



PeopleSoft 8.00.01 Human Resources PeopleBook

Managing Company Cars

PeopleSoft 8.00.01 Human Resources PeopleBook: Managing Company Cars

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MANAGING COMPANY CARS

This book provides you with the information you will need for implementing and using the Managing Company Cars module of PeopleSoft Human Resources. You can order the online version by requesting SKU HRB8SP1R0, or the hardcopy version by requesting SKU MAHRDr8SP1B 1200.

This book, *Managing Company Cars*, documents how to use your system to allocate and track company cars.

Overview of Managing Company Cars has a diagram showing the flow of information through the Administer Company Cars Business Process, including additional UK-specific processes.

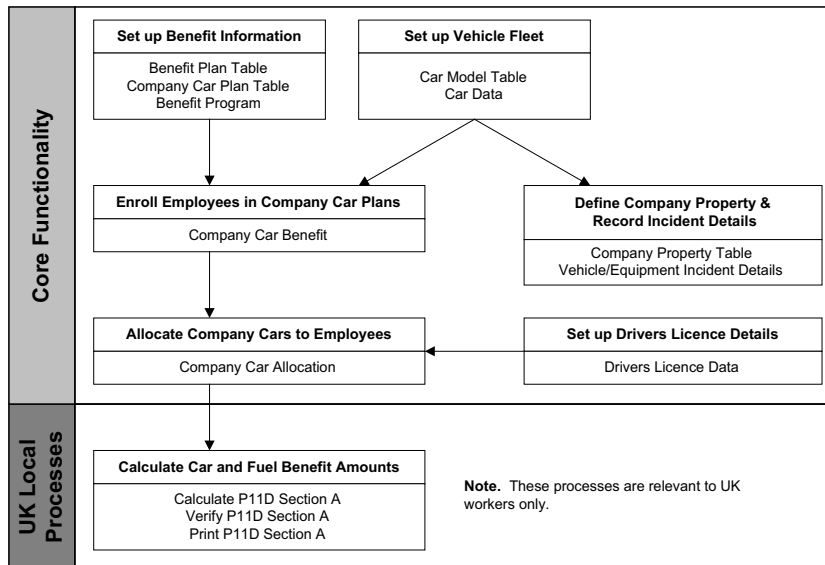
Administering Company Cars for Your Workforce describes the allocation and tracking of company cars for your employees.

Running Managing Company Cars Reports provides a listing of reports to help you manage your company cars.

CHAPTER 1

Overview of Managing Company Cars

The following diagram shows the flow of information through the Administer Company Cars Business Process, including additional UK-specific processes:



The Administer Company Cars Business Process, including UK local processes

Before You Begin

You find all the core and local setup tables, pages, and functionality described in this section in the Define Business Rules, Define Company Cars (GBL) menus and in the Compensate Employees, Administer Company Cars menus. You also find the core and local country functionality in the applicable local country menus. You enter driver's license data on the Driver's License Data Page.

Use the Managing Company Cars menus that are appropriate for your implementation of PeopleSoft Human Resources. If you're not sure which of these menus you should use, ask your project leader.



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

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



For more information, and for a quick refresher course on accessing and entering information in the pages, see the general tutorial in *Using PeopleSoft 8 Applications*.

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



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

Remember that you can press F1 at any time to access PeopleBooks Help and review online topics that describe the purpose of these tables.

CHAPTER 2

Administering Company Cars for Your Workforce

Before you can use PeopleSoft to administer your company car program, you must set up the pieces you use for administration. This includes setting up benefit plans for company cars and defining the details of the cars themselves.

By setting up benefit plans, you set such parameters as the price range of car the employee is eligible to drive, or the amount of a car allowance. You then define the details of the cars. This enables you to track your company fleet, which is important considering the cost of these assets.

In this section, you cover the various administrative tasks you need to perform to administer your company car program. This includes enrolling employees in the company car benefit plan, allocating cars to employees, and tracking company cars and any incidents in which they are involved.

Depending on the country in which you're administering your company program, there may be additional steps you must perform.

Setting Up the Company Car Benefit

PeopleSoft considers a company car a benefit. You use some of the standard benefit plan codes and tables to define the company car benefit.

The company car benefit plan defines various parameters: for example, the price range of the car the employee is eligible to drive or the amount of the employee's car allowance.



The Benefit Plan Table is used to set up all types of benefits, not just company cars.

Benefit Plan Table Page

Usage	Use the Benefit Plan Table page to create and name company car benefit plans.
Navigation	Define Business Rules, Define Company Cars (GBL), Setup, Benefit Plan Table

Prerequisites	You must first define a standard benefit plan and add specific details for car plans.
Access Requirements	Enter a Plan Type, Benefit Plan, and Description.

The screenshot shows a web form titled "Benefit Plan Table". At the top, it displays "Plan Type: 10 Medical" and "Benefit Plan: KCMDAB". Below this is a "Benefit Plans" section with a search bar and navigation controls. The form contains several input fields:

- *Effective Date:** 01/01/1980
- *Description:** Alberta Provincial Medical
- Short Description:** AB Medical
- SetID:** SHARE
- Vendor ID:** CANKCVNB (Viceroy Northern Bank)
- Group Number:** (empty)
- SPD URL Id:** (empty)
- Default Deduction Code:** KCMED (Basic Medical Deduction)
- Pay Mode:** Pay as Deducted
- AP Payment Date Type:** Check Date
- Separate AP Payment
- Self-Service Plan Description:** (empty)

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

Plan Type System displays the **Plan Type** that you entered.

Benefit Plan System displays the **Benefit Plan** that you entered.

The remaining fields (**Vendor ID, Group Number, SPD URL id, Default Deduction Code, Pay Mode, AP Payment Date Type, Separate AP Payment, and Self-Service Plan Description**) are not relevant for company car benefit plans, and should be left blank.

Company Car Plan Table Page

Usage	Use the Company Car Plan Table page to enter information specific to each company car benefit plan.
Object Name	CAR_PLAN_TABLE
Navigation	Define Business Rules, Define Company Cars (GBL), Setup, Company Car Plan Table, Company Car Plan Table
Prerequisites	You must have previously defined the benefit plan in the Benefit Plan Table Page.
Access Requirements	Enter a Plan Type and Benefit Plan.

Company Car Plan Table

Plan Type: 5A Company Car
Benefit Plan: KGCAR Company Car Plan - UK

View All First 1 of 1 Last

Effective Date: 01/01/1980

Qualifying Period: Months

Allowance Amount: 2,000 GBP

	Minimum:	Maximum:
Purchase:	7,000.00	55,000.00
Lease:	500.00	1,000.00
Contract Hire:	500.00	1,000.00

Company Car Plan Table page

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

- Plan Type** System displays the **Plan Type** and description that you entered.
- Benefit Plan** System displays the **Benefit Plan** and description that you entered.
- Qualifying Period** If there is a waiting period for participating in this plan, enter the **Qualifying Period**. To define the **Qualifying Period**, first select the time period and then enter the period measurement scale. In our example, the qualifying period is **2 Months**.
- Allowance Amount** If you offer the option of an **Allowance Amount** instead of a car, enter the amount and then the currency code for that amount. The **Allowance Amount** is the default figure that employees will receive if they opt for an allowance rather than the car. This currency code applies to all fields on the page - both the allowance amount and all fields in the Price Range section below. The currency of the allowance amount defaults to the currency you defined as a default on the Installation table. Change this as necessary.
- Minimum** The fields in the **Price Range** section are used to define the price range of a car that an employee can receive under this plan. In our example, an employee enrolled in the UKCO1 benefit plan could have a car with a **Minimum** list price of **£10,000**.
- Maximum** In our example, an employee enrolled in the UKCO1 benefit plan could have a car with a **Maximum** list price of **£18,000**.

- Purchase** You can list minimum and maximum **Purchase** parameters. To specify the currency of these amounts, enter a currency code next to **Allowance Amount**. This code controls all amount fields on this page.
- Lease** You can list minimum and maximum **Lease** parameters. To specify the currency of these amounts, enter a currency code next to **Allowance Amount**. This code controls all amount fields on this page.
- Contract Hire** You can list minimum and maximum **Contract Hire** parameters. To specify the currency of these amounts, enter a currency code next to **Allowance Amount**. This code controls all amount fields on this page.

Adding the Company Car Benefit to Benefit Programs

To enable employees to use the car benefit plan, you must assign the plan to a benefit program (or programs). You then assign benefit programs to employees. When you assign a car plan benefit to an employee, the system checks which car benefit plans are assigned to the employee's benefit program and offers you only those options. So if you do not perform this step, you cannot assign the benefit to an employee.

To add the company car benefit plan to one of your organization's Benefit/Deduction Programs, you use the Benefit/Deduction Program pages that you find under Define Business Rules, Define Company Cars (GBL), Setup. These pages are the same as those you use when defining Benefit/Deduction Programs in the Define Base Benefits menu, so we won't discuss them again here.



For more information and a fuller discussion on using the Benefit/Deduction Program pages to set up benefit programs for your company and adding individual benefit plans to your benefit programs, see PeopleSoft 8 Benefits Administration.

Setting Up Company Car Fleet Information

Setting up car fleet information involves entering information about car models, the cars themselves, car pool information, and vehicle maintenance. This information enables you to administer the allocation and tracking of company cars.

Car Model Table Page

Usage	Use the Car Model Table page to keep track of the company cars.
Object Name	CAR_MODEL

Navigation	Define Business Rules, Define Company Cars (GBL), Setup, Car Model Table, Car Model Table
Prerequisites	None
Access Requirements	Enter a Manufacturer and a Model Description.

The screenshot shows a web form titled "Car Model Table". At the top, the "Model" field is populated with "Alfa Romeo 156". Below this is a navigation bar with "View All", "First", "1 of 1", and "Last" buttons. The form contains several input fields:

- *Effective Date:** A date field with the value "01/01/1980" and a calendar icon.
- *Status:** A dropdown menu currently set to "Active".
- *Engine Type:** A dropdown menu set to "Petrol with cylinder capacity".
- *Engine Capacity:** A text field with "1600" and a dropdown menu set to "Cubic Centimeters".
- High Insurance Risk:** An unchecked checkbox.
- Costs Section:**
 - List Cost:** A text field with "13,199.95" and a currency dropdown set to "GBP".
 - Lease Cost:** An empty text field and a dropdown menu set to "Monthly".
 - Contract Hire Cost:** An empty text field.
- Description:** A large empty text area at the bottom.

Car Model Table 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 and Description.**

Model The information in the **Model** field at the top of the page is a combination of the manufacturer and the model description.

Engine Type Enter the **Engine Type** for the model.

Engine Capacity Enter the **Engine Capacity** for the model.

High Insurance Risk Select this check box if this is a high-insurance car.

List Cost Enter the **List Cost** of the model. This is a required field and is used by the system for tax purposes when performing P11D calculations. The currency code field next to **List Cost** applies to all amount fields on the page.

Lease Cost This is an optional field. For lease and contract hire costs, you must also select a period of **Daily, Monthly, Weekly, or Yearly**. This tells the system the period the cost covers.

Contract Hire Cost This is an optional field. For lease and contract hire costs, you must also select a period of *Daily, Monthly, Weekly,* or *Yearly*. This tells the system the period the cost covers.

Car Management Location Page

Usage	Use the Car Management Location page to indicate where car maintenance occurs, where you lease a car, or where you manage a particular car.
Object Name	CAR_MG_LOC_TBL
Navigation	Define Business Rules, Define Company Cars (GBL), Setup, Car Management Location, Car Management Location
Prerequisites	None
Access Requirements	Enter a Location and Location Type.

The screenshot shows the 'Car Management Location' page with the following data entered:

- Location:** ABC Motor Group
- Location Type:** Garage (selected from a dropdown menu)
- Country:** GBR United Kingdom
- Address 1:** 55 Turnpike Road
- Address 2:** (empty)
- Address 3:** (empty)
- City:** Shipham
- Post Code:** BS251TX
- County:** SOMER Somerset
- Telephone:** (empty)
- Description:** (empty text area)

Car Management Location page

The following fields are common to multiple pages and are defined at the front of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Country, Address 1, Address 2, Address 3, City, Post Code, County, Telephone, and Description.**

Location System displays the **Location** that you entered.

Location Type Options include: *Garage, Internal Management Center, Lease Company.*

Garage. This is a car maintenance facility. When you track maintenance on a particular car, only those car management locations with a type of **Garage** are available as location options.

Internal Management Center. You use this Internal Management Center when you're tracking a location within your company that you use to manage a car. This might apply if your company purchases cars for use in the company car benefit plan and then has a particular department or person responsible for that car.

Lease Company. Use this type when referring to a company from which you lease cars for use in your program.

The system automatically displays the appropriate address fields for the country selected, using the standardized address formats previously set up in the Country Table.



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

Entering Car Data in the Car Data Component

Car Data – Car Profile Page

Usage	Use the Car Data - Car Profile page to enter details such as a profile of the car, current allocation information, and maintenance information for each of your company's cars.
Object Name	CAR_DATA1
Navigation	Define Business Rules, Define Company Cars (GBL), Setup, Car Data, Car Profile
Prerequisites	None
Access Requirements	Enter a Car ID number, Registration Number, Vehicle Identification Number, Manufacturer, and Model Description. If you do not enter a Car ID number, the system will generate a number automatically when you save the Car Data component. You can find the last car identification number assigned on the Installation table.

The screenshot shows a web interface for managing company cars. At the top, there are tabs for 'Car Profile', 'Allocation', and 'Maintenance'. Below these, the 'Car ID' is 0000010, 'Registration No.' is T451 RBI, and 'VIN' is 1997745 AX 8821. The 'Car Details' section includes:

- *Make/Model: Ford Mondeo 1.8 GLX
- Registration Date: 03/01/1999
- Color: Silver
- Provision Method: Purchase
- Cost: 17,000.00 GBP
- Management Location: (empty)
- Country: GBR (United Kingdom)
- County: BERKS (Berkshire)

 Below this is a section for 'United Kingdom' with 'Tax Renewal Date' and 'Age of Car' (1) and a checkbox for 'Classic Car'. At the bottom is an 'Accessories' table with one entry:

Description	Cost	Installed	Removed
Kenwood Stereo	210.00 GBP	06/16/1999	

Car Data – Car Profile 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** and **County**.

Car ID The system displays the **Car ID** you entered. The **Car ID** is an identification code for a specific vehicle.



For more information about the last car identification number assigned, see Setting Up Control Tables.



We recommend that you either always assign a number or always let the system assign one automatically to prevent numbering errors.

Registration No. (registration number) Enter the vehicle’s registration number.

VIN (vehicle identification number) Enter the vehicle identification number.

Car Details

Use this section to enter information about the make and model, provision, and location of the company car.

Make/Model Enter the **Make/Model** for this car. These are required fields. Valid values for **Make** are defined in the Translate table, and valid values for **Model** are defined on the Car Model Table.



For more information about defining models, see Car Model Table Page in this section.

Registration Date Enter the car's **Registration Date**

Color Enter the **Color** of the car.

Provision Method Select the appropriate **Provision Method**.

Cost The system indicates the car's **Cost** in the appropriate currency based on the **Provision Method** you select using the purchase, lease, and contact hire costs you defined in the Car Model Table. You can override these amounts if required.

Management Location Select a **Management Location** for this vehicle from the list of valid locations. Car management locations are stored on the Car Management Locations Table. This is an optional field.

Country Indicate the country in which this car is located using the **Country** list. This enables you to enter additional information for cars located in Canada, the United Kingdom, or the United States. Depending on the **Country** you select, certain fields will display and others will hide.

Country	Fields That Display
<i>CAN (Canada)</i>	Province
<i>USA (United States)</i>	State

Province For Canada, indicate the **Province** in which the car is registered.

State For the USA, indicate the **State** in which the car is registered.



For more information about defining car management locations, see Car Management Location Page in this section.

United Kingdom

Click the arrow to expand this section. Complete the fields for United Kingdom functions.

Tax Renewal Date

Enter the **Tax Renewal Date**. This date is recorded for informational purposes only.

Classic Car

Select the **Classic Car** check box to identify this car as a classic car. You can define only those cars 15 years or older as classic cars.

Age of Car

The system calculates the **Age of Car** and displays it for your reference. The system calculates the age based on the **Registration Date** that you entered for the car on the Car Profile page.

Accessories

Enter any **Accessories** installed in the car. You can insert as many rows of data within the **Accessories** section as necessary.

Description

For each **Accessory**, enter a **Description**.

Cost

For each **Accessory**, enter the **Cost** (including currency).

Installed

For each **Accessory**, enter the date it was **Installed**.

Removed

For each **Accessory**, enter the date it was **Removed**.

Province

Indicate the **Province** in which the car is registered.

Car Data – Allocation Page

Usage	Use the Car Data - Allocation page to enter comments about the car, obtain allocation information, and track car pooling information.
Object Name	CAR_DATA2
Navigation	Define Business Rules, Define Company Cars (GBL), Setup, Car Data, Allocation
Prerequisites	None
Access Requirements	Enter a Car ID, Registration Number, Vehicle Identification Number, Manufacturer, and Model Description.

Car Data – Allocation page

Car ID The system displays the **Car ID** you entered. The **Car ID** is an identification code for a specific vehicle.



For more information about the last car identification number assigned, see Setting Up Control Tables.



We recommend that you either always assign a number or always let the system assign one automatically to prevent numbering errors.

Registration No. (registration number) Enter the vehicle’s registration number.

VIN (vehicle identification number) Enter the vehicle identification number.

Comments Enter any **Comments** to record additional information about this company car.

Currently Allocated to: If the car is assigned to an employee on the Company Car Allocation table, the system displays to whom the car is **Currently Allocated**.

Car Pool

If the car is used in a **Car Pool**, you can track the **Start Date** and **End Date** for the car pool and indicate the Responsible Employee. You can insert data rows to track car pool assignments.

Start Date Enter the date the car pool began.

End Date Enter the date the car pool ended.

EmplID Enter the employee identification number for the employee responsible for the company car.

Name The system displays the name of the employee responsible for the company car.



For more information about allocating company cars, see [Company Car Allocation Page](#).

Car Data – Maintenance Page

Usage	Use the Car Data - Maintenance page to record a company car's maintenance history.
Object Name	CAR_MAINT
Navigation	Define Business Rules, Define Company Cars (GBL), Setup, Car Data, Maintenance
Prerequisites	None
Access Requirements	Enter a Car ID, Registration Number, Vehicle Identification Number, Manufacturer, and Model Description.

Car Data – Maintenance page

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

Car ID The system displays the **Car ID** you entered. The **Car ID** is an identification code for a specific vehicle.



For more information about the last car identification number assigned, see Setting Up Control Tables.



We recommend that you either always assign a number or always let the system assign one automatically to prevent numbering errors.

Registration No. (registration number) The system displays the **Registration No.** you entered.

VIN (vehicle identification number) The system displays the **VIN** you entered.

Car Details

Use this section to track maintenance information.

Maintenance Date Enter the **Maintenance Date** to track car maintenance and service events.

Location Select a **Location** from the list of locations that you defined on the Car Management Location table. Only locations you defined with a type of **Garage** are available here.



For more information about defining car management locations, see Car Management Location Page.

Action Code Select an **Action Code** from the list of Translate table values.

Present Distance Enter the car’s odometer reading as of the service date. You can set the distance shown as **Miles** or **Kms** (kilometers).

Next Service If you selected a regularly scheduled **Full Service** as the Action Code, enter the distance and date for the car’s **Next Service**.

Next Service

Use this section to track information for the car’s car maintenance service.

Distance Enter the **Distance** for the car's **Next Service**. To enter additional car maintenance and service events, insert a new data row and enter a new **Maintenance Date** if appropriate.

Date Enter the **Date** for the car's **Next Service**. To enter additional car maintenance and service events, insert a new data row and enter a new **Maintenance Date** if appropriate.

Reporting on Company Car Fleet Information

You can run the report CAR003 to provide a list of all cars in the company's fleet

Car List Report

This global report provides a list of cars in the company's fleet. The report output lists basic information such as make, model, registration number, year, and color.

Click Car List report to access the Car List page where you can create a list of company cars.

Enrolling Employees in Company Car Plans

PeopleSoft considers a company car to be a benefit. Therefore, before you can allocate a car to an employee - giving them the benefit - you must enroll them in the benefit plan.

Company Car Benefit Page

Usage	Use the Company Car Benefit page to enroll employees in the car benefit plan.
Object Name	CAR_PLAN
Navigation	Compensate Employees, Administer Company Cars (GBL), Use, Company Car Benefit, Company Car Benefit
Prerequisites	None
Access Requirements	Enter Employee ID, Name, Last Name, Alternate Character Name, and Personnel Status.

Company Car Benefit

Jones, Susan ID: K0G001 Empl Rcd#: 0

View All First 1 of 1 Last

*Plan Type: 5A Company Car

View All First 1 of 1 Last

Coverage Begin Date: 08/23/2000

Coverage Election: Elect Waive Terminate *Elect Date: 08/23/2000

*Benefit Plan:

Allowance Taken Amount:

Status: Active

Description: Currency:

Company Car Benefit page

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

- Plan Type** The **Plan Type** defaults to *Company Car*.
- Coverage Begin Date** Enter a **Coverage Begin Date** for the employee’s coverage under this plan.
- Coverage Election** Track the employee’s **Coverage Election** by indicating whether they choose to *Elect*, *Waive*, or *Terminate* their coverage.
- Elect Date** Enter the date on which the employee elected this coverage.
- Benefit Plan** Select the **Benefit Plan** from the plans you set up in the Company Car Benefit Plan Table. Only benefit plans that are in this employee’s benefit program are available here.
- Allowance Taken** If this employee elects to take an allowance instead of a car, select **Allowance Taken**.
- Amount** The system enters the allowance amount from the Company Car Plan page. You can override both the amount and/or the currency. Employees who choose the allowance can’t have company cars allocated in the Company Car Allocation page. If you try to allocate a car to them, the system issues a warning message.
- Description** The system displays the Benefits Plan name.
- Currency** The system displays the Currency defined for the Benefits Plan name.



For more information about setting up benefit plans for company car plans, see Benefit Plan Table Page.

Allocating Company Cars

You allocate cars to employees using the Company Car Allocation page. This section explains the process.

Company Car Allocation Page

Usage	Use Company Car Allocation page to allocate a company car to an employee.
Object Name	CAR_ALLOCATION
Navigation	Compensate Employees, Administer Company Cars (GBL), Use, Company Car Allocation, Company Car Allocation
Prerequisites	You must have previously enrolled the employee in a company car benefit plan.
Access Requirements	Enter an Employee ID, Name, and Last Name.

Company Car Allocation

Tendulkar,Indira EmplID: KG0001 Empl Rcd#: 0

View All First 1 of 1 Last

Benefit Plan: KGCAR Company Car Plan - UK + -

Effective Date: 02/04/1995

View All First 1 of 1 Last

***Car Identification** 0000015 T756 HGB BMW 528i SE + -

Start Date: 02/04/1995

End Date:

Company Car Allocation page (1 of 2)

The screenshot shows a web form for the United Kingdom section. At the top, there is a dropdown menu for 'United Kingdom'. Below it, there are several sections:

- Capital Contribution:** A text input field with a search icon and a currency code dropdown.
- Payments Towards Private Use:** A section with a 'First' button, '1 of 1' indicator, and a 'Last' button. It contains a table with columns 'Payment Date' and 'Amount', and a '+ -' button.
- Unavailability:** A section with a 'First' button, '1 of 1' indicator, and a 'Last' button. It contains a table with columns 'Start Date', 'End Date', and 'Reason', and a '+ -' button.
- Annualized Business Mileage:** A section with a 'First' button, '1 of 1' indicator, and a 'Last' button. It contains a table with columns 'Tax Year End', 'Mileage', and 'Type', and a '+ -' button.

Company Car Allocation 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: **Emplid**, and **Effective Date**.

The system displays the employee name you entered.

Benefit Plan The system displays the **Benefit Plan** associated with the employee.

Allocation

Use this section to enter basic **Allocation** information.

Car Identification Select the **Car Identification** code of the car you want to allocate to the employee. You define valid values for this field in the Car Data Table. Only cars that aren't already allocated or assigned to car pools as of the effective date are available.

Start Date Enter the **Start Date** of the allocation.

End Date Enter an **End Date** when the employee is scheduled to (or actually does) return the car.

United Kingdom

Click the arrow to expand this section. Complete the fields for United Kingdom functions.

Capital Contribution If the employee makes any capital contributions toward the car, enter the amount in **Capital Contribution** and indicate the currency code.

Fuel Provided Select **Fuel Provided** if you supply fuel to the employee for private use.

Fuel Cost Reimbursed If the employee reimburses the total cost, select **Fuel Cost Reimbursed**.

P46 Submitted Select **P46 Submitted** if you've submitted this Inland Revenue form.

Use the remaining fields to enter values the system will use to calculate the car and fuel benefit allocation amounts.

Payments Towards Private Use

If the employee makes any payments for private use of the car, enter the payment date and amount.

Payment Date Enter the **Payment Date** on which the employee makes payments. You can enter additional data rows to track additional payments and the dates.

Amount Enter the **Amount** of the employee's payment for private use. You can enter additional data rows to track additional payments and the dates.

Unavailability

Enter any periods when the car is unavailable using this section.

Start Date Enter the date the car is unavailable

End Date Enter the date the car is available

Reason Enter the **Reason** the car is unavailable.

Annualized Business Mileage

Use the fields in this section to track the distance the car is driven on business. The exact mileage isn't required for tax purposes, only whether the mileage falls within specific ranges.

Tax Year End To identify the mileage for a particular tax year, select the **Tax Year End** option and the range of business Mileage.

Mileage To identify the mileage for a particular tax year, select the Tax Year End option and the range of business **Mileage**.

Type Select a **Type** of mileage of either *Actual* or *Expected*. Use *Expected* to enter an estimate for the current tax year (required on the P46 form) and *Actual* at the end of the tax year when a more accurate value is available.

Tracking Company Cars and Vehicle Incidents

If you want to use the PeopleSoft Health and Safety functionality to track vehicle incidents related to company cars, you must also define each car as an item of company property.

You do this on the Company Property Table Setup Page. Once you have defined a car as an item of company property, then you can use the Incident Data and Vehicle/Equipment Incident Detail pages to record details of any incidents involving the employee and the car.

Additionally, you can record details of any incidents involving company cars as specified by the health and safety regulations. The pages necessary to perform these tasks can be found in the Monitor Health/Safety menus. Because we discuss them elsewhere in the documentation, we won't repeat that information here.



For more information and a full discussion of these pages, see [Monitoring Health and Safety](#)

You may also want to track cars as company property for other reasons - such as centralized inventory control.

Tracking Local Functionality

The United Kingdom requires additional information for company car administration. So if you are administering company cars for employees in the United Kingdom, you need to enter additional information.

Company Car Administration in the United Kingdom

The provision of a company car is one of the major benefits offered to employees by many companies in the United Kingdom. You can allocate a company car - without transfer of property - to a director or employee earning more than the statutory threshold. This car is then also available to the employee or director for private use.

There are various tax implications when you allocate a company car to an employee. Your company has to pay tax in the form of Class 1A National Insurance Contributions (NICs). Your employees pay income tax based on their tax codes, which is adjusted to take the taxable benefit of the car into account. In both cases, the taxable benefit is based on the list price, business mileage, age, and periods of unavailability of the car. To find out more about your legal requirements, contact the Inland Revenue.

Fuel Benefit Amounts in the United Kingdom

In this section, we describe how to determine the car and fuel benefit amounts for the given tax year to meet P11D Section A requirements for UK companies. The system collates details for

each employee from the various Company Car pages. You can then view the results of the process which are stored in a separate table.

UK Calculate P11D Section A - Calculate P11D Section A Page

Usage	To calculate the P11D Section A Benefit amounts, you run the CAR001 process. You can run the report for one employee at a time or for all eligible employees.
Object Name	RUNCTL_COMPCAR001
Navigation	<ul style="list-style-type: none"> • Compensate Employees, Administer Company Cars (GBL), Proc Lcl, UK Calculate P11D Section A, Calculate P11D Section A • Compensate Employees, Administer Company Cars (GBL), Rep Lcl, UK Print P11D Section A, Print P11D Section A
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Calculate P11D Section A

Run Control ID: 01 Report Manager Process Monitor Run

Report Request Parameters

*Tax Year End: 1999 Year Ending 5th of April 1999

Empl ID: Leave blank for all employees

Employment Record Number: Leave blank for all records

UK Calculate P11D Section A - Calculate P11D Section A page

- User ID** System displays the **User ID** that you entered.
- Run Control ID** System displays the **Run Control ID** that you entered.
- Tax Year End** Enter the **Tax Year End**. Valid values for **Tax Year End** are defined on the Translate table.
- Employee ID** Leave this field blank to run the report for all eligible employees, or enter an ID to run the report for only one employee.
- Employment Record Number** Leave this field blank to run the report for all employee records; or, enter an **Employment Record Number** to run the report on only one employee record.

Click the Run button on the toolbar to open the Process Scheduler Request for this report.



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

Make any necessary adjustments to the parameters, and click **Run** to run the process.

Verifying P11D Section A Calculation Results Online

You can use the Verify P11D Section A component to review calculation results for that process.

UK Verify P11D Section A – Verify P11D Section A Page

Usage	Use this component to check P11D Section A calculation results online.
Object Name	P11D_SEC_A_UK
Navigation	Compensate Employees, Administer Company Cars (GBL), Use Lcl, UK Verify P11D Section A, Verify P11D Section A
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Verify P11D Section A
Process Notes

ID: KG0001
Empl Rcd Nbr: 0

View All
First
1 of 1
Last

Tax Year End: 1999

Make and Model: BMW 528i SE

Registration Date: 03/01/1999

Car available from: 02/04/1995

Business Mileage: 2,499 or less

Payment received - private use: 0.00

List Price: 30,910.00

Accessories-before car avail.: 0.00

Total = car + accessories: 30,910.00

Accessories-after car avail.: 0.00

Capital Contribution: 0.00

Car Benefit Charge:

To:

2,500 - 17,999

18,000 or more

Fuel

Fuel provided for private use

Full cost of fuel reimbursed

Engine Type: Petrol

Engine Size: 1400cc or less

1401cc - 2000cc

over 2000cc

Fuel Benefit Charge:

Car ID: 0000015

UK Verify P11D Section A – Verify P11D Section A page

Each data row relates to a car for the employee per tax year. So if an employee had two cars during the course of the tax year, there are two data rows for that employee. Or if an employee had the same car for two tax years, there are also two rows of data. Use the scroll arrows to move between rows.

All fields in this page are display-only with the exception of **Car Benefit Charge** and **Fuel Benefit Charge**. If you find errors in the calculations displayed on the page, update the core data and re-run CAR001.

Tax Year End	The system displays the Tax Year End . You define this value on the Company Car Allocation page.
Make and Model	The system displays the Make and Model . You define this value on the Car profile page.
Registration Date	The system displays the Registration Date . You define this value on the Car profile page.
Car available from	The system calculates and displays the Car available from date using information you enter on the Company Car Allocation page.
Business Mileage	Select the applicable mileage range from the following values: <i>2,499 or less</i> <i>2,400 – 17,999</i> <i>18,000 or more</i>
Payment received – private use	The system displays the Payment received – private use value. You define this value on the Company Car Allocation page.
List Price	The system displays the List Price . You define this value on the Car Model page.
Accessories-before car avail (accessories-before car available)	The system displays the Accessories-before car avail value. You define this value on the Car Data – Car Profile page.
Total = car + accessories	The system calculates and displays this value using values defined on the Car Data – Car Profile page.
Accessories-after car avail. (accessories after car available)	The system calculates and displays this value using values defined on the Car Data – Car Profile page.
Capital Contribution	The system displays the Capital Contribution value you define on the Company Car Allocation page.
Car Benefit Charge	This field is editable to allow for any special benefit charge amount that requires complex manual calculations, (for example, if the car belongs to a director or is a classic). For this type of manual calculation, adjust the benefit charge amounts directly on the page.

- Fuel provided for private use** The system indicates if the company provides fuel for private use by the employee. You define this value on the Company Car Allocation page.

- Full cost of fuel reimbursed** The system indicates if the employee reimburses the total cost if fuel. You define this value on the Company Car Allocation page.

- Engine Type** The system displays the **Engine Type** you define on the Car Model page.

- Engine Size** The system displays the **Engine Size** you define on the Car Model page using the following values:

 - 1400cc or less*
 - 1401cc – 2000cc*
 - over 2000cc*

- Fuel Benefit Charge** This field is editable to allow for any special benefit charge amount that requires complex manual calculations, (for example, if the car belongs to a director or is a classic). For this type of manual calculation, adjust the benefit charge amounts directly on the page.

UK Verify P11D Section A – Process Notes Page

Usage	Use the Process Notes Page to give more detailed information on the benefit calculation.
Object Name	P11D_NOTES_UK
Navigation	Compensate Employees, Administer Company Cars (GBL), Use Lcl, UK Verify P11D Section A, Process Notes
Prerequisites	None
Access Requirements	Enter an Employee ID, Name, and Last Name.

Verify P11D Section A		Process Notes	
ID:	KG0001	Empl Rcd Nbr:	0
Tax Year End:		1999	View All First 1 of 1 Last
Car Identification:	0000015	Registration Number:	T756 HGB
Note No.		Note Description	
1	Calculated value: list_price = 30910		
2	Calculated value: work amount (list_price + accessories) = 30910		
3	Calculated value: work amount (after capital contribution) = 30910		
4	Calculated value: work amount (after upper limit check) = 30910		
5	Calculated value: work amount (after applying percentage) = 10818.5		
6	Calculated value: work amount (after mileage adjustment) = 3606.1666666666666666666666666666		
7	Calculated value: work amount (after age adjustment) = 3606.1666666666666666666666666666		

UK Verify P11D Section A – Process Notes page

This page is display-only and shows the various stages used during the calculation of the car benefit amount.

Print P11D Section A Report

Use the Print P11D Section A Report (CAR002) to print out the information required for Section A of the Inland Revenue P11D form. This is a UK-specific report you use to print the results from the CAR001 process in a format similar to the UK government form P11D.



This report isn't a substitute for the actual P11D Section A form.

Click Print P11D Section A Report to access the Print P11D Section A page where you can print the results from the CAR001 process in a format similar to the UK government form P11D.

CHAPTER 3

Running Managing Company Cars Reports

This section explains how to generate Managing Company Cars reports and details the output results of those reports.



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

List of Managing Company Cars Reports

<i>Report Name</i>	<i>Report ID</i>	<i>Location</i>	<i>Global or Local</i>
Car List Report	CAR003	Compensate Employees, Administer Company Cars (GBL), Report, Car List	GBL
Print P11D Section A Report	CAR002	Compensate Employees, Administer Company Cars (GBL), Rep Lcl, UK Print P11D Section A	UK

Generating a Car List Report

This report provides a list of cars in the company's fleet. Basic information such as make, model, registration number, year, and color is given.



For more information on how this report is related to the Managing Company Cars process, see Reporting on Company Car Fleet Information.

Car List Page

Usage	Use this report to produce a list of cars in the company's fleet. Basic information such as make, model, registration number, year, and color is given.
-------	---

Navigation	Compensate Employees, Administer Company Cars (GBL), Report, Car List
Access Requirements	Enter a Run Control ID.

Car List page

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

Car List Report

Description	Use this report to produce a list of cars in the company’s fleet. Basic information such as make, model, registration number, year, and color is given.
Report ID	CAR003
Type of Report	SQR
Parameters	User ID, Run Control ID
Source	PRCSRUNCNTL
Source Records	CAR_DATA, CAR_MODEL
Sorted By	Car ID



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 Print P11D Section A Report

This is a UK-specific report you use to print the results from the CAR001 process in a format similar to the UK government form P11D. It isn’t the P11D itself, but you can use it to verify with the employee that the data is correct.



For more information on how this report is related to the Managing Company Cars process, see Tracking Local Functionality.

UK Print P11D Section A - Print P11D Section A Page

Usage	This is a UK-specific report you use to print the results from the CAR001 process in a format similar to the UK government form P11D.
Object Name	RUNCTL_COMPCAR001
Navigation	<ul style="list-style-type: none"> • Compensate Employees, Administer Company Cars (GBL), Proc Lcl, UK Calculate P11D Section A, Calculate P11D Section A • Compensate Employees, Administer Company Cars (GBL), Rep Lcl, UK Print P11D Section A, Print P11D Section A
Prerequisites	Run the CAR001 report process.
Access Requirements	Enter a Run Control ID.

UK Print P11D Section A - P11D Section A 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**.

- Tax Year End** The tax-year end-date is defined on the Translate table.
- Empl ID (employee ID)** Leave this field blank to run the report for all eligible employees, or enter an ID to run the report for only one employee.
- Employment Record Number** Leave this field blank to run the report for all employee records, or enter an employment record number to run the report on only one employee record.

Print P11D Section A Report

Description	This is a UK-specific report you use to print the results from the CAR001 process in a format similar to the UK government form P11D.
Report ID	CAR002
Type of Report	SQR

Parameters	Tax Year End, Employee ID, Employment Record Number
Source	RUNCTL_COMPCAR001
Source Records	P11D_SEC_A_UK, PERSONAL_DATA, RUN_CNTL_CAR
Sorted By	Employee ID, Car ID, Tax Year End



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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