criteria that an employee must meet, according to your company’s rules, before SSP can be paid.



For more information about formulas, see Formula in *PeopleSoft 8 Global Payroll PeopleBook*.

Absence Certificate Details Page

Usage	Use the Absence Certificate Details page to record the type of certificate supplied by an employee to support their absence. You can use this information for reporting purposes.
Object Name	GPGB_ABS_CERT_SEC
Navigation	To access the Absence Certificate Details page, click Absence Certificate Details on the <u>A</u> bsence Data page.

Absence Certificate 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: **Valid From**, **Valid To**.

Certificate Type Select the type of certificate that the employee holds. Valid values are *Medical Certificate* and *Self Certificate*.



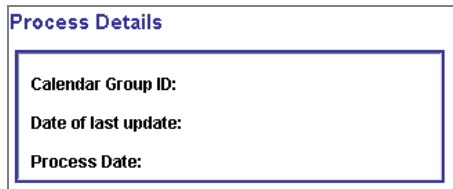
Note. In the UK, statutory rules state that an employee must meet the notification and certificate criteria as defined by a company in order to be eligible for SSP. For SSP, Global Payroll for the UK includes the formula SSP FM USER COND. You may edit this formula to include any additional criteria that an employee must meet, according to your company’s rules, before SSP can be paid.



For more information about formulas, see Formula in the Defining Calculation Elements section in *PeopleSoft 8 Global Payroll PeopleBook*.

Process Details Page

Usage	Use the Process Details page to record when the absence was last processed. It also displays the calendar group in which the absence was processed, and the date when the absence was last updated. This page is display only and is intended for tracking purposes.
Object Name	GPGB_ABS_PROC_SEC
Navigation	To access the Process Details page, click Process Details on the Absence Data page.



Process Details page

- Calendar Group ID** The system displays the Calendar Group ID in which the absence was last processed.
- Date of last update** The system displays the date when the absence was last updated.
- Process Date** The system displays the date when the absence was last processed.

Additional Information Page

Usage	Use the Additional Information page to record additional information about an employee’s absence.
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Object Name	GPGB_ABS_EVENT_2
Navigation	Define Global Payroll UK, Maintain Payroll Data (GBR), Use, Absence Entry
Prerequisites	You must first have entered data on the Absence Data page.
Access Requirements	This is the second page of a three-page component. Click the Additional Information tab.

Additional 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: **ID, Empl Rcd#, Start Date, End Date.**

Absence Type The system displays the **Absence Type** that you selected on the Absence Data page.

Start Date The system displays the **Start Date** that you entered on the Absence Data page.

End Date The system displays the **End Date** that you entered on the Absence Data page.

Additional Information

Doctor Consulted Select this check box if the employee has consulted his or her doctor.

Consultation Date Select the date when the employee consulted his or her doctor.

Work Related Injury	Select this check box if it applies to the employee's absence.
Incident Number	Enter the Incident Number if an employee has a Work Related Injury.
Refer to Occ. Health Auth. (refer to occupational health authority)	Select this check box if this applies to the employee's absence.
Counseling	Select this check box if it applies to the employee's absence.
Disciplinary	Select this check box if it applies to the employee's absence.
Pregnancy Related Illness	Select this check box if it applies to the employee's absence.

Note. According to UK legislation, the start of the MPP is affected if an employee is absent with a pregnancy related illness on or after the beginning of the sixth week before the EWC.

For more information about stillbirths, see Additional Information Regarding SSP and SMP.

User Defined Fields	Click User Defined Fields to access the User Defined Fields page.
Override/Adjust Entitlement	Click Override/Adjust Entitlement to access the Override/Adjust Entitlement page.
Override Average Earnings	Click Override Average Earnings to access the Override Average Earnings page.
Maternity Dates	Click Maternity Dates to access the Maternity Dates page.
Override/Adjust Entitlement for Mapped to Scheme	Click Override/Adjust Entitlement for Mapped to Scheme to access the Override/Adjust Entitlement for Mapped to Scheme page.

User Defined Fields Page

Usage	Use the User Defined Fields page to define four fields that you can use to enter additional information about an absence.
Object Name	GPGB_ABS_CNFG_SEC

Navigation	Click the User Defined Fields link on the Additional Information page.
------------	--

User Defined Fields

User Defined Fields

1):

2):

3):

4):

User Defined Fields page

User Defined Fields

You can create your own fields to further define an absence. Possible values are **Chr** (character), **Dec** (decimal), **Dte** (date) and **Mon** (monetary).

Override/Adjust Entitlement Page

Usage	Use the Override/Adjust Entitlement page to change the entitlement for an absence scheme. This only applies to absences that have a “per absence” entitlement only.
Object Name	GPGB_OVRD_ENT_SEC
Navigation	Click the Override/Adjust Entitlement link on the Additional Information page.

Override/Adjust Entitlement

Override Entitlement: Adjust Entitlement:

Override/Adjust Entitlement page

Override Entitlement

Enter the number of days or weeks by which you want to **Override Entitlement**. For example, if a new employee gives you a leaver’s statement (form SSP1(L)) completed by a former employer and the employee has used 5 weeks of SSP, you enter 23 in the **Override Entitlement** field.

Note. Statutory absence schemes are defined as weeks. If you define your own absence schemes, definitions may vary. For example, if you define an absence scheme such as holiday entitlement, the definition is probably in terms of days.

Adjust Entitlement

Enter the number of days or weeks by which you want to **Adjust Entitlement**. If a new employee gives you a leaver's statement (form SSP1(L)) completed by a former employer and the employee has used 5 weeks of SSP, you enter -5 in the **Adjust Entitlement** field.

Override Average Earnings Page

Usage	Use the Override Average Earnings page to override an employee's average earnings. For example, SSP and SMP calculate an employee's average earnings per week. If you have a new employee with no payment history, you may want to override their average earnings to a more realistic amount.
Object Name	GPGB_ABS_ERNS_SEC
Navigation	Click the Override Average Earnings link on the Additional Information page.

Override Average Earnings

Statutory Average Earnings:	<input type="text" value="75"/>
Occupational Average Earnings:	<input type="text" value="80"/>

Override Average Earnings page

Statutory Average Earnings

Enter the amount that you wish to apply as the **Statutory Average Earnings**. For example, if you have a new starter with no earnings, you enter the contractual amount that was calculated.

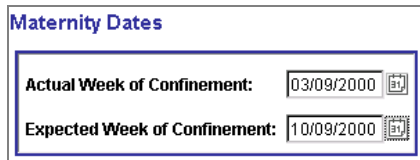
Occupational Average Earnings

Enter the amount that you wish to apply as the **Occupational Average Earnings**.

Note. Global Payroll for the UK provides you with two fields, since you may require your occupational average earnings to be different from your statutory average earnings. This may be used for an OSP scheme where the amount of pay depends on past earnings. For example, a shift worker is usually paid a combination of basic pay and overtime. If that employee is off sick, you can use the **Occupational Average Earnings** field to enter the employee's overtime payments to ensure that SSP compensates for both the employee's basic pay and the overtime that he or she would normally have worked.

Maternity Dates Page

Usage	Use the Maternity Dates page to record data about the EWC and the actual week of confinement.
Object Name	GPGB_MAT_SEC
Navigation	Click the Maternity Dates link on the Additional Information page.



Maternity Dates

Actual Week of Confinement:

Expected Week of Confinement:

Maternity Dates page

Actual Week of Confinement

Enter the date of the Sunday in the week when the baby was born. For example, if the baby was born on Tuesday 5th September, the **Actual Week of Confinement** is Sunday 3rd September.

Expected Week of Confinement

Enter the date of the Sunday in the week before the baby is due.

Override/Adjust Entitlement for Mapped to Scheme Page

Usage	Use the Override/Adjust Entitlement for Mapped to Scheme page to override entitlement for the scheme that you mapped to on the Day Formula Page in the core application. This applies to absences that have a “per absence” entitlement only.
Object Name	GPGB_OVRD_MAP_SEC
Navigation	Click the Override/Adjust Entitlement for Mapped to Scheme link on the Additional Information page.



Override/Adjust Entitlement for Mapped to Scheme

Override Entitlement: Adjust Entitlement:

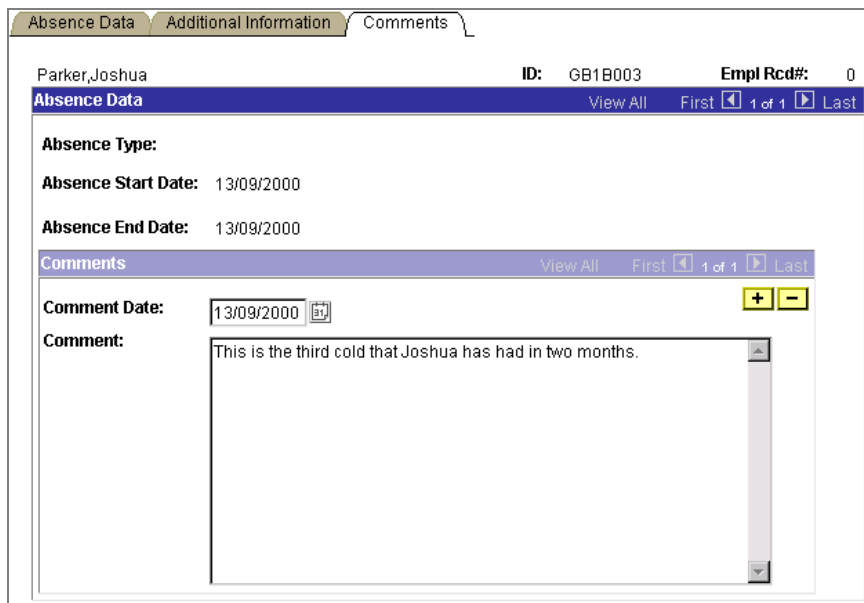
Override/Adjust Entitlement for Mapped to Scheme page



For more information about the fields on this page, see the Override/Adjust Entitlement Page.

Comments Page

Usage	Use the Comments page to enter any additional comments regarding an employee's absence.
Object Name	GPGB_ABS_EVENT_4
Navigation	Define Global Payroll UK, Maintain Payroll Data (GBR), Use, Absence Entry
Prerequisites	You must first have entered data on the Absence Data and Additional Information pages.
Access Requirements	This is the third page of a three-page component. Click the Comments tab.



Comments 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#.**

Absence Type The system displays the Absence Type that you selected on the Absence Data page.

Absence Start Date The system displays the Absence Start Date that you entered on the Absence Data page.

Absence End Date The system displays the Absence End Date that you entered on the Absence Data page.

Comment Date Select the date that applies to your Comments.

Comment Enter your Comments regarding an employee's absence. .

Additional Information Regarding SSP and SMP

The following section explains how Global Payroll for the UK handles certain conditions regarding Statutory Sick Pay and Statutory Maternity Pay.

The first section, SMP and Stillbirths, describes how you process stillbirths using Global Payroll for the UK. The second section, Additional SSP and SMP Entitlement Conditions, contains additional information about how Global Payroll for the UK processes additional entitlement conditions.

SMP and Stillbirths

Entitlement Condition	Resolution	Comments
Baby is stillborn <i>after</i> the start of the 16 th week prior to the EWC.	SMP must be paid as normal.	It is a statutory requirement that the employee be paid SMP, as for a live birth. You do not have to record details of the stillbirth in Global Payroll for the UK, since SMP is paid as normal.
Baby is stillborn <i>before</i> the 25 th week of pregnancy, that is, earlier than the 16 th week prior to the EWC	The employee is not eligible for Statutory Maternity Pay. Deselect Eligible for Maternity Pay Based on Employment Conditions on the UK Maternity Leave page in the core application. This page is displayed below.	If the employee is absent from work, you may want to record this as an SSP absence on the Absence Data page (do not select Pregnancy Related Illness on the Additional Information page). You may also wish to make a relevant comment on the Comments page.
		Note. This is a manual procedure, there is no check box to record stillbirths. This decision was based on the fact that stillbirths are an emotive issue and they occur relatively infrequently.

Maternity Leave
Comments

Peters,Alice
Employee
ID: GB1D401
Empl Rcd#: 0

Maternity Leave Data
View All First 1 of 1 Last

Expected Birth Date:

Form MATB1 Received:

Date Notified of Actual Start:

Expected Week of Confinement: 17/09/2000

Maternity Pay Information

Eligible for Maternity Pay

based on Employment Conditions

based on NI Calculation

Earliest Start of MPP: 02/07/2000

MPP Actual Start Date:

Expected End of MPP:

Qualifying Week: 04/06/2000

SMP Actual Start Date:

Maternity Leave Details

Eligible for Additional Leave

Actual Birth Date:

Expected End of Leave:

Date Return Reminder Sent:

Confirmation Received:

Notified Return Date:

Actual End of Leave:

UK Maternity Leave page



For more information about the fields on this page, see the UK Maternity Leave page in PeopleSoft 8 Global Payroll PeopleBook.

Additional SSP and SMP Entitlement Conditions

<i>Entitlement Condition</i>	<i>Resolution</i>	<i>Comments</i>
Absence is entered after an employee's termination date. (SSP)	The system displays a warning on the Absence Data page.	The employee is not paid SSP.
Absence start date is 11 weeks before the EWC. (SMP)	The system displays a warning on the Absence Data page.	The employee is paid SMP as the system assumes that the birth is premature.
An employee is sick on the hire date. (SSP)	The system displays a warning on the Absence Data page.	If you enter an absence, Global Payroll for the UK assumes that the employee has done some work for the employer and SSP must be paid.
An employee works part of a day during an absence. (SSP and SMP)	None.	SSP is not paid for any part day that an employee has worked.

Entitlement Condition	Resolution	Comments
Average weekly income is less than the LEL. (SSP and SMP)	Global Payroll for the UK calculates the employee's average earnings and override is included on the page.	If average earnings are below the LEL, SSP and SMP are not paid.
Birth occurs before the date that the employer was notified, or no notification has been given. (SMP)	Global Payroll for the UK does not pay SMP unless you enter a date in the Form MATB1 Received field on the UK Maternity Leave page in the core application.	The employee must notify the employer of the actual date of the birth and the expected date of the birth.
Employee is in continuous employment for 26 weeks prior to and including the QW. (SMP)	Select the Eligible for Maternity based on Employment Conditions check box on the UK Maternity Leave page in the core application.	If the employee has not been in continuous employment for the qualifying period, do not select the check box. SMP is only paid for an employee if you manually select this check box.
Employee is over 65 or under 16 at start of PIW. (SSP)	The system displays a warning on the Absence Data page in the core application.	The employee is not paid SSP.
No MATB1 form. (SMP)	Global Payroll for the UK does not pay SMP unless you enter a date in the Form MATB1 Received field on the UK Maternity Leave page in the core application.	You must enter a date in the Form MATB1 Received field on the UK Maternity Leave page in the core application.
No notification of absence 28 days after the birth. (SMP)	The system displays a warning on the UK Maternity Leave page if you do not enter a date in the Form MATB1 Received field on the UK Maternity Leave page.	You must enter a date in the Form MATB1 Received field on the UK Maternity Leave page.
PIW spans over three years. (SSP)	None.	Global Payroll for the UK does not pay SSP on the date when the PIW reaches the three-year mark.
PRI within 6 weeks prior to the EWC (SMP)	The system displays a warning message if you enter an SSP absence within 6 weeks of the EWC.	Global Payroll for the UK does not pay SSP if the absence is pregnancy related and within 6 weeks of the EWC.

CHAPTER 6

Understanding Pension Schemes

PeopleSoft Global Payroll for the UK provides you with a template that you can use for processing pension schemes. Pension schemes are not a statutory requirement, therefore you can use the template if you want, tailor it to your own requirements, or create your own.

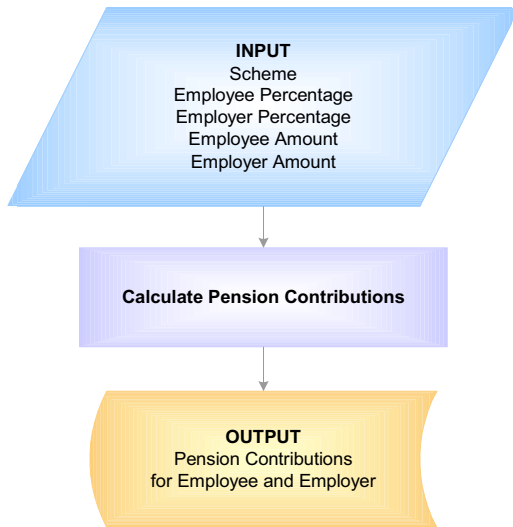
Pension schemes are created at job level. That is, if an employee has multiple employment contracts, the employee can have different pension schemes for different contracts.

We provide three types of pension scheme:

- A fixed scheme, in which an employee and an employer can pay a fixed amount per pay period
- A percentage scheme, in which both employee and employer pay a certain percentage of employee earnings per pay period
- An additional voluntary contribution scheme, in which the employee can contribute a fixed amount or percentage.

Pension Schemes in the Pay Process Flow

This section describes how the pension scheme functionality fits into the overall pay process flow of Global Payroll for the UK. Pension schemes are calculated and deducted prior to tax and NI contributions. They should therefore be ahead of tax and NI in the process list (GBR PAYROLL). The next step in the process flow is advance pay.



Pension scheme process flow



For information about the entire pay process flow and where pension schemes fit into the larger process, see Understanding Country Setup for the UK in this PeopleBook.

Rules for Pension Schemes

This section contains information about the rules created by Global Payroll for the UK to process pension schemes.

Arrays Used for Pension Schemes

Global Payroll for the UK uses the PEN AR MAIN array to retrieve data from external tables for pension scheme contributions.



For more information about arrays, see Arrays in *PeopleSoft 8 Global Payroll PeopleBook*.

Formulas Used for Pension Schemes

Global Payroll for the UK uses two formulas to process the pension scheme information. PEN FM CALC is the main processing formula, and PEN FM CHECK checks that employee contributions are less than or equal to 15% of the year-to-date gross pay. The system displays an error message if the employee contributions are greater than 15%.



For more information about formulas, see Formulas in *PeopleSoft 8 Global Payroll PeopleBook*.

Element Groups and Eligibility Groups

Global Payroll for the UK delivers the element group GB ALLPAY ELMNT. This is a member of the eligibility groups GBR MANUAL and GBR STAFF, which are delivered as demo data.



For more information about element groups and eligibility groups, see Element Groups and Eligibility Groups in the Understanding the Organizational Structure section in *PeopleSoft 8 Global Payroll PeopleBook*.

Pension Scheme Sections

PeopleSoft delivers the section GB SE PENS for pension schemes. This section is in the process list GBR PAYROLL, delivered with Global Payroll for the UK.



Pension schemes are calculated and deducted prior to tax and NI contributions. They should therefore be ahead of tax and NI in the process list.



For more information about sections, see Sections in *PeopleSoft 8 Global Payroll PeopleBook*.

Entering Pension Scheme Data

There is one page that you need to complete to enter pension scheme information.

Pension Details Page

Usage	Use the Pension Details page to enter pension scheme data for an employee.
Object Name	GPGB_EE_PENSION
Navigation	Define Global Payroll UK, Maintain Payroll Data (GBR), Use, Pension Scheme

Understanding Advance Payments for the UK

Peoplesoft Global Payroll for the UK provides you with a template that you can use for processing advance payments you make to employees who are paid on a weekly basis. For example, you may operate a system in which weekly-paid employees can be paid holiday pay before they actually go on holiday. (This feature applies to employees who are paid on a weekly basis, often in cash. It is rare that employees who are paid monthly would be away for a period spanning more than one pay period.)

Advance payments operate outside of PAYE tax and NI, that is, they are effectively tax-free, NI-free, and interest-free loans to employees.



Advance pay is delivered as a series of customary, country-specific PeopleSoft supplied rules. There are no pages that are specific to the UK.

Setting Up Advance Pay

You set up advance payments by using positive input to indicate the number of pay periods for which an advance is to be made. You determine the pay that is included for advance purposes from the value of the accumulator ADV_AC_ERNS. In Global Payroll for the UK, only the weekly salary element GB_REGPAY_W contributes to the advance payment.

Accumulator Name	Level	Period	Members	
Element Name: ADV AC ERNS	Earnings to base advance pay	Owner: PS Non-Mnt		
Element Member List Find View All First 1 of 1 Last				
Members Contributions				
Element Type	Element Name	*Begin Date	End Date	Accumulator Sign
1 Earnings	GB REGPAY W	01/01/19		Add + -

Members: Members page



For more information about the fields on this page, see the Members Page in *PeopleSoft 8 Global Payroll PeopleBook*.

You use positive input to determine which employee or employees should receive the advance, and for how many periods the advance payment should be made.

In the example below, the advance is paid for three periods:

Positive Input

Pay Group: GBWEEK_01 Weekly Pay Group - Company 1 GBPAY_CO01
Calendar ID: GB1W_01/00

ID: GB1W001 Skurray,James E Employee **Empl Rcd#:** 0

Earnings/Deductions					
*Entry Type	Element Name	Instance	*Action Type	Override	Element Override
1	Earnings GB ADVANCE	1	Override	<input type="checkbox"/>	Override <input checked="" type="checkbox"/> Element Override + -

Positive Input page



For more information about the fields on this page, see the Positive Input Page in *PeopleSoft 8 Global Payroll PeopleBook*.

You then click the Element Override link on the Positive Input page to access the Supporting Element Override page, which is displayed below. The supporting element override is for one period only, so the formula writes the value for the number of periods to accumulator ADV VR PERS.

Supporting Element Overrides

Element Name: GB ADVANCE **Instance Number:** 1

Business Unit: [Get Business Unit](#)

Supporting Element Overrides				
*Element Type	Element Name	Character Value	Numeric Value	Date Value
1	Variable ADV VR PERS		3.000000	

Supporting Element Overrides page



For more information about the fields on this page, see the Supporting Element Overrides Page in *PeopleSoft 8 Global Payroll PeopleBook*.

The advance payment is paid in the period when you entered the override. The amount of the advance payment is the value of the accumulator ADV_AC_ERNS, multiplied by the number of periods that the advance payment is to be made. The advance is recovered by dividing the value

paid by the number of periods and deducting this from the employee's earnings, using the deduction element ADV_DD_REC.

The following table gives a summary of expected results:

Type	Period 1	Period 2	Period 3	Period 4	Period 5
Regular Pay	100	100	100	100	100
Advance	300	0	0	0	0

CHAPTER 8

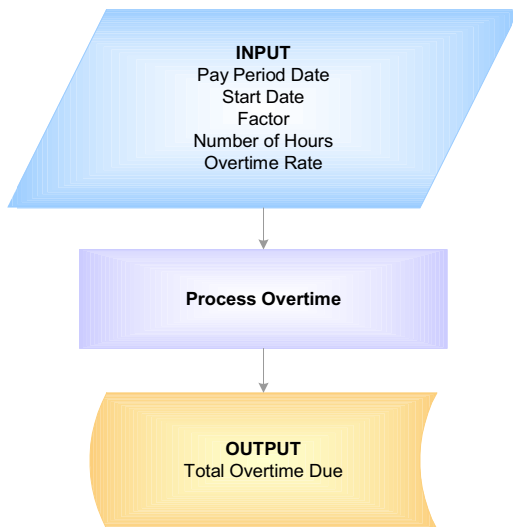
Understanding Overtime

PeopleSoft Global Payroll for the UK provides you with a template for calculating and recording any overtime that employees work.

This overtime can be salary based, where the system calculates an hourly rate for each employee. Alternatively, overtime can be calculated as a factor multiplied by the number of hours multiplied by an overtime rate.

Overtime in the Pay Process Flow

This section describes how the overtime functionality fits into the overall pay process flow of Global Payroll for the UK. Overtime payments are voluntary deductions, which are deducted after statutory deductions. They therefore appear in the process list after the statutory deductions. The order in which voluntary deductions are processed is determined during implementation of Global Payroll for the UK. The next step in the process flow is employee loans.



Overtime process flow



For information about the entire pay process flow and where overtime payments fit into the larger process, see Understanding Country Setup for the UK in this PeopleBook.

Overtime Rules

This section contains information about the rules created by Global Payroll for the UK to process overtime payments.

Overtime Earnings

Global Payroll for the UK provides the earning OVT ER OVTM for overtime payment. This calculates the overtime payment that is to be made to the employee.



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

Arrays Used for Overtime Payments

Global Payroll for the UK uses the OVT AR MAIN array to retrieve data from database tables for overtime payments. This array is used to capture employee overtime details.



For more information about arrays, see Arrays in *PeopleSoft 8 Global Payroll PeopleBook*.

Formulas Used in Overtime Payments

Global Payroll for the UK uses the OVT FM ARRAY formula to calculate overtime payments. This formula is attached to the overtime array and will be processed using the data retrieved by the array.



For more information about formulas, see Formulas in *PeopleSoft 8 Global Payroll PeopleBook*.

Element Groups and Eligibility Groups

Global Payroll for the UK delivers the element group GB ALLPAY ELMNT. This is a member of the eligibility groups GBR MANUAL and GBR STAFF, which are delivered as demo data.



For more information about element groups and eligibility groups, see Element Groups and Eligibility Groups in *PeopleSoft 8 Global Payroll PeopleBook*.

Sections

PeopleSoft delivers the section GB SE OVT for overtime payments. This section is in the process list GBR PAYROLL, which is delivered with Global Payroll for the UK.



Overtime payments are voluntary deductions, which are deducted after statutory deductions. They therefore appear in the process list after the statutory deductions. The order in which voluntary deductions are processed is determined during implementation of Global Payroll for the UK.



For more information about sections, see Sections in *PeopleSoft 8 Global Payroll PeopleBook*.

Entering Overtime Payments

Overtime data is created at job level. That is, if an employee has one or more employment contracts, he or she can be paid overtime rates for each one. You need to complete only one page to enter overtime data.

Overtime Page

Usage	Use the Overtime page to enter overtime data for an employee.
Object Name	GPGB_EE_OVERTIME
Navigation	Define Global Payroll UK, Maintain Payroll Data (GBR), Use, Overtime
Prerequisites	None
Access Requirements	Enter an EmplID.

Overtime

Brown, John ID: GPGBEM001 Empl Rcd#: 0

Business Unit: Sales and Marketing - UK	Hire Date: 10/10/2000
Department: Administration - England	Employee Status: Active
Job Code: Marketing Manager	
Location: Reading - England	

Overtime								View All	First	1-2 of 2	Last
	*Pay Period Date	*Start Date	End Date	*Factor	*Hours	Salary Based	*Overtime Rate	Total			
1	27/10/2000	27/10/2000	30/10/2000	2.00	10.00000	<input checked="" type="checkbox"/>	13.53	270.60	+	-	
2	27/10/2000	01/11/2000	09/11/2000	1.50	5.00000	<input type="checkbox"/>	16.44	123.30	+	-	

Overtime 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#, Business Unit, Hire Date, Department, Employee Status, Job Code, Location.**

Overtime

Pay Period Date

Enter the Pay Period Date when the overtime is to be paid. The Pay Period Date must be within the start and end date of the pay period.

Note. The **Pay Period Date** defaults to the current date, although you can of course override this date.

Start Date

Enter a Start Date of the period when the employee commenced the overtime.

Note. The **Start Date** is a mandatory field. If you select the **Salary Based** check box, the system checks the hourly rate that applied at that time, even if the rate has since changed.

End Date

Enter an End Date, that is, the last day of the period of overtime that the employee worked. This is an optional field. The data that you enter in it is used for information purposes.

Note. The Start and End Dates provide you with information about when the overtime was worked.

Factor

Enter the Factor by which overtime is calculated. .

Hours	Enter the number of Hours overtime that an employee has worked during the period that you specified by the Start Date and End Dates.
Salary Based	Each employee has an hourly rate that is calculated by the system. Select the Salary Based check box if you want to calculate the overtime at this hourly rate. <hr/> For more information about the hourly rate , see the Job Data – Compensation Page in the Administer Workforce PeopleBook. <hr/>
Overtime Rate	Enter the rate at which overtime is paid. If you select Salary Based , the system automatically enters the Overtime Rate and makes the field unavailable for entry. <hr/> Note. If you make subsequent changes to the hourly rate on the Job Data – Compensation page, the overtime rate that you entered here will prevail unless you return to the Overtime page and update the Overtime Rate . <hr/>
Total	The system automatically calculates the Total gross amount of overtime that an employee is paid. This data is for information only, since the actual amount due to the employee is calculated during the payroll process.

CHAPTER 9

Understanding Employee Loans

PeopleSoft Global Payroll for the UK provides you with a template for calculating repayment of employee loans. You can use this template or edit it to meet your own requirements.

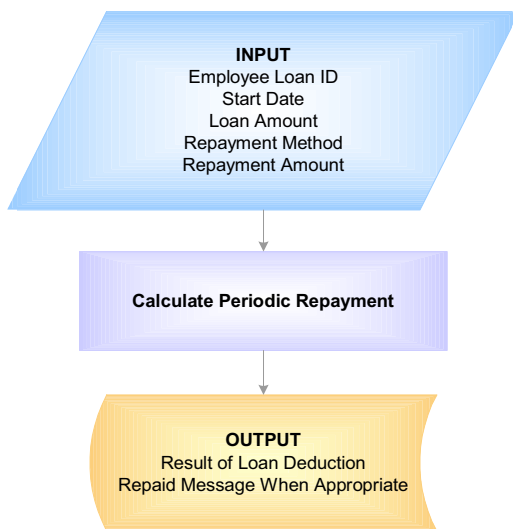
Employers may grant an employee with a loan, for example, to buy a car. To recover the loan, the employer takes regular loan repayments from the employee's earnings. Employees can make repayments of a fixed sum per pay period, or repay the loan over a specific period of time.



Note. You can process up to three employee loans per employee per pay period. If you wish to process additional loans per pay period, this can be set up during implementation of Global Payroll for the UK.

Employee Loans in the Pay Process Flow

This section describes how the employee loan functionality fits into the overall pay process flow of Global Payroll for the UK. Employee loans are voluntary deductions, which are deducted after statutory deductions. They therefore appear in the process list after the statutory deductions. You determine the order in which voluntary deductions are processed when you implement Global Payroll for the UK. The next step in the process flow is setting up payslips.



Employee loans process flow



For information about the entire pay process flow and where employee loans fit into the larger process, see Understanding Country Setup for the UK in this PeopleBook.

Rules for Employee Loans

This section contains information about the rules created by Global Payroll for the UK to process employee loans.

Employee Loan Deductions

There are three deductions for employee loans, one for each possible loan: LN DD LOAN 1, LN DD LOAN 2, and LN DD LOAN 3.



For more information about deductions, see Defining Deductions in *PeopleSoft 8 Global Payroll PeopleBook*.

Arrays Used for Employee Loans

Global Payroll for the UK uses the LN AR MAIN array to process the loan details that were entered.



For more information about arrays, see Arrays in *PeopleSoft 8 Global Payroll PeopleBook*.

Formulas Used for Employee Loans

Global Payroll for the UK uses the LN FM ARRAY formula to process the loan information, and ultimately to calculate a deduction amount for each loan.



For more information about formulas, see Formulas in *PeopleSoft 8 Global Payroll PeopleBook*.

Employee Loan Element and Eligibility Groups

Global Payroll for the UK delivers the element group GB ALLPAY ELMNT. This is a member of the eligibility groups GBR MANUAL and GBR STAFF, which are delivered as demo data.



For more information about element groups and eligibility groups, see Element Groups and Eligibility Groups in *PeopleSoft 8 Global Payroll PeopleBook*.

Employee Loan Sections

PeopleSoft delivers the section GB SE LOANS for employee loans. This section is in the process list GBR PAYROLL, which is delivered with Global Payroll for the UK.



Employee loans are voluntary deductions, which are deducted after statutory deductions. They therefore appear in the process list after the statutory deductions. The order in which voluntary deductions are processed will be determined during implementation of Global Payroll for the UK.



For more information about sections, see Sections in *PeopleSoft 8 Global Payroll PeopleBook*.

Employee Loan Accumulators

For each of the three possible loans that can be processed per employee per pay period, there is a period-to-date accumulator: LN AC LOAN1 PTD, LN AC LOAN2 PTD, and LN AC LOAN3 PTD.

There is also a to-date accumulator, which stores the total amount that is deducted during the lifetime of the loan: LN AC LOAN1 TD, LN AC LOAN2 TD and LN AC LOAN3 TD.



For more information about accumulators, see Setting Up Accumulators in *PeopleSoft 8 Global Payroll PeopleBook*.

Entering Employee Loan Repayments

To enter details about an employee loan, you complete the Employee Loans page.

Employee Loans Page

Usage	Use the Employee Loans page to enter employee loan data for an employee.
Object Name	GPGB_EMPLOYEE_LOANS
Navigation	Define Global Payroll UK, Maintain Payroll Data (GBR), Use, Employee Loans
Prerequisites	None
Access Requirements	Enter an EmplID.

Employee Loans

Brown, John ID: GPGBEM001 Empl Rcd#: 0

Business Unit: Sales and Marketing - UK **Hire Date:** 10/10/2000

Department: Administration - England **Employee Status:** Active

Job Code: Marketing Manager

Location: Reading - England

ID	*Start	Priority	Loan Amount	Method	Periods	Repayment Amount	Repaid (Y/N)	
1 123	10/10/2000	1	250.00	A		50.00	<input checked="" type="checkbox"/>	+ -
2 ABC	10/10/2000	3	100.00	A		10.00	<input type="checkbox"/>	+ -
3 XYZ	10/10/2000	2	200.00	P	5		<input type="checkbox"/>	+ -

Employee Loans 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 Recd#, Business Unit, Hire Date, Department, Employee Status, Job Code, Location.**

You can select one of two types of **Method**, which determines the frequency of loan payments. Depending on the method that you select, the system displays certain fields and hides others.

Method	Displayed Field	Hidden Field
A: Repay Fixed Amount Per Period	Repayment Amount	Periods
P: Repay Over No. of Periods (P: repay over number of periods)	Periods	Repayment Amount

ID Enter a unique identifier for each employee loan. This can be any identifier you require, up to 18 characters long. The ID is used as a *'user key'* for the loan accumulators.

Start Enter the date when the first repayment is made. The first loan repayment will be taken out of the employee's earnings in the pay period within which the start date falls.

Note. The Start date that you enter must be within the start and end dates for the pay period.

Priority If an employee has multiple employee loans, you should assign each loan a Priority. This determines the order in which the loans are processed. The lower the number, the higher the priority. .

Loan Amount Enter the initial amount of the loan that was taken out by the employee.

Method Select the Method that determines the frequency of loan repayments. Valid values are *Repay Fixed Amount per Period* and *Repay Over Number of Periods*.

Repayment Amount The system displays this field if you select *Repay Fixed Amount per Period* as your Method. Enter the Repayment Amount to be taken from an employee's earnings each pay period. .

Periods The system displays this field if you select *Repay Over Number of Periods* as your Method. Enter the number of Periods over which the loan will be repaid.

Note. Periods are determined by the frequency of the pay period that you defined.

Repaid (Y/N) Select **Repaid (Y/N)** when the loan has been repaid. You must select this check box manually. Once the final loan repayment has been processed, the system issues a warning that the loan has been repaid. You should then select **Repaid (Y/N)** manually.

Note. If you do not select **Repaid (Y/N)**, the system will continue to process the loan repayments. However, this does not mean that repayments will still be made. The system will recalculate that the loan has been paid off. By manually selecting the check box, you are informing the system that it no longer needs to retrieve the loan details for processing. So for example, the array will not retrieve any loans that have been selected as Repaid.

Processing Multiple Employee Loans

Global Payroll for the UK can process up to three employee loans per employee per pay period. If you want to track which loan is currently being repaid, you need to look at the value of the User Key 1 on the Accumulators Page.

This page displays the loans that are currently being paid off. The loan with the highest priority is being paid off first. If a loan on the Employee Loans page has been paid off, it is not listed on the Accumulators page.

Calendar Results		Earnings and Deductions		Accumulators		Supporting Elements	
ID:	GPGBEM001	Brown,John		Employee		Empl Rcd#:	0
Calendar ID:	GBR M07/00		Pay Group:	GBR MONTH			
Calendar Information Find View All First ◀ 1 of 1 ▶ Last							
Calendar Group ID:	GBR M07/00		Monthly Calendar October 2000				
Segment Number:	1	Version:	1	Revision:	1		
Gross Result Value:	1672.800000		Net Result Value:	1197.630000			
Accumulators Find View 4 First ◀ 1-59 of 59 ▶ Last							
Accumulator Results		User Keys					
Period	Element Name	Amount	User Key 1	User Key 2	User Key 3	User Key 4	
1 Segment	CCA AC PAATCH PTD	1672.800000	2000-10-10				
2 Segment	GB AC ALLPAY	1672.800000	2000-10-10				
3 Segment	GB AC DSNETT	1197.630000	2000-10-10				
4 Segment	GB CAR ALLCE PTD	50.000000					
5 Segment	GBR AC GRNI PTD	-50.000000	2000-10-10				
6 Segment	GBR AC GROSS SEG	1672.800000					
7 Segment	GBR AC GRTX SEG	1622.800000					

Accumulators page (1 of 2)

57 Year to Date	TAX DD PAYE FYDA	274.790000	2000-10-10
58 Custom Period	LN AC LOAN2 TD	40.000000	XYZ
59 Custom Period	LN AC LOAN3 TD	10.000000	ABC

Accumulators page (2 of 2)



For more information about the fields on this page, see the Accumulators Page in *PeopleSoft 8 Global Payroll PeopleBook*.

CHAPTER 10

Understanding Self-Service Applications for the UK

PeopleSoft Global Payroll for the UK provides you with two types of payslip. The self service payslip is intended for users who can log on and view their own payslip once it has been finalised. It therefore displays what an employee has been paid.

You can display the payroll users payslip at any time during the payroll cycle. It displays more detail and is intended for payroll administrators.

You can adapt your payslips to include exactly the information you require, in the order you require. You can also use it to send messages to an individual employee, or, by assigning the payslip to a pay group, you can send messages to multiple employees.



The setup for each type of payslip is the same, although the payroll users payslip shows more detail than the self-service payslip. **For more information** about setting up payslips, see *Setting Up Payslips for the UK*.

Self Service Payslip Page

Usage	Use the Self Service Payslip page to enable users to view their own payslips once it has been finalised.
Object Name	GPGB_PSLIP_SS
Navigation	Define Global Payroll UK, Self Service (GBR), Inquire, Self Service Payslip
Prerequisites	You must first have set up a payslip on the Payslip Earnings Definition Page.
Access Requirements	Enter a Calendar Group ID.

Pay Advice
Wendy Usher
 University of Great Britain

Payment Date: 04/15/2000
Tax Period: 1

Wendy Usher 26 John Street W96JR NI Number: <hr/> Bank Sort Code: 60-00-00 Account Number: 12345678	Employee ID: GB2M002 Empl Rcd#: 0 Department: Support - Wales Location: Belfast - Northern Ireland Business Unit: Support - GB2 <hr/> Pay Rate: 2366.00 M	Job Title: Student Lecturer Tax Code: 281L Tax Basis: Cumulative NI Category Code: D <hr/> Net: 1734.83 Gross: 2366.00
---	--	---

Earnings								
Description	Detail	Units	Rate	Base	Percent	Adjustment	Current	Year To Date
Basic Pay							2,366.00	2,366.00

Before-Tax Deductions								
Description	Detail	Units	Rate	Base	Percent	Adjustment	Current	Year To Date
							0.00	0.00

After-Tax Deductions								
Description	Detail	Units	Rate	Base	Percent	Adjustment	Current	Year To Date
Social Club							10.80	10.80

Self Service Payslip page (1 of 2)

National Insurance			
Description	Adjustment	Current	Year To Date
NI EE's		167.16	167.16
NI EE's Rebate		0.61	0.61
NI ER's		185.50	185.50
NI ER's Rebate		2.22	2.22

Tax			
Description	Adjustment	Current	Year To Date
PAYE		453.82	453.82

Balances					
Description	Detail	Adjustment	Current	Adjustment YTD	Year To Date
Gross			2,366.00		2,366.00
NI	D		167.16		167.16

Payroll Messages

Employee Messages

Self Service Payslip page (2 of 2)



For more information about the fields on this page, see Setting Up Payslips for the UK in this PeopleBook.

Setting Up Payslips for the UK

PeopleSoft Global Payroll for the UK provides you with two types of payslip. The self-service payslip is intended for users who can log on and view their own payslip once it has been finalised. It therefore displays what an employee has been paid.

You can display the payroll users payslip at any time during the payroll cycle. It displays more detail and is intended for payroll administrators.



The setup for each type of payslip is the same, although the payroll users payslip shows more detail than the self-service payslip.

You can adapt your payslip to include exactly the information you require, in the order you require. You can also use it to send messages to an individual employee, or, by assigning the payslip to a pay group, you can send messages to multiple employees. We discuss the pages that you must complete to create your payslip in the following sections.



For more information about the self service payslip, see Understanding Self-Service Applications for the UK in this PeopleBook.

Payslip Definition Component

Use this component to define the elements that you want to display on your payslip.

Standard Field Definitions for the Payslip Definition Component

The following elements are common to multiple pages in the Payslip Definition component.

Payslip ID	The system automatically displays the Payslip ID that you entered to access the page.
Payslip Element Order	Enter the order in which the elements on your payslip are to be displayed.
Payslip Description	Enter a description for the element. This description will be visible on your payslip.

Element Type Select the type of element that you are using. Valid values are *Abs Entitl* (absence entitlement), *Abs Take* (absence take), *Accumulatr* (accumulator), *Array*, *Auto Assgn* (auto assign), *Bracket*, *Deduction*, *Duration*, *Earnings*, *Formula*, *SystemElem* (system element) and *Variable*.

Note. On the Payslip Positive Input Definition, Payslip Arrears Definition, and Payslip Retro Delta Definition pages, you may only select earnings or deductions elements.

Current Balance Enter the element name that you want to use to calculate the **Current Balance** for that month.

YTD Balance (year-to-date balance) Enter the element name that you want to use to calculate the year-to-date balance.

Payslip Earnings Definition Page

Usage	Use the Payslip Earnings Definition page to define the earnings that you want to display on your payslip, and the order in which they should appear.
Object Name	GPGB_PSLIP_D_ERNS
Navigation	Define Global Payroll UK, Self Service (GBR), Set Up, Payslip Definition
Prerequisites	None
Access Requirements	Enter a Payslip ID.

Payslip Earnings Definition 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**.

The following elements are common to multiple pages in this component and are defined in the beginning of this section in Standard Field Definitions for the Payslip Definition Component: **Payslip ID, Payslip Element Order, Payslip Description, Element Type, Current Balance, YTD Balance**.

Payslip Pre-Tax Deductions Page

Usage	Use the Payslip Earnings Definition page to define the pre-tax deductions that you want to display on your payslip, and the order in which they should appear.
Object Name	GPGB_PSLIP_D_PTXD
Navigation	Define Global Payroll UK, Self Service (GBR), Set Up, Payslip Definition
Prerequisites	None
Access Requirements	This is the second page of a nine-page component. Click the Payslip Pre Tax Deductions tab.

Payslip Element Order	Payslip Description	Detail Element Type	*Detail Element	Element Type	*Current Balance	*YTD Balance
1	Pension			Deduction	PEN DD EE	PEN DD EE FYDA
2	TEST ARREARS			Deduction	LN DD LOAN 3	
3	Car Allowance	SystemEler	BUSINESS UNIT	Earnings	GB CAR ALLCE	GB CAR ALLCE YTD

Payslip Pre Tax Deductions page

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

The following elements are common to multiple pages in this component and are defined in the beginning of this section in Standard Field Definitions for the Payslip Definition Component: **Payslip ID, Payslip Element Order, Payslip Description, Element Type, Current Balance, YTD Balance**.

Payslip After Tax Deductions Page

Usage	Use the Payslip Earnings Definition page to define the after-tax deductions that you want to display on your payslip, and the order in which they should appear.
Object Name	GPGB_PSLIP_D_ATXD
Navigation	Define Global Payroll UK, Self Service (GBR), Set Up, Payslip Definition
Prerequisites	None
Access Requirements	This is the third page of a nine-page component. Click the Payslip After Tax Deductions tab.

Payslip ID: GBPS UK Payslip for all Paygroups

Definition View All First 1 of 1 Last

Effective Date: 01/01/1990

Order View All First 1 of 10 Last

Payslip Element Order	Payslip Description	Detail Element Type	*Detail Element	Element Type	*Current Balance	*YTD Balance
1	Student Loan			Deduction	SL DD AMOUNT	SL DD AMOUNT FYDA
2	Arrears Test			Deduction	LN DD LOAN 3	SMP AE1 BAL
3	Sports Club			Deduction	VOL DD SPORT	VOL DD SPORT FYDA
4	Social Club			Deduction	GB SOCCLUB B	GB SOCCLUB B YTD
5	Social Club			Deduction	GB SOCCLUB W	GB SOCCLUB W YTD
6	Social Club			Deduction	GB SOCCLUB M	GB SOCCLUB M YTD
7	Social Club			Deduction	GB SOCCLUB L	GB SOCCLUB L YTD

Payslip After Tax Deductions page

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

The following elements are common to multiple pages in this component and are defined in the beginning of this section in Standard Field Definitions for the Payslip Definition Component: **Payslip ID, Payslip Element Order, Payslip Description, Element Type, Current Balance, YTD Balance**.

Payslip Tax Definition Page

Usage	Use the Payslip Earnings Definition page to define the tax elements that you want to display on your payslip, and the order in which they should appear.
Object Name	GPGB_PSLIP_D_TAX
Navigation	Define Global Payroll UK, Self Service (GBR), Set Up, Payslip Definition

Prerequisites	None
Access Requirements	This is the fourth page of a nine-page component. Click the Payslip Tax Definition tab.

The screenshot shows the 'Payslip Tax Definition' page. At the top, there are four tabs: 'Payslip Earnings Definition', 'Payslip Pre Tax Deductions', 'Payslip After Tax Deductions', and 'Payslip Tax Definition'. Below the tabs, the 'Payslip ID' is 'GBPS UK Payslip for all Paygroups'. The 'Definition' section shows 'Effective Date: 01/01/1990'. The 'Order' section contains a table with two rows of elements:

Order	Payslip Element	Payslip Description	Element Type	*Current Balance	*YTD Balance
1	1	PAYE	Deduction	TAX DD PAYE	TAX DD PAYE FYDA
2	5	Arrears Test	Deduction	LN DD LOAN 3	

Payslip Tax Definition page

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

The following elements are common to multiple pages in this component and are defined in the beginning of this section in Standard Field Definitions for the Payslip Definition Component: **Payslip ID, Payslip Element Order, Payslip Description, Element Type, Current Balance, YTD Balance**.

Payslip National Insurance Page

Usage	Use the Payslip Earnings Definition page to define the National Insurance elements that you want to display on your payslip, and the order in which they should appear.
Object Name	GPGB_PSLIP_D_NI
Navigation	Define Global Payroll UK, Self Service (GBR), Set Up, Payslip Definition
Prerequisites	None
Access Requirements	This is the fifth page of a nine-page component. Click the Payslip National Insurance tab.

Payslip Tax Definition
Payslip National Insurance
Payslip Balances Definition
Payslip Positive Input Def.

Payslip ID: GBPS UK Payslip for all Paygroups

Definition View All First 1 of 1 Last

Effective Date: 01/01/1990

Order First 1-4 of 4 Last

Payslip Element Order	Payslip Description	Element Type	*Current Balance	*YTD Balance
1	NI EE's	Variable	NI VR EES DED	NI AC EES DED YTD
2	NI EE's Rebate	Variable	NI VR EES RBT	NI AC EES RBT YTD
3	NI ER's	Variable	NI VR ERS DED	NI AC ERS DED YTD
4	NI ER's Rebate	Variable	NI VR ERS RBT	NI AC ERS RBT YTD

Payslip National Insurance page

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

The following elements are common to multiple pages in this component and are defined in the beginning of this section in Standard Field Definitions for the Payslip Definition Component: **Payslip ID, Payslip Element Order, Payslip Description, Element Type, Current Balance, YTD Balance**.

Payslip Balances Definition Page

Usage	Use the Payslip Earnings Definition page to define the balance elements that you want to display on your payslip, and the order in which they should appear.
Object Name	GPGB_PSLIP_D_BALS
Navigation	Define Global Payroll UK, Self Service (GBR), Set Up, Payslip Definition
Prerequisites	None
Access Requirements	This is the sixth page of a nine-page component. Click the Payslip Balances Definition tab.

Payslip Balances Definition page

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

The following elements are common to multiple pages in this component and are defined in the beginning of this section in Standard Field Definitions for the Payslip Definition Component: **Payslip ID, Description Current Balance, YTD Balance**.

Payslip Positive Input Def. Page

Usage	Use the Payslip Earnings Def. page to define the positive input elements that you want to display on your payslip, and the order in which they should appear.
Object Name	GPGB_PSLIP_D_POSI
Navigation	Define Global Payroll UK, Self Service (GBR), Set Up, Payslip Definition
Prerequisites	None
Access Requirements	This is the seventh page of a nine-page component. Click the Payslip Positive Input Def. Tab.

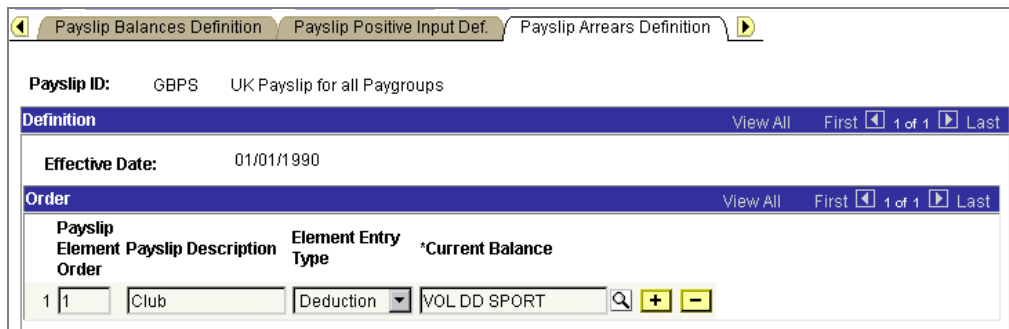
Payslip Positive Input Def. page

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

The following elements are common to multiple pages in this component and are defined in the beginning of this section in Standard Field Definitions for the Payslip Definition Component: **Payslip ID, Payslip Element Order, Payslip Description, Element Entry Type, Current Balance.**

Payslip Arrears Definition Page

Usage	Use the Payslip Earnings Definition page to define the arrears that you want to display on your payslip, and the order in which they should appear.
Object Name	GPGB_PSLIP_D_ARR
Navigation	Define Global Payroll UK, Self Service (GBR), Set Up, Payslip Definition
Prerequisites	None
Access Requirements	This is the eighth page of a nine-page component. Click the Payslip Arrears Definition tab.



Payslip Arrears Definition page

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

The following elements are common to multiple pages in this component and are defined in the beginning of this section in Standard Field Definitions for the Payslip Definition Component: **Payslip ID, Payslip Element Order, Payslip Description, Element Entry Type, Current Balance.**

Payslip Retro Delta Definition Page

Usage	Use the Payslip Earnings Definition page to define the retro payments that you want to display on your payslip, and the order in which they should appear.
Object Name	GPGB_PSLIP_D_RTO

Navigation	Define Global Payroll UK, Self Service (GBR), Set Up, Payslip Definition
Prerequisites	None
Access Requirements	This is the ninth page of a nine-page component. Click the Payslip Retro Delta Definition tab.

Payslip Retro Delta Definition page

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

The following elements are common to multiple pages in this component and are defined in the beginning of this section in Standard Field Definitions for the Payslip Definition Component: **Payslip ID, Payslip Element Order, Payslip Description, Element Entry Type, Current Balance**.

Payslip Definition by Pay Group Page

Usage	Use the Payslip Definition by Pay Group page to assign the payslips that you have created to a pay group. Each pay group can have its own payslip.
Object Name	GPGB_PSLIP_GRP
Navigation	Define Global Payroll UK, Self Service (GBR), Set Up, Payslip Definition by Pay Group
Prerequisites	You must first have set up a pay group and a payslip.
Access Requirements	Enter a Pay Group.

Pay Group:	GBBWEEK_01 BiWeekly Pay Group - Company 1	
Definition View All First 1 of 1 Last		
Effective Date:	<input type="text" value="01/01/1990"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Self Service Payslip ID:	<input type="text" value="GBPS"/> <input type="button" value="Q"/>	UK Payslip for all Paygroups
Payroll Users Payslip ID:	<input type="text" value="GBPS"/> <input type="button" value="Q"/>	UK Payslip for all Paygroups

Payslip Definition by Pay Group 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**.

Self Service Payslip ID Select the ID of the self service payslip that you want to assign to the pay group.

Payroll Users Payslip ID Select the ID of the payroll users payslip that you want to assign to the pay group.

Payslip Message by Pay Group Page

Usage	Use the Payslip Message by Pay Group page to include messages on the payslips for all employees who belong to a specific pay group.
Object Name	GPGB_MESS_GRP
Navigation	Define Global Payroll UK, Self Service (GBR), Set Up, Payslip Message by Pay Group
Prerequisites	You must first have set up a pay group.
Access Requirements	Enter a Pay Group.

Payslip Message by Pay Group page

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



The Effective Date displays all the messages for an employee or a pay group where the Effective Date is within the segment.

- Payslip ID** Enter the payslip ID. You must have created a payslip first.
- Sequence** Enter the order in which you want to display your messages.
- Message** Enter the message that you want to display on the payslip. The message will be sent to all employees who belong to the pay group that you specified.

Payslip Messages by Employee Page

Usage	Use the Payslip Messages by Employee page to include messages on the payslip for a specific employee.
Object Name	GPGB_MESS_EMPLOYEE
Navigation	Define Global Payroll UK, Self Service (GBR), Set Up, Payslip Message by Employee
Prerequisites	You must first have created a payslip.
Access Requirements	Enter an EmplID.

Payslip Messages by Employee 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, Effective Date.**



The Effective Date displays all the messages for an employee or a pay group where the Effective Date is within the segment.

- Payslip ID** Select the Payslip ID that you require.
- Sequence** Enter the sequence in which you want to display your messages.
- Message** Enter the message that you want to display on the payslip. The message will be sent only to the employee that you specify.

Payroll Users Payslip Page

Usage	Use the Payroll Users Payslip page to view the payroll users payslip.
Object Name	GPGB_PSLIP_PU
Navigation	Define Global Payroll UK, Self Service (GBR), Inquire, Payroll Users Payslip
Prerequisites	None
Access Requirements	Enter an EmplID.

Pay Advice		Wendy Usher		Payment Date:	04/15/2000		
University of Great Britain				Tax Period:	1		
Wendy Usher 26 John Street W96JR NI Number:	Employee ID: GB2M002 Empl Rcd#: 0 Department: Support - Wales Location: Belfast - Northern Ireland Business Unit: Support - GB2	Job Title: Student Lecturer Tax Code: 281L Tax Basis: Cumulative NI Category Code: D					
Bank Sort Code: 60-00-00 Account Number: 12345678	Pay Rate: 2366.00 M	Net: 1734.83 Gross: 2366.00					
Earnings							
Description	Detail	Units	Rate	Base Percent	Adjustment	Current	Year To Date
Basic Pay						2,366.00	2,366.00

Payroll Users Payslip page (1 of 3)

Before-Tax Deductions							
Description	Detail	Units	Rate	Base Percent	Adjustment	Current	Year To Date
						0.00	0.00
After-Tax Deductions							
Description	Detail	Units	Rate	Base Percent	Adjustment	Current	Year To Date
Social Club						10.80	10.80
National Insurance							
Description					Adjustment	Current	Year To Date
NI EE's						167.16	167.16
NI EE's Rebate						0.61	0.61
NI ER's						185.50	185.50
NI ER's Rebate						2.22	2.22
Tax							
Description					Adjustment	Current	Year To Date
PAYE						453.82	453.82
Balances							
Description	Detail				Adjustment	Current	Year To Date
Gross						2,366.00	2,366.00
NI	D					167.16	167.16

Payroll Users Payslip page (2 of 3)

Before Tax Deductions

These are the results of the payroll calculation.

After-Tax Deductions

These are the results of the payroll calculation.

National Insurance

These are the results of the payroll calculation.

Tax

These are the results of the payroll calculation.

Balances

These are the results of the payroll calculation.

Positive Input

These are the results of the payroll calculation.



For more information about the elements in this section, see Payslip Positive Input Def. Page.

Arrears Processing

These are the results of the payroll calculation.



For more information about the elements in this section, see Payslip Arrears Definition Page.

Delta Details

These are the results of the payroll calculation.



For more information about the elements in this section, see Payslip Retro Delta Definition Page.

Payroll Messages

The system displays the message that you created for the pay group.



For more information about payroll messages, see the Payslip Message by Pay Group Page.

Employee Messages

The system displays the message that you created for a specific employee.



For more information about employee messages, see the Payslip Messages by Employee Page.

Setting Up Banking for the UK

You can use PeopleSoft Global Payroll for the UK to facilitate your organisation’s banking process. The banking feature in Global Payroll is optional. If you do decide to use the banking feature, you start by defining pages in the core application and then complete the Payment File Generation page in Global Payroll for the UK.



For more information about setting up banks and building societies for the UK, see Setting up UK Banks and Building Societies in this PeopleBook.

Overview of Global Payroll for the UK Banking

Once you have finalised a pay run, you run the Global Payroll Core banking process. The banking process has two steps: calculate and finalise. You may run the calculate step any number of times, but the finalise step can be run only once.

Global Payroll for the UK contains code that creates a UK-specific table GPGB_PAYMENT during the finalise step of the core banking process. This table contains basic calendar run information, as well as all the transaction and bank data that is necessary to create a file for BACS-processing software. For each row in the table, there is a new line of data on the output file.

The Payment File Generation page simply invokes an SQR, which transfers the data from GPGB_PAYMENT for a given Calendar Run ID into a fixed-length file on disk suitable for BACS transmission. Of course, on the Payment File Generation page, the system displays as valid values only those Calendar Run IDs that have had the banking finalise step run.



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

Payment File Generation Page

Usage	Use the Payment File Generation page to create a fixed-length ASCII file that can be used as input to a BACS file for BACS processing software.
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Object Name	GPGB_BANK_EFT
Navigation	Define Global Payroll UK, Manage Payroll Process (GBR), BACS File
Prerequisites	You must first have calculated and finalised the banking process.
Access Requirements	Enter a Run Control ID.

Payment File Generation

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

Calendar Group ID:

Pay Entity:

*EFT File Name:

Payment File Generation page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in Using the Preface: **Run Control ID, Report Manager, Process Monitor, Run, Calendar Group ID, Pay Entity.**

EFT File Name (electronic file transfer file name) Enter the name of the EFT file that you want to create.



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

CHAPTER 13

Understanding UK Reports

You can use PeopleSoft Global Payroll for the UK to create the following reports:

- Gross to Net report – for payroll user balancing.
- High/Low Earners – for basic payroll use.
- P11A, B and C – for storing of statutory information.
- P45 – statutory report for leavers.
- Profile Report – for creating user-defined reports.
- SSP1L Leavers Statement – required for leavers.
- Tax Credit Report – for terminated employees with tax credits.

Alphabetic List of Global Payroll for the UK Reports

Report Name	Report ID	Description	Report Type
Gross to Net	GPGBGTNA	The Gross to Net report can be used to reconcile your payroll.	SQR
High/Low Earners	GPGBHLE	The High/Low Earners report evaluates earnings based on an element that you select.	SQR
P11A	GPGBP11A	The P11A report lists the National Insurance contributions section of the P11 form.	SQR
P11B	GPGBP11B	The P11B report lists the PAYE income tax and tax credits section of the P11 form.	SQR

Report Name	Report ID	Description	Report Type
P11C	GPGBP11C	The P11C report lists the tax credits section of the P11 deductions working sheet.	SQR
P45	GPGBP45	A P45 form must be issued to an employee who leaves your employment.	SQR
Profile Report	GPGBRPRF	The Profile Report displays exactly the information that you require.	SQR
SSP1L Leavers Statement	GPGBSP1L	The SSP1L Leavers Statement report is issued, on request, to employees who have received SSP in the eight weeks before they stop working for an employer.	SQR
Tax Credit	GPGBTXCR	The TC02 report lists the date when the last tax credit was paid, and the date up to which the tax credit was paid.	SQR

Numeric List of Global Payroll for the UK Reports

Report ID	Report Name	Description	Report Type
GPGBGTNA	Gross to Net	The Gross to Net report can be used to reconcile your payroll.	SQR
GPGBHLE	High/Low Earners	The High/Low Earners report evaluates earnings based on an element that you select.	SQR
GPGBP11A	P11A	The P11A report lists the National Insurance contributions section of the P11 form.	SQR
GPGBP11B	P11B	The P11B report lists the PAYE income tax and tax credits section of the P11 form.	SQR

Report ID	Report Name	Description	Report Type
GPGBP11C	P11C	The P11C report lists the tax credits section of the P11 deductions working sheet.	SQR
GPGBP45	P45	A P45 form must be issued to an employee who leaves your employment.	SQR
GPGBRPRF	Profile Report	The Profile Report displays exactly the information that you require.	SQR
GPGBSP1L	SSP1L Leavers Statement	The SSP1L Leavers Statement report is issued, on request, to employees who have received SSP in the eight weeks before they stop working for an employer.	SQR
GPGBTXCR	Tax Credit	The TC02 report lists the date when the last tax credit was paid, and the date up to which the tax credit was paid.	SQR

Running UK Reports



There are 9 reports in Global Payroll for the UK. Unless stated otherwise, you run the reports from a page similar to the one described in Gross to Net Reports Page. You then select a Calendar Run ID, enter the tax year that you want to process (the report will not run if you do not), and select Run. The system displays the Process Scheduler Request page, where you specify the server on which the report should run, the date, recurrence and your time zone. Ensure that the report that you want to run has been selected.

Process Scheduler Request

User ID: PS Run Control ID: sep

Server Name: PSOS390 Run Date: 23/10/2000 [BT]

Recurrence: Daily Purge Run Time: 01:00:00

Time Zone: BST Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Tax Credits	GPGBTXCR	SQR Report	Web	PDF

Process Scheduler Request page



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

UK Reports

We discuss the individual reports delivered with Global Payroll for the UK below.



For every report that you run, you must enter the tax year that you want to process.

Gross to Net Reports Page

Usage	Use the Gross to Net Reports page to create a report that can be used to reconcile your payroll. You can run this report at any time during the tax year.
Object Name	GPGB_GPSQR_PNL
Navigation	Define Global Payroll UK, Manage Payroll Process (GBR), Report, Gross to Net Report
Prerequisites	You must first have run the process that populates PS_GPGB_EMPLOYEE_RSLT.
Access Requirements	Enter a Run Control ID.

Gross to Net Reports 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: **Run Control ID, Report Manager, Process Monitor, Run, Language, Calendar Run ID, Pay Entity, Pay Group.**

Tax Year Begins In Enter the tax year that you want to process.

Note. This is a mandatory field.

Calendar Run ID Select **Calendar Run ID** if you want to run the report for a specific calendar run ID.

Pay Entity Select **Pay Entity** if you want to run the report for a specific pay entity.

Pay Group Select **Pay Group** if you want to run the report for a specific pay group.

Calendar Group ID This field is available for entry if you selected the Calendar Run ID check box. Select the **Calendar Group ID** of the payroll run for which you want to generate a report.

Department This field is available for entry if you selected the Calendar Run ID check box. Select the **Department** that you want to include in the report.

Pay Entity This field is available for entry if you selected the **Pay Entity** check box. Select the Pay Entity that you want to include in the report.

Pay Group This field is available for entry if you selected the **Pay Group** check box. Select the Pay Group that you want to include in the report.

All Periods Select **All Periods** if you want the report to include results for the tax year that you specified.

Note. If you select **All Periods** but do not specify a Frequency ID, the system displays all results for that tax year.

Frequency ID Select the Frequency ID that you require. Valid values are *A* Annual, *B* Biweekly, *F* Fourweekly, *M* Monthly, *Q* Quarterly, and *W* Weekly.

Note. If you select **All Periods** and also select the **Frequency ID** that you require, the system displays the results for that frequency. For example, if you select **All Periods** and enter the **Frequency ID** as *M*, the system displays all monthly payroll results for that tax year.

Tax Period **Tax Period** is available for entry if you enter a Frequency ID and press TAB to navigate out of the field. Enter the Tax Period whose results the report should display. For example, if you enter a Frequency ID of *Q* and enter the value *4* in **Tax Period**, the report displays the payroll results of the fourth quarter of the tax year that you specified.

Gross to Net Report Details

Description	The Gross to Net report is a payroll reconciliation report that you can use to balance your payroll. It displays payments, deductions, statutory commitments, total payments, total deductions and total statutory.
Report ID	GPGBGTNA
Type of Report	SQR
Parameters	Tax Year Begins In.
Source	PS_GP_PIN, PS_GP_RSLT_ACUM, PS_GPGB_EE_RSLT, PS_GP_PYENT, PS_PERSONAL_DATA, PS_JOB_JR, PS_GP_RSLT_ERN_DED, PS_GPGB_EE_RSLT, PS_GP_PYE_PRC_STAT.
Sorted By	Pay Entity, Employee ID, Frequency, Tax Period.



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

High/Low Earners Page

Usage	Use the High/Low Earners page to create a report that evaluates earnings based on an element that you select. For example, you can use the High/Low Earners report to display all employees who earned more than £2,000 (GBP) as basic pay for a specific period, or to display those employees who received a tax refund during a specific period.
Object Name	GPGB_GPSQR_PNL3
Navigation	Define Global Payroll UK, Manage Payroll Process (GBR), Report, High/Low Earners
Prerequisites	You must first have run the process that populates PS_GPGB_EMPLOYEE_RSLT.
Access Requirements	Enter a Run Control ID.

High/Low Earners

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

Language: English ▼

*Tax Year Begins In: 2000

Parameters

Calendar Run ID ○	Pay Entity ○	Pay Group Ⓢ
Calendar Group ID: 	Pay Entity: 	Pay Group: GBBWEEK_0; 🔍
Department: 	EmpID: 	

All Periods Frequency: W 🔍 Tax Period: 0

PIN Code: ADVANCE GBR 🔍 <= 50.00 Condition Amount:

High/Low Earners page



For more information about the fields on this page, see Gross to Net Reports Page.

PIN Code

Select the PIN Code that you want to evaluate against the statement.

Select the statement that you want to use in your calculation. Valid values are <, <=, =, >, and >=.

Condition Amount

Enter the amount that you want to evaluate the PIN Code against.

High/Low Earners Report Detail

Description	The High/Low Earners report evaluates earnings based on the element that you selected.
Report ID	GPGBHLE
Type of Report	SQR
Parameters	Tax Year Begins In.
Source	PS_GP_PIN, PS_GP_RSLT_ACUM, PS_GPGB_EE_RSLT, PS_GP_PYENT, PS_PERSONAL_DATA, PS_JOB_JR, PS_GP_PYE_PRC_STAT, PS_GP_RSLT_ERN_DED, PS_GPGB_RUNCTL_SQR
Sorted By	Pay Entity, Employee ID, Frequency, Tax Period.



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

P11A Page

Usage	Use the P11A page to create a report that lists the National Insurance contributions section of the P11 form. It also includes information about SSP, SMP and student loan deductions.
Object Name	GPGB_GPSQR_PNL
Navigation	Define Global Payroll UK, Manage Payroll Process (GBR), Report, P11A
Prerequisites	You must first have run the process that populates PS_GPGB_EMPLOYEE_RSLT.
Access Requirements	Enter a Run Control ID.

P11A

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

Language: English

*Tax Year Begins In: 2000

Parameters

Calendar Run ID <input type="radio"/>	Pay Entity <input type="radio"/>	Pay Group <input type="radio"/>
---------------------------------------	----------------------------------	---------------------------------

Calendar Group ID: GB2MA_JUN2000 <input type="text"/>	Pay Entity: 	Pay Group:
Department: KC001 <input type="text"/>	EmpID: 	

All Periods <input checked="" type="checkbox"/>	Frequency: W <input type="text"/>	Tax Period: 0
---	---	---

P11A page



For more information about the fields on this page, see Gross to Net Reports Page.

P11A Report Details

Description	The P11A report lists in detail the National Insurance contributions paid by employees and employers in a company (earnings details, contribution details and rebate details) as well as SSP, SMP, and student loan deductions made per month.
Report ID	GPGBP11A
Type of Report	SQR
Parameters	Tax Year Begins In.
Source	PS_GP_PIN, PS_GP_RSLT_ACUM, PS_GPGB_EE_RSLT, PS_GP_PYENT, PS_PERSONAL_DATA, PS_JOB_JR, PS_GPGB_RUNCTL_SQR
Sorted By	Employee ID, Frequency, Period, 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.

P11B Page

Usage	Use the P11B page to create a report that lists the National Insurance contributions section of the P11 form. It also includes information on SSP, SMP and student loan deductions.
Object Name	GPGB_GPSQR_PNL
Navigation	Define Global Payroll UK, Manage Payroll Process (GBR), Report, P11B
Prerequisites	You must first have run the process that populates PS_GPGB_EMPLOYEE_RSLT.
Access Requirements	Enter a Run Control ID.

P11B

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

Language:

*Tax Year Begins In:

Parameters

Calendar Run Id Pay Entity Pay Group

Calendar Group ID: Department:

EmpID:

Pay Group:

All Periods Frequency Id: Tax Period:

P11B page



For more information about the fields on this page, see Gross to Net Reports Page.

P11B Report Details

Description	The P11B report lists the PAYE income tax and tax credits section of the P11 form. It lists taxable pay, total to date, free pay to date, as well as information specific to K codes only.
Report ID	GPGBP11B
Type of Report	SQR
Parameters	Tax Year Begins In.

Source	PS_GP_PIN, PS_GP_RSLT_ACUM, PS_GPGB_EE_RSLT, PS_GP_PYENT, PS_PERSONAL_DATA, PS_JOB_JR, PS_GPGB_RUNCTL_SQR,
Sorted By	Employee ID, Frequency, Period, 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.

P11C Page

Usage	Use the P11C page to create a report that lists the tax credits section of the P11 deductions working sheet.
Object Name	GPGB_GPSQR_PNL
Navigation	Define Global Payroll UK, Manage Payroll Process (GBR), Report, P11C
Prerequisites	You must first have run the process that populates PS_GPGB_EMPLOYEE_RSLT.
Access Requirements	Enter a Run Control ID.

P11C

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

Language: English

*Tax Year Begins In: 2000

Parameters

Calendar Run ID <input type="radio"/>	Pay Entity <input type="radio"/>	Pay Group <input checked="" type="radio"/>
Calendar Group ID: <input style="width: 100%;" type="text"/>	Pay Entity: <input style="width: 100%;" type="text"/>	Pay Group: GBBWEEK_0
Department: <input style="width: 100%;" type="text"/>	EmpID: <input style="width: 100%;" type="text"/>	

All Periods <input checked="" type="checkbox"/>	Frequency: W	Tax Period: 0
---	---	--



For more information about the fields on this page, see Gross to Net Reports Page.

P11C Report Details

Description	The P11C report lists the tax credits section of the P11 deductions working sheet.
Report ID	GPGBP11C
Type of Report	SQR
Parameters	Tax Year Begins In.
Source	PS_GP_PIN, PS_GP_RSLT_ACUM, PS_GPGB_EE_RSLT, PS_GP_PYENT, PS_PERSONAL_DATA, PS_JOB_JR, PS_GPGB_RUNCTL_SQR
Sorted By	Employee ID, Frequency, Period, 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.

P45 Page

Usage	Use the P45 page to create a P45 that must be issued to an employee who leaves your employment.
Object Name	GPGB_GPSQR_PNL
Navigation	Define Global Payroll UK, Manage Payroll Process (GBR), Report, P45
Prerequisites	You must first have run the process that populates PS_GPGB_EMPLOYEE_RSLT.
Access Requirements	Enter a Run Control ID.

P45

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

Language: English

*Tax Year Begins In: 2000

Parameters

Calendar Run ID <input type="radio"/>	Pay Entity <input type="radio"/>	Pay Group <input checked="" type="radio"/>
---------------------------------------	----------------------------------	--

Calendar Group ID: <input style="width: 90%;" type="text"/> Department: <input style="width: 90%;" type="text"/>	Pay Entity: <input style="width: 90%;" type="text"/> EmplID: <input style="width: 90%;" type="text"/>	Pay Group: GBBWEEK_01
---	--	--

All Periods <input checked="" type="checkbox"/>	Frequency: W	Tax Period: 0
---	---	--

P45 page



For more information about the fields on this page, see Gross to Net Reports Page.

P45 Report Details

Description	The P45 report lists personal, tax, and NI details of an employee who leaves your employment.
Report ID	GPGBP45
Type of Report	SQR
Parameters	Tax Year Begins In.
Source	PS_GP_PIN, PS_GP_RSLT_ACUM, PS_GPGB_EE_RSLT, PS_GP_PYENT, PS_PERSONAL_DATA, PS_JOB_JR, PS_GPGB_RUNCTL_SQR
Sorted By	Employee ID, Frequency, Period, 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.

Profile Report Page

Usage	Use the Profile Report page to create a fully flexible report that displays exactly the information that you require. For example, if your payroll
-------	--

	department has different user logins, you can create one report for a payroll clerk who wants to see overtime paid at double rate only, and another report for a second clerk who wants to see all overtime that was paid at time and a half.
Object Name	GPGB_GPSQR_PNL2
Navigation	Define Global Payroll UK, Manage Payroll Process (GBR), Report, Profile Report
Prerequisites	You must first create a Report Profile before you can run the Profile Report.
Access Requirements	Enter a Run Control ID.

Profile Report

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

Language:

*Tax Year Begins In:

Parameters

Calendar Run ID Pay Entity Pay Group

Calendar Group ID:

Department:

Pay Entity:

EmpID:

Pay Group:

All Periods Frequency: Tax Period:

Profile Name:

Profile page

For more information about the fields on this page, see Gross to Net Reports Page.

Additional Information About the Profile Report

The profile report facility is provided as a mechanism for creating simple listing reports of selected elements. Its primary purpose is to facilitate the extraction of precise data requirements on an ‘on-demand’ basis. The ‘on-demand’ nature of reporting is becoming increasingly more common and is standard practice in many payroll departments. For example, a departmental manager may want to know how much overtime has been worked, and by whom, at 1.5 x base rate in a specific pay (calendar) period.

The intention of profile reporting is simply to provide a listing of data that matches predetermined search criteria, and to provide a gateway for that data to be imported to some other software package for further detailed analysis, summation and presentation. In this respect, spreadsheet software is the intended primary target.

There are many scenarios where profile reporting can provide the basis for seeking a solution to a given question, need or problem. For example, you can use profile reporting to create the following:

- Inland Revenue audits. Profile reporting can list all tax and NI deductions and refunds by employee over single or multiple periods of time.
- Simple listings for identifying how much employees have been paid or deducted, in terms of specific elements of pay and deductions over single or multiple periods of time.
- Payment and/or deduction listings, which can be used to reconcile the payroll or indeed form the basis of General Ledger journal entries.
- Listings of union subscriptions, social club contributions, pension and/or AVC contributions.

Profile Report Details

Description	The Profile Report displays the information that you selected on the Profile Report page.
Report ID	GPGBRPRF
Type of Report	SQR
Parameters	Tax Year Begins In.
Source	PS_GP_PIN, PS_GP_RSLT_ACUM, PS_GPGB_EE_RSLT, PS_GP_PYENT, PS_PERSONAL_DATA, PS_JOB_JR, PS_GPGB_PROF, PS_GP_PIN, PS_GP_RSLT_ERN_DED, PS_GP_PYE_PRC_STAT, PS_GPGB_RUNCTL_SQR.
Sorted By	Pay Entity, Employee ID, Frequency, Tax Period.



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

SSP1L Leavers Statement Page

Usage	Use the SSP1L Leavers Statement page to create a report that is issued, on request, to employees who have received SSP in the eight weeks before they stop working for an employer. You must send this report to your employee within the time limits specified by regulations.
Object Name	GPGB_ABS_SSPL
Navigation	Define Global Payroll UK, Manage Payroll Process (GBR), Report, SSP1L Leavers Statement
Prerequisites	None
Access	Enter a Run Control ID.

Requirements

SSP1L Leavers Statement

Run Control ID: GGB81RUL [Report Manager](#) [Process Monitor](#)

Language:

*Calendar Group ID:

SSP1L Leavers Statement 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: **Run Control ID, Report Manager, Process Monitor, Run, Language, Calendar Group ID.**

SSP1L Leavers Statement Report Details

Description	The SSP1L Leavers Statement report displays the employee’s name, NI number and department, the first day of PIW, the last day for which SSP is payable, the number of weeks of SSP payable, the date when the leavers statement was issued and the employer’s name and address. The report should also include advice for the employee on how to use the report.
Report ID	GPG BSP1L
Type of Report	SQR
Parameters	Tax Year Begins In.
Source	PS GPG B RUNCTL ABS, PS GPG B EMPLOYEE RSLT, PS GP RSLT ABS, PS PERSONAL DATA, PS PURS NID, PS GP PIN
Sorted By	EmplID, Absence Data



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

Tax Credit Report Page

Usage	Use the Tax Credit Report page to create a TC02 report, which is a certificate of tax credit payments that were made by the employer. You must complete this form if you stop paying tax credit before the end date shown on the TC01 (which you will receive from the Inland Revenue)
-------	--

	for any reason <i>other</i> than when you are told to do so by the Inland Revenue.
Object Name	GPGB_GPSQR_PNL
Navigation	Define Global Payroll UK, Manage Payroll Process (GBR), Report, TC02
Prerequisites	You must first have run the process that populates PS_GPGB_EMPLOYEE_RSLT.
Access Requirements	Enter a Run Control ID.

Tax Credit Report

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

Language: English

*Tax Year Begins In: 2000

Parameters

Calendar Run ID Pay Entity Pay Group

Calendar Group ID: GB2M_JUN2000

Department: KC002

Pay Entity:

EmplID:

Pay Group:

All Periods Frequency: W Tax Period: 0

Tax Credit Report page



For more information about the fields on this page, see Gross to Net Reports Page.

Tax Credit Report Details

Description	The TC02 report lists the date when the last tax credit was paid, and the date up to which the tax credit was paid.
Report ID	GPGBTXCR
Type of Report	SQR
Parameters	Tax Year Begins In.
Source	PS_GP_PIN, PS_GP_RSLT_ACUM, PS_GPGB_EE_RSLT, PS_GP_PYENT, PS_PERSONAL_DATA, PS_JOB_JR, PS_GPGB_RUNCTL_SQR.
Sorted By	Employee ID, Frequency, Period, 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.

Setting Up Report Profiles

To run the Profile Report, you must first set up a Report Profile for a user. To do this, you must complete the Report Profile page.

Report Profile Page

Usage	Use the Report Profile page to create a profile for a user. This profile is then used in the Profile Report, which displays exactly the information that user required. For example, you may have a payroll clerk with the User ID JBrown, who only wants to see information about overtime payments. You can create a profile for this user to include only the information that they require. When the Profile Report is run, only this information is reported.
Object Name	GPGB_PROFILE_PNL
Navigation	Define Global Payroll UK, Define Payroll Rules (GBR), Setup, Report Profile
Prerequisites	None
Access Requirements	Enter a User ID.

Report Profile

User ID: JBrown

Profile Contents View All First 1 of 1 Last

Description: + -

Element Order	Element Description	*Element Type	*Element Name
1	Overtime	Earnings	OVT ER OVTM Q + -

Report Profile 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: **Description, Element Description, Element Type, Element Name.**

Element Order Enter the order in which you want the element to be displayed.



For more information about the Profile Report, see Profile Report Page.

Using Writable Arrays for the UK

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

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

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



For more information about PeopleSoft Application Designer, see the *PeopleSoft 8 PeopleTools PeopleBook*.

Storage Considerations

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

- Miscellaneous personal data required for audit purposes.

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

- Period summary data.

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

- Temporary data used in reports.

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

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

Defining Writable Arrays

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

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



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

To define a writable array:

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

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

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

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

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



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

Write Arrays - Write Array Name Page



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

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

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

Keys Page

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

Keys page

The following fields are common to multiple pages in this application and are defined in the preface of this PeopleBook in 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	Click the Fields tab.

Write Array Name
Keys
Fields

Element Name: DE_RP_0001 Provide the Snapshot Table **Owner:** PS Mnt

Record (Table) Name: GPDE_RP_0001

Array - Fields Retrieved Find | View All First 1-7 of 109 Last

Field Name	Entry Type	Element Name
SLICE_BGN_DT	SystemEler	SLICE BEGIN DATE
SEG_END_DT	SystemEler	SEGMENT END DATE
SEG_BGN_DT	SystemEler	SEGMENT BEGIN DATE
PRD_END_DT	SystemEler	PERIOD END DATE
PRD_BGN_DT	SystemEler	PERIOD BEGIN DATE
PAY_ENTITY	SystemEler	PAY ENTITY
COMPANY	SystemEler	COMPANY

Fields page

The following fields are common to multiple pages in this application and are defined in the preface of this PeopleBook in 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:

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

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

There are two other important points related to multiple instances:

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

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