PeopleSoft 8.00.01 Human Resources PeopleBook

Administering Salaries for the Netherlands

PeopleSoft 8.00.01 Human Resources PeopleBook: Administering Salaries for the Netherlands

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Administering Salaries for the Netherlands

This book provides you with the information you will need for implementing and using the Administering Salaries for the Netherlands module of PeopleSoft Human Resources. You can order the online version by requesting SKU HRB8SP1R0, or the hardcopy version by requesting SKU MAHRCr8SP1B 1200.

This book, ***Administering Salaries for the Netherlands,*** documents how you use your PeopleSoft Human Resources system to collect and track information about employee payments and deductions in preparation for use by a third-party payroll system.

Overview of Salary Administration In The Netherlands provides a brief discussion of the purpose of this module and some of the terminology.

Setting Up Your Salary Administration System discusses the setup pages you use to create standardized codes and information that will make your subsequent data entry easier and faster.

Entering Earnings, Payments, and Other Payroll Information Into the System discusses how you enter information about employee earnings and payments into your PeopleSoft Human Resources System for use by third-party payroll systems in the Netherlands.

Entering Benefits and Deductions Into the System discusses how you enter information about employee benefits and deductions into your PeopleSoft Human Resources System for use by third-party payroll systems in the Netherlands.

Running Netherlands Salary Administration Reports discusses how to generate PeopleSoft Netherlands Salary Administration reports and details the output results of those reports.

CHAPTER 1

Overview of Salary Administration In The Netherlands

We created this Salary Administration functionality specifically for your operations in The Netherlands, so that you can use your PeopleSoft Human Resources system to collect relevant information needed by your third-party payroll system. Use Salary Administration to collect all of the necessary information about payments to employees (such as regular salary and related additional earnings), and deductions from pay (such as benefits deductions and related incidental deductions), that are needed to process payroll. This helps you to manage the various payments and deductions, and ensure the correct and timely payment of wages to your employees, regardless of which payroll system you use.

Before You Begin

The procedures for accessing and entering information in these tables mirror those for updating any PeopleSoft table or page.

Note. For a quick refresher course, please refer to the general tutorial in Using PeopleSoft 8 Applications.

Make sure both the global and relevant local country control tables in the Define General Options and Manage Human Resources menus have been set up before you start working with the tables described in this section.

For more information on the purpose and use of control tables in PeopleSoft HRMS, see Setting Up Control Tables.

Also, before you can enter information about payments, benefits and deductions for your employees, you must first enter the employees into the system by entering personal data and job data in the Administering Your Workforce module. The employee's Personal Data record contains a wealth of information that your payroll system may need, such as the employee's Name, Home Address, Employee Identification Number, and National Identification Number. The employee's Job Data record includes, among other items, information about the employee's Company, Regular Shift, Standard Hours, Payroll System, Pay Group, Holiday Schedule, Salary Plan, Salary Grade, Compensation Frequency, and Compensation Rate.

For more information on hiring employees and entering their personal data and job data into PeopleSoft Human Resources, see Hiring Your Workforce.

Remember that you can access PeopleBooks Help at any time and review online information that describes the purpose of these pages.

Before you begin entering data into the Salary Administration setup tables you need to ensure that any companies you plan to run payroll for are entered in the Entering Company Information, along with their Employer Tax Identification number and default Pay Group.

For more information and a detailed discussion of the Company Table, see Entering Company Information.

You also need to make sure you have created the appropriate salary plans and salary grades for your companies using the Salary Plan and Salary Grade Tables. Use the Salary Plan Table to distinguish salary plans for different types of employees, such as between permanent and temporary hires. Use the Salary Grade Table to specify the salary grades for your companies, and corresponding salary ranges (minimum, midpoint, and maximum) for each grade.

For more information and a detailed discussion of the Salary Plan and Salary Grade Tables, see Setting Up Salary Plans, Grades, and Steps.

CHAPTER 2

Setting Up Your Salary Administration System

Salary Administration both integrates with and supplements the basic personnel administration features of PeopleSoft Human Resources. Existing salary, personal data and job data for your employees are incorporated into the Salary Administration pages so you only have to enter that information into the system once. The additional personal and beneficiary information you provide for your employees in this module supplements the existing personal data and job data for both your employees and their dependents. Additional pages are provided for you to enter information about incidental payments and deductions, which aren't addressed in other parts of the system.

Since you use the Salary Administration system to enter and track both permanent and incidental payments, and deductions for various pay groups within your organization, let's take a moment to review exactly what we mean when we use these terms:

Salary Administration	Salary Administration is the functionality you use to ensure that all of the information about payments to employees, and all relevant pay deductions, needed for third-party systems to process your organization's payroll, is included within your PeopleSoft Human Resources system. Salary Administration isn't a Benefits or Payroll module.
Pay Groups	Pay Groups (or salary groups) are groups of staff who are distinguished from others by having a unique set of working conditions, salary packages, and benefits programs. Pay groups can be distinguished across departments within a company.
Permanent	Permanent (or semi-permanent) payments or deductions cover a time period with an initial and final date, but the final date is open, and the payment or deduction continues indefinitely until the final date is closed.
Incidental	Incidental payments or deductions cover a time period that is closed, and the payment or deduction is one-time.
Salary	An employee's salary can refer either to their annual gross salary, or their regular salary (regular earnings) for a pay cycle.

Earnings	Earnings are payments made to employees, and total earnings consist of regular salary and additional earnings. Earnings or payments can be either permanent or incidental. For instance, regular salary is a permanent payment. An example of a permanent additional payment is a traveling allowance for commuting. An example of an incidental additional payment is a performance bonus.
Benefits	Benefits, in contrast to salary and other earnings, usually involve deductions. Benefits deductions are generally considered permanent or semi-permanent. An example of a permanent benefit deduction is a health insurance deduction.
Deductions	Deductions are all payroll deductions for benefit plans and other general payments, not including taxes. There are two types of deductions: benefit deductions, and general deductions.
General Deductions	General Deductions are those payroll withholdings other than benefits deductions and taxes. General Deductions can be either permanent or incidental, although the term General Deductions is most often used specifically in reference to the permanent type. Examples of permanent general deductions include loan payments, parking charges, cafeteria charges, charitable contributions, and union dues. An example of an incidental deduction is the settlement of a cash advance.
Taxes	Taxes are payroll withholdings required for payment to the government, to fund government programs. In Salary Administration, taxes aren't considered Deductions or General Deductions, they are simply taxes.

Overview of Setting Up Your Salary Administration System Organization

In this section we discuss how to begin organizing your Salary Administration system by using several key setup tables. These setup tables help you to standardize the information that you are collecting for your payroll calculations, and make your data entry tasks more efficient, saving you time and money. When you are first getting started setting up your Salary Administration system the best way to begin is to use a simple two-step process.

To set up your Salary Administration system:

1. First, we strongly recommend that you begin by evaluating the data needs of your payroll system. Then, review the setup tables in the Salary Administration module to see which tables you need to complete in order to ensure you are collecting all of the data that your payroll system needs.

2. Second, once you have mapped your data needs and are familiar with the setup tables that you use in the Salary Administration module, you can begin entering your company and employee specific information into the setup tables. We recommend that you complete the setup tables in the following order:

General Category	***Table/Page Name***
General Tables	Company Table
	Salary Plan Table
	Salary Grade Table
Income and Earnings Tables	Earnings Table
	Shifts Table
	Earnings Program Table
Deductions and Benefits Tables	Provider Table
	Provider Policy Table
	Deduction Table
	General Deduction Table
	Benefit Plan Table
	Coverage Code Table
	Benefits/Deduction Program Table
Payroll and Banking Tables	Holiday Schedule
	Banking Table
	Account Code Table
	Pay Group Table
	Pay Run Table
	Pay Calendar Table
Additional Benefits Tables	Leave Planning Table
	Pension Plan Table
	Age-Graded Rate Table
	Coverage Group Table
	Dependent/Beneficiary Page Group

Defining Earnings and Payments

An employee's total earnings include not only their regular salary but also all of their additional earnings that may result from bonuses, commissions, and other payments. In your PeopleSoft Human Resources system, information about an employee's regular salary resides in their Job Data record. This information is entered into the system using the Job Data page group in the global or local Administer Workforce menus.

For more information about employee salaries and the Job Data record, see the Job Data - Payroll Page.

For all of an employee's earnings, whether regular salary or additional earnings, you'll need to define earnings codes and earnings programs that can be used to enter these earnings into the system.

Creating Earnings Codes

Earnings are payments made to employees, whether for regular salary or for additional payments such as sick pay, bonuses, and commissions. The Earnings Table is the basis for the way earnings are calculated and taxed. We recommend that you create a work sheet to map out the way you want your earnings and shifts to be defined within the system before you actually set them up. You should also decide on the three-character codes you use to represent Earnings Codes, such as REG (Regular), VAC (Vacation), and HOL (Holiday).

At a minimum, you'll need to establish Earnings Codes to specify regular earnings and overtime pay. Regular earnings are normally associated with a regular salary or regular hours worked. Regular earnings are typically taxed by all taxing entities and consist of a simple rate-multiplied-by-time calculation, or a flat amount. Overtime pay uses a slightly different method of calculation based upon regular earnings. For example, overtime, double time, or triple time Earnings Codes apply a multiplication factor to the earnings.

You'll probably also want to set up Earnings Codes for leave pay such as sick pay, holiday pay, and vacation pay. Your earnings codes for these can also be set up to handle accrual accounting. If you want your payroll system to track holiday, vacation, sick, jury duty, personal time off, and so on for leave accruals, you need to set up Earnings Codes for these leave categories and report the applicable hours.

You may want to create other types of earnings, depending on your organization's requirements. For example, you might need Earnings Codes to:

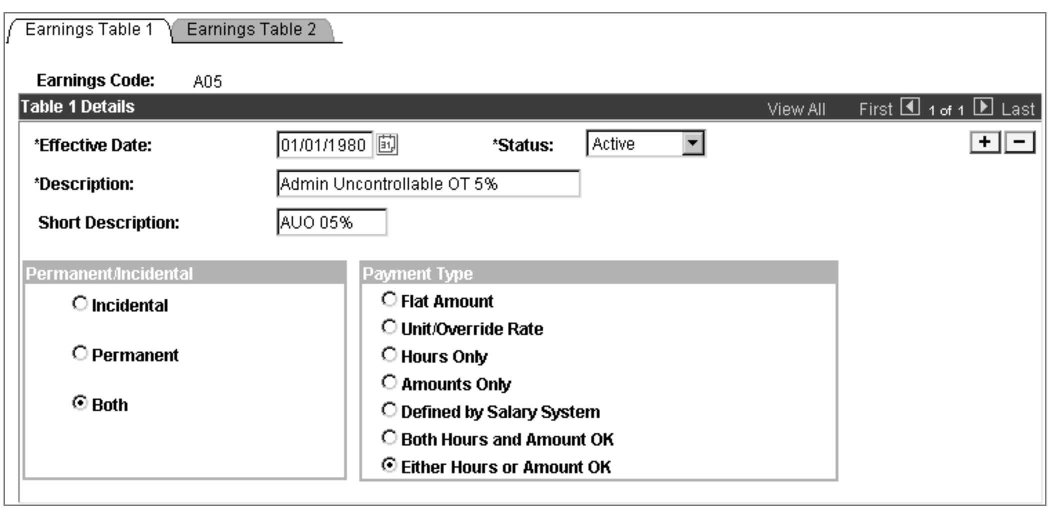
- Record non-hourly earnings, such as bonuses, commissions, or automobile allowances.
- Differentiate between earnings that should or shouldn't be taxed, such as automobile allowances or expense advances.
- Identify the Earnings Codes you'll use to pay earnings resulting from late paperwork or collective bargaining.

Once you've defined Earnings Codes using this page group, you'll use these codes to set up the basic Earnings Codes for Pay Groups using the Pay Group Table – Calc Parameters Page.

For more information about setting up Pay Groups, see Defining Holiday Schedules.

Earnings Table - Earnings Table 1 Page

Usage	Use the Earnings Table - Earnings Table 1 page to enter information about your earnings methods.
Object Name	EARNINGS_TABLE1_NL
Navigation	• **Define Business Rules, Define General Data (NLD), Setup, Earnings Table, Earnings Table 1** • **Define Business Rules, Define Payroll Interface, Setup, Earnings Table, Earnings Table 1** • **Define Business Rules, Define Payroll Process, Setup 1, Earnings Table, Earnings Table 1** • **Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Table, Earnings Table 1**
Prerequisites	None.
Access Requirements	Enter an Earnings Code and Description.



Earnings Table - Earnings Table 1 page

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

Earnings Code The system displays the **Earnings Code** you entered.

Permanent/Incidental

Select an option inside the **Permanent/Incidental** group box to indicate whether the **Earnings Code** you are defining is ***Incidental, Permanent,*** or ***Both.***

Incidental Select this option if the payments or deductions cover a closed time period, with a one-time payment or deduction.

Permanent Select this option (semi-permanent) if the payments or deductions cover a time period with an initial and final date, but the final date is open, and the payment or deduction continues indefinitely until the final date is closed.

Both Select this option if the payments or deductions are ***Incidental*** and ***Permanent.***

Payment Type

In this group box, select the option that properly defines how your payroll system handles the earnings type.

Flat Amount You can define an **Earnings Code** as a ***Flat Amount,*** and specify the amount in the field provided. For example, you might want to give multiple employees a certain, specific, flat amount of additional pay. You can maintain this type of ***Flat Amount*** on the Earnings Table, and make "mass" changes to the ***Flat Amount*** on the Earnings Table, instead of changing multiple additional pay records at the employee level.

Unit/Override Rate You can select this option and specify a rate in the field provided, if you want to set up your payroll system to override the hourly rate on the employee's job record, or if you want to provide an Earnings Code for "piecework" earnings.

Hours Only You can select this option if you want to enable the entry of hours for earnings.

Amounts Only You can also select this option if you want to enable the entry of amounts for earnings.

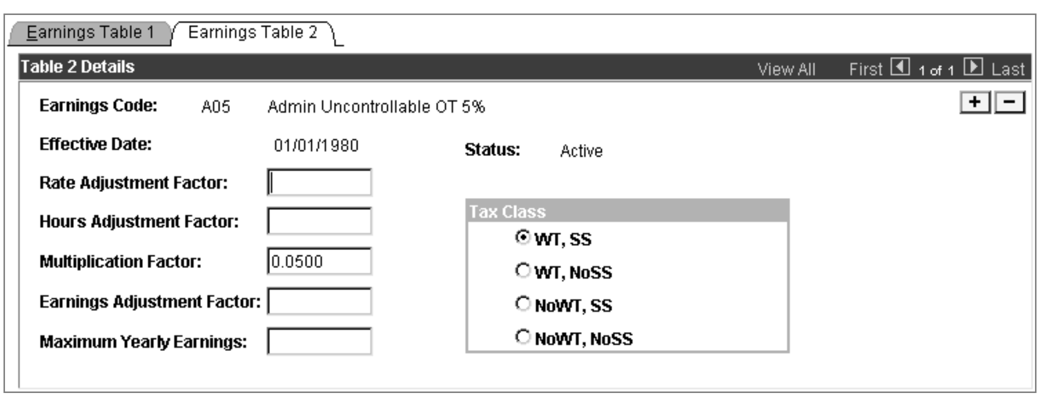
Defined by Salary System You can select this option if the way to handle the payment for this earning is defined by the third-party payroll system.

Both Hours and Amount OK Some companies need the ability to enter both hours and an amount for earnings. You can use this feature to record an employee's hours simply for record keeping purposes, and to enter the actual amount of pay you want them to receive (which may be unrelated to the number of hours in terms of the employee's actual hourly rate).

Either Hours or Amount OK You can select this option if you want to enable the entry of either, but not both, for earnings.

Earnings Table - Earnings Table 2 Page

Usage	Use the Earnings Table - Earnings Table 2 page to define the adjustment factors and tax class for your Earnings Code. The adjustment factors and limits you enter on this page can be used by your payroll system to make any adjustments to calculations for Earnings Codes.
Object Name	EARNINGS_TABLE3_NL
Navigation	• **Define Business Rules, Define General Data (NLD), Setup, Earnings Table, Earnings Table 2** • **Define Business Rules, Define Payroll Interface, Setup, Earnings Table, Earnings Table 2** • **Define Business Rules, Define Payroll Process, Setup 1, Earnings Table, Earnings Table 2** • **Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Table, Earnings Table 2**
Prerequisites	None.
Access Requirements	Enter an Earnings Code and Description.



Earnings Table - Earnings Table 2 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.**

Earnings Code The system displays the **Earnings Code** you entered. The system displays the earnings description.

Rate Adjustment Factor The **Rate Adjustment Factor** is an amount that applies to adjustments in pay rates. For example, if your collective labor agreement included a per hour cost of living adjustment, you would enter the value in this field for any applicable earnings (such as regular, overtime, vacation, and sick). Any employee getting this type of earnings is paid that amount per hour in addition to the compensation rate specified on their Job record.

Hours Adjustment Factor The **Hours Adjustment Factor** enables you to indicate the adjustment to the number of hours associated with an **Earnings Code,** such as 40 hours for regular earnings. This can be either a positive or negative number.

Multiplication Factor You use a **Multiplication Factor** to calculate hourly earnings, such as overtime or double time, for which a specific number or factor (such as 1.5 or 2.0 for double time) multiplies the earnings for overtime.

Earnings Adjustment Factor If you want to indicate a specific amount that doesn't affect pay rate or hours, you should enter it as a flat amount under **Earnings Adjustment Factor.** You'd use this type of definition for Earnings Codes for which the amount always remains the same for all employees, such as a $FL50.00 Christmas bonus. Keep in mind that when you set up this type of earnings, you should also set the multiplication factor to zero.

Maximum Yearly Earnings If you want to set a yearly ceiling on the Earnings Code, enter a **Maximum Yearly Earnings.**

Tax Class

Click the appropriate buttons to specify the **Tax Class** that applies to this **Earnings Code.**

WT, SS Select this option for Wage Taxes, Social Security premiums

WT, NoSSS Select this option for Wage Taxes, no Social Security premiums or doesn't apply.

NoWT, SS Select this option for No Wage Taxes or does not apply, Social Security premiums.

NoWT, NoSS Select this option for No Wage Taxes or does not apply, no Social Security Premiums or does not apply.

Earnings Report

Use the Earnings Report to review all the earnings codes established along with the payroll calculation characteristics you assign to each.

Click Generating Deductions Reports to access the Earnings -- Run Control page where you can create a report of all established earnings codes.

Building Earnings Programs

Once you've set up your Earnings Codes using the Creating Earnings Codes section, you establish Earnings Programs on the Earnings Program Table. An Earnings Program is a set of Earnings Codes that are valid for one or more pay groups. A single company may have any number of Earnings Programs. An individual employee may belong to only one Earnings Program, based upon their Pay Group, and the codes for that program are the only valid Earnings Codes for that employee.

For example, executives ordinarily don't get overtime pay, so their pay group's Earnings Program shouldn't include Overtime as a valid Earnings Code. Or in another example, you might want to exclude part-time employees who work less than 30 hours a week from being eligible for holiday pay.

Normally employees are assigned to Earnings Programs through their pay group. As you may recall, the Earnings Program you enter on Company Table - Default Settings Page becomes the default Earnings Program for the pay groups you set up on the Pay Group Table. You can override this default, specifying a different Earnings Program for a pay group, on the Pay Group Table - Calc Parameters Page. You can't override the pay group Earnings Program at the employee level if an employee belongs to a certain pay group.

Earnings Program Table Page

Usage	Use the Earnings Program Table page to set up an earnings program.
Object Name	EARNS_PROG_TBL_NLD
Navigation	• **Define Business Rules, Define General Data (NLD), Setup, Earnings Program Table, Earnings Program Table** • **Define Business Rules, Define Payroll Interface, Setup, Earnings Program Table, Earnings Program Table** • **Define Business Rules, Define Payroll Process, Setup 1, Earnings Program Table, Earnings Program Table** • **Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Program Table, Earnings Program Table**
Prerequisites	None.
Access Requirements	Enter an Earnings Program ID and a Description.

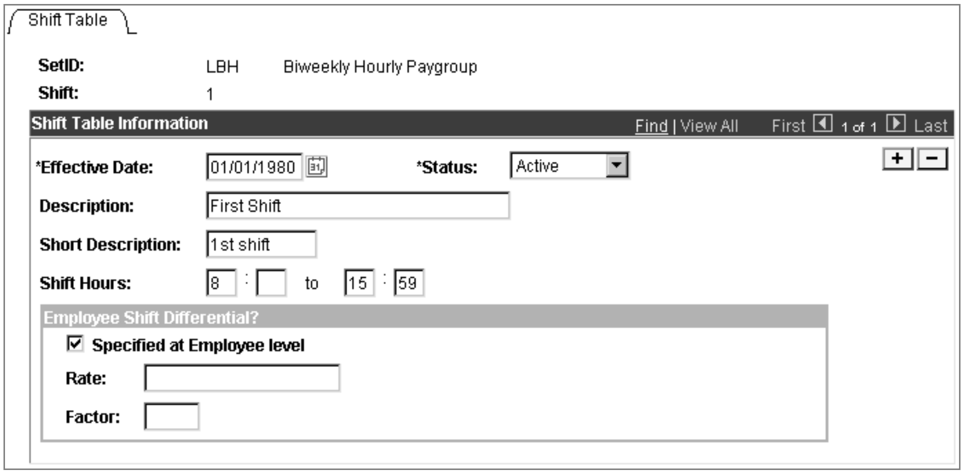
Earnings Program Table page

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,** and **Short Description.**

Earnings Program ID	The system displays the **Earnings Program ID** you entered when accessing the page.
Earnings Code	Enter each **Earnings Code** you want to include in the program, selecting from the available Earnings Codes. Insert additional data rows if you need to.

Shift Table Page

Usage	Use the Shift Table page to establish work shifts for your company and define shift differential pay, if you have work shifts and if shift differential pay is provided to your employees.
Navigation	**Define Business Rules, Define General Data (NLD), Setup, Shift Table**
Prerequisites	None.
Access Requirements	Enter a SetID and a Regular Shift.



Shift 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: **SetID, Effective Date, Status, Description, Short Description.**

For more information about the use of SetIDs in PeopleSoft Human Resources, see Regulating HRMS System Data.

Shift	The system displays the **Shift.**
Shift Hours	The **Shift Hours** time format uses a 24-hour clock, so if you're setting up a shift from 8 a.m. to 4 p.m. you would enter ***8:00*** to ***16:00.***
Specified at Employee Level	If shift premiums vary from employee to employee, select **Specified at Employee Level.** This option enables you to define the shift premium rate or factor for any employee assigned to the shift at the employee level.
Rate	If you didn't select **Specified at Employee Level,** enter the **Rate.** At the employee level, you would use the Shift/Rate/Factor fields on Job Data - Job Information Page.
Factor	If you didn't select **Specified at Employee Level,** enter the **Factor.** At the employee level, you would use the Shift/Rate/Factor fields on Job Data - Job Information Page.

This page is documented here to show Netherlands Salary Administration functionality. For more complete documentation, see the Shift Table Page.

For more information about the Job Data pages, see Hiring Employees into Positions.

Defining Benefits and Other Deductions

In contrast to an employee's Earnings Program, an employee's Benefits Program usually involves deductions from their pay, such as a contribution to a health care program or a pension program. A Benefits Program is, from a Salary Administration viewpoint, a collection of various deductions. In addition, an employee may have additional deductions, both permanent and incidental, taken from their pay. The setup tables in this section help you to set up standardized benefits' providers, plans, programs, and deductions in your PeopleSoft Human Resources system that makes your subsequent data entry easier and more efficient.

Specifying How Deductions Are Processed

Deductions consist of all payroll deductions for benefit plans, and other general payments, not including taxes. There are two basic types of deductions: benefits deductions, and general deductions. We refer to deductions for taxes simply as taxes. When setting up deductions in PeopleSoft Human Resources, keep in mind that there are actually two parts to defining a deduction.

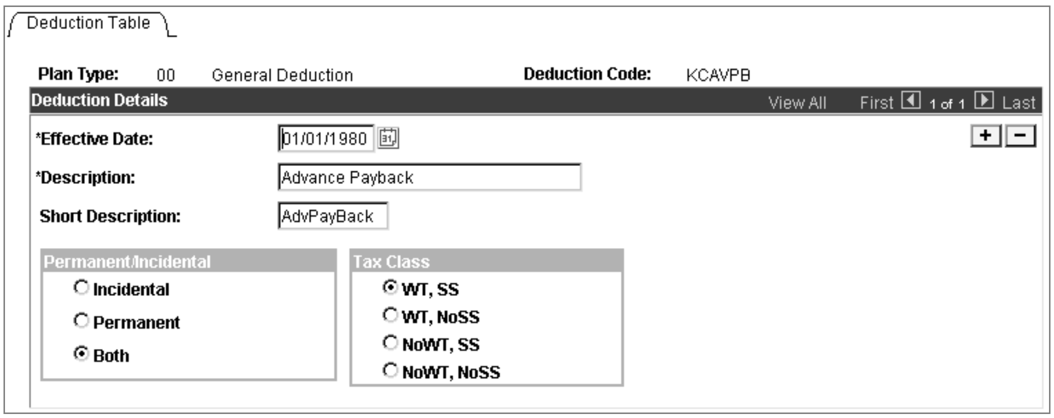
To define a deduction:

1. You use the Deduction Table Page to specify, for all benefits deductions and general deductions, whether the deduction is permanent or incidental, and how the deduction affects taxes.
2. Then, you define the actual calculation of a deduction on the General Deduction Table Page or on the Benefits tables, depending on the type of deduction you're setting up. You use the General Deduction Table Page for non-benefit deductions, such as parking, union dues, or garnishments, and the Benefits tables for benefit deductions, such as those for medical and life insurance plans. For each entry on the General Deduction Table Page or the Benefits table there should be a corresponding entry on the Deduction Table Page.

Deduction Table Page

Usage	Use the Deduction Table page to specify, for all benefits deductions and general deductions, whether the deduction is permanent or incidental, and how the deduction affects taxes.
Object Name	DEDUCT_TABLE1_NL
Navigation	• **Define Business Rules, Define General Data (NLD), Setup, Deduction Table, Deduction Table**

	• **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, Deduction Code, and Description.



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.**

Deductions on the Deduction Table are grouped by **Plan Type.** The **Plan Type** code for General Deductions is always ***00.*** Benefit deduction plan type codes vary depending on the nature of the benefit, but are already coded into the system as translate values for you to use. If you want to create your own plan types, use ***Z0*** through ***ZZ.*** You must also ensure the Deduction Codes that you enter into the system are the same ones that you use in the General Deduction Table and the Benefits Tables.

Plan Type The system displays the **Plan Type** you enter to access this page.

Deduction Code The system displays the **Deduction Code** you enter to access this page.

Permanent/Incidental

Click the appropriate button in the **Permanent/Incidental** group box to indicate whether the **Deduction Code** you are defining is ***Incidental, Permanent,*** or ***Both.***

Incidental	Select this option for one-time payments or deductions, like a bonus, that occur during a specific and closed time period.
Permanent	Select this option (or semi-permanent) for payments or deductions that occur during a time period with a set initial date and open-ended final date. The payments or deductions continue indefinitely until the final date closes.
Both	Select this option if the payments or deductions are ***Incidental*** and ***Permanent.***

Tax Class

Click the appropriate buttons to specify the **Tax Class** that applies to this **Earnings Code.**

WT, SS	Select this option for Wage Taxes, Social Security Premiums.
WT, NoSS	Select this option for Wage Taxes, no Social Security premiums or does not apply.
NoWT, SS	Select this option for No Wage Taxes or does not apply, Social Security Premiums.
NoWT, NoSS	Select this option for No Wage Taxes or does not apply, no Social Security Premiums or does not apply.

Defining General Deductions

In PeopleSoft Human Resources a general deduction is any deduction, permanent or incidental, that isn't a benefit deduction. Charitable deductions, union dues, parking, garnishments, bonds, and so forth all fit into this category.

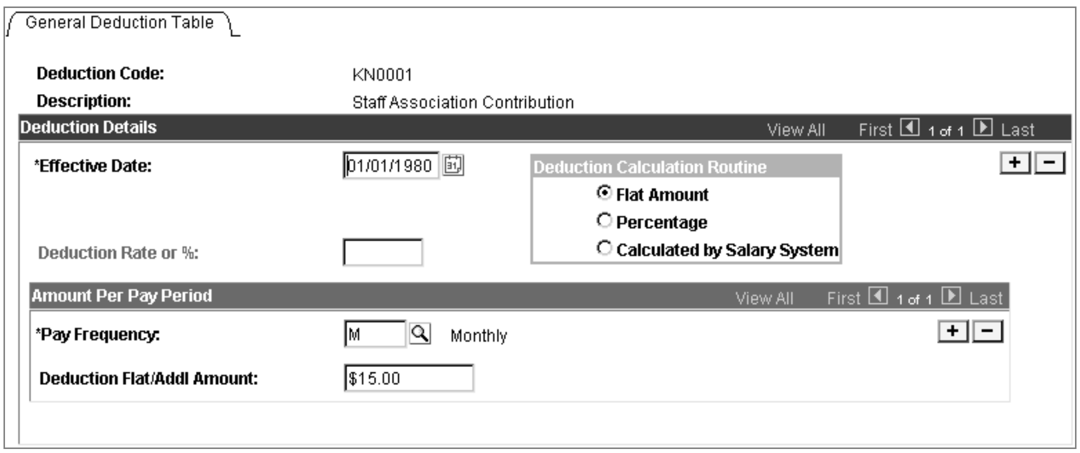
You use the General Deduction Table to define how these non-benefit deductions are calculated (for Benefit Deductions you'll use one of the benefits tables).

For general deductions, you don't have to specify a plan type, because it is always ***00*** (zero zero). However, you need to create a matching entry on the Deduction Table Page that contains a Plan Type of ***00*** and the same deduction code you enter on this table.

General Deduction Table Page

Usage	Use the General Deduction Table page to define general deductions.
Object Name	GENL_DEDUCT_TBL_NL
Navigation	• **Define Business Rules, Define General Data (NLD), Setup, General Deduction Table, General Deduction Table**

	• **Define Business Rules, Define Payroll Interface, Setup, General Deduction Table, General Deduction Table** • **Define Business Rules, Define Payroll Process, Setup 1, General Deduction Table, General Deduction Table** • **Define Business Rules, Define Payroll Process (USF), Setup 1, General Deduction Table, General Deduction Table**
Prerequisites	None
Access Requirements	Enter a Deduction Code.



General 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.**

Deduction Code The system displays the **Deduction Code** that you have already entered.

Description The system displays the **Description** of the Deduction Code.

Deduction Calculation Routine

For each general deduction, you can indicate the type of **Deduction Calculation Routine** your payroll system uses to determine the amount of the deduction. If you select a **Deduction Calculation Routine** that uses a **Deduction Rate or %,** you can also enter a **Flat/Addl Amount Per Pay Period** to be deducted. However, you need to indicate the amount here only if it's the same for all employees within a pay frequency.

Flat Amount Select this option if the deduction calculation is for a ***Flat Amount*** and enter the amount in the **Flat/Addl Amount Per Pay Period** field.

Percentage	Select this option if the deduction calculation is for a ***Percentage*** and enter the percentage in the **Deduction Rate or %** field.
Calculated by Salary System.	Select this option if the deduction is calculated by the payroll system.

Amount Per Pay Period

Using these fields, select an amount to be deducted from an employee's pay every pay period.

Pay Frequency	If you have a deduction that varies by **Pay Frequency,** you must indicate the amount to be taken each pay period for each **Pay Frequency.** For example, if there is a $FL50 per month parking deduction for Company ***GBI,*** you can set up the deduction for the semimonthly pay group, ***KN2,*** so that it applies only to the last pay period of the month. So rather than taking out $FL25 each pay period, you take the full $FL50 at the end of the month. To set this up, you need to indicate both the frequency and amount.
Deduction Flat/Addl Amount (Flat Deduction/Additional Amount)	If you select a **Deduction Calculation Routine** that uses a **Flat Amount,** you can enter a flat amount or additional amount to be deducted. However, you need to indicate the amount here only if it's the same for all employees within a **Pay Frequency.**

Company General Deductions

The General Deduction Table Page contains the codes that classify all payroll deductions that don't fit into a category covered by a benefit table; such as loan payments, cash, advance settlements, union dues, and parking fees. Your PeopleSoft Human Resources system provides two SQR reports that you can use to review the valid deduction codes that are entered into the system.

Reviewing the Valid General Deductions Entered Into the System.

The purpose of the **Deductions (INT005NL)** report is to provide an overview of the different deductions defined in the system. The SQR report is sorted by plan type, deduction code, and effective date. The SQR report prints the classification codes you set up in the Deduction Table Page for each plan type.

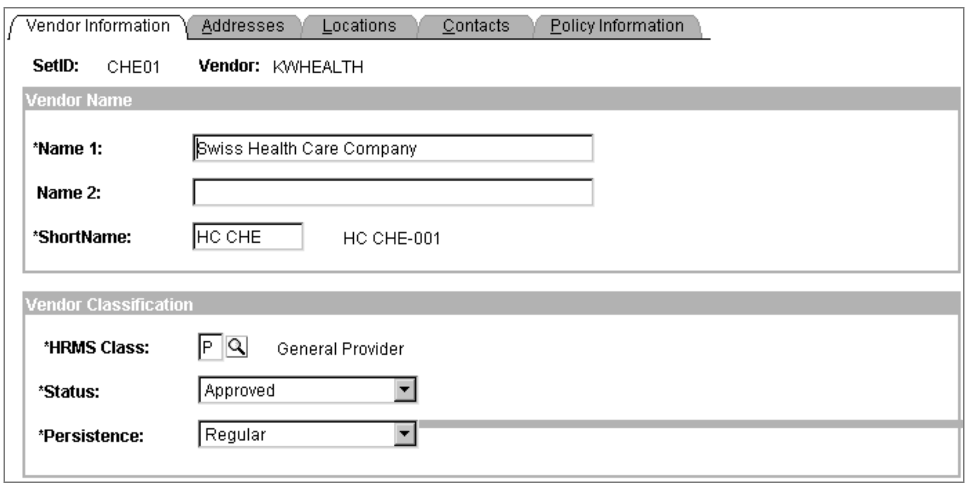
The purpose of the General Deduction/Frequency (INT006NL) report is to provide information about valid general deduction codes that you have entered into the system. The report shows the calculation type code for each deduction and, where applicable, the flat rate or percentage, the employee pay frequency, and any additional flat deduction amounts.

Click Generating Deductions Reports to access the General Deduction/Frequency -- Run Control page where you can create a list of the different deductions in the system.

When you are done reviewing deduction codes move to the Benefit Plan Table Page.

Provider Table - Vendor Information Page

Usage	Use the Provider Table - Vendor Information page to add a new provider. A provider is an organization that provides one or more of the benefits your company offers.
Navigation	**Define Business Rules, Define General Data (NLD), Setup, Provider/Vendor Table**
Prerequisites	You must have previously set up valid values in the Provider Table.
Access Requirements	Enter a SetID and a Vendor ID. When you specify a provider in other pages in the system, the system verifies the Provider ID against the Provider Table, so you can't accidentally identify an inactive provider for a plan or one you haven't set up on the Provider Table.



Provider Table - Vendor Information page

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

SetID	The system displays the **SetID** you enter to access the page.
Vendor	The system displays the **Vendor** you enter to access the page.

Vendor Name

Provide the required vendor information in the fields in this section:

Name 1 **Name 2**	Enter the vendor name. Two lines are provided for name in case you're dealing with divisions, subsidiaries, or other complex organization entities that require detailed identification.
ShortName	Enter a vendor short name. Use this short name as an alternate search key to access vendor data.

Vendor Classification

Provide the required vendor classification information in the fields below:

Vendor Classification	Select ***Gen. Prov.*** for ***General Providers.*** Other valid values prompt from the translate table: ***NHS Prov. (National Health Service Provider)*** ***IIB Prov. (Industrial Insurance Board Provider)***
Status	Select a **Status** from the following values prompting from the translate table: ***Approved.*** Select this option if a vendor is approved. ***Inactive.*** Select this option if a vendor is inactive. ***To Archive.*** Select this option to archive a vendor. ***Unapproved.*** Select this option if a vendor is unapproved.
Persistence	Select ***Regular.*** The other values are used by PeopleSoft Accounts Payable.

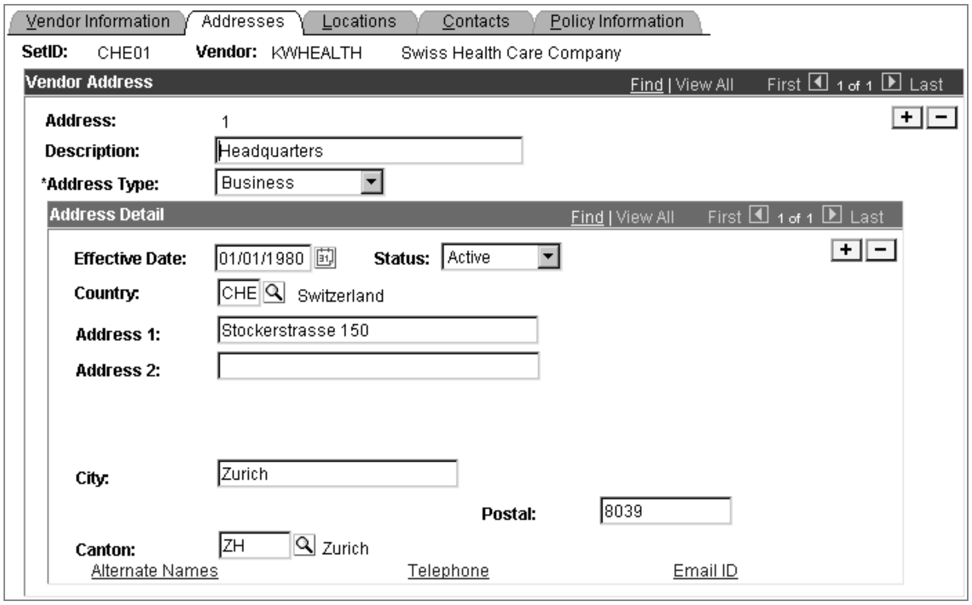
For more information and documentation about the Provider Table, see Setting Up Vendors.

When you are done entering information into this page move to the Provider Policy Table.

Provider Table - Addresses Page

Usage	Use the Provider Table - Addresses page to add an address for a new provider.
Navigation	**Define Business Rules, Define General Data (NLD), Setup, Provider Table**
Prerequisites	You must have previously set up valid values in the Provider Table.

Access Requirements	Enter a SetID and a Provider ID.



Provider Table - Addresses Page

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

Vendor The system displays the **Vendor** you enter to access the page.

Address Type Select the **Address Type** from the list of available field values prompting from the translate table:

Business. Select this option for a business address.

Claims. Select this option for a claims address.

Customer Service. Select this option for a customer service address.

Mailing. Select this option for a mailing address.

Other. Select this option if your address doesn't fit the description of the options represented.

Premium Payment. Select this option for a premium payment address.

Remittance. Select this option for a remittance address.

Location Enter the **Location** of the vendor.

Street	Enter the **Street** address of the vendor.

For more information about and documentation for the Provider Table, see Setting Up Vendors.

Defining Benefit Plans

Every benefit plan in PeopleSoft is distinguished by a unique combination of plan type and plan name. Plan type is important because it is what our system uses to distinguish health insurance plans, for instance, from life insurance plans.

Plan types are assigned a numerical value and are divided up into categories based upon those values. For example, all health-related plan types begin with a "1." Therefore, all plan types in the range of 10-19 are recognized by the system as health plans. After that come the life insurance plans, with plan type values of 20-29, and so on.

For each category that we deliver, you can add types that include a letter value, as long as you begin with the correct series identification. For example, all health plan types must start with a "1," so you can add plan types with values from "1A" to "1Z." A value of "2Z" wouldn't work as a health plan type but it could be used for a new life insurance plan type.

Because we add plan types starting from the beginning of the alphabet, we recommend that you start with Z and work backward to A. As long as you use a plan type in the range of 10-19 and 1A-1Z, the system recognizes it as a health plan type.

These are the Plan Type Series delivered by PeopleSoft Human Resources:

These Plan Type Numbers:	***Are Set Up For:***
10-19, 1A-1Z	Health Plans
20-29, 2A-2Z	Life Insurance Plans
30-39, 3A-3Z	Disability Plans
40-49, 4B-4Z	Savings Plans
4A	ESPP (Employee Stock Purchase Plans)
50-59, 5B-5Z	Leave Plans
5A	Company Car (European organizations only)
60-69, 6A-6Z	Flexible Spending Account Plans (U.S. and Canada)
70-79, 7A-7Z	Retirement Plans (United States)
80-89, 8A-8Z	Pension Plans (U.S. and Canada)

These Plan Type Numbers:	***Are Set Up For:***
90-99, 9A-9Z	Vacation Buy/Sell Plans

We recommend that you work within the plan type series that we deliver. If you add plan types that don't conform to the series that we provide, you'll need to update associated processing logic.

These are the Plan Types delivered by PeopleSoft Human Resources:

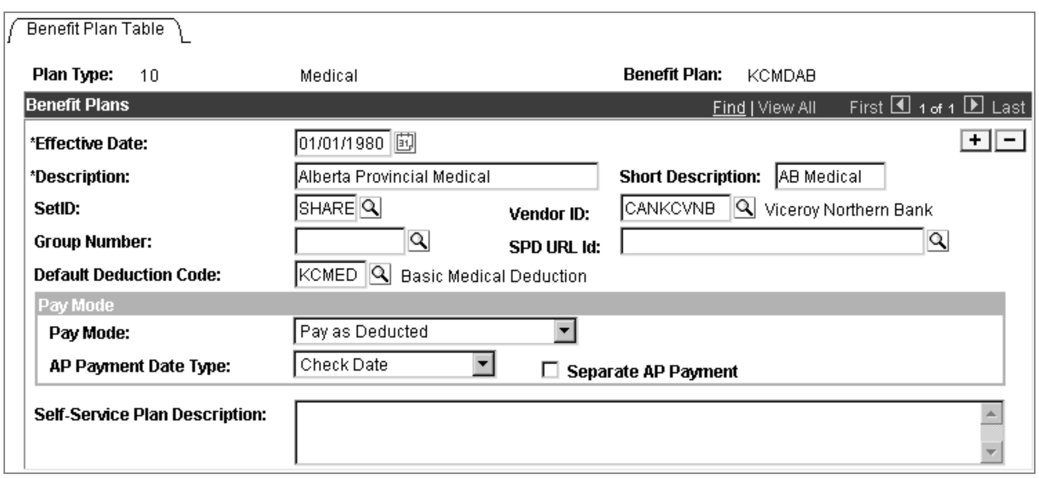
Plan Type	***Description***	***Plan Type***	***Description***
10	Medical	4A	ESPP
11	Dental	50	Sick Leave
12	Medical/Dental	51	Vacation Leave
13	Major Medical	52	Personal Leave
14	Vision/Hearing	53	FMLA Leave
15	Non-Qualified Medical	5A	Company Car (European 0rganizations only)
16	Non-Qualified Dental	60	Health Care - FSA
17	Non-Qualified Vision	61	Dependent Care - FSA
20	Life	62	Legal - FSA
21	Supplemental Life	65	Canadian Health Care
22	AD/D	66	Canadian Retirement Counseling
23	Life and AD/D	70	PERS
24	Dependent AD/D	80	Standard Pension (Canadian)
25	Dependent Life	81	Supplementary Pension (Canadian)
26	Survivor Income	82	USDB Pension Plan 1
30	Short-Term Disability	83	USDB Pension Plan 2
31	Long-Term Disability	84	USDB Pension Plan 3

Plan Type	***Description***	***Plan Type***	***Description***
40	401(K)	85	USDB Pension Plan 4
41	Profit Sharing	86	USDB Pension Plan 5
42	Thrift	87	USDB Pension Plan 6
43	IRA	90	Vacation Buy
44	Capital Accumulation	91	Vacation Sell
45	U.S. Savings Bonds		

The first step in defining a benefit plan is to name the plan and identify the benefit plan's plan type through the Benefit Plan Table. You'll also use this table to define providers, provider group codes, and default deduction codes for all plan types.

Benefit Plan Table Page

Usage	Use the Benefit Plan Table page to add a benefit plan definition.
Navigation	**Define Business Rules, Define General Data (NLD), Setup, Benefit Plan Table**
Prerequisites	None.
Access Requirements	Enter a Benefit Plan, Plan Type, and Description.



Benefit Plan 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, Short Description,** and **SetID.**

When you enter update/display mode to view existing Benefit Plans the system provides an alternative search criteria by Provider ID, so you may search a list of all of the Benefit Plans offered by a single provider.

Plan Type	The system displays the **Plan Type** you entered to access the page.
Benefit Plan	The system displays the **Benefit Plan** you entered to access this page.

For a provider to be valid for a particular benefit plan, that provider must be on the Provider Table with an Effective Date that is the same as or prior to the effective date of the benefit plan in question.

Vendor ID	Select the **Vendor ID** from the list of valid providers. If the provider isn't on the list, you'll have to go to the Provider Table and add it. For a provider to be valid for a particular benefit plan, that provider must be on the Provider Table with an Effective Date that is the same as or prior to the effective date of the benefit plan in question.
Group Number	Select the **Group Number** from the list of valid values. The **Group Number** is defined on the Provider/Vendor Table - Policy Information Page.
SPD URL Id	Select the **SPD URL Id.** The **SPD URL Id** is defined on the Provider Policy Table.

This page is documented here to show Netherlands Salary Administration functionality. For more complete documentation, see the Benefit Plan Table Page.

For more information about creating Deduction Codes, see Specifying How Deductions Are Processed.

For more information about the Benefit/Deduction Program Table and the creation of benefit programs, see Building Benefit Programs.

Default Deduction Code

You can choose to enter a **Default Deduction Code.** The entered **Default Deduction Code** appears on the Benefit/Deduction Program Table, where benefit plans can be linked to individual benefit programs. We suggest that you enter a **Default Deduction Code** if the benefit plan has an often-used **Deduction Code.** Entering a default saves you from typing the deduction code each time you associate this benefit plan with a benefit program. But you must define the **Default Deduction Code** before you can use it.

For more information about creating Deduction Codes, see Defining Benefits and Other Deductions in this PeopleBook.

Pay Mode

If you are using PeopleSoft North American Payroll Interface with PeopleSoft Accounts Payable application, complete the group box. This enables you to enter information about how vendors will be paid.

Pay Mode

Select when the vendor will be paid. Valid options are:

Pay as Deducted. Pays the vendor each time Payroll calculates this deduction.

Pay at Specified Date. Pay the vendor on a particular date. You will specify the date in the **AP Payment Date Type** field.

Pay when Collection Complete. Pay the vendor only when the goal amount or deduction end date has been reached. (This Pay Mode is valid for general deductions and garnishments.)

AP Payment Date Type

When a **Pay Mode** of ***Pay at Specified Date*** is selected, indicate which type of date should be used to create the voucher. Valid values are:

Check Date. The system will refer to the payment date entered on the Extract Non-Tax Deductions page in Accounts Payable to determine which deductions to pay.

Pay Period End Date.

Separate AP Payment

If you select this option, the system will create a separate voucher for each deducted amount payable to the vendor.

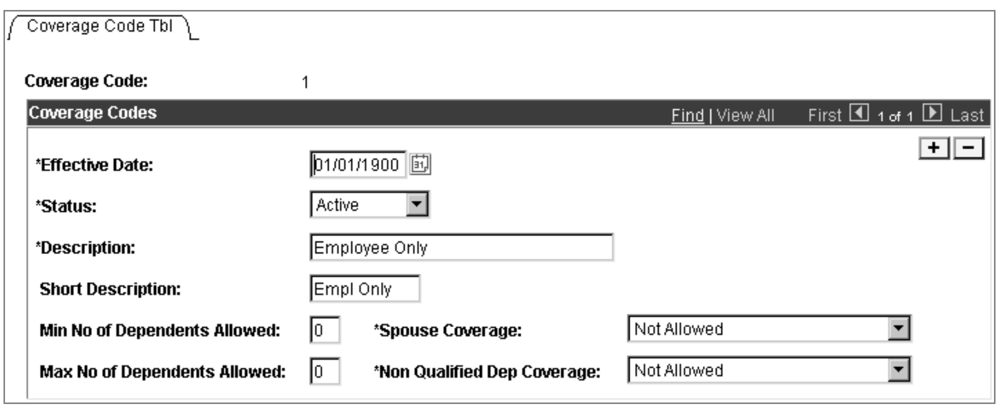
Self-Service Plan Description Enter text describing the benefit plan. This text will display on the PeopleSoft eBenefits page.

Creating Benefit Coverage Codes

You'll define and manage coverage codes for your benefit programs with the Coverage Codes page. You'll attach these coverage codes to your benefit plan options (usually Life and AD/D plans) through the Plan Type and Option page of the Benefit/Deduction Program Table. PeopleSoft delivers seven basic coverage codes, and you can add or delete coverage codes as the needs of your organization and workforce dictate.

Coverage Code Table Page

Usage	Use the Coverage Code Table page to add new coverage codes. We suggest that you give the coverage code a numerical value. The delivered coverage codes have numerical values of ***1*** through *7*. Coverage codes should be ordered according to their complexity, with Employee Only being first.
Navigation	**Define Business Rules, Define General Data (NLD), Setup, Coverage Codes.**
Prerequisites	None.
Access Requirements	Enter a Coverage Code, and Description.



Coverage Code 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.**

Coverage Code The system displays the **Coverage Code.**

Min No of Dependents Allowed (minimum number of dependents allowed)	Define the **Min No of Dependents Allowed** under this coverage code. If there is no limit to the number of dependents allowed, enter a value of 99.
Spouse Coverage	Select **Spouse Coverage** to indicate whether spouses are ***Not Allowed, Allowed,*** or ***Required*** by this coverage code. ***Not Allowed.*** The coverage codes we deliver either don't allow the participant to have a spouse or require the participant to have a spouse. ***Allowed.*** You would only define a coverage code with a **Spouse Coverage** of ***Allowed*** if you don't want the coverage code to require that one of the dependents must be a spouse. ***Required.*** The coverage codes we deliver either don't allow the participant to have a spouse or require the participant to have a spouse.
Max No of Dependents Allowed (maximum number of dependents allowed)	Define the **Max No of Dependents Allowed** under the coverage code. If there is no limit to the number of dependents allowed, enter a value of 99.
Non-Qualified Dep (Dependent) **Coverage**	The **Non-Qualified Dep Coverage** field is United States functionality that isn't used for operations in The Netherlands.

Important! The Non-Qualified Dep Coverage (Non-Qualified Dependent Coverage) field is United States functionality that isn't used for operations in The Netherlands.

Note. This page is documented here to show Netherlands Salary Administration functionality. For more complete documentation, see the Benefit Plan Table Page.

Building Benefit Programs

Once you've set up your deductions and benefits, you must establish Benefit Programs on the Benefit Program Table. A Benefit Program is a set of benefits and deductions valid for an employee or group of employees. A single company may have any number of programs and an employee with concurrent jobs may have multiple benefit programs. Hence when you set up a Benefit Program, you are defining which benefits and deductions are valid for the employees enrolled in the program.

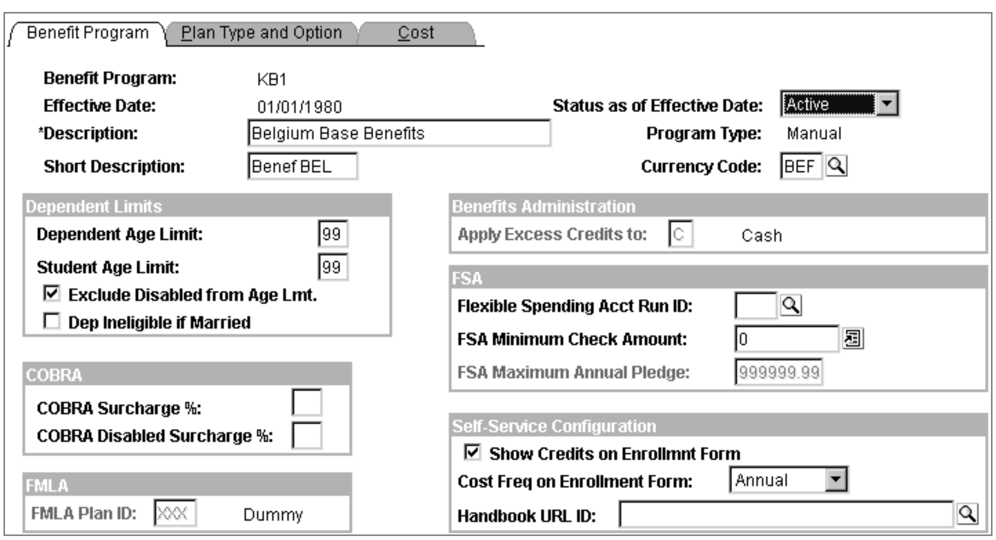
You'll use the Benefit Program Table pages to build your benefit programs. With these pages, you'll establish a program, link the appropriate plan types to it, and associate a variety of rules. There are three Benefit Program Table pages:

- Benefit Program
- Plan Type and Option
- Cost

In order to keep your benefit program accurate and consistent, the calculation rules and options must be individually effective-dated in a coherent, logical manner. If they aren't, your benefit program is open to a variety of errors as historical records get shuffled and benefits data is lost. Plans associated with a benefit program can't be "in effect" unless their effective dates are set on or after the effective date of the benefit program. In much the same way, the rates and calculation rules you associate with the plans can't be in effect unless their effective dates are set on or after the dates of the plans they're linked to. If a benefit program and benefit plan combination isn't effective when you think it should be, check the effective dates of the benefit program and the benefit plan. The effective date of the benefit plan must be less than or equal to the effective date of the benefit program.

Benefit Program Tbl - Benefit Program Page

Usage	Use the Benefit Program Tbl (Table) - Benefit Program page to define basic benefit program information.
Navigation	**Define Business Rules, Define General Data (NLD), Setup, Benefit Program Tbl**
Prerequisites	None.
Access Requirements	Enter a Benefit Program code, Effective Date, and Description.



Benefit Program Tbl - Benefit Program 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.**

Benefit Program	The system displays the **Benefit Program** you use to access the page.
Program Type	The **Program Type** is set when you first build the Benefit Program. Set **Program Type** to ***Manual.*** If, when you create the **Benefit Program,** you are using ***PeopleSoft Benefits Administration*** in association with ***PeopleSoft Base Benefits,*** and have Benefits Administration selected in the Installation Table, set the **Program Type** to ***Automated.***
Currency Code	**Currency Code** refers to the type of currency the program uses for this program's benefit and deduction calculations. Use the prompted list of values to select the appropriate **Currency Code** for your system.

Dependent Limits

Set **Dependent Limits** with the options in this group box.

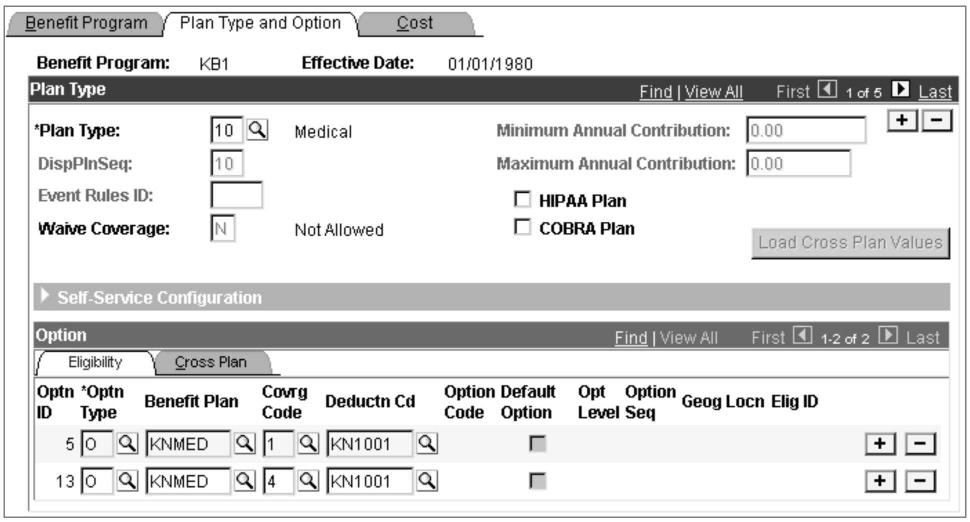
Dependent Age Limit	This option enables you to set a maximum age limit that once reached, indicates that a dependent is no longer eligible for coverage.
Student Age Limit	This option enables you to set a maximum age limit that once reached, indicates that a dependent can no longer be covered by student status.
Exclude Disabled from Age Lmt. (Limit)	This option enables you to exclude disabled dependents from the maximum dependent limits.
Dep Ineligible if Married	This option indicates that dependents who are married aren't eligible for coverage under the benefits program.

For more information about the Installation Table, see Setting Up Implementation Defaults.

Important! All of the fields in the COBRA, PeopleSoft Benefits Administration, FSA, and FMLA group boxes are Canadian and United States functionality, and aren't used for operations in The Netherlands.

Benefit Program Tbl - Plan Type and Option Page

Usage	Use the Benefit Program Tbl - Plan Type and Option page to link plan types to the benefit program and to add important information about plan types.
Navigation	**Define Business Rules, Define General Data (NLD), Setup, Benefit Program Tbl**
Prerequisites	None.
Access Requirements	Enter a Benefit Program, Effective Date, and Description.



Benefit Program Tbl - Plan Type and Option page

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

Benefit Program — The system displays the **Benefit Program** you enter to access the page.

Plan Type — Enter the **Plan Type,** by selecting from the prompt list values, which are from the Benefit Program Table - Plan Type and Option Page. By adding rows, you can use this page to enter information for each plan type associated with a particular **Benefit Program.**

Waive Coverage — If the **Plan Type** allows it, you may indicate the option to **Waive Coverage.**

For more information about Plan Type and Option, see PeopleSoft 8 Base Benefits, "Building Base Benefit Programs".

Plan Type *01,* also called the "***Program***" level of the benefit program, is used only by benefit programs that run in association with *PeopleSoft Benefits Administration.*

Important! The DisPlnSeq, Event Rules ID, COBRA Plan, HIPAA Plan, Minimum Annual Contribution, Maximum Annual Contribution fields, and the Load Cross Plan Values push button, are Canadian and United States functionality, and aren't used for operations in The Netherlands.

Self-Service Configuration

The Self-Service Configuration fields don't apply to the Netherlands functionality.

Option

As you define options for each of your offered plan types, the system automatically enters the **Optn ID** (Option ID). Each option row needs to have an **Opt Typ** (Option Type) designation. The option type you select determines the remaining fields you need to complete on the Benefit/Deduction Program Table pages 2 and 3.

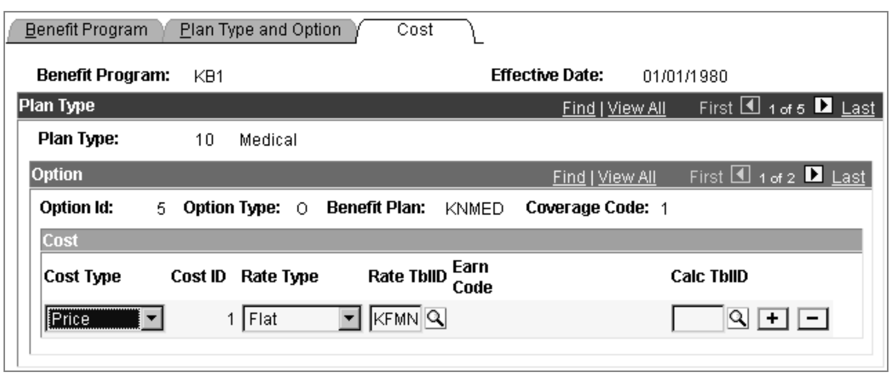
Opt Typ	***D*** (General Deduction). ***D*** is only allowed for Plan Type ***00,*** which you use for General Deductions. ***O*** (Option). At least one ***O*** is required per Plan Type except ***01.*** ***G*** (General Credit). ***G*** is used only in benefit programs run in association with *PeopleSoft Benefits Administration.* ***P*** (Program). ***P*** is used only in benefit programs run in association with *PeopleSoft Benefits Administration.* ***W*** (Waive). ***W*** is used only in benefit programs run in association with PeopleSoft Benefits Administration.
Benefit Plan	In **Benefit Plan,** enter the code for a **Benefit Plan** that was defined on the Benefit Plan Table.
Cvg CD (Coverage Code)	Use **Cvg Cd** to indicate the level of coverage for health Plan Types (1x). It is a required field for those plan types. Coverage codes are defined on the Coverage Code Table.
Deductn Cd (Deduction Code)	Use **Deductn Cd** to indicate how deductions should be handled. Prompt list values are from the Deduction Table.

Important! The Opt Seq (Option Sequence), Opt Cd (Option Code), Optn Lvl (Option Level), Geog Locn (Geographic Location), and Elig ID (Eligibility Rules ID), fields are all used for PeopleSoft Benefits Administration, and aren't used for operations in The Netherlands.

Note. This page is documented here to show Netherlands Salary Administration functionality. For more complete documentation, see the Benefit Program Table - Benefit Program Page.

Benefit Program Tbl - Cost Page

Usage	Use the Benefit Program Tbl - Cost page to link a benefit program and plan type to rate and calculate rules. Use the outer scroll bar to enter information about more than one plan type.
Navigation	**Define Business Rules, Define General Data (NLD), Setup, Benefit Program Tbl**
Prerequisites	None.
Access Requirements	Enter a Benefit Program, Effective Date, and Description.



Benefit Program Tbl - Cost page

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

After completing the access requirements, the system automatically populates the **Benefit Program, Effective Date, Plan Type, Option Id, Option Type, Benefit Plan,** and **Coverage Code** fields.

Option Id	The system displays the **Option Id** information that you previously entered for each **Plan Type.** For each **Plan Type** use the scroll arrows, found in the Option scroll area, to navigate between the **Option Ids.**
Option Type	The system displays the **Option Type** information that you previously entered for each **Plan Type.** For each **Plan Type** use the scroll arrows, found in the Option scroll area, to navigate between the **Option Ids.**
Benefit Plan	The system displays the **Benefit Plan** information that you previously entered for each **Plan Type.** For each **Plan Type** use the scroll arrows, found in the Option scroll area, to navigate between the **Option Ids.**
Coverage Code	The system displays the **Coverage Code** information that you previously entered for each **Plan Type.** For each **Plan Type** use the scroll arrows, found in the Option scroll area, to navigate between the **Option Ids.**
Cost Type	Enter a **Cost Type** using the list of translate values. Valid values are ***Price, Credit*** and ***None.***
Rate Type	Enter a **Rate Type** to specify which table should be used to determine rates for the plan type.

Important! The **Rate TblID, Earn Code, Cost ID,** and **Calc TblID** fields are all used for PeopleSoft Benefits Administration, and aren't used for operations in The Netherlands.

This page is documented here to show Netherlands Salary Administration functionality. For more complete documentation, see the Benefit Program Table - Cost Page.

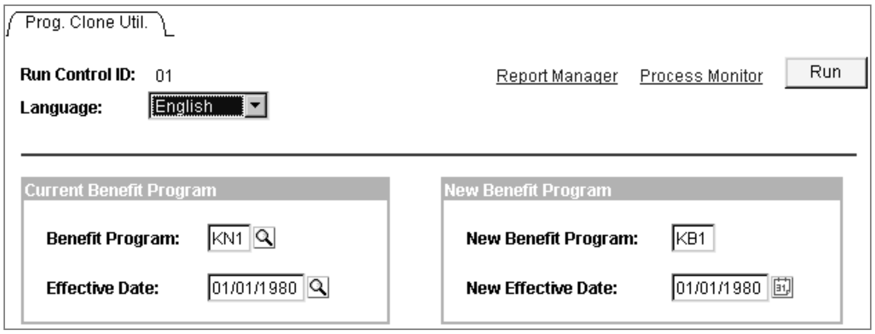
Using the Benefit Program Clone Utility

The Benefit Program Clone Utility enables you to identify a benefit program and have the system make an exact copy of that program with a different effective date. You can give the duplicate program the same name as the original or rename it. This saves you time and effort when you need to create a new benefit program with a future effective date without changing too much existing information from the original program.

Benefit Program Clone Utility Page

Usage	Use the Benefit Program Clone Utility page to identify a Benefit Program and have the system make an exact copy of that program with a different effective date.

Navigation	**Define Business Rules, Define General Data (NLD), Process, Benefit Program Clone Utility**
Prerequisites	None.
Access Requirements	Enter a Run Control ID.



Benefit Program Clone Utility page

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

Current Benefit Program

In the **Current Benefit Program** group box, you identify the **Benefit Program** name and **Effective Date** of the benefit program that you want the system to duplicate.

Benefit Program — Enter the **Benefit Program** name that you want the system to duplicate.

Effective Date — Enter the date of the benefit program you want to duplicate.

New Benefit Program

In the **New Benefit Program** group box, you can select the **New Benefit Program** name and **New Effective Date** of the benefit program.

New Benefit Program — Enter the benefit program name that you want the system to create.

New Effective Date — Enter the effective date for the benefit program you are creating.

Report Manager — Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Run	Click to access the Process Scheduler request page, where you can specify where a process or job runs and the process output format.

For more information about the Report List page, the Process List page, and the Process Scheduler, see Process Scheduler Manager, “Process Scheduler Basics”.

For more information about Process Scheduler, see Process Scheduler Basics.

This page is documented here to show Netherlands Salary Administration functionality. For more complete documentation, see the Benefit Program Clone Utility - Prog. Clone Util. Page.

Once you have entered the process parameters, you can click **Process** to access the Process Scheduler. Use the Process Scheduler to specify where and when you want to run the process and print the report.

If you want to run the process immediately, click the **Run with Defaults** toolbar button. When you do this, the system instantly runs the process according to the parameters already defined in the process definition page.

When you run the Benefit Program Clone Utility process, the system creates a duplicate of the **Current Benefit Program** that has the name and effective date specified in the **New Benefit Program** group box.

For more information about the use of the Process Scheduler, see Process Scheduler Basics.

Organizing Your Payroll Processes

Once you’ve mapped out and defined the types of earnings and deductions you need for your Salary Administration system, you’re ready to organize the information needed by your payroll system to support the processes it runs. In this section we’ll review the tables that enable you to:

- Group employees to be paid together using pay groups.
- Establish pay calendars that determine when those employees should be paid.

- Create Pay Run IDs to process payrolls more efficiently.

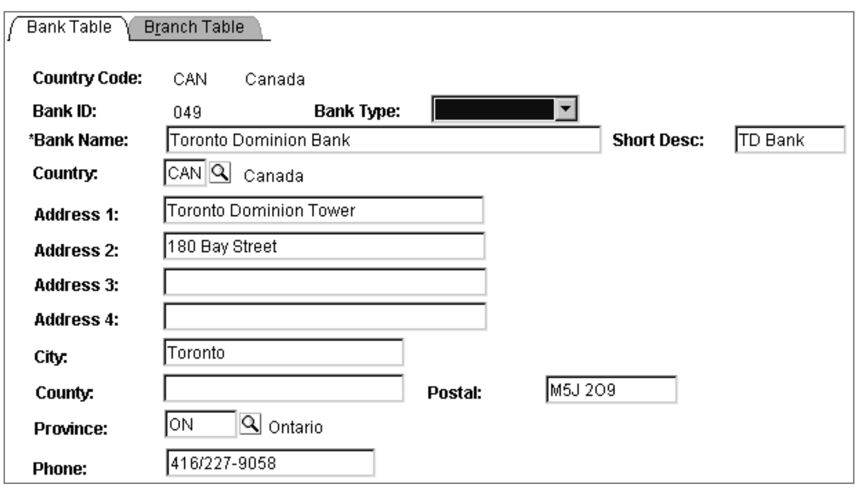
Identifying Bank Codes

On the Bank Table you'll identify every bank and savings institution where your company has accounts established for payroll purposes, with the exception of employee's direct deposit accounts. The system uses the bank number (or transit number) to identify the bank on which checks or electronic funds transfers (direct deposits) are drawn for a pay group. You must always create at least one entry on this table, for the bank on which paychecks or direct deposits are drawn.

We recommend against using this table to edit against the bank transit numbers for your employees' direct deposit accounts. If you allow employees to make direct deposits to any bank, it would be almost impossible to maintain a table of all valid bank numbers.

Bank/Branch Info - Bank Table Page

Usage	Use the Bank/Branch Info - Bank Table page to identify every bank and savings institution where your company has accounts established for payroll purposes, - with the exception of employee's direct deposit accounts.
Navigation	**Define Business Rules, Define General Data (NLD), Setup, Bank/Branch Info**
Prerequisites	None.
Access Requirements	Enter a Country Code, Bank ID, and Bank Name.



Bank/Branch Info - Bank 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: **Short Desc** (Short Description), **Country, Address 1, Address 2, Address 3, City, County, Postal, State,** and **Phone.**

Country Code — The system displays the **Country Code** you use to access this page.

Bank ID — The system displays the **Bank ID** you use to access this page.

Bank Type — Select the type of bank:

Commercial

Community

General

Post Bank

Savings

Alt. Bank ID — Enter the bank's national ID, if applicable. If the bank participates in an international banking consortium or system, it is given an alternate bank ID that's used in international transactions.

Bank Name — The system displays the **Bank Name** you use to access this page.

For more information about standardized address formatting, see Administering Country Codes.

For more information about setting up and using the Postal Code search functionality in PeopleSoft Human Resources, see Loading Dutch Postal Codes.

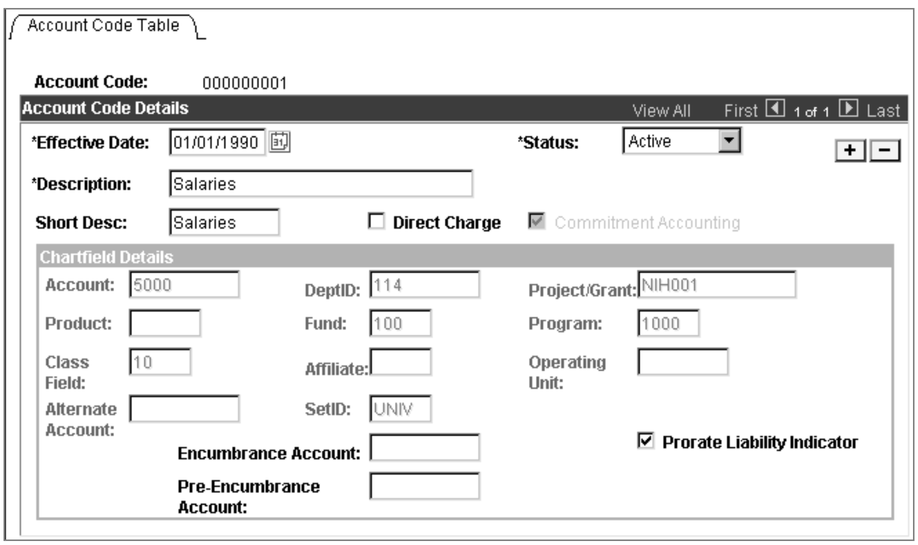
This page is documented here to show Netherlands Salary Administration functionality. For more complete documentation, see the Bank/Branch Info - Bank Table Page.

Assigning Account Codes

Use the Account Code Table page to assign unique account codes that you can reference in your payroll system, and to track the distribution of your organization's payments and expenses against budgeted accounts. The Account Code Table is an edit table for the Account Codes that can be entered on pay sheets, Job Data, Job Earnings, and Additional Pay.

Account Code Table Page

Usage	Use the Account Code Table page to assign unique account codes that you can reference in your payroll system, and to track the distribution of your organization's payments and expenses against budgeted accounts. If you plan to implement extensive account reporting, this table may be quite large.
Navigation	**Define Business Rules, Define General Data (NLD), Setup, Account Code Table**
Prerequisites	None.
Access Requirements	Enter an Account Code, Description, Account, Department, Project/Grant, Product, Fund Code, Program Code, Class Field, Affiliate, and SetID.



Account Code 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 Desc** (Short Description).

Account Code	The system displays the **Account Code** you enter to access this page.
Direct Charge	Check this box if this account code will be used for a direct charge. This field is information only.

Chartfield Details

Account	The system displays the **Account** code you enter to access this page.
Encumbrance Account	Enter the name of the account you want the system to use when calculating encumbered amounts for this ChartField combination. This value will display on the Journal Entry Detail Report (FIN2001).
Prorate Liability Indicator	Check this box if employee paid taxes and deductions will be prorated back across the earnings expenses during the Actuals Posting process.
Pre-Encumbrance Account	Enter the name of the account you want the system to use when calculating pre-encumbered amounts for this ChartField combination. This value will display on the Journal Entry Detail Report (FIN2001).

This page is documented here to show Netherlands Salary Administration functionality. For more complete documentation, see the Account Code Table Page.

Defining Holiday Schedules

Use the Holiday Schedule Table page to establish a list of scheduled holidays that can then be used on the Pay Group Table. Don't include employee's personal floating holidays on this list.

Because holidays may vary for different segments of your employee population depending on location, work schedules, or other factors, you can set up as many holiday schedules on this table as you need. For example, if some employees are paid based on an 8-hour day, and others on a 7.5-hour day, you'll need to set up a separate holiday schedule for each. The same applies if some employees recognize a holiday on the actual day itself, and others on a different date.

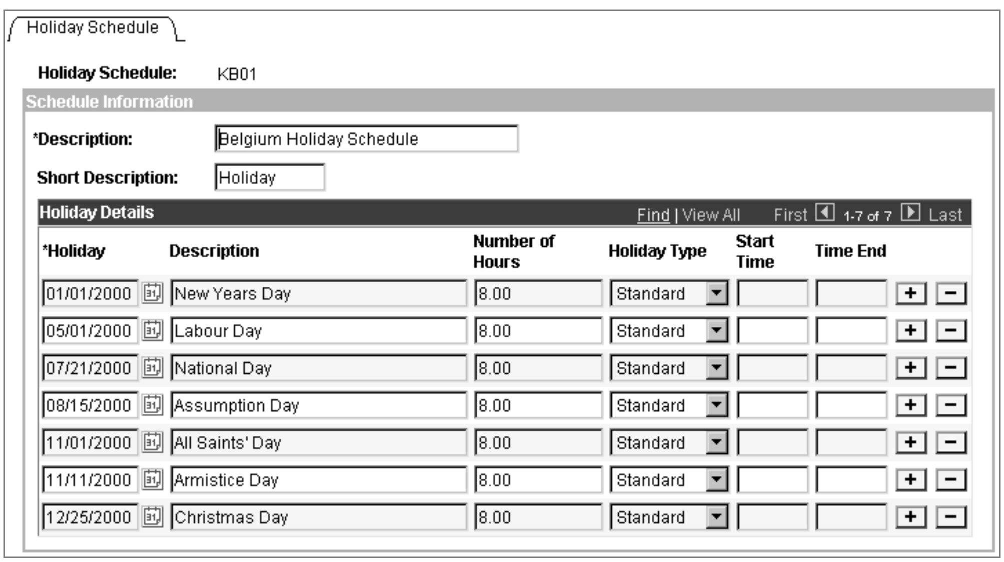
Enterprise Integration Points (EIP) Related to the Holiday Schedule Table

When you add, delete, or change information in the Holiday Dates records, the system automatically publishes the Holiday Dates EIP message to any other PeopleSoft or third-party application that subscribes to the message. The message supplies the updated record information so that the data remains current on every database that subscribes to the published message. The system publishes the message regardless of which component or page is the source of the update to the Holiday Dates records.

For more information about the subscribers and technical details of the Holiday Dates EIP, see Holiday Dates in the EIP Catalog. For more information about PeopleSoft Human Resources Enterprise Integration, see Overview of Enterprise Integration in PeopleSoft Human Resources. For more information about enterprise integration points, see PeopleSoft Enterprise Integration PeopleBook.

Holiday Schedule Page

Usage	Use the Holiday Schedule page to establish a list of scheduled holidays that can be used on the Pay Group Table. Holiday schedules that you set up through either navigation can be passed on to a third-party payroll system.
Navigation	**Define Business Rules, Define General Data (NLD), Setup, Holiday Schedule Table**
Prerequisites	None.
Access Requirements	Enter a Holiday Schedule.



Holiday Schedule page

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

Holiday Schedule	The system displays the **Holiday Schedule** you use to access this page.
Holiday	Enter the date of the scheduled holiday.

Holiday Schedule	The system displays the **Holiday Schedule** you use to access this page.
Holiday	Enter the date of the scheduled holiday.
Number of Hours	This field indicates the number of paid hours for each holiday.
Holiday Type	This column indicates the type of each holiday. Select a **Holiday Type** from the following list of valid values: ***None.*** Select this option if the holiday has no specific type. ***Canadian.*** Select this option if the holiday is a Canadian holiday. ***Standard.*** Select this option if the holiday is a standard holiday. ***US Public.*** Select this option if the holiday is a public holiday in the United States (The Fourth of July, etc.). ***½ Day, Bridge, High, Low, Very High.***
Start Time	Optionally, you can specify a starting time for each holiday.
Time End	Optionally, you can specify an ending time for each holiday.

This page is documented here to show Netherlands Salary Administration functionality. For more complete documentation please see the Holiday Schedule Table Page.

Setting up Pay Groups

When you implement PeopleSoft Human Resources, one of the major decisions you have to make is which pay groups to set up. A pay group gathers together a set of employees, within a company, for payroll processing. Before you start to group people together into pay groups, consider the characteristics employees must share to be part of the same group:

- All employees belong to the same company.
- All employees are paid at the same pay frequency.
- All employees use the same check form or direct deposit advice form.
- All employees have the same check date.

- All employees share the same pay period begin and end dates.
- All employees work in the same country.
- All employees are paid by the same bank.
- All employees are assigned the same work schedule for proration.
- All employees are assigned the same minimum net pay.
- All employees are assigned to the same Earnings Program.

As an example, when setting up pay groups for a fictional company, known as the Global Business Unit (GBI), we grouped employees as follows:

KN1—Monthly	Employees who are paid monthly and share the same pay period, which ends on the last day of the month, may belong to the same pay group. Salaried employees at GBI are paid monthly.
KN2—Semi-Monthly	Employees who are paid semi-monthly, and share the same pay periods, ending on the 15th and last day of the month, may also belong to the same pay group. Exception Hourly and Hourly employees at GBI are paid semimonthly.

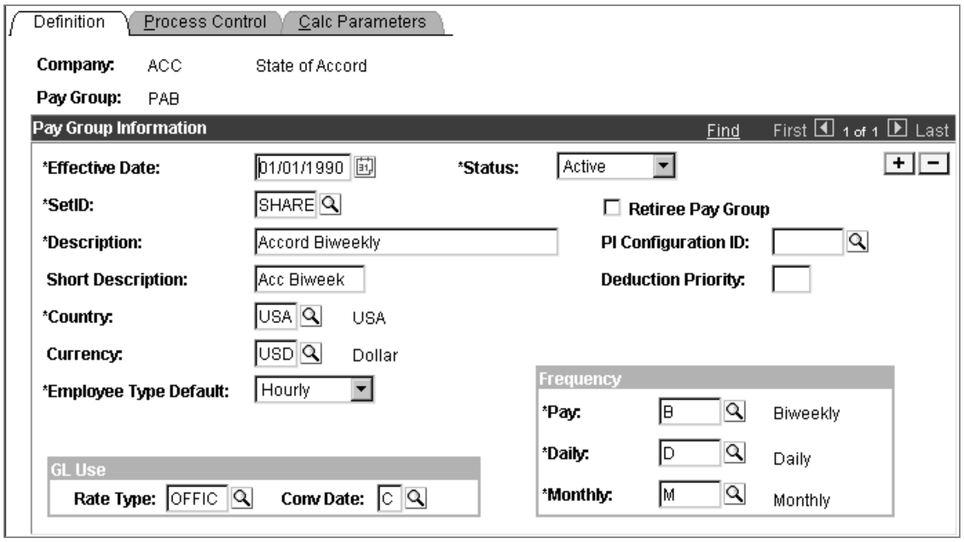
You'll establish pay groups using the 3 pages in the Pay Group Table. With these pages you'll be able to create pay groups, assign valid pay group employee types, and enter additional bank and earning parameters for your pay groups.

Important! The Pay Group Table pages in the system, located outside the Administering Salaries for the Netherlands module, aren't identical to the Pay Group Table pages used for The Netherlands. There are distinct differences in the fields. For users of the Salary Administration module in The Netherlands, it is important that you use the Pay Group Table pages that appear in the local menus for The Netherlands.

Pay Group Table - Definition Page

Usage	Use the Pay Group Table -Definition page to create or maintain your pay groups.
Navigation	**Define Business Rules, Define General Data (NLD), Setup, Pay Group Table**
Prerequisites	None.
Access Requirements	Enter a Company, Pay Group, and Description. When you first add a Pay Group, a dialog box prompts you for a Company ID and Pay Group ID. The Company ID is a key field on the Pay Group Table, implying

	that all employees in a pay group are also in the same company. Click the prompt arrow on the Company edit box if you're unsure of your Company ID, and select from the prompt list values. For the Pay Group ID, you can use any three-character alphanumeric ID that conforms to your payroll system standards.



Pay Group Table - Definition 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, Set ID, Description, Short Description,** and **Country.**

Retiree Pay Group	If you are adding a **Retiree Pay Group** then select the check box. If not, then leave the box unselected. The **Retiree Pay Group** check box is for your information only. We do recommend, however, that you set up a special pay group for retirees, because their processing requirements tend to differ from those of active employees.
PI Configuration ID	Select a **PI Configuration ID** for the paygroup. The system will use this interface to the external payroll application.
Deduction Priority	Enter a deduction priority number for your pay group.
Currency	Select the appropriate **Currency** from the prompt list values. Prompt list values for **Currency** are from the Currency Table.

Employee Type Default

Select the **Employee Type Default** for the most common employee type within the pay group. When you set up a job record for an employee who is assigned to this pay group, this employee type defaults to that job record. This employee type is only the default. The following valid values prompt from the Translate table:

Hourly. Employees who don't work the same number of hours each pay period. Typically, an hourly employee requires positive time reporting. In this case you would enter the actual hours worked on their pay sheets.

Exception Hourly. Employees who work a set number of hours each pay period. Here you would only need to enter exceptions to their schedule on their pay sheets.

Salaried. Employees whose earnings are based on an amount per pay period, rather than accumulated hours. You can still enter exceptions on their pay sheets.

Not Appl. Select this option if the **Employee Type Default** isn't applicable.

Frequency

Select pay frequency information using the fields in this group box.

Pay

Select the frequency of pay for this pay group. Valid values are ***Annual***, ***Biweekly***, ***Daily***, ***Monthly***, ***Quarterly***, ***Semimonthly***, and ***Weekly.***

Daily

This field is used by Human Resources to calculate the daily rate that appears on the Compensation page of Job Data.

Monthly

For U.S. or Canadian employees, Months (pay months per year) should always default to 12. For global employees, the system uses this value to calculate various pay rates. So if you hire employees where Months isn't 12, you must use the Recruit Workforce (GBL) or Administer Workforce (GBL) menus; otherwise, pay rates for international employees may be calculated incorrectly.

Pay Groups default to employee job records from the company level.

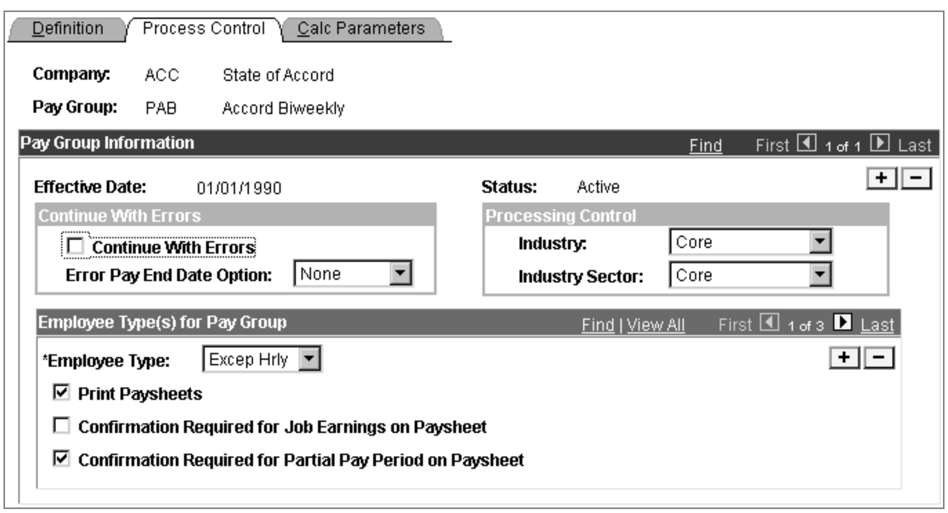
For more information about Pay Groups, see Entering Company Information.

Important! The **GL Use** group boxes are Canadian and United States functionality, and aren't used for operations in The Netherlands.

This page is documented here to show Netherlands Salary Administration functionality. For more complete documentation, see Maintaining Pay Groups.

Pay Group Table - Process Control Page

Usage	Use the Pay Group Table - Process Control page to assign valid pay group employee types.
Navigation	**Define Business Rules, Define General Data (NLD), Setup, Pay Group Table.**
Prerequisites	You must establish each of your employee types on the Pay Group Table before you can assign them to any employees.
Access Requirements	Enter a Company, Pay Group, and Description.



Pay Group Table - Process Control 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.**

Important! The **Continue With Errors** group box functionality is for Canada and the United States, and isn't used for operations in The Netherlands.

Processing Control

Industry

Select an **Industry** from the following list of valid values:

Core

Education

Fin Services (Financial Services)

Government

Health Cre (Health Care)

Retail

Transport

Utilities

Industry Sector

Select an **Industry Sector** from the following list of valid values prompting from the translate table:

Core

Public Sct (Public Sector)

US Federal

Employee Type(s) for Pay Group

For each **Pay Group,** you need to establish each valid **Employee Type.** To insert multiple employee types, click on the inner scroll arrow and insert rows as needed.

Employee Type

Enter an **Employee Type** from the list of values set up in the Translate table. Valid values are:

Except Hrly. (exception hourly) Employees who work a set number of hours each pay period. Here you would only need to enter exceptions to their schedule on their pay sheets.

Hourly. Employees who don't work the same number of hours each pay period. Typically, an hourly employee requires positive time reporting. In this case you would enter the actual hours worked on their pay sheets.

Salaried. Employees whose earnings are based on an amount per pay period, rather than accumulated hours. You can still enter exceptions on their pay sheets.

When you enter the **Employee Type** on an employee's Job Record, the system verifies that the employee has been assigned to the Pay Group.

Print Paysheets

Check this box if the employees in this employee type should always be included when printing paysheets. Employee types that don't have this option checked still appear on the paysheet pages.

Note. You must select this box if either of the confirmation required check boxes is selected.

Confirmation Reqd for Job Earnings on Paysheet

Check this box to control the default for the OK to Pay field on the paysheets. OK to Pay is a checkpoint that tells the system whether to pay an employee or place the record on hold until you review it. Pay Calculation, in turn, processes only those employees who have OK to Pay selected. Saying that confirmation is required means that OK to Pay on the Paysheets is selected. If you select this option, Print Paysheets must also be selected.

Typically, Hourly employees require some sort of positive time input to get paid. For this reason, you might say that confirmation is required. Once you enter their time on the paysheets, you manually select OK to Pay to permit them to be paid.

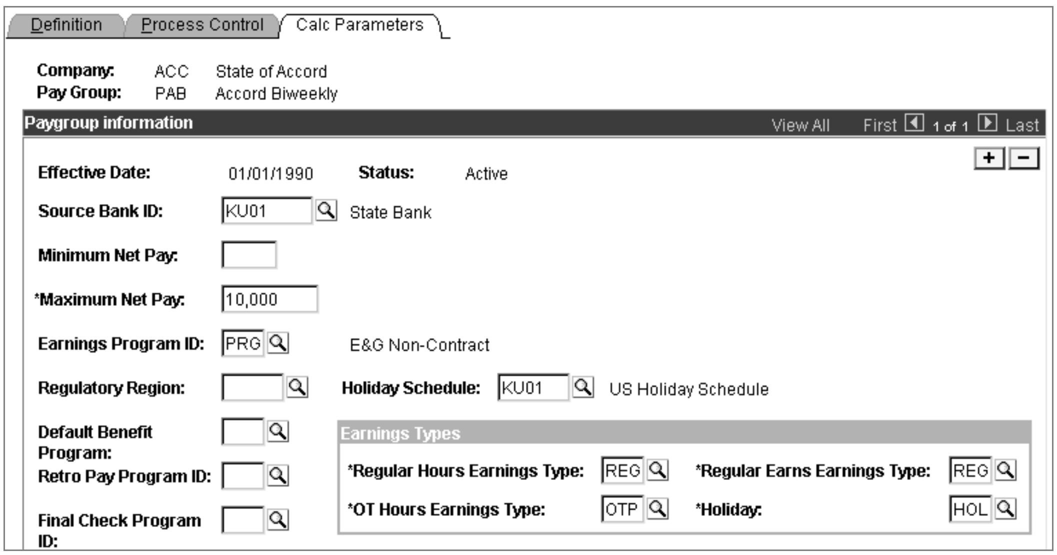
For Exception Hourly and Salaried employees, you usually enter exception time only as required. Therefore, you might indicate that confirmation isn't required. These employees automatically get paid their regular salary or hours each pay cycle, because the paysheets are created with the OK to Pay check box selected.

Confirmation Reqd for Partial Pay Period on Paysheet

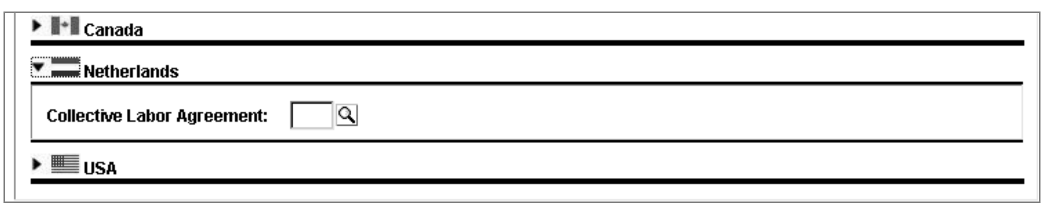
Select this check box to control the OK to Pay check box on the paysheet. Whenever there is a mid-period change on the job record because an employee is hired, terminated, or changed jobs or pay rates, the system creates partial pay period records due to proration. Typically, if you prorate pay, you should clear this check box to tell the system that confirmation isn't required and to select OK to Pay on the paysheet. If, on the other hand, you want to manually verify the proration for employees, select this option. You can adjust the pay on the paysheets and select the OK to Pay check box. If you select this option, Print Paysheets must also be selected.

Pay Group Table - Calc Parameters Page

Usage	Use the Pay Group Table - Calc Parameters (Pay Group Table - Calculation Parameters) page to enter additional pay group processing parameters, including the bank and account, net pay minimums and maximums, and valid Earnings Codes.
Navigation	**Define Business Rules, Define General Data (NLD), Setup, Pay Group Table**
Prerequisites	None.
Access Requirements	Enter a Company ID, Pay Group, and Description.



Pay Group Table - Calc Parameters page (1 of 2)



Pay Group Table - Calc Parameters page (2 of 2)

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.**

Company	This defaults from the Pay Group Definition page.
Pay Group	This defaults from the Pay Group Definition page.
Effective Date	This defaults from the Pay Group Definition page.

Status
This defaults from the Pay Group Definition page.

Source Bank ID
If you are using PeopleSoft Payroll for North America, enter a **Source Bank ID.**

Minimum Net Pay
If you are using PeopleSoft Payroll for North America, this defines the **Minimum Net Pay** that can be paid to an employee in this pay group.

Maximum Net Pay
If you are using PeopleSoft Payroll for North America, this defines the **Maximum Net Pay** that can be paid to an employee in this pay group.

Earnings Program ID
If you're using PeopleSoft Benefits, you must select an **Earnings Program ID.** This value is then the default for employee records in this pay group. Valid values prompt from the Earnings Program Table Page. The other fields in this page are optional for PeopleSoft Human Resources.

Regulatory Region
Enter the Regulatory Region associated with this pay group, if any.

For more information about regulatory regions and how they are used by PeopleSoft HRMS applications, see PeopleSoft 8 Application Fundamentals for HRMS, "Processing Transactions Using Regulatory Regions".

Holiday Schedule
If you wish, you can select a default **Holiday Schedule.** The value you enter here appears as the default in employee job data. Valid values prompt from the Earnings Program Table.

Default Benefit Program
If you're using PeopleSoft Benefits, you can select a **Default Benefit Program.**

Retro Pay Program ID
If you are using PeopleSoft Payroll for North America, select a **Retro Pay Program ID.**

Final Check Program ID
If you are using PeopleSoft Payroll for North America, select a **Final Check Program ID.**

FLSA Required
If you are using PeopleSoft Payroll for North America, select this option if FLSA is required.

Earnings Types

Regular Hours Earnings Type
Select the appropriate earnings code for the **Regular Hours Earnings Type.**

Regular Earns Earnings Type
Select the appropriate earnings code for the **Regular Earns Earnings Type.**

OT Hours Earnings Type Select the appropriate earnings code for the **OT Hours Earnings Type.**

Holiday When paysheets are created and the system detects that a holiday falls within the pay period, it uses the earnings code associated with the Holiday field. If Holiday Type on the Holiday Schedule Table is Canadian, the system uses the Holiday Earnings Code specified on the Pay Group Table to set up the holiday earnings on the paysheet.

Netherlands

Collective Labor Agreement Select the **Collective Labor Agreement** from the list of available values:

CAO Retail Trade

CAO Wood Industry

CAO Medical Staff

CAO Metal Industry

CAO Transportation Industry

Important! The Retro Pay Program ID, and the Final Check Program ID fields are Canadian and United States functionality, and aren't used for operations in The Netherlands.

Pay Groups Report

You use the Pay Group Table to establish pay groups within your company. A pay group is a set of employees grouped together in the same payroll processing frequency because they share the same earnings and deductions. Your PeopleSoft Human Resources system provides an SQR report that you can use to review the valid Pay Groups that are entered into the system. The purpose of the Pay Groups report is to provide an overview of the pay groups entered in the system.

Click Generating a Pay Groups Report to access the Pay Groups -- Run Control page where you can create a list of pay groups.

When you are done reviewing pay groups then move to the Pay Run Table.

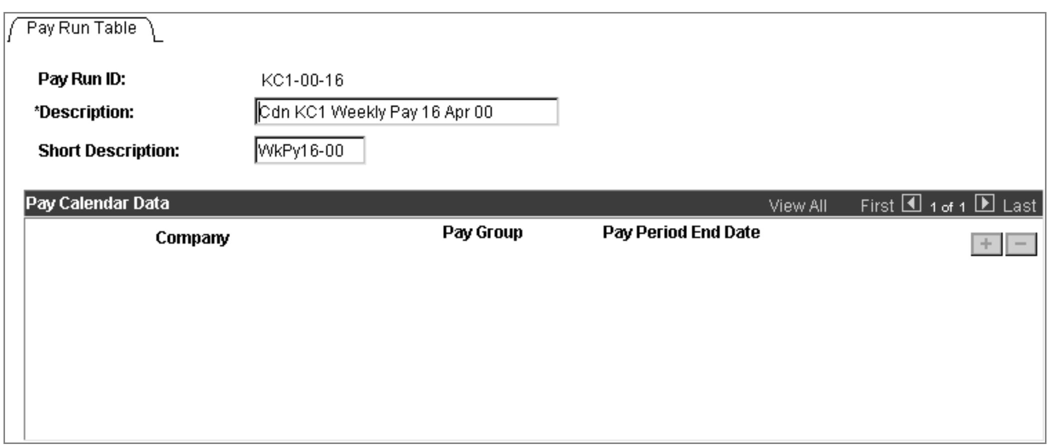
Establishing Pay Run IDs

Use the Pay Run Table to establish valid Pay Run IDs, that you'll then use to combine pay calendar entries from different pay groups for payroll processing.

In its simplest form, a Pay Run ID identifies a single pay calendar to process. When you have several pay groups, you might want to process them together in a single run, by assigning them the same Pay Run ID.

Pay Run Table Page

Usage	Use the Pay Run Table page to establish valid Pay Run ID's, that you'll then use to combine pay calendar entries from different pay groups for payroll processing.
Object Name	PAY_RUN_TABLE_NLD
Navigation	• **Define Business Rules, Define General Data (NLD), Setup, Pay Run Table, Pay Run Table** • **Define Business Rules, Define Payroll Interface, Setup, Pay Run Table, Pay Run Table** • **Define Business Rules, Define Payroll Process, Setup 2, Pay Run Table, Pay Run Table** • **Define Business Rules, Define Payroll Process (USF), Setup 2, Pay Run Table, Pay Run Table**
Prerequisites	None.
Access Requirements	Enter a Pay Run ID, and a Description.



Pay Run 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: **Description** and **Short Description.**

Pay Run ID	The system displays the **Pay Run ID** you use to access this page.

Pay Calendar Data

The **Pay Calendar Data** group box displays all the pay calendar entries grouped under the **Pay Run ID.** Once you enter the Pay Run IDs on the Pay Calendar Table, you can go back to this page and check **the Pay Calendar Data** assigned to each **Pay Run ID,** including the **Company, Pay Group,** and **Pay Period End Date.**

Generally, all calendar entries that share a **Pay Run ID** have the same **Pay Period End Date,** but not necessarily the same pay frequency. For example, if you have a semi-monthly and a monthly pay calendar, both calendars can be processed together for the month-end pay run, because they have identical pay period end dates.

Company	The system displays the **Company** assigned to the **Pay Run ID.**
Pay Group	The system displays the **Pay Group** assigned to the **Pay Run ID.**
Pay Period End Date	The system displays the **Pay Period End Date** assigned to the **Pay Run ID.**

A **Pay Run ID** must be unique throughout payroll history. You must create Pay Run IDs on the Pay Run Table before you enter them on a pay calendar.

When you are done entering information into this page then move to the Pay Calendar Table.

Creating Pay Calendars

You'll use the Pay Calendar Table to create pay cycles for payroll processing. Before we discuss this page in detail, let's talk a little about how the system uses pay calendars and the Pay Run ID, which you'll set up on the Pay Run Table, in association with the pay groups you set up earlier.

With the Pay Calendar Table you schedule payroll cycles for your pay groups, and provide information regarding when pay periods begin and end. Then Pay Run IDs tell the system which pay calendar entries to process together in a given pay run.

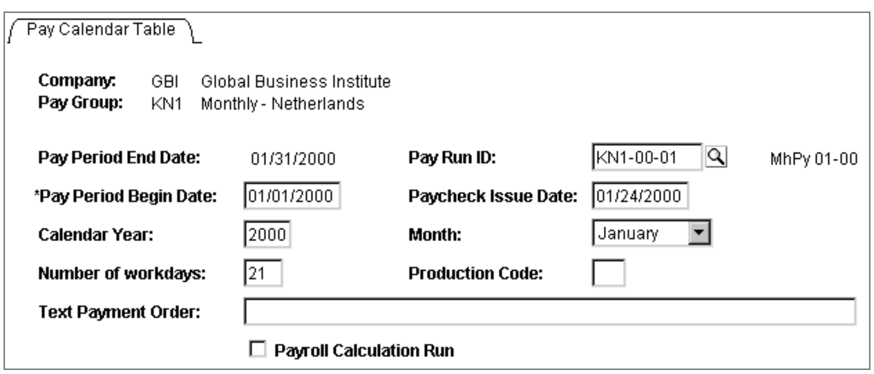
Each entry on the Pay Calendar Table corresponds to a specific pay period, defined by its begin and end dates, for a pay group. So a monthly pay group would have 12 entries in the Pay Calendar Table, representing one year of processing.

You group pay calendar entries from different pay groups together for processing using a Pay Run ID, which you set up on the Pay Run Table. To process payrolls, the pay calendar entry being processed must be assigned a run ID. Generally, all pay calendar entries that share a Pay Run ID have the same pay end date, but not necessarily the same pay frequency. Typically, but not always, you would set up a different Pay Run ID for each Pay Period End Date on the Pay Calendar Table.

For example, if you have a semi-monthly and a monthly pay calendar, you can process both calendar entries together for the month-end run because they have the same pay period end date. Your own processing schedule determines which groups can or can't be grouped together.

Pay Calendar Table Page

Usage	Use the Pay Calendar Table page to schedule payroll cycles for your pay groups, and provide information regarding pay periods. You'll use the Pay Calendar Table to add each calendar entry. Remember, you must have a calendar entry for every pay period for each pay group you set up.
Object Name	PAY_CAL_TBL_NLD
Navigation	• **Define Business Rules, Define General Data (NLD), Setup, Pay Calendar Table, Pay Calendar Table** • **Define Business Rules, Define Payroll Interface, Setup, Pay Calendar Table, Pay Calendar Table** • **Define Business Rules, Define Payroll Process, Setup 2, Pay Calendar Table, Pay Calendar Table** • **Define Business Rules, Define Payroll Process (USF), Setup 2, Pay Calendar Table, Pay Calendar Table**
Prerequisites	None
Access Requirements	Enter a Company, Pay Group, Pay Period End Date, and Pay Run ID.



Pay Calendar Table page

Company The system displays the **Company** you enter to access this page.

Pay Group The system displays the **Pay Group** you enter to access this page.

Pay Period End Date	Select the date on which the pay period ends in the payroll cycle.
Pay Run ID	Each payroll batch process needs a **Pay Run ID** to determine what pay group(s) it should process. All pay calendar entries with the same **Pay Run ID** are processed at the same time. Before you start payroll processing for a pay period, you must assign a **Pay Run ID** on this page, which must first be set up on the Pay Run Table Page.
Pay Period Begin Date	Select the date on which the pay period begins in the payroll cycle.
Paycheck Issue Date	The **Paycheck Issue Date** is the date that appears on the employee's paycheck or advice slip.
Calendar Year	Enter the **Calendar Year** for the Pay Run.
Month	Enter the **Month** of the **Calendar Year** for the Pay Run.
Number of workdays	Enter the **Number of workdays** in the pay period for this pay run.
Production Code	Enter the **Production Code,** which is for informational purposes only. It can be used by your third-party payroll system for including information for the specific payroll run or for printing on the final pay slip.
Text Payment Order	Enter the **Text Payment Order,** which is also for informational purposes only. It can be used by your third-party payroll system for including information for the specific payroll run or for printing on the final pay slip.
Payroll Calculation Run	Select the **Payroll Calculation Run,** if applicable.

When you are finished entering information into this page, move to the Leave Plan Table.

Establishing Additional Benefits Features

In the section Defining Benefits and Other Deductions we discussed how you define your organization's benefit plans, programs and providers for Salary Administration purposes. We also discussed how, in the context of payroll processing, employee benefits simply represent deductions from an employee's pay.

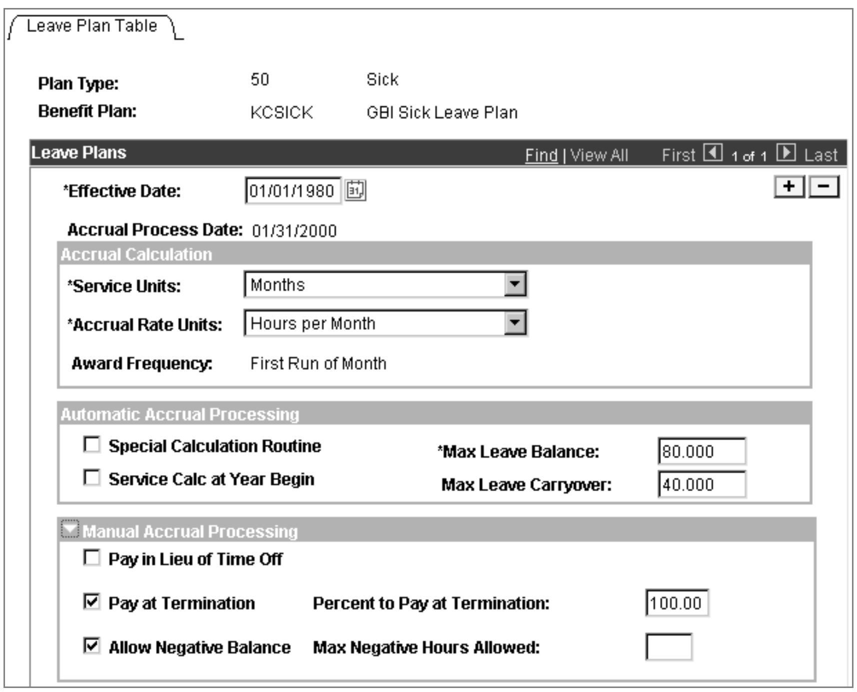
Beside the tables discussed in that section, there are some additional benefits related tables that you might need to use which we'll discuss in this section. Using these tables you'll be able to enter additional details about leave plans, pension plans, insurance rates and coverage groups, and dependents and beneficiaries, if needed for processing by your payroll system.

Setting Up Leave Plans

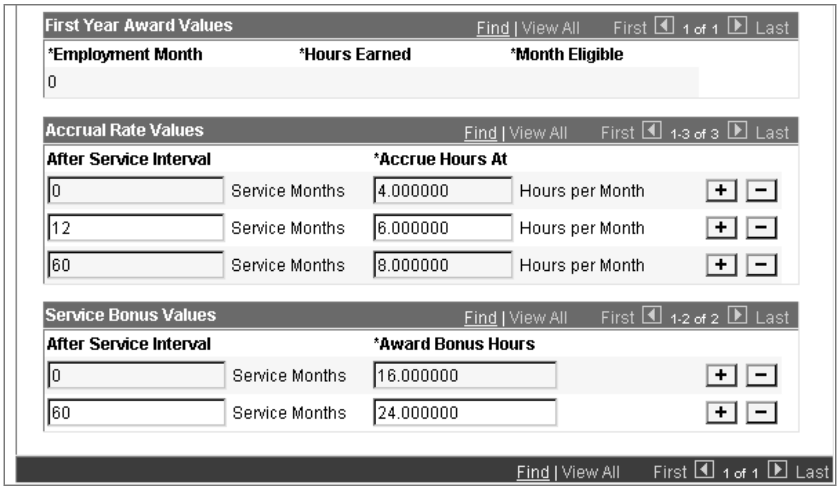
Use the Leave Plan Table to set up the definition of your organization's leave plans. This information is needed by your payroll system to correctly process leave accruals for your employees.

Leave Plan Table Page

Usage	Use the Leave Plan Table page to define detail for each of your leave benefit plans.
Navigation	**Define Business Rules, Define General Data (NLD), Setup, Leave Plan Table**
Prerequisites	You must first set up Benefit Plan Codes in the Benefit Plan Table Page.
Access Requirements	Enter a Plan Type, and Benefit Plan.



Leave Plan Table page (1 of 2)



Leave Plan Table page (2 of 2)

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.**

For more information about Plan Type Codes and Benefit Plan Codes, see Provider Table - Vendor Information Page.

Plan Type The system displays the **Plan Type** you enter to access this page and its description.

Benefit Plan The system displays the **Benefit Plan** you enter to access this page, and its description.

Accrual Process Date The system maintains the **Accrual Process Date,** which is the date you last ran a leave accrual calculation process for the displayed leave **Plan Type** and **Benefit Plan.**

Accrual Calculation

Under **Accrual Calculation,** select options for measuring customer service. **Award Frequency** is display-only.

Service Units Select the **Service Unit. Service Units** are the units by which you measure your employee's length of service. Valid translate values provided by the system include ***Hours*** or ***Months.***

Accrual Rate Unit Select the **Accrual Rate Unit.** The **Accrual Rate Unit** is the unit by which the accrual rate is quoted. Accrual awards are always measured in hours, so valid **Accrual Rate Unit** translate values are ***Hours per Hour, Hours per Month,*** and ***Hours per Year.***

Award Frequency — **Award Frequency** is a display-only field that tells you how often your employees receive the leave accrual award. The valid translate values for **Award Frequency** are ***Every Run, First Run of Month,*** and ***First Run of Year.***

Award Frequency is determined by the **Accrual Rate Unit** as follows:

If the Accrual Rate Unit is:	***Then the Award Frequency is:***
Hours per Hour	Every Run
Hours per Month	First Run of Month
Hours Per Year	First Run of Year

Automatic Accrual Processing

Under **Automatic Accrual Processing,** you define the parameters for the system to automatically process and accrue employee leave time.

Special Calculation Routine — Select the **Special Calculation Routine** check box if your company has programmed a special calculation method that you want to use.

Max Leave Balance (maximum leave balance) — Enter the maximum leave hours an employee can accrue for the leave plan in the **Max Leave Balance** field. If there is no maximum, enter ***99999.***

Service Calc at Year Begin (service calculation at year begin) — Select the **Service Calc at Year Begin** check box to calculate leave hours according to length of service as of January 1 of the current year.

Don't select the **Service Calc at Year Begin** check box if you want to calculate leave hours according to the length of service as of the Leave Accrual Process Date. When performing this calculation, the system uses the service date in the employee's employment record.

Max Leave Carryover (maximum leave carryover) — Enter the maximum number of hours an employee can carry from one calendar year to the next in the **Max Leave Carryover** field. The system accepts a zero to indicate that there is no carryover allowed. If there is no maximum, enter ***99999.***

Manual Accrual Processing

The values you enter in this page are for reference only; they don't affect Leave Accrual plan processing in any way.

Pay in Lieu of Time Off — Select the **Pay in Lieu of Time Off** check box if you pay employees for accrued leave time in lieu of using the time.

Pay at Termination	Select the **Pay at Termination** check box if employees can be paid at termination for a portion or for all time accrued.
Percent to Pay at Termination	If you selected **Pay at Termination,** enter the percentage of pay that employees receive upon their termination.
Allow Negative Balance	Select **Allow Negative Balance** if you allow employees to take more hours than they have accrued.
Max Negative Hours Allowed (maximum negative hours allowed)	Enter the maximum number of negative hours the employee is allowed.

First Year Award Values

For leave plans that use annual accruals, you can use **First Year Award Values** to define a leave plan in which, during the first year of service, leave hours are prorated based on the month employment begins. **First Year Award Values** are only available when the leave plan's **Accrual Rate Unit** is ***Hours Per Year.***

In the following year, these new hires are no longer considered "first year" employees and no longer receive leave accrual awards based on their First Year Award Values. Instead they receive leave accrual awards based on the Accrual Rate Units defined on the prior page.

Employment Month	Enter the month that the employee began service with your company.
Hours Earned	Enter the amount of **Hours Earned.**
Month Eligible	Enter the month the employee became eligible for the leave benefit.

Accrual Rate Values

The **Accrual Rate Values** are defined in terms of the **Service Unit** and **Accrual Rate Unit.** Enter the values that define how your employees accrue time for this leave plan.

After Service Interval	Using the **Accrual Rate Values** you defined, enter the interval of service after which an employee accrues leave time.
Accrue Hours At	Using the **Accrual Rate Values** you defined, enter the interval of service an employee accrues for the **After Service Interval.**

In this example, **Service Unit** values are defined in ***Hours per Month.*** For the first ***12*** months of service, employees you enroll in this sick leave plan accrue ***4*** hours per month; for months ***13*** through ***48,*** employees accrue ***6*** hours per month; and ***8*** hours of sick leave per month thereafter.

If you were to have chosen a **Service Unit** of ***Hours Per Hour,*** the Accrual Rate Values would display the amount of hours an employee would receive after a certain number of hours of service. And if you were to have chosen an Accrual Rate Unit of ***Hours per Year,*** the Accrual Rate Values would display the **Hours Per Year** that an employee is awarded after a certain number of months of service.

Service Bonus Values

Using this group box, you define how an employee in the plan accrues bonus hours. These are in addition to regular leave hour accruals. For example, a vacation leave plan could be structured so that an employee receives a one-time special bonus of 20 hours upon enrolling in the plan; after 5 years a one-time special bonus of 40 hours; and after 10 years another one-time special bonus of 40 hours.

After Service Interval	Using the **Accrual Rate Values** you define, enter the interval of service after which an employee accrues bonus hours.
Award Bonus Hours	Using the **Accrual Rate Values** you define, enter the bonus hours the employee receives for the service interval you specify.

For more information about the processing of leave accruals, see Processing Leave Accruals.

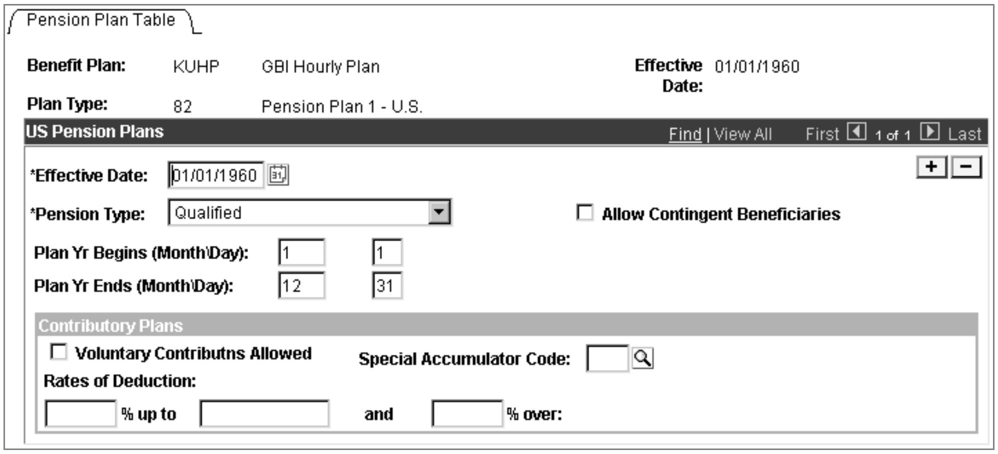
When you are finished entering information into this page, then move to the page Leave Plan Table 2.

Defining Pension Plan Details

In this section, you enter basic plan data and define contributory rates for your organization's pension plans. You'll only need to enter this information if the pension plan is a contributory plan where employees pay some portion of their earnings to the plan, resulting in a payroll deduction.

Pension Plan Table (US) Page

Usage	Use the Pension Plan Table (US) page to enter basic plan data and define contributory rates for your organization's pension plans.
Navigation	**Define Business Rules, Define General Data (NLD), Setup, Pension Plan Table**
Access Requirements	Enter a Plan Type, and a Benefit Plan.



Pension Plan Table (US) 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.

For more information about Plan Type Codes and Benefit Plan Codes, see Provider Table - Vendor Information Page.

Important! The Beneficiaries and Pension Type fields are United States and Canadian functionality, and aren't used for operations in The Netherlands.

Benefit Plan	The system displays the **Benefit Plan** to enter to access this page and its description.
Plan Type	The system displays the **Plan Type** to enter to access this page and its description.
Plan Yr Begins (Plan Year Begins)	Enter the year in which the pension plan begins. Enter the information in Month/Day format.
Plan Yr Ends (Plan Year Ends)	Enter the year in which the pension plan ends. Enter the information in Month/Day format.

A plan year normally ends the day before the next one begins. However, if you change your plan year, the row for the resulting short plan year has nonconsecutive beginning and end dates. For example, if the plan year changes from a July-June year to a calendar year resulting in a short plan year in 1980, the Pension Plan Table includes the following data:

Effective Date	***Plan Year Begin Date***	***Plan Year End Date***
1/1/1900	7/1	6/30
1/1/1980	7/1	12/31

Effective Date	*Plan Year Begin Date*	*Plan Year End Date*
1/1/1981	1/1	12/31

Be sure to include a row for the short plan year. Failure to do this can cause calculation errors.

Contributory Plans

Use the fields in the **Contributory Plans** group box to set up parameters for contributory plans.

Voluntary Contributns Allowed (Voluntary Contributions Allowed)	Select the **Voluntary Contributions Allowed** check box if the pension plan allows voluntary contributions. There are no parameters for defining voluntary contribution rates; these are established on an employee-by-employee basis when you enroll employees in the plan.
Special Accumulator Code	Enter the **Special Accumulator Code,** if applicable, to track earnings for mandatory contributions that can be structured as a percent of earnings subject to pension withholding.
Rates of Deduction	Enter the contribution rates in the **Rates of Deduction** box. You can have different rates above and below a threshold. For example, employees can contribute ***2%*** of earnings up to ***$FL50,000*** and ***3%*** of earnings above that. Enter the rate up to the threshold in the first **Rates of Deduction** field, the threshold in the next field, and the rate beyond the threshold in the final field.

When you are done entering information into this page then move to the Age-Graded Rate Table.

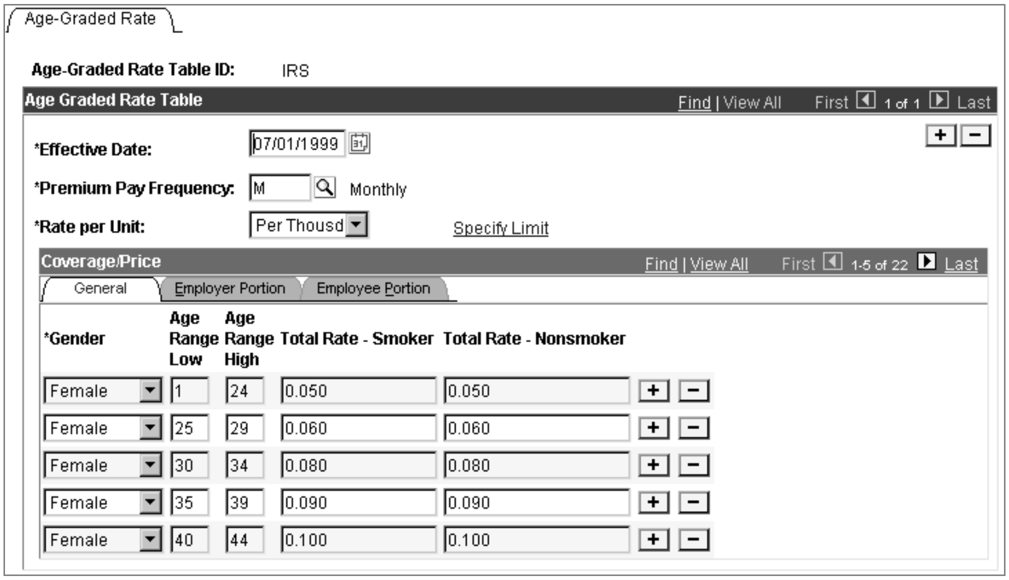
Establishing Age-Graded Rates

If your organization offers life and disability insurance benefit plans based on employee sex, age, and smoker/non-smoker rates, use the Age-Graded Rate Table to define the rates.

Age-Graded Rate Table Page

Usage	Use the Age-Graded Rate Table page to define rates for your employees and dependents for insurance benefit plans.
Navigation	**Define Business Rules, Define General Data (NLD), Setup, Age-Graded Rate Table**

Prerequisites	None
Access Requirements	Enter an Age-Graded Rate Table ID.



Age-Graded Rate Table: General page

Multiple views of this page are available by clicking the tabs in the scroll area. We document fields common to all views first.

Common Page Information

Age-Graded Rate Table ID The system displays the **Age-Graded Rate Table ID** you enter to access this page.

Effective Date The **Effective Date** must be the same as or prior to the effective dates of the benefit program and benefit plan combinations you associate the rates with.

Premium Pay Frequency To define the **Premium Pay Frequency,** select: ***Weekly, Biweekly, Semimonthly, Monthly,*** or ***Annual.***

Rate per Unit

To define **Rate per Unit,** select ***None***, ***Per Hundred*, or *Per Thousand.***

None. Select ***None*** for a flat rate.

Per Hundred. Select ***Per Hundred*** for a rate that applies to each $FL100 of coverage.

Per Thousand. Select ***Per Thousand*** for a rate that applies to each $FL1000 of coverage.

Specify Limit

Select Specify Limit to display the Amount to Limit page. The Amount to Limit page defines the portion of the employee rate that is subject to the percent of gross pay limit defined on the Calculation Rule page.

All

Flat Amount

Not Applicable

Percent of Rate

General Tab

Notice that you define rates for males and rates for females separately. Once you select **M** or **F**, the rates you enter apply only to the gender you select.

Gender

For each rate, define the **Gender.** Once you select a gender, the rates you enter apply only to the gender you select.

Age Range Low

Select a low age to define this age range. The system won't allow you to enter a low age range that exceeds the high age range.

Age Range High

Select a high age to define this age range. The system won't allow you to enter a low age range that exceeds the high age range.

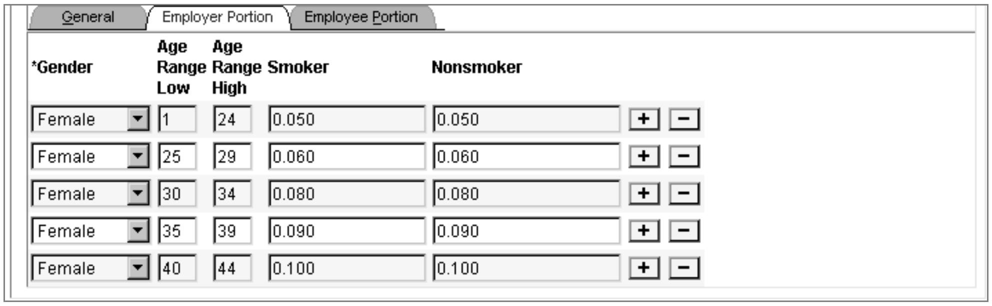
Total Rate - Smoker

Enter the total rate for smoker, according to the rates per unit that you selected.

Total Rate - Nonsmoker

Enter the total rate for a Nonsmoker, according to the rates per unit that you selected.

Employer Portion Tab



Age-Graded Rate Table: Employer Portion page

Age Range Low

Select a low age to define this age range. The system won't allow you to enter a low age range that exceeds the High age range.

Age Range High

Select a high age to define this age range. The system won't allow you to enter a low age range that exceeds the high age range.

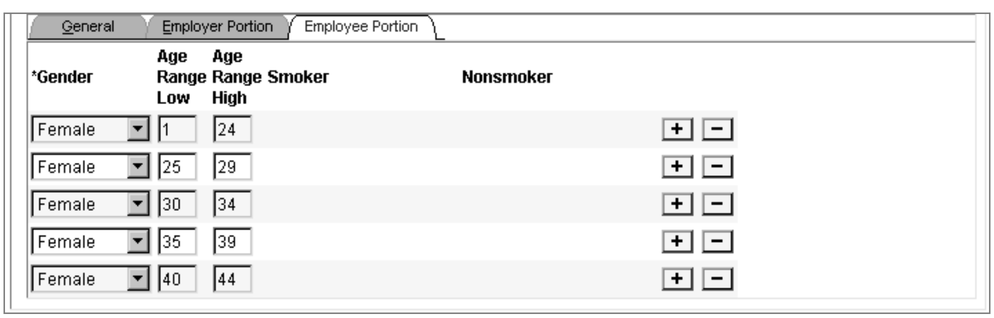
Smoker

Enter the employer portion rates for **Smoker** according to the rates per unit that you selected. The employer portion rates can't exceed the values you enter in the Total Rate column.

Nonsmoker

Enter the employer portion rates for **Nonsmoker** according to the rates per unit that you selected. The employer portion rates can't exceed the values you enter in the Total Rate column.

Employee Portion



Age-Graded Rate Table: Employee Portion page

Smoker

The system calculates these rates based on the rates you enter for **Total Rate - Smoker,** on the General page and the **Smoker** rates you entered on the Employer Portion page.

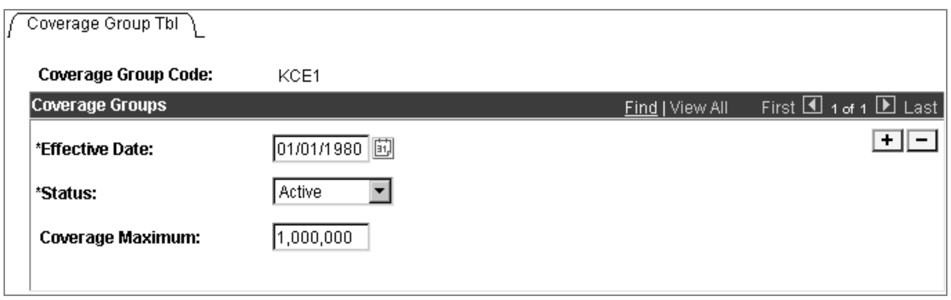
Nonsmoker The system calculates these rates based on the rates you enter for **Total Rate - Nonsmoker** on the General page and the **Nonsmoker** rates you entered on the Employer Portion page.

When you are done entering information into this page move to the Coverage Group Table.

Creating Life and AD&D Insurance Coverage Groups

Coverage Group Table Page

Usage	Use the Coverage Group Table page to define Coverage Group Codes that set the maximum total life and AD/D coverage for life insurance and accidental death and dismemberment (AD/D) insurance benefit plans.
Navigation	**Define Business Rules, Define General Data (NLD), Setup, Coverage Group Table**
Prerequisites	None.
Access Requirements	Enter a Coverage Group code.



Coverage Group 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** and **Status.**

Coverage Groups

The fields in this group box define Coverage Group Codes that set the maximum total life and AD/D coverage for life insurance and accidental death and dismemberment (AD/D) insurance benefit plans.

Coverage Group Code The system displays the **Coverage Group Code** you use to access the page.

Coverage Maximum	Enter a **Coverage Maximum** amount for the coverage group. The **Coverage Maximum** applies to all the life and AD/D insurance benefit plans you associate with the **Coverage Group Code** and that you associate with one benefit program

When you are finished entering information into this page, move to the Dependent/Beneficiary page.

Entering Dependents and Beneficiaries

You'll use the Dependent/Beneficiary page group to set up data for dependents and beneficiaries before enrolling your employees in specific benefit programs. The advantage of setting up data for dependents and beneficiaries before enrolling the dependents or assigning the beneficiaries to employees is that, regardless of how many times you go through the latter processes, you'll only enter personal data once. This data includes: name, address, and the relationship to employee. You enter a dependent's data using the Dependent/Beneficiary pages and then enroll the dependent in multiple benefits.

For example, you can enroll a person as a dependent in a medical plan and a dental plan and assign the person as the beneficiary of a savings plan, for a total of three entries, but you would only have to set up data for the person one time. That way, as part of enrollments you can prompt for the data and you won't need to re-enter it each time you enroll a dependent or assign a beneficiary.

Dependent data includes name, address, and relationship to employee. And if you set up other data, such as national ID number, birth date, and whether the dependent is a student, the information is available to answer inquiries. Here are the pages you'll use to set up dependent and beneficiary data:

- Name/Address
- Personal Profile

Before setting up dependent/beneficiary data, you must first enter personnel administration data for the employee claiming the dependent or beneficiary. This data includes personal information such as compensation allowances, and job data. You enter basic employee information using the Personal Data and Job Data page groups. Then, when you set up dependent/beneficiary data, you'll need the employee's Employee ID.

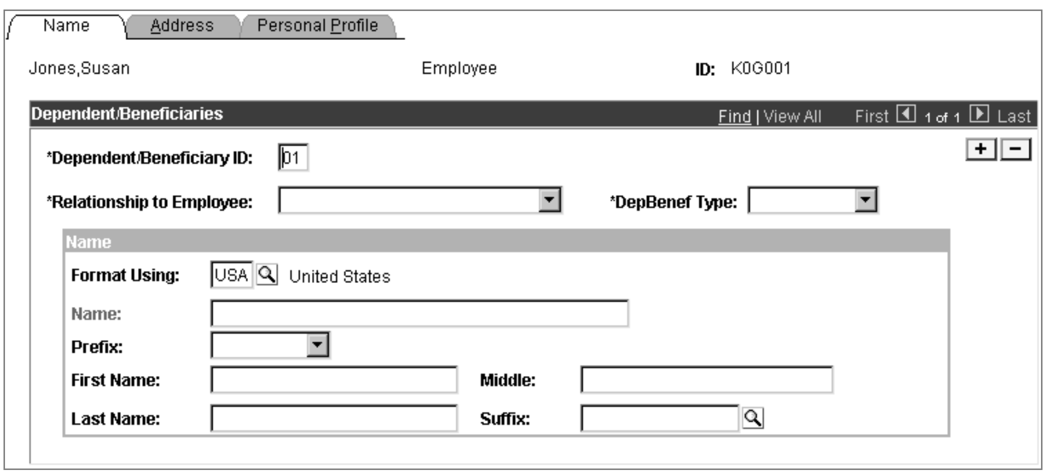
For more information about hiring employees and entering employee personal information into your PeopleSoft Human Resources system, see Hiring Your Workforce.

You can also review basic employee personal information using the Employee Data Summary pages.

For more information about the Employee Data Summary page group, see Reviewing Employee Eligibility for Benefits.

Dependent/Beneficiary - Name Page

Usage	Use the Dependent/Beneficiary - Name page to enter identification data for a dependent or beneficiary.
Navigation	**Define Business Rules, Define General Data (NLD), Use, Dependent/Beneficiary**
Prerequisites	You must first enter personnel administration data for the employee of the dependent or beneficiary in the Personal Data and Job Data components.
Access Requirements	Enter an EmplID, Name, Last Name, SetID, Department, and Personnel Status.



Dependent/Beneficiary - Name/Address page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplID, First Name, Middle, Last Name, Prefix,** and **Suffix.**

There is no effective date for dependent/beneficiary data. That's because dependents and beneficiaries become "effective" when you enroll them.

Dependent/Beneficiary ID	The system automatically assigns the **Dependent/Beneficiary ID.** You can change it, although the ID must be unique for the employee. For example, for employee ***KN0003,*** the system assigned **Dependent/Beneficiary ID *01.*** This number can't be duplicated for employee ***KN0003,*** but the system can assign ***01*** to a different **Employee ID** number as well.
Relationship to Employee	Select an option for this field. Valid values are:

Aunt

Brother

Daughter

Domestic Partner Adult

Domestic Partner Daughter

Domestic Partner Son

Employee

Estate

Exspouse

Father

Father-in-Law

Friend

Grandchild

Grandfather

Grandmother

Mother

Mother-in-Law

Neighbor

Nephew

Niece

Other

Other Relative

Roommate

Sister

Son

Spouse

Uncle

DepBenef Type (Dependent/Beneficiary Type)

Select the type of dependent or beneficiary. Your selection determines whether you can later enroll this person in a benefit plan.

Benef. Beneficiary

Dep/Benef. Dependent and beneficiary. Select this **Type** if you plan to both enroll the person as a dependent and assign the person as a beneficiary.

Dependent. Dependent.

Estate. If the beneficiary of a life plan is the estate of an employee, enter this value.

Important! The values *Cobra Only, None, QDRO Emp,* and *QDRO Rec* are Canadian and United States values and aren't used for operations in The Netherlands.

Name

Enter the **Dependent/Beneficiary** name information in the fields in the group box.

Format for Country

Select the **Country** from the prompt value list to begin entering address information. Prompt values are from the Country Table.

Name

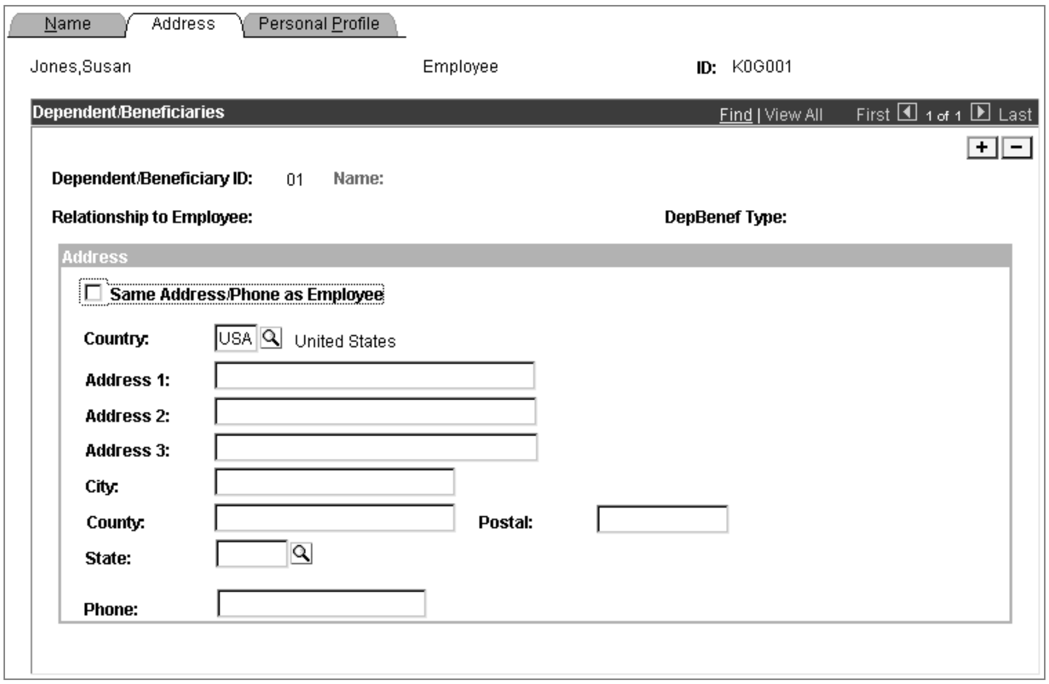
The system displays the **Dependent/Beneficiary** name using the PeopleSoft name format: last name followed by a comma and the first name with no space between:

[last name],[first name],[middle initial]

For more information about standardized address formatting, see Administering Country Codes.

Dependent/Beneficiary - Address Page

Usage	Use the Dependent/Beneficiary - Address page to enter personal information for use in determining eligibility and for communicating with employees.
Navigation	**Define Business Rules, Define General Data (NLD), Use, Dependent/Beneficiary**
Access Requirements	Enter an EmplID, Name, Last Name, SetID, Department, and Personnel Status.



Dependent/Beneficiary - Address page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Country, Address1, Address 2, Address 3, City, County, Postal, State,** and **Phone.**

Dependent/Beneficiary ID — The system displays the **Dependent/Beneficiary ID** assigned to the dependent or beneficiary on the Dependent/Beneficiary - Name page.

Relationship to Employee — The system displays the **Relationship to Employee** defined on the Dependent/Beneficiary - Name page.

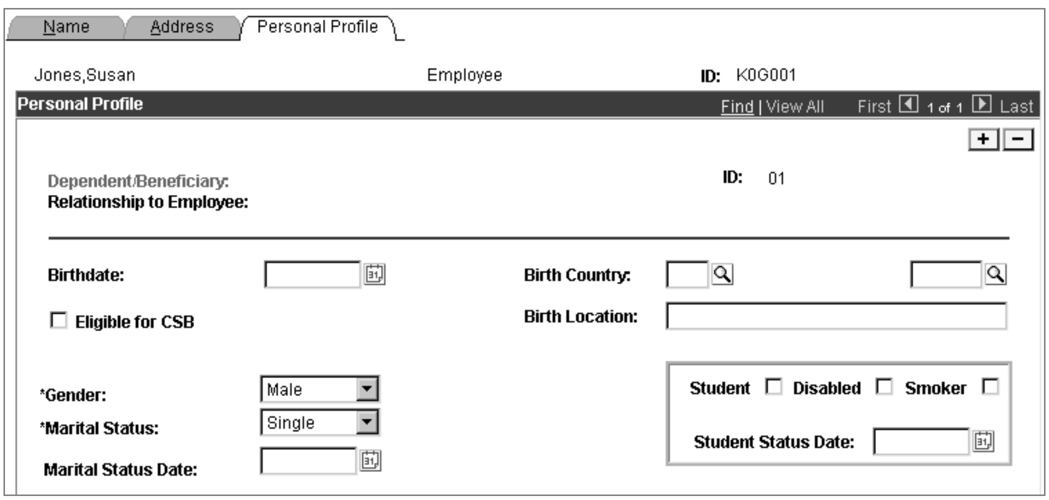
DepBenef Type (Dependent/Beneficiary Type) — The system displays the **DepBenef Type** defined on the Dependent/Beneficiary - Address Page.

Same Address/Phone as Employee	Select this option if the dependent or beneficiary address is the same as the employee address. The employee's address information defaults into the appropriate address fields.

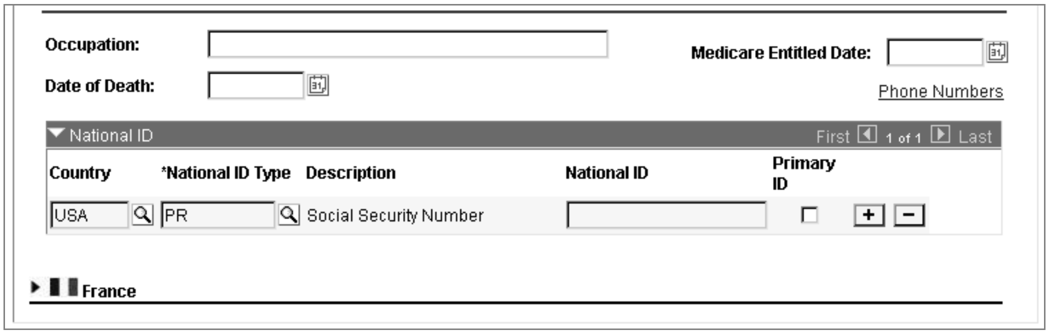
For more information about setting up and using the Postal Code search functionality in PeopleSoft Human Resources, see Loading Dutch Postal Codes.

Dependent/Beneficiary - Personal Profile Page

Usage	Use the Dependent/Beneficiary - Personal Profile Page to record personal information about a dependent or beneficiary including marital status, occupation, and national identification.
Navigation	**Define Business Rules, Define General Data (NLD), Use, Dependent/Beneficiary**
Access Requirements	Enter an EmplID, Name, Last Name, SetID, Department, and Personnel Status.



Dependent/Beneficiary - Personal Profile page (1 of 2)



Dependent/Beneficiary - Personal Profile page (2 of 2)

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

Dependent/Beneficiary ID (dependent/beneficiary identification)
The system displays the **Dependent/Beneficiary ID** assigned to the dependent or beneficiary on the Dependent/Beneficiary -- Name page.

Relationship to Employee
The system displays the **Relationship to Employee** defined on the Dependent/Beneficiary - Name page.

Birthdate
Enter the dependent/beneficiary's birth date information.

Birth Country
Enter the country in which the dependent/beneficiary was born.

Eligible for CSB
The Eligible for CSB fields are Canadian and United States functionality, and aren't used for operations in The Netherlands.

Birth Location
Enter the location of the dependent/beneficiary's birth.

Gender
Select the **Gender** of the dependent/beneficiary.

Marital Status
Select the **Marital Status** of the dependent/beneficiary.

Marital Status Date
After being hired, when the employee undergoes a change in **Marital Status** (such as a change from ***Single*** to ***Married***) enter the date of this change in **Marital Status Date.**

Student
Select the **Student** check box if the dependent/beneficiary is enrolled in school. After the status changes, for example graduation, clear the **Student** check box.

Disabled
Select the **Disabled** check box if the dependent/beneficiary is **Disabled.**

Smoker
Select the **Smoker** check box if the dependent/beneficiary smokes.

Student Status Date	Enter the date on which the dependent/beneficiary's **Student** status changes -- when the person begins or ends school. You need to enter a new date whenever this status changes.
Occupation	Enter the dependent/beneficiary's **Occupation,** if it is known.
Medicare Entitled Date	Enter the date on which the dependent/beneficiary becomes entitled to Medicare benefits.
Date of Death	When the dependent/beneficiary dies, enter the **Date of Death.**
Phone Numbers	Click this option to fill out the Dependent/Beneficiary -- Personal Profile: Phone Numbers page.

National ID

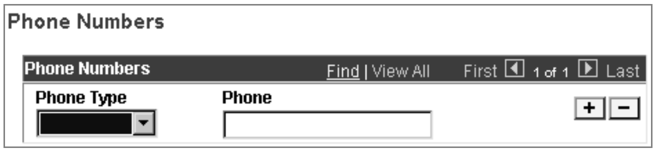
In the **National ID** group box, enter information about a dependent or beneficiary's national ID(s), such as a ***Payroll ID*** number. Dependents and beneficiaries with citizenship in more than one country can have more than one **National ID.** For each **National ID** number, enter the national ID's **Country** of origin and the **Type/Description** of the ID listed.

National ID Type	Select a **National ID Type** if need be. Valid values prompt from the National ID Type table.
Description	The system displays a **Description** of the **National ID Type.**
National ID	Enter the **National ID** number(s) for each **National ID.**
Primary ID	Select this option if the **National ID** you are entering is the primary identification for the dependent or beneficiary.

Important! The Eligible for CSB and the Medicare Entitled Date fields are Canadian and United States functionality, and aren't used for operations in The Netherlands.

Dependent/Beneficiary -- Personal Profile: Phone Numbers Page

Usage	Use the Dependent/Beneficiary - Personal Profile: Phone Numbers page to enter the Phone Type and Phone number for each phone number associated with the dependent or beneficiary.
Object Name	DEP_BENEF_PHON_SEC
Navigation	Click the Phone Numbers button on the Dependent/Beneficiary - Personal Profile page.



Dependent/Beneficiary --Personal Profile: Phone Numbers page

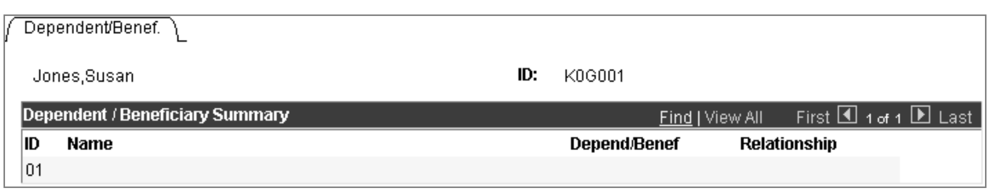
The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Phone** and **Phone Type.**

Over the course of time, changes occur and you need to terminate dependent enrollments or beneficiary status. Remember, you enroll dependents and assign beneficiaries when you enroll employees. As with employees, to terminate a dependent enrollment or beneficiary status you must enter a row of data with the termination date. Don't make such a change using the Dependent/Beneficiary Data page. You make the change using the benefit detail page for the benefit in question.

If you delete dependent/beneficiary data using the Dependent/Beneficiary Data pages, you destroy historical data. Once you change enrollment data, it won't matter that the dependent or beneficiary data is available here. It must remain if your system is to provide correct historical information.

Dependent/Beneficiary Summary Page

Usage	Use the Dependent/Beneficiary Summary page to view a list of all dependents and beneficiaries for an employee. The summary enables you to view data in one place, helping you answer inquiries and check which dependents have already been set up in the system.
Navigation	**Define Business Rules, Define General Data (NLD), Inquire, Dependent/Beneficiary Summary**
Prerequisites	None
Access Requirements	Enter an EmplID, Name, Last Name, SetID, Department, Personnel Status.



Dependent/Beneficiary Summary page

Employee Name	The system displays the employee name at the top of the page.
EmplID (employee identification)	The system displays the employee's identification number at the top of the page.

Dependent/Beneficiary Summary

The Dependent/Beneficiary Summary displays a summary of all dependent/beneficiary data for an employee.

ID	This column contains the **ID** of the dependent or beneficiary.
Name	This column contains the **Name** of the dependent or beneficiary.
Depend/Benef (dependent/beneficiary)	The information in this column tells you whether the person is a dependent or beneficiary.

C H A P T E R 3

Entering Earnings, Payments, and Other Payroll Information Into the System

Once you have organized your Salary Administration system by entering standardized information into the setup tables, you are ready to begin using this standardized information to collect all of the necessary information about payments to employees (such as regular salary and related additional earnings) that is needed to process payroll. You'll also enter some additional payroll-related information about the employee's bank and account information.

PeopleSoft Human Resources Salary Administration helps you to collect the information that your payroll system needs about an employee's earnings, so that information can be used to process a pay run and ensure timely payment of wages to your employees. Earnings are payments made to employees, and total earnings consist of regular salary and additional earnings. Earnings or payments can be either permanent or incidental. For instance, regular salary is a permanent payment. An example of a permanent additional payment is a traveling allowance for commuting. An example of an incidental additional payment is a one-time performance bonus.

Overview of Entering Earnings, Payments, and Other Payroll Information Into the System

In this section, you specify the method(s) for paying each of your employees' net income, including their bank transit number and bank account number. You enter permanent employee earnings, including all types of extra payments made to employees, in addition to regular salary. You also enter incidental payments to employees, such as a performance bonus. And, finally, you learn to enter incidental payments made on an hourly basis to a group of employees. Examples of incidental payments include holiday, vacation, and overtime pay.

The procedures for accessing and entering information in these pages mirror those for updating any PeopleSoft page. Before you enter information into the pages discussed in this section, you must first have entered valid codes and values into the Salary Planning setup tables. See Overview of the Setup Steps.

For more information about setting up the Salary Administration system, see Setting Up Salary Plans, Grades, and Steps.

For a quick refresher course, please refer to the general tutorial in Using PeopleSoft 8 Applications.

Remember that you can access PeopleBooks Help at any time and review online information that describes the purpose of these pages.

Entering Employee Earnings

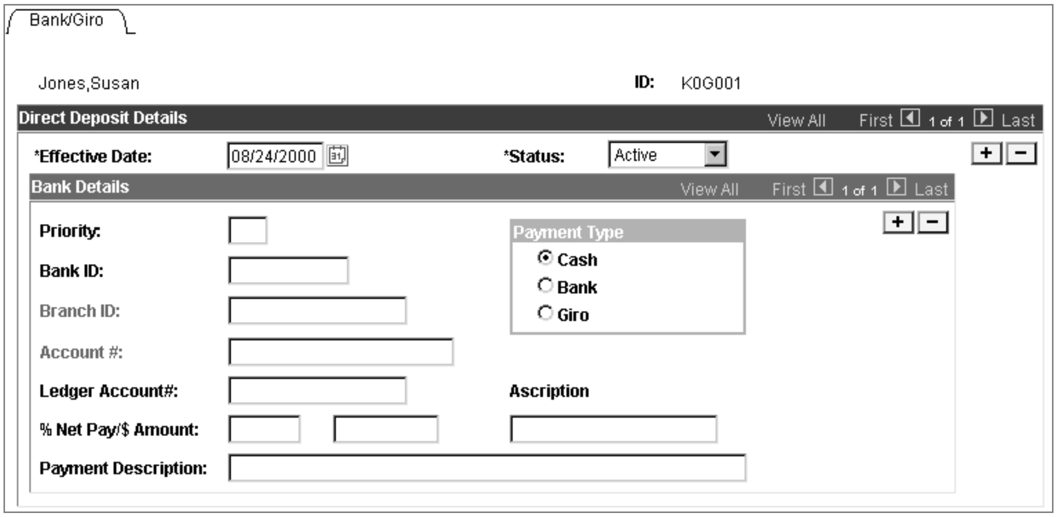
Using this process, you enter all types of extra payments made to employees, in addition to regular salary, which are permanent. Permanent earnings are earnings that cover a time period with an initial and final date. However, the final date is open, and the payment continues indefinitely until the final date is closed. Examples include a fixed commuting allowance, a telephone allowance, or a labor market salary adjustment.

Adding Incidental Earnings

Use the Incidental Earnings page to enter incidental payments made to employees. Incidental payments cover a one-time payment inside a closed time period. An example of an incidental earning is a performance bonus.

Bank/Giro Page

Usage	Use the Bank/Giro page for specifying the method(s) for paying each of your employees' net income, including their bank transit number and bank account number.
Object Name	DIRECT_DEPOSIT_NLD
Navigation	• **Define Business Rules, Define General Data (NLD), Use, Bank/Giro, Bank/Giro** • **Compensate Employees, Maintain Payroll Data (USF), Use, Direct Deposit, Bank/Giro** • **Compensate Employees, Maintain Payroll Data (US), Use, Direct Deposit, Bank/Giro** • **Compensate Employees, Maintain Payroll Interface, Use, Direct Deposit, Bank/Giro**
Prerequisites	None
Access Requirements	Enter an EmplID, Name, Last Name, Department SetID, Department, and Personnel Status.



Bank/Giro page

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

The system displays the employee's name and ID (identification number).

Priority Enter a priority to indicate that payments or distributions be made to multiple accounts in order of priority. The lower the priority number is, the higher the priority is. This is important when an employee's net pay isn't enough to cover all payments and account deposits.

Payment Type Select ***Cash*** for a payment in cash.

Select ***Bank*** for a payment to a bank.

Select ***Giro*** for a payment to a Giro account.

Bank ID Select a bank ID from the list of available options.

Branch ID Enter an optional branch ID for your bank.

Account # (account number) Enter a required account number for your bank. It must comply with the "11-Check" account validation method.

Ledger Account# (ledger account number) Enter a ledger account number if the payment is cash for the deposit of any uncollected funds.

% of Net Pay/$ Amount (percentage of net pay amount)	Enter a percentage of net pay or an exact amount to be paid. If there are multiple payments or distributions, then each may be stated as either a percentage of net pay or an amount. For example, an employee might want to have ***$FL50*** deposited to a savings account, and then receive a ***$FL100*** check for cash, and then have ***100%*** of the remaining net pay deposited to a checking account.
Ascription	Enter optional information regarding the name or identity of the account owner.
Payment Description	Enter a payment description for each payment or deposit.

Entering Employee Earnings

Use the Earnings page to enter all types of extra payments made to employees, in addition to regular salary, which are permanent. Permanent earnings are earnings that cover a time period with an initial and final date, but the final date is open, and the payment continues indefinitely until the final date is closed. Some examples of such earnings include a fixed commuting allowance, a telephone allowance, or a labor market salary adjustment.

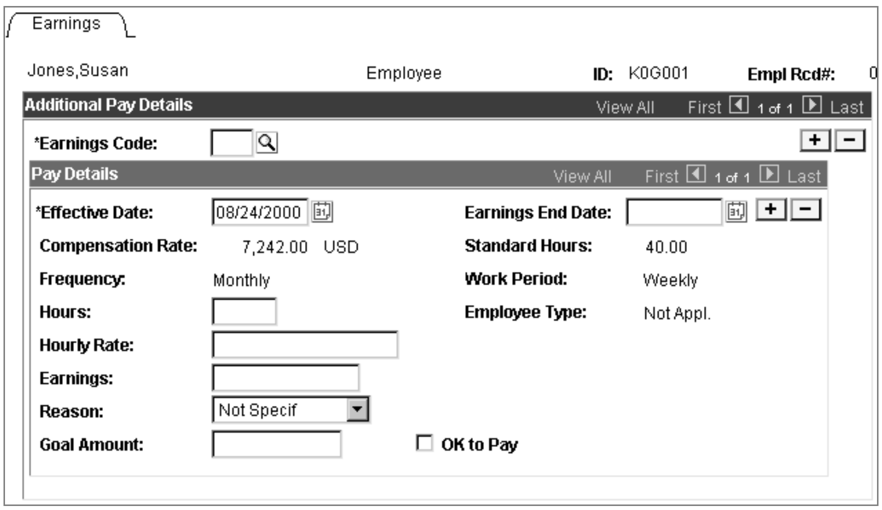
Before you can enter an employee's earnings on this page, you must first set up valid Earnings Codes in the Earnings Table. Also, don't use this page to enter incidental earnings. Incidental earnings are entered in the Incidental Earnings page.

For more information about creating Earnings Codes in the Earnings table, see Creating Earnings Codes. For more information about entering Incidental Earnings, see Entering Earnings, Payments, and Other Payroll Information Into the System.

Earnings Page

Usage	Use the Earnings page for entering earnings for your employees. This page is for earnings that are considered permanent. Incidental earnings aren't entered in this page.
Object Name	ADDITIONAL_PAY1_NL
Navigation	• **Define Business Rules, Define General Data (NLD), Use, Earnings, Earnings** • **Compensate Employees, Maintain Payroll Data (USF), Use, Additional Pay, Earnings** • **Compensate Employees, Maintain Payroll Data (CAN), Use, Additional Pay, Earnings**

	• **Compensate Employees, Maintain Payroll Data (US), Use, Additional Pay, Earnings** • **Compensate Employees, Maintain Payroll Interface, Use, Additional Pay, Earnings**
Prerequisites	You must have previously defined the Earnings Codes in the Earnings table.
Access Requirements	Enter an EmplID, Name, Last Name, and Personnel Status.



Earnings page

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

The system displays the employee's name, employment status, and ID.

Earnings Code Enter the type of earnings for the employee. If there is more than one earnings code**,** add additional data rows and use the outer scroll bar to move between rows. Although you can enter an unlimited number of earnings for an employee, the types of earnings that are possible for an employee depend upon the employee's company and pay group.

Earnings End Date Enter the date that the earnings end. To enter repeated earnings end dates, add data rows and use the inner scroll bar to move between rows.

Compensation Rate/Frequency The system displays the rate of compensation and frequency of that compensation per employee.

Standard Hours The system displays the standard hours that the employee works per work week.

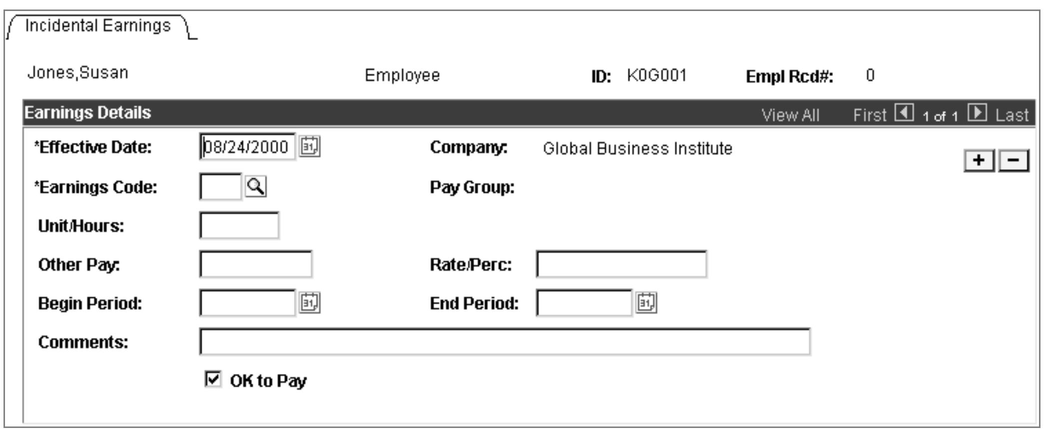
Work Period	Select a standard work period. The standard work period is the time period in which employees must complete the standard hours. Valid values are stored in the Frequency table. The system uses the annualization factor of the standard work period in combination with the standard hours to calculate full-time equivalency (FTE).
	For more information about standard work period defaulting, see PeopleSoft 8 Application Fundamentals for HRMS, "Setting Up Control Tables".
Employee Type	The system displays the employee type according to predetermined variables.
Hours	If the earnings are based upon hours worked, enter the hours**.**
Hourly Rate	If the earnings are based upon hours worked, enter the hourly rate.
Earnings	If the earnings are based upon a specific amount or fixed allowance, enter the amount in the **Earnings** field.
Reason	You can select a reason for the payment. Valid values are from the Translate table.
Goal Amount	If there is a limit to the total amount that you want to pay the employee, such as when the payment is made in a series of smaller payments over several pay periods, then enter the limit in the **Goal Amount** field.
OK to Pay	If your organization has a procedure in place to first enter the earnings, and then to obtain an approval for the payment of the earnings, select **OK to Pay** to indicate approval for the payment.

Before you can enter an employee's Incidental Earnings on this page, you must first set up valid Earnings Codes in the Earnings Table. Also, don't use this page to enter information about permanent earnings, or for data entry of incidental hours worked. Permanent earnings are entered in the Earnings Page. Incidental hours are entered in the Incidental Hours Page.

For more information about creating Earnings Codes in the Earnings Table, see Creating Earnings Codes. For more information about entering Earnings, see Entering Employee Earnings. For more information about entering Incidental Hours, see the Incidental Hours Page

Incidental Earnings Page

Usage	Use the Incidental Earnings page to enter incidental payments made to employees. Incidental payments cover a one-time payment inside a closed time period. An example of an incidental earning is a performance bonus.
Object Name	EARNINGS_INC_NL
Navigation	**Define Business Rules, Define General Data (NLD), Use, Incidental Earnings, Incidental Earnings**
Prerequisites	You must have previously set up valid Earnings Codes in the Earnings Table and completed the Earnings page.
Access Requirements	Enter an EmplID, Name, Last Name, and Personnel Status.



Incidental Earnings 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 **Comments.**

The system displays the employee's name, employment status, and ID.

Company The system displays the company that you are working with.

Earnings Code

Enter any applicable earnings code by selecting from the list of prompt values, which are from the Earnings Table.

If multiple Incidental Earnings exist, add additional data rows and use the scroll bar to move between rows. Although you can enter an unlimited number of incidental earnings for an employee, the types of incidental earnings that are possible for an employee depend upon the employee's company and pay group.

Also, remember, this page is for earnings which are incidental. Permanent earnings and incidental hours aren't entered in this page.

Pay Group

The system displays the pay group that you are working with.

Unit/Hours

Enter the units/hours for which the employee should be compensated, if applicable.

Other Pay

Enter the type of other pay for which the employee should be compensated, if applicable.

Rate/Perc (rate percentage)

Enter the rate/percentage of compensation, if applicable.

Begin Period and **End Period**

Use **Begin Period** and **End Period** to indicate the period of time to which the incidental earnings apply.

OK to Pay

If your organization has a procedure in place to first enter the incidental earnings, and then to obtain an approval for the payment of the incidental earnings, select **OK to Pay** to indicate approval for the payment.

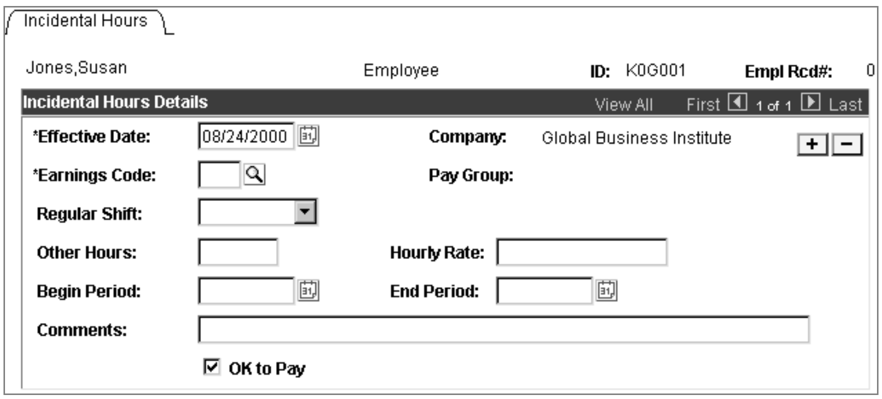
For more information about creating Earnings Codes in the Earnings Table, see Creating Earnings Codes.

For more information about entering incidental earnings, see Entering Earnings, Payments, and Other Payroll Information Into the System.

For more information about data entry for larger groups of employees, see the Hours Changed Page.

Incidental Hours Page

Usage	Use the Incidental Hours page to enter Incidental Hours for your employees.
Object Name	ADDL_HRS_INC_NL
Navigation	**Define Business Rules, Define General Data (NLD), Use, Incidental Hours, Incidental Hours**
Prerequisites	You must have previously defined the Earnings Codes in the Earnings Table.
Access Requirements	Enter an EmplID, Name, Last Name, and Personnel Status.



Incidental Hours 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, ID,** and **Comments.**

The system displays the employee's name, employment status, and ID.

Company The system displays the company that you are working with.

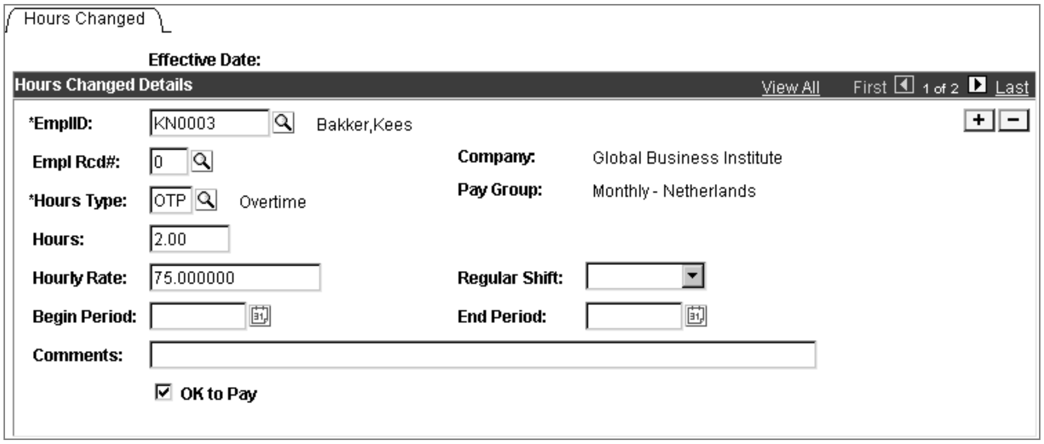
Earnings Code Enter any applicable earnings codes for the employee by selecting from the list of prompt values, which are from the Earnings Table. You see only those earnings codes that are both defined as Incidental and based upon Hours in the Earnings Table.

If there is more than one type of incidental hours for this employee, add additional data rows and use the scroll bar to move between rows. Although you can enter an unlimited number of incidental earnings for an employee, the types of incidental earnings possible for an employee depend upon the employee's company and pay group.

Pay Group	The system displays the pay group that you are working with.
Regular Shift	Indicate the employee's regular shift by selecting from the list to values from the Translate table.
Other Hours	Enter the amount of other hours worked.
Hourly Rate	Enter the hourly rate for the other hours worked.
Begin Period and **End Period**	Enter the period during which the hours were worked using the **Begin Period** and **End Period** fields.
OK to Pay	If your organization has a procedure in place to first enter the incidental hours, and then to obtain an approval for the payment of the incidental hours, select **OK to Pay** to indicate approval for the payment.

Hours Changed Page

Usage	Use the Hours Changed page for entering incidental payments made on an hourly basis to a group of employees. Incidental hours includes pay for hours other than regular, straight time, such as holiday, vacation, overtime, and double overtime. Don't use this page to enter information about incidental earnings. Incidental earnings are entered in the Incidental Earnings page.
Object Name	ADDL_HRS_DE_INC_NL
Navigation	**Define Business Rules, Define General Data (NLD), Use, Hours Changed, Hours Changed**
Prerequisites	Before you can enter an employee's Incidental Hours on this page, you must first set up valid Earnings Codes in the Earnings Table and one or more Pay Calendars for the pay groups that the employees belong to.
Access Requirements	Enter an Effective Date**,** which is the end date of the next pay period on the pay calendar, a Company, and Pay Group.



Hours Changed page

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

This page enables you to enter incidental hours for a group of employees, one after the other, without closing and reopening the page. To enter changes for more than one employee, add a new data row for each additional employee.

Before you can enter an employee's Incidental Hours on this page, you must first set up valid Earnings Codes in the Earnings Table. Also, don't use this page to enter information about incidental earnings. Incidental earnings are entered in the incidental earnings page.

For more information about creating Earnings Codes in the Earnings Table, see Creating Earnings Codes. For more information about entering incidental earnings, see Entering Earnings, Payments, and Other Payroll Information Into the System.

EmplID Enter the employee ID and press TAB. The system displays the employee's name, employee record number, company, and pay group.

Company The system displays the company that you are working with.

Hours Type	Select the hours type. The hours type is a list of earnings codes. You see only those earnings codes that are both defined as Incidental and based upon Hours in the Earnings Table. If there is more than one type of incidental hours for this employee, add additional data rows and use the scroll bar to move between rows. Although you can enter an unlimited number of incidental earnings for an employee, the types of incidental earnings that are possible for an employee depend upon the employee's company and pay group.
Pay Group	The system displays the pay group that you are working with.
Hours	Enter the hours.
Hourly Rate	Enter the hourly rate.
Regular Shift	Select the employee's regular shift from the list of values from the Translate table.
Begin Period and **End Period**	Enter the period during which the hours were worked using the **Begin Period** and **End Period** fields.
Comments	The **Comments** field is optional.

C H A P T E R 4

Entering Benefits and Deductions Into the System

In this section we continue to discuss how you use the standardized information that you've set up in your Salary Administration system to enter payroll-related data about employee benefits and deductions into PeopleSoft Human Resources. You learn how to process all types of deductions from employees' pay, including permanent benefits deductions (such as contributions to health insurance or a pension program) and related general deductions (such as the settlement of a cash advance).

Before you can record deductions and participation in benefit plans for your employees, you must first ensure that they are assigned to a benefits program. This is done using the Ben. Prog. Partic. Page.

For more information about assigning employees to benefit programs see Hiring Your Workforce.

Overview of Entering Benefits and Deductions into the System

This section leads you through the process of entering benefits and deductions for your employees. Before you enroll employees, however, you learn how to verify that employee's personal and job data are entered into the system, and to how to review a summary of key information that is often used to determine an employee's eligibility for benefits.

You learn to identify an employee's participation in coverage under one of the national Social Insurance programs, as well as to identify the provider. Two SQR reports enable you to produce the required notifications concerning your employees' social insurance. You learn about a process for entering the Dutch rules that determines an employee's wage tax.

Then you learn how to enroll employees, and their dependants, in a benefits program. After that, you enroll them in benefit plans as well as a pension plan. Finally, this section covers how to view a summary of each employee's benefit information and how to set up and enter an employee's general deductions for benefit plans and other payments.

Before you enter information into the pages discussed in this section, you must first have entered valid codes and values into the Salary Administration setup tables.

For more information about setting up the Salary Administration system, see Setting Up Your Salary Administration System.

For a quick refresher course, please refer to the general tutorial in Using PeopleSoft 8 Applications.

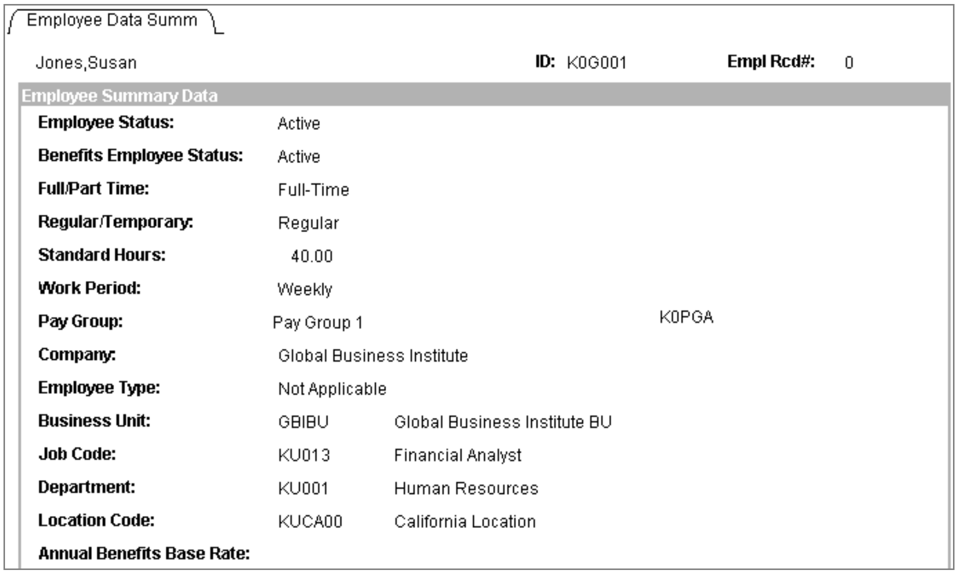
Remember that you can access PeopleBooks Help at any time and review online information that describes the purpose of these pages.

Reviewing Employee Eligibility for Benefits

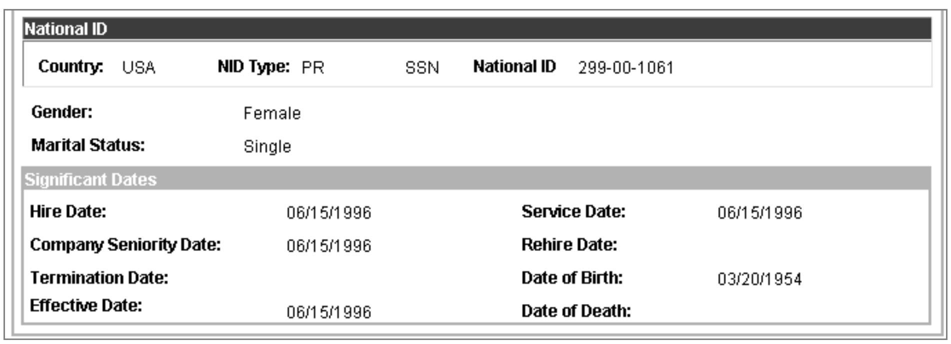
You can use the Employee Data Summary page to verify that an employee's personal and job data are entered into the system, and to review a summary of key information that is often used to determine an employee's eligibility for benefits, such their employment status and seniority date.

Employee Data Summ Page

Usage	The Employee Data Summ (summary) page enables you to easily view the personnel administration data that you need.
Navigation	**Define Business Rules, Define General Data (NLD), Inquire, Employee Data Summary**
Prerequisites	None
Access Requirements	Enter EmplID, Name, Last Name, and Personnel Status.



Employee Data Summ page (1 of 2)



Employee Data Summ page (2 of 2)

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

The system displays the employee's name, employment status, and ID (identification number).

Employee Status, Full/Part Time, Regular/Temporary, Pay Group, and **Annual Benefits Base Rate** each directly affect either benefit eligibility or benefit processing. The date information that displays in the **Significant Dates** group box, such as **Hire Date** or **Seniority Date,** can directly affect benefit eligibility. The following fields are defined for the employee on the Job record:

Employee Status The system displays the employee's employee status. Employee status is based on either the last personnel action for the employee, or, in a few cases, the reason for the action, such as death.

Benefits Employee Status The system displays the benefits employee status.

Full/Part Time

The system displays whether the employee works a full-time or part-time schedule as defined on the Job Data - Job Information Page.

Full-Time. Full-time is defined by the Standard Hours specified in either the Salary Plan Table or the Default Standard Hours specified in the Installation Table, unless you've specified a default Standard Hours for your User ID on the Primary Permission List table. If you have, the default Standard Hours comes from the Primary Permission List table for your user ID. If an employee is hired into a location which has been assigned a Salary Administration Plan on the Location table, the Salary Administration Plan defines what constitutes full- time.

Part-Time. Defined by your organization.

Regular/Temporary

The system displays whether the employee is a ***Regular*** or ***Temporary*** employee as defined on the Job Data - Job Information Page.

Standard Hours

The system displays the standard hours for the employee as defined on the Job Information page. Standard hours define how many hours the employee should work in the job.

Work Period

Select a standard work period. The standard work period is the time period in which employees must complete the standard ours. Valid values are stored Frequency table

The system uses the annualization factor of the Standard Work Period in combination with the Standard Hours to calculate FTE.

For more information about Standard Work Period default, see PeopleSoft 8 Application Fundamentals for HRMS, "Setting Up Control Tables".

Pay Group

The system displays the employee's pay group as defined on the Pay Group table.

Company

The system displays the employee's company as defined on the Company table.

Employee Type

The system displays the employee type as defined on the Pay Group table.

Business Unit

This is an organizational level that you determine in your organization as a way of tracking specific business information for reporting and other roll-up data collection. Business units are defined on the Business Unit table.

Job Code	The system displays the job code for this employee as defined in the Job Code table.
Department	The system displays the employee's department. Departments are defined on the Department table.
Location Code	The system displays the employee's location code. Locations are defined on the Location table.
Annual Benefits Base Rate	The system displays the employee's annual benefits base rate. This field is blank if your organization uses a benefits base different from regular pay. You set up the benefits base rate on the Compensation page of the Job Data component, in the **Annual Benefits Base Rate** field.
NID Type (national identification type)	The system displays the employee's national identification type.
National ID (national identification)	The system displays the employee's identification number.
Gender	The system displays the employee's gender.
Marital Status	The system displays the employee's marital status.
Hire Date	The system displays the employee's hire date.
Service Date	The system displays the employee's service date.
Company Seniority Date	The system displays the employee's company seniority date. This is date the employee started service with a company in the organization.
Rehire Date	The system displays the employee's rehire date, if applicable.
Termination Date	The system displays the employee's termination date, if applicable.
Date of Birth	The system displays the employee's date of birth.
Date of Death	The system displays the employee's date of death, if applicable.

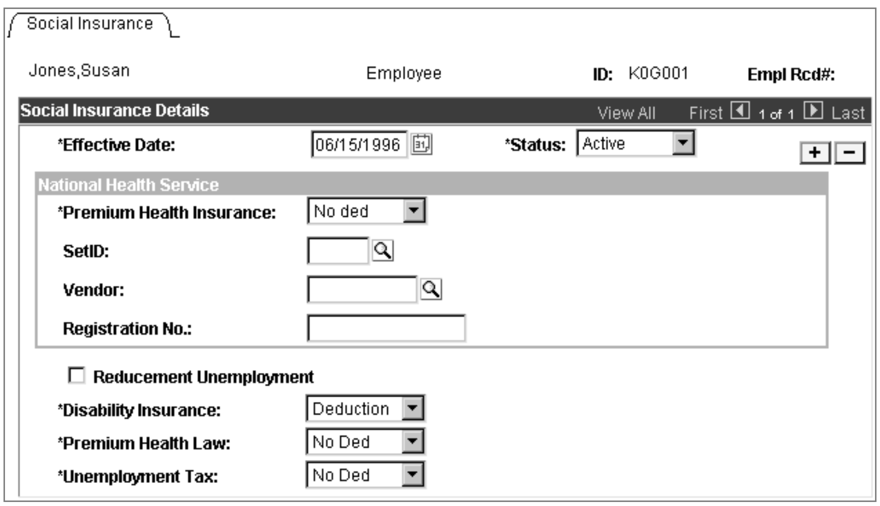
When you are done reviewing an employee's job and personal data, move to the Social Insurance page.

Identifying Employee Social Insurance Providers

Use the Social Insurance page to identify an employee's participation in coverage under one of the national social insurance programs and to identify the provider.

Social Insurance Page

Usage	The Social Insurance page enables you to identify an employee's participation in coverage under one of the national social insurance programs and to identify the insurance provider.
Object Name	SOCIAL_ASSUR_NL
Navigation	**Define Business Rules, Define General Data (NLD), Use, Social Insurance, Social Insurance**
Prerequisites	You must have previously established valid values for SetID and Vendor. See Setting Up Your Salary Administration System.
Access Requirements	Enter EmplID, Name, Last Name, and Personnel Status.



Social Insurance 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,** and **SetID.**

The system displays the employee's name, employment status, and employee ID (identification).

National Health Service If the employee's income is below the national health care limit, then they are required by law to participate in a National Health Service scheme.

Premium Health Insurance	Select ***Deduction*** or ***No Ded*** (no deduction). ***Deduction.*** Select ***Deduction*** if the law requires the employee's participation in a National Health Service scheme. ***No Ded.*** Select ***No Ded*** if the law doesn't require the employee's participation in a national health service scheme.
Vendor	If the employee is required to participate in a national health service scheme, select the vendor from the list of prompt values. **Note.** Leave the **Vendor** field empty if the law doesn't require the employee to participate in a national health service scheme.
Registration No. (registration number)	If the employee is required to participate in a national health service scheme, enter the employee's association member registration number. **Note.** Leave the **Registration No.** field empty if the law doesn't require the employee to participate in a National Health Service scheme.
Reducement Unemployment	Select **Reducement Unemployment** if the employee was classified as "long-term unemployed" at the time of hire.
Disability Insurance	If you selected **Reducement Unemployment**, select ***Deduction*** or ***No Ded*** from the **Disability Insurance** options.
Premium Health Law	If you didn't select **Reducement Unemployment**, select ***Deduction*** or ***No Ded*** from the **Premium Health Law** options. Use the values from the Translate table to indicate whether the employee should have deductions for premium health care.
Unemployment Tax	If you didn't select **Reducement Unemployment**, select ***Deduction*** or ***No Ded*** from the **Unemployment Tax** options. Use the values from the Translate table to indicate whether the employee should have deductions for premium health care.

When you are done entering information into this page, move to the Insurance Board Notification and Insurance Notification reports page.

Providing Social Insurance Notification

Dutch employers must report personal data to the Insurance Board for every new employee. The purpose of the Insurance Board Notification (INT001NL) SQR report is to print the insurance board notification. Also, Dutch employees must be insured in accordance with the Dutch National Health Service (DNHS), unless their income rises above a certain level. If this occurs, the Insurance Notification (INT002NL) SQR report can be used to inform the DNHS.

Insurance Board Notification

The purpose of the Insurance Board Notification (INT001NL) report is to print the insurance board notification.

Click Generating Social Insurance Notification Reports to access the Insurance Board Notification page where you can create the Insurance Board Notification report.

Insurance Notification

Dutch employees must be insured in accordance with the Dutch National Health Service (DNHS), unless their income rises above a certain level. If this occurs, the Insurance Notification (INT002NL) report can be used to inform the DNHS.

Click Generating Social Insurance Notification Reports to access the Insurance Notification page where you can run the Insurance Notification report.

When you are done using these pages, move to the Tax Data page.

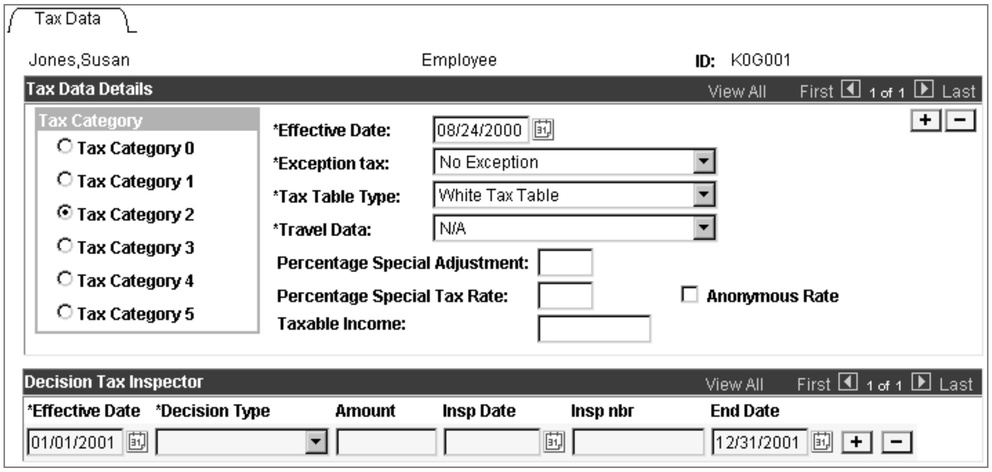
Entering Employee Tax Withholdings

Use the Tax Data page for entering the Dutch rules that determine an employee's wage tax. The data entered here will affect the gross/net calculations made by your payroll system.

Tax Data Page

Usage	The Tax Data page enables you to enter Dutch rules that determine an employee's wage tax. The data entered here will affect the gross/net calculations made by your payroll system.
Object Name	EMPL_TAX_DATA_NL
Navigation	**Define Business Rules, Define General Data (NLD), Use, Tax Data, Tax Data**
Prerequisites	You must have previously defined an employee's personal and job data.

Access Requirements	Enter EmplID, Name, Last Name, Department, SetID, Department, Alternate Character Name, and Personnel Status.



Tax Data page

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

The system displays the employee's name, employment status, and employee ID.

Tax Category	Select the option for the tax you are entering. Field values under the tax category are ***Tax Category 0, Tax Category 1, Tax Category 2, Tax Category 3, Tax Category 4,*** and ***Tax Category 5.***
Exception tax	Wage taxes may be subject to some exceptions, which you record in the **Exception tax** field by selecting an option here.
Tax Table Type	Tax table type refers to the Dutch tax tables used to determine the level of the employee's wage tax. The field values available are ***No Tax, White Tax Table,*** and ***Green Tax Table.*** Select an appropriate value.
Travel Data	Select any special fiscal rules that apply to employees working for the company abroad, or foreigners employed by the company at work in the Netherlands, in the **Travel Data** field.
Percentage Special Adjustment	Enter a deviating percentage special adjustment for special tax cases.
Percentage Special Tax Rate	Enter the percentage special tax rate for special tax cases.

Anonymous Rate	Select the **Anonymous Rate** check box to indicate when an employee hasn't handed over the documentation regarded as official proof of identity. When this occurs, the highest tax rate (about 60%) is applied for the purpose of discouraging illegal immigration.
Decision Tax Inspector	Every reduction of the wage tax to be paid by the employee must be based upon a decision given by the tax inspector.
Decision Type	Select the type of decision made by the tax inspector. The decisions available are: ***Deduction, Tax Category, Exception Perc.*** (percentage), ***Spec*** (special), ***Tax Rate, Conscientious Scruple,*** and ***Extra Tax.***
Amount	Enter the amount of tax.
Insp Date (inspector date)	Enter the date of the tax inspector decision.
Insp nbr (inspector number)	Enter the number made by the tax inspector.
End Date	Enter the end date of the decision.

When you are done entering information into this page, move to the Benefit Program Participation page.

Enrolling Employees in a Benefits Program

With PeopleSoft Human Resources, you'll enroll employees in benefits programs and plans using the following process:

1. You enroll participants in benefit programs during new hire processing. Initially, an employee's benefit program is assigned automatically based on their employee pay group. That is, a benefits program is associated with a pay group and company on the Pay Group Table, and then the pay group defaults to the employee Job Data record from the company level.

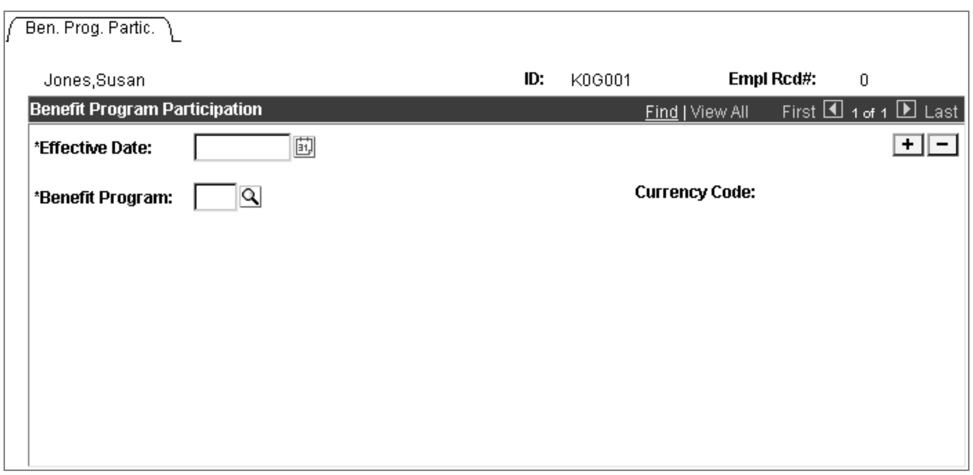
2. During the new hire process, or actually at any time, you can change the employee's benefit program assignment using the page at Administer Workforce, Administer Workforce (GBL), Use, Job Data, Benefit Program Participation.

3. For your convenience, we've also placed a modified version of the Benefit Program Participation page in the Define General Data (NLD) menu so that you can verify and/or override this assignment at the employee level without having to change menus in the system. It's important to verify that the employee is enrolled in the correct benefit program, because you can only enroll participants in benefit plans that are associated with their assigned benefit program.

4. Once you are sure the employee is placed in the correct benefits program, then you'll use the individual benefit plan pages to enroll the participant in all appropriate benefit plans within the benefit program. When you enroll employees in health insurance, life insurance, and pension benefit plans, you also enroll their dependents and assign their beneficiaries.

Ben. Prog. Partic. Page

Usage	The Ben. Prog. Partic (benefit program participation) page enables you to verify that an employee is enrolled in the correct benefit program, and override the default setting to change the employee's benefit program, if needed.
Object Name	BEN_PROG_PARTICPTN
Navigation	• **Compensate Employees, Administer Base Benefits, Use, Benefit Program Participation, Benefit Program Participation** • **Define Business Rules, Define General Data (NLD), Use, Benefit Program Participation, Benefit Program Participation** • **Define Business Rules, Define Payroll Interface, Setup, Benefit Program Participation, Benefit Program Participation**
Prerequisites	You must have previously defined an employee's personal and job data.
Access Requirements	Enter EmplID, Name, Last Name, and Personnel Status.



Ben. Prog. Partic. page

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

The system displays the employee's name and employee ID**.**

The information in the Benefit Program Participation page appears as default information from the employee's Job Data record.

Benefit Program	You can override or change the employee's benefit program enrollment by selecting one from the list of values that appear when you click the magnifying glass button. The values are from the Benefit/Deduction Program table. When you press TAB to leave the **Benefit Program** field, the effective date changes to today's date and the currency code changes. Changes that you make here automatically affect the employee's job data record and are reflected on the Job Data – Benefits Program Participation page also.
Currency Code	The system displays the currency code associated with the Benefit Program.

When you are done entering information into this page` then move to the Health Benefits component.

Enrolling Employees in Benefit Plans

Once you enroll a participant in a benefit program, you're ready for the next part of the enrollment process: enrolling the participant in appropriate benefit plans. You can enroll the participant only in the benefit plans associated with the benefit program that you enrolled the participant in, and according to the effective dates of both the program and the benefit plan. The system checks both dates against your enrollment effective date.

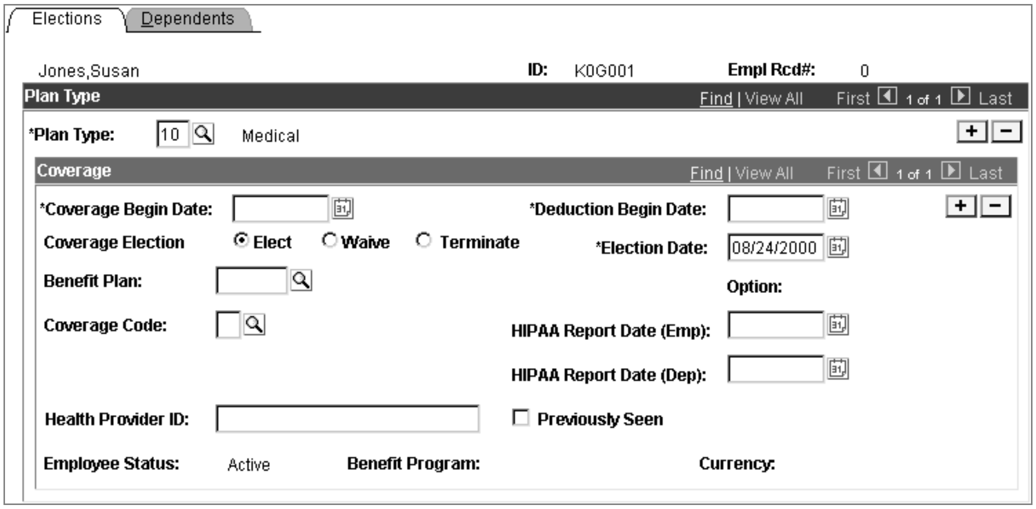
Most benefit plan enrollment components consist of an Elections page and a Dependents or Beneficiaries page. You use the Elections pages to enroll participants in multiple plan types and benefit plan options. For example, if you look at the Health Benefits - Elections page you'll notice two scroll bars. The outer scroll bar lets you move from plan type to plan type, while the inner scroll bar lets you move about within the historical benefit data for each individual benefit plan option.

You use the Dependents or Beneficiaries pages to enroll dependents and assign beneficiaries to benefit plans. These pages have three scroll bars. The outer scroll bar controls plan type data. The middle scroll bar controls plan option information for the selected plan type. The inner scroll bar scrolls you through a list of the dependents and beneficiaries associated with the benefit plan enrollment. An example of these three scroll bars can be found on Health Benefits - Dependents.

Health Benefits - Elections Page

Usage	The Health Benefits - Elections page enables you to enroll employees and dependents in health plan types such as medical, dental, and vision.
Navigation	**Define Business Rules, Define General Data (NLD), Use, Health Benefits**
Prerequisites	You must have previously defined an employee's personal and job data.

Access Requirements	Enter EmplID, Name, Last Name, Personnel Status.



Health Benefits - Elections page

The system displays the employee's name and employee ID**.** The employee status, benefit program, and currency also display at the bottom of the page.

Plan Type

Select a health plan type from the list of values that appears when you click the magnifying glass button. The values are from the Benefit Plan table.

For more information about creating plan types using the Benefit Plan table, see the Provider Table - Vendor Information Page.

Coverage Begin Date

Enter the date that coverage began. Press TAB to navigate to the **Deduction Begin Date** field. the system sets the **Deduction Begin Date** field to the date that appears in the **Coverage Begin Date** field. You can change the **Deduction Begin Date** field if needed.

Coverage Election

Use the **Coverage Election** option to define whether the employee is electing, waiving, or terminating coverage. The options are ***Elect, Waive,*** and ***Terminate.***

Elect. If the employee elects coverage, select ***Elect*** and enter today's date in **Elect Date.**

Waive. If the employee doesn't elect coverage, select ***Waive*** and enter the date the waiver starts in **Elect Date.**

	Terminate. If the employee is terminating coverage, select ***Terminate*** and enter the coverage termination date in **Elect Date.**
Elect Date	Use this field for the dates associated with the coverage election options.
Benefit Plan	Select the benefit plan from the list of values that appears when you click the magnifying glass button. The values are from the Benefits Plan Table. Only the health benefit plans that you've associated with the employee's benefit program as of the deduction begin date appear on the selection list.
Coverage Code	Select the Coverage Code that defines the kind of coverage the employee wants, such as ***Employee Only*** or ***Employee + Dependents.*** The coverage code is linked to the benefit plan, so only coverage codes defined for the selected benefit plan are available.
Health Provider ID	Use this field to track additional information regarding the employee's health provider. Enter the name of the provider ID number, or any other provider-related information that the payroll system may require.

For more information on using the Benefit/Deduction Program table to define benefit programs, and link Benefit Plans and Coverage Codes, see Building Benefit Programs.

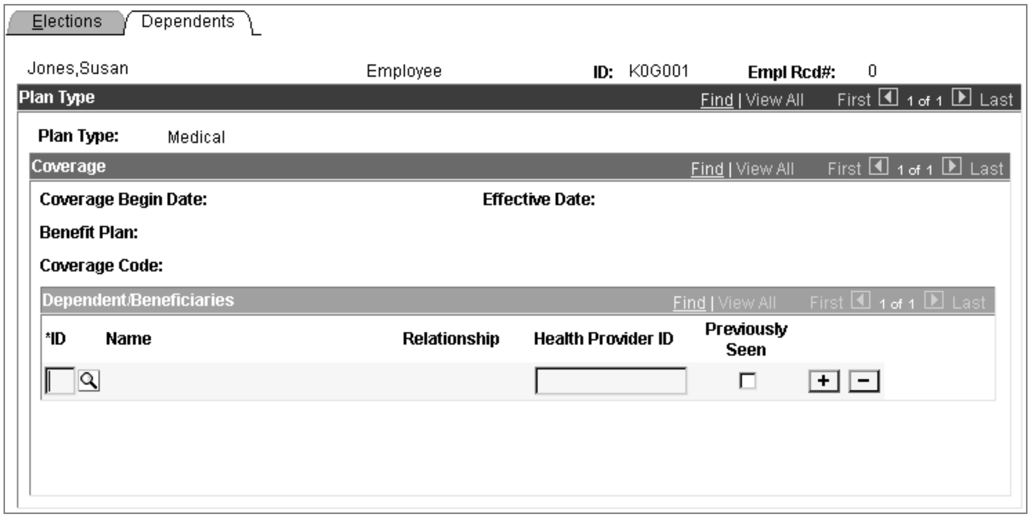
Important! The **HIPAA Report Date** and **Previously Seen** fields are United States functionality, and aren't used for operations in The Netherlands.

When you are done entering information into this page, then move to the Health Benefits - Dependents page.

Health Benefits - Dependents Page

Usage	The Health Benefits - Dependents page enables you to enroll dependents in employees' health benefit plans.
Navigation	**Define Business Rules, Define General Data (NLD), Use, Health Benefits, Dependents**
Prerequisites	None

Access Requirements	Enter EmplID, Name, Last Name, and Personnel Status.



Health Benefits - Dependents page

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

The system displays the employee's name, employment status, and ID.

Plan Type The system displays the **Plan Type** of the employee.

Coverage Begin Date The system displays the date coverage begins.

Benefit Plan The system displays the employee's **Benefit Plan.**

Coverage Code The system displays the **Coverage Code** for the **Benefit Plan.**

ID Select the dependent/beneficiary ID for each of the employee's dependents or beneficiaries, from the list of valid values. The list includes all dependents that you set up for the employee using the Dependent/Beneficiary Data pages. Insert a row to add additional covered dependents.

Name When you enter an ID and press TAB, the dependent's name appears.

Relationship When you enter an ID and press TAB, the dependent's relationship to the employee appears.

Health Provider ID	Use health provider ID to track additional information regarding the dependent's health provider. In this field, you can enter the name of the provider ID number, or any other provider-related information the payroll system may require.

For more information on setting up dependent information with the Dependent/Beneficiary Data pages, see Entering Dependents and Beneficiaries.

Important! The **Previously Seen** field is United States functionality, and isn't used for operations in The Netherlands.

You can use Health Benefits - Dependents to delete a dependent enrollment from a health plan. You might want to do this if you inadvertently enroll an incorrect dependent, or when the dependent is no longer eligible. Simply position the cursor at the dependent you want to delete and click the **Delete Row** toolbar button.

When you are done entering information into this page, then move to the Pension Plans component.

Enrolling Employees in Pension Plans

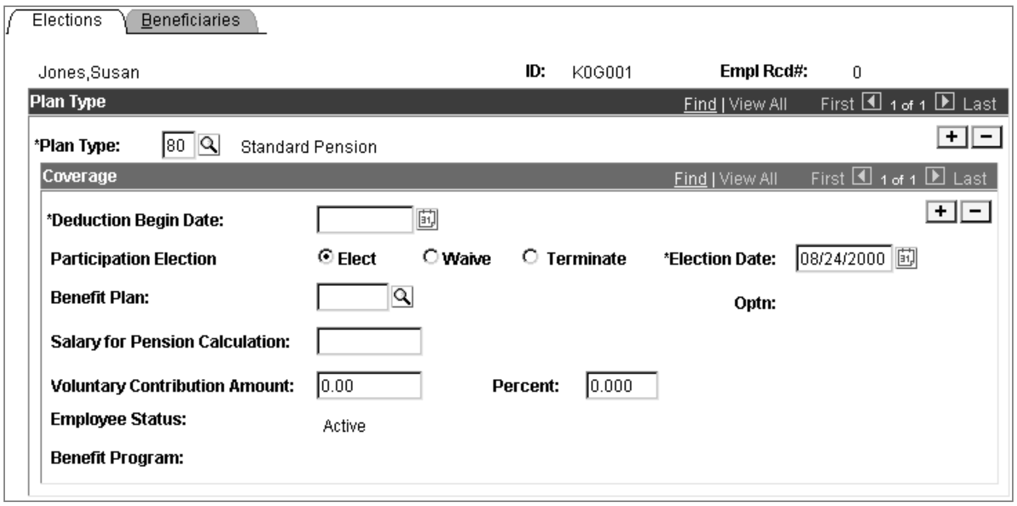
Use the Pension Plans component to enroll employees in pension plans and assign beneficiaries to those plans. You can enroll the participant only in the pension plans associated with the benefit program that you enrolled the participant in, and according to the effective dates of both the program and the benefit plan. The system checks both dates against your enrollment effective date.

Most benefit plan enrollment components consist of an Elections page and a Dependents or Beneficiaries page. You use the Elections pages to enroll participants in multiple plan types and benefit plan options. For example, if you look at the Pension Plans - Elections page, you'll notice two scroll bars. The outer scroll bar lets you move from plan type to plan type, while the inner scroll bar lets you move about within the historical benefit data for each individual benefit plan option.

You use the Dependents or Beneficiaries pages to enroll dependents and assign beneficiaries to benefit plans. These pages have three scroll bars. The outer scroll bar controls plan type data. The middle scroll bar controls plan option information for the selected plan type. The inner scroll bar scrolls you through a list of the dependents and beneficiaries associated with the benefit plan enrollment. An example of these three scroll bars can be found on Pension Plans - Beneficiaries.

Pension Plans - Elections Page

Usage	The Pension Plans - Elections page enables you to enroll employees in pension plans, and enter salary and contribution amount information that can be used for payroll processing.
Navigation	**Define Business Rules, Define General Data (NLD), Use, Pension Plans**
Prerequisites	None
Access Requirements	Enter EmplID, Name, Last Name, and Personnel Status.



Pension Plans - Elections page

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

The system displays the employee's name and ID.

Plan Type	Select a plan type to identify the type of pension plan in which your employee will enroll. In the example above, the employee selected ***80-Standard Pension.***

For more information about creating plan types using the Benefit Plan table, see Provider Table - Vendor Information Page.

Participation Election	Use this field to define whether the employee is electing, waiving, or terminating coverage. The default is **Elect** and today's date in the **Elect Date** field.

Elect. If the employee elects coverage, select ***Elect*** and enter today's date in the **Elect Date** field.

Waive. If the employee doesn't elect coverage, select ***Waive*** and enter the date the waiver starts in the **Elect Date** field.

Terminate. If the employee is terminating coverage, select ***Terminate*** and enter the coverage termination date in the **Elect Date** field.

Elect Date

Use this field for the dates associated with the **Participation Election** field options.

Benefit Plan

Select the benefit plan. Only the pension plans that you've associated with the employee's chosen benefit program as of the effective date will appear on the selection list.

For more information about creating benefit plans using the Benefit Plan table, see Provider Table - Vendor Information Page. For more information on using the Benefit/Deduction Program table to define benefit programs and link benefit plans, see Building Benefit Programs.

Salary for Pension Calculation

To calculate the pension using a salary other than the employee pay rate, enter it in this field**.**

Voluntary Contribution Amount

Enter an amount the employee will voluntarily contribute to the pension plan in this field. This is an amount over the amount you define on the Pension Plan table.

Percent

Instead of entering an amount in the **Voluntary Contribution Amount** field, you can enter a percent to indicate an amount that the employee voluntarily contributes to the pension plan.

Employee Status

The system displays the employee's employee status**.** Employee status is based on either the last personnel action for the employee, or in a few cases, the reason for the action, such as death.

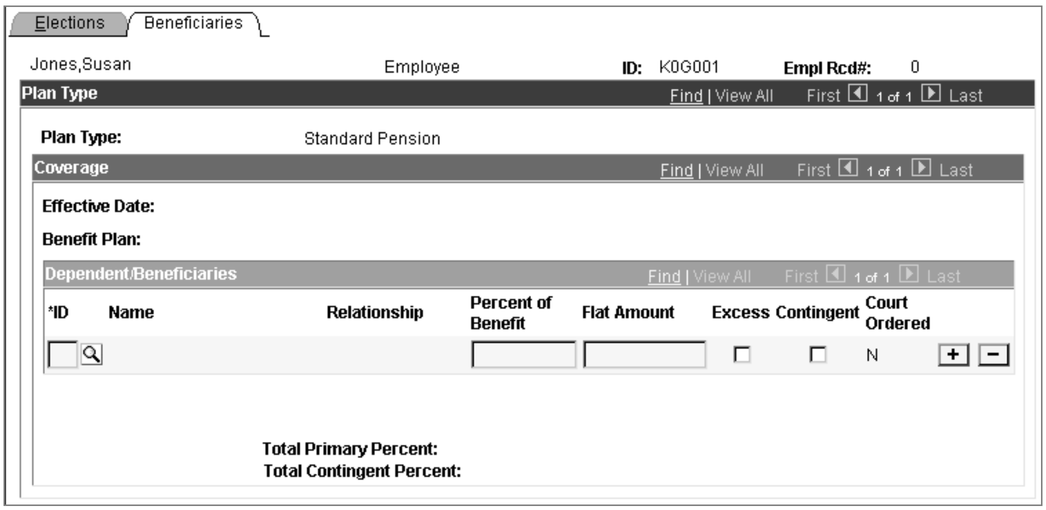
Benefit Program

The system displays the benefit program associated with the plan type.

When you are done entering information into this page, then move to the Pension Plans - Beneficiaries page.

Pension Plans - Beneficiaries Page

Usage	The Pension Plans - Beneficiaries page enables you to assign beneficiaries for employee's pension plans.
Navigation	**Define Business Rules, Define General Data (NLD), Use, Pension Plans**
Prerequisites	None
Access Requirements	Enter EmplID, Name, Last Name, and Personnel Status.



Pension Plans - Beneficiaries page

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

The system displays the employee's name, employment status, and ID.

Plan Type The system displays the plan type from the Pension Plans - Elections page.

Benefit Plan The system displays the benefit plan associated with the plan type.

ID (identification) Select the dependent/beneficiary ID. The selection list includes the dependents and beneficiaries you set up for the employee using dependent/beneficiary data. Insert a row to add additional beneficiaries.

Name When you enter an ID and press TAB, the dependent's name appears.

Relationship When you enter an ID and press TAB, the dependent's relationship to the employee appears.

Percent of Benefit	For each beneficiary, define the pension distribution benefit using percent of benefit or the **Flat Amount** field. The system calculates the total for all of the percentages you enter, which can't exceed 100.
Flat Amount	If you entered a flat amount and more than one beneficiary, select one of the beneficiaries to receive any excess funds, because the estimated benefit may vary over time. Select the beneficiary by selecting the **Excess** check box.
Excess	Select **Excess** to allocate excess benefit funds to this dependent or beneficiary.
Contingent	You also have the option to indicate whether a beneficiary is primary or contingent. If the beneficiary is contingent, select **Contingent.** If you set up a primary beneficiary to receive 100 percent of the benefit and you want to set up a secondary beneficiary, you must set up the secondary beneficiary with zero (0) percent.
Court Ordered	The system displays whether this selection is court ordered.

For more information on setting up beneficiary information with the Dependent/Beneficiary Data pages, see Entering Dependents and Beneficiaries.

Note: You can use Pension Plans - Beneficiaries to delete a beneficiary assignment from a pension plan. You might want to do this if you inadvertently enroll an incorrect dependent, or when the dependent is no longer eligible. Simply position the cursor at the dependent you want to delete and click the **Delete Row** toolbar button.

When you are done entering information into this page, then move to the Benefits Summary component.

Reviewing Benefits Information

Once you define setup table information for your Salary Administration system, and enter the relevant information about pay methods, payments, and deductions for your employees, your system is ready to provide information for payroll processing. Regardless of the payroll system that your organization uses, you can use the Benefits Summary pages in your Salary Administration system to view a summary of each employee's benefit data.

Benefits Summary Page

Usage	The Benefits Summary inquiry page enables you to view a summary of an employee's benefits participation in health, life, & AD/D, and disability coverage.
Navigation	**Define Business Rules, Define General Data (NLD), Inquire, Benefits Summary**
Prerequisites	None
Access Requirements	Enter EmplID, Name, Last Name, and Personnel Status.

Benefits Summary

ID: KC0001 Griffiths,Martina Rae **Empl Rcd#:** 0

Employee Status: Active

Health Coverage Find | View All First 1-2 of 2 Last

Plan Type	Elect	Benefit Plan	Coverage	Coverage Begin Date	Pay End Date	Ded Class	Sales Tax	Last Deduction
Dental	E	KCDEN	Empl+2plus	01/01/1999	01/14/2000	A	B	31.00
Vision	E	KCVIS	Empl+2plus	01/01/1999	01/14/2000	A	B	22.75

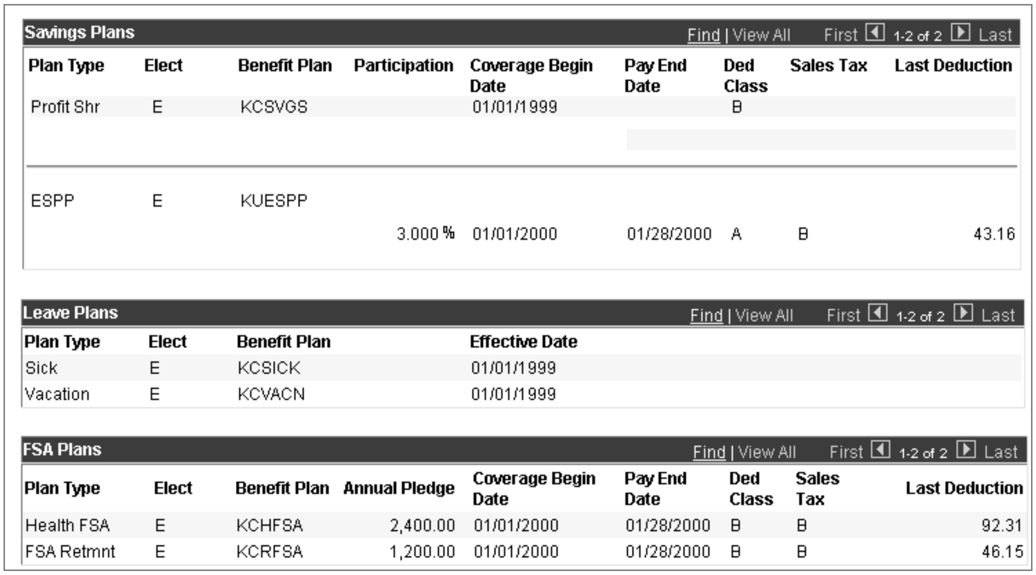
Life AD/D Coverage Find | View All First 1-3 of 5 Last

Plan Type	Elect	Benefit Plan	Coverage	Coverage Begin Date	Pay End Date	Ded Class	Sales Tax	Last Deduction
Life	E	KCLF1X	31,000.00	01/01/1999	01/28/2000	A	B	1.29
Supp Life	E	KCSL2X	63,000.00	01/01/1999	01/28/2000	A	B	2.62
AD/D	E	KCAD2X	63,000.00	01/01/1999	01/28/2000	A	B	4.65

Disability Coverage Find | View All First 1-2 of 2 Last

Plan Type	Elect	Benefit Plan	Coverage	Coverage Begin Date	Pay End Date	Ded Class	Sales Tax	Last Deduction
STD	E	KCSTD8		01/01/1999	01/28/2000	A	B	0.36
LTD	E	KCLTD1		01/01/1999	01/28/2000	A	B	0.36

Benefits Summary page (1 of 2)



Savings Plans — Find | View All — First 1-2 of 2 Last

Plan Type	Elect	Benefit Plan	Participation	Coverage Begin Date	Pay End Date	Ded Class	Sales Tax	Last Deduction
Profit Shr	E	KCSVGS		01/01/1999		B		
ESPP	E	KUESPP	3.000 %	01/01/2000	01/28/2000	A	B	43.16

Leave Plans — Find | View All — First 1-2 of 2 Last

Plan Type	Elect	Benefit Plan	Effective Date
Sick	E	KCSICK	01/01/1999
Vacation	E	KCVACN	01/01/1999

FSA Plans — Find | View All — First 1-2 of 2 Last

Plan Type	Elect	Benefit Plan	Annual Pledge	Coverage Begin Date	Pay End Date	Ded Class	Sales Tax	Last Deduction
Health FSA	E	KCHFSA	2,400.00	01/01/2000	01/28/2000	B	B	92.31
FSA Retmnt	E	KCRFSA	1,200.00	01/01/2000	01/28/2000	B	B	46.15

Benefits Summary page (2 of 2)

View the selected employee’s benefit elections.

Benefits Summary (PI DedCalc) Page

Usage	The Benefits Summary (PI DedCalc) (deduction calculation) page enables you to view a summary of an employee’s benefit deductions such as health, life, AD/D, and disability plans.
Navigation	**Define Business Rules, Define General Data (NLD), Inquire, Benefits Deduction Summary**
Prerequisites	None
Access Requirements	Enter EmplID, Name, Last Name, and Employment Status. #

Benefits Summary (PI DedCalc)

ID: KC0001 Griffiths,Martina Rae Empl Rcd#: 0

Employee Status: Active

Health Coverage Find | View All First 1-2 of 2 Last

Plan Type	Elect	Benefit Plan	Coverage	Coverage Begin Date	Pay End Date	Ded Class	Last Deduction
Dental	E	KCDEN	Empl+2plus	01/01/1999			
Vision	E	KCVIS	Empl+2plus	01/01/1999			

Life AD/D Coverage Find | View All First 1-3 of 5 Last

Plan Type	Elect	Benefit Plan	Coverage	Coverage Begin Date	Pay End Date	Ded Class	Last Deduction
Life	E	KCLF1X		01/01/1999			
Supp Life	E	KCSL2X		01/01/1999			
AD/D	E	KCAD2X		01/01/1999			

Disability Coverage Find | View All First 1-2 of 2 Last

Plan Type	Elect	Benefit Plan	Coverage	Coverage Begin Date	Pay End Date	Ded Class	Last Deduction
STD	E	KCSTD8		01/01/1999			
LTD	E	KCLTD1		01/01/1999			

Benefits Summary (PI DedCalc) page (1 of 2)

Savings Plans Find | View All First 1-2 of 2 Last

Plan Type	Elect	Benefit Plan	Participation	Coverage Begin Date	Pay End Date	Ded Class	Last Deduction
Profit Shr	E	KCSVGS		01/01/1999		B	
ESPP	E	KUESPP	3.000 %	01/01/2000		A	

Leave Plans Find | View All First 1-2 of 2 Last

Plan Type	Elect	Benefit Plan	Effective Date
Sick	E	KCSICK	01/01/1999
Vacation	E	KCVACN	01/01/1999

FSA Plans Find | View All First 1-2 of 2 Last

Plan Type	Elect	Benefit Plan	Annual Pledge	Coverage Begin Date	Pay End Date	Ded Class	Last Deduction
Health FSA	E	KCHFSA	2,400.00	01/01/2000			
FSA Retmnt	E	KCRFSA	1,200.00	01/01/2000			

Benefits Summary (PI DedCalc) page (2 of 2)

When you are done viewing the information in these pages, then move to the General Deduction Data page.

Managing Employee Deductions

Deductions are all payroll deductions for benefit plans and other general payments, not including taxes. General deductions are all payroll deductions other than those for benefits and taxes. Before you enter an employee's general deductions into the system, you must first set up the general deductions in the Deduction table and the General Deduction table using a two-step process:

1. First, you use the Deduction table to specify, for all benefits deductions and general deductions, whether the deduction is permanent or incidental, and how the deduction affects taxes. You'll find the table located in the system at Define Business Rules, Define General Data (NLD), Setup, Deduction Table.

2. Then, you define the actual calculation of the deduction on the General Deduction table or on the Benefits tables, depending on the type of deduction you're setting up. You use the General Deduction table for non-benefit deductions, such as parking, union dues, or garnishments. You use the Benefits tables for benefit deductions, such as those for medical and life insurance plans. For each entry on the General Deduction table or the Benefits table there should be a corresponding entry on the Deduction table. You'll find the General Deduction table located in the system at Define Business Rules, Define General Data (NLD), Setup.

3. When you finish with your general deductions, move to the Incidental Deductions page. Incidental deductions are general deductions, other than benefits and taxes, that are applied to only one or two pay cycles. Incidental deductions apply to a time period that has a definite start date and end date, the end date isn't left open indefinitely. A simple example of an incidental deduction is the settlement of a cash advance. Another type of incidental deduction is a one-time benefit deduction, such as an additional payment, above and beyond the normal, for a savings plan. An example of another type of incidental deduction is a vacation deduction from an employee's regular salary (which is offset during payroll processing by the payment of an equivalent amount of vacation pay). You'll find the General Deduction table located in the system at Define Business Rules, Define General Data (NLD), Use, Incidental Deductions.

For more information about entering Deduction Codes in the Deduction table, see Specifying How Deductions Are Processed. For more information about setting up General Deductions, see Defining General Deductions.

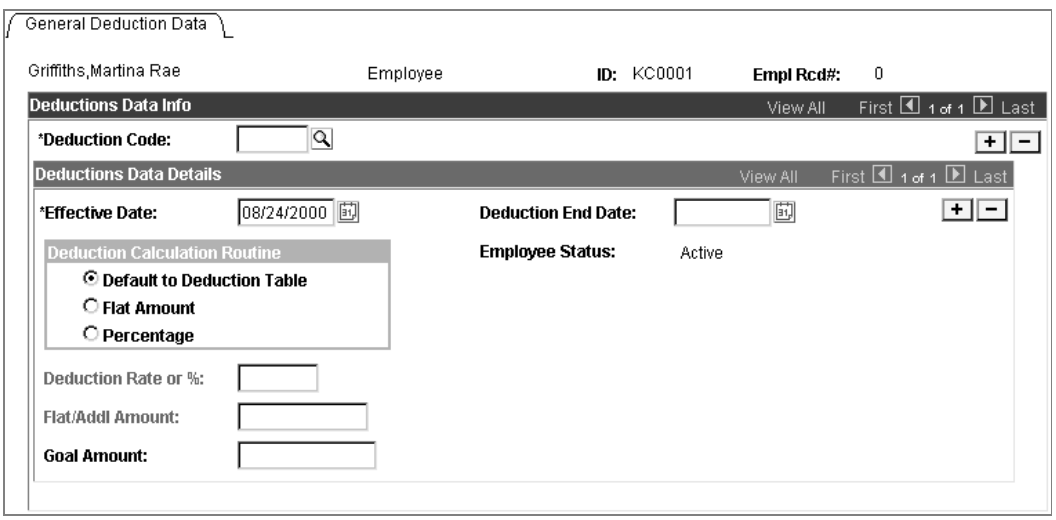
Use the Incidental Deductions Page to enter information about incidental deductions for your employees.

For more information about entering Incidental Deductions, see Entering Benefits and Deductions Into the System.

Depending on how you choose to implement your Salary Administration application, you could also use this page to enter employee benefit deductions.

General Deduction Data Page

Usage	Use the Deductions - General Deduction Data page to record information about general (not benefit-related) deductions for employees. General deductions are generally those of the permanent or semi-permanent type. The most common types of general deductions are loan payments, parking charges, and charitable contributions.
Object Name	GENL_DED_DATA_NL
Navigation	• **Define Business Rules, Define General Data (NLD), Use, Deductions, General Deduction Data** • **Compensate Employees, Maintain Payroll Data (USF), Use, General Deduction Data, General Deduction Data** • **Compensate Employees, Maintain Payroll Data (CAN), Use, General Deduction Data, General Deduction Data** • **Compensate Employees, Maintain Payroll Data (US), Use, General Deduction Data, General Deduction Data** • **Compensate Employees, Maintain Payroll Interface, Use, General Deduction Data, General Deduction Data**
Prerequisites	You must have previously defined the codes on this page from the General Deduction Table.
Access Requirements	Enter EmplID, Name, Last Name, Personnel Status.



General Deduction Data page

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

The system displays the employee's name, employment status, and ID.

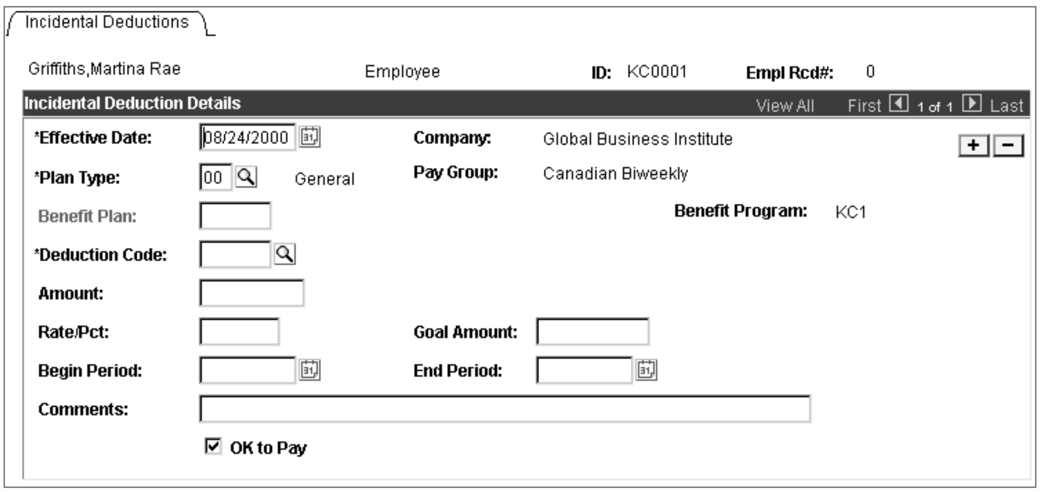
Deduction Code	Select the deduction code from the list of values from the Deduction table. Remember, the codes that you choose from on this page also need to have been defined on the General Deduction table.
Deduction End Date	Enter the effective deduction end date.
Deduction Calculation Routine	Although you initially specified the calculation method for general deduction on the General Deduction table, you can override these settings for an individual employee by selecting new options in the **Deduction Calculation Routine** group box. The three selections to choose from are: ***Default to Deduction Table, Flat Amount,*** or ***Percentage.*** ***Default to Deduction Table.*** Select this to direct the system to use the calculation routine specified on the General Deduction table as the default. ***Flat Amount.*** Select this to direct the system to use a flat amount method of calculation. ***Percentage.*** Select this to direct the system to use a percentage method of calculation.
Deduction Rate or % (deduction rate or percentage)	If you selected ***Percentage*** from the **Deduction Calculation Routine** group box, enter the percentage in the **Deduction Rate or %** field.
Flat/Addl Amount (flat/additional amount)	If you selected ***Flat Amount*** from the **Deduction Calculation Routine** group box, enter the amount in the **Flat/Addl Amount** field.
Goal Amount	You can enter a goal amount to indicate the total cumulative amount for this deduction at which point you want the deduction to stop.

When you are done entering information into this page, then move to the Incidental Deductions page.

In Salary Administration, most incidental deductions are associated with the Benefit Plan Type of ***00 - General,*** which you establish using the Benefit Plan table. Other one-time benefit deductions can be associated with other plan type codes.

Incidental Deductions Page

Usage	The Incidental Deductions page enables you to enter various types of incidental deductions from an employee's pay.
Object Name	DEDUCTION_INC_NL
Navigation	**Define Business Rules, Define General Data (NLD), Use, Incidental Deductions, Incidental Deductions**
Prerequisites	You must have previously defined an employee's personal and job data.
Access Requirements	Enter EmplID, Name, Last Name, Personnel Status.



Incidental Deductions 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 **Comments.**

The system displays the employee's name, employment status, and ID (employee identification number).

Company The system displays the company associated with the employee.

Plan Type Select the plan type on the list of values, which are from the Benefits Plan Table. The plan type automatically uses a default of ***00 – General*** because most incidental deductions are general deductions rather than benefits deductions.

Pay Group The system displays the employee's pay group.

Benefit Plan Select a benefit plan from the list of values, which are from the Benefit Plan table.

Benefit Program The system displays the benefit program associated with the benefit plan.

Deduction Code Enter a deduction code for the incidental deduction on the prompt list values, which are from the Deduction table.

Deduction Codes are associated with plan types on the Deduction Table Page, so the list only shows the deduction codes for the plan type you entered above.

For more information about defining Deduction Codes and associating them with Plan Types see Specifying How Deductions Are Processed.

Amount Enter the amount of the deduction, depending on the type of incidental deduction entered.

Rate/Pct. (rate/percent) Enter the rate/percent of the deduction, depending on the type of incidental deduction entered.

Goal Amount Enter the goal amount if you want to specify a total amount at which point withholding of the deduction should stop.

Begin Period and **End Period** Enter dates in the **Begin Period** and **End Period** fields to specify the period of time for which the incidental deduction applies.

Chapter 5

Running Netherlands Salary Administration Reports

This section explains how to generate PeopleSoft Netherlands Salary Administration reports and details the output results of those reports.

For a complete alphabetical and numerical listing of all PeopleSoft Global Payroll reports, see List of Reports in PeopleSoft Human Resources.

List of Administering Salaries for the Netherlands Reports

Report Name	*Report ID*	*Location*	*Global or Local*
Deductions Report	INT005NL	Define Business Rules, Define General Data (NLD), Report Deductions	NLD
Earnings - Run Control Report	INT004NL	Define Business Rules, Define General Data (NLD), Report, Earnings	NLD
General Deduction/Frequency Report	INT006NL	Define Business Rules, Define General Data (NLD), Report, General Deduction/Frequency	NLD
Insurance Board Notification Report	INT003NL	Define Business Rules, Define General Data (NLD), Report, Ins Board Notification	NLD
Insurance Notification Report	INT002NL	Define Business Rules, Define General Data (NLD), Report, Insurance Notification	NLD
Pay Groups Report	INT003NL	Define Business Rules, Define General Data (NLD), Report, Pay Groups	NLD

Generating Deductions Reports

The General Deduction Table contains the codes that classify all payroll deductions that don't fit into a category covered by a benefit table; such as loan payments, cash, advance settlements, union dues, and parking fees. Your PeopleSoft Human Resources system provides two SQR reports, Deductions (INT005NL) and General Deduction/Frequency (INT006NL), both defined in this section. You can use these reports to review the valid deduction codes that are entered into the system.

Deductions - Run Control Page

Usage	The purpose of the Deductions (INT005NL) report is to provide an overview of the different deductions defined in the system. The SQR report is sorted by plan type, deduction code, and effective date. The SQR report prints the classification codes that you set up in the Deduction Table for each plan type.
Navigation	**Define Business Rules, Define General Data (NLD), Report, Deductions**
Access Requirements	Enter a Run Control ID.

Deductions - Run Control page

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

Deductions Report

Description	This report prints the classification codes that you set up in the Deduction table for each plan type.
Report ID	INT005NL
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	STRINGS_TBL; DEDUCT_TBL_NLD; DEDUCT_NLD_LNG
Sorted By	Plan type, deduction code and effective date

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

General Deduction/Frequency - Run Control Page

Usage	The purpose of the General Deduction/Frequency (INT006NL) report is to provide information about valid general deduction codes that you have entered into the system. The report shows the calculation type code for each deduction and, where applicable, the flat rate or percentage, the employee pay frequency, and any additional flat deduction amounts.
Navigation	**Define Business Rules, Define General Data (NLD), Report, General Deduction/Frequency**
Access Requirements	Enter a Run Control ID.

General Deduction/Frequency - Run Control page

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

General Deduction/Frequency Report

Description	This report shows the calculation type code for each deduction and, where applicable, the flat rate or percentage, the employee pay frequency, and any additional flat deduction amounts.
Report ID	INT006NL
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	GEN_DED_TBL_NLD; GEN_DED_FRQ_NLD
Sorted By	Deduction Code and Effective Date.

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

Generating an Earnings Report

The Earnings report creates a list of the earnings codes in your system.

For more information about how this report is related to the Netherlands Salary Administration business process, see Earnings Report.

Earnings - Run Control Page

Usage	Use the Earnings report to review the valid earnings codes that are entered into the system.
Navigation	**Define Business Rules, Define General Data (NLD), Report, Earnings**
Prerequisites	Earnings codes must be defined.
Access Requirements	Run Control ID

Earnings - Run Control page

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

Earnings - Run Control Report

Description	Use the Earnings report to review all the earnings codes established along with the payroll calculation characteristics that you assign to each.
Report ID	INT004NL
Type of Report	SQR

Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	Earnings table
Sorted By	Earnings code and effective date.

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

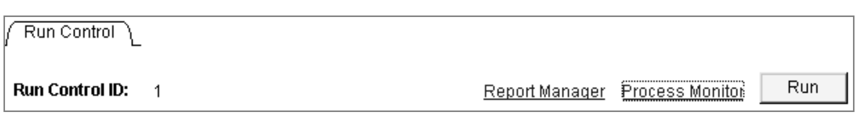
Generating a Pay Groups Report

You use the Pay Group table to establish pay groups within your company. A pay group is a set of employees grouped together in the same payroll processing frequency because they share the same earnings and deductions. Your PeopleSoft Human Resources system provides this SQR report that you can use to review the valid pay groups that are entered into the system.

For more information about how this report is related to the Netherlands Salary Administration business process, see Generating a Pay Groups Report.

Pay Groups - Run Control Page

Usage	Use this report to review the valid pay groups that are entered into the system.
Navigation	**Define Business Rules, Define General Data (NLD), Report, Pay Groups**
Prerequisites	Pay Groups must be entered into the system.
Access Requirements	Enter a Run Control ID.



Pay Groups - Run Control page

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

Pay Groups Report

Description	The purpose of the Pay Groups report is to provide an overview of the pay groups entered in the system.
Report ID	INT003NL
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	STRINGS_TBL; PAYGROUP_TBL; PAYGROUP_LANG; PAYGRP_EMPLTYPE
Sorted By	Company, pay group, and effective date

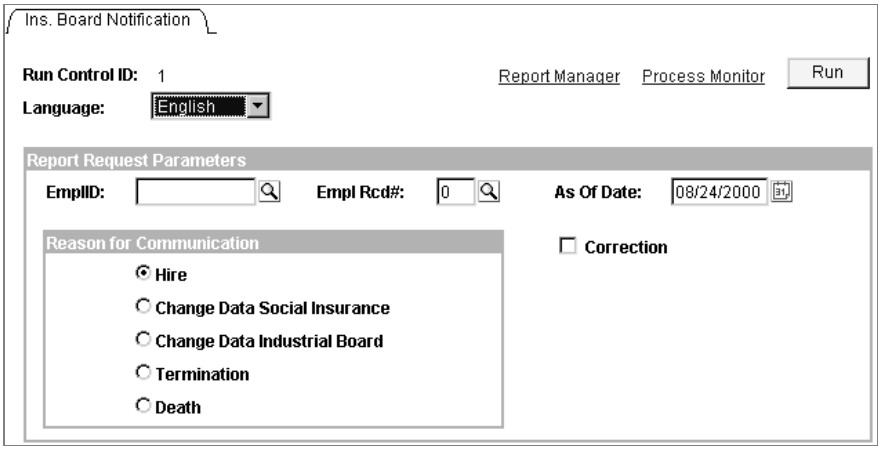
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

Generating Social Insurance Notification Reports

Dutch employers must report personal data to the Insurance Board for every new employee. The purpose of the Insurance Board Notification (INT001NL) SQR report is to print the insurance board notification. Also, Dutch employees must be insured in accordance with the Dutch National Health Service (DNHS), unless their income rises above a certain level. If this occurs, the Insurance Notification (INT002NL) SQR report can be used to inform the DNHS.

Insurance Board Notification Page

Usage	Use the Insurance Board Notification (INT001NL) report to print the insurance board notification.
Object Name	RUNCTL_INT001_NL
Navigation	**Define Business Rules, Define General Data (NLD), Report, Ins. Board Notification, Ins. Board Notification**
Access Requirements	Enter a Run Control ID.



Ins. Board Notification page (insurance board notification page)

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, EmplID,** and **As Of Date.**

Hire	Select this option if you are reporting a newly hired employee.
Change Data Social Insurance	Select this option if you are reporting a change for social insurance.
Change Data Industrial Board	Select this option if you are reporting a change for the industrial board.
Termination	Select this option if you are reporting an employment termination.
Death	Select this option if you are reporting a death.
Correction	Select **Correction** if you are reporting a correction.

Insurance Board Notification Report

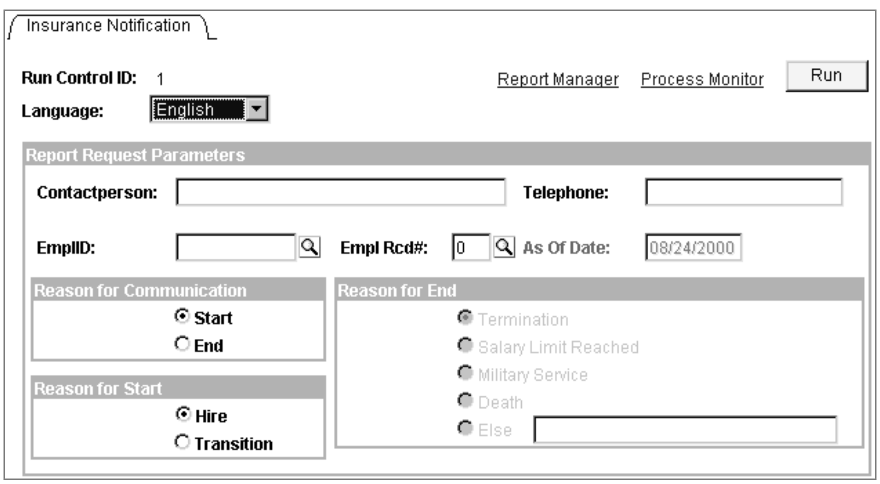
Description	The purpose of the Insurance Board Notification (INT001NL) report is to print the insurance board notification.
Report ID	INT001NL
Type of Report	SQR
Parameters	EmplID, As of Date, Reason for Communication, Correction
Source	RUNCTL_INT001_NL
Source Records	STRINGS_TBL; PERSONAL_DATA; PERS_DATA_EFFDT; PERS_NID; NID_TYPE_LANG; EMPLOYMENT; JOB;

	COMPANY_TBL; COMP_EXT_RELATN; PROVIDR_TBL; SOCIAL_ASSR_NLD and XLATTABLE

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

Insurance Notification Page

Usage	Dutch employees must be insured in accordance with the Dutch National Health Service (DNHS) unless their income rises above a certain level. If this occurs, the Insurance Notification (INT002NL) SQR report can be used to inform the DNHS.
Object Name	RUNCTL_INT002_NL
Navigation	**Define Business Rules, Define General Data (NLD), Report, Insurance Notification, Insurance Notification**
Access Requirements	Enter a Run Control ID.



Insurance Notification page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, Telephone, EmplID,** and **As Of Date.**

Reason for Communication

Use this group box to enter the reason to inform the DNHS.

Start Select this option to report a start in DNHS coverage.

End Select this option to report an end in DNHS coverage.

Reason for End

Use this group box to enter the reason to end DNHS coverage.

Termination Select this option to report an employment termination.

Salary Limit Reached Select this option if the employee has reached the salary limit.

Military Service Select this option if the employee enters military service.

Death Select this option if the employee dies.

Else Select this option for an unlisted reason and enter the reason in the provided field.

Reason for Start

Use this group box to enter the reason to start DNHS coverage.

Hire Select this option if the employee is a new hire.

Transition Select this option if the employee is changing jobs.

Insurance Notification Report

Description	Dutch employees must be insured in accordance with the Dutch National Health Service (DNHS) unless their income rises above a certain level. If this occurs, the Insurance Notification (INT002NL) report can be used to inform the DNHS.
Report ID	INT002NL
Type of Report	SQR
Parameters	Contact Person, Telephone, EmplID, As of Date, Reason for Communication, Reason for End, Reason for Start
Source	RUNCTL_INT002_NL
Source Records	STRINGS_TBL; PERSONAL_DATA; PERS_DATA_EFFDT; EMPLOYMENT; SOCIAL_ASSR_NLD; JOB; PROVIDR_TBL; COMPANY_TBL; COMP_EXT_RELATN and XLATTABLE

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

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