



PeopleSoft 8.00.01 Human Resources PeopleBook

Tracking Global Assignments

PeopleSoft 8.00.01 Human Resources PeopleBook: Tracking Global Assignments

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TRACKING GLOBAL ASSIGNMENTS

This book provides you with the information you will need for implementing and using the Tracking Global Assignments module of PeopleSoft Human Resources. You can order the online version by requesting SKU HRB8SP1R0, or the hardcopy version by requesting SKU MAHRAr8SP1B 1200.

This book, *Tracking Global Assignments*, documents how you use your system to process large amounts of information on employees as they move from project to project. International moves require passport and visa tracking, relocation packages, and so forth. PeopleSoft Human Resources makes it easy for you to track all the details and ensure smooth transitions for employees going on global assignments.

Overview of Tracking Global Assignments describes the steps you follow to process global assignments for your employees.

Setting Up Basic Assignment Information describes how you track information on employees as they move from project to project. You learn how to classify types of assignments, organize travel data and even store data regarding children's schools.

Starting New Assignments describes how you track new assignment details, including additional employee earnings and deductions, different benefits packages, and personal affairs such as the disposition of housing, vehicles and furniture.

Maintaining Data During the Assignment describes additional features that include maintaining detailed information on documents and paperwork required for visas and permits as well as tracking company-paid travel information.

Reviewing Assignment Information describes how you view information about employees' assignment dates, location, and other details including assignment type, department, company, position number, business unit, and job code.

Processing Assignment Changes describes the process for sending employees on new assignments, as well as how to end assignments, and transfer employees permanently.

Using Global Assignment Reports discusses how to generate PeopleSoft Tracking Global Assignments reports and details the output results of those reports.

CHAPTER 1

Overview of Tracking Global Assignments

If your organization has operations in more than one country, you often have to process large amounts of information about employees as they move from project to project. International moves require such things as passport and visa tracking and relocation packages. PeopleSoft Human Resources makes it easy for you to track all the details and ensure smooth transitions for employees going on global assignments.

Types of Global Assignments

With PeopleSoft Human Resources, you can process several types of temporary assignments:

- Expatriate. You send employees from their home base to other countries or locations.
- Inpatriate. You bring employees from other countries to work in your company's home country.
- Third country nationals. Employees who are citizens of one country but have a home base in a second country go on assignment to a third country. For example, a Canadian citizen with a home base in the U.S. may go on assignment to Saudi Arabia.

Although each of these situations is different, you process them all the same way in PeopleSoft Human Resources.

Temporary Versus Permanent Assignments

Before you process a new assignment, you first need to determine whether the assignment is temporary or permanent.

In a temporary assignment, you expect the employee to return to a home base when the assignment ends. Before your employee leaves for a temporary global assignment, you must have already established a home base for him or her, where you keep central employee, benefit, and payroll data for that employee. You keep this information at the location where the employee is permanently based, such as your corporate headquarters.

For temporary assignments, even those that last up to several years, you'll keep information on an employee at his or her current home base and create new records to track employee data for the new location. The new location is referred to as the host location.

You'll need to maintain simultaneously two sets of employee data: one set is home data and the other is host data for the new assignment abroad.

To keep two sets of current data for an employee, you create new employment record numbers, which precludes you from overwriting existing home information.



For more information about employment record numbers, see *Administering Your Workforce: Working with Multiple Employment Record Numbers*.

A permanent assignment is one where the host location becomes the employee's new home base. You don't expect the employee to return to his or her previous home base. For permanent assignments, all employee, benefit, and payroll data tracking should occur at the new location. You no longer need to keep employee data at the previous home base. When employees change to permanent assignments elsewhere, you transfer employee data using the Job Data pages in the **Administer Workforce** menu.



For more information about transferring employees, see *Administer Your Workforce: Updating Workforce Information*.

To Process Employees for a Global Assignment:

1. Ensure that employees have home data-standard, permanent personnel administration data in PeopleSoft Human Resources, including employee IDs.
2. Set up data for dependents who are to accompany the employee on the assignment, including dependents who aren't members of the immediate family, such as nannies.
3. Use checklists, standard or modified, to help you remember all the specific tasks required to process an assignment.
4. Establish host data for each assignment, such as location, job code, and department.
5. Enter assignment details, including the start and end date of the assignment, the disposition of the employee residence, vehicle information, and furniture arrangements.
6. Enter payment instructions for supplemental earnings or deductions, such as cost-of-living adjustments, school tuition reimbursements, hypothetical tax deductions, and housing allowances.
7. When the assignment is completed, enter the end date.

PeopleSoft Human Resources also contains several supplemental pages to help you process assignments. You can:

- Enter identification data, such as passport and citizenship information for employees and their dependents.
- Track visas and permits required for employees and their dependents to work and live in the host country (or, in the case of some dependents, to visit).
- Track company-paid travel for which employees and dependents are eligible.

- Provide information on international schools and programs, such as recommended schools for children, and language and orientation classes for employees and their spouses.
- Review educational qualifications, competencies, accomplishments, and languages of employees to help you choose the right employees for assignments.

Before You Begin

You'll find all the core and local country setup tables, pages, and functionality described in this section in the **Track Global Assignments** (GBL) menu. You'll also find the appropriate core and local functionality in the applicable local country menus.

Use the **Track Global Assignments** menu that's appropriate for your implementation of PeopleSoft Human Resources. If you're not sure which menu you should use, ask your human resources project leader.



We discuss the system using the pages in the Global (GBL) menus as our examples. If these discussions don't cover the functionality of a page located in one of the local country menus, we discuss the local country page separately in its entirety.

Most of the global assignment tables are effective-dated, which means you can track changes you make to data chronologically. You won't lose any data history, it's all there for you to review.

When you set up standard assignment codes, be sure to enter effective dates that are before the effective dates of any global assignments you process. Otherwise, the system doesn't display all the valid codes when you select from prompt lists in the Track Global Assignments pages. We recommend that you use a date such as January 1, 1980, to ensure that the effective date accounts for assignment history.

Before you start working with the tables described in this section, make sure both the global and relevant local country setup tables and HRMS (human resource management system) control tables have been established.



For more information about control tables and effective-dating, see *PeopleSoft Application Fundamentals for HRMS: Setting Up Control Tables*.

With the Track Global Assignments business process, you work with international currencies, so make sure you have set up all of the currencies you will use.



For more information about the Currency Code, Exchange Rate Type, and Currency Rate Type tables, see *PeopleSoft Application Fundamentals for HRMS: Working with Currencies*.

If you have implemented multiple business units and setIDs in your PeopleSoft Human Resources system, the information that you use and create will be determined by how business unit and setID functionality has been set up for your user ID.



For more information about how business unit and setID functionality impacts your HRMS system and regulates control table and prompt table values, see *PeopleSoft Application Fundamentals for HRMS: Regulating HRMS System Data*.

CHAPTER 2

Setting Up Basic Assignment Information

If your organization has operations in more than one country, you often have to process large quantities of information on employees as they move from project to project. International moves encompass such issues as passport and visa tracking, and relocation packages. PeopleSoft Human Resources makes it easy for you to track all the details and ensure smooth transitions for employees going on global assignments.

Before you begin tracking global assignments, you set up a base of codes to streamline and standardize data entry. You can classify types of assignments, organize travel data such as passports and visas, and create standard checklists for reference. You can also store pertinent data on children's schools and orientation or language classes to help employees get settled more quickly.

Defining Global Assignment Types

Because you may send employees on many types of global assignments, you'll find it helpful to categorize assignments by groups, such as extended business travel or foreign service.

Assignment Type Table Page

Usage	Use the Assignment Type Table page to create new employee assignments.
Object Name	ASSGN_TYPE_TABLE
Navigation	<ul style="list-style-type: none">• Administer Workforce, Track Global Assignments (GBL), Setup, Assignment Type Table, Assignment Type Table• Administer Workforce, Track Global Assignments (USF), Setup, Assignment Type Table, Assignment Type Table
Prerequisites	None
Access Requirements	Enter an Assignment Type.

Assignment Type Table

Assignment Type: A03

Assignment Type		1 of 1		View All
*Effective Date:	01/01/1900	*Status:	Active	+ -
*Description:	Assignment Expat DBA taxable			
Short Description:	Assgn DBA			

Assignment Type Table page

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

Defining German Assignment Types

If you are entering Assignment Types for Germany, you can specify them on this Assignment Type Table page. The following assignment types used in Germany are already part of the system data:

<i>Type</i>	<i>Description</i>
<i>A01</i>	<i>Assignment In-Country</i>
<i>A02</i>	<i>Assignment Expat DBA taxfree</i>
<i>A03</i>	<i>Assignment Expat DBA taxable</i>
<i>A04</i>	<i>Assignment Expat ATE taxfree</i>
<i>A05</i>	<i>Assignment Expat ATE taxable</i>
<i>D01</i>	<i>Business Related Travel In-Country</i>
<i>D02</i>	<i>Business Related Travel Out-of-Country</i>
<i>D03</i>	<i>Business Related Travel</i>

Identifying Reasons for Assignments

When an employee starts or ends a global assignment, you need to enter the corresponding personnel action in the Home/Host Data page. The following assignment-related actions are stored in the Translate Table:

<i>Action</i>	<i>Action Code</i>
Beginning of Assignment	<i>ASG</i>
End of Assignment	<i>ASC</i>

These action codes distinguish global assignments from other administrative actions you make on employee data, such as pay rate changes, transfers, and leaves of absence. All action codes are stored in the Translate Table.

You might also want to identify specific reasons for sending employees on assignments. For example, you might process some assignments that are due to a transfer of skills and others due to a shortage of skilled personnel locally. To track assignment types more easily, you'll find it helpful to specify reasons for them.

Use the Action Reason Table to set up reasons specific to global assignments. This table is in both the **Track Global Assignments** and **Administer Workforce** menus. You can use the table in either menu because it is the same table. Once you've defined the codes, you can enter them in the Home/Host Data page.



For more information about the Action Reason Table, see *Administering Your Workforce*.

Creating Checklists

Much of the information you process for different assignment types and countries remains constant. To save yourself work (not to mention data entry errors or omissions), you can create standard checklists to help you speed through global assignment processing without forgetting any details. For employees with special situations, you can use standard checklists as the basis for creating modified checklists.

To help you set up checklists easily, we've included the Checklist Item Table and Checklist Table in the **Track Global Assignments** menu. You can also use the tables in the **Administer Workforce** menu because they are the same tables.



For more information about the Checklist tables, see *Administering Your Workforce*.

Defining Deductions and Earnings for Assignment Compensation

Global assignments may change an employee's compensation at the permanent and assignment locations. Use the Deduction and Earnings tables to enter any deduction and earnings codes required for global assignment compensation.

If you're planning to use the codes you set up exclusively to track assignment compensation, use the Assignment Compensation pages in the **Track Global Assignments** menu. The system displays only the first page for each table because that's what you'll need to set up codes and descriptions for assignments only.

Setting Up Assignment Compensation for PeopleSoft North American Payroll

If your organization has implemented PeopleSoft North American Payroll, use the Earnings and Deduction tables in the **Define Payroll Process, Pay Process** menu. Don't use the **Track Global Assignments** menu, because it includes only the first and you'll need to set up information in all the pages for each table.

We recommend that you make the tables in the **Track Global Assignments** menu display-only to ensure that all updates take place using the pages in the **Pay Process** menu.



For more information about the Earnings and Deductions tables, see PeopleSoft 8 Payroll for North America PeopleBook. For more information about making pages display-only, see PeopleSoft Application Designer.

Deduction Table - Deduction Table Page

Usage	Use the Deduction Table - Deduction Table page to add deduction codes and classification information. You may want to define special deduction codes to use exclusively for global assignments.
Object Name	DEDUCTION_TABLE1
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define General Data (NLD), Setup, Deduction Table, Deduction Table • Define Business Rules, Define Payroll Interface, Setup, Deduction Table, Deduction Table1 • Define Business Rules, Define Payroll Process, Setup 1, Deduction Table, Deduction Table1 • Define Business Rules, Define Payroll Process (USF), Setup 1, Deduction Table, Deduction Table1 • Administer Workforce, Track Global Assignments (GBL), Setup, Deduction Table, Deduction Table • Administer Workforce, Track Global Assignments (USF), Setup, Deduction Table, Deduction Table
Prerequisites	None
Access Requirements	Enter a Plan Type and a Deduction Code. For deduction codes for global assignments, enter a Plan Type of <i>00</i> .

Deduction Table - Deduction Table page

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



Don't enter information in any fields on this page except **Effective Date**, **Deduction Description**, and **Short Description**. If you do, the system will assume the code you define here is for payroll purposes when you enter the code in other assignment pages. You'll also get an error message because you didn't fill in all the required fields on the other pages for the table in the **Pay Process** menu.

Deduction Table - Deduction Table 2 Page

Usage	Use the Deduction Table - Deduction Table 2 page to define what kind of tax treatment to give to assignment deductions.
Object Name	DEDUCTION_TABLE2
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define General Data (NLD), Setup, Deduction Table, Deduction Table2 • Define Business Rules, Define Payroll Interface, Setup, Deduction Table, Deduction Table2 • Define Business Rules, Define Payroll Process, Setup 1, Deduction Table, Deduction Table2 • Define Business Rules, Define Payroll Process (USF), Setup 1, Deduction Table, Deduction Table2 • Administer Workforce, Track Global Assignments (GBL), Setup, Deduction Table, Deduction Table2

	<ul style="list-style-type: none"> • Administer Workforce, Track Global Assignments (USF), Setup, Deduction Table, Deduction Table2
Prerequisites	None
Access Requirements	Enter a Plan Type or a Deduction Code.

Deduction Table - Deduction Table 2 page

The system automatically displays the **Plan Type**, **Deduction Code**, and **Effective Date** associated with this deduction.

Deduction Classification Select the **Deduction Classification** from the list of field values: *After-Tax*, *Before-Tax*, *Nontaxable Benefit*, *Nontax Btax Benefit*, *Taxable Benefit*, and *QC Taxable Benefit*.

Sales Tax Select the type of **Sales Tax** required from the list of field values: *None*, *Goods and Services Tax*, *Harmonized Sales Tax*, *Provincial Sales Tax*, *Provincial Sales Tax Insurance*, and *Provincial Premium Tax*.

Earnings Table Page

Usage	Use the Earnings Table page to add earnings codes for global assignments.
Object Name	EARNINGS_TABLE1
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define General Data (NLD), Setup, Earnings Table, Earnings Table1

	<ul style="list-style-type: none"> • Define Business Rules, Define Payroll Interface, Setup, Earnings Table, Earnings Table1 • Define Business Rules, Define Payroll Process, Setup 1, Earnings Table, Earnings Table1 • Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Table, Earnings Table1 • Administer Workforce, Track Global Assignments (GBL), Setup, Earnings Table, Earnings Table • Administer Workforce, Track Global Assignments (USF), Setup, Earnings Table, Earnings Table
Prerequisites	None
Access Requirements	Enter an Earnings Code.

Earnings Table

Earnings Code: AAL

Earnings 1 of 1 Find

*Effective Date: 01/01/1980 *Status: Active

*Description: Automobile Allowance

Short Description: Auto Allow

*Allowable Employee Types: All

<p>Payment Type</p> <p><input type="radio"/> Either Hours or Amount OK</p> <p><input type="radio"/> Both Hours and Amount OK</p> <p><input type="radio"/> Hours Only</p> <p><input checked="" type="radio"/> Amounts Only</p> <p><input type="radio"/> Unit/Override Rate</p> <p><input type="radio"/> Flat Amount</p> <p><input type="checkbox"/> Hours Distribution <input type="checkbox"/> Administrative Stipend Flag</p>	<p>Effect on FLSA</p> <p><input checked="" type="radio"/> None</p> <p><input type="radio"/> Both Hours and Amount</p> <p><input type="radio"/> Hours Only <input type="radio"/> Amounts Only</p> <p>Eligible for Retro Pay</p> <p><input type="checkbox"/> Eligible for Retro Pay</p> <p><input type="checkbox"/> Used to Pay Retro</p>
--	--

Earnings Table page

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



Don't enter information in any fields on this page except **Effective Date, Earnings Description, and Short Description.** If you do, the system will assume the code you define here is for payroll purposes when you enter the code in other assignment pages. You'll also get an error message because you didn't fill in all the required fields on the other pages for the table in the **Pay Process** menu.

Classifying Types of Company-Paid Travel

Assignments can involve a number of different types of company-paid travel. You'll need to identify those situations where the company pays for travel, such as home leave, dependent visits, or rest and recreation for employees in hardship locations.

Travel Type Table Page

Usage	Use the Travel Type Table page to identify the situations where the company pays for employee and dependent travel. Use the codes you set up here to make travel arrangements for employees and their dependents in the Company Paid Travel page.
Object Name	TRAVEL_TYPE_TABLE
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Track Global Assignments (GBL), Setup, Travel Type Table, Travel Type Table • Administer Workforce, Track Global Assignments (USF), Setup, Travel Type Table, Travel Type Table
Prerequisites	None
Access Requirements	Enter Type of Travel.

Travel Type Table

Type of Travel: K01

Travel Type Details					1 of 1		View All
*Effective Date	*Status	*Description	Short Description	Home Leave			
01/01/1980	Active	Home Leave	Home Leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Travel Type Table page

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

Home Leave

Define the **Home Leave** for a travel type that indicates employees are going on leave to their home (permanent) location.

If you specify a **Home Leave** when you are using the Company Paid Travel page to track employees on company-paid travel, the system automatically sets the To location of the travel to the employee home domicile information you defined for the assignment.

Entering Educational Qualifications and Skills

To identify the best-qualified employees to send on assignments, you'll want to review employee educational qualifications and skills and keep them up-to-date with any additional education and skills they have acquired during assignments.

To keep an accurate record of employee education and skills, you may need to enter assignment-specific school codes, major codes, or skill codes. For example, you could enter new skills that employees on temporary assignments have acquired as a result of the assignment.

To set up codes specific to global assignments, you will use the Major, School, and Competency tables in the **Track Global Assignments** menu. You can also use these tables in the **Manage Competencies** menu because they are the same tables.



For more information about the School Table, Major Table, and Competency Table, see Managing Competency Training.

CHAPTER 3

Starting New Assignments

When you send an employee on a global assignment, you need to track several types of information in addition to standard Administering Your Workforce, payroll, and benefit data. This special assignment data includes the following:

- New assignment details
- Additional employee earnings and deductions
- Different benefits packages

You might also be responsible for administering aspects of an employee's personal affairs, such as the disposition of housing, vehicles, and furniture.

With PeopleSoft Human Resources, it's easy to track the many tasks involved in getting employees and their dependents to their new locations. You'll use several pages and tools to process each global assignment quickly and smoothly. As you track the specifics of each assignment, you can continue to maintain the employee's permanent information.

Before You Begin

Before you can process a global assignment, you must have already hired the employee. In other words, a human resources record and Employee ID must already exist in the PeopleSoft Human Resources system for the employee.

You must also make sure the Multiple Jobs Allowed check box in the PeopleTools Options page is turned on so that you can use multiple employment record numbers for employees. An assignment is a type of concurrent job.



For more information about hiring employees, see *Hiring Your Workforce*. For more information about enabling multiple jobs, see *Working with Multiple Jobs*.

Using Checklists to Process Assignments

Checklists make it easier to remember all the details involved in getting employees and their accompanying dependents to their new locations. You can use one of the standard lists you create in the Checklist table, or you can create a modified checklist for the particular employee whose assignment you're processing.

To tailor a checklist for an employee, use the Employee Checklist page. We've included this page in the Track Global Assignments menu. You can also use the same page from the Administer Workforce menu.



For more information about creating standard checklists in the Checklist table, see [Creating Checklists](#).



For more information about creating checklists for individual employees, see [Setting Up Employee Checklists](#).

Setting Up the Home and Host Locations

The first step in processing employee global assignments is to establish home and benefits data. This is an employee's permanent data. You'll maintain this information at the employee's home base, such as corporate headquarters or your firm's main office in Europe. You must set up home and benefits data before you can set up data for the host location where the employee's assignment will take place.

Setting Up the Home Location

The home location is an employee's permanent location. This is the place where the employee returns once a temporary assignment has ended, or where he or she gets information about the next global assignment.

Establishing home data requires the same steps as entering a newly hired employee into PeopleSoft Human Resources. If the employee already has a record in the system, you don't need to do anything else. You should already have most of the required employee's home data. If the person is a new employee who doesn't have a personnel record in PeopleSoft Human Resources, you must enter the person into the system before you can process the assignment.

In some cases an employee may have more than one job at home, and as a result has more than one home human resources record.



For more information about working with multiple home records, see [Processing Assignments With Multiple Home or Host Data](#).



For more information about hiring employees, see [Hiring Your Workforce](#).

Home/Host Data – Home Host Page

Usage	Use the Home Host page to view and update data from the employee data pages that is pertinent to global assignments.
Object Name	HOME_HOST_DATA
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Track Global Assignments (GBL), Use, Home/Host Data, Home/Host Data • Administer Workforce, Track Global Assignments (USF), Use, Home/Host Data, Home/Host Data
Prerequisites	You must have previously hired the employee and entered him or her in the Hire component of the Administer Workforce (GBL) menu.
Access Requirements	Enter the EmplID.

Home/Host Data – Home Host page

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

The system displays much of the data you entered when you hired the employee. Most fields are unavailable for new data. If you need to change any of the unavailable fields, use the Job Data, pages in the Administer Workforce (GBL) menu. These fields are documented in the Hiring Your Workforce Peoplebook.

Action Date The system displays the date when this transaction was entered.

Action/Reason	The system displays the Action/Reason for a change to an employee's record.
Job Indicator	Use this field to indicate whether the employee's job at the home location is the primary job or a secondary job. Select <i>N/A</i> (not applicable) if those choices don't apply to this employee. The system hides this field if your organization doesn't allow employees to have multiple jobs.
Position Number	The system displays a Position Number for this employee. You define positions in the Position Data pages.
Position Data Override	The system displays whether exceptions to the default position data for this employee may be made.
Position Management Record	This box is selected when you've made changes to fields in the Position Data pages that overlap with fields here.
<hr/>	
For more information about hiring employees when you're using full or partial position management, see <i>Administering Your Workforce</i> , "Hiring Your Workforce".	
<hr/>	
Reg Region (regulatory region)	The system displays the employee's regulatory region defined in the Administer Workforce menus.
Department	The system displays the code for the department into which the employee was hired. The system stores valid values in the Department Table - Department Profile Page.
Location	The system displays the department Location , but <i>only if</i> the Default Location SetID that you defined in the Department Table matches the control Location SetID defined for that Business Unit in the TableSet Control - Record Group Page. You can change the Location code, if necessary. You define Location codes in the Location Table.
Job Code	The system displays the employee's Job Code . The system stores valid Job Codes on the Job Code Table.
Payroll System	Select a Payroll System . The default value is the Payroll system you selected on the Job Data - Payroll Page.
Supervisor	The system defaults the Supervisor you entered on the Employment Data - Employment Information Page.
Pay Group	The system displays the employee's Pay Group . Employee Type defaults from the Pay Group Table.

Tax Location The system establishes federal, state, and local employee tax data and tax distribution data according to the information you establish on your Tax Location table.

Work Period The standard **Work Period** is the time period in which employees must complete the Standard Hours. Valid values are stored on Frequency table:

The system uses the annualization factor of the Standard **Work Period** in combination with the Standard Hours to calculate FTE (full-time equivalency).

For more information about Standard **Work Period** defaulting, see PeopleSoft 8 Application Fundamentals for HRMS, “Setting Up Control Tables”.

Employee Type This value depends on the Pay Group. The system fills in the field with the default value from the Pay Group Table. If an **Employee Type** doesn’t exist for this Pay Group, you’ll need to establish one in the Pay Group Table.

Std Hours **Std Hours** defines how many hours the employee should work in the job.



For more information about benefit programs, see PeopleSoft 8 Benefits Administration.

Home/Host Data – Benefits Page

Use the Home/Host Data-Benefits page to add or view benefits data from employee data pages that are pertinent to global assignments.

Usage	Use the Home/Host Data-Benefits page to add or view benefits data from employee data pages that are pertinent to global assignments.
Object Name	JOB_DATA_BENPRG
Navigation	<ul style="list-style-type: none"> • Compensate Employees, Administer Pension Plan, Use, Payee Job Data, Benefit Program Data • Administer Workforce, Administer Workforce (GBL), Use, Add Concurrent Job, Benefit Program Participation • Administer Workforce, Administer Workforce (GBL), Use, Add Non-Employee, Benefit Program Participation • Administer Workforce, Administer Workforce (GBL), Use, Current Job, Benefit Program Participation

	<ul style="list-style-type: none"> • Administer Workforce, Administer Workforce (GBL), Use, Hire, Benefit Program Participation • Administer Workforce, Administer Workforce (GBL), Use, Job Data, Benefit Program Participation • Administer Workforce, Administer Workforce (USF), Use, Current Job, Benefit Program Participation • Develop Workforce, Recruit Workforce (GBL), Use, Hire Applicant, Benefit Program Participation • Administer Workforce, Track Global Assignments (GBL), Use, Home/Host Data, Job Data Benprg • Administer Workforce, Track Global Assignments (USF), Use, Home/Host Data, Job Data Benprg
Prerequisites	You must have previously hired the employee and entered him or her in the Hire component of the Administer Workforce (GBL) menu.
Access Requirements	Enter the EmplID .

Home Host Benefits

Santos, Antonio Employee ID: KU0010 Empl Rcd#: 0

Benefit Record Number: Deductions Taken: Deduction Deduction Subset ID:

Benefit Eligibility [View All](#) First 1 of 1 Last

Effective Date: 09/12/1997 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Hire

*Benefits System: Benefits Employee Status: Active

BAS Group ID: Basic US BAS Group

Elig Fld 1: Elig Fld 2: Elig Fld 3:
 Elig Fld 4: Elig Fld 5: Elig Fld 6:
 Elig Fld 7: Elig Fld 8: Elig Fld 9:

Benefit Program Participation [View All](#) First 1 of 2 Last

*Effective Date	Benefit Program	Currency Code
<input type="text" value="01/01/1999"/>	<input type="text" value="KU1"/> GBI Master US Benefit Program	USD

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Home/Host Data – Benefits page

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

Benefit Program

If necessary, you can select a different **Benefit Program**. Changing this information doesn't affect other employee home data, so you can make changes on the Home Host Benefits page, or in the Benefit Program Participation Page in the Administer Workforce menu.



For more information about benefit programs and an explanation of the fields on the Home/Host Data – Benefits Page, see PeopleSoft 8 Benefits Administration.

Setting Up the Host Location

Each time you send an employee on a temporary assignment, you create a separate set of host and benefits data that pertains to that assignment. Host data consists of information such as job, department, and location. Host benefits data consists of the employee's benefits program participation. By creating a separate set of data for the assignment, you can retain permanent home and benefits data for the employee and still track pertinent data for the current assignment.

The first time you add host data for a new assignment, create a new employment record in the Home/Host Data and Home/Host Benefits pages. When one global assignment ends, you can reuse the same employment record for a new assignment. You don't have to create a new employment record for each assignment.

The system creates and displays the new employment record number when you add a new value to the Home/Host Data page.



You generally use one host employment record to track all global assignments for an employee, unless there are special circumstances, such as concurrent host assignments or different sets of benefits for a particular assignment. For these cases you need to add another employment record number so you can track the data separately.



For more information about multiple home or host data, see Processing Assignments With Multiple Home or Host Data.

To set up data for the host location:

1. Open the Home/Host Data component using the **Add** action.
2. Complete the fields related to the host location on both pages. The following table shows the fields you may need to complete:

Page	Affected Fields	Comments
Home/Host Data	Ben Rcd # (benefit record number)	<p>If the employee receives the same benefits on assignment as at the home location, set this value to match the employment record number of the home data, usually 0. The system makes the fields in the Benefit Program Participation group box unavailable for data entry, since you don't need to update the information.</p> <p>If the employee receives different benefits in the new assignment, enter a new benefit record number. You must enter the same number that you used as the Employment Record number, in our example, 1. The system then makes the Effective Date and Benefit Program fields available for data entry in the Benefit Program Participation group box on the Home/Host Benefits page.</p>
		<hr/> <p>For more information about working with benefit record numbers, see <i>Administering Your Workforce: Administering Your Workforce</i>, "Hiring Your Workforce".</p> <hr/>
	Home/Host	The system populates this field with Host and makes the field unavailable for data entry.

Page	Affected Fields	Comments
	Supervisor's ID	<p>Leave this field blank until you select a Department or Position.</p> <p>Once you select the department or position, the system populates this field with the manager's ID (if you selected a manager ID in the Department table). You can override this value, or, if no manager ID exists in the Department table, you can select one here.</p> <p>If you're using full or partial position management, you won't use this field at all. Instead, once you've selected a position number, the system enters data in the Reports To Posn (reports to position) and current Incumbent Supvr (incumbent supervisor) fields, which you select in the Position Data pages. The Supervisor's ID field disappears.</p>
	Reports To Posn (reports to position)	<p>Leave this field blank for now. The system makes the Reports To Posn field unavailable because you don't need it unless you're driving the system by position.</p>
	Reason	<p>You can select a Reason for the assignment from the table of valid values.</p>
	Position Number	<p>If you're driving part or all of your organization by position, you can enter the employee's assignment position number here. When you move out of this field, the system populates the Business Unit, Job Code, Department, Company, Location, and Pay Group fields and makes those fields unavailable for entry. If you don't enter the Position Number, if the system hasn't entered a default value for the Business Unit, enter the Business Unit.</p> <hr/> <p>For more information about position data, see Managing Positions.</p> <hr/>

Page	Affected Fields	Comments
	Posn Ovr d (position override)	If you need to enter exceptions to any default position data, select this check box. The system makes other fields available for data entry, and you can select new values for them.
	Posn Rcd (position management record)	When you use the Position Data pages to update position data that overlaps with employee job data, the system automatically inserts a new data row and selects this check box.
	Department	Select the employee's assignment Department . This field is required. You create departments in the Department Table - Department Profile Page.
	Location	When you move out of the Department field, the system populates the Location field from the value you selected for this department in the Department table. You can override the value, if necessary, by selecting another location code from those stored in the Location Table.
	Job Code	After you move out of the Location field, the system should enter a default value for Job Code . If the system does not, you must select a job code. You set up job codes in the Job Code table.
	Company	If you assigned a company to the department in the Department table, a default company appears in the Company field on this page. You can't change this entry. If no company appears, select a company from the values in the Company table.
	Pay Group	If you selected a Pay Group in the Company table, the default pay group appears here. You can override the default, if necessary. If one doesn't appear, select a pay group from the values in the Pay Group table. This is a required field, even if you're not using PeopleSoft NA Payroll (North American).

Page	Affected Fields	Comments
Home/Host Data - Benefits	Effective Date	Enter the date when the employee's participation takes effect.
	Benefit Program	Select the Benefit Program from the available options.

When you save the new host information, the system stores the data in the employee's employment, job, and benefit program participation tables. These are the same tables where all standard employee data is stored.

Processing Assignments With Multiple Home or Host Data

Although for most global assignments, the employee has one home employment record and one host employment record, you may encounter situations where an employee has more than one job at home or more than one assignment.

Adding Assignments When an Employee Has Multiple Jobs at Home

Some employees already have more than one job record in the system before they go on a global assignment. For example, an American university professor going to teach at Oxford for a year might have two jobs in the U.S., one as a professor and another as a researcher. The employee already has two employment records in the system for the home jobs, so you need to create a third employment record for the host.

To track host data for an employee with multiple home records:

1. Create a new employment record for the host in the Home/Host Data page or in the Add Concurrent Job component in the Administer Workforce (GBL) or (USF) menu.

You can also use the Add Concurrent Job component in the Administer Workforce (GBL) or USF menu. The Add Concurrent Job action adds another employment record so that you (and the system) can differentiate between the jobs. In both instances, hiring and adding concurrent jobs, the system uses home as the default home/host class.



For more information about concurrent jobs, see [Adding Concurrent Jobs](#)

2. Enter assignment dates in Assignment Data.

Use the Assignment Data page to enter the beginning and ending dates of the host assignment.

When you enter the assignment End Date, the system checks to see if other home records have effective dates equal to or before the end date you entered. If more than one current

home data record exists, you'll see a message similar to the one below:

There is more than one Home record for this person. Indicate the home record for this assignment. (1060, 14)

Click OK to continue. Because you can track only one home data record with an assignment, you need to associate one of the two home data records with the assignment.

3. Associate one of the two home records with the assignment in the Assignment Data - Home/Host page.

See Tying Multiple Home/Host Data to an Assignment for detailed instructions on how to do this.

Adding Assignments When an Employee Has Multiple Host Locations

Some employees must split their time between two or more locations during an assignment. For example, a manager sent to Japan might also be assigned to work in Korea at the same time. You might know this in advance, or the second job might begin after the employee has started the first job. Either way, these jobs are treated as different, concurrent host records in the system.

To track the data associated with multiple host records:

1. Create a separate employment record for each host in the Home/Host Data page.

Use the Add action to open the page. When the system prompts you for an Employment Rcd Nbr (employment record number), assign the next available employment record number, such as 2 or 3.

2. Enter assignment dates and other details in the Assignment Data page.

If assignment data already exists for the first host, you don't need to add new assignment data in the Assignment Data page. Create only one assignment for both hosts. Be sure to verify that the current assignment data has an end date that includes or extends beyond the ending date of the second assignment.

If you're creating both host records at the same time, you need to enter the details of the new assignment in the Assignment Data page.

3. Associate both host records with the assignment in the Assignment Data - Home/Host page.

If you created assignment data for the first host earlier, Host 1 appears when you open the page. Click the Insert Row button to insert a new data row and select Host 2 so that the system can associate both records with the assignment.

If the assignment is new, insert two new data rows and designate the hosts as Host 1 and Host 2 so that the system can associate them both with the assignment.

Tying Multiple Home or Host Data to an Assignment

If an employee has more than one home record, you'll need to associate one record with the assignment. And if the employee has multiple, concurrent host records, you'll need to link both host records with the assignment. You'll do this because the information you enter in the Assignment Data - Assignment Home/Host page controls the earnings and deductions you can track for home and host data in the Assignment Compensation page.

To associate a home record with an assignment:

1. Open the Assignment Data - Home/Host page.

If the employee has only one home data record, it appears on this page. If the employee has only one host data record, it also appears.

If no home data record appears at all, that means the employee has multiple concurrent home records.

2. Insert a new data row.
3. In the Home or Host field, select *Home*.
4. Enter or select the Empl Rcd # (employment record number) for the home record you want to associate with this assignment. When you move out of this field, the system fills in the remaining fields.
5. Save your entries.

To associate multiple host records with an assignment:

1. Open the Host/Home Data page.

If the employee has only one host data record, it appears on this page. If you haven't added any host data in the Host/Home Data page, you'll need to do so before you can continue here. The system issues an error message if you try to save the information in this page when no host data exists.

If no host data appears at all and you have already added host data in the Host/Home Data page, it means the employee has multiple, concurrent host records.

2. Insert a new data row for each host location.
3. In the Home or Host field, select *Host 1* for the first location and *Host 2* for the second.
4. Enter or select the appropriate Employment Record Number for each location. When you move out of the field, the system fills in the remaining fields.

If no entries automatically appear in the display-only fields, it means you've selected an employment record number for a host record that is after the ending date of the assignment.

You'll need to either update the effective date of the host job information or change the ending date of the assignment.

5. Save your entries.

USF Assignment Data – Assignment Home/Host Page

Usage	Use this page to associate one home or multiple, concurrent host data records with an assignment.
Object Name	ASSIGNMENT_HOMHST
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Track Global Assignments (GBL), Use, Assignment Data, Assignment Home/Host • Administer Workforce, Track Global Assignments (USF), Use, Assignment Data, Assignment Home/Host
Access Requirements	Enter an Employee ID.

USF Assignment Data - Assignment Home/Host page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Begin Date**, **Empl Rcd#**, **Company**, and **Country**

Home or Host Select **Home** or the appropriate hosting location.

Business Unit The system displays the employee's **Business Unit**.

Department The system displays the code for the department into which the employee was hired. The system stores valid values in the Department Table.

Job Code	The system displays the employee's Job Code . The system stores valid Job Codes on the Job Code Table.
Position Number	The system displays a Position Number for this employee. You define positions in the Position Data pages.
Location Code	The system displays the Location Code for the employee.
Currency Code	The system displays the Currency Code associated with the location.

Most of the fields are display-only because you enter the data for them in other pages, including Home/Host Data and Assignment Data. You'll see essential information pertaining to all active home and host data for this employee, such as business unit, department, job code, position number, location, and country.

If you don't see information in these fields, it means that the home or host data takes effect after the ending date you entered in the Assignment Data page for the current assignment. To see the information here, you'll need to adjust either the effective date of the home or host data, or the ending date of this assignment in the Assignment Data page.

Entering Passport and Visa Information

Passport and citizenship data for both employees and their dependents are an important part of the standard information you'll track for global assignments. You may track multiple countries of citizenship and passports for the same person. You'll usually need this information when you process visas and permits for host countries.

Each country has its own regulations governing foreign residents and workers, so you'll probably find it useful to track information about the visas and permits required for employees to live and work in host countries. Use the Identification Data pages to record supporting documents for such things as nationality verification and passports. You can use the Identification Data pages from either the Track Global Assignments or the Administer Workforce (GBL) menu.

The Issuing Authority field in both the Citizen/Passport and Visa/Permit pages will aid in tracking the government agencies that issue passports and visas for employees and their dependents.

Before you process citizenship, passport, visa, and permit data for dependents, review Working With Dependent Data later in this section.



For more information about recording employee identification data in the Citizenship/Passport Data and Visa/Permit Data pages, see Entering Identification Data.

Setting Up Other Travel Data

Governments in every country have different requirements for allowing foreigners to live, visit, or work there, but much of the paperwork you process for various permits and visas is the same.

You can use the Supporting Document table to set up codes for documents that employees and their dependents must often submit to government agencies, such as birth certificates, letters of employment, and marriage licenses. You can then use the codes to list all the paperwork necessary to apply for permits and visas required for noncitizens to visit or work in other countries. To set up visa and permit types by country, use the Visa/Permit table.

So that you can easily set up codes specific to global assignments, we've included the Supporting Document table and Visa/Permit table in the Track Global Assignments menu. You can also use the tables in the Administer Workforce menu; they are the same tables.

Working With Dependent Data

PeopleSoft Human Resources enables you to track important information about employee dependents. For each dependent you enter in the system who is to accompany an employee on a global assignment, you'll create a Dependent/Beneficiary ID. This allows you to process dependent data separately for information such as passport and travel details.

Adding Dependents

When you first hire an employee, you enter data about the employee's dependents or beneficiaries for benefit tracking. When an employee goes on assignment, you'll need to make sure that all the dependents who accompany the employee have records in the system. This includes dependents who are unrelated to the employee, such as a nanny.



For more information about adding dependents, see PeopleSoft 8 Benefits Administration.

Dependent Data - Personal Profile Page

Usage	Use the Dependent Data - Personal Profile page to enter information about an employee's dependents or beneficiaries.
Object Name	DEPEND_BENEF2
Navigation	<ul style="list-style-type: none"> • Compensate Employees, Administer Base Benefits, Use, Dependent/Beneficiary, Personal Profile • Administer Workforce, Administer Workforce (GBL), Use, Dependent Data, Personal Profile

	<ul style="list-style-type: none"> • Define Business Rules, Define General Data (NLD), Use, Dependent/Beneficiary, Personal Profile • Administer Workforce, Track Global Assignments (GBL), Use, Dependent Data, Personal Profile • Administer Workforce, Track Global Assignments (USF), Use, Dependent Data, Personal Profile
Access Requirements	Enter the Employee ID.

Name
Address
Personal Profile

Jones, Susan
Employee
ID: K0G001

Personal Profile
Find | View All
First 1 of 1 Last

Dependent/Beneficiary:
ID: 01

Relationship to Employee:

Birthdate: BT

Eligible for CSB

***Gender:** Male ▼

***Marital Status:** Single ▼

Marital Status Date: BT

Birth Country: Q

Birth Location:

Student Disabled Smoker

Student Status Date: BT

Occupation:

Date of Death: BT

Medicare Entitled Date: BT

[Phone Numbers](#)

Dependent Data - Personal Profile page (1 of 2)

▼ National ID
First 1 of 1 Last

Country	*National ID Type	Description	National ID	Primary ID
USA <small>Q</small>	PR <small>Q</small>	Social Security Number	<input type="text" value=""/>	<input type="checkbox"/> <small>+</small> <small>-</small>

France

Personal Status France
Find | View All
First 1 of 1 Last

***Effective Date:** BT

Family Supplement

Holiday Premium

Garnishment

Status 7

AFB Allowance

Status 8

CHIC

Status 9

Schooling

Status 10

Dependent Data - Personal Profile page (2 of 2)



All the fields on this page are identical to the ones on the Employee Data pages. These fields are fully described in your Benefits documentation.



For more information about recording dependent identification data, see *Maintaining Assignment Data Related to Dependents*. The fields for these pages are identical for employees and dependents. For more information about recording employee and dependent names, addresses, and personal profile data, see *Hiring New Employees into Positions*.



For more information about adding a dependent or beneficiary to the system, see *PeopleSoft 8 Benefits Administration*.

USF Setting Up Dependent Information

To enter dependent or beneficiary data, you can use the *Dependent Data, Name/Address, and Personal Profile* pages in the *Track Global Assignments* menu or the *Benefits* menu; they are the same pages.

Specifying Accompanying Dependents

Family at Host Page

Usage	Use the Family at Host page to specify which dependents are to accompany employees on assignment.
Object Name	FAMILY_AT_HOST
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Track Global Assignments (GBL), Use, Family at Host, Family at Host • Administer Workforce, Track Global Assignments (USF), Use, Family at Host, Family at Host
Prerequisites	You must have already assigned a Dependent/Beneficiary ID in the <i>Dependent Data</i> pages to each dependent you'll include in this list.
Access Requirements	Enter the EmplID.

Family at Host

Reid, Charles M Employee ID: KC0004

Family at Host 1 of 1 View All

*Effective Date:

Assignment Type: Begin Date:

Family Size

Immediate: Immediate at Host: 0 Total at Host:

Dependents at Host 1 of 1 View All

*Dependent ID	Birthdate	Dummy Name	At Host
<input type="checkbox"/> Occupation			<input type="checkbox"/>

Family at Host page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date** and **Begin/End Date**.



For more information about dependent data, see Adding Dependents.

Assignment Type

The system displays the **Assignment Type**, **Begin Date**, and **End Date** of the assignment based on the **Effective Date**.

If you don't see information in these fields, it means that the information you're about to enter takes effect after the **End Date** you entered in Assignment Data. To see assignment data, you'll need to adjust either the **Effective Date** here or the **End Date** in **Assignment Data**.

Family Size

The system automatically determines the size of the **Immediate** family, which is defined as dependents who are the employee's spouse, son, or daughter.

Dependent ID

The system enters dependent information for all dependents you've added using the **Dependent Data** pages.

At Host

The system automatically selects each dependent who is an immediate family member (spouse or child). For any family dependents not accompanying the employee, clear the **At Host** check box.

Select the **At Host** check box for any dependent who isn't a family member, such as a nanny, who is to accompany the employee.

As you make changes to **At Host** information, the system calculates and displays the number for **Immediate Family at Host** and the **Total at Host**, which includes any dependents who aren't immediate family members accompanying the employee on the assignment.

Adding Dependents to the Host Location

If you need to add another dependent to the Family at Host page, you first need to add the new dependent using the Dependent/Beneficiary pages. Then in the Family at Host page, position your cursor in the **Effective Date** field and click the **Insert Row** button to add a new data row. When you enter the effective date of the change, the system refreshes the dependent list so that it now includes the new child. You don't need to check the **At Host** settings for the other dependents, the system retains the settings you had in the previous data row.

Removing Dependents From the Host Location

If you need to reduce the number of dependents at host, position your cursor in the **Effective Date** field and click the **Insert Row** button. Enter the effective date of the change, clear **At Host** for that dependent, and save your changes.

Viewing Data on the Immediate Family

Use the Immediate Family Summary to view information about all dependents who are part of the employee's immediate family (defined as spouse or child).

This page is helpful for reviewing dependent data you use to determine eligibility for various types of benefits your organization offers to employees, their spouses, and children. For example, in the case of married dependents (except for the employee's spouse), company policy might exclude the dependent's family from the employee relocation package.

Immediate Family Page

Usage	Use the Immediate Family page to view information about the immediate family of an employee. Immediate family members include the employee's spouse, son, or daughter.
Object Name	IMMEDIATE_FAMILY

Navigation	<ul style="list-style-type: none"> • Develop Workforce, Plan Careers, Inquire, Immediate Family Summary, Immediate Family Summary • Administer Workforce, Track Global Assignments (GBL), Inquire, Immediate Family, Immediate Family • Administer Workforce, Track Global Assignments (USF), Inquire, Immediate Family, Immediate Family
Prerequisites	None
Access Requirements	Enter the EmplID.

Immediate Family					
Santos, Antonio		Employee		ID: KU0010	
Dependent / Beneficiary Data View All First ◀ 4-3 of 3 ▶ Last					
Dependent Name	Birthdate	Birthplace	Relation	Marital Status	Occupation
Santos, Megan	10/12/1965		Spouse	Married	
Santos, Marguerite	03/18/1992		Daughter	Single	
Santos, Sean	09/17/1998		Son	Single	

Immediate Family page

The system displays the employee’s name and Employee ID, along with the names and birth information for all dependents in the employee’s immediate family, their relationship to the employee, occupations (if any), marital statuses, and occupations.

Entering Additional Data in the Assignment Data Component

To process global assignments, you’ll enter a variety of information, not only on the assignment itself but also on the disposition of employee residences and vehicles.

Overview of the Assignment Data Component

The Assignment Data component contains four pages. On the first, Assignment Data, you’ll enter the assignment type and the dates when the assignment begins and ends. You can also track departure and arrival dates.

You’ll use the Assignment Data - Home/Host page for a quick overview of essential employee and assignment information. You can view important home and host data, such as department, job, and location, on one page.

The Residence Home and Residence Host pages enable you to track the disposition and status of employee homes and furniture. You can track multiple residences for both home and host assignments, as well as changes to the information over time.

Use the Vehicle Data page to track the disposition and status of employee vehicles. You can track multiple vehicles for both home and host assignments, as well as changes to the information over time.



PeopleSoft Human Resources also includes an Company Car Administration module for tracking all of your organization's car-specific benefits.



For more information about the Company Car Administration module, see [Managing Company Cars](#).

Entering Assignment Types and Dates

Assignment Data Page

Usage	Use the Assignment Data page to enter information about assignment types and dates.
Object Name	ASSIGNMENT_DATA
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Track Global Assignments (GBL), Use, Assignment Data, Assignment Data • Administer Workforce, Track Global Assignments (USF), Use, Assignment Data, Assignment Data
Prerequisites	None
Access Requirements	Enter the EmplID.

Assignment Data page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Begin Date**, **End Date**, and **Comments**.

- Assgn Type** (assignment type) Select an **Assgn Type** from the values that you created in the Assignment Type table.
- Departure Dt** (departure date) Enter the estimated employee **Departure Dt** from the home location.
- Arrival Date** Enter the **Arrival Date** that the employee is to arrive at the new primary host location.
- Home Domicile Group Box** The system uses the **Home Domicile** values from the employee personal data as defaults. You'll use this information to process home leave travel in the Company Paid Travel page.
- Host Contact Information** Enter contact information in this section.
- Contact ID** Select a **Contact ID** for an employee (in the host country) who can be contacted by the home supervisor for assistance or in case of emergency. The employee's name and work telephone number are provided.
- Comments** Enter any comments here.

Viewing Summary Home and Host Data

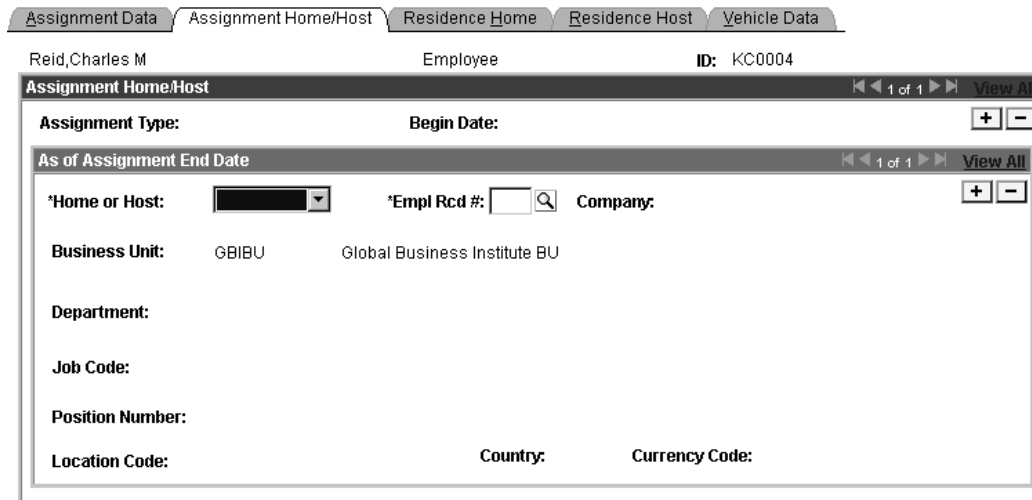
Once you have entered and saved home and host data for an employee, you can view essential information for both in the Assignment Home/Host page. When you change home or host data for an employee, the system also displays the updated information in this page. You'll find this

page convenient for getting a snapshot of current information about assignment details and reviewing assignment beginning and ending dates.

To view current home and host data, go to the **Assignment Data - Home/Host** page.

Assignment Data - Assignment Home/Host Page

Usage	Use the Assignment Data – Assignment Home/Host page to view essential information for home and host employee data.
Object Name	ASSIGNMENT_HOMHST
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Track Global Assignments (GBL), Use, Assignment Data, Assignment Home/Host • Administer Workforce, Track Global Assignments (USF), Use, Assignment Data, Assignment Home/Host
Access Requirements	Enter Employee ID.



Assignment Data - Assignment Home/Host page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Begin Date, Empl Rcd#, Company, and Country**

Home or Host Select **Home** or the appropriate hosting location.

Business Unit The system displays the employee’s **Business Unit**.

Department The system displays the code for the department into which the employee was hired. The system stores valid values in the Department Table.

Assignment Data - Residence Home page

Assignment Data - Residence Home 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: **EmpIID**, **Begin Date**, **End Date** and **Effective Date**.

- | | |
|---------------------------------|---|
| Residence Number | The home Residence Number defaults to 1 , which you should leave unless you are using a different numbering sequence. Each time you insert a new data row for another residence, the system assigns the next number in the sequence, such as 2 or 3 . |
| Description | Enter a Description of each residence, up to 30 characters. |
| Effective Date | The Effective Date defaults to the system date, usually today's date, which you can change if necessary. |
| Status Before Assignment | Select the status of the employee's residence before the assignment. Valid values for these fields are in the Translate table. |
| Status During Assignment | Select the status of the employee's residence during the assignment. Valid values for these fields are in the Translate table. |
| Home Furniture | Select the disposition of the employee's Home Furniture associated with the residence. |
| Property Management | Select the Property Management check box if your company is using a property management company to assist in administering residence details. |
| Comments | Enter any Comments that you want. |

Entering Residence Information for the Host Location

Assignment Data - Residence Host Page

Usage	Use the Assignment Data - Residence Host page to enter information about the location of the employee host residences and furniture.
Object Name	RESIDENCE_HOST
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Track Global Assignments (GBL), Use, Assignment Data, Residence Host • Administer Workforce, Track Global Assignments (USF), Use, Assignment Data, Residence Host
Access Requirements	Enter the EmplID.

Assignment Data - Residence Host page

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

Residence Number

The host **Residence Number** defaults to **1**, which you should leave unless you are using a different numbering sequence. Each time you insert a new data row for another residence, the system assigns the next number in the sequence, such as **2** or **3**.

Description

Enter a **Description** of each residence, up to 30 characters.

To edit the data for the host address, click the **Edit Host Address** button. The Postal Address page appears.

Effective Date	The Effective Date defaults to the system date, usually today's date, which you can change if necessary.
Host Residence Status	Select the Host Residence Status from valid values in the Translate table.
Host Furniture	You indicate the disposition of Host Furniture associated with the residence using a different set of values from those available for home residences; these values are in the Translate table.
Comments	You can enter Comments longer than shown.



For more information about entering employee's name and address information, see *Administering Your Workforce: Hiring Your Workforce: Personal Data Component*.

Tracking Vehicle Information

Assignment Data - Vehicle Data Page

Usage	Use the Assignment Data - Vehicle Data page to track the location and status of vehicles assigned to employees.
Object Name	VEHICLE_DATA
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Track Global Assignments (GBL), Use, Assignment Data, Vehicle Data • Administer Workforce, Track Global Assignments (USF), Use, Assignment Data, Vehicle Data
Access Requirements	Enter the EmplID.

Assignment Data - Vehicle Data page

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

Home Vehicle

Vehicle # (vehicle number) The **Vehicle #** defaults to **1**, which you should leave unless you are using a different numbering sequence. Each time you insert a new data row for another vehicle, the system assigns the next number in the sequence, such as **2** or **3**.

Description Enter a **Description** of each vehicle, up to 30 characters.

Effective Date The **Effective Date** defaults to the system date, usually today’s date, which you can change if necessary.

Reason Enter the **Reason** or status of the employee’s vehicle.

Comment Enter a **Comment** about the vehicle, if applicable or helpful.

Host Vehicle

Vehicle # The **Vehicle #** defaults to **1**, which you should leave unless you are using a different numbering sequence. Each time you insert a new data row for another vehicle, the system assigns the next number in the sequence, such as **2** or **3**.

Description Enter a **Description** of the vehicle, up to 30 characters.

Effective Date	The Effective Date defaults to the system date, usually today's date, which you can change if necessary.
Reason	Select a Reason for the status from the values in the Translate table.
Vehicle Status	You'll select a Vehicle Status using a different set of values from those available for Home vehicles; these values are also in the Translate table.
Date Available	Enter the Date the vehicle becomes Available to the employee.
Cash in Lieu	Select the Cash in Lieu check box if the employee chooses to take cash in lieu of a company vehicle.
Comment	Enter a Comment about the vehicle, if applicable or helpful.



For more information about the process of administering company cars for your workforce, see *Managing Company Cars*.

Tracking Supplemental Earnings and Deductions

Employees on global assignments often are entitled to supplemental earnings, such as cost-of-living adjustments and hardship premiums. You might also need to take additional deductions from the employee's paycheck, perhaps because of estimated taxes. Use the Assignment Compensation page to track any compensation earnings or deductions employees have as a result of assignments.

You'll enter earnings and deductions as they relate to home and host assignment data. For example, an employee might receive a cost-of-living adjustment paid for by the host location and a hardship premium absorbed by the home location. You can enter these components in multiple currencies; the system automatically calculates the equivalent amounts in the home currency.

To help you identify recurring payments or isolated incidents of supplemental earnings or deductions, you'll track compensation data by employee and payment instruction type. We've included two types of payment instructions with the system: global compensation and one-time payments. You'll probably find these sufficient for most compensation related to global assignments.



Before you can process employee supplemental earnings or deductions, you must define any earnings and deduction codes that apply to global assignments using the Earnings table and the Deductions table. For more information about these tables, see *Setting Up Basic Assignment Information* in this PeopleBook. Or, if your organization has implemented PeopleSoft Payroll for North America, see *PeopleSoft 8 Payroll for North America PeopleBook*.



The Assignment Compensation page isn't linked to payroll processing in PeopleSoft Payroll for North America.

Assignment Compensation Page

Usage	Use the Assignment Compensation page to add supplemental earnings and deductions that the home location pays, such as hardship premiums and relocation costs.
Object Name	ASSGNMT_EARNS_DED
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Track Global Assignments (GBL), Use, Assignment Compensation, Assignment Compensation • Administer Workforce, Track Global Assignments (USF), Use, Assignment Compensation, Assignment Compensation
Access Requirements	Enter the EmplID and Payment Instruction Type. Select either <i>International Compensation</i> or <i>Onetime Payment</i> values from the Translate table.

Assignment Compensation

Bassani, Maria Miss ID: 8901 Payment Instruction Type: Intl Comp

Assignment Compensation View All First 1 of 1 Last

*Effective Date: 07/19/2000 *Amount Frequency: A Annual + -

Assignment Type: Begin Date: End Date: Home Employee Net Amount:

Home / Host View All First 1 of 1 Last

*Home or Host: 0 Home + -

*From Currency Code: *To Currency Code: *Exchange Rate: *Rate Type: OFFIC

Home/Host Net Amount:

Earnings First 1 of 1 Last

*Code	Base Compensation:	Home Amount	Host Amount
			+ -

Assignment Compensation page (1 of 2)

Assignment Compensation (2 of 2)

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

Effective Date

The **Effective Date** defaults to the system date, usually today's date, which you should change if the supplemental earnings and deductions take effect on another date.

Amount Frequency

Select the amount of compensation frequency from the values in the Frequency table. The fields available for selection are *Annual*, *Hourly*, or *Monthly*. All the amounts you specify for both earnings and deductions must be for the frequency you select in this field.

Assignment Type

The system automatically displays the **Assignment Type** based on the **Effective Date** in this page. If the information isn't displayed, it means the information that you're about to enter takes effect after the End Date you entered in Assignment Data, and the system issues a warning message.

If you're making a onetime payment that occurs after the ending date of the assignment, you can ignore the message. Otherwise, to see assignment data, you'll need to adjust either the effective date here or the ending date in Assignment Data.

Home or Host

The **Home or Host** field defaults to Home (*0*), which you should leave as it is.

Currency From/To

If assignment data exists, the system sets the **Currency From** field to the currency for the country designated in the employee's home data. In our example, Claudia Gaston's home data is in the United States, so the system sets the currency to U.S. dollars (USD).

Because you're entering compensation information related to home data, the system also sets the **Currency To** field to the home currency, in this case U.S. dollars. You can override these defaults where necessary by selecting another currency code from those in the Currency Code table.

- Exchange Rate** The system automatically sets the **Exchange Rate** to *1* when the To and From currencies are the same, and they are the same for home data.

- Rate Type** The exchange **Rate Type** defaults to the rate specified in the Installation Table. If you are entering information for home data, leave the default.

- Earnings Code** To enter additional earnings charged to the home location, select an **Earnings Code**. You create these codes in the Earnings Table.

- Home Amt** (home amount) Enter the **Home Amt**. Because you're entering information related to home data, the **Host Amt** field doesn't appear.

- Base Compensation** The **Base Compensation** shows the amount the employee earns at the home location, which you specify in Job Data 2.

- Deduction** Select a **Deduction Code** from the Deductions table to enter deductions that should be taken from the employee compensation specified for the home location.

- Home Amt** Enter the **Home Amt** for the **Deduction Code**.

 The **Home Amt** shows the net amount of earnings and deductions specified for the home location. The **Home/Host Net Amount** displays the net amount of all supplemental earnings and deductions for both home and host. Both amounts are in the home currency.

 Again, because you're entering information related to home data, the **Host Amt** field doesn't appear.



For more information about the Currency Code, Exchange Rate Type, and Currency Rate Type tables, see Working with Currencies.

To enter additional earnings charged to the home location, select an **Earnings Code** (you create these codes in the Earnings Table) and enter the **Home Amount**. Because you're entering information related to home data, the **Host Amount** field doesn't appear. The **Base Compensation** shows the amount the employee earns at the home location, which you specify in Job Data, Compensation.

Assignment Compensation Page for Host Locations

Usage	Use the Assignment Compensation page to enter supplemental earnings and deductions an employee receives from the host location, such as
-------	---

	foreign housing or rent. Enter a new data row for Home or Host by positioning your cursor in the Home or Host, Currency From/To, or Rate Type field, and click the Insert Row button.
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Track Global Assignments (GBL), Use, Assignment Compensation • Administer Workforce, Track Global Assignments (USF), Use, Assignment Compensation
Access Requirements	Enter the Employee ID.

Assignment Compensation page (1 of 2)

Assignment Compensation page (2 of 2)

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

Amount Frequency Select the compensation frequency from the values in the Frequency table. The fields available for selection are *Annual*, *Hourly*, or *Monthly*. All the amounts you specify for both earnings and deductions must be for the frequency you select in this field.

Assignment Type The system displays the **Assignment Type**.

Employee Net Amount	The Employee Net Amount field displays the net amount of all supplemental earnings and deductions for both the home and host.
Home or Host	In the Home or Host field, select I , or, if the employee has multiple current assignments, the appropriate host number.
Currency From/To	<p>The system sets the Currency From field to the currency for the country designated in the employee host data. In our example, Claudia Gaston's assignment is in France, so the system sets the currency to French francs (FRF).</p> <p>To enable you to view host supplemental earnings and deductions in the context of overall employee compensation, the system sets the Currency To field to the <i>home</i> currency, in this case U.S. dollars. You define currency codes in the Multicurrency: Maintaining Currency Tables.</p>
Rate Type	The Rate Type defaults to the rate type specified in Installation table 3, which you can override if necessary.
Exchange Rate	When you leave the Rate Type field, the system displays the Exchange Rate associated with the rate type, which you define in the Currency Exchange Rate table. If necessary, you can override the exchange rate by entering another rate in the field.
Home/Host Net Amount	The Home/Host Net Amount field shows the net amount of earnings and deductions related to employee host data, in both the home and host currencies.
Earnings Code	If applicable, select an Earnings Code ; you create these codes in the Earnings Table.
Host Amt (host amount)	If you entered an Earnings Code , enter a Host Amt for the earning. When you leave the field, the system calculates the equivalent amount in the home currency.
Deduction Code	If applicable, select a Deduction Code ; you create these codes in the Deduction table.
Host Amt	If you entered a Deduction Code , enter a Host Amt for the deduction. When you leave the field, the system calculates the equivalent amount in the home currency.



For more information about the Currency Code, Exchange Rate Type, and Currency Rate Type tables, see Working with Currencies.

Handling Currency Fluctuations

Typically, you'll review employee compensation at least once a year and will want to use the going currency rate for your updates. Although you can update the exchange rate manually in the Assignment Compensation page, the best way to ensure that you use consistent exchange rates for all employees is to update the exchange rate in the Currency Exchange Rate table. That way, assignment data tracking, and therefore reports, will contain consistent, up-to-date information about exchange amounts.

Once you've updated the exchange rate, open the Assignment Compensation page for each employee affected by the change (all employees whose compensation is calculated using that currency). Insert a new data row using a new effective date by positioning your cursor in the Effective Date or Amount Frequency field and clicking the **Insert Row** button. The system copies all the information in the previous row to the new data row. The effective date for the new data row must be the same as or after the effective date you used for the new exchange rate in the Exchange Rate table. The system automatically recalculates all the home and host deduction amounts using the new exchange rate.

You can also make other adjustments to earnings and deductions, such as deleting an earning or deduction the home or host location no longer pays or adding new ones for which the employee is eligible.



For more information about the Currency Code, Exchange Rate Type, and Currency Rate Type tables, see Working with Currencies.

Implementing Employee Data Security for Global Assignments

Security access to employee data assumes greater importance when you process global assignments because Human resources administrators at multiple locations need access to data on the same employee. With multiple current home or host data at various locations around the world, the permutations of security access can appear to be a logistical nightmare.

However, the PeopleSoft Human Resources system eliminates this worry. Employees going on global assignments have multiple employment records in the system: at least one home record, which falls under the jurisdiction of the HR administrators at the home base, and at least one host record, which falls under the jurisdiction of the HR administrators at the host location. PeopleSoft Human Resources automatically checks the current record for each employment record to identify all the primary permission list groups who should have security access to the employee data. Security access is smooth and effortless. As employees move from one location to another, users view the employee data they should, when they should.

Setting Up Security Access for Global Assignments

To set up data security to accommodate employees on global assignments, you'll run a script, SECVWITL, which loads SQL (structured query language) text into all security search views, instructing the system to search the current data rows for all the employment records for the

employee. If the department in one current data row matches the security access for a user, the system allows the user access to all employee data for that employee.

For example, say Claudia Gaston has two employment records in the system. Her home employment record contains a U.S. department ID, and her host employment record contains the Paris department ID. Users in her home location in the U.S. have access to employee data for her U.S. department. Users in France have access to employee data for the Paris department. Between them (though not individually) the users in both groups have access to all of Claudia's employee data, in both employment records.



As delivered, PeopleSoft Human Resources implements employee data security with users grouped into primary permission list classes and data grouped by department. You can also modify your implementation of employee data security using user IDs, locations, or other groupings, but for the purposes of our discussion here, we'll assume you're using primary permission list classes and departments.



For more information about employee data security, see [Administering Security](#). For more information about User Security, see [Security](#).

The global security script loads SQL text into all security search views in PeopleSoft Human Resources, PeopleSoft FSA Administration, and PeopleSoft Benefits Administration.

Execute the script against your database using the command specific to your database environment. If you're not sure of your standard procedures, ask your system administrator. For example, for SQLBase, enter the following command at the DOS prompt:

```
C: >SQLBAT SECVWITL
```

Next, you'll need to recreate the security search views in the system. To do so, open the Application Designer. Select File, SQL Create View. Highlight all the following security views, or those that pertain to the PeopleSoft applications you're using:

PeopleSoft Application	Security View or SubRecord
PeopleSoft Human Resources	APPRV_SRCH ASGN_CMP_SRCH CAR_PLAN_SRCH DEPARTMENT_SRCH DEPENDENT_SRCH DEPT_INCR_SRCH DISABLE_FRA_SR EMPLMT_SGBL_SBR EMPL_BEN_SRCH EMPL_COMP_SRCH EMPL_DEPT_SRCH GRIEVANCE_SRCH GRIEVANCEI_SRCH IC_GRP_MEM_VW INTERVW_SRCH INTERVW_SRCH_CN INTERVW_SRCH_US KEY_POSN_SRCH MILIT_SRC_FRA PERS_SGBL_SBR P11D_UK_SRCH POSITION_SRCH
PeopleSoft NA Payroll (North American)	EMPL_COMP_SRCH EMPL_NAME_SRCH
COBRA	CBR_ACTVTY_SRCH CBR_BENEF_SRCH CBR_EVENT_SRCH CBR_NONEMP_SRCH CBR_PAR_SRCH1 CBR_PAR_SRCH2

PeopleSoft Application	Security View or SubRecord
Benefits Billing	BEN_BI_CSB_SRCH BEN_BI_CSP_SRCH BEN_BI_PYS_SRCH BEN_BI_PY_SRCH BEN_BI_SRCH_VW
PeopleSoft FSA Administration	FSA_CLAIM_SRCH FSA_DC_SRCH FSA_HC_SRCH FSA_PARTIC_SRCH FSA_PAYMT_SRCH

Select **Execute SQL Now** and click **OK**.



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

To show you how organizational security works, in this section we'll look at a few examples of simple and complex global assignment situations involving Claudia Gaston, an employee permanently based at CCB company headquarters in the United States, in department **000001**.

Security for One Home and One Host

The most common type of assignment processing is when employees have data pertaining to one home and one host. In other words, they have one permanent job and go on one assignment after another, sequentially. Here's an example of how employee data security works in most cases.

Step 1. First Assignment

In 1990, Claudia went on a one-year temporary assignment to the Paris, France office, department **E000007**. Her home data (in the U.S.) uses employment record **0** and her host data (for France) uses employment record **I**. To administer human resource tasks for Claudia, HR administrators in both the U.S. and France need access to her data.

U.S. administrators belong to the USA primary permission list class, which allows them access to data for U.S. departments in the company. The administrators in France belong to the EURO primary permission list class, which allows them access to data for all departments in Europe.

PeopleSoft Human Resources checks to see if any future or current data rows for either employment record number (**0** and **I**) match the departmental access available to primary permission list classes for the human resources staff in the France and U.S. headquarters. A match exists for both primary permission list classes, so users in both classes have access to Claudia's job data for both employment records:

Employment Record	Department	USA	EURO
0	0000001	Access	Access
1	E000007	Access	Access

Step 2. Second Assignment - Consecutive

In 1991, Claudia completes her assignment in Paris and begins another temporary assignment in Singapore, department **A000004**. HR administrators indicate that her temporary assignment in France is over, which causes the data row containing data on this assignment (in employment record **1**) to become history because it's no longer current. Thus, when Claudia's assignment to Singapore takes effect, the users in the EURO primary permission list class don't have access to Claudia's data.

The HR administrators in Singapore belong to the primary permission list class ASIA, which gives them access to data for all departments in Asia.

When Claudia begins her new assignment in Singapore, the assignment data uses employment record **1**, the same number used for her assignment in Paris. Because the data row containing information about Singapore is current, the system now permits users in the ASIA primary permission list class to access Claudia's employee data:

Employment Record	Department	EURO	ASIA
0	0000001	No Access	Access
1	A000004	No Access	Access

The system continues to permit U.S. users to access all of Claudia's employee data, historical and current.

Security for One Home and Multiple, Concurrent Hosts

How does security work with multiple, concurrent host assignments? The process is nearly the same as with one host. The system checks all current data rows for employment record numbers to determine which users and classes should have access to employee data. There are simply more employment records and users.

Step 1. Second Assignment - Concurrent

Let's change Claudia's story a little. While she is working on temporary assignment in Singapore, she gets a second, concurrent temporary assignment in Sydney, Australia, department **A000018**. The HR administrators operating in the Sydney office belong to the AUS primary permission list class, which allows them access to data for all departments in Australia.

Because Claudia has concurrent assignments, the Australian assignment uses employment record **2**. Now, three primary permission list classes need access to her employee data: HR administrators in the U.S., Singapore, and Australia.

The system checks to see if any future or current data rows in the three employment record numbers (*0*, *1* and *2*) match the departmental access available to all three primary permission list classes. A match exists in all cases, so Claudia’s job data is accessible to users in the three classes:

Employment Record	Department	USA	ASIA	AUS
0	0000001	Access	Access	Access
1	A000004	Access	Access	Access
2	A000018	Access	Access	Access

Step 2. First Assignment Completed

In 1992, Claudia completes her assignment in Sydney but continues to work on a temporary assignment in Singapore.

HR administrators indicate that her temporary assignment in Australia is over. However, because the current row in Claudia’s employment record *2* still reflects an Australian department, the users in Australia can continue to access Claudia’s data. Thus, the system permits U.S., Singapore, and Australian users access to all of Claudia’s employee data, historical and current:

Employment Record	Department	USA	ASIA	AUS
0	0000001	Access	Access	Access
1	A000004	Access	Access	Access
2	A000018	Access	Access	Access

Australian users continue to have access to Claudia’s information until another data row is inserted in employment record *2* and another department is selected. At that point, the data row containing the Australian department becomes a history row, so they no longer have access.

Security for Permanent Transfers

When an employee goes from a temporary assignment to permanent status, the system automatically determines which primary permission list classes should continue to have access and which no longer should.

Step 1. Second Assignment Completed

In 1993, Claudia Gaston completes her temporary assignment in Singapore and transfers back to U.S. headquarters.

HR administrators indicate that her temporary assignment in Singapore is over. However, as with the Australians, the Singapore users continue to have access to Claudia’s data because the current row in Claudia’s employment record *1* still reflects a Singapore department:

Employment Record	Department	USA	ASIA	AUS
0	0000001	Access	Access	Access
1	A000004	Access	Access	Access
2	A000018	Access	Access	Access

The system continues to permit U.S., Singapore, and Australian users to access all of Claudia's employee data, historical and current.

Step 2. Permanent Transfer

In 1994, Claudia's managers decide that things were running better in Singapore when Claudia was on assignment there, so they transfer her back to Singapore, but this time permanently. That means Claudia's home data now belongs in Singapore.

Using the Job Data pages, administrators transfer Claudia back permanently for employment record *0*, which is where her permanent (home) data is stored. Because this causes the data row containing her U.S. department to become a history row, the U.S. users no longer have access to Claudia's data:

Employment Record	Department	USA	ASIA	AUS
0	A000004	No Access	Access	Access
1	A000004	No Access	Access	Access
2	A000018	No Access	Access	Access

Employment records *1* and *2* contain data about temporary assignments Claudia went on in the past, with the current data rows still reflecting departments in Australia and Singapore. Although they are inactive data rows, they are still current rows, not history. Thus, Singapore users have access to Claudia's department because the department in both employment records *1* and *2* is Singapore.

Australian administrators continue to have access because employment record *2* still contains a current row with an Australian office. These users have access until another data row is inserted in employment record *2* and another department is selected. At that point, the data row containing the Australian department becomes a history row, so they no longer have access to Claudia's information.



If you are using Global and Local Country functionality with the Administering Your Workforce program, you'll need to address additional security considerations.



For more information regarding security, see [Setting Up Security Access for Global Assignments](#).

CHAPTER 4

Maintaining Data During the Assignment

Depending on the benefits your company offers employees on global assignments, you can use various supplemental features in PeopleSoft Human Resources to process additional assignment information for employees and their families.

Additional features in PeopleSoft Human Resources include maintaining detailed information on documents and paperwork required for visas and permits and tracking company-paid travel information. If your company assists in placing children in schools or offers language or orientation classes, you can track tuition reimbursement arrangements. To help you select the appropriate candidates for assignments, you can review employee data online.

Often, you'll maintain data related specifically to a dependent, such as legal documents and travel arrangements, and you may not have the associated Employee ID at hand. PeopleSoft Human Resources gives you the flexibility to access information either by employee or by dependent.



Important! We discuss the system using the pages in the global menus as our examples. If there is a page that is located in one of the local country menus whose functionality isn't covered in the discussions of the global menu pages, we'll discuss the local country page separately and in its entirety.

Tracking Company-Paid Travel

Depending on its policies for global assignments, your company probably offers several types of company-paid travel to employees. Use the Company Paid Travel page to track any travel for which employees are eligible.

You can enter information on dependents accompanying either the employee or another dependent. For example, Claudia Gaston is taking one child with her when she goes on home leave, and her husband, Jules, is flying home one week earlier with their other child.

Before you process company-paid travel for dependents traveling separately or with another dependent, you should first refer to Maintaining Assignment Data Related to Dependents.

Company Paid Travel Page

Usage	Use the Company Paid Travel page to enter information about company-paid travel.
-------	--

Object Name	TRAVEL_CMPNY_PAID
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Track Global Assignments (GBL), Use, Company Paid Travel, Company Paid Travel • Administer Workforce, Track Global Assignments (USF), Use, Company Paid Travel, Company Paid Travel
Access Requirements	Enter the Employee ID.

Company Paid Travel page

Date Eligible Enter the date the employee becomes eligible for travel. The system usually defaults to today’s date, which you can override if necessary.

Date Taken Enter the date of travel, if the information is available; otherwise, you can enter this information later.

Assignment Type The system displays the **Assignment Type**.

Begin Date The system displays the **Begin Date**.

Note. If you don’t see any information in these fields, it means that the **Date Eligible** (the date the employee is eligible for travel) is after the End Date you entered in Assignment Data for the current assignment. If the employee should be eligible for this travel only before the assignment ends, you’ll need to adjust either the **Date Eligible** here or the End Date in Assignment Data.

Type of Travel Select a **Type of Travel** from the list of valid values created in the Travel Type Table.

Mode of Travel	Select a Mode of Travel from the list of valid values from the Translate Table. The Mode of Travel defaults to <i>Air</i> , which you can change if necessary.
Amount/Currency	Enter the Amount of the travel ticket, or the maximum amount that the company authorizes for travel. The Currency defaults to the currency designated in the Installation Table - HRMS Options Page, which can be changed if necessary. Valid values are in the Currency Code Table.
Cash In Lieu	Select Cash In Lieu if the employee opts for cash instead of company-paid travel.
Alternate Location	If you selected the Home Leave check box in the Travel Type Table, the system displays the employee home domicile information from Assignment Date in the To group box, which becomes unavailable for data entry. The Alternate Location check box then becomes available for data entry; select this check box if the employee chooses to travel to a location different from his or her home domicile. If you select Alternate Location , the To group box becomes available for alternate information entry.
Country	<p>In the From group box, select the Country from which the employee is traveling.</p> <p>If you change the Country code in either the From or To group box, the system clears the State and City fields so that you can enter new information.</p> <p>To track other instances of company-paid travel, enter a new data row.</p>
Department	Select the Department from which the employee is traveling.
City	Select the City from which the employee is traveling.
State	Select the State to which the employee is traveling.
Dependent	If a dependent is to accompany the employee during the travel, select the appropriate Dependent ID . To add more dependents, position your cursor in the Dependent field and click the Insert Row button.
Birthdate	The system displays the dependent's Birthdate .

Cataloging International Schools and Programs

Depending on the types of relocation packages your company provides employees who are going on global assignments, you may offer information about schools for dependents to attend in the new country and about orientation programs for learning local customs and language. You can use the international School/Program Tables to track data on each school and keep contact information up-to-date.

School/Program Table Page

Usage	Use the School/Program Table page to enter pertinent information about schools and orientation programs to help employees adjust to the new culture. For example, you might give employees the names of recommended schools for their children, and the names of language schools or orientation classes they and their spouses might attend in order to assimilate to the new culture more rapidly.
Object Name	INTL_SCHPGM_TABLE
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Track Global Assignments (GBL), Setup, School/Program Table, School/Program Table • Administer Workforce, Track Global Assignments (USF), Setup, School/Program Table, School/Program Table
Prerequisites	None
Access Requirements	Enter the School or Program Code.

School/Program Table

School/Program Code: K00001

Program Table Details View All First 1 of 1 Last

*Effective Date: 01/01/1980	*Status: Active	+ -
*Description: La Sorbonne	Short Description: LaSorbonne	
*Sch/Pgm Typ: Other	*Int/Ext: External	

Address

Country: FRA France

Address 1: 47 rue des Ecoles

Address 2:

Address 3:

Post Office:

City: Paris

Postal: 75005

Department: 75 Paris

School/Program Table page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Description, Short Description, Country, Address 1, Address 2, Address 3, City, and Postal.**

Sch/Pgm Typ Select the school or program type. Examples include:
Language School, Private School, and Public School.

Int/Ext Select whether the school is:
Internal or External.

Department Select the **Department.**



For more information about the automatic address formatting feature, see Country Table - Address Format Page.

School/Program Contact Table Page

Usage	Use the School/Program Contact Table page to track contacts for schools and programs. You can enter more than one contact for each entry and specify the type of contact for each.
Object Name	INTL_CONTACT_TABLE
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Track Global Assignments (GBL), Setup, School/Program Contact Table, School/Program Contact Table • Administer Workforce, Track Global Assignments (USF), Setup, School/Program Contact Table, School/Program Contact Table
Prerequisites	You must have previously set up information for international schools and programs in the School/Program Table.
Access Requirements	Enter the School or Program Code.

School/Program Contact Table page

Contact # (contact number) Enter the **Contact #** of the school or program. For example, you might enter the headmistress of a school as the first contact, and the assistant headmistress as the second contact.

Name Enter the contact's **Name**.

Title Enter the contact's **Title**.

Contact Type Enter the type of contact.

Contact Phone Numbers Enter the **Phone Type** and **Phone** (number) for the contact. You can list more than one **Contact Phone Number** for each contact by simply adding new data rows.

Tracking Educational Reimbursements

Your company may provide financial assistance to employees on global assignments, such as school tuition for children and language and orientation classes for adults. PeopleSoft Human Resources helps you pinpoint any educational assistance to which employees are entitled and tracks multiple institutions. You can track beginning and ending dates and set up payment schedules for reimbursement in the currency you designate.

International School/Program Page

Usage	Use the International School/Program page to enter information about payments for schools and other programs.
Object Name	INTL_SCHOOL_PROGRM

Navigation	<ul style="list-style-type: none"> • Administer Workforce, Track Global Assignments (GBL), Use, International School/Program, International School/Program • Administer Workforce, Track Global Assignments (USF), Use, International School/Program, International School/Program
Access Requirements	Enter the Employee ID.

International School/Program page

School/Program Code Select a School/Program Code. When you leave this field, the system will display the School/Program Type and indicate whether the school is Internal or External. You create all this information in the International School/Program Table.

Begin/End Date Enter the Begin/End Date for the period during which the employee attends the school or program.

Amount/Currency If you're paying in a lump sum, enter the total Amount. If you're setting up a Payment Schedule, leave this field blank. Once you've created the schedule, the system will calculate and set the amount to the Total Scheduled Amt (total scheduled amount).

The Currency defaults to the base currency designated in Installation Table - HRMS Options Page, which you can change if necessary. Valid currency codes are in the Currency Code Table.

Payment Frequency If you're setting up a payment schedule, select a Payment Frequency. Valid values are in the Translate Table.

Due Date Enter the date that each payment is due.

School/Program Code	Select a School/Program Code. When you leave this field, the system will display the School/Program Type and indicate whether the school is Internal or External. You create all this information in the International School/Program Table.
Total Amt (total amount)	Enter the Total Amt of each payment.
Employer Amt (employer amount)	Enter the amount of the payment that the company covers.
Employee Amt (employee amount)	If the total and employer amounts are different, when you leave the Employer Amt field, the system calculates and displays the Employee Amt. This is the amount the employee must pay.
Paid	Select the Paid check box when you've paid the Total Amt to the provider of the school or program.
Reimbursement Status	Select the Reimbursement Status that reflects your organization's reimbursement policy for this particular payment. After you have reimbursed the employee, change this status to Reimbursed. If the amount the employee has paid can't be reimbursed, set the status to Unreimb (unreimbursable).

As you enter the payment schedule, the system calculates the total and displays it in the **Total Scheduled Amt** (total scheduled amount). When you save the information you've entered in the page, the system sets the **Amount** to the **Total Scheduled Amt**.

To add more payments, position your cursor anywhere in the **Payment Schedule** group box and click the **Insert Row** button.

Maintaining Employee Assignment Data

You'll often need to add and update employee information, such as personal profile, citizenship, passport, and visa data. PeopleSoft Human Resources enables you to access and track this information for employees.

You can add this type of information in the **Use** menu for employees, in the Identification component in the Citizenship/Passport and Visa/Permit Data pages. Before you can add or change citizenship, passport, visa, and permit information for an employee, you must have already created employee data in the system and assigned them Employee IDs in the **Administer Workforce** menu.

You can also access these pages from the **Administer Workforce** menu. All fields on these pages are described in *Administering Your Workforce* and in your Benefits documentation.



For more information about tracking company-paid travel and entering international school and program data, see [Company Paid Travel Page](#) and



For more information about entering employee and dependent name, addresses, and personal profile data, see [Hiring Employees into Positions](#).



For more information about adding a dependent or beneficiary to the system, see [PeopleSoft 8 Base Benefits](#).



For more information about adding a dependent or beneficiary to the system, please see [Dependent/Beneficiary Enrollment Page](#).

Maintaining Assignment Data Related to Dependents

You'll often need to add and update information about dependents and beneficiaries, such as personal profile, citizenship, passport, visa, travel, and school data. PeopleSoft Human Resources gives you the ability to access and track information separately from employees.

The **Use** menu has several pages for adding information for dependents:

- [Dependent Data, Dependent Name/Address and Personal Profile](#)
- [Dependent Identification Data, Dependent Citizenship/Passport and Visa/Permit Data](#)
- [Dependent Company Paid Travel](#)
- [Dependent International Schools and Programs](#)

These pages are similar to the ones in the **Use** menu for employees.

The fields in the [Dependent Data](#) and [Dependent Identification Data](#) pages are the same as those in the [Employee Data](#) and [Employee Identification Data](#) pages. All fields on these pages are fully described in your Benefits documentation.

Dependent Data- Personal Profile Page

Usage	Use the Dependent Data - Personal Profile page to enter dependent or beneficiary information.
Object Name	DEPEND_BENEF2

<p>Navigation</p>	<ul style="list-style-type: none"> • Compensate Employees, Administer Base Benefits, Use, Dependent/Beneficiary, Personal Profile • Administer Workforce, Administer Workforce (GBL), Use, Dependent Data, Personal Profile • Define Business Rules, Define General Data (NLD), Use, Dependent/Beneficiary, Personal Profile • Administer Workforce, Track Global Assignments (GBL), Use, Dependent Data, Personal Profile • Administer Workforce, Track Global Assignments (USF), Use, Dependent Data, Personal Profile
<p>Access Requirements</p>	<p>Enter the Employee ID.</p>

The screenshot shows a web interface for a 'Personal Profile' page. At the top, there are tabs for 'Name', 'Address', and 'Personal Profile'. Below the tabs, the employee's name 'Jones, Susan' and 'Employee' status are displayed, along with the employee ID 'K0G001'. The main section is titled 'Personal Profile' and includes a search bar with 'Find | View All' and pagination 'First 1 of 1 Last'. The dependent/beneficiary information is shown as 'Dependent/Beneficiary: ID: 01' and 'Relationship to Employee: Other'. Below this are several input fields: 'Birthdate' (calendar icon), 'Birth Country' (dropdown with search icon), 'Birth Location' (text field), '*Gender' (dropdown menu with 'Male' selected), '*Marital Status' (dropdown menu with 'Single' selected), and 'Marital Status Date' (calendar icon). On the right side, there are checkboxes for 'Student', 'Disabled', and 'Smoker', and a 'Student Status Date' field with a calendar icon.

Dependent Data - Personal Profile page (1 of 2)

The screenshot shows the 'National ID' section of the form. It includes fields for 'Occupation', 'Date of Death', and 'Medicare Entitled Date'. Below these is a 'Phone Numbers' section. The main part is a table titled 'National ID' with a search bar and pagination 'First 1 of 1 Last'. The table has the following columns: 'Country', '*National ID Type', 'Description', 'National ID', and 'Primary ID'. The first row contains 'USA' (with a search icon), 'PR' (with a search icon), 'Social Security Number', an empty 'National ID' field, and a 'Primary ID' checkbox. There are '+' and '-' icons at the end of the row.

Dependent Data - Personal Profile page (2 of 2)



The fields on the Dependent Data pages are the same as those on the Employee Data pages. All fields on these pages are fully described in your Benefits documentation.



For more information about entering dependent identification data, see **Maintaining Assignment Data Related to Dependents**. The fields for these pages are identical for employees and dependents.



For more information about entering employee and dependent names, addresses, and personal profile data, see **Hiring Employees into Positions**.



For more information about adding a dependent or beneficiary to the system, see **PeopleSoft 8 Benefits Administration**.

USF Setting Up Dependent Information

To enter dependent or beneficiary data, you can use the **Dependent Data, Name/Address** and **Personal Profile** pages in the **Track Global Assignments** menu or the **Benefits** menu. They are the same pages.

Depdnt Identification Data - Depdnt Citizenship/Passport Page

Usage	Use the Depdnt Identification Data - Depdnt Citizenship/Passport page to enter or update dependent identification data, including citizenship, passport, visa, and permit data.
Object Name	CITIZEN_PP_DEP
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Track Global Assignments (GBL), Use, Depdnt Identification Data, Depdnt Citizenship/Passport • Administer Workforce, Track Global Assignments (USF), Use, Depdnt Identification Data, Depdnt Citizenship/Passport
Access Requirements	Enter the Employee ID.

Depdnt Citizenship/Passport | Depdnt Visa/Permit Data

Jones, Susan | Employee | ID: K0G001

Dependent Info | View All | First | 1 of 1 | Last

Dependent ID:

Citizenship Details | View All | First | 1 of 1 | Last

*Country: | Citizenship Status: | + | -

Passport Details | View All | First | 1 of 1 | Last

*Passport Number: | Issue Date: | Expiration Date: | + | -

Issued By

Country: | |

Authority:

Comment:

Depdnt Identification Data - Depdnt Citizenship/Passport page



For more information about entering dependent identification data, see [Working With Dependent Data](#). The fields for these pages are identical for employees and dependents.

All fields on these pages are fully described in your Benefits documentation.



For more information about adding a dependent or beneficiary to the system, see [PeopleSoft 8 Base Benefits documentation](#).



If you're administering a workforce in Germany, use the Visa/Permit Table to record OECD work permits for OECD nationals who want to work in a protected industry. Because permit types are keyed by country, if you're tracking a German employee's OECD work permit information on the Identification, Visa/Permit Table in the **Tracking Global Assignments** menu, select **DEU** as the Country Code from among your valid OECD permit types.



For more information about setting up OECD work permits, see [Adding Visas and Work Permits](#). For more information about OECD countries and tracking them by nationality, see [Entering German Nation Duvo Codes](#).

Tracking Dependent Company-Paid Travel

Depending on its policies for global assignments, your company probably offers several types of company-paid travel to employees and their dependents. Use the Depdnt Company Paid Travel

(dependent company paid travel) page to track any travel for which dependents of employees are eligible.

Travel Cmpny Dep Page

Usage	Use the Travel Cmpny Dep page to track any travel for which dependents of employees are eligible.
Object Name	TRAVEL_CMPNY_DEP
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Track Global Assignments (GBL), Use, Depdnt Company Paid Travel, Travel Cmpny Dep • Administer Workforce, Track Global Assignments (USF), Use, Depdnt Company Paid Travel, Travel Cmpny Dep
Access Requirements	Enter an Employee ID

Travel Cmpny Dep

Jones, Susan Employee ID: K0G001

Dependent Info [View All](#) First 1 of 1 Last

Dependent ID:

Dependent Company Paid Travel Details [View All](#) First 1 of 1 Last

*Date Eligible: 07/19/2000 Date Taken:

Assignment Type: Begin Date:

*Type of Travel: *Mode of Travel: Air

Amount/Currency: Cash In Lieu Alternate Location

From **To**

Country: Country:

State: State:

City: City:

Accompanying Dependent [View All](#) First 1 of 1 Last

*Dependent Name	Relationship	Birthdate	Status
<input type="text"/> <input type="button" value="Q"/>			

Travel Cmpny Dep page



For more information about tracking company-paid travel for dependents, see Company Paid Travel Page for employees. The fields for these pages are identical for employees and dependents.

Tracking Dependent Educational Reimbursements

Your company may provide financial assistance to dependents of employees on global assignments, such as school tuition and other educational assistance to which employees' dependents are entitled. You can track beginning and ending dates and set up payment schedules for reimbursement in the currency you designate.

Intl School Dep Page

Usage	Use the Intl School Dep page to track beginning and ending dates and set up payment schedules for reimbursement in the currency you designate.
Object Name	INTL_SCHOOL_DEP
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Track Global Assignments (GBL), Use, Depdnt International School/P, Intl School Dep • Administer Workforce, Track Global Assignments (USF), Use, Depdnt International School/P, Intl School Dep
Access Requirements	Enter an Employee ID.

The screenshot displays the 'Intl School Dep' page for Employee Jones, Susan (ID: K0G001). It features several sections:

- Dependent Info:** Includes a 'Dependent ID' field.
- International School Program Details:** Contains fields for 'School/Program Code', 'School/Program Type', 'Begin Date', 'Amount' (set to \$0.000), 'Payment Frequency', and 'Total Scheduled Amt' (set to 0.000). There are also 'Internal/External' selection buttons.
- Payment Schedule:** A table with columns for 'Due Date', 'Total Amt', 'Employer Amt', 'Employee Amt', 'Paid', and 'Reimbursement Status'. The current row shows \$0.000 for Total Amt and Employer Amt, and 'Not Reimb' for the status.

Intl School Dep page



For more information about entering international school and program data for dependents, refer to Tracking Educational Reimbursements, in this PeopleBook. The fields for these pages are identical for employees and dependents.

CHAPTER 5

Reviewing Assignment Information



Important! We discuss the system using the pages in the global menus as our examples. If there is a page that is located in one of the local country menus whose functionality isn't covered in the global menu page discussions, we'll discuss the local country page separately and in its entirety.

Assignment Summary Page

Usage	Use the Assignment Summary page to view information on an employee's assignment dates, location, and other details, including assignment type, department, company, position number, business unit, and job code.
Object Name	ASSGNMT_SUMMARY
Navigation	<ul style="list-style-type: none">• Administer Workforce, Track Global Assignments (GBL), Inquire, Assignment Summary, Assignment Summary• Administer Workforce, Track Global Assignments (USF), Inquire, Assignment Summary, Assignment Summary
Access Requirements	Enter an Employee ID.

Assignment Summary		
Jones, Susan	Employee	ID: K0G001
Assignment Summary View All First 1 of 1 Last		
Assignment Type:	Begin Date:	EmplRcd#:
Company:		Business Unit:
Department:		Country:
Job Code:		
Position Number:		
Location Code:		

Assignment Summary page

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

Assignment Type	The system displays the Assignment Type .
Company	The system displays the Company the employee is associated with.
Business Unit	The system displays the Business Unit the employee is associated with.
Department	The system displays the code for the department into which the employee was hired. The system stores valid values in the Department Table.
Job Code	The system displays the employee's Job Code . The system stores valid Job Codes on the Job Code Table.
Position Number	The system displays a Position Number for this employee. You define positions in the Position Data pages.
Location Code	The system displays the employee's Location Code .

Reviewing Employee Education, Language, and Driver's License Data

To help you identify the right employees to send on assignments, you might find it useful to review employee educational qualifications and competencies, such as the schools they've attended, their majors, and language abilities. You may also want to update the data to include any new languages or education employees have gained during their assignments. If you're assigning a company car to an employee on assignment, you'll need driver's license information for them.

You can use the Education, Languages, and Entering Driver's License Data pages to review and update this type of employee data. So that you can access the information more easily, we've included all three pages in the **Track Global Assignments** menu. You can also use the pages in the **Administer Workforce** or the **Manage Competencies** menu. They are the same pages.



For more information about the Driver's License Data page, see Entering Additional Data in Human Resources Records. For more information about tracking educational data, as well as language and other skills, see Managing Competencies.

CHAPTER 6

Processing Assignment Changes

Depending on the benefits your company offers employees on global assignments, you can use various supplemental features in PeopleSoft Human Resources to process additional assignment information for employees and their families.

Additional features in PeopleSoft Human Resources include maintaining detailed information about documents and paperwork required for visas and permits and tracking company-paid travel information. If your company assists in placing children in schools or offers language or orientation classes, you can track tuition reimbursement arrangements. To help you select the appropriate candidates for assignments, you can review employee data online.

Often, you'll maintain data related specifically to a dependent, such as legal documents and travel arrangements, and you may not have the associated Employee ID at hand. PeopleSoft Human Resources gives you the flexibility to access information either by employee or by dependent.



Important! We discuss the system using the pages in the global menus as our examples. If there is a page that is located in one of the local country menus whose functionality isn't covered in the global menu page discussions, we'll discuss the local country page separately and in its entirety.

Ending Assignments

If an employee has no lapse between assignments, meaning that as soon as this assignment is over, he or she is off on another assignment, you can skip this step and move to the next section, Sending Employees on New Assignments. If there is a lapse between assignments or the employee isn't going on another assignment, you'll indicate in the system an ending date for this assignment. You'll use the Home/Host Data page to end a global assignment for an employee.

Sending Employees on New Assignments

When you send employees on new global assignments, you'll follow the same steps outlined earlier in this section, and you'll use the Home/Host Data page too. However, you don't need to create a new employment record number for each sequential assignment. You can use the same employment record again and again by inserting data rows with information about new assignments.

Home/Host Data – Home Host Page

Usage	Use the Home/Host Data page to end a global assignment for an employee or to send an employee on a new assignment.
Navigation	Administer Workforce, Track Global Assignments (GBL), Use, Home/Host Data Administer Workforce, Track Global Assignments (USF), Use, Home/Host Data
Access Requirements	Enter the Employee ID or the Employment Record Number for the employee host data.

Home/Host Data – Home Host Page

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

To end an assignment, position your cursor anywhere in the **Job Information** group box and insert a row. Be sure to save your work after entering data.

Action/Reason Select an **Action** of *Assgn Comp* (assignment completion) from the values in the Translate Table.

The only Action values you can select in this page are *Assignment* and *Assgn Comp*. For other administrative actions affecting employee job data, use the Job Data pages.



For more information about The Home/Host Data page, see [Setting Up the Home Location](#).

Transferring Employees Permanently

At times, you'll encounter a situation in which an employee on temporary assignment ends up staying at an assignment location permanently. As a permanent employee, his or her status becomes the same as that for a local employee, so you don't need to process personnel administration data for the employee at a different home location, as you do with temporary assignments. All employee, benefit, and payroll data tracking for the employee should take place at the new location because it is the employee's new home base.

Before you transfer an employee permanently, you'll first need to end all open temporary global assignments, following the instructions in [Ending Assignments](#). Then to make a permanent transfer, go to the Job Data page, insert a row, and enter the department, location, and job code for the host assignment that is becoming permanent.



For more information about transferring employees using the Job Data pages, see [Updating Workforce Information](#).

CHAPTER 7

Using Global Assignment Reports

To help you process global assignments for employees and their dependents, we've included reports in the Track Global Assignments menu to review lists of employees that are on assignment and employees who have passports or visas.

In this section we've listed the reports by their ID number, and provided you with a description and a sample of each.



For more information on generating these reports, see PeopleSoft Reporting Tools. **For a complete listing** of all PeopleSoft Human Resources reports see List of Reports in PeopleSoft Human Resources.

List of Global Assignment Reports

<i>Report Name</i>	<i>Report ID</i>	<i>Location</i>	<i>Global or Local</i>
Passport/Visa Expiration Report	PER032	Administer Workforce, Track Global Assignments, Report, Passport Visa Expiration	GBL
Employees on Assignment Report	PER717	Administer Workforce, Track Global Assignments, Report, Employees on Assignment	GBL

Generating the Passport/Visa Expiration Report

This report lists employees and dependents who have passports, visas, or work permits on file that will expire in the next 90 days from the report run date. The first section of the report lists passport information: Employee ID and name, Dependent ID and name, country, passport number, issue date, and expiration date. The second section of the report lists visa/work permit information: Employee ID and name, Dependent ID and name, country, visa/work permit number, type of permit, issue date, and expiration date. There is a page break between the first and second sections of the report.

Passport/Visa Expiration Page

Usage	Use this report to list employees and dependents who have passports, visas, or work permits on file that will expire in the next 90 days from the report run date.
Navigation	Administer Workforce, Track Global Assignments, Report, Passport Visa Expiration
Access Requirements	Enter a Run Control ID.

Passport / Visa Expiration

Run Control ID: 01 [Report Manager](#) [Process Monitor](#)

Passport/Visa Expiration 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**.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Passport/Visa Expiration Report

Description	Use this report to list employees and dependents who have passports, visas, or work permits on file that will expire in the next 90 days from the report run date.
Report ID	PER032
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	CITIZEN_PSSPRT, DEPENDENT_BENEF, PERSONAL_DATA, VISA_PMT_DATA
Sorted By	Employee ID, Dependent ID, Expiration Date

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

Generating the Employees on Assignment Report

This report lists employees who are on assignment. The report lists: the employee ID, employee name, Host Contact ID, and the beginning and end dates of the assignment.

Employees on Assignment - Run Control Page

Usage	Use this report to list employees on assignment.
Object Name	RUNCTL_PER717
Navigation	<ul style="list-style-type: none"> • Administer Workforce, Track Global Assignments (GBL), Report, Employees on Assignment, Run Control • Administer Workforce, Track Global Assignments (USF), Report, Employees on Assignment, Run Control
Access Requirements	Enter a run control ID.

The screenshot shows a web interface for the 'Run Control' page. At the top, there is a 'Run Control ID' field containing the value '01'. To the right of this field are three buttons: 'Report Manager', 'Process Monitor', and 'Run'. Below these elements is a section titled 'Report Request Parameters' which contains an 'As Of Date' field with an empty text input box.

Employees on Assignment - Run Control 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**, and **As of Date**.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Employees on Assignment Report

Description	This report lists employees on assignment.
Report ID	PER717
Type of Report	Crystal
Parameters	As of Date

Source	RUNCTL_PER717
Source Records	ASSIGNMENT, PERSONAL DATA
Sorted By	Employee ID.

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

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