PeopleSoft 8.3 Global Payroll for Australia PeopleBook

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Contents

About the HRMS PeopleBooks
Before You Begin xiii
PeopleSoft Application Fundamentals for HRMS PeopleBook xiii
Related Documentation xiv
Documentation on the Internet xiv
Documentation on CD-ROM xiv
Hardcopy Documentation xiv
PeopleBooks Standard Page Element Definitions xv
PeopleBook Standard Group Boxes xviii
Entering Name Information xviii
Entering Address Information xx
Entering or Viewing Pay Components xxi
Required Fields on Pages xxiii
Typographical Conventions and Visual Cues xxiii
Process Introductory Table xxiv
USF U.S. Federal Government Functionality xxv
E&G Education and Government Functionality xxv
Local Country Functionality xxv
Comments and Suggestions xxv

Chapter 1

About the PeopleSoft 8.3 Global Payroll for Australia PeopleBook
PeopleBooks Standard Page Element Definitions 1-1
Viewing Delivered Elements for Australia 1-2

Chapter 2

Understanding PeopleSoft Delivered Elements for Australia
Creating Elements for Australia 2-1
Defining Element Ownership and Maintenance 2-1
Understanding the Element Naming Convention 2-2
Functional Area Codes for Australia 2-4
Element Type Codes (PIN_TYPE) 2-4
Abbreviations in Element Names for Australia 2-5
Viewing Delivered Elements for Australia 2-6

Chapter 3

Setting Up PeopleSoft Global Payroll for Australia

Processing Retroactive Payments 3-1
Determining Retro Pay Over 12 Months 3-1
Calculating the Months Over 12 3-2
Processing Retro Over 12 Months 3-2
Entering Additional Pay Group Information 3-3
Page Used for Additional Pay Group Information 3-3
Entering Additional Information 3-3
Entering Additional Calendar Information 3-6
Page Used for Additional Calendar Information 3-6
Defining Triggers and Segmentation Events for Australia 3-6
Triggers 3-6
Segmentation Events 3-7
Identifying Proration Rules for Australia 3-7
Specifying Rounding Rules for Australia 3-7
Viewing Delivered Elements for Australia 3-8

Chapter 4

Defining Earnings for Australia

Overview of Earnings for Australia 4-1
Delivered Earnings Elements 4-2
Calculating Regular Pay 4-5
Calculating Overtime Earnings 4-5
Calculating Shift Earnings 4-5
Calculating Minimum and Maximum Hourly Rates and Earnings Limits 4-6
Checking the Minimum and Maximum Hourly Rate 4-6
Checking the Maximum Yearly Earnings Limit 4-7
Checking the Maximum Quarterly Earnings Limit 4-7
Calculating Earnings Based On Other Earnings 4-8
Calculating Amount Earnings 4-9
Using Flat Amounts 4-9
Using Formula-Based Amounts 4-9
Using Unprocessed Payee Level Amounts 4-9
Using Payee Level System Populated Amounts 4-9
Reducing From Regular Earnings 4-9
Calculating Rolling Average Earnings 4-10
Setting Up Your Rolling Average Earnings Calculation 4-11
Creating Earnings Deduction Payback 4-12
Page Used in Earnings Deduction Payback Processing 4-13

Selecting Hours for Holiday Earnings 4-13
Scheduling Earnings Using Generation Control 4-14
Scheduling For Any Period 4-14
Scheduling for the Last Period Only 4-17
Viewing Delivered Elements for Australia 4-17

Chapter 5

Defining Deductions for Australia

Overview of Deductions for Australia 5-1
Delivered Deduction Elements 5-1
Calculating Tax Deductions 5-3
Pre Tax Deductions 5-3
Post Tax Deductions 5-3
Non Tax Deductions 5-4
Scheduling Deductions Using Generation Control 5-4
Checking Goal Amounts 5-5
Managing Garnishments 5-6
Pages Used to Manage Garnishments 5-6
Calculating Garnishment Deductions 5-7
Entering Garnishment Details 5-8
Viewing Delivered Elements 5-9

Chapter 6

Managing Taxation for Australia

Overview of Managing Taxation for Australia 6-1
Entering Tax Information 6-1
Pages Used to Enter Tax Information 6-1
Entering Payee Tax Data 6-2
Updating a Payee's Tax Scale Automatically 6-6
Submitting the Electronic TFN Declaration 6-6
Pages Used to Submit the Electronic TFN Declaration 6-7
Viewing Tax Scales 6-7
Pages Used to View Tax Scales 6-7
Viewing Delivered Elements for Australia 6-8

Chapter 7

Managing State Payroll Tax

Identifying Data for State Payroll Tax Reporting 7-1
Setting Up Group Pay Entities 7-1
Page Used to Set Up Group Pay Entities 7-2

Grouping Your Pay Entities 7-2
Maintaining and Viewing Payroll Tax Tables 7-3
Pages Used to Maintain and View Payroll Tax Data 7-3
Reporting SPT Liabilities 7-4
Viewing Delivered Elements for Australia 7-5

Chapter 8

Administering Superannuation

Overview of Superannuation Administration 8-1
Making Statutory and Customary Superannuation Deductions 8-2
Setting the Calculation Rule 8-3
Using Tier-Based Calculations 8-3
Using Percentage Based on Employee Contributions (Matching) 8-4
Accommodating Exemption Rules and Limits 8-4
Using Exemption Rule Checks 8-5
Applying Maximum Earnings Limits 8-5
Checking Age Based Limits 8-6
Controlling Exemptions and Checking Limits 8-6
Accommodating Employee Options 8-7
Viewing Delivered Elements for Australia 8-8

Chapter 9

Calculating Net-to-Gross Payments

Overview of Net-to-Gross Processing 9-1
Net-To-Gross Earnings Elements 9-1
Determining That a Net-to-Gross Calculation is Required 9-2
Understanding Actual Net Pay and Target Net Pay 9-2
Calculating the BONUS GRS UP Earning 9-2
Understanding the Process Sequence 9-2
Stepping Through the Processing Sequence 9-2
Calculating the BONUS GRS UP Earnings and the Gross Pay 9-3
Viewing Delivered Elements for Australia 9-6

Chapter 10

Setting Up Banking and Recipient Processing for Australia

Overview of Banking for Australia 10-1
Setting Up Additional Source Bank Details 10-1
Page Used to Set Up Additional Source Bank Details 10-2
Setting Up Australian Bank Information 10-2
Setting Up Multiple Source Banks by Debit Type 10-2

Pages Used to Set Up Additional Source Bank Details 10-3
Using the Bank Link Override 10-3
Linking Source Banks to Debit Types 10-3
Setting Up Additional Recipient Information 10-4
Pages Used to Enter Additional Recipient Information 10-4
Entering Additional Recipient Information 10-4
Managing Electronic Fund Transfers 10-6
Page Used to Create the EFT Cemtex File 10-7
Generating the EFT Code 10-8
Creating the Electronic Funds Transfer (EFT) Cemtex File 10-8
Generating Recipient Payment Report Files 10-9
Page Used to Generate Recipient Payment Report Files 10-10
Creating the Recipient Payment Report File 10-10
Reporting Net Payment 10-11
Processing Manual and Separate Cheques 10-12
Processing Manual Cheques Using Calendars 10-12
Processing Separate Cheques 10-13
Viewing Delivered Elements for Australia 10-13

Chapter 11

Setting Up Payslips for Australia

Overview of Payslips for Australia 11-1
Creating Payslip Templates 11-1
Pages Used to Create Payslip Templates and Messages 11-2
Setting Up Templates and Accumulators 11-2
Setting Up Payslip Earnings and Deductions 11-4
Creating Payslip Messages 11-6
Attaching Payslip Templates to Pay Groups 11-7
Overriding Payslip Delivery Options 11-7
Page Used to Override Payslip Delivery Options 11-8
Printing Payslips 11-8
Viewing Payslips Online 11-8
Viewing Delivered Elements for Australia 11-8

Chapter 12

Using the General Ledger Interface

Processing Payroll Data to GLI or QSP 12-1
Linking Journal Types to GL Groupings 12-2
Page Used to Link Journal Types to GL Groupings 12-3
Calculating Accrued Salary 12-3

Calculating Leave Liability 12-3
Reporting Leave Liability and Absence History 12-4
Calculating Annual Leave Liability for Hourly Accrual 12-5
Calculating Annual Leave Liability for Daily Accrual 12-5
Calculating Long Service Leave Liability for Weekly Accrual 12-5
Calculating Long Service Leave Liability for Monthly Accrual 12-6
Reversing Leave Liability When the Cost Centre Changes 12-7
Calculating State Payroll Tax Liability 12-7
Page Used to Calculate State Payroll Tax Liability 12-8
Running the GLI or QSP Processes 12-8
Page Used to Run the GLI or QSP Processes 12-9
Running the General Ledger Process 12-9
Viewing Delivered Elements for Australia 12-10

Chapter 13

Defining Absence Rules for Australia

Overview of Managing Absences 13-1
Reducing Leave Hours from Regular Hours 13-1
Delivered Absence Primary Elements 13-2
Delivered Absence Entitlements 13-2
Delivered Absence Takes 13-3
Accruing Entitlement and Pro Rata Leave (Non OGO) 13-3
Accruing and Taking Annual Leave 13-3
Accruing and Taking Long Service Leave 13-8
Accruing and Taking Sick Leave 13-12
Accruing and Taking Other Leaves 13-14
Processing Other Leaves 13-15
OGO Long Service Leave 13-16
Understanding OGO Long Service Leave 13-16
Page Used in OGO Long Service Leave Calculations 13-17
Entering Payee Service History 13-17
Calculating the Adjusted Service Date 13-18
Calculating OGO Part and Full Time Pro Rata and Entitlement 13-19
Taking OGO Long Service Leave 13-20
Paying Leave in Advance 13-21
Pages Used to Pay Leave in Advance 13-21
Defining Absence Advance Types 13-21
Setting Payment Advance Details 13-24
Viewing Delivered Elements for Australia 13-27

Chapter 14

Managing Termination Payments

Overview of Termination Processing 14-1
Maintaining Termination Elements 14-1
Processing the Termination Section 14-2
Delivered Termination Earnings 14-2
Calculating Hourly and Daily Rates 14-3
Calculating the Hourly Rate 14-4
Calculating the Daily Rate 14-4
Resolving Termination Earnings 14-4
Calculating Annual Leave Marginal Tax and Lump Sum A - Hours 14-4
Calculating Annual Leave Marginal Tax and Lump Sum A - Days 14-5
Calculating Annual Leave Loading Marginal Tax and Lump Sum A - Hours 14-5
Calculating Annual Leave Loading Marginal Tax and Lump Sum A - Days 14-6
Calculating Long Service Leave - Marginal Tax and Lump Sums A & B 14-6
Calculating Lump Sum D 14-7
Calculating Lump Sum C - Eligible Termination Payment 14-8
Calculating Invalidity and Invalidity Post 94 Payments 14-9
Entering Final Hours 14-10
Viewing Delivered Elements for Australia 14-10

Chapter 15

Managing End of Year Reporting

Setting Earnings and Deduction Categories 15-1
Collecting FBT-Liable Earnings 15-2
Pages Used to View and Adjust FBT Liable Earnings 15-3
Entering Manually Calculated FBT-Liable Earnings and Viewing Collected Earnings 15-3
Reporting FBT for Terminated Employees 15-4
Generating Payment Summary Data 15-5
Pages Used in Generating Payment Summary Data 15-5
Viewing Payment Summary Data 15-6
Generating the Payment Summary ATO File 15-8
Printing the Payment Summary 15-9
Separating Eligible Termination Payment Data 15-9
Page Used to View ETP Data 15-9
Viewing Eligible Termination Payment Data 15-10
Viewing Delivered Elements for Australia 15-11

Chapter 16

Monitoring Salary Packaging Expenditure for Australia

Overview of Monitoring Salary Package Expenditure for Australia 16-1
Updating Expenditure Data for Employee Salary Packages 16-1
Page Used to Update Expenditure Data for Employee Salary Packages 16-2
Calculating Salary Package Expenses 16-2
Entering Salary Packaging Business Expenses 16-4
Reviewing Salary Package Expenditures 16-4
Pages Used to Review Salary Package Expenditures 16-5
Viewing Year-to-Date Employee Package Expense Summary Information 16-5
Checking Package Expenditure Progress During the Year 16-8
Viewing Period Employee Package Expense Summary Information 16-8
Reconciling Payments at the End of the Package Period 16-10
Monitoring Expenditure Overspending and Underspending 16-10
Viewing Delivered Elements for Australia 16-11

Chapter 17

Appendix: PeopleSoft Global Payroll for Australia Reports

PeopleSoft Global Payroll for Australia Reports: General Description 17-1
PeopleSoft Global Payroll for Australia: Australian Bureau of Statistics (ABS) Reports 17-2
PeopleSoft Global Payroll for Australia: Additional Reports 17-2
PeopleSoft Global Payroll for Australia Reports: A to Z 17-4
GPAUAM01 – Absence History 17-4
GPAUAM02 – Leave Liability 17-4
GPAUPS01 - Payment Summary 17-5
GPAUPT01 - State Payroll Tax 17-5
GPAUPY01 - Payslip 17-6
GPAUPY11 - Payroll Register 17-7
GPAUPY12 - Payroll Reconciliation 17-7
GPAUPY13 - Pay Components 17-7
GPAUPY14 - Payroll Messages 17-8
GPAUPY15 - BAS Information 17-8
GPAUPY16 - ABS Average Weekly Earnings (AWE) 17-8
GPAUPY17 - ABS Survey of Employment and Earnings (SEE) 17-9
GPAUPY21 - Payment Summary Exceptions 17-9
GPAUPY22 - Payment Summary Reconciliation 17-9
GPAUPY51 - Net Payment 17-9
GPAUPY52 - Recipient File 17-10
Viewing Delivered Elements for Australia 17-10

Index

About the HRMS PeopleBooks

The HRMS PeopleBooks provide you with the information you will need for implementing and using PeopleSoft Human Resources Management System (HRMS) products.

This section describes information you should know before you begin working with PeopleSoft products and documentation, including PeopleSoft-specific documentation conventions, information specific to the PeopleSoft HRMS product line, how to order additional copies of our documentation, and so on.

Before You Begin

To benefit fully from the information covered in these books, you need to have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

You should be familiar with navigating around the system and adding, updating, and deleting information using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft® Windows or Windows NT graphical user interface.

Because we assume you already know how to navigate the PeopleSoft system, much of the information in these books is not procedural. That is, it does not typically provide step-by-step instructions on using tables, pages, and menus. Instead, we provide you with all the information you need to use the system most effectively and to implement your PeopleSoft application according to your organizational or departmental needs. These books expand on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals for HRMS PeopleBook

The individual HRMS PeopleBooks provide you with implementation and processing information for the individual HRMS products. However, there is additional, essential information describing the setup and design of each HRMS product contained in the companion volume of documentation called *PeopleSoft Application Fundamentals for HRMS PeopleBook.*

The *PeopleSoft Application Fundamentals for HRMS PeopleBook* consists of important topics that apply to many or all PeopleSoft applications across the HRMS product line. Whether you are implementing a single HRMS product, some combination of products within the product line, or the entire PeopleSoft HRMS system, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals such as setting up control tables and administering security.

In the *PeopleSoft Applications Fundamentals for HRMS PeopleBook*, we've included common information pertinent to all applications in the HRMS product line, such as defining general options. If you're upgrading from a previous PeopleSoft release, you may notice that we've

removed some topics or topic headings from the individual application PeopleBooks and consolidated them in this single reference book. You'll now find only application-specific information in your individual application PeopleBooks. This makes the documentation as a whole less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Application Fundamentals for HRMS* and other PeopleBooks.

Related Documentation

To add to your knowledge of PeopleSoft applications and tools, you may want to refer to the documentation of other PeopleSoft applications. You can access additional documentation for this release from PeopleSoft Customer Connection (www4.peoplesoft.com/cc). We post updates, troubleshooting documentation, and other items on Customer Connection, as well. In addition, documentation for this release is available on CD-ROM and in hard copy.

Important! Before upgrading, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

Documentation on the Internet

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM. You can order additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection Web site: http://www4.peoplesoft.com/cc

You'll also find updates to the documentation for this and previous releases on Customer Connection. Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

Documentation on CD-ROM

Complete documentation for this release is provided on the CD-ROM *PeopleSoft 8.3 HRMS PeopleBooks,* SKU HR83PBR0, and *PeopleTools 8.14 PeopleBooks,* SKU PTB814R0.

Note. Your access to PeopleSoft PeopleBooks depends on which PeopleSoft applications you've licensed. You may not have access to some of the PeopleBooks listed here.

Hardcopy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press Web site from the Documentation section

of PeopleSoft Customer Connection. The PeopleSoft Press Web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), our book print vendor.

We make printed documentation for each major release available shortly after the software is first shipped. Customers and partners can order printed PeopleSoft documentation using any of the following methods:

Internet	From the main PeopleSoft Internet site, go to the Documentation section of Customer Connection. You can find order information under the Ordering PeopleBooks topic. Use a Customer Connection ID, credit card, or purchase order to place your order. PeopleSoft Internet site: http://www.peoplesoft.com.
Telephone	Contact Consolidated Publishing Incorporated (CPI) at **800 888 3559.**
Email	Email CPI at **callcenter@conpub.com**.

PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages or panels. This section lists the most common fields and provides standard definitions.

Field	*Definition*
Address 1, Address 2, Address 3	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
As of Date	The last date for which a report or process includes data.
Block (Bloque)	In Spanish addresses, a building or buildings that are close together may be called a Block (Bloque). Include the Block name in the address, if necessary.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
City	Name of city for address.
Comment(s)	Freeflow text entry that enables you to add comments.
Company	A business organization. For US companies using PeopleSoft Payroll for North America or PeopleSoft Pension Administration, a business unit that has a unique federal Employer Identification Number (EIN) for payroll reporting purposes.

Field	*Definition*
Country	Country for address. Other address fields will be adjusted to reflect Country choice. Select a country from the list of valid values and press TAB to move through the field. The system automatically displays the appropriate address fields using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields that appear.
County (also **Prefecture** and **Parish**)	Name of county (prefecture/parish) for address, if applicable.
Currency Code	The 3-letter code in which the currency is specified.
Description	Freeflow text up to 36 characters that describes what you are defining.
Department	An identification code that represents an organization in a company.
Door (Puerta)	In Spanish addresses, identifies the door name or number.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Email	The email address for a person or organization.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Empl Rcd# (Employee Record Number)	A system-assigned number that indicate an employee has more than one record in the system.
Fax (also **Fax Number)**	The fax number for a person or organization.
Floor (Piso)	In Spanish addresses, identifies the floor name or number.
House	Identifies the type of house.
Initials	Initials of individual.
Language	Language spoken by employee/applicant/non-employee.
Language or Language Code	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Last Run On	The date that a report or process was last run.
Locality	A tax location within an organization.
Name	Name of individual.

Field	*Definition*
National ID	Identification code used by countries to track information on their residents for payroll, identification, benefits, and other purposes. For example, for US residents this would be their Social Security Number; for German residents it would be their Social Insurance Number, and for UK residents it would be their National Insurance Code.
Number	The number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.
Phone	The phone number for a person or organization.
Phone Extension	The phone extension number for a person or organization.
Phone Type	Identifies the type of phone number entered in the Telephone field. Valid values are ***Business, Campus, Cellular, Dormitory, FAX, Home, Other, Pager 1, Pager 2,*** or ***Telex.***
Post Code (also Postal)	Postal code for address.
Prefix	Prefix for individual (such as Mr., Ms., Mrs., Dr., and so on)
Process Frequency group box	Designates the appropriate frequency in the **Process Frequency** group box: **Once** executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to **Don't Run**. **Always** executes the request every time the batch process runs. **Don't Run** ignores the request when the batch process runs.
Process Monitor	This button takes you to the Process List page, where you can view the status of submitted process requests.
Regulatory Region	A regulatory region can be any region where there are specific laws and regulations that are addressed by functionality in PeopleSoft Human Resources. Many country-specific transactions are driven by regulatory requirements where Regulatory Region is used for transaction processing.
Report ID	Identifies a report.
Report Manager	This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	A request identification that represents a set of selection criteria for a report or process.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.

Field	*Definition*
Run Control ID	Identifies specific run control settings for a panel.
Run Date	The date that a process was run or a report was generated.
Run Time	The time that a process was run or a report was generated.
SetID	An identification code that represents a set of control table information. SetIds enable the sharing of a set of control table information across two or more Business Units.
Short Description	Freeflow text up to 15 characters.
Stair (Escalera)	In Spanish addresses, identifies the stair name or number.
State (also **Province)**	State (Province) for address.
Status	Indicates whether a row in a table is ***Active*** or ***Inactive.***
Street Type	Identifies whether an address is a place, street, avenue, road, or so on. Spanish law requires addresses in official documents to include the Street Type.
Telephone (Phone)	The telephone number for a person or organization.
User ID	The system identifier for the individual who generates a transaction.

See Also

PeopleTools Development Tools: Application Designer PeopleBook, "Creating Field Definitions," Understanding Effective Dates

PeopleSoft Process Scheduler

PeopleBook Standard Group Boxes

The following group boxes and field groupings appear throughout PeopleSoft HRMS. We have documented them once here.

Entering Name Information

The following fields appear wherever you enter or display naming information:

Format Using Select the country with name format appropriate for this employee. The system will display the appropriate fields for this format in the Person Name group box.

Refresh the Name Field Click to refresh the Name field after you've edited any of the name fields. The system will refresh the name field when you save.

Person Name or Current Name

The following fields appear in the Person Name group box. You will not see all of the fields listed below at any one time. The system displays the fields necessary for the country you select in the Format Using field.

Title — Select a title. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.

Prefix and **Name Prefix** — Select a Prefix or Name Prefix, if applicable.

Royal Prefix — Select a Royal Prefix, if applicable.

First Name — Enter the employee's official first name.

Preferred First Name — For The Netherlands, enter the employee's preferred first name, if different from the First Name. The system will use the preferred name when you generate form letters or mailing labels for this employee.

Last Name Preference — For the Netherlands, choose this link to provide additional name information for married employees. The Last Name Preference page contains three fields: Last Name Partner, Prefix Partner and Last Name Preference.

Middle — Enter the employee's middle name, if applicable.

Last Name — Enter the employee's official last name.

Suffix — Select a suffix, if applicable.

Second Last Name — For Spanish employees, enter the second surname (mother's surname).

Alternate Character Name — Use this field to enter the employee's name using alternate characters (such as Japanese phonetic characters).

Note. You can enter names using Japanese characters with or without a space between the surname and given name. Names using Roman alphanumeric characters require a comma delimiter.

Warning! Be sure to select the correct character set on the Installation Table – Alternate Characters page. Using the wrong character set generates an error message.

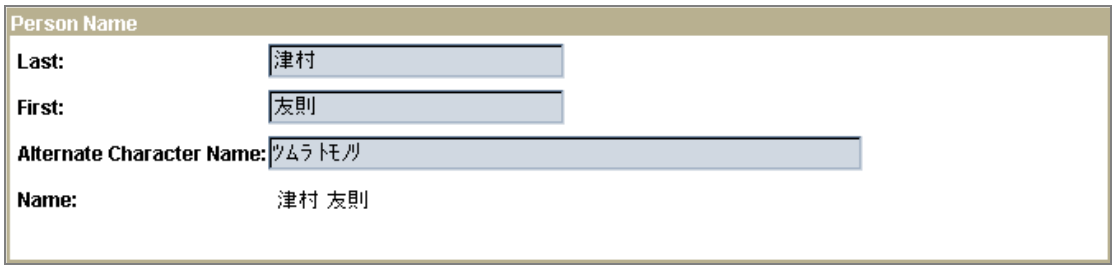
Royal Suffix — Select the appropriate royal suffix. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.

Name — The system displays the employee's name as it will appear in the system.

Displaying Japanese Names on Pages

Pages that display personal name fields usually display them in First Name, Last Name order. When the country is Japan, however (JPN in the Format Using field), those fields appear in the Last Name, First Name order.

Another difference is that the Name field displays "Last Name[space]First Name," not "Last Name,First Name"; that is, a space separates the last and first names, not a comma.



Japanese name format on a page

See Also

PeopleSoft Applications Fundamentals for HRMS PeopleBook, "Setting Up PeopleSoft HRMS," Working With Double-Byte Characters

Entering Address Information

The following fields appear in address group boxes throughout PeopleSoft HRMS. You may not see all of the fields listed below as the system displays only the fields necessary for the country in use. Determine which address fields are required for each country on the Country Table – Address Format page.

Country	Select the country with address format appropriate for this address. The system will display the appropriate fields for this format in the address group box.
Address 1, **Address 2**, **Address 3**, and **Address 4**	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
City	Enter the city.
County	Enter the county, if applicable.
State (State, Province, or other)	Enter the state or province.
Postal	Enter the postal, such as zip or postal code.
Number 1, and **Number 2**	Enter the number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.

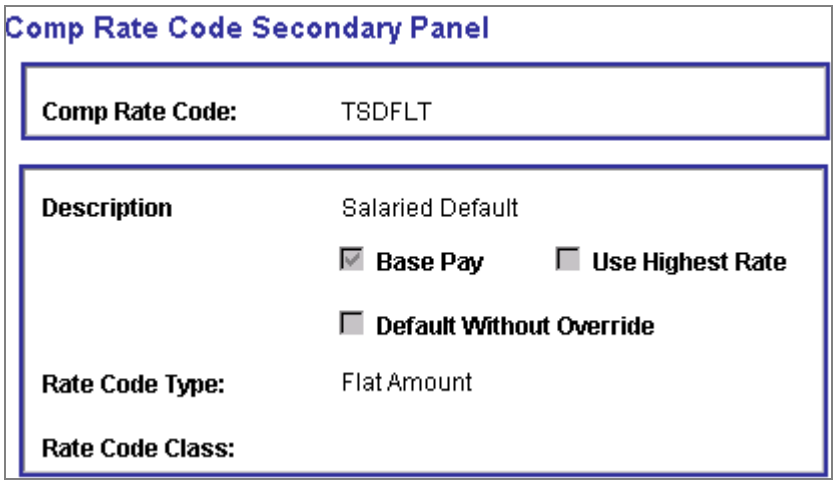
House Type	Enter the house type, if applicable.
Postal Search	Click **Postal Search** to use international address formats.

Entering or Viewing Pay Components

Amounts Tab

Pay Components - Amounts

Rate Code	Rate codes are IDs for pay components. The system inserts any compensation information associated with this rate code in the compensation grid. **Note.** If a seniority rate code is inserted as a default value on the Job Data - Compensation page, the values for these rate codes are unavailable for entry.
Seq (sequence)	The sequence number of the rate code if it is used more than once.
Details	Click the **Details** button to open the Comp Rate Code Secondary Panel page.
Comp Rate, (compensation rate) **Currency**, and **Frequency**	The compensation rate, its currency, and the frequency (for example, annually, weekly, or hourly) the comp rate will be paid.
Apply FTE	If selected, the system multiplies the rate code value by the FTE factor for annualization and deannualization. FTE is the percent of full time the employee should normally work in the corresponding job. This field isn't available for ***Percent*** rate codes.
Points	The salary points associated with this rate code, if any.
Percent	If the rate code rate type is ***Percent,*** the system displays the percent to be applied to the job compensation rate or to a rate code group if you are using rate code groups.
Rate Code Group	A rate code group enables you to be more specific when calculating percentages based components as part of your employee compensation package.



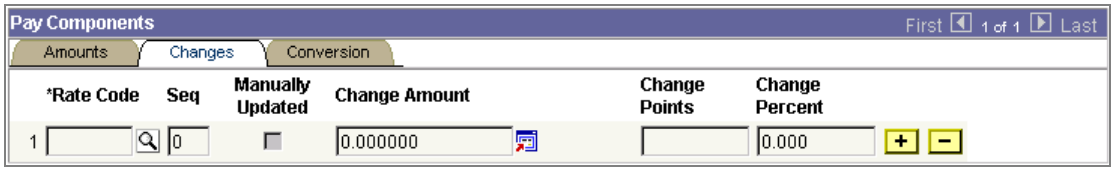
Comp Rate Code Secondary Panel

Access this page by clicking the Details link on the Amounts page. Displays additional information about the rate code.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working With Multiple Components of Pay," **Defining Rate Codes**

Changes Tab



Pay Components – Changes page

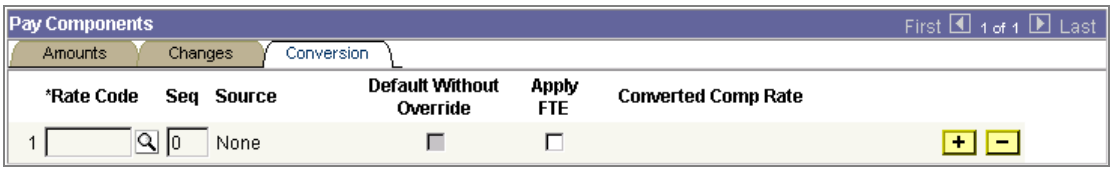
This page displays the change in an employee's salary.

Manually Updated The system selects this if you have manually updated the pay components.

Change Amount The overall change amount to this pay component rate.

Change Points The overall change amount (in points) to this pay component, if applicable.

Change Percent The overall percentage change to this pay component, if applicable.



Pay Components – Conversion

This page displays the conversion rates in an employee's salary.

Source The system displays the source of the rate code, such as ***Absorbing Premium***, ***Seniority Pay***, ***Job Code***, or ***Manual***.

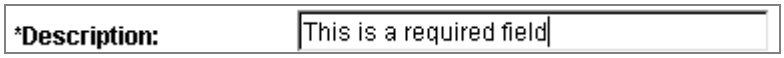
Default Without Override Selected if the worker's compensation package cannot be manually updated on the Job Data – Compensation page.

Apply FTE Indicates if the converted rate code value will be multiplied by the FTE factor for annualization and deannualization.

Converted Comp Rate Displays the converted compensation rate for this pay component. The system converts all base pay components to the Job currency and compensation frequency.

Required Fields on Pages

When you see a field on a page with an asterisk (*) preceding the field name, it means the field is required. You can not save a page without entering data into all of the required fields on a page.



Example of a required field label

In some unique instances a field may be required even though there is no asterisk preceding the field name. In such cases, you will be prompted to enter data in these fields before saving the page.

Typographical Conventions and Visual Cues

To help you locate and interpret information, we use a number of standard conventions in our online documentation.

Please take a moment to review the following typographical cues:

`monospace font` Indicates PeopleCode.

Bold	Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold). We also use boldface when we refer to navigational paths, menu names, or process actions (such as **Save** and **Run**).
Italics	Indicates a PeopleSoft or other book-length publication. We also use italics for *emphasis* and to indicate specific field values. When we cite a field value under the page on which it appears we use this style: ***field value.*** We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number *0*, not the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
See Also	PeopleBooks provide cross-references under the heading "See Also." Capitalized titles in italics indicate the title of a PeopleBook; titles in quotes indicate the title of a chapter; titles in normal font refer to sections within the PeopleBook. Here's an example: ***See Also*** *About These HRMS PeopleBooks,* **PeopleSoft 8.3 HRMS PeopleBooks Preface**

Note. Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!,** the note is crucial and includes information that concerns what you need to do for the system to function properly.

Warning! Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

Process Introductory Table

In the documentation, each business process in the application is accompanied by an introductory table with pertinent information about the pages used in the process.

Page	*System Name*	*Navigation*	*Usage*
Name of the page.	Gives the system name of the page as specified in the PeopleTools Application Designer. For example, the system name of the Detail Calendar panel is DETAIL_CALENDAR1.	Provides the path for accessing the page.	Describes how you would use the page.

USF U.S. Federal Government Functionality

Any functionality that is specific to the U.S. Federal Government sector will be designated by a USF marker. Most often this will appear at the beginning of a section heading (such as with this section), but the USF designation might also appear in a note or within text, if appropriate.

E&G Education and Government Functionality

Any functionality that is specific to the Education and Government sector will be designated by an E&G marker. Most often this will appear at the beginning of a section heading (such as with this section), but the E&G designation might also appear in a note or within text, if appropriate.

Local Country Functionality

Any functionality that is specific to an individual country will be designated by the three-character ISO code for that country. For example, functionality specific to Germany would be indicated by a DEU designation at the beginning of a section heading. Most often this will appear at the beginning of a section heading (such as with this section), but the country designation might also appear in a Note or within text, if appropriate.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like changed about our documentation, PeopleBooks, and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft HRMS Product Documentation Manager
PeopleSoft, Inc.
4460 Hacienda Drive
Pleasanton, CA 94588

Or send comments by email to the authors of the PeopleSoft documentation at:

DOC@PEOPLESOFT.COM

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our product communications for you.

CHAPTER 1

About the PeopleSoft 8.3 Global Payroll for Australia PeopleBook

This book provides you with the information you will need for implementing and using PeopleSoft Global Payroll for Australia.

This preface explains how to use the documentation for PeopleSoft Global Payroll for Germany. General information you should know before you begin using PeopleSoft documentation is presented in **About the HRMS PeopleBooks**.

Note. We strongly recommend that you read About the HRMS PeopleBooks. In particular, the PeopleSoft HRMS Application Fundamentals section explains where you can find information about topics that apply to many PeopleSoft applications across the HRMS product line. For example, you can find information about setting up control tables, administering security, and setting language and currency preferences in the *PeopleSoft 8.3 Application Fundamentals for HRMS PeopleBook*.

See Also

PeopleSoft Global Payroll PeopleBook, "Preface," Understanding the Documentation

PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages. This section lists the most common fields and provides standard definitions for PeopleSoft Global Payroll for Germany.

Field	*Definition*
Address	Identifies the address for a person or company.
City	Identifies the city for a person or company.
Currency Code	The 3-letter code in which the currency is specified.
Current Pay End Date	The date that the current pay period ends.
Department	An identification code that represents an organization in a company.
Descr. Short	Freeflow text up to 15 characters.

Field	*Definition*
Element Entry Type	By selecting an **Element Entry Type** online, you can restrict the valid entry types that are entered into an element definition.
From Date	The start date for which a report or process includes data.
ID	Unique identification code for an individual associated with your organization. In some pages this is displayed as **EmplID** or **Employee ID.**
Location	The office where a company is located.
Location Code	The code for a company location.
Phone	The phone number for a person or organization.
Postal Code	Identifies the postal code in an address for a person or company.
To Date	The end date for which a report or process includes data.

See Also

PeopleSoft Global Payroll PeopleBook, "Preface", PeopleBooks Standard Page Element Definitions

PeopleSoft HRMS PeopleBooks Preface, "**About the HRMS PeopleBooks**"

Viewing Delivered Elements for Australia

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Australia.

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data"

Customer Connection, Library, Documentation, "Delivered Supporting Elements for PeopleSoft Global Payroll for Australia"

CHAPTER 2

Understanding PeopleSoft Delivered Elements for Australia

PeopleSoft Global Payroll for Australia delivers numerous elements and rules needed to run an Australian payroll. Some of these rules are specifically designed to meet legal requirements, while others support common or "customary" payroll practices. This chapter provides general information about delivered elements for Australia.

Creating Elements for Australia

The PeopleSoft Global Payroll core application consists of a payroll rules engine that enables you to define the rules of your payroll system and execute payroll calculations. It provides a set of pages for entering and maintaining payroll rules. All of the elements delivered as part of your country extension were created using these pages in the core application.

Although PeopleSoft Global Payroll for Australia delivers all the key elements needed to run an Australian payroll, you might want to create additional elements to meet needs that are specific to your own industry or organisation. To do this, use the same core components and pages that PeopleSoft used to create the elements delivered for Australia.

Defining Element Ownership and Maintenance

Other chapters in this PeopleBook provide detailed information about elements related to specific business processes for Australian payroll. This section offers a high-level introduction to delivered elements for Australia. It also explains how PeopleSoft Global Payroll defines element ownership and what that means for the maintenance of Australian payroll rules. This information helps you identify which parts of the system that you may be required to maintain, what you can modify (if you want), and what parts of the system you cannot change.

Understanding Element Ownership in PeopleSoft Global Payroll for Australia

PeopleSoft Global Payroll has the following 5 categories of element ownership:

PS Delivered/Maintained	Elements delivered and maintained on an ongoing basis by PeopleSoft.
PS Delivered/Not Maintained	Elements delivered by PeopleSoft that must be maintained by the customer. This category consists primarily of

	either customary (non-statutory) rules or statutory elements that customers may want to define according to a different interpretation of the rules. Although PeopleSoft may occasionally update elements defined as PS Delivered/Not Maintained, you are not required to apply these updates.
Customer Maintained	Elements created and maintained by your organisation. PeopleSoft does not deliver rules defined as Customer Maintained.
PS Delivered/Customer Modified	Elements that were originally PS Delivered/Maintained elements over which the customer has decided to take control (this change is irreversible).
PS Delivered / Maintained / Secure	Delivered elements that the customer can never modify or control.

Understanding Element Ownership in PeopleSoft Global Payroll for Australia

The following table illustrates the approach to element ownership and maintenance in PeopleSoft Global Payroll for Australia.

Functional Area	*Ownership*	*Class*
Absence and Overtime	PS Delivered/Not Maintained	Customary
Earnings	PS Delivered/Not Maintained	Customary (Base pay items) Statutory (Other items)
Tax	PS Delivered/Maintained	Statutory
Retroactivity	PS Delivered/Maintained	Statutory
Net to Gross	PS Delivered/Maintained	Statutory
Superannuation	PS Delivered/Maintained and Not Maintained	Statutory and Customary
Year-End Processing	PS Delivered/Not Maintained	System

See Also

PeopleSoft Global Payroll PeopleBook, "Defining General Element Information," Defining an Element Name (GP_PIN)

Understanding the Element Naming Convention

One of the keys to understanding how delivered payroll elements function in the system is to understand their names. Understanding the naming convention developed for PeopleSoft-delivered elements can help you determine how an element is used, the element type, and even the functional area it serves. Depending on whether the element is a primary element, a component of a primary element, or a supporting element, one of the following naming conventions applies.

Supporting Elements

PeopleSoft Global Payroll for Australia uses the naming convention FFF TT NAME for arrays, brackets, counts, dates, durations, formulas, rate codes, variables, historical rules, fictitious calculation rules, proration rules, rounding rules, accumulators, sections, element groups, and generation control conditions. Following is an explanation of the components of the naming convention:

FFF	Functional Area Code.
TT	Type of supporting element.
NAME NAME (variable lengths and number of name components)	An indication of what the element does or is for.

For example, in the garnishment variable GRN VR PROC STATUS, GRN stands for garnishment, VR stands for variable and PROC STATUS stands for process status. The element's 30 character (maximum) description provides a fuller indication of what the element does or is for.

Component Names (Suffixes)

When you create an earning or deduction element in PeopleSoft Global Payroll, you define the components that make up the element, such as base, rate, unit, and percentage. The system automatically generates the components and accumulators for the element based on the calculation rule or accumulator periods. The system also names the components and accumulators by appending a suffix to the element's name.

For example, let's say you define the earnings element named EARN1 with the following calculation rule:

EARN1 = Rate x Unit

The system automatically creates two additional elements for the components in the calculation rule: a rate element called EARN1_RATE and a unit element called EARN1_UNIT.

In PeopleSoft Global Payroll for Australia, all suffixes fall into one of the following types:

- Separator
- Earnings and Deductions and Absence Entitlement component suffixes
- Earnings and Deductions and Absence Entitlement accumulator suffixes
- Deduction arrears component suffixes
- Deduction arrears accumulator suffixes
- Recipient Suffixes

To view the suffixes used for Australia, navigate to Define Business Rules, Define Global Payroll Rules, Setup1, Element Suffixes.

See Also

PeopleSoft Global Payroll PeopleBook, "Defining General Element Information," Defining Suffixes for Components and Accumulators

Functional Area Codes for Australia

The following table contains the functional area codes used in the names of Australian elements.

Functional Area Code	*Description*
ANN	Annual Leave
AUS	Australia. Used for elements common to multiple features.
DED	Deduction
EOY	End of Year
ERN	Earnings
GLI	General Ledger Interface
GRN	Garnishment
GUP	Gross Up (Net to Gross)
LIM	Limit
LSL	Long Service Leave
LVE	Leave
PSH	Prior Service History
RTO	Retro
SCK	Sick Leave
TAX	Tax
TER	Termination

Element Type Codes (PIN_TYPE)

Many element types, particularly supporting elements, are identified by the type code in their name. For example, the FM in AUS FM LSTSEG identifies the element as a formula. You can see all the element types in the search page when you navigate to Define Business Rules, Define Global Payroll Rules, Setup 1, Element Types. Because not all element types are delivered for Australia, not all of these codes appear in the names of Australian elements.

Abbreviations in Element Names for Australia

The following table lists some of the common abbreviations used in the names of Australian elements.

Abbreviation	*English*
ACCR	Accrual
ADDL	Additional
AL	Annual Leave (also ANN)
AMBR	Adjustment Accumulator Member
AMT	Amount
BAL	Balance
BMBR	Balance Accumulator Member
BSD	Based (for example TIERBSD for tier based)
CHK	Check
DTL	Detail
DYS	Days
EE	Employee
EMBR	Entitlement Accumulator Member
ENT	Entitlement
ER	Employer
ETP	Eligible Termination Payment
GRP	Group
HPH	Hours Per Hour (entitlement)
HR or HRLY	Hours or Hourly
LIAB	Liability
LST	Last
LUMP[#]	Lump Sum [A, B, C, D or E]
MAR	Marginal (tax)
MTH	Month
NML	Normal
OVRD	Override
PRD	Period or Product
PRO	Pro Rata

Abbreviation	*English*
PUB	Public as in Public Holiday
ROLL	Rolling (average)
RT	Rate
SCL	Scale (for example TXSCL for Tax Scale)
SPE	Service Period End
SPS	Service Period Start
SPT	State Payroll Tax
TKE	(Absence) Take
TMBR	Take Accumulator Member
WKF	Weeks Federal
WKO	Weeks Other (non Federal)

Viewing Delivered Elements for Australia

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Australia. Instructions for running the query are provided in the *PeopleSoft Global Payroll PeopleBook*.

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data"

Customer Connection, Library, Documentation, "Delivered Supporting Elements for PeopleSoft Global Payroll for Australia"

CHAPTER 3

Setting Up PeopleSoft Global Payroll for Australia

This chapter discusses how to:

- Process retroactive payments.
- Enter additional pay group information.
- Enter additional calendar information.
- Define triggers and segmentation events.
- Identify proration.
- Specify rounding rules.

Processing Retroactive Payments

The Default Retro Method and the On Conflict Retro Method for Australia are both forwarding. This is set on the Country Setup page (Define Business Rules, Define Global Payroll Rules, Setup1).

The core retro functionality suits all Australian requirements except the requirement to apply a different tax rate to retro payments that relate to periods more than 12 months earlier than the date the forwarded retro payment is made.

Determining Retro Pay Over 12 Months

To meet this requirement, Peoplesoft supplies a formula, RTO FM SET OVRDSET, which uses a duration, RTO DR MTH ARREARS, to determine if a period of greater than 12 months has elapsed between any of the periods being retroactively paid and the payment date of the retro. If any elapsed period is greater than 12 months, the system selects a new override set—also supplied by PeopleSoft—to forward all the processed earnings to the single new earnings, RETRO12MTH, that the system taxes at the lower rate.

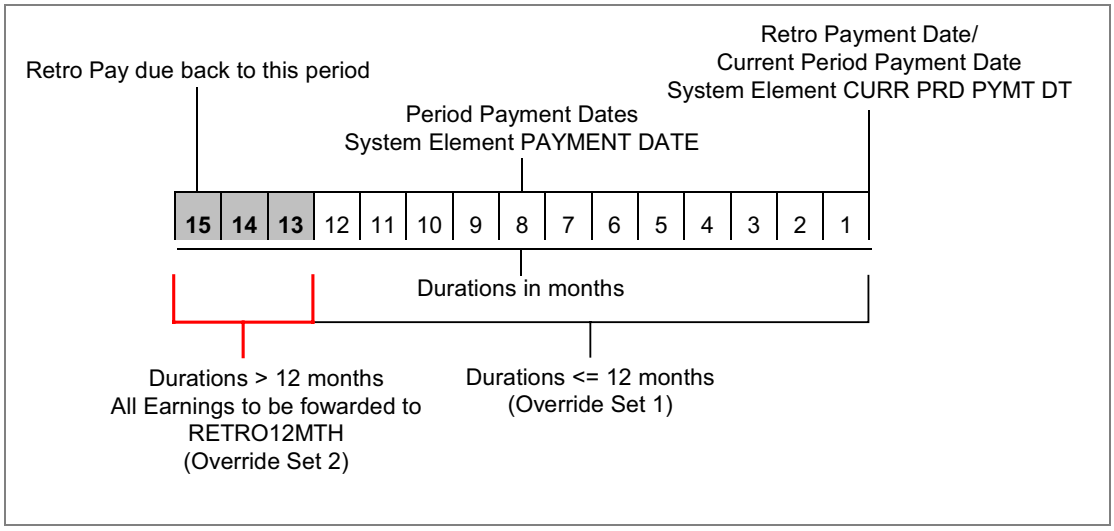
These are Lump Sum E payments so RETRO12MTH earnings contributes to accumulator PD LUMP E as well as AUS GROSS, PAYROLL TAX PROV (Provision for Payroll Tax) and its own auto assigned calendar and fiscal period, month, quarterly, and yearly accumulators.

We have supplied one Retro Processing Definition, AU RETRO—set to forwarding—and two Override Sets.

Note. If you add any earnings that can be retrospectively paid, you need to add them to both override sets and to the appropriate accumulators.

Calculating the Months Over 12

The following diagram shows how the duration calculation result determines which override set to use. The system calculates the duration for each period, and when it exceeds 12 months, the second override set applies.



Override sets 1 and 2 being applied

Processing Retro Over 12 Months

The following are the processing steps:

1. Formula RTO FM SET OVRDSET—the formula specified on Retro Process Overrides AU RETRO—is called for each pay period identified for retro processing.

   The formula uses duration RTO DR MTH ARREARS to calculate the months between the pay date of each pay period identified for retro processing (the duration 'from' date—system element PAYMENT DATE) and the date the retro is to be paid (the duration 'to' date—system element CURR PRD PYMT DT).

2. If the duration is 12 months or less, the formula returns 1, and the system uses Override Set 1 for forwarding retro.

   If the duration is greater than 12 months, the formula returns 2, and the system uses

Override Set 2 for forwarding retro. So, for each period that's greater than 12 months earlier than the retro payment date, the system forwards all the retro earnings to the single earnings element RETRO12MTH.

3. The sum of the earnings forwarded to the single earnings RETRO12MTH represents a Lump Sum E payment and the tax calculation uses the appropriate rate on the earnings.

Entering Additional Pay Group Information

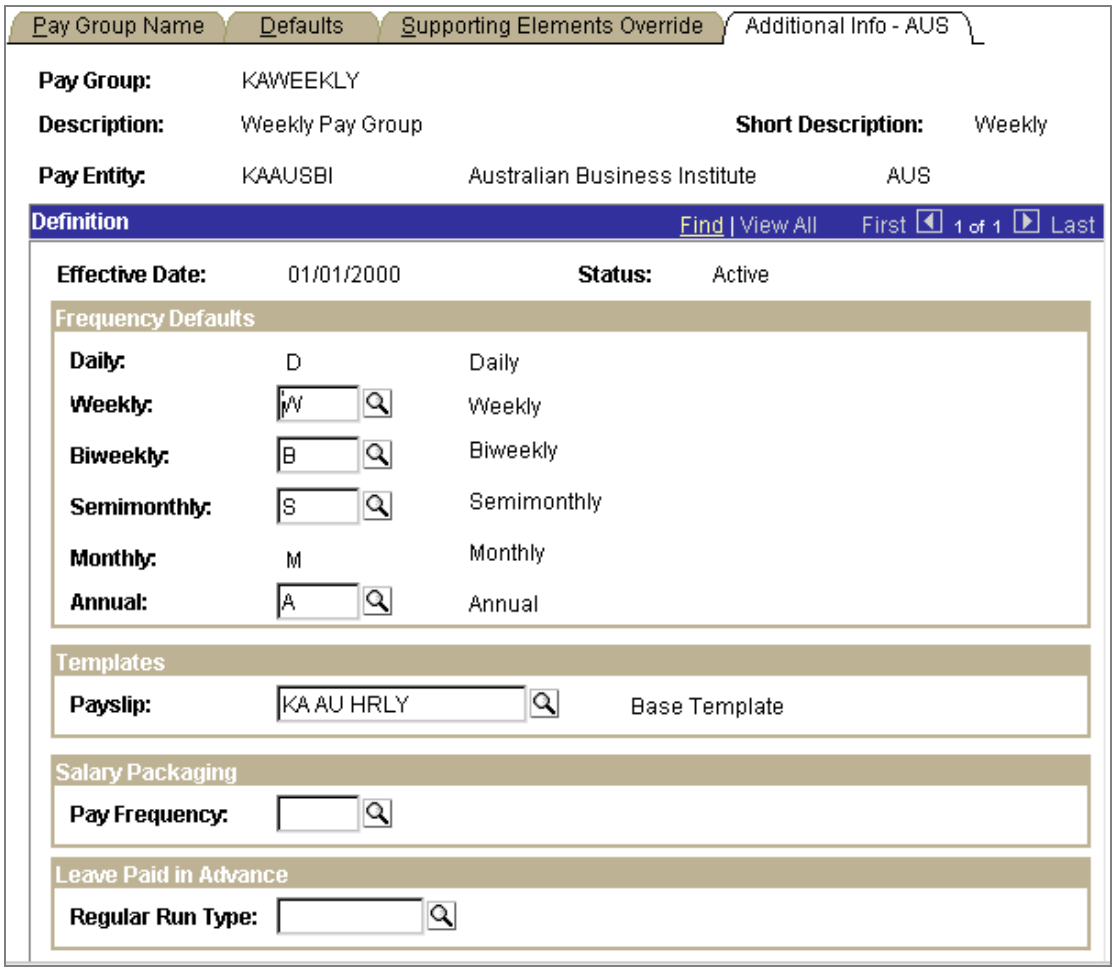
To accommodate local requirements, we have added a page to the Pay Group component.

Page Used for Additional Pay Group Information

Page Name	*Object Name*	*Navigation*	*Usage*
Additional Info - AUS	GPAU_PYGRP_EXT	Define Business Rules, Define Global Payroll Rues, Setup 4, Pay Group	Specify frequency factors, payslip templates, salary packaging frequency, and leave paid in advance options.

Entering Additional Information

Access the Additional Info - AUS page.



Additional Info - AUS page

Frequency Defaults

Select the frequency (code) for each frequency. Each frequency code has an annualisation and deannualisation factor attached to it.

Use the variables whenever you need to convert from one frequency to another when the second, or *target* frequency is not already stored elsewhere in the system. An example of this is when you need to find the monthly value of weekly pay when the monthly frequency factor is not stored anywhere.

Note. Daily and Monthly default from the Defaults page of the pay group.

Templates

Enter the name of the **Payslip** template the system uses for this pay group.

Salary Packaging

Select the default Pay Frequency for the salary-packaged employees in the pay group. There is an equivalent field in HR for when an organisation uses PeopleSoft Human Resources but not PeopleSoft Global Payroll. The pay frequency that you enter here defaults to the pay frequency on the Salary Packing Pay Calendar Table.

Leave Paid in Advance

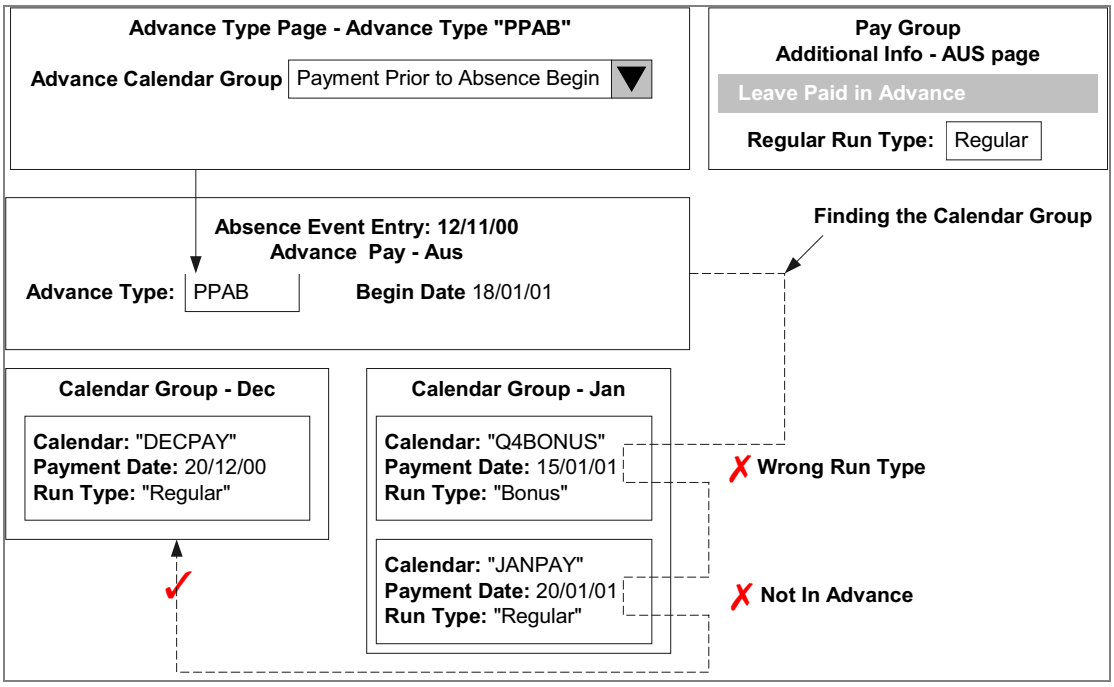
Select a **Regular Run Type.** Within the general structure of PeopleSoft Global Payroll calendars, periods and calendar groups, the system has to determine which calendar group an advance should be paid in.

In determining which calendar group to put an advance in, we need to look at the calendars it contains to see when they are being paid. However, a calendar group can contain a number of calendars, each potentially with different periods and payment dates.

To choose the calendar group, in which the advance will be paid, we look at only those for a particular run type, which is your organisation's "regular" run type.

Specify your regular run type on this additional pay group page.

Note that in the following diagram, the Advance Calendar Group for the advance type PPAB is Payment Prior to Absence Begin meaning payment *date* prior to, not payment *period* prior to which is another option, "Period Prior to Absence."



Finding the calendar group to pay the leave advance payment in

Entering Additional Calendar Information

To accommodate local requirements, we have added a page to the Calendar Group ID component.

Page Used for Additional Calendar Information

Page Name	*Object Name*	*Navigation*	*Usage*
Australian Information	GPAU_CAL_RUN_DTL	Define Business Rules, Define Global Payroll Rues, Setup 4, Calendar Group ID	Mark calendars within the calendar group that can be advanced. The page displays the pay entities, pay groups, and calendars that you entered on the Calendar Group ID page (add to them if required). To enable the system to advance a calendar, select the Include in Advance check box.

See Also

"Defining Absence Rules for Australia"

Defining Triggers and Segmentation Events for Australia

These tables list triggers and segmentation events for Australia.

Triggers

Record (Table) Name	*Type*	*Trigger Event ID*
GPAU_ABS_ADV_SEG	Segmentation	AU_ABSADV
EE_TAX_DTL	Iterative	N/A
GPAU_LSL_HISTRY	Iterative	N/A
GPAU_GARN_DTLS	Iterative	N/A
GP_ABSEVT_SGPAU	Iterative	N/A

Segmentation Events

Name	*Description*	*Segment Type*
AU_ABSADV	Pay Absence in Advance	Period
COMPRATE	Comp Rate Segmentation	Element (Slice)
JOB	Job Segmentation	Period

Identifying Proration Rules for Australia

We have added 2 proration rules to the 14 supplied for ALL countries. The following table shows the key information about them:

Name	*Description*	*Numerator*	*Denominator*
AUS PO ANNL WRKDYS	Percent of Annual - Workdays	Count GP WORK DAY COUNT	Formula AUS FM PRD WRKDAYS
AUS PO ANNL CALDYS	Percent of Annual - Cal Days	Duration GP CAL DAYS SEG	Formula AUS FM PRD CALDAYS

Specifying Rounding Rules for Australia

We have added 7 rounding rules to the 60 supplied for ALL countries. The following table shows the key information about them. In column 3, R / I indicates Rounding or Increment. In column 5, R / U / T indicates Round Up If >= Else Down (with value), Up or Truncate Down.

Name	*Description*	*R / I*	*Size*	*R / U / T*
AUS RR RND NR 3DEC	Round Near 3 Decimals	R	03	R 5
AUS RR RND UP 3DEC	Round Up to 3 Decimals	R	03	R 5
AUS RR RND DN 3DEC	Round Down to 3 Decimals	R	03	R 5 / T
AUS RR INC NR 0.05	Increment to Near 5 Cents	I	0.05	R 0.025
AUS RR INC UP 0.05	Increment Up to 5 Cents	I	0.05	R 0.025 / U
AUS RR INC DN 0.05	Increment Down to 5 Cents	I	0.05	R 0.025 / T
AUS RR RND UP 5DEC	Round Up 5 Decimal Places	R	05	U

Viewing Delivered Elements for Australia

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Australia.

See Also

PeopleSoft Global Payroll PeopleBook, “Delivered Elements and System Data”

Customer Connection, Library, Documentation, “Delivered Supporting Elements for PeopleSoft Global Payroll for Australia”

CHAPTER 4

Defining Earnings for Australia

This chapter provides an overview of earnings for Australia and discusses how to:

- Calculate regular pay.
- Calculate overtime earnings.
- Calculate shift earnings.
- Calculating minimum and maximum hourly rates and earnings limits.
- Calculating earnings based on other earnings.
- Calculate amount earnings.
- Reduce from regular earnings.
- Calculate rolling average earnings.
- Create earnings deduction payback.
- Select hours for holiday earnings.
- Schedule earnings using generation control.

Overview of Earnings for Australia

We have created a number of earnings to demonstrate the flexibility of the Global Payroll rules to meet common processing requirements such as the automatic generation of a payback deduction for certain earnings.

Note. The User Key 2 on the Earnings Accumulators page and Deduction Accumulators page for all earnings and deductions is AUS VR BALGRP ID (Balance Group ID). Use balance group IDs to maintain separate employee balances. Set an employee's balance group on JOB_DATA2.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Hiring Your Workforce," Entering Employee Payroll Processing Data

Delivered Earnings Elements

In the following table, the first column combines the earnings name and description. A (GC) in the row indicates that the earnings has a generation control. The other four columns indicate the earnings calculation rule of Unit * Rate, Unit * Rate * Percent, Amount (none use Base * %). The formulas for some of the earnings codes are discussed in further detail. sy = system element.

Name and Description	*Unit*	*Rate*	*%*	*Amount*
Regular Pay				
REGPAY HRLY Regular hourly payment	Payee Level	HOURLY RT (sy)		
REGPAY STDHR Regular std hourly pay	ERN FM REDU REGHRS	HOURLY RT (sy)		
Overtime				
OT1.5 Overtime 1.5	Payee Level	HOURLY RT (sy)	150	
OT2.0 Overtime 2.0	Payee Level	HOURLY RT (sy)	200	
OT2.5 Overtime 2.5	Payee Level	HOURLY RT (sy)	250	
OT3.0 Overtime 3.0	Payee Level	HOURLY RT (sy)	300	
Shifts				
SHFAM Shift Loading Morning	Payee Level	HOURLY RT (sy)	10	
SHFPM Shift Loading Afternoon	Payee Level	HOURLY RT (sy)	30	
SHFNT1 Shift Night Loading	Payee Level	HOURLY RT (sy)	15	
SHFNT2 Shift loading night	Payee Level	HOURLY RT (sy)	130	
Allowances				
ONCALL On Call allowance (GC)	Payee Level	ERN FM HOURLY RT		
FAD First Aid Allowance				11.65
PHONE Phone allowance (GC)				75 / period
CAR Car Allowance (GC)				500 / month

Name and Description	*Unit*	*Rate*	*%*	*Amount*
STRESS Stress allowance	ERN FM REG UNIT	Payee Level	100	
PRDBON Product Bonus (GC)				4000 / year (A)
Net to Gross				
BONUS NET Bonus gross up				Payee Level
BONUS GRS UP Gross up amount				AUS VR NUM VAL 0
Miscellaneous				
TRAINADV Train fare advance				2000 / period
RETRO12MTH Retro - Previous 12 Months				Payee Level
REDUNDANCY Redundancy				Payee Level
INVALIDITY Invalidity				Payee Level
EX GRATIA Ex Gratia				Payee Level
PAY IN LIEU Pay in Lieu of Notice				Payee Level
Leave (Absence)				
ANN Annual leave	Payee Level	HOURLY RT (sy)		
ANNRA Ann Lve rolling average	Payee Level	ERN FM ROLL AVG		
LVLD Leave Loading	Payee Level	HOURLY RT (sy)	17.5	
LWOP Leave without pay	Payee Level	AUS VR NUM VAL 0		
SCK Sick Leave	Payee Level	HOURLY RT (sy)		
LSL Long Service Leave	Payee Level	HOURLY RT (sy)		
OTHLV Other Leave	Payee Level	HOURLY RT (sy)		
PUB Public holiday (GC)	ERN FM PUB UNIT	HOURLY RT (sy)		

Name and Description	*Unit*	*Rate*	*%*	*Amount*
Termination				
AL MARGINAL (Hrs) Ann Lve - Marginal (Term) (GC)	TER FM AL BAL HRS	TER FM HOURLY RATE		
AL MARGIN DY Ann Lve - Marginal (Term Days) (GC)	TER FM AL BAL DYS	TER FM DAILY RATE		
LSL MARGINAL LSL - Marginal (Term)	TER VR LS MARGINAL	TER FM DAILY RATE		
LL MARGINAL Lve Loading - Marginal(Term)	TER FM LL BAL HRS	TER FM HOURLY RATE	17.5	
LL MARGIN DY Leave Load on Term (Days-MAR) (GC)	TER FM LL BAL DYS	TER FM DAILY RATE		
ETP TAX ETP - Taxable				TER FM ETP PST83
ETP NONTAX ETP - Non Taxable				TER FM ETP PRE83
AL LUMP A Annual Leave - Lump Sum A	TER FM AL BAL HRS	TER FM HOURLY RATE		
AL LUMPA DY Ann Lve Lump sum A (Term Days)	TER FM AL BAL DYS	TER FM DAILY RATE		
LSL LUMP A LSL - Lump Sum A	TER VR LS LUMPA	TER FM DAILY RATE		
LL LUMP A Leave Loading - Lump Sum A	TER FM LL BAL HRS	TER FM HOURLY RATE	17.5	
LL LUMPA DY Leave Load on Term (Days-LSA) (GC)	TER FM LL BAL DYS	TER FM DAILY RATE		
LSL LUMP B LSL - Lump Sum B	TER VR LS LUMPB	TER FM DAILY RATE		
TERM LUMP D Termination - Lump Sum D				TER FM LUMPD
INV POST 94 Invalidity Post 94 Component				TER FM INV POST94

There are four earnings specifically relating to salary packaging, and they all start with SP.

See Also

PeopleSoft Human Resources PeopleBook: Administer Salary Packaging, "Modelling Salary Packages" and "Managing Salary Packages"

Calculating Regular Pay

There are two forms of regular pay, REGPAY HRLY and REGPAY STDHR.

REGPAY HRLY

REGPAY HRLY calculation rule is Unit * Rate where:

Unit = Payee Level

Rate = System Element HOURLY RT

REGPAY STDHR

REGPAY STDHR calculation rule is Unit * Rate where:

Unit = Formula ERN FM REDU REGHRS

Rate = System Element HOURLY RT

The unit formula subtracts the reducing hours (in ERN AC REDUCE HRS) from the prorated regular hours (in ERN VR REGPAY HRS). The system prorates the regular hours using the earnings pre process formula ERN FM CALC REGHRS.

Formula ERN FM REGSTD UNIT calculates the regular hours for the period based on the payee's standard hours and work period entered on his Job Information page. It is these hours that ERN FM CALC REGHRS prorates.

Calculating Overtime Earnings

There are four overtime earnings for 1.5, 2.0, 2.5 and 3.0 time. Each has a calculation rule of Unit * Rate * Percent where:

Unit = Payee Level

Rate = System Element – HOURLY RT

Percent = 150, 200, 250 and 300

Calculating Shift Earnings

There are four shift earnings. Each has a calculation rule of Unit * Rate * Percent where:

Unit = Payee Level

Rate = System Element – HOURLY RT

Percent = 10, 30, 15 and 130

The earnings SHFNT2, with the 130 percent, is in the LEAVE EARNINGS section because, as with the leave earnings codes, it reduces from regular hours.

Calculating Minimum and Maximum Hourly Rates and Earnings Limits

Earnings ONCALL demonstrates minimum and maximum hourly rates and a yearly limit PRDBON demonstrates a quarterly limit.

Checking the Minimum and Maximum Hourly Rate

The ONCALL earnings is set up to use a formula-driven minimum and maximum hourly rate check and a post process formula to determine if the payment of ONCALL will take the earnings over an annual limit.

The calculation rule for ONCALL is Unit * Rate where:

Unit = Payee Level

Rate = Formula ERN FM HOURLY RT

When you assign the earnings or enter it as positive input, the system, when resolving the earnings, checks the payee's hourly rate from his HR Job record.

- If the hourly rate is less than the value you have set in variable ERN VR HR RT MIN, the system pays ONCALL at the value of the variable.
- If the hourly rate is more than the minimum but less than the maximum set in variable ERN VR HR RT MAX, the system pays ONCALL at the hourly rate from job.
- If the hourly rate is more than the value you have set in variable ERN VR HR RT MAX, the system pays ONCALL at the value of the variable.

Example: Minimum is 50, maximum is 70

Hourly Rate on Job	*ONCALL Hourly Rate Paid*
1-49.99 (that is, < 50)	50 (Minimum)
50-70	50-70 (Job rate)
71.01 + (that is, > 70)	70 (Maximum)

You can set the variables values on the Supporting Element Override page in the Earnings components.

Checking the Maximum Yearly Earnings Limit

If you want to set a yearly limit, or ceiling, on an earnings, you can set the limit in LIM VR YTD LIMIT. ONCALL is set up for this control.

Once the system determines the value of ONCALL for the period, the post process formula LIM FM ONCALL adds the value of the year-to-date accumulator for ONCALL with the current amount and any additional pay. In the following example:

Accumulator YTD balance = 1000

Current earnings amount = 50

Additional earnings amount = 0

Yearly limit = 1010

ONCALL_FYTDA + CURR AMT VAL + ADD VR ADDL AMT = New accumulator balance (if paid)

1000 + 50 + 0 = 1050 (New Balance)

It then compares that new balance with the LIM VR YTD LIMIT. If the balance exceeds the limit, the system calculates by how much it would be over the limit if paid.

New balance - Limit = Over limit amount

1050 – 1010 = 40

It then subtracts the over limit amount from the current amount, reducing it to the maximum that can be paid this period without exceeding the limit.

(CURR AMT VAL + ADDL AMT VAL) – LIM VR OVER LIMIT = Amount to pay this period.

50 – 40 = 10

You can set other limits for other frequencies by using a formula that compares the total paid with the frequency limits for the earnings.

Checking the Maximum Quarterly Earnings Limit

You can set an upper limit on an earnings so that no more than that amount is paid in a particular accumulation period. Earnings PRDBON is set up with this control. It is set up to have a quarterly limit. Set the limit in LIM VR QTD LIMIT.

Once the system calculates the PRDBON amount for the pay period, post process formula LIM FM PRDBON adds the value to the quarter-to-date accumulator and compares the total to the limit you have set. If paying the earnings would exceed the limit for the quarter, the system only pays up to the limit.

The earning PRDBON (Product Bonus) calculation rule is Amount where:

Amount = 40

Example: A Product Bonus is payable each month up to a quarterly limit of 110. M = Month.

Earning / AC	*M1*	*M2*	*M3*
PRDBON	40	40	(40) 30
AC QTDA	40	80	(120) 110

When processing PRDBON in Month 3 the formula calculates that:

PRDBON_FQTDA + CURR AMT VAL > LIM VR QTD LIMIT

80 + 40 > 110

It then calculates the amount by which the current amount would go over the limit:

PRDBON_FQTDA + CURR AMT VAL – LIM VR QTD LIMIT = LIM VR OVER LIMIT

80 + 40 – 110 = 10

It then subtracts the over limit amount from the current amount and pays that amount.

CURR AMT VALUE – LIM VR OVER LIMIT = PRDBON

40 – 10 = 30

PRDBON has a generation control, ERN GC PRDBON, the formula of which, LIM FM CHK PRDBON, determines if the quarter-to-date amount accumulator is equal to or greater than the limit and if it is, the system does not process the earnings. The quarter-to-date amount can be greater than the limit, despite the controls, because positive input does not use the generation control.

Calculating Earnings Based On Other Earnings

The earning STRESS demonstrates how an earning can be based on the value of another earning. For example, you might want to pay 1.00 AUD stress loading for every hour of regular pay. The earnings calculation rule is Unit ∗ Rate ∗ Percentage where:

Unit = Formula ERN FM REG UNIT which returns either the employee's regular hours or regular pay standard hours.

Rate = Payee Level

Percentage = 100

Because the value of the STRESS earnings depends of the value of either of the regular hours, it must be resolved after the regular pay has been resolved.

Calculating Amount Earnings

There are 19 earnings that use different methods to determine the calculation rule Amount.

Using Flat Amounts

Five earnings use a flat amount: FAD (First Aid Allowance) PHONE, CAR and PRDBON (Product Bonus), and TRAINADV (Train Fare Advance).

Using Formula-Based Amounts

Most of the earnings used during termination payouts use formulas in their calculation rules. They are documented in their own chapter.

See Also

"Managing Termination Payments"

Using Unprocessed Payee Level Amounts

Four of the earnings that have an Amount calculation rule are not in a section; therefore they are not resolved. You use them as "data input points" and the system uses them in Lump Sum D and ETP calculations. They are REDUNDANCY, INVALIDITY, EX GRATIA, and PAY IN LIEU.

See Also

"Managing Termination Payments"

Using Payee Level System Populated Amounts

The RETRO12MTH earnings code is populated by the results of the retro process where the formula RTO SELECT OVRDSET determines which retro override set to use and one of the sets forwards the earnings amount to RETRO12MTH.

The Net to Gross process populates GROSS UP.

Reducing From Regular Earnings

There is sometimes a need to reduce regular earnings by the number of hours paid by another earnings element. When you pay leave using a leave earnings, those leave hours are being paid instead of regular hours so regular hours must be reduced.

This requirement is met by using a formula to resolve the unit value of earnings REGPAY STDHR.

REGPAY STDHR's calculation rule is Unit * Rate where:

Unit = ERN FM REGSTD UNIT

Rate = System Element HOURLY RATE

The auto assigned unit components of all the earnings that are to reduce from regular are members of accumulator ERN AC REDUCE HRS. The delivered members are (all have the suffix '_UNIT'): SCK, LSL, OTHLV, SHFNT2, ANNRA, ANN, PUB, and LWOP.

The period total units from the accumulator are subtracted from the calculated regular standard hour units for the period.

This is how ERN FM REGSTD UNIT resolves the unit for REGPAY STDHR earnings. It is the last line that reduces the regular earnings by the value of the accumulator.

1. Gets the payee's standard hours frequency from JOB.
2. Calls array AUS AR FREQUENCY to retrieve the annual factor for the employee's standard hours frequency, for example annual frequency 52 for 40 standard hours per week.
3. Multiplies the employee's standard hours by the annual factor (annualisation).
4. Retrieves the pay period frequency.
5. Calls AUS AR FREQUENCY again to get the annual factor.
6. Divides the annualised standard hours (step 3) by the annual factor (deannualisation).
7. Subtracts the value of ERN AC REDUCE HRS.

The last line of the formula covers Steps 6 and 7:

GP TEMP001 NUM / AUS VR ANNL FCTR – ERN AC REDUCE HRS >> ERN FM REGSTD UNIT

Calculating Rolling Average Earnings

You can set up an earnings where its rate is determined by the average rate of an earnings or set of earnings over a rolling period such as the last 12 months.

ANNRA, Annual Leave Rolling Average, is set up this way. Its calculation rule is Unit * Rate where:

Unit = Payee Level

Rate = formula ERN FM ROLL AVG

In a rolling average calculation based on, for example, "Get the average rate over 12 months for a monthly pay group", the formula gets the 12 from variable ERN VR ROLL UNIT—set as a pay group supporting element override, and the months from AUS VR FREQ TYPE retrieved from the array AUS AR FREQUENCY.

You can calculate rolling averages for monthly, fortnightly and weekly pay groups. The following example is based on months:

Example

ANNRA is to be paid in December 2002 for a monthly pay group, and the rate is to be the average rate of a group of earnings over the last 12 months. The group of earnings are the members of the two life-to-date accumulators ERN AC ROLLAVG AMT and ERN AC ROLLAVG HRS. The earnings rate formula:

1. Uses historical rule ERN HR R/A END to get the amount and hours balances of accumulators ERN AC ROLLAVG AMT and ERN AC ROLLAVG HRS respectively at the end of the previous month, November.

   Call these balances the End Amount and End Hours (EA and EH).

2. Uses the historical rule ERN HR R/A START to get the amount and hours balances of the same accumulators 12 months earlier, the end of December 2001—the "Start Date."

   Call these balances the Start Amount and Start Hours (SA and SH).

3. Calculates the Amount Difference (AD) and Hours Difference (HD) over the rolling average period:

   EA – SA = AD
   EH – SH = HD

4. Completes the calculation with:

AD/HD = ANNRA rate December 2002

When calculating rolling averages for fortnightly or weekly pay groups, the formula gets the accumulator balances at 14 or 7 days respectively prior to the period end date of the December 2002 ANNRA pay run (EA and EH).

It then uses the ERN VR ROLL UNIT value to calculate the start date so it can retrieve the amount and hours balances at that date (SA and SH) and completes the calculation.

Setting Up Your Rolling Average Earnings Calculation

1. Populate the amounts and hours accumulators with the respective earnings or auto-assigned units on which the rolling average calculation is based.

2. Assign ANNRA to an employee as positive input, and enter the unit's value.

   The unit's value is the number of ANNRA hours that you want paid at its calculated rate.

3. By supporting element override at pay group level, set the variable ERN VR ROLL UNIT to the number of months, fortnights, or weeks that the system must go back to retrieve period amount and hours data for use in the calculation.

Creating Earnings Deduction Payback

Some earnings are loans or advances; therefore, when they are paid, the system must automatically create a deduction which is processed over subsequent pay runs, paying back the loan or advance.

We have set up earnings TRAINADV and deduction TRAINDED to demonstrate this. Earnings TRAINADV has a supporting elements override of DED VR DED PYBCK. The variable has the character value deduction TRAINDED. An Application Engine program, GPAU_DDPYBCK, gets the result value of TRAINADV and inserts an Earnings/Deduction Assignment for TRAINDED with a supporting element override of the value of the TRAINADV. This acts as a limit to the TRAINDED deduction that the system processes like any other deduction with a goal amount, beginning in the next payroll.

The deduction has a generation control, DED GC TRAINDED, which checks that the accumulator TRAINDED AC LTDA train deduction goal balance doesn't exceed the variable LIM VR GOAL LIMIT.

The deduction also has a Post Process formula that adjusts the deduction if taking it all would cause the goal amount to be exceeded.

Note. The deduction payback process must be run before banking has been finalized.

See Also

"Defining Deductions for Australia," Checking Goal Amounts

Page Used in Earnings Deduction Payback Processing

Page Name	*Object Name*	*Navigation*	*Usage*
Deduction Payback	GPAU_DED_PAYBACK	Global Payroll Australia, Manage Payroll Process (AUS), Process, Deduction Payback	Set the calendar group ID for the AE to run against. Select a calendar group ID and stream number if using stream processing. If the AE program detects a goal amount balance when processing a new advance and goal amount for the same earnings and deduction combination, it enters an end date for the deduction at the earnings/deduction assignment level then adds a row with a new start date. The new goal amount is the sum of the new deduction and the balance of the earlier one.

Selecting Hours for Holiday Earnings

The system detects when a designated holiday occurs in a pay period. Designate days as holidays on the Holiday Schedule (Home, Define Business Rules, Define Global Payroll Rules, Setup 5, Holiday Schedule). When a holiday occurs in a pay period, the system populates the system element, HOLIDAY HRS, with the hours that you entered for that holiday on the Holiday Schedule.

Because a payee might not have been scheduled to work the holiday schedule hours, you can direct the system to pay different hours from those on the holiday schedule.

When, during normal payroll processing, the system comes to resolving earnings PUB, for Public Holidays, it sets about determining the number of hours to pay each employee.

PUB's calculation rule is Unit ∗ Rate where:

Unit = formula ERN FM PUB UNIT

Rate = System Element HOURLY RATE

The ERN FM PUB UNIT formula uses proration element ERN PO PUB HRS for which the numerator is ERN CT PUB HOURS and the denominator is 1.

The count formula for ERN CT PUB HOURS is ERN FM HOLIDAY HOURS. This formula checks each day in the period for a HOLIDAY HOURS value and if it finds one, finds out if you have set variable ERN VR SCHED TYPE to HOL, WRK, or ALT.

For HOL, the formula returns the holiday hours from the holiday schedule.

For WRK, the formula returns half the employee's scheduled hours if the Holiday Type on the holiday schedule is *Half* or all of the employee's scheduled hours if the Holiday Type is *Standard.*

For ALT it is the same except the formula returns the hours for the payee's alternate work schedule. If there is no alternate schedule, it returns either half or whole schedule hours.

Note. You can designate any defined schedule as the alternate schedule on the pay group table. And at employee level, you can assign a schedule as an alternate and it can be the pay group alternate schedule or any other of your defined schedules. (Home, Compensate Employees, Maintain Global Payroll Data, Use, Work Schedule Assignment.)

Whatever the value of your variable ERN VR SCHED TYPE, the count formula returns the hours to be passed by the count to the numerator of the proration rule and the proration rule passes the count value to the formula ERN FM PUB UNIT which is the unit for PUB's calculation rule Unit * Rate.

Note. Because the count numerator (the number or hours to pay) is divided by denominator 1, there is no actual proration taking place. The count result is passed to PUB's unit formula through the proration element because counts cannot be used directly in formulas.

Scheduling Earnings Using Generation Control

There may be times when you need to control the periods in which an earnings is paid. And control of when the system is to pay an earnings must be possible whatever the pay frequency: weekly, fortnightly, semimonthly, four-weekly or monthly. Examples are paying an earnings only in the first weekly pay run of the month, or only in the second fortnightly pay run of the month.

Note. Although documented here in the defining earnings chapter, you can use these generation controls to control the taking of deductions in the same way.

Scheduling For Any Period

We control the payment of an earnings, whatever the pay frequency, by assigning one of seven generation controls to the earnings. There is one generation control each for periods 1 to 5 (5 being the maximum number of periods you can have in a month, that is 5 weekly pay periods) and two generation controls that each cover two periods, 1 and 3, and 2 and 4.

The two two-period controls tell the system to process the earnings in both periods concerned. For example, the 1and 3 period control will pay, for weekly pay runs, in weeks 1 and 3 but not weeks 2, 4 or 5.

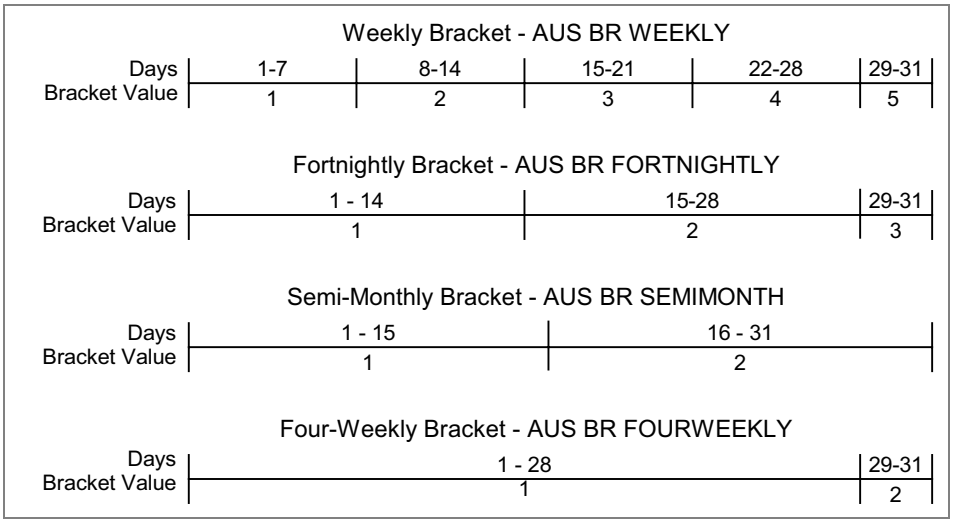
For each generation control there is a corresponding formula. When the formula returns TRUE, the earnings is paid.

For example, if you want to pay an allowance for the first period of the month—period 1—the formula returns true for the first period of the month and false for the remaining periods, and the earnings is processed.

The formula attached to each generation control has the same name but with the FM element type code replacing the GC type code, for example AUS GC PERIOD 1 has AUS FM PERIOD 1, while AUS GC PRD 2+PRD 4 has AUS FM PRD 2+PRD 4.

Note. For the two two-period generation controls, their formulas call two formulas, one for each of the periods they cover. For example, AUS FM PRD 1+PRD 3—the formula attached to AUS GC PRD 1 +PRD3—calls formulas AUS FM PERIOD 1 and AUS FM PERIOD 3. Only one of the two needs to return true for the system to pay the earnings.

Weekly, fortnightly, semimonthly, and four-weekly brackets return values depending on where the pay period end date occurs as the following diagram shows.



Bracket values for each period

The following table shows the bracket value each bracket returns for the 5th and 27th days of the month as an example.

Bracket	*Value for 5th Day*	*Value for 27th Day*
Weekly	1	4
Fortnightly	1	2
Semi-monthly	1	2

Bracket	Value for 5th Day	Value for 27th Day
Four-weekly	1	1

The formula uses the bracket values which tell the system if the pay period end date is in the period concerned. The formula checks the bracket that corresponds to the frequency type.

For the period 1 formula for example:

If AUS VR FREQ TYPE = 'W' (weekly) Then

If AUS BR WEEKLY = 1 Then…TRUE

If AUS VR FREQ TYPE = 'B' (biweekly or fortnightly) Then

If AUS BR FORTNIGHLY = 1 Then…TRUE

The formula resolves to true when the pay period end date is in the bracket value that corresponds to the period. That is, for period 2 when the bracket for a frequency type returns 2, the formula returns true.

For example, if you want the earnings paid in the first period, you attach the period 1 generation control to the earnings. If period 1's generation control formula returns bracket value 1, for whatever frequency that you have specified in variable AUS VR FREQ TYPE, the formula resolves to true.

If you want the earnings paid in the second and fourth periods, attach the AUS GC PRD 2 +PRD4 AUS FM PRD 2 +PRD4

The following table lists the frequencies for which each formula considers the bracket value.

(In table W = Weekly, B = Fortnightly, S = Semimonthly, F = Four-Weekly, M = Monthly.)

Formula	Frequency	Comment
AUS FM PERIOD 1	W, B, S, F, M	N/A
AUS FM PERIOD 2	W, B, S, F	M is always true
AUS FM PERIOD 3	W, B	S, F, and M are always true
AUS FM PERIOD 4	W	B, S, F, and M are always true
AUS FM PERIOD 5	W	B, S, F, and M are always true

Note. None of the delivered earnings use the AUS GC PERIOD [n] generation controls, but as we have said, you can use these controls for deductions just as you use them for earnings. Deduction INSURANCE, for example, uses the AUS GC PERIOD 1 generation control.

See Also

"Defining Deductions for Australia," Scheduling Deductions Using Generation Control

Scheduling for the Last Period Only

If you want an earnings paid only in the last period in a month, use generation control AUS GC LAST PERIOD to determine if the period being processed is the last period of the month, for example 4 or 5 for weekly pay frequency or 2 for semimonthly. Earnings PHONE uses this generation control.

The formula attached to this generation control is AUS FM LAST PERIOD. That formula also uses the period formulas—AUS FM PERIOD [n]—used by the seven AUS GC PERIOD [n] generation controls.

Viewing Delivered Elements for Australia

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Australia.

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data"

Customer Connection, Library, Documentation, "Delivered Supporting Elements for PeopleSoft Global Payroll for Australia"

CHAPTER 5

Defining Deductions for Australia

This chapter provides an overview of deductions for Australia and discusses how to:

- Calculate tax deductions.
- Schedule deductions using generation control.
- Checking goal amounts.
- Managing garnishments.

Overview of Deductions for Australia

We have created a number of deductions to demonstrate the flexibility of the Global Payroll rules to meet common processing requirements such as the preservation of minimum net pay. In the following sections we look at various ways you can use deductions and supporting elements to get the results that you want.

Delivered Deduction Elements

In the following table the first column combines the deduction's name and description. A (GC) in the row indicates that the deduction has a generation control. The other five columns indicate the deduction's calculation rule of Unit * Rate, Unit * Rate * Percent, Base * %. The formulas used for some of the deduction codes are discussed in further detail. (sy) = system element and is not part of the element name

Name/Description	*Unit*	*Rate*	*Base*	*%*	*Amount*
Section DED - PRE TAX					
EE SSSPR Employee Sal. Sacrifice Super			AUS GROSS	Payee Level	
Section DED - PST TAX					
INSURANCE Insurance (GC)			AUS GROSS	5.00	
PARK Parking Fee	Payee Level	10.00			

Name/Description	*Unit*	*Rate*	*Base*	*%*	*Amount*
LOANDED Loan Repayment (GC)	ERN FM REGSTD UNIT	HOURLY RT (sy)		10.00	
UNION Union Fees (GC)					9.50 / period
TRAINDED Train Fare Repayment (GC)					700 / period
SALDED Advance Repayment					2500.00 / period
SOCIAL Social Club					8.00 / month
LOAN REPAY Loan Repayment (Term) (GC)					TER FM LOAN REPAY
HEALTH FUND Health Fund (GC)					Payee Level
Section DED - TAX					
MARGINAL TAX Marginal Tax					TAX FM MARGINAL
ANNLSD TAX Annualised Tax					TAX FM ANNLSD
HECS HECS Amount					TAX FM HECS
SFSS SFSS Amount					TAX FM SFSS
LUMP A TAX Lump Sum A Tax					TAX FM LUMPA
LUMP B TAX Lump Sum B Tax					TAX FM LUMPB
LUMP C TAX Lump Sum C Tax					TAX FM LUMPC
LUMP E TAX Lump Sum E Tax					TAX FM LUMPE
Section DED - NONTAX					
SGCMAN SGC Mandatory (GC)			SUP FM CALC BASE	AUS VR SGCMAN PCT	

Name/Description	Unit	Rate	Base	%	Amount
AWARDMAN Award Super Mandatory (GC)					SUP FM TIERBSD AMT
EE ADDLSPR Employer Add'l Super			SGCMAN _ BASE	SUP VR ERADDL PCT	
ER MATCHSPR Employer Matching Super			AUS GROSS	SUP BR CMPNY PCT	
EE SUPER Employee Super					Payee Level

There are also 20 deductions specifically relating to salary packaging and they all start with SP.

See Also

PeopleSoft Human Resources PeopleBook: Administer Salary Packaging, "Setting Up Salary Packaging," "Modelling Salary Packages," and "Managing Salary Packages"

Calculating Tax Deductions

The tax deductions are in the section DED - TAX and the eight tax deductions all have a calculation rule of Amount and the amount is a formula specific to each deduction, for example TAX FM MARGINAL or TAX FM LUMPA.

See Also

"Managing Taxation for Australia"

Pre Tax Deductions

There is only one deduction in the DED - PRE TAX section. It is EE SSSUPER, Employee Salary Sacrifice Super.

Post Tax Deductions

These are in section DED - PST TAX and represent typical after tax deductions such as parking fees, union dues, and social club membership fees. The section includes repayment deductions that are generated by the system when their associated earnings are paid.

Non Tax Deductions

The non tax deductions, in section DED – NONTAX are for superannuation. Three of the five deductions use a Base * Percent calculation rule, the other two amounts, one being formula driven, the other a payee level flat amount.

See Also

"Administering Superannuation"

Scheduling Deductions Using Generation Control

The HEALTH FUND deduction has a generation control, LVE GC BIGGER SEG, which uses formula LVE FM BIGGER SEG.

One of the leave in advance payment options is to advance only the leave pay within a pay period and pay the regular pay in its normal period. When this occurs, the system has to determine which is the longer period—leave or regular—and apply the deduction to the longer. The formula returns true if the leave period is longer and the generation control takes the deduction from the leave pay being advanced.

The same formula also ensures that the deduction is taken when there is period segmentation due to hire or termination.

When there is segmentation due to something other than hire or termination, the deduction is taken in either:

- the longer of two segments, or
- the segment in which the period mid-point occurs when there are more than two segments.

The UNION, LOANDED, and TRAINDED deductions also have generation controls, the formulas of which check that the deduction has not reached a period limit or goal amount and in the case of TRAINDED, that the payee is still active.

LOAN REPAY deduction's generation control formula also checks that the payee is still active. If he is not active, the deduction applies and the Amount formula, TER FM LOAN REPAY, gets the loan balance. TRAINADV and LOAN REPAY work together through their generation control formulas. If the payee is terminated, TRAINADV isn't resolved but LOAN REPAY is.

The INSURANCE deduction demonstrates the use of a generation control that ensures that the deduction is only taken in the first pay period, irrespective of the pay frequency. The deduction's calculation rule is Base * Percent where:

Base = accumulator AUS GROSS

Percent = 5.00

This generation control, AUS GC PERIOD1, is one of seven that do a similar job. They are documented in the chapter on defining earnings.

See Also

"Defining Earnings for Australia," Scheduling Earnings Using Generation Control

Checking Goal Amounts

The calculation rule for deduction LOANDED is Unit * Rate * Percent where:

Unit = System element STD HRS

Rate = System element HOURLY RT

Percentage = 10

This deduction has a goal limit that is the maximum amount that can ever be deducted. It is not a maximum per frequency.

The generation control, DED GC LOANDED, first checks if any part of the deduction can be taken. Its formula, LIM FM CHK LOANDED, checks that accumulator LOANDED AC LTDA (Life-to-date LOANDED), is not greater than or equal to variable LIM VR GOAL LIMIT, set as the supporting element override when assigning the deduction to the payee. If it is, the formula returns false and the deduction is not processed.

However, even if the deduction is processed, the system has to check that this new instance of the deduction if taken in full, won't exceed the goal amount.

Post process formula LIM FM LOANDED does the check.

If there is a goal limit, the formula proceeds:

LOANDED AC LTDA + LOANDED_ARR (any LOANDED arrears) + CURR AMT VALUE (System Element, the value of LOANDED)

For example:

1150 + 0 + 90 = 1240 (GP TEMP001 NUM)

The formula then compares the new figure with the goal amount, 1200 for example.

If it finds that the new figure exceeds the goal amount it subtracts the goal amount from the new figure to get the over limit amount:

1240 – 1200 = 40 (LIM VR OVER LIMIT)

The formula then subtracts the over limit amount from the current value of the deduction (90), and that becomes the value of the deduction for this pay period (which will be the last time it's taken unless the goal amount is increased.)

90 – 40 = 50

The UNION deduction is managed in a similar way. Its generation control formula LIM FM CHK UNION checks whether Union's fiscal year to date accumulator is greater than or equal

to LIM VR YTD LIMIT (goal amount for the year). If it is greater, the deduction is not processed.

If the deduction is processed, the post process formula checks what effect the new deduction would have on the year's goal amount if paid in full, and reduces the deduction if necessary.

LOANDED is assigned at payee level as an earnings/deduction assignment. Set the goal amount as the numeric value of the element override, LIM VR GOAL LIMIT. Because goal amounts are likely to be different for each employee, the variable is not set as a system element override at the deduction level.

Managing Garnishments

Garnishments are deductions. You set up garnishment deductions just as you set up any other deduction. In addition to setting up the deduction you can:

- Enter information-only details about the garnishment.
- Enter a protected minimum net pay for employees paying garnishments.

Pages Used to Manage Garnishments

Page Name	*Object Name*	*Navigation*	*Usage*
Garnishment Details	GPAU_GARN_DTLS	Global Payroll Australia, Maintain Payroll Data (AUS), Use, Garnishments	Enter details about a particular garnishment for a particular payee.

Page Name	Object Name	Navigation	Usage
Protected Net Pay	GPAU_PROTECT_NET	Global Payroll Australia, Maintain Payroll Data (AUS), Use, Protected Net Pay	Enter the protected net pay amount for a payee. The system cannot take the whole Court Order deduction if taking it would result in the employee's net pay being less than the protected amount. It can take down to that protected amount but no more. **Note.** Protected net pay is only protected in relation to the COURT ORDER deduction. After the system has processed COURT ORDER, accumulator AUS NET will be the minimum net pay amount. That minimum net pay is not protected against any other deductions that may apply.

Calculating Garnishment Deductions

We supply three garnishment deductions: Child Support, Writ, and Court Order. Each is resolved differently.

Child Support

Deduction CHILDSUPPORT has calculation rule Amount and the amount is set at 50 AUD.

Writ

Deduction WRIT has calculation rule Base * Percent where:

Base = Accumulator AUS AC DISP EARNS (disposable earnings)

Percent = 5.0

Accumulator AUS AC DISP EARNS members are the following:

Accumulator AUS GROSS (+)

Accumulator AUS TAX (–)

Court Order

COURT ORDER has a generation control, GRN GC COURTORDER, which uses formula GRN FM PROC STATUS to check that the Processing Status of the garnishment set on the Garnishment Details page, is *Approved.*

The calculation rule for COURT ORDER is Amount where the amount is formula GRN FM ALL BUT NET. The formula will deduct all but the protected net pay amount from disposable earnings. Disposable earnings is stored in accumulator AUS AC DISP EARNS:

Segment Accumulator AUS GROSS – Segment accumulator AUS TAX = AUS AC DISP EARNS (Disposable Earnings)

AUS AC DISP EARNS (Disposable Earnings) – DED VR PROTECT NET (Protected Net Pay) = COURT ORDER deduction

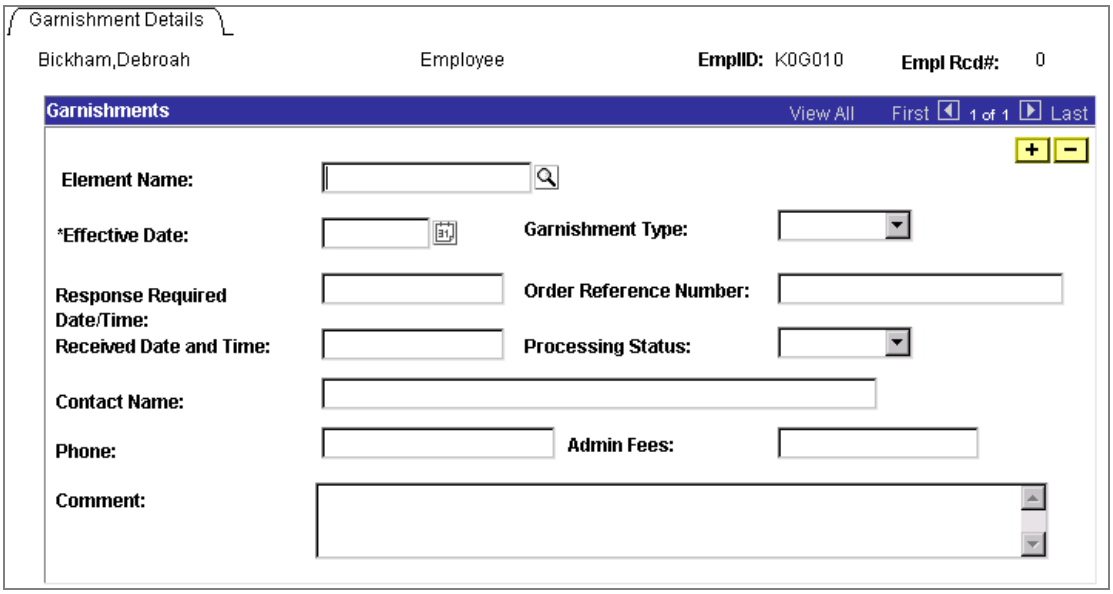
The protected net pay variable is the amount that you enter in the single field on the Protected Net Pay page. The amount that you enter becomes the variable through the array AUS AR PROTECT NET in the INITIALISATION section in the AUS PAYROLL process list.

Entering Garnishment Details

The garnishment deductions take care of the calculation of the amount to deduct, but you need to record other garnishment details

The Garnishment Details page is for recording information only, there is no system processing associated with the page data except that the generation control for COURT ORDER checks the status.

Access the Garnishment Details page.



Garnishment Details page

Element Name Enter the garnishment deduction.

Garnishment Type Select from: ***Assignment, Bankruptcy, Child Supt, Tax Levy, Dependant, Writ.***

Response Required Date/Time Enter the date and time your response is required as indicated on the garnishment order.

Order Reference Number This will be supplied with the order for the garnishment.

Received Data and Time Record the date and time that you received this garnishment order.

Processing Status Select from ***Approved, Completed, Received, Rejected,*** and ***Suspended***. The garnishment deduction COURT ORDER is only taken when the status is ***Approved***.

Contact Name and **Phone** Enter the recipient's contact name and phone number.

Admin Fees Enter the amount of any fees that you can charge for administering this garnishment.

Comment Enter any comments about this garnishment specification.

Viewing Delivered Elements

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Australia.

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data"

Customer Connection, Library, Documentation, “Delivered Supporting Elements for PeopleSoft Global Payroll for Australia”

CHAPTER 6

Managing Taxation for Australia

This chapter provides an overview of managing taxation for Australia and discusses how to:

- Enter additional tax information.
- Enter Tax File Number (TFN) information.
- Enter Payee Tax Data.
- Update payee tax scales automatically.
- Run the TFN declaration.

Overview of Managing Taxation for Australia

The Australian country extension to PeopleSoft Global Payroll comes with all the elements required to calculate a payee's tax correctly. Whatever the scenario—multiple payments within a calendar period, annualised tax, mid-period hires, or terminations—the system correctly calculates the tax.

But calculating tax is only one part of managing taxation. You'll need to enter details about your pay entity (usually your company or organisation), provide the Australian Tax Office (ATO) with Tax File Number (TFN) information, enter tax-related information about each employee, and submit statutory reports to the ATO.

Entering Tax Information

The correct calculation and reporting of tax depends upon information about your organisation being stored in the system.

Pages Used to Enter Tax Information

Page Name	*Object Name*	*Navigation*	*Usage*
Addl Info – AUS (additional info - AUS)	GPAU_PYENT_EXT	Define Business Rules, Define Global Payroll Rules, Setup 4, Pay Entity	Enter pay entity information that the ATO requires in various reports or electronic files.

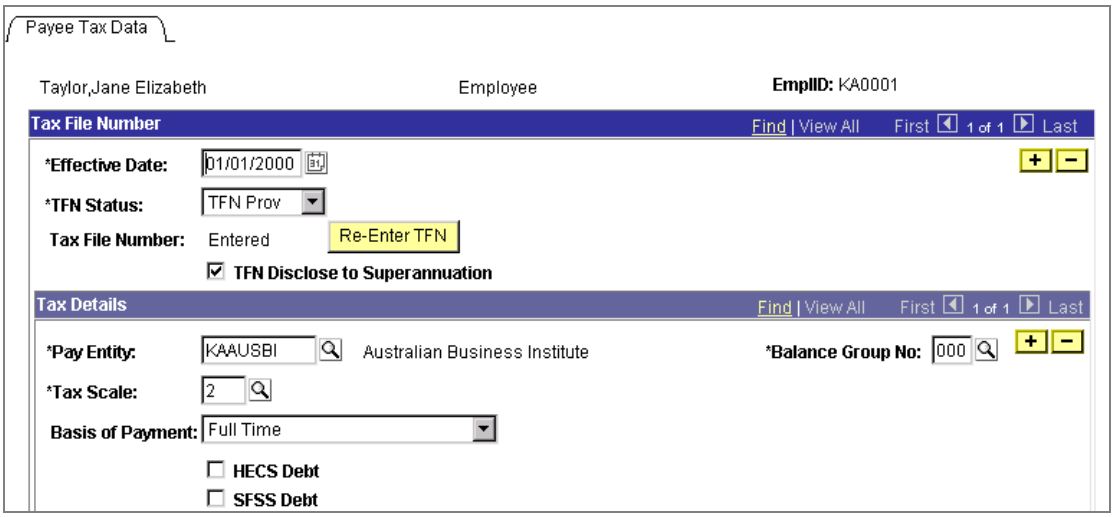
Page Name	Object Name	Navigation	Usage
Supplier Data	GPAU_SPPLR_DATA1	Global Payroll Australia, Define Payroll Setup (AUS), Setup, Supplier Information.	Enter information about the organisation submitting the fortnightly TFN declaration. The information entered on this page is included in the electronic file generated. See **Note** following this table.
Supplier Address	GPAU_SPPLR_DATA2	Global Payroll Australia, Define Payroll Setup (AUS), Setup, Supplier Information.	Enter supplier address information. See **Note** following this table.
Payee Tax Data	GPAU_EE_TAX_DTLS	Global Payroll Australia, Maintain Payroll Data (AUS), Use, Payee Tax Data	Enter individual payees' tax data.
Tax Scale Update	GPAU_RC_TX01_SQR	Global Payroll Australia, Maintain Payroll Data (AUS), Process, Auto Tax Scale Update.	Report or report and automatically update employees' tax scales where their TFN exemption expiry date has been passed.

Note. The system uses the information that you enter in the first 3 pages in the preceding table in any files submitted to the ATO—Group Tax, Payment Summaries, and the TFN declaration.

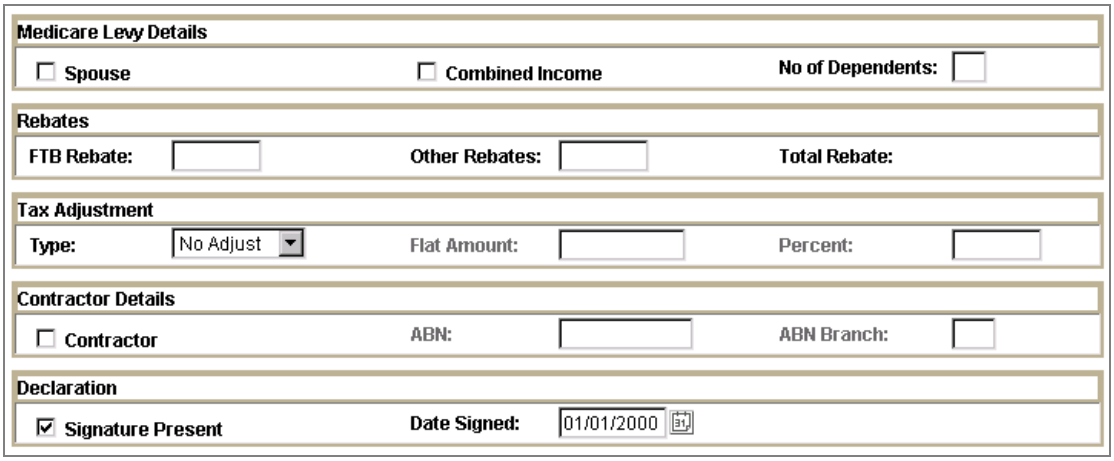
Entering Payee Tax Data

.To calculate a payee's tax, the array TAX AR EE TX DTL retrieves each payee's tax data. If you have not entered all the data required, you will get an error message stating that payee tax information is required.

Access the Payee Tax Data page



Payee Tax Data page (1 of 2)



Payee Tax Data page (2 of 2)

TFN Status (tax file number status) Select from:

Applied: The payee has shown on the Employment Declaration that they have applied for a TFN. The system adds the current date as the TFN Exempt Start date and a date 28 days later as the TFN Exempt End date. In the interim the system displays 111111111 as the payee's TFN.

Note. The exempt start and end date fields disappear for all statuses *except* ***Applied*** and ***Not Supp*** (supplied).

F/P Pens: (full or part pension) If the payee is on a full or part pension he is exempt from quoting a TFN. The system displays 444444444 as the payee's TFN.

Incrct TFN: (incorrect TFN) If the payee has supplied an incorrect TFN the system will not allow you to enter a TFN.

Not Supp: (not supplied If the payee has not supplied a TFN the system adds the current date as the TFN Exempt Start and a date 28 days later as the TFN Exempt End. In the interim the system displays 000000000 as the payee's TFN.

TFN NotReq: (TFN not required)Used when a TFN is not required, for example for contractors. The system displays 000000000 as the payee's TFN.

TFN Prov: (TFN provided) The payee has provided you with a TFN. After you enter the TFN, the system hides the entry, displays ***Entered*** in the field and displays a **Re-Enter TFN** button. If you enter an invalid TFN the system warns you. You can re-enter a tax file number by clicking the **Re-Enter TFN** button.

If an Interim Notice is in force for the employee, select TFN Provided and enter 222 222 222.

Under 18: An employee under eighteen years of age is exempt from quoting a TFN. The system automatically displays 333333333 as the payee's TFN.

Tax File Number — Enter the TFN number. Validation occurs and you get a warning message if the number fails validation.

Re-Enter TFN — This field in only visible until you enter a valid TFN. Use it to enter a different TFN if you the number you entered fails validation.

TFN Disclose to Superannuation — Select this check box to indicate that the payee has authorized you to disclose his TFN to a superannuation organisation. There is no processing associated with this check box. You can use it when reporting to a superannuation provider.

Pay Entity — Enter the pay entity to which the payee supplied the Tax File Declaration.

Balance Group No (number) — You use balance groups numbers to identify which accumulator the system should store tax balances in. You can only select balance group numbers entered for the employee on the Job Data - Payroll page.

Tax Scale — Tax Scales are:

1 – Tax Free Threshold Not Claimed

2 – Tax Free Threshold Claimed

3 – Non Residents

4N – TFN Not Provided – NonResident

4R – TFN Not Provided – Resident

5 – Full Medicare Levy Exemption

6 – Half Medicare Levy Exemption

7 – Tax Free Threshold (No Loading)

8 – Seniors – Single

9 – Seniors – Separated by Illness

10 – Seniors – Member of a Couple

Basis of Payment Select ***Casual, Full Time, Labour Hire*** or ***Part Time.***

HECS Select if the payee has a HECS debt.

SFSS Select if the payee has an SFSS debt.

Medicare Levy Details

Spouse Select if the payee has a dependent spouse only.

Combined Income Select if the payee's and spouse's combined income is less than the threshold.

No. of Dependents Enter the number of dependents, including spouse if spouse is a dependent.

Rebates

FTB Rebate If the payee is applying to have this benefit paid by reduced withholding tax, enter the amount of the reduction the payee is requesting.

Other Rebates If the payee is applying to have combined Dependent Spouse, Special, or Zone rebates paid by reduced withholding tax, enter the amount of the reduction the payee is requesting.

Total Rebate The system displays the total of the FTB and other rebates.

Tax Adjustment

Type These are the adjustment types.

No Adjust: Leave as the default if the payee wants to be taxed normally.

Addtnl Tax: The system deducts this amount as well as the tax it calculates.

Override: The system will deduct the Flat Amount or Percent amount you enter instead of the tax it would have calculated

Flat Amount Enter the flat amount of either the additional tax or the override.

Percent	Enter the percent of either the additional tax or the override.

Contractor Details

Contractor	Select if the payee is a contractor.
ABN	If you selected **Contractor** enter his ABN. The system warns you if the number you enter is not a valid ABN.
ABN Branch	If you selected **Contractor** enter his ABN Branch

Declaration

Signature Present	Select if the payee has signed his Tax Declaration form.
Date Signed	Enter the date that's on the declaration.

Updating a Payee's Tax Scale Automatically

When you hire a new payee and select a tax scale, that tax scale may have to change. If a person applies for a TFN, they have a 28-day exemption period. If they do not have a TFN number entered in the system before the expiry of the 28 days, the tax scale must be reset. You can run a process to have the system do this for you. The process, GPAUTXO1.SQR, checks TFN statuses *Applied* and *Not Supp* (not supplied). If the 28 days have expired, the system:

- Inserts a new effective dated row of status *Not Supp* (for both *Applied* and *Not Supp*).
- Sets the exempt start and end dates to null.
- Resets the payee's tax scale to 4N or 4R.

If you want a report of only employees whose tax scale needs to be changed—for example, because you want to change them manually—you can use the process page to provide the report but not do the updates automatically.

To create a report only, clear the Update Employee's Tax Scale check box. If the check box is selected, you get a report and an automatic update.

Submitting the Electronic TFN Declaration

The output of the TFN declaration generating program, application engine GPAU_TFN_ELC, is a magnetic media file for submission to the ATO.

The TFN declaration has five parts:

- Supplier Information - from Supplier Data.
- Payer Information - from the Entering Additional Tax Information page.

- Payee Information - mostly from the Entering Payee Tax Data page Information.

  It includes Tax File Number, name and address, terminated flag, Residency Status (from Tax Scale), Basis of Payment, Tax Free Threshold Claimed, and FTB claimed.

- Software information.

- File total.

Note. The information that you enter in the three pages in the preceding list is included in any files submitted to the ATO, that is Group Tax, Payment Summaries, and the TFN Declaration.

Pages Used to Submit the Electronic TFN Declaration

Page Name	*Object Name*	*Navigation*	*Usage*
TFN Declaration - Electronic	GPAU_RC_TFN_ELEC	Global Payroll Australia, Manage Payroll Processes (AUS), Process, TFN Declaration – Electronic	Set the report start and end dates and select the pay entities that you are reporting on. You can also specify a run type of Production or Test.

See Also

Entering Tax Information

Viewing Tax Scales

PeopleSoft delivers and maintains five pages that display the scales and rates applicable to the various components of taxation.

Pages Used to View Tax Scales

Page Name	*Object Name*	*Navigation*	*Usage*
FTB Rates	GPAU_FTB_RATE	Global Payroll Australia, Define Payroll Setup (AUS), Inquire, FTB Rates	View the FTB rate for each pay frequency.
HECS Rates	GPAU_HECS_RATE	Global Payroll Australia, Define Payroll Setup (AUS), Inquire, HECS Rates	View the HECS rate applicable to each weekly earnings.

Page Name	Object Name	Navigation	Usage
SFSS Rates	GPAU_SFSS_RATE	Global Payroll Australia, Define Payroll Setup (AUS), Inquire, SFSS Rates	View the SFSS rate applicable to each weekly earnings.
Tax Scales	GPAU_TAX_SCALES1	Global Payroll Australia, Define Payroll Setup (AUS), Inquire, Tax Rates	View the tax percentage or amount for each weekly earnings amount for each tax scale.
Medicare Levy	GPAU_TAX_SCALES2	Global Payroll Australia, Define Payroll Setup (AUS), Inquire, Tax Rates	View the Medicare Levy adjustment details. The adjustments apply to tax scales 2, 6, and 7 only.

Viewing Delivered Elements for Australia

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Australia.

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data"

Customer Connection, Library, Documentation, "Delivered Supporting Elements for PeopleSoft Global Payroll for Australia"

CHAPTER 7

Managing State Payroll Tax

This chapter discusses how to:

- Identify data for state payroll tax reporting.
- Set up group pay entities.
- Maintain and view payroll tax tables.
- Report state payroll tax liabilities.

Identifying Data for State Payroll Tax Reporting

Before you can start configuring PeopleSoft Global Payroll to report payroll tax, you need to identify the earnings, deductions, benefits, and expenses that are subject to payroll tax. To do this, check with the State Revenue Office of each state in which you pay employees.

Once you have gathered all this information, update PeopleSoft Global Payroll and process your payroll tax.

Setting Up Group Pay Entities

The various State Revenue Offices define group pay entities in an effort to stop parent and subsidiary organisations splitting to avoid payroll tax. PeopleSoft cannot determine groupings or the inclusion or exclusion of pay entities within groups. Some members of the group may even be administered outside PeopleSoft.

To calculate payroll tax, you must define at least one group and make all appropriate pay entities members of that group—even if you only have one pay entity, that is, a group of one.

Payroll tax has a deduction threshold that is payable where taxable earnings don't exceed the specified amounts in each state. Only one pay entity within a group can claim this deduction. You can, however, choose to have the threshold apportioned equally between all the pay entities within the group that you define.

The State Payroll Report that you are required to submit is run by Group Pay Entity.

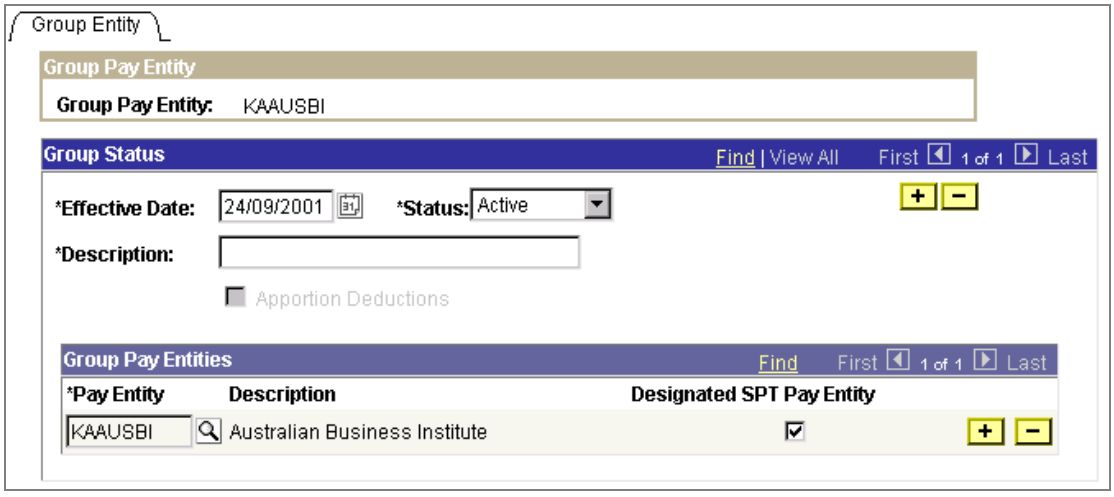
When you are first creating a group pay entity, you select from your existing pay entities. The pay entity that you choose to become your group entity will be a member of its own group.

Page Used to Set Up Group Pay Entities

Page Name	*System Name*	*Navigation*	*Usage*
Group Entity	GPAU_GRP_ENT	Global Payroll Australia, Define Payroll Setup (AUS), Setup, Group Entity Table.	Put pay entities into a group pay entity and apportion the deduction threshold across all pay entities or designate one pay entity for the threshold.

Grouping Your Pay Entities

Access the Group Entity page.



Group Entity page

Apportion Deductions Select if you want the whole deduction threshold apportioned equally across all group members.

If the **Apportion Deductions** check box is selected and there is no designated company for the Threshold Deduction—whether there is one or more companies—the system will apportion the threshold deduction across all the States of each company.

Group Pay Entities

Pay Entity Add all the members of this group.

Designated SPT Pay Entity Select one of the pay entities to be the one to receive the full deduction threshold. You can leave them all cleared and have the threshold apportioned equally between all members by selecting the **Apportion Deductions** check box. Once you designate an SPT pay entity, the system

clears the **Apportion Deductions** check box if it was selected and makes it no longer available for entry.

Maintaining and Viewing Payroll Tax Tables

As the earnings, benefits, deductions and expenses administered by each organisation will differ we have put you in control of this information. Before you can accurately report on payroll tax liabilities for your organisation you need to enter various elements into the Payroll Tax Rates tables.

Pages Used to Maintain and View Payroll Tax Data

Page Name	*Object Name*	*Navigation*	*Usage*
Trainee Rebate	GPAU_SPT_REBATE	Global Payroll Australia, Maintain Payroll Data (AUS), Use, Payroll Tax Rebate - Trainee	Reduce your payroll tax liability by the value of the rebates applicable to your payees who are trainees or apprentices. Enter the amount of the rebate you have calculated for each trainee or apprentice. The record is effective dated so you can set it to 0.00 when it no longer applies.
Non Tax Earnings	GPAU_SPT_EARNS	Global Payroll Australia, Define Payroll Setup (AUS), Setup, Payroll Tax Rates, Non Tax Earnings	Enter non-taxable earnings by state. Some earnings, such as those that you defined for expense reimbursement, are typically not subject to payroll tax. Earnings not entered in this page are included in the tax calculation.

Page Name	Object Name	Navigation	Usage
Taxable Deductions	GPAU_SPT_DEDS	Global Payroll Australia, Define Payroll Setup (AUS), Setup, Payroll Tax Rates, Taxable Deductions	Enter taxable deductions by state. You need to identify benefits or deductions that are subject to payroll tax and enter them for inclusion in the SPT calculation. Identify deductions that are subject to FBT, upon which SPT is also payable.
Non Tax Deductions	GPAU_SPT_NTXDED	Global Payroll Australia, Define Payroll Setup (AUS), Setup, Payroll Tax Rates, Non Tax Deductions	Enter non-taxable deductions by state.
Taxable Expenses	GPAU_SPT_EXPN	Global Payroll Australia, Define Payroll Setup (AUS), Setup, Payroll Tax Rates, Taxable Expenses.	Enter taxable expenses by state. Typically these expenses are those that form part of salary packaging.
State Tax Rate	GPAU_SPT_TAX_RATE	Global Payroll Australia, Define Payroll Setup (AUS), Setup, Payroll Tax Rates, State Tax Rate	The system displays the various limits and threshold percentages and amounts, multipliers and divisors.

Reporting SPT Liabilities

The PeopleSoft State Payroll Tax report provides you with a detailed break up of the earnings, benefits, deductions, and expenses that you have identified as payroll taxable or payroll tax exempt. Details are also provided for termination payments that are payroll tax exempt.

Note. The PeopleSoft State Payroll Tax report is not a complete representation of payroll tax liabilities. Other payments and earnings that are administered outside the PeopleSoft Payroll should be included in any returns submitted to the State Revenue Office. This may include details of companies that form part of a group but are administered outside PeopleSoft Payroll.

If an employee changes states during a reporting period, the system looks at the Job Record valid at the time of payment of State Payroll Tax. If a weekly employee, for example with 4 pay periods in the month, has their Job Record changed to another state during the 4th pay period, that pay period will be reported under another payroll tax state.

The data extracted by Application Engine for state payroll tax reporting, GPAU_SPT_RPT is formatted into a report by SQR GPAUT01.

See Also

"Appendix: PeopleSoft Global Payroll for Australia Reports"

Viewing Delivered Elements for Australia

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Australia.

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data"

Customer Connection, Library, Documentation, "Delivered Supporting Elements for PeopleSoft Global Payroll for Australia"

CHAPTER 8

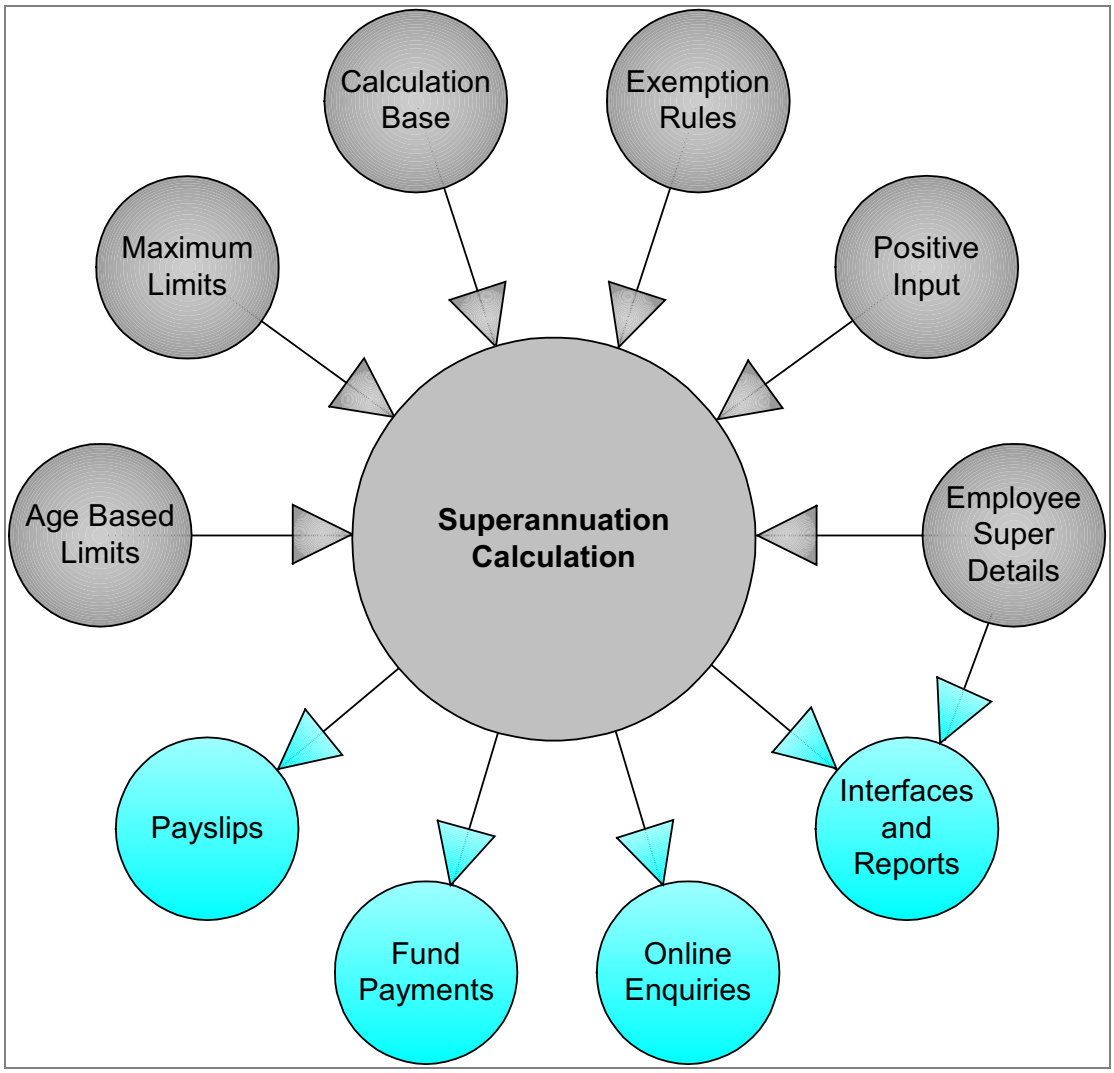
Administering Superannuation

This chapter provides an overview of superannuation administration and discusses how to:

- Make statutory and customary superannuation deductions.
- Set the calculation rule.
- Use tier-based calculations.
- Use percentage based on employee contributions (matching).
- Accommodate exemption rules and limits.
- Accommodate employee options.

Overview of Superannuation Administration

The following diagram shows the rules and options that you are required to set up or exercise to ensure correct superannuation calculation and the system outputs.



User inputs and system outputs for superannuation

Making Statutory and Customary Superannuation Deductions

The following deductions are for the common super contributions.

Deduction Name	*Calculation Rule*	*Description*
SGC MAN (Super - Mandatory) (Statutory)	Base * Percent	The Superannuation Guarantee (SG) contribution mandated by Australian legislation. Employers are normally paying for this on behalf of the employees. This is defined to be a percentage of the employee's actual gross earnings for the period. The PeopleSoft-delivered variable AUS VR SGCMAN PCT holds this user-maintainable value.

Deduction Name	Calculation Rule	Description
ER ADDLSPR (Employer Additional Super) (Customary)	Base * Percent	The super contribution that the company is paying in addition to the 8% mandated by the legislation. This is a percentage of the employee's actual gross earnings. The employer defines the value of the percentage. The PeopleSoft-delivered variable SUP VR ERADDL PCT holds this user-maintainable value.
EE SSSPR (Employee Salary Sacrifice Super) (Customary)	Base * Percent	The super contribution that an employee is paying as a salary sacrifice. This is defined as a percentage of the employee's actual gross earnings. The percentage is entered at the payee level as a deduction assignment. See ER MATCHSPR
AWARDMAN (Award - Mandatory) (Customary)	Amount	The super contribution likely to be used by award-based employees. It shows how super can be calculated using a tier-based calculation.
ER MATCHSPR (Employer Matching Super) (Customary)	Base * Percent	The super contribution that the company is voluntarily paying on behalf of the employee who is contributing to super through salary sacrifice. This shows how a company can match the employee contribution. Only employees with EE SSSPR will get this deduction. See EE SSSPR.
EE SUPER (Employee Super) (Customary)	Amount	The super contribution that an employee is paying as an after-tax deduction. This is defined as a flat amount. Employees need to be enrolled to have this deduction taken. The amount is entered at the payee level as a deduction assignment.

Setting the Calculation Rule

Although a superannuation contribution can be calculated as a flat amount or be the result of a tier-based calculation, most often it is a percentage of a base, for example regular gross earnings, actual gross earnings, notional salary, super salary earnings, and compensation rate. The standard element calculation rule options accommodate all the calculation methods applicable to superannuation deductions.

Using Tier-Based Calculations

Tier-based calculation is typically used in the Australian Public Service and all participating Commonwealth Agencies. In this calculation, contributions are based on the employee's salary range and may be a flat amount or a percentage as illustrated in the following table:

Annual Salary	Annual Amount	Annual %
0 - 28738.58	862.160000	

Annual Salary	*Annual Amount*	*Annual %*
28739.58 - 46332.00	An amount	3% of super salary
46333.00 - 69498.00	1389.96	
69499 - 9999999.99		2% of super salary

A user-maintained bracket, SUP BR TIERBSD TBL, stores these values. You can store both an amount and a percentage per range, not just one or the other, as illustrated by the second row.

The system uses the annualised super salary (rate code AU SUPERSAL * system element RC FREQ FACTOR) to retrieve the flat amount and/or percentage to be applied. It then de-annualises the retrieved flat amount to the period frequency. The percentage, however, is applied to the period super salary, not the annualised period salary.

Although annualisation and deannualisation is normally automatic in the system, for this instance, the process is done manually. The frequencies used for this process are stored at the paygroup level.

Using Percentage Based on Employee Contributions (Matching)

The percentage of ER MATCHSPR is based on the percentage of EE SSSPR. For example, the company may contribute an extra 1% for employees who are voluntarily contributing 1% - 2% through salary sacrifice, 2% for employees contributing 3% - 4%, and 3% for employees contributing 5% or more.

Note. EE SSSPR needs to be resolved before ER MATCHSPR, and ER MATCHSPR needs to be defined as By Eligibility so as not to require a deduction assignment record.

A user-maintained bracket, SUP BR CMPNY PCT, stores the employee contribution ranges and the matching employer contribution. The deduction ER MATCHSPR uses this bracket to determine the percentage to use.

Note. If the employee does not have EE SSSPR, the resulting percentage from this bracket is zero.

Accommodating Exemption Rules and Limits

Although it is mandatory for employers to pay super contributions for each employee, there are the following exemptions:

- Employees who earn less than 450.00 AUD in a month.
- Employees who are 70 years old or over.

- Employees who are under 18 years old and working 30 hours or less in a week.
- Employees paid to do work of a domestic or private nature for no more than 30 hours a week.
- Non-resident employees paid for work done outside Australia.
- Resident employees paid by non-resident employers for work done outside Australia.
- Some foreign executives who would have been eligible for the previous class 413 [executive (overseas)] visa or entry permit under Migration (1993) Regulations.
- Employee elects because benefit exceeds pension Reasonable Benefits Limit (RBL).

Only the first three rules are delivered with this country extension, because the other rules can be accommodated using the standard core employee earnings/deductions assignment functionality.

Using Exemption Rule Checks

Because some employers still process super contributions for employees who fall into the first three of the exemption rules listed in the previous section, we need a way to control whether the checks and limits are to apply or not. We achieve this using variables as supporting element overrides.

See Also

Controlling Exemptions and Checking Limits

Applying Maximum Earnings Limits

Legislation provides a ceiling on earnings which limits the amount an employer is required to contribute. This ceiling is indexed each year and is 26,300.00 AUD per quarter for financial year 2000 - 2001. Employers, however, do not have to apply this limit and can elect to continue to contribute for the employee's super.

The following table shows the reduced amount payable in the third month because the quarterly limit is reached in that month. The SG (Superannuation Guarantee) Contribution is based on 8% in this example.

Month	*Earnings*	*SG Calc'd On*	*Cumulative Amt / Month*	*SG Contribution*
January	10,000	10,000	10,000	800
February	10,000	10,000	20,000	800
March	10,000	6,300 (26, 300 - 20,000)	26, 300	504

This limit check is part of the SGCMAN deduction calculation. Variables control if the check is to be made and the maximum limit. If the check is made, the system checks the employee's quarter to date gross earnings against the quarterly limit.

Checking Age Based Limits

These limits apply to employers claiming deductions from company tax liability for contributions made on behalf of their employees. You can have the system validate the total super deductions that an employer has paid for the employee against an age-related limit provided by the ATO. A company might use this validation to restrict an employee's Salary Sacrifice deductions—because it cannot claim tax deductions for contributions above these limits.

Different age groups have different limits. These limits are indexed every year. The following table lists the limits for financial year 2000 - 2001.

Age of the Employee	*2000 - 2001 Limits*
Under 35	$11,388
35 to 49	$31,631
50 and over	$78,445

A user-maintained bracket, SUP BR AGEBSD LMT stores this data.

Note. When you set the variable as a supporting element override to control this check, you must make sure that this deduction adds to the YTD accumulator that the system uses for the validation. If the YTD accumulator is equal to the limit based on the employee's age, the system will not resolve the super contribution.

The system uses a separate deduction code to resolve the amount necessary to adjust the super contribution.

Controlling Exemptions and Checking Limits

Supporting element overrides, set as variables at deduction level, control whether the checks are made and the limits imposed. The following table shows the supporting elements and the values that you need to set.

A character value *Y* tells the system to make the check. The minimum and maximum earnings limits require a second variable to hold the limit.

Exemption	Variable	Character Value	Amount Value
Minimum Earnings	SUP VR MINEARN YN	*Y*	
Minimum Earnings	SUP VR MINERN AMT		*Applicable Limit*
Age 70 & Over	SUP VR 70&OVER YN	*Y*	
Under 18, <=30 hrs/wk	SUP VR UNDER18 YN	*Y*	
Maximum Earnings Limits	SUP VR MAXEARN YN	*Y*	
Maximum Earnings Limits	SUP VR MAXEARN AMT		*Applicable Limit*
Age Based Limits	SUP VR AGEBSD	*Y*	

Accommodating Employee Options

There are a number of employee options related to superannuation that are met by core functionality. Here is a summary of the options and how they are accommodated:

- Override deduction recipient record.

  Global Payroll enables, at the payee level, the overriding of the recipient record set at deduction level (Home, Compensate Employees, Manage Global Payroll Data, Use, Deduction Recipients).

- Override percentages and amount.

  Global Payroll enables the overriding of percentages and amount at different levels. Once set at the deduction level, they can be overridden at the payee deduction assignment level and at the positive input level.

- Automatic assignment of employees to super funds.

  When the deduction element is defined to be By Eligibility Group, employees belonging to the eligibility group automatically have the deduction element, as if the employee was enrolled to the deduction.

- Employee's super salary.

  This can be stored in the system using the Multiple Components of Pay feature.

- Employee's super fund membership ID.

  There is a new page, GPAU_RCPPYE_EXT, to capture this information. The page has a Membership ID field into which you enter the identifier the recipient has allocated to the payee.

See Also

"Setting Up Banking and Recipient Processing for Australia," Setting Up Additional Recipient Information

Viewing Delivered Elements for Australia

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Australia.

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data"

Customer Connection, Library, Documentation, "Delivered Supporting Elements for PeopleSoft Global Payroll for Australia"

CHAPTER 9

Calculating Net-to-Gross Payments

- This chapter provides an overview of net-to-gross processing—or "gross ups"—and:
- Describes delivered earnings elements.
- Describes what triggers a gross up.
- Explains net and target net pay.
- Explains the basic process of determining the gross amount.
- Takes you through the gross up process.

Overview of Net-to-Gross Processing

Gross ups are required when you want to pay a payee a specific net amount. Starting from the net amount the system works out what gross amount to process so that after all tax deductions have been made the required net amount remains.

In the following sections we describe the main features of the net-to-gross functionality then take you step by step through the process and an example calculation.

Note. In this chapter we refer to Annualised Tax (used in gross up calculations), HECS, and SFSS collectively as "tax deductions," except when we need to refer specifically to each deduction.

Net-To-Gross Earnings Elements

This feature has two earnings elements. The first is called BONUS NET and is used to pay the net amount. We have delivered this element because a fixed bonus amount is a typical pay component that must be grossed up.

Enter a bonus amount using positive input. The system calculates the amount by which it needs to gross up the net to have the required net after deducting taxes. It then assigns that amount to the second earnings, BONUS GRS UP. The two earnings between them make up the gross pay. The BONUS GRS UP earnings amount is equal to the amount of the tax deductions. Both earnings are assigned to the OTHER EARNINGS section in the AUS PAYROLL process list. To summarise:

- BONUS NET + BONUS GRS UP = Gross Pay
- BONUS NET = Net Pay
- BONUS GRS UP = Tax Deductions

Determining That a Net-to-Gross Calculation is Required

When the BONUS NET earnings is resolved, it adds to a gross up accumulator. In another section, further down the process list, a conditional formula determines that grossing up is required if the gross up accumulator has a value.

Understanding Actual Net Pay and Target Net Pay

The grossing up process creates an actual net pay amount. This is stored in another accumulator. The system compares the target net pay amount with the balance in that accumulator, and when they are the same, the process of calculating the gross pay is complete.

Calculating the BONUS GRS UP Earning

Once the system has determined that a grossing up is required, it starts the calculation by treating the target net as if it were the gross pay. It processes that gross amount, deducting taxes, and gets a new net amount—the actual net. Because of the tax deduction, the actual net doesn't match the target net. Using the difference between actual and target net in a formula, the system calculates a new gross amount, deducts the taxes from it, and arrives at a new actual net which it again compares to the target net. The iterations—or loops—continue, with the actual net getting closer to the target net with each loop, until the actual and target net are the same.

The loop formula is:

((1-net/gross) x difference) + current BONUS GRS UP + difference = new BONUS GRS UP

Understanding the Process Sequence

In this section we take you step by step through the process then provide you with an example.

Stepping Through the Processing Sequence

1. User enters the bonus amount by positive input as the earnings BONUS NET.
2. BONUS NET earnings gets resolved in the EARN - OTHER section and adds to accumulator GUP AC EARNINGS.

3. The EARN - GROSS UP sub process section in the AUS PAYROLL process list has the conditional formula GUP FM CALC REQUIRED. If the formula finds that the GUP AC EARNINGS accumulator is not zero and that there is, therefore, a grossing up to be done on the BONUS NET earning, it invokes the EARN - GROSS UP sub process section.

4. The formula GUP FM TARGET NET, the first element in the EARN - GROSS UP section, sets the variable GUP VR TARGET NET to the value of the GUP AC EARNINGS accumulator (the BONUS NET amount). This value remains constant during subsequent processing.

5. The section GUP TAX DEDUCTIONS—the second element in the EARN - GROSS UP section—runs the formula GUP FM SET AMOUNTS which sets three tax variables TAX VR ANNUALISED, TAX VR HECS AND TAX VR SFSS to the value of the GUP AC EARNINGS accumulator (the BONUS NET amount). The three tax deductions are calculated on these amounts.

6. The GUP TAX DEDUCTIONS section runs the three tax deduction calculations for ANNUALISED TAX, HECS and SFSS.

7. The conditional formula GUP FM COMPARE NET in the EARN - GROSS UP section, compares the constant value of GUP VR TARGET NET (set at step 4) with the value of the GUP AC NET accumulator which has the three tax deductions subtracting from it and the GUP AC EARNINGS accumulator adding to it.

8. If the formula returns FALSE, meaning that there is no difference between GUP VR TARGET and GUP AC NET, the process stops. If the formula returns TRUE, the formula GUP FM ALTER GROSS runs and works out a new BONUS GRS UP value. The BONUS GRS UP value is the amount by which the net is increased to get a taxable gross.

9. The GUP TAX DEDUCTIONS section resets the three tax variables to the new balance in the GUP AC EARNING accumulator which now contains the original BONUS NET value and the new BONUS GRS UP value. The tax deductions are calculated to produce a new actual net.

10. The loop of calculating a new gross then deducting the taxes to get a new balance in the GUP AC NET accumulator and comparing it to the constant GUP VR TARGET NET continues until the actual net is equal to the target net.

11. When the looping stops, formula GUP FM CHECK AMT runs and checks that the GUP FM COMPARE NET formula has resolved to FALSE indicating that the system has calculated the correct gross up figure. If it returns TRUE, the payee goes into error and message is sent to Payee Messages. The system goes through the loop a maximum of fifteen times. If fails to correctly calculate the gross amount within that limit, you would need to remove the BONUS NET earning amount, calculate the gross manually and pay it as an earnings of your choice.

Calculating the BONUS GRS UP Earnings and the Gross Pay

Note. In this section all amounts are in AUD.

The following example is based on a positive input entry of 500 to the BONUS NET earnings. The 500 becomes the value of GUP VR TARGET NET.

For our example tax deductions are a flat amount of 20 percent; therefore, the first time the GUP TAX DEDUCTION section is called, it calculates tax deductions of 100.

The conditional formula, GUP FM COMPARE NET, resolves to true as the target net is 500 and the actual net is 400. The looping process begins:

First Loop

The difference is calculated by subtracting the actual net from the target net.

500 – 400 = 100.00

The gross amount is increased at the first attempt to find the eventual BONUS GRS UP earnings amount using the following calculation:

((1 – net/gross) ∗ difference) + current BONUS GRS UP + difference

((1 – 400/500) ∗ 100) + 0 + 100 = 120 (new BONUS GRS UP)

The gross is increased on the first loop by 120 and is now 620.

Tax is deducted from the gross of 620 and the new net is 496.

The target net of 500 is compared to the actual net of 496.

As the amounts are not equal, and the correct gross has not been found, a second loop occurs.

Note. The GUP AC EARNINGS accumulator is "self correcting" which means that the previous value is "reversed out" and the new value added. The accumulator can adjust up or down as needed. This occurs for each loop in the process.

Second Loop

The difference is calculated by subtracting the actual net from the target net.

500 – 496 = 4

The gross amount is increased at the second attempt to find the eventual BONUS GRS UP earnings amount using the following calculation:

((1 – net/gross) ∗ difference) + current BONUS GRS UP + difference

((1 – 496/620) ∗ 4) + 120 + 4 = 124.8 (new BONUS GRS UP)

Gross is increased by 124.8 to 624.80.

Tax is deducted from the gross of 624.80 and the new net is 499.84.

The target net of 500 is compared to the actual net of 499.84.

As the amounts are not equal, the correct gross has not been found, so a third loop occurs.

Third Loop

The difference is calculated by subtracting actual net from the target net.

500 – 499.84 = 0.16

The gross amount is increased at the third attempt to find the eventual BONUS GRS UP earnings amount using the following calculation:

((1– net/gross) ∗ difference) + current BONUS GRS UP + difference

((1 – 499.84/624.8) ∗ 0.16) + 124.8+0.16 = 124.99 new BONUS GRS UP rounded to 2 decimal places)

Gross is increased by 124.99 to 624.99.

Tax is deducted from the gross of 624.99 and the new net is 499.99.

The target net of 500 is compared to the actual net of 499.99.

As the amounts are not equal, the correct gross has not been found, so a fourth loop occurs.

Fourth Loop

The difference is calculated by subtracting the actual net from the target net.

500 – 499.99 = 0.01

The gross amount is increased at the fourth attempt to find the eventual BONUS GRS UP earnings amount using the following calculation:

((1– net/gross) ∗ difference) + eventual BONUS GRS UP + difference

((1– 499.99/624.99) ∗ 0.01) + 124.99 + 0.01 = 125.00 (new GBONUS GRS UP rounded to 2 decimal places)

Gross is increased by 125 and is now 625.

Tax is deducted from the gross of 625 and the new net is 500.

The target net of 500 is compared to the actual net of 500.

The compare formula now resolves to false, and the looping process ceases. At this point:

- Gross Pay is 625.
- Net Pay is 500.
- BONUS GRS UP is 125.
- BONUS NET is 500.

Viewing Delivered Elements for Australia

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Australia.

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data"

Customer Connection, Library, Documentation, "Delivered Supporting Elements for PeopleSoft Global Payroll for Australia"

CHAPTER 10

Setting Up Banking and Recipient Processing for Australia

This chapter provides an overview of banking and recipient processing and covers how to:

- Enter additional source bank information.
- Use different source banks for different debit types.
- Enter additional recipient information.
- Use the multiple options for the content of EFT files.
- Create your electronic funds transfer file.
- Manage manual and separate payments.

Overview of Banking for Australia

The banking process of Global Payroll brings together payroll data, pay entity source bank data, payee or recipient bank data. The EFT file creation process extracts data compiled by the banking process according to the type of EFT file that you are creating, merges it with data provided by the Australian country extension, and creates the file for transmission.

Note. In this chapter the payee of Group Tax, the ATO, is a recipient just as a health fund or the beneficiary of a garnishment is a recipient. So except where otherwise stated, the term "recipient" includes the ATO.

Setting Up Additional Source Bank Details

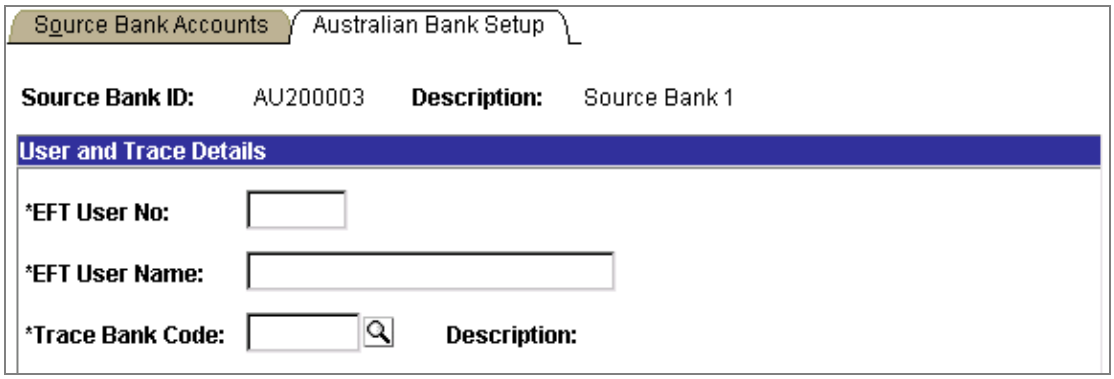
For Australian banking there is a new Source Bank component which has, in addition to the standard Global Payroll source bank account information page, a page for Electronic Funds Transfer (EFT) information and trace bank information.

Page Used to Set Up Additional Source Bank Details

Page Name	*Object Name*	*Navigation*	*Usage*
Australian Bank Setup	GPAU_SRC_BANK_EXT	Global Payroll Australia, Define Payroll Setup (AUS), Setup, Source Banks	Enter EFT and trace bank information.

Setting Up Australian Bank Information

Access the Australian Bank Setup page.



Australian Bank Setup page

EFT User No Your bank supplies your user number.

EFT User Name Your bank supplies your user name.

Trace Bank Code Enter the source bank ID for the bank that you want to use for transaction tracing. Each source bank has its own branch and account details.

Setting Up Multiple Source Banks by Debit Type

In PeopleSoft Global Payroll you can set up different source banks for each organisation unit such as company, department, establishment, or pay group. Set this up on the Source Bank Link page of the Pay Entity component.

For Australia you can go one step further and set up different source banks for each drawing purpose. The drawing purpose is defined as a debit type and the debit types are Group Tax, Net Payment, and Recipient.

Instead of setting up a source bank on the Source Bank Link page—where you link source banks to your organisation units—go to a new page and from there, to a second new page in which you can enter multiple source banks by debit type.

Pages Used to Set Up Additional Source Bank Details

Page Name	*Object Name*	*Navigation*	*Usage*
Bank Link Ovrd - AUS (bank link override - AUS)	GPAU_PE_SBANK_OVRD	Define Business Rules, Define Global Payroll Rules, Setup 4, Pay Entity	Access to the source bank debit type page.
Source Bank Override	GPAU_PE_SBANK_SEC	Define Business Rules, Define Global Payroll Rules, Setup 4, Pay Entity	Link source banks to debit types.

Using the Bank Link Override

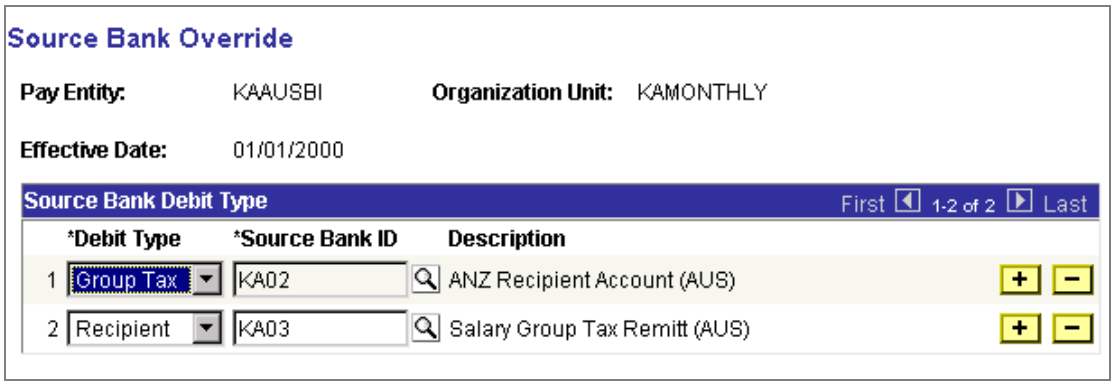
Access the Source Bank Override - AUS page.

Source Bank Ovrd - AUS page

The page displays information from the Source Bank Link page. Click the **Source Bank Debit Type** link to access the Source Bank Override page.

Linking Source Banks to Debit Types

Access the Source Bank Override page.



Source Bank Override page

Debit Type Enter a debit type of ***Net Pmt*** (net payment), ***Group Tax*** or ***Recipient***

Source Bank ID Enter the ID of the source bank that you want to use to pay the debit type.

Setting Up Additional Recipient Information

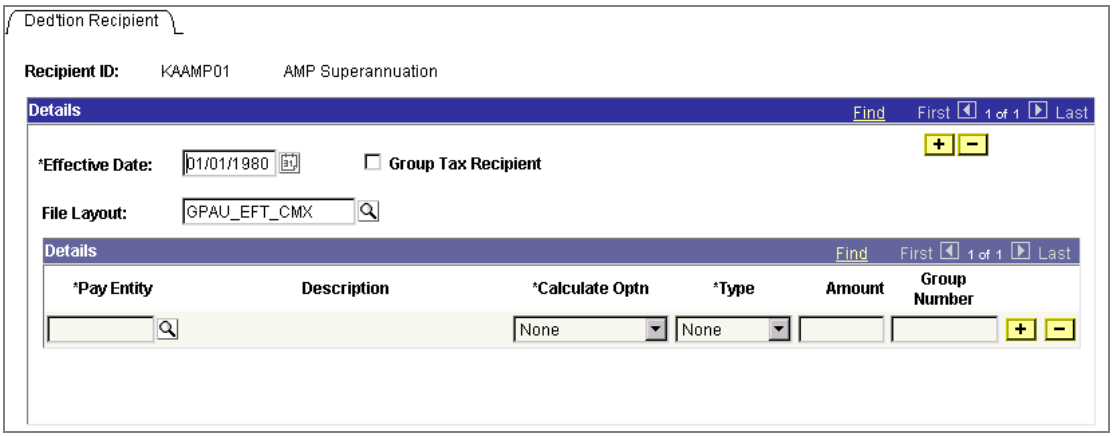
You set up your deduction recipients on the Deduction Recipient page that you access through Define Business Rules, Define Global Payroll Rules, Setup 5. You can add information about those recipients on additional pages that you access through the Australian menus.

Pages Used to Enter Additional Recipient Information

Page Name	*Object Name*	*Navigation*	*Usage*
Payee Recipient	GPAU_RCPPYE_EXT	Global Payroll Australia, Maintain Payroll Data (AUS), Use, Payee Deduction Recipient	Link a payee to a deduction recipient and enter the payee's membership number with that recipient.
Ded'tion Recipient (deduction recipient)	GPAU_RECIPIENT_EXT	Global Payroll Australia, Define Payroll Setup (AUS), Setup, Deduction Recipients	Enter Australia-specific additional information about recipients that you have already set up in core Global Payroll.

Entering Additional Recipient Information

Access the Ded'tion Recipient page.



Ded'tion Recipient page

Group Tax Recipient Select if the recipient is the Australian Tax Office, the recipient of group tax. Don't enter a File Layout if you select this check box.

File Layout Select the appropriate file layout from those that you have created in Application Designer for the electronic data (report) files that you submit to your recipients. When you run the Recipient File - Electronic, Application Engine program gets the file layout that you enter here.

Pay Entity Enter the pay entity that is going to receive this commission. If the commission is to be deducted from the payment due to the recipient, the debit to the pay entity's source bank account will be reduced by the commission amount.

Calculate Optn (calculate option) Select from the following valid values:

Ded Comm (deduct commission): The system deducts the commission amount from the payment due to the recipient.

Rpt Only (report only): The system reports the commission amount in the EFT file but does not deduct it from the payment.

Type Select ***Flat Amt*** (flat amount) or ***Percentage.***

Amount Enter the flat amount or percentage to be calculated.

Group Number Enter the unique identifier that the recipient has supplied your pay entity. For payment to recipients *excluding* the Group Tax recipient and payee level recipients, the Group Number is part of the unique lodgment reference that is part of each recipient EFT file.

Note. The lodgment reference for Net Pay is the employee ID + payment date, for recipient payments it is

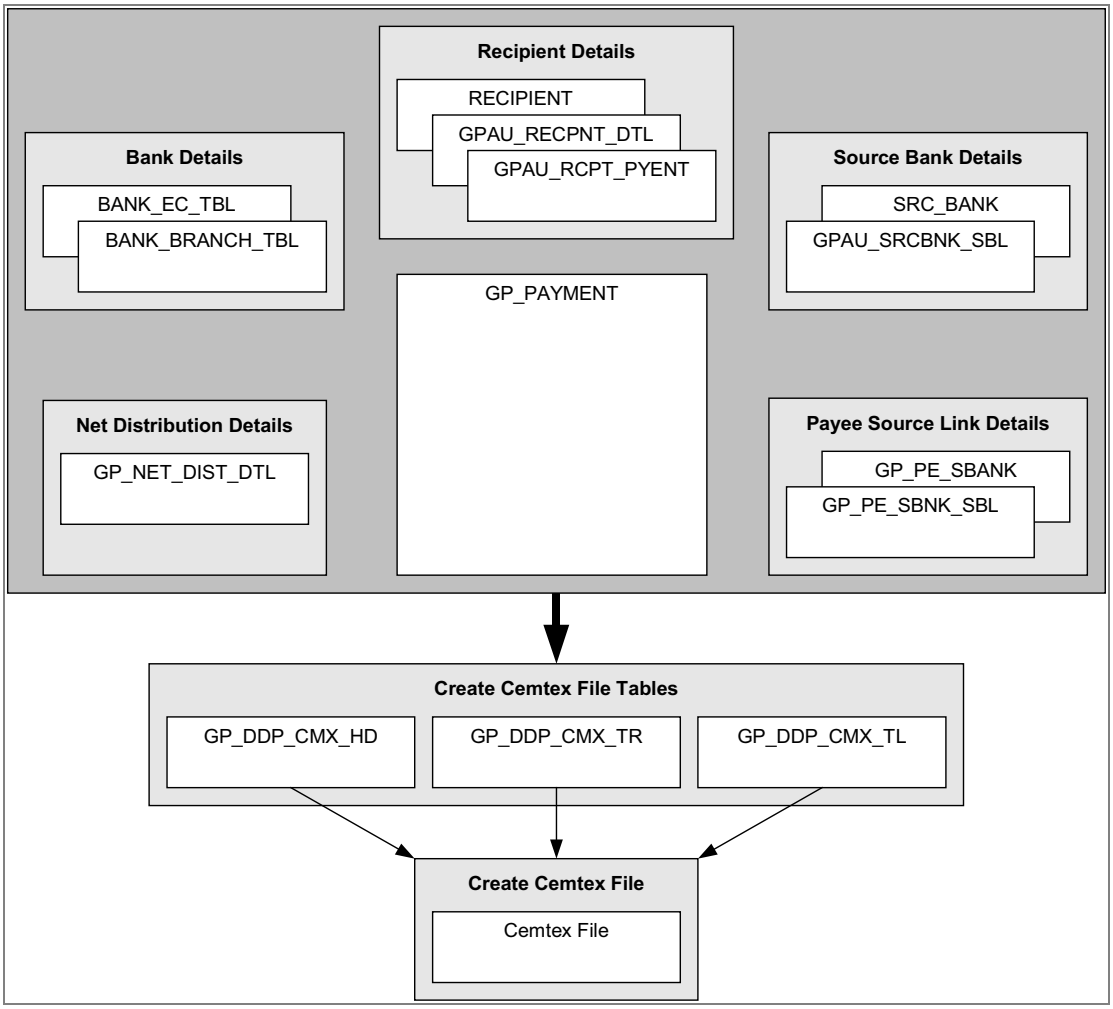
Group Number + payment date, and for Group Tax payments it is EFT code + payment date.

Managing Electronic Fund Transfers

The Australian standard Cemtex file for electronic funds transfer (EFT) is created by a process that gives you multiple options that control what each file contains. You can create an EFT file that contains:

- Group tax data only.
- Net pay data only.
- Recipient data only.
- Net pay and recipient data.

The following diagram shows the tables that contribute data to the Cemtex file that will be part of the EFT file.



Tables contributing data to the Cemtex file

Note. You must finalize your Banking process (GP_PMT_PREPARE) before you can create the Cemtex file. Once the Cemtex file has been created, the system changes PMT_STATUS on GP_PAYMENT from P (Prepared) to T (Transferred).

Page Used to Create the EFT Cemtex File

Page Name	*Object Name*	*Navigation*	*Usage*
Fund Transfer - Electronic	GPAU_EFT_CMX	Global Payroll Australia, Manage Payroll Process (AUS), Process, Fund Transfer - Electronic	Enter the parameters for the electronic file creation.

Generating the EFT Code

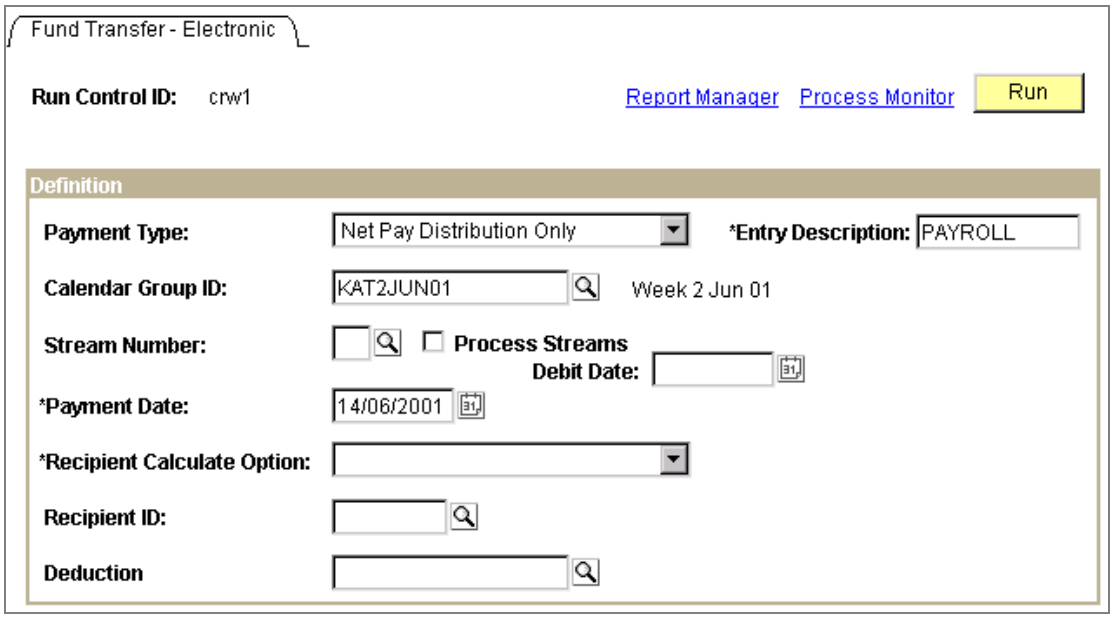
The system enters your pay entity's EFT code in the header of Group Tax EFTs as part of the lodgment reference (the other part is the payment date making each lodgment reference unique to a particular EFT file).

Your pay entity's EFT code is calculated by the system from your ABN, ABN Branch, and ATO Office Code when you enter them on the Addl Info - AUS page added to the Pay Entity component for the Australian country extension (Define Business Rules, Define Global Payroll Rules, Setup 4, Pay Entity). Once it is calculated, the system displays it on that page. You cannot change the EFT code directly, but the system recalculates and redisplays it if you change the ABN, Branch, or Office Code.

Creating the Electronic Funds Transfer (EFT) Cemtex File

An application engine program, GPAU_EFT_CMX, extracts the salary data from the Payroll Results Table and creates the Cemtex file for transmission to the bank. You can create files for net pay only, recipients only, both net pay and recipients, or for specific deductions.

Access the Fund Transfer - Electronic page.



Fund Transfer - Electronic page

Payment Type Select from ***Group Tax, Net Pay And Recipient, Net Pay Distribution Only, Recipient Deduction Only***. The EFT file the system creates contains only payments of the type specified.

Entry Description Included in the header of the EFT file, this indicates what kind of data will be in the file, for example, Payroll.

Calendar Group ID	Enter the ID for the calendar group for which you want the file to be created.
Stream Number	You can create the EFT file for only the payees in the stream that you enter here. Stream processing is applicable to only ***Net Pay Distribution Only, Net Pay,*** and ***Recipient.***
Process Streams	The system selects this check box automatically if you selected the Perform Stream Processing option on the Calendar Group ID page. It indicates that you must select a Stream Number.
Payment Date	This is the date of the actual transfer of the funds. It is written to the EFT file header.
Debit Date	The system extracts recipient payments where their deposit schedule date is equal to the deposit date. If the recipient does not have a deposit schedule, the system extracts data based on the payment date.
Recipient Calculate Option	Select ***All Recipients, Deduction,*** or ***Select Recipient Only.*** Select a single **Deduction** or a single **Recipient ID** for the second or third options respectively. For Group Tax, the recipient is KAATO, the Australian Tax Office. **Note.** You do not have to select anything here for Net Pay Distribution Only.

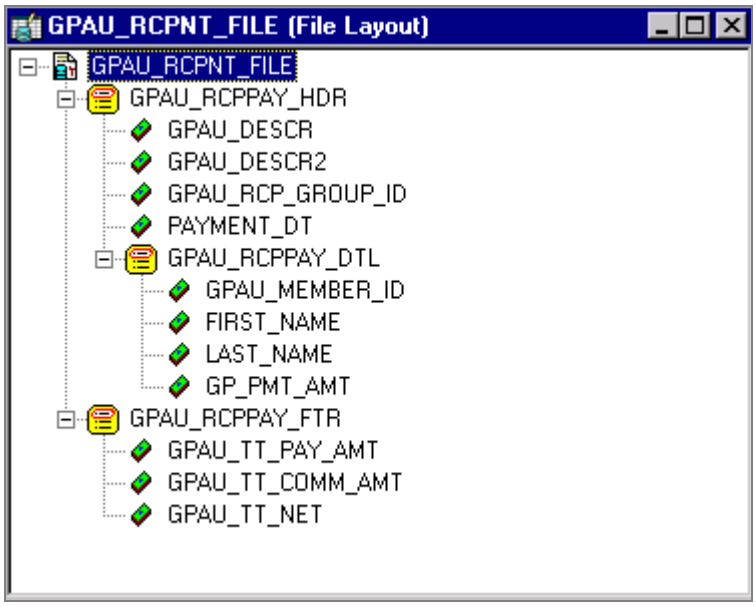
See Also

"Appendix: PeopleSoft Global Payroll for Australia Reports"

Generating Recipient Payment Report Files

It is common for organisations to transmit a file to a recipient so they can update their records. For example, an organisation may pay a recipient weekly and at the end of the month deliver a file with all the payment details. Recipients generally specify the information they want and the report file layout. After you have created the file layout, link it to the recipient in the (additional) Deduction Recipient page in Global Payroll Australia (Global Payroll Australia, Define Payroll Rules (AUS), Setup1, Deduction Recipient).

We have supplied a sample file layout, GPAU_RCPNT_FILE. Application Engine, GPAU_RCPFILE, gets the file layout which is stored on the Deduction Recipient page.



Sample Recipient File layout

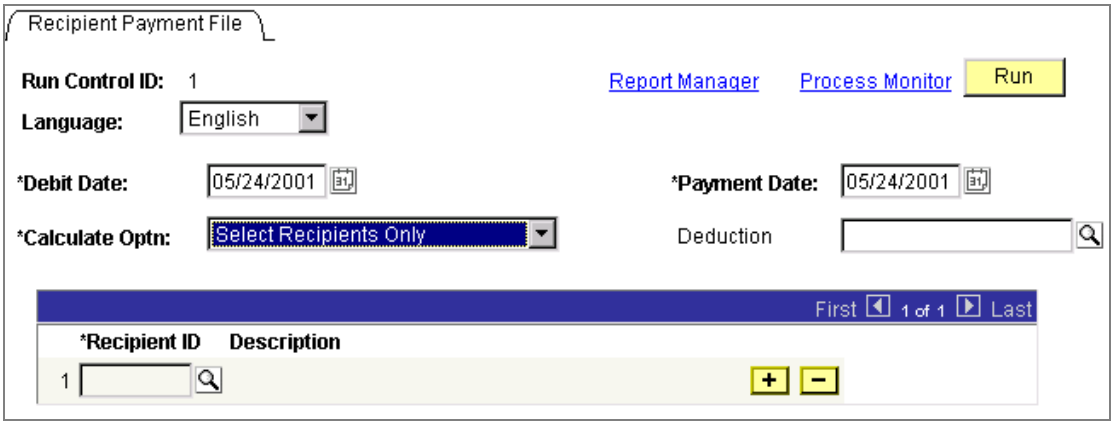
Note. This electronic file depends upon the prior running of Application Engine, GPAU_EFT_CMX, for recipients.

Page Used to Generate Recipient Payment Report Files

Page Name	*Object Name*	*Navigation*	*Usage*
Recipient Payment File	GPAU_RUNCTL_RCP_FL	Global Payroll Australia, Manage Payroll Process (AUS), Process, Recipient File - Electronic	Enter the parameters for generating recipient payment files.

Creating the Recipient Payment Report File

Access the Recipient Payment File page.



Recipient Payment File page

Debit Date — The system extracts payment data where the deposit date equals the date that you enter here.

Payment Date — This is the date, passed to the EFT file header, that the bank passed the payment to the recipient. It's written to the output report file.

Calculate Optn (calculate options) — These are the same as for the EFT creation process — ***All Recipients, Deduction,*** and ***Select Recipients Only.***

Select a single **Deduction** or a (multiple) **Recipient ID** for the second or third options respectively.

Note. Recipient File Report, GPAUPY52, is an SQR version of the data extracted for the electronic recipient file. When you select to run the Recipient File Creation AE in the PeopleSoft Process Scheduler Request page, you automatically get the SQR. If you want the SQR only, you can select its check box and leave the AE check box cleared.

Reporting Net Payment

The Net Payment Report extracts data from the Cemtex Transaction Table, the Header Table, from Personal Data, and from Job.

Choose detail or summary reporting.

Detail Reporting

Employee ID	Empl#	Name	Pay Date	Pay Amt
AUEMOO1	0	Sue Ellis	01/01/2001	5000
AUEMOO2	0	Sheila Bruce	01/01/2001	4500
Total Records	2			

Total Credit	9500
Total Debit	9500

Summary Reporting

Total Records	2
Total Credit	9500
Total Debit	9500

See Also

"Appendix: PeopleSoft Global Payroll for Australia Reports"

Processing Manual and Separate Cheques

Organisations are often required to produce manual cheques for their employees. When required, all values are calculated and paid outside the payroll system. PeopleSoft enables you to enter these values into the system to keep the employee's earnings history up to date.

Employers may also have local agreements that require certain payments to be assigned to a separate cheque number. PeopleSoft enables you to assign additional earnings to a separate cheque number, either on a one-time basis (using positive input), or on a more permanent basis (using additional earnings). When you run the pay calculation process, a separate gross to net calculation is performed.

Processing Manual Cheques Using Calendars

If a payment to a payee is missed in Global Payroll, enter the values into the pay calendar in which the payment should have occurred. The system recognizes that the pay calendar has been finalized and any changes made to that calendar are then considered during retro processing. Take advantage of the functionality supplied by retro to do the calculation for you.

To use calendars for manual cheques:

1. Create a new calendar ID and calendar group ID.

   If you incorporate into the naming convention of the calendar group ID a notation that the run was specifically for manual cheques, then you can identify at employee level that the payment was not banked.

2. Add or correct the data (using positive input) in the calendar in which the payment should have occurred.

   If the amounts have already been calculated and paid, enter these values here, and retro will process the entered amounts.

3. Run the pay calculation process for the new calendar.
4. Finalize the pay run when you are satisfied the results are correct.
5. Use the results of the calculation to create and issue the cheque.

Note. Don't run the banking process. This prevents the payment from being sent to the bank.

Processing Separate Cheques

Use the separate cheque functionality for bonus payments or retro payments. The result in the pay calculation is a separate gross to net calculation.

To process separate cheques in Global Payroll, set up a new calendar, enter positive input, and then process the pay run as normal. Retro payments can be made in separate calendars, but most earnings need a generation control so that they are not processed in the retro run. Employees may also request that their net pay, as the result of this separate calculation, be deposited into a different bank account to that of their regular pay. Global Payroll enables employees to have multiple net distribution details, but they are defined by run type (providing that you defined a run type for regular run type and another for bonus run type, then the employee could nominate a different bank account for each run).

Note. If this method is used to pay into a different bank account, then retro mismatches will occur. When retro triggers are processed, manually forward the deltas to a target calendar on the Unprocessed Retro Deltas page.

Viewing Delivered Elements for Australia

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Australia.

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data"

Customer Connection, Library, Documentation, "Delivered Supporting Elements for PeopleSoft Global Payroll for Australia"

CHAPTER 11

Setting Up Payslips for Australia

This chapter provides an overview of payslips for Australia and covers how to:

- Create payslip templates and payslip messages.
- Attach payslip templates to pay groups.
- Override delivery options.
- Print payslips.
- View payslips online.

Overview of Payslips for Australia

The design of the payslip feature allows you to create and control payslips so that they display the data that you want and in the format that you want. You can override templates at lower levels, so you do not have to create multiple templates to cover every payslip scenario that you may have.

Creating Payslip Templates

When creating payslip templates you can:

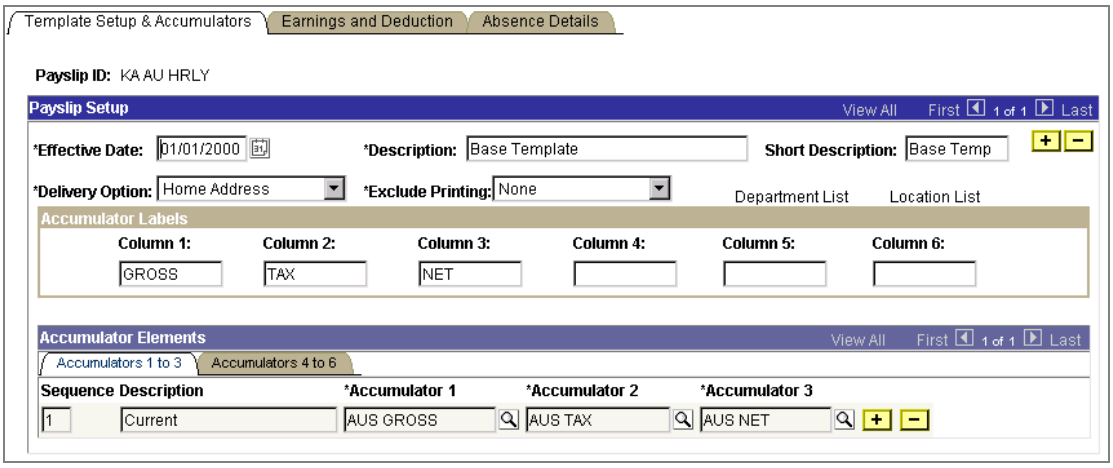
- Set your accumulator column labels.
- Select the accumulators to go under the column labels.
- Create unlimited rows of accumulators for each column and set the sequence that they are to appear in.
- Create unlimited sections for earnings and deductions.
- Use standard or custom element descriptions.
- Set delivery options.
- Exclude departments or locations from printing at setup level but override those exclusions at run time.

Pages Used to Create Payslip Templates and Messages

Page Name	Object Name	Navigation	Usage
Template Setup & Accumulators	GPAU_PSLP	Global Payroll Australia, Define Payroll Setup (AUS), Setup, Payslip Template, Template Setup & Accumulators	Set up delivery and print exclusion options, column headings (labels) and column contents (rows of accumulators)
Earnings and Deduction	GPAU_PSLP1	Global Payroll Australia, Define Payroll Setup (AUS), Setup, Payslip Template, Earnings and Deductions	Create sections of earnings and deductions, select from 3 description options, and set the element components that the payslip is to display.
Absence Details	GPAU_PSLP2	Global Payroll Australia, Define Payroll Setup (AUS), Setup, Payslip Template, Absence Details	Same as Earnings and Deduction page. Enter a Sequence number, and an Element Name, and select one of three Descriptions. The system extracts the balance of each entitlement or pro rata absence element that you include in the section to show on the payslip.
Payslip Messages	GPAU_PSLP_EXT	Global Payroll Australia, Define Payroll Setup (AUS), Setup, Payslip Messages	Create messages to appear on payslips. You can control which payslips show the message.

Setting Up Templates and Accumulators

Access the Template Setup & Accumulators: Accumulators 1 to 3 page.



Template Setup & Accumulators: Accumulators 1 to 3 page

Payslip ID

You can attach a single template, by its ID, to multiple pay groups.

Note. Only one template can be attached to a pay group at any one time.

Delivery Option

Select an address to receive printed payslips. It can be an internal address of ***Department*** or ***Location,*** or an external address of ***Home Address*** or ***Mail Address*** as recorded on the payee's Personal Data record.

You can override the selection made here on the Payee Payslip Overrides page that is effective dated; therefore, you can override the delivery option for a period of time if necessary.

Exclude Printing

Select either ***Department*** or ***Location*** to exclude departments or locations from the payslip print run. The corresponding link becomes active, so you can select from the department or location lists.

You can override the exclusion on the Print Payslips page before you run the print program.

Note. If you choose to enter a particular Pay Entity as your print option on the Print Payslips page and you have excluded a location that falls under that Pay Entity, it will *not* be printed.

Column 1 to **Column 6**

Enter the labels that you want to appear across the page on the printed payslip as the column headings for your Accumulators. These column labels appear in the payslip region under the region heading Pay Summary.

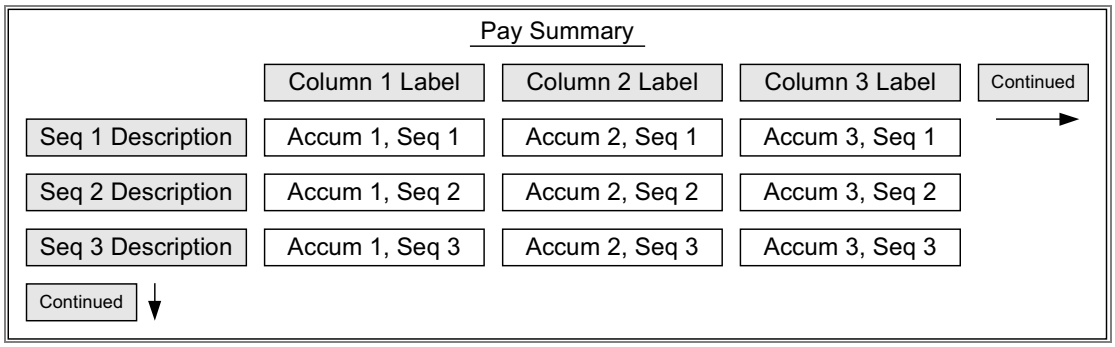
Accumulators 1 to 3

Sequence	Enter a sequence number to set the order in which the accumulators appear. They display in ascending order with the lowest number first.
Description	Enter a description of each accumulator row.
Accumulator 1 to **Accumulator 3**	Select the accumulators that you want display for the corresponding column . For example, suppose you enter a description of sequence 1 and 2 as ***Current*** and ***YTD.*** If you also want to display quarter to date accumulated amounts, create a new row, give the new row the description ***QTD,*** then select the accumulators which correlate to the columns headings.

Accumulators 4 to 6

Accumulator 4 to **6**	Set up accumulators 4 to 6. There are no **Sequence** or **Description** fields because the same sequence number and description applies to all 6 accumulators in the row.

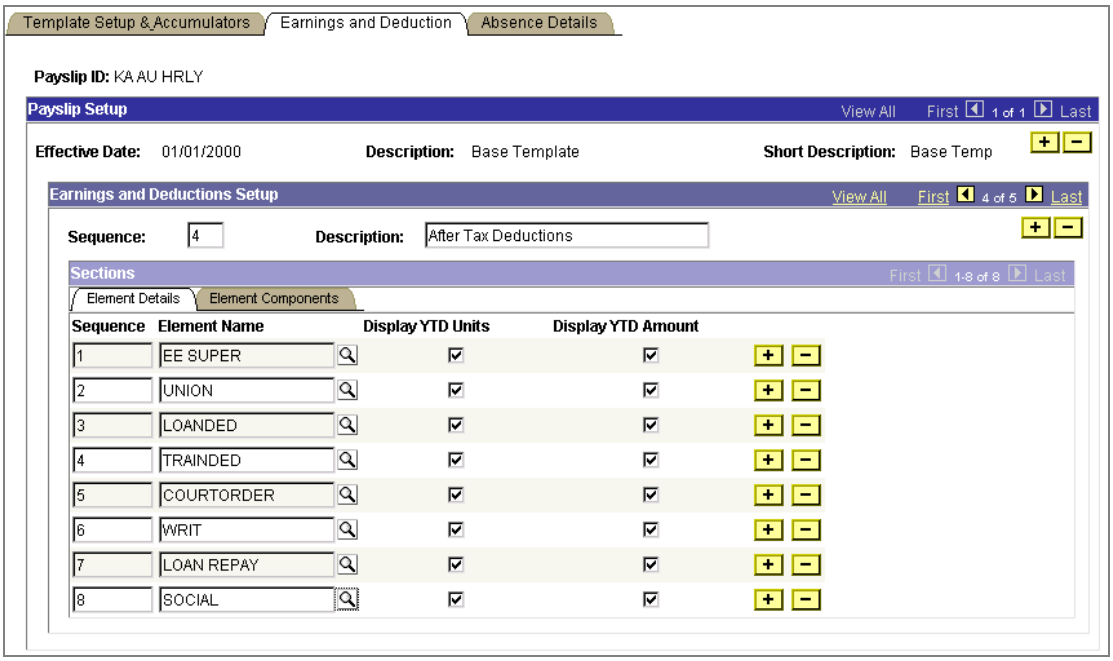
The following diagram shows how column numbers, sequences, and accumulator numbers work together on the printed payslip.



Columns and rows on the payslip in the Pay Summary region

Setting Up Payslip Earnings and Deductions

Access the Earnings and Deduction: Element Details page.



Earnings and Deduction: Element Details page

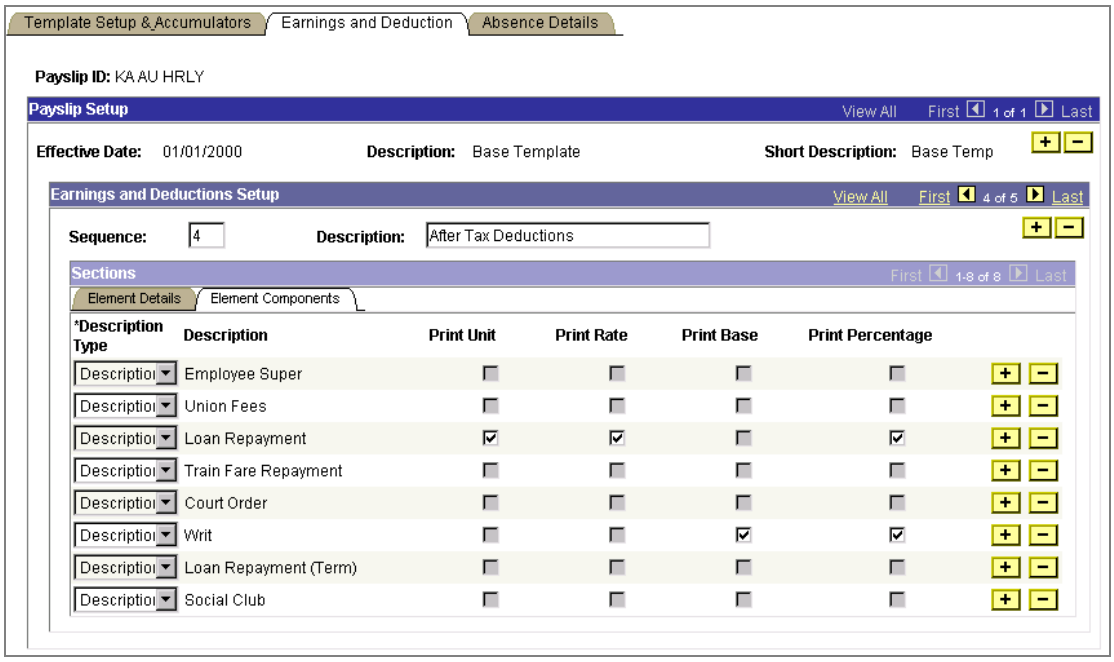
Earnings and Deductions Section Setup

Description Descriptions appear as section headings in the payslip region under the heading Payment Details.

Element Details Tab

Display YTD Units and **Display YTD Amount** Select these check boxes if you want the YTD units and amounts for each element to appear in the Payment Details region under the heading Year to Date Values.

Access the Earnings and Deduction: Element Components page.



Earnings and Deduction: Element Components page

Description Type

Select one of three descriptions to appear for each earnings or deduction row in the Payment Details region of the payslip. Select from the following valid values:

Custom: A text box appears for you to enter a description.

Description: The element's description as entered on the element's name page in its component.

Element Name: The element's name from its name page in its component. It also appears on the Elements Details tab

Print Unit/Rate/Base/Percentage

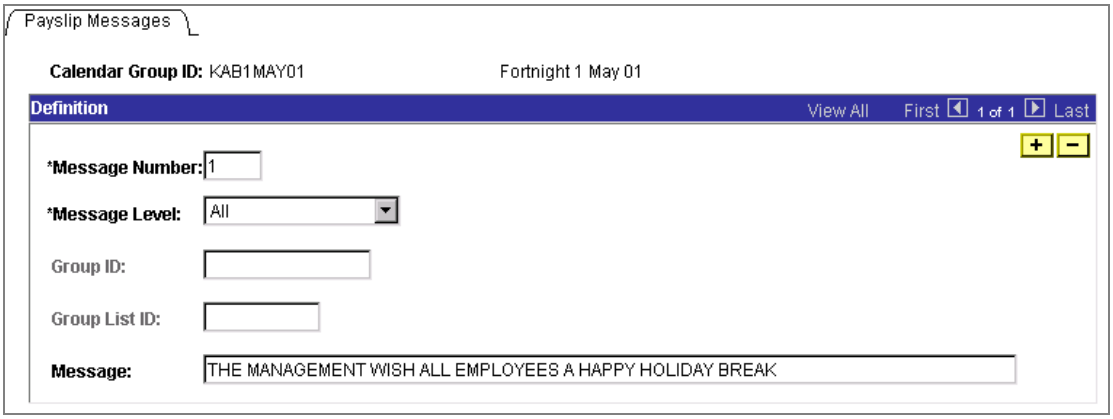
Select the components of the element's calculation rule that you want to show for each earnings or deduction in your sections.

You can only select the components in the element's calculation rule. For example, for an earnings with calculation rule Unit x Rate, only the unit and rate check boxes are available for entry.

Note. Amount will always appear; therefore, it isn't an option here.

Creating Payslip Messages

Access the Payslip Messages page.



Payslip Messages page

Message Number This is the message ID the system will use to get the right message for the right payees. Arrays, formulas, and variables combine to get the right message.

Message Level Select from the following valid values:

All: All payees identified in the calendar group.

Group Build: All payees included in a group built using the Group Build Definition feature in PeopleSoft Manage Human Resources. You can also access the group build pages through the Define Payroll Setup (AUS) Setup menu. If you select this option, enter a group in the **Group ID** field.

Group List: All payees in a list built using Global Payroll's Group List feature. If you select this, enter a group in the **Group List ID** field.

Message Enter the text of the message to appear on selected payslips.

Attaching Payslip Templates to Pay Groups

Attach a payslip template to a pay group in the Additional Information - AUS page. A pay group can have only one payslip attached at any one time although a single template can be attached to multiple pay groups.

Overriding Payslip Delivery Options

The default delivery option for all payslips is the internal or external address that you selected when you defined your payslip template. You can set an effective dated override of that default at the payee level to redirect the payslips to a different delivery option.

Page Used to Override Payslip Delivery Options

Name	Object Name	Navigation	Usage
Payee Payslip Overrides	GPAU_PSLP_PYE	Global Payroll Australia, Maintain Payroll Data (AUS), Use, Payee Payslip Overrides	Select an effective-dated Delivery Option for an individual payee that is different from the default on the payslip template.

Printing Payslips

Print payslips by calendar group ID. You can restrict the payslips printed from the payrun associated with the calendar group ID. The template that you defined controls the layout of the printed payslip.

See Also

"Appendix: PeopleSoft Global Payroll for Australia Reports"

Viewing Payslips Online

You can view an online version of the payslip by navigating to **Self Service, Employee, View, View Payslip Australia.** What you see online is based upon the layout defined in your payslip template, just as what you see on the printed payslip is based on the payslip template.

See Also

PeopleSoft ePay PeopleBook, "Managing Pay Information for Global Payroll," Setting Up and Viewing the Employee Payslip for Australia

Viewing Delivered Elements for Australia

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Australia.

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data"

Customer Connection, Library, Documentation, "Delivered Supporting Elements for PeopleSoft Global Payroll for Australia"

CHAPTER 12

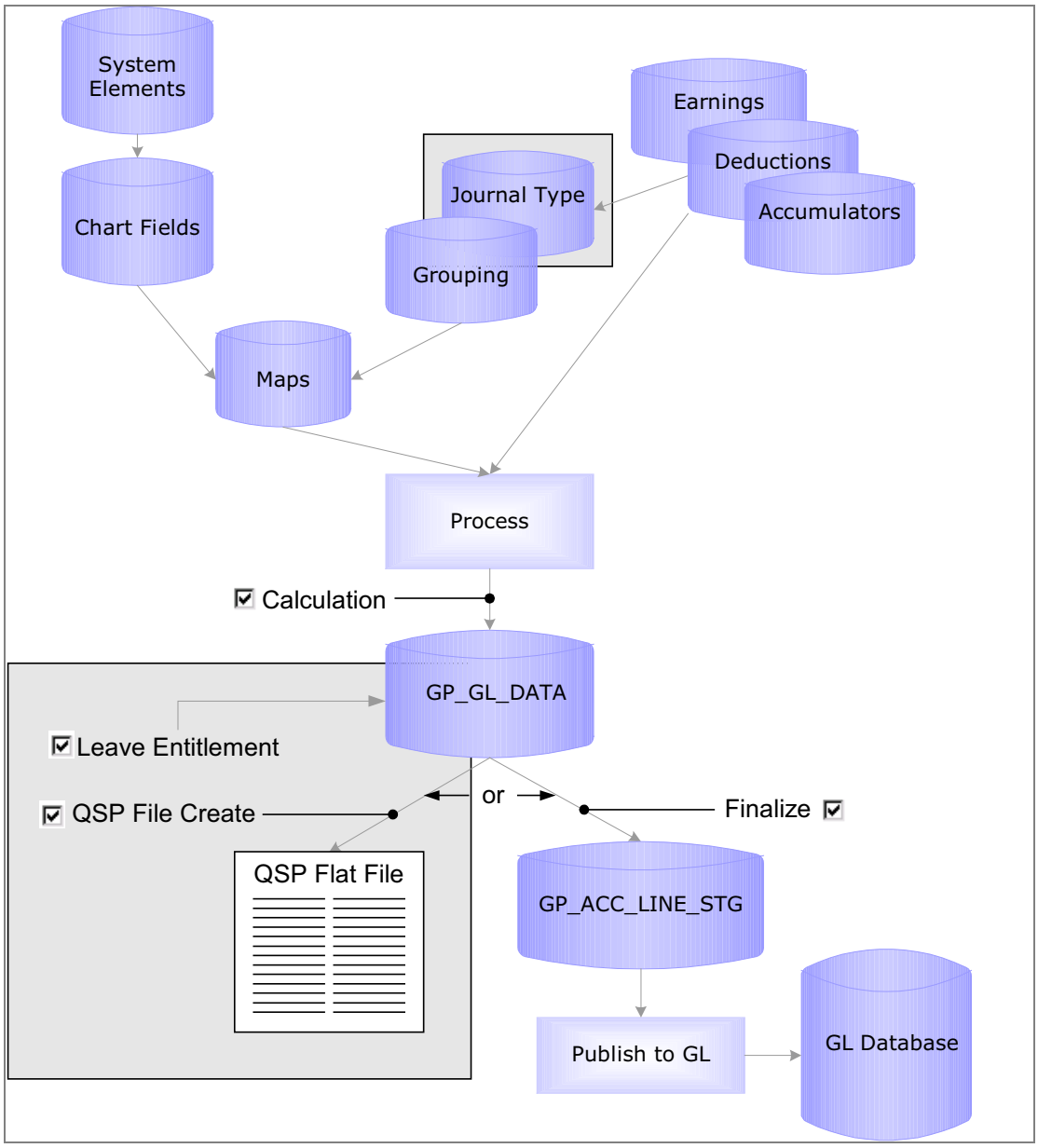
Using the General Ledger Interface

This chapter provides an overview of the additions we have made to the core general ledger interface (GLI) and covers how to:

- Link journal types to GL groupings.
- Calculate accrued salary.
- Calculate leave liability.
- Report leave liability and history.
- Calculate state payroll tax liability.
- Run the GLI or QSP processes.

Processing Payroll Data to GLI or QSP

The following diagram represents the processing of payroll data for the GLI or QSP. The two shaded boxes with borders show up the added local functionality. The selected check boxes represent the options on the processing page. Note that the Leave Entitlement option adds data to the GP_GL_DATA table for inclusion in the output to either QSP or GLI.



Processing of payroll data for GLI or QSP

Linking Journal Types to GL Groupings

The Office for Government Online (OGO) QSP financials file needs payroll data reported by journal type.

Link journal types to groupings on the Journal Type page that we added to the General Ledger Grouping component. A grouping comprises entry types of earnings, deductions, or segment accumulators. There are five delivered journal types: Accrual, Salary, Employee Entitlement, Statistical and Terminated EE's (employee's) Entitlement.

The following table is an example set up.

Grouping Code	Element	Journal Type
Accrual	GLI Accrual (segment accumulator)	Accrual
Earnings	AUS GROSS (segment accumulator)	Salary
Entitlements	LIAB ANN DAY, LIAB ANN HRS, LIAB LSL WKS (earnings)	Employee Entitlement
Termination	LIAB TAL HRS, LIAB TAL DAY, LIAB TLS WKS (earnings).	Terminated EE's Entitlement.

Page Used to Link Journal Types to GL Groupings

Page Name	Object. Name	Navigation	Usage
Journal Type	GPAU_JOURNAL_TYPE	Define Business Rules, Define Global Payroll Rules, Setup 5, General Ledger Grouping	Attach a journal type to each GL grouping. Select from Accrual, Employee Entitlement, Salary, Statistical, Terminated EE's (employee's) Entitlement.

Calculating Accrued Salary

If the end date of the last pay period in a month is before the end of the financial month, you can send a percentage of total salary as the accrued costing for the "gap" between the two dates.

Accumulator GLI ACCRUAL has a single member AUS GROSS that contributes the variable GLI VR ACCRUAL PCT. The variable has a value of 0.00. You only want the accumulator's value to be included in the GLI process in the last month, so on the pay calendar for the last period, you need to set the value of the variable as a calendar supporting element override. The value may vary according to the number of days in the gap.

The value sent to GL or QSP is reversed by the financials system the following month and replaced by actual costings.

Calculating Leave Liability

The amount of leave an employee is owed needs to be costed as a liability in the general ledger. For leave liability reporting, we have set up earnings that store the monetary value of each employee's leave entitlement. The earnings are not paid as earnings because they do not contribute to AUS GROSS.

Because the GLI and QSP flat file only requires the difference between the liability for the last pay period and the current pay period, this is what the Application Engine (AE) leave entitlement process calculates and passes to GP_GL_DATA.

If an employee has terminated the stored value of his processed liability has to be reversed out from the GL, since it is no longer a liability.

Reversing Leave Liability on Termination

Termination liability earnings LIAB TAL HRS, LIAB TAL DAY, LIAB TLS WKS, LIAB TLS FTM and LIAB TLS PTM each have a calculation rule of Amount, where the amount is the corresponding liability earnings.

Earnings	*Amount = Earnings (Calc Rule)*
LIAB TAL HRS	LIAB ANN HRS (Entitlement balance * Hourly Rate)
LIAB TAL DAY	LIAB ANN DAY (Entitlement balance * Daily Rate)
LIAB TLS WKS	LIAB LSL WKS (Entitlement balance * Days to Weeks formula * Attrition Bracket)
LIAB TLS FTM	LIAB LSLFTM (Entitlement balance * Days to Month formula * Attrition Bracket)
LIAB TLS PTM	LIAB LSLPTM (Entitlement balance * Days to Month formula * Attrition Bracket)

Each earnings has generation control GLI GC TERM ENT attached and the generation control's condition is HR status of Terminated. If an employee is terminated, their leave balance liability earnings value becomes the termination liability earnings value for reversal.

Reporting Leave Liability and Absence History

The data that the report process extracts for leave liability reporting can be transferred to the general ledger through the GLI and included in the QSP financials file.

The reports, the interface, and the QSP file depend upon data that is created the same way as any other data that's used for reports, the GLI or the QSP file generation—by the use of Global Payroll rules.

Note. In this section, unless otherwise stated, 'reported' means printed on a report, available for transfer to GLI and available for inclusion in the QSP file.

Liability and absence history are calculated and reported to assist in the administration of employee absences and leave. They are used to identify trends in absence and for costing purposes.

Liability is reported for annual leave accrued in hours, annual leave accrued in days, and long service leave accrued in weeks and months. The values are calculated as earnings: LIAB ANN HRS, LIAB ANN DAY, LIAB LSL WKS, LIAB LSLFTM and LIAB LSLPTM. These earnings do not contribute to accumulator AUS GROSS.

When you run the liability report, the parameters include the element category. Earnings LIAB ANN DAY is category ANN and LIAB LSL WKS, LIAB LSLFTM and LIAB LSLPTM are

category LSL. Earnings LIAB ANN HRS does not currently have a category so will not be included in the report for category ANN. The category value is assigned as a variable entered as a supporting element override for each earnings.

The remainder of this section describes how to:

- Calculate annual leave liability for hourly accrual.
- Calculate annual leave liability for daily accrual.
- Calculate long service leave liability for weekly accrual.
- Calculate long service leave liability for monthly accrual.
- Reverse leave liability when the cost centre changes.

Note. The term "pro rata" refers to accrued leave that the payee may or may not be entitled to take. Pro rata becomes entitlement on an anniversary, usually of the payee's hire date. Entitlement refers to leave that the payee is entitled to take and that may have once been pro rata leave. We make this distinction in this documentation because both entitlement and pro rata (as we have just defined them) are called "entitlement" in the system.

Calculating Annual Leave Liability for Hourly Accrual

The calculation rule for LIAB ANN HRS is Unit * Rate where:

Unit = Accumulator ANN ENTHRS_BAL

Rate = System element HOURLY RT

Calculating Annual Leave Liability for Daily Accrual

The calculation rule for LIAB ANN DAY is Unit * Rate where:

Unit = Formula LVL FM ANN DYS VAL

Rate = System element DAILY RT

The formula LVL FM ANN DYS VAL adds the values of two accumulators, the day's entitlement balance, and the day's pro rata balance, ANN ENTDYS_BAL and ANN PRODYS_BAL.

Calculating Long Service Leave Liability for Weekly Accrual

The calculation rule for earnings LIAB LSL WKS is Unit * Rate * Percent where:

Unit = Formula LVL FM LSL WKS VAL

Rate = Formula AUS FM DAYS TO WKS

Percent = Bracket LVL BR LIAB ATT

Formula LVL FM LSL WKS VAL calculates the "units" of leave that the payee has by adding the Long Service Leave entitlement balance (accumulator LSL ENTWKF_BAL) to the Long Service Leave pro rata balance (accumulator LSL PROWKF_BAL).

Formula AUS FM DAYS TO WKS—the earning's Rate—resolves to the payee's pay per week by multiplying their FTE (from the Job record) by the variable AUS VR WKLY VAL (set to 5.00; that is, a week is five days) by the employee's daily rate.

Bracket LVL BR LIAB ATT—the earning's percentage—returns a value based upon the payee's years of service and the attrition rates that apply. This is basically saying, for example, only 50 percent of payees who have five years of service will stay long enough to qualify for long-service leave.

This following table shows the delivered values.

After [No.] Years of Service	*Estimated % of Payees who will stay to qualify for LSL*
5	50
8	75
10	100

The search key for the bracket is the formula LVL FM DUR IN YRS, which resolves the number of years the payee has served. The formula divides duration LSL DR DYS FR HIRE by the variable LVL VR DAY IN YEAR (set to 365.25) to convert the duration in days to a number of years.

The duration's From date is LVE FM ACCR ST DT, which determines whether to use the payee's hire date or rehire date in calculating the days of service (it uses rehire date if it is later than hire date). The duration's To date is the period end date.

After determining the number of years of service, the bracket can return the value to use as the percentage in the earning's calculation rule.

Once the three earnings are calculated their values are available for reporting, passing to GL by the GLI, or including in the QSP file.

Calculating Long Service Leave Liability for Monthly Accrual

The calculation rules for earnings LIAB LSLFTM and LIAB LSLPTM, the monthly full and part accruals, are Unit * Rate * Percent where:

Unit = Formula LVL FM LSL MTHFTV and LVL FM LSL MTHPTV respectively

Rate = Formula AUS FM DAYS TO MTH

Percent = Bracket LVL BR LIAB ATT

Formula LVL FM LSL MTHFTV calculates the "units" of leave that the payee has by adding the Long Service Leave entitlement balance (accumulator PSH LSLENTFT_BAL) to the Long Service Leave pro rata balance (accumulator PSH LSLPROFT_BAL) for the Full Time leave.

Formula LVL FM LSL MTHFTV and LVL FM LSL MTHPTV calculates the "units" of leave that the payee has by adding the Long Service Leave entitlement balance (accumulator PSH LSLENTPT_BAL) to the Long Service Leave pro rata balance (accumulator PSH LSLPROPT_BAL) for the Part Time leave.

Formula AUS FM DAYS TO MTH—the earning's Rate—resolves to the payee's pay per month by multiplying their FTE (from the Job record) by the variable AUS VR MTHLY VAL (set to 30.00; that is, a month is thirty days) by the employee's daily rate.

The attrition rates bracket is the same as used in the LSL weekly accrual.

See Also

Calculating Long Service Leave Liability for Weekly Accrual

"Appendix: PeopleSoft Global Payroll for Australia Reports"

Reversing Leave Liability When the Cost Centre Changes

The leave entitlements Application Engine program checks to see if there is a change of chartfield for each employee—where chartfields represent cost centres such as department and paygroup. When the program detects a change, it reverses the liability from the centre storing the processed liability and sends the full amount of the new (unprocessed) liability (not the difference) to the new cost centre.

Calculating State Payroll Tax Liability

Payroll tax liability is calculated and becomes earnings PYRL TX PROV for mapping to the GL, just like any other earnings. Array GLI AR PYTX RT, with its processing formula GLI FM CHK STATE, determines an employee's state and payroll tax rate. The rate is multiplied by the accumulator GLI SPT PROVISION, the members of which are the earnings and deductions liable for payroll tax.

Note. You need to ensure all earnings and deductions liable for state payroll tax are in the GLI SPT PROVISION accumulator. This is only a provision for GL reporting, not actual State Payroll Tax amounts.

See Also

PeopleSoft Human Resources PeopleBook: Administer Salary Packaging, "Setting Up Salary Packaging," Setting Up Salary Packaging Company Payroll Tax Options

"Managing State Payroll Tax"

Page Used to Calculate State Payroll Tax Liability

Page Name	*Object Name*	*Navigation*	*Usage*
Company Payroll Tax	PKG_PYTX_RT_TBL	• Compensate Employees, Administer Salary Packaging (AUS), Setup, State Payroll Tax or • Global Payroll Australia, Define Payroll Setup (AUS), Setup, Company Payroll Tax	If you are not using salary packaging you need navigate to the page through the Global Payroll Australia menu and then specify the payroll tax percent rate for all states where employees in a specific company are located. The GLI needs the percentages to calculate the SPT provision. Note that the page is called *Company* Payroll Tax in Global Payroll Australia.

Running the GLI or QSP Processes

The Calculate phase of GLI processing populates the GP_GL_DATA table. The Leave Entitlement process uses the Application Engine program GPAU_LVE_ENT to compare previous entitlement liability to current entitlement liability and load the difference into GP_GL_DATA. The Application Engine program GPAU_QSP_GLI manages the payroll data and generates the QSP flat file.

Note. You need to have already finalized your payroll to get up-to-date entitlement balances—upon which the liability calculation is based—for annual leave and long service leave.

After you have updated the GP_GL_DATA table, you can either complete the standard core GLI process by running Finalize or generate the QSP file by running the QSP File Create process.

See Also

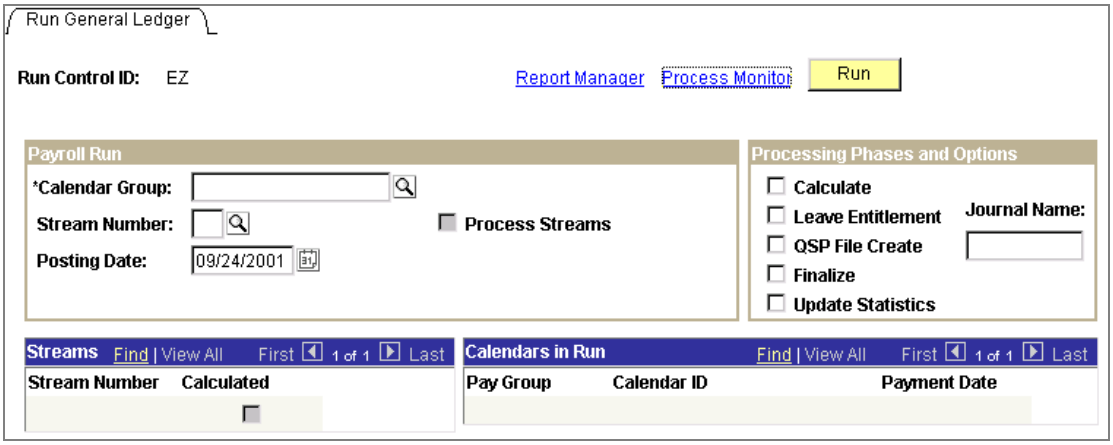
Reporting Leave Liability and Absence History

Page Used to Run the GLI or QSP Processes

Page Name	*Object Name*	*Navigation*	*Usage*
Run General Ledger	GPAU_GL_PREPARE	Global Payroll Australia, Manage Payroll Process, Process, Run General Ledger	Initiate the processes for calculation of GL data, leave entitlement, QSP flat file creation, finalistion of the GLI and statistical data updating.

Running the General Ledger Process

Access the Run General Ledger page.



Run General Ledger page

The differences between this page and the page you access through Compensate Employees, Manage Payroll Process, Process (GP_GL_PREPARE) are the two additional processing phases and options Leave Entitlement and QSP File Create.

The **Journal Name** field is used when you select QSP File Create. The journal name is a user-defined and entered value, which is included in the QSP file header.

The following table shows which processes apply (Y = Yes, N = No)

Process/Phase	*PeopleSoft GL*	*QSP GL*
Calculate	Y	Y
Leave Entitlement	Y	Y
QSP File Create	N	Y
Finalize	Y	N
Update Statistics	Y	Y

Note. The QSP File Create phase includes some of the GLI Finalize phase processing so you do not have to finalize after creating the QSP flat file.

See Also

PeopleSoft Global Payroll PeopleBook, "Working With Interfaces"

Viewing Delivered Elements for Australia

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Australia.

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data"

Customer Connection, Library, Documentation, "Delivered Supporting Elements for PeopleSoft Global Payroll for Australia"

CHAPTER 13

Defining Absence Rules for Australia

This chapter provides an overview of absence rules for Australia and:

- Explains how regular earnings are affected by leave payments.
- Looks at tables of the delivered primary elements—the absence entitlement and absence take elements.
- Describes the processing features of each primary element, including OGO long service leave.
- Explains the leave paid in advance functionality.

Overview of Managing Absences

Managing absences or periods of leave in Australia is complex, since business practices and state legislation vary on such things as the rate and frequency at which leave accrues and whether it becomes immediate entitlement or starts as pro rata leave.

Note. Absence Entitlement may be actual entitlement that can be wholly or partially taken, it may be pro rata which may be wholly or partially taken while still pro rata, or only taken on its transfer to entitlement on the anniversary that you specify. In this chapter, entitlement as defined above is called "entitlement" and pro rata is called "pro rata" even though both are "absence entitlements." The term absence entitlement will mean both.

We have provided 17 Absence Entitlement elements and 14 Absence Take elements to demonstrate how PeopleSoft Global payroll can process typical leave requirements in Australia. They cover annual leave, long service leave—including Federal Government (OGO), sick leave, and other leaves such as maternity leave, jury service, and workers compensation.

Reducing Leave Hours from Regular Hours

When leave is paid to employees who are paid regular standard hours, the hours paid as leave must reduce those regular standard hours.

To achieve this, the leave earnings are in a section in the process list that is resolved before regular pay. The same earnings contribute to an accumulator ERN AC REDUCE HRS. The

unit in the calculation rule for earnings REGPAY STDHR is formula ERN FM REGSTD UNIT and the accumulator ERN AC REDUCE HRS subtracts from the regular hours calculation within the formula.

Delivered Absence Primary Elements

Primary absence elements are absence entitlements—entitlement or pro rata—and absence takes. In the two tables following we cross reference entitlements to takes and takes to entitlements in the description column.

Delivered Absence Entitlements

Name	*Description / Used By Take*
Annual Leave	
ANN ENTHRS	Annual Leave Hours Entitlement / ANN TKEHRS
ANN ENTDYS	Annual Leave Days Entitlement / ANN TKEDYS
ANN PRODYS	Annual Leave Days Pro Rata / ANN TKEDYS
ANN ENTHPH	Annual Lve Hours Per Hour Entitlement / ANN TKEHPH
Long Service Leave	
LSL ENTWKF	LSL Federal Entitlement Weeks / LSL TKEWKF
LSL PROWKF	LSL Federal Pro Rata Weeks / LSL TKEWKF
LSL ENTWKO	LSL Other (State) Entitlement Weeks / LSL TKEWKO
LSL PROWKO	LSL Other(State) Pro Rata Weeks / LSL TKEWKO
Long Service Leave (OGO)	
PSH LSLENTFT	LSL Entitlement FullTime incl PSH / PSH LSLTKEFT
PSH LSLENTPT	LSL Entitlement PartTime incl PSH / PSH LSLTKEPT
PSH LSLPROFT	LSL ProRata FulTime incl PSH / not used
PSH LSLPROPT	LSL ProRata PartTime incl PSH / not used
Sick Leave	
SCK ENTDYS V	Sick Leave Variable Days Entitlement / SCK TKEDYS V
SCK ENTDYS F	Sick Leave Fixed Days Entitlement / SCK TKEDYS F
SCK ENTHRS	Sick Lve Hours Entitlement / SCK TKEHRS
SCK PROHRS	Sick Leave Hours Pro Rata / SCK TKEHRS
Other	
GENERIC ENT	Generic Per Absence Entitlement / Various Takes

Delivered Absence Takes

Name	*Description / Take Uses*
Annual Leave	
ANN TKEHRS	Annual Leave Take Hours Entitlement / ANN ENTHRS
ANN TKEDYS	Annual Leave Take Days Entitlement / ANN ENTDYS, ANN PRODYS
ANN TKEHPH	Annual Leave Take HoursPerHour Entitlement / ANN ENTHPH
Long Service Leave	
LSL TKEWKF	LSL Take Federal Entitlement / LSL ENTWKF, LSL PROWKF
Long Service Leave (OGO)	
PSH LSLTKEFT	LSL FullTime Months Take / PSH LSLENTFT
PSH LSLTKEPT	LSL PartTime Months Take / PSH LSLENTPT
LSL TKEWKO	LSL Take Other (State) Entitlement / LSL ENTWKO, LSL PROWKO
Sick Leave	
SCK TKEDYS V	Sick Lve Take Variable Days / SCK ENTDYSV
SCKTKEDYS F	Sick Leave Take Fixed Days / SCK ENTDYS F
SCK TKEHRS	Sick Leave Take Hours Entitlement / SCK ENTHRS, SCK PROHRS
Others	
WCOMPTKE	Workers' Compensation Take / GENERIC ENT
LWOP TKE	Leave Without Pay Take / GENERIC ENT
MATERNITY TKE	Maternity Leave Take / GENERIC ENT
JURY SERVICE TKE	Jury Service Leave Take / GENERIC ENT

Accruing Entitlement and Pro Rata Leave (Non OGO)

Annual leave, long service leave and sick leave are accrued by hours, days, weeks or months, and as either entitlement only or pro rata and entitlement.

Accruing and Taking Annual Leave

In this section we will look at each of the annual leave entitlements and their respective take elements.

Hours Per Year - Entitlement Only

This is absence entitlement ANN ENT HRS. It has to determine the accrual rate per frequency and is based on a standard annual accrual of 152 hours and 38 standard weekly work hours (38 x 4 weeks leave per year = 152).

The absence element's entitlement value on the calculation page is formula ANN FM ENTHPY. This formula prorates the annual hours accrual for each employee because their standard hours (on JOB) may not be your organisation's standard weekly work hours set in variable LVE VR ENT STD HRS on the Supporting Elements Override page of the absence entitlement. The standard annual entitlement—152—is set in variable ANN VR ENTHRS.

Standard weekly hours for employee / entitlement standard weekly hours ∗ annual entitlement = ANN FM ENTHPY

35 / 38 ∗ 152 = 139.999999

Note. The rounding rules take care of the fractions. Standard weekly hours for the employee are calculated by formula LVE FM WK STD HRS which annualises and deannualises the employee's Standard Hours because the Work Period (on JOB) may not be weekly and the proration of the annual accrual is based on weekly hours.

The annualised accrual is deannualised by the absence calendar frequency when the calendar is run. The deannualised accrual adds to the absence entitlement's _ENT and _BAL accumulators.

Accumulators are stored by EMPL ID/EMPL RCD and begin at hire date or rehire in the first instance. When a new accumulator instance is automatically created (for a new YTD period), the previous value of the _BAL accumulator is rounded and rolled over into the new YTD accumulator instance. The other accumulators are reset to zero.

The related Absence Take, ANN TKEHRS, decrements the absence units from the _BAL accumulator and stores them in the _TKE accumulator.

The units (hours) to decrement are resolved by the take's hours-based day formula, LVE FM HRS ABS PH which:

1. Checks to see if the day is a public holiday.

   If it is, it does nothing further because there are no entitlement hours used or annual leave paid for that day.

2. Checks for scheduled and partial hours and returns partial hours if there are any.

3. If there are no partial hours it checks for a decimal value in the User Defined 1 field on the Absence Event Input Detail page.

   If there is a value (any value) it halves the scheduled hours.

   See Note 1 at the end of this section.

4. If it isn't a public holiday, and there are no partial hours and no halving, and there are scheduled hours, the formula returns the scheduled hours.

   See Note 2 at the end of this section.

5. The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement.

   These units are mapped to the appropriate earnings elements, ANN and LWOP respectively, which the system processes as positive input when the payroll calendar is run. The value of DAY COUNT PD is also mapped to earnings LVLD (leave loading) where a leave loading is required.

Note 1. Any value in the decimal field will halve the hours taken. You can use this to take twice as long a leave period at half hours per day, which is effectively half pay per day.

Note 2. The day formula includes a check to see if you have overridden a forecasted leave duration (in hours) in the User Defined 3 field on the take's Calculation page. If you have, that duration represents the whole leave period so the system stops using the day count formula to determine the leave duration in hours.

Days Per Year - Pro Rata and Entitlement

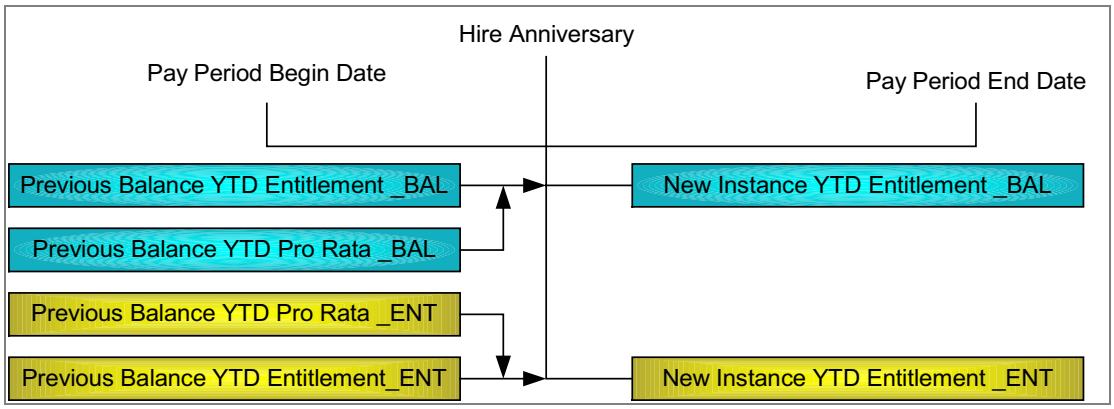
This requires two absence entitlements, ANN PRODYS and ANN ENTDYS, referred to as entitlement and pro rata, respectively, in this discussion. The pro rata day entitlement, ANN PRODYS, determines the accrual rate per frequency. Its entitlement value on the calculation page is numeric *20* and the specified frequency is *A* (annual).

The entitlement value, *20,* is deannualised according to the calendar period frequency for each employee.

Note. When an employee works less than 5 days per week and therefore accrues less than 20 days per year, you can enter an employee level override on the Entitlement/Take Assignment page to change the entitlement unit value, from 20 to 16 for example for an employee working a 4 day week.

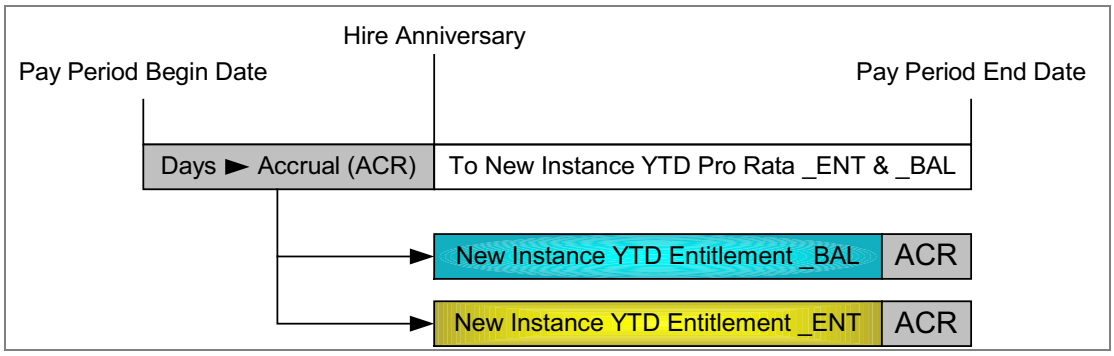
When you run the absence calendar, the deannualised value is accrued to the pro rata year to date _ENT and _BAL accumulators. The year in the year to date is set by the accumulator's Begin Option being *Specify Date,* and the Begin Month and Begin Day being generic variables LVE VR HIRE MONTH and LVE VR HIRE DAY which hold the employee's hire month and day respectively. The accumulators are stored by EMPL ID/EMPL RCD.

When the system automatically creates new instances of the accumulators at the hire date anniversary, the previous values of the entitlement _ENT and _BAL accumulators are rolled over into their new instances and the previous values of the pro rata _ENT and _BAL accumulators are rounded and rolled over into the new instances of the entitlement _ENT and _BAL accumulators. The following diagram shows this:



Pro rata balances transferring to new instances of entitlement balances

The current calendar period is then split into pre hire anniversary and post hire anniversary periods, using generic date element LVE DT HIRE ANN DT. The pre hire anniversary days are then used in formula ANN FM P2EDYS EMBR to work out the proportion of the accrual that belongs to the pre hire anniversary period. This value is then sent to variable ANN VR PP2EDYS MBR which adds to the entitlement _BAL and _ENT accumulators. The following diagram shows this (ACR = Accrual).



Accrual for the days before hire anniversary becoming entitlement

The pre hire anniversary accrual variable, ANN VR PP2EDYS MBR, also subtracts from the pro rata _ENT and _BAL accumulators. This reduces the pro rata _ENT and _BAL balances by the amount of the accrual that was accrued in the previous accumulator period.

The Absence Take, ANN TKEDYS, related to both the pro rata and entitlement absence elements (indicating that pro rata days can be used despite not having become entitlement yet) firsts looks to the entitlement balance to decrement absence units before looking to the pro rata balance to further decrement absence units (where the entitlement units are depleted).

The units (days) to decrement is resolved by the take's Day Formula, LVE FM DYS ABS PH which:

1. Checks to see if the day is a public holiday. If it is, in does nothing further because there will be no entitlement hours used or annual leave paid for that day.

2. Checks for scheduled and partial hours, and if there are partial hours, the system returns the fraction of the day the hour represents and then rounds them.

Partial Hours / Scheduled Hours = Fraction of day absent

2hrs / 8hrs =.25

The formula includes variable LVE VR DYS ABSENT, which holds the cumulative value of the results of the day formula as it resolves for each day in the leave period. It starts as *0,* so in our example, its value after the resolution for Day 1 would be 0 + 0.25 = 0.25.

3. If there are no partial hours, it checks for a decimal value in the User Defined 1 field on the Absence Event Input Detail page. If there is a value–*any* value—it adds 0.5 to LVE VR DYS ABSENT. Assuming this is the case, in our example Day 1 + Day 2 = 0.75.

   See Note 1 at the end of this section.

4. If it isn't public holiday, there are no partial hours or halving, but there are scheduled hours, then the formula adds 1 to LVE VR DYS ABSENT.

   See Note 2 at the end of this section.

The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement days and pro rata days.

The positive input for this absence take is earnings ANN and LWOP. The units for these earnings are formulas LVE FM DY DCP HRS and LVE FM DY DCUP HRS respectively. The formulas multiply the DAY COUNT PD and DAY COUNT UNP by the scheduled hours, so the system can pay the leave in hours.

Note 1. Any value in the decimal field will halve the hours taken. You can use this to take twice as long a leave period at half hours per day which is effectively half pay per day.

Note 2. Anything but a partial day returns either 0.5 or 1, because a day can only be a partial hours fraction or a half day or a full day.

Hours per Hour - Entitlement Only

This leave entitlement is ANN ENTHPH, and there is no pro rata leave. Leave accrues as a fraction of an hour per hour worked. The hourly accrual rate—the fraction—is derived from 4 ∗ 38 hour weeks or 152 hours per year.

The hour fraction, stored in variable ANN VR ENTHPH, is set to 0.076712. That figure comes from:

152 / 52.14308 (the weekly annualisation factor) / 38 = 0.076712

Accumulator ANN AC ENTHPH REG stores the units of hourly pay for the calendar period, and ANN ENTHPH entitlement's formula ANN FM ENTHPH multiplies the accumulated hours by the variable when the absence calendar is run and populates its _ENT and _BAL accumulators.

Note. The formula also checks to see if the employee hasn't been terminated. If he has, the formula returns ANN VR ENTHPH x TER VR FINAL HRS.

The absence take for this leave accrual is ANN TKEHPH and its day formula is LVE FM HRS ABS PH, the same day formula that take ANN TKEHRS uses.

See Also

Hours Per Year - Entitlement Only

Note. If you pay more than 38 hours per week, this entitlement accrues more than the annual maximum of 152 hours (unless there are balancing reductions in other weeks).

Accruing and Taking Long Service Leave

In this section we will look at each of the long service leave (LSL) entitlements and their respective absence takes. There are two absence entitlements and two pro rata entitlements, one of each for federal long service leave and 'other' or state-based long service leave. They are LSL ENTWK**F** and LSL PROWK**F** for Federal and LSL ENTWK**O** and LSL PROWK**O** for State (Other).

Long Service Leave Pro Rata and Entitlement - Federal

This is based on 13 weeks LSL after 15 years of service. Pro rata balances transfer to entitlement on the completion of the first 15 years service and then annually.

The pro rata element LSL PROWKF accumulates the leave using variable LSL VR ENTWKF which has a value of 0.86667 being the maximum yearly accrual value in weeks

15 years ∗ 0.866667 weeks = 13 weeks (rounded)

When the absence calendar is run the accrual value is deannualised depending on the calendar period frequency of the employee and the value passed to the LSL pro rata year-to-date _BAL and _ENT accumulators. Both accumulators have an Initialize Rule that transfers their balances to new instances. The initialize rule formulas are LSL FM PROWKF BMBR for _BAL and LSL FM PROWKF EMBR for _ENT. The formulas resolve to the value of system element PREV VALUE ACCM and add to the new instances.

The entitlement element LSL ENTWKF handles the transfer of the pro rata balances to entitlement using its formula LSL FM MVE P2EWKF which:

1. Checks if the duration LSL DR DYS FR HIRE (days from hire) returns days more than or equal to variable LSL VR 15 Y IN D (15 years expressed in days—value 5, 478) and that the LSL ENTWKF_ENT accumulator is zero (indicating that nothing has ever transferred to this life-to-date accumulator).

2. If duration does return more than 5,478 days and the entitlement _ENT balance is zero the formula passes the value of 15 years worth of accrual to the entitlement and decrements

the pro rata.

By the same method the formula also transfers the pro rata _ADJ and _TKE balances to their respective entitlement accumulators.

3. If the conditions in 2 are not met, the formula still checks if the duration returns more than 5,478 days but this time checks that the pro rata _ENT balance is more than or equal to 0.86667.

   This condition indicates that another year's worth of pro rata leave has accrued. Because pro rata becomes entitlement annually after the initial 15 years transfer, the formula transfers the four pro rata balances to their respective entitlement balances by the same method.

Note. In condition 3 the formula checks the balance of the pro rata _ENT accumulator, because if it only checked for a non-zero balance in the entitlement accumulator after the initial 15 years transfer, subsequent transfers would occur every time the absence calendar runs instead of waiting for a year's worth of accrual in the pro rata accumulator.

The Absence Take, LSL TKEWKF, related to both the pro rata and entitlement absence elements (indicating that pro rata days can be used despite not having become entitlement yet), firsts looks to the entitlement balance to decrement absence units before looking to the pro rata balance to further decrement absence units (where the entitlement units are depleted).

The units (weeks) to decrement are resolved by the take's Day Formula, LVE FM WKF ABS NPH. The formula checks the scheduled hours or partial hours for each day and converts them to fractions of a week because the units by which to decrement the leave balances are weeks. The formula does this by dividing all hours returned by the day formula by LVE FM WK STD HRS. The day formula LVE FM WKF ABS NPH:

4. Checks for scheduled and partial hours, and if there are partial hours, the system returns the fraction of the week the hours represent then rounds them.

   Partial Hours / Standard Weekly Hours = Fraction of week absent

   6hrs / 40hrs = 0.15 Weeks

   The formula includes variable LVE VR WKS ABSENT which holds the cumulative value of the results of the day formula as it resolves for each day in the leave period. It starts as *0*, so in our example, its value after the resolution for Day 1 would be 0 + 0.15 = 0.15.

5. If there are no partial hours but there are scheduled hours, it converts the hours to a fraction of a week (0.2 for an 8 hour day) then checks for a decimal value in the User Defined 1 field on the Absence Event Input Detail page.

   If there is a value–*any* value—it halves the value of the fraction of a week and adds the value to LVE VR WKS ABSENT. Assuming this to be the case after processing the second day, LVE VR WKS ABSENT will be:

Day 1 + Day 2 = 0.15 + (0.2 / 2) = 0.25 weeks = LVE VR WKS ABSENT

See Note at the end of this section.

6. If there are no partial hours, but there are scheduled hours, and there is no halving, the formula adds the scheduled hours, already converted to a fraction of a week, to LVE VR WKS ABSENT.

   Day 1 +Day 2 + Day 3 = 0.15 + (0.2 / 2) + 0.2 = 0.45 weeks = LVE VR WKS ABSENT

   The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement weeks and pro rata weeks.

   The positive input for this absence take are earnings LSL and LWOP. The units for these earnings are formulas LVE FM WK DCP HRS and LVE FM WK DCUP HRS respectively. The formulas multiply the DAY COUNT PD and DAY COUNT UNP (both in weeks) by the standard weekly hours so the system can pay the leave in hours.

Note. Any value in the decimal field will halve the fraction of a week. You can use this to take twice as long a leave period at weeks per day / 2 which is effectively half pay per week.

Long Service Leave Pro Rata and Entitlement - Other (State)

This is based on 13 weeks LSL after either 10 or 15 years of service depending on state. Pro rata balances transfer to entitlement on the completion of the first 10 or 15 years service and then annually.

For the ACT, New South Wales, Queensland, Victoria and Western Australia the accrual is 0.866667 weeks per year where:

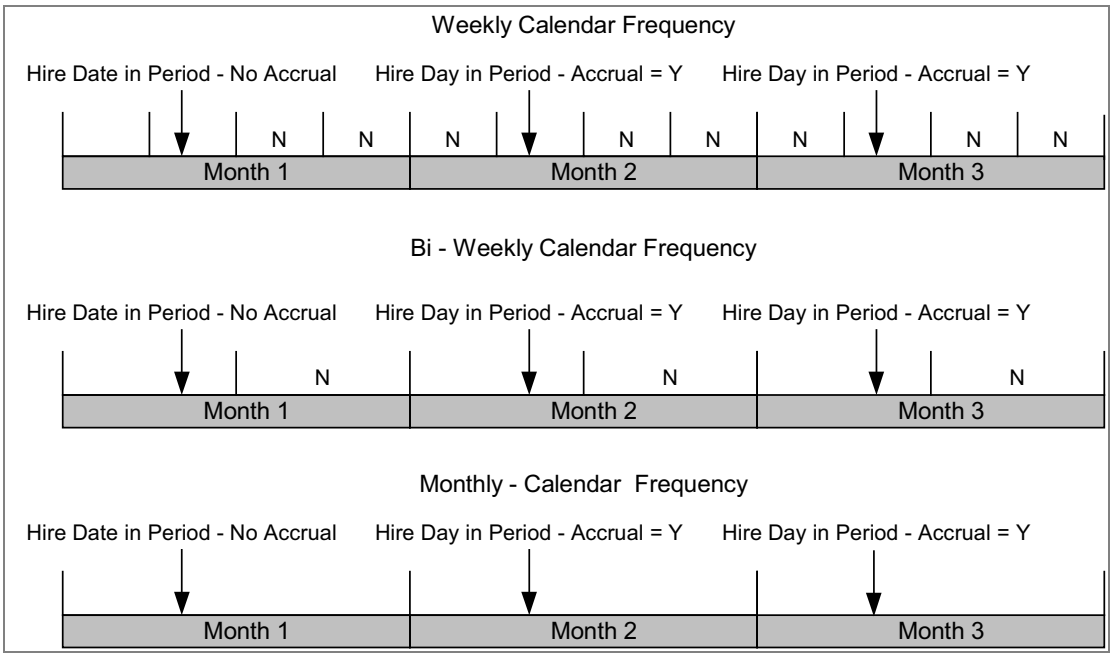
15 years ∗ 0.866667 weeks = 13 weeks (rounded)

For South Australia and Northern Territory the accrual is 1.3 weeks per year where:

10 years ∗ 1.3 weeks = 13 weeks

The accrual is granted for whole months only so the formula only grants the accrual if the hire day value is in the calendar period (and the hire date is not in the period).

The following diagram shows when the accrual is and is not granted. N = Not granted because the hire day is not in the period. Make sure you distinguish between hire *date* and hire *day*.



Accrual according to hire date and hire day

The pro rata element LSL PROWKO accumulates the leave using entitlement formula LSL FM ACCR FMTH which:

1. Checks to see if the employee's hire date is in the calendar period. If it is, it stops.
2. If the hire date is not in the period but the hire day is, a full month's accrual is due so the formula gets the employee's state from array AUS AR EE JOBJR.
3. Checks bracket LSL BR ACCRUAL, and using the employee's state, gets either 0.866667 or 1.3—the annual value.
4. Divides the accrual by 12 to get the monthly accrual and passes it to the pro rata _ENT and _BAL accumulators
5. The annual value is deannualised to the absence calendar frequency and that amount of entitlement.

The Absence Take, LSL TKEWKO, related to both the pro rata and entitlement absence elements (indicating that pro rata days can be used despite not having become entitlement yet), firsts looks to the entitlement balance to decrement absence units before looking to the pro rata balance to further decrement absence units (where the entitlement units are depleted).

The units (weeks) to decrement is resolved by the formula LVE FM WKO CALC which does exactly what LSL TKEWKF's day formula LVE FM WKF ABS NPH does. LVE FM WKO CALC is not, however, LSL TKEWKO's day formula. It is called by LSL TKEWKO's day formula, LVE FM WKO ABS ST, which has to check the state before resolving the daily hours into the take's number of weeks.

LVE FM ABS ST says that if the state is NSW, QLD, or TAS and the day is not a public holiday, resolve the day's hours into a fraction of a week using LVE FM WKO CALC. In other words if it is one of those states and it is a public holiday, don't resolve the day's hours.

If the state is not NSW, QLD, or TAS, it doesn't matter if the day is a public holiday or not and the day's hours should be resolved by LVE FM WKO CALC.

See Also

Long Service Leave Pro Rata and Entitlement - Federal

Accruing and Taking Sick Leave

In this section we will look at each of the sick leave entitlements and their respective absence takes.

Accruing and Taking Variable Sick Leave - Days

This sick leave absence entitlement, SCK ENTDYS V, determines the correct sick leave grant of accrual that is to be 8 days in the first year and 10 days in subsequent years.

1. The entitlement's formula, SCK FM ENTDYS VI, grants the initial accrual by checking that the _ENT balances is zero, and if it is zero, getting a value of 8 from bracket SCK BR DYS V.

   The bracket uses duration GP YEARS OF SVC and it returns 8 (days) if there are no years of service (this is the employee's first year and the duration cannot return decimals of a year). A zero duration returns bracket value 8.

2. When the absence calendar is run, the bracket value 8 is accrued to the year-to-date _ENT and _BAL accumulators. The accumulators are stored by EMPL ID/EMPL RCD and begin on the hire date.

3. The absence take, SCK TKE DYS V, looks to the absence entitlement balance to decrement absence units (days).

   There is an eligibility criteria defined on the take (on the Period page of the take component) which does not allow any payment of sick leave in the first 3 months of hire or rehire. Date element SCK DT WAIT 3/12 calculates the 3 month period. It adds 3 months to the hire or rehire date and that is the date upon which the employee is eligible for the accrual.

4. The units (days) to decrement is resolved by the take's Day Formula, LVE FM DYS ABS PH, which is the same formula that annual leave take ANN TKEDYS uses.

5. The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement days.

6. The positive input for this absence take are earnings SCK and LWOP.

   The units for these earnings are formulas LVE FM DY DCP HRS and LVE FM DY

DCUP HRS respectively. The formulas multiply the DAY COUNT PD and DAY COUNT UNP by the scheduled hours so the system can pay the leave in hours.

7. When the system creates a new instance of the year to date accumulator SCK ENTDYS V_ENT on the employee's hire or rehire anniversary, the accumulator's Initialize Rule, SCK FM ENDYS V, checks bracket SCK BR DYS V again, and this time, because GP YEARS OF SVC will return 1, the bracket will return 10.

Note. The *Use Next Lower* interpolation method on the bracket's Lookup Rules page means the bracket will still return 10 even when years of service returns more than 1.

See Also

Days Per Year - Pro Rata and Entitlement

Accruing and Taking Fixed Sick Leave - Days

This sick leave absence entitlement, SCK ENTDYS F, determines the correct sick leave grant of accrual which is 10 days per year pro rated for the first year. The accrual is granted on January 1 for all employees.

1. The entitlement's formula, SCK FM ENTDYS FI, grants the initial accrual by checking that the _ENT balances is zero and if it is zero, getting a value from bracket SCK BR DYS F.

   The bracket uses duration SCK DR REST OF YR which calculates the period of time from hire (or rehire) to the end of the year and returns the duration as a decimal fraction of a year. The bracket prorates the 10 days maximum yearly accrual according to that fraction, for example, for a duration of .2 of a year, the accrual is 2 days.

2. The absence take, SCK TKE DYS F, looks to the absence entitlement balance to decrement absence units (days).

3. The units (days) to decrement is resolved by the take's Day Formula, LVE FM DYS ABS PH, which is the same formula that annual leave take ANN TKEDYS and SCK TKEDYS V uses.

4. The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement days.

5. The positive input for this absence take is the same as for SCK TKEDYS V.

6. When the system creates a new instance of the year-to-date accumulator, SCK ENTDYS F_ENT, at the end of the calendar year, the accumulator's Initialize Rule, SCK FM 1ST JAN, checks bracket SCK BR DYS F again, and because the bracket's duration returns 1 this time, the bracket returns 10.

Note. The duration's "to" date is date element SCK DT 31ST DEC. The date's month and day are 12 and 31 respectively. Its year is the variable LVE VR PRD END YR so as soon as the leave process is run in a new year, the duration always returns greater than one year, so the bracket always returns 10.

See Also

Accruing and Taking Sick Leave

Days Per Year - Pro Rata and Entitlement

Accruing and Taking Pro Rata and Entitlement Sick Leave - Hours

The pro rata, entitlement and take processing of hours per year sick leave is the same as the annual leave days per year pro rata and entitlement, except it is in hours not days. The accrual is 76 hours per year.

1. The two entitlement elements are SCK PROHRS and SCK ENTHRS.

   The pro rata element calculates the accrual and passes it from its own _ENT and BAL accumulators to the entitlement's ENTHRS _ENT and _BAL accumulators on the employee's hire anniversary.

2. The pro rata entitlement formula is SCK FM ENTHPY which prorates an employee's standard work hours as a fraction of their leave entitlement standard hours.

   Standard weekly hours for employee / entitlement standard weekly hours ∗ annual entitlement

   35 / 38 ∗ 76 = 70 (rounded)

3. The take element that uses the entitlement and pro rata elements, SCK TKEHRS uses day formula LVE FM HRS ABS PH, the same as the annual leave days per year pro rata and entitlement.

See Also

Days Per Year - Pro Rata and Entitlement

Accruing and Taking Other Leaves

This section explains the rules we have developed to process the following 'other' leaves:

- Worker's Compensation.
- Maternity Leave.
- Leave Without Pay.
- Jury Service.

These types of leave are "per absence" entitlements, not frequency-based entitlements. They have the following in common:

- They are all based on a generic entitlement GENERIC ENT for which the entitlement is formula LVE FM ENT HRS. GENERIC ENT also has the conditional formula LVE FM SCHED HRS (per absence entitlements must have a conditional formula).
- The individual takes for these absences all use entitlement GENERIC ENT.
- The individual takes for these absences all map to earnings OTHLV except LWOP which maps to LWOP.
- Earnings OTHLV's calculation rule is unit * rate where unit is payee level (positive input by the take processing) and rate is hourly rate (LWOP has the same calculation rule but its rate is variable *0*).
- The individual takes for these absences all use the day formula LVE FM HRS ABS PH, which is the same day formula used by the takes for annual leave – hours, annual leave hours per hour, and sick leave – hours.
- None of the elements have a qualifying eligibility period except the maternity take.

See Also

Hours per Hour - Entitlement Only

Processing Other Leaves

In this section, we describe the general processing of per absence entitlement and explain the single exception.

1. The take's day formula determines the hours to be paid for each day in the leave period.
2. The absence entitlement's formula determines how many hours to grant as entitlement—either the partial hours or the scheduled hours.

   The conditional formula then checks that there are scheduled hours (that is the employee would have been working). If there are scheduled hours the entitlement is granted for the hours the day formula has determined.
3. The taken hours, to which the employee is entitled according to the entitlement and conditional formulas, become DAY COUNT PD units for the earnings OTHLV or LWOP. (There are no DAY COUNT UNP days because entitlement always equals the leave duration requirement.)

   The take for maternity leave, MATERNITY TKE, has period eligibility formula LVE FM MAT QUAL DT. The two conditions are that the duration of the leave is not more that one year and that the employee has worked for a year or more. The formula uses duration LVE DR MAT QUAL to check the first condition and the date LVE FM MAT QUAL DT to check the second.

OGO Long Service Leave

In this section, we discuss OGO long service leave and how to:

- Enter payee service history.
- Calculate the adjusted service date.
- Calculate OGO part-time and full-time pro rata and entitlement.
- Take OGO long service leave.

Understanding OGO Long Service Leave

The rules we developed for long service leave accrual and take for the Commonwealth Government (referred to as OGO) are dependent on data entry of prior and current service periods. The rules calculations include such things as full or part time work, an adjusted service date, days between different periods of service and non-service days.

Note. Any organisation can use this LSL processing method if it suits its business practice.

Leave is accrued as either part-time or full-time pro rata and entitlement depending on the type of employment at the time of accrual.

This long service leave is based on 3 months leave after 10 years so the accrual rate is:

3 months / (12 months x 10 years) = 0.025 months / per month.

Pro rata leave becomes entitlement after the first 10 years, thereafter annually.

For the system to correctly calculate an employee's pro rata and entitlement balances—full and part-time—you must record the employee's prior service history initially and thereafter maintain their current service history. Do this on the Payee Service History page which we discuss later.

Note. The elements that combine to calculate long service leave—including the division between pro rata and entitlement—access the data entered on the Payee Service History page each time you run an absence calendar, so it must be up to date.

Each time you run an absence calendar the system:

- Recalculates the Adjusted Service Date (ASD).
- Recalculates the duration from ASD to current period end date.
- Subtracts Between Service Days (BSD).
- Subtracts Non Service Days (NSD).

- Determines what part of the remaining duration accrues pro rata LSL leave and what part accrues entitlement LSL leave.
- Determines how much of the entitlement is part-time leave and how much is full-time leave.
- Checks for leave takes and reduces the part-time or full-time entitlement calculations by the amount of the take.
- Calculates the part-time average hours for part-time leave takes.

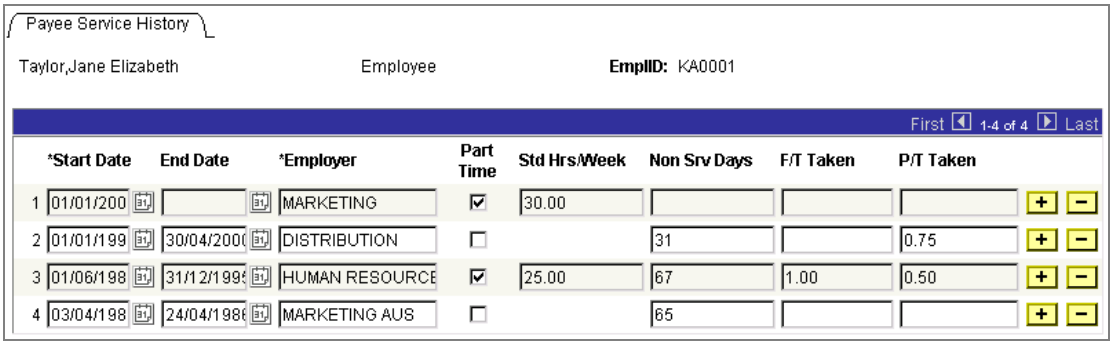
Note. Only the pro rata full-time absence entitlement, PSH LSLPROFT, initiates the LSL accrual process rule using its entitlement calculation formula PSH FM LSL ENTLMNT. Absence entitlements PSH LSLPROPT, PSH LSLENTPT, and PSH LSLENTFT have numeric 0.00 as their entitlement calculation. When the rule has completed, the system updates _ENT, _BAL, and _TKE accumulators for all four absence entitlements.

Page Used in OGO Long Service Leave Calculations

Page Name	*System Name*	*Navigation*	*Usage*
Employee Service History	GPAU_LSL_HISTORY	Global Payroll Australia, Maintain Payroll Data (AUS), Use, Payee Service History	Enter details of periods of service.

Entering Payee Service History

Access the Payee Service History page.



Payee Service History page

Start Date and **End Date** Enter the start and end dates of the service period.

Note. Enter service periods in any order. The system will sort them top to bottom latest to earliest when you save and refresh the page.

Employer	This is for information only. It is free-form text box
Part Time	Select this check box if the service period was part-time. A **Std Hrs/Week** field appears in which you enter the average standard weekly hours for the period. The system uses the values in the calculation of the average weekly hours when determining the payment unit for part-time leave takes.
Non Srv Days (non service days)	Enter your manually calculated non-service days (NSD). These are the days in the employment period that do not accrue long service leave. **Note.** The accrual calculation includes *any* value you enter here. There is no validation of such rules as "Only count if > 30 days in a calendar year."
F/T Taken and **P/T Taken** (full-time and part-time taken)	Enter the duration of the leave take in decimal months (number of days/30).

Note. The system calculates the Between Service Days (BSD) from the data that you enter here. It is the duration in days of the period between the end date of one service period and the start date of the next.

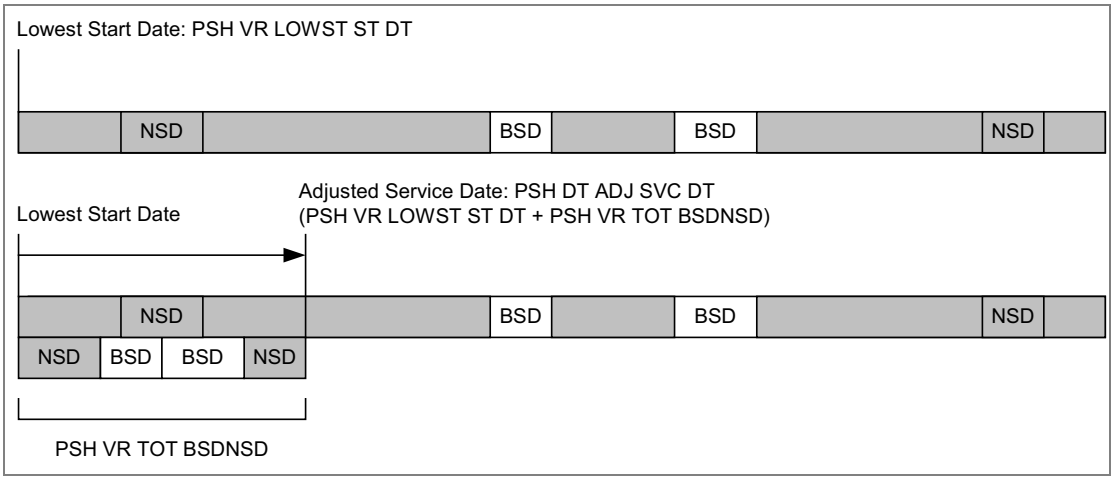
The following table shows how the fields populate the variables through array PSH AR SVC PRD ROW.

Field	*Variable*
Start Date	PSH VR SP START DT
End Date	PSH VR SP END DT
Part Time	PSH VR SP PT IND
Std Hrs/Week	PSH VR SP PT HRS
Non Srv Days	PSH VR SP NSD
P/T Taken	PSH VR SP TP TKNM
F/T Taken	PSH VR SP FT TKNM

Calculating the Adjusted Service Date

The system adjusts the initial service start date before calculating the duration of the service period upon which the accrual is based.

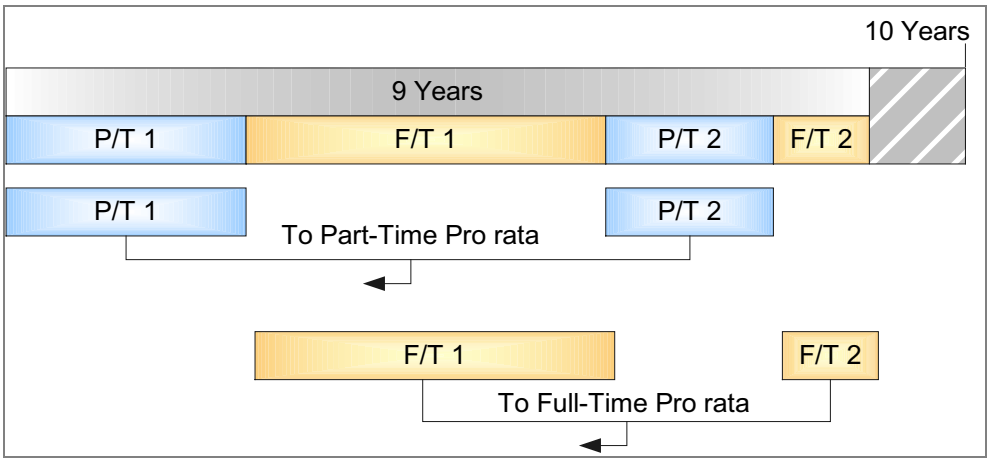
The diagram shows how non service days (NSD) and between service days (BSD) are totalled then added to the lowest (earliest) start date to reset the lowest start date to a later date. The variable and date elements are also shown.



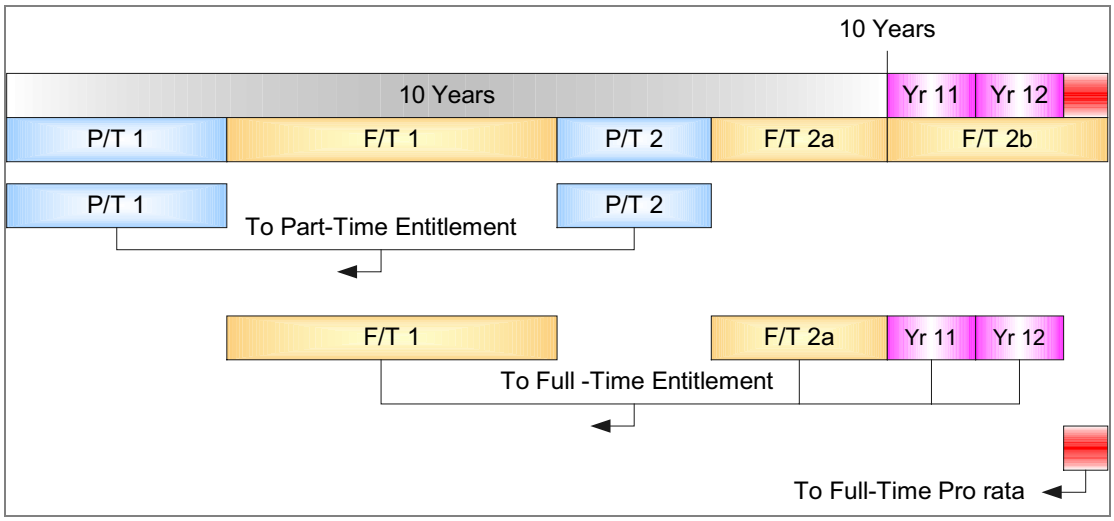
Adjusting the service start date

Calculating OGO Part and Full Time Pro Rata and Entitlement

When you run an absence calendar, the system recalculates *all* the accrued part-time and full-time pro rata and entitlement long service leave. The 2 diagrams following show which accumulators are added to—at 0.025/month—for an absence calendar run after 9 years of service and after 12.5 years of service. Both the _ENT and _BAL accumulators for the four accruals are updated. The accumulators are calendar period based.



Updating leave accumulators after 9 years



Updating leave accumulators after 12.5 years

Taking OGO Long Service Leave

The two absence take elements PSH LSLTKEPT and PSH LSLTKEFT both have the same day formula LVE FM MTH ABS PH. The formula resolves in a similar way to the Federal LSL take in that it checks for a public holiday, partial or scheduled hours, and for an adjustment made through the User Defined 1 field on the Absence Event Input Detail page.

The only difference is that each day's hours are converted to months by dividing by the standard hours per month (LVE FM MT STD HRS).

Note. The two takes only check entitlement balances. Pro rata LSL cannot be taken.

The months returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement weeks.

The positive input for these absence takes are earnings LSL and LWOP.

The full-time units for these earnings are formulas LVE FM MT DCP HRS and LVE FM MT DCUP HRS respectively.

The formulas multiply the DAY COUNT PD and DAY COUNT UNP (both in months) by the employee's standard monthly hours (hours from JOB annualised and deannualised to hours per month) so the system can pay the leave in hours at the employee's hourly rate.

The part-time units for these earnings are formulas LVE FM MT PTDCP H and LVE FM MT PTDCUP H respectively. When calculating the units for part-time accrued LSL we need to know what the average monthly hours are for the employee over the entire period of service.

The average weekly hours value is the greater of:

- The average of all part-time periods in the whole period of service.

- The average of the last 12 months of part-time service if there is any part-time service in the last 12 months.

The average monthly hours replace the standard monthly hours (* hourly rate) used for full-time LSL.

Note. The processing of taken leave for OGO LSL does not include decrementing entitlement balances. You must add any taken part-time or full-time leave to the Payee Service History page for the employee, and the accrual rules will adjust the balances.

Paying Leave in Advance

Periods of leave, and as required, regular pay can be paid in a period (calendar) earlier than the period (calendar) in which they would normally be paid.

Pages Used to Pay Leave in Advance

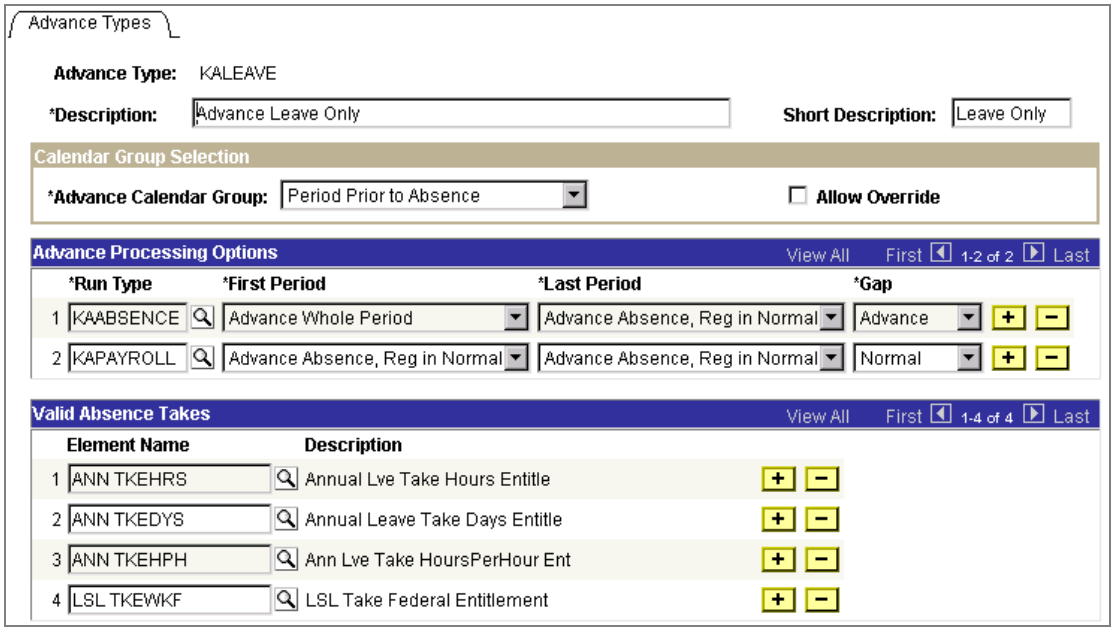
Page Name	*Object Name*	*Navigation*	*Usage*
Absence Advance Types	GPAU_ADV_TYPES	Global Payroll Australia, Define Payroll Setup (AUS), Setup, Advance Absence Types	Define the first and last period advance processing options and link absence takes to the advance type.
Advance Pay - AUS	GPAU_ABS_EVENT_ADV	Compensate Employees, Manage Global Payroll Process, Use, Absence Event Entry	Enter an advance type and view the details of advance payments.

Defining Absence Advance Types

These are the key points about advance types:

- You define which periods should be advanced for an absence.
- You specify which absence takes the advance type can be used with.
- A single advance type can be used with multiple absence takes.
- Multiple advance types can use the same absence takes.
- When you specify the absence take on an absence event entry, you can only select advance types that the take has been associated with.
- If an absence take has not been associated with any advance types you cannot pay the absence in advance when you specify that take for an event (because you can't select an advance type).

Access the Absence Advance Types page.



Absence Advance Types page

Calendar Group Selection

Advance Calendar Group

Use the options here to determine the Calendar Group in which to pay the advance. Select from:

Payment After Absence Begin: The advance is paid in the Calendar Group that contains the first Payment Date after the absence begins.

Payment Prior to Absence Begin: The advance is paid in the Calendar Group that contains the last Payment Date prior to the absence begin date.

Period Absence Begins: The advance is paid in the Calendar Group that contains the period in which the absence begins.

Period Prior to Absence: The advance is paid in the Calendar Group that contains the period immediately prior to the one in which absence begin date falls.

Allow Override

Select this check box if you want to be able to override the Calendar Group that the system selected. The system calculates the Calendar Group using the options above, but you can override it on the Advance Pay - AUS page of the Absence Event Entry page.

Advance Processing Options

Run Type

Select a run type. You need to set up the Advance Processing Options for each run type because absence run types generally need to be treated differently to payroll runs. For the system to calculate absences correctly they must be run in the correct sequence. The system does not calculate absences correctly if the previous period's entitlements have not already been accrued. For absence run types, therefore, the options should *almost* always be set up to advance the whole first period and the gap period, regardless of the options set for the payroll run types.

Note. The exception to this is where you have an absence entitlement accrual that's based on actual hours worked, such as ANN ENTHPH. This situation reverses the normal "absence then payroll" run sequence to "payroll then absence". In this situation you need to define a separate process list (for example, HRLY ACCRUED) with the "hours per hour" entitlement in a section (for example, ABS ENTHPH SEC) in that process list. You then need to create a separate run type for this process list and that run type needs to have the same First Period and Last Period options as the payroll run type.

First Period and **Last Period**

These options determine what should happen for the period in which the absence begins. Select from the following valid values:

Advance Absence, Reg in Normal (regular in normal): Only the part of the period while on absences will be advanced. The rest of the period is paid in its normal calendar group.

Advance Absence, Reg on Return (regular on return): Only the part of the period while on absences is advanced. The rest of the period is paid after the absence.

Note. This is not an option for **Last Period.**

Advance Whole Period: The entire period is paid in advance.

No Advance: The period is not being advanced at all. It is paid at the normal time.

Gap

A gap is a pay period that is prior to the absence, but where the payment date falls during the Absence. Select from the following valid values:

Advance: The gap is paid in advance.

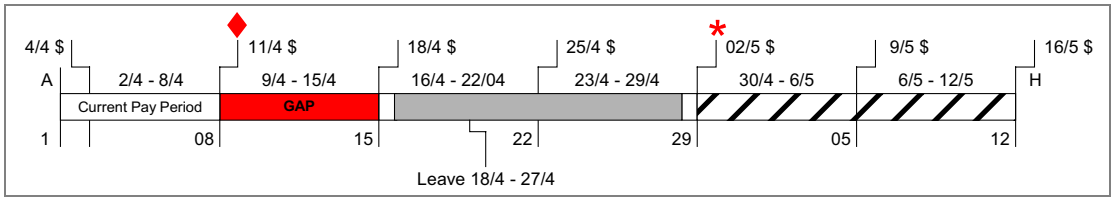
Normal: The gap is paid at the normal time.

On Return: The gap is paid at the normal time.

Valid Absence Takes

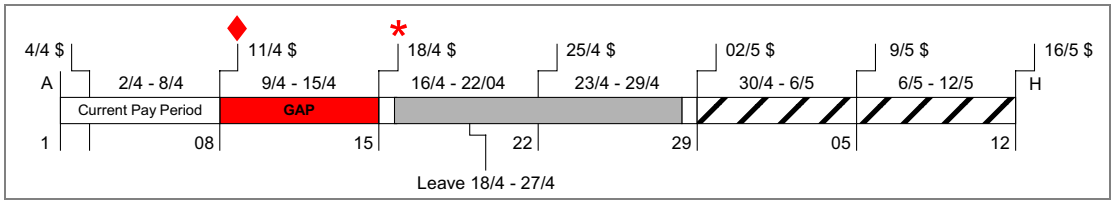
Element Name Enter the absence take with which this advance type can be used.

The following two diagrams show the On Return and Normal gap options in effect. For both scenarios, the **First Period** and **Last Period** options are both *Advance Whole Period.* The diamond marks the advanced leave payment date and the asterisk marks the gap pay date.



Gap on return

Payment Schedule	16/4 - 17/4 Regular	Pay Period Ending 08/4 (so paid 11/4)
	18/4 - 27/4 Leave	Pay Period Ending 08/4 (so paid 11/4)
	28/4 - 29/4 Regular	Pay Period Ending 08/4 (so paid 11/4)
	09/4 - 15/4 Gap	Pay Period Ending 29/04 (so paid 02/5)



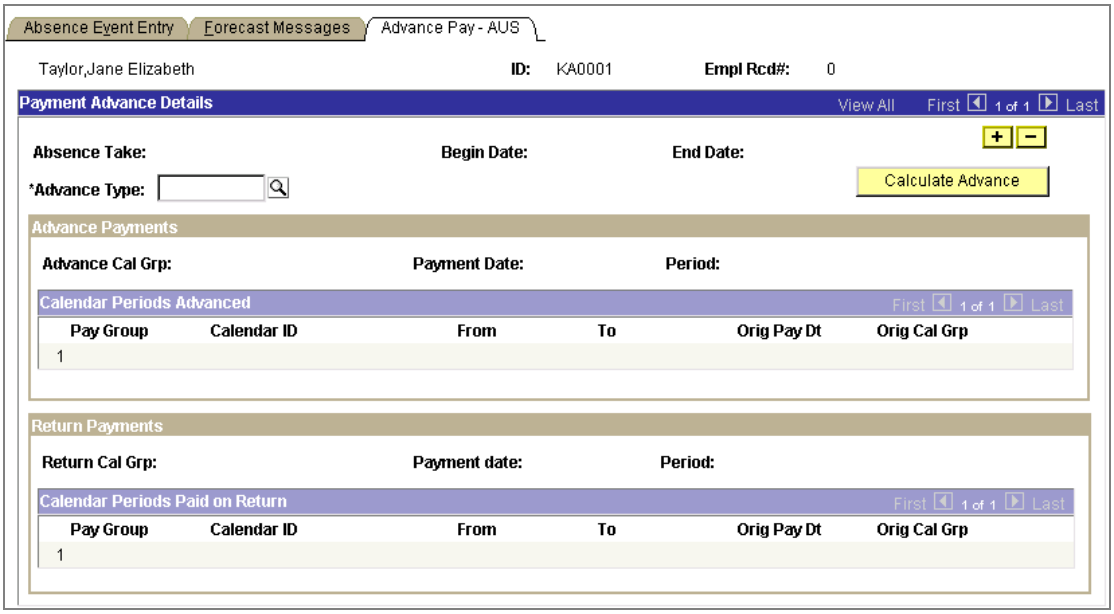
Gap in normal

Payment Schedule	16/4 - 17/4 Regular	Pay Period Ending 08/4 (so paid 11/4)
	18/4 - 27/4 Leave	Pay Period Ending 08/4 (so paid 11/4)
	28/4 - 29/4 Regular	Pay Period Ending 08/4 (so paid 11/4)
	09/4 - 15/4 Gap	Pay Period Ending 29/04 (so paid 18/4)

Setting Payment Advance Details

This page is an addition to the Absence Event component. The page displays details of how and when the advance will be paid according to the Advance Type you enter.

Access the Advance Pay - AUS page.



Advance Pay - AUS page

Enter the **Advance Type** for which you want this absence event to follow the rules. When you click the **Calculate Advance** button, the system displays information about how and when the advance payment is made based on the advance type's rules.

The system displays the information in two group boxes, **Advance Payments** and **Return Payments.**

Advance Payments

Advance Cal Grp (advance calendar group) — This is the calendar group the system has determined the advance payment will be made.

Payment Date — This is the payment date of the regular pay calendar in the calendar group.

Period — These are the from and to dates of the regular pay calendar in the calendar group.

Calendar Periods Advanced

Pay Group — This is the pay group in the calendar the pay would be paid in if not advanced.

Calendar ID — This is the calendar the pay would be paid in if not advanced

From and **To** — These are the from and to dates of the period being advanced.

Orig Pay Dt (original payment date) — This is the payment date for the calendar the pay would be paid in if not advanced.

Orig Cal Grp (original calendar group)	This is the calendar group the pay would be paid in if not advanced.
Return Payments	
Return Cal Grp (return calendar group)	This is the calendar group the system has determined any pay not advanced will be paid in. **Note.** None of the Return fields will be populated if the Advance Type setup either advanced all pay from the period the leave is in, or advanced some of the pay and paid the balance in its normal period.
Payment Date	This is the payment date of the regular pay calendar in the calendar group.
Period	These are the from and to dates of the regular pay calendar in the calendar group.
Calendar Periods Paid on Return	
Pay Group	This is the pay group in the calendar the pay would have been paid in if not paid on return.
Calendar ID	This is the calendar the pay would have been paid in if not paid on return.
From and **To**	These are the from and to dates of the period being paid on return.
Orig Pay Dt (original payment date)	This is the payment date for the calendar the pay would have been paid in if not paid on return.
Orig Cal Grp (original calendar group)	This is the calendar group the pay would have been paid in if not paid on return.

Note. If you selected the Allow Override check box when you defined the Advance Type, you can override the advance or return calendar group the system selected for this advance. You cannot, however, change any calendars or calendar data for a system-selected or overridden calendar group.

For leave paid in advance to work correctly, you must specify a Regular Run Type in the Leave Paid in Advance group box on the Additional Info - AUS page of the Pay Group Component.

You must select the check box on the Australian Information page in the Calendar Group ID component for all of the calendars that can be advanced.

See Also

"Setting Up PeopleSoft Global Payroll for Australia," Entering Additional Pay Group Information and Entering Additional Calendar Information

Viewing Delivered Elements for Australia

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Australia.

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data"

Customer Connection, Library, Documentation, "Delivered Supporting Elements for PeopleSoft Global Payroll for Australia"

CHAPTER 14

Managing Termination Payments

This chapter provides an overview of termination processing and termination earnings elements and discuss how to:

- Maintain termination elements.
- Process the termination section.
- Calculate hourly and daily rates.
- Resolve termination earnings.

Overview of Termination Processing

When an employee's services are terminated, regardless of the reason, the employer is obliged to make certain payments to the employee depending on the circumstances. The payments can consist of the following:

- Final wages.
- Unused leave entitlements.
- Redundancy and retrenchment payments.
- Early retirement.
- Invalidity and disability payments.
- Pay in lieu of notice (considered an ETP).
- Ex gratia payments (considered an ETP).

The calculation of these payments can vary from organisation to organisation depending on the reason for termination.

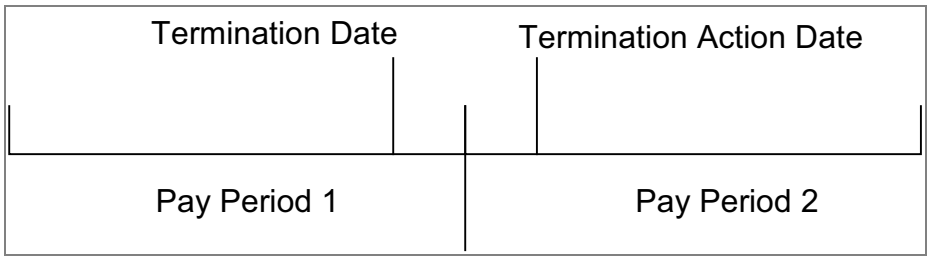
Maintaining Termination Elements

We have set up a Termination section and it comprises a formula, 19 earnings elements and a single deduction. Between them they ensure all your legal obligations are met and give you the flexibility to make changes to suit your business practices. You won't need to maintain

most of the formulas upon which the earnings are based but where you may need to maintain a formula we make it clear. You will also have to set the values of some of the variables that the formulas use.

Processing the Termination Section

The Termination section has a conditional formula TER FM TERM CHECK to check if there is either a termination date in the pay period or a termination action date in the period. It checks for both to accommodate the situation where you may have not entered the termination until the pay period after the period in which the termination occurred. If the check was only on the termination date, the section would not be processed because that date would be outside the current pay period begin and end dates.



Checking for a termination date or termination action date

The check shows that the Termination section should be processed even though the termination date was in the previous pay period.

Delivered Termination Earnings

The following table lists the earnings elements resolved in the Termination section and each earnings calculation rule. Individual elements are later discussed in sufficient detail for you to understand how they are correctly resolved. A (GC) in the first column indicates that the earnings has a generation control.

Name and Description	*Unit*	*Rate*	*%*	*Amount*
AL MARGINAL (Hrs) (GC) Ann Lve - Marginal (Term)	TER FM AL BAL HRS	TER FM HOURLY RATE		
AL MARGIN DY (GC) Ann Lve - Marginal (Term Days)	TER FM AL BAL DYS	TER FM DAILY RATE		
LSL MARGINAL LSL - Marginal (Term)	TER VR LS MARGINAL	TER FM DAILY RATE		
LL MARGINAL (GC) Lve Loading - Marginal(Term)	TER FM LL BAL HRS	TER FM HOURLY RATE	17.5	

Name and Description	Unit	Rate	%	Amount
LL MARGIN DY (GC) Leave Load on Term (Days-MAR)	TER FM LL BAL DYS	TER FM DAILY RATE	17.5	
ETP TAX ETP - Taxable				TER FM ETP PST83
ETP NONTAX ETP - Non Taxable				TER FM ETP PRE83
AL LUMP A Annual Leave - Lump Sum A	TER FM AL BAL HRS	TER FM HOURLY RATE		
AL LUMPA DY Ann Lve Lump sum A (Term Days)	TER FM AL BAL DYS	TER FM DAILY RATE		
LSL LUMP A LSL - Lump Sum A	TER VR LS LUMPA	TER FM DAILY RATE		
LL LUMP A (GC) Leave Loading - Lump Sum A	TER FM LL BAL HRS	TER FM HOURLY RATE	17.5	
LL LUMPA DY (GC) Leave Load on Term (Days-LSA)	TER FM LL BAL DYS	TER FM DAILY RATE	17.5	
LSL LUMP B LSL - Lump Sum B	TER VR LS LUMPB	TER FM DAILY RATE		
TERM LUMP D Termination - Lump Sum D				TER FM LUMPD
INV POST 94 Invalidity Post 94 Component				TER FM INV POST94
REDUNDANCY				Payee Level
EX GRATIA				Payee Level
PAY IN LIEU				Payee Level
INVALIDITY				Payee Level
INV POST 94				TER FM INV POST94

Calculating Hourly and Daily Rates

All the rates are either hourly or daily. For both, we have allowed for the situation where employees have salary packages and need to have their hourly or daily rate calculated from their total package value.

Calculating the Hourly Rate

To calculate the hourly rate, formula TER FM HOURLY RATE:

1. Determines if the employee is salary packaged by checking for a value for rate code AUTVP.

   If there is no value for AUTVP, the system uses the employee's hourly rate.

2. Gets the employee's standard hours frequency from Job in the Work Period field and passes it to AUS VR TEMP FREQUENCY.

3. Uses the variable to get the annualised factor AUS VR ANNL FCTR from the array AUS AR FREQUENCY.

4. Divides AUTPV by the annualised factor, then divides by the employee's standard hours.

   (AUTVP / AUS VR ANNL FCTR) / STD HOURS = Hourly rate for packaged employee.

Calculating the Daily Rate

To calculate the daily rate, formula TER FM DAILY RATE:

1. Determines if the employee is salary packaged by checking for a value for rate code AUTVP. If there is no value for AUTVP, the system uses the employee's daily rate.

2. Divides AUTVP by the annualised factor for the daily frequency specified on the Additional Info - AUS page in the pay group component.

   AUTVP / AUS DY FACTOR = Daily rate for packaged employee.

Note. The daily rate used for non-packaged employees is the system element DAILY RT. The daily rate is currently based on Weekly Rate / 5. If you want the daily rate calculated differently, you must revise this formula.

Resolving Termination Earnings

In this section we look at each of the earnings elements in the Termination section to see how they are resolved.

Calculating Annual Leave Marginal Tax and Lump Sum A - Hours

The calculation rule for both AL MARGINAL and AL LUMP A is Unit * Rate where:

Unit = TER FM AL BAL HRS

Rate = TER FM HOURLY RATE

The unit formula sums accumulators ANN ENTHRS_BAL and ANN ENTHPH_BAL.

Generation controls attached to each earnings determine which of the two earnings to use to pay the hours.

For Annual Leave Marginal (hours), generation control TER GC TERM NORMAL uses TER FM NORM TERM to determine if the employee's status is Retired with Pay, Retired, Terminated or Terminated with Pay and if it is, and the Action Reason *is not* Staff Reduction, Early Retirement or Partial or Total Disability, then pay the hours value as AL MARGINAL.

For Lump Sum A, generation control TER GC TERM REDUN uses TER FM REDUN TERM to determine if the employee's status is Retired with Pay, Retired, Terminated, or Terminated with Pay and if it is, and the Action Reason *is* Staff Reduction, Early Retirement or Partial or Total Disability, then pay the hours value as AL LUMP A.

Note. We have not made provision for annual leave accrued prior to 1993 so the payout for annual leave on resignation, retirement or dismissal is all to AL MARGINAL and will be taxed at the marginal rate.

Calculating Annual Leave Marginal Tax and Lump Sum A - Days

The calculation rule for both AL MARGIN DY and AL LUMPA DY is Unit * Rate where:

Unit = TER FM AL BAL DYS

Rate = TER FM DAILY RATE

The unit formula sums accumulators ANN ENTDYS_BAL and ANN PRODYS_BAL.

The same two generation controls used with AL MARGINAL and AL LUMP A are attached to these two earnings respectively. They do the same job, but this time pays the days value to either AL MARGIN DY or AL LUMPA DY.

See Also

Calculating Annual Leave Marginal Tax and Lump Sum A - Days

Calculating Annual Leave Loading Marginal Tax and Lump Sum A - Hours

The calculation rule for both LL MARGINAL and LL LUMP A is Unit * Rate * Percent where:

Unit = TER FM LL BAL HRS

Rate = TER FM HOURLY RATE

Percent = 17.5

The unit formula sums accumulators ANN ENTHPH_BAL and ANN ENTHRS_BAL.

The same two generation controls used with AL MARGINAL and AL LUMP A are attached to these two earnings respectively. They do the same job, but this time pays the hours value to either LL MARGIN or LL LUMP A.

Calculating Annual Leave Loading Marginal Tax and Lump Sum A - Days

The calculation rule for both LL MARGIN DY and LL LUMPA DY is Unit ∗ Rate ∗ % where:

Unit = TER FM LL BAL DYS

Rate = TER FM DAILY RATE

% = 17.5

The unit formula is accumulator ANN ENTDYS_BAL.

The same two generation controls used with AL MARGINAL and AL LUMP A are attached to these two earnings respectively. They do the same job, but this time pays the days value to either LL MARGIN DY or LL LUMPA DY.

Calculating Long Service Leave - Marginal Tax and Lump Sums A & B

Long service leave (LSL) payment calculations are affected by legislation that requires different tax rates to apply to the different periods during which the employee accrued the leave. We supply three LSL earnings: LSL MARGINAL, LSL LUMP A, and LSL LUMP B.

To calculate these earnings, we supply the PeopleSoft-maintained formula TER FM LSL CALC. This formula is invoked by the formula TER FM PRE PROCESS that is the first element in the Termination section. As soon as the Termination section's conditional formula TER FM TERM CHECK returns true, TER FM PRE PROCESS is invoked which in turn invokes TER FM LSL CALC.

Note. TER FM PRE PROCESS also invokes TER FM LSL PRE90 used to calculate LSL payments that are exempt from State Payroll Tax in NSW.

The formula first determines if the termination was for redundancy, early retirement, or partial or total disability (referred to simply as "Redundancy" in the following table).

Formula TER FM LSL CALC returns values for variables TER VR LS LUMPA, TER VR LS LUMPB, and if the termination was not redundancy, TER VR LS MARGINAL. These three variables are the units in the Unit ∗ Rate calculation rules for the three LSL earnings (the rate for all three earnings is TER FM DAILY RATE).

The following table shows how LSL may be paid according to the Action Reason of the termination.

Termination is Redundancy	*Termination is Not Redundancy*
Lump Sum A only	Lump Sum A only
Lump Sum B only	Lump Sum B only
Lump Sum A and B	Marginal only
	Lump Sum A and B
	Lump Sum A and B and Marginal

Formula TER FM LSL CALC then uses other formulas which in turn use durations and system generated accumulators based on the absence entitlements and take elements set up.

Note. TER FM LSL CALC uses formulas that in turn use system generated accumulators. the current members of which are customary data. If you create new absence entitlement or take elements, you must adjust the formulas to use the accumulators the system generates for those elements. You may have to adjust the following formulas: TER FM LSL TKES, TER FM LSTKE PST78, TER FM LSTKE PST93, and TER FM LSL BAL. The first three of those four formulas use variables that you will need to set the values of. They are, respectively: TER VR LSTKW TOTAL or TER VR LSTKM TOTAL, TER VR LSTKW PST78 or TER VR LSTKM PST78, and TER VR LSTKW PST93 or TER VR LSTKM PST93, depending on the frequency of the take (weekly or monthly). In the formulas and variables tables in this chapter, these elements are shown in bold to indicate that you may need to adjust them.

Calculating Lump Sum D

Lump Sum D payments, which are not taxed, are for redundancy and approved early retirement payments, but they have a limit. Whatever you pay over that limit is paid as a Lump Sum C Eligible Termination Payment (ETP) which may or may not be taxed. The resolution of Lump Sum C payments depends upon the prior resolution of Lump Sum D so we discuss it first.

The calculation rule for TERM LUMP D earnings is Amount where the Amount is formula TERM FM LUMP D.

This is how the formula resolves:

1. It first uses ATO supplied, PeopleSoft maintained, variable values, and a duration that determines an employee's complete years of service to arrive at a figure—called the "calculated amount" in this explanation.

   The calculated amount is the limit that can be paid as Lump Sum D. The variables are TER VR LUMPD YRLY (yearly amount) and TER VR LUMPD INIT (initial amount) and the duration is TER DR TOTAL DAYS. The formula multiplies the yearly amount by the years of service, then adds the initial amount. This is the calculated amount or limit.

2. The formula then compares the calculated amount with the balance of accumulator TER AC RED/AER (Redundancy/Approved Early Retirement).

Note. The members of accumulator TER AC RED/AER are only ever REDUNDANCY (which we have supplied) or [EARLY RETIREMENT] (which we haven't supplied). Both these earnings are also members of accumulator TER AC ETP: we'll explain why later. The redundancy and early retirement earnings are not paid as such—they do not add to accumulator AUS GROSS. They exist so that you can enter their amounts as positive input and add to accumulators. The actual payment of redundancy or retirement amounts is as earnings TERM LUMP D or a combination of TERM LUMP D and ETPTAX/ETP NON TAX.

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   a. If the calculated amount is greater than the accumulator amount, the payments do not exceed the limit and the full accumulator amount becomes the Lump Sum D payment.

   b. If the calculated amount is less than the accumulator amount the payments do exceed the limit so only the calculated amount (the limit) becomes the Lump Sum D payment.

      The balance becomes the basis of ETP calculations.

The balance becomes ETP (taxed or non taxed—to be calculated) because the redundancy and retirement amounts also add to TER AC ETP and whatever is paid as Lump Sum D by earnings TERM LUMP D subtracts from TER AC ETP. If the redundancy and retirement accumulator was less than the calculated amount, and was therefore paid as Lump Sum D in full, then the balance of redundancy and retirement in the ETP accumulator is nil.

RED/RET = TERM LUMP D so

RED/RET – TERM LUMP D = Nil

If the redundancy and retirement accumulator was more than the calculated amount, only the calculated amount would be Lump Sum D so there would be a positive balance of redundancy and retirement payment in the ETP accumulator.

RED/RET > TERM LUMP D so

RED/RET – TERM LUMP D = +ve Bal of RED/RET

Calculating Lump Sum C - Eligible Termination Payment

ETP payments may or may not be taxed.

The system has to determine what part of ETP earnings is taxable and what isn't.

Payments such as payment in lieu (of notice), ex gratia, invalidity, and sometimes, the balance of redundancy and retirement payments are included in the ETP payments.

Note. Earnings for payment in lieu (of notice), ex gratia, invalidity are, like redundancy, and retirement earnings, not resolved and paid as such—the amounts that you enter for them as positive input do not add to accumulator AUS GROSS. They do, however, add to accumulator TER AC ETP and formulas use that accumulator to determine if the payments are to be ETP taxed or ETP non taxed. Invalidity payments have additional processing which is discussed later.

Calculating Non Taxable ETP

The calculation rule for ETP NONTAX is Amount and the Amount is TER FM ETP PRE83.

The formula checks that accumulator TER AC ETP has a balance.

If it does, it multiplies the accumulator balance by the duration TER DR PRE JULY which calculates the employee's service days from hire (or rehire) to 30/06/83. It then divides by duration TER DR ELIG SERV that calculates the employee's total eligible service days.

Accumulator balance ∗ Days from hire (or rehire) to June 30 '83 / Days frm service date to termination date = TER FM ETP PRE83 = Amount of earnings ETP NONTAX.

The start date for duration TER DR PRE JULY is formula TER FM DUR START which returns the rehire date if the hire date is earlier than the rehire date.

Calculating Taxable ETP

The calculation rule for ETP TAX is Amount and the Amount is TER FM ETP PST83.

The formula checks that accumulator TER AC ETP has a balance.

If it does, it subtracts the previously calculated value of TER FM ETP PRE83 (ETP NONTAX amount) from the accumulator and resolves it to be the Amount value of the ETP TAX earning.

Accumulator balance – TER FM ETP PRE83 = TER FM ETP PST83 = Amount of earnings ETPTAX.

Note. Deduction ETP R/OVER, entered a payee level, subtracts from TER AC ETP because it is to be excluded from the ETP tax or non taxed calculation since it is not being taken as an earnings.

Calculating Invalidity and Invalidity Post 94 Payments

The calculation rule for earnings INVALIDITY is Amount and the Amount is Payee Level. It is another earnings that you enter the value of by positive input and that does not add to AUS gross. It does, however, add to the accumulator TER AC ETP. It also adds to its own accumulator TER AC INVALIDITY.

The calculation rule for earnings INV POST 94 is Amount and the Amount is formula TER FM INV POST94.

Note. Despite its name, the calculation of post 94 invalidity earnings, does not involve any durations based on the year 1994.

The formula multiplies the amount of accumulator TER AC INVALIDITY (added to by your positive input) by duration TER DR TERM RETIRE which calculates the days from the employee's termination date to his normal retirement date. It then divides by duration TER DR HIRE RETIRE which calculates the days from the employee's hire or rehire date to normal retirement date.

Accumulator amount * days from term to norm retirement / days from hire (or rehire) to norm retirement = TER FM INV POST94 = earnings INV POST 94

The start date for duration TER DR HIRE RETIRE is formula TER FM DUR START which returns the rehire date if the hire date is earlier than the rehire date.

Because your positive input for earnings INVALIDITY adds to TER AC ETP and earnings INV POST 94 subtracts from it, the balance of INVALIDITY is processed as any other ETP payment.

See Also

Calculating Lump Sum C - Eligible Termination Payment

Entering Final Hours

For employees who accrue annual leave in hours based on hours worked, you must enter their final hours in the variable TER VR FINAL HRS on the Supporting Elements Override page (Compensate Employees, Maintain Global Payroll Data, Use) when they are terminated. Those hours will grant the correct accrual during the resolution of section ABS ENTHPHG in the GEN ABSENCE process list for payment by the AUS PAYROLL process. The section only resolves if its conditional formula returns that the employee has been terminated. Employees who accrue hours based on hours and who are not terminated, get their accrual processed through the HRLY ACCRUED process list which is run after AUS PAYROLL when the hours on which to base the accrual are known.

Viewing Delivered Elements for Australia

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Australia.

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data"

Customer Connection, Library, Documentation, “Delivered Supporting Elements for PeopleSoft Global Payroll for Australia”

CHAPTER 15

Managing End of Year Reporting

This chapter explains how to:

- Set earnings and deduction categories.
- Collect FBT-liable earnings.
- Generate payment summary data.
- Separate eligible termination payment data.

Setting Earnings and Deduction Categories

The categories determine where earnings and deductions appear on the payment summary. You categorize earnings and deductions by assigning a character value to the variable EOY VR CATEGORY on the Supporting Element Override page for a selected earnings or deduction.

These are the categories:

Earnings / Deduction Category	*EOY VR CATEGORY Value*
Allowances	A
CDEP (Community Development Employment Project)	C
Reportable FBT	F
Gross Pay	G
Other Income	O
Total Tax Withheld	T
Union Fees	U
Lump Sum A Payments	LA
Lump Sum B Payments	LB
Lump Sum D Payments	LD
Lump Sum E Payments	LE
ETP Pre 83 Payments	E1

Earnings / Deduction Category	*EOY VR CATEGORY Value*
ETP Post 83 Payments	E2
ETP Post 94 Invalidity Payments	E3
ETP Withheld Tax	ET

Collecting FBT-Liable Earnings

The ATO requires that you report FBT-liable earnings when the grossed-up value (of all of them) exceeds a minimum figure. To have the system calculate the reportable fringe benefits amount for inclusion on the payment summary, you run a collect process.

This section describes how to:

- Collect reportable FBT-liable earnings.
- Enter manually calculated FBT-liable earnings and view calculated earnings.
- Report FBT for terminated employees.

Summing Category F Earnings

Use the FBT Collection page (Global Payroll Australia, Manage Payroll Process (AUS), Process, Collect Reportable FBT). to set the parameters to have the system sum the net amounts of all earnings categorized as "F" (variable EOY VR CATEGORY) and gross them up. This is the same run control page—GPAU_RC_FBT_COLLEC—as used for Create Payment Summary. The difference is that this process uses the Application Engine program GPAU_FBT_COL and Create Payment Summary uses GPAU_PSM_CRE.

You need to enter the tax year and the population you are generating the data for. The population can be pay entity, pay group, or payee.

The **Update if Record Exists** check box relates to the record the values you can see on the Reportable FBT Earnings page. If you select it and the record exists either because of a manual entry only (status Entered) or because you have run the collect process previously (status Created) rerunning the process updates the calculated amount only. It does not change any manual entry.

The process is Application Engine process GPAU_FBT_COL.

Note. You need to set up your FBT percent and minimum reportable FBT liable earnings in Salary Packaging before you can run this process.

See Also

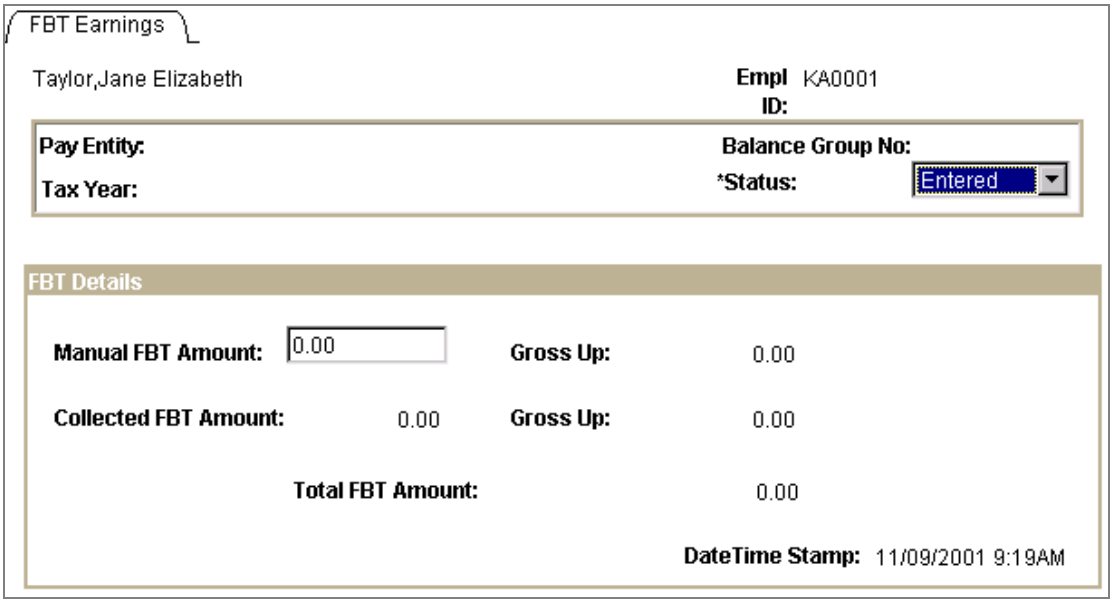
PeopleSoft Human Resources PeopleBook: Administer Salary Packaging, "Setting Up Salary Packaging," Viewing Salary Packaging FBT and GST Tax Details.

Pages Used to View and Adjust FBT Liable Earnings

Page Name	*Object Name*	*Navigation*	*Usage*
FBT Earnings	GPAU_EE_FBT	Global Payroll Australia, Maintain Payroll Data (AUS), Use, Reportable FBT Earnings.	View calculated amounts, add manual amounts, conditionally change the status, view grossed up values. You view the calculated amounts after you have run the Collect Reportable FBT Process.

Entering Manually Calculated FBT-Liable Earnings and Viewing Collected Earnings

Access the FBT Earnings page.



FBT Earnings page

Status

You can change the status from ***Processed*** to ***Created*** but only if the status of the Payment Summary process is still Created (not Processed or Issued). You would change it if you wanted to rerun the collect process to repopulate the Collected FBT Amount field. The statuses are:

Entered: The page has had a manual entry only.

Created: The Collect Reportable FBT has been run (even if the process didn't pick up any amount)

Processed: Payment Summaries have been created and the FBT data included (if there was any).

Issued: Refers only to the Payment Summary processes.

Manual FBT Amount This is for any manually calculated amounts. Any values entered here will not be affected by any rerunning of the collect process which only updates the **Collected FBT Amount** field. The system displays the grossed up value of the amount you enter in the associated **Gross Up** field.

Collected FBT Amount This is the result of the Collect Reportable FBT process (which may be 0.00). The system displays the grossed up value of the collected amount in the associated **Gross Up** field.

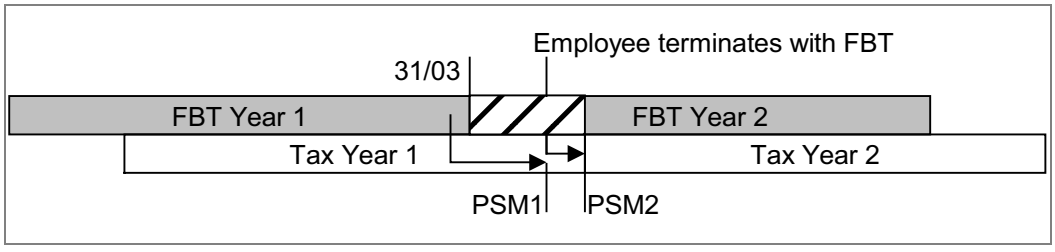
Total FBT Amount The total of the grossed up amounts. If the amount exceeds the minimum FBT liable earnings for payment summary reporting, it is reported on the employee's payment summary and included in the electronic file submission to the ATO.

Date Time Stamp The date and time the page (record) was last updated—manually or by the process.

Reporting FBT for Terminated Employees

An employee might terminate between the end of the FBT year and the end of the corresponding tax year. If, during that period—April 1 to June 30—that employee received reportable FBT-liable earnings over the reportable limit, you need to process two FBT collections and two payment summaries. The first is for the tax year in which the employee terminated. The second is solely to report the FBT liable earnings that would normally have been reported on the payment summary for the next tax year. The system picks up the FBT-liable earnings even though there is no tax balance record for that next tax year.

In the following diagram, the position of PSM2 indicates the tax year the FBT belongs to.



Indicating the FBT Tax Year

Generating Payment Summary Data

When data preparation is complete, you can generate the payment summary data employee by employee. You can view the data before printing payment summaries for issue to payee's. The system uses the data that the Application Engine program extracts for the following.:

- The creation of the electronic file for the ATO.
- Printed payment summaries for employees.
- The Payment Summary Exceptions and Payment Summary Reconciliation reports.

This section describes how to:

- View payment summary data.
- Generate the payment summary ATO file.
- Print the payment summary.

Pages Used in Generating Payment Summary Data

Page Name	*Object Name*	*Navigation*	*Usage*
PSM Creation	GPAU_RC_FBT_COLLEC	Global Payroll Australia, Manage Payroll Process (AUS), Process, Create Payment Summary	Enter the **Tax Year** and the payee population which can be **Pay Entity, Pay Group** or **Payee**. There is an **Update if Record Exists** check box. If you have already run the process, (Payment Summary status *Created*) this process will overwrite the stored values in the record. The process is Application Engine process GPAU_PSM_CRE.
Payment Summary	GPAU_EE_PSM	Global Payroll Australia, Maintain Payroll Data (AUS), Use, Payment Summary	View the results of running the Create Payroll Summary process.

Page Name	Object Name	Navigation	Usage
PSM – Electronic	GPAU_RC_PSM_ELEC	Global Payroll Australia, Manage Payroll Process (AUS), Reports, Payment Summary – Electronic.	Set the parameters for the generation of the electronic file by the application engine program.

Note. The system only includes FBT in the payment summary if its grossed-up value exceeds the PeopleSoft-maintained minimum amount. You can see the minimum amount on the FBT/GST Rate page.

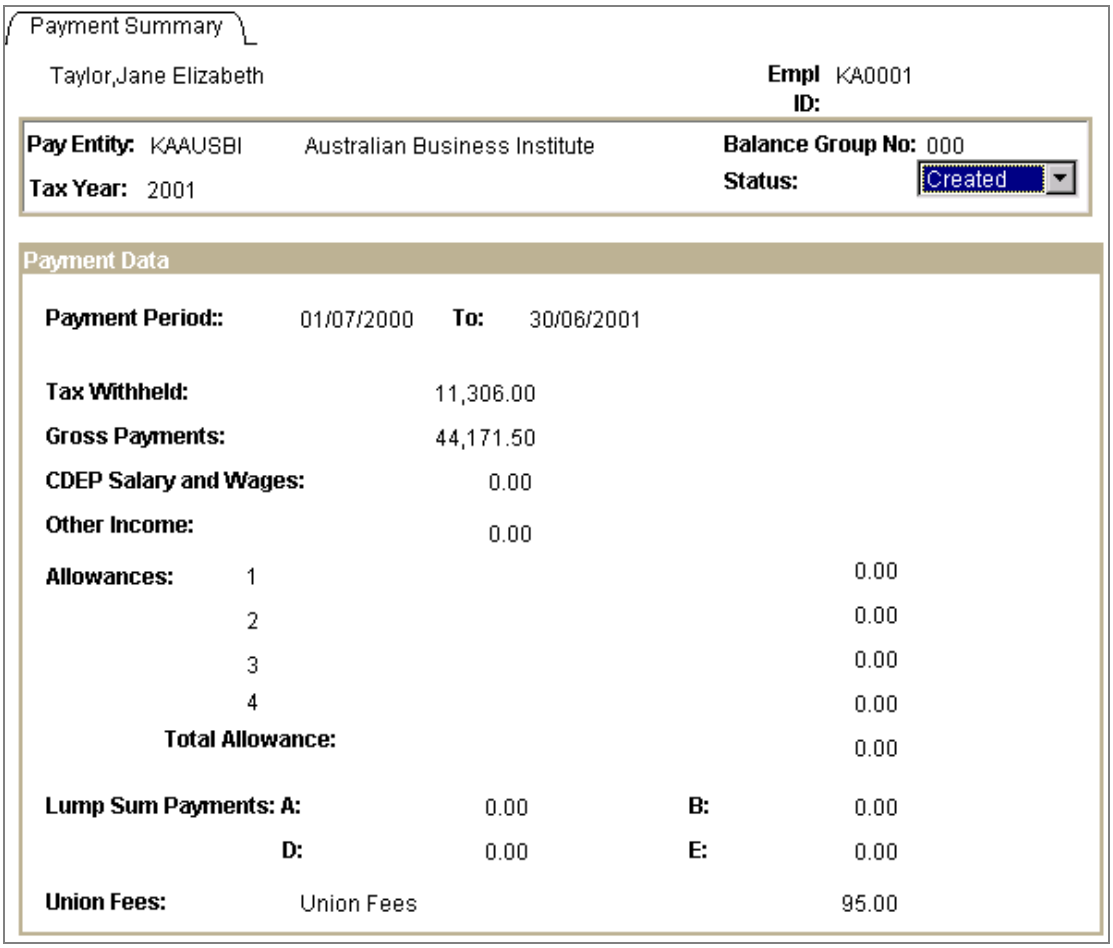
See Also

PeopleSoft Human Resources PeopleBook: Administer Salary Packaging, "Setting Up Salary Packaging," Viewing Salary Packaging FBT and GST Tax Details

Viewing Payment Summary Data

After running the Payment Summary - Create process for the tax year and payee population you selected, you can view the results. The EOY VR CATEGORY Supporting Element Override value you set for each earnings and deduction dictates in which total their values are included. The display is by employee name and ID, Pay Entity, Balance Group ID and Tax Year.

Access the Payment Summary page.



Payment Summary page

The EOY VR CATEGORY Supporting Element Override value you set for each earnings and deduction element dictates in which total their values are included.

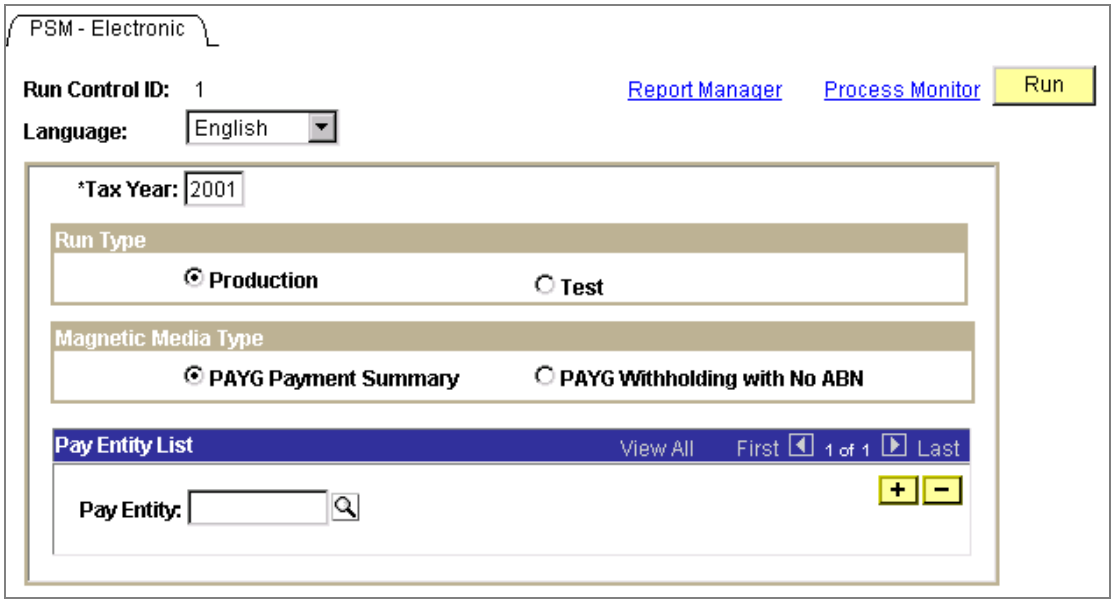
Payment Period	For normal end-of-tax-year processing, this shows 01/07/YY - 1 to 30/06/YY. For terminated employees, it shows 01/07/YY - 1 to termination date. For hired employees, it shows hire date to 30/06/YY.
Tax Withheld	Total of all category T deductions.
Gross Payments	Total of all category G earnings.
CDEP Salary and Wages	Total of all category C earnings.
Other Income	Total of all category O earnings.
Allowances	Total of all category A earnings. If there are more than four allowances, three are listed alphabetically and the fourth field displays "'Others" and the total for the other allowances.

Total Allowances	Total of 1-4 (where 4 might be the sub-total of the other allowances.)
Lump Sum (A, B, D and E)	All earnings of category LA, LB, LD, and LE respectively.
Union Fees	All deductions of category U.

Note. Lump Sum C earnings don't appear, because Lump Sum C, Eligible Termination Payments are extracted and reported separately.

Generating the Payment Summary ATO File

Access the PSM - Electronic page.



PSM - Electronic

The ATO requires a magnetic media (electronic) file containing all the data the system has extracted for payment summaries and ETP certificates. You can create a single file for multiple pay entities. The ATO also requires two different files: one or regular payees and one for contractors who do not have an ABN. The file contains software information, payer information such as ABN and contact details, and payee information such as TFN, gross payment and withheld tax.

The file is created by Application Engine program GPAU_PSM_ELEC. This program uses data extracted by the Application Engine program that created the payment summary.

Before you remit payment summary information electronically to the ATO or distribute printed summaries to your payees, you can use the Payroll Summary Exceptions and Payment Summary Reconciliation reports to check the data extracted by the Application Engine program.

Run Type

Production or **Test**	Select **Test** when preparing a file to send to the ATO for them to test validity. Make certain a test submission can never be taken for production data.

Magnetic Media Type

PAYG Payment Summary	Select to produce a file of data for regular payees.
PAYG Withholding with No ABN	Select to produce a file of data for contractor payees who do not have an ABN.

Pay Entity List

Pay Entity	Select as many pay entities as you want included in the file.

See Also

"Appendix: PeopleSoft Global Payroll for Australia Reports"

Printing the Payment Summary

When all your data is correct, you can use the Payment Summary - Report page to print either or both of the two variations of the payment summary and any ETP payments summaries the system generated during the Create Payment Summary process.

See Also

"Appendix: PeopleSoft Global Payroll for Australia Reports"

Separating Eligible Termination Payment Data

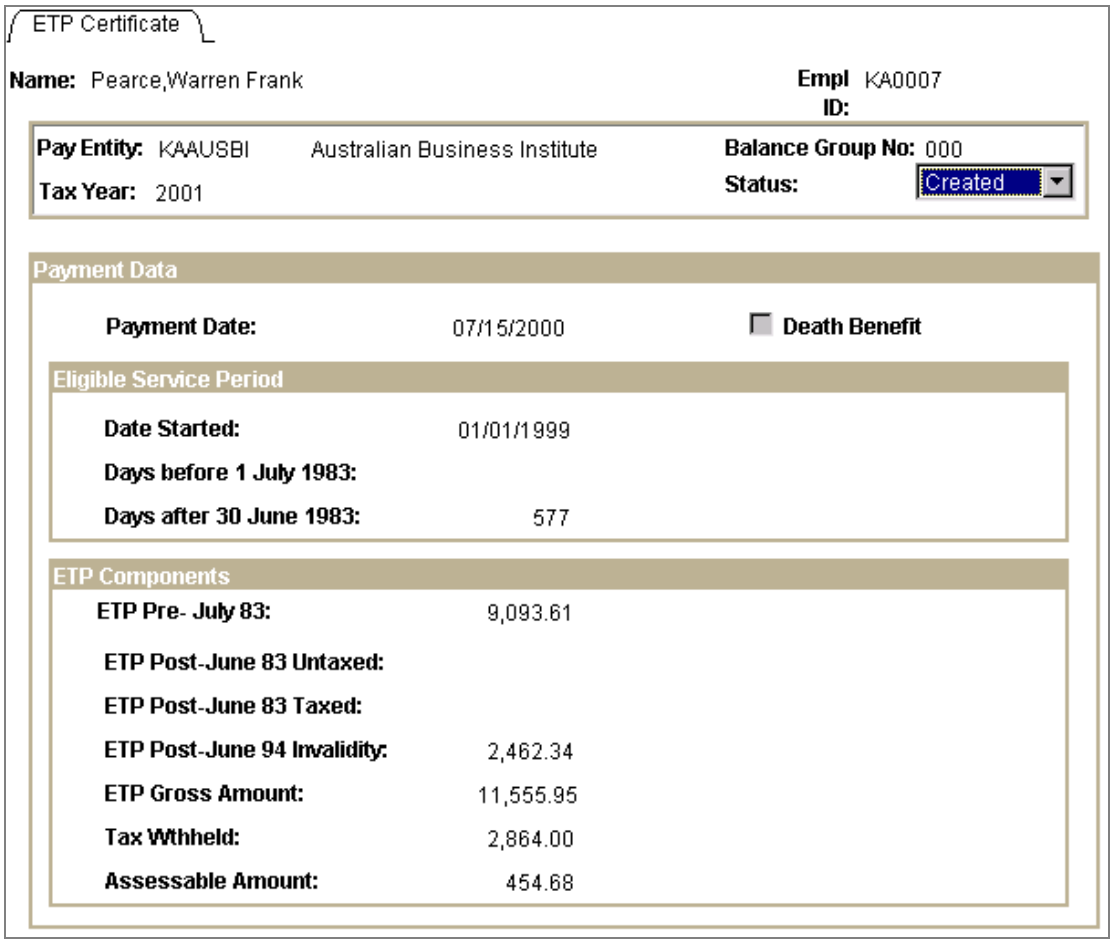
If the system detects Lump Sum C, Eligible Termination Payments (ETP) during the Create Payment Summary process, it stores the data separately.

Page Used to View ETP Data

Page Name	*Object Name*	*Navigation*	*Usage*
ETP Certificate	GPAU_EE_ETP	Global Payroll Australia, Maintain Payroll Data (AUS), Use, ETP Certificate	View the breakup of Lump Sum C ETP payments by employee name and ID, Pay Entity, Balance Group ID and Tax Year.

Viewing Eligible Termination Payment Data

Access the ETP Certificate page.



ETP Certificate page

ETP also has its own certificate, which is a printing option on the Print Payments Summary page.

Status Values are:

Created: The Create Payment Summary process has been run.

Issued: The ETP Payment Summary has been run (printed)

You can change the Status from ***Issued*** to ***Created*** if you want to regenerate the data through the create payment summary process.

Entered and ***Processed:*** These are not applicable statuses for ETP certificates

Payment Date	The date the ETP was made. The date defaults to the payment cheque date of the employee's last pay.

Eligible Service Period

Date Started	The payee's hire date.
Days before 1 July 1983	If the hire date is before 1 July 1983, this is the difference between the hire date and 1 July 1983.
Days after 30 June 1983	If the hire date is on or before 30 June 1983, this is the difference between 30 June and the termination date. If the hire date is after 30/06/1983, this is the difference between hire date and termination.

ETP Components

ETP Pre-July (X)	System-calculated based on the **Days before 1 July 1983** result.
ETP Post-June 83 Untaxed (Y)	System-calculated based on the **Days after 30 June 1983** result.
ETP Post-June 83 Taxed	System-calculated based on the **Days after 30 June 1983** result.
ETP Post-June 94 Invalidity (Z)	System-calculated based on any post June invalidity payments made.
ETP Gross Amount	Sum of X, Y, and Z
Tax Withheld	Tax deducted from ETP.
Assessable Amount	If the Death Benefit check box is showing as selected, the assessable amount is 0.00. Otherwise it is based on the following formula: (0.05 ∗ ETP Pre-July 83) + ETP Post-June 83 Untaxed or (0.05 ∗ X) + Y

Viewing Delivered Elements for Australia

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Australia.

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data"

Customer Connection, Library, Documentation, "Delivered Supporting Elements for PeopleSoft Global Payroll for Australia"

CHAPTER 16

Monitoring Salary Packaging Expenditure for Australia

This chapter provides an overview of monitoring salary package expenditure for Australia and covers how to:

- Update expenditure data for employee salary packages.
- Review salary package expenditures.

Overview of Monitoring Salary Package Expenditure for Australia

The Salary Packaging business process in PeopleSoft Human Resources enables you to monitor and project employee expenses during a salary package period. It also provides tools to ensure that actual spending, for both employees and the organisation, stays within the limits of budgeted salary packages. You can view package expenditures online as they take place, or generate reports that detail employee expenditures from their package budgets.

Note. Before you can begin monitoring expenditures against a salary package, you must have completed the modeling, confirmation, and enrollment of the salary package in PeopleSoft Human Resources. Doing so provides you with the base budgeted package against which your expenditure is tracked.

See Also

PeopleSoft Human Resources PeopleBook: Administer Salary Packaging, "Modelling Salary Packages" and "Managing Salary Packages"

Updating Expenditure Data for Employee Salary Packages

The integration of Salary Packaging with your PeopleSoft Human Resources and Global Payroll systems enables you to enter actual expenditures against a budgeted salary package. When you define components, you use the Expense Data page to identify whether the component is administered as a deduction, earnings, or an expenses type.

For deductions and earnings, expenditure is based on the payments made through PeopleSoft Payroll. For components or additional components identified as expenses, expenditure is

based on amounts you enter on the Business Expenses page in Administer Workforce in PeopleSoft Human Resources.

The remainder of this section describes how to:

- Calculate salary package expenses.
- Enter salary package business expenses.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Entering Additional Data in Human Resources Records," Tracking Business Expenses

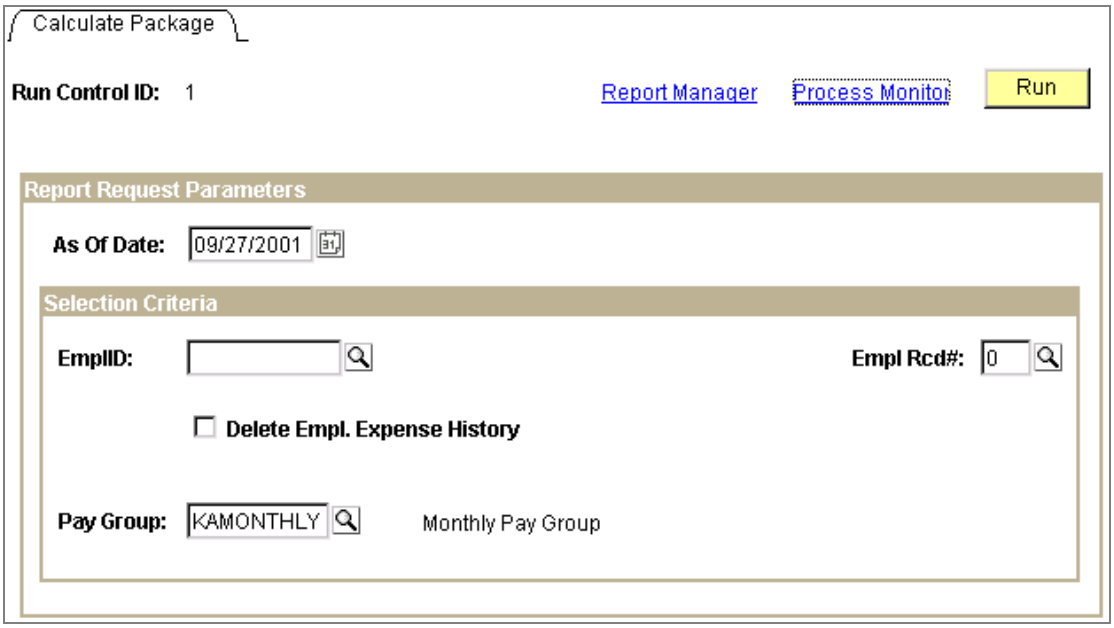
PeopleSoft Human Resources PeopleBook: Administer Salary Packaging, "Setting up Salary Packaging," Defining Expense Details for Salary Packaged Components

Page Used to Update Expenditure Data for Employee Salary Packages

Page Name	*Object Name*	*Navigation*	*Usage*
Calculate Package	GPAU_RC_SP02	Global Payroll Australia, Manage Payroll process (AUS), Process, Calculate Package Expenses	This process updates the Package Summary page, enabling you to view details of the budgeted, expended, and projected year-to-date totals for the package. This gives you vital information for observing and addressing spending and overspending trends.

Calculating Salary Package Expenses

Access the Calculate Package page.



Calculate Package page

Report Request Parameters

As Of Date — The date on which package expenses are calculated.

Note. We recommend that you align this date with the pay period end date, end of a reporting period, and the end of the FBT or tax year. You should consider these dates when running the process.

Delete Empl. Expense History (delete employee expense history) — Select to delete previous expenses on the Package Summary page.

Understanding the Package Expense Calculation Process

Regardless of the selection criteria, the package expense calculation is only completed for *confirmed* salary packages. This process retrieves the expenditure from the expenses and payroll tables and aggregates them in your Salary Packaging records.

You can view the actual and projected expenditure both online and as a report. To facilitate expense tracking throughout the package year, run the process on a regular basis. The most logical time is at the completion of the payroll process, when you have the most up-to-date information on earnings and deductions paid through PeopleSoft Payroll. Any expense amounts that have been entered through Business Expenses are included in the Package Expense Calculation.

You can run the expense calculation process as often as you like. You can also rerun the process if the expense details change—for example, when you add new business expenses to the employee's records.

Note. Components with a payroll type of None do not have any expenditure tracked against them unless they have expenses entered on the Expense Data page. Components with nothing on the Expense Data page won't have anything tracked against them, even if they enroll a payroll item.

Entering Salary Packaging Business Expenses

When you define a component with an expense code on the Expense Data page, you enter expenditures for the employee using the Business Expenses page. Entering amounts here does not facilitate payment of the expense—it is merely a means of recording the expenditure.

When tracking expenditure against expense codes, you must be sure that there is a unique expense code for each component included in the employee salary package model.

Business expenses only relate back to Salary Packaging if the expense code is linked to a package component on the Package Component Exp (expense) page of the Package Component Table.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Entering Additional Data in Human Resources Records," Tracking Business Expenses

Reviewing Salary Package Expenditures

Use the Salary Package Summary component in the Manage Payroll Process (AUS) menu to review the overall expenditure for an employee's salary package. You can also review the expenditures against individual components that make up a salary package.

Some of the components that are paid through the payroll system do not require close monitoring during the package year, as they are based on the details that you defined in the salary package. For example, expenditures for the employee's salary, health benefits, and superannuation will probably not vary much during the year. However, for components that are subject to ad hoc payments, you might monitor expenditure more closely. For example, an employee's actual spending against an expense account for motor vehicle operating costs could easily exceed the budgeted amount for the benefit if you do not monitor it carefully.

The remainder of this section describes how to:

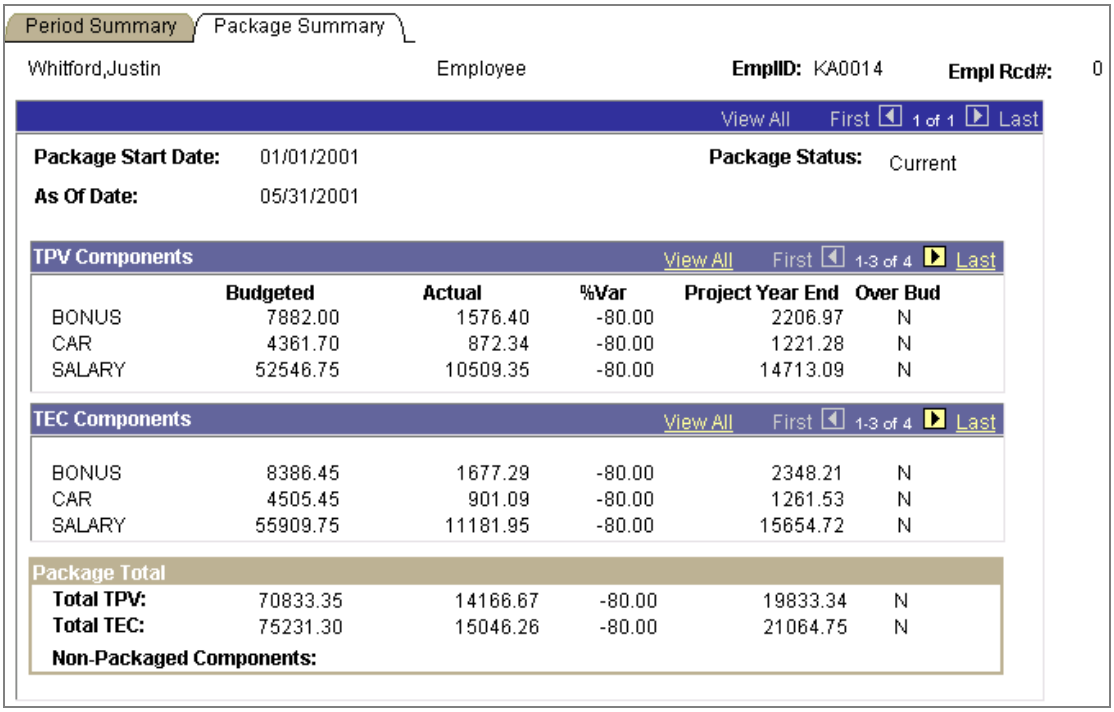
- View year-to-date employee package expense summary information.
- View period employee package expense summary information.
- Check package expenditure progress during the year.
- Reconcile payments at the end of the package period.
- Monitor expenditure overspending and underspending.

Pages Used to Review Salary Package Expenditures

Page Name	*Object Name*	*Navigation*	*Usage*
Period Summary	GPAU_PKG_EXP_PRD	Global Payroll Australia, Manage Payroll Process (AUS), Inquire, Salary Package Summary	View actual and budget summary amounts for a package and its components by pay period. This information is stored on the Package Expense Table.
Package Summary	GPAU_PKG_EE_EXP	Global Payroll Australia, Manage Payroll Process (AUS), Inquire, Salary Package Summary	View year-to-date employee package expense summary Information. Displays the actual expenses and budget amounts for an employee from the year-to-date expenses table.

Viewing Year-to-Date Employee Package Expense Summary Information

Access the Package Summary page.



Package Summary page

As of Date Indicates the date that the Package Expense Calculation was processed. The page calculations include only those expenditures for the employee up to this date.

Note. Totals are divided into three areas—**TPV Components**, **TEC Components**, and the **Package Total.** The **TPV Components** and **TEC Components** identify each component and display the value of components that add to TPV and TEC respectively. These values include the component value and any additional components that add to that package total. The system also displays **Budgeted**, **Actual**, **%Var** (variance) and **Project Year End** totals.

TPV Components and TEC Components

Budgeted The **Budgeted** values for each component and the Budget totals reflect in the package component details that you enter and adjust on the Employee Salary Package, Base Components pages.

Actual For each component the system determines the expenditure based on the payroll type definition on the component. If a component is linked to an earnings type, any payment made against that earnings type is regarded as expenditure against the component if you've set up the component with an earnings type on the Expense Data page.

The package expense calculation aggregates expenditure from business expenses and payroll data based on the preceding criteria. This process accounts for the expenditure against the base component amount but doesn't take into account additional component liabilities.

Note. For actual expenditure, the values processed through the payroll or entered in business expenses are disregarded for additional components. The system calculates additional component liabilities based on the percentage of the base component amount that has been expended.

To display the actual expenditure for the component, the system calculates the additional component liability based on the percentage of the base component amount that the employee has expended. The system calculates these values and incorporates them into the display of the actual expenditure for each component that is listed on the Package Summary page.

%Var

This amount represents the difference between the actual amount and the budgeted amount. It is expressed as a percentage of the budgeted amount. The system uses the following calculation to determine the % Var (variance) amount:

```
Actual Amount  -  Budget Amount)  /  Budget
Amount  * 100 = Variance Amount
```

Project Year End

Depending on the method you select for projecting values to year-end for the component, the system calculates this value accordingly. Different components use different methods and rates of expenditure. You identify whether a component is expended on a regular or ad hoc basis when you define components.

For components identified with a regular rate of expenditure, the system uses the following method to project earnings:

```
Actual Expenditure / Total Days in Package
Period * Days passed in the Package Period
```

For components identified with an ad hoc rate of expenditure the system does not calculate a projection. Because they are expended at an ad hoc rate, it is not possible to presume any future expenditure.

Because package periods can be for periods other than a single year, the projection amount is calculated to the package end, not to year's end.

Over Bud

The **Over Bud** (over budget) column displays either **Y**, (yes) or **N**, (no) to indicate whether the component is exceeding the assigned budget limits. The system determines whether a component or the package is over budget by prorating the package budget or the component budget. It calculates the value of the package or component from the start date to the package expense date. To determine any over or underspends, the system compares the result to the actual expenditure as of the date you last ran the Expense Calculation process.

Package Total

Total TPV and **Total TEC**

For each column amount that is displayed in the **TPV** and **TEC Components** group boxes, the system provides a **Total TPV** and **Total TEC** in the **Package Total** group box.

Non-Packaged Components

Because it is possible in your organisation that earnings or deductions that are not included in the employee's salary package could be paid, the system also displays the **Non-Packaged Components**. This field identifies the total

value of any deductions, earnings, and expenses that are not included as a packaged component but have been paid out to the employee in the payroll.

You can see if expenditure outside the package has occurred for the employee, and you can quickly respond to the non-packaged payments. These types of payments may prompt you to perform a package review or some other corrective action. To view the individual totals for these values, refer to the Non Packaged group box on the Period Summary page. The system displays the totals for non-packaged earnings, deductions, and expenses on the Period Summary page if any non-packaged payouts for these earnings types have taken place.

Note. You determine the non-packaged components that display appear on the Package Summary page using the Ern/Ded Included page.

See Also

PeopleSoft Human Resources PeopleBook: Administer Salary Packaging, "Setting up Salary Packaging," Pages Used to Set Up Salary Packaging Payroll Components and Defining Non-Salary Packaged Earnings and Deductions Elements and "Modeling Salary Packages," Modelling Salary Packages for Employees and Entering Salary Package Component Budget Details for Employees

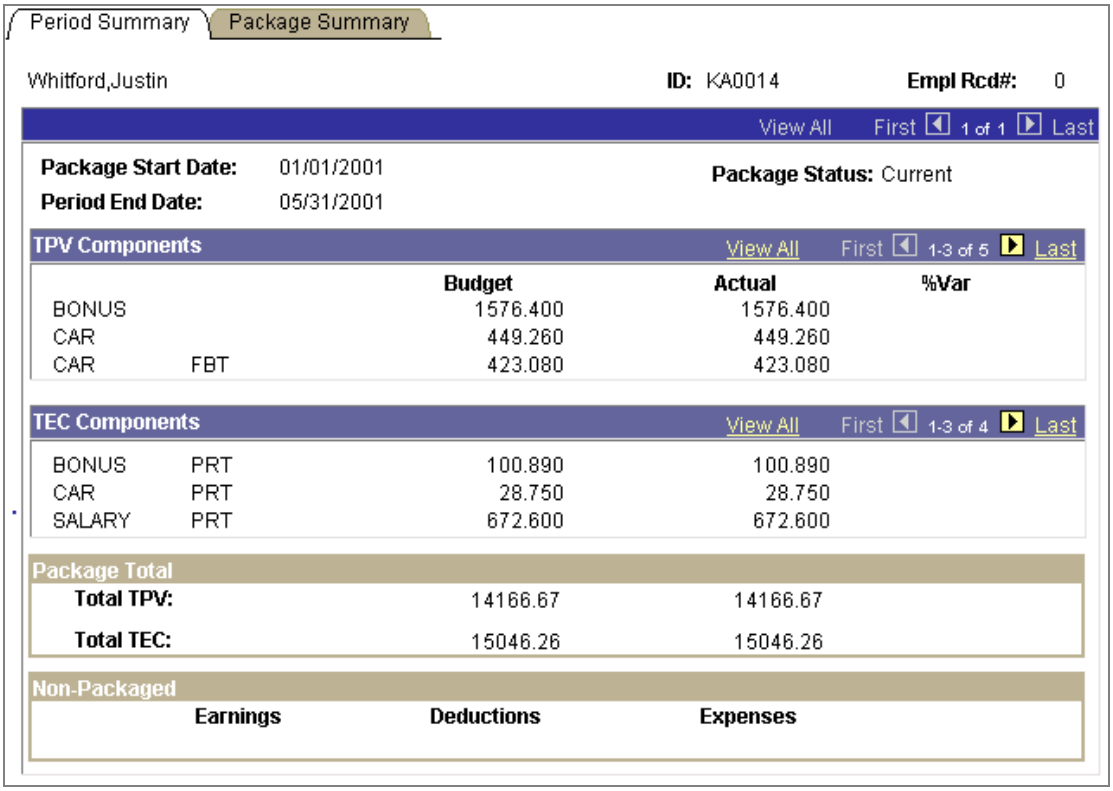
Checking Package Expenditure Progress During the Year

During the package year, you should review package expenditure on a regular basis to identify any potential over expenditures on the part of your organisation or the employee.

You need to draw on your knowledge of the benefits that you provide for employees to determine whether you need to take corrective action to fix an over-expenditure at any time during the package period. An employee might not be aware of the rate of expenditure and may potentially overspend on their expense account.

Viewing Period Employee Package Expense Summary Information

Access the Period Summary page.



Package Summary page

Package Start Date and **Period End Date**

The **Period End Date** is the end date for the pay period that you are viewing. The page calculations include only those expenditures for the employee for that the indicated pay period.

Note. The information on the Package Summary pages is only as current as the date that you ran the Package Expense Calculation process, and the page calculations include only those pay period expenditures for the employee up to that date.

Budget

The budgeted values for each component and the budget totals are reflected in the package component details that you enter and adjust on the Employee Salary Package, Base Component pages of the Employee Salary Package component. .

Non Packaged

Earnings, Deductions, and **Expenses**

The Package Summary page displays a Non-Packaged Components group box to identify the total values of earnings, deductions, and expenses that are not included as a packaged components.

All the other fields on this page are identical to the fields on the Package Summary page.

Note. You determine the non-packaged components that display appear on the Package Summary page using the Ern/Ded Included page.

See Also

PeopleSoft Human Resources PeopleBook: Administer Salary Packaging, "Setting up Salary Packaging," Defining Non-Salary Packaged Earnings and Deductions Elements and "Modeling Salary Packages," Entering Salary Package Component Budget Details for Employees

Viewing Year-to-Date Employee Package Expense Summary Information

Reconciling Payments at the End of the Package Period

Part of the package review process for each employee should involve a reconciliation of expenditure in the previous package period. It is at this time that you should recover any overpayments, or make any adjustments for underpayments. Salary Packaging helps you identify these amounts, but doesn't automate any payment or recovery for package balances.

When reviewing these amounts, you should also consider the balances for each component and consider the reasons for the overspend or underspend before making any adjustments.

For example, at the end of the package period, you might find that one of the employee's salary components is underspent. You should consider what has caused the underspend for the component. It might be that the employee took two weeks leave without pay. In that case, the underspend is valid and no adjustment should be made. Alternately, an expense account that is underspent could have been under-utilised, and the employee should receive some adjustment for the balance remaining through payroll.

The actions that you take to acquit a salary package at year's end depend on your business practices. Some organisations allow balances to be carried forward to future years, others pay out or recover differences at year's end.

Monitoring Expenditure Overspending and Underspending

The Package Summary pages clearly identify package and component overspending and underspending.

Some organisations choose not to control employee package expenditure at the component level. The package total information is most important to package administrators for these organisations. When budgeting and/or modelling packages, package administrators in these organisations define individual package components in the usual way. But component values act more as a guideline than a rule for tracking expenditures against the employee's package.

For organisations that are concerned with the overall package expenditure overspends and underspends, you can easily identify this information at the package level using the Package Summary pages. The pages also track expenditure at the component level, but expenditure caps are enforced at the package level.

In other organisations, business rules require that the package administrator track expenditure at the individual component level. Using the Package Summary pages, any overspending or underspending of the components is easy to see.

Note. The system does not issue warning messages regarding overspending or underspending of either packages or components in salary packages other than indicating that the package or the components are over or underspent on the Package Summary pages.

See Also

Viewing Year-to-Date Employee Package Expense Summary Information

Viewing Period Employee Package Expense Summary Information

Viewing Delivered Elements for Australia

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Australia.

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data"

Customer Connection, Library, Documentation, "Delivered Supporting Elements for PeopleSoft Global Payroll for Australia"

CHAPTER 17

Appendix: PeopleSoft Global Payroll for Australia Reports

This appendix provides an overview of PeopleSoft Global Payroll for Australia reports and enables you to:

- View summary tables of all reports.
- View report details and source records.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation.

See Also

PeopleTools PeopleBook: Process Scheduler

PeopleSoft Global Payroll for Australia Reports: General Description

These tables list the PeopleSoft Global Payroll for Australia reports, sorted alphanumerically by report ID. If you need more information about a report, refer to the report details at the end of this chapter. All the reports are SQR reports, although some obtain data from Application Engine programs.

Note. Reports that can be at detail or summary level add "- A" or "- B" respectively as a suffix to their ID when printed. For example, the BAS report can be GPAUPY13 - A or GPAUPY13 - B.

See Also

PeopleSoft Global Payroll for Australia Reports: A to Z

PeopleSoft Global Payroll for Australia: Australian Bureau of Statistics (ABS) Reports

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
GPAUPY16 Average Weekly Earnings (AWE)	Quarterly report based on specific ABS earnings accumulators.	Global Payroll Australia, Manage Payroll Process (AUS), Reports, ABS – Average Weekly Earns	GPAU_RUNCTL_AWE
GPAUPY17 Survey of Employment & Earning (SEE)	Quarterly report based on specific ABS earnings accumulators.	Global Payroll Australia, Manage Payroll Process (AUS), Reports, ABS – Summary of Emplymnt Earns.	GPAU_RUNCTL_AWE

PeopleSoft Global Payroll for Australia: Additional Reports

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
GPAUAM01 Absence History	Lists, by employee, all types and durations of absence takes	Global Payroll Australia, Manage Payroll Process (AUS), Reports, Payroll Tax. Absence History	GPAU_RC_ABS_HIST
GPAUAM02 Leave Liability	Reports the value of all leave balances (rate * entitlement balance).	Global Payroll Australia, Manage Payroll Process (AUS), Reports, Payroll Tax. Leave Liability	GPAU_RC_LVELIAB
GPAUPSO1 Payment Summary	Reports year-end payee earnings, a legislative requirement.	Global Payroll Australia, Manage Payroll Process (AUS), Reports, Payroll Tax. Payment Summ - Report	GPAU_RC_PSM_PRINT
GPAUPT01 State Payroll Tax	Lists, state by state, tax based on total salary per pay period.	Global Payroll Australia, Manage Payroll Process (AUS), Reports, Payroll Tax.	GPAU_RC_SPT
GPAUPY01 Payslip	Lists payee details of period earnings, taxes and other deductions, leave balances, and payment distributions.	Global Payroll Australia, Manage Payroll Process (AUS), Reports, Payslip	GPAU_RUNCTL_PSLP

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
GPAUPY11 Payroll Register	Summarises, by payee, all earnings, deductions and net pay for a pay period.	Global Payroll Australia, Manage Payroll Process (AUS), Reports, Payroll Register	GPAU_RC_PY11
GPAUPY12 Payroll Reconciliation	Provides earnings and deduction data from pay runs across multiple pay periods.	Global Payroll Australia, Manage Payroll Process (AUS), Reports, Payroll Reconciliation	GPAU_RC_PY12
GPAUPY13 Pay Components	Provides either earnings, deduction or accumulator data across multiple pay periods.	Global Payroll Australia, Manage Payroll Process (AUS), Reports, Pay Components	GPAU_RC_PY13
GPAUPY14 Payroll Messages	Lists messages, by employee ID, generated for a calendar group.	Global Payroll Australia, Manage Payroll Process (AUS), Reports, Payroll Messages	GPAU_RC_PY14
GPAUPY15 Business Activity Statement	Lists, by employee ID, gross earnings and amount withheld (tax). Employees' tax shows in column "Amt. Withheld No ABN" because they don't have ABN numbers	Global Payroll Australia, Manage Payroll Process (AUS), Reports, BAS Information	GPAU_RC_PY15
GPAUPY21 Payment Summary Exceptions	List discrepancies between YTD amounts and actual results per period.	Global Payroll Australia, Manage Payroll Process (AUS), Reports, Payroll Tax. Payment Summ - Exceptions	GPAU_RC_PSM_EXCPT
GPAUPY22 Payment Summary Reconciliation	Lists results of the payment summary AE program.employee payment summaries.	Global Payroll Australia, Manage Payroll Process (AUS), Reports, Payroll Tax. Payment Summ - Reconciliation	GPAU_RC_PSM_RECON

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
GPAUPY51 Net Payment Report	Extracts data from the Cemtex Transaction and Header tables, from Personal Data, and from Job. You can have report at summary or detail level.	Global Payroll Australia, Manage Payroll Process (AUS), Reports, Net Payment	GPAU_PMT_RPT
GPAUPY52 Recipient File Report	SQR version of the Recipient File - Electronic which details payment of deductions sent to recipients by Cemtex file. You can get the report automatically by running the AE for the electronic file or by selecting its check box and leaving the AE check box cleared.	Global Payroll Australia, Manage Payroll Process (AUS), Process, Recipient File - Electronic	GPAU_RUNCTL_RCP_FL

PeopleSoft Global Payroll for Australia Reports: A to Z

This section provides detailed information on individual reports including important fields and source records. The reports are listed alphabetically by report ID.

GPAUAM01 – Absence History

This report lists, for each employee, all leave taken, with dates and duration, paid status, and other information. If you don't specify a leave Type, the report lists all types.

Source Records

PS_GP_RSLT_ABS

See Also

"Using the General Ledger Interface," Reporting Leave Liability and Absence History

GPAUAM02 – Leave Liability

This report lists, for each emloyee, absence entitlement converted to leave liability. It includes the earning codes used to pass liability to GLI or QSP. It shows rate and unit type, category

(for QSP reporting), accrual date (pay date) balance units and the balance amount (rate * balance).

Source Records

PS_GP_RSLT_ERN_DED, PS_JOB, PS_NAMES, PS_GP_PYGRP, PS_GP_GLGRP_SGPAU, PS_GP_GL_GROUP_DTL, PS_GP_ERN_DED, PS_GP_PYE_PRC_STAT, PS_GP_ELM_DFN_SOVR, PS_GP_PYENT.

See Also

"Using the General Ledger Interface," Reporting Leave Liability and Absence History

GPAUPS01 - Payment Summary

Payment Summary reports are your employees' hard copy of the data extracted by the Create Payment Summary Application Engine program.

PAYG Pay Summ (Non-Business)	Select to print payment summaries for regular payees. The **Notice to Employee** check box becomes available. If you select it, the system prints the standard notice to employees with each payment summary.
PAYG Pay Summ (Voluntary)	Select to print payment summaries for contractor payees.
ETP Payment Summary	Select to print payment summaries for regular payees who have been terminated and who have received eligible termination payments.
Pay Entity, Pay Group, Department, Location, Payee Name	Select to control sorting of the printed certificates. You can select any combination of options. The sorting is by the order of your selections from left to right.

Source Records

PS_GPAU_RC_PSM_PYE, PS_GPAU_RC_PSM_PYG, PS_GPAU_RC_PSM_EE, PS_GPAU_EE_PSM PSM, PS_GP_PYENT PYENT, PS_GP_PYENT_SGPAU, PS_JOB, PS_PERSON_NAME, PS_PERSON, PS_ADDRESSES, PS_GP_PYENT_DTL

See Also

"Managing End of Year Reporting"

GPAUPT01 - State Payroll Tax

This report displays the data extracted by Application Engine program GPAU_SPT_RPT.

Group Pay Entity	Enter the group pay entity you created in the Group Entity Table.
State Payroll Tax Base Date	Select from ***Pay End Date, Payment Date,*** or ***the Earlier of End/Payment Dates***. Unlike with monthly pay frequencies, with weekly or fortnightly pay frequencies it is harder to determine which month the earnings should be included in for payroll tax purposes. That's because some pay periods will overlap more than one month. We need a consistent method of determining which month earnings are attributable to for payroll tax purposes.

Source Records

PS_GPAU_SPT_SUMM, PS_STATE_NAMES_TBL, PS_GP_PYENT, PS_GP_PYENT, PS_GPAU_SPT_DETAIL

See Also

"Managing State Payroll Tax," Setting Up Group Pay Entities

GPAUPY01 - Payslip

You can print payslips for:

- An entire calendar group ID.
- Individual payees for the selected calendar group ID.
- Groups of payees in the selected calendar group ID by pay entity, pay group, department, or location.

You can set up to three sort keys from the following options: Department, Employee Name, Location, Not Applicable, Pay Entity, or Pay Group. If you select Not Applicable, the program prints the payslips by employee ID.

Source Records

PS_GPAU_PER_AUS_VW, PS_GP_PYE_PRC_STAT, PS_GP_PYE_SEG_STAT, PS_GP_CALENDAR, PS_GP_RUN_TYPE GRT, PS_GPAU_PSLP, PS_GPAU_PSLP_SECT, PS_GPAU_PSLP_ED, PS_GPAU_PSLP_ABS, PS_GP_PYE_PRC_STAT, PS_GP_PYE_SEG_STAT, PS_GP_PIN, PS_GP_RSLT_ACUM, PS_GP_PAYMENT, PS_GP_NET_DIST_DTL, PS_PYE_BANKACCT, PS_BANK_EC_TBL, PS_GPAU_PSLP_MSG , PS_GPAU_PSLP_RSLT, PS_LOCATION_TBL, PS_GP_PYENT, PS_FREQUENCY_TBL, PS_GPAU_PSLP_DEPT, PS_GPAU_PSLP_LOCTN, PS_ADDRESSES, PS_GPAU_PAYEE_TBL, PS_GP_PG_DTL_SGPAU, PS_GPAU_PSLP_DP_RC, PS_COUNTRY_TBL, PS_GP_CAL_RUN_DTL

GPAUPY11 - Payroll Register

The Payroll Register lists, by payee, a summary of all earnings, deductions and net pay for a pay period. The main differences between this report and the existing GP Payroll Results Register are that this report lists the payroll results by pay entity and it reports across multiple pay periods.

You can create the report for a whole calendar group, or a specific pay entity in which case you set from and to dates. You can also specify that you only want a summary report when reporting by pay entity.

You have sort options of Department, Location and Payee, and you can report earnings and deductions or accumulators or both (called "Sections"). You can also specify the payee population, which can be all (payees), or selected pay groups or payees.

Source Records

GPAU_RC_REPORTS, GP_PYE_PRC_STAT, PERSONAL_DATA, GP_PYENT, GP_PYE_SEG_STAT, GP_RLST_ERN_DED, GP_RLST_ACUM, JOB.

GPAUPY12 - Payroll Reconciliation

The Reconciliation Report lists the summary of all earnings and deductions paid in the pay period and year to date values. The user will use this report for reconciliation purposes. The main difference between this report and the existing GP Payroll Summary Report is this report lists the payroll results by pay entity and it reports across multiple pay periods.

You can create the report for a whole calendar group, or a specific pay entity in which case you set from and to dates. You can also specify that you only want a summary report when reporting by pay entity.

You can include YTD values and have sort sequence options of department and location, and you can specify whether you want to report earnings only, deductions only or both earnings and deductions (called "Sections"). Finally you can specify the payee population which can be all (payees) or pay groups.

Source Records

GPAU_RC_REPORTS, GP_PYE_PRC_STAT, GP_CALENDAR, GP_PYE_SEG_STAT, GP_RLST_ERN_DED, GP_PIN, JOB.

GPAUPY13 - Pay Components

The Pay Component Register lists, by payee, the summary of earnings paid or deductions taken or accumulators.

You can create the report for a whole calendar group, or a specific pay entity in which case you set from and to dates. You can also specify that you only want a summary report when reporting by pay entity.

You have sort sequence options of department and location, and you can specify whether you want to report earnings, deductions or accumulators (called “Sections”). Finally you can specify the element population which can be all (elements in the section) or selected elements.

Source Records

GPAU_RC_REPORTS, GP_PYE_PRC_STAT, PERSONAL_DATA, GP_PYENT, GP_PYE_SEG_STAT, GP_RLST_ERN_DED, GP_RLST_ACUM, JOB, GP_PIN,

GPAUPY14 - Payroll Messages

The Error Message Report lists, by payee any error or warning messages that has occurred during the pay run.

You only need to specify a language and calendar group for this report.

Source Records

GPAU_RC_REPORTS, GP_PYE_PRC_STAT, PERSONAL_DATA, GP_PYE_SEG_STAT, GP_MESSAGE, MESSAGE_CATALOGUE.

GPAUPY15 - BAS Information

The BAS Information Register provides you with information to assist you in the completion of your organisation’s Business Activity Statement.

You specify from and to dates and the pay entities you want the report for. You can print a summary version of this report.

Employee tax appears in the “Amt. Withheld No ABN” column because employees don’t have ABN numbers.

Source Records

GPAU_RC_REPORTS, GP_PYE_PRC_STAT, PERSONAL_DATA, GP_RSLT_ERN_DED, GP_PYE_SEG_STAT, GP_RSLT_ACUM, GPAU_EE_TAX_DTL.

GPAUPY16 - ABS Average Weekly Earnings (AWE)

This quarterly report uses earnings data stored in any of five ABS accumulators. You need to ensure all earnings to be reported are included in the selected accumulator. The process produces both a hard-copy report and an ASCII, comma-delimited electronic file.

Source Records

JOB, PERSONAL_DATA, GP_CALENDAR, GP_CAL_PRD, GP_PYE_PRC_STAT, GP_RUN_TYPE, GP_PYE_SEG_STAT, GP_RSLT_ERN_DED, GP_RSLT_ACUM.

GPAUPY17 - ABS Survey of Employment and Earnings (SEE)

This quarterly report uses earnings data stored in any of five ABS accumulators. You need to ensure all earnings to be reported are included in the selected accumulator. The process produces both a hard-copy report and an ASCII, comma-delimited electronic file.

Source Records

JOB, PERSONAL_DATA, GP_CALENDAR, GP_CAL_PRD, GP_PYE_PRC_STAT, GP_RUN_TYPE, GP_PYE_SEG_STAT, GP_RSLT_ACUM.

GPAUPY21 - Payment Summary Exceptions

This report identifies discrepancies between the year-to-date amounts and actual results per period to avoid problems with payment summaries at the end of the year. The report uses the data extracted by the Application Engine program GPAU_PSM_EXC.

This program also reports any ETP exceptions.

You run the Application Engine by tax year and pay entity. You can set the sort sequence to payee name.

Source Records

GPAU_PSM_EXCEPT, PS_NAMES, PS_GPAU_RC_PSM_PYE.

GPAUPY22 - Payment Summary Reconciliation

This report contains the data extracted by the Create Payment Summary Application Engine program GPAU_PSM_CRE.

Source Records

GPAU_EE_PSM, GPAU_EE_ETP, PS_NAMES, PS_GP_PYENT, PS_GPAU_RC_PSM_PYE

GPAUPY51 - Net Payment

This net payment report can be in either detail or summary form.

Source Records

PS_GPAU_RC_REPORTS, PS_GPAU_EFT_PMT_VW, PS_GPAU_EFT_CMX_TR.

See Also

“Banking and Recipient Processing for Australia,” Reporting Net Payment

GPAUPY52 - Recipient File

This report formats recipient data extracted by the Application Engine program GPAU_EFT_CMX (run through the Fund Transfer - Electronic report, which creates the Cemtex file) in SQR format.

You can get the report automatically by running the Application Engine for the electronic file or by selecting its check box and leaving the Application Engine check box cleared.

Source Records

PS_GPAU_RC_RCPT_FL, PS_GPAU_RCPPAY_DTL, PS_GPAU_RCPPAY_HDR, PS_GPAU_RC_RCP_LST, PS_GPAU_RCPPAY_HDR, PS_GPAU_RCPPAY_FTR.

Note. The application engine program GPAU_RCPFILE, run through the Recipient File - Electronic report, also uses data extracted by GPAU_EFT_CMX.

Viewing Delivered Elements for Australia

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Australia.

See Also

PeopleSoft Global Payroll PeopleBook, “Delivered Elements and System Data”

Customer Connection, Library, Documentation, “Delivered Supporting Elements for PeopleSoft Global Payroll for Australia”

Index

A

Absence Advance Types page 13-21
absence management
  absence advance types - defining 13-21
  accruing and taking annual leave 13-3
  accruing and taking long service leave 13-8
  accruing and taking other leaves 13-14
  accruing and taking sick leave 13-12
  accruing entitlement and pro rata 13-3
  adjusted service date 13-18
  delivered absence entitlements 13-2
  delivered absence takes 13-3
  leave in advance - paying 13-21
  overview of 13-1
  payment advance details - setting 13-24
  reducing from regular hours 13-1
Absence Pay - AUS page 13-24
Additional Info - AUS page 3-3
Addl Info - Aus page 6-1
age based limits
  superannuation 8-6
ANNRA 4-10
annual leave
  accruing and taking 13-3
  liability - calculating daily accrual 12-5
  liability - calculating hourly accrual 12-5
Australian Bank Setup page 10-2
Australian Information page 3-6, 10-4

B

Bank Link Ovrd - AUS page 10-3
banking
  bank link override 10-3
  linking source banks to debit types 10-3
  manual and separate cheques 10-12
  multiple source banks by debit type 10-2
  overview of 10-1
  source banks - setting up additional information 10-1
BONUS GRS UP 9-2

C

Calculate Package page 16-2
calendars
  additional information - entering 3-6
CD-ROM
  ordering ii
Cemtex
  generating the file 10-8
cheques
  manual and separate 10-12

D

deduction payback 4-12
Deduction Payback page 4-13
deductions
  categories for reporting 15-1
  delivered elements 5-1
  garnishments 5-6
  generation controls 5-4
  goal amounts - checking 5-5
  overview of 5-1
  tax 5-3
delivered elements
  absence entitlements 13-2
  absence takes 13-3
  deductions 5-1
  earnings 4-2
  termination earnings 14-2

E

earnings
  based on other earnings - calculating 4-8
  calculating regular pay 4-5
  categories for reporting 15-1
  deduction payback 4-12
  defining 4-1
  delivered elements 4-2
  FBT liable - collecting 15-2
  flat amounts 4-9
  formula-based 4-9
  holiday hours - selecting 4-13
  min and max hourly rates and limits 4-6
  net to gross elements 9-1
  ONCALL 4-7
  overtime 4-5
  overview 4-1
  PRDBON 4-7
  reduce from regular 4-9
  rolling average 4-10
  scheduling with generation controls 4-14
  shift earnings 4-5
  STRESS 4-8

termination - resolving 14-4
Earnings and Deductions page 11-4
EFT
creating the cemtex file 10-8
generating the code 10-8
managing transfers 10-6
elements
abbreviations in names 2-5
creating 2-1
functional codes 2-4
maintenance 2-1
naming convention 2-2
ownership 2-1
suffixes 2-3
supporting 2-3
type codes (PIN_TYPE) 2-4
eligible termination payments 14-8
separating data 15-9
viewing data 15-10
Employee Service History page 13-17
end of year processing
earnings and deductions categories - setting 15-1
ETP - separating payments 15-9
ETP - viewing payments 15-10
FBT collecting liable earnings 15-2
FBT reporting for terminated employees 15-4
payment summary data - generating 15-5
payment summary data - viewing 15-6
payment summary printing 15-9
EOY *See* end of year processing
ETP *See* eligible termination payments
ETP Certificate page 15-10

F

FBT *See* fringe benefit tax
FBT Earnings page 15-3
FBT Rates page 6-7
final hours
on termination - entering 14-10
fringe benefit tax
collecting liable earnings 15-2
terminated employee - reporting 15-4
Fund Transfer Electronic page 10-7

G

garnishments 5-6
details - entering 5-8
general ledger interface
accrued salary - calculating 12-3
adding journal types to groupings 12-2
leave liability - calculating 12-3
leave liability - reversing on change of cost centre 12-7
leave liability - reversing on termination 12-4
leave liability and absence history reporting 12-4
processing payroll data to 12-1
running the process 12-8
state payroll tax - calculating liability 12-7
generation controls 4-14
deductions 5-4
GLI *See* general ledger interface
goal amounts 5-5
Group Entity page 7-2
group pay entities
setting up 7-1

H

HECS Rates page 6-7
holiday hours 4-13

I

invalidity payments 14-9

J

Journal Type page 12-3
journal types
adding to GL groupings 12-2

L

leave in advance
defining absence types 13-21
paying 13-21
payment advance details - setting 13-24
limits
age based - superannuation 8-6
earnings 4-6
superannuation 8-4
long service leave
accruing and taking 13-8
calculating marginal tax & lump sums A & B 14-6
liability - calculating monthly accrual 12-6
liability - calculating weekly accrual 12-5
OGO 13-16
taking - OGO 13-20
LSL *See* long service leave
lump sum A - calculating 14-6
lump sum B - calculating 14-6
lump sum C - calculating ETP 14-8
lump sum D - calculating 14-7

M

manual cheques 10-12
maximum earnings limits
  superannuation 8-5
Medicare Levy page 6-8
messages
  payslip - setting up 11-6
minimum and maximum earnings 4-6

N

net pay
  actual and target - net to gross 9-2
  reporting 10-11
net to gross
  actual and target net pay 9-2
  BONUS GRS UP and gross pay - calculating 9-3
  calculating payments 9-1
  earnings elements 9-1
  overview of 9-1
  process sequence 9-2
Non Tax Deductions page 7-4
Non Tax Earnings page 7-3

O

OGO
  adjusted service date - adjusting 13-18
  long servce leave - taking 13-20
  long service leave 13-16
  part and full time pro rata and entitlement - calculating 13-19
other leaves
  accruing and taking 13-14
overrides
  payslip - delivery options 11-7
overtime
  calculating 4-5

P

Package Summary page 16-5
pay group
  additional information - entering 3-3
Payee Payslip Overrides page 11-8
payee tax data
  entering 6-2
  updating automatically 6-6
Payee Tax Data page 6-2
payment summary
  generating data 15-5
  printing 15-9
  viewing data 15-6
Payment Summary page 15-6
payslips
  creating templates 11-1
  delivery option overrides 11-7
  earnings and deductions - setting up 11-4
  messages - creating 11-6
  overview of 11-1
  printing 11-8
  templates - attaching to pay groups 11-7
  templates & accumulators - setting up 11-2
  viewing online 11-8
Payslips Messages page 11-6
PeopleBooks
  CD-ROM, ordering ii
  printed, ordering ii
Period Summary page 16-8
proration rules 3-7
Protected Net Pay page 5-7
PSM - Creation page 15-5
PSM - Electronic page 15-8
PUB 4-13

Q

QSP
  processing data to 12-1
  running the process 12-8

R

Recipient Payment File page 10-10
recipients
  additional information 10-4
  payment report files - generating 10-9
regular pay
  earnings - calculating 4-5
reports 17-1
retro
  over 12 months - calculating 3-2
  over 12 months - determining 3-1
  over 12 months - processing 3-2
  processing payments 3-1
rolling average
  calculating 4-10
  setting up calculation 4-11
rounding rules 3-7
Run General Ledger page 12-9

S

salary packaging
  business expenses - entering 16-4
  expenditure data - updating 16-1
  expenditure progress in the year - checking 16-8

expenditures - reviewing 16-4
monitoring expenditure - overview 16-1
over and underspending - monitoring 16-10
package expenses - calculating 16-2
payments at end of package period - reconciling 16-10
period package expense summary - viewing 16-8
year to date package expense summary - viewing 16-5
separate cheques 10-12
SFSS Rates page 6-8
shift earnings 4-5
sick leave
accruing and taking 13-12
Source Bank Override page 10-3
source banks
link overrides 10-3
multiple by debit type 10-2
setting up additional information 10-1
state payroll tax
calculating liability for GLI 12-7
data for - identifying 7-1
group pay entities 7-1
liabilities reporting 7-4
managing 7-1
non taxable deductions 7-4
non-taxable earnings 7-3
tables - maintaining and viewing 7-3
taxable deductions 7-4
taxable expenses 7-4
trainee rebates 7-3
viewing data 7-4
State Tax Rate page 7-4
suffixes
element 2-3
superannuation 8-1
age based limits 8-6
calculation rule - setting 8-3
employee options 8-7
exemption rule checks 8-5
exemptions and limits 8-4, 8-6
matching contributions 8-4
maximum earnings limits 8-5
overview of administration 8-1
percentage based on employee contributions 8-4
statutory and customary deductions 8-2
tier-based calculations 8-3
Supplier Address page 6-2
Supplier Data page 6-2

T

tax
additional information - entering 6-1
deductions 5-3
entering information 6-1
overview of managing 6-1
payee data - auto updating 6-6
payee data - entering 6-2
scales - viewing 6-7
TFN supplier information - entering 6-2
Tax Scale Update page 6-6
Tax Scales page 6-8
Taxable Deductions page 7-4
Taxable Expenses page 7-4
Template Setup & Accumulators page 11-2
templates
payslips - attaching to pay groups 11-7
termination payments
delivered elements 14-2
final hours - entering 14-10
hourly and daily rates - calculating 14-3
invalidity payments 14-9
LSL marginal tax and lump sums 14-6
lump sum D - calculating 14-7
maintaining elements 14-1
overview of 14-1
termination earnings -resolving 14-4
termination section - processing 14-2
TFN
submitting declaration electronically 6-6
supplier information - entering 6-2
TFN Declaration - Electronic page 6-7
TRAINADV 4-12
TRAINDED 4-12
Trainee Rebate page 7-3
trainee rebates 7-3
triggers and segmentation events 3-6