

PeopleSoft 8.3 Global Payroll for Germany PeopleBook

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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.

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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.

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Telephone	Contact Consolidated Publishing Incorporated (CPI) at **800 888 3559.**
Email	Email CPI at **callcenter@conpub.com**.

PeopleBooks Standard Page Element Definitions

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

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

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

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

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

See Also

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

PeopleSoft Process Scheduler

PeopleBook Standard Group Boxes

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

Entering Name Information

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

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

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

Person Name or Current Name

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

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

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

Royal Prefix — Select a Royal Prefix, if applicable.

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

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

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

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

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

Suffix — Select a suffix, if applicable.

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

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

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

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

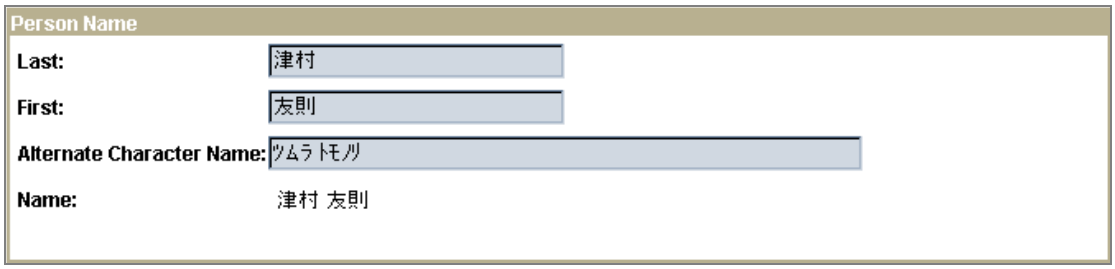
Royal Suffix — Select the appropriate royal suffix. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.

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

Displaying Japanese Names on Pages

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

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



Japanese name format on a page

See Also

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

Entering Address Information

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

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

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

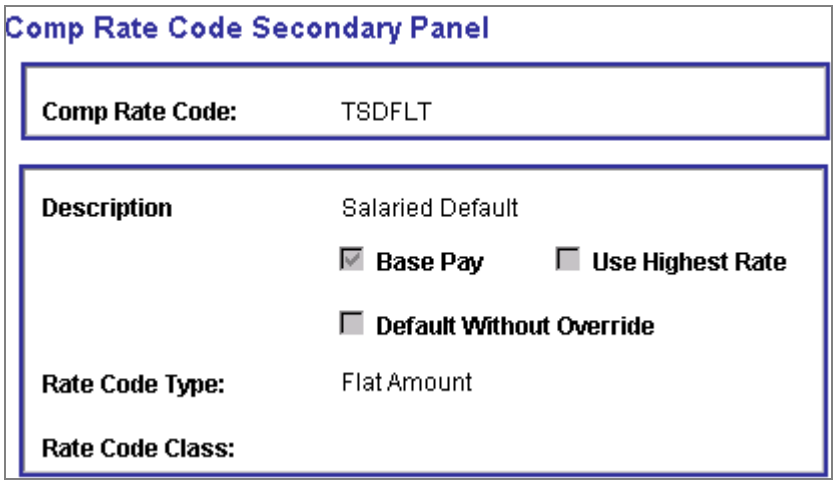
Entering or Viewing Pay Components

Amounts Tab



Pay Components - Amounts

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



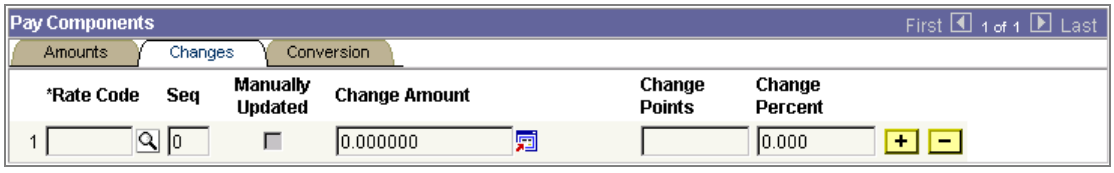
Comp Rate Code Secondary Panel

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

See Also

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

Changes Tab



Pay Components – Changes page

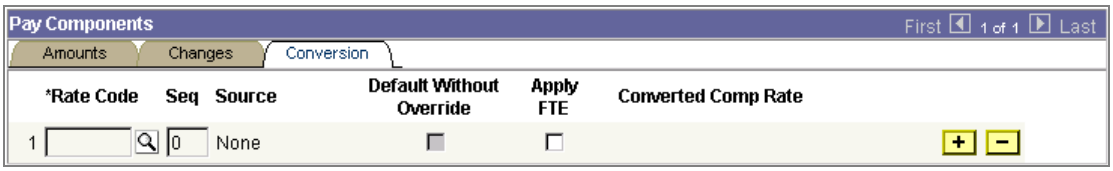
This page displays the change in an employee's salary.

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

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

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

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



Pay Components – Conversion

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

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

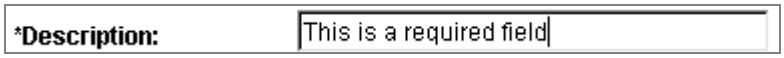
Default Without Override Selected if the worker's compensation package cannot be manually updated on the Job Data – Compensation page.

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

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

Required Fields on Pages

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



Example of a required field label

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

Typographical Conventions and Visual Cues

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

Please take a moment to review the following typographical cues:

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

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

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

Process Introductory Table

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

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

USF U.S. Federal Government Functionality

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

E&G Education and Government Functionality

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

Local Country Functionality

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

Comments and Suggestions

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

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

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

DOC@PEOPLESOFT.COM

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

CHAPTER 1

About the PeopleSoft 8.3 Global Payroll for Germany PeopleBook

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

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

- Using related documentation such as the PeopleSoft Application Fundamentals for HRMS PeopleBook.
- Ordering documentation on the Internet, on CD-ROM, and in hardcopy.
- PeopleBooks standard page element definitions.
- Required fields on pages.
- Typographical conventions and visual clues in the documentation.
- Process introductory table explanation.
- U.S. Federal Government functionality designation within the documentation
- Education and Government functionality designation within the documentation
- Local country functionality designation within the documentation
- Comments and suggestions about the documentation.

Note. We strongly recommend that you read About the HRMS PeopleBooks. In particular, the PeopleSoft Application Fundamentals section lists 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

PeopleBooks Standard Page Element Definitions

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

Field	*Definition*
Address	Identifies the address for a person or company.
Current Pay End Date	The date that the current pay period ends.
Element Entry Type	By selecting an **Element Entry Type** online, you can restrict the valid entry types that are entered into an element definition.
From Date	The start date for which a report or process includes data.
Location	The office where a company is located.
Location Code	The code for a company location.
To Date	The end date for which a report or process includes data.

See Also

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

PeopleSoft HRMS PeopleBooks Preface, "About the HRMS PeopleBooks"

CHAPTER 2

Setting Up PeopleSoft Global Payroll for Germany

This chapter describes how to:

- Initially set up your system.
- Integrate with PeopleSoft Human Resources.
- Set up core tables.
- Select the print class.
- Set up default types for reporting.
- Enter data for taxes on company cars.
- View delivered elements for Germany.

Initial Setup

Before you can define information in PeopleSoft Global Payroll for Germany, you must define your defaults on the Installation Table component, the Primary Permission List Preferences component, and the Language Preferences page.

Defining the Installation Table

When you first install PeopleSoft HRMS, you must complete the Installation Table to specify various defaults for your particular implementation of the system. The Installation Table component consists of several pages including the following:

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

We strongly recommend that you 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, 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 Table, such as business unit, setID, currency, country, and 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

PeopleSoft has built-in language preference capabilities. Regardless of your system's base language, you can view your PeopleSoft application in any supported language. There are two ways to set your language of preference:

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

You can view a foreign language sign on page for each language supported by the system. Ensure that your browser accepts the language that you want to use. Once the setup is complete, you can select the Language Name icon to view the sign-on page in a given language. The language that you select on the Language Preference page determines the language in which the whole application appears on your browser.

Once you're logged on to a PeopleSoft application, you can change your language preference at any time during your session on the International Preferences page. If you change your language preference here, the language code is not written to the database. It is only stored in PeopleTools memory for the duration of the current session.

See Also

PeopleSoft PeopleTools PeopleBook, " Development Tools: Globalization," Controlling International Preferences

Human Resources/Global Payroll Integration

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

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

See Also

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

Setting Up Core Tables

There are several tables that you need to define in the core PeopleSoft Global Payroll application first. This includes information about the pay entity, pay group, and currency.

Find the following pages using the Global Payroll Germany, Define Payroll Setup (GER), Setup 1, Pay Entity navigation:

- Pay Entity Address page.
- Processing Details page.
- Retro Limits page.
- Supporting Elements page.
- Source Bank Link page.

These pages are fully documented in the *PeopleSoft Global Payroll PeopleBook*. Refer to that documentation for information about these pages. The remaining pages in the German Pay Entity component are documented in this PeopleBook.

See Also

PeopleSoft Global Payroll PeopleBook, Understanding the Organizational Structure," Defining Pay Entities

PeopleSoft Global Payroll PeopleBook, Understanding the Organizational Structure," Defining Pay Groups

Defining Currency in PeopleSoft Global Payroll

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

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

Second, you must 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. This flexibility ensures that as the EMU regulations change, you can still meet your needs.

Once you've set up your 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 one 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 all 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.

Note. If your company is converting to using the Euro as its default currency, you must change your processing currency from the Deutsche Mark (DEM) to the Euro using the Pay Entity Processing Details page in the PeopleSoft Global Payroll core application. As of 1 January 1999, companies have the option to use the Euro as their official currency. As of 1 January 2002, the Euro is the official currency standard for Germany and the DEM will no longer be used.

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

PeopleSoft Global Payroll PeopleBook, "Understanding the Core Application Architecture", Currency in Batch Processing

PeopleSoft Global Payroll PeopleBook, "Understanding the Core Application Architecture," Online Currency Defaults

Pay Group - Pay Group Name Page

Access the Pay Group Name page from both the core application and the German extension. In the German extension, the navigation path is **Global Payroll Germany, Define Payroll Setup (GER), Setup1, Pay Group.**

See Also

PeopleSoft Global Payroll PeopleBook, "Understanding the Organizational Structure," Defining Pay Groups

Pay Group - Defaults Page

Access the Pay Group Defaults page from both the core application and the German extension. In the German extension, the navigation path is **Global Payroll Germany, Define Payroll Setup (GER), Setup1, Pay Group.**

See Also

PeopleSoft Global Payroll PeopleBook, "Understanding the Organizational Structure," Defining Default Rounding, Proration, and Frequency Conditions

Pay Group - Supporting Elements Override Page

Access the Pay Group Supporting Elements Override page from both the core application and the German extension. In the German extension, the navigation path is **Global Payroll Germany, Define Payroll Setup (GER), Setup1, Pay Group.**

See Also

PeopleSoft Global Payroll PeopleBook, "Understanding Overrides," Defining Pay Group Overrides

Setting Up Defaults in PeopleSoft Global Payroll for Germany

All of your payments are processed through source banks. Specify the classification criteria for your source banks when the system is installed. You have the following options:

- Pay entity.
- Department.
- Pay group.

See Also

"Setting Up Banking for Germany"

Defining Triggers for PeopleSoft Global Payroll for Germany

In PeopleSoft Global Payroll, the mechanism used to detect online changes to data that should result in some type of 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.

PeopleSoft delivers trigger definitions for basic PeopleSoft records. You will need to set up triggers for additional fields and modified or new records created during the implementation.

See Also

PeopleSoft Global Payroll PeopleBook, "Setting Up Triggers"

Selecting the Print Class

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

Pages Used to Select Print Class

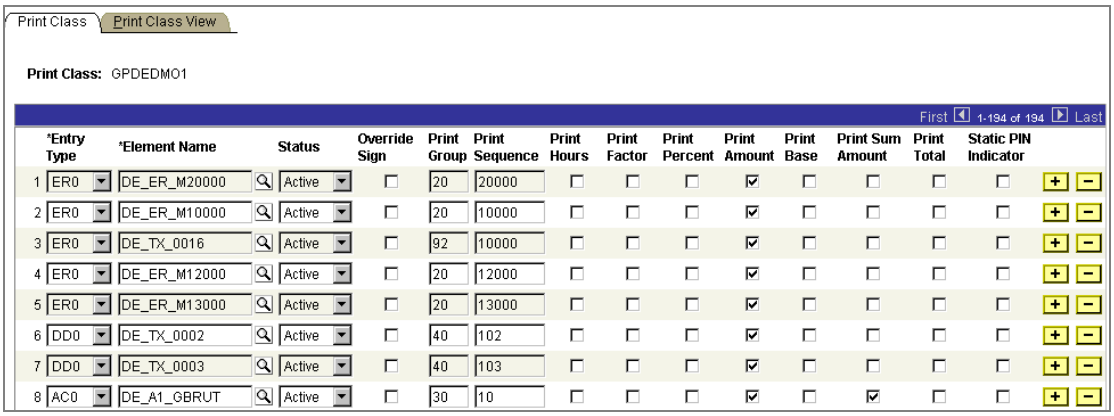
Page	*Object Name*	*Navigation*	*Usage*
Print Class	GPDE_BL_PRINT	Global Payroll Germany, Manage Payroll Process (GER), Setup, Print Class, Print Class	Assign specifications to a print class and select how an element appears in a printed report. PeopleSoft delivers some print classes, but you can also create your own.

Page	Object Name	Navigation	Usage
Print Class View	GPDE_BL_PRNT_VW	Global Payroll Germany, Manage Payroll Process (GER), Setup, Print Class, Print Class View	View the specifics of a print class.

Specifying a Print Class

Here you define which elements are printed and in which block and order they are printed. For some reports you also define which components, like base or rate, are printed for an element.

Access the Print Class page.



Print Class page

Element Type Valid values are ***AC0, DD0,*** and ***ER0.***

Override Sign Changes the default sign of each element.

Print Group The group in which the element is printed on the report.

Print Sequence The sequence in which the element is printed on the report.

Print Hours When selected, the element prints as hours.

Print Factor When selected, the element prints as a factor.

Print Percent When selected, the element prints as a percent.

Print Amount When selected, the element prints as an amount.

Print Base When selected, the element prints as a base.

Print Sum Amount When selected, the element prints as a sum amount.

Print Total When selected, the year-to-date total prints.

Static PIN Indicator Select this option for fixed elements in the report.

Viewing the Specifics of a Print Class

Access the Print Class View page. This display-only page offers a display-only view of those fields on the Print Class page.

See Also

Specifying a Print Class

Setting Up Default Types for Reporting

You must set up certain defaults for German reporting.

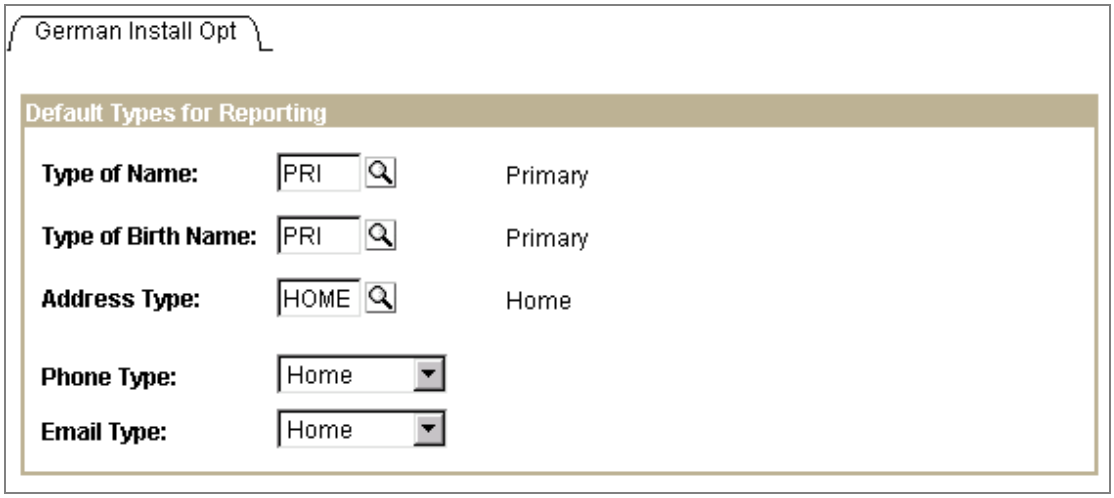
Pages Used to Set Up Default Type for Reporting

Page	*Object Name*	*Navigation*	*Usage*
German Install Option	GPDE_AL_INSTALL	Global Payroll Germany, Define Payroll Setup (GER), Setup 1, German Install Option	Use to set up default types for reporting.

Entering Default Types for Reporting

PeopleSoft Human Resources allows you to define different types of names and addresses. This page defines the one type of name/birth name and address that will be used for payroll and DEUEV reporting. In general, you should not need to modify this setup.

Access the German Install Option page.



German Install Option Page

Phone Type Valid values are ***Business, Campus, Cellular, Dormitory, FAX, Home, Main, Other, Pager 1, Pager 2,*** and ***Telex.***

Email Type Valid values are ***Business, Campus, Dorm, Home,*** and ***Other.***

Entering Data for Taxes on Company Cars

In Germany, many employees are given a company car by their employers. German law stipulates that this advantage has to be taxed.

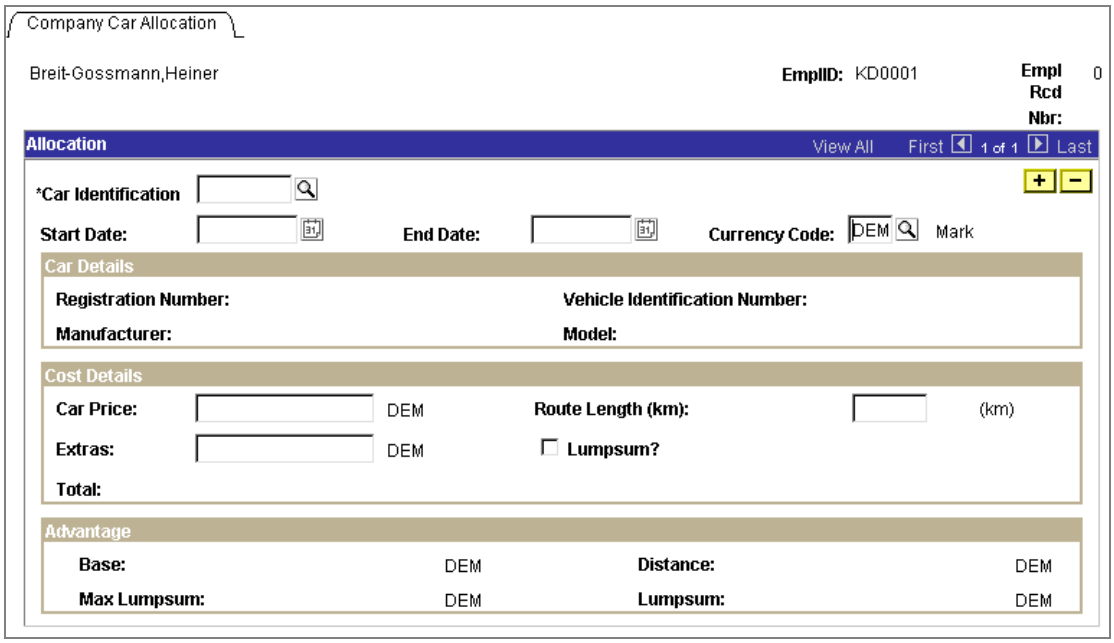
If you want to calculate the tax advantage for a company car, input data about the car at the employee level. On the basis of this data, the taxable advantage resulting from the use of the company car is calculated.

Page Used to Enter Data for Taxes on Company Cars

Page	*Object Name*	*Navigation*	*Usage*
Company Car Allocation	GPDE_CAR_ALLOC	Global Payroll Germany, Maintain Payroll Data (GER), Use, Car Allocation	Use to enter data to calculate the tax advantage for a company car given to an employee.

Entering Company Car Data

Access the Company Car Allocation page.



Company Car Allocation Page

Car Identification Enter the car identifier.

Start Date/End Date Enter the dates for which this information is valid.

Car Details

Based upon the **Car Identification** code, this group box displays pertinent details about the car.

Costs Details

Car Price Enter the price of the car.

Extras Enter the price of any car extras.

Total The total of Car Price and Extras appears.

Route Length (km) Enter the distance, in kilometers, between the employee's homes and the work location.

Lumpsum? Select if the employer is paying the lumpsum tax for the travel between the work location and home location. For the lumpsum taxation, the average number of days the employee travels into the office for each month is set to *15*.

Advantage

This group box displays calculated information used in the tax calculation.

Viewing Delivered Elements for Germany

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Germany. Use the query GP_ELEMENTS and enter country 'DEU'. 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 Germany

This chapter provides an overview of social insurance for Germany and describes how to:

- Enter social insurance data.
- Set up your accident insurance.
- Set up contribution groups.
- View pension insurance providers.
- Set up social insurance providers.
- Set up social insurance provider rates.
- Define income limits.
- Manage retiree health insurance.

Entering Social Insurance Data

As an employer, you are legally required to maintain and report a variety of tax and social insurance data about your employees. You must register employees with the health insurance providers that they select, and you are responsible for control notifications. For example, you are responsible for control notifications if a new employee has not submitted a social insurance ID within three days of beginning work.

Enter employee social insurance data in the Social Insurance component, which consists of the Contributions, SI Details, Retiree Health Insurance, and DEUEV Birth Data pages.

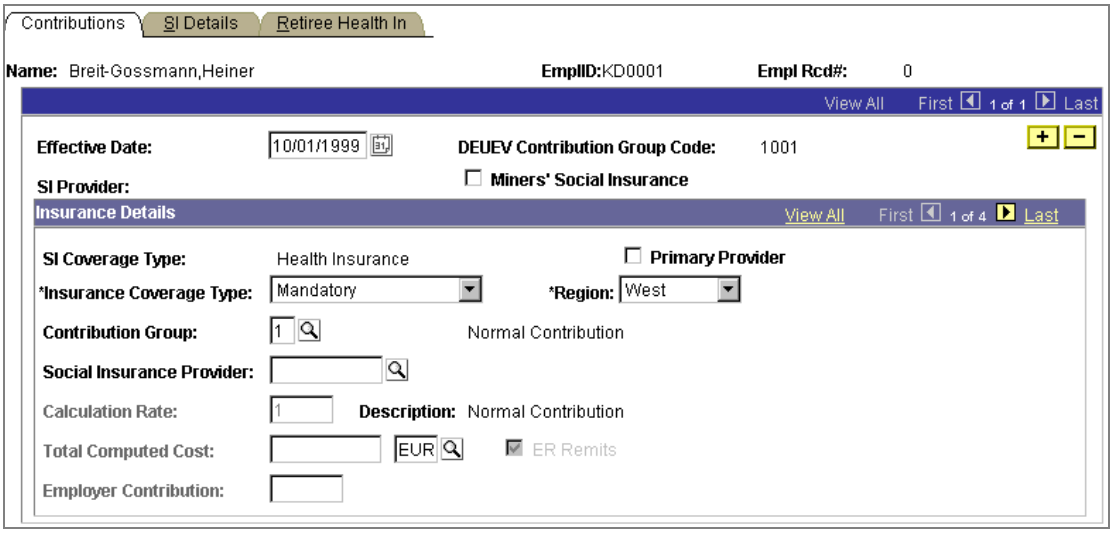
Social insurance consists of the following types of insurance: health, nursing care, retirement or pension, and unemployment. View the individual types by using the inner scroll arrows. You must enter all social insurance information before you can save your data.

Pages Used to Enter Social Insurance Data

Page	*Object Name*	*Navigation*	*Usage*
Contributions	GPDE_SI_DATA1	Global Payroll Germany, Maintain Payroll Data (GER), Use, Social Insurance, Contributions	View and set up income limits for individual types of social insurance. PeopleSoft delivers and maintains the Income Limits Table, but you can also change the data yourself if necessary.
SI Details (social insurance details)	GPDE_SI_DATA3	Global Payroll Germany, Maintain Payroll Data (GER), Use, Social Insurance, SI Details	Enter additional social insurance data.
Retiree Health Insurance	GPDE_SI_DATA4	Global Payroll Germany, Maintain Payroll Data (GER), Use, Social Insurance, Retiree Health Insurance	Enter retiree health insurance data.
Paying Entity Location	GPDE_AL_PE_LOC	Global Payroll Germany, Define Payroll Setup (GER), Setup 1, Paying Entity Location	Each location of a company has a reporting number for reporting social insurance contributions to the pension provider. Enter the social insurance reporting number of the paying entity location here. This information is used on the Beitragsnachweis report.

Setting Up Income Limits

Access the Contributions page



Contributions page

Note. Save the employee social insurance data only after you enter all the required data in the pages of this component.

Use the scroll arrows to select the individual types of social insurance types.

Effective Date — The system automatically sets this field to the employee's hire date. You can override this and enter another effective date for processing the employee's social insurance contributions.

DEUEV Contribution Group Code — The DEUEV contribution group code of the employee.

SI Provider (social insurance provider) — The entity that provides the insurance coverage type that you specify as the primary provider. The value of this field remains the same for all social insurance types.

Note. The system populates this field for the coverage type *Health Insurance*. This field is clear if the employee is privately insured.

Miners' Social Insurance — Select this check box if the employee is a member of a miners' insurance association.

Insurance Details

SI Coverage Type (social insurance coverage type) — The individual types of insurance.

Primary Provider — Select this check box to specify that the selected insurance provider is also the primary provider for social insurance contributions. The DEUEV reports will be sent to this provider.

Warning! If no social insurance provider has been assigned to the selected primary provider, the system issues a warning. Only one insurance type can be specified as the primary provider. It is possible, however, not to assign a primary provider to an employee.

Insurance Coverage Type Select your employee's coverage type: ***Mandatory, None, Private,*** or ***Voluntary.***

If the employee's coverage type is ***Mandatory*** or ***Voluntary,*** the system enables you to specify the contribution group.

Region Select your employee's **Region:** ***East*** and ***West.*** The region of the primary health care provider is the default setting.

Contribution Group If the employee's Insurance Coverage Type is ***Mandatory*** or ***Voluntary,*** the system allows you to specify the contribution group.

Social Insurance Provider Select the health insurance provider that insures this employee.

Calculation Rate The calculation rate. This is a reference to the contribution rates of the provider.

Total Computed Cost This field becomes available for entry if you enter ***Private*** in the Insurance Coverage Type field. The value that you enter for Total Computed Cost must be greater than zero.

ER Remits If the employer pays health insurance contributions, select this check box. This option is available only if you select ***Private*** in the Insurance Coverage Type field.

Employer Contribution This field becomes available for entry if you enter ***Private*** in the Insurance Coverage Type field.

The value in this field must not be greater than the **Total Computed Cost** (***0*** is a valid value).

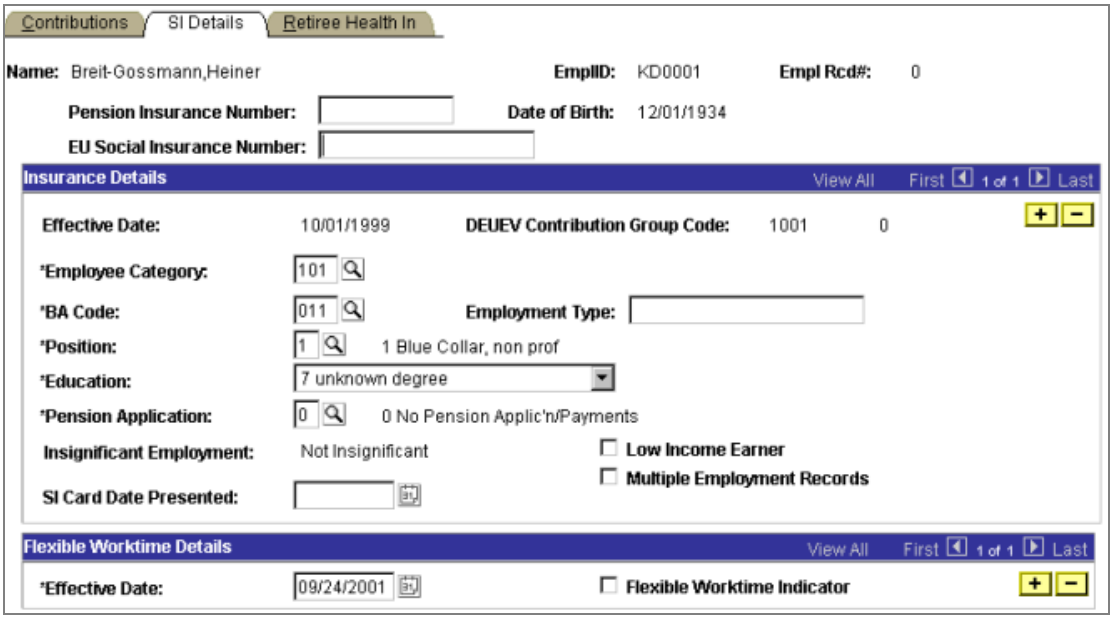
If the Total Computed Cost is greater than zero, the system calculates the value in the Employer Contribution field as follows:

Employee Contribution = Total Computed Cost – Employer Contribution

The value you enter here must not be greater than the Total Computed Cost (***0*** is a valid value).

Entering Additional Details

Access the SI Details page.



Social Insurance - SI Details page

Note. You can save the employee social insurance data only after you enter all the required data in the pages of this component.

Pension Insurance Number Enter the employee's pension insurance number.

Date of Birth Populates from the employee's personal data.

EU Social Insurance Number Enter the employee's EU social insurance number.

Insurance Details

Effective Date Populates from the Contributions page.

DEUEV Contribution Group Code The DEUEV contribution group code of the employee.

Employee Category Enter the code applicable to the employee.

BA Code (German Federal Employment Services Office code) Select the employee's job code in accordance with the official codes of the German Federal Employment Services Office.

Employment Type Enter the employee's employment type. You can save the social insurance data only when you enter a value here and select a value in the Position field.

Position Select the employee's position:

0 Applicant.

1 Blue Collar, non prof (non-professional).

2 Blue Collar Prof (blue-collar professional).

3 BC Master (blue-collar master).

4 White Collar.

5 Homeworker; domestic business.

8 Part Time < 18 Hrs (18 hours).

9 Part Time >= 18 Hrs.

You can save the social insurance data only when you select a value here and in the **Employment Type** field.

Education — Select the employee's education code in accordance with the official codes of the German Federal Employment Services Office:

0 N/A.

1 General Secondary w/o Prof.

2 General Secondary with Prof.

3 Gen Univ Entr no Prof Train.

5 Technical College Degree.

6 University Degree.

7 unknown degree.

Gen Univ Entr w/Prof Train.

Pension Application — Enter the type of pension that the employee receives. This entry is used to classify employees.

Insignificant Employment — If the Employee Category field is equal to 109, then ***Insignificant employee*** appears. Otherwise, ***Not insignificant*** appears.

SI Card Date Presented (social insurance card date presented) — Enter the date on which the employee submitted his or her SI card.

Low Income Earner — Select this check box if the employee is an apprentice and his income is below the limit for a low-income earner. In this case, no social insurance contributions are deducted from the employee's income; only the employer pays social insurance contributions.

Multiple Employment Records — Select this check box if the employee has multiple employment records.

Flexible Worktime Details

Effective Date	For an employer to collect savings for flexible worktime, the employer and the employee must sign a contract to that affect. Enter the date of that contract here.
Flexible Worktime Indicator	This check box is selected if the employee according to a flexible worktime contract as of the effective date. Deselect to indicate that the employee does not work with a flexible worktime contract any more.

Understanding Flexible Worktime

PeopleSoft Global Payroll for Germany handles the calculations necessary to accommodate flexible worktime agreements between an employer and an employee. The only data with which you need to supply the system is the date (effective date) of the flexible worktime contract.

Flexible worktime functionality addresses the following payroll processing needs:

- Collecting savings for flexible worktime.

  Savings are input using earnings (one for monetary savings and another for time savings). These earnings contribute their amounts/hours, depending on the social insurance region, to corresponding accumulators.

- Collecting SI-Gross Space.

  The gross space is the amount between the contributed gross and the monthly limit for that social insurance branch.

- Calculation of social insurance contributions during the regular spending of flexible worktime earnings.

  When employees are spending their saved amounts in a freetime phase, then the amounts are used as the base for the calculation of contributions the same way as normal gross payment.

- Calculation of social insurance contributions for disturbation cases (Stoerfall).

  If an employee does not use the saved amounts for freetime phases, but gets the amounts paid back partly or in full, then a disturbation case happens. In this case the amount is insured similar to a bonus, but the cumulated gross space of the whole flexible worktime period is used to determine the insurable gross, not only the gross space of the current year. A disturbation case also happens when the employee dies before he can make use of the freetime phase.

- DEUEV reporting.

  The existence of a disturbation case (Stoerfall) needs to be reported as a DEUEV event.

In addition to entering the effective date of the contract to implement flexible worktime for an employee, you may need to manage one or more of the following PeopleSoft Global Payroll element categories:

- Input accumulators to specify savings and takes with earnings elements.
- Result variables for gross elements (in the case of a Stoerfall).
- Deductions for the corresponding contributions.
- Custom period accumulators to store the accumulated SI-Gross Space.

Understanding Flexible Worktime Element Naming Conventions

To clarify the identification of element functionality, most PeopleSoft-delivered elements used by the flexible worktime calculations process follow a specific naming convention.

Flexible Worktime Element Type	*Element Name Format*
Accumulator	DE_FL_A<code>
Savings (Wertguthaben)	DE_FL_W<code>
Gross Space (Luft)	DE_FL_L<code>
Earnings/Deduction	DE_FL_E<code>

The <code> portion of the element name is a three-digit code, followed by the letter E or S, followed by a final digit. Element names follow one of two specific <code> formats:

```
<owner><unit><region>E<usage>
<owner><unit><region>S<SI branch>
```

The following table details the meanings of the digits and letters in the <code> portion of an element name.

Digit/Letter	*Purpose*	*Values*
1 (first)	Owner/Calculation Type	0 = Calculation K = Customer P = PeopleSoft
2 (second)	Unit	0 = Not Applicable 1 = Units/Hours
3 (third)	Region	0 = Not Applicable 1 = East 2 = West
4 (fourth)	Earnings Type or Social Insurance Branch	E = Earnings Type S = Social Insurance Branch

Digit/Letter	Purpose	Values
5 (fifth)	Usage or SI Branch	If the fourth letter is an E: 0 = Amount/Balance 1 = Amount to save 2 = Freetime payback 3 = Stoerfall payback If the fourth is an S: 0 = Not Applicable 1 = Health Insurance 2 = Homecare Insurance 3 = Pension Insurance 4 = Unemployment Insurance

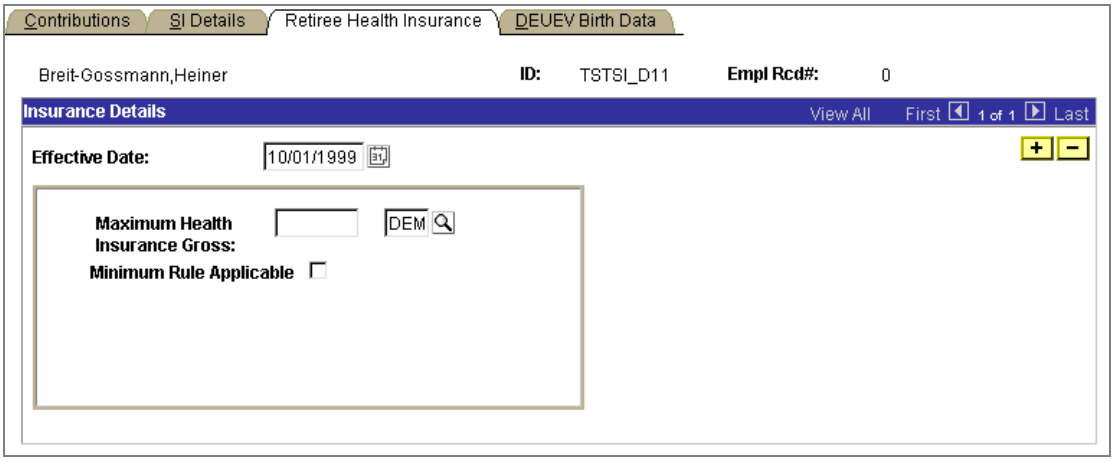
Examples

DE_FL_E001E2 = Freetime payback amount earning for the east region used in the calculation.

DE_FL_A012E3 = Stoerfall payback time in units accumulator for the west region used in the calculation.

Entering Retiree Health Insurance Data

Access the Retiree Health Insurance page.



Retiree Health Insurance page

Maximum Health Insurance Gross The maximum income limit. The health insurance provider notifies you of the amount of the contributory pension benefits. In order to allow the social insurance

	contribution recipient to make a correct contribution statement, the health insurance provider must also specify whether the pension recipient receives multiple pension payments and which contribution rate applies to the pension recipient's health insurance.
Minimum Rule Applicable	Pension benefits are non-contributory if the pension benefits do not exceed a certain amount (low-income limit). The limit is 1/20 of the monthly base amount in accordance with § 18 of the Social Security Code IV. If the compensation for your employees is less than this limit, select this check box.

The contribution transfer process must be carried out for the health and nursing care contributions of retirees with mandatory health insurance. The contribution must be paid by each company based on the payments made in the respective company.

You do not have to pay contributions for retirees with voluntary insurance coverage. However, you must notify the social insurance provider of the amount of the pension benefits and any changes. For this reason, you must record these pension recipients and their contributions on the contribution statement. The pension recipients are assigned to a social insurance provider without contribution payments being made.

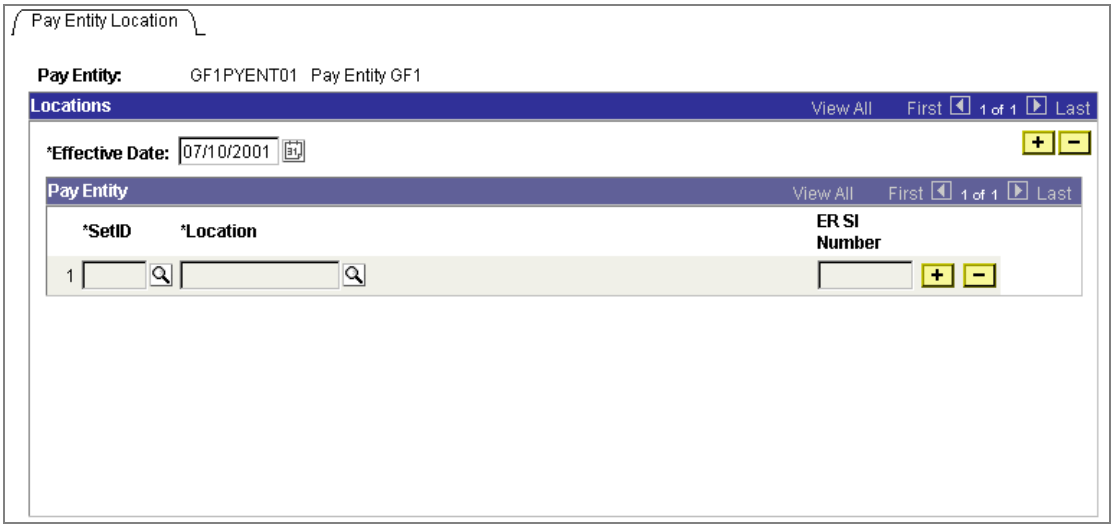
Because a third-party income can lead to the maximum contribution limit being reached, also consider other earnings in order to ensure correct contribution statements.

The maximum contribution limit (contribution payment limit) is the difference between the income limit for health and nursing care insurance and the gross pension of the statutory pension insurance.

Note. If pension benefits are paid in intervals of more than one month, they must be distributed in order to verify whether they are below the lower contribution limit. The low-income earner limit is not used if the pension benefits themselves exceed the limit, but the contributory portion is below the limit due to the Maximum Health Insurance Gross amount specified.

Setting Up a Pay Entity Location

Access the Pay Entity Location page.



Pay Entity Location Page

ER SI Number (employer social insurance number) Enter the social insurance reporting number.

Setting Up Your Accident Insurance

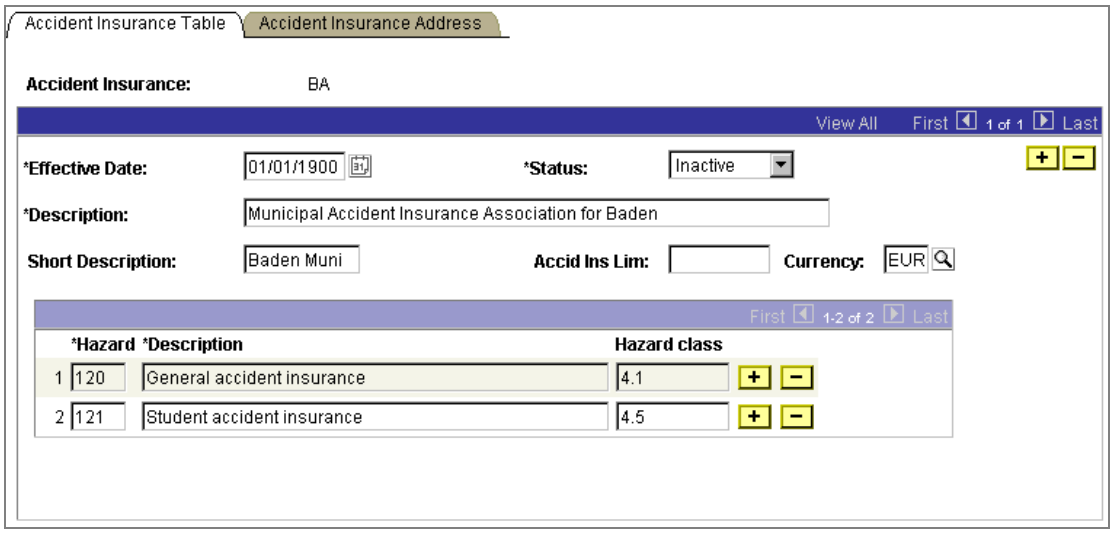
Use the Accident Insurance component to set up your accident insurance information. There are two pages in this component.

Pages Used to Set Up Accident Insurance

Page Name	*Object Name*	*Navigation*	*Usage*
Accident Insurance Table	ACCDT_INS_TABLE	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Accident Insurance, Accident Insurance Table	Set up your accident insurance details.
Accident Insurance Address	ACCDT_INS2_TABLE	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Accident Insurance, Accident Insurance Address	Set up your accident insurance address information.

Setting Up Accident Insurance Details

Access the Accident Insurance Table page.



Accident Insurance Table page

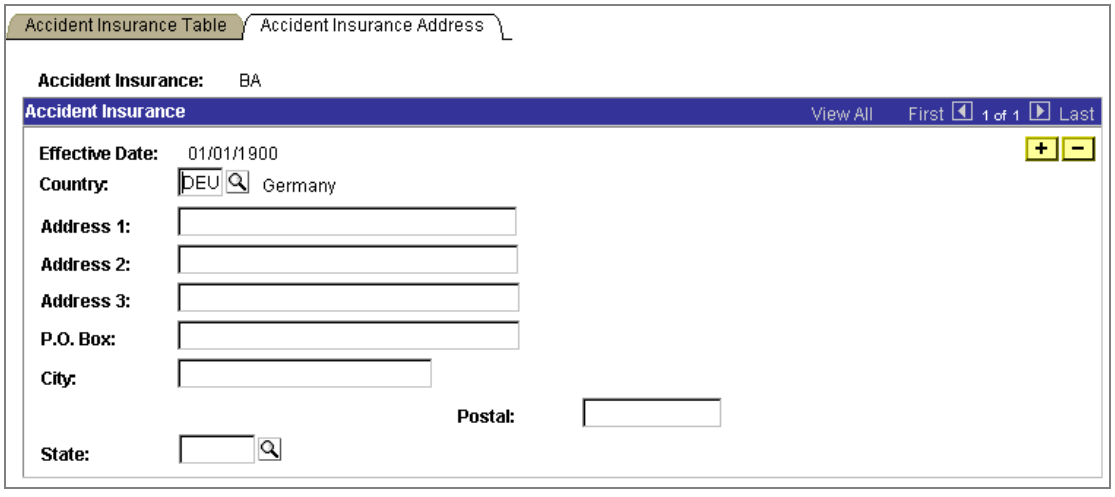
Accid Ins Lim (accident insurance limit) Enter the limit amount for the accident insurance.

Hazard Enter a hazard code.

Accident Ins. Hazard Class (accident insurance hazard class) Enter the accident insurance hazard class.

Setting Up Accident Insurance Address Information

Access the Accident Insurance Address page.



Accident Insurance Address page

Country Select the appropriate country. The remaining address fields comply with PeopleSoft standard address formats.

Setting Up Contribution Groups

You must set up your contribution groups.

Pages Used to Set Up Contribution Groups

Page	*System Name*	*Navigation*	*Usage*
Contribution Groups	GPDE_SI_STATCD	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Contribution Groups, Contribution Groups	Define the contribution group codes for contribution statements. PeopleSoft delivers and maintains the Contribution Groups table.
Rate Codes	GPDE_SI_STAT	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Contribution Groups, Rate Codes	View the possible calculation rate codes for each insurance type. PeopleSoft delivers and maintains the Contribution Groups Table.
Group/Rate Code	GPDE_SI_STAT_RT	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Contribution Groups, Grp/ Rate Codes	View the relationship between the contribution group and the corresponding rate code.
Coverage Types	GPDE_SI_COV	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Contribution Groups, Coverage Types	View the possible contribution groups for each coverage type. PeopleSoft delivers and maintains the Contribution Groups Table.

Common Elements in This Component

SI Coverage Type (social insurance coverage type) — The social insurance type that you selected to enter this page.

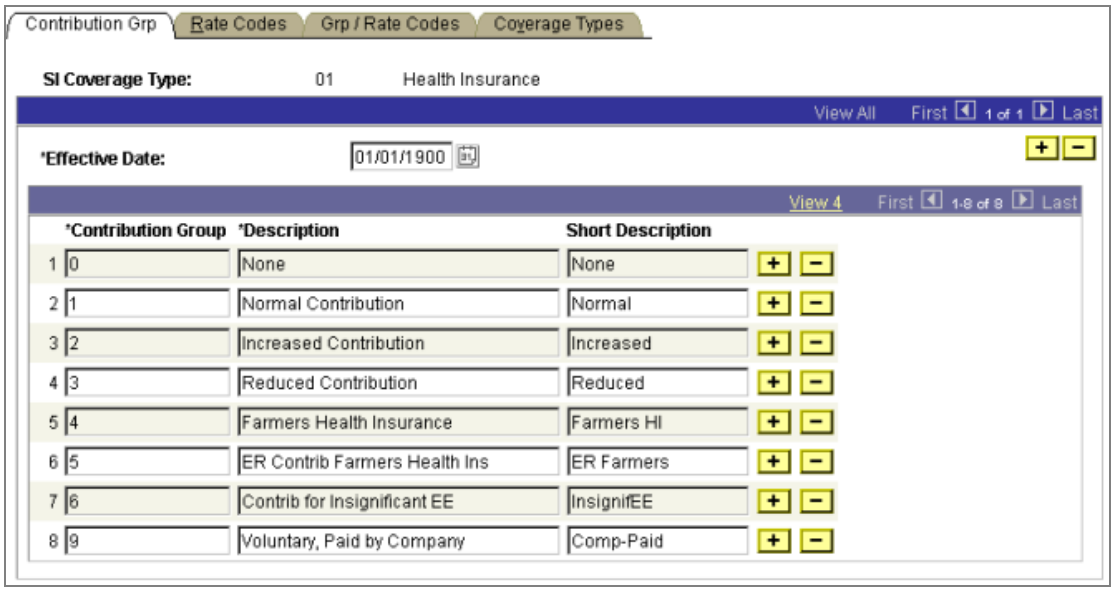
Coverage Type — The type of calculation to be done for the employee.

Contribution Group — The group defined on the Contribution Groups page.

Set As Default — Select if you want this set as the default.

Defining Contribution Group Codes

Access the Contribution Groups page.



Contribution Groups page

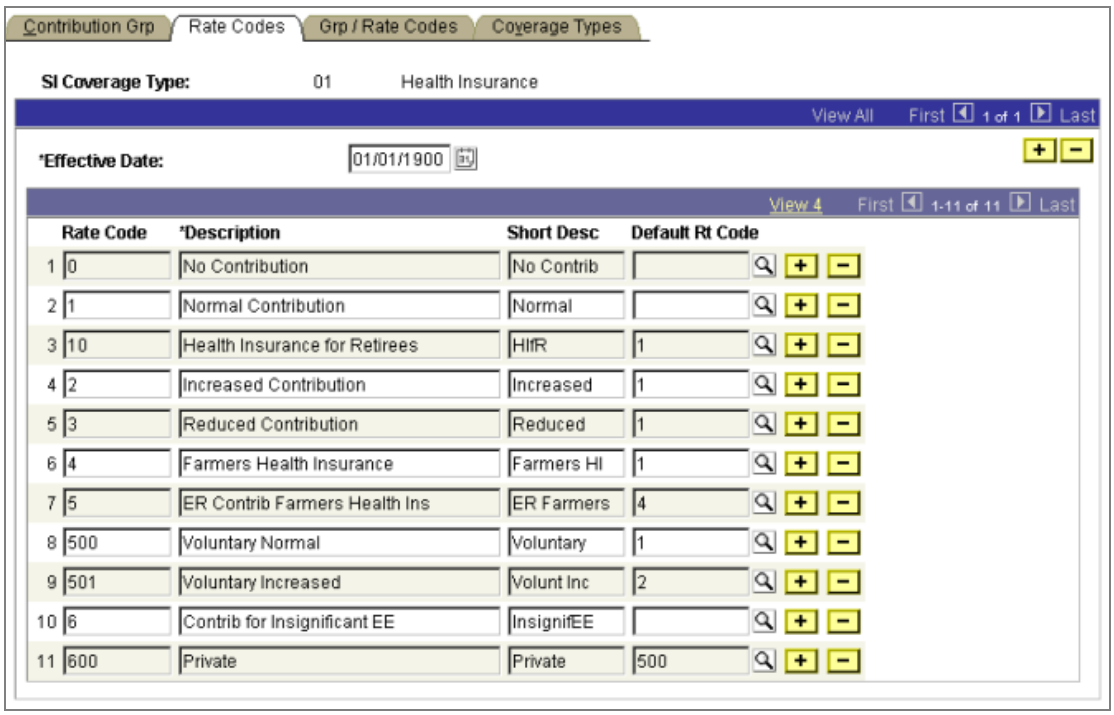
Enter a **Contribution Group.** The contribution groups vary based on the social insurance coverage type:

SI Coverage Type	*Insurance Coverage Type*	*Contribution Group*
Health insurance	0 – None	0 – No contribution (default)
	1 – Mandatory	1 – Normal contribution (default)
		2 – Increased contribution
		3 – Reduced contribution
		4 – Farmers health insurance
		5 – Employer's contribution to farmer's health insurance
		6 –Insignificant employee contribution
	2 – Voluntary	0 – No contribution (default)
		9 – Voluntary contribution
	3 – Private	0 – No contribution (default)
Nursing care insurance	0 – None	0 – No contribution (default)
	1 – Mandatory	0 – No contribution (default)
		1 – Full contribution

SI Coverage Type	*Insurance Coverage Type*	*Contribution Group*
		2 – Half contribution
	2 – Voluntary	0 – No contribution (default)
		1 – Full contribution
		2 – Half contribution
	3 – Private	0 – No contribution (default)
Old age pension insurance	0 – None	0 – No contribution (default)
	1 – Mandatory	1 – Blue collar full contribution (default)
		2 – White collar full contribution
		3 – Blue collar half contribution
		4 – White collar half contribution
		5 – Lump sum for insignificant blue collar worker
		6 – Lump sum for insignificant white collar worker
	2 – Voluntary	Illegal (default)
	3 –Private	0 – No contribution (default)
Unemployment insurance	0 – None	0 – No contribution (default)
	1- Mandatory	1 – Full contribution (default)
		2 – Half contribution
	2 – Voluntary	Illegal
	3 – Private	Illegal

Defining Rate Codes

Access the Rates Codes page.



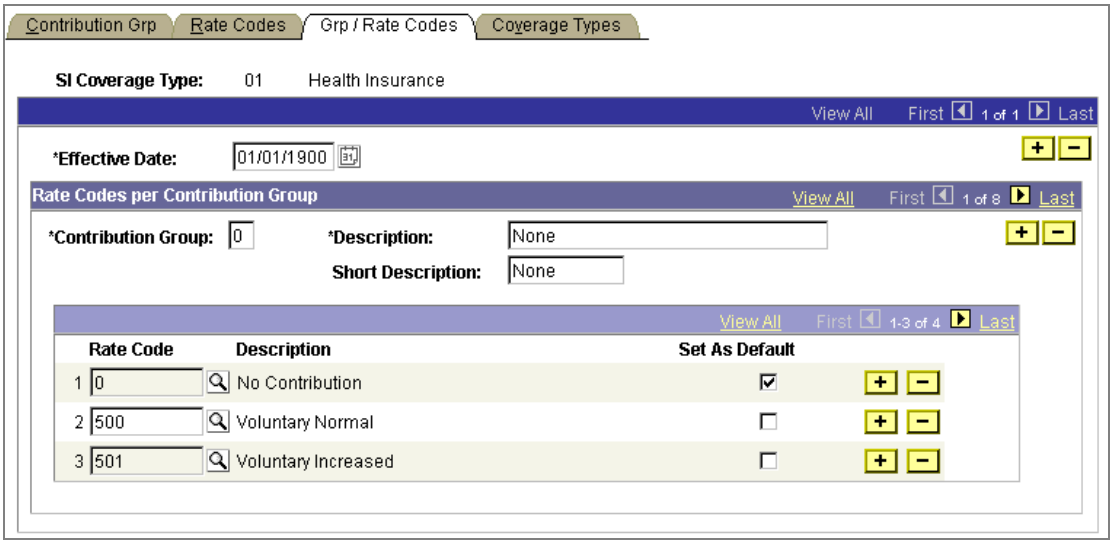
Rate Codes Page

Rate Code — The rate codes defined on this page will be used in the definition of the contribution rates for the various SI Coverage Types and for the Health Insurance providers.

Default Rt Code (default rate code) — When the actual values for a contribution rate are entered, the system will calculate a default for the rate code in the **Rate Code** field based on the value for the rate code entered here.

Defining Group Rate Codes

Access the Group Rate Codes page.



Group Rate Codes page

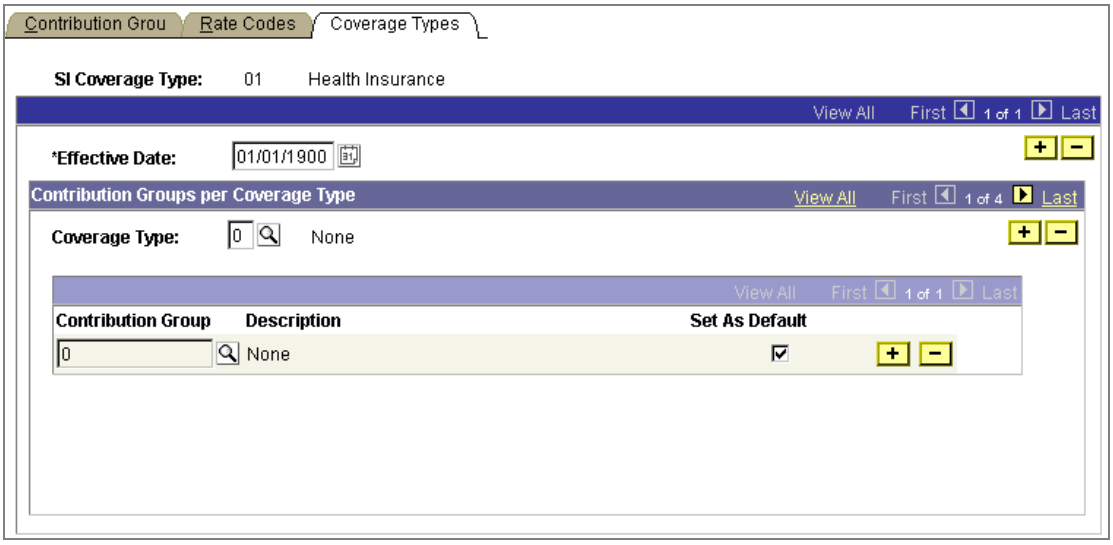
Contribution Group The group defined on the Contribution Groups page.

Rate Code Rate code for the calculation of contributions.

Set As Default Select if you want this set as the default.

Defining Coverage Types

Access the Coverage Types page.



Coverage Types Page

Coverage Type The type of calculation to be done for the employee.

Viewing Pension Insurance Providers

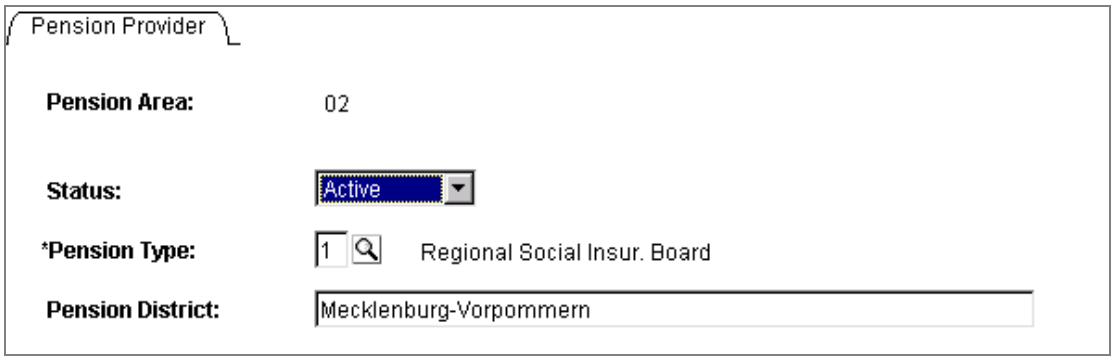
You can view all of your pension providers.

Page Used to View Pension Insurance Providers

Page	*System Name*	*Navigation*	*Usage*
Pension Provider	GPDE_SI_P_PROVDR	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Pension Insurance Providers	Lists all pension insurance providers in Germany. The table is updated regularly by PeopleSoft. You can update the table yourself if necessary.

Viewing Germany Pension Insurance Providers

Access the Pension Provider page.



Pension Provider page

Pension Area The ID that you selected when you accessed the page.

Pension Type Enter the pension insurance provider.

Pension District Enter the associated district.

Setting Up Social Insurance Providers

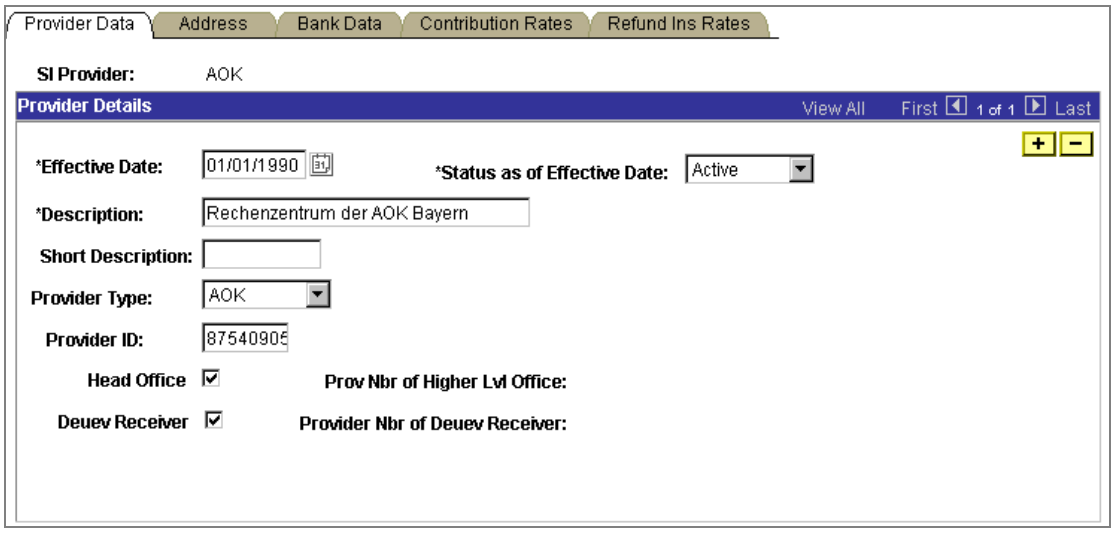
Use the Social Insurance Providers component to set up employee social insurance providers.

Pages Used to Set Up Social Insurance Providers

Page Name	*Object Name*	*Navigation*	*Usage*
Provider Data	GPDE_SI_PROV	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, SI Providers, Provider Data	Set up basic information about social insurance providers.
Address	GPDE_SI_PRV_ADR	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, SI Providers, Address	Set up address information for social insurance providers.
Bank Data	GPDE_SI_PRV_BNK	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, SI Providers, Bank Data	Set up bank data for social insurance providers.
Contribution Rates	GPDE_SI_HRT_DISP	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, SI Providers, Contribution Rates	View and modify contribution rates for social insurance providers.
Refund Insurance Rates	GPDE_SI_RFRT_DISP	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, SI Providers, Refund Ins Rates	View and modify refund insurance rates for social insurance providers.
Pay Entity – SI Data	GPDE_AL_PE_SID	Global Payroll Germany, Define Payroll Setup (GER), Setup 1, Pay Entity, SI Data	Enter social insurance data for a pay entity.
Pay Entity – Refund Ins Data (refund insurance data)	GPDE_AL_PE_RFND	Global Payroll Germany, Define Payroll Setup (GER), Setup 1, Pay Entity, Refund Ins Data	Enter refund insurance data for this pay entity.

Entering Basic Social Insurance Provider Data

Access the Provider Data page.



SI Providers - Provider Data page

Provider Type Select the type of health insurance provider based on the classification due to DEUEV.

Provider ID Enter a provider ID. This number is defined by you and signifies an internal logical order. You can select your own number (for example, 0001, 0002, and so on).

Head Office Select if this is the head office for the provider.

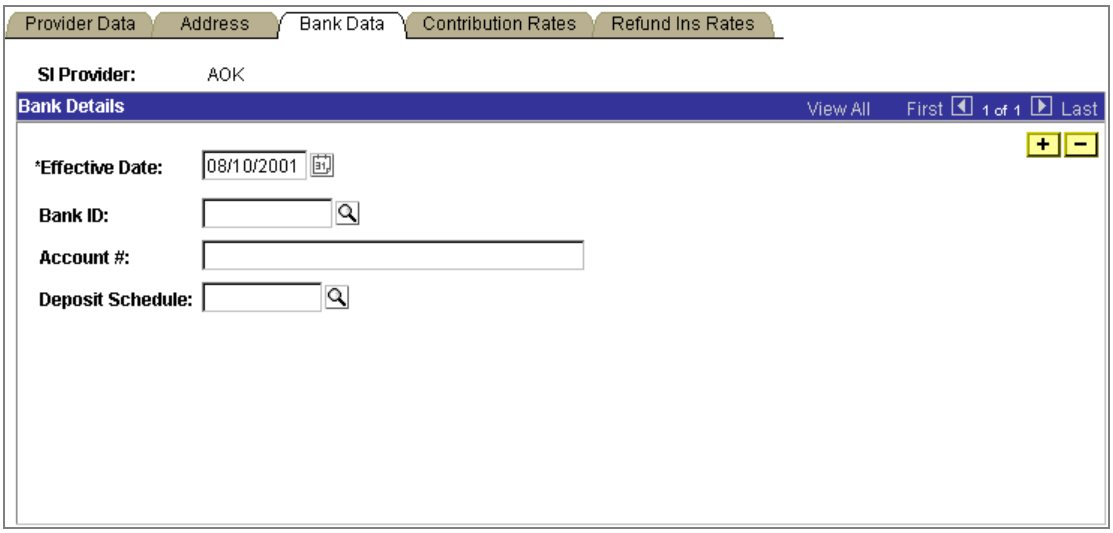
Deuev Receiver Select if this provider is a DEUEV receiver.

Prov Nbr of Higher Lvl Office (provider number of higher level office) Select the provider number of the higher level office.

Provider Nbr of Deuev Receiver (provider number of DEUEV receiver) Select the provider number of the DEUEV receiver.

Entering Social Insurance Provider Bank Data

Access the Bank Data page.



SI Providers - Bank Data page

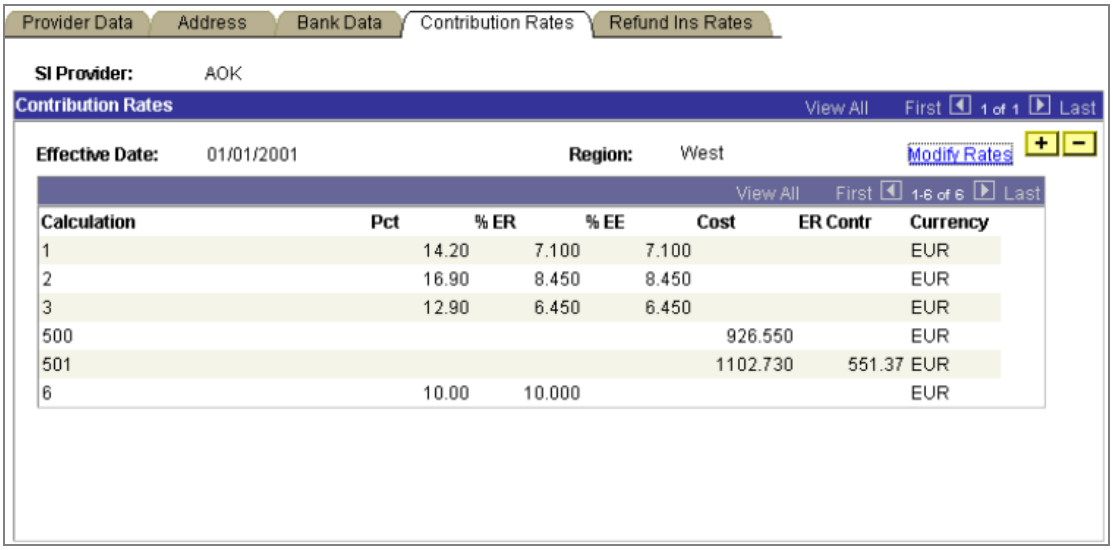
Bank ID Select the bank ID for the provider.

Account # Enter the provider's bank account number.

Deposit Schedule Select the bank deposit schedule for the provider.

Viewing Social Insurance Contribution Rates Data

Access the Contribution Rates page.

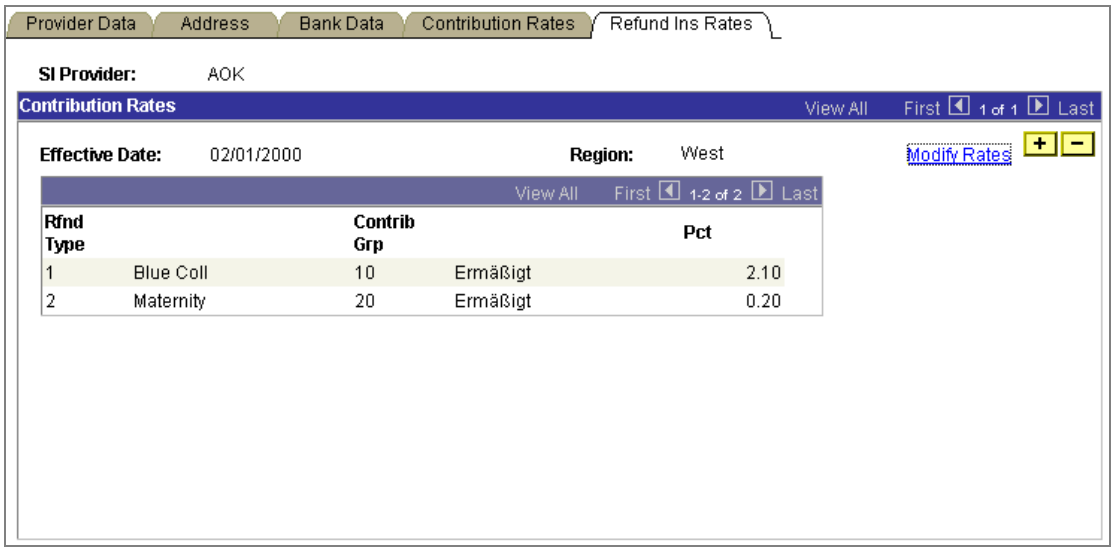


SI Providers - Contribution Rates page

When you access this page, the contribution rates for the social insurance provider appear. To modify the rates, click the **Modify Rates** link to access the SI Provider Rates component where you can modify the rates.

Viewing Social Insurance Contribution Rates Data

Access the Refund Insurance Rates page.

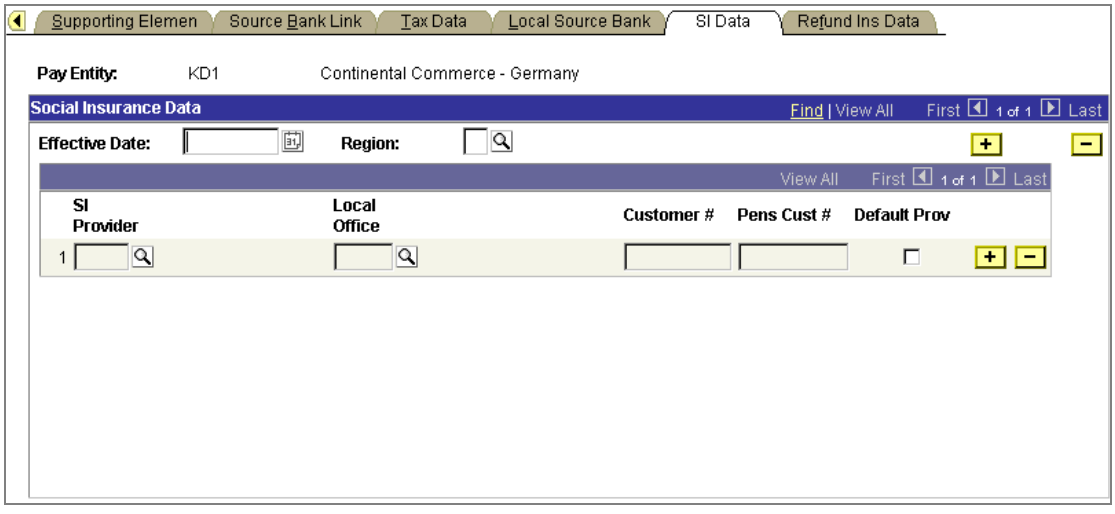


SI Providers - Refund Insurance Rates page

When you access this page, the refund insurance rates for the social insurance provider appear. To modify the rates, click the **Modify Rates** link to access the SI Provider Rates component where you can modify the rates.

Entering Pay Entity Social Insurance Data

Access the SI Data page.

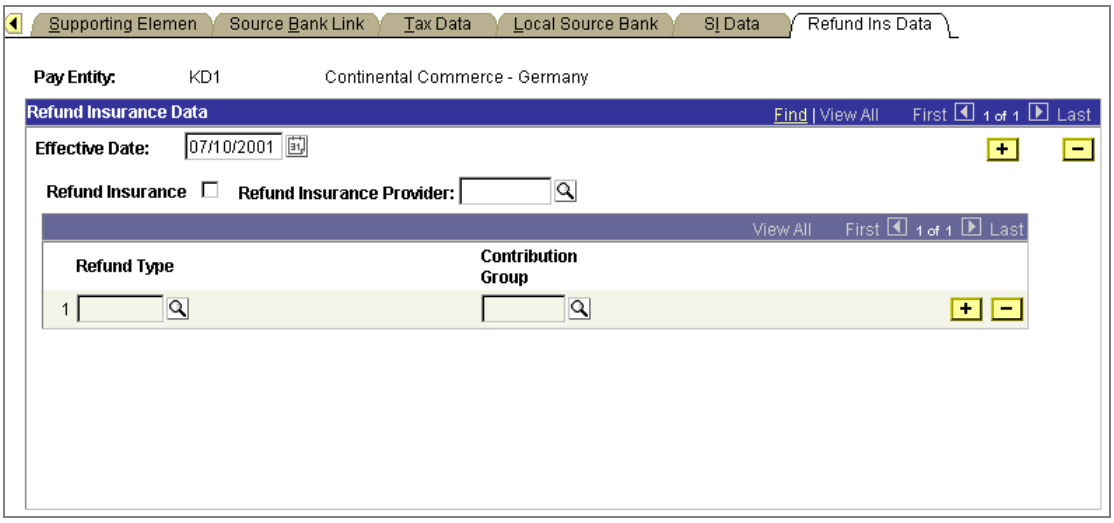


Pay Entity - SI Data Page

Local Office	Select the local office of the social insurance provider.
Customer #	Enter the customer number.
Pens Cust # (pension customer number)	Enter the pension customer number.
Default Prov (default provider)	Select if this social insurance provider is the default provider for this pay entity.

Entering Pay Entity Social Insurance Refund Information

Access the Refund Insurance Data page.



Pay Entity – Refund Ins Data (refund insurance data) Page

Refund Insurance	Select if refund insurance has to be paid for the employer.

Setting Up Social Insurance Provider Rates

Use the Social Insurance Provider Rates component to set up your social insurance provider rates.

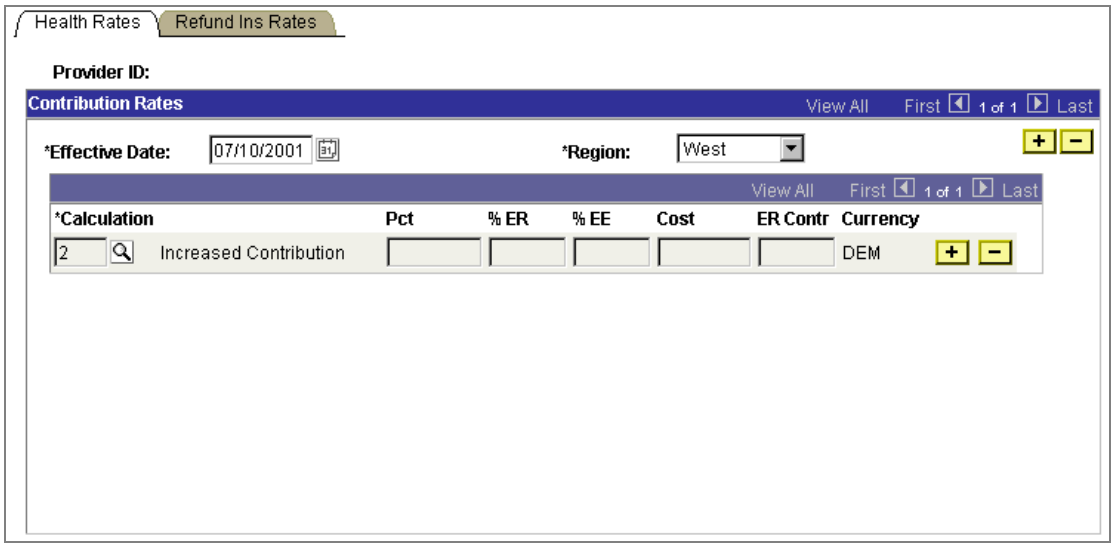
Pages Used to Set Up Social Insurance Provider Rates

Page Name	*Object Name*	*Navigation*	*Usage*
SI Provider Rates - Health Rates	GPDE_SI_HLTH_RT	Glob al Payroll Germany, Define Payroll Setup (GER), Setup 2, SI Provider Rates, Health Rates	Use to set up social insurance provider health insurance rates.

Page Name	Object Name	Navigation	Usage
SI Provider Rates – Refund Ins Rates (refund insurance rates)	GPDE_SI_RFND_RT	Glob al Payroll Germany, Define Payroll Setup (GER), Setup 2, SI Provider Rates, Refund Ins Rates	Use to set up social insurance provider refund insurance rates.

Setting Up Social Insurance Provider Health Insurance Rates

Access the Health Rates page.



SI Provider Rates - Health Rates page

Region — Select ***General*** if the rates are used in the east or west SI regions. Select ***East*** if the rates are used in the east SI region. Select ***West*** if the rates are used in the west SI region.

Calculation — The relationship between the calculation rate codes for health insurance and the rate of the provider.

Pct (percent) — The full percentage for the calculation rate code.

% ER (percentage employer) — The portion of the percentage the employer has to pay.

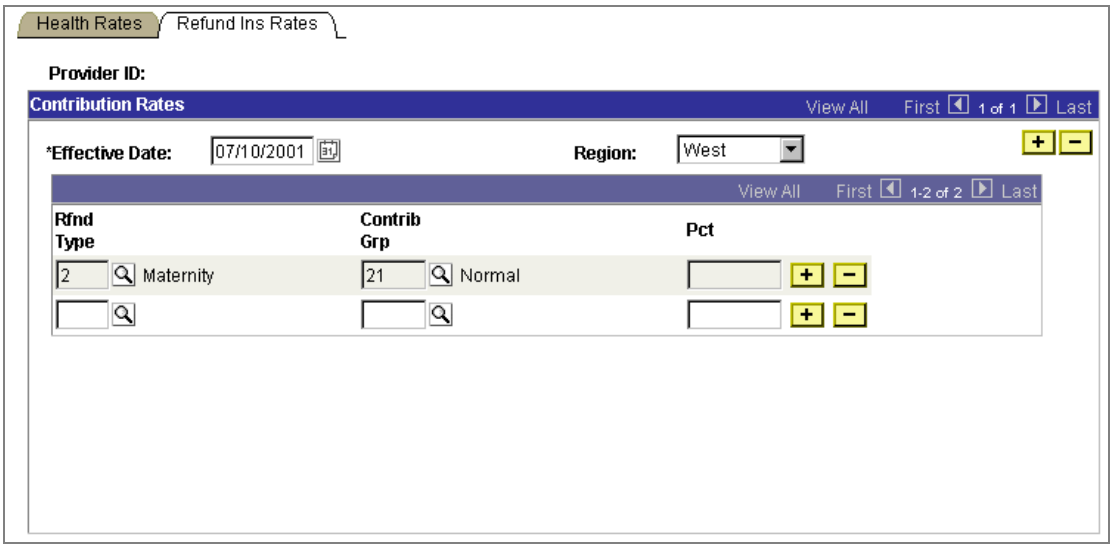
% EE (percentage employee) — The portion of the percentage the employee has to pay.

Cost — The full amount of health insurance if the calculation rate is 500, 501, or 600.

ER Contr (employer contribution) — The employer's portion of the full amount of health insurance if the calculation rate is 500, 501, or 600.

Setting Up Social Insurance Provider Refund Insurance Rates

Access the Refund Insurance Rates page.



SI Provider Rates - Refund Insurance Rates page

Region — Select ***General*** if the rates are used in the east and west SI region, ***East*** if the rates are used in the east SI region, or ***West*** if the rates are used in the west SI region.

Rfnd Type (refund type) — Type of refund insurance to which the employer contributes.

Contrib Grp (contribution group) — Contribution group to which the employer pays the contribution for refund insurance.

Pct (percentage) — The full percentage for the calculation.

Defining Income Limits

Set up income limits for income limits for the following types of insurance: health, nursing care, old age pension, and unemployment.

Pages Used to Define Income Limits

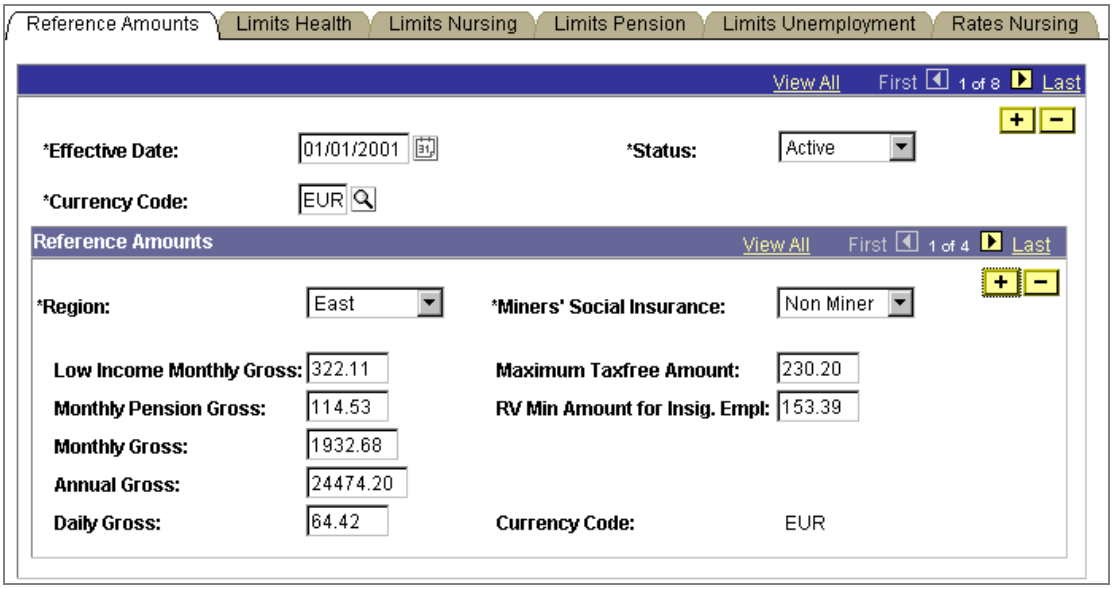
Page	*System Name*	*Navigation*	*Usage*
Reference Amounts	GPDE_SI_REF_AMT	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Income Limits, Reference Amounts	Use to define certain reference amounts for the various income limits for insurance.

Page	System Name	Navigation	Usage
Limits Health	GPDE_SI_LIMITS_01	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Income Limits, Limits Health	Use to view and set up income limits for health insurance.
Limits Nursing Care	GPDE_SI_LIMITS_02	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Income Limits, Limits Nursing	Use to view and set up income limits for nursing care insurance.
Limits Pension Care	GPDE_SI_LIMITS_03	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Income Limits, Limits Pension	Use to view and set up income limits for pension care insurance.
Limits Unemployment	GPDE_SI_LIMITS_04	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Income Limits, Limits Unemployment	Use to view and set up income limits for unemployment insurance.
Rates Nursing Care	GPDE_SI_RATES_02	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Income Limits, Rates Nursing	Use to define nursing care insurance contribution rates. PeopleSoft delivers and maintains these tables.
Rates Pension Care	GPDE_SI_RATES_03	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Income Limits, Rates Pension	Use to define old age pension insurance contribution rates. PeopleSoft delivers and maintains these tables.
Rate Unemployment	GPDE_SI_RATES_04	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Income Limits, Rates Unemployment	Use to define unemployment insurance contribution rates. PeopleSoft delivers and maintains these tables.

Note. PeopleSoft delivers and maintains the Income Limits table, but you can also change the data yourself if necessary.

Setting Up Income Limits Reference Amounts

Access the Reference Amounts page.



Reference Amounts page

Region In this field, ***East*** indicates the new German states ("neue Bundesländer") and ***West*** indicates the old states ("alte Bundesländer"). ***General*** indicates that the input is valid for both east and west SI regions.

Low Income Monthly Gross Applies to low-income earners and is prescribed by law. Enter a new value if this amount changes.

Monthly Pension Gross Base Value for Pension is required for retiree health insurance.

Monthly Gross Monthly average income.

Annual Gross Yearly average income.

Daily Gross Daily average income.

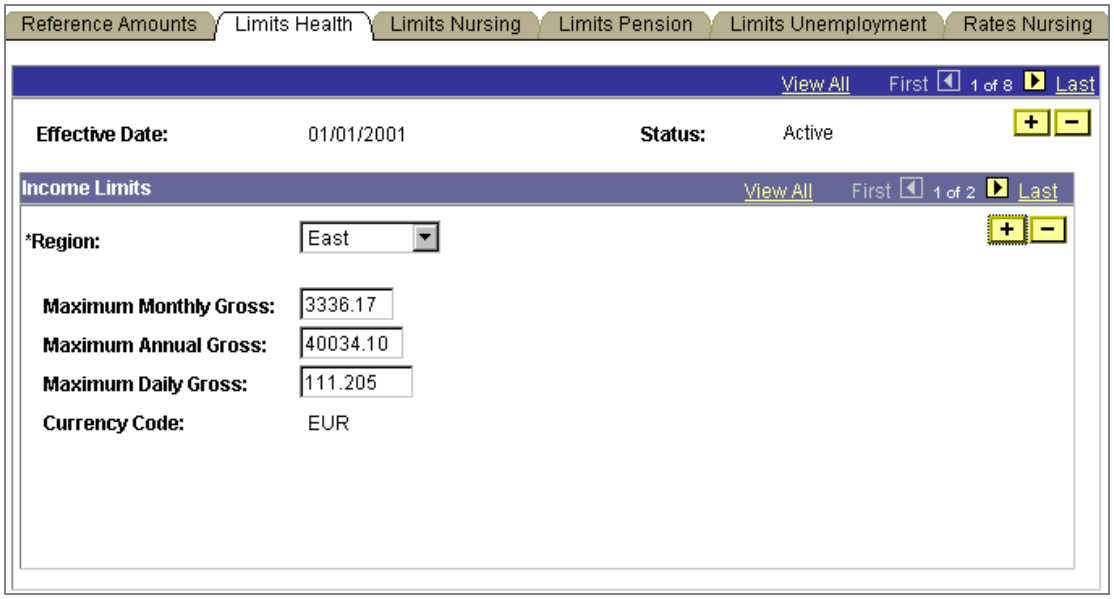
Miners' Social Insurance Select ***Miner*** if the input data are only relevant for the miners' insurance association; select ***Non Miner*** if not. Select ***General*** if the input data is relevant for miners and non-miners.

Maximum Taxfree Amount The highest nontaxable contribution that the employer can make to private health insurance.

RV Min Amount for Insig. Empl Minimum limit to calculate pension insurance contribution if the employee is an insignificant employee and wishes to be insured in the pension insurance.

Setting Up Income Limits for Health Insurance

Access the Limits Health page.



Limits Health page

Region In this field, ***East*** indicates the new German states ("neue Bundesländer") and ***West*** indicates the old states ("alte Bundesländer"). ***General*** indicates that the input is valid for both east and west SI regions.

Maximum Monthly Gross The monthly gross income limit prescribed by law for this limit type. If any changes occur in these amounts, enter them in the respective field.

Maximum Daily Gross The daily pay income limit prescribed by law for this limit type.

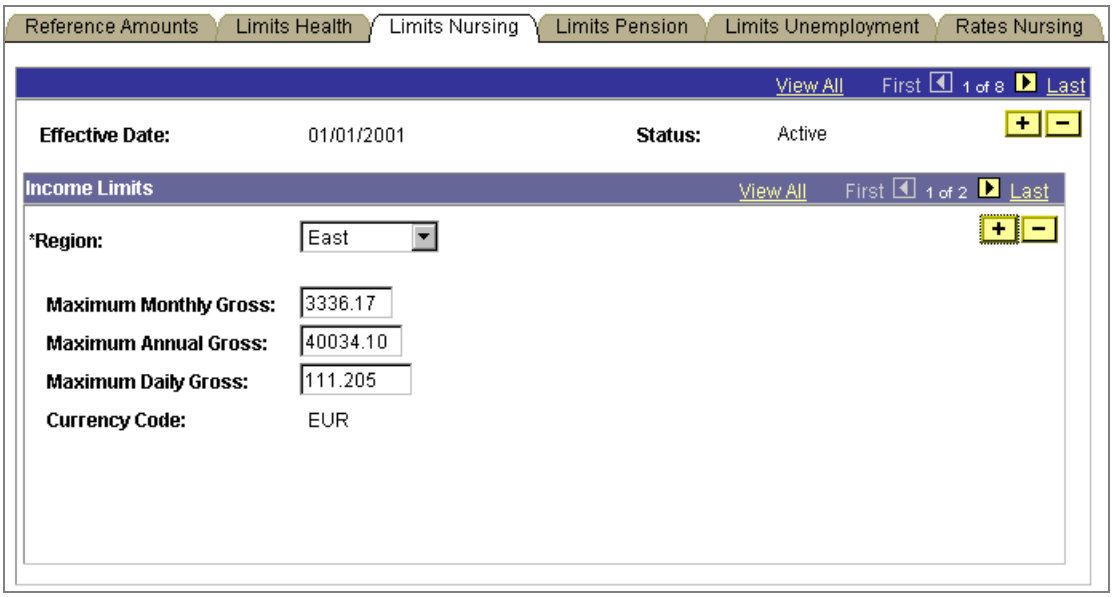
Note. Change health insurance data at the employee level in the Social Insurance component.

See Also

Entering Social Insurance Data

Setting Up Income Limits for Nursing Care

Access the Limits Nursing Care page.



Limits Nursing Care page

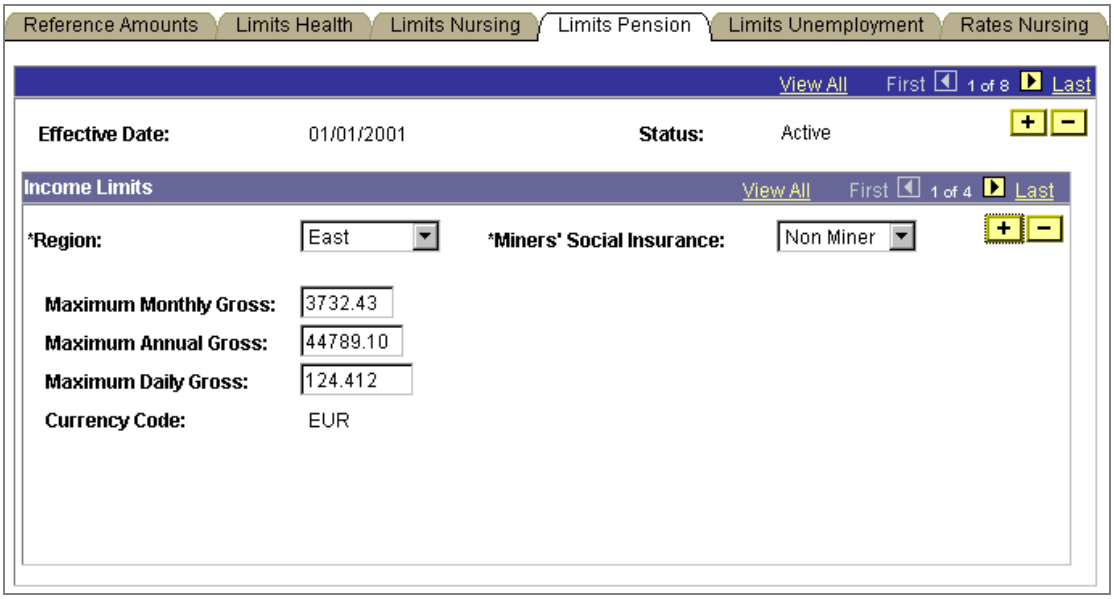
The fields on this page are identical to those on the Limits Health page.

See Also

Setting Up Income Limits for Health Insurance

Setting Up Income Limits for Old Age Pension Insurance

Access the Limits Pension Care page.



Limits Pension Care page

Miners' Social Insurance Select ***Miner*** if the input data are only relevant for the miners' insurance association; select ***Non Miner*** if not. Select ***General*** if the input data is relevant for miners and non-miners.

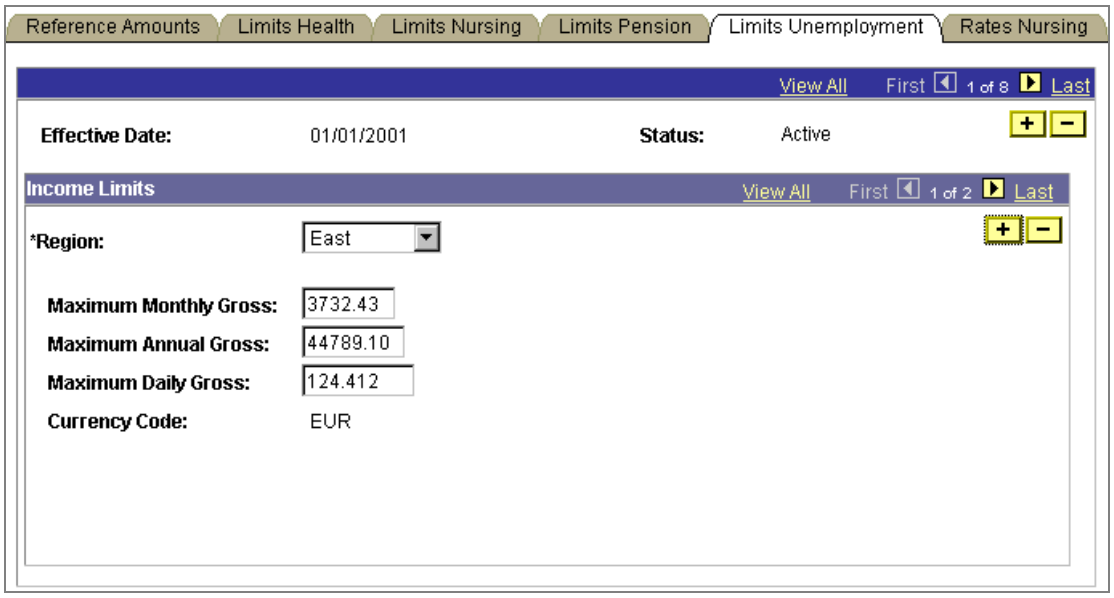
The remaining fields on this page are identical to those on the Limits Health page.

See Also

Setting Up Income Limits for Health Insurance

Setting Up Income Limits for Unemployment Insurance

Access the Limits Unemployment page.



Limits Unemployment page

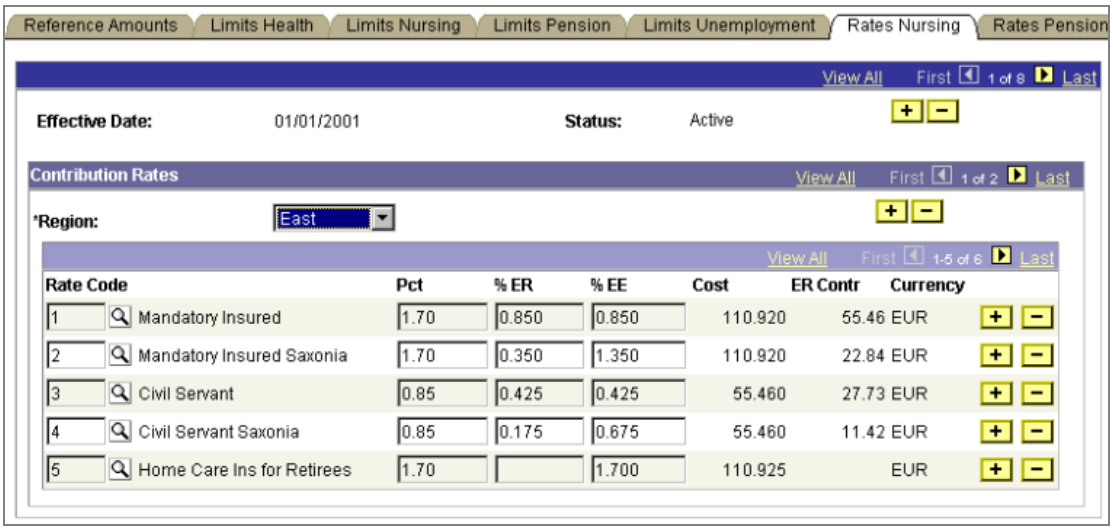
The fields on this page are identical to those on the Limits Health page.

See Also

Setting Up Income Limits for Health Insurance

Setting Up Rates for Nursing Care

Access the Rates Nursing Care page.



Rates Nursing Care page

Region — In this field, ***East*** indicates the new German states ("neue Bundesländer") and ***West*** indicates the old states ("alte Bundesländer"). ***General*** indicates that the input is valid for both east and west SI regions.

Rate Code — The relationship between the calculation rate codes for the SI branch and the rate.

Pct (percentage) — The full percentage for the calculation rate code. 50% of the value entered in this field will be entered as a default into the fields **%ER** and **%EE**, respectively.

% ER (percentage employer) — The employer's percentage for the calculation rate code. It defaults to 50% of the value that has been entered in the **Pct** field. You can change this value. The fields **%ER** and **%EE** must add up to the value entered in the field **Pct.** If this field is changed, the value in **%EE** will be adjusted accordingly.

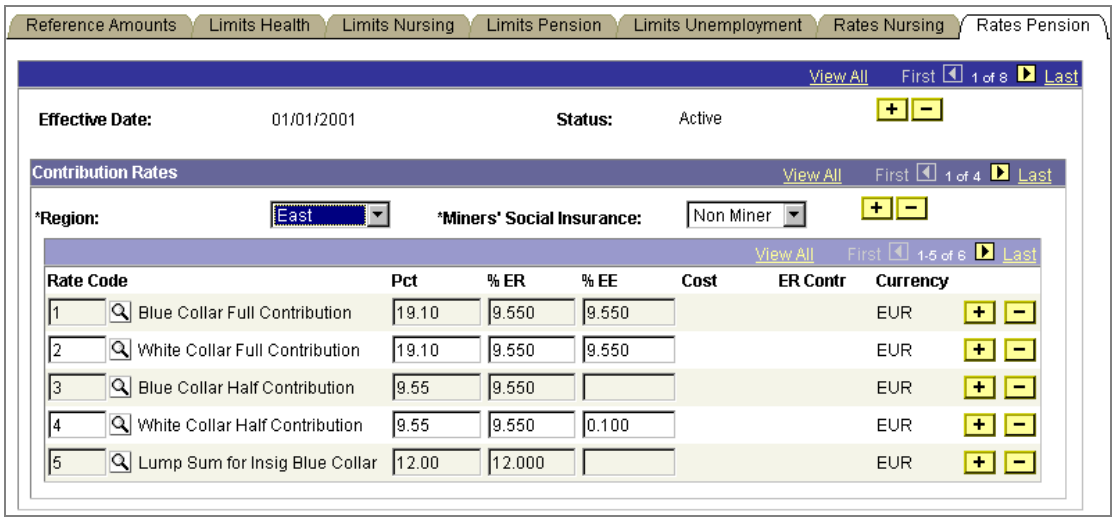
% EE (percentage employee) — The employee's percentage for the calculation rate code. It defaults **Pct - %ER.** You can change this value. The fields **%ER** and **%EE** must add up to the value entered in the field **Pct.** If this field is changed, the value in **%ER** will be adjusted accordingly.

Cost — This is the actual cost for the calculation rate code. It is calculated by the system by multiplying the income limit for Nursing Care Insurance in the selected region with the percentage entered in the **Pct** field.

ER Contr (employer contribution) — This is the employer's cost for the calculation rate code. It is calculated by the system by multiplying the income limit for Nursing Care Insurance in the selected region with the percentage entered in the **%ER** field.

Setting Up Rates for Old Age Pension Insurance

Access the Rates Pension Care page.



Rate Pension Care page

Miners' Social Insurance Select ***Miner*** if the input data are only relevant for the miners' insurance association; select ***Non Miner*** if not. Select ***General*** if the input data is relevant for miners and non-miners.

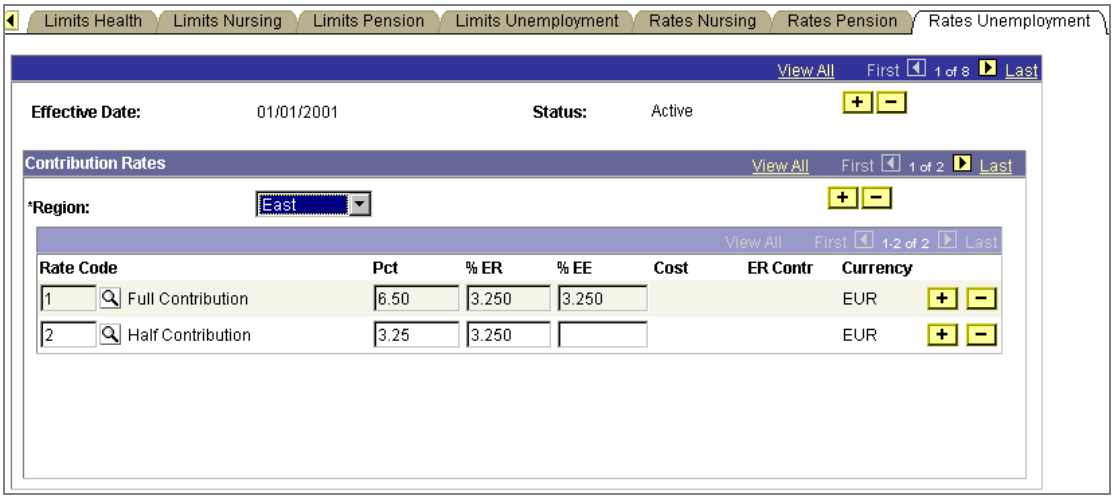
The remaining fields on this page are identical to those on the Rates Nursing Care page.

See Also

Setting Up Rates for Nursing Care

Setting Up Rates for Unemployment Insurance

Access the Rates Unemployment page.



Rates Unemployment page

The fields on this page are identical to those on the Rates Nursing Care page.

See Also

Setting Up Rates for Nursing Care

CHAPTER 4

Working With Taxes

This chapter provides an overview of taxes and describes how to:

- Set up for taxes.
- Enter tax data.
- Calculate lump-sum taxes.
- Process cash method taxes.
- Process annual income tax calculations.
- Process a double taxation treaty and global assignment ordinance.

Overview of Taxes

As an employer, you are legally required to maintain and report a variety of tax data about your employees. To do this, PeopleSoft Global Payroll for Germany offers the following tables:

- Tax offices.
- Tax units.
- Church tax setup.
- Tax (General Tax Data, Tax Card Data, and Employee Carryover pages).

PeopleSoft Global Payroll for Germany also enables you to perform more advanced calculations, such as lump-sum taxes, cash method taxes, annual income tax calculations, as well as administer double taxation and global assignments.

Setting Up for Taxes

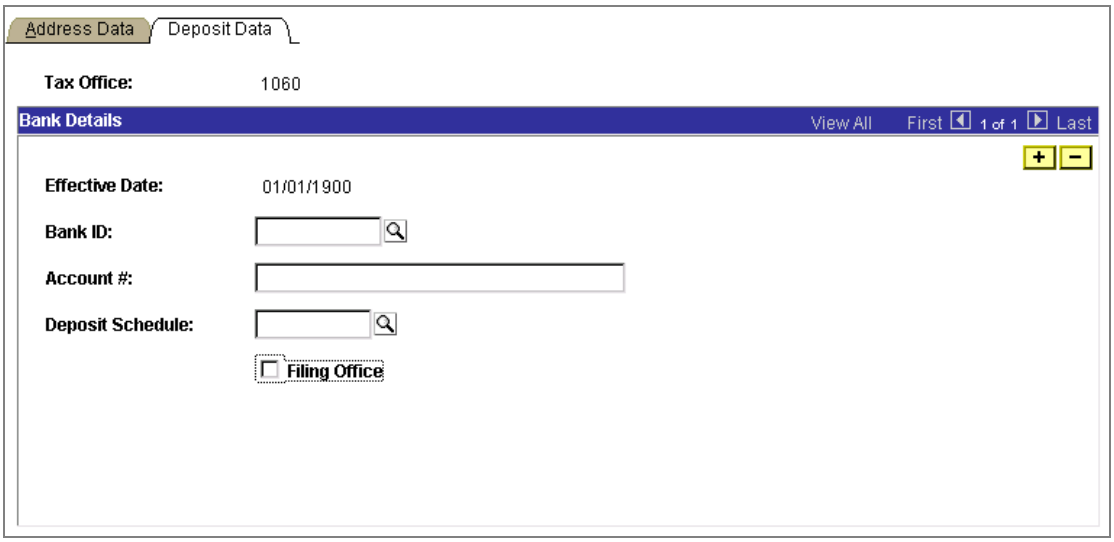
PeopleSoft delivers much of the set up information needed to calculate taxes in the system. In the Tax Office component, PeopleSoft delivers address data information, but you must enter and maintain deposit data information. You also must provide the data on the Tax Units page. PeopleSoft delivers and maintains the Church Tax Table, so you are not required to enter any information on the Church Tax page.

Pages Used to Set Up for Taxes

Page Name	Object Name	Navigation	Usage
Address Data	GPDE_TX_FIN_OFFC1	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Tax Offices, Address Data	Enter address information for a tax office. PeopleSoft delivers and maintains the Tax Offices Table, which contains the addresses of all tax offices in Germany. You can modify the data yourself if necessary. **Important!** PeopleSoft delivers and maintains the Tax Offices Table. Although you can modify this table if necessary, carefully consider the impact of all changes.
Deposit Data	GPDE_TX_FIN_OFFC2	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Tax Offices, Deposit Data	Enter banking details for the tax office. The data on this page is not maintained by PeopleSoft; you must update this information when necessary.
Tax Unit	GPDE_TX_UNIT	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Tax Units	Enter your company's tax ID into the system.
Church Tax	GPDE_TX_CHURCH	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Church Tax	Enter church tax rates and distribution information. PeopleSoft delivers and maintains the Church Tax table; you can modify the data yourself if necessary.
Pay Entity – Tax Data	GPDE_AL_PAYENT	Global Payroll Germany, Define Payroll Setup (GER), Setup 1, Pay Entity, Tax Data	Enter tax data for the pay entity.

Entering Bank Details for Tax Offices

Access the Deposit Data page.



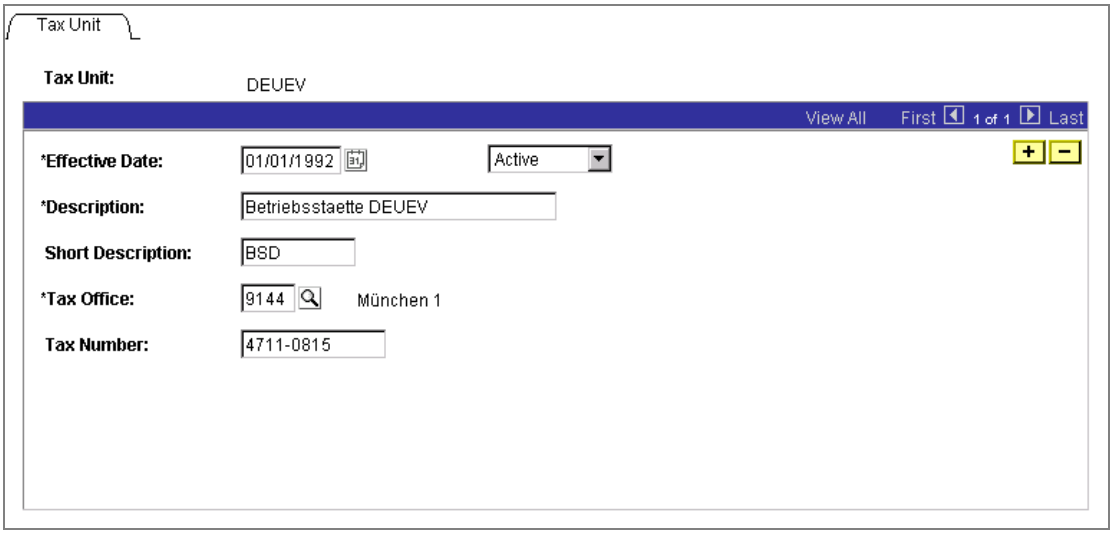
Deposit Date page

Deposit Schedule Specify the date of deposit.

Filing Office Select this check box if the tax office is a filing office for your company.

Entering Tax IDs

Access the Tax Unit page.



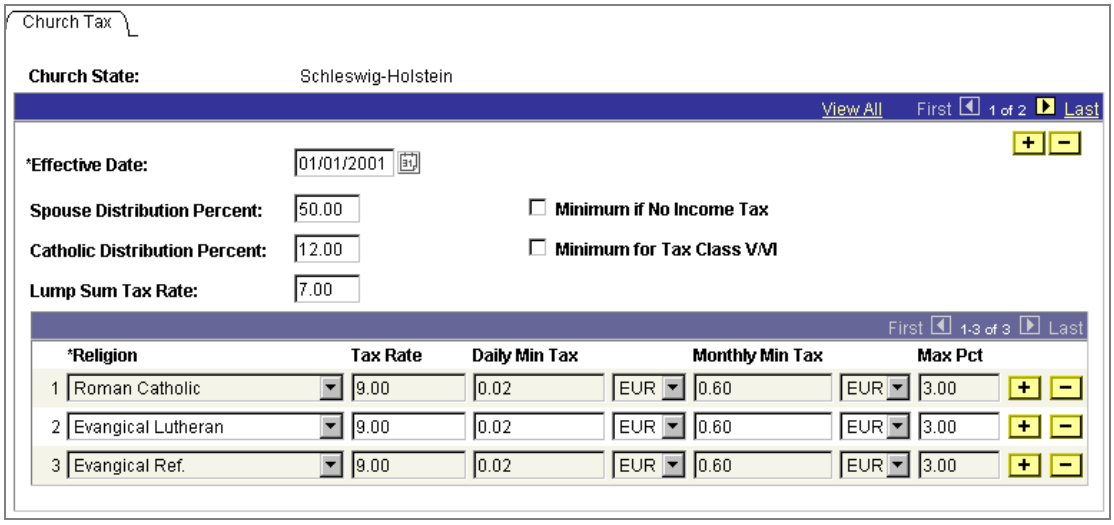
Tax Unit page

Tax Office Select a tax office.

Tax Number Enter the employer's tax number.

Entering Church Tax Rates and Distribution Information

Access the Church Tax page.



Church Tax page

This table is maintained by PeopleSoft.

Spouse Distribution Percent The portion of church tax that is to be deducted for the church affiliation of the spouse.

Catholic Distribution Percent For lump-sum tax types, this field displays the portion of church tax that is to be paid to the Roman Catholic Church. The remainder is directed to the Protestant Church.

Lump Sum Tax Rate If income tax is deducted in a lump sum for all employees, church tax is calculated according to the special tax rates for lump-sum income tax. In this case, this field displays the church tax lump-sum rate.

Minimum if No Income Tax Select this check box if the church state requires that a minimum church tax be deducted even if no income tax is payable. Do not select this option unless the church state provides for a minimum church tax rate.

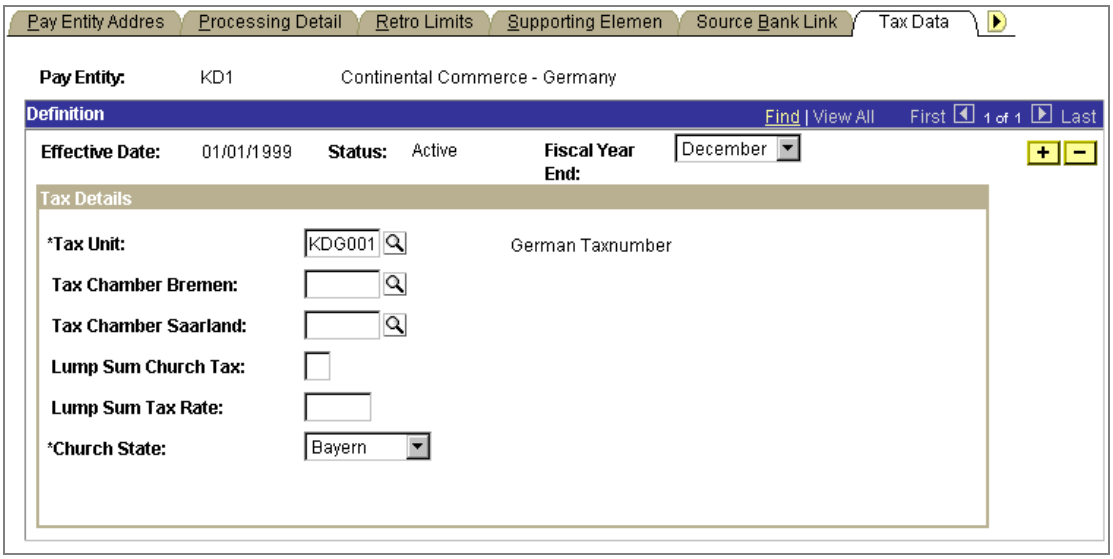
Minimum for Tax Class V/VI Select this option if a minimum rate is to be deducted automatically for tax classes V and VI. Do not select this option unless the church state provides for a minimum church tax rate.

Tax Rate The church tax calculation factor.

Daily Min Tax (daily minimum tax)	The minimum daily tax rate, if the church state regulates this amount.
Monthly Min Tax (monthly minimum tax)	The minimum monthly tax rate, if the church state regulates this amount.
Max Pct (maximum percentage)	The church tax ceiling, if the church imposes a maximum percentage.

Setting Up Pay Entity Tax Data

Access the Tax Data page.



Pay Entity - Tax Data Page

Fiscal Year End	Select the end of your company's fiscal year.
Tax Unit	Select your tax unit.
Tax Chamber Bremen	Select the tax unit where the tax office is referenced, which receives the chamber tax Bremen.
Tax Chamber Saarland	Select the tax unit where the tax office is referenced, which receives the chamber tax Saarland.
Lump Sum Church Tax	This amount is deducted only if the employee belongs to a religion. If the employee does belong to a religion, enter ***Y.***
Lump Sum Tax Rate	Enter an individual lump sum rate for the employer.
Church State	Enter the church state of the employer.

Entering Tax Data

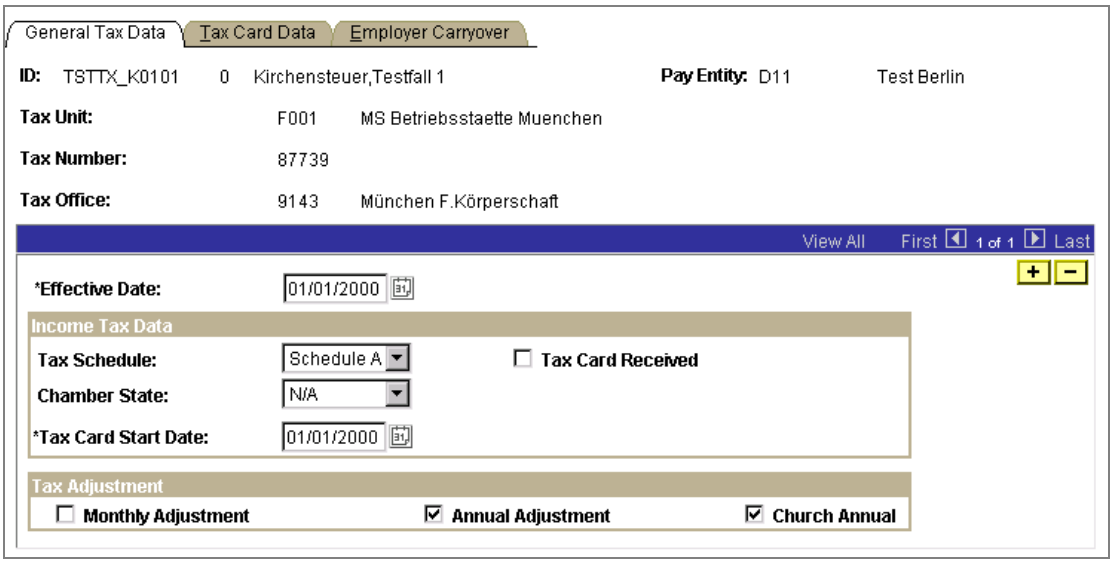
Enter the tax data of your employees in the Taxes component, which consists of the General Tax Data, Tax Card Data, and Employer Carryover pages.

Pages Used to Enter Tax Data

Page Name	*Object Name*	*Navigation*	*Usage*
General Tax Data	GPDE_TX_DATA1	Global Payroll Germany, Maintain Payroll Data (GER), Use, Taxes, General Tax Data	Enter tax card data for an employee.
Tax Card Data	GPDE_TX_DATA2	Global Payroll Germany, Maintain Payroll Data (GER), Use, Taxes, Tax Card Data	Enter an employee's tax card data.
Employer Carryover	GPDE_TX_CARD_CO	Global Payroll Germany, Maintain Payroll Data (GER), Use, Taxes, Employer Carryover	Enter the tax card data from an employee's carryover balance sheet. Regardless of how many balance sheets an employee has, enter only the totals on this page. This information is then used during the payroll process to calculate tax adjustment and estimated yearly gross.

Entering Tax Card Data for Employees

Access the General Tax Data page.



General Tax Data page

Effective Date The current date when you enter a new record.

Income Tax Data

Tax Schedule Select either ***Schedule A*** or ***Schedule B.*** This refers to Tax Table A or Tax Table B, respectively.

Tax Card Received Select this option if the employee is using an official, government-issued tax card.

Chamber State If an employee works in Bremen or Saarland, a special chamber tax must be paid. Select the chamber state: ***Bremen, Bremen BC, N/A,*** or ***Saarland.***

Tax Card Start Date Enter the date that you want to print as the employment start date on the tax card label. This date must be within the same year as the effective date.

When you enter a new record, the Effective Date field displays the current date. If no card exists for the current year, the current date is entered here. If a tax card already exists for the current year, the start date of this card is entered in the new Tax Card Start Date field.

Tax Adjustment

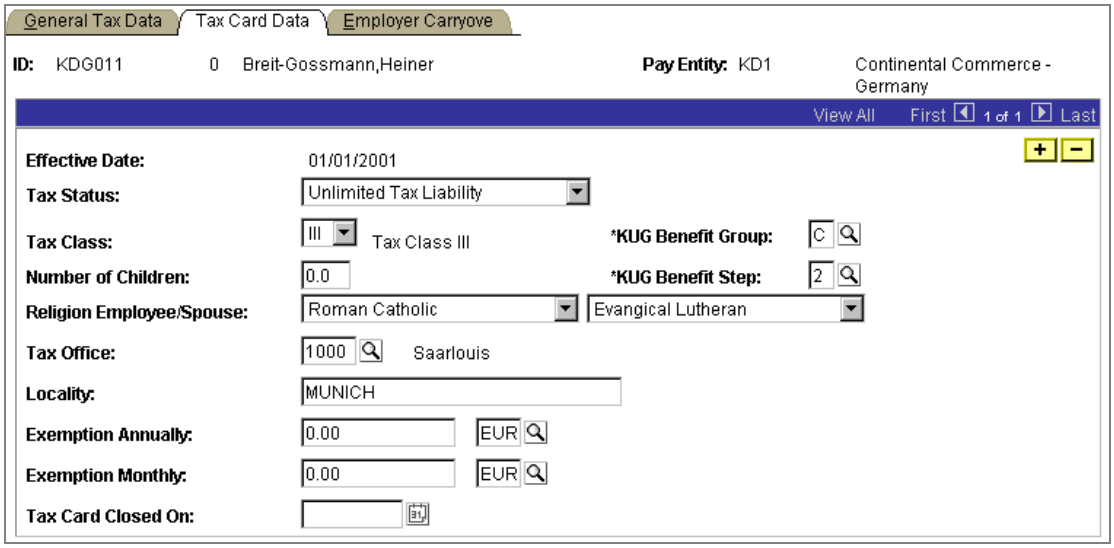
Monthly Adjustment Select this option to adjust taxes monthly for your employee.

Annual Adjustment Select this option to adjust the wage tax for the employee at the end of the year.

Church Annual Select this option to adjust the church tax when adjusting the annual adjustments. When selecting this option, you must also select the Annual Adjustment option.

Entering Employee Tax Card Data

Access the Tax Card Data page.



Tax Card Data page

Number of Children Enter the number of children for deduction purposes.

Religion Employee/Spouse Select the religion of the employee and the spouse. This is used in conjunction with information on the Church Tax page to determine the applicable church tax rate.

***KUG Benefit Group** The KUG benefit group is determined in accordance with the German employment promotion act (Arbeitsförderungsgesetz).

***KUG Benefit Step** The KUG benefit step is determined in accordance with the German employment promotion act (Arbeitsförderungsgesetz).

Tax Office Select the code of the appropriate tax office.

Locality Enter the municipality that issued the tax card.

Exemption Annually Enter the employee's annual tax exemption.

Exemption Monthly Enter the employee's monthly tax exemption.

Tax Card Closed On The closing date for the tax card. Retroactive changes are taxed according to the cash method if the tax card has already been closed. In this case, the field already contains a date.

If the Tax Card Closed On field displays a date, the remaining fields on the Tax Card Data and General Tax Data pages are display-only. Delete the date if you want to reactivate these fields.

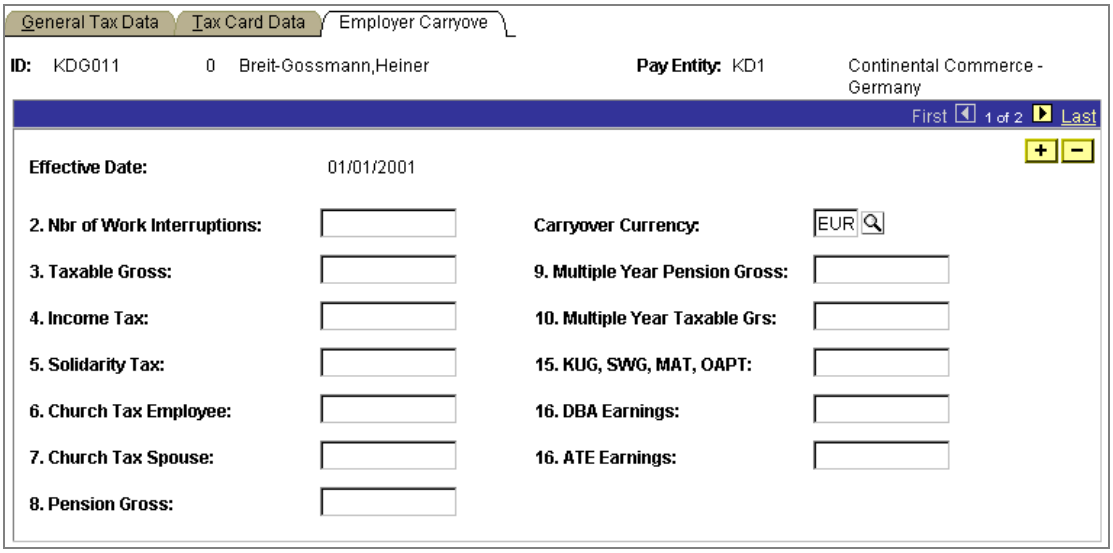
If this field has no date at the end of the year, you can enter the tax card data in the tax card of the next year using the New Tax Card report.

See Also

Entering Church Tax Rates and Distribution Information

Entering Tax Card Data From Employee Carryover Balance Sheets

Access the Employer Carryover page.



Employer Carryover page

Carryover Currency Enter the currency code for the amounts entered on this page.

2. Nbr of Work Interruptions (number of work interruptions) Enter the number of work interruptions from the carryover balance sheet.

3. Taxable Gross Enter the taxable gross from the carryover balance sheet.

4. Income Tax Enter the income tax from the carryover balance sheet.

5. Solidarity Tax Enter the solidarity tax from the carryover balance sheet.

6. Church Tax Employee Enter the church tax paid for the employee from the carryover balance sheet.

7. Church Tax Spouse	Enter the church tax paid for the spouse, if applicable, from the carryover balance sheet.
8. Pension Gross	Enter the pension gross from the carryover balance sheet.
9. Multiple Year Pension Gross	Enter the multiple year pension gross from the carryover balance sheet.
10. Multiple Year Taxable Grs (multiple year taxable gross)	Enter the multiple year taxable gross from the carryover balance sheet.
15. KUG, SWG, MAT, OAPT (KUG, SWG, maternity earnings, old page part-time)	Enter the KUG, SWG, maternity, and old age part-time earnings from the carryover balance sheet.
16. DBA Earnings	Enter the DBA earnings from the carryover balance sheet.
16. ATE Earnings	Enter the ATE earnings from the carryover balance sheet.

The fields of the Employer Carryover page correspond to the numbered lines on the tax card.

Calculating Lump-Sum Taxes

In certain cases, you can calculate employee income tax independently of specific job characteristics by means of a lump-sum tax rate. The following section provide an overview of the most important statutory regulations regarding lump-sum taxation and provides concrete examples of how lump-sum taxes are calculated.

Overview of the Statutory Regulations for Lump-Sum Tax

In certain cases, the government allows you to tax income according to a lump sum. When income is taxed at a lump-sum rate, a certain percentage of an employee's pay is paid to the tax office, regardless of that employee's specific pay criteria. In such cases, the income tax table is not used. Applying a lump-sum tax to an employee's income reduces the amount of work necessary and also often reduces the tax amount the employee pays. As an employer, you are responsible for paying income and church taxes.

You can establish *fixed* lump-sum tax rates for certain earnings, such as the following:

- Temporary employment: 25 percent.
- Low-income employment (part-time work): 20 percent.
- Travel allowances: 15 percent.
- Direct life insurance: 20 percent.
- Meal allowances: 25 percent.

- Company events: 25 percent.
- Convalescence allowances: 25 percent.

For these kinds of earnings, you can process income taxes *without applying* to the tax office.

In certain cases, you can also process other earnings (one-time payments of up to EUR 1.000,00 per year) according to specially defined lump-sum tax rates. These rates are approved by the tax office on request. This also applies to income taxes changed by the tax office following an external income tax audit.

Church tax must always be paid, even if income is taxed at a lump-sum rate. The base used for assessing church tax is the lump-sum income tax. The tax office can waive claims for church tax if the employer can prove that some or all of the employees concerned are not members of the taxable churches.

In certain cases, a lump-sum income tax assessment can trigger exemptions for social insurance payments. For example, travel allowances, direct life insurance, meal allowances, company events, and convalescence allowances are exempt from social insurance.

The calculation is done if certain earnings are assigned to the different lump sum accumulators (DE_A3_K2024 to DE_A3_K2514).

Cash Method Taxes

An employee may often receive earnings that are related to a much earlier pay period. Because these earnings are subject to statutory tax and social insurance requirements, deductions must be made accordingly.

If certain payments cannot be taxed in the year in which they were earned (because the tax card for that year has already been closed), the payment and its tax portion are carried over into the following year.

PeopleSoft Global Payroll provides you with the pay elements and the calculation rules for processing such payments according to the cash method.

Legal Requirements and Compliance

Whether taxes can be assigned to the period in which they were incurred depends on whether an employee's tax card has already been closed. However, social insurance contributions that are paid later are always credited to the pay period in which the entitlement to the earnings originated.

Tax Deductions

Earnings are normally taxed (income tax, church tax, solidarity tax) in the year in which they are paid to the employee. The taxable portion of those earnings is calculated for each pay period (calendar month) and deducted from the employee's pay.

Earnings, such as overtime, merit bonuses, and expenses, however, are usually paid later. Similarly, entitlements that arise at the end of the year cannot usually be paid and taxed until the new year. However, you can assign these amounts to the year in which they were earned only if the employee's tax card has not yet been closed. Tax cards are generally closed during the first quarter of the following year in order to allow employees to file their income tax returns.

New payment amounts arising for a year for which the appropriate tax card has already been closed cannot be included in the closed year. Such amounts are carried over into the current calendar year (with an open tax card).

Social Insurance Contributions

Social insurance contributions for retrospectively paid earnings are also transferred to the DEUEV Provider later, but are credited to the pay period (month) in which the earnings entitlement arose. Here, the cash method cannot be applied; instead, the *incurred payment method* is applied, and the amounts are assigned to the month and year in which they are earned. The corresponding report to the DEUEV provider can be processed using the DEÜV function within PeopleSoft Global Payroll. Be sure to comply with the March Clause.

Annual Income Tax Calculations

PeopleSoft Global Payroll uses three income tax calculations that cover the entire calendar year. The following sections provide explanations of the system requirements for these three processes, as well as some calculation examples.

Annual Income Tax Adjustment

This section provides the most important information on how annual income tax adjustments are processed by PeopleSoft Global Payroll.

Purpose of the Annual Income Tax Adjustment

Over the course of a calendar year, there may be times when too much tax is paid because of varying incomes or because of an entry of an exempt amount on the tax card sometime during the year. The annual income tax adjustment process corrects this problem.

Annual Income Tax Adjustment by the Employer

Employers who employ at least ten persons on December 31 must perform annual income tax adjustments. In accordance with §42 b EstG, other employers are entitled but not obliged to perform these tax adjustments.

Employees Eligible for Annual Income Tax Adjustments

Employers can perform an annual income tax adjustment only for employees to whom the following conditions apply:

- The employee is subject to unlimited income tax.
- The employee is a resident in the country or has habitual abode there.
- The employee was employed without interruption in the adjustment year.
- The employee was employed on December 31, or is receiving pension benefits from the employer.

The employer may not perform annual income tax adjustments in the following cases:

- If requested by the employee.
- The employee is taxed according to tax class V or VI in the adjustment year or in part of the adjustment year.
- The employee was taxed for a part of the adjustment year according to tax class III or IV.
- Payments to the employee were interrupted, and for this reason had the capital letter *U* entered in his or her payroll balance, or a previous employer entered the capital letter *U* on the employee's tax card.
- The employee is taxed in the adjustment year partially in accordance with the general income tax table and partially in accordance with the special income tax table.
- The employee received earnings with tax concessions in accordance with the Global Assignment Decree (ATE) or which are tax-exempt in accordance with the Double Taxation Agreement (DBA).

Annual Income Tax Adjustment With PeopleSoft Payroll

The annual income tax adjustment is automatically performed as a part of the normal payroll calculation in December. Thus, the current pay period for the annual income tax adjustment is December.

The following employees are excluded from the annual income tax adjustment:

- Employees for whom the Annual Income Tax Adjustment check box on the page General Tax Data has been manually cleared.
- Employees in tax class V or VI in the current tax year (or part of the year).
- Employees in the tax class III or IV in a part of the current tax year.
- Employees with additional benefits (short-time pay, additional maternity allowance, or old age part-time increase amounts).
- Employees who have the capital letter *U* entered in their tax cards.
- Employees who were not processed for the entire year using the General or Special Income Tax Table.

- Employees with earnings in accordance with a Double Taxation Agreement (DBA) or Global Assignment Decree (ATE).

The calculation rules determine the applicable taxable gross and the tax data from the balance table for the months January through November and include the data from the current pay period (December).

The taxable gross consists of regular earnings and other taxable earnings. Tax-exempt pension amounts, old-age relief payments, and the tax-exempt amounts entered in the tax card are included in their entirety in the process.

Church tax and solidarity tax must also be adjusted whenever the annual income tax adjustment is made for an employee. If the employee stops paying church tax in the course of the adjustment year and this is indicated on the tax card, the church tax annual adjustment can be closed.

The following pay elements are generated for payback amounts:

- DE_TX_J001, income tax payback.
- DE_TX_J019, church tax payback.
- DE_TX_J023, solidarity tax payback.

The annual adjustment is performed only in December and is not rerun for retro payments.

Permanent Annual Income Tax Adjustments

Purpose of the Permanent Annual Income Tax Adjustment

The term *permanent annual income tax adjustment* describes a special process in the taxation of regular pay during the course of the calendar year.

In this process, the *regular* income tax deduction is made using the *annual income tax table*.

Thus, excess taxes that can result from fluctuating income are permanently adjusted. This process has nothing to do with an actual *annual income tax adjustment.*

Employees Eligible for Permanent Annual Income Tax Adjustments

Income tax for *regular* pay can be determined according to the anticipated annual pay with the annual income tax table if the following apply:

- The employee is subject to unlimited income tax.
- The employer has the employee's tax card.
- The employee has been employed without interruption since the beginning of the calendar year.
- The letter *U* is not entered in the employee's pay balance or tax card.

- The employee has not received short-time work or bad-weather allowances, maternity benefits, or compensation for income loss.
- The employee has not received earnings with tax concessions in accordance with the Global Assignment Decree (ATE) or earnings that are tax-exempt in accordance with the Double Taxation Treaty (DBA) during the adjustment year.
- The employee has not been transferred from the general income tax table to the special tax table, or vice-versa.
- Cases in which the employee cannot perform a permanent annual income tax adjustment essentially coincide with cases in which the employee cannot perform an annual income tax adjustment at the conclusion of the calendar year end.

Permanent Annual Income Tax Adjustment With PeopleSoft Payroll

The following employees are excluded from the permanent annual income tax adjustment:

- Employees for whom the Permanent Annual Income Tax Adjustment option on the page General Tax Data has been manually cleared.
- Employees with additional benefits (short-time pay, additional maternity allowance, old age part-time increase amounts).
- Employees who have the capital letter *U* entered in their tax cards. (The capital letter *U* entered by the previous employer is currently not supported.)
- Employees who were not processed for the entire year using the general or special income tax table.
- Employees with earnings in accordance with the Double Taxation Agreement (DBA) or Global Assignment Decree (ATE).

The calculation rules determine the appropriate taxable gross amount and the tax data for previous months and include the data from the current pay period.

Calculation Example

Pay Period	*Regular pay*	*Tax Days*	*Tax*
January	7.000	30	
February	6.000	30	
March	7.000	30	
April	9.000	30	
Sums 01 through 03	20.000	90	3163
Sums 01 through 04 (See auxiliary calculation)	29.000	120	4928
April			1765

Auxiliary calculation:

Anticipated annual gross	29.000	:120 * 360 =	87.000
Tax on anticipated gross:			14.784
Tax on 01 – 04	14.784	:360 * 120 =	4.928
Tax 04		4.928 - 3.163 =	1.765

Income Tax on One-Time Payments

Carryovers according to the tax card are included to determine accrued pay (January through July).

The following is an example of calculated income tax for a one-time payment made in August 1999.

Pay Period	*Regular Pay*	*One- Time Payment*
January	9429,73	
February	9429,73	7396,27
March	9429,73	
April	9429,73	
May	9429,73	
June	9429,73	
July	9429,73	1438,10
August	9840,73	10.118,25
Total January - July:	66.008,11	

Total January - July:	=	66.008,11		
9.840,73 * 5 (anticipated)	+	49.203,65		
	+	7396,27		
	+	1438,10		
	=	124.046,13	Annual tax, tax class 3	26.596
	+	10.118,25		
	=	134.164,38	Annual tax	30.180
Tax 04			Difference (tax on bonus)	3584

CHAPTER 5

Setting Up Garnishments for Germany

When an employee owes money to certain third parties, that person's salary might be garnished. As the employer, you're required to pay part of the employee's salary to the garnisher. PeopleSoft Global Payroll for Germany helps you process all the employer tasks involved in handling garnishments. The system determines the correct garnishment amounts, generates the corresponding deductions, and creates bank transfer data.

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

- Set up garnishments.
- Review garnishment processing results.
- Calculate interest in garnishment processes.

Setting Up Garnishments

In this section, we discuss how to:

- Define garnishment priority and basic garnishment information.
- Define garnishments in more detail.
- Enter information about dependents.
- Define garnishment disposable income and priority distribution percentage.
- Enter bank and transfer instructions for a garnishment.
- Enter instructions for overriding and element.

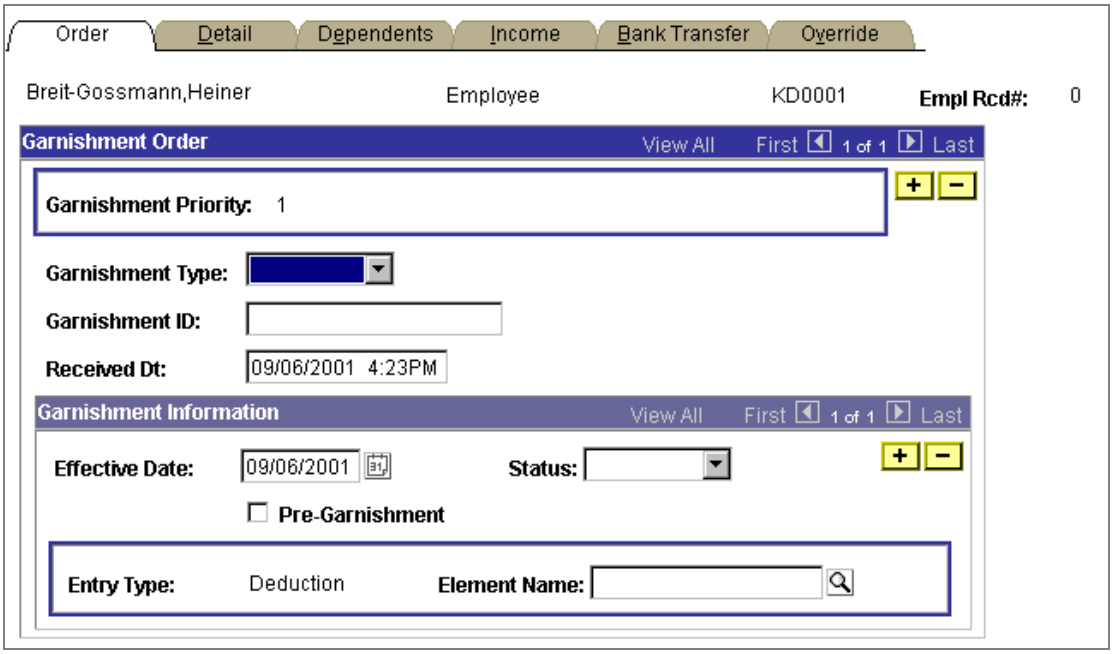
Pages Used to Set Up Garnishments

Page Name	*Object Name*	*Navigation*	*Usage*
Garnishment - Order	GPDE_GR_EE1	Global Payroll Germany, Maintain Payroll Data (GER), Use, Garnishment, Order	Define garnishment priority and basic garnishment information.

Page Name	Object Name	Navigation	Usage
Garnishment - Detail	GPDE_GR_EE2	Global Payroll Germany, Maintain Payroll Data (GER), Use, Garnishment, Detail	Define garnishments in more detail.
Garnishment - Dependents	GPDE_GR_EE3	Global Payroll Germany, Maintain Payroll Data (GER), Use, Garnishment, Dependents	Enter information about dependents.
Garnishment - Income	GPDE_GR_EE4	Global Payroll Germany, Maintain Payroll Data (GER), Use, Garnishment, Income	Define garnishment disposable income and priority distribution percentage.
Garnishment - Bank Transfer	GPDE_GR_EE5	Global Payroll Germany, Maintain Payroll Data (GER), Use, Garnishment, Bank Transfer	Enter bank and transfer instructions for a garnishment.
Garnishment - Override	GPDE_GR_EE6	Global Payroll Germany, Maintain Payroll Data (GER), Use, Garnishment, Override	Enter instructions for overriding an element.

Entering Basic Garnishment Information

Access the Garnishment - Order page.



Garnishment Order page

Garnishment Order

Garnishment Priority — The priority of this garnishment in relation to other garnishments you might have set up for an employee. The lower the number, the higher the priority. So, the system processes a garnishment with a priority of 1 before a garnishment with a priority of 5.

Garnishment Type — Specify whether the garnishment concerns a ***General*** order or a ***Support*** order.

Received Dt (received date) — Enter the date when your company received the garnishment order.

Garnishment Information

Pre-Garnishment — Select if you haven't received the garnishment order but your company wants to initiate a pregarnishment deduction. In accordance with § 845 Section 2 of the German Code of Civil Procedure, a pregarnishment is permitted for a maximum of 4 weeks. Thereafter, you must convert the pregarnishment to a garnishment or rescind it.

To convert a pregarnishment to a garnishment, clear this field. If you haven't received the garnishment order after 4 weeks, change the status to ***Inactive.*** The employee is reimbursed for the deducted pay.

Entry Type Enter the entry type for the garnishment element. The default is ***Deduction.***

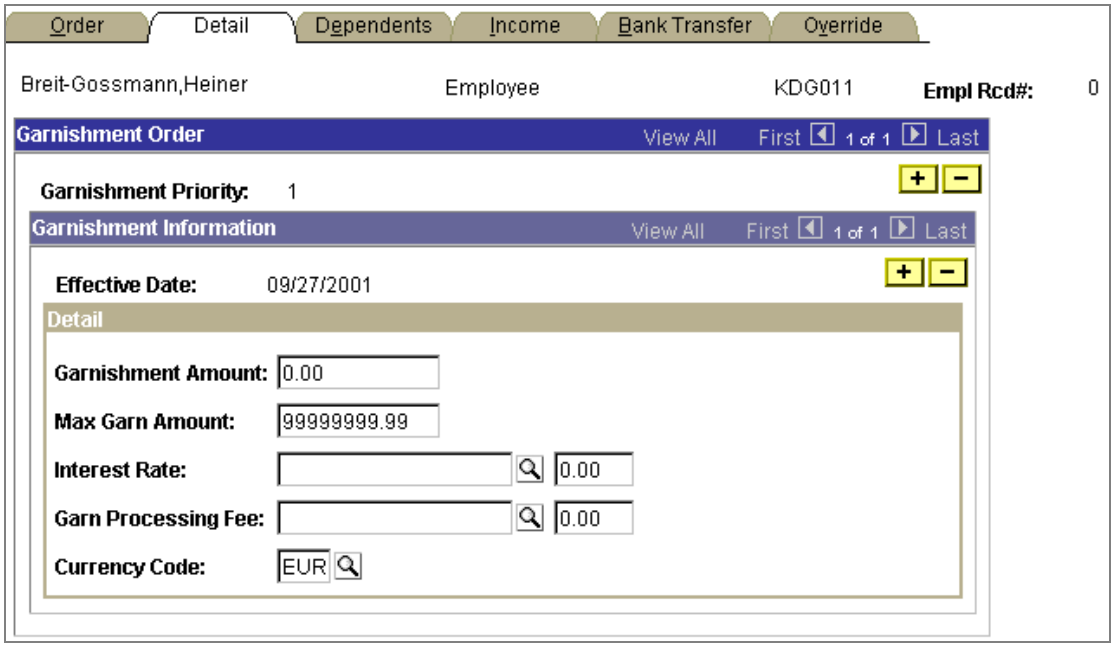
Element Name Enter the garnishment element name. The prompt lists all garnishment sample deduction elements that Peoplesoft delivers. Be aware that the assignment of the deduction is unique.

For example, a company receives two different court orders for an employee. The first has priority 1, and the assigned garnishment deduction element is DE_GR_G001. For the second court order, you'd have to assign a deduction element that isn't equal to DE_GR_G001.

It's very important to follow this approach to ensure that the process works correctly.

Entering Garnishment Detail

Access the Garnishment - Detail page.



Garnishment - Detail Page

Detail

Garnishment Amount	Enter the amount that's to be deducted from the payee's earnings monthly.
Max Garn Amount (maximum garnishment amount)	If the garnishment order specifies a maximum monthly amount, enter that amount.
Interest Rate	Enter the garnishment interest rate deduction element and the percentage.
Garn Processing Fee (garnishment processing fee)	Enter the garnishment processing fee deduction element and the amount.

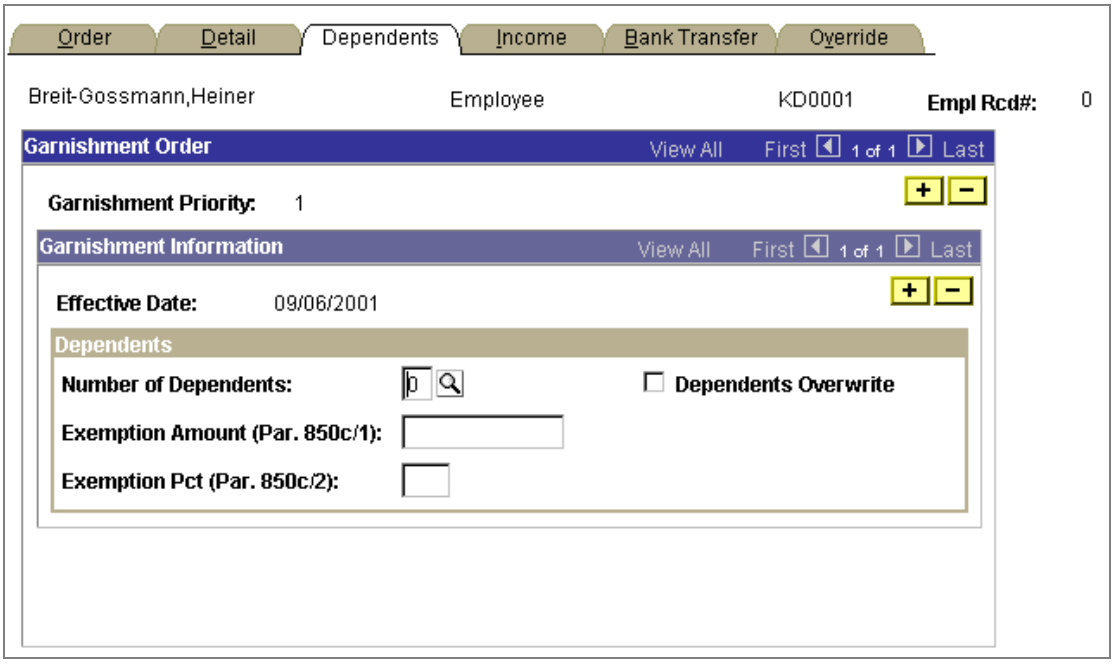
Entering Garnishment Dependent Information

Access the Garnishment - Dependents page.

In the Dependents group box, enter the number of dependents declared in the garnishment order. Based on that number, legal amounts and percentages appear.

Warning! PeopleSoft delivers and maintains the Garnishment Dependents Table. Although you can modify this table, carefully consider the impact of changes.

Access the Garnishment - Dependents page.



Garnishment - Dependents page

Dependents

Number of Dependents	Select the number of dependents specified by the garnishment order. Choose from the prompt that lists the number of dependents, the exemption amount, and the percentage.
Dependents Override	This check box applies only to property garnishments. To override the exemptions, select this check box.
Exemption Amount (exemption amount paragraph 850c/1)	This field appears if the garnishment type is General and **Dependents Overwrite** is selected.
Exemption Pct (exemption percentage paragraph 850c/2)	This field appears if the garnishment type is General and **Dependents Overwrite** is selected.

Entering Garnishment Limit Information

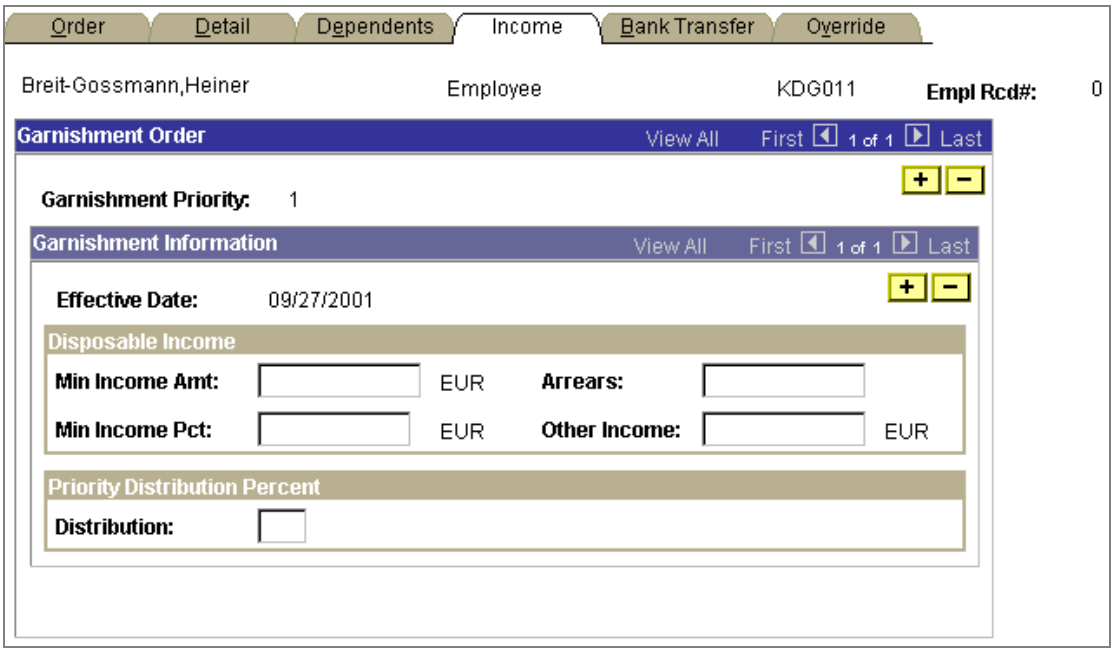
Access the Garnishment - Income page.

The limits for garnishment of earned income as stipulated in § 850c of the Code of Civil Procedure are set up in the Garnishment Dependents Table. These limits apply only to property garnishments. PeopleSoft delivers and maintains the Garnishment Dependents Table, but you can modify the data.

Warning! PeopleSoft delivers and maintains the Garnishment Dependents Table. Although you can modify this table, carefully consider the impact of changes.

Enter the court-specified amounts that differ from the garnishment amounts specified in the German Code of Civil Procedure.

Access the Garnishment - Income page.



Garnishment - Income page

Disposable Income

Min Income Amount (minimum income amount) — Enter the minimum income established by the courts.

Min Income Pct (minimum income percentage) — If the courts have specified that a percentage of total income is to be paid for support garnishments, enter this percentage.

Arrears — If arrears have accrued, enter the amount.

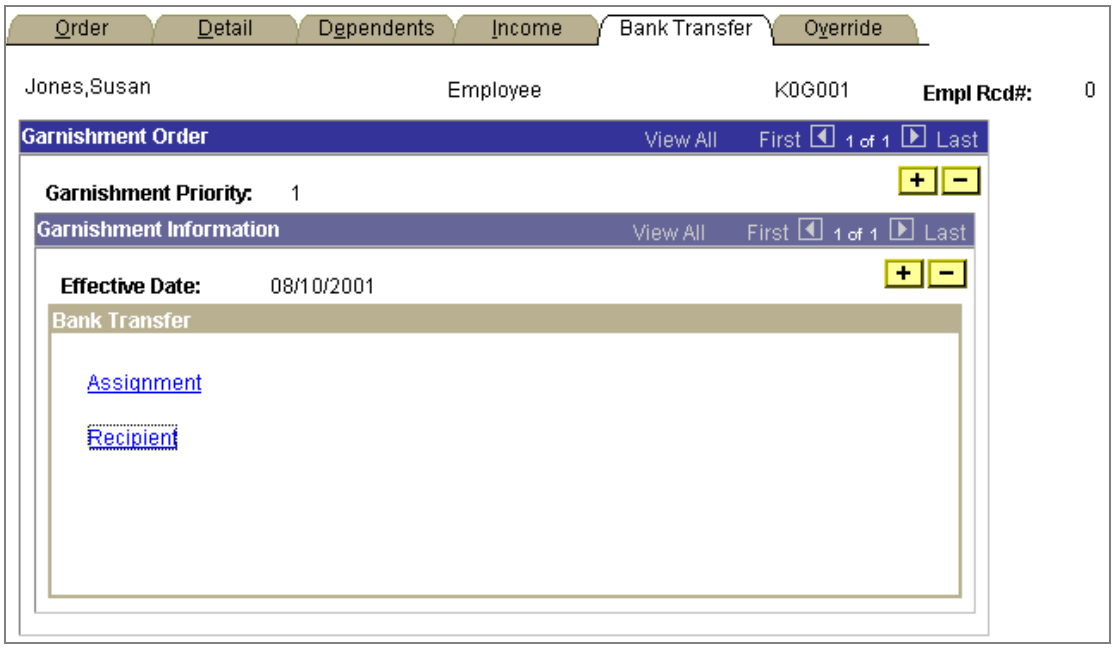
Other Income — Enter the minimum income set by the courts, if applicable.

Priority Distribution Percent

If different garnishments exist simultaneously, you can use the **Distribution** field to specify the percentage of the total garnished amount to be paid for this garnishment order. The distribution percentage is not legally stipulated.

Entering Bank Transfer Information

Access the Garnishment - Bank Transfer page.



Garnishment - Bank Transfer page

Bank Transfer

Assignment Click this link to define garnishment payment assignment information.

Recipient Click this link to define garnishment payment recipient information.

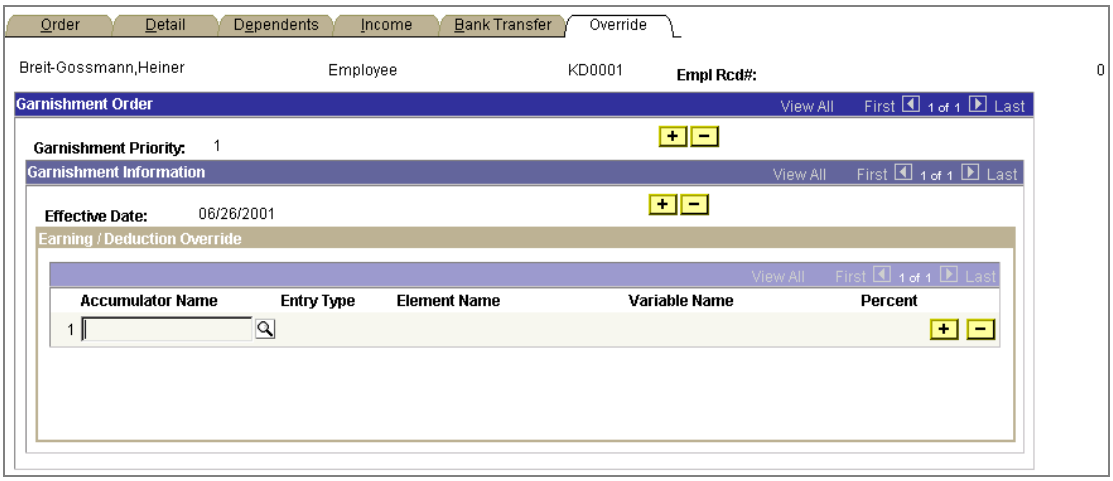
See Also

PeopleSoft Global Payroll PeopleBook, “Understanding Banking,” Defining Recipients

PeopleSoft Global Payroll PeopleBook, “Understanding Banking,” Assigning Recipients to Deductions and Payees

Entering Garnishment Override Information

Access the Garnishment - Override page.



Garnishment - Override page

The German Code of Civil Procedures specifies the maximum percentage of earnings that can be deducted. When you enter an employee's earnings, specify the deductible percentage for each earnings type. You can override the deductible percent of an earning/deduction amount. The percentage applies only to individual garnishments; otherwise, the legal percentage rates apply that are specified in the Earnings Table and the Deductions Table for individual pay elements.

To override the garnishment percentage for an earnings element, select the element name and enter the garnishment percentage. Add new rows to override further earnings.

To override the garnishment percentage for a deduction, select the entry type and enter the garnishment percentage for the deduction in the **Percent** field. Add new rows to override further deductions.

Earning/Deduction Override

Accumulator Name Select the appropriate accumulator.

Entry Type Select ***Earnings*** or ***Deduction.***

Element Name and **Variable Name** Select the appropriate element and variable.

Percent Enter the percentage.

Reviewing Garnishment Processing Results

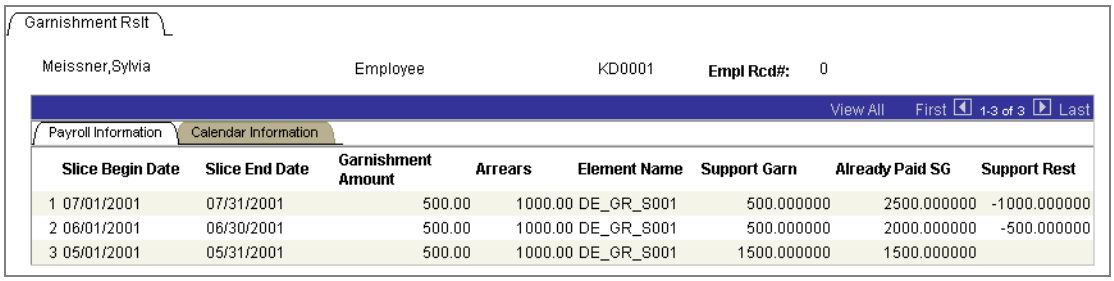
In this section, we discuss how to view the status of a garnishment.

Page Used to View Garnishment Processing Results

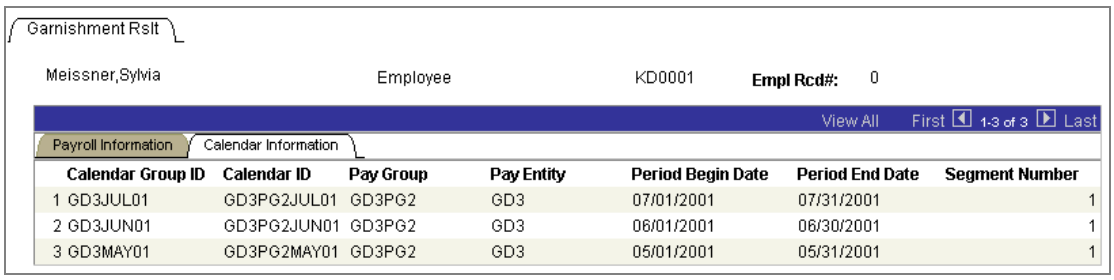
Page Name	*Object Name*	*Navigation*	*Usage*
Garnishment/Rslt (garnishment results)	GPDE_GR_RSLT	Global Payroll Germany, Manage Payroll Process (GER), Inquire, Garnishment/Rslt	After defining and calculating a garnishment, view the status of a garnishment.

Viewing Garnishment Processing Results

Access the Garnishment Rslt page.



Garnishment Rslt page: Payroll Information tab



Garnishment Result page: Calendar Information tab

The fields display data based on the garnishment type. If the garnishment type is General, the page displays Slice Begin Date, Slice End Date, Garnishment Amount, Element Name, General Garn (general garnishment), Already Paid GG (already paid general garnishment), and General Rest. If the garnishment type is Support, the page displays Slice Begin Date, Slice End Date, Garnishment Amount, Arrears, Element Name, Support Garn (support garnishment), Already Paid SG (already paid support garnishment), and Support Rest.

Garnishment Amount Total amount that the employee owes the debtor.

Arrears Total amount to be paid by the employee besides the garnishment amount. Arrears occur only if the garnishment type is Support.

General Garn (general garnishment) Calculated amount for a general garnishment.

Support Garn (support garnishment)	Calculated amount for a support garnishment.
General Rest	The difference between the total amount that the employee owes the debtor and the payments made for the general garnishment.
Support Rest	The difference between the total amount that the employee owes the debtor and the payments made for the support garnishment.

Calculating Interest

In this section, we discuss how to calculate interest in garnishment processes.

PeopleSoft supports the four garnishment-related element categories:

Category	*Description*
GR_A	Garnishment - Accumulator
GR_D	Garnishment - Deduction
GR_I	Garnishment - Interest Rate
GR_P	Garnishment - Fee

The element categories are used to classify the garnishment deduction elements. PeopleSoft delivers the following sample deduction elements for garnishments:

Deduction Elements	*Description*
DE_GR_G001 – DE_GR_G010	General Garnishment
DE_GR_S001 – DE_GR_S010	Support Garnishment

The sample garnishment deduction elements are assigned to the category GR_D.

Every deduction of category GR_D is assigned to only one accumulator that's keyed by the garnishment priority. PeopleSoft delivers the following sample accumulators for garnishment:

General Garnishments

Accumulator	*Member*
DE_GR_G001_AC	DE_GR_G001
DE_GR_G002_AC	DE_GR_G002
DE_GR_G003_AC	DE_GR_G003
DE_GR_G004_AC	DE_GR_G004

Accumulator	*Member*
DE_GR_G005_AC	DE_GR_G005
DE_GR_G006_AC	DE_GR_G006
DE_GR_G007_AC	DE_GR_G007
DE_GR_G008_AC	DE_GR_G008
DE_GR_G009_AC	DE_GR_G009
DE_GR_G010_AC	DE_GR_G010

Support Garnishments

Accumulator	*Member*
DE_GR_S001_AC	DE_GR_S001
DE_GR_S002_AC	DE_GR_S002
DE_GR_S003_AC	DE_GR_S003
DE_GR_S004_AC	DE_GR_S004
DE_GR_S005_AC	DE_GR_S005
DE_GR_S006_AC	DE_GR_S006
DE_GR_S007_AC	DE_GR_S007
DE_GR_S008_AC	DE_GR_S008
DE_GR_S009_AC	DE_GR_S009
DE_GR_S010_AC	DE_GR_S010

To use your own garnishment deduction elements, set up a new deduction of the category GR_D and assign it to a new accumulator that's keyed by the garnishment priority number DE_GR_SEQ.

The national court order defines exactly what percentage of earnings is attachable. The garnishment type determines the percentage. General Garnishments have two percentages: 100 and 50. Support Garnishments have three: 100, 75, and 50. The identification of attachable and unattachable earnings must include up to a maximum of the percentage defined by the accumulators. PeopleSoft delivers the following set of statutory accumulators:

Accumulator	*Description*
DE_GR_G50	Garnishment General 50%
DE_GR_S50	Garnishment Support 50%
DE_GR_S75	Garnishment Support 75%
DE_GR_AL100	Garnishment 100%

A court can overwrite this partitioning. Assume that for a general garnishment, a bonus is attachable by 50 percent and the court order determines, for this case, a percentage of 65. This change is valid only for this specific garnishment case. Therefore, every member is assigned to a variable that's predefined with a fixed percentage.

Example

Accumulator	Member	Earning	Percentage
DE_GR_AL100	DE_ER_M10000	DE_GR_OVRD_M10000	100%
DE_GR_AL100	DE_ER_M10001	DE_GR_OVRD_M10001	100%
DE_GR_AL100	DE_ER_M25000	DE_GR_OVRD_M25000	100%
DE_GR_AL100	DE_ER_M27000	DE_GR_OVRD_M27000	100%

The predefined percentage of the variables can be overridden by the garnishment setup. It's valid only for this payee and garnishment.

Additional Deductions Used for Garnishments

Deduction	Description
DE_GR_FEE1 - DE_GR_FEE10	Processing Fee DD 1 - Processing Fee DD 10
DE_GR_IRT1 - DE_GR_IRT10	Interest Rate DD 1 - Interest Rate DD 10

Additional Accumulators Used for Garnishments

Accumulator	Description
DE_GR_TX_SI	Taxes and Social Insurance
DE_GR_SPAID_AC	Support Garnishment Already Paid
DE_GR_GPAID_AC	General Garnishment Already Paid
DE_GR_S001_AC - DE_GR_S010_AC	Support Garnishment DE_GR_S001 - DE_GR_S010
DE_GR_G001_AC - DE_GR_G010_AC	General Garnishment DE_GR_G001 - DE_GR_G010

Arrays Used for Garnishments

Array	Description
DE_GR_EE	Garnishment Payee Data
DE_GR_EE_OVRD	Individual Pye Garn E/D Ovrd

Array	*Description*
DE_GR_REFERENCE	Reference Table for Garnishment

PeopleSoft delivers the DE_GR_CALC_SEC section to handle garnishment calculation.

CHAPTER 6

Understanding German Absence Rules

PeopleSoft delivers predefined rules for processing absences. We've designed these rules to comply with German laws and tariffs. You can modify some of the absence rules and create new ones to reflect your company policies, the specific requirements of tariff contracts, work agreements, and employment contracts.

This chapter provides an overview of absence rules and describes how to:

- Setup absence steps for Germany.
- Modify take elements.
- Calculate entitlement for paid vacation.
- Define absence entitlement plans.
- Issue advance payment for vacations.
- Enter maternity and educational leave data.

Note. This chapter supplements the absence documentation provided in the *PeopleSoft Global Payroll PeopleBook*. Before you begin reading about German absence functionality, read "Understanding Absences" to familiarize yourself with how PeopleSoft Global Payroll handles absence processing.

Absence Setup Steps for Germany

Before you can enter and process absences, you must complete various setup steps. We describe the general setup steps under Absence Set-Up and Management Tasks in the *PeopleSoft Global Payroll PeopleBook*. Following are the specific steps applicable to PeopleSoft Global Payroll for Germany:

To prepare PeopleSoft Global Payroll for Germany for absence processing:

1. Define work schedules and assign a schedule to each payee.

   Instructions for creating and assigning work schedules are in the Using Schedules section of the *PeopleSoft Global Payroll PeopleBook*.

2. Define holiday schedules.

Instructions for creating and assigning holiday schedules are in the Using Schedules section of the *PeopleSoft Global Payroll PeopleBook.*

3. Define or modify entitlement and take elements.

   Use the predefined absence entitlement and absence take elements delivered with PeopleSoft Global Payroll for Germany, modify some attributes of these elements, or create your own absence elements. In this chapter, we list the delivered absence elements and describe the attributes you can change.

4. Create entitlement plans.

   Entitlement plans provide a convenient way to define the amount of paid time off to which employees are entitled for vacation, sickness, accidents, or other reasons that you define. You can base entitlement on weekly work days, age, length of service, or other factors. When you run the Absence process, the system retrieves the entitlement plan associated with the payee to determine the entitlement that is appropriate for the absence that is being processed.

5. Assign entitlement plans to payees.

   After you define your entitlement plans, associate them with pay entity, pay group, or payees using supporting element override.

6. Assign absence elements to payees and process lists.

   As with all primary elements, you must assign absence entitlement and take elements to payees and include them in the process lists that you use when you run the absence processes. (This step is not necessary for per-absence entitlement elements.)

   PeopleSoft delivers predefined sections and process lists for absence processing. Use these, modify them, or create your own.

Delivered Absence Rules

The following table lists the absence take elements PeopleSoft delivers with PeopleSoft Global Payroll for Germany and identifies the units in which the absence take is calculated (hours or days).

The Earnings Units Paid and Earnings Units Unpaid columns identify the formulas that populate the units paid and units unpaid values used by the earnings calculation. The columns show only the suffix of the formula name. The full name of each formula is DE_AB_COUNT followed by the unique suffix.

If a count formula appears in the Earnings Units Unpaid column, but not in the Earnings Units Paid column, the absence is always unpaid. If a formula appears in both columns, the absence is unpaid only when the entitlement balance is zero or less.

The Priority column shows the relative priority of the absence when a payee has more than one absence event for the same date.

Absence Reason	*Take Element*	*Units*	*Earnings Units Paid*	*Earnings Units Unpaid*	*Priority*
Vacation	DE_AB_M60	D2	D2B	D2U	300
Vacation unpaid	DE_AB_M30			D1	300
Vacation unpaid DEUEV relev.	DE_AB_M31			D1	300
Sick	DE_AB_M10	D3	H2B	H2U	100 KUG
Curing	DE_AB_M15	D3	D1		100 KUG
Sick unpaid	DE_AB_M11			H2	100
Paid absence	DE_AB_M55		H2		400
Educational leave	DE_AB_M78			D1	100
Military service < 3days	DE_AB_M70	D1	D1		200
Military training	DE_AB_M75			D1	200
Military service	DE_AB_M76			D1	200
Instead of military service	DE_AB_M77			D1	200
Not excused unpaid	DE_AB_M50			H1	150
Unpaid	DE_AB_M56			H1	150
Training leave	DE_AB_M69	D1	H1		500
Maternity	DE_AB_M79			D1	100
Legal strike	DE_AB_M20			H1	300
Work accident	DE_AB_M16	D3	H1B	H1U	100
Work accident unpaid	DE_AB_M17			H1	100
Travel accident	DE_AB_M18	D3	H1B	H1U	100
Travel accident unpaid	DE_AB_M19			H1	100
Bummelei unpaid	DE_AB_M40			H1	200
KUG normal	DE_AB_M90		H2		100
KUG sick	DE_AB_M91		H2		100
Marriage	DE_AB_MB001		D2		700
Marriage of the children	DE_AB_MB002		D2		700
Golden anniversary of parents	DE_AB_MB003		D2		700

Absence Reason	Take Element	Units	Earnings Units Paid	Earnings Units Unpaid	Priority
Childbirth of wife	DE_AB_MB004		D2		700
Death of spouse	DE_AB_MB005		D2		700
Death of parents, children, and other relatives	DE_AB_MB006		D2		700
Moval active job	DE_AB_MB007		D2		700
Moval because of job	DE_AB_MB008		D2		700
Job anniversary 25, 40, 50	DE_AB_MB009		D2		700
Childcare	DE_AB_MB020		D2		700

Delivered Entitlement Elements

We deliver four entitlement elements with PeopleSoft Global Payroll for Germany:

- DE_AB_VACA: vacation.
- DE_AB_SICK: sick time.
- DE_AB_WACC: work accident.
- DE_AB_TACC: travel accident.

Entitlement for vacations is frequency-based; entitlement for sickness and accidents is defined per absence.

See Also

PeopleSoft 8.3 Global Payroll PeopleBook, "Defining Absence Elements," Defining Absence Take Priorities

Modifying Take Elements

You can modify the take elements delivered with PeopleSoft Global Payroll for Germany and most of the count formulas and earnings elements that these take elements use with the exception of the PeopleSoft-maintained elements described below.

The following earnings codes and count formulas affect social insurance, tax, and DEUEV calculations; you cannot change them.

Earnings Code	*Formulas Related to Earnings Code*
DE_SI_0012_RE (social insurance reduction days)	DE_AB_SIRED_1DAY reduces with the first unpaid day. DE_AB_SIRED_1MON reduces after one month unpaid. For unpaid absences, these formulas calculate the number of social insurance (SI) reduction days. Payroll also considers SI reduction days for new hires and terminations within a month. Depending on the absence take, SI days must be reduced with the first unpaid day or after a waiting period of 30 days.
DE_TX_NOI (work interruptions)	DE_AB_UDAYS_COUNT Counts the number of at least five consecutive days a payee is absent without pay (referred to as a work interruption).
DE_AB_DEU_AB* (DEUEV stop reason)	DE_AB_DEUEV_GEN DEUEV Beginning of work interruption
DE_AB_DEU_AN* (DEUEV start reason)	DE_AB_DEUEV_GEN1 DEUEV End of work interruption

Note. The Take Config 1 field associated with the absence take element stores the reason code for a DEUEV interruption. The count formulas assign the DEUEV reason to the units of the earnings code.

Changing Count Formulas

The take elements delivered with PeopleSoft Global Payroll for Germany use predefined formulas to calculate the day count and to calculate the number of units the system uses to generate positive input for earnings. You can select a different formula for the day count or for the calculation of positive input.

The suffix for each absence count formula is unique and can provide information about the count formula; for example, it can tell you how the formula interprets absences that are less than one day as explained in the following table:

Suffix Description	Meaning	Examples
B or U included in suffix B = paid (bezahlt) U = unpaid (unbezahlt)	These count formulas can be used only when an entitlement element is associated with the take element (for example, work accidents). If the entitlement balance covers only part of a day's absence, the system generates the correct number of units for paid earnings and unpaid earnings for the same day.	DE_AB_COUNT_D1B or DE_AB_COUNT_D1U
BAL	Use these formulas as day count formulas. The formula DE_AB_COUNT_HOLRED is used by these count formulas to reduce units for public holidays.	DE_AB_COUNT_BAL or DE_AB_COUNT_D3BAL

The table below lists the count formulas that PeopleSoft delivers. An *X* in the Day Count column indicates that the formula is an appropriate selection for the Day Count field on a take element's Day Formula Page. An *X* in the Earnings Units column indicates that the formula is appropriate for the Element Name - Unit field in the Units tab of the Day Formula page. Use the Formula View Page to view a formula.

Description	Day Count	Earnings Units	Formula Name
Count workdays: Counts scheduled days including holidays.	X	X	DE_AB_COUNT_D1
Count workdays paid: Counts scheduled days including holidays. Can be used if earnings code is for a paid absence. Considers system element PIN DAY COUNT PD.		X	DE_AB_COUNT_D1B
Balance count schedule days: Counts scheduled days including holidays, then uses the formula DE_AB_COUNT_HOLRED to reduce units for public holidays.	X		DE_AB_COUNT_D1BAL
Count workdays unpaid: Counts scheduled days including holidays. Can be used if earnings code is for an unpaid absence. Considers system element PIN DAY COUNT UNP.		X	DE_AB_COUNT_D1U
Count work days without public holiday: Counts scheduled days excluding holidays. (Counts holiday if Holiday Type = space.)	X	X	DE_AB_COUNT_D2

Description	Day Count	Earnings Units	Formula Name
Count work days without public holiday paid: Counts scheduled days excluding holidays. (Counts holiday if Holiday Type = space.) Can be used if earnings code is for a paid absence. Considers system element PIN DAY COUNT UNP.		X	DE_AB_COUNT_D2B
Count work days without public holiday unpaid: Scheduled days without holidays (counts if holiday type = space). Can be used if earnings code is for an unpaid absence. Considers system element PIN DAY COUNT UNP.		X	DE_AB_COUNT_D2U
Calendar days	X	X	DE_AB_COUNT_D3
Calendar days + reduction of holiday: Calendar days reduced by the units for public holiday with formula DE_AB_COUNT_HOLRED.	X		DE_AB_COUNT_D3BAL
Scheduled hours: Scheduled hours with holiday (ignores holiday type).	X	X	DE_AB_COUNT_H1
Scheduled hours + reduction of holiday: Scheduled hours with holiday (ignores holiday type) reduced by the units for public holiday with formula DE_AB_COUNT_HOLRED.	X		DE_AB_COUNT_H1BAL
Scheduled hours paid: Scheduled hours with holiday (ignores holiday type). Can be used if earnings code is for a paid absence.		X	DE_AB_COUNT_H1B
Scheduled hours unpaid: Scheduled hours with holiday (ignores holiday type). Can be used if earnings code is for an unpaid absence.		X	DE_AB_COUNT_H1U
Scheduled hours without public holiday: Scheduled hours without holiday (counts if holiday type = space).	X	X	DE_AB_COUNT_H2
Scheduled hours without public holiday paid: Scheduled hours without holiday (counts if holiday type = space). Can be used if earnings code is for a paid absence.		X	DE_AB_COUNT_H2B
Scheduled hours without public holiday unpaid: Scheduled hours without holiday (counts if holiday type = space). Can be used if earnings code is for an unpaid absence.		X	DE_AB_COUNT_H2U

Two conditions can cause a formula to count an absence as a half day: Select the Half Day

check box when you enter the absence on the Absence Entry page or enter a number of hours that is less than the payee's scheduled hours.

Example of Count Formula DE_AB_COUNT_H1B (Scheduled Hours Paid)

```
IF SCHED HRS  >  0
THEN
IF PARTIAL HOURS  >  0
THEN
PARTIAL HOURS * (DAY COUNT PD / DAY COUNT) to formula
ELSE
SCHED HRS * (DAY COUNT PD / DAY COUNT) to formula
ENDIF
ENDIF
```

Calculating Entitlement for Paid Vacation

PeopleSoft delivers the formula DE_AB_VAC_ENTCALC1, which you can use to calculate entitlement for paid vacation. The formula calculates entitlement monthly and prorates entitlement when a payee works less than a full month. It automatically increases entitlement for new hires and grants entitlement annually for existing employees.

The formula does the following:

1. Calculates entitlement for the current month, taking calendar segmentation into account. It prorates entitlement based on calendar days and stores the result in the month-to-date accumulator DE_AB_VAC_ENTMONTH.

2. Calculates entitlement for the remaining months of the calendar year and stores the result in the variable element DE_AB_TEMP2.

3. For the last slice or segment in the calendar, the formula does the following:

    - Calculates the new annual entitlement by taking the entitlement for the current month (DE_AB_VAC_ENTMONTH) and adding to it the entitlement for the previous month (stored in the year-to-date accumulator DE_AB_MONSUM) and entitlement for the remaining months of the year, until year-end or the payee's termination date (DE_AB_TEMP2).

    - Determines whether the calculated annual entitlement represents a new entitlement (January or a new hire) or an adjustment to the previous month's calculation.

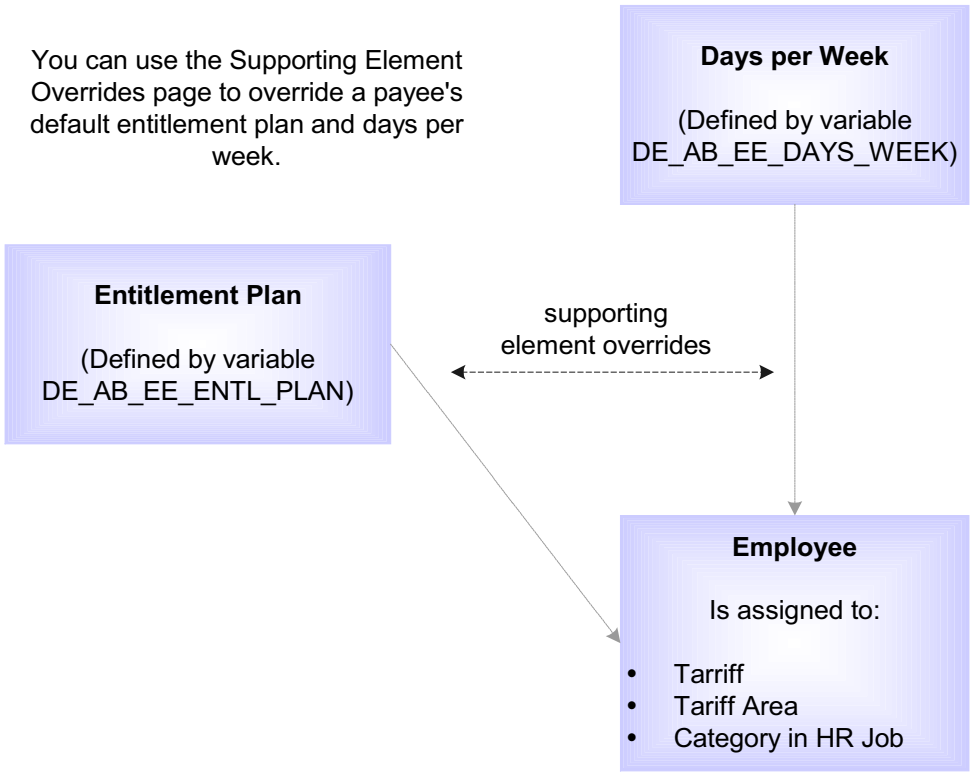
Defining Absence Entitlement Plans

An entitlement plan specifies the number of paid absence units to which payees are entitled for a variety of absence reasons, such as vacation time, sickness, and accidents. For each entitlement reason, you can enter the number of entitlement units that should be granted based on the number of workdays per week, the payee's age, years of service, and/or job function. Absence entitlement plans provide a convenient method of grouping a set of entitlement rules into a single plan.

Assigning Entitlement Plans to Payees

Assign an entitlement plan on the pay entity, pay group, or payee level using the Supporting Overrides page.

If you do not associate an entitlement plan with a payee (through use of the Supporting Element Overrides page), vacation entitlement for the payee is automatically set to 25 (as calculated by the formula DE_AB_VAC_ENTFORM). Entitlement for sickness, work, and travel accident is automatically set to 44.44 (as calculated by the per absence entitlement formula DE_AB_ENTFORM_PA).



Defining a payee's entitlement plan and days per week

Note. When you assign an entitlement plan to a payee, you must still associate the individual entitlement elements that are within the plan to payees. The entitlement plan simply specifies the number of entitlement units to which the payee is entitled. It does not specify that the payee is eligible to receive the entitlement.

To override a payee's default entitlement plan:

1. Access the Payee Supporting Element Overrides page for the payee.
2. On the Elements/Dates tab, complete the Element Type and Element Name fields as follows.

In the Element Type field, select *Variable*.
In the Element Name field, select DE_AB_EE_ENTL_PLAN.

3. On the Values tab, enter the name of the entitlement plan that you want to assign to the payee.

Adjusting an Employee's Number of Workdays per Week

The system refers to the payee's number of workdays per week to retrieve the correct row from the entitlement plan table.

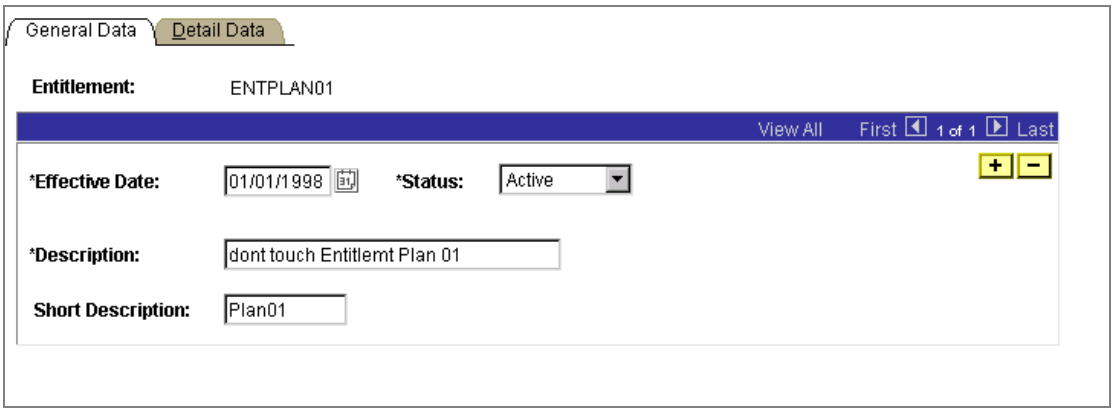
The number of workdays per week comes from the Tariff Factor Table. You can use the variable element DE_AB_EE_DAYS_WEEK to override this number for individual employees. Use the Supporting Element Overrides page to enter the override amount for the variable.

Pages Used to Define Absence Entitlement Plans

Page Name	*Object Name*	*Navigation*	*Usage*
Absence Entitlement Plans: General Data	GPDE_AB_ENTITLEMNT	Global Payroll Germany, Define Payroll Setup (GER), Setup 1, Absence Entitlement Plans, General Data	Enter the name of the entitlement plan and the plan's effective date.
Absence Entitlement Plans: Detail Data	AB_ENTITLEDE	Global Payroll Germany, Define Payroll Setup (GER), Setup 1, Absence Entitlement Plans, Detail Data	Specify the number of vacation days to award to employees based on their age, length of service, or other vacation entitlement. First define the entitlement elements and formula elements that calculate entitlement for the plan.

Entering Entitlement Plan Names and Effective Dates

Access the Absence Entitlement Plans: General Data page.

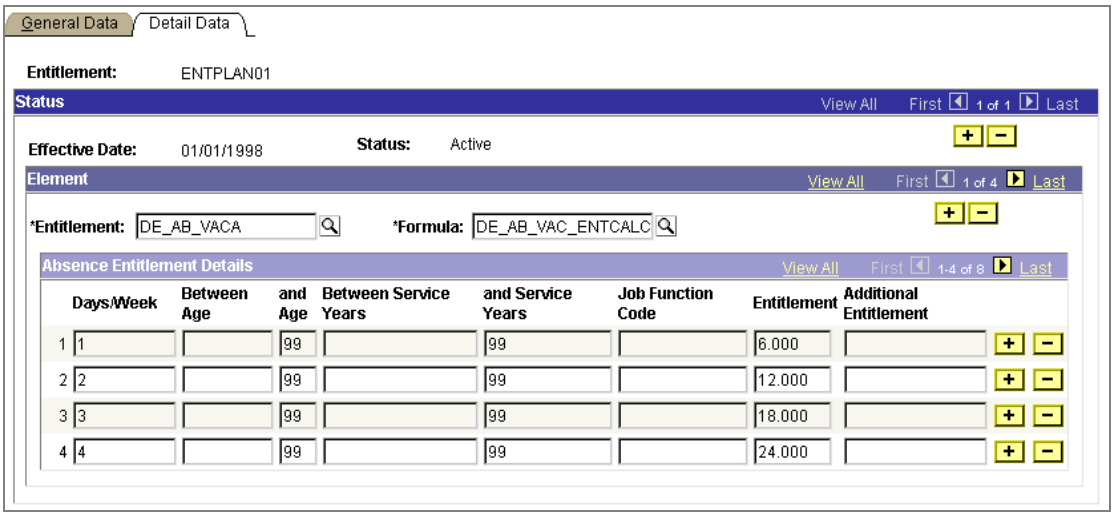


Absence Entitlement Plans: General Data page

Entitlement The entitlement plan name that you entered to access this page.

Specifying the Number of Vacation Days

Access the Absence Entitlement Plans: Detail Data page.



Absence Entitlement Plans: Detail Data page

Entitlement The entitlement plan that you entered to access this page.

Element

Entitlement Select the entitlement element that you want to associate with this entitlement plan.

Formula Select the formula element that calculates entitlement for the element named in the Entitlement field.

To calculate entitlement for paid vacation, use the formula element named DE_AB_VAC_ENTCALC1 delivered

with PeopleSoft Global Payroll for Germany. The formula automatically prorates entitlement for payees who leave or join the company mid-period.

If the entitlement element is resolved per absence (for example, sickness, travel or work accident), leave the field blank.

Absence Entitlement Details

Days/Week Enter the number of workdays per week that corresponds to the entitlement amount. For example:

Five days/week results in vacation entitlement of 30 days/year.

Four days/week results in vacation entitlement of 24 days/year.

Between Age If entitlement in your plan varies according to age, enter the age from which an employee is eligible.

When calculating entitlement, the system uses the end of the calendar year to determine a payee's age. For example, assume the pay period is January 2000 and you are paying an employee who was born 31 December 1950. The system considers the age of this employee to be 50 years—not 49 years.

and Age If entitlement in your plan varies according to age, enter the age until which an employee is eligible.

The age you enter in this field represents the payee's age as of 31 December of the current year.

Between Service Years If entitlement in your plan varies according to length of service, enter the minimum number of years of service required for this entitlement.

The number of years you enter in this field represents years of service as of 31 December of the current year.

and Service Years If entitlement in your plan varies according to the length of service, enter the maximum number of years of service allowed for this entitlement.

The number of years you enter in this field represents years of service as of 31 December of the current year.

Job Function Code Enter the job function code to which the plan applies. (Job function code is not used by the delivered lookup formulas.)

Entitlement Enter the number of units of entitlement that you want to grant to the payee.

Additional Entitlement Enter an additional entitlement amount in this field. (Additional entitlement is not considered by the delivered formulas, such as DE_AB_VAC_ENTCALC1 for paid vacation or DE_AB_ENTFORM_PA for sickness, work accident, and travel accident.)

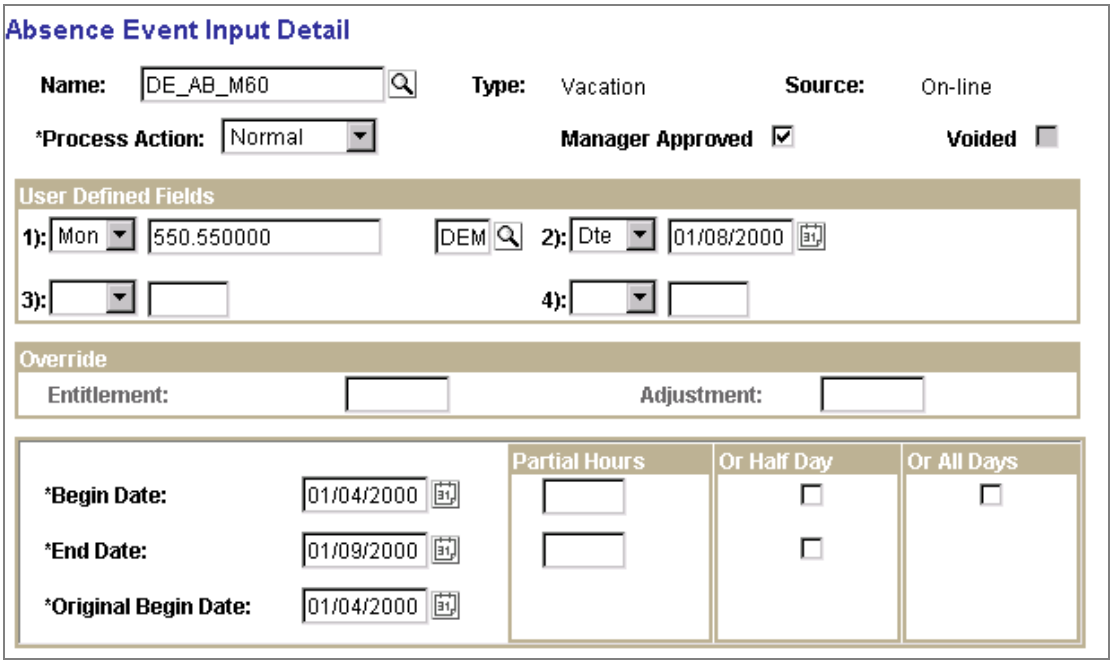
See Also

Calculating Entitlement for Paid Vacation

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Setting Up Country-Specific Tables," (GER) Entering German Nation DEUEV Codes

Issuing Advance Payment for Vacations

Use the Absence Event Entry page to record actual absences. To grant a payee advance payment for a vacation, enter the payment amount and a date in the User Defined fields on the Absence Event Entry Detail page when you record the absence.



View of the Absence Event Input Detail page when entering a request for advance payment

In the first user defined field, labeled **1):** select ***Mon*** (monetary) and enter the amount of the payment and currency code.

In the second field, labeled **2):** select ***Dte*** (date) and enter the date for which you want to generate positive input in the amount stated in the first field. If the vacation falls within more than one pay period, for example 31 July to 5 August, the date you enter determines the pay period in which the advance payment is processed. For example, a date of 31 July causes the positive input to be generated for July; a date of 5 August, causes the positive input to be generated during the August payroll.

Entering Maternity and Educational Leave Data

Women are entitled to maternity leave six weeks before and three weeks after the birth of a child (the protection period). A woman or man can take an extended leave of absence (educational leave) of up to three years following the maternity leave. The employer must send a letter to the employee to ask how long the educational leave will be.

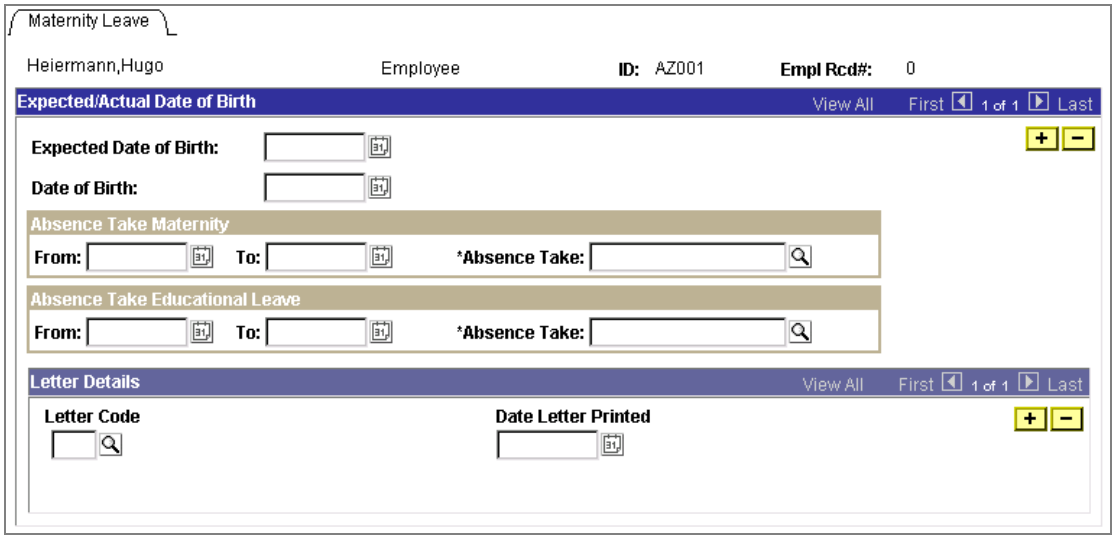
Use the Maternity Leave page to record the details of a maternity leave or educational leave.

Page Used to Enter Maternity and Educational Leave Data

Page Name	*Object Name*	*Navigation*	*Usage*
Maternity Leave	GPDE_AB_EE_MATERN	Global Payroll Germany, Maintain Payroll Data (GER), Use, Maternity Leave	Enter data for a maternity or educational leave.

Entering Maternity or Educational Leave

Access the Maternity Leave page.



Maternity Leave page

Expected Date of Birth Enter the child's expected birth date.

Date of Birth Enter the child's date of birth. When you enter this date, the system recalculates the end date of the protection period.

Absence Take Maternity

From Enter the begin date of the maternity leave.

To	Enter the end date of the maternity leave.
Absence Take	Enter the take element for the maternity leave.

Absence Take Educational Leave

From	Enter the begin date of the educational leave.
To	Enter the end date of the educational leave.
Absence Take	Enter the take element for the educational leave.

Letter Details

Letter Code	Select the code for the letter you want to send to the employee.
Date Letter Printed	Enter the date on which you want to print the letter.

Batch Processing

At the beginning of the Absence process, the system retrieves the following information:

- Tariff, tariff area, and employee category for the payee.
- Entitlement plan and workdays associated with Tariff Tables.
- Entitlement plan and workdays for payee, if different from tariff table.
- Disability data.
- Entitlement from entitlement plan.

Absence Process List and Sections

Use the absence process list (DE AB ABSENCE) delivered with PeopleSoft Global Payroll for Germany, modify this process list, or build your own.

The sections within DE AB ABSENCE are as follows:

- DE_ABS_INIT: Initializes section. Executes multiple counts in preparation for absence calculations. For example, counts scheduled days, scheduled hours, and public holidays (days and hours).
- DE_ABS_ENTITLEMENT: Calculates entitlement.
- DE_ABS_TAKE: Calculates take.
- DE_ABS_TERM_SECT: Calculates vacation pay-off for terminated payees.
- DE_ABS_GEN_PI: Generates positive input for earnings and deductions.

Note. PeopleSoft delivers a separate process list, DE MT PRCLST, for maternity leave.

CHAPTER 7

Understanding Old Age Part-Time Employment

This chapter provides an overview of old age part-time employment calculations and describes how to:

- Set up for old age part-time processing.
- Set up your old age part-time models.
- View old age part-time minimum net calculation parameters.
- Assign an old age part-time model to an employee.

Overview of Old Age Part-Time Employment

Old Age Part-Time (OAPT) is defined in the Altersteilzeitgesetz and is required when employees request it of German companies. OAPT requires the calculation of payroll increases and grosses. PeopleSoft Global Payroll for Germany calculates the statutory and voluntary gross increases, as well as statutory and voluntary difference amounts for pension insurance.

Through old age part-time work, an employee over the age of 55 can work half a normal work week for up to five years and receive half of the normal payments during this time. In addition to this, the employer must pay the following:

- At least 20 percent of the part-time salary as a tax-free gross increase.
- At least 70 percent of the former full-time net (Minimum Net Increase).
- Pension insurance contributions for the difference between old age part-time gross and 90 percent of full-time gross (Difference Amount for Pension Insurance).

Voluntary increases can use a different calculation base and can apply a different mode for the social insurance limit.

Gross Increase

The statutory gross increase is defined as 20 percent of the part-time gross during OAPT. If you are using a voluntary gross increase in your calculations, you can either add an additional percentage or specify a total gross increase. Voluntary increases cannot be refunded by the employment office.

The relevant part-time gross consists of recurring and one-time earnings depending on the following conditions:

If	*Then*
Recurring earnings are above the social insurance limit.	Use the recurring earnings only.
Recurring earnings are below the social insurance limit, but recurring earnings plus the bonus exceed the social insurance limit.	Use the social insurance limit.
Recurring earnings plus the bonus are below the social insurance limit.	Use the sum of recurring earnings and the bonus.

Minimum Net Increase

If the part-time gross plus the gross increase is less than 70 percent of the fictitious full-time net, then the employer has to pay the difference as the minimum net increase.

Difference Amount for the Pension Insurance

In addition to gross increases, you must increase the gross used to calculate pension insurance and pay the contributions for this increased amount. By law, 90 percent of the full-time contributions must be paid. This means you must pay the difference between what the employee actually pays and the 90 percent of what they paid when working full time. If you want, you may pay more than this amount.

Note. The system provides no processes to evaluate whether an employee can participate in an old age part-time program. You, as the payroll administrator, must decide whether the necessary requirements have been met (for example, reducing work time by half, three years of full-time employment before old age part-time employment, at least 55 years old, and so on). Note also that the system does not verify whether the conditions for entitlement to reimbursement of these increases by the employment office (for example, hiring unemployed persons or taking on employees when they finish their vocational training, and so on) have been satisfied.

Understanding Increase Models

Absolute Increases

The absolute increase is calculated without looking at other increases.

The current implementation allows absolute increases only for the gross increases.

The statutory gross increase is always an absolute increase. The voluntary model gross increases can be set to absolute mode by deselecting the 'subtract previous increases' option.

Relative Increases

The relative increase fills a gap between a previously calculated amount and a goal amount.

For example, if an employee gets a net of EUR 1000, but he should for some reason get a minimum net of EUR 1200, then the gap is EUR 200 and the resulting (relative) increase is EUR 200.

Another example is an employee who is entitled to a statutory increase of EUR 200. In this example, the company agreement in voluntary increase model 1 could result in a total increase of EUR 240. If the company increase is a total increase, it means that the company will take into account the payment out of the statutory increase (EUR 200) and add only the difference of EUR 40.

If the increase would have been an absolute increase, then the employee would be entitled to the statutory increase of EUR 200 and the voluntary increase of EUR 240 resulting in a total of EUR 440.

Understanding Part-time and Full-time

The main issue for the old age part-time calculation is the availability of the part-time and full-time components of the relevant payments.

During the normal payroll process only the part-time pay is directly available. To calculate the full-time amount for the part-time amounts, the following methods are employed.

Part-time Accumulators

The elements in an accumulator for part-time are set up the usual way.

Type	*Element*	*Percent*	*Description*
Earning	DE_ER_M10000	100	Salary
Earning	…	…	…

Full-time Accumulators

The elements in an accumulator for full-time are set up so that the percentage field is used to specify a full-time factor which is defined as the number that converts the part-time amount to a full-time amount. Typically the factor will be the reciprocal of the part-time percentage.

Since the factor has to be expressed as a percentage, the value has to be multiplied by 100.

There are predefined variables for the most common cases.

Variable	*Description*
DE_AZ_P_VZ	Earning reduced by part-time percentage
DE_AZ_P_AAJ	Earning prorated by old age part-time period in the current year (for example, vacation pay)
DE_AZ_P_AVJ	Earning prorated by old age part-time period in the previous year (for example, Tantieme)

Variable	Description
DE_AZ_P_VZ_ARB	Special case: Earning reduced by part-time percentage, but paid only during a worktime phase. Resolves to the full-time factor during a worktime period, 0 otherwise.
DE_AZ_P_TZ_ARB	Special case: Earning not reduced, but paid only during a worktime phase. Resolves to 100% during a worktime period, 0 otherwise.

Variables to calculate the full-time amount for a fixed percentage, such as 65%, can be easily created by assigning them the value. For example, (1/65%) * 100 = 10000/65.

Type	Element	Percent	Percent	Description
Earning	DE_ER_M10000	Variable	DE_AZ_P_VZ	Salary
Earning	…	…	…	…

Relationship Between Corresponding Full-time and Part-time Accumulators

Normally, each earning in the part-time accumulator also has to be in the corresponding full-time accumulator.

There may be exceptions when the full-time amount is calculated differently than the part-time amount; for example, when a fixed statutory limit is applied that only affects the full-time amount but not the part-time amount.

An example is the tax free amount for company shares (Vermögensbeteiligung), which is half of the amount used for the shares but with a fixed maximum. If a percentage of the income is used for shares, then the limit can be exceeded in the full-time calculation, but not in the part-time calculation.

For cases similar to this you can define one earning for part-time and a different earning for full-time and place the full-time element in the full-time accumulator and the part-time element in the part-time accumulator.

Using this method allows you to easily handle elements with a complicated, non-linear relationship.

Dedicated Accumulators for the Increases

To allow a maximum of flexibility for the bases of the different increases, each increase has dedicated accumulators for recurring earnings and one-time earnings a well as part-time and full-time amounts, where applicable.

Each model (statutory, voluntary 1, and voluntary 2) has a separate set of accumulators.

Example Accumulator	*Description*
DE_AZ_A_K02	Customer Setup (K) statutory model (0) minimum net increase (2)
DE_AZ_A_K12	Customer Setup (K) voluntary model 1 (1) minimum net increase (2)
DE_AZ_A_K22	Customer Setup (K) voluntary model 2 (2) minimum net increase (2)

This is necessary for situations such as when tariff contracts can contain clauses where one-time payments may or may not be used for one or more increases.

Also, some earnings are considered in the calculation of the difference amounts for pension insurance, but may not be used for the other increases.

If one-time payments should not be considered for the minimum net increase of voluntary increase model 1, then do not place these earnings in the following accumulators.

Example Accumulator	*Description*
DE_AZ_A_K12	Customer Setup (K) voluntary model 1 (1) minimum net increase (2)
DE_AZ_A_K12_12	Part-time (1) one-time earnings (2) (leave this accumulator empty)
DE_AZ_A_K12_22	Full-time (2) onetime earnings (2) (leave this accumulator empty)

Accumulator Exception for Pension Insurance

For the calculation of the difference amounts for pension insurance, there is only the statutory set of accumulators available because there is no freedom of choice regarding what elements have to be used in the voluntary calculation, but only which percentage (> 90%) will be applied.

Increase Model Calculation Sequence

The increases are always calculated in the following logical sequence:

- Statutory
- Voluntary increase model 1 (if applicable)
- Voluntary increase model 2 (if applicable)

When calculating statutory difference amounts for pension insurance, the formulas are only looking at previous difference amounts which were a result of statutory calculation, although the year-to-date contributed gross would contain voluntary increases as well.

Therefore, the calculation results for the statutory increases should return the same values for an employee who has a statutory model only, as well as for an employee who has additional voluntary models.

If there is a corresponding increase available to the employee in all increase models (for example, the minimum increase), then the increases will be calculated so that the later calculations will fill the gaps between the previous calculation and the current calculation goal.

The calculation sequence is also reflected in the order of the sections.

Understanding the Sick-Fill Calculation

When an employee in old age part-time is unpaid sick, then the statutory increases and the statutory difference amount will be less than normal because they are based on his earnings.

However, law stipulates that the increases and difference amounts for the employee should be the same as normal during this time. The differences in the increases are paid by the employer on behalf of the unemployment office (BA). However, one-time earnings should not be considered.

Calculation of the Loss of Income

First the loss of income due to unpaid absence is determined.

There are two accumulators for this purpose. One defines the earnings that can be reduced at all. The other defines the unreduced base amounts of the same earnings. Only recurring earnings may be specified.

The difference between the two accumulators is the loss of income for old age part-time due to unpaid absence.

Accumulator	*Description*
DE_AZ_A_K04_11	Reducible Payment Amounts
DE_AZ_A_K04_1A	Bases of Reducible Payments (Enter the AutoAssign components named xxx_BASE instead of the earnings named xxx.)

To find the share of unpaid sickness among the unpaid absence, another two accumulators are available where you may specify units of unpaid sickness and units of unpaid absence.

Accumulator	*Description*
DE_AZ_A_K04_0B	Time Units Unpaid Sickness
DE_AZ_A_K04_0C	Time Units Unpaid Total

Time units can be days or hours, but must be of the same type.

The income loss due to sickness is determined by dividing unpaid sickness by unpaid absence and multiplying the result by the loss of income determined in the previous step.

The full-time loss is determined by dividing the part-time loss by the old age part-time percentage.

Hypothetical Unreduced Calculation

After the preceding steps have been accomplished, the amount of loss is added to the calculation bases, where applicable, and the calculation of the increases and difference amounts is repeated.

This is a hypothetical/fictitious calculation because no sickness is assumed for the month and the full social insurance limit is applied.

Variable naming for the hypothetical calculation is done by introducing another owner code of 'H' because all the other naming codes are potentially needed again.

This way DE_AZ_B_000_00 of the regular calculation becomes DE_AZ_B_H00_00 for the hypothetical calculation.

Similarly, for the sick-fill difference, another owner code of 'S' is introduced and the variable DE_AZ_B_000_00 of the regular calculation becomes DE_AZ_B_S00_00 for the difference.

Results

The sick-fill amounts are the differences between the hypothetical results and the actual results.

As example of the statutory gross increase would be DE_AZ_B_S01_63 = DE_AZ_B_H01_63 - DE_AZ_B_001_63.

Generally, however, the amounts for the gross increase and the minimum net increase have to be adjusted in such a way that the hypothetical (H) result for the sum of these increases is not exceeded. This could happen if the reduced minimum net increase is greater than the unreduced minimum net increase.

Customer Setup Element Naming

All customer-controlled accumulators for the old age part-time earning setup have names beginning with DE_AZ_A_K. The corresponding sample accumulators are named DE_AZ_A_P.

All available predefined factors for the accumulation percentage start with DE_AZ_P.

Setting Up for Old Age Part-Time Processing

To set up your system for old age part-time processing:

1. Define your old age part-time increase models on the Old Age Part-Time Increase Model page.
2. Define your old age part-time models on the Old Age Part-Time Model page.

   These are the models that you are going to assign to individual employees.
3. Set up your accumulators.

   The accumulators used for old page part-time processing follow a specific naming convention, so it is easy to determine the function of each accumulator.
4. Assign individual employees to an old age part-time model.

Understanding Old Age Part-Time Accumulator Element Naming Conventions

To make the identification of accumulators and other element functionality clear, all PeopleSoft-delivered accumulators used by old age part-time processing follow a specific naming convention.

Accumulators are categorized according to whether they are part-time values, full-time values, of fictitious values. Full-time values include part-time elements with a factor/percentage, variable percentages, and predefined factors available for full-time amounts (such as standard proration and proration by old age part-time period).

A three-digit code is included in the accumulator element name to classify the calculation. The first digit identifies the element owner. The second digit identifies the type/accumulator group. The third digit identifies the calculation purpose.

A two-digit code is included in the accumulator name to classify the amount type. The first digit identifies the timecode/type. The second digit identifies the amount specification.

PeopleSoft-delivered accumulators used for old age part-time processing abide by follow the following naming convention where <class> represents the three-digit code and <amount-type> represents the two-digit code:

```
DE_AZ_A_<class>_<amount-type>
```

Calculation Classification

Digit	Purpose	Values
1 (first)	Owner/Calculation Type	0 = Calculation K = Customer P = PeopleSoft (delivered samples) H = Hypothetical calculation for Sick-Fill S = Calculation results for Sick-Fill
2 (second)	Type/Accumulator Group	0 = Statutory 1 = Voluntary Model 1 (e.g., tariff) 2 = Voluntary Model 2 (e.g., company agreement)
3 (third)	Calculation Purpose	0 = Other 1 = Gross Increase 2 = Minimum Net 3 = Difference amount for pension insurance 4 = Input parameters for sick-fill

Amount Type Classification

Digit	Purpose	Values
1 (first)	Time Code/Type	0 = Other 1 = Part-Time 2 = Full-Time 3 = Difference amount 4 = Contribution (for difference amount) 5 = Base (of an increase) 6 = Increase

Digit	Purpose	Values
2 (second)	Amount Specification	1 = Recurring gross 2 = One-Time gross 3 = Total gross 4 = Net pay (tax and SI-free) 5 = Overtime 6 = March Clause 7 = Calculated net 8 = Minimum net 9 = Total net A = Unprorated amount (BASE) B = Time units unpaid sick C = Time units unpaid total

Examples

DE_AZ_A_101_11 = Customer setup for statutory gross-increase (101) for recurring part-time gross (11).

DE_AZ_A_103_21 = Customer setup for statutory difference amount for pension insurance (103) for recurring gross full-time (21).

DE_AZ_A_122_22 = Customer setup for voluntary model 2 minimum net increase (122) for one-time gross full-time (22).

Old Age Part-Time Accumulators for Setup

Accumulator	Description
DE_AZ_A_K01_11	Part-time Gross Statutory Gross Increase
DE_AZ_A_K01_12	Part-time Gross Once Statutory Gross Increase
DE_AZ_A_K02_11	Part-time Gross Recurring Statutory Minimum Net
DE_AZ_A_K02_12	Part-time Gross Once Statutory Minimum Net
DE_AZ_A_K02_21	Full-time Gross Recurring Statutory Minimum Net.
DE_AZ_A_K02_22	Full-time Gross Once Statutory Minimum Net.
DE_AZ_A_K02_14	Part-time Tax and SI-free Statutory
DE_AZ_A_K03_11	Part-time Gross Recurring Statutory Difference Amount
DE_AZ_A_K03_12	Part-time Gross Once Statutory Difference Amount
DE_AZ_A_K03_21	Full-time Gross Recurring Statutory Difference Amount

Accumulator	Description
DE_AZ_A_K03_22	Full-time Gross Once Statutory Difference Amount
DE_AZ_A_K03_15	Part-time Overtime Pay Statutory
DE_AZ_A_K11_11	Part-time Gross Vol.1 Gross Increase
DE_AZ_A_K11_12	Part-time Gross Once Vol.1 Gross Increase
DE_AZ_A_K12_11	Part-time Gross Recurring Vol.1 Minimum Net
DE_AZ_A_K12_12	Part-time Gross Once Vol.1 Minimum Net
DE_AZ_A_K12_14	Part-time Tax and SI-free Vol.1
DE_AZ_A_K12_21	Full-time Gross Recurring Vol.1 Minimum Net.
DE_AZ_A_K12_22	Full-time Gross Once Vol.1 Minimum Net.
DE_AZ_A_K21_11	Part-time Gross Vol.2 Gross Increase
DE_AZ_A_K21_12	Part-time Gross Once Vol.2 Gross Increase
DE_AZ_A_K22_11	Part-time Gross Recurring Vol.2 Minimum Net
DE_AZ_A_K22_12	Part-time Gross Once Vol.2 Minimum Net
DE_AZ_A_K22_14	Part-time Tax and SI-free Vol.2
DE_AZ_A_K22_21	Full-time Gross Recurring Vol.2 Minimum Net.
DE_AZ_A_K22_22	Full-time Gross Once Vol.2 Minimum Net.
DE_AZ_A_K04_0B	Time Units Unpaid Sickness
DE_AZ_A_K04_0C	Time Units Unpaid Total
DE_AZ_A_K04_11	Reducible Payment Amounts
DE_AZ_A_K04_1A	Bases of Reducible Payments
DE_AZ_A_K03_11AP	Workphase Only Recurring Pay 100%

Result Elements of the Calculation

Gross Increases (Earnings)

Earning	Description
DE_AZ_001	OAPT Statutory Gross Increase
DE_AZ_002	OAPT Statutory Min.Net Increase
DE_AZ_011	OAPT Vol.1 Gross Increase
DE_AZ_012	OAPT Vol.1 Min.Net Increase
DE_AZ_021	OAPT Vol.2 Gross Increase
DE_AZ_022	OAPT Vol.2 Min Net Increase

Earning	Description
DE_AZ_S01	OAPT Fill Stat Gross Increase
DE_AZ_S02	OAPT Fill Stat Min Increase

Difference Amounts for Pension Insurance (Accumulators)

Accumulator	Description
DE_AZ_003_31	OAPT Statutory Difference Amount Recurring Pay
DE_AZ_003_32	OAPT Statutory Difference Amount Onetime Pay
DE_AZ_003_36	OAPT Statutory Difference Amount March Clause
DE_AZ_013_31	OAPT Voluntary 1 Difference Amount Recurring Pay
DE_AZ_013_32	OAPT Voluntary 1 Difference Amount Onetime Pay
DE_AZ_013_36	OAPT Voluntary 1 Difference Amount March Clause
DE_AZ_023_31	OAPT Voluntary 2 Difference Amount Recurring pay
DE_AZ_023_32	OAPT Voluntary 2 Difference Amount Onetime Pay
DE_AZ_023_36	OAPT Voluntary 2 Difference Amount March Clause

Employer Contributions (Deductions)

Deduction	Description
DE_AZ_003_41	Pension Insurance Contribution Statutory Increase Recurring Pay
DE_AZ_003_42	Pension Insurance Contribution Statutory Increase One-time Pay
DE_AZ_003_46	Pension Insurance Contribution Statutory March Clause
DE_AZ_013_41	Pension Insurance Contribution Vol.1 Increase Recurring Pay
DE_AZ_013_42	Pension Insurance Contribution Vol.1 Increase One-time Pay
DE_AZ_013_46	Pension Insurance Contribution Vol.1 March Clause
DE_AZ_023_41	Pension Insurance Contribution Vol.2 Recurring Pay
DE_AZ_023_42	Pension Insurance Contribution Vol.2 One-time Pay
DE_AZ_023_46	Pension Insurance Contribution Vol.2 March Clause
DE_AZ_S03_41	Fill of Pension Insurance Contribution Statutory Increase

Setting Up Your Old Age Part-Time Models

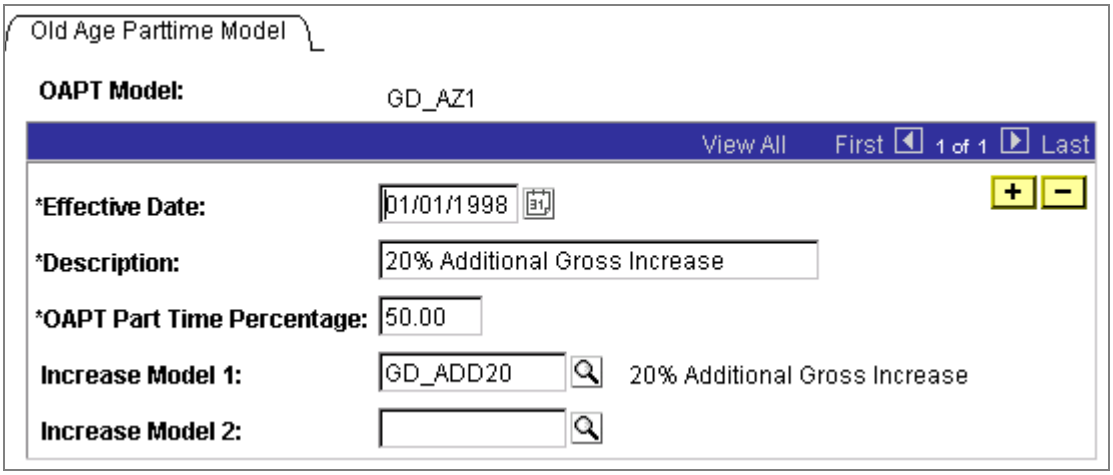
Before assigning an old age part-time model to an employee, you must define your models, increase models, and minimum net calculation parameters.

Pages Used to Set Up Old Age Part-Time Models

Page Name	*Object Name*	*Navigation*	*Usage*
Old Age Part-time Model	GPDE_AZ_MDL	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Old Age Part-time Model	Use to define your old age part-time models.
Old Age Part-time Increase Mod (Model)	GPDE_AZ_IMDL	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Old Age Part-time Increase Mod	Use to define your old age part-time increase models.

Defining Old Age Part-Time Model

Access the Old Age Part-time Model page.



Old Age Part-time Model page

The model defined on this page is the summary of the increase parameters. The model may include references to one or two voluntary increase models (defined on the Old Age Part-Time Increase Model page). The statutory increases are always calculated and not visible as a model. If you want to use a statutory model only, then you do not need to specify any increase models.

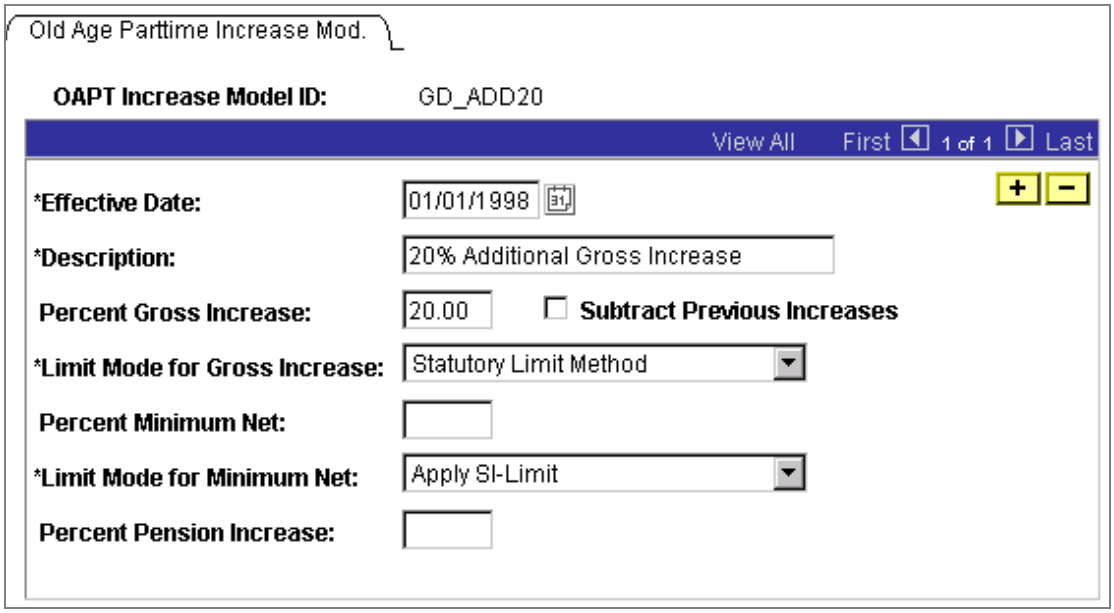
OAPT Part Time Percentage This is the percentage of OAPT time that the employee works. If the employee works half time in OAPT, this is 50 percent.

Increase Model 1 Select the OAPT Increase Model ID defined on the Old Age Part-time Increase Model page (for example, tariff).

Increase Model 2 Select the OAPT Increase Model ID defined on the Old Age Part-time Increase Model page (for example, company).

Defining Old Age Part-Time Increase Model

Access the Old Age Part-time Increase Model page.



Old Age Part-time Increase Mod (Model) page

Percent Gross Increase Percent of additional gross increase, if any.

Subtract Previous Increases Select to subtract previous increases.

When selected the increases of the statutory model or a previous voluntary model is taken into account and only the difference is generated.

If not selected, then the increase will be added on top of previous increases.

No additional increase will be calculated if **Percent Gross Increase** is left empty.

Limit Mode for Gross Increase Select the monthly social insurance limit mode to be used for gross increases. Values are ***Apply SI-Limit, Ignore SI-Limit,*** and ***Statutory Limit Method.***

Percent Minimum Net Enter the percentage for a voluntary minimum net that is higher than the statutory percentage or refers to a different base.

No additional increase will be calculated if the field is left empty.

Limit Mode for Minimum Net	Select the monthly social insurance limit mode to be used for full-time or part-time gross of minimum net calculation. Values are ***Apply SI-Limit, Ignore SI-Limit,*** and ***Statutory Limit Method.***
Percent Pension Increase	Additional increase percentage for pension insurance. No additional difference amount will be calculated if the field is left empty.

Note. When bonus, tax-free amounts, etc. should be ignored for some increases, then the corrections have to be made to the respective accumulators.

Viewing Old Age Part-Time Minimum Net Calculation Parameters

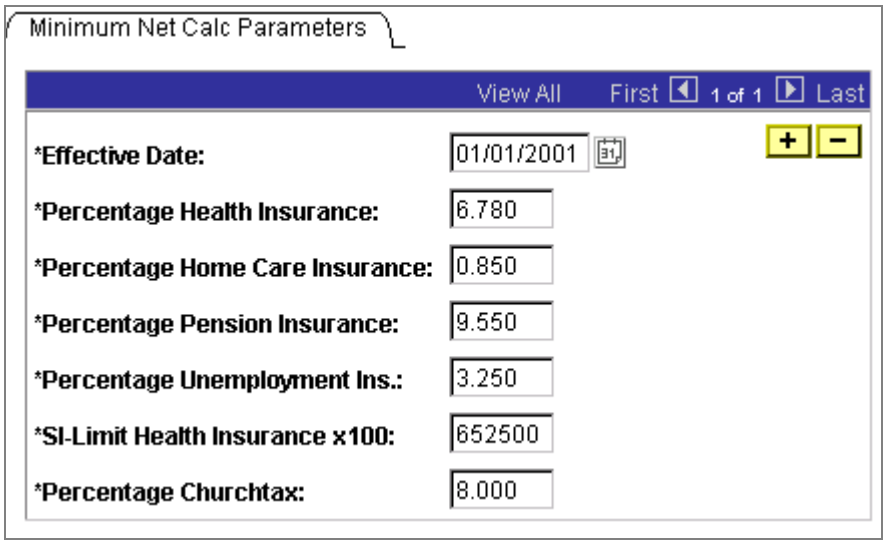
View the data that originates from the employment office for the minimum net calculation formula.

Page Used to View Old Age Part-Time Minimum Net Calculation Parameters

Page Name	*Object Name*	*Navigation*	*Usage*
Old Age Parttime Minnet Setup	GPDE_AZ_MN_DATA	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, Old Age Parttime Minnet Setup	Use to view old age part-time minimum net calculation setup parameters.

Viewing the Calculation Parameters

Access the Minimum Net Calculation Parameters page.



Old Age Part-time Minnet Setup page

The data are supplied as system data. You should not change these values.

Assigning an Old Age Part-Time Model to Employee

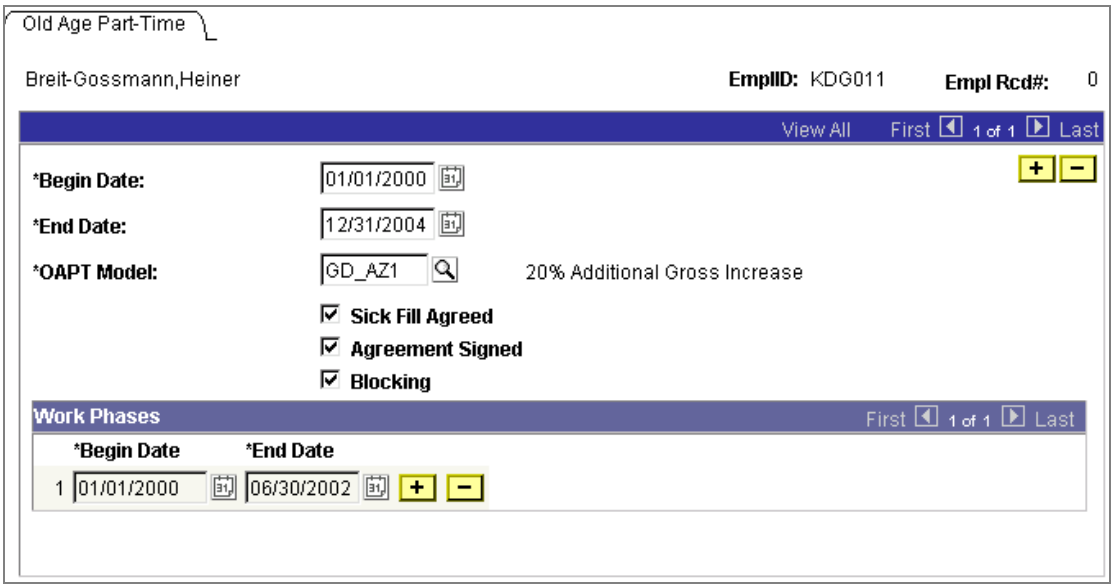
Once an old age part-time model has been defined, assign the model to an employee. Each old age part-time employee has only one model assigned.

Page Used to Assign Model to an Employee

Page Name	*Object Name*	*Navigation*	*Usage*
Old Age Part-Time	GPDE_AZ_EE1	Global Payroll Germany, Maintain Payroll Data (GER), Use, Old Age Part-Time	Use to assign an old age part-time model to an individual employee.

Assigning the Model to an Employee

Access the Old Age Part-Time page.



Old Age Part-Time Data page

Begin Date/End Date These dates limit the period in which the model applies.

OAPT Model The code for the selected model.

Sick Fill Agreed Select if the employer has agreed to make payments during an employee illness.

Agreement Signed Select if the agreement has been signed.

Blocking Select to indicate that the employee has chosen a block mode old age part-time.

For a block mode old age part-time you have to enter the work periods in the grid that becomes visible when **Blocking** is selected.

CHAPTER 8

Managing Payroll Data

When you hire a new employee, you must enter basic data in the PeopleSoft Human Resources Management system, such as the employee's name, employment record, and job. This data is the basis for all the tasks involved in human resources management, such as salary plans or payroll processing. In addition, you enter information about retroactive processing for payees in PeopleSoft Global Payroll.

This chapter provides an overview of managing payroll data and describes how to:

- Enter instructions for income guarantees.
- Enter additional job data and general remarks for an employee.

See Also

PeopleSoft Global Payroll PeopleBook, "Understanding Payee Data"

Entering Additional Payroll Data

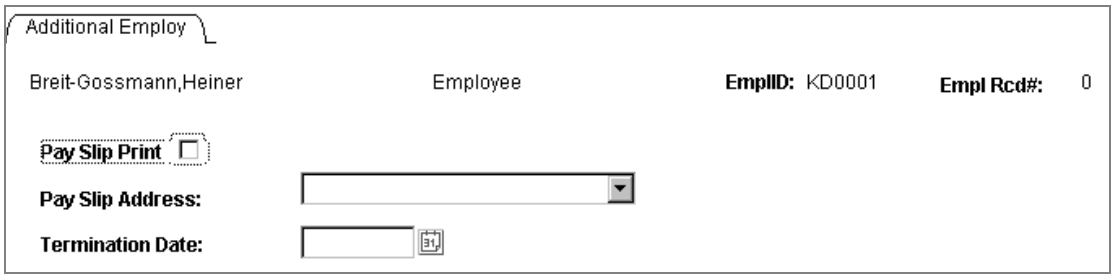
You may need to enter additional payroll data.

Pages Used to Enter Additional Payroll Data

Page Name	*Object Name*	*Navigation*	*Usage*
Additional Employment Data	GPDE_AL_EMPLMT1	Global Payroll Germany, Maintain Payroll Data (GER), Use, Additional Employment Data	Specify whether a pay slip should be printed for an employee each time that employee is paid.
General Remarks	GPDE_AL_ACCT_INFO	Global Payroll Germany, Maintain Payroll Data (GER), Use, General Remarks	Enter additional information for a payee.

Specifying When to Print Pay Slips

Access the Additional Employment Data page.

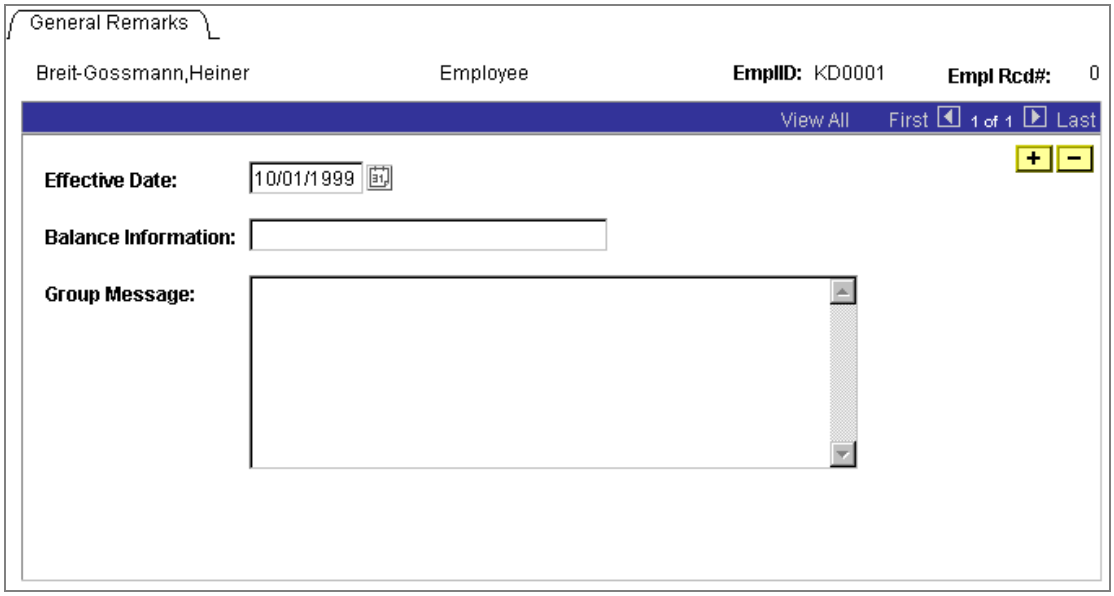


Additional Employment Data page

Pay Slip Print	Select if you want to print a pay slip for the employee.
Pay Slip Address	Specify where to send the pay slip: ***Location Address*** (Company address) or ***Personal Address.***
Termination Date	Enter the date you want to stop printing pay slips, if applicable.

Entering Additional Payee Information

Access the General Remarks page.



General Remarks page

Balance Information	Enter information about the balance.
Group Message	Enter information about the employee. The information is for your information only.

CHAPTER 9

Managing BVV Pension Funds

This chapter provides an overview of BVV pension funds and describes how to:

- Make contribution payments.
- Set up a BVV company.

Understanding BVV Pension Funds

The Pension Insurance Association of the German Banks and Banking Industry (BVV) is an intercompany pension fund as defined in § 1 Section 3 of the German Company Pension Plan Act. This type of insurance isn't direct insurance as defined in § 1 Section 2 of the Company Pension Plan Act, but rather can be taken out only within the framework of mandatory enrollment based on employment in a member company. If an employee leaves a member company, coverage can continue on a voluntary basis. In addition, you can tax employer contributions into the pension fund as a lump sum.

In PeopleSoft Global Payroll for Germany, the contribution statement is an electronic data interchange notification, which includes personal and other data on contributions for an insured person according to contribution class. For reasons of immediacy and completeness, you must report transaction records even if they do not involve the payment of contributions. Report back and retro payments separately for an insured person according to the months in which the payments take effect. In addition, you can also process employee contributions to other types of insurance, such as supplemental insurance policies, voluntary insurance policies, and voluntary differential payments towards existing basic insurance policies.

Before you set up a BVV company, you should understand how Global Payroll for Germany handles BVV registration, tax regulations, and BVV contribution statement requirements.

Understanding Registration

Register all employees with mandatory insurance coverage, including self-employed field workers who work exclusively for a member company. In such cases, these workers are considered statutory employees. When you register an employee for the first time, enter *00000000* as the BVV member number and then specify the actual hire date for employment with the company. Every insured person receives an eight-digit BVV membership number. This eight-digit number is a check number that PeopleCode checks.

See Also

Entering BVV Employee Data

Understanding Tax Regulations

You must add employer contributions to an employee's taxable earnings and have the employee pay the resulting taxes unless you pay income tax as a flat amount. The flat rate is 20 percent of the employer contributions, including church tax. If the employee pays a flat rate tax, the employer contributions are subject to social insurance.

If the employee changes from a member company to another company that is not a member and continues insurance on a voluntary basis, the new employer can participate in payment of the insurance contributions. However, a flat rate is applicable in this case only if the employer contributions are based on mandatory requirements.

Setting Up Accumulators

In order to create BVV contribution statements, you need to set up two specific accumulators. The accumulators themselves are PeopleSoft-delivered, but you might want to add your own salaries. The following table lists the accumulators required for BVV gross earnings and provides examples of the elements that they contain.

Accumulators	*Description*	*Example Elements*
DE_BV_BVV00	Earnings relevant to regular BVV gross.	DE_ER_M10000 Regular salary + DE_ER_M10001 Salary + DE_ER_M10002 Base pay +
DE_BV_BVV05	Earnings relevant to BVV one-time pay, gross.	DE_ER_M14000 Vacation pay + DE_ER_M14001 Profit-sharing bonuses +

Note. Earnings included in the BVV gross for one-time payments are required for payroll calculation in the following calendar year. PeopleSoft Global Payroll for Germany uses the element TBVV2T for the system carryover.

See Also

PeopleSoft Global Payroll PeopleBook, "Setting Up Accumulators"

Understanding Pay Elements

The following table lists the pay elements related to BVV. PeopleSoft automatically generates these pay elements for each BVV employee.

Pay Element	*Type*	*Description*
DE_DD_BVV 00	Deduction (=DD)	Total BVV Contribution
DE_DD_BVV 10	Deduction (=DD)	BVV Employee Contribution
DE_DD_BVV 20	Deduction (=DD)	BVV Employer Contribution
DE_ER_BVV 23	Earning (=ER)	BVV Lump-Sum Tax EE
DE_ER_BVV 24	Earning (=ER)	BVV Lump-Sum Tax ER
DE_ER_BVV 25	Earning (=ER)	BVV Tax EE (qualified EE discount)
DE_ER_BVV 26	Earning (=ER)	BVV Tax ER (qualified EE discount, gross-up)
DE_DD_BVV 30	Deduction (=DD)	BVV Voluntary
DE_DD_BVV 40	Deduction (=DD)	BVV Additional Risk Insurance
DE_DD_BVV 50	Deduction (=DD)	BVV General Supplemental Insurance
DE_DD_BVV 60	Deduction (=DD)	BVV Differential Amount
DE_DD_BVV 70	Deduction (=DD)	BVV Contr Military / Civilian Service

Understanding Contribution Payments

You must make contributions to the BVV by the tenth day of every month. If you cannot make a contribution statement by this time, you can pay the contribution in the form of a partial payment that corresponds to the amount of the anticipated contribution.

For other benefits, such as maternity benefits, the contributions must be set up in the corresponding contribution class. Employers are not obligated to pay contributions for inactive or suspended jobs, such as during maternity leave and extended maternity leave. No contribution is withheld when an employee dies or reaches retirement age.

Understanding Contribution Classes

Employees with mandatory insurance coverage are divided into contribution classes according to their monthly earnings. This classification process includes special payments, such as commissions, travel expenses, and profit-sharing bonuses. Because profit-sharing bonuses, awards, and irregular commissions can be totaled only at the end of the year, you must determine the sum of these payments by December at the latest. One-twelfth of the sum that must be included when figuring an employee's income limit can be calculated in December and added to the payments to be made on the first of the next year. This calculation is then included in the contribution statement. One-time payments, such as those for marriage, birth, and overtime, are not included in the contribution calculations.

Note. PeopleSoft Global Payroll for Germany assigns employees with mandatory insurance coverage who work only part of the month to the contribution class that corresponds to the earnings paid for the respective full-time working hours.

See Also

Displaying BVV Contribution Amounts for Contribution Classes

Handling Interruptions of Employment and Withdrawals

PeopleSoft Global Payroll for Germany treats an interruption as a suspension of contribution payments rather than as a withdrawal. Enter the reason for an employment interruption as one of the process types beginning with *0* on the BVV Employee Data page. The second digit corresponds to the reason for the interruption.

Note. If you select process types 01 through 09 (interruption) on the BVV Employee Data page, PeopleSoft Global Payroll determines both the contribution share and contribution class. If no BVV gross is available, the system creates a reporting record without a contribution, indicating a contribution class of 00 and the respective process type.

Classes 10 through 19 are for withdrawals. Use withdrawal and registration notifications to report internal company transfers that result in changing the BVV company. When an employee's employment or affiliation with the company is terminated, specify the termination date, the reason for termination, and the employee's most recent valid address.

Enter information about an employee’s employment interruption or withdrawal on the BVV Employee Data page.

Use the following process types to indicate the reason for the interruption or withdrawal:

Type	*Reason*
01	Maternity leave
02	Rehire commitment
03	Temporary military service
04	Unpaid leave
05	End of supplemental sick pay
07	Change to part-time
09	Other reasons
10	Previously class 00 and not termination reasons 11-18
11	Death
12	Retirement disability
13	Old age pension
16	Insurance suspended from the beginning

Type	Reason
17	Change to part-time (= withdrawal)
18	Termination (resignation)
19	Other type of termination

See Also

Entering BVV Employee Data

Determining Contributions

In PeopleSoft Global Payroll, the PAY_ABRECHNUNG process calculates the BVV contribution. Define all earnings that are relevant to the regular BVV gross in the accumulator TBV00 and all the one-time payments relevant to the *next* calendar year in the accumulator TBV05.

The PAY_ABRECHNUNG process determines the accumulator TBVV1G (BVV regular, gross) and adds the element TBVV2T (BVV 1/12 one-time payment in previous year) to this total. The system then stores this amount with the contribution class (TBVVBK), the BVV total contribution (TBV00), the BVV employee contribution (TBVV10), and the BVV employer contribution (TBVV20) from the Contribution Classes page (GPDE_BV_RATE).

If the following fields on the BVV Employee Data page (GPDE_BV_EE_SETUP) contain values, they are saved in the elements listed.

Field	Element
BVV Difference	DE_DD_BVV 60
BVV Voluntary Contribution	DE_DD_BVV 30
BVV Additional Contribution for RVZ	DE_DD_BVV 40
BVV Additional Contribution for AZV	DE_DD_BVV 50
BVV Contribution for Civil Service	DE_DD_BVV 70

See Also

Displaying BVV Contribution Amounts for Contribution Classes

Entering BVV Employee Data

Setting Up a BVV Company

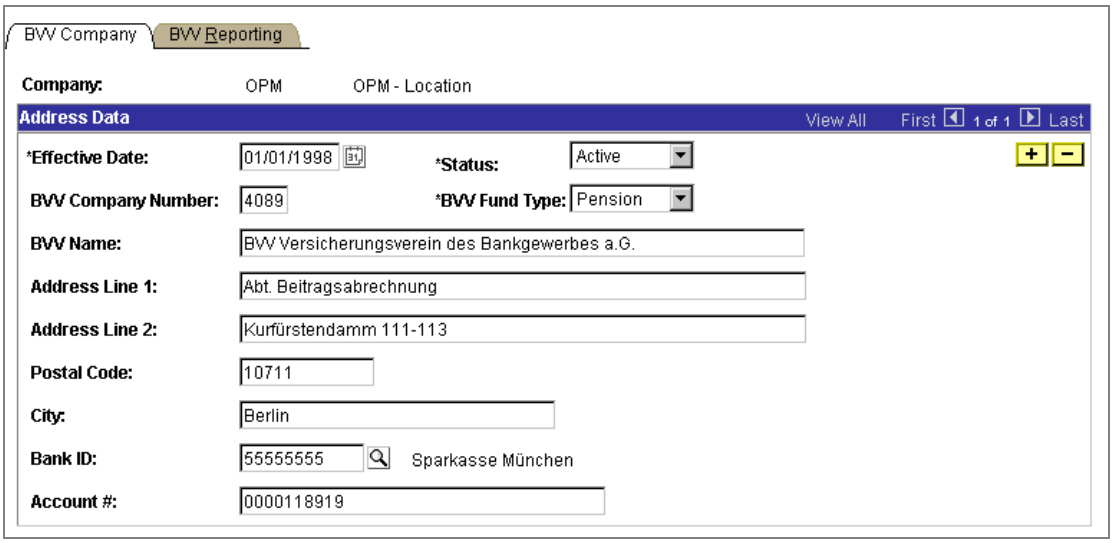
Set up a BVV company for your organisation and then define a BVV reporting record using the BVV Company component.

Pages Used to Set Up a BVV Company

Page Name	*Object Name*	*Navigation*	*Usage*
BVV Company	GPDE_BV_COMPANY1	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, BVV Company, BVV Company	Set up a BVV company for your organisation.
BVV Reporting	GPDE_BV_COMPANY2	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, BVV Company, BVV Reporting	Define a BVV reporting record. The BVV defines the sorting fields on this page and provides you with the information to enter here. Use these to sort the data files and reports every time you send information to the BVV company.
BVV Contribution Class	GPDE_BV_RATE	Global Payroll Germany, Define Payroll Setup (GER), Setup 2, BVV Contribution Classes	Display BVV contribution amounts for a specific contribution class. The table displays a validity record per contribution class (00–36). PeopleSoft delivers this table with data valid as of October 2000. You must enter any changes delivered by BVV.
BVV Employee Data	GPDE_BV_EE_SETUP	Global Payroll Germany, Maintain Payroll Data (GER), Use, BVV Employee Data	Enter BVV employee data. This is where you specify each employee with mandatory insurance coverage who participates in BVV reporting.

Setting Up a BVV Company for Your Organisation

Access the BVV Company page.



BVV Company page

BVV Company Number Enter the four-digit numerical code that the BVV issues.

BVV Fund Type Select either ***Pension*** or ***Support.***

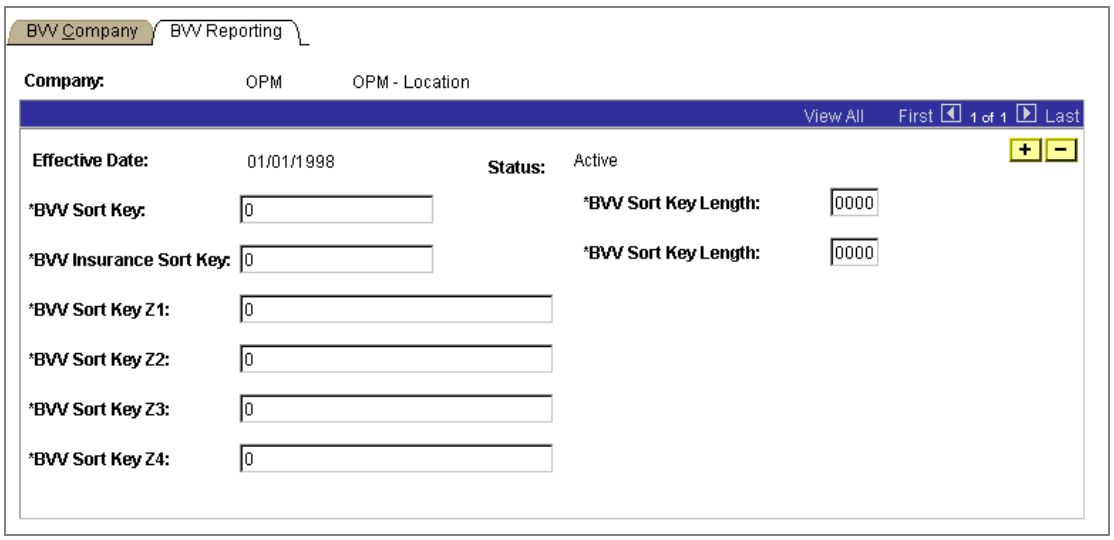
BVV Name Enter the BVV name.

Bank ID Select the bank ID for this BVV company. This is used as a transfer account and is provided by BVV.

Account # (account number) Enter the account number for this BVV company.

Defining a BVV Reporting Record

Access the BVV Reporting page.

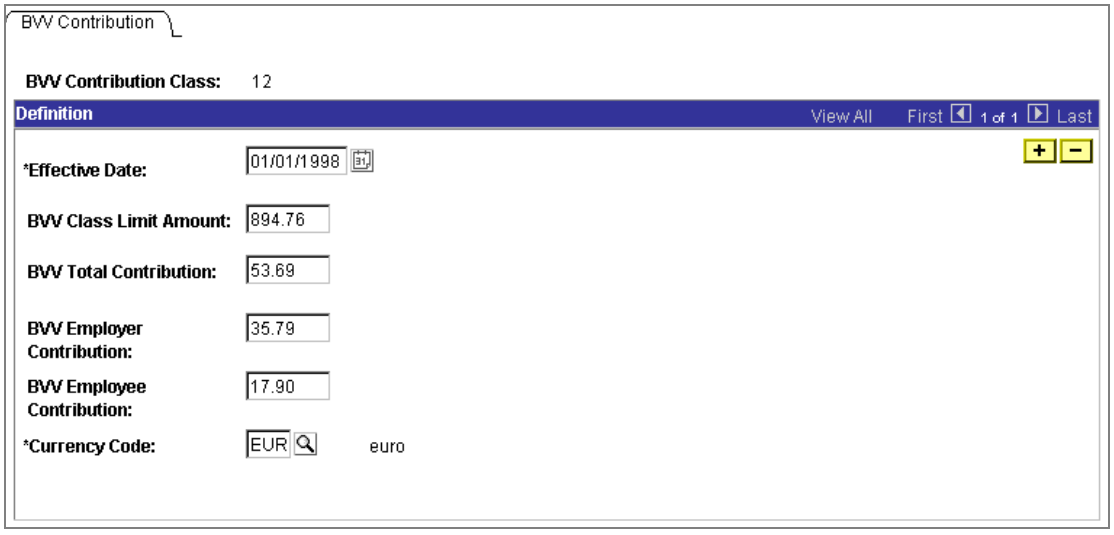


BVV Reporting page

BVV Sort Key	Enter the BVV sort key provided by BVV.
BVV Sort Key Length	Enter the BVV sort key character length.
BVV Insurance Sort Key	Enter the insurance sort key provided by BVV.
BVV Sort Key Z1–Z4	Enter the additional sort keys provided by BVV.

Displaying BVV Contribution Amounts for Contribution Classes

Access the BVV Contribution Class page.



BVV Contribution Class page

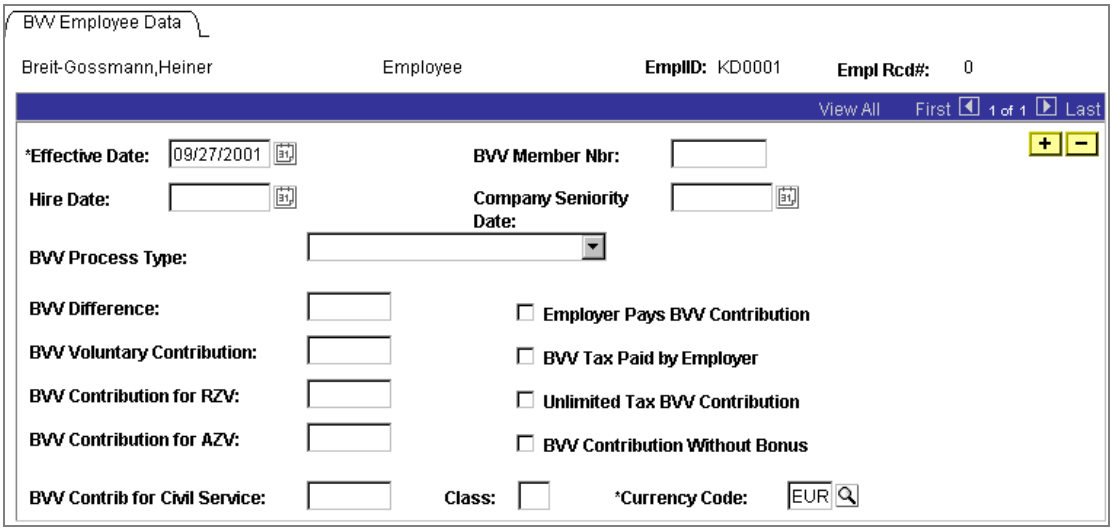
BVV Contribution Class	The contribution class.
BVV Class Limit Amount	The upper limit of the monthly earnings of this contribution class.
BVV Total Contribution	The sum of the BVV employer contribution and BVV employee contribution.
BVV Employer Contribution	The amount that the employer pays toward the BVV pension fund.
BVV Employee Contribution	The amount that the employee pays toward the BVV pension fund.

See Also

Understanding Contribution Classes

Entering BVV Employee Data

Access the BVV Employee Data page.



BVV Employee Data page

BVV Member Nbr (BVV member number)	Enter the employee's employee ID reported by the BVV. The eighth digit of the employee ID is a check digit. **Note.** Enter ***00000000*** when you register an employee for the first time, and replace this number after the BVV provides an employee ID number.
Hire Date	Enter the employee's hire date.
Company Seniority Date	Enter the date when BVV membership through your company began. You can enter a date other than the

	actual BVV hire date in the case of an intercompany job transfer.
BVV Process Type	In the case of a job interruption or withdrawal, select the related BVV process type. **Note.** In the case of a termination (process type 10–19), do not enter the last day worked as the effective date, but rather the *first day after termination*. For example, if an employee leaves the company at the end of the month, the effective date that you enter is the first day of the following month.
BVV Difference	An employee may voluntarily pay more than the legal minimum payment to the basic pension insurance. If this is done, enter the differential payment here.
Employer Pays BVV Contribution	Select this check box if the employer pays all BVV insurance contributions. No employee contributions (TBVV10) are paid while this check box is selected.
BVV Voluntary Contribution	An employee may voluntarily make a payment toward a voluntary contribution to get a higher pension. If this is done, enter the voluntary contribution here.
BVV Tax Paid by Employer	Select this check box to extrapolate if the lump-sum limit is exceeded. This is only necessary if you, and not the employee, are paying the tax. **Note.** If you select this check box and the lump-sum limit—which is currently 145.206 euros as of September 1998—is excluded, PeopleSoft Global Payroll calculates the contribution based on the excess amount.
BVV Contribution for RZV	Enter the amount contributed to additional term insurance.
Unlimited Tax BVV Contribution	Select this check box if the lump sum ceiling limit varies for group insurance policies. You must monitor the ceiling limit. The complete BVV employer contribution (TBVV20) is taxed at a flat rate. ***Warning!*** You must check the limit of the possible lump sum ceiling yourself.
BVV Contribution for AZV	Enter the amount contributed to general additional insurance.
BVV Contribution Without Bonus	Select this check box for employees who are in early retirement. You do not include bonuses when you calculate contributions for these employees. **Note.** If you select this check box, the element TBVV2T (BVV 1/12 one-time payment in previous year) is not included in the calculation. This applies to employees in early retirement, for example.

BVV Contrib for Civil Service (BVV contribution for civil service)	Enter the amount that the employee pays during military or civil service, if any. During an employee's military or civil service, you must deduct contributions as if the employee is still working for the company. **Note.** If the fields BVV Contrib for Civil Service and Class contain values, the contribution is paid during military/civilian service.
Class	Specify the contribution class according to the military/civilian service contribution that is paid.

See Also

Handling Interruptions of Employment and Withdrawals

CHAPTER 10

Managing DEUEV

This chapter provides an overview of DEUEV processing and discusses how to:

- Set up for DEUEV processing.
- Enter employee data that is relevant to DEUEV.
- Prepare for DEUEV processing.
- Run the DEUEV report process.
- Monitor your DEUEV processing status.
- Change DEUEV processing currency.
- Start and terminate the DEUEV system.
- View DEUEV reported events.
- Transfer DEUEV report data to disk or tape.

Understanding DEUEV Processing

As an employer, you have a statutory requirement to report to social insurance providers all the business events that are relevant to your employees, in accordance with the Data Entry and Transfer Ordinance (DEUEV). PeopleSoft Global Payroll for Germany gives you tools for meeting all DEUEV reporting requirements. It tracks reportable business events, enables you to view events, and produces necessary DEUEV reports and data files.

To automatically generate reports and route them to the social insurance providers in accordance with DEUEV statutes, your organization must be certified by your DEUEV provider.

PeopleSoft Global Payroll for Germany prepares DEUEV reports for the following entities:

- Statutory health insurance providers.

  These organizations route some reported data to the retirement insurance providers and the German Federal Employment Office (BA). Data includes earnings subject to social insurance contributions, used as the basis for determining employee and employer contributions and employee entitlement to health insurance.

- Pension insurance providers.

The Federal Insurance Office for Salaried Employees (BfA) and the Regional Social Insurance Board (LVA) require information about the period of employment and insurance contributions to calculate an employee's retirement entitlements.

- The Employment Office.

The Employment Office requires employment data (including type of job, contribution totals for unemployment insurance, and actual employment time) so that it can distinguish between employment and unemployment, calculate entitlement for unemployment benefits, and analyze and regulate the labor market.

The DEUEV Reporting Process

Here are the steps for the DEUEV reporting process:

1. Make sure you're properly set up for DEUEV processing.

   This involves setting up name prefixes and suffixes, DEUEV nationalities, and pay groups for DEUEV participation. You need to know all business events that initiate a DEUEV process.

2. Enter the employee data that's relevant to DEUEV.

   Such data entry as a name or address change triggers a DEUEV process.

3. Prepare for DEUEV processing by querying the system to ensure data accuracy.
4. Run the DEUEV report process.
5. Audit DEUEV reports run previously by viewing DEUEV reported events.

   You can make corrections to the data and rerun the reports.

6. Transfer the DEUEV report data to disk or tape.
7. Submit data files to a DEUEV provider.

   You submit a disk or tape to the provider, who can route some of the data to other social insurance providers.

Setting Up for DEUEV Processing

To set up your system for DEUEV processing:

1. Set up name prefixes and suffixes.
2. Set up DEUEV nationalities.

3. Set up pay groups for DEUEV participation.

4. Know business events that initiate a DEUEV process.

In this section, we discuss how to:

- Specify employees who participate in DEVEV reporting processes.
- View definitions of business events that initiate a DEUEV process.

Pages Used to Set Up for DEUEV Processing

Page Name	*Object Name*	*Navigation*	*Usage*
DEUEV Data	GPDE_AL_PAYGROUP1	Global Payroll Germany, Define Payroll Setup (GER), Setup 1, Pay Group, DEUEV Data	Specify employees (by pay group) who participate in DEUEV reporting processes.
DEUEV Business Events	GPDE_DV_EVTREC	Global Payroll Germany, Manage Payroll Process (GER), Setup, DEUEV Business Events, DEUEV Business Events	View definitions of business events that initiate a DEUEV process.

Note. The definition of report records, basic name prefixes and suffixes, and nationalities is set up and maintained by PeopleSoft.

Setting Up Name Prefixes and Suffixes

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Setting Up the Administer Workforce Business Process," Setting Up Additional Name Information

Setting Up DEUEV Nationalities

The Nation Deuev Table is maintained by PeopleSoft and stores nationality codes specified by the German Deuev Directive that regulates how data is to be provided to the German social insurance administration by companies doing business in Germany.

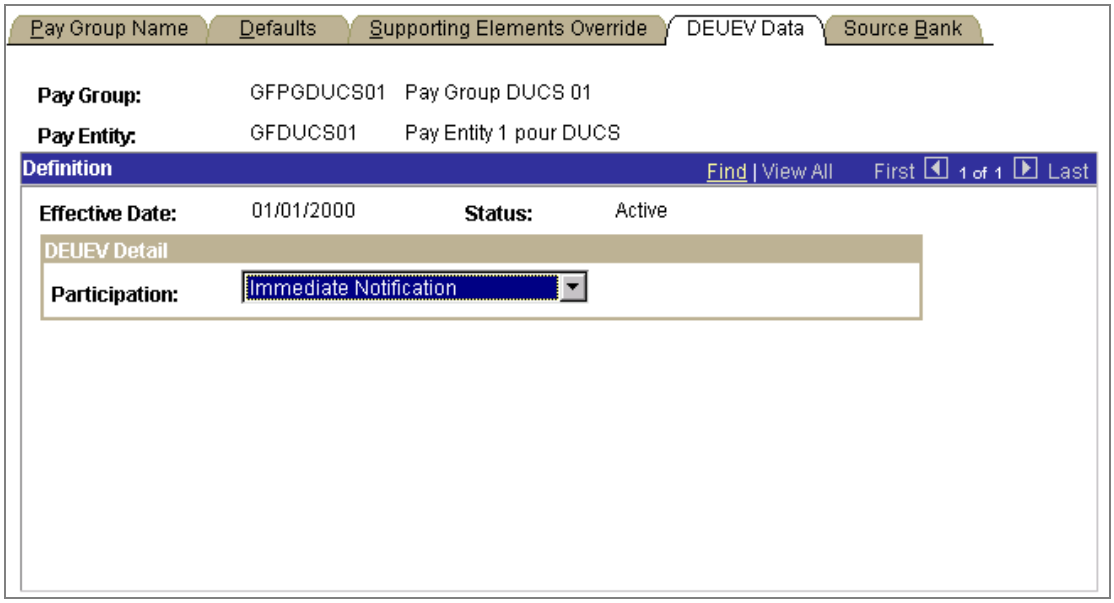
All the nationality codes that are applicable for DEUEV participation are located in the Nation Deuev Table, which is set up and maintained by PeopleSoft; you can modify it.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Setting Up Country-Specific Tables," (GER) Entering German Nation DEUEV Codes

Setting Up a Pay Group for DEUEV Participation

Access the DEUEV Data page.



DEUEV Data page

You use pay groups to specify employees who participate in DEUEV reporting processes. Use the Participation field on the DEUEV page of the Pay Group component to designate whether, and in which form, the members of a pay group are to participate.

Participation

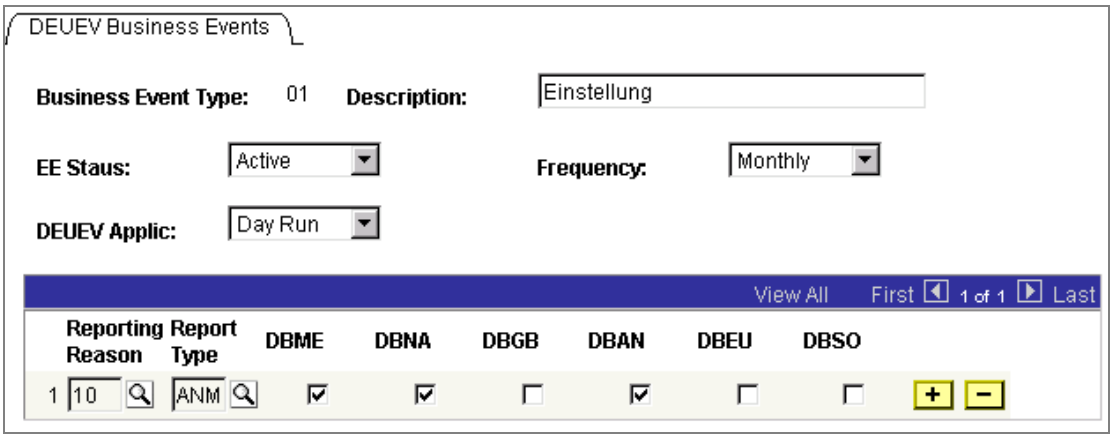
If a pay group doesn't participate in the DEUEV reporting processes, select ***No Participation.*** Business events aren't recorded for the employees of the pay group, and no reports are made.

To create and submit reports at regular intervals for a pay period, select ***Normal.***

If the pay group requires immediate reports for the group of employees (for example, construction, fairground, or transport workers), select ***Immediate Notification.*** Reports that must be submitted to the social insurance providers are created immediately and submitted to the respective offices.

Viewing DEUEV Business Events Definitions

Access the DEUEV Business Events page.



DEUEV Business Events page

Warning! PeopleSoft maintains DEUEV business event data. We recommend that you do not update this data.

Business Event Type
The business event type that you entered to access this page.

EE Staus (employee status)
The status that's assigned to employees after the report that's identified in the **Report Type** field is generated. Choose from the following valid values: ***Active, Term (terminated),*** and ***Unchanged.***

Do not change the value in this field.

Frequency
How often the system processes the event: ***Daily*** or ***Monthly.***

Do not change the value in this field.

DEUEV Applic (DEUEV application)
Select the application that handles this business event.

Options are ***Annual Run, Currency, Day Run, End, Month Run, Online,*** and ***Start.***

Reporting Reason
A number that identifies the reason for the report.

Report Type
The code in this field identifies the type of report that's generated when this event occurs. Do not change the value in this field.

DBME, DBNA, DBGB, DBAN, DBEU, and DBSO represent the types of data that can appear on the DEUEV reports. A check mark identifies which data is to be included in the report.

The system includes DSME (report identification data) for every business event.

DBME	Report reason.
DBNA	Employee's name.
DBGB	Birth date.
DBAN	Address.
DBEU	European social insurance number.
DBSO	Immediate report. If selected, this check box indicates that the report is to be created immediately and submitted to the social insurance provider's respective offices. It applies only when generating reports for pay groups that are defined with a DEUEV participation type of *Immediate Notification.*

Note. The DBEU data elements exist only for employees in European Union countries.

Warning! Do not change the settings for Frequency, Reporting Reason or EE Status. PeopleSoft maintains the appropriate values for these fields.

See Also

Table of DEUEV Business Events

Report Reasons and Descriptions

Table of DEUEV Business Events

All valid DEUEV business events are listed in the DEUEV Business Events Table, which is exclusively set up and maintained by PeopleSoft.

The following table lists the stored business events.

Event Type	*Report Reason*	*Report Type*	*Event*	*Description*	*DEUEV Applica-tion*	*Data Elements*
1	10	ANM	Registration of new hire	Employee is a new hire	Daily run	DBME DBNA, DBAN

Event Type	Report Reason	Report Type	Event	Description	DEUEV Applica-tion	Data Elements
2	10	ANM	Registration of change to employment subject to social insurance	Employee was already hired but is only now subject to social insurance contributions	Monthly run	DBME DBNA, DBAN
3	13	ANM	Registration in accordance with Withdrawal 13 or 14	Continuation of normal employment following unpaid leave longer than 1 month (unpaid vacation, strike, etc.)	Daily run	DBME DBNA, DBAN
4	10	ANM	Rehire	Employee was employed in this company and is rehired	Daily run	DBME DBNA, DBAN
5	10	ANM	Registration when hired without SI number	The SI number is unknown	Daily run	DBME DBNA, DBGB DBAN, DBEU
6	10	ANM	Registration of low-income earner	For briefly employed workers, seasonal workers, and low-income earners	Daily run	DBME DBNA, DBAN
7	10	ANM	Registration of low-income earner without SI number	The SI number is unknown	Daily run	DBME DBNA, DBGB DBAN, DBEU*
9	13	ANM	System start	The employee group is entered in the payroll system	System start	DBME DBNA, DBAN
11	30	ABM	Withdrawal at termination	Termination of employment	Daily run	DBME
12	30	ABM	Withdrawal for change of employment not subject to social insurance contributions	Employee must no longer pay mandatory social insurance	Monthly run	DBME

Event Type	Report Reason	Report Type	Event	Description	DEUEV Applica-tion	Data Elements
13	34	ABM	Withdrawal and vacation/strike	For interruptions longer than 1 month	Daily run	DBME
14	35	ABM	Withdrawal for lawful strike, lockout	For interruptions longer than 1 month	Daily run	DBME
15	49	ABM	Withdrawal because of death	Employee dies during normal employment situation	Daily run	DBME
16	30	ABM	Withdrawal of low-income earner	Termination of employment	Daily run	DBME
19	36	ABM	System end	Payroll accounting system changes	System close	DBME
21	32	ABM	Change in contribution category		Monthly run	DBME
	12	ANM				DBME, DBNA, DBAN
22	31	ABM	Change in contribution category	Change in an employee's contribution category code	Monthly run	DSME, DBME
	11	ANM			Monthly run	DSME - DBME - DBNA - DBAN
23	33	ABM			Monthly run	DSME, DBME
	13	ANM			Monthly run	DSME - DBME - DBNA - DBAN
24	33	ABM			Monthly run	DSME - DBME
	13	ANM			Monthly run	DSME - DBME - DBNA - DBAN
25	33	ABM			Monthly run	DSME, DBME

Event Type	Report Reason	Report Type	Event	Description	DEUEV Applica-tion	Data Elements
	13	ANM			Monthly run	DSME - DBME - DBNA - DBAN
26	30	ABM			Monthly run	DSME, DBME
	10	ANM			Monthly run	DSME - DBME - DBNA - DBAN
27	33	ABM			Monthly run	DSME, DBME
	13	ANM			Monthly run	DSME - DBME - DBNA - DBAN
28	36	ABM			Currency change	DSME, DBME
	13	ANM			Currency change	DSME - DBME - DBNA - DBAN
31	51	UNT	Interruption due to illness	If more than 1 pay period social insurance gross = 0	Monthly run	DSME, DBME
32	52	UNT	Interruption due to maternity leave	If more than 1 pay period social insurance gross = 0	Monthly run	DBME
33	53	UNT	Interruption due to national service	Civilian, military service, military training longer than 3 days	Monthly run	DBME
41	54	SON	One-time payment	Earnings during an interruption	Monthly run	DBME
51	60	AEN	Change in name	Employee data	online	DBNA
52	61	AEN	Change in address	Employee data	online	DBAN
53	63	PIN	Change in nationality	Employee data	online	

Event Type	Report Reason	Report Type	Event	Description	DEUEV Applica-tion	Data Elements
54	62	AEN	Change in employee ID	Optional; not currently implemented	Online	DSME
55	36	ABM	Currency change	Payroll currency change	Currency	DBME
	13	ANM	Currency change	Payroll currency change	Currency	DBME, DBNA, DBAN
60	50	JAH	Annual report	Reports earnings otherwise unreported for the year-end close	Annual run	DSME
70	91	KON	Control report	Alternative if social insurance card not received	Daily run	DSME,DBME
80	92	SOF	Immediate report	Required for employees in construction and other industries.	Daily run	DBNA, DBAN DBSO
99			Return after interruption	End of an interruption, internal remark	Monthly run	

Report Reasons and Descriptions

The following table shows the officially relevant report reasons and their description.

Report reason	Description
Registrations	
10	Registration due to hire
11	Registration due to change in health insurance provider
12	Registration due to change in contribution category
13	Registration due to other reasons, such as changes in employment record number
13	Registration after unpaid leave or strike longer than 1 month, in accordance with § 7 Sec. 3 Sec. 1 Social Security Code IV (SGB IV)
13	Registration due to change in East/West state without changing health insurance provider
13	Registration due to change in payroll system (optional)

Report reason	*Description*
13	Registration due to change in employee category code without changes in contribution category
13	Registration due to currency change during a calendar year
Withdrawals	
30	Withdrawal due to termi2nation
31	Withdrawal due to change in health insurance provider
32	Withdrawal due to change in contribution category
33	Withdrawal due to other reasons, such as changes in employment
34	Withdrawal due to change to employment subject to social insurance contributions after an interruption longer than 1 month
35	Withdrawal due to strike of longer than 1 month
36	Change in payroll system (optional)
36	Currency change during a calendar year
40	Simultaneous registration and withdrawal due to termination of employment
49	Withdrawal due to death
Annual report, interruption report, other earnings report…	
50	Annual report
51	Interruption report due to drawing pay benefits or entitlement to them
52	Interruption report due to maternity leave
53	Interruption report due to mandatory national service
54	Report of a one-time work payment (special report)
Change reports (apply only to data transfer)	
60	Change in name
61	Change in address
62	Change in file number or employee ID (optional)
63	Change in nationality
Other reports (apply only to data transfer)	
91	Control report
92	Immediate report

Entering Employee Data Relevant to DEUEV

When you enter or update certain types of employee data, job data, and social insurance data, the system recognizes whether the data is relevant to DEUEV and creates a trigger for DEUEV processing.

In this section, we discuss the types of changes that create triggers.

Entering and Updating Employee Data

When you make the following employee data changes or entries in PeopleSoft Human Resources, Global Payroll automatically creates a trigger that generates a reportable business event.

- Name changes.

  Changing an employee's name on the Personal Data - Name page causes the system to record business event 51 (change in name).

- Address changes.

  Entering an address change on the Personal Data - Address page causes the system to record business event 52 (change in address).

- Date of birth and nationality.

  Enter the employee's nationality and date of birth on the Personal Data - Eligibility/Identity page. For foreign employees from European Union member countries who are hired without a social insurance number, enter the place of birth. The system automatically records business event 53 when you save entries or changes to the Personal Data - Eligibility/Identity page.

Entering Job Data

You establish data for a DEUEV report by changing certain values in the Work Location and Payroll pages.

- Employment information.

  The system recognizes the business event for the selected employee depending on your selection in the Action/Reason field on the Work Location page.

- Payroll data.

  On the Payroll page, select the Pay Group in which to report employee data to the social insurance provider. You specify an employee's DEUEV participation via the pay group.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Hiring Your Workforce," Entering Employee Job Location Information

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

Social Insurance Data

You record employee data for all types of social insurance (health, nursing care, pension, unemployment) on the pages in the Social Insurance component. This data is required for creating DEUEV reports.

See Also

"Managing Social Insurance for Germany"

Preparing for DEUEV Processing

After completing the steps outlined in the preceding sections of this chapter, you prepare for DEUEV processing.

To prepare for DEUEV processing:

1. View the business events that have created triggers for a particular employee.
2. View the reports that you would generate due to current business events.
3. View the report data that you would generate due to current business events.
4. Enter the selection criteria for the report for one or more employees.
5. View the statistics for the records that you selected.

In this section, we discuss how to:

- View business events that have created triggers for a particular employee.
- View reports to generate due to current business events.
- View report data to generate due to current business events.
- Enter selection criteria for a report.
- View registration statistics for selected records.
- View earnings reporting statistics for selected records.
- View registration error statistics for selected records.

- View name reporting statistics for selected records.
- View cancelled registration statistics for selected records.

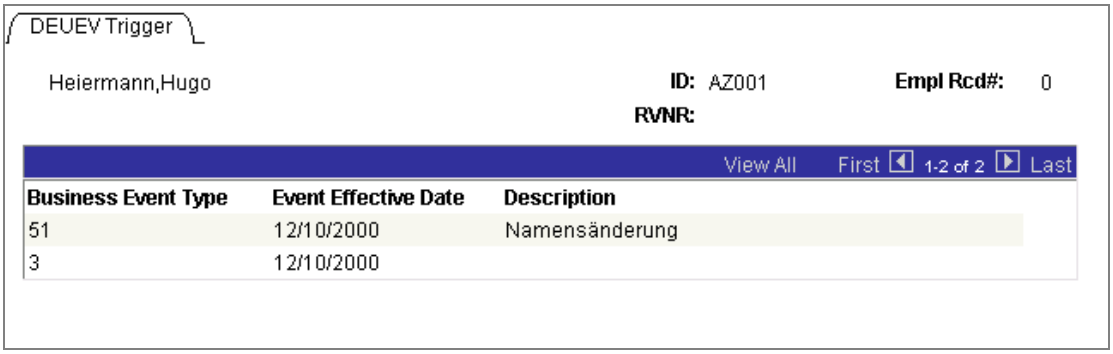
Pages Used to Prepare for DEUEV Processing

Page Name	*Object Name*	*Navigation*	*Usage*
DEUEV Trigger	GPDE_DV_TRIGGER	Global Payroll Germany, Manage Payroll Process (GER), Inquire, DEUEV Trigger	View business events that have created triggers for a particular employee.
DEUEV Reportable Events – Reports	GPDE_DV_DSME_SO	Global Payroll Germany, Manage Payroll Process (GER), Inquire, DEUEV Reportable Events, Reports	View reports that you would generate due to current business events.
DEUEV Reportable Events - Report Data	GPDE_DV_DBME_SO	Global Payroll Germany, Manage Payroll Process (GER), Inquire, DEUEV Reportable Events, Report Data	View report data that you would generate due to current business events.
DEUEV Statistics - Parameter Entry	GPDE_DV_DSME_DW	Global Payroll Germany, Manage Payroll Process (GER), Inquire, DEUEV Statistics, Parameter Entry	Enter selection criteria for a report. You can view a selection of the DEUEV reports for an individual employee or all employees.
DEUEV Statistics – Valid Registration	GPDE_DV_DSME_ST_A	Global Payroll Germany, Manage Payroll Process (GER), Inquire, DEUEV Statistics, Valid Registration	View registration statistics for the records that you selected on the DEUEV Statistics - Parameter Entry page.
DEUEV Statistics - Earnings Reporting	GPDE_DV_DSME_ST_E	Global Payroll Germany, Manage Payroll Process (GER), Inquire, DEUEV Statistics, Earnings Reporting	View earnings reporting statistics for the records that you selected on the DEUEV Statistics – Parameter Entry page.

Page Name	*Object Name*	*Navigation*	*Usage*
DEUEV Statistics - Registration Error	GPDE_DV_DSME_ST_F	Global Payroll Germany, Manage Payroll Process (GER), Inquire, DEUEV Statistics, Registration Error	View registration error statistics for the records that you selected on the DEUEV Statistics - Parameter Entry page.
DEUEV Statistics – Name Reporting	GPDE_DV_DSME_ST_N	Global Payroll Germany, Manage Payroll Process (GER), Inquire, DEUEV Statistics, Name Reporting	View name reporting statistics for the records that you selected on the DEUEV Statistics - Parameter Entry page.
DEUEV Statistics - Canceled Registration	GPDE_DV_DSME_ST_O	Global Payroll Germany, Manage Payroll Process (GER), Inquire, DEUEV Statistics, Canceled Registration	View canceled registration statistics for the records that you selected on the DEUEV Statistics - Parameter Entry page.

Viewing Recorded Triggers

Access the DEUEV Trigger page.



DEUEV Trigger page

The system creates DEUEV reports based on business events that you have recorded. You can view reports but not change them, so we recommend that you check the business events on this page before creating reports.

RVNR Displays the pension insurance number.

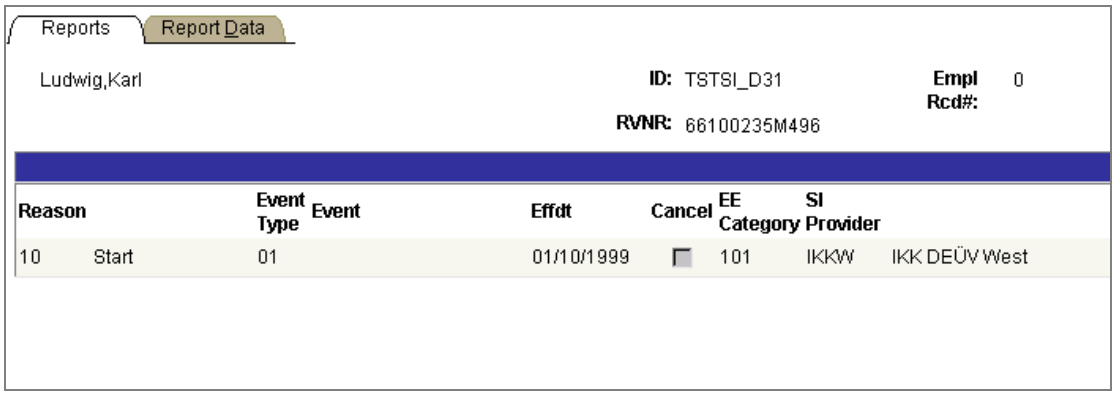
Business Event Type Displays the number of the business event.

Event Effective Date Displays the date when the business event occurred.

Description Displays a description of the business event.

Viewing Reportable DEUEV Reports

Access the DEUEV Reportable Events - Reports page.



DEUEV Reportable Events - Reports page

The system compares the current (reportable) events with previously reported events to enable you to make corrections or cancellations.

Reason — The reason for the report.

Event — The description of the event.

Effdt (effective date) — Date when the event occurred

Cancel — Selected if a cancellation occurred

EE Category (employee category) — The employee category.

SI Provider (social insurance provider) — The provider number of the health insurance provider.

ER Number (employer number) — The employer ID.

Nationality Key — Identifies the payee's nationality.

DBME — Selected if the element DBME (report reason) is a component of the report

DBNA — Selected if the element DBNA (name) is a component of the report

DBGB — Selected if the element DBGB (birth date) is a component of the report.

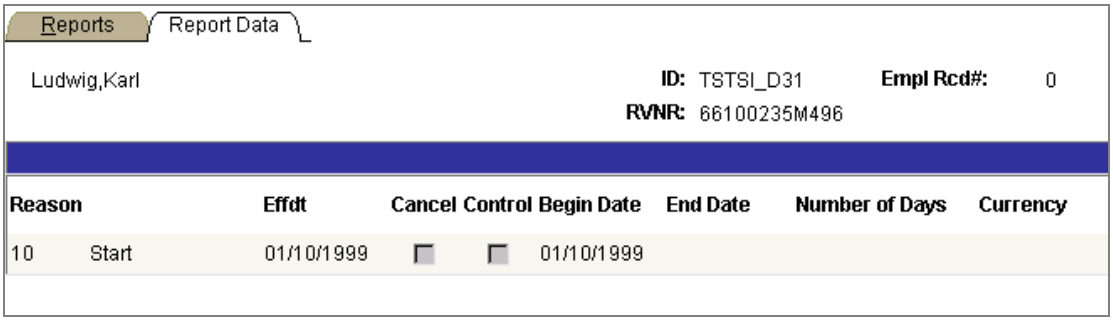
DBAN — Selected if the element DBAN (address) is a component of the report.

DBEU — Selected if the element DBEU (EU social insurance number) is a component of the report.

DBSO	Selected if the element DBSO (immediate report) is a component of the report.
Frequency	Frequency of the report: ***D*** for daily, ***M*** for monthly.
Reporting Date	Date when the report was copied to a disk or tape.
Report Type	Report type (Registration, Withdrawal, Change Report, Annual Report, Control Report, Immediate Report). Valid values are: ***JAH:*** annual report ***ANM:*** registration ***ABM:*** withdrawal ***AEN:*** change report ***KON:*** control report ***SOF:*** immediate report
Status	Report status. Valid values are: ***A:*** Valid registration. ***E:*** Valid earnings reporting. ***F:*** Registration error. ***N:*** Valid name reporting. ***O:*** Cancelled registration.
Current DEUEV Run	Displays the sequence number issued by the system for the run.

Viewing Reportable DEUEV Report Data

Access the DEUEV Reportable Events - Report Data page.



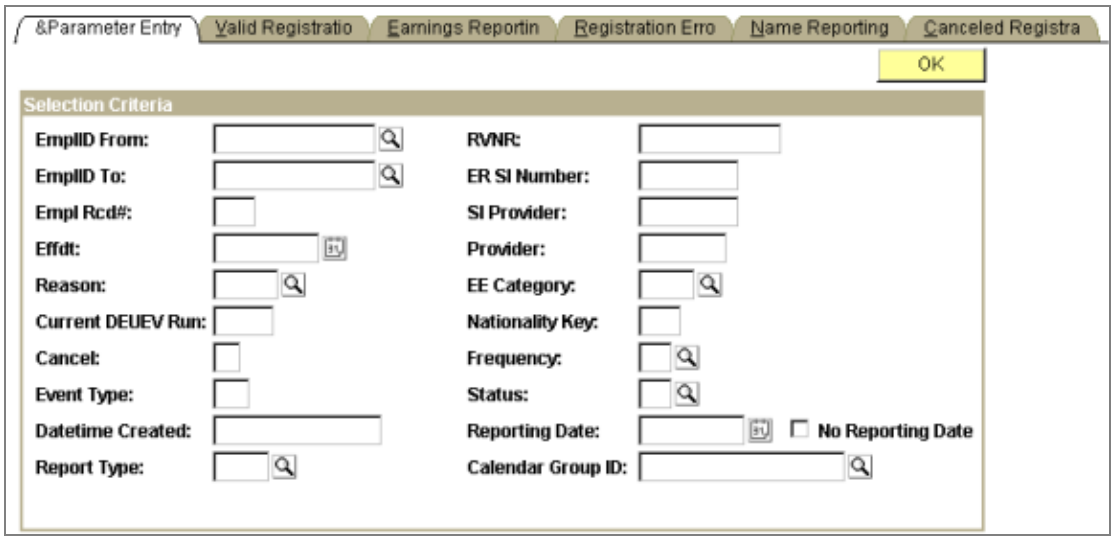
DEUEV Reportable Events - Report Data page

Reason	The reason for the report.
Effdt (effective date)	Date when the event occurred.
Cancel	Selected if a cancellation has occurred.
Control	Selected if this is a control report.
Begin Date and **End Date**	Begin and end dates of the reporting period.

Number of Days	Contains a value if the report is simultaneously a registration and a withdrawal report that concerns a low-income earner.
Amount	Amount of reportable pay.
Contr Group (contribution group)	Contribution group of the employee.
Activity Keys	This value is composed out of the fields BA-Code, Position in Job, Education as defined on the employee SI setup.
Region	Region of the employee's DEUEV provider. Valid values are ***West*** and ***Ost***.
Multi Employ (multiple employment)	Selected if the employee has multiple employment.
Current DEUEV Run	The sequence number issued by the system for the run.

Entering Selection Criteria for DEUEV Reports

Access the DEUEV Statistics - Parameter Entry page.



DEUEV Statistics - Parameter Entry page

Selection Criteria

When you enter selection criteria besides the employee ID, the system sorts the report data according to the criteria you enter.

ID	To see statistics for an employee, enter the employee ID.
Empl Rcd# (employee record number)	To see statistics for a particular job, enter the employee record number.

Effdt (effective date)	Enter the effective date.
Reason	Select the report reason.
Current DEUEV Run	Enter the number of the DEUEV run for which you want to see processing results.
Cancel	Enter ***Y*** to select all cancelled messages, ***N*** to ignore the cancelled messages.
Event Type	Select the type of event for which you want to see statistics.
Datetime Created	Select the date for when the process was run.
Report Type	Select the type of report for which you want to see statistics.
No Reporting Date	Select the messages that have no reported date yet (messages that have not yet been written to disk).
RVNR	Select the pension insurance number of the employee.
ER SI Number (employer social insurance number)	Select the employer's social insurance number as defined on pay entity location.
SI Provider (social insurance provider)	Select the name of the primary social insurance provider.
Provider	Select the number of the employer's SI provider.
EE Category (employee category)	Select the employee category.
Nationality Key	Select the nationality code.
Frequency	Select ***MON*** to view messages from the monthly runs and ***DAY*** to view messages from the daily runs only.
Status	Select the status of the statistics you want to review. Valid values are: ***A:*** Valid registration ***E:*** Valid earnings reporting ***F:*** Registration error ***N:*** Valid name reporting ***O:*** Cancelled registration
Reporting Date	Select the date when the disk was created and closed.
Calendar Group ID	Enter the calendar group ID for which you want to review statistics.

Viewing DEUEV Record Statistics

Access any of these pages:

- DEUEV Statistics - Valid Registration.
- DEUEV Statistics - Earnings Reporting.
- DEUEV Statistics - Registration Error.
- DEUEV Statistics - Name Reporting.
- DEUEV Statistics - Canceled Registration.

See Also

Viewing Reportable DEUEV Reports

Running the DEUEV Report Process

In this section, we discuss how to:

- Produce a daily DEUEV report.
- Produce a monthly DEUEV report.
- Produce a yearly DEUEV report.
- Run a generic DEUEV report.

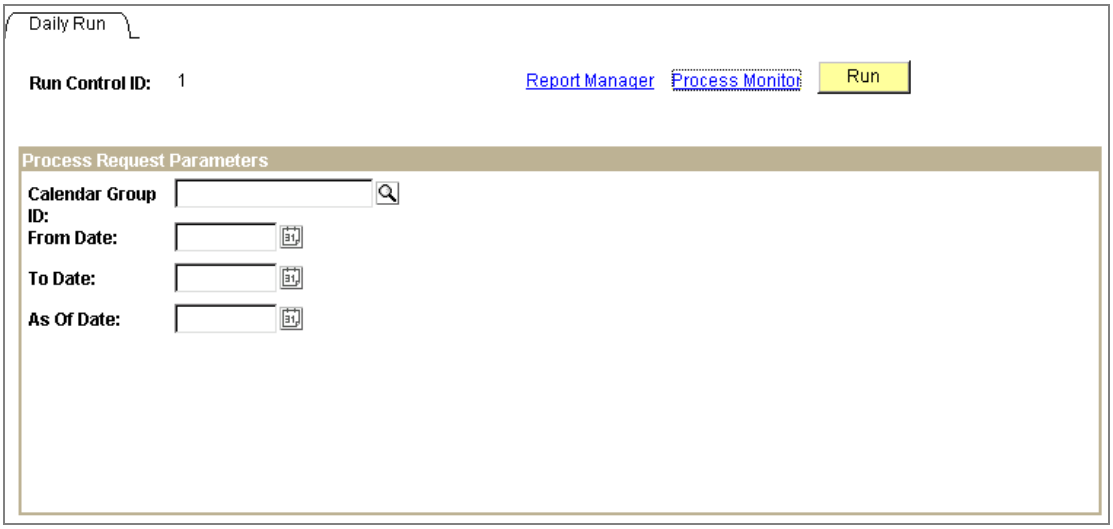
Pages Used to Run the DEUEV Report Process

Page Name	*Object Name*	*Navigation*	*Usage*
DEUEV Daily Run	GPDE_DV_RUN_DAY	Global Payroll Germany, Manage Payroll Process (GER), Process, DEUEV Daily Run	Run the daily DEUEV process.
DEUEV Monthly Run	GPDE_DV_RUN_MON	Global Payroll Germany, Manage Payroll Process (GER), Process, DEUEV Monthly Run	Run the monthly DEUEV process.
DEUEV Yearly Run	GPDE_DV_RUN_YER	Global Payroll Germany, Manage Payroll Process (GER), Process, DEUEV Yearly Run	Run the yearly DEUEV process.

Page Name	Object Name	Navigation	Usage
DEUEV Report Generation	GPDE_DV_RUN_REP	Global Payroll Germany, Manage Payroll Process (GER), Process, DEUEV Report Generation	Run the DEUEV reporting data generation process.

Running a DEUEV Daily Run Process

Access the DEUEV Daily Run page.

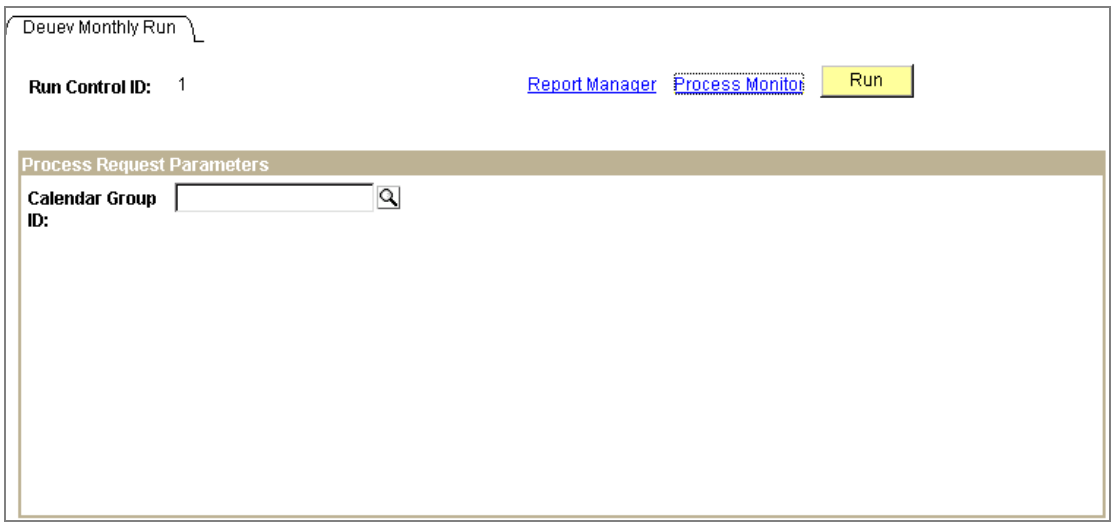


DEUEV Daily Run page

Select the Calendar Group ID from which to report and complete the **From Date, To Date,** and **As Of Date** fields.

Running a DEUEV Monthly Run Process

Access the DEUEV Monthly Run page.

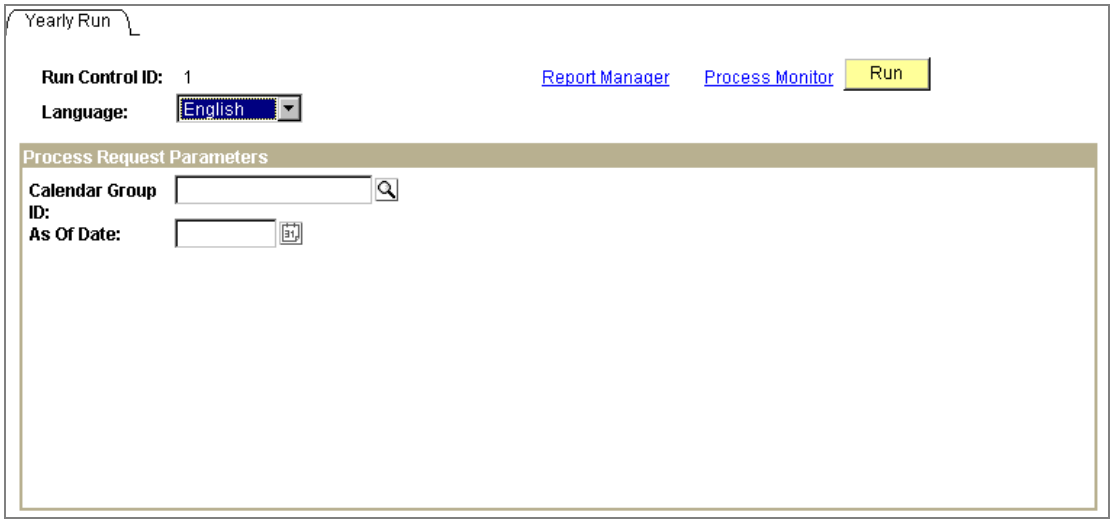


DEUEV Monthly Run page

Select the **Calendar Group ID** from which to report.

Running a DEUEV Yearly Run Process

Access the DEUEV Yearly Run page.

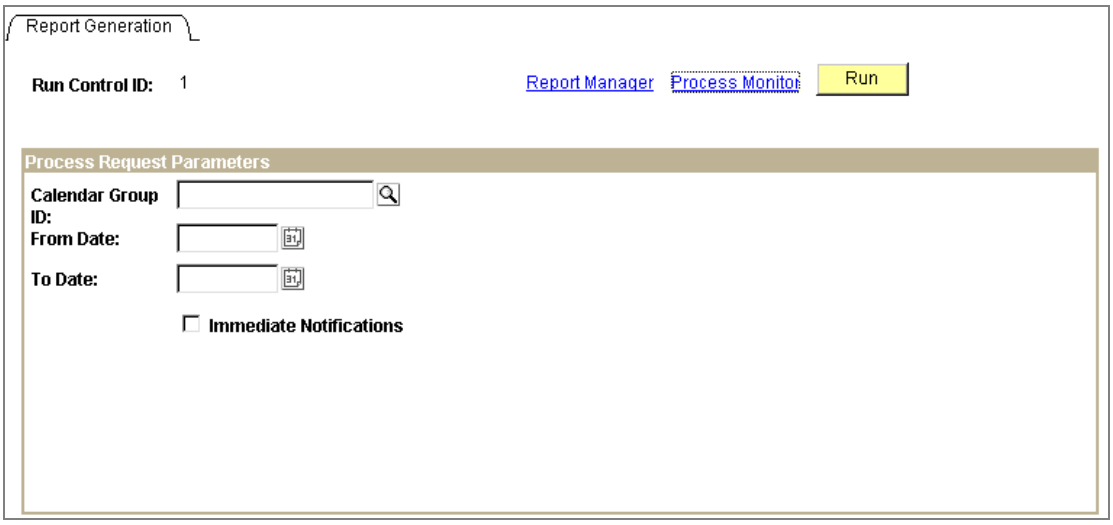


DEUEV Yearly Run page

Select the Calendar Group ID from which to report, and complete the **As Of Date** field.

Running a DEUEV Reporting Data Generation Process

Access the DEUEV Reporting Data Generation page.



DEUEV Report Generation page

Select the Calendar Group ID from which to report, and complete the **From Date** and **To Date** fields. Select the checkbox if you want **Immediate Notifications.**

Monitoring Your DEUEV Processing Status

In this section, we discuss how to check the status of your DEUEV processing.

Page Used to Check on DEUEV Processing Status

Page Name	*Object Name*	*Navigation*	*Usage*
DEUEV Process Status	GPDE_DV_PRCS_ST	Global Payroll Germany, Manage Payroll Process (GER), Inquire, DEUEV Process Status	Check the status of your DEUEV processing. The type of run is selected, and pertinent data about the run is listed.

Changing DEUEV Processing Currency

In this section, we discuss how to change your DEUEV processing currency.

Page Used to Change DEUEV Processing Currency

Page Name	Object Name	Navigation	Usage
DEUEV Currency Change	GPDE_DV_RUN_CUR	Global Payroll Germany, Manage Payroll Process (GER), Process, DEUEV Currency Change	Change your DEUEV processing currency by completing the Calendar Group and As Of Date fields.

Starting and Terminating the DEUEV System

You have to run the system start process before instituting the DEUEV system. The process generates the initial registrations for all employees that are contained in the pay groups of the specified calendar group.

The system end process does a similar thing when you want to terminate the DEUEV system. It generates the required final withdrawals for all employees in the specified calendar group.

In this section, we discuss how to:

- Start your DEUEV system.
- End your DEUEV system.

Pages Used to Start and Terminate the DEUEV System

Page Name	Object Name	Navigation	Usage
DEUEV System Start	GPDE_DV_RUN_STA	Global Payroll Germany, Manage Payroll Process (GER), Process, DEUEV System Start	Start your DEUEV system by completing the Calendar Group and As Of Date fields.
DEUEV System Termination	GPDE_DV_RUN_END	Global Payroll Germany, Manage Payroll Process (GER), Process, DEUEV System Termination	Terminate your DEUEV system by completing the Calendar Group and As Of Date fields.

Viewing DEUEV Reported Events

After creating your report (data file), you can view the DEUEV reported events. View newly created and existing reports that were transferred to a data file through the pages in the DEUEV Reported Events component.

In this section, we discuss how to:

- View all reports that contain DSME data.

- View all reports that contain DBME data.
- View a payee's name and title.
- View a payee's birth data.
- View a payee's address information.
- View a payee's EU social insurance number and birth country.
- View immediate reports.

Pages Used to View DEUEV Reported Events

Page Name	*Object Name*	*Navigation*	*Usage*
DEUEV Reported Events - Reports	GPDE_DV_DSME	Global Payroll Germany, Manage Payroll Process (GER), Inquire, DEUEV Reported Events, Reports	View all reports that contain DSME data.
DEUEV Reported Events - Report Data	GPDE_DV_DBME	Global Payroll Germany, Manage Payroll Process (GER), Inquire, DEUEV Reported Events, Report Data	View all reports that contain DBME data.
DEUEV Reported Events - Name Data	GPDE_DV_DBNA	Global Payroll Germany, Manage Payroll Process (GER), Inquire, DEUEV Reported Events, Name Data	View a payee's name and title as they appear in reports that contain DBNA data.
DEUEV Reported Events - Birth Data	GPDE_DV_DBGB	Global Payroll Germany, Manage Payroll Process (GER), Inquire, DEUEV Reported Events, Birth Data	View a payee's birth data.
DEUEV Reported Events - Address Data	GPDE_DV_DBAN	Global Payroll Germany, Manage Payroll Process (GER), Inquire, DEUEV Reported Events, Address Data	View a payee's address information.

Page Name	Object Name	Navigation	Usage
DEUEV Reported Events - EU SI Numbers (DEUEV reported events - European Union social insurance numbers)	GPDE_DV_DBEU	Global Payroll Germany, Manage Payroll Process (GER), Inquire, DEUEV Reported Events, EU SI Numbers	View a payee's European Union social insurance number and birth country for reports that include DBEU.
DEUEV Reported Events - Immediate Reports	GPDE_DV_DBSO	Global Payroll Germany, Manage Payroll Process (GER), Inquire, DEUEV Reported Events, Immediate Reports	View immediate reports for the payee.

Transferring DEUEV Reports Data to Disk or Tape

In this section, we discuss how to transfer report data to disk or tape.

To transfer DEUEV report data to a disk or tape:

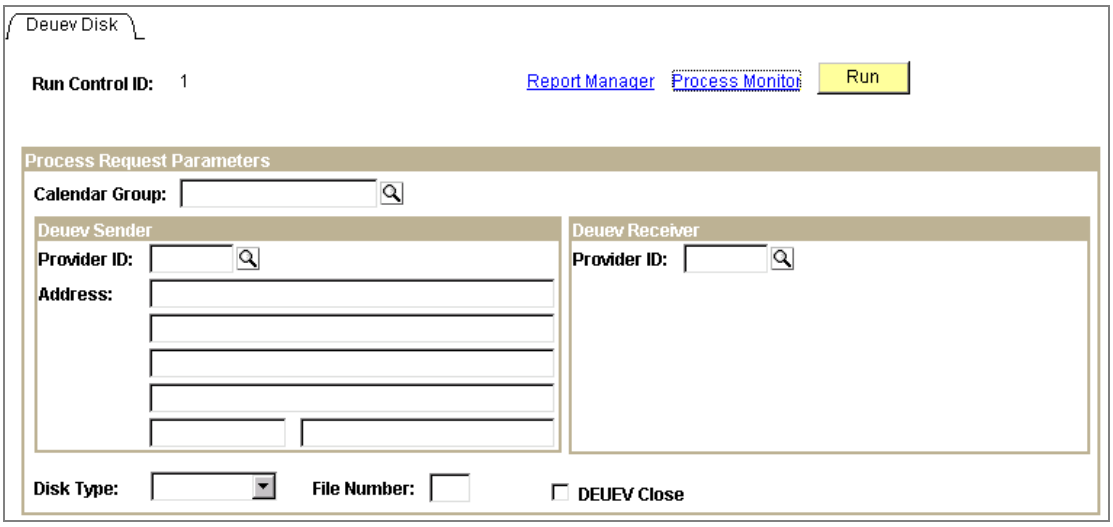
1. Access the DEUEV Disk page.
2. Enter the sending information.
3. When receiver information appears enter the disk type, file number, and calendar group ID information.
4. Run the process.

Page Used to Transfer DEUEV Report Data to Disk or Tape

Page Name	Object Name	Navigation	Usage
DEUEV Disk	GPDE_DV_RUN_DSK	Global Payroll Germany, Manage Payroll Process (GER), Process, DEUEV Disk	Use to transfer the report data to disk or tape.

Creating the DEUEV Disk

Access the DEUEV Disk page.



DEUEV Disk page

You create reports and save data to a file at the same time. Whenever you generate reports, the system overwrites the previous set of reports, so it's important to save them before creating new reports. You copy reports with different frequencies to different data files.

Process Request Parameters

Calendar Group Select the ID for the calendar group that corresponds to the DEUEV report you want to be transferred to a disk or tape.

Disk Type Select ***3.5" H, 5.25" HD,*** or ***Tape.***

File Number The number of pay runs that have been performed.

DEUEV Close When you select the **DEUEV Close** check box and click the **Run** button, the system processes the reports.

The record is considered reported. The system saves the report and saves the data for transfer to disk or tape. The report files you created can be transferred to disk or tape.

DEUEV Sender

Complete the **Provider ID** of the employer and **Address** fields for the sender.

DEUEV Receiver

Select the Provider ID of the receiver.

Repeating Report Runs

After you run the DEUEV reports, check them for completeness and ensure that the reported data is correct. If you discover that the reports are incomplete or contain incorrect data, make the necessary corrections and rerun the reports.

Rejected Reports

If a data file contains faulty reports (for example, a data element is missing), the DEUEV provider rejects the file. The data on the file is considered unreported, and you must re-create it. An error protocol identifies the type of error. You must determine the cause of the error such as inconsistencies in the file information, and correct the problem.

Mark the rejected reports as faulty by opening the panel DEUEV Reported Events and setting the status of the rejected report to F. This means that the system handles it as if it didn't exist. In the next DEUEV run, the report is re-created in accordance with your corrections and sent to the receiving office.

CHAPTER 11

Defining Direct Insurance for Germany

This chapter provides an overview of direct insurance and describes how to:

- Set up direct insurance.
- Enter direct insurance data.

Understanding Direct Insurance

Direct insurance represents a type of earning that is subject to lower taxation than regular earnings. Direct insurance premiums can either be paid by the employer in addition to wages or salaries or can be financed by converting wages or salaries from legally owed compensation.

The employer pays insurance fees directly to the insurer and deducts those fees from the employee's income. The advantage to employees is that they pay a fixed tax percentage that is lower than the tax percentage for their regular salaries.

The lump-sum tax rate for such future insurance benefits has been 20 percent since 1996, but legislation grants such tax concessions, depending on how the insurance premiums are financed.

This chapter discusses the types of direct insurance and how to set up calculations for direct insurance in PeopleSoft Global Payroll for Germany.

Types of Direct Insurance

Tax concessions apply to the following types of direct insurance:

- Capital life insurance.
- Term life insurance.
- Combined term and capital life insurance.
- Retirement insurance.
- Pension insurance with capital options.
- Accident and employment disability insurance with guaranteed premium refund.

- Supplemental accident insurance combined with a life insurance policy.
- Employment disability insurance combined with a life insurance policy.
- Variable life insurance.

Note. Tax concessions apply only to insurance policies with a term of at least five years.

Direct insurance benefits are paid directly by the employer to the employee's account at the employee's insurance company. Benefits can be made paid regularly (periodically), or in the form of a one-time payment. Such payments can involve normal work pay, a pay conversion, or a one-time payment. Each case requires different taxation processes. Earnings up to 1742,48 euros per year are also taxed differently than the share of earnings above this limit.

The interest yielded from these types of insurance policies is nontaxable, if the term of the policy is not less than 12 years and individual contribution adjustments do not exceed the lump-sum amount.

If pay is converted, the insurance premium is deducted from the compensation amount in advance, or if the employer makes a one-time payment, the premium is taxed at the lump-sum rate of 20 percent. This rate applies up to an annual total amount of 1742,48 euros; earnings above this amount are taxed separately.

Amounts from one-time payments, as well as old policies, are exempt from social insurance contributions.

Setting Up Direct Insurance

Note. All set up for direct insurance is done in the core application, using elements that are specific for Germany. There are no specific pages in PeopleSoft Global Payroll for Germany that need to be set up for direct insurance.

To set up direct insurance:

1. Set up the earnings element that's used to put in the direct insurance on the Earnings Name page in the core application.
2. Define the calculation rule for the direct insurance earnings on the Earnings Calculation page in the core application.
3. Assign the earnings element to an accumulator on the Accumulators page in the core application.
4. Assign an individual recipient for direct insurance deductions on the Payee Deduction Recipients page in the core application.

Note. Once the earnings element is assigned to an accumulator, all entered amounts related to the earnings are automatically deducted. The deduction element used is DE_DD_M90100.

Entering Direct Insurance Data

Enter direct insurance data in the Earnings component in the core application. There are two pages that are important in defining direct insurance data: the Earnings Calculation page and the Accumulators page.

See Also

"*PeopleSoft Global Payroll PeopleBook,"* Defining Earnings and Deduction Elements "

Setting up an Earning for Direct Insurance

Access the Earnings Name page.

See Also

"*PeopleSoft Global Payroll PeopleBook,"* Defining Earnings and Deduction Elements "

Calculation Rules for Direct Insurance

Access the Earnings Calculation page, where you can view the calculation rule information for the direct insurance deduction.

Define the calculation rule of the direct insurance earnings as an *Amount*, and select *Payee Lvl* as the amount.

See Also

"*PeopleSoft Global Payroll PeopleBook,"* Defining Earnings and Deduction Elements," Defining the Calculation Rules

Assigning Accumulators for Direct Insurance

Create a new earnings element, which must be added to an accumulator for direct insurance. Depending on who is paying the lump-sum tax, the accumulator is different. PeopleSoft delivers both of these accumulators.

- If the employer is paying the lump sum-tax, use the DE_A3_K2042 accumulator.
- If the employee is paying the lump-sum tax, use the DE_A3_K2052 accumulator.

By assigning the earnings to one of these accumulators, you define the earnings as a direct insurance type of earnings.

See Also

"*PeopleSoft Global Payroll PeopleBook,"*Setting Up Accumulators”

Assigning Recipients for Direct Insurance Deductions

Use the Deduction Recipients page in the core application to define the banking details for direct insurance deductions. This includes assigning a recipient ID and identifying a deposit schedule.

Note. You must assign the DE_DD_M90100 deduction element to the individual recipient.

See Also

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

CHAPTER 12

Calculating Net-to-Gross Payments for Germany

Some earnings, such as bonuses, are paid as net amounts, so you must calculate the corresponding gross amounts. This chapter describes how to:

- Set up net-to-gross payments for earnings.
- Set up net-to-gross earnings for reporting.

Note. Set up for net-to-gross payments for Germany is done in the core application, using elements that are specific to Germany. There are no specific pages in PeopleSoft Global Payroll for Germany that you need to set up for net-to-gross payments.

Setting Up Net-to-Gross Calculation for Earnings

To set up a net-to-gross calculation for earnings:

1. Set up the earnings for net-to-gross calculations on the Earnings Name Page in the core application.
2. Assign the net-to-gross earnings to an accumulator on the Accumulators Page in the core application.
3. Set up the gross earnings on the Earnings Name page in the core application.

   Assign the grossed-up amount to a gross earnings by defining a corresponding grossed-up earnings for each net-to-gross earnings, using a calculation rule of *Base* * *Percent* on the Earnings Calculation Page in the core application.
4. Assign the gross earnings to an accumulator on the Accumulators page in the core application.

   The net-to-gross payment is automatically calculated and stored.
5. Add the net-to-gross earnings and the grossed-up earnings to the earnings element group on the Element Groups - Members Page in the core application.
6. Add the net-to-gross earnings to a section, where all earnings are processed, on the Definition Page in the core application.

7. Add the grossed-up earnings to another section, where grossed-up earnings are processed, at the end of the process.

8. Assign the grossed-up earnings to a print class of the payslip and the pay balance, and to the print class of the other reports that print earnings.

Note. Some net-to-gross earnings elements are delivered but not maintained by PeopleSoft.

Setting Up Net-to-Gross Payments for Earnings

Set up net-to-gross payments in the Earnings component in the core application.

Note. For net-to-gross payments, set up net earnings and gross earnings separately.

See Also

PeopleSoft Global Payroll PeopleBook, "Defining Earnings and Deduction Elements”

Setting Up Net-to-Gross Payments

First, set up the net-to-gross payment as an earnings element on the Earnings Name page in the core application.

There are three types of net-to-gross calculations:

- Annualized.
- Bonus.
- Multiple Year Bonus.

See Also

PeopleSoft Global Payroll PeopleBook, "Defining Earnings and Deduction Elements”

Assigning Net-to-Gross Earnings to an Accumulator

In order to define the type of calculation used, assign each type of net-to-gross earnings to an accumulator on the Accumulators page in the core application.

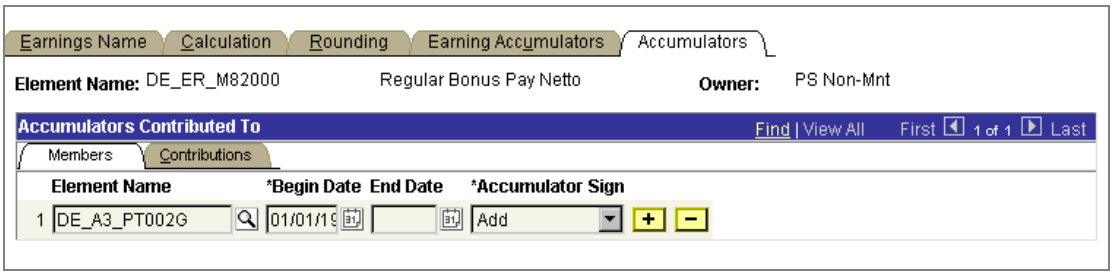
Assign each type of net-to-gross earnings to the following accumulators:

Type of Earnings	*Assign to Accumulator*
Annualized	DE_A3_KT001G

Type of Earnings	*Assign to Accumulator*
Bonus	DE_A3_KT002G
Multiple Year Bonus	DE_A3_KT003G

Example

If you select a net-to-gross earnings type of *Bonus,* the following information appears on the Accumulators page:



Example of assigning an earning to an accumulator

Note. If an earnings element is PeopleSoft-maintained, the naming convention for the element includes *P*. For example, DE_A3_PT002G is a PeopleSoft-maintained earnings element. If an earnings element is customer-maintained, the naming convention for the element includes *K*. For example, DE_A3_KT002G is a customer-maintained earnings element.

See Also

PeopleSoft Global Payroll PeopleBook, "Setting Up Accumulators"

Setting Up Gross Earnings

The next step is to set up the appropriate gross earnings.

To assign the grossed-up amount to gross earnings, set up a corresponding grossed-up earnings for each net-to-gross earnings.

Define the calculation rule for the gross earnings on the Earnings Calculation page in the core application.

Note. Select a calculation rule of *Base* * *Percent* for these earnings.

The *Base* of the earnings is the corresponding net-to-gross earnings. The *Percent* for the earnings is a certain formula for each type of net-to-gross calculation. Use the following formulas for each type of net-to-gross calculation:

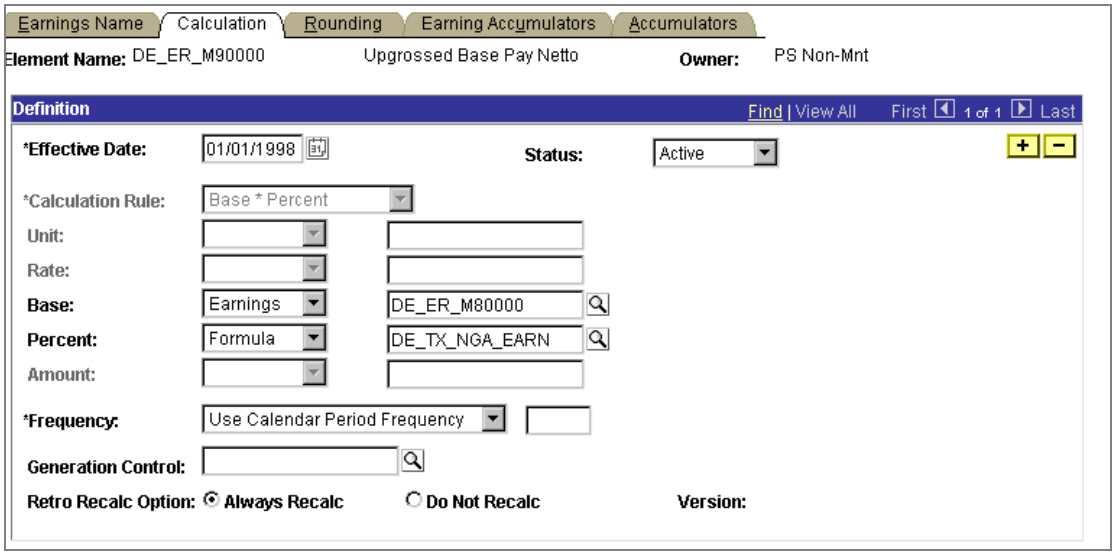
Type of Net-to-Gross Calculation	*Formula*
Annualized grossed-up earnings	DE_TX_NGA_EARN

Type of Net-to-Gross Calculation	*Formula*
Bonus grossed-up earnings	DE_TX_NGB_EARN
Multiple Year Bonus grossed-up earnings	DE_TX_NGMYB_EARN

The grossed-up amount is stored in the earnings. Assigning formulas to the earnings enables the grossed-up amount of the earnings to calculate automatically.

Example

If you select a net-to-gross earnings type of *Annualized*, enter the following information on the Earnings Calculation page.



Example of defining a calculation rule for a net-to-gross earnings

See Also

PeopleSoft Global Payroll PeopleBook, "Defining Earnings and Deductions Elements," Defining the Calculation Rules

Assigning Gross Earnings to an Accumulator

In order to ensure that the grossed-up earnings is calculated correctly, assign each type of grossed-up earnings to an accumulator on the Accumulators page in the core application.

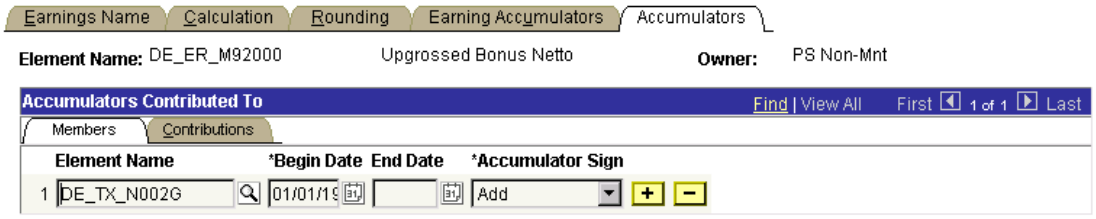
Assign each type of grossed-up earnings to the following accumulators:

Type of Earnings	*Assign to Accumulator*
Annualized	DE_TX_N001G
Bonus	DE_TX_N002G

Type of Earnings	*Assign to Accumulator*
Multiple Year Bonus	DE_TX_N003G

Example

If you select a grossed-up earnings type of *Bonus*, enter the following information on the Accumulators page.



Example of assigning a grossed-up earnings to an accumulator

See Also

PeopleSoft Global Payroll PeopleBook, "Setting Up Accumulators"

Processing Net-to-Gross Earnings

By assigning the earnings to an accumulator, the net-to-gross is automatically calculated because the net-to-gross process is defined in the standard process list.

The results of this process, which are deductions, are automatically stored.

The naming convention for the deduction elements is as follows:

```
DE_<XX>_T<NNN>
```

The value of <XX> is the type of deduction. For example, it can be SI (Social Insurance) or TX (Tax).

The value of <NNN> is a number such as 001. For example, the element name for the annualized tax deduction that is stored is the following:

```
DE_TX_T001
```

Delivered Accumulators

PeopleSoft delivers the following accumulators to handle net-to-gross earnings.

Accumulator	*Description*
DE_A3_KT001G	Earnings assigned to annualized Net to Gross
DE_A3_KT002G	Earnings assigned to Bonus Net to Gross

Accumulator	*Description*
DE_A3_KT003G	Earnings assigned to MY Bonus Net to Gross
DE_TX_N001G	Grossed Up annualized Earnings
DE_TX_N002G	Grossed Up Bonus Earnings
DE_TX_N003G	Grossed Up MY Bonus Earnings

See Also

PeopleSoft Global Payroll PeopleBook, "Defining Processing Elements"

PeopleSoft Global Payroll PeopleBook, "Defining Processing Elements," Subprocess Sections

Adding Earnings to an Element Group

Add the net-to-gross earnings and the grossed-up earnings to the earnings element group of DE_AL_EARNINGS on the Element Groups - Members page in the core application.

See Also

PeopleSoft Global Payroll PeopleBook, "Understanding the Organizational Structure," Defining Element Groups

Adding Earnings to a Section

Note. You must add the net-to-gross earnings and the grossed-up earnings separately. Each type of earnings is added to a different section.

Add the net-to-gross earnings to the DE_ER_1000 section on the Section Definition page in the core application. This is where all earnings for PeopleSoft Global Payroll for Germany are processed.

Next, add the grossed-up earnings to another section at the end of the process. The grossed-up earnings must be added to the DE_TX_FINAL section on the Section Definition page in the core application.

See Also

PeopleSoft Global Payroll PeopleBook, "Defining Processing Elements," Selecting Elements That Constitute a Section

Setting Up Net-to-Gross Earnings for Reporting

Once you have defined your net-to-gross earnings and the grossed-up earnings, you must prepare them for reporting and printing.

Note. First decide which earning has to be assigned to the print classes. This decision depends on the individual needs of your company.

To set up earnings for reporting:

1. Assign the earnings you selected to the print class of the payslip on the Payslip page.
2. Assign the earnings you selected to the print class of the pay balance on the Pay Balance page.
3. Assign the earnings you selected to the print class of other earnings, which print earnings.

Note. Assigning net-to-gross earnings to a print class is only useful if you want to view the base of the grossed-up earnings.

See Also

"Appendix A: PeopleSoft Global Payroll for Germany Reports," GPDEAL01 - Payslip

"Appendix A: PeopleSoft Global Payroll for Germany Reports," GPDETX03 - Pay Balance

"Setting Up PeopleSoft Global Payroll for Germany," Specifying a Print Class

Delivered Net-to-Gross Elements

The following tables list the elements that PeopleSoft Global Payroll for Germany delivers that are pertinent to country setup.

Net-to-Gross Earnings

Earning	*Description*
DE_ER_M80000	Base Pay Net 1
DE_ER_M81000	Base Pay Net 2
DE_ER_M81050	Base Pay Net 3
DE_ER_M82000	Regular Bonus Pay Netto
DE_ER_M83000	MY Bonus Pay Netto
DE_ER_M90000	Grossed Up Base Pay Net 1 (corresponding to DE_ER_M80000)
DE_ER_M91000	Grossed Up Base Pay Net 2 (corresponding to DE_ER_M81000)

Earning	*Description*
DE_ER_M91050	Grossed Up Base Pay Net 3 (corresponding to DE_ER_M81050)
DE_ER_M92000	Grossed Up Regular Bonus Pay Netto (corresponding to DE_ER_M82000)
DE_ER_M93000	Grossed Up MY Bonus Pay Netto (corresponding to DE_ER_M83000)

Note. PeopleSoft delivers a structured query language (SQL) query that you can run to view the names of all delivered elements that are designed for Germany.

See Also

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

PeopleSoft Global Payroll PeopleBook, "Defining Earnings and Deduction Elements "

CHAPTER 13

Setting Up Payslips for Germany

PeopleSoft Global Payroll for Germany enables you to generate payslips. You can adapt your PeopleSoft Global Payroll payslip 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.

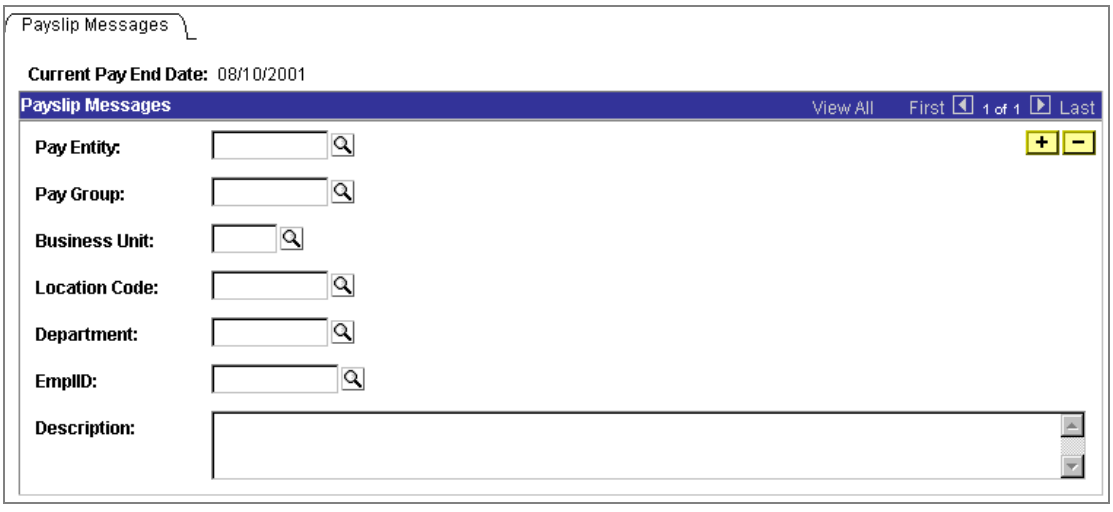
This chapter describes the pages you must complete to create your payslip.

Page Used to Set Up Payslip Messages

Page	*Object Name*	*Navigation*	*Usage*
Payslip Messages	GPDE_AL_01_MSG	Global Payroll Germany, Manage Payroll Process (GER), Setup, Payslip Messages	Enter payslip data.

Designating the Payslip Message Data

Access the Payslip Messages page.



Payslip Messages page

Pay Entity	Select the pay entity for the organization issuing the payslip.
Pay Group	If you want to include only those payees belonging to a certain pay group, enter that pay group ID here.
Business Unit	If you want to include only those payees belonging to a certain business unit, enter that code here.
Location Code	If you want to include only those payees belonging to a certain location, enter that code here.
Department	If you want to include only those payees belonging to a certain department, enter the code here.
EmplID (employee ID)	If you want to narrow the population to a single payee, enter the employee ID for that payee here.
Description	Enter a message that you want to appear on the payslip

PaySlip Message Examples

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.

1. Select the appropriate current pay end date.
2. Select the pay entity issuing the payslip.
3. Enter the pay group ID for the appropriate pay group.
4. Enter the exact wording of your 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.

1. Select the appropriate current pay end date.
2. Select the pay entity issuing the payslip.
3. Enter the employee ID for the payee.
4. Enter the exact wording of your 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 a Payslip

Use the Payslip report component to generate payslips.

See Also

“Appendix A: PeopleSoft Global Payroll for Germany Reports”

CHAPTER 14

Setting Up Banking for Germany

This chapter provides an overview of banking for Germany and describes how to:

- Define your banking feature for Germany.
- Set up bank information.
- Set up defaults for source banks.
- Set up banking defaults for payees.
- Run local country bank processing.

Overview of How to Define Your Banking Feature for Germany

The banking feature in PeopleSoft Global Payroll is optional. If you decide to use the banking feature, start by defining pages in the core application and continue setting it up on PeopleSoft Global Payroll for Germany pages.

To define your banking feature for Germany:

1. Define your banks and branches on the Bank Table page and the Bank Branch Table page in the core application.
2. Define your source banks on the Pay Entity Source Bank Link page in the core application.

   Define the organisation level for your source bank on the Pay Entity Source Bank Link page in the core application.
3. Define further information about source banks in PeopleSoft Global Payroll for Germany.

   Depending on the organisation level you selected on the Pay Entity Source Bank Link page in the core application, define German-specific information on the corresponding page in PeopleSoft Global Payroll for Germany.
4. Define bank account information for payees.

   First, define information on the Bank Account Information page in the core application. Then further define banking information for a payee in PeopleSoft Global Payroll for Germany on either the Payee Source Bank Default page (if the bank is located in

Germany) or on the Payee Foreign Bank Transfer page (if the bank is located outside of Germany).

5. Run the banking process on the Banking Run Control page in the core application.

6. Create payment files and reports in PeopleSoft Global Payroll for Germany.

See Also

PeopleSoft Global Payroll PeopleBook, "Understanding Banking"

Setting Up Bank Information

PeopleSoft Global Payroll for Germany uses the same bank information pages as PeopleSoft Human Resources. Set up basic naming and address information for the banks that your company does business with on the Bank Table page, Bank Branch Table page, the Source Bank Account page.

See Also

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

Setting Up Defaults for Source Banks

All of your payments are processed through your source banks. Specify the classification criteria for your source banks on the Pay Entity Source Bank Link page in the core application. There, you can define the level of organisation for 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 Germany in the following components:

- Pay Entity.
- Department.
- Pay Group.

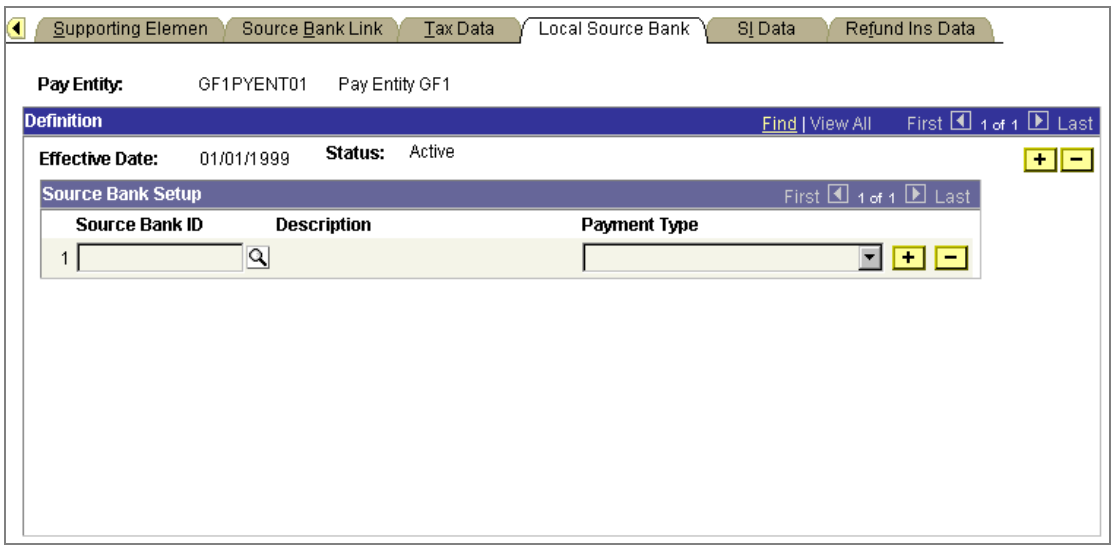
For example, suppose that you select *Pay Entity* as the organisational level for your source bank on the Pay Entity Source Bank Link page in the core application. For every pay entity in your organisation, you must set up a source bank default link on the Pay Entity - Local Source Bank Link page in PeopleSoft Global Payroll for Germany. Also use these pages to define the payment type.

Pages Used to Set Up Defaults for Source Banks

Page	*Object Name*	*Navigation*	*Usage*
Local Source Bank	GPDE_AL_PAYENTITY2	Global Payroll Germany, Define Payroll Setup (GER), Setup 1, Pay Entity, Local Source Bank	Enter information about source bank and payment type at the pay entity level. You must first have selected *Pay Entity* as the organisation level on the Pay Entity Source Bank Link page and have set up Source Bank IDs.
Source Bank	GPDE_AL_DEPT3	Global Payroll Germany, Define Payroll Setup (GER), Setup 1, Department, Source Bank	Enter information about source bank and payment type at the department level. You must first have selected *Department* as the organisation level on the Pay Entity Source Bank Link page and have set up Source Bank IDs.
Source Bank	GPDE_AL_PAYGROUP2	Global Payroll Germany, Define Payroll Setup, Setup 1, Pay Group, Source Bank	Enter information about source bank and payment type at the pay group level. You must first have selected *Pay Group* as the organisation level on the Pay Entity Source Bank Link page and have set up Source Bank IDs.

Entering Information at the Pay Entity Level

Access the Pay Entity - Local Source Bank Link page.



Pay Entity - Local Source Bank Link page

Source Bank Setup

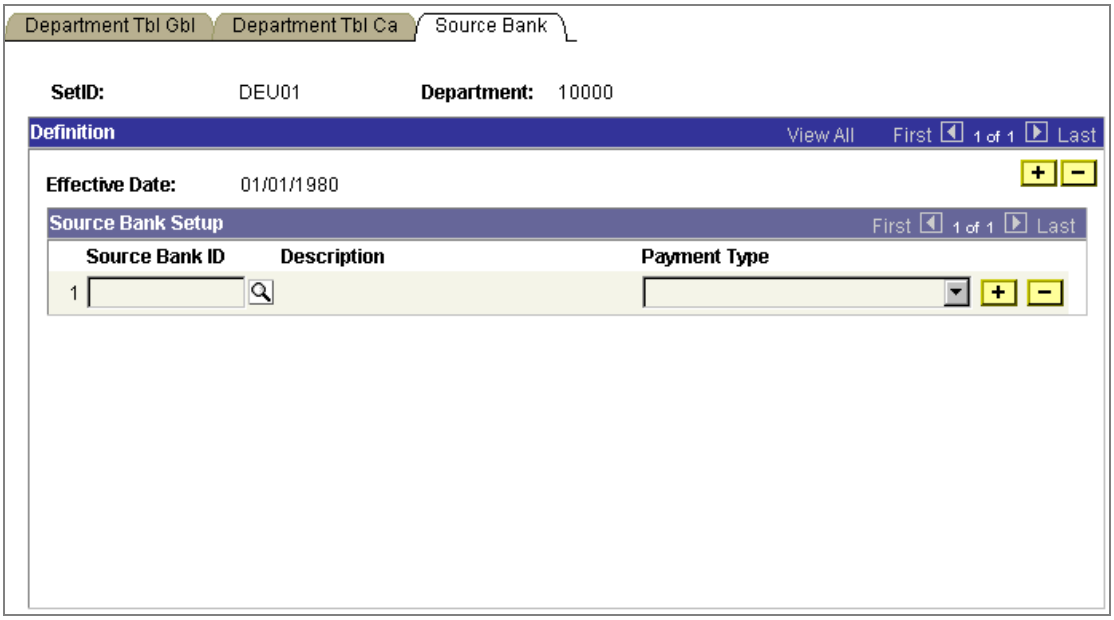
Source Bank ID Enter the source bank ID that you require. Source banks are the money sources from which payroll disbursements are drawn.

Payment Type Select the payment type that you want to use: ***Advance Payments, BVV, Capital Accumulation, Company Pensions, Direct Life Insurance, External Transfer, Garnishments, Social Insurance,*** or ***Taxes.***

Note. The Pay Entity is automatically populated from the PeopleSoft Global Payroll core application.

Entering Information at the Department Level

Access the Department - Source Bank page.



Department - Source Bank page

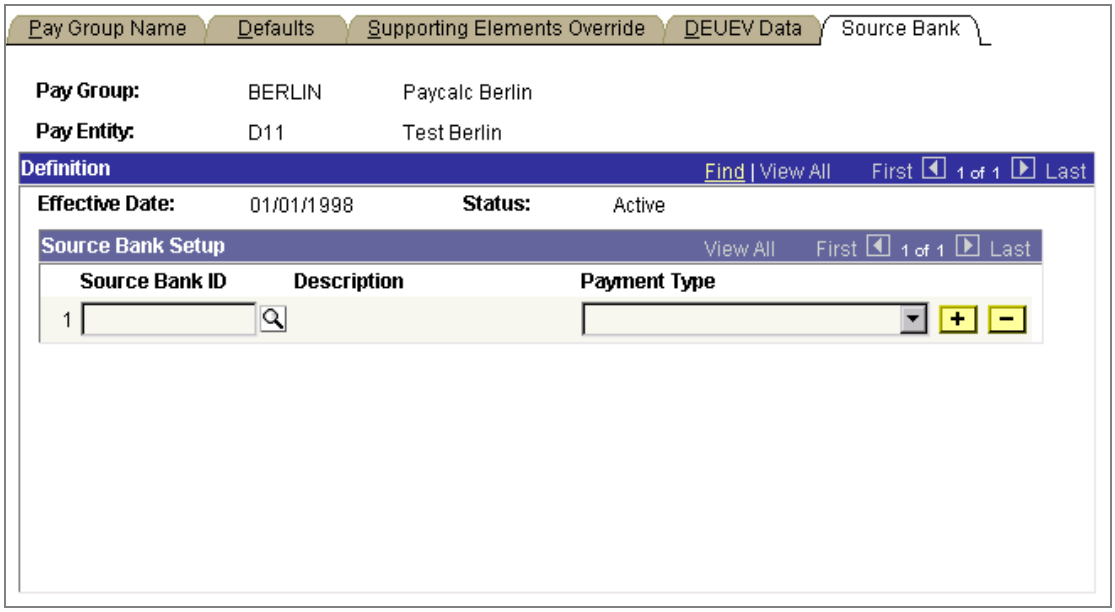
Note. The Department is automatically populated from the PeopleSoft Global Payroll core application. On this page, enter information about the source bank ID and the payment type.

See Also

Entering Information at the Pay Entity Level

Entering Information at the Pay Group Level

Access the Pay Group - Source Bank page.



Pay Group - Source Bank page

Note. The Pay Group is automatically populated from the PeopleSoft Global Payroll core application. On this page, enter information about the source bank ID and the payment type.

See Also

Entering Information at the Pay Entity Level

Setting Up Banking Defaults for Payees

When you set up defaults for banks in Germany, use the Payee Source Bank Default page and the Payee Bank Account page.

If you are setting up defaults for banks in a country other than Germany, use the Payee Foreign Bank Transfer page and the Payee Bank Account Info page.

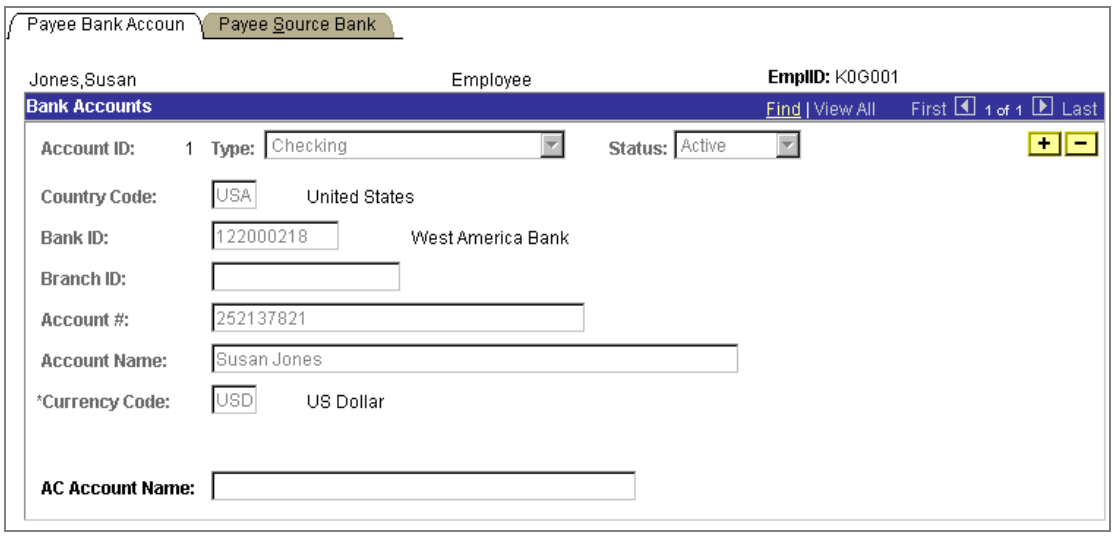
Note. The Payee Bank Account page and the Payee Bank Account Info page are display-only; their fields are unavailable for input. Use the Payee Source Bank Default page and the Payee Foreign Bank Transfer page (the second page in each component) to enter setup information for payees.

Pages Used to Set Up Banking Defaults for Payees

Page Name	*Object Name*	*Navigation*	*Usage*
Payee Bank Account	PYE_BANKACCT	Global Payroll Germany, Maintain Payroll Data (GER), Use, Payee Source Bank Default, Payee Bank Account	View bank account information for a payee. You must first have set up bank account information for a payee.
Payee Source Bank Default	GPCH_BK_PYE_ACCT2	Global Payroll Germany, Maintain Payroll Data (GER), Use, Payee Source Bank Default, Payee Source Bank Default	Assign a payee's bank account to a default source bank. First complete the Source Bank Account page.
Payee Bank Account Info (payee bank account information)	PYE_BANKACCT	Global Payroll Germany, Maintain Payroll Data (GER), Use, Payee Foreign Bank Transfer, Payee Bank Account Info	View bank account information for payees. You must first have set up bank account information for a payee.
Payee Foreign Bank Transfer	GPDE_BK_PYE_ACCT1	Global Payroll Germany, Maintain Payroll Data (GER), Use, Payee Foreign Bank Transfer, Payee Foreign Bank Transfer	Enter data on foreign bank transfers. First complete the Payee Bank Account Info page.

Viewing Bank Account Information for Payees

Access the Payee Bank Account page.



Payee Bank Account page

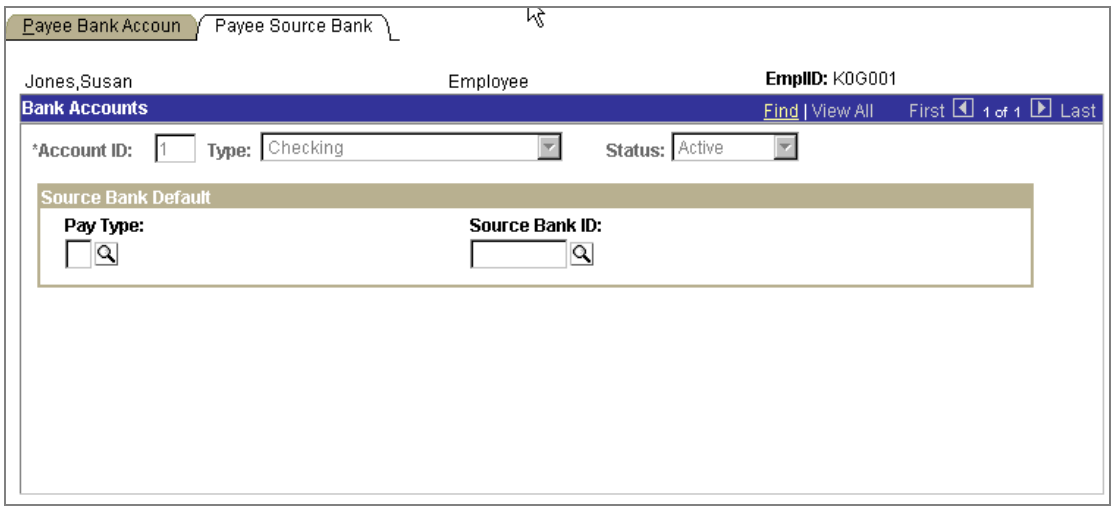
With the exception of the **AC Account Name** field, the remaining information on this page is identical to the data that you enter on the Bank Account Information page.

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.



Payee Source Bank Default page

Bank Accounts

Type The type of account.

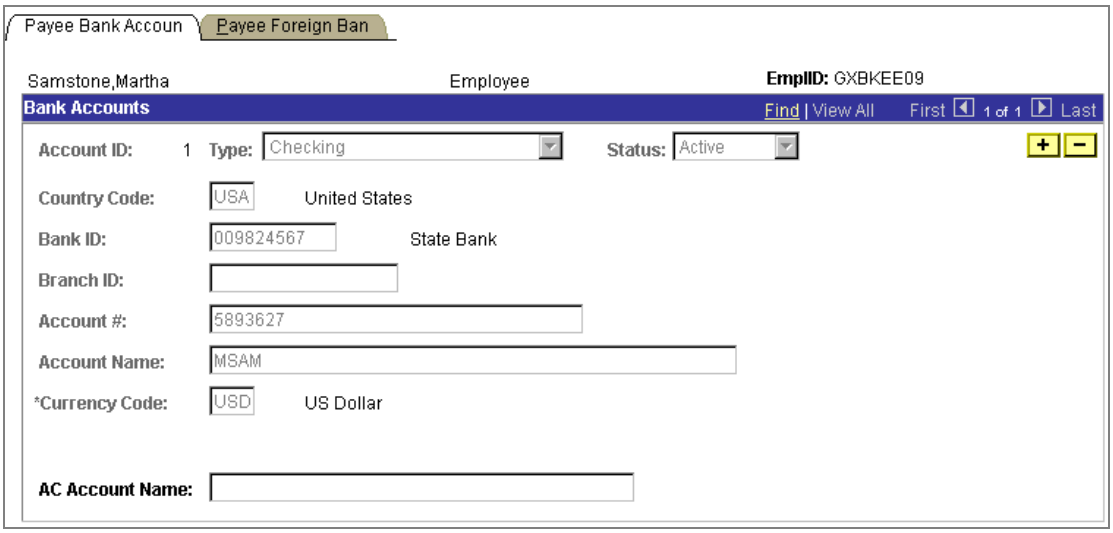
Source Bank Default

Pay Type Enter the type of payment to be made to the payee: ***Wages and Salaries.***

Source Bank ID Enter the source bank ID that you assigned to your source bank on the Source Bank Accounts page. Source banks are the money sources from which payroll disbursements are drawn.

Viewing Bank Account Information for Payees

Access the Payee Bank Account Info page.



Payee Bank Account Information page

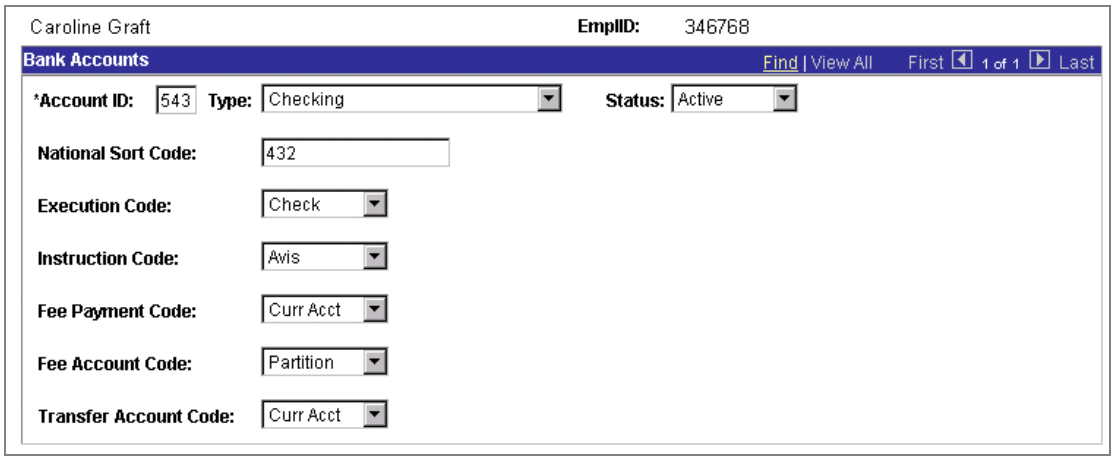
This page displays the information that you entered on the Bank Account Information page.

See Also

PeopleSoft Global Payroll PeopleBook, "Understanding Banking," Entering Payees' Bank Account Information

Entering Data on Foreign Bank Transfers

Access the Payee Foreign Bank Transfer page.



Payee Foreign Bank Transfer page

Bank Accounts

Account ID Assigns a number to the bank account information.

National Sort Code Enter your national sort code.

Execution Code Select the execution code that you require: ***Check, Check Ord, Standard,*** or ***Urgent.***

Instruction Code Select the instruction code that you require: ***Avis, Legitim, Telephone,*** or ***Telex/Fax.***

Fee Payment Code Select the type of account that you want to use: ***Curr Acct, DEM Acct,*** or ***Euro Acct.***

Fee Account Code Select the fee account code that you require: ***Contractor, Orderer,*** or ***Partition.***

Transfer Account Code Select the type of account to which the money should be transferred: ***Curr Acct, DEM Account,*** or ***Euro Acct.***

Local Country Bank Processing

Once you've set up information in the PeopleSoft Global Payroll core application, you can use this information when running processes in PeopleSoft Global Payroll for Germany 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 creates in the core application in the banking run control process.

See Also

PeopleSoft Global Payroll PeopleBook, "Understanding Banking," Creating Payments for Deductions in a Calendar Run

Pages Used in Local Country Bank Processing

Page Name	Object Name	Navigation	Usage
Setup Bank Transfer Process	GPDE_BK_BNKTRN	Global Payroll Germany, Manage Payroll Process (GER), Setup, Bank Transfer Process	View the accumulators that are assigned to payment types. You must first run the banking run control process on the Banking Run Control page in the core application.
Setup Bank Data File	GPDE_BK_XFERDTA	Global Payroll Germany, Manage Payroll Process (GER), Setup, Bank Transfer Disk	Define the files that are created by the Bank Transfer report. You must define which earning or deduction must be transferred and to which file it must be written.

Viewing Accumulators Assigned to Payment Types

Access the Bank Transfer Process page.



Setup Bank Transfer Process page

Payment Type The payment type that you selected to access this page.

Element Name The accumulator assigned to the payment type.

Payment Types and Accumulators Used in Bank Transfer Process

PeopleSoft Global Payroll for Germany supports the following payment types:

Payment Type	Description
1	Wages and Salaries
3	Taxes
4	Social Insurance
6	Capital Accumulation

Payment Type	*Description*
7	Direct Life Insurance
8	Garnishment
9	External Transfer
V	Advanced Payment
B	BVV
U	U1/Sick Leave
L	U2/Maternity Leave

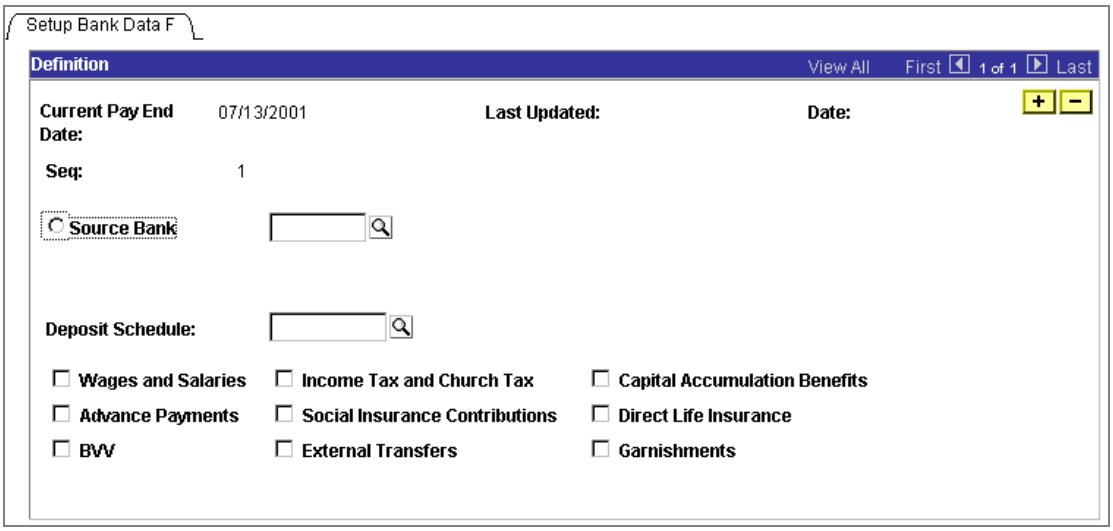
The following accumulators hold the amounts for the various payment types:

Accumulator	*Description*
DE_BK_PAYMT1	Bank Transfer Wages/Salaries
DE_BK_PAYMT3	Bank Transfer Taxes
DE_BK_PAYMT4	Bank Transfer Social Insurance
DE_BK_PAYMT6	Bank Transfer Capital Accumulation
DE_BK_PAYMT7	Bank Transfer Direct Insurance
DE_BK_PAYMT8	Bank Transfer Garnishment
DE_BK_PAYMT9	Bank Transfer External Transfer
DE_BK_PAYMTV	Bank Transfer Advanced Payment
DE_BK_PAYMTB	Bank Transfer BVV
DE_BK_PAYMTU	Bank Transfer U1/Sick Leave
DE_BK_PAYMTL	Bank Transfer U2/Maternity Leave

The accumulators are not important for the payroll calculation process, but they are used for the bank transfer. Only these earnings/deductions that are referenced by the accumulators are transferred.

Defining Files Created by the Bank Transfer Report

Access the Setup Bank Data File page.



Setup Bank Data File page

Date The date on which the last bank diskette was created.

Seq. (sequence) The system automatically assigns a sequence number. This defines the number of files that are created.

Source Bank Enter a source bank that you defined on the Source Bank page in the core application.

Deposit Schedule Enter a deposit schedule that you defined on the Deposit Schedules page in the core application.

Wages and Salaries Select this check box if you want wages and salaries to be transferred.

Income Tax and Church Tax Select this check box if you want these taxes to be transferred.

Capital Accumulation Benefits Select this check box if you want these benefits to be transferred.

Advance Payments Select this check box if you want these payments to be transferred.

Social Insurance Contributions Select this check box if you want these contributions to be transferred.

Direct Life Insurance Select this check box if you want direct life insurance to be transferred.

BVV Select this check box if you want BVV to be transferred.

External Transfers Select this check box if you want external transfers to be transferred.

Garnishments Select this check box if you want garnishments to be transferred.

CHAPTER 15

Managing the Overtime Request Process

This chapter provides an overview of the overtime process and discusses how to:

- Set up for 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 (HR Administrator).
- Generate positive input for overtime requests.

Understanding the Overtime Request Process

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

The overtime self-service options available to you depend on your role.

Role	*Overtime Self Service Options*
Employee	Submit an overtime request. Re-submit an overtime request when the overtime request was returned with the reason *Rework required.* Edit an existing overtime request. Cancel a submitted or approved overtime request. View your overtime requests, with their approval status.

Role	*Overtime Self Service Options*
Manager	Approve or deny overtime requests originated by your direct or indirect reports. Return an overtime request with the reason *Rework required*. View a list of overtime requests of your direct or indirect reports. Edit existing overtime requests for your direct or indirect reports. Request overtime for your direct or indirect reports. Cancel a submitted or approved overtime request that you had previously submitted for a direct or indirect report.
Human Resources Administrator	Approve or deny overtime requests assigned to the Human Resources administrator. Return an overtime request with the reason *Rework required*. View a list of overtime requests for your reports. Edit existing overtime requests for your reports, including requests that have already been approved. Enter an overtime request for one of your reports. Cancel an overtime request that you previously entered for one of your reports.

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

- The overtime self-service application manages overtime requests.
- 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 the 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 For Overtime Request Processing

Before you can manage overtime requests using the self-service application, you must set up certain list display criteria, overtime entry element, 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)

In this section, we discuss how employees can:

- View your latest overtime requests, with their approval status.
- Submit an overtime request, following your company's 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 have access to only their own overtime request data.

To view, add, edit, or cancel an overtime request:

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 have only one job at your company, the Latest Overtime Requests page is the first page to display.
2. On the Latest Overtime Requests page, you can view your latest existing requests, add a new overtime request, edit an existing request (if you're the originator of the request and the status is *Saved* or *Rework required*), or cancel a request (if you're the originator of the request and the status isn't *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. If you 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 your overtime request.

5. If you cancel an overtime request, the Cancel Confirmation page appears to confirm that you really want to cancel the request.

6. To see the details of an existing overtime request, click the corresponding date link in the Request Date column on 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)

In this section, we discuss how employees can view their latest overtime requests along with their approval status.

This transaction is display-only. You cannot add, modify, or cancel an overtime request using this transaction. Employees have access to only their own overtime request data.

To view the latest overtime requests for an employee:

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 have only one job at your company, the Latest Overtime Requests page is the first page to appear.

2. On the Latest Overtime Requests page, you can 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 in the Request Date column on 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)

In this section, we discuss how managers can:

- 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:

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. If you 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.

5. If you cancel an overtime request, the Cancel Confirmation page appears to confirm that you really want to cancel the request.

6. To see the details of an existing overtime request, click the corresponding date link in the Request Date column on 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 the approval status.

See Also

Requesting Employee Overtime

Viewing the Latest Overtime Requests

Viewing Additional Overtime Requests

Adding and Modifying Overtime Requests

Canceling an Overtime Request

Viewing Overtime Request Details

Viewing Overtime Request Status (Manager)

In this section, we discuss how managers can view the latest overtime requests of direct or indirect reports, along with the 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:

1. Access the Overtime Request Status (Select Employee) page.

2. Select the employee on the Select Employee page and 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 in the Request Date column on 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.

See Also

Viewing the Latest Overtime Requests

Viewing Additional Overtime Requests

Viewing Overtime Request Details

Approving Employee Overtime (Manager and HR Administrator)

In this section, we discuss how managers and HR administrators can:

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

To approve, or deny, employee overtime:

1. Access the Approve Employee Overtime (Select a Transaction) page.
2. Select the overtime request you want to research for approval; the Overtime Request Details (approve) page appears for that overtime request.
3. You can approve, deny, or return for rework the overtime request. After you submit your request, the Submit Confirmation page appears.
4. You can also view a history of overtime requests for the employee before approving the request.

See Also

Approving an Employee Overtime

Viewing Overtime Request Details

Managing Employee Overtime (HR Administrator)

In this section, we discuss how HR administrators can:

- 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 an employee's overtime request:

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 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 and you must select Change Existing Data to make the changes.
6. If you cancel an overtime request, the Cancel Confirmation page appears to confirm that you really want to cancel the request.
7. To see the details of an existing overtime request, click the corresponding date link in the Request Date column on 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 the approval status.

See Also

Viewing the Latest Overtime Requests

Viewing Additional Overtime Requests

Canceling an Overtime Request

Viewing Overtime Request Details

Generating Positive Input for Overtime Requests

The overtime self-service application runs separately from the core Global Payroll process. To generate the overtime data for use during regular payroll processing, you must run the Generate Overtimes process to create positive input data in the core Global Payroll tables.

See Also

Generating Overtime Requests

PeopleSoft Global Payroll PeopleBook, "Working With Positive Input"

Pages Used in Overtime Request Processing

Page	*System Name*	*Navigation*	*Usage*
Overtime Duration	GPDE_DURATIONS	Global Payroll Germany, 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	GPDE_OT_ENTRY	Global Payroll Germany, Self Service – Manager (GER), Setup, Overtime Entry Elements	Set up employee overtime entry options and defaults.
Latest Overtime Requests	GPDE_OT_EVENTS	Global Payroll Germany, Self Service – Employee (GER), Tasks, Request Overtime Global Payroll Germany, Self Service – Employee (GER), View, Overtime Request Status	Enter, modify, cancel, or view your 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)	GPDE_OT_RQST_DTL	Click the Request Date link on Latest Overtime Requests page.	View details of the selected overtime request.
Overtime Request Details (add)	GPDE_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	GPDE_OT_CANCEL	Click the Cancel button the Latest Overtime Requests page.	Cancel an overtime request.
Confirmation	GPDE_OT_SUB_CONF	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.

Page	System Name	Navigation	Usage
Overtime Requests	GPDE_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 Germany, Self Service – Manager (GER), Tasks, Employee Overtime	Add, edit, or modify an employee overtime request.
Request Employee Overtime	TRANS_LAUNCHER	Global Payroll Germany, Self Service – Manager (GER), Tasks, Request Employee Overtime	Enter an employee overtime request.
Approve Employee Overtime	GPDE_OT_MNGR_L	Global Payroll Germany, Self Service – Manager (GER), Tasks, Approve Employee Overtime	Select an employee whose overtime you want to approve.
Overtime Request Details (approve)	GPDE_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	GPDE_OT_RQST_SEC	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 Germany, Self Service – Manager (GER), View, Overtime Request Status Global Payroll Germany, Self Service – Employee (GER), View, Overtime Request Status	View the status of employee overtime requests.
Generate Overtimes	GPDE_OT_RUNCTL	Global Payroll Germany, Manage Payroll Process (GER), Process, Generate Overtimes	Generate positive input for the overtime requests.

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

Common Elements Used on These Pages

The Latest Overtime Requests and Overtime Requests pages share the following elements:

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. You can't cancel an overtime request that has already been processed.
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.

Note. If this page is accessed using the View menu navigation, you don't have the option to add, edit, or cancel the overtime request.

For Employees

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

The **Cancel** button is visible only if you're the originator of the overtime request and the status of the request isn't *Processed* or *Processed with Change*.

For Managers

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

The **Cancel** button is visible only if you're the originator of the overtime request and the status of the request isn't *Processed* or *Processed with Change*.

If you're accessing this page to view overtime requests for an employee, a **Return to Select Employee** link appears at the bottom of the page that returns you to the Select Employee page.

For Human Resource Administrators

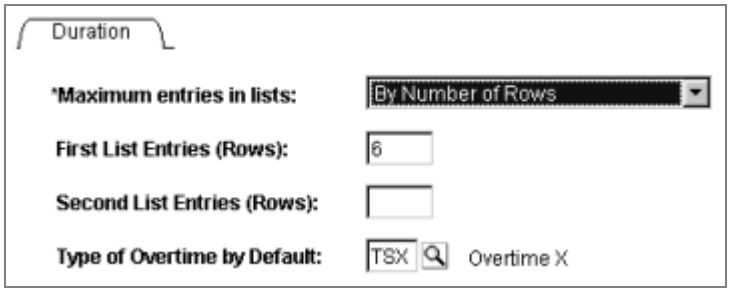
You can click the **Add** button to add an overtime request without requiring further approval.

The **Edit** button is visible only if you're 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 approved and any request that has been processed.

If you're accessing this page to view overtime requests for an employee, a **Return to Select Employee** link appears at the bottom of the page that returns you to the Select Employee page.

Setting Up Overtime Duration Data

Access the Duration page.



Duration page

Maximum entries in lists Select ***By Days*** or ***By Number of Rows.***

First List Entries (Rows) If you selected ***By Days*** in the **Maximum entries in lists** field, the value entered here is how many days are shown in the list of Latest Overtime Requests.

If you selected ***By Number of Rows*** in the **Maximum entries in lists** field, the value entered here is how many rows are shown in the list of Latest Overtime Requests.

If you enter ***0,*** the list of Latest Overtime Requests will contain all overtime requests of the employee for the specific job.

Second List Entries (Rows) If you selected ***By Days*** in the **Maximum entries in lists** field, the value entered here is how many days are shown in the extended list of Overtime Requests.

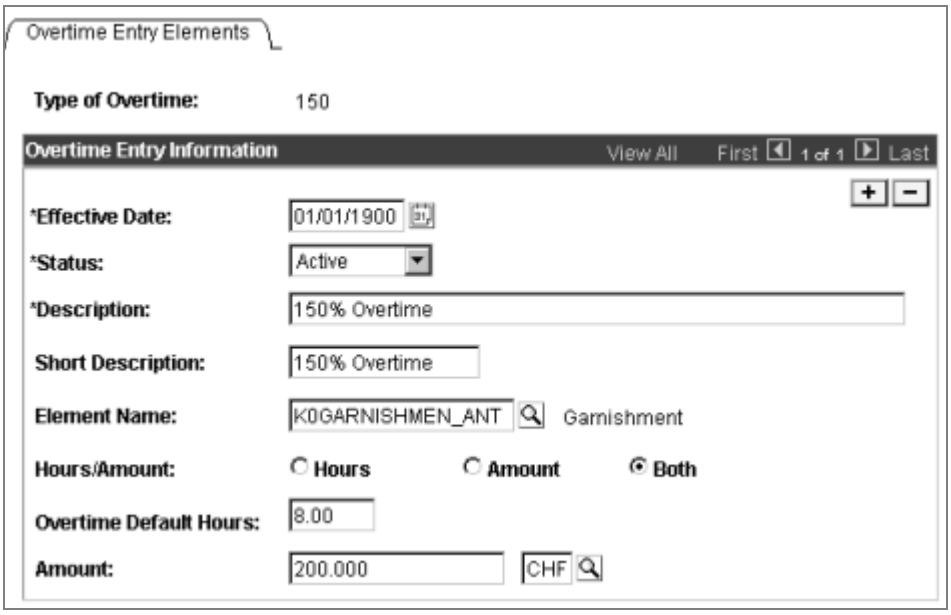
If you selected ***By Number of Rows*** in the **Maximum entries in lists** field, the value entered here is how many rows are shown in the extended list of Overtime Requests.

If you enter ***0,*** the list of Latest Overtime Requests will contain all overtime requests of the employee for the 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 page

When employees request overtime, they can select only 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.

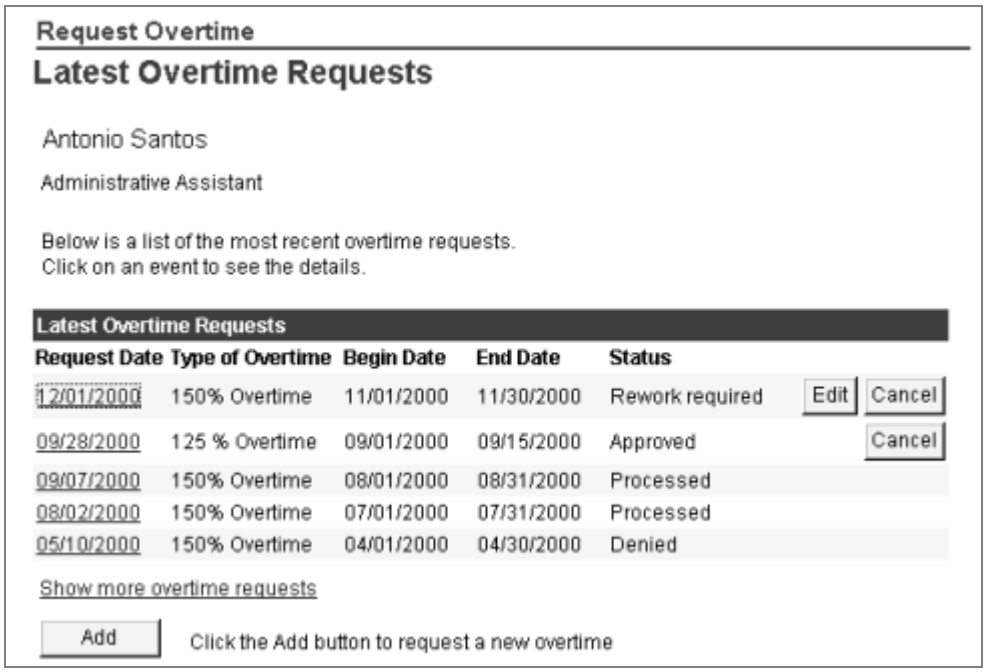
Selecting ***Both*** allows users to enter both hours and an amount/currency when requesting an overtime of this type.

Overtime Default Hours Enter the default number of hours for users who are requesting an overtime of this type.

Amount	Enter the default amount for users who are requesting an overtime of this type.
Currency	Enter the default currency for users who are requesting an overtime of this type.

Viewing the Latest Overtime Requests

Access the Latest Overtime Requests page.



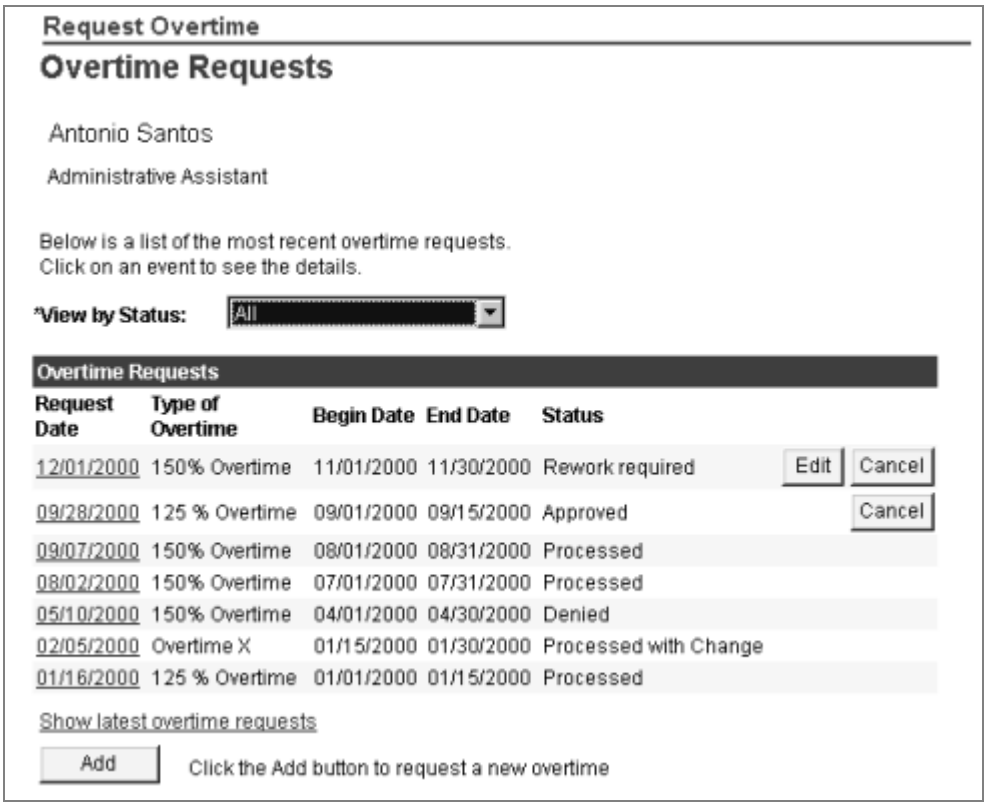
Latest Overtime Requests page

This page shows a grid with the latest overtime requests of an employee 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, you don't have the option to add, edit, or cancel the overtime request.

Viewing Additional Overtime Requests

Access the Overtime Requests page.



Overtime Requests page

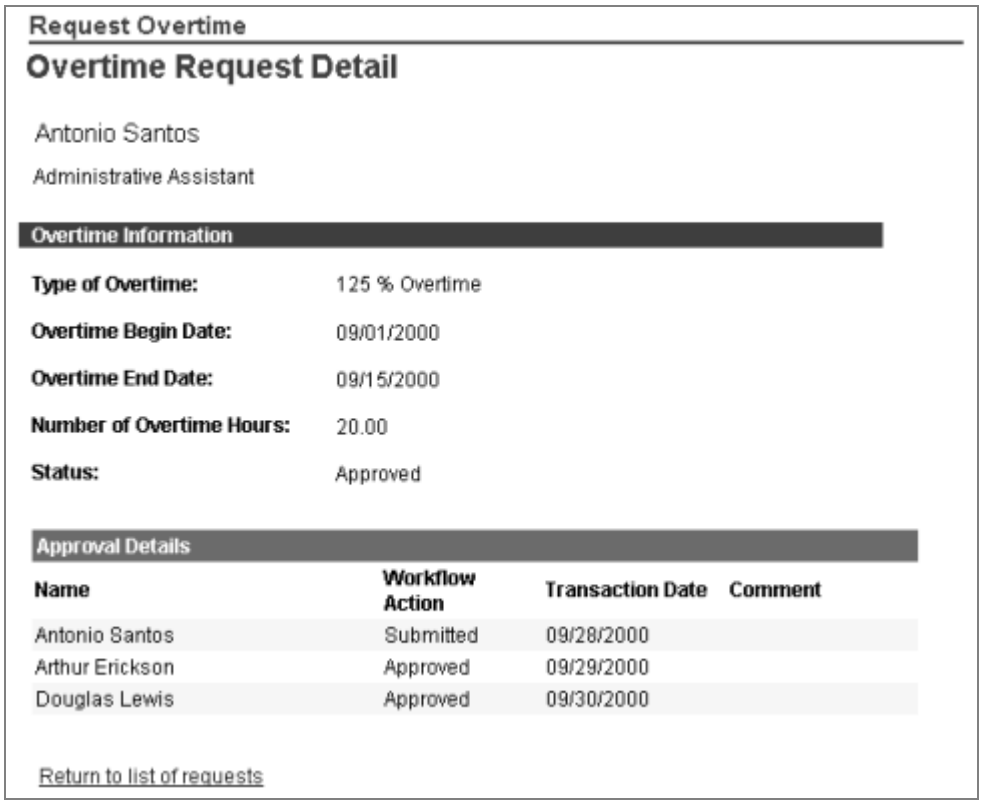
This page shows a grid with an extended list of overtime requests of an employee for a specific job. The number of overtime requests shown in the grid depends on the setup on the Overtime Duration page.

View by Status Select the status of the overtime requests you want to view. When you select ***Approved***, the page displays overtime requests with a status of *Approved* or *Approved with Change*. When you select ***Processed***, the page displays overtime requests with a status of *Processed* or *Processed with Change*.

Note. If this page is accessed using the View menu navigation, you do not have the option to add, edit, or cancel the overtime request.

Viewing Overtime Request Details

Access the Overtime Request Details (view) page.



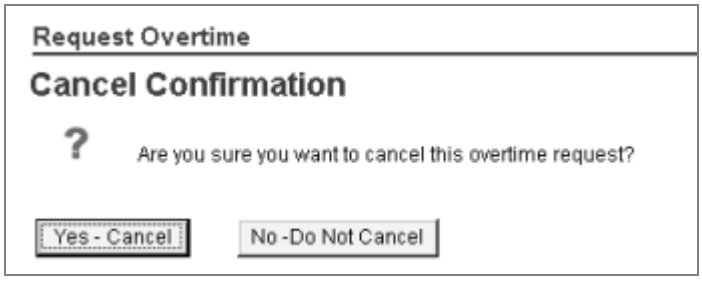
Overtime Request Detail page

This page displays the overtime request information and the approval details for the selected overtime request in display-only mode.

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

Canceling an Overtime Request

Access the Cancel Confirmation page.



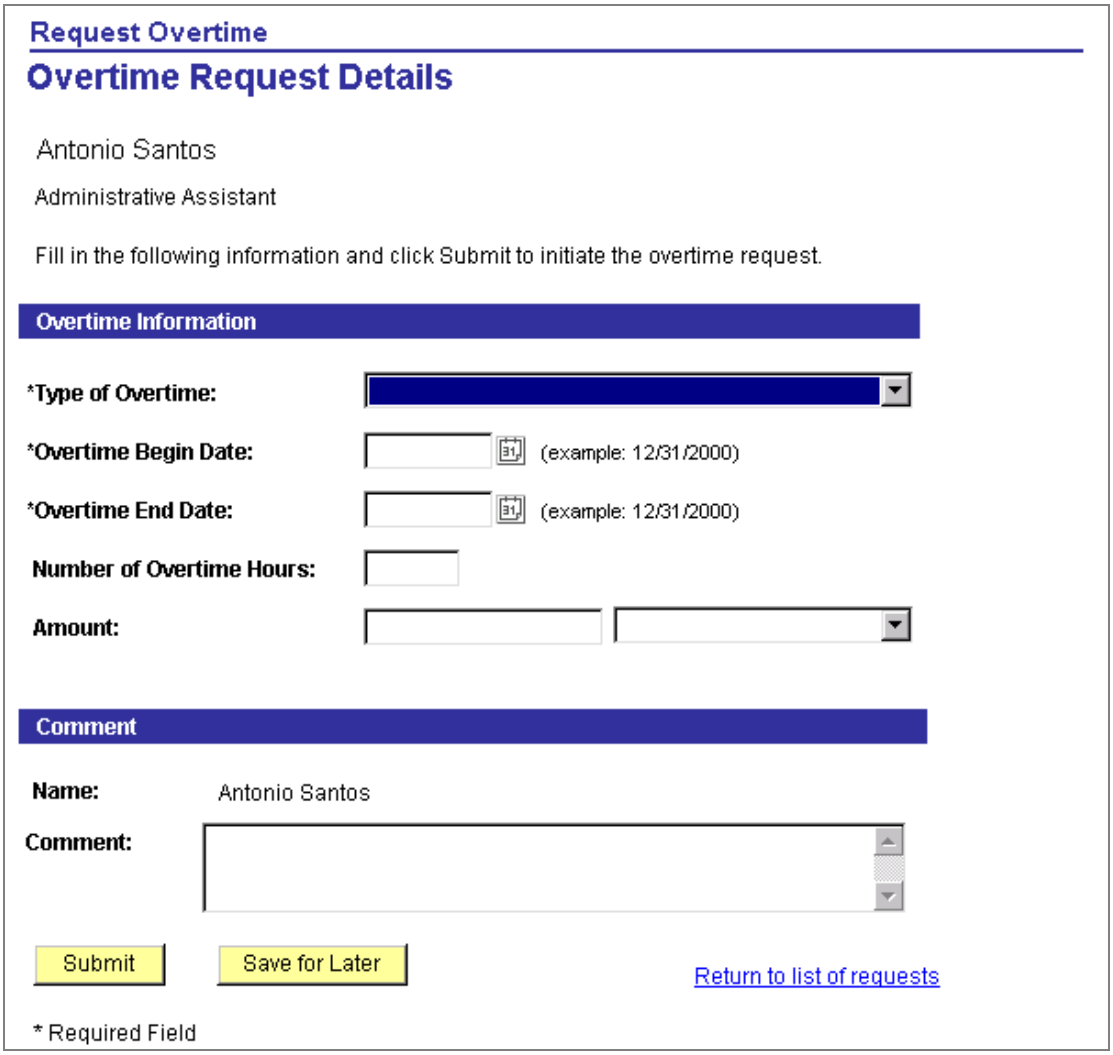
Cancel Confirmation page

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 abort the cancellation and transfer to the Latest Overtime Requests page.

Adding and Modifying Overtime Requests

Access the Overtime Request Details (add) page.



Overtime Requests Details (add) page

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.

This page enables you 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.
Overtime Begin Date/End Date	Enter the dates on which the overtime request begins and ends.
Number of Overtime Hours	Enter the number of overtime hours.
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 this button to submit the overtime request. When the request is submitted, the system triggers the workflow for the 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 this link 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 the person's manager and a Human Resources administrator. A worklist/email is sent to the appropriate parties.

For Human Resources Administrators

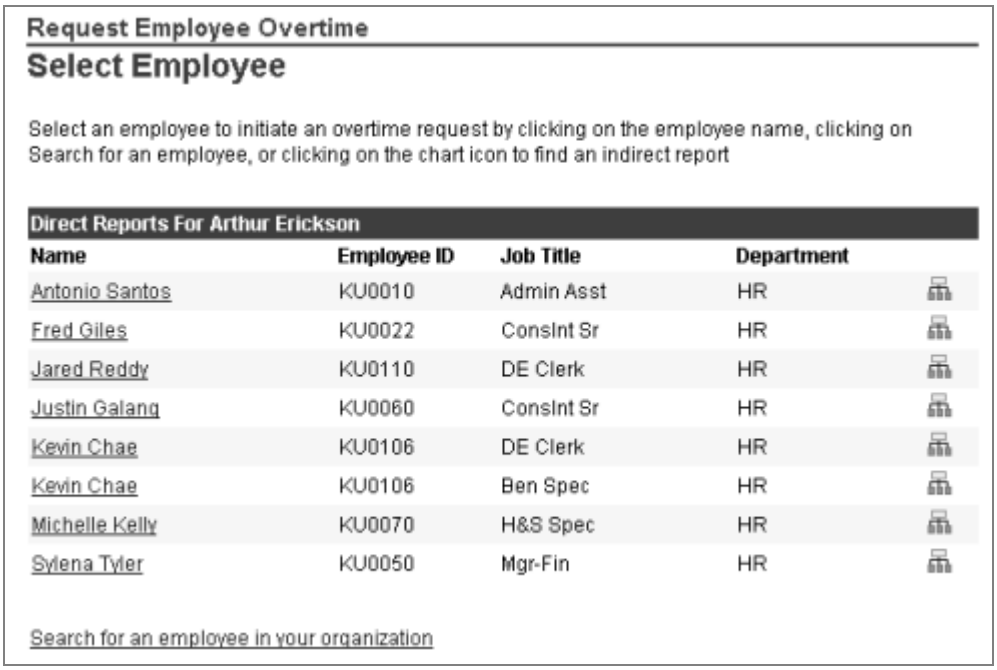
If you add an overtime request it's automatically approved.

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

If you modify an existing overtime request, the new status will be *Approved with Change*.

Requesting Employee Overtime

Access the Request Employee Overtime page.



Request Employee Overtime page

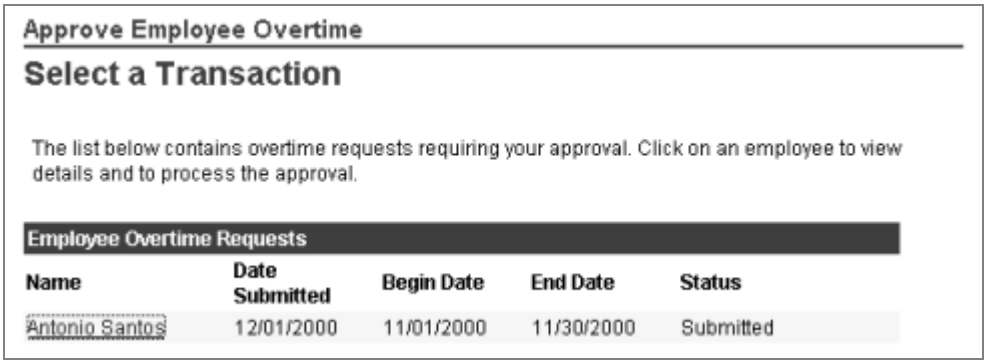
Managers or Human Resources administrators can select an employee in one of three ways:

- 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 an employee.

After selecting an employee, you're transferred to the Latest Overtime Requests page for that employee.

Selecting an Employee Overtime to Approve

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



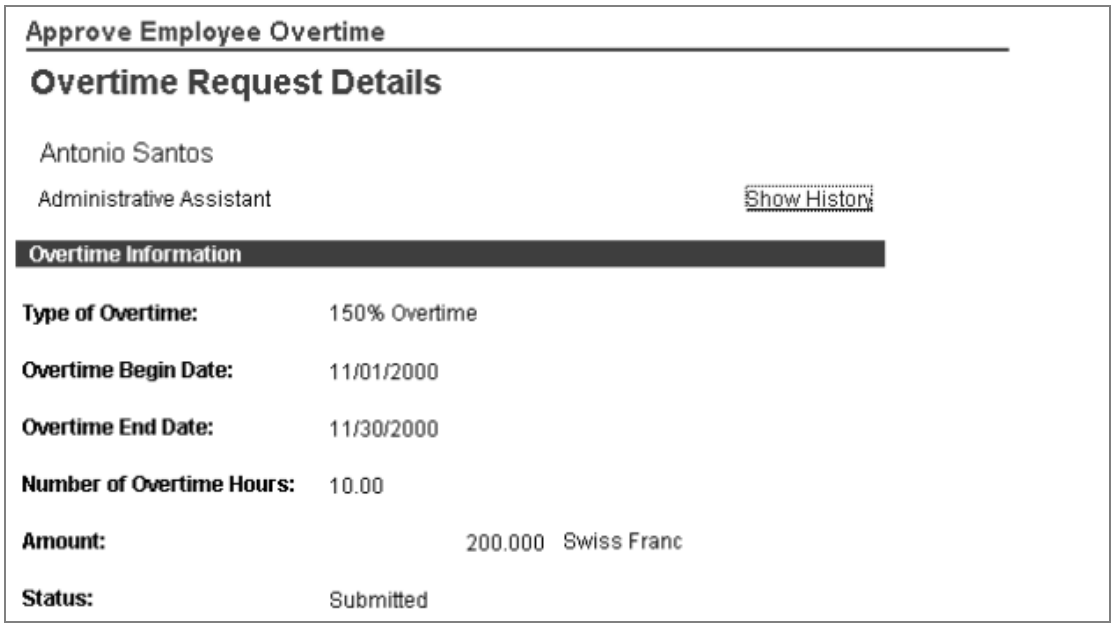
Approve Employee Overtime page

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

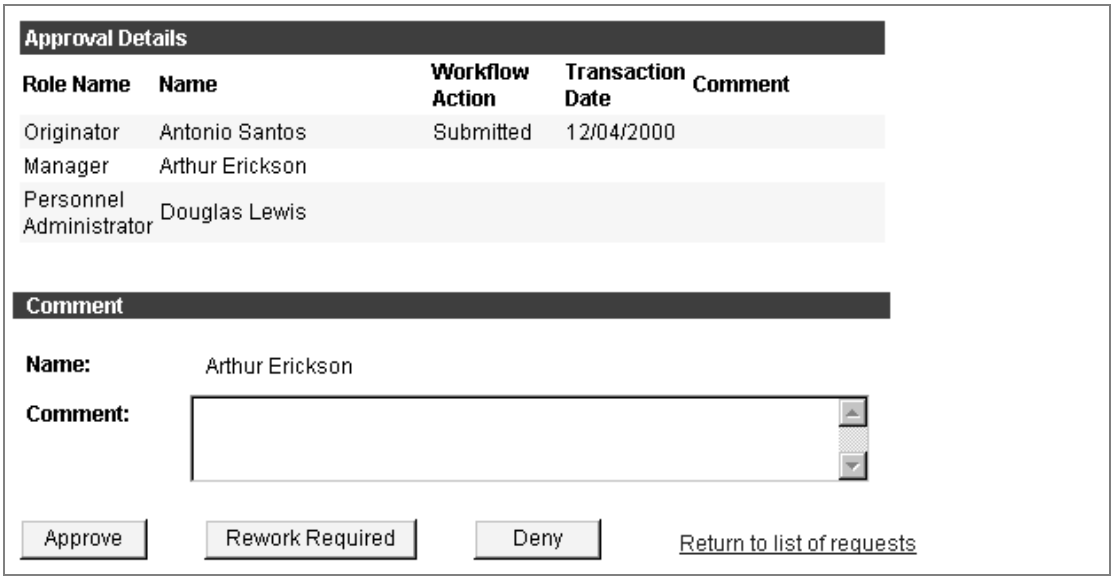
A manager or Human Resources administrator can click the employee name to process the approval for the request and transfer to the Overtime Request Details page.

Approving an Employee Overtime

Access the Overtime Request Details (approve) page.



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



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

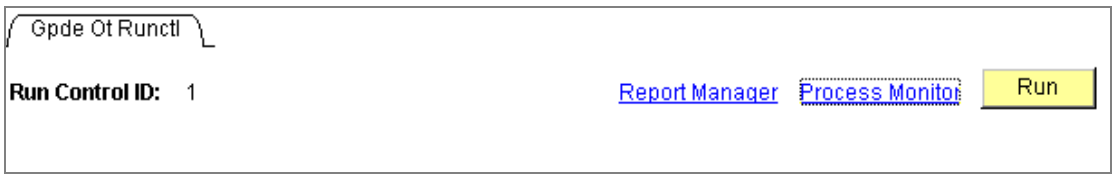
An overtime request by a manager needs approval only from a Human Resources administrator. A worklist/email is sent to the appropriate Human Resources administrator and the employee is notified by email that an overtime request was submitted.

Approve	Click this button 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 this button to return the overtime request to the originator for rework.
Deny	Click this button to deny the overtime request. The system triggers the workflow to notify the originator.
Return to list of requests	Click this link 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 any of these buttons the system transfers you to the Submit Confirmation page.

Generating Overtime Requests

Access the Generate Overtimes page.



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 your payroll.

See Also

PeopleSoft Global Payroll PeopleBook, "Working With Positive Input"

CHAPTER 16

Appendix A: PeopleSoft Global Payroll for Germany Reports

This appendix provides an overview of PeopleSoft Global Payroll for Germany 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 all of the reports in each of the German official languages: German and English.

See Also

PeopleTools PeopleBook: Process Scheduler

PeopleSoft Global Payroll for Germany Reports: General Description

This table lists the PeopleSoft Global Payroll for Germany reports, sorted alphanumerically by report ID. The reports listed are all structure query reports (SQRs). If you need more information about a report, refer to the report details at the end of this appendix.

See Also

PeopleSoft Global Payroll for Germany Reports: A to Z

PeopleSoft Global Payroll for Germany Reports

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
GPDEAL01 Payslip	Creates a summary of an employee's pay elements according to pay month.	Global Payroll Germany, Manage Payroll Process (GER), Report, Payslip, Report Options Global Payroll Germany, Manage Payroll Process (GER), Report, Payslip, Elements View	GPDE_RC_AL01_1
GPDEAL02 Total Compensation	Lists the total gross salaries of all employees.	Global Payroll Germany, Manage Payroll Process (GER), Report, Total Compensation	GPDE_RC_AL02
GPDEAL03 Employee Compensation	Lists the gross salary of an individual employee.	Global Payroll Germany, Manage Payroll Process (GER), Report, Employee Compensation	GPDE_RC_AL02
GPDEAL04 Pay Element Summary per Month	Records the payroll process by defining all earnings and deductions for a specific month. It lists, per payday, the current totals and the cumulative totals for the year.	Global Payroll Germany, Manage Payroll Process (GER), Report, Pay Element Summary per Month	GPDE_RC_AL04
GPDEAL05 Pay Element Summary per Year	Records the payroll process by defining all earnings and deductions for a specific year.	Global Payroll Germany, Manage Payroll Process (GER), Report, Pay Element Summary per Year	GPDE_RC_AL05
GPDEAL06 Payroll Statistics	Documents gross salary and working hours for all employees. The report must be sent to the Statistisches Bundesamt.	Global Payroll Germany, Manage Payroll Process (GER), Report, Payroll Statistics	GPDE_RC_AL06

Report ID and Report Name	Description	Navigation	Run Control Page
GPDEAL07 Element Contribution List	Documents the calculation process by defining all contributions and deductions.	Global Payroll Germany, Manage Payroll Process (GER), Report, Element Contribution List	GPDE_RC_AL07
GPDEAL08 Industrial Statistics	Lists the monthly gross salary and number of employees per department. The report must be sent to the Statistisches Bundesamt.	Global Payroll Germany, Manage Payroll Process (GER), Report, Industrial Statistics	GPDE_RC_AL08
GPDEAL09 Overpayment List	Lists additional payments made by an employer to an employee's normal salary.	Global Payroll Germany, Manage Payroll Process (GER), Report, Overpayment List	GPDE_RC_AL09
GPDEBK01 Bank Transfer	Creates one or several files containing all data records in their required formats. Copy the files that this report creates to newly formatted diskettes to be used for the data transfer with banks.	Global Payroll Germany, Manage Payroll Process (GER), Process, Bank Transfer	GPDE_RC_BK01
GPDEBK02 Banklist	Provides information on all payments that have been made to employees through a financial institution, such as a bank or post office.	Global Payroll Germany, Manage Payroll Process (GER), Report, Banklist	GPDE_RC_BK02
GPDESI09 Compulsory Health Insurance	Helps employers to decide about the right health insurance contribution class (voluntary versus mandatory).	Global Payroll Germany, Manage Payroll Process (GER), Report, Compulsory Health Insurance	GPDE_RC_SI09
GPDESI10 SI Contributions	Summarizes all social insurance data relevant to all employees. It displays all the values that have been set for a specific organization.	Global Payroll Germany, Manage Payroll Process (GER), Report, SI Contributions	GPDE_RC_SI10
GPDESI11 Employer Liability Summary	Lists the total gross salaries for all employees grouped by hazard.	Global Payroll Germany, Manage Payroll Process (GER), Report, Employer Liability Summary	GPDE_RC_SI11

Report ID and Report Name	Description	Navigation	Run Control Page
GPDESI12 Employer Liability Detail	Lists all gross salaries grouped by employee and hazard.	Global Payroll Germany, Manage Payroll Process (GER), Report, Employer Liability Detail	GPDE_RC_SI12
GPDETX01 Tax Statement	Statutory report that you must deliver to the authorities biannually as part of tax declaration.	Global Payroll Germany, Manage Payroll Process (GER), Report, Tax Statement	GPDE_RC_TX01
GPDETX02 New Tax Card	Collects all changed data and creates a new row in the tax card table.	Global Payroll Germany, Manage Payroll Process (GER), Process, New Tax Card	GPDE_RC_TX02
GPDETX03 Pay Balance	Displays the pay elements and employee data upon which payroll is based for each month of a given year.	Global Payroll Germany, Manage Payroll Process (GER), Report, Pay Balance	GPDE_RC_TX03
GPDETX04 Payroll Register	Generates a summary of the employee pay elements by pay period. A separate page is created for each company and each retro pay period.	Global Payroll Germany, Manage Payroll Process (GER), Report, Payroll Register	GPDE_RC_TX04_1 and GPDE_RC_TX04_2
GPDETX05 Tax Registration	Prints for the relevant period the necessary information to be sent to the revenue office.	Global Payroll Germany, Manage Payroll Process (GER), Report, Tax Registration	GPDE_RC_TX05
GPDEGL01 Accounting Voucher	Lists GL results by ChartField.	Global Payroll Germany, Manage Payroll Process (GER), Report, Accounting Voucher	GPDE_RC_GL01
GPDEGL02 Reconciliation List	Summarizes and groups GL results per account.	Global Payroll Germany, Manage Payroll Process (GER), Report, Reconciliation List	GPDE_RC_GL02

PeopleSoft Global Payroll for Germany 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.

Common Elements to These Reports

Print Class	Select the print class you require. PeopleSoft delivers two standard print classes; you can also create your own.
Sort Criteria	Select the sort criteria you require: ***D (Deptid), E (Emplid), G (PayGroup), L (Location), N (Name),*** or ***P (Pay Entity.***
Employee Type	***Salaried, Wage Earners,*** or ***Both.***

GPDEAL01 - Payslip

Retro and Current Period	Select this check box to display the results for retro calculation and for the current period.
Current Period Only	Select this check box to display the results for the current period only.
Retro Periods Only	Select this check box to display the results for retro calculation periods only.

Source Records

GP_RSLT_ERN_DED, GP_RSLT_ACUM, GPDE_RP_0001, GPDE_RP_0002, GPDE_RP_0003, GPDE_BL_PRINT, PERSONAL_DATA

GPDEAL02 - Total Compensation

Source Records

GPDE_RP_0001, GPDE_RP_0002, LOCATION_TBL

GPDEAL03 - Employee Compensation

Source Records

GPDE_RP_0001, GPDE_RP_0002, LOCATION_TBL

GPDEAL04 - Pay Element Summary per Month

Source Records

GP_RSLT_ERN_DED, GP_RSLT_ACUM, GPDE_RP_0001, GPDE_BL_PRINT, PERSONAL_DATA

GPDEAL05 - Pay Element Summary Per Year

Source Records

GP_RSLT_ERN_DED, GP_RSLT_ACUM, GPDE_RP_0001, GPDE_RP_0002, GPDE_BL_PRINT, PERSONAL_DATA

GPDEAL06 - Payroll Statistics

For Month Select this option if you want to report data by month.

For Year Select this option if you want to report data by year. Enter the year.

Source Records

GPDE_RP_0001, GPDE_RP_0002, LOCATION_TBL

GPDEAL07 - Element Contribution List

Override Determines which columns appear in the report. You can display up to 10 columns in your report and can configure the level of detail that you want to appear. Select this check box if you want to override the description of the selected element.

Sequence If you want to have the AHV/ALV contributions as the second column in you report, for example, select a sequence number of *2*.

Source Records

GPDE_RC_AL07, GPDE_BL_PRINT, GPDE_RC_AL07_1, GPDE_RC_AL07_2, GP_PIN, GP_ACM_MBR, GPDE_RC_PAYROLL

GPDEAL08 - Industrial Statistics

Source Records

GPDE_RP_0001, GPDE_RP_0002, LOCATION_TBL

GPDEAL09 - Overpayment List

As Of Date Enter the date from which you will begin reporting data.

Source Records

GPDE_BL_PRINT, GPDE_RP_AL07_1, GP_RSLT_ACUM, GPDE_RP_0001, GP_RSLT_ACUM, PERSONAL_DATA

GPDEBK01 - Bank Transfer

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

Deposit Schedule Select a deposit schedule that you defined on the Deposit Schedules page.

Diskette Type Select the type of disk that you are using to store the files that the report creates.

Source Records

GPDE_BK_XFER_EE, GPDE_BK_XFER_DTA, PS_SRC_BANK, PS_BANK_EC_TBL

Note. This report creates no printable output file, which is why there is no PDF file published on CD-ROM with your documentation.

GPDEBK02 - Banklist

Source Records

GPDE_BK_XFER_EE, SRC_BANK, BANK_EC_TBL

GPDESI09 - Compulsory Health Insurance

Monthly Flag Select this option if the information is processed monthly.

GPDESI10 - SI Contributions

1. Sort Criteria, 2. Sort Criteria, and **3. Sort Criteria** — Select the sort criteria you require: ***D (DeptiD), E (Emplid), G (PayGroup), L (Location), N (Name),*** or ***P (Pay Entity).***

Source Records

GPDE_RP_0001, GPDE_RP_0003, GPDE_SI_PROVIDR, GPDE_SI_COV, GPDE_RP_SI10

GPDESI11 - Employer Liability Summary

Source Records

GPDE_RP_0001, GPDE_RP_0002, DEPT_TBL, ACCDT_INS_HAZ

GPDESI12 - Employer Liability Detail

Source Records

GPDE_RP_0001, GPDE_RP_0002, DEPT_TBL, GPDE_SI_ACCDT

GPDETX01 - Tax Statement

Tax Year Close — Select this option if the information represents the end of the tax year.

Source Records

GPDE_RP_0001, GPDE_RP_0002, GPDE_TX_UNIT, GPDE_TX_FINOFC, GPDE_TX_DATA

GPDETX02 - New Tax Card

New Tax Card Date — Enter the effective date from which the new tax card is valid.

Note. This report creates no printable output file, which is why there is no PDF file published on CD-ROM with your documentation.

GPDETX03 - Pay Balance

Print Pay Entity Report Select this check box if you want 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 includes.

Source Records

GP_RSLT_ERN_DED, GP_RSLT_ACUM, GPDE_RP_0001, GPDE_RP_0002, GPDE_BL_PRINT, PERSONAL_DATA.

GPDETX04 - Payroll Register

Report Options Page

Create a report that monitors the associated accumulators and contains the payroll register for a selected company and pay group for the specified reporting period (from and to dates).

In addition to gross pay, the columns of the report provide information on base amounts (calculation bases) for income tax, church tax, bonus tax, health insurance, and so on, as well as the resulting payment.

Elements View Page

Define the other columns that you want to see in your report.

Override Indicator Determines which columns appear in the report. You can display up to 10 columns in your report. Also configure the level of detail that you want to appear. Select this check box if you want to override the description of the selected element.

Element Heading If you have selected the Override Indicator for an element, enter a new heading name to serve as a new description of the element.

Sequence Indicates the column in which the element will appear. If you want to have the YTD Bonus Tax as the second column in you report, for example, select a sequence number of *2*.

Source Records

GPDE_RP_0001, GP_RSLT_ACUM

GPDETX05 - Tax Registration

Pay Entity Select the pay entity to which the employees belong.

Source Records

GPDE_RP_0001, GPDE_RP_0002, GPDE_TX_UNIT, GPDE_TX_FINOFC, GPDE_TX_CHURCH

GPDEGL01 - Accounting Voucher

Accounting Date Enter the date that you specified as the posting date on the General Ledger Run Control page in the core application.

Journal Template Enter the Journal Template (required).

Business Unit Enter the Business Unit (required).

General Ledger Unit Enter the General Ledger Unit (required).

Source Records

GP_ACC_LINE_STG, GP_GL_MAP_DTL, GL_ACCOUNT_TBL, BUS_UNIT_TBL_HR, GP_GL_CHARTFL

GPDEGL02 - Reconciliation List

Accounting Date Enter the date that you specified as the posting date on the General Ledger Run Control page in the core application.

Journal Template Enter the Journal Template (required).

Business Unit Enter the Business Unit (required).

General Ledger Unit Enter the General Ledger Unit (required).

Source Records

GP_ACC_LINE_STG, GP_GL_MAP_DTL, GL_ACCOUNT_TBL, BUS_UNIT_TBL_HR

CHAPTER 17

Appendix B: Understanding Error Processing

This appendix discusses:

- Creating error messages.
- Message formula source code.
- Delivered error message elements.
- Error message examples.

Creating Error Messages

For successful payroll calculation, error conditions must be detected and you must be notified why the processing of some employee payroll data was unsuccessful. A message should be generated for common error conditions to ensure that the problem can be corrected and processing be allowed to continue. PeopleSoft Global Payroll for Germany includes a methodology that allows you to easily create your own error processing messages while delivering a set of predefined error messages for common error conditions.

You can create error messages that identify error conditions that are specific to your needs. Your error messages can include instructions to online users on how to correct payroll data to enable processing to continue.

This feature has two facets:

- A set of predefined utility formulas that you can use as templates meet your needs.
- Suggestions on how to organize the utility formulas to optimize their use and to ease maintenance of your error processing messages.

With encapsulated error-handling messages, there's a minimum of maintenance overhead for the formulas. Ease of use also encourages you to use the error message feature more often, ensuring greater accuracy in your payroll processing.

Example

Assume that it's a functional processing error when the variable DE_TX_CLASS is greater than 6. Further assume that there's a message (17125,1218) that displays "Employee Tax Class is greater than 6 (invalid)!"

The error checking formula might look like this:

```
FM.DE_EM_CHECK_1218:
     IF VR.DE_TX_CLASS > 6
THEN
     1218 >> VR.DE_EM_NUMBER
     FM.DE_EM_ERROR >> VR.DE_EM_DUMMY
ENDIF
0 >> FM.DE_EM_CHECK_1218
```

In the functional formula that handles the tax calculation, you'd have to add only one single line to call the dedicated error-checking formula:

```
FM.DE_EM_CHECK_1218 >> VR.DE_EM_DUMMY
```

The advantages to this approach to error processing messages are:

- The functional look of the formulas (the tax formula, in this example) is disturbed only slightly.
- There's a visual link from the error message number to the location in the program where it is called.
- The overhead for maintaining one formula is minimal.

See Also

PeopleSoft Global Payroll PeopleBook, "Defining Calculation Elements," Defining Formula Elements

PeopleSoft Global Payroll PeopleBook, "Defining Calculation Elements," Defining Message Elements

Using Error-Handling Messages in Array Processing

When an array is processed and no rows are retrieved, an error-handling formula is executed directly by the array module. If the return of no rows is considered an error, a special error checking formula isn't required because the error was already detected. In such a case, you can use a more generic approach that uses one formula to print the error message (such as, DE_EM_ERROR, explained later in this chapter) and set the message number immediately before calling the array.

For consistency it's advisable to use the dedicated formula approach with arrays. If an array is used repeatedly and the messages should differ each time, then use the alternative method defined elsewhere in this chapter.

Message Formula Source Code

Message formulas delivered with PeopleSoft Global Payroll for Germany use a cascading style for encapsulation. The following illustrates the processing levels for an error message:

```
/* user assigns error number */
1234 >> VR.DE_EM_NUMBER
/* calls error procedures */
FM.DE_EM_ERROR
     /* error procedures sets payment in error flag */
     1 >> VR.DE_EM_SEVERITY
     /* calls general message procedure */
     FM.DE_EM_MESSAGE
            /* general message procedures assigns message set */
            17125 >> SY.MSG_SET_NBR
            /* calls output routine */
            FM.DE_EM_MSG_OUTPUT
                  /* output sets error number */
                  VR.DE_EM_NUMBER >> SY.MSG_NBR
                  /* sets severity */
                  VR.DE_EM_SEVERITY >> SY.MSG_PAYMENT_ERR
                  /* calls core error messages */
                  EM.MSG_PIN
```

The message base formula DE_EM_MSG_OUTPUT performs the call to the Global Payroll message feature and is generally not used directly. Instead, it's the common interface for the other message formulas.

DE_EM_NUMBER and DE_EM_SEVERITY expect a variable set.

MSG_SET_NBR expects a system elements set.

MSG_BINDx_PTR and MSG_BINDx_NM_IND expect a system elements set (if applicable).

Delivered Error Message Elements

Because the goal of the error-processing formulas is to simplify the creation of error messages, and to optionally set the payment in error, PeopleSoft delivers a set of predefined elements for your use.

The message set number is specified in some of the formulas, so you need to use these formulas as a template for your own error formulas with your own message set number. The formula DE_EM_MSG_OUTPUT can be used to ultimately issue the message.

Error Message Formulas

Message Formula	*Description*
FM.DE_EM_NO_MESSAGE	Creates no message. Use this formula as an error formula in arrays where the array doesn't have to return any rows. The formula itself does nothing, but its presence confirms that it's acceptable for nothing to happen.
FM.DE_EM_WARNING	Prints a warning and information. Standard formula for printing a message without additional parameters. The payment isn't set in error, which means that the calculation continues.
FM.DE_EM_ERROR	Prints error message. Standard error formula for printing a message without additional parameters and to set the payment in error.
FM.DE_EM_MSG_OUTPUT	Prints a message. This formula provides the interface between the error handling of PeopleSoft Global Payroll for Germany and the Global Payroll core message facility. It sets the flag DE_EM_ERROR_STATUS for upcoming process items so that certain formulas or sections will be avoided if an error already occurred. All message formulas for PeopleSoft Global Payroll for Germany use this formula to output their messages.
FM.DE_EM_MESSAGE_NV	Prints message with PIN and value. Standard formula for printing a message with additional parameters of PIN number as %1 of the message text (DE_EM_NAME_PTR) and PIN value as %2 of the message text (DE_EM_VALUE). The variable DE_EM_SEVERITY decides whether the payment is set in error (1) or not (0).
FM.DE_EM_MESSAGE_N	Prints message with PIN number. Standard formula for printing a message with the additional parameter PIN number as %1 of the message text (DE_EM_NAME_PTR). The variable DE_EM_SEVERITY decides whether the payment is set in error (1) or not (0).
FM.DE_EM_MESSAGE_V	Prints message with PIN value. Standard formula for printing a message with the additional parameter PIN value as %1 of the message text (DE_EM_VALUE). The variable DE_EM_SEVERITY decides whether the payment is set in error (1) or not (0).

Basic Message Formulas

Most error situations can be explained to the user with a self-explanatory message and don't require the output of PIN numbers or values. Therefore, in most cases, it's sufficient to identify the message number and indicate whether to set the payment in error or continue.

To accomplish this, use the basic message formulas DE_EM_WARNING or DE_EM_ERROR. These formulas use the message number DE_EM_NUMBER as the only parameter. Even the MESSAGE_SET_NBR is fixed and need not be specified.

This type of message, for example, “Employee has no social insurance data in GPDE_SE_EE” can be used when there’s no need to print the name or the value of the element that causes the error.

Error Situations and Message Numbers

Message catalog entries for PeopleSoft Global Payroll for Germany are assigned to the message set number 17125 and start with the number 1000.

Note. Message numbers below 1000 are reserved and don’t show up in the message log.

Not all the message formulas that are delivered with PeopleSoft Global Payroll for Germany are listed here, but you can see their design by using the Global Payroll core formula pages. You can easily identify these messages, because their formula elements are named by use of the naming convention DE_EM_CHECK_<number> where <number>, is the message number.

Note. Make sure you understand how to use formulas to create messages, by referring to the *PeopleSoft Global Payroll PeopleBook.*

Error Message Variables

The following variables are reserved for passing parameters to message routines.

Variable	*Description*
DE_EM_NUMBER	Message number reference in the message catalog.
DE_EM_NAME_PTR	Pointer variable for assigning the element name (always use element number).
DE_EM_VALUE	Decimal variable for assigning the element value.
DE_EM_SEVERITY	1 for error, 0 for warning.
DE_EM_DUMMY	Dummy variable used for error handling.
DE_EM_ERROR_STATUS	Flag that indicates whether an error occurred.

Note. Not all variables are evaluated by all routines.

Error Message Examples

To clarify how error message are created in PeopleSoft Global Payroll for Germany, here are some examples:

Example DE_EM_NUMBER Formula

```
IF SOMEERROR = TRUE THEN
     123 >> DE_EM_NUMBER
     FM.DE_EM_WARNING >> VR.DE_EM_DUMMY
ENDIF
```

This formula might print a message similar to "Employee part-time percentage for old age part-time is below limit, please check."

Example DE_EM_MESSAGE_NV Formula

```
IF SOMEERROR = TRUE THEN
     /* set message number for the right text */
     1234 >> VR.DE_EM_NUMBER
     /* pass the element in a pointer so its name will be printed */
     VR.DE_SI_SOME_VAR (use element number)
            >> VR.DE_EM_NAME_PTR (use element number)
     /* pass the element value so the value will be printed */
     VR.DE_SI_SOME_VAR (use element value)
            >> VR.DE_EM_VALUE
     /* in this example we set the payment in error */
     1 >> VR.DE_EM_SEVERITY
     /* print message */
     FM.DE_EM_MESSAGE_NV >> VR.DE_EM_DUMMY
ENDIF
```

This formula might print a message similar to "Employee part-time percentage *DE_SE_SOME_VAR* is *12.44* (below limit)." The italicized text comes from the variable references to DE_SI_SOME_VAR, which are replaced by the element name and value.

Example DE_EM_CHECK_1008 Formula (check – provides not found)

```
1008 >> VR.DE_EM_NUMBER
FM.DE_EM_ERROR >> FM.DE_EM_CHECK_1008
```

This is the simplest case in which a message should be triggered by an array error formula. There's no need for further condition checking, because the array already detected that it couldn't retrieve a row.

Note. There may be arrays where a row's absence isn't an error. In such cases, we recommend that you use DE_EM_NO_ERROR as the error formula to explicitly show this.

Example DE_EM_CHECK_1023 Formula (check - rate ID for provider)

```
0 >> FM.DE_EM_CHECK_1023
```

```
IF VR.DE_SI_H_RATE_EE = ` `
     THEN 1023 >> VR.DE_EM_NUMBER
     FM.DE_EM_ERROR >> VR.DE_EM_DUMMY
ENDIF
```

This is a normal error check that’s used in a functional formula. It checks for a certain functional condition and prints an error message only if required. If all checks are programmed like this, it's very easy to find the location of the formula usage through the message number.

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