



PeopleSoft 8.3 Global Payroll for Switzerland PeopleBook

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Contents

About the HRMS PeopleBooks

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

Chapter 1

About the PeopleSoft 8.3 Global Payroll for Switzerland PeopleBook

Chapter 2

Setting Up PeopleSoft Global Payroll for Switzerland

Setting Up Your Swiss Payroll System	2-1
Defining the Installation Table	2-1
Defining Primary Permission List Preferences	2-2
Defining Language Preferences	2-2
Integrating with PeopleSoft Human Resources	2-2
Setting Up Pay Entities and Pay Groups.....	2-3
Defining Currency.....	2-3
Defining a Default Retroactive Processing Method.....	2-4
Setting Up Banking.....	2-4

Defining Triggers	2-4
Creating Employee Checklists	2-6
Assigning and Viewing Print Classes	2-7
Pages Used to Assign and View Print Classes	2-7
Assigning Print Classes	2-7
Defining Swiss Install Options	2-8
Page Used to Define Swiss Install Options	2-8
Viewing Delivered Elements for Switzerland	2-8

Chapter 3

Managing Social Insurance for Switzerland

Understanding Swiss Social Insurance	3-1
Common Social Insurance Terms	3-1
Social Insurance Overview	3-2
Default Hierarchy for Social Insurance	3-3
Common Social Insurance Elements	3-4
Viewing Social Insurance Data	3-5
Pages Used to View Social Insurance Data	3-5
Viewing Social Insurance System Data	3-5
Viewing Social Insurance Details	3-6
Defining Insurance Providers	3-7
Pages Used to Define Insurance Providers	3-8
Setting Up Insurance Providers	3-8
Setting Up Contribution Rates	3-9
Defining Company Social Insurance Contributions	3-9
Pages Used to Define Company Social Insurance Contributions	3-10
Setting Up Social Insurance Rates	3-10
Setting Up Social Insurance Details	3-11
Viewing and Modifying Social Insurance Data	3-12
Managing Additional Insurance	3-13
Pages Used to Manage Additional Insurance	3-14
Setting Up Additional Insurance Providers	3-14
Entering Additional Insurance Data	3-15

Chapter 4

Managing Family Allowances

Understanding Family Allowances	4-1
Defining and Entering Family Allowances	4-1
Pages Used to Define and Enter Family Allowances	4-2
Setting Up Family Allowance Data	4-2

Setting Up Child Allowance Data.....	4-3
Entering Family Allowance Payments.....	4-5

Chapter 5

Defining FAKs

Understanding FAKs	5-1
Entering FAK Data.....	5-1
Page Used to Enter FAK Data	5-1
Entering Canton FAK and Source Tax Data.....	5-1

Chapter 6

Managing Source Tax

Understanding Source Tax	6-1
Viewing and Maintaining Source Tax Data	6-1
Pages Used to View and Maintain Source Tax Data	6-2
Viewing Source Tax Details	6-2
Entering Source Tax Data.....	6-3
Viewing Source Tax Percentages	6-6

Chapter 7

Defining EO Payments for Switzerland

Defining EO Payments	7-1
Pages Used to Define EO Payments	7-1
Common Elements Used in This Chapter.....	7-2
Recording EO Statements	7-2
Initiating Retroactive Payments	7-3

Chapter 8

Defining Pensionskasse

Understanding Pensionskasse.....	8-1
Setting Up Pensionskasse Employee Data	8-1
Page Used to Handle Pensionskasse Calculations	8-2
Setting Up Additional Employment Data	8-2
Using the Feedback From Provider Section	8-3

Chapter 9

Working With Swiss Absence Rules

Understanding Swiss Absence Rules	9-1
Setting Up Absence Entitlement Plans.....	9-1
Pages Used to Set Up Entitlements.....	9-2

Setting Up Entitlement Details.....	9-2
Setting Up Scale Codes	9-3
Pages Used to Set Up Scale Codes.....	9-3
Setting Up Salary Continuances.....	9-4

Chapter 10

Working With Swiss Tariffs

Understanding Swiss Tariffs.....	10-1
Defining Tariffs	10-1
Pages Used to Define Tariffs	10-1
Common Tariff Elements.....	10-2
Entering Base Tariff Information.....	10-3
Entering Bonus Payment Data	10-4
Entering Calculation Details	10-4
Defining Overtime Pay Rates.....	10-5

Chapter 11

Working With Garnishments

Understanding Garnishments.....	11-1
Setting Up Garnishments.....	11-1
Page Used to Set Up Garnishments.....	11-2
Setting Up Garnishment Data	11-2
Stopping, Modifying, and Deleting Garnishments	11-4
Viewing Delivered Garnishment Elements	11-5
Garnishment Deductions.....	11-6
Garnishment Process Lists	11-6

Chapter 12

Managing Maternity Leave

Understanding Maternity Leave	12-1
Setting Up Maternity Absence Entry Elements.....	12-2
Tracking Maternity Leave	12-2
Page Used to Enter Maternity Leave.....	12-2
Entering Maternity Leave Data	12-2
Maternity Leave Example	12-4
Viewing Delivered Maternity Elements	12-4
Maternity Deductions.....	12-5
Maternity Process Lists	12-5

Chapter 13

Setting Up Payslips for Switzerland

Setting Up Payslips.....	13-1
Page Used to Set Up Payslips	13-1
Creating a Payslip Message	13-1
Generating Payslips	13-3

Chapter 14

Setting Up Banking for Switzerland

Setting Up Swiss Banking	14-1
Setting Up Defaults for Source Banks.....	14-2
Pages Used to Set Up Defaults for Source Banks.....	14-3
Entering Information at the Pay Entity Level	14-3
Setting Up Banking Defaults for Payees	14-4
Pages Used to Set Up Banking Defaults for Payees	14-4
Assigning Payee Bank Accounts to Default Source Banks	14-5
Enter Data for Foreign Bank Transfers.....	14-5
Running Local Country Bank Processing	14-6
Pages Used to Run Local Country Bank Processing	14-7
Defining Files Created by the Bank Transfer Report.....	14-7

Chapter 15

Managing the Absence Request Process

Understanding the Absence Request Process	15-1
Self-Service Absence Business Process.....	15-2
Setting Up Absence Request Processing	15-3
Requesting Absence (Employee).....	15-4
Viewing Absence Request Status (Employee)	15-5
Requesting Employee Absence (Manager)	15-6
Viewing Absence Request Status (Manager)	15-7
Approving Employee Absence (Manager and HR Administrator)	15-8
Managing Employee Absence (HR Administrator)	15-8
Generating Absence Entries	15-9
Pages Used in Absence Request Processing.....	15-10
Common Elements in This Section.....	15-13
Setting Up Absence Duration Data	15-14
Setting Up Employee Absence Entry Options	15-14
Setting Up Absence Balances	15-15
Viewing the Latest Absence Requests	15-16
Viewing Additional Absence Requests.....	15-17

Viewing Absence Request Details	15-18
Canceling an Absence Request	15-19
Adding and Modifying Absence Requests	15-20
Requesting an Employee Absence	15-22
Selecting Employee Absences to Approve	15-23
Approving Employee Absences	15-24

Chapter 16

Managing the Overtime Request Process

Understanding the Overtime Request Process	16-1
Setting Up Overtime Request Processing	16-3
Requesting Overtime (Employee)	16-3
Viewing Overtime Request Status (Employee)	16-4
Requesting Employee Overtime (Manager)	16-5
Viewing Overtime Request Status (Manager)	16-6
Approving Employee Overtime (Manager and HR Administrator)	16-7
Managing Employee Overtime (HR Administrator)	16-7
Generating Overtime Requests	16-8
Pages Used to Generate Overtime Requests	16-9
Common Elements in This Section	16-11
Setting Up Overtime Duration Data	16-12
Setting Up Overtime Entry Elements	16-13
Viewing the Latest Overtime Requests	16-14
Viewing Additional Overtime Requests	16-15
Viewing Overtime Request Details	16-16
Canceling an Overtime Request	16-17
Adding and Modifying Overtime Requests	16-18
Requesting Employee Overtime	16-19
Selecting Employee Overtime to Approve	16-20
Approving Employee Overtime	16-21
Generating Overtime Requests	16-22

Chapter 17

Appendix: PeopleSoft Global Payroll for Switzerland Reports

PeopleSoft Global Payroll for Switzerland Reports: General Description	17-1
SUVA-Certified Reports	17-1
Additional Reports	17-3
Common Elements Used in This Chapter	17-4
PeopleSoft Global Payroll for Switzerland Reports: A to Z	17-5
GPCHAL03 - Tax Statement	17-5

GPCHAL04 - FAK Contributions	17-5
GPCHAL06 - Overpayment List	17-6
GPCHAL07 - Element Contribution List	17-6
GPCHAL08 - Pay Element Summary Month.....	17-7
GPCHBK01 - Banks and Postal Orders.....	17-7
GPCHBK02 - Bank Transfer	17-7
GPCHEO01 - EO Pay Card	17-8
GPCHGL01 - Accounting Voucher.....	17-8
GPCHGL02 - Reconciliation List.....	17-9
GPCHSI03 - Personal Statement	17-9
GPCHSI06 - SI Company Setup.....	17-9
GPCHSI07 - UV Year.....	17-9
GPCHSI08 - AHV Year.....	17-10
GPCHSI09 - Non AHV/ALV	17-10
GPCHSU01 - Payslip.....	17-10
GPCHTX01 - Source Tax Year	17-11
GPCHTX02 - Source Tax Month	17-12
GPCHTX04 - Payroll Register	17-12
GPCHTX06 - Pay Balance Employee/Company.....	17-13

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 <i>Active</i> or <i>Inactive</i> .
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.

Person Name

Last:

津村

First:

友則

Alternate Character Name:

ツムラトモリ

Name:

津村 友則

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

Comp Rate Code: TSDFLT

DescriptionSalaried Default

☒ Base Pay

☐ Use Highest Rate

☐ Default Without Override

Rate Code Type: Flat Amount

Rate Code Class:

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

First 1 of 1 Last

AmountsChangesConversion

*Rate CodeSeqManually UpdatedChange AmountChange PointsChange Percent

100.0000000.000+-

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						First	1 of 1	Last
Amounts		Changes		Conversion				
*Rate Code	Seq	Source	Default Without Override	Apply FTE	Converted Comp Rate			
1		None	☐	☐		+	-	

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 <i>Absorbing Premium</i> , <i>Seniority Pay</i> , <i>Job Code</i> , or <i>Manual</i> .
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.

*Description:	This is a required field
---------------	---

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).
<i>Italics</i>	Indicates a PeopleSoft or other book-length publication. We also use italics for <i>emphasis</i> and to indicate specific field values. When we cite a field value under the page on which it appears we use this style: <i>field value</i>. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number <i>0</i>, not the letter <i>O</i>.
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.

<i>Page</i>	<i>System Name</i>	<i>Navigation</i>	<i>Usage</i>
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 Switzerland PeopleBook

This book provides you with the information you will need for implementing and using PeopleSoft 8.3 Global Payroll for Switzerland.

This preface explains how to use the documentation for PeopleSoft 8.3 Global Payroll for Switzerland. 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 Application Fundamentals for HRMS PeopleBook*.

See Also

PeopleSoft Global Payroll PeopleBook, “Preface”, Understanding the Documentation

CHAPTER 2

Setting Up PeopleSoft Global Payroll for Switzerland

This chapter describes how to:

- Set up your Swiss payroll system.
- Assign and view print classes.
- Define Swiss install options.
- View delivered elements for Switzerland.

Setting Up Your Swiss Payroll System

- Before you can define your Swiss payroll system, you need to do some initial one-time setup. This section covers the data you need to enter on pages in PeopleSoft Human Resources and the PeopleSoft Global Payroll core application. Then you can continue with setup within PeopleSoft Global Payroll for Switzerland—assigning and viewing print options as well as defining install options.

Defining the Installation Table

When you first install PeopleSoft HRMS, you need to complete the Installation Table to specify defaults for your implementation. The Installation Table component includes the following pages:

- The Products page, where you indicate the products that you’re installing, such as Global Payroll.
- The Country Specific page, where you enter country-specific installation information.

You should read about the Installation Table in more detail in the PeopleSoft Human Resources documentation.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Setting Up PeopleSoft HRMS,” Setting Up Implementation Defaults

Defining Primary Permission List Preferences

In PeopleSoft Human Resources, you use the Primary Permission List Preferences component to set predefined tableset sharing, system-wide defaults, and settings for each of your primary permission lists. Based on the default values that you indicate for the options on the Primary Permission List Preferences component, such as Business Unit, SetID, Currency, Country, and/or Company Code, when an operator logs on to PeopleSoft HRMS, the system populates fields with the values that you specified here.

Use the **Primary Permission List Preferences – Defaults** page to define your company, country, and currencies. Use the **Primary Permission List Preferences – Settings** page to define your payroll system.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Regulating PeopleSoft HRMS System Data," Setting Up Primary Permission List Preferences

Defining Language Preferences

Regardless of your system's base language, you can view your PeopleSoft application in any supported language, as long as your browser supports the language you want. There are two ways to set language preference:

- Using the Language Preferences page.
- Using the International Preferences page.

Once setup is complete, select the Language Name icon to view the sign-on page in a given language. Use the Language Preference page to determine the default language for each PeopleSoft session.

Once you're logged on to a PeopleSoft application, use the International Preferences page to change the language for your current session only.

See Also

PeopleTools PeopleBook: Globalization, "Controlling International Preferences"

Integrating with PeopleSoft Human Resources

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

One of the first things that you need to do when an employee is hired is to set up data for employee dependents.

See Also

“Managing Family Allowances”

PeopleSoft Human Resources PeopleBook: Administer Workforce, “Entering Additional Data in Human Resources Records,” Tracking Dependent and Beneficiary Data “

Setting Up Pay Entities and Pay Groups

Before setting up Swiss options, you need to define the pay entity and pay group on the Pay Entities and Pay Groups pages.

See Also

PeopleSoft Global Payroll PeopleBook, “Understanding the Organizational Structure,” Defining Pay Entities and Defining Pay Groups

Defining Currency

Defining currency in PeopleSoft Global Payroll is a two-part process. First, in order to use multiple currencies within PeopleSoft Global Payroll, you need to set up and maintain the following tables:

- Currency Code Table.
- Currency Rate Type Table.
- Currency Exchange Rate Table.

Second, you need to define the currency code and the currency rate type on the Primary Permission List Preferences – Defaults Page.

Note. PeopleSoft Global Payroll is designed to meet the changing currency requirements of the European Monetary Union (EMU). The system supports all currencies and enables multiple currency conversions.

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

PeopleSoft Global Payroll uses a two-tiered approach to currency codes:

- Pay entity level.
- Element definition level.

All employees are assigned to pay groups. Each pay group is assigned to a pay entity. The currency entered on the **Pay Entity Processing Details page** in the core PeopleSoft Global Payroll application affects all pay groups assigned to that pay entity. All processing for

employees associated with a pay entity occurs in the pay entity currency. The pay entity currency is also referred to as the processing currency in PeopleSoft Global Payroll.

Online Currency Defaults

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

Currency can be automatically determined by the primary permission list preference, the element definition, or pay entity.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Working With Currencies”

PeopleSoft Global Payroll PeopleBook, “Understanding the Core Application Architecture,” Using Multiple Currencies

Defining a Default Retroactive Processing Method

In the PeopleSoft Global Payroll core application, define the default retroactive processing method as corrective.

See Also

PeopleSoft Global Payroll PeopleBook, “Defining Retroactive Processing,” Defining a Retro Method

Setting Up Banking

Source banks process all of your payments. Specify the classification criteria for your source banks when you install the system, using the following options:

- Pay entity.
- Department.
- Pay group.

See Also

“Setting Up Banking for Switzerland”

Defining Triggers

In PeopleSoft Global Payroll, the mechanism used to detect online data changes that should result in a system action is called a trigger. Examples of common data changes that might use

triggers are the hiring of a new payee, a change in pay rate, and a change in job location. There are three types of triggers: iterative, retro, and segmentation.

Before you can use a trigger to process a payee, perform segmentation, or perform retroactive processing, you must set up a trigger definition. The definition indicates that when a particular change to the database occurs, the system should generate the desired trigger. You define trigger event IDs on the **Trigger Definition** page in the PeopleSoft Global Payroll core application.

The following table lists records with triggers for PeopleSoft Global Payroll for Switzerland.

<i>Record</i>	<i>Type</i>	<i>Trigger Event ID</i>	<i>Retro Event Definition ID Segment Event</i>
COMPENSATION	Iterative Retro	COMPENSATI	CHE RETRO
GP_ABS_EVENT	Iterative Retro	GPABSEVENT	CHE RETRO
GP_ABS_OVRD	Iterative Retro	GPABSOVRD	CHE RETRO
GP_PI_MNL_DATA	Iterative Retro	GPPIMNLDAT	CHE RETRO
GP_PI_MNL_SOVR	Iterative Retro	GPPIMNLISOV	CHE RETRO
GP_PYE_OVR_SOVR	Iterative Retro	GPPYEOVRISO	CHE RETRO
GP_PYE_SECT_DTL	Iterative Retro	GPPYESECTD	CHE RETRO
JOB	Iterative Retro Segmentation	JOB JOB COMPRATE	CHE RETRO Period Element*
SCH_ASSIGN	Iterative Retro	SCHASSIGN	CHE RETRO
GPCH_CA_DATA1	Iterative Retro	CH CA DAT1	CHE RETRO
GPCH_CA_DATA2	Iterative Retro	CH CA DAT2	CHE RETRO

Record	Type	Trigger Event ID	Retro Event Definition ID Segment Event
GPCH_SI_DATA	Iterative Retro	CH SI DATA	CHE RETRO
GPCH_TX_DATA	Iterative Retro	CH TX DATA	CHE RETRO
GPCH_AB_MATERN	Iterative Retro	CH AB MATE	CHE RETRO
GPCH_EO_ABR	Iterative Retro	CH EO ABR	CHE RETRO
GPCH_GR_DAT1_V W	Iterative Retro	CH GR DATA	CHE RETRO
GPCH_GR_DAT2_V W	Iterative Retro	CH GR DAT2	CHE RETRO

Note. The Job record with a segmentation trigger type slices the following earnings elements: CH_ER_10000, CH_ER_11000, CH_ER_01100, CH_ER_04000, CH_ER_10100, CH_ER_01000, and CH_ER_02000.

See Also

PeopleSoft Global Payroll PeopleBook, "Setting Up Triggers"

Creating Employee Checklists

You should create checklists for processing employee hires and other administrative tasks.

Note. The Employee Checklist page is part of the Administer Workforce business process of PeopleSoft Human Resources and is also available in PeopleSoft Global Payroll for Switzerland through the following navigation: Global Payroll Switzerland, Maintain Payroll Data (CHE), Use, Employee Checklist.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Overview of the Hiring Process," Setting Up Employee Checklists

Assigning and Viewing Print Classes

Each report has its own layout, design, and specification distinguished by a print class. You can select a specific print class on the run control page before running a report.

Pages Used to Assign and View Print Classes

Page Name	Object Name	Navigation	Usage
Print Class	GPCH_BL_PRINT	Global Payroll Switzerland, Manage Payroll Process (CHE), Setup, Print Class, Print Class	Assign specifications to a print class and select how an element appears in a printed report. PeopleSoft delivers some print classes, but you can also create your own.
Print Class View	GPCH_BL_PRNT_VW	Global Payroll Switzerland, Manage Payroll Process (CHE), Setup, Print Class, Print Class View	View print class details display-only.

Assigning Print Classes

Access the Print Class page.

Print Class **Print Class View**

Print Class: GPCHDM21

View All First 1 of 170 Last

	*Entry Type	*Element Name	Status	Override Sign	Print Group	Print Sequence	Print Calc Val	Print Base	Print Rate	Print Units	Print Percent	Print Sum Amount
1	Earnings	CH_ER_10000	Active	☐	2	10000	☒	☐	☐	☐	☐	☐
2	Earnings	CH_ER_11000	Active	☐	2	11000	☒	☐	☐	☐	☐	☐
3	Earnings	CH_ER_01100	Active	☐	2	1100	☒	☐	☐	☐	☐	☐
4	Earnings	CH_ER_10100	Active	☐	2	10100	☒	☐	☐	☐	☐	☐
5	Earnings	CH_ER_13600	Active	☐	2	13600	☒	☐	☐	☐	☐	☐
6	Earnings	CH_ER_01000	Active	☐	2	1000	☒	☐	☐	☐	☐	☐
7	Deduction	CH_AH_D10	Active	☐	20	510	☒	☐	☐	☐	☐	☐
8	Deduction	CH_AH_D11	Active	☒	42	300	☒	☐	☐	☐	☐	☐

Print Class page

Entry Type Displays the element type. Valid values are *Accumulatr*, *Auto Assgn*, *Deduction*, and *Earnings*.

Override Sign Changes the default sign of each element.

Print Group	Displays the group in which the element is printed on the report.
Print Sequence	Displays the sequence in which the element is printed on the report.
Print Calc Val (calculation value)	Select to print the element as a calculation value.
Print Base	Select to print the element as a base.
Print Rate	Select to print the element as a rate.
Print Units	Select to print the element as a unit.
Print Percent	Select to print the element as a percent.
Print Sum Amount	Select to print the element as a sum amount.

Defining Swiss Install Options

Before you print reports in PeopleSoft Global Payroll for Switzerland, you need to specify default choices for names, addresses, phone, and email. For example, you might want to print a payee's primary name and home address on a payslip.

Page Used to Define Swiss Install Options

Page Name	Object Name	Navigation	Usage
Swiss Install Opt (options)	GPCH_BL_PRNT_VW	Global Payroll Switzerland, Define Payroll Setup (CHE), Setup, Swiss Install Options	Define default name, address, phone, and email types for reporting.

Viewing Delivered Elements for Switzerland

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

See Also

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

CHAPTER 3

Managing Social Insurance for Switzerland

This chapter provides an overview of social insurance in PeopleSoft Global Payroll for Switzerland and shows you how to:

- View social insurance data.
- Define insurance providers.
- Define company social insurance contributions.
- Manage additional insurance.

Understanding Swiss Social Insurance

Before setting up and processing social insurance contributions, you should understand the terms and procedures PeopleSoft Global Payroll for Switzerland uses for social insurance.

Common Social Insurance Terms

Here's a list of common abbreviations used on the social insurance components in PeopleSoft Global Payroll for Switzerland.

Abbreviation	German	English
AHV	Alters- und Hinterlassenenversicherung	Retirement and survivors' pension insurance
ALV	Arbeitslosenversicherung	Unemployment insurance
BU	Berufsunfall-Versicherung	Work-related accident/injury insurance
EE	N/A	Employee
EO	Erwerbsersatzordnung für Dienstleistende in Armee und Zivilschutz	Military and civil service pay supplements
ER	N/A	Employer

Abbreviation	German	English
FAK	Familienausgleichskasse	Employer contribution to fund family benefits
IV	Invalidenversicherung	Disability insurance
NBU	Nichtberufsunfall-Versicherung	Non work-related accident/injury insurance
PK	Pensionskasse	Pension fund
SUVA	Schweizerische Unfallversicherungsanstalt	Swiss Accident Insurance Institute (the largest insurance provider in Switzerland)
UV	Unfallversicherung	Accident insurance

Social Insurance Overview

Contributory membership in national social insurance funds (such as AHV, IV, and EO) is mandatory for employers. You deduct social insurance contributions for those domestic and foreign employees with mandatory insurance coverage and transfer them to compensation funds in accordance with statutory requirements.

You specify the applicable prorated percentage rates for both the employer and the employee. When a new employee is hired, record his or her AHV number. At the end of prescribed pay periods, calculate the contribution amount, if the insurance provider hasn't already calculated it. Then transfer the amount to the respective provider.

The same procedure applies to unemployment insurance (ALV). For both types of insurance, deduct the employees' insurance percentage rate from their pay.

At the end of the year, total the paid earnings and then submit a complete list of employees with mandatory insurance coverage to the insurance providers. This list must provide every employee's AHV number, total gross earnings, and the length of employment with the company.

If your company has a statutory requirement to make payments to a family allowance agency (FAK), transfer, depending on the canton, family and household allowances to employees along with their pay. Transfer the agreed percentage of the earnings subject to AHV to the FAK. If your company is exempt from making such payments, transfer the allowances established in the tariff agreement directly to the employees.

Deduct pension contributions in accordance with federal statutes governing pension funds (BVG) and, in some cases, transfer these contributions to a supplementary pension fund.

In accordance with federal statutes governing accident insurance (UVG), you must insure your employees against accidents with the SUVA or another accident insurance provider. Calculate the mandatory insurance contributions and transfer them to the insurance provider. If your company pays all or part of an employee's non-employer liability insurance premiums (NBU premiums), calculate no employee deductions, or only prorated deductions, depending on the program.

When you perform the respective calculations for these procedures, you create the prescribed reports and route them to the employee or to the responsible authorities.

You can enter tax and social insurance data after the following information is set up:

- System tables and social insurance tables.
- FAK data and percentages.
- Source Tax tables and data.
- Child Allowance table.
- Municipality table.
- Insurance providers.
- Scale codes for continued payments.

Default Hierarchy for Social Insurance

This section explains the override options for social insurance. PeopleSoft Global Payroll for Switzerland enables you to view the percentage and/or status of AHV/ALV, UV, PK, and FAK at three levels:

- First level—the social insurance system. PeopleSoft delivers a social insurance setup, which you can't edit because it's statutory.
- Second level—the company. You must set this level when you implement Global Payroll for Switzerland. It's an editable field that you can override.
- Third level—the employee. This is also editable.

You can override some values, such as eligibility status, at company or employee level. The following table displays whether information is available at each level.

Note. An *X* indicates that information is available at a level, and a dash (--) means that information is not available.

<i>Level</i>	<i>AHV / ALV Status</i>	<i>Percentage of AHV / ALV</i>	<i>Status / Percentage of UV</i>	<i>Limits</i>	<i>PK</i>	<i>FAK</i>
SI Setup	X	X	--	X	--	--
Company	X	--	X through provider	--	X	X
EE - Add Employment	--	--	--	--	X	--

<i>Level</i>	<i>AHV / ALV Status</i>	<i>Percentage of AHV / ALV</i>	<i>Status / Percentage of UV</i>	<i>Limits</i>	<i>PK</i>	<i>FAK</i>
EE – SI	X	--	Status, no percentage	--	--	--

Common Social Insurance Elements

ALV Status

Select or view who pays the ALV contributions

- **ER/EE** (default): Employer and employee each pay 50% of the contributions.
- **NONE**: No contributions are paid.
- **EMPLOYER**: Employer pays all contributions.

AHV Status

Select or view who pays the AHV contributions:

- **ER/EE** (default): Employer and employee each pay 50% of the contributions.
- **NONE**: No contributions are paid.
- **EMPLOYER**: Employer pays all contributions.

Risk Group

Select the classification for your company. Insurance providers and employers decide which employees belong to which group. Possible entries are **A**, **B**, and **Z**.

UV Status (accident insurance status)

Select who pays accident insurance contributions. Valid values are **0 None**, **1 NBU/EE**, **2 NBU/EMPLOYER**, **3 BU only**, and **4 ER/EE**.

EE Contr AHV (employee contribution AHV)

Displays the employee AHV contribution expressed as a percentage.

Total Contribution AHV

Displays the AHV contribution rate as a percentage for the employee and the employer together. Shows the (fixed) total contribution percentages for employer and employees.

Employee Contribution ALV1

Displays the employee contribution to the ALV 1 percentage.

Total Contribution ALV1

Displays the total contribution to ALV 1 percentage paid by the employee and the employer together.

Employee Contribution ALV2

Displays the employee contribution to the ALV 2 percentage.

Total Contribution ALV2

Displays the total contribution to ALV 2 percentage paid by the employee and employer.

Viewing Social Insurance Data

This section describes how to:

- View social insurance system data.
- View social insurance details.

Pages Used to View Social Insurance Data

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Social Insurance System	GPCH_SI_SYSTEM1	Global Payroll Switzerland, Define Payroll Setup (CHE), Setup, Social Insurance, Social Insurance System	View contribution limit data for Swiss social insurance. This page displays the standard values that apply throughout Switzerland, although there are extra fields for the canton of Schaffhausen.
Social Insurance Details	GPCH_SI_SYSTEM2	Global Payroll Switzerland, Define Payroll Setup (CHE), Setup, Social Insurance, Social Insurance Details	View contribution limits for ALV and accident insurance.

Note. PeopleSoft delivers and maintains the data on the display-only Social Insurance component.

Viewing Social Insurance System Data

Access the Social Insurance System page.

Social Insurance System		Social Insurance Details	
Social Insurance Data		View All First 1 of 1 Last	
Effective Date:	01/01/2000	Status:	Active
Country:	CHE		
Retirement Age Female:	62	Retirement Age Male:	65
Enrollment Age:	18		
Total Contribution AHV:	10.1000 %	EE Contr AHV:	5.0500 %
AHV Status:	1 ER/EE	Exemption Amount:	1400.00 CHF
EE Soli SH:	0.0950 %	Total Contrib Soli Ct SH:	0.1050 %

Social Insurance System page

Retirement Age Female

Displays the age at which women may retire and therefore draw a pension.

Note. Global Payroll for Switzerland takes into account the planned future increase of the retirement age for women from 62 to 64.

Retirement Age Male

Displays the age at which men may retire and therefore draw a pension.

Enrollment Age

Displays the age from which retirement and survivors' pension insurance (AHV) contributions are paid.

Exemption Amount

Displays the amount below which no AHV contributions are required for pensioners.

EE Soli SH (employee solidarity, canton Schaffhausen)

Displays the employee contribution as a percentage for solidarity tax, which is deducted only in the canton of Schaffhausen.

Total Contrib Soli Ct SH (total contributions solidarity, canton Schaffhausen)

Displays the combined employee and employer contributions as a percentage for solidarity tax, which is deducted only in the canton of Schaffhausen.

Viewing Social Insurance Details

Access the Social Insurance Details page.

Social Insurance System		Social Insurance Details	
Social Insurance Data			
		View All First 1 of 1 Last	
Effective Date:	01/01/2000	Status:	Active
		Country:	CHE
Statutory Limit ALV1:	8900.0000 CHF	Statutory Limit ALV2:	22250.0000 CHF
Total Contribution ALV1:	3.0000 %	Total Contribution ALV2:	2.0000 %
Employee Contribution ALV1:	1.5000 %	Employee Contribution ALV2:	1.0000 %
ALV Status:	1 ER/EE		
Asylum Contribution:	10.0000 %		
		Minimum Work Hours per Week:	8
		Statutory Limit UV:	8900.0000 CHF

Social Insurance Details page

Statutory Limit ALV1	Displays the statutory limit of insurance for ALV 1.
Statutory Limit ALV2	Displays the statutory limit of insurance for ALV 2.
ALV Status	To set the default value for a company here, you should override it at the company level.
Asylum Contribution	Displays the deduction for the asylum fund. Asylum contributions are basically source tax for asylum seekers, expressed as a percentage of gross earnings. This deduction must be made every month and deposited in an account as ordered by the Federal Ministry for Refugees.
Minimum Work Hours per Week	Displays the lowest number of working hours per week for liability insurance.
Statutory Limit UV	Displays the maximum daily accident benefits, that is, the maximum monthly gross salary that can be insured.

Defining Insurance Providers

Define the names of insurance providers and their associated provider codes on the Insurance Providers component, which consists of two pages: Insurance Providers and Contributions Rates. You enter all values yourself on both pages, except for the insurance provider code. This section describes how to:

- Set up insurance providers.
- Set up contribution rates.

Pages Used to Define Insurance Providers

Page Name	Object Name	Navigation	Usage
Insurance Providers	GPCH_SI_PROVDR	Global Payroll Switzerland, Define Payroll Setup (CHE), Setup, Insurance Providers, Insurance Providers	Enter names and codes of insurance providers.
Contribution Rates	GPCH_SI_UV_PCT	Global Payroll Switzerland, Define Payroll Setup (CHE), Setup, Insurance Providers, Contribution Rates	Enter accident insurance data.

Setting Up Insurance Providers

Access the Insurance Providers page.

Insurance Providers **Contribution Rates**

Provider Code: 0001

Insurance Provider Details View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active Provider ID: 8888

*Provider Name: Allgemeine Versicherung *Type: (Invalid Value)

*Description: Allgemeine Versicherung Contact Name: Urs Freuler (Hobby)

Phone: 4444

Country: CHE Switzerland

Postal Search

Insurance Providers page

Provider ID

Enter a provider ID for this insurance provider.

Type

Select the type of coverage. Possible values are **FZ_UVG**, **KTGV**, **KV** and **UV**.

Contact Name

Enter the name of your contact at the insurance provider.

Setting Up Contribution Rates

Access the Contribution Rate page.

Insurance Providers Contribution Rates

Provider Code: 0001 **Allgemeine Versicherung**

Status

Effective Date: 01/01/1900 **Status:** Active

Contributions View All First 1 of 1 Last

*Risk Group	Employer Contribution BU %	Total Contribution NBU %
1	0.0104	1.6300

Contribution Rates page

Employer Contribution BU% (employer contribution percentage for BU) Enter the employer's contribution for employer liability insurance (BU).

Total Contribution NBU % (total contribution percentage for NBU) Enter the total contributions for accident insurance not covered by employer liability (NBU) as a percentage.

Defining Company Social Insurance Contributions

Define social insurance data specific to your company on the Company SI Contributions component. This component enables you to manage AHV and ALV data as well as accident insurance and daily accident benefits insurance. This section describes how to:

- Set up social insurance rates.
- Set up social insurance details.
- View and modify social insurance data.

Pages Used to Define Company Social Insurance Contributions

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Social Insurance Rates	GPCH_SI_COMPANY1	Global Payroll Switzerland, Define Payroll Setup (CHE), Setup, Company SI Contributions, Social Insurance Rates	Set up social insurance data for old age and survivors' insurance (AHV) and unemployment insurance (ALV).
Social Insurance Details	GPCH_SI_COMPANY2	Global Payroll Switzerland, Define Payroll Setup (CHE), Setup, Company SI Contributions, Social Insurance Details	Enter social insurance data for accident insurance (UV) and daily accident benefits insurance (KTGV).
Social Insurance Data	GPCH_SI_DATA	Global Payroll Switzerland, Maintain Payroll Data (CHE), Use, Social Insurance Data	Display and change social insurance data for individual employees. You can view and change retirement and survivors' pension insurance data (AHV) and unemployment insurance data (ALV).

Note. You must maintain both Company SI 1 and Company SI 2 tables.

Setting Up Social Insurance Rates

Access the Social Insurance Rates page.

Social Insurance Rates		Social Insurance Details	
Company: BN1 Company BN1			
Company Social Insurance Contributions View All First 1 of 1 Last			
*Effective Date:	06/15/2001	Status:	Active
*AHV Provider:	SONDEF	Test	
*AHV Member Number:		AHV Admin Cost Contribution:	0.0000 %
*AHV Status:	1 ER/EE	Apply Permanent Adjustment:	☐
Employee Contribution AHV:	5.0500 %	Total Contribution AHV:	10.1000 %
*ALV Status:	1 ER/EE		
Employee Contribution ALV1:	1.5000 %	Total Contribution ALV1:	3.0000 %
Employee Contribution ALV2:	1.0000 %	Total Contribution ALV2:	2.0000 %
Default Value			

Social Insurance Rates page

AHV Provider	Select a code for the insurance provider.
AHV Member Number	Enter your company's employer ID as registered with the benefits agency (<i>Ausgleichskasse</i>).
AHV Admin Cost Contribution (AHV administration cost contribution)	Enter the administrative clearing costs of the benefits agency, expressed as a percentage.
Apply Permanent Adjustment	Enter <i>Y</i> (yes) to apply the AHV tax exemption for employees over the age specified on the Social Insurance System page on a year-to-date basis instead of on a monthly basis.
Default Value	Click to import the values defined at installation from the Social Insurance system tables.

Note. You can override the ALV and AHV status on the Social Insurance Data page.

Setting Up Social Insurance Details

Access the Social Insurance Details page.

Social Insurance Rates Social Insurance Details

Company: AA

Company Social Insurance Details View All First 1 of 1 Last

Effective Date: 11/10/2000 Status: Active

*Subject to FAK: Yes

*PK Status: None

Accident Insurance Provider View All First 1 of 1 Last

Primary Provider	*Accident Insurance Provider	Risk Group	*UV Status	Acc Ins ID
1 ☒	0001 Allgemeine Versicherung	A	1 NBU/EE	

Social Insurance Details page

Subject to FAK

Displays whether a company is affiliated with an FAK (family allowance agency). If you select **Yes**, the company is eligible for FAK.

PK Status (Pensionskasse status)

Select the required Pensionskasse status. Pensionskasse contributions are mandatory from the age of 25. **PK Status** appears when an employee is eligible to pay Pensionskasse contributions.

Primary Provider

Select if this is your primary insurance provider.

Accident Insurance Provider

Select a provider code. All insurance providers are represented here.

Acc Ins ID (accident insurance ID)

Enter your accident insurance identification.

See Also

“Defining Pensionskasse”

Viewing and Modifying Social Insurance Data

Access the Social Insurance Data page.

Social Insurance Data		View All	First	1 of 1	Last
*Effective Date:		01/01/2000	*End Date:		31/12/2099
*AHV Status:	1 ER/EE	Total Contr AHV:	10.1000	%	
*ALV Status:	1 ER/EE	Total Cont ALV1:	3.0000	%	
		Total Cont ALV2:	2.0000	%	
		Total Contr NBU:	1.6300	%	
*UV Status:	1 NBU/EE	ER Contr BU:	0.0104	%	
UV Provider:	0001	Allgemeine Versicherung			
Risk Group:	A	Default Value			

Social Insurance Data page

End Date

Enter an end date if you want to display data for a restricted period of time.

Total Contr NBU (total contributions NBU)

Displays the total contributions for accident insurance not covered by employer liability (NBU) as a percentage.

ER Contr BU (employer contributions BU)

Displays the employer's contribution for employer liability insurance (BU).

UV Provider (accident insurance provider)

Select the code for the accident insurance provider. All insurance providers are represented here.

Default Value

Click to use company-wide values. The default values are defined at company and social insurance setup level.

Managing Additional Insurance

Some companies might provide employees with additional insurance packages, depending on their position in the company or their salary grade. For example, some employees might be eligible for additional health insurance in addition to the mandatory insurance packages that are available.

Global Payroll for Switzerland enables you to create voluntary combinations of insurance packages. These are presented to the employee, who chooses one from the selections. You can use Global Payroll's functionality as a basis for additional calculation and other features that you add when you install Global Payroll for Switzerland.

You create the insurance packages on the **Additional Insurance Provider** page, and assign them to an employee on the **Additional Insurance Data** page.

This section describes how to:

- Set up additional insurance providers.
- Enter additional insurance data.

Pages Used to Manage Additional Insurance

Page Name	Object Name	Navigation	Usage
Additional Insurance Provider	GPCH_SI_TYPE	Global Payroll Switzerland, Define Payroll Setup (CHE), Setup, Additional Insurance Provider	Set up additional insurance packages for an employee.
Additional Insurance Data	GPCH_SI_VARIANT	Global Payroll Switzerland, Maintain Payroll Data (CHE), Use, Additional Insurance Data	Enter additional insurance data for an employee.

Setting Up Additional Insurance Providers

Access the Additional Insurance Provider page.

Additional Insurance Provider

Company BN1 Provider Type: 5 KV

View All 1 of 1

*Effective Date: 06/18/2001 *Status: Active

Insurance Type and Premium Rates

View All 1 of 1

*Insurance Type ID: 080 Health Daily 80% Currency Code: CHF

*Insurance Alternative ID: (12) from 361st Day

Total Premium Rate Male: 0.0000 Total Premium/Person Male: 0.00 Employee: K0SALARY

Total Premium Rate Female: 0.0000 Total Premium/Person Female: 0.00 Employer:

Salary Lower Limit: 0.00 Salary Higher Level: 0.00 BU:

Premium Details

View All 1 of 1

*Grade	Premium EE Male %	Premium EE Female %	EE Premium/Person % Male	EE Premium/Person % Female	*Proposition	Minimum Premium	Calculate
1							

Additional Insurance Provider page

Insurance Type and Premium Rates

Insurance Type ID

Select the type of insurance employees may require, such as health or accident insurance.

Insurance Alternative ID

Select an alternative ID. Additional insurance entitlement may depend on varying conditions. For example, some types of mandatory insurance might apply only until the end of the 90th day. From the 91st day, additional insurance might be required.

Total Premium Rate Male, Total Premium/Person Male, Total Premium Rate Female, and Total

Enter these values as specified by the insurance provider.

**Premium/Person
Female**

- Salary Lower Limit and
Salary Higher Level**

Enter the limits to entitlement for this type of insurance.
- Employee and Employer
BU (*Berufsunfall*)**

Enter the earning or deduction code for each.

Optional field for *Berufsunfall* (work-related accident),
not currently supported.

Premium Details

- Premium EE Male %, Premium EE Female %, EE Premium/Person % Male, and EE Premium/Person % Female**

Enter these values as specified by the insurance provider.
- Proposition**

Select how the insurance should be generated.
Valid values are *Automatically*, *Mandatory*, and *Voluntary*.
- Minimum Premium**

Enter the value specified by the insurance provider.
- Calculate**

Select to have PeopleSoft Global Payroll for Switzerland process the insurance. If the insurance information is for information only, do not select the check box.

Entering Additional Insurance Data

Access the Additional Insurance Data page.

Additional Insurance Data

Default,Tocurrent4EmployeeEmplID: B-BARET103Empl Rcd#: 0

View All<1 of 1>

Sex:FemaleHire Date:02/08/1997

Salary Grade:004Annual Rate:30000.000USD

*Effective Date:06/15/2001Health Provider:

Additional Insurance Details

*Insurance Type ID	*Insurance Alternative ID	*Provider Type	*Status	Amount	Currency
1070	51	FZ_UVG	Active		CHF

Additional Insurance Data page

- Annual Rate**

Displays the annual rate that applies to an employee.
- Provider Type**

Select the provider type. Valid values are *FZ_UVG*, *KTGV*, *KV*, and *UV*.

CHAPTER 4

Managing Family Allowances

This chapter provides an overview of managing family allowances in PeopleSoft Global Payroll for Switzerland and tells you how to define and enter family allowances.

Understanding Family Allowances

PeopleSoft Global Payroll for Switzerland enables you to define and manage data for an employee's dependents and family as well as process available family allowances for each payee.

Defining and Entering Family Allowances

The family allowance process in PeopleSoft Global Payroll for Switzerland includes four steps:

1. Enter dependent's name, address, and personal information on the Dependents Data component in PeopleSoft Human Resources. This component is also available in PeopleSoft Global Payroll for Switzerland under the Maintain Payroll Data (CHE) menu.
2. Set up family allowances.
3. View family allowance earnings if necessary.
4. Enter family allowance payments.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Entering Additional Data in Human Resources Records," Tracking Dependent and Beneficiary Data

Pages Used to Define and Enter Family Allowances

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Family Allowance Data	GPCH_CA_STAT_SET01	Global Payroll Switzerland, Define Payroll Setup (CHE), Setup, Family Allowance, Family Allowance Data	Set up family allowance data. PeopleSoft delivers company CA1 as an example of a government- approved setup.
Child Allowance Data	GPCH_CA_STAT_SET02	Global Payroll Switzerland, Define Payroll Setup (CHE), Setup, Family Allowance, Child Allowance Data	Set up child allowance data.
Family Allowance Earnings	GPCH_CA_EARNING	Global Payroll Switzerland, Define Payroll Setup (CHE), Setup, FA Earnings	View the elements that correspond to each dependent and beneficiary in the system. PeopleSoft delivers ten earnings. If you have employees with more than ten eligible children, you need to add additional earnings.
Family Allowance	GPCH_CA_DATA	Global Payroll Switzerland, Maintain Payroll Data (CHE), Use, Family Allowance Data	Enter the family allowance payment data for individual employees.

Note. The Family Allowance Data and Child Allowance Data pages reflect rules that are designed to protect child and education allowances. These rules vary from canton to canton. Consequently, they aren't irrevocably installed in PeopleSoft Global Payroll and can be defined dynamically.

Setting Up Family Allowance Data

Access the Family Allowance Data page.

Family Allowance Data | Child Allowance Data

Company: CA1
Canton: BE Bern

Statutory Family Allowance Data View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active

Household Amount - Canton Jura: 0.00

*Full Time Rule: Age Based

*Part Time Rule: Hours/Divisor

Minimum Hours Limit: 0 Maximum Limit/Factor: 0.00

Hourly Rate or Divisor: 80.000

*Single Parent Part Time Rule: Divisor and Limited Hours

Minimum Hours Limit: 0 Maximum Limit/Factor: 0.00

Hourly Rate or Divisor: 0.000

Family Allowance Data page

Household Amount - Canton Jura Displays the household allowance amount for Jura. The canton of Jura is unique in that a household allowance is payable if there is at least one child eligible.

Full Time, Part-Time, and Single Parent Part-Time Rule

In granting family allowances, the cantons distinguish between full-time employment, part-time employment, and part-time employment for single-parent families. Different sets of rules are applied accordingly. You can view the appropriate rule for the applicable fields **Full Time Rule**, **Part Time Rule**, and **Single Parent Part Time Rule**.

Fields beneath the Part Time Rule apply to employees who are not specified as single parents. Fields beneath the Single Parent Part Time Rule apply to employees who are specified as single parents.

Minimum Hours Limit The lower limit or minimum number of hours allowed to qualify for receiving the family allowance.

Maximum Limit/Factor For information only. The hourly rate or divisor determines the upper limit.

Hourly Rate or Divisor For part-time employees, the allowance is calculated as follows: $\text{Allowance} * \text{STD HOURS} * 4.3333 / \text{Divisor}$.

For hourly paid employees, the calculation is:
 $\text{Allowance} * \text{ACTUAL HOURS} / \text{Divisor}$.

Setting Up Child Allowance Data

Access the Child Allowance Data page.

Family Allowance Data Child Allowance Data

Company: CA1
Canton: BE Bern

Statutory Family Allowance Data View All First 1 of 1 Last

Effective Date: 01/01/1900 Status: Active

Birth Allowance Amount: Adoption Allowance Amount: CHF

Birth Allowance % Method:

CA Age Maximum 1: 12 CA Age Maximum 2: 16 Disabled Age Maximum: 20 Education Age Maximum: 25

Rates View All First 1 of 1 Last

SeqNum	Child Allowance 1	Child Allowance 2	Education Allowance	Currency
1	150.00	180.00		CHF

Child Allowance Data page

Statutory Family Allowance Data

- Birth Allowance Amount** The amount granted at the birth of a child.
- Adoption Allowance Amount** The amount granted at the adoption of a child.
- Birth Allowance% Method** (birth allowance percent method) Select *Full Amount* to grant the full amount at one time.
Note. PeopleSoft Global Payroll for Switzerland doesn't support the *Full or None* or *Limited Amount* methods.
- CA Age Maximum 1** (child allowance age maximum 1) Enter the age until which the amount in Child Allowance 1 is paid. For example, in Bern 150 CHF is paid until the age of 12. PeopleSoft maintains this amount.
- CA Age Maximum 2** (child allowance age maximum 2) Enter the age until which the amount in Child Allowance 2 is paid. For example, in Bern 180 CHF is paid until the age of 16. PeopleSoft maintains this amount.
- Disabled Age Maximum** Indicates the maximum age for which allowances are paid for disabled children.
- Education Age Maximum** Indicates the maximum age for which education allowances are payable.
- Rates**
- SeqNum** (sequence number) Shows the sequence of user input of dependent data in the HR pages; for example, spouse = 1, child1 = 2.
- Child Allowance 1** The numeric amount to be granted for children residing in Switzerland.
- Child Allowance 2** The numeric amount to be granted for children residing outside Switzerland.

Education Allowance The numeric amount to be granted as the education allowance.

Currency The currency code for the education allowance.

Logical Order

- Student:

Education Amount Yes: CH_EA_xx

CH_CA_xx No: Child2: Yes: Take Amount 2

No: Take Amount 1

CH_CA_xx

- Disabled:

Amount 2 Yes: Take CA_CA_xx

No: Take Amount 1 CH_CA_xx

- Limit 2

Limit 2 Yes: Amount2: Yes: Take Amount 2 CH_CA_xx

No: Take Amount 1 CH_CA_xx

Entering Family Allowance Payments

Access the Family Allowance page.

Family Allowance

Herz, Monica ID: KWG011 Empl Rcd#: 0

Family Allowance Details View All First 1 of 1 Last

*Effective Date: 11/01/1999 + -

Canton of Employment: ZH Zurich ☐ Override

☒ *Single Parent: ☐ non-resident:

Children View All First 1 of 1 Last

*Dep/Benef Name	Disabled	Student	Birthdate	Legal End Date	Reduced End Date	Birth Allowance Date	Birth Allowance Type	Eligible	Sex
1	☐	☐						☒	

Family Allowance page

Family Allowance Details

Canton of Employment	Displays the canton for the employee.
Override	Select to override the employee's canton. This is necessary if the company is located in a different canton than the canton that pays the allowance.
Single Parent	Enter <i>Y</i> (yes) to apply canton rules for part-time single parent workers. The system processes the proration rule according to the Canton setup table. For example, in some cantons part-time workers who are single parents are eligible for a full-time family allowance.
Non-Resident	Enter <i>Y</i> (yes) to apply the Child Allowance 2 amount specified on the Child Allowance Data page for children residing outside Switzerland.

Children

The employee's dependents or beneficiaries who are already registered appear in the bottom group box.

Dep/Benef Name (dependent/beneficiary name)	The current number (internal) and name of the dependent or beneficiary.
Disabled	Select if the dependent or beneficiary is disabled.
Student	Select if the dependent or beneficiary is a student.
Legal End Date	The date for when benefits are scheduled to end.
Reduced End Date	The date for when benefits are scheduled to end in individual cases.
Birth Allowance Date	Select the birthdate if birth allowance is available in the canton.
Birth Allowance Type	Select the accurate birth allowance type. Possible types are <i>Adoption</i> , <i>Birth</i> , and <i>Voluntary</i> .
Eligible	Select if the dependent or beneficiary has a child allowance. Used only for additional children or rows on this page; otherwise leave this field unselected.

CHAPTER 5

Defining FAKs

This chapter provides an overview of working with FAKs in PeopleSoft Global Payroll for Switzerland and tells you how to enter FAK data.

Understanding FAKs

An FAK (*Familienausgleichskasse*) is a family allowance agency that pays monthly contributions towards family allowances, such as child allowances and maternity benefits.

Employers must be affiliated with an FAK unless they have special dispensation. The FAK is generally the same agency that is used to deduct AHV/ALV contributions. Employers are entitled to special dispensation from belonging to an FAK provided that they have a recognized contract of employment.

FAK benefits depend on the canton in which an employer is located. If an employer is affiliated with an FAK, they must transfer a certain percentage of an employee's total contribution to AHV to the FAK.

Entering FAK Data

Record FAK and source tax data on the Canton (FAK/Source Tax) page, including source tax and FAK numbers, which are allocated to your company by the cantons.

Page Used to Enter FAK Data

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Canton (FAK/Source Tax)	GPCH_TX_FAK_STA X	Global Payroll Switzerland, Define Payroll Setup (CHE), Setup, Canton (FAK/Source Tax)	Enter the company- specific FAK and source tax data that is allocated to your company by the cantons.

Entering Canton FAK and Source Tax Data

Access the Canton (FAK/Source Tax) page.

Canton (FAK/Source Tax)

Company: AB American Battle Monuments Comm

Status View All First 1 of 1

Effective Date: 06/15/2001 Status: Active

Source Tax Data View All First 1 of 1

*Canton Description	Tax #	Commission Tax	Source Tax Language	FAK Number	Percent	FAK Fee NE/ZG	FAK Language	FAK Month	FAK Quarter	FAK Year	Rate Result Value
1											

Canton (FAK/Source Tax) page

Source Tax Data

Tax # (tax number)

Enter the number assigned to your company by your canton's tax office.

Commission Tax

Enter a percentage value for the commission that you are permitted to retain as an employer. An employer can reduce the amount to be transferred to the tax office by the percentage shown in the **Commission Tax** field on total taxes. This is valid for all cantons; however, the percentage varies by individual canton.

FAK Number

Enter the number that has been assigned to your company by the FAK.

Percent

Enter the current contribution rate that employers must make to the FAK for each canton, expressed as a percentage.

Note. If there is no value in this field, the system doesn't support payments to the FAK in that canton.

FAK Fee NE/ZG

Enter the FAK fee that is levied by the Neuchâtel or Zug cantons if your company is located in either of these cantons with special laws.

Note. PeopleSoft doesn't maintain the data on this page, because it contains information about the tax ID and FAK number, which the government assigns to your company.

CHAPTER 6

Managing Source Tax

This chapter provides an overview of source tax in PeopleSoft Global Payroll for Switzerland and tells you how to view and maintain source tax data.

Understanding Source Tax

Switzerland is a confederation of 26 cantons with approximately 3,000 municipalities. Accordingly, it has an extremely complex taxation system, with taxes imposed at federal, cantonal, and communal levels. Rates of tax can vary from one canton to another.

Source tax applies to specific categories of foreign employees. It is calculated according to the canton in which the employee is employed, and employers make source tax deductions directly from the earnings of these foreign nationals resident in Switzerland. Employers must withhold the tax due and pay this source tax to the cantonal tax administration. Source tax, levied at the source, pays off federal, cantonal, and communal tax liabilities.

Viewing and Maintaining Source Tax Data

There are four steps to viewing and maintaining source tax data in PeopleSoft Global Payroll for Switzerland, but only the third step is required.

1. View PeopleSoft-delivered municipality code information for each canton.
2. View PeopleSoft-delivered source tax data for each canton, to determine source tax rates that apply to foreign nationals in the individual Swiss canton.
3. Enter source tax data for foreign residents in Switzerland.
4. View PeopleSoft-delivered source tax percentage data, including withholding commission percentages.

Pages Used to View and Maintain Source Tax Data

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Municipality Code	GPCH_TAX_VILLAG E	Global Payroll Switzerland, Maintain Payroll Data (CHE), Setup, Municipality Codes	View and update municipality codes and their descriptions for a selected canton. PeopleSoft maintains and delivers the Municipality Code table, but you can modify the data yourself if necessary.
Source Tax	GPCH_TAX_SETUP	Global Payroll Switzerland, Maintain Payroll Data (CHE), Setup, Source Tax	View source tax details such as source tax tariffs and basis, amounts and percentages. PeopleSoft delivers and maintains the Source Tax table, but you can modify the data yourself if necessary.
Source Tax Data	GPCH_TX_DATA	Global Payroll Switzerland, Maintain Payroll Data (CHE), Use, Source Tax Data	Enter source tax data for a foreign employee.
Source Tax Percentages	GPCH_TX_FAK	Global Payroll Switzerland, Define Payroll Setup (CHE), Setup, Source Tax Percentages	View source tax details such as source tax tariffs and basis, amounts, and percentages.

Warning! PeopleSoft delivers and maintains the data on the Municipality Code and Source Tax pages. Although you can modify this data if necessary, you should carefully consider the impact of these changes.

Viewing Source Tax Details

Access the Source Tax page.

Source Tax

Canton: AG Aargau
Percent Type: General

Tax Details View All First 1 of 1 Last

Effective Date: 01/01/1900 **Status:** Active

Tariff View All First 1 of 13 Last

Withholding Tax Tariff: A0 GD [Read Data](#)

Rates View All First 1 of 1 Last

Gender	Low Gross	Tax Amount	Currency	Tax %
1 Unknown			CHF	

Source Tax page

Tariff

Withholding Tax Tariff

Displays the Withholding Tax Tariff code.

Read Data

Click to display details about the rates for source tax.

Rates

Gender

If the system displays *Unknown*, the canton that you selected makes no distinction based on gender with regard to source tax tables. If a tariff is based on gender, select *Male* or *Female* accordingly.

Low Gross

Displays the lower limit for the tax increment.

Tax Amount

Displays the amount of source tax that is deducted.

Tax % (tax percentage)

Displays the percentage of source tax deducted.

Entering Source Tax Data

Access the Source Tax Data page.

Source Tax	
Default, Tcurrent3	Employee
EmplID: B-BARET102	Empl Rcd#: 0
Source Tax Data View All First 1 of 1 Last	
*Effective Date: 02/08/1997	Canton of Employment: ☐ Override
*Municipality Code:	*Canton:
*Citizenship Status:	☐ Tax Exmpt
Expiration Date:	From Country:
Tariff Group:	
ST Status Proved: ☐	Valid to Date:
Number of Children: 0	☐ Override Tariff
Church Tax:	Withholding Tax Tariff:
Override Percent: 0.0000 %	Override Tax Amount: 0.0000

Source Tax Data page

Canton of Employment

Displays the canton in which the selected employee lives.

Override

Select to override the canton. The **Canton** field becomes available, in which you can select the new canton. If you don't override, the system uses the canton defined on the Personal Data component.

Municipality Code

Select the code of the municipality in which the employee lives, as defined on the **Municipality Code** page.

Citizenship Status

Select the citizenship status of the employee, populated from the Citizen Status Table in PeopleSoft Human Resources. The following are valid values:

1 – Swiss: The employee is Swiss and lives in Switzerland.

2 – Alien with Permit A (Seasonal Worker): The employee works in Switzerland during the summer or over the Christmas period only.

3 – Alien with Permit B (One-Year Permit): The employee holds a permit to work in Switzerland for up to one year. This is the most commonly used value.

4 – Alien with Permit C (Residence Permit): The employee holds a residence permit for Switzerland.

5 – Alien with Permit F (Temporary Permit): The employee holds only a temporary permit to work in Switzerland.

	6 – Alien with Permit G (Frontier Worker): The employee lives in a neighboring country to Switzerland but commutes to a job located in Switzerland. Source tax eligibility depends on the country in which an employee resides, as well as on the canton in which an employee works. 7 – Alien with Permit L (Short-term Permit): The employee holds a permit to work in Switzerland for a short period of time (less than one year). 8 – Alien with Permit N (Employed Asylum Seeker): The employee lives in Switzerland as an employed asylum seeker. 9 – Not Indic (Not Indicated)
Tax Exmpt (tax exempt)	Select if the employee is tax exempt.
Expiration Date	Select the date when the employee's residency and employment permit expire.
From Country	Select the employee's country of origin
Tariff Group	Select the tariff group for the employee. Taxes vary depending on several personal data criteria, such as marital status and children. Valid values are <i>A Single Person, B Sole Earner (Married), C Double Earner, D Secondary Occupation, I1 Spouse Intl. Function 0.5 GE, I2 Spouse Intl. Function 1.0 GE, I3 Spouse Intl. Function 1.5 GE, I4 Spouse Intl. Function 2.0 GE, K Cohabitants GR Only, and V Double Earner (Female) VD.</i> Note. The source tax tariff is calculated depending on this personal data and populated as it appears on this page. The tax table has exactly the same tariffs and we calculate the tax for individuals.
ST Status Proved (source tax status proved)	Select to set up workflow functionality.
Valid to Date	Enter a date if you want to set up workflow functionality.
Override Tariff	Select to override the calculated tariff for an employee if the employee's personal data isn't enough to calculate a valid tariff code. The Withholding Tax Tariff, Override Percent, and Override Tax Amount fields become available.
Number of Children	The tax tariff depends on the number of children an employee has. Rules for counting children may be complex, so you can specify the number of children here.

Church Tax

Select whether an employee pays church tax.

Withholding Tax Tariff

Depending on what you select in the Tariff Group and Church Tax fields, the system displays the appropriate tariff. If you select the **Override Tariff** check box, the field enables you to select a new tariff.

**Override Percent and
Override Tax Amount**

If you select the **Override Tariff** check box, enter a new override percentage and amount.

Viewing Source Tax Percentages

Access the Source Tax Percentages page.

Source Tax Percentages

Status Country: CHE View All First 1 of 1 Last

Effective Date: 01/01/2000 Status: Active + -

FAK Contributions View All First 1 of 1 Last					
*Country	*Effective Date	Canton	Description	Withholding Tax on Commission	Rate Result Value
1 CHE	01/01/2000				

Source Tax Percentages**Withholding Tax on
Commission**

Enter a percentage, between 2% and 4%, that the employer deducts from paid taxes for administrative work involved in supporting source tax.

Rate Result Value

Enter up to two rate result values.

CHAPTER 7

Defining EO Payments for Switzerland

This chapter shows you how to define EO payments in PeopleSoft Global Payroll for Switzerland.

Defining EO Payments

EO payments refer to the payment of salary during military and civilian service. The EO (*Erwerbsersatzordnung für Diestleistende in Armee und Zivilschutz*) is an ordinance on military pay supplements and governs the earnings of military and civil defense personnel. According to the EO's provisions, people on active military duty (including members of the Women's Armed Forces and the Red Cross) or in civilian service are entitled to receive earnings compensation for every paid or accredited day of service.

If this compensation is equal to 80 percent of an employee's salary, the employer does not need to make any additional payments. However, if this EO compensation replaces less than 80 percent of the effective earnings, the employer is obliged to make up the difference to 80 percent of the salary for a limited period (defined according to the Basle, Bern, and Zurich scales).

When the limited period has expired, the employer is exonerated of further salary payments, and the employee may then only claim EO compensation. General work contracts or individual agreements may help to secure more favorable compensation for the employee.

See Also

“Working With Swiss Absence Rules,” Setting Up Scale Codes

Pages Used to Define EO Payments

Page Name	Object Name	Navigation	Usage
EO Statement	GPCH_AB_EO_CALC	Global Payroll Switzerland, Maintain Payroll Data (CHE), Use, EO Payments	Record an employee's military and civilian service data. You use this data to put forward your claims from the EO compensation office.

Page Name	Object Name	Navigation	Usage
EO Retro Pay	GPCH_EO_RETRO	Global Payroll Switzerland, Maintain Payroll Data (CHE), Use, EO Payments Retro	Initiate retro payments based on the military or civilian service data that you entered on the EO Statement page.

Common Elements Used in This Chapter

Action Date	Displays the date when you entered the data into the system.
Days Difference	Enter the number of days that the employee was involved in military service. This field displays the difference in days between the Effective Date and the End Date, and is required to calculate the earnings requirement.
Activity Date	Select the date on which claims were requested from the EO compensation office.
Service Type	Select the type of service in which the employee was involved. Valid values are <i>Military – Regular, Military Recruit, Military Promotion, Civil Service, Trainer, Alternative Service, and AlternService (Recruit).</i>
Card Type	Select the card type that proves that an employee has done their military service. Valid values are <i>EO Card, EO Replacement Card, Corrected Payback, and Corrected Claim.</i>
National ID	The system automatically populates this field, which comes from the PERSNID table.
Process	Select to activate workflow support.

Recording EO Statements

Access the EO Statement page.

EO Statement	
Default, Tcurrent3	Employee
EmplID: B-BARET102 Empl Rcd#: 0	
Status: Active	Company: BN1 State: CA Description: Office Manager
EO Card View All First 1 of 1 Last	
Action Date: 06/15/2001	User: + -
*Effective Date:	End Date: ☐ Process
Days Difference:	Activity Date:
Service Type:	
Card Type:	
National ID: 006006006	

EO Statement page

End Date Select the date when the employee's military service ends.

Initiating Retroactive Payments

Access the EO Retro Pay page.

EO Retro Pay	
Santos, Emma	Employee
EmplID: B-BU140 Empl Rcd#: 1	
Status: Active	Company: BN1 State: CA Description: Financial Analyst
EO Card View All First 1 of 1 Last	
Action Date: 06/18/2001	User: + -
*Effective Date:	End Date:
Days Difference:	Activity Date:
Service Type:	☐ Process
Card Type:	
From Date:	Last Date:
Household:	DepBen Cnt:
Currency: USD	Difference:
Department:	National ID:

EO Retro Pay page

End Date Select the date from which to perform retro calculation.

Last Date Select the last date to perform retro calculation.

Household Enter the employee's entitlement.

DepBen Cnt (dependents' benefits count) Enter the number of children that the employee has.

Difference

Displays the entitlement difference for EO payments.

CHAPTER 8

Defining Pensionskasse

This chapter provides an overview of Pensionskasse and tells you how to:

- Set up Pensionskasse employee data.
- Use the Feedback From Provider section.

Understanding Pensionskasse

Pensionskasse is the pension fund for Swiss employees. PeopleSoft Global Payroll for Switzerland handles Pensionskasse with the following sections:

- Calculation, which comprises the online pages you use to enter Pensionskasse data.
- Feedback From Provider, the regular deduction the Pensionskasse provider makes.

Setting Up Pensionskasse Employee Data

To set up PeopleSoft Global Payroll for Switzerland to handle the calculation of Pensionskasse data:

1. Select *Eligible* in the PK Status field to make the employee eligible to pay Pensionskasse contributions on the Social Insurance Details page.
2. Enter Pensionskasse details on the Additional Employment Data page.

See Also

“Managing Social Insurance for Switzerland,” Viewing Social Insurance Details

Page Used to Handle Pensionskasse Calculations

Page Name	Object Name	Navigation	Usage
Additional Employment Data	GPCH_AL_EMPLMT1	Global Payroll Switzerland, Maintain Payroll Data (CHE), Use, Additional Employment Data	Specify payslip and Pensionskasse details for an employee.

Setting Up Additional Employment Data

Access the Additional Employment Data page.

Additional Employment Data

Huber, Paul ID: ACT01 Empl Rcd#:

View All First 1 of 1 Last

*Effective Date: 04/01/2000

Print Pay Slip ☒

Pay Slip Postal Address: Location Address

Pension Fund Data

*PK Status:

PK Start C: 01/31/1980

PK Begin D: 01/31/1980

Additional Employment Data page

Print Pay Slip Select to print the payslip for this employee.

Pay Slip Postal Address Select the address where the employee receives the payslip: *Location Address* or *Personal Address*.

Pension Fund Data

PK Status Indicate if the employee is allowed to take part in the Pensionskasse system.

PK Start C Select the date that the employee joined the Pensionskasse system.

PK Begin D Select the date of entry to the Pensionskasse system. This date can be either identical to or later than **PK Start C**.

Using the Feedback From Provider Section

The feedback from the Pensionskasse provider section (CH_PK_S3000) is the regular deduction input the provider makes.

<i>Deduction</i>	<i>Description</i>
CH_PK_D10	Rentenplan ordentlicher Versicherter
CH_PK_D20	Sparplan Sparbeitrag des Versicherten
CH_PK_D30	Rentenplan indiv. Ordentlicher Beitrag des Versicherten
CH_PK_D40	Sparplan indiv. Sparbeitrag des Versicherten
CH_PK_D11	Rentenplan ordentlicher Beitrag des Arbeitgebers
CH_PK_D21	Sparplan Sparbeitrag des Arbeitgebers
CH_PK_D50	Kapitalplan Vorsorgebeitrag des Versicherten
CH_PK_D60	Kapitalplan indiv. Vorsorgebeitrag des Versicherten
CH_PK_D70	Kapitalplan indiv. Risikobeitrag des Versicherten
CH_PK_D51	Kapitalplan Vorsorgebeitrag des Arbeitgebers
CH_PK_D61	Kapitalplan Risikobeitrag des Arbeitgebers
CH_PK_D71	Kapitalplan einmaliger Vorsorgebeitrag auf Cashbonus des Versicherten
CH_PK_D81	Kapitalplan einmaliger Vorsorgebeitrag auf Cashbonus des Arbeitgebers
CH_PK_D91	Kapitalplan einmaliger Risikobeitrag auf Cashbonus des Arbeitgebers

CHAPTER 9

Working With Swiss Absence Rules

This chapter provides an overview of Swiss absence rules and shows you how to:

- Set up absence entitlement plans.
- Set up scale codes.

Understanding Swiss Absence Rules

In PeopleSoft Global Payroll for Switzerland, an entitlement plan is a record of all absence entitlements that are required, such as the number of days of vacation, the number of paid sick days, and so on.

The number of vacation days to which employees are entitled may be linked to weekly working hours, age, length of service, a specific function, or other factors, such as the canton where employees work.

The entitlement plan that you create here can be assigned directly to an employee. If you do not assign a specific plan, the system uses the default entitlement plan from the **Tariff Factors** component, since every employee is normally assigned to a tariff, tariff area, and employee category. You can make individual assignments and overrides at employee level with SOVR (Supporting Elements Overrides), by assigning the relevant entitlement plan to element CH_AB_EE_ENTL_PLAN.

See Also

PeopleSoft Global Payroll PeopleBook, “Absence Entry and Processing”

Setting Up Absence Entitlement Plans

The absence entitlement plan is automatically set to the Tariff Table.

Individual assignments and overrides at the employee level are possible with supporting elements overrides by assigning the relevant entitlement plan to the element CH_AB_EE_ENTL_PLAN.

Pages Used to Set Up Entitlements

Page Name	Object Name	Navigation	Usage
Entitlement Plan	GPCH_AB_ENTITLE MNT	Global Payroll (CHE), Maintain Payroll Setup (CHE), Setup, Absence Entitlement Plans	Assign a description to the absence entitlement plan.
Entitlement Details	GPCH_AB_ENTITLE DE	Global Payroll (CHE), Maintain Payroll Setup (CHE), Setup, Absence Entitlement Plans	Specify the number of vacation days to be awarded to employees based on age, length of service, or other entitlement.

Setting Up Entitlement Details

Access the Entitlement Details page.

Entitlement Plan Entitlement Details

Entitlement: CH_PLAN01

Absence Entitlement Plan Status View All First 1 of 1 Last

Effective Date: 01/01/1998 Status: Active

Element View All First 1 of 2 Last

*Entitlement: CH_AB_VACA *Formula: CH_AB_VAC_ENTCALC

Absence Entitlement Plan Details View All First 1 of 11 Last

Days/Week	Between and Age	Between and Age	Between and Service Years	Service Years	Job Function Code	Entitlement	Additional Entitlement
1		20		99		25.000	
2		21	42	99		22.000	
3		43	46	99		22.000	
4		47	47	99		22.000	
5		48	49	99		22.000	

Entitlement Details page

Element

Entitlement Select the entitlement to assign to your entitlement plan.

Formula Select the formula to assign to your entitlement plan.

Absence Entitlement Plan Details

Days/Week If entitlements in your plan vary according to the number of weekly workdays, enter the number of workdays for which an employee is eligible.

Between Age and and Age	If entitlements in your plan vary according to age, enter the range in which an employee is eligible.
Between Service Years and and Service Years	If entitlements in your plan vary according to length of service, enter the minimum and maximum number of years of service required for this entitlement.
Job Function Code	Enter a department code to specify the vacation entitlement for a specific department.
Entitlement	Enter the number of days to which the employee is entitled.
Additional Entitlement	Enter details of any other entitlement for which the employee is eligible.

Setting Up Scale Codes

The Scale Codes component contains the Canton Scale Codes CHE and Salary Continuance pages. The scales for Basle, Bern, and Zurich are defined as tables.

The Canton Scale Codes CHE page lists all the cantons that belong to a selected scale. The Salary Continuance page shows the pay continuance, in weeks, that is assigned to a scale (depending on the employee's length of service).

When it is necessary to calculate a salary continuance due to accident, sickness, military/civilian service, or maternity, consider the following:

- If salary continuance isn't provided for in a general work agreement or cross-company regulation, under certain circumstances the employee may be entitled to salary continuance for at least three weeks, possibly longer, depending on length of service.
- When determining the duration of the salary continuance, individual cantons apply the Basle, the Bern, or the Zurich scale. The scales have been developed on the basis of case histories and legal decisions. Employee and employer are free to agree on the scale to be applied. If no individual agreement is reached, the scales assigned to the respective cantons as reflected in the Canton Scale Code CHE page are applied.

Pages Used to Set Up Scale Codes

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Canton Scale Codes CHE	GPCH_SI_SCALE_CT	Global Payroll (CHE), Maintain Payroll Setup (CHE), Setup, Scale Codes, Canton Scale Codes CHE	View the cantons that belong to a selected scale.

Page Name	Object Name	Navigation	Usage
Salary Continuance	GPCH_SI_SCL_SICK	Global Payroll (CHE), Maintain Payroll Setup (CHE), Setup, Scale Codes, Salary Continuance	View the pay continuance in weeks to be assigned to a scale (depending on an employee's length of service).

Note. PeopleSoft delivers and maintains the data on the Scale Codes component.

Setting Up Salary Continuances

Access the Salary Continuance page.

Canton Scale Codes CHE Salary Continuance

Scale Code: 1 Scale Basle

Status View All First 1 of 1 Last

Effective Date: 01/01/1998 Status: Active

Salary Continuance Details View All First 1-6 of 13 Last

Service Years	Salary Continuance in Weeks		
1	3	+	-
2	3	+	-
3	9	+	-
4	9	+	-
5	13	+	-
6	13	+	-

Salary Continuance page

Service Years

Displays the number of years an employee has been employed with a company.

Salary Continuance in Weeks

Displays the number of weeks during which an employee's salary can be paid if salary continuance isn't provided for in a general work agreement or cross-company regulation.

CHAPTER 10

Working With Swiss Tariffs

This chapter tells you how to define tariffs.

Understanding Swiss Tariffs

A tariff is a contract between employees' unions and employers' associations that defines labor agreements on issues such as standard working hours, income, and vacation. This contract is valid for all of Switzerland for the company's business or industrial sector (such as banking or metal). PeopleSoft Global Payroll for Switzerland delivers tariffs in the system as Translate Table values.

You can apply additional labor agreement terms, such as salary plans or employee reviews, based on the tariff area, which is usually defined by region or location.

Defining Tariffs

This section describes how to:

- Establish tariff areas.
- Define tariff conditions for your company.
- Define working time details.
- Define overtime pay rates.

Pages Used to Define Tariffs

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Tariff Area	TARIFF_AREA_GER	Global Payroll (CHE), Maintain Payroll Setup (CHE), Setup, Tariff Areas	Enter tariff areas that apply for your company. You can also access the Tariff Area page in PeopleSoft Human Resources.

Page Name	Object Name	Navigation	Usage
Base Information	GPCH_ER_TRF_FCTR2	Global Payroll (CHE), Maintain Payroll Setup (CHE), Setup, Tariff Factors, Base Information	Enter information for capital accumulation benefits (Vermögenswirksame Leistungen), vacation pay percentage, sick pay, and bank fees.
Bonus Payment	GPCH_ER_TRF_FCTR3	Global Payroll (CHE), Maintain Payroll Setup (CHE), Setup, Tariff Factors, Bonus Payment	Enter data for the thirteenth month income.
Calculation Details	GPCH_ER_TRF_FCTR4	Global Payroll (CHE), Maintain Payroll Setup (CHE), Setup, Tariff Factors, Calculation	Define the percentages and amounts for certain types of premiums.
Work Time Definition	GPCH_ER_TRF_FCTR1	Global Payroll (CHE), Maintain Payroll Setup (CHE), Setup, Working Time Definition	Define working time details, such as hours per day and hours per week, for a company.
Overtime Rates	GPCH_ER_TUEBANS	Global Payroll (CHE), Maintain Payroll Setup (CHE), Setup, Overtime Rates	Define overtime pay rates for your company.

Common Tariff Elements

Employee Category

Select the employee category for which you wish to enter information. Valid values are *Apprentice, Award, CompPens, Doctorant, Half Orpha, Hired Help, No Status, Retiree, Retrainee, Salary, Student, Trainee, Wages*, and *Wid/Orph*.

You select the employee category only once in the Base Information page. After that, the value that you select automatically appears on the other pages in the Tariff Factors component.

Element Entry Type

Select the element entry type for the thirteenth month income. Valid values are *Abs Entitl* (absence entitlement), *Abs Take* (absence take), *Accumulatr* (accumulator), *Array, Auto Assgn* (auto assigned), *Bracket, Deduction, Earnings, Formula, System Element*, and *Variable*.

Entering Base Tariff Information

Access the Base Information page.

The screenshot displays the 'Base Information' page with the following fields and values:

- Tariff:** 02 Banking
- Tariff Area:** KD2 Trading and Banking
- Category:** Wages (with navigation links: View All, First, 1 of 1, Last)
- *Effective Date:** 01/01/1998
- Status:** Active
- *Employee Category:** Wages
- Capital Accumulation Maximum:** 50.00 CHF
- Waiting Period in Months:** 06
- Vacation Bonus %:** 10
- Additional Sick %:** 10
- Entitlement Plan:** CH_PLAN01 (Plan01 Angestellte)
- Bank Fee:** 10.00 CHF
- Processing Period:** None
- Schedule:** (empty)

Base Information page

Category

Capital Accumulation Maximum

Specify the monthly amount for capital accumulation benefits and the currency code.

Waiting Period in Months

Enter the number of months after which the employee will be eligible for capital accumulation benefits.

Vacation Bonus % (vacation bonus percentage)

Specify the percentage to be used in calculating the additional vacation bonus.

Additional Sick % (additional sick percentage)

If additional sick pay is provided in your company, enter the corresponding percentage.

Entitlement Plan

Select the entitlement plan to which the employee belongs.

Note. You must first define an entitlement plan on the **Entitlement Plan page**.

Bank Fee

Bank Account Fee

Enter the amount and currency code for the bank account fee.

Processing Period

If your company pays bank account fees for employees' checking accounts, you can specify whether the fee is to be paid when no deposit is made. Valid values are **Monthly**, **Yearly**, and **None**.

Schedule

Displays the specified schedule for bank fees.

See Also

“Working With Swiss Absence Rules,” Setting Up Absence Entitlement Plans

Entering Bonus Payment Data

Access the Bonus Payment page.

13th Month Income	
Months of Service	*Percent
6	10.00

Bonus Payment page

13th Month Income**Months of Service**

Enter the length of service after which an employee can receive the thirteenth month of pay.

Percent

Enter the percentage of the calculated thirteenth month pay that an employee receives after the specified length of service.

Important! For employees who were not actively employed up until their retirement, you must enter the thirteenth month pay in the paysheet manually.

Entering Calculation Details

Access the Calculation Details page.

Base Information Bonus Payment Calculation Details

Tariff: 02 Banking
Tariff Area: KD2 Trading and Banking

Category View All First 1 of 1 Last

Effective Date: 01/01/1998 **Status:** Active + -

Employee Category: Wages

Calculation Details View All First 1-2 of 2 Last

	Element Entry Type	*Element Name	Element Entry Type	*Element Name	Percent	Amount		
1	Earnings	CH_ER_13610	Earnings	CH_ER_10000	25.00	13.00	CHF	+ -
2	Deduction	CH_AH_D10	Deduction	CH_FK_D11	10.00	25.00	CHF	+ -

Calculation Details page

Calculation Details

Percent Enter a corresponding percent for the element.

Amount Enter an amount for the element and specify the currency.

Defining Overtime Pay Rates

Access the Overtime Rates page.

Overtime Rates

Company: CH1 Schweizer Testfirma 1

Overtime View All First 1 of 1 Last

***Effective Date:** 01/09/2000 + -

Overtime Rates View All First 1 of 1 Last

	Monthly Salary	*Annual Salary	*Overtime Pay Rate		
1	4.17	50.000000	1.5	CHF	+ -

Overtime Rates page

Monthly Salary Displays the monthly salary code.

Annual Salary Enter the annual salary and currency code to which the overtime pay rate applies. For example, if an annual salary is 50.000, an overtime pay rate of 1.5 applies.

Overtime Pay Rate

Enter the overtime pay rate and the currency code that corresponds to the annual salary that you defined.

See Also

“Managing the Overtime Request Process”

CHAPTER 11

Working With Garnishments

This chapter provides an overview of garnishments in PeopleSoft Global Payroll for Switzerland and tells you how to:

- Set up garnishments.
- Stop, modify, and delete garnishments.
- View delivered garnishment elements.

Understanding Garnishments

When a payee owes money to a third party for alimony, child support, tax debts, or other obligations, an employer may be required to deduct part of what is owed before the payee receives payment. The deduction, known as a garnishment, is taken every month, according to national guidelines. You can garnish both regular earnings and special earnings, such as bonuses, within certain restrictions. For regular earnings, you can garnish:

- A flat amount.
- The payee's entire net pay.
- The payee's entire net pay less a minimum payment to the payee.

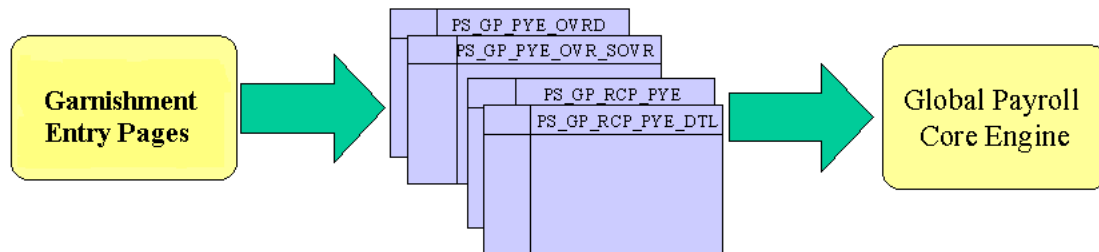
Once you set up garnishments, the system automatically deducts the correct amount from payees' earnings each month. PeopleSoft Global Payroll for Switzerland processes garnishments in order by garnishment ID, up to a maximum of 10 garnishments per payee.

Setting Up Garnishments

In PeopleSoft Global Payroll for Switzerland, you enter all garnishment data on one page. The system stores data on tables that the Global Payroll core application uses to process payroll:

- The Deduction Assignments Table (GP_PYE_OVRD) stores employee ID, first name, last name, begin and end date of the garnishment, and regular earnings amount.
- The Supporting Item Overrides Table (GP_PYE_OVR_SOVR) stores the special payments amount, court name, and doc ID.

- The Payee Deduction of Receivers Detail Table (GP_RCP_PYE_DTL) stores payment information.
- The Payee Deduction of Receivers Table (PS_GP_RCP_PYE) stores bank transfer information, such as the bank account of the receiver and the receiver name.



To set up garnishments:

1. Enter details about the garnishment's recipient (court, attorney, and so forth) using the Deduction Recipients page in the PeopleSoft Global Payroll core application.
2. Enter details about the specific garnishment on the Garnishment Data page in PeopleSoft Global Payroll for Switzerland.

See Also

PeopleSoft Global Payroll PeopleBook, "Understanding Banking," Defining Recipients

Page Used to Set Up Garnishments

<i>Label</i>	<i>System Name</i>	<i>Navigation</i>	<i>Usage</i>
Garnishment Data	GPCH_GR_DATA	Global Payroll Switzerland, Maintain Payroll Data (CHE), Use, Garnishment Data	Enter garnishment data for a specific payee.

Setting Up Garnishment Data

Access the Garnishment Data page.

Garnishment Data

Bergeron,Ron EmplID: B-BARET206

Garnishment View All First 1 of 1 Last

Description: ☒ Apply?  

*Deduction Begin Date: 06/01/2001  End Date: 

Garnishment ID: 1 *Court Name: *Doc ID:

Regular Earnings	Special Earnings
*Garnishment Method: Amount 	*Garnishment Method: Amount 
Amount:  USD 	Amount:  USD

Payment Information

Recipient ID:    

*Payment Method: Transfer 

*Purpose 1:  Purpose 2: 

Garnishment Data page

Apply

Select to process the current garnishment.

Garnishment ID

Displays the serial number of the current garnishment. The system processes multiple garnishments for the same individual in this order.

Court Name

Enter the name of the court that created the garnishment issue.

Doc ID

Enter the official registration number of the garnishment request.

Regular Earnings/Special Earnings

You can deduct garnishment payments from a payee's regular earnings and from special earnings, such as bonus payments. Depending on your selection of garnishment method, the Amount field functions in different ways.

Regular Earnings - Garnishment Method

Select the method by which to process the garnishment:

- **Amount:** Garnishes the flat amount you specify in the Amount field from the payee's net pay. The payee receives all other pay above this amount. If the flat amount is greater than the net pay, this creates a negative net. If you select **Amount**, you can also garnish special earnings.
- **Min Pay** (minimum payment): Pays the garnishment recipient the entire net amount of the payee's pay, less the minimum payment you specify in the Amount field. The payee receives only the pay you specify in the Amount field; all other pay goes to the garnishment recipient. A net payment of less than the minimum results in a zero garnishment.

- **Net Amount:** Pays the garnishment recipient the entire net amount of the payee's pay. The payee receives nothing until the garnishment ends. In this case, you don't need to enter anything in the Amount field.

Note. Net payment refers to the remaining net after the premium for social insurance is deducted (accumulator CH_00_52). This might be greater than the final cash amount, especially in the case of source tax and individual deductions. The definition of the net can be adjusted according to your definition of the net amount for garnishments (accumulator CH_GR_02).

Special Earnings - Garnishment Method

If you select **Amount** as the method by which to process the garnishment of a regular earning, you can optionally garnish special earnings as well. To do so, select Amount as the garnishment method.

Warning! You can garnish special earnings only if you choose Amount as your garnishment method and enter a flat amount in the Amount field. In this case, you would also specify Amount as your garnishment method for special earnings and enter the amount to garnish in the Amount field for special earnings. Any other garnishment method choices won't process in your payroll run.

Payment Information

Recipient ID

Enter the ID of the recipient to receive the garnishment payment. You must choose a recipient you entered on the Deduction Recipients page.



Click to open the Recipient Account Details page, which displays related banking information from the Deduction Recipients page.

Payment Method

Displays the payment method specified on the Deduction Recipients page for this recipient.

Purpose 1

Enter the operation number.

Purpose 2

Enter optional comments.

Stopping, Modifying, and Deleting Garnishments

You can stop, modify, or delete a garnishment when necessary.

To stop a garnishment:

1. Access the Garnishment Data page for the payee.
2. Change the date in the End Date field.

3. Save your change.

To modify a garnishment:

1. Access the Garnishment Data page for the payee.
2. Make any required changes, such as a new amount.
3. Save your change.

To delete a garnishment:

1. Access the Garnishment Data page for the payee.
2. Click the minus (-) button that appears to the right of the garnishment.
3. Save your change.

The system removes the garnishment from the database.

Warning! Carefully consider a decision to delete a garnishment that has already been processed in a pay run. This deletion triggers a retroactive payment to the payee and requires that you manually request any repayment from the garnishment recipient.

Viewing Delivered Garnishment Elements

This section contains information on the rules that Global Payroll for Switzerland delivers to process garnishments, including

- Garnishment deductions.
- Garnishment process lists.

Note. The garnishment elements for Switzerland are defined as PeopleSoft delivered and maintained. If necessary, create your own garnishments using the delivered elements as your guide. Assign these on the Family Allowance Earnings page in the same way you add additional child allowance earnings. Start with a sequence of 61, entered in the Dep/Benef field.

See Also

“Managing Family Allowances”

Garnishment Deductions

The following table contains information about the deductions used to calculate garnishment deductions.

<i>Deduction</i>	<i>Description</i>
CH_GR_DL01	Garnishment 1
CH_GR_DL02	Garnishment 2
CH_GR_DL03	Garnishment 3
CH_GR_DL04	Garnishment 4
CH_GR_DL05	Garnishment 5
CH_GR_DL06	Garnishment 6
CH_GR_DL07	Garnishment 7
CH_GR_DL08	Garnishment 8
CH_GR_DL09	Garnishment 9
CH_GR_DL10	Garnishment 10

Garnishment Process Lists

PeopleSoft delivers the process list CH_AL_CH01 for Swiss standard elements. This includes the section CH_GR_S1000, which holds the garnishment deductions. Each deduction is defined as “Amount: Formula CH_GR_FO001.” The formula triggers the following additional formulas, depending on the garnishment method you choose on the Garnishment Data page:

- Amount: CH_GR_FO100.
- Min pay: CH_GR_FO200.
- Net amount: CH_GR_FO300.

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

See Also

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

CHAPTER 12

Managing Maternity Leave

This chapter provides an overview of Swiss maternity leave and shows you how to:

- Set up maternity absence entry elements.
- Track maternity leave.
- View delivered maternity leave elements.

Understanding Maternity Leave

In PeopleSoft Global Payroll for Switzerland, you enter maternity leave data on a single page. The page generates absence take elements that work with the core application's absence process to correctly process maternity leave during a payroll run.

The system determines the amount of paid maternity leave to which an employee is entitled based on years of service and the canton of residence. After the birth of child, it recalculates entitlement based on the Swiss legal requirement of eight weeks' leave after the child's actual birth. PeopleSoft delivers and maintains this information on the Scale Codes component.

To set up maternity leave:

1. View or set up absence take elements on the Absence Take page in the PeopleSoft Global Payroll core application.
2. View or set up maternity absence entry elements on the self-service Absence Entry Elements page.

To process maternity leave:

1. Enter the expected date of birth and last work day on the Maternity Leave page to generate the appropriate absence take elements in the core application.
2. Enter the child's actual date of birth on the Maternity Leave page to generate additional absence take elements if this birth date affects maternity leave entitlement in the core application.

PeopleSoft Global Payroll for Switzerland processes maternity leave during regular payroll runs.

See Also

“Working With Swiss Absence Rules,” Setting Up Scale Codes

“Managing the Absence Request Process,” Setting Up Employee Absence Entry Options

PeopleSoft Global Payroll PeopleBook, “Understanding Absences” and “Defining Absence Elements”

Setting Up Maternity Absence Entry Elements

PeopleSoft delivers two absence types that you can view on the self-service Absence Entry Elements page. These are:

- CH_MT_LFZ for paid maternity leave.
- CH_MT_UNB for unpaid maternity leave.

You can also modify or add other maternity absence types on this page.

Tracking Maternity Leave

PeopleSoft Global Payroll for Switzerland enables you to enter all maternity data on one page and then stores this data on the GP_ABS_EVENT table that the core application uses to process payroll.

Page Used to Enter Maternity Leave

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Maternity Leave	GPCH_AB_EE_MATERN	Global Payroll Switzerland, Maintain Payroll Data (CHE), Use, Maternity Leave	Track employee maternity absence data.

Entering Maternity Leave Data

Access the Maternity Leave page.

Maternity Leave

Farine, Corinne Employee EmplID: KWG009 Empl Rcd#: 0

Expected/Actual Date of Birth View All First 1 of 1 Last

*Expected Date of Birth: 11/15/2001 Last Work Day: 10/30/2001

Date of Birth: 12/01/2001

Maternity Paid

From: 10/31/2001 To: 01/01/2002 Absence Take: CH_AB_U500

Maternity Unpaid

From: 01/02/2002 To: 01/26/2002 Absence Take: CH_AB_U090

Letter Details View All First 1 of 1 Last

Letter Code Date Letter Printed

Maternity Leave page

Last Work Day Enter the last day the employee worked before maternity leave.

Date of Birth Enter the child's actual date of birth.

Maternity Paid

The system automatically calculates this data based on your entry in the Last Work Day field.

From Displays the date following the last worked day.

To Displays the last day eligible for paid maternity leave. This is based on canton rules and years of service derived from the Scale Codes and Job Data – Employment Information (Company Seniority Date field) pages.

Absence Take Displays the core application absence take element you linked to the absence type CH_MT_LFZ (paid maternity) on the self-service Absence Entries page.

Maternity Unpaid

The system automatically calculates this data based on your entry in the Date of Birth field. If eight weeks after the date of birth is before the Maternity Paid To date, no unpaid maternity is necessary.

From Displays the date following the Maternity Paid To date.

To Displays the date eight weeks from the child's date of birth.

Absence Take Displays the core application absence take element you linked to the absence type CH_MT_UNB (unpaid maternity) on the self-service Absence Entries page.

Note. PeopleSoft delivers two sample absence takes for maternity: CH_AB_U500 for paid maternity and CH_AB_U90 for unpaid maternity, but you can customize this with your own absence take elements.

Letter Details

Provides optional fields for generating maternity leave letters.

See Also

“Managing the Absence Request Process,” Setting Up Employee Absence Entry Options

Maternity Leave Example

Beate Ulrich has four years of service with her company and resides in Zurich; she is therefore entitled to ten weeks paid maternity leave. Her expected date of birth is 10 October 2001 and her last worked day is 26 September 2001. The system generates the following:

Maternity Paid From	27 September 2001
Maternity Paid To	5 December 2001
Maternity Unpaid From	None
Maternity Unpaid To	None

The child’s actual birth date is 15 October 2001. This entry generates a second absence take and the following unpaid dates:

Maternity Unpaid From	6 December 2001
Maternity Unpaid To	9 December 2001

Viewing Delivered Maternity Elements

This section contains information on the rules that PeopleSoft Global Payroll for Switzerland provides to process maternity leave, including:

- Maternity deductions.
- Maternity process lists.

Maternity Deductions

<i>Deduction</i>	<i>Description</i>
Absence Code CH_AB_U500 Deduction CH_AB_1000	Maternity Paid
Absence Code CH_AB_U090 Deduction CH_AB_2000	Unpaid Vacation

Maternity Process Lists

<i>Process List</i>	<i>Description</i>
CH_AB_ABSENCE Section CH_AB_TAKE CH_AB_U090 CH_AB_U500	Absence Process List Absence Take
CH_AL_CH01 Section CH_ER_S2000 CH_AB_1000 CH_AB_2000	Calc Process List Earnings from Absence Time

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

See Also

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

CHAPTER 13

Setting Up Payslips for Switzerland

This chapter provide an overview of payslips in PeopleSoft Global Payroll for Switzerland and shows you how to:

- Set up payslips.
- Generate payslips.

Setting Up Payslips

PeopleSoft Global Payroll for Switzerland enables you to generate and adapt payslips to meet your needs. You can also send a message—printed on the payslip—to an individual payee or to payees belonging to designated pay groups, locations, or departments.

Page Used to Set Up Payslips

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Payslip Messages	GPCH_AL_01_MSG	Global Payroll (CHE), Manage Payroll Process (CHE), Setup, Payslip Messages	Include messages on payslips for payees being paid for a specific pay end date.

Creating a Payslip Message

Access the Payslip Messages page.

Payslip Messages

Current Pay End Date: 09/30/2001

Payslip Messages View All First 1 of 1 Last

Pay Entity:

Pay Group:

Business Unit:

Location Code:

Department:

EmplID:

Description:

Payslip Messages page

You may designate that a message should appear on the payslips for all payees belonging to a pay entity, or for only those payees belonging to the pay entity that are also members of a specific pay group, location, or department. You may also designate that a message appears for only a specific payee.

Note. **Current Pay End Date** and **Description** are required fields. Additionally, you can select one of the following four fields: **Pay Group**, **Location**, **Department**, or **EmplID**.

Current Pay End Date	Select the end date for which you want the message to appear on the payslip.
Pay Entity	Select the pay entity for the organization issuing the payslip.
Pay Group, Location, Department , and EmplID (employee ID)	If you want to include only those payees belonging to a certain pay group, location, department, or employee ID, then enter the ID.
Description	Enter a message appear on the payslip.

Example 1

Suppose that you want to issue the message “Have a nice holiday,” on the payslips of all payees belonging to a particular pay group. First, you select the appropriate current pay end date. Next, you select the pay entity issuing the payslip. Then you enter the ID for the appropriate pay group. Finally, you enter the message in the Description field.

When the payslips are generated, all payslips generated for payees belonging to the designated pay group display “Have a nice holiday.”

Example 2

Suppose that you want to issue the message “We don’t have your current address on file,” on the payslip of a specific payee. First, you select the appropriate current pay end date. Next,

you select the pay entity issuing the payslip. Then you enter the employee ID for the payee. Finally, you enter the message in the Description field.

When the payslips are generated, the payslip for the designated payee displays “We don’t have your current address on file.”

Generating Payslips

Generate payslips using the Payslip report component.

See Also

“Appendix: PeopleSoft Global Payroll for Switzerland Reports”

CHAPTER 14

Setting Up Banking for Switzerland

This chapter shows you how to:

- Set up Swiss banking.
- Set up defaults for source banks.
- Set up banking defaults for payees.
- Run local country bank processing.

Setting Up Swiss Banking

The banking feature in PeopleSoft Global Payroll for Switzerland is optional and uses pages in PeopleSoft Human Resources, the PeopleSoft Global Payroll core application, and PeopleSoft Global Payroll for Switzerland.

To define banking for Switzerland:

1. Define your banks and branches on the Bank Table page and the Bank Branch Table page, which you can access from the PeopleSoft Global Payroll core application.

Note. The pages for defining banks are common to all PeopleSoft HRMS applications and are documented in the *PeopleSoft Application Fundamentals for HRMS PeopleBook*.

2. Define the organization level for your source bank on the Source Bank Link page in the Pay Entity component of the PeopleSoft Global Payroll core application.
3. Define further information about source banks in PeopleSoft Global Payroll for Switzerland.

Depending on the organization level you selected on the Source Bank Link page in the PeopleSoft Global Payroll core application, define Swiss-specific information on the corresponding Pay Entity Source Bank page in PeopleSoft Global Payroll for Switzerland.

4. Define bank account information for payees.
 - a. Define information on the Bank Account Information page in the PeopleSoft Global Payroll core application.

- b. Define further banking information for a payee on either on the Payee Source Bank Default page (if the bank is located in Switzerland) or on the Payee Foreign Bank Transfer page (if the bank is located outside of Switzerland) in PeopleSoft Global Payroll for Switzerland.
5. Run the Banking process on the Banking Run Control page in the PeopleSoft Global Payroll core application.
6. Create payment files and reports in PeopleSoft Global Payroll for Switzerland.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Setting Up Banks and Bank Branches”

PeopleSoft Global Payroll PeopleBook, “Understanding Banking”

Setting Up Defaults for Source Banks

All payments are processed through your source banks. First, specify classification criteria for your source banks on the Source Bank Link page in the Pay Entity component of the PeopleSoft Global Payroll core application. There, you can define the level of organization at which you’re funding your payroll. Levels include pay entity, department, and pay group. Depending on the level that you select, you can further define your source bank information in PeopleSoft Global Payroll for Switzerland on the following components:

- Pay Entity component, Source Bank page.
- Department component, Source Bank page.
- Pay Group component, Source Bank page.

For example, suppose that you select *Pay Entity* as the organization level for your source bank on the Source Bank Link page. For every pay entity in your organization, you must set up a source bank default link. Do this on the **Source Bank page** of the Pay Entity component in PeopleSoft Global Payroll for Switzerland. Also define the payment type here.

In addition to the earnings, general deductions, and individual deductions that the PeopleSoft Global Payroll core application supports, PeopleSoft Global Payroll for Switzerland supports additional payment types. These include taxes, capital accumulation, direct life insurance, garnishments, external transfer, social insurance, advance payment, BVV, sick leave, and maternity leave.

Pages Used to Set Up Defaults for Source Banks

Page Name	Object Name	Navigation	Usage
Pay Entity — Source Bank	GPCH_AL_PAYENTI TY2	Global Payroll Switzerland, Define Payroll Setup (CHE), Setup, Pay Entity	Enter information about source bank and payment type at the pay entity level.
Department - Source Bank	GPCH_AL_DEPT3	Global Payroll Switzerland, Define Payroll Setup (CHE), Setup, Department	Enter information about source bank and payment type at the department level.
Pay Group — Source Bank	GPCH_AL_PAYGRO UP2	Global Payroll Switzerland, Define Payroll Setup (CHE), Setup, Pay Group	Enter information about source bank and payment type at the pay group level.

Note. Before entering data on any of these pages, first select the appropriate organization level—pay entity, department, or pay group—on the Source Bank Link page in the core application and set up source bank IDs.

Entering Information at the Pay Entity Level

Access the Pay Entity - Source Bank page.

Source Bank

Pay Entity: CH3 Schweiz 3

Definition Find | View All First 1 of 1 Last

Effective Date: 01/01/1998 Status: Active

Source Bank Setup View All First 1 of 1 Last

Source Bank ID	Description	Payment Type
1 KW01	UBS	Advance Payments

Pay Entity - Source Bank page

Note. The pay entity automatically populates from the core application. On this page, enter information about the source bank ID and the payment type.

Source Bank ID

Select the source bank ID that you require. Source banks are the money sources from which payroll disbursements are drawn.

Payment Type

Select the payment type to use: *Advance Payments, BVV, Capital Accumulation, Direct Life Insurance, External Transfer, Garnishments, Social Insurance, Taxes, U1/Sick Leave, U2/Maternity Leave, Wages, and Salaries.*

Setting Up Banking Defaults for Payees

You can set up defaults for both banks in Switzerland or banks in other countries. This section describes how to:

- Assign payee bank accounts to default source banks.
- Enter data for foreign bank transfers.

Pages Used to Set Up Banking Defaults for Payees

Page Name	Object Name	Navigation	Usage
Payee Source Bank Default - Payee Bank Account Info	PYE_BANKACCT	Global Payroll Switzerland, Define Payroll Setup (CHE), Use, Payee Source Bank Default	View bank account information for a payee. First set up bank account information for a payee on the Bank Account Information page in the core application.
Payee Source Bank Default	GPCH_BK_PYE_ACC T2	Global Payroll Switzerland, Maintain Payroll Setup (CHE), Use, Payee Source Bank Default	Assign a payee's bank account to a default source bank. First set up a Source Bank Account in the core application.
Payee Foreign Bank Transfer - Payee Bank Account Info	PYE_BANKACCT	Global Payroll Switzerland, Define Payroll Setup (CHE), Use, Payee Foreign Bank Transfer	View foreign bank account information for a payee. First set up Bank Account Information page in the core application for a payee.

Page Name	Object Name	Navigation	Usage
Payee Foreign Bank Transfer	GPCH_BK_PYE_ACC T1	Global Payroll Switzerland, Maintain Payroll Setup (CHE), Use, Payee Foreign Bank Transfer	Enter data on foreign bank transfers. First set up bank account information for a payee on the Bank Account Information page in the core application.

Note. All these pages are display-only; their fields are identical to the Bank Account Information page.

See Also

PeopleSoft Global Payroll PeopleBook, “Understanding Banking,” Entering Payees’ Bank Account Information

Assigning Payee Bank Accounts to Default Source Banks

Access the Payee Source Bank Default page.

The screenshot displays the 'Payee Source Bank Default' page. At the top, there are tabs for 'Payee Bank Account Info' and 'Payee Source Bank Default'. Below the tabs, the employee information is shown: 'Muster,Max1 Quellensteuer' and 'Employee' with ID 'CHS10001'. A 'Bank Accounts' section has a table with one row: '*Account ID: 1', 'Type: Checking', and 'Status: Active'. Below this is the 'Source Bank Default' section, which contains 'Payment Type: 1 Wages and Salaries' and 'Source Bank ID: KW01 UBS'.

Payee Source Bank Default page

Source Bank Default

- Payment Type** Select *Wages and Salaries* as the type of payment to be made to the payee.
- Source Bank ID** Select the source bank ID that you assigned to your source bank on the Source Bank Accounts page in the Global Payroll core application. Source banks are the money sources from which payroll disbursements are drawn.

Enter Data for Foreign Bank Transfers

Access the Payee Foreign Bank Transfer page.

The screenshot displays the 'Payee Foreign Bank Transfer' page. At the top, there are tabs for 'Payee Bank Account Info' and 'Payee Foreign Bank Transfer'. Below the tabs, the employee's name 'Dante, Beatrice' and 'Employee' are shown, along with the ID 'KF0010'. A 'Bank Accounts' section contains a table with columns for 'Find', 'View All', 'First', '1 of 1', and 'Last'. The table has one row with the following data: *Account ID: 1, Type: Checking, Status: Active. Below the table, there are several fields for bank account information: National Sort Code, Execution Code (Standard), Instruction Code, Fee Payment Code (Euro Acct), Fee Account Code (Partition), and Transfer Account Code (DEM Acct).

Payee Foreign Bank Transfer page

Account ID	The system assigns this account number to the bank account information.
Execution Code	Select an execution code: <i>Check</i> , <i>Check Ord</i> , <i>Standard</i> , or <i>Urgent</i> .
Instruction Code	Select an instruction code: <i>Avis</i> , <i>Legitim</i> , <i>Telephone</i> , or <i>Telex/Fax</i> .
Fee Payment Code	Select the type of account that you want to use: <i>Curr Acct</i> , <i>DEM Acct</i> or <i>Euro Acct</i> .
Fee Account Code	Select a fee account code: <i>Contractor</i> , <i>Orderer</i> or <i>Partition</i> .
Transfer Account Code	Select the type of account to which the money should be transferred: <i>Curr Acct</i> (currency account) <i>DEM Account</i> or <i>Euro Acct</i> (Euro account).

Running Local Country Bank Processing

Once you've set up information in the PeopleSoft Global Payroll core application, use it when running processes in PeopleSoft Global Payroll for Switzerland to create actual payment files and payment reports. This includes writing Structured Query Reports (SQRs) and extracting data from the output file that the system created in the core application in the banking run control process.

See Also

PeopleSoft Global Payroll PeopleBook, "Understanding Banking," Running the Banking Process

Pages Used to Run Local Country Bank Processing

Page Name	Object Name	Navigation	Usage
Setup Bank Transfer Process	GPCH_BK_BNKTRN	Global Payroll Switzerland, Manage Payroll Process (CHE), Setup, Bank Transfer Process	View the accumulators that are assigned to payment types.
Bank Transfer Disk	GPCH_BK_XFERDT A	Global Payroll Switzerland, Manage Payroll Process (CHE), Setup, Bank Transfer Disk	Define the files that are created by the Bank Transfer report. Define which earning or deduction must be transferred and written to which file.

Defining Files Created by the Bank Transfer Report

Access the Bank Transfer Disk page.

Bank Transfer Disk page

Transfer Sequence

The system automatically assigns a transfer sequence number, which defines the number of files that are created.

Source Bank ID

Select a source bank ID that you defined on the Source Bank Accounts page in the core application.

Deposit Schedule

Select a schedule that you defined on the Deposit Schedules page in the core application.

Wages and Salaries, Direct Life Insurance,

Select to transfer each payment type.

Garnishments and External Transfers

See Also

“Appendix: PeopleSoft Global Payroll for Switzerland Reports”

CHAPTER 15

Managing the Absence Request Process

This chapter provides an overview the absence request process and tells you how to:

- Set up absence request processing.
- Request absence (employee).
- View absence request status (employee).
- Request employee absence (manager).
- View absence request status (manager).
- Approve employee absence (manager and Human Resources administrator).
- Manage employee absence (Human Resources administrator).
- Generate absence requests.

Understanding the Absence Request Process

PeopleSoft Global Payroll for Switzerland includes a self-service application for managing employee absence requests, which enables you to carry out common tasks through a user-friendly browser page.

Absence self-service options differ for employees, managers, and Human Resources administrators.

Role	Absence Self Service Options
Employee	Submit an absence request. Resubmit an absence request when the absence request was sent back with the reason <i>Rework required</i> . Edit an existing absence request. Cancel a submitted or approved absence request. View absence requests, with their approval status. View absence balances as of the last pay run.

Role	Absence Self Service Options
Manager	Approve or deny absence requests originated by direct or indirect reports. Send back an absence request with the reason <i>Rework required</i>. View a list of absence requests of direct or indirect reports. Edit existing absence requests for direct or indirect reports. Request an absence for direct or indirect reports. Cancel a submitted or approved absence request previously submitted for a direct or indirect report.
Human Resources Administrator	Approve or deny absence requests assigned to the Human Resources administrator. Send back an absence request with the reason <i>Rework required</i>. View a list of absence requests for reports. Edit existing absence requests for reports, including requests that have already been approved. Enter an absence request for a report. Cancel a previously entered absence request for a report.

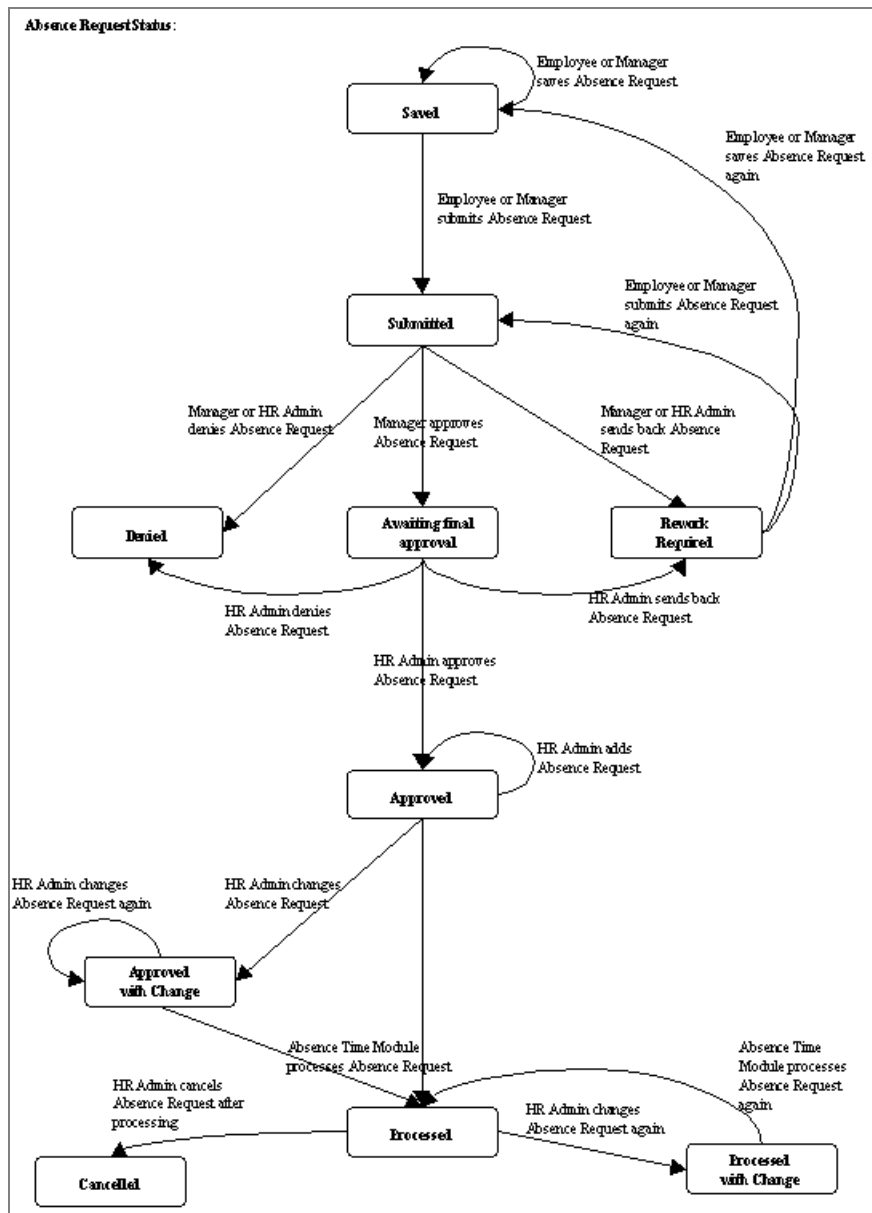
Note. Managers and Human Resources administrators have access only to the absence request data of their direct and indirect reports. The relationship between a manager or Human Resources administrator and reports can be defined in multiple ways. Access to direct and indirect reports is set up in Define Business Rules, Administer HR System, Setup, Manager Self Service Options. Human Resources administrators have access only to absence requests awaiting their approval.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Administering PeopleSoft Security”

Self-Service Absence Business Process

The following diagram illustrates the business process flow of self-service absence request processing:



Self-Service absence request business process

Setting Up Absence Request Processing

Before you can manage absence requests using the self-service application, you must set up certain list display criteria, absence entry elements, and default information.

To set up self-service absence requests:

1. Enter the criteria that define the display of absence requests on the Absence Duration page.

2. Enter the absence element and default information on the Absence Entry Elements page.
3. Set up a list of absence balances on the Balance page.

See Also

Setting Up Absence Duration Data

Setting Up Employee Absence Entry Options

Setting Up Absence Balances

Requesting Absence (Employee)

This transaction enables you to:

- View the latest absence requests, with their approval status.
- Submit an absence request, following company rules.
- Create an absence request without submitting it yet.
- Submit an absence request again, following company rules, if this absence request was sent back with the reason *Rework required*.
- Edit an absence request that was saved for later.
- Cancel a submitted or approved request.

Employees have access only to their own absence request data.

To view, add, edit, or cancel an absence request:
--

1. Access the Request Absence page. If you have multiple jobs, the Select Job Title page appears. Select the job for which you want to request absence and the Latest Absence Requests page appears. If you have only one job at your company, the Latest Absence Requests page appears.
2. On the Latest Absence Requests page, you can: view your latest existing requests, add a new absence request, edit an existing request (if you are the originator of the request and the status is *Saved* or *Rework required*), or cancel a request (if you are the originator of the request and the status is not *Processed* or *Processed with Change*).
3. If you don't see an existing absence request on the Latest Absence Requests page, click the "Show more absence requests" link to display the extended list Absence Requests page. You can view, add, edit, or cancel a request on the Absence Requests page just as you would on the Latest Absence Requests page.
4. To add a new request or edit an existing request, click the Add or Edit button; the Absence Request Details (add) page appears. Enter the details of your absence request on this page.

5. If you cancel an absence request, the Cancel Confirmation page appears.
6. To see the details of an existing absence request, click the corresponding date link under the Request Date column on either the Latest Absence Requests page or the Absence Requests page. The Absence Request Detail (view) page appears.
7. The Absence Request Detail (view) page displays the absence request information and details about the approval status.

See Also

Viewing the Latest Absence Requests

Viewing Absence Request Details

Viewing Additional Absence Requests

Canceling an Absence Request

Viewing Absence Request Status (Employee)

This transaction enables employees to view their latest absence requests along with their approval status. You can't add, modify, or cancel an absence request using this transaction. Employees have access only to their own absence request data.

To view the latest absence requests, an employee performs the following steps:
--

1. Access the Absence Request Status page. If you have multiple jobs, the Select Job Title page appears. Select the job for which you want to request absence and the Latest Absence Requests page appears. If you only have one job at your company, the Latest Absence Requests page is the first page to appear.
2. On the Latest Absence Requests page, view your latest existing requests.
3. If you don't see an existing absence request on the Latest Absence Requests page, click the "Show more absence requests" link to display the extended list Absence Requests page.
4. To see the details of an existing absence request, click the corresponding date link under the Request Date column on either the Latest Absence Requests page or the Absence Requests page. The Absence Request Details (view) page appears.
5. The Absence Request Details page displays the absence request information and details about the approval status in display-only mode.

See Also

Viewing the Latest Absence Requests

Viewing Absence Request Details

Viewing Additional Absence Requests

Canceling an Absence Request

Requesting Employee Absence (Manager)

This transaction enables you to:

- View the latest absence requests of one of your direct or indirect reports, with their approval status.
- Submit an absence request for a direct or indirect report according to your company's rules.
- Create an absence request for a direct or indirect report without submitting it yet.
- Submit an absence request for a direct or indirect report again, according to your company's rules, when the absence request was created but sent back to you with the reason "Rework required".
- Edit an absence request of a direct or indirect report that was created by you.
- Cancel a submitted or approved request of a direct or indirect report that you created.

To view, add, edit, or cancel an employee's absence request, managers perform these steps:

1. Access the Request Employee Absence (Select Employee) page.
2. Select the employee on the Select Employee page. The Latest Absence Requests page appears for the selected employee.
3. If you don't see an existing absence request on the Latest Absence Requests page, click the "Show more absence requests" link to display the extended list Absence Requests page for the selected employee. You can view, add, edit, or cancel a request on the Absence Requests page just as you would on the Latest Absence Requests page.
4. Click the Add or Edit button to add a new request or edit an existing request. The Absence Request Details (add) page appears. Enter the details of the employee absence request on this page.
5. If you cancel an absence request, the Cancel Confirmation page appears to confirm that you really want to cancel the request.
6. To see the details of an existing absence request, click the corresponding date link under the Request Date column on either the Latest Absence Requests page or the Absence Requests page. The Absence Request Details (view) page appears.
7. The Absence Request Details (view) page displays the absence request information and details about the approval status.

See Also

Viewing the Latest Absence Requests

Viewing Absence Request Details

Viewing Additional Absence Requests

Canceling an Absence Request

Selecting Employee Absences to Approve

Viewing Absence Request Status (Manager)

This transaction enables you to view the latest absence requests of one of your direct or indirect reports, with their approval status. You can't add, modify, or cancel any absence requests of your direct and indirect reports.

To view the status of an employee's absence request, managers follow these steps:

1. Access the Absence Request Status (Select Employee) page.
2. Select the employee on the Select Employee page. The Latest Absence Requests page appears for the selected employee.
3. If you don't see an existing absence request on the Latest Absence Requests page, click the "Show more absence requests" link to display the extended list Absence Requests page for the selected employee.
4. To see the details of an existing absence request, click the corresponding date link under the Request Date column on either the Latest Absence Requests page or the Absence Requests page. The Absence Request Details (view) page appears.
5. The Absence Request Details (view) page displays the absence request information and details about the approval status.

See Also

Viewing the Latest Absence Requests

Viewing Absence Request Details

Viewing Additional Absence Requests

Canceling an Absence Request

Selecting Employee Absences to Approve

Approving Employee Absence (Manager and HR Administrator)

This transaction enables you to:

- Approve or deny an absence request.
- Send back an absence request with the reason *Rework required*.

To approve, or deny, employee absence, managers and Human Resources administrators follow these steps:

1. Access the Approve Employee Absence (Select a Transaction) page.
2. Select the absence request you want to research for approval; the Absence Request Details (approve) page for that absence request appears.

You can also view a history of absence requests for the employee prior to approving the request.

3. Approve, deny, or send back the absence request for rework. The Submit Confirmation page appears.

See Also

Viewing the Latest Absence Requests

Viewing Absence Request Details

Viewing Additional Absence Requests

Approving Employee Absences

Managing Employee Absence (HR Administrator)

This transaction enables you to:

- View a list of absence requests for your reports.
- Enter an absence request for your reports.
- Cancel an absence request that you have previously entered for one of your reports.
- Modify absence requests that are already approved.

To manage employee absence requests, Human Resources administrators follow these steps:

1. Access the Employee Absence (Select Employee) page.

2. Select the employee on the Select Employee page; the Latest Absence Requests page for the selected employee appears.
3. If you don't see an existing absence request on the Latest Absence Requests page, click the "Show more absence requests" link to display the extended list Absence Requests page for the selected employee. You can view, add, edit, or cancel a request on the Absence Requests page just as you would on the Latest Absence Requests page.
4. If you add a new absence request, the Absence Request Details (add) page appears.
5. If are edit an existing absence request, the Absence Request Details (add) page appears. Select "Change Existing Data" to make changes.
6. If you cancel an absence request, the Cancel Confirmation page appears to confirm that you really want to cancel the request.
7. To see the details of an existing absence request, click the corresponding date link under the Request Date column on either the Latest Absence Requests page or the Absence Requests page. The Absence Request Details (view) page appears.
8. The Absence Request Details (view) page displays the absence request information and details about the approval status.

See Also

Selecting Employee Absences to Approve

Viewing the Latest Absence Requests

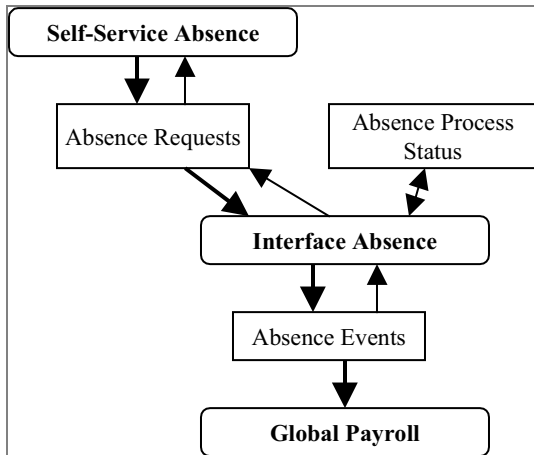
Viewing Absence Request Details

Viewing Additional Absence Requests

Canceling an Absence Request

Generating Absence Entries

PeopleSoft Global Payroll for Switzerland integrates with the PeopleSoft Global Payroll core application to process absences:



Self-Service absence business process

In order to generate the absence data that will then be used during regular payroll processing, you must run the application engine Generate Absences process (GPCH_ABS_AE), which:

- Retrieves the last updated absence requests.
- Checks if the absence had already been created or not.
- Creates the absence event if it's not been created yet.
- Updates the absence event in case of modification.
- Stores information about the absence request, linked with the absence event created or updated.
- Updates the absence request.
- Manages the process errors (display useful information in the process log file).

Pages Used in Absence Request Processing

Page	System Name	Navigation	Usage
Absence Duration	GPCH_ABS_DUR_SE TUP	Global Payroll Switzerland, Self Service – Manager (GER), Setup, Absence Duration	Set up display criteria for the list of Latest Absence Requests and the extended list of Absence Requests used throughout the absence self-service application.

Page	System Name	Navigation	Usage
Absence Entries	GPCH_ABS_ENTRY_SET	Global Payroll Switzerland, Self Service – Manager (GER), Setup, Absence Entries	Set up employee absence entry options and defaults.
Balances	GPCH_ABS_BAL_SETUP	Global Payroll Switzerland, Self Service – Manager (GER), Setup, Absence Balances, Balances	Specify which entitlement balances you want to display on the Latest Absence Requests page.
Latest Absence Requests	GPCH_ABS_REQUESTS	Global Payroll Switzerland, Self Service – Employee (GER), Tasks, Request Absence Global Payroll Switzerland, Self Service – Employee (GER), View, Absence Request Status	Enter, modify, cancel, or view your absence requests. Note. The functionality of this page varies depending on whether you access it from the Tasks or View menu.
Absence Request Details (view)	GPCH_ABS_RQST_DETAIL	Click the Request Date link on Latest Absence Requests page.	View details of the selected absence request.
Absence Request Details (add)	GPCH_ABS_NEW_REQUEST	Click the Add or Edit buttons on the Latest Absence Requests or the Absence Requests page.	Add or modify an absence request.
Cancel Confirmation	GPCH_ABS_CANCEL	Click the Cancel button on the Latest Absence Requests page.	Cancel an absence request.
Confirmation	GPCH_ABS_CONFIRM	Click the Submit button after entering an absence on the Absence Request Details (add) page or any button on the Absence Request Details (approve) page.	View details of a submitted absence request. Note. Depending on the action that transfers you to this page, its name can be either Save Confirmation or Submit Confirmation.
Absence Requests	GPCH_ABS_MORE_REQUEST	Click the Show More Absences link on the Latest Absence Request page.	View an extended list of absence requests.

Page	System Name	Navigation	Usage
Employee Absence	TRANS_LAUNCHER	Global Payroll Switzerland, Self Service – Manager (GER), Tasks, Employee Absence	Add, edit, or modify an employee absence request.
Request Employee Absence	TRANS_LAUNCHER	Global Payroll Switzerland, Self Service – Manager (GER), Tasks, Request Employee Absence	Enter an employee absence request.
Approve Employee Absence	GPCH_ABS_APPR_L	Global Payroll Switzerland, Self Service – Manager (GER), Tasks, Approve Employee Absence	Select an employee whose absence you want to approve.
Absence Request Details (approve)	GPCH_ABS_APPR	Click an employee name on the Approve Employee Absence page.	Approve, deny, or return for rework a employee absence request.
Absence Request History	GPCH_ABS_JOB_HIST	Click the Show History link on the Absence Request Details (approve) page.	View an extended list of absence requests.
Absence Request Status	TRANS_LAUNCHER	Global Payroll Switzerland, Self Service – Manager (GER), View, Absence Request Status Global Payroll Switzerland, Self Service – Employee (GER), View, Absence Request Status	View the status of employee absence requests.
Generate Absences	GPCH_ABS_RUNCTL	Global Payroll Switzerland, Manage Payroll Process (GER), Process, Generate Absences	Generate the absence requests.

Note. PeopleSoft Global Payroll for Switzerland uses many of these pages multiple times at various stages in the absence request process and different roles (employee, manager, and Human Resources administrator) access these pages. Each page is documented once and variations of the page are indicated.

Common Elements in This Section

The Latest Absence Requests and Absences Requests pages share the following elements:

Request Date	Click a link to transfer to the Absence Request Details page (view), in display-only mode, where you can view details of the selected absence request.
Edit	Click to open the Absence Request Details (add) page where you can modify and submit the selected absence request.
Cancel	Click to cancel an absence request and transfer to the Cancel Confirmation page. Employees can cancel all absence requests that they created and that are not yet processed. The system removes cancelled absence requests from the database. You can't cancel an absence request that has already been processed.
Show more absence requests	Click this link to transfer to the Absence Requests page, which contains an extended list of absence results.
Add	Click to open the Absence Request Details page (add) page where you can request a new absence.

Note. If you access this page using the View menu navigation, then you don't have the option to add, edit, or cancel the absence request.

For Employees

The **Edit** button is only visible if you are the originator of the absence request and the status of the request is *Saved* or *Rework required*.

The **Cancel** button is only visible if you are the originator of the absence request and the status of the request is not *Processed* or *Processed with Change*.

For Managers

The **Edit** button is only visible if you are the originator of the absence request and the status of the request is *Saved* or *Rework required*.

The **Cancel** button is only visible if you are the originator of the absence request and the status is not *Processed* or *Processed with Change*.

If you access this page to view absence requests for an employee, the **Return to Select Employee** link at the bottom of the page takes you back to the Select Employee page.

For Human Resource Administrators

You can use the **Add** button to add an absence request without requiring further approval.

The **Edit** button is only visible if you are the originator of the absence request or the status of the request is *Approved*, *Approved with Change*, *Processed*, or *Processed with Change*. This allows you to modify any absence request that you have created or already approved and any request that has already been processed.

If you access this page to view absence requests for an employee, the **Return to Select Employee** link at the bottom of the page takes you back to the Select Employee page.

Setting Up Absence Duration Data

Access the Duration page.

Duration page

Maximum entries in lists	Select <i>By Days</i> or <i>By Number of Rows</i> .
First List Entries (Rows)	Depending on what you entered in the Maximum entries in lists field, enter the number of days or rows to appear in the list of Latest Absence Requests.
Second List Entries (Rows)	Depending on what you entered in the Maximum entries in lists field, enter the number of days or rows to appear in the extended list of Absence Requests. Note. If you enter <i>0</i> , the list of Latest Absence Requests contains all absence requests for the specific job.
Type of Absence by Default	Select the type of absence that will be the default when a user requests time off.

Setting Up Employee Absence Entry Options

Access the Absence Entries page.

Absence Entries

Type of Absence: CH_VACA

Absence Entry Information View All First 1 of 1 Last

Effective Date: 01/01/1998

Status: Active

Description: Vacation

Short Description: Vacation

***Element Name:** CH_AB_U010 Vacation full day

Input Options:

- ☒ Total Hours for Absence Period
- ☒ Partial Hours
- ☐ Absence Percentage

Absence Entries page

When employees request absence, they can only select the absence types defined on this page.

Type of Absence	Absence type code.
Element Name	Enter the name of the corresponding absence element.
Total Hours for Absence Period	Select to display the Total Hours for Absence Period field on the Absence Request Details (add) page for this absence type.
Partial Hours	Select to display the Partial Hours group box on the Absence Request Details (add) page for this absence type.
Absence Percentage	Select to display the Absence Percentage field on the Absence Request Details (add) page for this absence type.

Setting Up Absence Balances

Access the Balances page.

Balances

Absence Balances View All First 1-2 of 2 Last

*Element Name: CH_AB_VACA_BAL Vacation + -

Description: Vacation Balance

Days/Hours: Days

*Element Name: CH_AB_VACA_A_BAL Additional Vacation Entitlemen + -

Description: Additional Vacation Balance

Days/Hours: Days

Balances page

Element Name	Select the accumulator element for the entitlement balance.
Days/Hours	Enter Days or Hours as the unit for displaying entitlement balances.

The list of absence balances and their values as of the last pay results appear on the Latest Absence Requests page, which displays an employee's latest absence requests and their status. If you don't set up absence balances, then the grid with the absence balances is hidden on the Latest Absence Requests page.

Viewing the Latest Absence Requests

Access the Latest Absence Requests page.

Request Absence

Latest Absence Requests

Antonio Santos

Administrative Assistant

Below is a list of the current absence balances, followed by a list of the most recent absence requests. Click on an event to see the details.

Absence Balances

Name	Value	As Of Date
Vacation Balance	0.000000	Days
Additional Vacation Balance	0.000000	Days

Latest Absence Requests

Request Date	Type of Absence	Begin Date	End Date	Status	
08/30/2001	Internal Training	10/15/2001	10/15/2001	Saved	Edit Cancel
08/30/2001	Vacation	11/01/2001	11/01/2001	Submitted	Cancel

[Show more absence requests](#)

Add

Click the Add button to request a new absence.

Latest Absence Requests Page

This page has two grids:

- **Absence Balances.** Displays the employee's absence balances with values from the last pay results, as defined on the Balances setup page.
- **Latest Absence Requests.** Displays the latest absence requests of an employee for a specific job. The number of days shown in the grid depends on the setup on the Absence Duration page.

If you have multiple jobs in your company, the Select Job Title page enables you to choose a job title before accessing the Latest Absence Requests page. If you don't have multiple jobs, to the Latest Absence Requests page opens directly.

Note. If you access this page using the View menu navigation, then you don't have the option to add, edit, or cancel the absence request.

Viewing Additional Absence Requests

Access the Absence Requests page.

Request Absence

Absence Requests

Antonio Santos

Administrative Assistant

Below is a list of the most recent absence requests.
Click on an event to see the details.

View by Status:

All

Absence Requests

Request Date	Type of Absence	Begin Date	End Date	Status		
08/30/2001	Internal Training	10/15/2001	10/15/2001	Saved	Edit	Cancel
08/30/2001	Vacation	11/01/2001	11/01/2001	Submitted		Cancel

[Show latest absence requests](#)

Add

Click the Add button to request a new absence.

Absence Requests Page

This page shows a grid with an extended list of an employee's absence requests for a specific job. The number of absence requests shown in the grid depends on the setup on the Absence Duration page.

View by Status

Select the status of the absence requests you want to view.

Select **Approved** to view absence requests with a status of *Approved* or *Approved with Change*. Select **Processed** to view absence requests with a status of *Processed* or *Processed with Change*.

Note. If you access this page using the View menu navigation, then you don't have the option to add, edit, or cancel the absence request.

Viewing Absence Request Details

Access the Absence Request Details (view) page.

Request Absence

Absence Request Details

Antonio Santos
Administrative Assistant

Absence Information

Type of Absence: Internal Training
Begin Date: 10/15/2001
End Date: 10/15/2001
Status: Saved

Approval Details

Role Name	Name	Workflow Action	Transaction Date	Comment
Originator	Antonio Santos	Saved	08/30/2001	

[Return to list of requests](#)

Absence Request Details (view) page

This page displays absence request information and approval details.

Return to list of requests Click to return to the previous page (Latest Absence Requests or Absence Requests).

Canceling an Absence Request

Access the Cancel Confirmation page.

Request Absence

Cancel Confirmation

? Are you sure you want to cancel this absence request?

Yes - Cancel

No - Do Not Cancel

Request Absence – Cancel Confirmation page

Yes – Cancel

Click to complete the cancellation of the request, delete it from the database, and transfer to the Latest Absence Requests page.

No – Do Not Cancel

Click to stop the cancellation and transfer to the Latest Absence Requests page.

Adding and Modifying Absence Requests

Access the Absence Request Details (add) page.

Request Absence

Absence Request Details

Antonio Santos

Administrative Assistant

Fill in the following information and click Submit to initiate the absence request.

Absence Information

*Type of Absence:

Vacation

*Begin Date:

(example: 12/31/2000)

*End Date:

(example: 12/31/2000)

Total Hours for Absence Period:

0.00

Partial Hours

☒ Partial Hours for all days

Partial Hours

Partial Hours:

6

☐ Partial Hours for start day

☐ Partial Hours for end day

Absence Requests Details (add) page (1 of 2)

Comment

Name: Antonio Santos

Comment:

Submit

Save for Later

[Return to list of requests](#)

* Required Field

Absence Requests Details (add) page (2 of 2)

The system transfers you to this page if:

- You click the Add button on the Latest Absence Requests page or the Absence Requests page.
- You click the Edit button for an existing absence request on the Latest Absence Requests page or the Absence Requests page.

Use this page to add, modify, save, and submit an absence request.

Note. Additional fields appear on this page based on your selection in the Type of Absence field. Specify which additional fields you want to display for each absence type on the Absence Entries page.

Absence Information

Type of Absence	Select the type of absence. Define the default type on the Duration page. Only the absence types you defined on the Absence Entries page are available for selection.
Begin Date/End Date	Enter the dates on which the absence request begins and ends.
Absence Percentage	This field appears if you selected the Absence Percentage check box on the Absence Entries setup page for the absence type selected on this page.
Total Hours for Absence Period	This field appears if you selected the Total Hours for Absence Period check box on the Absence Entries setup page for the absence type selected on this page.

Partial Hours

This field appears if you selected the Partial Hours check box on the Absence Entries setup page for the absence type selected on this page.

Partial Hours for All Days	Select to display a drop-down list from which you can choose either <i>Half Days</i> or <i>Partial Hours</i> to specify the partial hours for the absence.
Partial Hours for Start Days	
Partial Hours for End Days	
Partial Hours	If you select <i>Partial Hours</i> from the drop-down list, the Partial Hours field appears. Enter the exact number of partial hours for the absence.
Comment	
Submit	Click to submit the absence request. When the request is submitted, the system triggers the workflow for approval processing and transfers you to the Submit Confirmation page.
Save for Later	Click to save the absence request without submitting it and transfer to the Save Confirmation page.
Return to list of requests	Click to cancel the transaction without saving it and return to the previous page.

For Employees

An absence request by an employee needs approval from both a manager and a Human Resources administrator. A worklist/email is sent to the appropriate people.

For Human Resources Administrators

If you add an absence request, it is automatically approved.

If you are editing an existing absence request, select **Change Existing Data** to modify the absence request and enter a reason in the **Comment** field.

If you modify an existing absence request, the new status is *Approved with Change*.

Requesting an Employee Absence

Access the Request Employee Absence page.

[Home](#) > [Global Payroll \(CHE\)](#) > [Self Service - Manager \(CHE\)](#) > [Tasks](#) > **Request Employee Absence**

Request Employee Absence

Select Employee

Select an employee to initiate an absence request by clicking on the employee name, clicking on Search for an employee, or clicking on the chart icon to find an indirect report.

Direct Reports For Arthur Erickson

Name	Employee ID	Job Title	Department	
Antonio Santos	KU0010	Admin Asst	HR	
Fred Giles	KU0022	ConsInt Sr	HR	
Jared Reddy	KU0110	DE Clerk	HR	
Justin Galang	KU0060	ConsInt Sr	HR	
Kevin Chae	KU0106	DE Clerk	HR	
Kevin Chae	KU0106	Ben Spec	HR	
Michelle Kelly	KU0070	H&S Spec	HR	
Sylena Tyler	KU0050	Mgr-Fin	HR	

[Search for an employee in your organization](#)

Request Employee Absence page

Managers or Human Resources administrators can select an employee in one of three ways:

- Click the employee's name link in the **Name** column.
- Click the chart icon to find an indirect report.
- Click the Search for an employee in your organization link to search for a employee.

When you select an employee, the system transfers you to the Latest Absence Requests page for that employee.

Selecting Employee Absences to Approve

Access the Approve Employee Absence (Select a Transaction) page.

[Home](#) > [Global Payroll \(CHE\)](#) > [Self Service - Manager \(CHE\)](#) > [Tasks](#) > **Approve Employee Absence**

Approve Employee Absence

Select a Transaction

The list below contains absence requests requiring your approval. Click on an employee to view details and to process the approval.

Employee Absence Requests

Name	Request Date	Begin Date	End Date	Status
Antonio Santos	11/23/2000	11/27/2000	11/27/2000	Submitted

Approve Employee Absence Page

This page contains a list of absence requests awaiting a manager's or the Human Resources administrator's approval.

A manager or Human Resources administrator can click the employee name to process the approval and transfer to the Absence Request Details page.

Approving Employee Absences

Access the Absence Request Details (approve) page.

Home > Global Payroll (CHE) > Self Service - Manager (CHE) > Tasks > **Approve Employee Absence**

Approve Employee Absence

Absence Request Details

Antonio Santos
Administrative Assistant [Show History](#)

Absence Information

Type of Absence: Vacation - Full Day
Begin Date: 11/27/2000
End Date: 11/27/2000
Status: Submitted

Approval Details

Role Name	Name	Workflow Action	Transaction Date	Comment
Originator	Antonio Santos	Submitted	11/23/2000	
Manager	Arthur Erickson			
Personnel Administrator	Douglas Lewis			

Absence Request Details (approve) page (1 of 2)

Comment

Name: Arthur Erickson

Comment:

[Return to list of requests](#)

Absence Request Details (approve) page (2 of 2)

An absence request by a manager only needs approval from a Human Resources administrator. A worklist/email is sent to the appropriate Human Resources administrator and the employee is notified by email that an absence request was submitted.

Approve

Click to approve the absence request. The system triggers the workflow to notify the next approver if any. If this is the final approver, then the workflow notifies the HR department to process the absence request.

Rework Required

Click to send the request back to the originator for rework.

Deny	Click to deny the absence request. The system triggers the workflow to notify the originator.
Return to list of requests	Click to return to the Approve Employee Absence (Select a Transaction) page.
Show History	Click to display an extended list of absence requests on the Absence Request History page.

When you click **Approve**, **Rework Required**, or **Deny**, the system transfers you to the Submit Confirmation page.

CHAPTER 16

Managing the Overtime Request Process

This chapter provides an overview of the overtime request process and tells you how to:

- Set up overtime request processing.
- Request overtime (employee).
- View overtime request status (employee).
- Request employee overtime (manager).
- View overtime request status (manager).
- Approve employee overtime (manager and Human Resources administrator).
- Manage employee overtime (Human Resources administrator).
- Generate overtime requests.

Understanding the Overtime Request Process

PeopleSoft Global Payroll for Switzerland includes a self-service application for managing employee overtime requests, which enables you to carry out common tasks through a user-friendly browser page.

Overtime self-service options differ for employees, managers, and Human Resources administrators.

Role	Overtime Self Service Options
Employee	Submit an overtime request. Resubmit an overtime request when the overtime request was sent back with the reason <i>Rework required</i> . Edit an existing overtime request. Cancel a submitted or approved overtime request. View overtime requests and approval status.

Role	Overtime Self Service Options
Manager	Approve or deny overtime requests originated by direct or indirect reports. Send back an overtime request with the reason <i>Rework required</i>. View a list of overtime requests from direct or indirect reports. Edit existing overtime requests for direct or indirect reports. Request overtime for direct or indirect reports. Cancel a submitted or approved overtime request previously submitted for a direct or indirect report.
Human Resources Administrator	Approve or deny overtime requests assigned to the Human Resources administrator. Send back an overtime request with the reason <i>Rework required</i>. View a list of overtime requests for reports. Edit existing overtime requests for reports, including requests that have already been approved. Enter an overtime request for a report. Cancel a previously entered overtime request for a report.

Overtime requests generated by the overtime self-service application are ultimately translated into positive input and inserted into the Global Payroll positive input tables. This happens in a two-step process.

1. The overtime self-service application manages the overtime requests.
2. A batch process (the Generate Overtimes run control page) generates the positive input, which inserts the overtime positive input data into the appropriate tables.

Note. Managers and Human Resources administrators have access only to the overtime request data of their direct and indirect reports. The relationship between a manager or Human Resources administrator and reports can be defined in multiple ways. Access to direct and indirect reports is set up in Define Business Rules, Administer HR System, Setup, Manager Self Service Options. Human Resources administrators have access only to overtime requests awaiting their approval.

See Also

Generating Overtime Requests

PeopleSoft Global Payroll PeopleBook, "Working With Positive Input"

Setting Up Overtime Request Processing

Before you can manage overtime requests using the self-service application, you must set up certain list-display criteria, overtime entry elements, and default information.

To set up for self-service overtime requests:
--

1. Enter the criteria that define the display of overtime requests on the Overtime Duration page.
2. Enter the overtime element and default information on the Overtime Entry Elements page.

See Also

Setting Up Overtime Duration Data

Setting Up Overtime Entry Elements

Requesting Overtime (Employee)

This transaction enables you to:

- View your latest overtime requests' approval status.
- Submit an overtime request following your company rules.
- Create an overtime request without submitting it yet.
- Submit an overtime request again, following your company's rules, when this overtime request was sent back with the reason *Rework required*.
- Edit an overtime request that was saved for later.
- Cancel a submitted or approved request.

Employees only have access to their own overtime request data.

To view, add, edit, or cancel an overtime request, employees perform the following steps:
--

1. Access the Request Overtime page. If you have multiple jobs, the Select Job Title page appears. Select the job for which you want to request overtime and the Latest Overtime Requests page appears. If you only have one job, the Latest Overtime Requests page appears.
2. On the Latest Overtime Requests page, you can: view existing requests, add a new overtime request, edit an existing request (if you are the originator of the request and the status is *Saved* or *Rework required*), or cancel a request (if you are the originator of the request and the status is not *Processed* or *Processed with Change*).

3. If you don't see an existing overtime request on the Latest Overtime Requests page, click the "Show more overtime requests" link to display the extended list Overtime Requests page. You can view, add, edit, or cancel a request on the Overtime Requests page just as you would on the Latest Overtime Requests page.
4. To add a new request or edit an existing request, click the Add or Edit button and the Overtime Request Details (add) page appears. Enter the details of your overtime request on this page.
5. If you cancel an overtime request, the Cancel Confirmation page appears.
6. To see the details of an existing overtime request, click the corresponding date link under the Request Date column on either the Latest Overtime Requests page or the Overtime Requests page. The Overtime Request Detail (view) page appears.
7. The Overtime Request Detail (view) page displays the overtime request information and details about the approval status.

See Also

Viewing the Latest Overtime Requests

Viewing Additional Overtime Requests

Canceling an Overtime Request

Viewing Overtime Request Details

Viewing Overtime Request Status (Employee)

This transaction enables employees to view their latest overtime requests and approval status. Employees have access only to their overtime request data.

To view the latest overtime requests, an employee performs the following steps:
--

1. Access the Overtime Request Status page. If you have multiple jobs, the Select Job Title page appears. Select the job for which you want to request overtime and the Latest Overtime Requests page appears. If you only have one job, the Latest Overtime Requests page will be the first page to appear.
2. On the Latest Overtime Requests page view your latest existing requests.
3. If you don't see an existing overtime request on the Latest Overtime Requests page, click the "Show more overtime requests" link to display the extended list Overtime Requests page.
4. To see the details of an existing overtime request, click the corresponding date link under the Request Date column on either the Latest Overtime Requests page or the Overtime Requests page. The Overtime Request Detail page appears.

5. The Overtime Request Detail (view) page displays the overtime request information and details about the approval status in display-only mode.

See Also

Viewing the Latest Overtime Requests

Viewing Additional Overtime Requests

Viewing Overtime Request Details

Requesting Employee Overtime (Manager)

This transaction enables you to:

- View the latest overtime requests of one of your direct or indirect reports, with their approval status.
- Submit an overtime request for one of your direct or indirect reports according to your company's rules.
- Create an overtime request for one of your direct or indirect reports without submitting it yet.
- Submit an overtime request for one of your direct or indirect reports again, according to your company's rules, when the overtime request was created but sent back to you with the reason "Rework required".
- Edit an overtime request of one of your direct or indirect reports that was created by you.
- Cancel a submitted or approved request of one of your direct or indirect reports that was created by you.

To view, add, edit, or cancel an employee's overtime request, managers perform these steps:

1. Access the Request Employee Overtime (Select Employee) page.
2. Select the employee on the Select Employee page. The Latest Overtime Requests page appears for the selected employee.
3. If you don't see an existing overtime request on the Latest Overtime Requests page, click the "Show more overtime requests" link to display the extended list Overtime Requests page for the selected employee. You can view, add, edit, or cancel a request on the Overtime Requests page just as you would on the Latest Overtime Requests page.
4. Click the Add or Edit button to add a new request or edit an existing request. The Overtime Request Details (add) page appears. Enter the details of the employee overtime request on this page.

5. If you cancel an overtime request, the Cancel Confirmation page appears.
6. To see the details of an existing overtime request, click the corresponding date link under the Request Date column on either the Latest Overtime Requests page or the Overtime Requests page. The Overtime Request Detail page appears.
7. The Overtime Request Detail (view) page displays the overtime request information and details about approval status.

See Also

Viewing the Latest Overtime Requests

Viewing Additional Overtime Requests

Canceling an Overtime Request

Viewing Overtime Request Details

Requesting Employee Overtime

Adding and Modifying Overtime Requests

Viewing Overtime Request Status (Manager)

This transaction enables you to view the latest overtime requests of your direct or indirect reports, with their approval status.

This transaction is display only. You cannot add, modify, or cancel any overtime requests of your direct and indirect reports.

To view the status of an employee's overtime request, managers follow these steps:

1. Access the Overtime Request Status (Select Employee) page.
2. Select the employee on the Select Employee page. The Latest Overtime Requests page appears for the selected employee.
3. If you don't see an existing overtime request on the Latest Overtime Requests page, click the "Show more overtime requests" link to display the extended list Overtime Requests page for the selected employee.
4. To see the details of an existing overtime request, click the corresponding date link under the Request Date column on either the Latest Overtime Requests page or the Overtime Requests page. The Overtime Request Detail page appears.
5. The Overtime Request Detail (view) page displays the overtime request information and details about approval status in display-only mode.

See Also

Viewing the Latest Overtime Requests

Viewing Additional Overtime Requests

Viewing Overtime Request Details

Approving Employee Overtime (Manager and HR Administrator)

This transaction enables you to:

- Approve or deny an overtime request.
- Send back an overtime request with the reason *Rework required*.

To approve or deny employee overtime, managers and Human Resources administrators follow these steps:

1. Access the Approve Employee Overtime (Select a Transaction) page.
2. Select the overtime request to research for approval; the Overtime Request Details (approve) page appears for that request.

You can also view a history of overtime requests for the employee prior to approving the request.

3. Approve, deny, or send back the overtime request for rework. The Submit Confirmation page appears.

See Also

Viewing Overtime Request Details

Approving Employee Overtime

Managing Employee Overtime (HR Administrator)

This transaction enables you to:

- View a list of overtime requests for your reports.
- Enter an overtime request for your reports.
- Cancel an overtime request that you have previously entered for one of your reports.
- Modify overtime requests that are already approved.

To manage employee overtime requests, Human Resources administrators follow these steps:

1. Access the Employee Overtime (Select Employee) page.
2. Select the employee on the Select Employee page; the Latest Overtime Requests page appears for the selected employee.
3. If you don't see an existing overtime request on the Latest Overtime Requests page, click the "Show more overtime requests" link to display the extended list Overtime Requests page for the selected employee. You can view, add, edit, or cancel a request on the Overtime Requests page just as you would on the Latest Overtime Requests page.
4. If you add a new overtime request, the Overtime Request Details (add) page appears.
5. If you edit an existing overtime request, the Overtime Request Details (add) page appears. Select Change Existing Data to make changes.
6. If you cancel an overtime request, the Cancel Confirmation page appears.
7. To see the details of an existing overtime request, click the corresponding date link under the Request Date column on either the Latest Overtime Requests page or the Overtime Requests page. The Overtime Request Detail page appears.
8. The Overtime Request Detail (view) page displays the overtime request information and details about approval status.

See Also

Viewing the Latest Overtime Requests

Viewing Additional Overtime Requests

Canceling an Overtime Request

Viewing Overtime Request Details

Generating Overtime Requests

The overtime self-service application runs separately from the core Global Payroll process. In order to generate the overtime data that will then be used during regular payroll processing, you must run the Generate Overtimes process that creates positive input data in the core Global Payroll tables.

This section describes how to:

- Set up overtime duration data.
- Set up overtime entry elements.
- View the latest overtime requests.

- View additional overtime requests.
- View overtime request details.
- Cancel an overtime request.
- Add and modify overtime requests.
- Request employee overtime.
- Select employee overtime to approve.
- Approve employee overtime.
- Generate overtime requests.

See Also

Generating Overtime Requests

PeopleSoft Global Payroll PeopleBook, "Working With Positive Input"

Pages Used to Generate Overtime Requests

Page	System Name	Navigation	Usage
Overtime Duration	GPCH_DURATIONS	Global Payroll Switzerland, Self Service – Manager (GER), Setup, Overtime Duration	Set up display criteria for the list of Latest Overtime Requests and the extended list of Overtime Requests used throughout the overtime self-service application.
Overtime Entry Elements	GPCH_OT_ENTRY	Global Payroll Switzerland, Self Service – Manager (GER), Setup, Overtime Entry Elements	Set up employee overtime entry options and defaults.

<i>Page</i>	<i>System Name</i>	<i>Navigation</i>	<i>Usage</i>
Latest Overtime Requests	GPCH_OT_EVENTS	Global Payroll Switzerland, Self Service – Employee (GER), Tasks, Request Overtime Global Payroll Switzerland, Self Service – Employee (GER), View, Overtime Request Status	Enter, modify, cancel, or view overtime requests. Note. The functionality of this page varies depending on whether you access it from the Tasks or View menu.
Overtime Request Detail (view)	GPCH_OT_RQST_DTL	Click the Request Date link on Latest Overtime Requests page.	View details of a selected overtime request.
Overtime Request Details (add)	GPCH_OT_RQST	Click the Add or Edit buttons on the Latest Overtime Requests or the Overtime Requests page.	Add or modify an overtime request.
Cancel Confirmation	GPCH_OT_CANCEL	Click the Cancel button the Latest Overtime Requests page.	Cancel an overtime request.
Confirmation	GPCH_OT_SUB_CONFIRM	Click the Submit button after entering an overtime on the Overtime Request Details (add) page or any button on the Overtime Request Details (approve) page.	View details of a submitted overtime request. Note. Depending on the action that transfers you to this page, its name can be either Save Confirmation or Submit Confirmation.
Overtime Requests	GPCH_OT_EVENTS2	Click the Show More Overtimes link on the Latest Overtime Request page.	View an extended list of overtime requests.
Employee Overtime	TRANS_LAUNCHER	Global Payroll Switzerland, Self Service – Manager (GER), Tasks, Employee Overtime	Add, edit, or modify an employee overtime request.
Request Employee Overtime	TRANS_LAUNCHER	Global Payroll Switzerland, Self Service – Manager (GER), Tasks, Request Employee Overtime	Enter an employee overtime request.

<i>Page</i>	<i>System Name</i>	<i>Navigation</i>	<i>Usage</i>
Approve Employee Overtime	GPCH_OT_MNGR_L	Global Payroll Switzerland, Self Service – Manager (GER), Tasks, Approve Employee Overtime	Select an employee whose overtime you want to approve.
Overtime Request Details (approve)	GPCH_OT_APPR	Click an employee name on the Approve Employee Overtime page.	Approve, deny, or return for rework an employee overtime request.
Overtime Request History	GPCH_OT_RQST_SE C	Click the Show History link on the Overtime Request Details (approve) page.	View an extended list of overtime requests.
Overtime Request Status	TRANS_LAUNCHER	Global Payroll Switzerland, Self Service – Manager (GER), View, Overtime Request Status Global Payroll Switzerland, Self Service – Employee (GER), View, Overtime Request Status	View the status of employee overtime requests.
Generate Overtimes	GPCH_OT_RUNCTL	Global Payroll Switzerland, Manage Payroll Process (GER), Process, Generate Overtimes	Generate positive input for the overtime requests.

Note. PeopleSoft Global Payroll for Switzerland uses many of these pages multiple times at various stages in the overtime request process, and different roles (employee, manager, and Human Resources administrator) access the pages. Each page is documented once; variations of the page are indicated.

Common Elements in This Section

Request Date

Click a link to transfer to the Overtime Request Details page (view), in display-only mode, where you can view details of the selected overtime request.

Edit

Click to open the Overtime Request Details (add) page, where you can modify and submit the selected overtime request.

Cancel

Click to cancel an overtime request and transfer to the Cancel Confirmation page.

Employees can cancel all overtime requests that they created and that are not yet processed. The system removes cancelled overtime requests from the database.

Show more overtime requests

Click this link to transfer to the Overtime Requests page, which contains an extended list of overtime results.

Add

Click to open the Overtime Request Details page (add) page, where you can request a new overtime.

For Employees

The Edit button is only visible if you are the originator of the overtime request and the status of the request is *Saved* or *Rework required*.

The Cancel button is only visible if you are the originator of the request and the status is not *Processed* or *Processed with Change*.

For Managers

The Edit button is only visible if you are the originator of the overtime request and the status of the request is *Saved* or *Rework required*.

The Cancel button is only visible if you are the originator of the request and the status is not *Processed* or *Processed with Change*.

If you are accessing this page to view overtime requests for an employee, the Return to Select Employee link at the bottom of the page takes you back to the Select Employee page.

For Human Resource Administrators

Use the Add button to add an overtime request without requiring further approval.

The Edit button is only visible if you are the originator of the overtime request or the status of the request is *Approved*, *Approved with Change*, *Processed*, or *Processed with Change*. This allows you to modify any overtime request that you have created or already approved and any request that has already been processed.

If you are accessing this page to view overtime requests for an employee, the Return to Select Employee link at the bottom of the page takes you back to the Select Employee page.

Setting Up Overtime Duration Data

Access the Duration page.

Duration

***Maximum entries in lists:**
By Number of Rows

First List Entries (Rows):
20

Second List Entries (Rows):
50

Type of Overtime by Default:
OT0
Overtime

Duration page

Maximum entries in lists	Select <i>By Days</i> or <i>By Number of Rows</i> .
First List Entries (Rows)	Depending on what you entered in the Maximum entries in lists field, enter the number of days or rows to appear in the list of Latest Overtime Requests.
Second List Entries (Rows)	Depending on what you entered in the Maximum entries in lists field, enter the number of days or rows to appear in the extended list of Overtime Requests. Note. If you enter <i>0</i> for either list, the list contains all overtime requests for a specific job.
Type of Overtime by Default	Select the type of overtime that will be the default when a user requests overtime.

Setting Up Overtime Entry Elements

Access the Overtime Entry Elements page.

Overtime Entry Elements

Type of Overtime: OT0

Overtime Entry Information View All First 1 of 1 Last

*Effective Date: 01/01/1998

*Status: Active

*Description: Overtime

Short Description: Overtime

Element Name: CH_ER_13620 Ueberzeit

Hours/Amount: ☐ Hours ☐ Amount ☒ Both

Overtime Default Hours:

Amount: CHF

Overtime Entry Elements Page

When employees request overtime, they can only select overtime types that are defined on this page.

Type of Overtime	Overtime type code.
Element Name	Enter the name of the corresponding overtime element.
Hours/Amount	Selecting Hours allows users to enter hours when requesting an overtime of this type. Selecting Amount allows users to enter an amount and currency when requesting an overtime of this type. Selecting Both allows users to enter both hours and an amount/currency when requesting an overtime of this type.
Overtime Default Hours	Enter the default number of hours for users requesting an overtime of this type.

Viewing the Latest Overtime Requests

Access the Latest Overtime Requests page.

Request Overtime**Latest Overtime Requests**

Antonio Santos

Administrative Assistant

Below is a list of the most recent overtime requests.
Click on an event to see the details.

Latest Overtime Requests

Request Date	Type of Overtime	Begin Date	End Date	Status	
09/12/2001	Overtime	09/01/2001	09/01/2001	Saved	Edit Cancel
09/12/2001	Overtime	09/12/2001	09/12/2001	Submitted	Cancel

[Show more overtime requests](#)
[Add](#)

Click the Add button to request a new overtime

Latest Overtime Requests page

This page shows a grid with an employee's latest overtime requests for a specific job. The number of overtime requests shown in the grid depends on the setup on the Overtime Duration page.

Note. If you access this page using the View menu navigation, then you can't add, edit, or cancel overtime requests.

Viewing Additional Overtime Requests

Access the Overtime Requests page.

Request Overtime

Overtime Requests

Antonio Santos
Administrative Assistant

Below is a list of the most recent overtime requests.
Click on an event to see the details.

View by Status: All

Request Date	Type of Overtime	Begin Date	End Date	Status	
09/12/2001	Overtime	09/01/2001	09/01/2001	Saved	Edit Cancel
09/12/2001	Overtime	09/12/2001	09/12/2001	Submitted	Cancel

[Show latest overtime requests](#)

[Add](#)
Click the Add button to request a new overtime

Overtime Requests page

This page shows a grid with an extended list of an employee's overtime requests for a specific job. The number of overtime requests shown in the grid depends on the setup on the Overtime Duration page.

View by Status

Select the status of the overtime requests you want to view.

Select **Approved** to view overtime requests with a status of *Approved* or *Approved with Change*. Select **Processed** to view overtime requests with a status of *Processed* or *Processed with Change*.

Note. If you access this page using the View menu navigation, then you can't add, edit, or cancel overtime requests.

Viewing Overtime Request Details

Access the Overtime Request Details (view) page.

Request Overtime

Overtime Request Detail

Antonio Santos

Administrative Assistant

Overtime Information

Type of Overtime:

Overtime

Overtime Begin Date:

09/01/2001

Overtime End Date:

09/01/2001

Number of Overtime Hours:

4.00

Status:

Saved

Approval Details

Name	Workflow Action	Transaction Date	Comment
Antonio Santos	Saved	09/12/2001	

[Return to list of requests](#)

Overtime Request Detail page

This page displays overtime request information and approval details.

Return to list of requests Click to return to the previous page (Latest Overtime Requests or Overtime Requests).

Canceling an Overtime Request

Access the Cancel Confirmation page.

Request Overtime

Cancel Confirmation

?

Are you sure you want to cancel this overtime request?

Yes - Cancel

No -Do Not Cancel

Cancel Confirmation page

Yes – Cancel

Click to complete the cancellation of the request, delete it from the database, and transfer to the Latest Overtime Requests page.

No – Do Not Cancel

Click to stop the cancellation and transfer to the Latest Overtime Requests page.

Adding and Modifying Overtime Requests

Access the Overtime Request Details (add) page.

Request Overtime
Overtime Request Details

Antonio Santos
Administrative Assistant

Fill in the following information and click Submit to initiate the overtime request.

Overtime Information

***Type of Overtime:**

***Overtime Begin Date:**  (example: 12/31/2000)

***Overtime End Date:**  (example: 12/31/2000)

Number of Overtime Hours:

Amount:

Overtime Requests Details (add) page (1 of 2)

Comment

Name: Antonio Santos

Comment:

[Return to list of requests](#)

* Required Field

Overtime Requests Details (add) page (2 of 2)

The system transfers you to this page if:

- You click the Add button on the Latest Overtime Requests page or the Overtime Requests page.
- You click the Edit button for an existing overtime request on the Latest Overtime Requests page or the Overtime Requests page.

Use this page to add, modify, save, and submit an overtime request.

Overtime Information

Type of Overtime	Select the type of overtime. The default type is defined on the Overtime Duration page.
Amount	Enter an amount and select the currency type.

Note. Whether you can enter hours, an amount, or both on this page depends on the setup definition on the Overtime Entry Elements page.

Comment

Submit	Click to submit the overtime request. When the request is submitted, the system triggers the workflow for approval processing and transfers you to the Submit Confirmation page.
Save for Later	Click to save the overtime request without submitting it and transfer to the Save Confirmation page.
Return to list of requests	Click to cancel the transaction without saving it and return to the previous page.

For Employees

An overtime request by an employee needs approval from both a manager and a Human Resources administrator. A worklist/email is sent to the appropriate people.

For Human Resources Administrators

If you add an overtime request, it is automatically approved.

If you are editing an existing overtime request, you must select **Change Existing Data** to modify the overtime request; enter a reason in the **Comment** field.

If you modify an existing overtime request, the status becomes *Approved with Change*.

Requesting Employee Overtime

Access the Request Employee Overtime page.

Request Employee Overtime

Select Employee

Select an employee to initiate an overtime request by clicking on the employee name, clicking on Search for an employee, or clicking on the chart icon to find an indirect report

Direct Reports For Arthur Erickson				
Name	Employee ID	Job Title	Department	
Antonio Santos	KU0010	Admin Asst	HR	
Fred Giles	KU0022	ConsInt Sr	HR	
Jared Reddy	KU0110	DE Clerk	HR	
Justin Galang	KU0060	ConsInt Sr	HR	
Kevin Chae	KU0106	DE Clerk	HR	
Kevin Chae	KU0106	Ben Spec	HR	
Michelle Kelly	KU0070	H&S Spec	HR	
Sylena Tyler	KU0050	Mgr-Fin	HR	

[Search for an employee in your organization](#)

Request Employee Overtime page

Managers or Human Resources administrators can select an employee in three ways:

- Click the employee's name link in the **Name** column.
- Click the chart icon to find an indirect report.
- Click the Search for an employee in your organization link to search for an employee.

Once an employee is selected, you are transferred to the Latest Overtime Requests page for that employee.

Selecting Employee Overtime to Approve

Access the Approve Employee Overtime (Select a Transaction) page.

Approve Employee Overtime

Select a Transaction

The list below contains overtime requests requiring your approval. Click on an employee to view details and to process the approval.

Employee Overtime Requests				
Name	Date Submitted	Begin Date	End Date	Status
Antonio Santos	12/01/2000	11/01/2000	11/30/2000	Submitted

Approve Employee Overtime page

This page contains a list of overtime requests awaiting a manager's or Human Resources administrator's approval.

A manager or Human Resources administrator can click the employee name to process the approval and transfer to the Overtime Request Details page.

Approving Employee Overtime

Access the Overtime Request Details (approve) page.

[Home](#) > [Global Payroll \(CHE\)](#) > [Self Service - Manager \(CHE\)](#) > [Tasks](#) > **Approve Employee Overtime**

Approve Employee Overtime

Overtime Request Details

Antonio Santos
Administrative Assistant

Show History

Overtime Information

Type of Overtime:	150% Overtime
Overtime Begin Date:	11/01/2000
Overtime End Date:	11/30/2000
Number of Overtime Hours:	10.00
Amount:	200.000 Swiss Franc
Status:	Submitted

Overtime Request Details (approve) page (1 of 2)

Approval Details				
Role Name	Name	Workflow Action	Transaction Date	Comment
Originator	Antonio Santos	Submitted	12/04/2000	
Manager	Arthur Erickson			
Personnel Administrator	Douglas Lewis			

Comment	
Name:	Arthur Erickson
Comment:	

[Return to list of requests](#)

Overtime Request Details (approve) page (2 of 2)

An overtime request by a manager needs approval only from a Human Resources administrator. A worklist/email is sent to the appropriate Human Resources administrator and the employee is notified by email that an overtime request was submitted.

Approve	Click to approve the overtime request. The system triggers the workflow to notify the next approver, if any. If this is the final approver, then the workflow notifies the HR department to process the overtime request.
Rework Required	Click to send the request back to the originator for rework.
Deny	Click to deny the overtime request. The system triggers the workflow to notify the originator.
Return to list of requests	Click to return to the Approve Employee Overtime (Select a Transaction) page.
Show History	Click to display an extended list of overtime requests on the Overtime Request History page.

When you click **Approve**, **Rework Required**, or **Deny**, the system transfers you to the Submit Confirmation page.

Generating Overtime Requests

Access the Generate Overtimes page.

Gpde Ot Runctl		
Run Control ID: 1	Report Manager	Process Monitor
		Run

Generate Overtimes page

Use this page to generate positive input for the overtime data. The overtime data, in the form of positive input, can then be taken into consideration when running payroll.

See Also

PeopleSoft Global Payroll PeopleBook, "Working With Positive Input"

Appendix: PeopleSoft Global Payroll for Switzerland Reports

This appendix provides an overview of PeopleSoft Global Payroll for Switzerland 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. You can print out all of the reports in each of the Swiss official languages: French, German, Italian, and English.

See Also

PeopleTools Peoplebook: Process Scheduler

PeopleSoft Global Payroll for Switzerland Reports: General Description

These tables list all PeopleSoft Global Payroll for Switzerland reports, sorted by report ID. The reports listed are all SQR reports. If you need more information on a report, refer to the report details at the end of this chapter.

See Also

PeopleSoft Global Payroll for Switzerland Reports: A to Z

SUVA-Certified Reports

The largest Swiss insurance provider, SUVA (*Schweizerische Unfallversicherungsanstalt*), has certified the following PeopleSoft Global Payroll for Switzerland reports. These reports are compliant with auditors' requirements for reports from employers at the end of the month or year, as necessary. They contain detailed information about employer and employee data, contributions, and so forth.

Report ID and Report Name	Description	Navigation	Run Control Page
GPCHAL07 Element Contribution List	Lists all contributions and deductions.	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, Element Contributions List	GPCH_RC_AL07
GPCHAL08 Pay Element Summary Month	Records the payroll process by defining all earnings and deductions for a specific month and the current year to date.	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, Pay Element Summary Month	GPCH_RC_AL08
GPCHAL10 Payslip	Summarizes an employee's pay elements according to pay month.	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, Payslip, Report Options	GPCH_RC_AL01_1
GPCHSI03 Personal Statement	Lists master data and social insurance information for individual employees.	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, Personal Statement	GPCH_RC_SI03
GPCHSI06 SI Company Setup	Summarizes social insurance data relevant to all employees.	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, SI Company Setup	GPCH_RC_SI06
GPCHSI07 UV Year	Summarizes how the system calculates SUVA contributions for each employee in a specific organization, over a specific period of time.	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, UV Year	GPCH_RC_SI07
GPCHSI08 AHV Year	Lists AHV and ALV contributions for an organization over a specific calendar year.	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, AHV Year	GPCH_RC_SI08
GPCHSI09 Non AHV/ALV	Lists employees who do not have to pay AHV contributions (employees younger than 18 years or those with special dispensation).	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, Non AHV/ALV	GPCH_RC_SI09

Report ID and Report Name	Description	Navigation	Run Control Page
GPCHTX04 Payroll Register	Monitors the associated accumulators and displays the payroll register.	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, Payroll Register	GPCH_RC_TX04_1
GPCHTX06 Pay Balance Employee/Company	Lists the employee ID, date of birth, hire and termination dates, and AHV number for each employee.	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, Pay Balance Employee/Company	GPCH_RC_TX03

Additional Reports

Report ID and Report Name	Description	Navigation	Run Control Page
GPCHAL03 Tax Statement	Lists employee name and employment dates, and pay element totals.	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, Tax Statement	GPCH_RC_AL03
GPCHAL04 FAK Contributions	Lists employee and employer FAK contributions. Must be run monthly.	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, FAK Contributions	GPCH_RC_AL04
GPCHAL06 Overpayment List	Lists all payees who have negative balances as of the last pay run.	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, Overpayment List	GPCH_RC_AL06
GPCHBK01 Banks and Postal Orders	Provides information on all payments that have been made to employees through a financial institution such as a bank or the post office; mainly used internally for accounting purposes.	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, Banks and Postal Orders	GPCH_RC_BK01
GPCHBK02 Bank Transfer	Creates one or several files containing all data records in their required format.	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, Bank Transfer	GPCH_RC_BK02

Report ID and Report Name	Description	Navigation	Run Control Page
GPCHEO01 EO Pay Card	Lists each employee's insurance number, full name, and employee ID in ascending order.	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, EO Pay Card	GPCH_RC_EO01
GPCHGL01 Accounting Voucher	Lists General Ledger results by ChartField.	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, Accounting Voucher	GPCH_RC_GL01
GPCHGL02 Reconciliation List	Summarizes and groups General Ledger results per account.	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, Reconciliation List	GPCH_RC_GL02
GPCHTX01 Source Tax Year	Lists the names and social insurance numbers of all employees.	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, Source Tax Year	GPCH_RC_TX01
GPCHTX02 Source Tax Month	Lists the names and social insurance numbers of all employees as well as employee and employer source tax contributions per month.	Global Payroll Switzerland, Manage Payroll Process (CHE), Report, Source Tax Month	GPCH_RC_TX02

Common Elements Used in This Chapter

Accounting Date	Enter the date that you specified as the posting date on the General Ledger run control page in the PeopleSoft Global Payroll core application.
Canton	Select an optional canton.
Country	Select an optional country.
Current Pay End Date	Select a mandatory period end date.
Department	Select an optional department.
EmplID	Select an optional list of employees.
Journal Template, Business Unit, and General Ledger Unit	These fields are mandatory.
Language	Select the language in which you want to print the report. This is a mandatory field.

Location	Select an optional location.
Pay Entity	Select a mandatory pay entity.
Pay Group	Select an optional pay group.
Pay Year	Select a mandatory pay year.
SetID	Select an optional setID.
Signature 1 and Signature 2	Signatures print on the bottom-right corner of the printed page.

PeopleSoft Global Payroll for Switzerland 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.

GPCHAL03 - Tax Statement

This report is printed on an official form and is normally run once at the end of each year, for all employees, as well as when an employee leaves an organization. Employers *must* provide tax statements to each employee.

Canton Sort	This field isn't valid for PeopleSoft Global Payroll for Switzerland. This report is sorted by employee ID.
Print Type	This prints a cross in the top-right corner on the printed page. Valid values are 0 : Print for All, 1 : Cantonal Revenue Authorities, 2 : Employee, and 3 : Employer.

Source Record

GPCH_RP_TX05

GPCHAL04 - FAK Contributions

This report is generated using the base elements—housing, maternity, child, and training allowances (for both full-time and part-time employees)—that are predefined in the database.

Canton Sort	Select a sort order—by <i>Canton</i> or <i>Village</i> .
Revision List	This version of the list displays all details needed for FAK review.
Delivery List	This version of the list eliminates some details that don't need to be reported to the <i>Ausgleichskasse</i> , such as employees without children. The AHV-Lohn for employees appears as zero.

Source Records

GPCH_RP_FK01, GPCH_RP_FK02

GPCHAL06 - Overpayment List

The Overpayment List report displays employee ID, name, month and year that the overpayment was made, the amount, and the total overpayments. You must first have defined a pay entity.

Print Class	Select the print class to which the elements that you require are assigned. PeopleSoft delivers two standard print classes, although you can create your own.
As of Date	Select the date from which the data that you enter on this page is valid.

Source Record

GPCH_RP_0002

GPCHAL07 - Element Contribution List

A plus sign (+) indicates that the amount is added to an accumulator; a minus (-) indicates that the amount is deducted. Where there is no symbol, the value doesn't contribute to any of the accumulators specified in the header.

From Date and To Date	Lists all contribution changes between the dates specified.
Print Class	Select a print class. PeopleSoft delivers two standard print classes, but you can create your own. The print class determines the set of selected contributing elements.
Only Elements in Print Class	Select to report only elements specified in the selected print class.
Non Elements in Print Class	Select to report on all existing elements.
Element Name	Enter accumulators whose contributing components should be reported. The element name determines the set of elements contributed to and is mandatory.
Override	Select to optionally override the description of the selected element. You can display up to ten columns in your report and can configure the level of detail that you want to display.
Sequence Number	Enter a mandatory sequence number for the selected element. If you want to have the AHV/ALV contributions as the second column in your report, for example, enter sequence number 2.

Source Record

GPCH_BL_PRINT

GPCHAL08 - Pay Element Summary Month

The report lists, per payday, the current totals as well as cumulative totals for the year. The pay elements are grouped and sorted according to the specified print class.

Print Class Select a mandatory print class. PeopleSoft delivers two standard print classes, but you can create your own.

Source Records

GP_RSLT_ERN_DED, GP_RSLT_ACUM, GPCH_RP_0001, GPCH_BL_PRINT, PERSONAL_DATA

GPCHBK01 - Banks and Postal Orders

You must run the banking process in the PeopleSoft Global Payroll core application before printing this report.

Source Record

GPCH_BK_XFER_EMPLOYEE

GPCHBK02 - Bank Transfer

You should copy the files that this report creates to newly-formatted diskettes, which are used for the data transfer with banks.

Transfer Sequence Specify the sequence in which the data is transferred to the bank. You set up the format of this data using the Bank Transfer Disk page.

Deposit Schedule Select the deposit schedule that you require. One is predefined for banking, but you can define additional schedules.

The schedule defined by PeopleSoft is for test purposes—normally, users select the 25th of each month or the last Friday in each month. This is because salaries should be paid into an account before bank charges are due (usually on the 1st of each month).

Disk Type Select an output format for the ASCII file.

Source Record

GPCH_BK_XFER_EE

Note. You must run the banking process in the PeopleSoft Global Payroll core application before printing this report.

See Also

“Setting Up Banking for Switzerland”

PeopleSoft Global Payroll PeopleBook, “Understanding Banking,” Defining Deposit Schedules

GPCHEO01 - EO Pay Card

For each employee, the report also displays the employee’s military service type, the duration of this service, yearly salary, how many children the employee has, and the total amount of EO compensation that the employee has received.

Source Record

GPCH_RP_EO01

See Also

“Defining EO Payments for Switzerland,” Defining EO Payments

GPCHGL01 - Accounting Voucher

You must run the pay run and GL processes from the PeopleSoft Global Payroll core application before printing this report.

Source Record

PS_GP_ACC_LINE_STG

See Also

PeopleSoft Global Payroll PeopleBook, “Working With Interfaces”

PeopleSoft General Ledger PeopleBook

GPCHGL02 - Reconciliation List

Source Record

PS_GP_ACC_LINE_STG

GPCHSI03 - Personal Statement

The Personal Statement report lists frozen data as of the specified period.

Sort Criteria (1 to 3) Select up to three sort criteria. Valid values are *D* (department ID), *E* (employee ID), *G* (pay group), *L* (location), *N* (name), and *P* (pay entity).

Source Records

PS_PERSONAL_DATA, PS_JOB, PS_EMPLOYMNT

GPCHSI06 - SI Company Setup

The report lists all employer and employee contributions for AHV, ALV1, ALV2, and UV. The report also states the age from which AHV should be paid, retirement ages for men and women, and the limit to which earnings are AHV-free. If any changes are made to the data, it must be printed out and kept by the employer.

From Date and To Date Lists all changes between the dates specified.

Company Select a mandatory company.

Source Records

GPCH_SI_SYS, GPCH_SI_ACC_INS, GPCH_SI_UV_PCT, GPCH_SI_UV_PCT,
GPCH_SI_COMPANY, PS_COMPANY_TBL

GPCHSI07 - UV Year

The report displays SUVA gross salary, UV basis, UV upper limit, the employee's gender, and the employee's SUVA code. Even those employees who are not insured (those with SUVA code X0) are included in the report, although no value is entered in the SUVA Base column. The last page of the UV Year report contains important data that is required to calculate the company fee.

Source Records

GPCH_RP_SI07, PERS_NID

GPCHSI08 - AHV Year

The AHV Year report lists the contributions for all employees, by their insurance number in ascending order. The AHV Year report lists the insurance number of all employees, together with their full names, period of employment, AHV contributions, and ALV1 and ALV2 contributions.

The system creates a special error list report appendix for payees terminated in the previous year who have income in the current year and for whom the system has no current record of previous payment.

Serial Number	Enter the serial number for the ASCII file.
List, Interface, or List & Interface	Select one of these options depending on whether you want to create the list, the interface file, or both.
AHV Contribution, ALV1 Contribution, and ALV2 Contribution	Enter an optional override for the total contribution reported in the interface. If you leave these fields blank, this is calculated by totaling the individual employee contribution.
Adjusting Date	Enter the posting date for the AHV interface. The default is the system date.

Source Records

GPCH_RP_SI08, PERS_NID

GPCHSI09 - Non AHV/ALV

The Non AHV/ALV report displays the AHV and ALV1 tax allowances for these employees. The report also lists the insurance number of each employee (where an employee does not have an insurance number, the date of birth is displayed instead) and specifies the employee's period of employment using the month number. For example, *01* means that the employee has been employed since January that year.

Source Records

GPCH_RP_SI08, PERS_NID

GPCHSU01 - Payslip

The system generates an additional row per earning marked with an asterisk for the total of the retro results. Employee and pay summary data for the given month are printed in the header. This includes date of birth, starting date with the organization, location, department, religion, bank account details, currency in which the earnings are to be paid, and holiday entitlement for the remainder of the year. The run control for the payslip is a two-page component consisting of the Report Options page and the Pay Element View page. Use the Pay Element View page to specify additional currency to print for special earnings.

Note. Define the elements that you want to display in multiple currencies on your payslip. You may want to see the values of some elements (gross and net, for example) in a different currency. This is especially useful for organizations in countries participating in the EMU—you can display key amounts in both the local currency and the euro.

Report Options

Print Class	Select a print class. PeopleSoft delivers two standard print classes, although you can create your own.
Currency Code	Select the currency in which to print the payslip. The system performs a currency conversion in case the processing currency isn't the specified currency.
Retro and Current Period	PeopleSoft Global Payroll for Switzerland doesn't support this option.
Sort Criteria	Select sort criteria. Valid values are <i>D</i> (department ID), <i>E</i> (employee ID), <i>G</i> (pay group), <i>L</i> (location), <i>N</i> (name), and <i>P</i> (pay entity).

Source Records

GP_RSLT_ERN_DED, GP_RSLT_ACUM, GPCH_RP_0001, GPCH_RP_0002, GPCH_BL_PRINT, PERSONAL_DATA

GPCHTX01 - Source Tax Year

The Source Tax Year report displays net salary as well as employee source tax contributions. For the cantons of Geneva and Waadt, the report prints on an official form and is normally required once a year.

Canton	If you choose the canton of Geneva, the system creates the report appendix <i>Attestation Quittance</i> in French. If you choose the canton of Waadt, the system creates the report appendix <i>d'Impot a la Source</i> in French.
Canton Sort	Select a sort order—by <i>Canton</i> or <i>Village</i> .
With List Salary Over Limit, Without List Salary Over Limit, and Only List Salary Over Limit	PeopleSoft Global Payroll for Switzerland doesn't support these options.

Source Record

GPCH_RP_TX01

GPCHTX02 - Source Tax Month

Canton	If you choose the canton of Geneva, the system creates the report appendix <i>Attestation Quittance</i> in French. If you choose the canton of Waadt, the system creates the report appendix <i>d'Impot a la Source</i> in French.
Canton Sort	Select a sort order—by Canton or Village .
Border Crosser FRA	Select to create the report appendix for payees who cross the French border to work in Switzerland.
With List Salary Over Limit, Without List Salary Over Limit, and Only List Salary Over Limit	PeopleSoft Global Payroll for Switzerland doesn't support these options.
Source Record	
GPCH_RP_TX02	

GPCHTX04 - Payroll Register

The run control for the payroll register is a two-page component, consisting of the Report Options page and the Pay Element View page. In addition to gross pay, the columns of the report might provide information about base amounts (calculation bases) for UV pay, UV base, AHV gross, AHV base, amount not subject to AHV, ALV 1 pay and ALV 2 pay, as well as the resulting payment. You define the required information on the Pay Element View page.

Pay Elements View

Element Name	Select the year-to-date accumulator to report.
Override Indicator	Select to override the description of the selected element. You can display up to ten columns in your report.
Element Heading	If you select the Override Indicator for an element, enter a new heading name (a new description of the element).
Sequence	Enter a sequence number for the selected element. If you want to have the AHV/ALV contributions as the second column in your report, for example, enter sequence number 2 .

Source Records

PS_PAY_BAL_DEU, PS_JOB, PS_PERSONAL_DATA, PS_COMPANY_TBL,
PS_PAYGROUP_TBL

GPCHTX06 - Pay Balance Employee/Company

This report:

- Summarizes employee contributions, which are grouped and sorted according to the specified calendar month.
- Summarizes employee data for the employer on the final page.
- Can be printed in two versions, one that shows all retro pay in detail and one that shows only accumulated amounts, including retro.

Print Class

Select the print class you require. PeopleSoft delivers two standard print classes, although you can create your own.

Warning! Print classes for this report must not assign more than one component per selected element. Otherwise the report will have duplicates and fail. To show amounts and units of an earning, do the following on the Print Classes page: enter the earning and select the Print Sum Amounts check box for that earning and then enter the Auto Assign element (xx_unit) and select the Print Units check box.

Print Pay Entity Report

Select to print only those pages that display the annual and monthly totals for a pay entity, and not all of the retro pay data for all employees that the report lists.

Print Detail Report

Select to print the detailed presentation of retro results.

Source Records

GP_RSLT_ERN_DED, GP_RSLT_ACUM, GPCH_RP_0001, GPCH_BL_PRINT, PERSONAL_DATA

See Also

“Setting Up PeopleSoft Global Payroll for Switzerland,” Assigning Print Classes

Index

A

absence

- Absence Entries page 15-14
- Absence Request Details (add) page 15-20
- Absence Request Details (approve) page 15-24
- Absence Request Details (view) page 15-18
- Absence Requests page 15-17
- absence requests, adding and modifying 15-20
- absence requests, canceling 15-19
- absence requests, viewing additional 15-17
- absence requests, viewing details 15-18
- absence requests, viewing latest 15-16
- Approve Employee Absence (Select a Transaction) page 15-23
- Balances page 15-15
- balances, setting up 15-15
- Cancel Confirmation page 15-19
- duration data, setting up 15-14
- Duration page 15-14
- employee entry options, setting up 15-14
- employee, approving 15-24
- employee, approving (manager and HR administrator) 15-8
- employee, managing (HR administrator) 15-8
- employee, requesting 15-22
- employee, selecting for approval 15-23
- Entitlement Details page 9-2
- entitlements, setting up 9-1
- entries, generating 15-9
- Latest Absence Requests page 15-16
- Maternity Leave page 12-2
- maternity leave, entering data 12-2
- maternity leave, example 12-4
- maternity leave, managing 12-1
- maternity leave, setting up entry elements 12-2
- maternity leave, tracking 12-2
- maternity leave, viewing elements 12-4
- Request Employee Absence page 15-22
- request process, managing 15-1
- request processing, setting up 15-3
- request processing, viewing status 15-5
- request processing, viewing status (manager) 15-7
- requesting, employee 15-4
- requesting, employee (manager) 15-6
- rules, working with 9-1
- Salary Continuance page 9-4
- scale codes, setting up 9-3
- self-service business process flow 15-2

- Absence Entries page 15-14
- Absence Request Details (add) page 15-20
- Absence Request Details (approve) page 15-24
- Absence Request Details (view) page 15-18
- absence request process
 - absence balances, setting up 15-15
 - Absence Entries page 15-14
 - absence entries, generating 15-9
 - Absence Request Details (add) page 15-20
 - Absence Request Details (approve) page 15-24
 - Absence Request Details (view) page 15-18
 - Absence Requests page 15-17
 - absence requests, adding and modifying 15-20
 - absence requests, canceling 15-19
 - absence requests, viewing additional 15-17
 - absence requests, viewing details 15-18
 - absence requests, viewing latest 15-16
 - Approve Employee Absence (Select a Transaction) page 15-23
 - Balances page 15-15
 - Cancel Confirmation page 15-19
 - duration data, setting up 15-14
 - Duration page 15-14
 - employee (manager), requesting absence 15-6
 - employee absence entry options, setting up 15-14
 - employee absence, approving 15-24
 - employee status, viewing 15-5
 - employee status, viewing (manager) 15-7
 - employee, approving (manager and HR administrator) 15-8
 - employee, managing (HR administrator) 15-8
 - employee, requesting absence 15-4, 15-22
 - employee, selecting for approval 15-23
 - Latest Absence Requests page 15-16
 - managing, overview 15-1
 - Request Employee Absence page 15-22
 - self-service business process flow 15-2
 - setting up 15-3
- Absence Requests page 15-17
- absence rules
 - Entitlement Details page 9-2
 - entitlements, setting up 9-1
 - Salary Continuance page 9-4
 - scale codes, setting up 9-3
 - working with 9-1
- Additional Employment Data page 8-2
- Additional Insurance Data page 3-15
- Additional Insurance Provider page 3-14
- allowances
 - Child Allowance Data page 4-3
 - child, setting up 4-3

- Family Allowance Data page 4-2
- Family Allowance page 4-5
- family, defining 4-1
- family, entering 4-1
- family, entering payments 4-5
- family, managing 4-1
- family, setting up data 4-2
- Alters- und Hinterlassenenversicherung
 - defined 3-1
- Approve Employee Absence (Select a Transaction)
 - page 15-23
- Approve Employee Overtime (Select a Transaction)
 - page 16-20
- Arbeitslosenversicherung
 - defined 3-1

B

- Balances page 15-15
- Bank Transfer Disk page 14-7
- banking
 - Bank Transfer Disk page 14-7
 - bank transfer report, defining files 14-7
 - country setup, setting up 2-4
 - local country processing, running 14-6
 - Pay Entity - Source Bank page 14-3
 - pay entity level, entering information 14-3
 - payee account information, viewing 14-5
 - payee bank accounts, assigning to source banks 14-5
 - payee defaults, setting up 14-4
 - Payee Foreign Bank Transfer page 14-5
 - Payee Source Bank Default page 14-5
 - setting up, overview 14-1
 - setting up, steps 14-1
 - source banks, setting up defaults 14-2
- Base Information page 10-3
- Berufsunfall-Versicherung
 - defined 3-1
- Bonus Payment page 10-4

C

- Calculation Details page 10-4
- Cancel Confirmation page 15-19, 16-17
- Canton (FAK/Source Tax) page 5-1
- Canton FAK
 - Canton (FAK/Source Tax) page 5-1
 - entering 5-1
- CD-ROM
 - ordering ii
- checklists, country setup 2-6
- country setup 2-6
- Child Allowance Data page 4-3
- Contributions Rate page 3-9
- country set up

- print classes, assigning 2-7
- country setup
 - banking, setting up 2-4
 - currency, defining 2-3
 - Human Resources integration 2-2
 - install options, defining 2-8
 - installation table, defining 2-1
 - language preferences, defining 2-2
 - overview 2-1
 - pay entities, setting up 2-3
 - pay groups, setting up 2-3
 - primary permission list, defining 2-2
 - print classes, assigning 2-7
 - retroactive processing, setting default 2-4
 - setup, steps 2-1
 - Swiss Install Opt page 2-8
 - triggers, defining 2-4
- currency, defining country setup 2-3

D

- deductions
 - garnishments 11-6
 - maternity, viewing 12-5
- Duration page 15-14, 16-12

E

- Entitlement Details page 9-2
- entitlements
 - details, setting up 9-2
 - Entitlement Details page 9-2
- EO payments
 - defined 7-1
 - defining, overview 7-1
 - EO Retro Pay page 7-3
 - EO Statement page 7-2
 - retroactive payments, initiating 7-3
 - statements, recording 7-2
- EO Retro Pay page 7-3
- EO Statement page 7-2
- Erwerbsersatzordnung für Diestleistende in Armee und Zivilschutz 7-1. *See also* EO payments, defined
 - defined 3-1

F

- FAKs
 - Canton (FAK/Source Tax) page 5-1
 - Canton, entering 5-1
 - defined 5-1
 - defining, overview 5-1
 - entering data 5-1
 - source tax data, entering 5-1

Familienausgleichskasse *See* FAKs, defining, overview

defined 3-2

Family Allowance Data page 4-2

Family Allowance page 4-5

family allowances

Child Allowance Data page 4-3

child, setting up 4-3

data, setting up 4-2

defining 4-1

entering 4-1

Family Allowance Data page 4-2

Family Allowance page 4-5

managing, overview 4-1

payments, entering 4-5

G

Garnishment Data page 11-2

garnishments

data, setting up 11-2

deductions, viewing 11-6

defined 11-1

deleting 11-4

elements, viewing 11-5

Garnishment Data page 11-2

modifying 11-4

process lists 11-6

sections 11-6

setting up 11-1

stopping 11-4

working with, overview 11-1

Generate Overtimes page 16-22

I

installation table, defining country setup 2-1

Insurance Providers page 3-8

Invalidenversicherung, defined 3-2

L

language, country setup preferences 2-2

Latest Absence Requests page 15-16

Latest Overtime Requests page 16-14

M

maternity leave

absence entry elements, setting up 12-2

data, entering 12-2

deductions, viewing 12-5

elements, viewing 12-4

example 12-4

managing, overview 12-1

Maternity Leave page 12-2

processing, steps 12-1

setting up, steps 12-1

tracking 12-2

Maternity Leave page 12-2

N

Nichtberufsunfall-Versicherung, defined 3-2

O

overtime 16-1

employee requesting 16-3

employee viewing request status 16-4

HR administrator approving 16-7

HR administrator managing employee 16-7

manager approving 16-7

manager requesting for employee 16-5

manager viewing request status 16-6

Overtime Entry Elements page 16-13

Overtime Rates page 10-5

Overtime Request Details (approve) page 16-21

overtime request process 16-1

generating positive input 16-8

setting up 16-3

Overtime Requests Details (add) page 16-18

Overtime Requests Details (view) page 16-16

Overtime Requests page 16-15

P

pay entities, country setup 2-3

Pay Entity - Source Bank page 14-3

pay groups, country setup 2-3

Payee Foreign Bank Transfer page 14-5

Payee Source Bank Default page 14-5

Payslip Messages page 13-1

payslips

generating 13-3

messages, creating 13-1

Payslip Messages page 13-1

setting up, overview 13-1

pension fund *See* Pensionskasse, defined

Pensionskasse

Additional Employment Data page 8-2

additional employment data, setting up 8-2

calculation section, using 8-1

defined 3-2, 8-1

defining, overview 8-1

details, entering 8-2

feedback, using from provider section 8-3

PeopleBooks

CD-ROM, ordering ii

- printed, ordering ii
- primary permission list, country setup 2-2
- Print Class page 2-7
- print classes
 - country set up, assigning 2-7
 - country setup, assigning 2-7
 - Print Class page 2-7
- process lists
 - garnishments 11-6
 - maternity, viewing 12-5

R

- reports 17-1
- Request Employee Absence page 15-22
- Request Employee Overtime page 16-19
- retroactive processing, country setup 2-4

S

- Salary Continuance page 9-4
- scale codes
 - Salary Continuance page 9-4
 - salary continuances, setting up 9-4
 - setting up 9-3
- Schweizerische Unfallversicherungsanstalt, defined 3-2
- sections, garnishments 11-6
- social insurance
 - Additional Insurance Data page 3-15
 - additional insurance data, entering 3-15
 - Additional Insurance Provider page 3-14
 - additional insurance, managing 3-13
 - additional providers, setting up 3-14
 - common elements, defined 3-4
 - common terms, defined 3-1
 - company contributions, defining 3-9
 - contribution rates, setting up 3-9
 - Contributions Rate page 3-9
 - data, modifying 3-12
 - data, viewing 3-5
 - details, setting up 3-11
 - details, viewing 3-6
 - Insurance Providers page 3-8
 - managing, overview 3-1
 - overriding defaults 3-3
 - providers, defining 3-7, 3-8
 - rates, setting up 3-10
 - Social Insurance Data page 3-12
 - Social Insurance Details page 3-6, 3-11
 - Social Insurance Rates page 3-10
 - Social Insurance System page 3-5
 - Social Insurance Data page 3-12

- Social Insurance Details page 3-6, 3-11
- Social Insurance Rates page 3-10
- Social Insurance System page 3-5
- source banks
 - banking, setting up defaults 14-2
 - Pay Entity - Source Bank page 14-3
 - payee account information, viewing 14-5
 - payee bank accounts, assigning to 14-5
 - payee defaults, setting up 14-4
 - Payee Foreign Bank Transfer page 14-5
 - Payee Source Bank Default page 14-5
- source tax
 - data, entering 6-3
 - maintaining 6-1
 - managing, overview 6-1
 - percentages, viewing 6-6
 - Source Tax Data page 6-3
 - Source Tax page 6-2
 - Source Tax Percentages page 6-6
 - viewing 6-2
- Source Tax Data page 6-3
- Source Tax page 6-2
- Source Tax Percentages page 6-6
- Swiss Install Opt page 2-8

T

- tariffs
 - Base Information page 10-3
 - base information, entering 10-3
 - bonus payment data, entering 10-4
 - Bonus Payment page 10-4
 - Calculation Details page 10-4
 - calculation details, entering 10-4
 - common elements, defined 10-2
 - defining, steps 10-1
 - overtime pay rates, defining 10-5
 - Overtime Rates page 10-5
 - working with, overview 10-1
- tax
 - Source Tax Data page 6-3
 - Source Tax page 6-2
 - Source Tax Percentages page 6-6
 - source, entering 6-3
 - source, maintaining 6-1
 - source, managing 6-1
 - source, viewing 6-2
 - source, viewing percentages 6-6
- triggers, country setup 2-4

U

- Unfallversicherung, defined 3-2