



PeopleSoft 8.3 Global Payroll for Italy PeopleBook

PeopleSoft 8.3 Global Payroll for Italy PeopleBook

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PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

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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.

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

Documentation on the Internet

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

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

Documentation on CD-ROM

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

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

Hardcopy Documentation

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

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

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

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

PeopleBooks Standard Page Element Definitions

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

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

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

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

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

See Also

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

PeopleSoft Process Scheduler

PeopleBook Standard Group Boxes

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

Entering Name Information

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

Format Using

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

Refresh the Name Field

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

Person Name or Current Name

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

Title	Select a title. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.
Prefix and Name Prefix	Select a Prefix or Name Prefix, if applicable.
Royal Prefix	Select a Royal Prefix, if applicable.
First Name	Enter the employee's official first name.
Preferred First Name	For The Netherlands, enter the employee's preferred first name, if different from the First Name. The system will use the preferred name when you generate form letters or mailing labels for this employee.
Last Name Preference	For the Netherlands, choose this link to provide additional name information for married employees. The Last Name Preference page contains three fields: Last Name Partner, Prefix Partner and Last Name Preference.
Middle	Enter the employee's middle name, if applicable.
Last Name	Enter the employee's official last name.
Suffix	Select a suffix, if applicable.
Second Last Name	For Spanish employees, enter the second surname (mother's surname).
Alternate Character Name	Use this field to enter the employee's name using alternate characters (such as Japanese phonetic characters). Note. You can enter names using Japanese characters with or without a space between the surname and given name. Names using Roman alphanumeric characters require a comma delimiter. Warning! Be sure to select the correct character set on the Installation Table – Alternate Characters page. Using the wrong character set generates an error message.
Royal Suffix	Select the appropriate royal suffix. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.
Name	The system displays the employee's name as it will appear in the system.

Displaying Japanese Names on Pages

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

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

Person Name	
Last:	津村
First:	友則
Alternate Character Name:	ツムラトモリ
Name:	津村 友則

Japanese name format on a page

See Also

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

Entering Address Information

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

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

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

Entering or Viewing Pay Components

Amounts Tab

Pay Components - Amounts

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

Comp Rate Code Secondary Panel

Comp Rate Code: TSDFLT

Description: Salaried Default

Base Pay **Use Highest Rate**

Default Without Override

Rate Code Type: Flat Amount

Rate Code Class:

Comp Rate Code Secondary Panel

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

See Also

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

Changes Tab

Pay Components							First	1 of 1	Last
Amounts		Changes		Conversion					
*Rate Code	Seq	Manually Updated	Change Amount	Change Points	Change Percent				
1	0	<input type="checkbox"/>	0.000000		0.000	<input type="button" value="+"/>	<input type="button" value="-"/>		

Pay Components – Changes page

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

- Manually Updated** The system selects this if you have manually updated the pay components.
- Change Amount** The overall change amount to this pay component rate.
- Change Points** The overall change amount (in points) to this pay component, if applicable.
- Change Percent** The overall percentage change to this pay component, if applicable.

Pay Components							First	1 of 1	Last
Amounts		Changes		Conversion					
*Rate Code	Seq	Source	Default Without Override	Apply FTE	Converted Comp Rate				
1		None	<input type="checkbox"/>	<input type="checkbox"/>					

Pay Components – Conversion

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

Source	The system displays the source of the rate code, such as <i>Absorbing Premium</i> , <i>Seniority Pay</i> , <i>Job Code</i> , or <i>Manual</i> .
Default Without Override	Selected if the worker's compensation package cannot be manually updated on the Job Data – Compensation page.
Apply FTE	Indicates if the converted rate code value will be multiplied by the FTE factor for annualization and deannualization.
Converted Comp Rate	Displays the converted compensation rate for this pay component. The system converts all base pay components to the Job currency and compensation frequency.

Required Fields on Pages

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

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

Example of a required field label

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

Typographical Conventions and Visual Cues

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

Please take a moment to review the following typographical cues:

monospace font

Indicates PeopleCode.

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

See Also

About These HRMS PeopleBooks, PeopleSoft 8.3 HRMS PeopleBooks Preface

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

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

Process Introductory Table

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

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 Italy PeopleBook

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

This preface explains how to use the documentation for PeopleSoft Global Payroll for Italy. 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 HRMS Application Fundamentals section explains where you can find information about topics that apply to many PeopleSoft applications across the HRMS product line. For example, you can find information about setting up control tables, administering security, and setting language and currency preferences in the *PeopleSoft Application Fundamentals for HRMS PeopleBook*.

See Also

PeopleSoft HRMS PeopleBooks Preface, “About the HRMS PeopleBooks”

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

CHAPTER 2

Understanding PeopleSoft-Delivered Elements for Italy

PeopleSoft Global Payroll for Italy delivers numerous elements and rules that are specifically designed to meet legal requirements or customary payroll practices in Italy. This chapter explains how to:

- Create elements.
- Interpret element ownership.
- Interpret element names.
- Obtain information about elements.

Creating Elements for Italy

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

PeopleSoft Global Payroll for Italy delivers most of the legal elements needed to run an Italian payroll. You must create additional elements to meet needs that are specific to your own industry or organization. To do this, use the same core components and pages that PeopleSoft used to create the elements delivered for Italy.

The tools needed to define payroll elements are fully documented in the core application PeopleBook.

See Also

PeopleSoft Global Payroll PeopleBook

Element Ownership and Maintenance

This section explains how PeopleSoft Global Payroll defines element ownership and what that means for the maintenance of Italian payroll rules. This information helps you identify which parts of the system you maintain, what you can modify, and what you cannot change.

Understanding Element Ownership in PeopleSoft Global Payroll

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

PS Delivered/Maintained	Elements PeopleSoft delivers and maintains on an ongoing basis.
PS Delivered/Not Maintained	Elements PeopleSoft delivers that must be maintained by the customer. PeopleSoft may occasionally update elements defined as PS Delivered/Not Maintained or provide guidelines on how to update these elements.
Customer Maintained	Elements created and maintained by your organization. PeopleSoft does not deliver rules defined as Customer Maintained.
PS Delivered/Customer Modified	Elements that were originally PS Delivered/Maintained elements over which the customer has decided to take control (this change is irreversible).
PS Delivered/Maintained / Secure	Delivered elements that the customer can never modify or control.

Understanding Element Ownership in PeopleSoft Global Payroll for Italy

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

<i>Functional Area</i>	<i>Ownership</i>	<i>Class</i>
Absence	PS Delivered/Not Maintained	Customary
Taxation	PS Delivered/Not Maintained	Customary
Social Security	PS Delivered/Not Maintained	Customary
Payslips	PS Delivered/Not Maintained	Customary
DM10	PS Delivered/Not Maintained	Customary
Gross Salary	PS Delivered/Not Maintained	Customary

See Also

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

Element Naming Convention

Understanding the naming convention developed for PeopleSoft-delivered elements can help you determine how an element is used, the element type, and even the functional area it serves. Depending on whether the element is a primary element, a component of a primary element, or a supporting element, one of the following naming conventions applies:

- Primary and supporting elements.

- Component names (suffixes).

This section also discusses how the following are used in the names of Italian elements:

- Functional area codes for Italy.
- Element type codes (PIN_TYPE).
- Suffixes for Italy.

Primary and Supporting Elements

PeopleSoft Global Payroll for Italy uses the naming convention FFF TT NAME for supporting and primary elements (earnings and deductions). Supporting elements are arrays, brackets, counts, dates, durations, formulas, rate codes, variables, historical rules, fictitious calculation rules, proration rules, rounding rules, accumulators, sections, element groups, and generation control conditions. Following is an explanation of the components of the naming convention:

FFF	Functional area code.
TT	Type of supporting element.
NAME	The description of the element.

Component Names (Suffixes)

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

For example, you define the earnings element named EARN1 with the calculation rule $EARN1 = Rate \times Unit$. The system automatically creates two additional elements for the components in the calculation rule: a rate element called EARN1_RATE and a unit element called EARN1_UNIT.

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

- Separator.
- Earnings/deductions component suffixes.
- Earnings/deductions accumulator suffixes.
- Deduction arrears component suffixes.

See Also

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

Functional Area Codes for Italy

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

<i>Functional Area Code</i>	<i>Description</i>
ABS	Absences
CNL	Related to Labor Agreement
CUD	CUD Report
DTR	Tax Deductions
FER	Vacations, PTO
FPC	Complementary Pension Funds
GEN	Common to more than 1 functional area
INA	INAIL
IND	Recurring Indemnities
INPS	INPS Social Security
IRP	Taxation
MAG	Additional Monthly Payments
MAT	Maternity
ONE	Deductible and Deductable Expenses (Oneri)
POL	Complementary Health Insurances
RTR	Gross Earnings
SCA	Seniority Increases
SNG	Blood Donation
STR	Overtime and Majorations
TFR	TFR

Element Type Codes (PIN_TYPE)

The following table contains codes for all the element types. Because not all element types are delivered for Italy, not all of these codes appear in the names of Italian elements.

<i>Element Type Code</i>	<i>Description</i>
AE	Absence Entitlement
AT	Absence Take
AC	Accumulator
AR	Array

Element Type Code	Description
AA	Auto Assigned
BR	Bracket
CT	Count
DT	Date
DD	Deduction
DR	Duration
ER	Earnings
EG	Element Group
EM	Error Message
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HR	Historical Rule
PP	Previous Period Rule
PR	Process
PO	Proration Rule
RC	Rate Code
RR	Rounding Rule
SE	Section
SY	System Element
VR	Variable

Suffixes for Italy

PeopleSoft Global Payroll for Italy uses the default core PeopleSoft Global Payroll suffixes.

See Also

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

Viewing Delivered Elements for Italy

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

Understanding Country Setup for Italy

This chapter provides an overview of country extension setup and discusses how to:

- Access family data.
- Access previous employment data.
- Establish reasons for changing information.

Understanding General System Setup

This section provides general information about how we set up the delivered elements in PeopleSoft Global Payroll for Italy. It also provides some notes and cautions about using and configuring the system. We discuss:

- Integration with PeopleSoft Human Resources.
- Segmentation.
- Retroactivity.
- Defining pay entity.

Integration With PeopleSoft Human Resources

Your PeopleSoft Global Payroll for Italy application is designed to use company data and employee personal and job data entered in your PeopleSoft Human Resources (HR) application. We provide the necessary arrays and Structured Query Reports (SQRs) to collect the HR data needed for payroll processing.

Segmentation

PeopleSoft Global Payroll for Italy permits segmentation only in the following instances:

- Hiring/termination during the month.
- Changes in the labor agreement during the month.
- Changes of company during the month.

Changes in labor agreement and company require a separate payslip. Only one payslip is issued for periods related to hiring and termination.

Retroactivity

PeopleSoft Global Payroll for Italy uses forward retroactivity as its standard. The system only uses the corrective method to enable the employer to edit the payroll calculation after the monthly closing, but before the INPS declaration.

Retroactivity can be triggered by individual and collective events, such as retroactive changes to the national labor agreement and changes in the rules.

Retroactive deltas on earnings and deductions to be forwarded in case of retroactive calculation can be defined at a single element level.

Defining Pay Entity

The pay entity is a legal definition of an organization from a payroll perspective; it is the organization that is responsible for making payments to payees. Often the organization and the pay entity are the same. Use the Pay Entity component in the core PeopleSoft Global Payroll application to define pay entities for your organization.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, “Updating Workforce Information,” Updating Workforce Information

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

PeopleSoft Global Payroll, “Defining Calculation Elements,” Defining Variable Elements

Accessing Family Data

Family data is specifically used to manage Italian payroll and is complementary to PeopleSoft Human Resource data. In this section, we discuss how to enter family information.

Pages Used to Access Family Data

Page Name	Object Name	Navigation	Usage
Name	GPIT_DEPEND_BENEF1	Global Payroll Italy, Maintain Payroll Data (ITA), Use, Family Data, Name	Enter information about family members. Enter one Familiar ID for each relative.
Personal Profile	GPIT_DEPEND_BENEF2	Global Payroll Italy, Maintain Payroll Data (ITA), Use, Family Data, Personal Profile	Enter additional information about family members. Indicate if they are ANF or tax dependent.

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Family Summary	GPIT_DEP_BENEF_SUM	Global Payroll Italy, Maintain Payroll Data (ITA), Inquire, Family Summary	View family information.

Accessing Previous Employment Data

Previous employment is used specifically to manage Italian payroll and is complementary to PeopleSoft Human Resource data.

Use the Previous Employer page to enter an employee's previous employment data for the year. When calculating termination or year-end adjustment, the system reads this data, totals the values from previous employers, increases the year-to-date accumulators accordingly, and prepares previous employment data for year end reports. The system reads this data only once; it won't reread it during a second adjustment.

Pages Used to Access Previous Employment Data

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Previous Employer	GPIT_PDL_EE1	Global Payroll Italy, Maintain Payroll Data (ITA), Use, Previous Employer Data	Enter the employee's previous employment data for the year.

Establishing Reasons for Changing Information

Reasons for changing information data is specifically used to manage Italian payroll and is complementary to PeopleSoft Human Resource data.

Pages Used to Set Up Reasons for Changing Information

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Reason for Changing	GPIT_REA_CHANGE1	Global Payroll Italy, Maintain Payroll Data (ITA), Setup, Reason for Changing	Create a reason for changing information code.

CHAPTER 4

Managing Italian Absences

This chapter provides an overview of absence types specific to Italy and discusses how to:

- Manage absence rules.
- Enter absence data.
- Report absence data.

Understanding Italian Absences

Specific absences are treated, used, stored, and input as common absences on the Absence Event Entry page. This chapter discusses how to set up the following absence types:

- Vacations.
- Festivities.
- Reduction of working hours.
- Licenses.
- Maternity leaves.
- Work accidents.

See Also

PeopleSoft Global Payroll PeopleBook, “Absence Entry and Processing,” Entering Updating, and Voiding Absence Events.

Vacations

The system uses the following terms:

- Due units (days or hours).

The vacation units the employee is entitled to each year, according to labor and company agreements. May vary according to category and seniority.

- Accrued units.

Part of the total of the due units that the employee has accrued and can use. Time is accrued each month of active service.

- Used units.

The actual units used by the employee.

- Accrual period.

The period when the employee accrues vacation days. Decided at the company level. Companies may apply different rules based on employee category.

Time is accrued during:

- Absences for illness or work accident.
- Absences, such as mandatory maternity leave and marriage leave.
- Paid licenses.
- Probation period.
- Worked and paid notice period.

Time is not accrued during:

- Absences for military service.
- Optional maternity leave.
- Extended leave.
- Periods of INPS assistance – *Cassa Integrazione*.
- Use period.

The period when the employee can use the days accrued every year.

Festivities

Italian Festivities include:

- Civil Festivities: April 25 and May 1.
- Religious Festivities: January 1, January 6, the Monday after Easter, August 15, November 1, December 8, December 25, and December 26.

Also most national agreements grant a holiday for the patron saint's day, which varies according to city and company rules.

Reduction of the Working Hours

Labor agreements, national law, and company rules dictate the details of reduced working hours (ROLS). These details include the amount, usage, and accrual of ROLS.

The amount the employees receive for licenses is assessable income for contributions and taxes.

Licenses

In addition to those listed above, employees are entitled to additional licenses. Some examples are listed below.

Situation	Details
Election	Employees working as election officials may be absent for the length of their assignments.
Union	Employees have additional licenses for union meetings. Union representatives have licenses reflecting their constituencies, and for official meetings.
Public Office	Employees holding public office may take an extended, unpaid leave, or may have licenses pursuant to their duties. Those governing the public office pay for these licenses.
Blood Donation	The INPS funds a paid day off for blood donors. The reimbursement covers the total effective salary: additional monthly payments, overtime, and other earnings. Contributions are not applied to this payment, though taxes are.

Maternity Leaves

While on maternity leave, an employee receives a salary based on maternity allowances from the INPS and the employer. While on leave, she continues to accrue seniority and maintains the right to keep her job. The employer disburses the maternity allowance on a monthly basis. By making monthly payments, the employer is providing the allowance before receiving this money from INPS. The organization must then request a refund from INPS on the DM10 report.

The labor agreement (CCNL) can guarantee an allowance greater than that given by the INPS. The employer pays the difference.

The INPS allowance is based on the average daily salary, referred to as RMG-INPS. This amount does not change during the maternity period, regardless of any change in employee status, such as seniority. This includes cases where the employee returns to work, receives a salary increase, and then continues maternity leave.

Thus the employer must pay:

- An advance of the INPS allowance.
- The difference between the INPS and CCNL allowances.
- Festivity payments occurring during the leave.

There are three types of maternity leave: Mandatory, Optional, and Daily Rest. We discuss each in this section. We also discuss child illness license, special cases, and employer integration.

Mandatory Maternity Leave

Mandatory maternity leave lasts at least five months (possibly longer), depending on job and contract specifics. It is composed of pre-childbirth and post-childbirth periods.

INPS grants an allowance equal to 80 percent of an average salary (RMG-INPS). The labor agreement may grant a larger percentage. The employer would pay the difference.

Earlier mandatory maternity leave grants additional months to the pre-childbirth entitlement period.

Optional Maternity

At any time before the baby's third birthday, the parent can take up to six months (180 days) of optional maternity leave. The total leave amount can be divided into multiple smaller periods. The optional maternity pay rate by INPS is 30 percent of the RMG-INPS.

Additional monthly payments are not accrued during optional maternity periods.

The maternity allowance is a percentage of the average daily salary the employee earned the month before the beginning of the absence, even those amounts that have not yet been paid.

The INPS amounts paid for maternity leave are as follows:

Period	Amount Paid by INPS
Mandatory Period	80% RMG-INPS
Optional Period	30% RMG-INPS

The days considered for allowance payment are as follows:

Category	Days Paid	Days Excluded
Operai	Every working day including Saturdays.	Sundays, festivities during the week, and the festivity for the patron saint, if normally paid by the employer.
Impiegati	Every day in the maternity period.	Festivities on Sundays and the festivity for the patron saint, if normally paid by the employer.

The reference salary contains the following elements:

- Earnings paid at the end of each pay period, such as base salary and overtime.
- Earning paid on a regular basis, such as additional monthly payments and allowances for unused vacation days.

The rules governing the calculation of the RMG-INPS depend on the category and the employment type.

Daily Break

According to government regulation, the employee may use two one-hour licenses per day before the baby's first birthday. If the employee's contractual hours are less than six hours per day, she is entitled to only one one-hour license per day. If the employee has more than one infant, she is allowed double the normal allowance. The employee must arrange the scheduling of this license with the employer.

This license is completely paid by the INPS and includes the gross salary and every accessory earning normally received on a continuing basis, such as the monthly rate for additional monthly payments. Overtime is excluded from this calculation. To calculate the hourly rate, the system uses the CCNL hourly coefficient.

Like the Maternity Allowance, the employer makes the payment before receiving reimbursement from the INPS. The INPS amount is not applicable to contributions.

Daily break allowances, hourly rates used, and the corresponding additional monthly payments must be shown separately from other amounts on the payslip.

Child Illness License

Both parents are entitled to unpaid absences for a child's illness when that child is younger than eight years old. Employees are granted seniority increases during this absence, regardless of whether they are given an allowance.

The entire period of certified illness for children under three years is covered by the license. From three to eight, a period of five working days is granted each year.

Special Cases

- Abortion.

An abortion done within 180 days of conception is treated as a normal illness. After 180 days, it is treated as mandatory maternity leave. The date of conception is calculated as 300 days before the predicted date of birth.

- Adoption and fosterage.

Maternity leave rules also apply to adoption. Some differences exist, depending on child's age, adoption date, and citizenship.

For Italian children under six years:

- Mandatory maternity leave lasts the first three months after adoption.
- Optional leave rules mirror those for natural parents—six months leave anytime after the mandatory leave. This is available until the child is 8 years old.
- Daily break rules mirror those for natural parents. They apply only for children under 1 year old. Multiple childbirth rules apply if there is more than one child under 1 year old.

For Italian children between six and 12 years:

- Mandatory leave does not apply.
- Optional leave rules are the same as those for natural parents: six months leave. This is available within the first three years of adoption. For newly adopted 12 year olds, the optional maternity leave is still available for three years.
- Daily breaks do not apply.

For foreign children:

- Mandatory leave applies for the first three months after adoption for children under 18.
 - Optional leave rules are similar to those for natural parents: six months leave after the mandatory leave, granted within one year of adoption.
 - Daily break rules mirror those for natural parents. They apply only for children under 1 year old. Multiple childbirth rules apply if there is more than one child under 1 year old.
- Father's rights.

The father can request the optional leave or daily break if the mother has forfeited her rights and is not on the same leave of absence.

Both parents can request the optional leave of absence if those periods don't coincide.

The mother's death, or total or serious disability, entitles the father to the mandatory maternity leave.

The father is also entitled to unpaid licenses for child illness.

- Prenatal exams.

Employers must finance certified prenatal exams and provide paid licenses for pregnant employees.

Employer Integration

According to the national labor agreement, the employer's supplement varies by industry sector.

Industry Sector	Mandatory Allowance
Chemical/Pharmaceutical Manufacturing	100% of the salary (the total absence must not exceed nine months).
Commerce/Service	90% of the salary.
Credit/Finance	100% of the salary.
Food Industry Manufacturing	100% of the salary.
Metal/Mechanics Manufacturing	100% of the salary.

Work Accidents and Professional Illness

A work accident is one that:

- Happens violently and causes damage to the employee.
- Is due to the specific employee's job and happens while that job is being performed.
- Causes death, temporary, or permanent disability.

Professional illness is an alteration of an employee's health caused by that employee's specific job. The National Authority for the Insurances and the Work Accidents (INAIL) is responsible for these allowances. All other similar events that have different characteristics are classified as illness. INAIL allowances cannot be accumulated with INPS allowances.

In this section, we discuss how to:

Calculate the INAIL average salary.

Calculating the INAIL Average Salary

INAIL allowances are computed using an average daily salary. The calculation differs for hourly and monthly waged employees.

- Hourly compensated employees.

The INAIL allowance is the sum of the following elements:

- Regular hourly wage.
- Average payment for overtime.
- Average payment for vacation.
- Average payment for festivity.
- Additional monthly payments.
- Other annual payments.
- Other additional elements.

Each element refers to amounts accumulated in the 15 days before the accident.

- Monthly compensated employees.

The INAIL allowance is the sum of the following elements:

- Regular hourly wage.
- Average payment for overtime.
- Average payment for vacation.
- Additional monthly payments.
- Other annual payments.
- Other additional elements.

Note that festivities are not considered.

Employer Supplement

Employer payments are regulated by law. These laws are augmented by the national labor agreements. The majority of labor agreements state that the employer should guarantee a percentage of the normal salary for a fixed period in the event of a work accident.

The employer may pay the work accident allowance before receiving funds from the government. Because INAIL normally pays this taxable allowance at the end of the month, the employer must deduct taxes from the advanced payment.

The employer may pay the allowance after receiving funds from INAIL. In this case, INAIL pays the employee directly, within 20 days after the accident.

Contribution and Tax Treatment

The work accident allowance from INAIL is taxable, but free from other deductions. However, the employer integration is subject to other deductions. At the end of the year, the employer must compare the actual INAIL allowance with the amount paid to the employee, considering tax adjustments. Any accounting differences must then be resolved.

Festivities During Absences

If a festivity occurs during an illness period, the employee receives 100 percent of the INAIL average salary. The employer pays the amount not allocated by INAIL. Thus, the employer pays:

- 100 percent of the INAIL average salary during carenza.
- 40 percent of the INAIL average salary when INAIL pays 60 percent.
- 25 percent of the INAIL average salary when INAIL pays 75 percent.

Managing Absence Rules

PeopleSoft Global Payroll for Italy delivers the following elements to process absences:

- INPS.
- General absence elements.
- Licenses and vacations.
- INAIL.

INPS

<i>Earnings/Deductions</i>	<i>Description</i>
MATEROBBLIG	Mandatory maternity.
MATERFACOLT	Optional maternity.
MATDDTRATT	Maternity deduction.
INPERINTGAZ+	Positive company integration.
INPERINTGAZ-	Negative Company Integration.
MATERALLBASE	Nurse allowance.
MATERALLMAGG	Nurse allowance by additional month.
MATDDTRATTAL	Nurse deduction.
MAGDDRECALLT	Regain nurse allowance additional month.
SNGERDONAZIO	Blood donation.

General Absence Elements

<i>Earning/Deduction</i>	<i>Description</i>
ABSDDTRATTOR	Hourly absence deduction with CCNL Divisor.
ABSDDTRATTGG	Daily absence deduction with CCNL Divisor.
ABSDDORDIVMO	Absence hourly deduction with variable division.

Licenses and Vacations

<i>Earning/Deduction</i>	<i>Description</i>
FEREROREFER	Hours of paid vacation.
FERERSTIPEN	Days of paid vacation.
FERERHHROL	Paid ROL.
FERERHHFSOPP	Suppressed festivity paid.
FERERFERNGOD	Unused vacation units.

Earning/Deduction	Description
FERERFSONGOD	Unused ex festivity units.
FERERROLNGOD	Unused ROL units.
SINERPERMESS	Union meetings allowance.
PUBERPERMESS	Public positions allowance.
EDUERESAMI	University leaves payments.
EDUERCORSI	Educational course payment.

INAIL

Earning/Deduction	Description
INAERPERIOD1	Indemnity INAIL first period.
INAERPERIOD2	Indemnity INAIL second period.
INAERINTGAZ+	Positive INAIL integration.
INAERINTGAZ-	Negative INAIL integration.
INADDTRATT	Deduction work accident.
INAERRMGNRMM	RMG-INAIL normal monthly paid.
INAERRMGNRMO	RMG-INAIL normal hourly paid.

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

See Also

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

Reporting Absence Data

The following reports include absence data:

- Payslip.
- CUD form.
- 770 form.
- INPS prospect of liquidation for illness and maternity allowance.
- DM10.

See Also

”Setting Up Payslips for Italy“

“Preparing the DM10 Form“

“Appendix: PeopleSoft Global Payroll for Italy Reports”

CHAPTER 5

Managing Italian Social Security

This chapter provides an overview of social security processing and describes how to:

- Set up social security data.
- Set up pension fund data.
- Report social contribution data.
- View delivered social security elements.

Understanding the Social Security Process

Contributions are amounts paid by the employer to the National Social Security Entity or the Complementary Social Security Entities. These amounts can be on behalf of the employer and the employee. Employee contributions are withheld by the employer and paid to the Social Security Entity. Amounts can be fixed amounts or percentages of income.

In this section, we discuss how to:

- Calculate assessable income.
- Calculate contributions.
- Calculate reductions.
- Process adjustments.

Calculating Assessable Income

The assessable income for the main National Social Security Contributions includes all gross earnings except amounts paid by the employer on behalf of the National Social Security Entities. Contributions due to Complementary Social Security Entities are based on a gross income that depends on the entity, such as the TFR income.

Calculating Contributions

The main National Social Security contributions are percentages of the assessable income, except in particular cases in which the income exceeds a ceiling. Employer and employee

rates vary depending on labor agreement and employee category. All of these percentages are retrieved by the system via brackets.

The complementary social security contributions are normally made by both employers and employees and can include the destination of part of the TFR fund. Both assessable income and percentages vary depending on the complementary social security entity and on the kind of enrollment. An employee can also add a voluntary contribution that can be either a fixed amount or a percentage of an income.

Other contributions to national social security include contributions on overtime and solidarity contribution.

Calculating Reductions

These reductions apply to the employer contributions made for employees hired under specific conditions. The existence and extent of the reduction depend on:

- Employment type and kind of hiring.
- Hiring location.
- Industrial sector.

Reductions can be of several types:

- Reductions calculated as a percentage of employer social contributions dependant on employment type and hiring location.
- Reductions calculated as a percentage of the assessable income dependant on the type of part time.
- Fixed reduction amounts (Sgravi) normally granted to employers that hire employees in regions of southern Italy with high unemployment rates.

Processing Adjustments

You can make end of the year contribution calculations and their corresponding adjustments. Situations that may require adjustments include:

- Assessable income exceeding pension fund (IVS) contribution ceilings for newly enrolled employees.
- Additional IVS contribution.

IVS contributions are calculated monthly, based on monthly income. Because monthly income may not accurately represent annual income, a contribution adjustment calculation must be done at the end of the year.

- Decontribution.

Earnings based on company productivity are social security exempt up to a percentage of the yearly social security assessable income. In the course of the year, the yearly amount is estimated and the ceiling is calculated on the estimated amount. At year-end or termination the actual yearly amount is calculated, and an adjustment is made to the estimates.

- December earnings (Elementi Variabili della retribuzione).

Amounts paid in January but related to December, such as overtime, must be considered in the year end report (CUD, 770) of the year to which they relate.

Setting Up Social Security

PeopleSoft delivers the INPS data you need to process social security. You must enter the ANF and social insurance data.

In this section, we discuss how to:

- Setup ANF data.
- Create INPS categories.
- Create INPS contribution profiles.
- Create INPS Sgravi codes.
- Set up employee social insurance data.

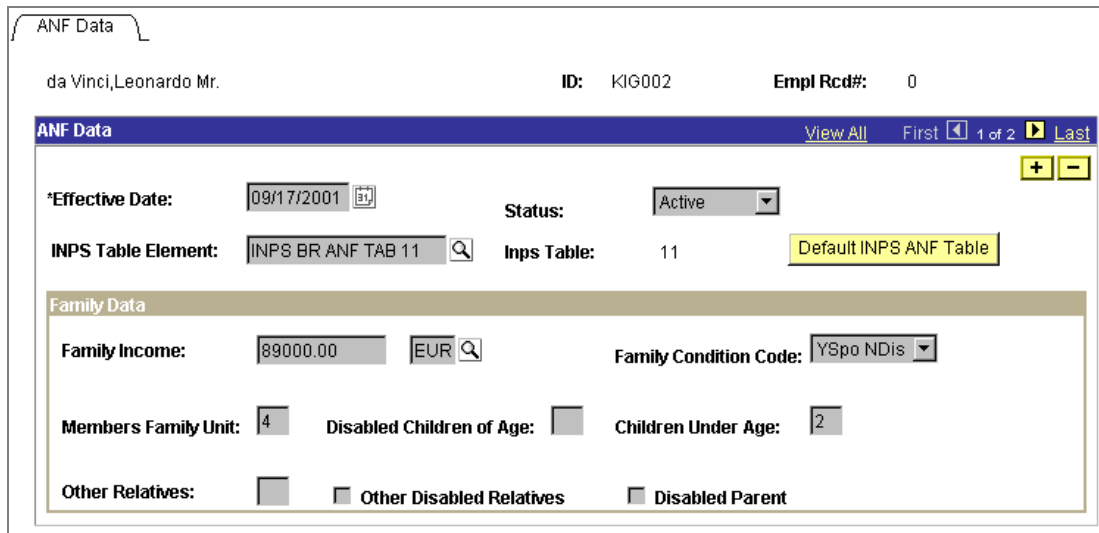
Pages Used to Set Up Social Security

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
ANF Data	GPIT_ANF_EE	Global Payroll Italy, Maintain Payroll Data (ITA), Use, ANF Data	Enter data necessary for the Family Allowance calculation.
Inps Category	GPIT_INPS_CAT	Global Payroll Italy, Maintain Payroll Data (ITA), Setup, INPS Category	Maintain the INPS Category table.
Inps Contribution Code	GPIT_INPS_CDCTR	Global Payroll Italy, Maintain Payroll Data (ITA), Setup, INPS Contribution	Maintain the INPS Contribution Code table.
Inps Profile	GPIT_INPS_PROF	Global Payroll Italy, Maintain Payroll Data (ITA), Setup, INPS Profile	Maintain the INPS Profile table.

Page Name	Object Name	Navigation	Usage
Inps Sgravi	GPIT_INPS_SGRAVI	Global Payroll Italy, Maintain Payroll Data (ITA), Setup, INPS Sgravi	Maintain the INPS Sgravi table.
S.I. Data	GPIT_CTR_EE	Global Payroll Italy, Maintain Payroll Data (ITA), Use, Social Insurance	Set up an employee's INPS and Sgravi data.

Setting Up ANF Data

Access the ANF Data page.



ANF Data

da Vinci, Leonardo Mr. ID: KIG002 Empl Rcd#: 0

ANF Data View All First 1 of 2 Last

*Effective Date: 09/17/2001 Status: Active

INPS Table Element: INPS BR ANF TAB 11 Inps Table: 11 Default INPS ANF Table

Family Data

Family Income: 89000.00 EUR Family Condition Code: YSpo NDis

Members Family Unit: 4 Disabled Children of Age: Children Under Age: 2

Other Relatives: Other Disabled Relatives Disabled Parent

ANF Data page

INPS Table Element

Enter the element to retrieve the base allowances.

Family Income

Enter the family income and select the currency.

Family Condition Code

Use only if the INPS table must be retrieved online. Field identifies the presence of a spouse and/or disabled dependents.

Creating INPS Contribution Profiles

Access the INPS Profile page.

Inps Profile

INPS Contribution Profile: 0056

INPS Contribution Profile Information View All First 1 of 1 Last

*Effective Date: 01/01/2001 *Status: Active

*Description: CFL L.407/90 25%

Short Description: CFL 25%

INPS Contribution Code: 56 CFL L.407/90 25%

INPS Profile page

INPS Contribution Code Select a contribution code defined on the INPS Contribution Code page.

Creating INPS Sgravi Codes

Access the INPS Sgravi page.

Inps Sgravi

Sgravio Code: 8C97

INPS Sgravio Information View All First 1 of 1 Last

*Effective Date: 01/01/2001 *Status: Active

*Description: Sgravio Capitarario L.449/97

Short Description: Capitarario

*Sgravio Type: 1 Capitarario

INPS Sgravi page

Sgravio Type Either *Capitarario* or *Esenzione*.

Setting Up Employee Social Insurance Data

Access the Social Insurance Data page.

S.I. Data

da Vinci, Leonardo Mr. ID: KIG002 Empl Rcd#: 0

Contribution Regime View All First 1 of 2 Last

*Effective Date: 09/17/2001 Status: Active

*Contribution Regime: INPS New enrolled

Inps Data

INPS Category: 1 Operaio

INPS Contribution Profile: 0056 CFL L.407/90 25% End Date: 12/31/2001

INPS Contribution Code: 56 CFL 25%

Sgravi Data View All First 1 of 1 Last

Sgravio Code	Description	Begin Date	End Date
1 SC97	Sgravio Capitaro L.449/97	08/01/2001	12/31/2001

S.I. Data page

- Contribution Regime** Enter the national social security entity in which the employee is enrolled, such as INPS or INPDAL.
- New enrolled** Tracks the employee’s enrollment in statutory insurance before and after 1993.
- INPS Contribution Profile** Use to manage the employee’s rules eligibility.
- INPS Contribution Code** Entry depends on the INPS Contribution Profile selected.
- Sgravio Code** Tracks the employee’s eligibility for contributive reductions. There can be multiple entries.

Setting Up Pension Funds

To manage pension funds, you must establish the fund in the system and enter the contribution amounts for each employee. In this section, we discuss how to:

- Set up complementary pension fund data.
- Set up complementary fund regimes.
- Set up complementary fund types.
- Select employee pension fund data.

Pages Used to Set Up Pension Funds

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Complementary Fund Code	GPIT_FPC_COD	Global Payroll Italy, Maintain Payroll Data (ITA), Setup, Complementary Fund Code	Set up fund codes.
Complementary Fund Regime	GPIT_FPC_REG	Global Payroll Italy, Maintain Payroll Data (ITA), Setup, Complementary Fund Regime	Set up fund regimes.
Complementary Fund Type	GPIT_FPC_TYP	Global Payroll Italy, Maintain Payroll Data (ITA), Setup, Complementary Fund Type	Set up fund types.
Complementary Pension Funds	GPIT_FPC_EE	Global Payroll Italy, Maintain Payroll Data (ITA), Use, Complementary Pension Fund	Select employee pension fund data and voluntary contribution rates using the codes drawn from the complementary pension fund set up pages.

Reporting Social Contribution Data

PeopleSoft Global Payroll for Italy enables you to create the monthly DM10 report.

See Also

“Preparing the DM10 Form“

Viewing Delivered Social Security Elements

PeopleSoft Global Payroll for Italy delivers the following elements to process social security.

<i>Earning/Deduction</i>	<i>Description</i>
INPSERIMPINZ	INPS income not rounded
INPSERIMPARR	Rounded INPS income
INPSDDFPLDDI	Contribution FPLD employee
INPSDDCIGSDI	Contribution CIGS employee

<i>Earning/Deduction</i>	<i>Description</i>
INPSERFPLDAZ	Contribution FPLD Company
INPSERDSAZ	Contribution DS Company
INPSERCUAFAZ	Contribution CUAZ Company
INPSERCIGAZ	Contribution CIG Company
INPSERCIGSAZ	Contribution CIGS Company
INPSERMOBAZ	Contribution Mobility Company
INPSERMALAZ	Contribution Sickness Company
INPSERMATAZ	Contribution Maternity Company
INPSERTFRAZ	Contribution Fondo Garanzia TFR
INPSDDADIVSM	Contribution additional IVS
INPSDDADIVSA	Contribution additional IVS-Annual
INPSDDADIVSC	Contribution additional IVS-Adjustment
INPSERSOLAZ	Solidarity contribution
INPSERSLDAZ	Solidarity contribution on decontributed payments
INPSERCNGSLD	Adjusted solidarity contribution on decontributed payments
INPSERCTST5	Contribution overtime 5%
INPSERCTST10	Contribution overtime 10%
INPSERCTST15	Contribution overtime 15%
INPSERMARAPP	Weekly apprentices marca
INPSERRIDC53	Reduction cod.contr 53
INPSERRIDC54	Reduction cod.contr 54
INPSERRIDC56	Reduction cod.contr 56
INPSERRIDC57	Reduction cod.contr 57
INPSERRIDC58	Reduction cod.contr 58
INPSERRIDC59	Reduction cod.contr 59
INPSERRIDC75	Reduction cod.contr 75
INPSERRIDC76	Reduction cod.contr 76
INPSERRIDC77	Reduction cod.contr 77
INPSERSI98	Sgravio totale triennale
INPSERSC94	Sgravio Capitario
INPSERGNLT26	Monthly worked days Monday through Saturday

Earning/Deduction	Description
INPSERHLAVTE	Monthly worked hours

Section	Description
IT INPS DECONTR	Calculation of decontribution ceiling and application of decontribution.
IT INPS INIZ	Retrieval of employee contributive percentages and reductions starting from employee Social Security Data and contributive brackets.
IT INPS REG CONTR	Calculation of INPS contributions and sgravi reductions.
IT INPS RAP AG CTR	Calculation of contributive reductions based on contributive code.
IT INPS CONGUAGLIO	Calculation of contributive adjustments.
IT FONDO PENSIONE	Calculation of complementary pension fund earnings/deductions.
IT CTR TOTCONTR	Splitting of contributions on different tax classes (ordinary taxation, additional month taxation, previous year taxation, and notification taxation)

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

See Also

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

CHAPTER 6

Preparing the DM10 Form

This chapter explains how to:

- Set up the DM10 report.
- Run the DM10 report.

Setting Up the DM10 Report

Using the set up pages, you can:

1. Define the groups of payroll elements used in the DM10 report using the DM10 Group component.

Create group codes to connect a group of elements to more than one DM10 Code. For example, codes 10, 11, and 256 are all related to the same elements, but depend on the payee's condition. Whenever information is introduced, cancelled, or changed, you can manually update the group codes.

2. Position these element groups on the DM10 report using the DM10 Setcode1 page.
3. Set eligibility conditions for reporting payroll elements using the DM10 Setcode2 page.

Every entry on the DM10 Setcode1 page represents a single potential row of the B, C, or D squares of the DM10 form. This does not mean that the report will show the corresponding line. It means only that there are conditions that, if fulfilled, cause the line to appear.

In this section, we discuss how to:

- Manage DM10 group codes.
- Manage DM10 set codes.

Pages Used to Set Up the DM10 Report

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Setup General	GPIT_DM10_SETGR P1	Global Payroll Italy, Manage Payroll Process (ITA), Setup, DM10 Group, DM10 Setgrp1	Set the description and effective date of a DM10 Group Code.
Setup Square B	GPIT_DM10_SETGR P2	Global Payroll Italy, Manage Payroll Process (ITA), Setup, DM10 Group, DM10 Setgrp2	Assign the Global Payroll result table elements to the DM10 Group Code.
Setup Square C/D	GPIT_DM10_SETGR P3	Global Payroll Italy, Manage Payroll Process (ITA), Setup, DM10 Group, DM10 Setgrp3	Assign more Global Payroll result table elements to the DM10 Group Code columns related to square C/D.
DM10 Setcode1	GPIT_DM10_SETCO DE1	Global Payroll Italy, Manage Payroll Process (ITA), Setup, DM10 Code, DM10 Setcode1	Position element groups on the DM10 report columns.
DM10 Setcode2	GPIT_DM10_SETCO DE2	Global Payroll Italy, Manage Payroll Process (ITA), Setup, DM10 Code, DM10 Setcode2	Establish the conditions a payee must fulfill for the DM10 code to be included in the report.

Setting Up DM10 Group Codes

Access the Setup Square B page.

Setup General Setup Square B Setup Square C/D

DM10 Group Code: 20

Definition Find | View All First 1 of 1 Last

Effective Date: 01/01/2001 Description: APPRENTICES

Square B - Payees View All First 1 of 1 Last

*Sequence Number	Element Type	Element Name	*Component Element
1			Amount

Square B - Days View All First 1 of 1 Last

*Sequence Number	Element Type	Element Name	*Component Element
1	ER0	INPSERMARAPP	Unit

Square B - Salary View All First 1 of 1 Last

*Sequence Number	Element Type	Element Name	*Component Element
1	DD0	INPSDDFPLDDI	Base

Setup Square B page

Square B – Payees

Used for statistical codes (such as FE00) to list the element that identifies if the payee satisfies the statistical condition.

Square B – Days

Selects the elements from the results table used in the Days column for the DM10 codes related to that group. You can establish a period of validity for each element.

Square B - Salary

Selects the elements from the results table used in the Salary column for the DM10 codes related to that group. You can establish a period of validity for each element.

Setting Up Square C and D Data

Access the Setup Square C/D page.

Setup General Setup Square B Setup Square C/D

DM10 Group Code: 20

Definition Find | View All First 1 of 1 Last

Effective Date: 01/01/2001 Description: APPRENTICES

Square C - Debit View All First 1 of 2 Last

*Sequence Number	Element Type	Element Name	*Component Element
1	DD0	INPSDDFPLDDI	Amount

Square D - Claims View All First 1 of 1 Last

*Sequence Number	Element Type	Element Name	*Component Element
1			Amount

Setup Square C/D page

Square C – Debit

Selects the elements from the results table used in the Debit column for the DM10 codes related to that group. You can establish a period of validity for each element.

Square D – Claims

Selects the elements from the results table used in the Credit column for the DM10 codes related to that group. You can establish a period of validity for each element.

Setting Up DM10 Report Columns

Access the DM10 Setcode page.

DM10 Setcode DM10 Setcode

DM10 Row ID: 10

Definition Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001 Status: Active

Description: OPERAI FULL-TIME Position: B001

Square Name: B/C Count Payee

*DM10 Code: 10 DM10 Code Description: OPERAI

*Group Code: 0001 DM10 Group Description: MAIN INPS CONTRIBUTIONS

Comments:

DM10 Setcode page

- Square Name** Select either B/C or D, depending on the location of the line.

- Position** Enter the position within the selected square where the row should be written. If a position is entered, the DM10 Code and DM10 Code Description fields can remain blank. Both are preprinted. If this field is blank, the first free row in the square is used, and the system looks for data in the DM10 Code and DM10 Code Description fields.

- DM10 Code** Enter the DM10 code corresponding with the line you are establishing. One row for each line. Use only if the Position field is blank.

- DM10 Code Description** Content of the Description column of the DM10. Use only if the Position field is blank.

- Group Code** Only those group codes defined in the DM10 Group component are available.

- Count Payee** Identifies, for this DM10 code, if the payee column must be filled if at least one of the related column amounts is not zero.

Establishing DM10 Conditions

Access the DM10 Setcode2 page.

DM10 Setcode
DM10 Setcode

DM10 Row ID: 10

Definition
Find | View All First 1 of 1 Last

Effective Date: 01/01/2001 **Status:** Active + -

Description: OPERAI FULL-TIME

Eligibility conditions	From	To
INPS Category:	1	1
Percentage Part time:		
Contributive Code:	00	00
Reduced Employee Pay:	N	N
Argument 5:		

DM10 Setcode2 page

Eligibility Conditions

Indicate the ranges that represent the conditions the payee must satisfy for their amounts to be included in the report line. Enter the field limits for the appropriate fields listed. If fields are blank, the condition is considered satisfied for every payee.

Running the DM10 Report

The system enables you to prepare a paper report. Currently, the report has no template.

See Also

“Appendix: PeopleSoft Global Payroll for Italy Reports“

CHAPTER 7

Managing Taxation for Italy

This chapter provides an overview of income tax processing and describes how to:

- View delivered rules for income tax withholding.
- Set up income tax data.
- Meet reporting requirements.

Understanding Italian Income Tax Withholding

This section explains:

- Additional monthly payments.
- Tax deductions.
- Additional IRPEF taxes.
- Adjustments.
- Separate taxation.

Additional Monthly Payments

Additional monthly payments, even when paid along with regular monthly salaries, must be kept separate from all other earnings in the tax calculation. The system applies the same monthly brackets it uses for normal payments, but stores the resulting values in a separate accumulator.

The system only applies contribution deductions to additional monthly income to obtain the taxable income value. No tax deductions are applied during the monthly calculation process. They are applied only when additional monthly payments are combined with regular monthly payments during year-end and job-end calculations.

Tax Deductions

The net tax is determined by subtracting tax deductions from the gross tax. Tax deductions include deductions for:

- Subordinate employment.
- Family dependents.
- Deductible costs.

Tax Deductions for Subordinate Employment

Every employee is entitled to a tax deduction related to the number of days worked during the year. This deduction varies according to an employee's annual income. It is applied every pay period. The deduction applies to working days, festivities, weekly rests, non-working Saturdays, absences, and strikes. It does not apply to unpaid absences.

For temporary employees, the total deduction must be proportional to the days included in the employment period.

Because this is an annual deduction, a year-end and job-end adjustment is necessary.

For subordinate employment lasting less than one year, additional deductions apply.

Deductions for Family Dependents

Employees are entitled to a tax deduction for every cohabiting or dependent relative earning below a specific annual amount. This group includes spouses, children, and other relatives. Tax deduction amounts vary by situation.

The actual deduction is an annual amount that is proportioned monthly. Because this is an annual deduction, a year-end and job-end adjustment is necessary.

For shared dependents, you can apply a percentage to the deduction.

Dependent tax deduction data changes are effective dated. No proration is applied within the month; instead, the maximum deduction applies.

For example, a child turns 3 years old on 10 June. For the month of June, the payee received the maximum deduction, which entails considering the child to be under 3 years old for the entire month.

Deductions for Deductible Costs

This deduction applies only to the year-end adjustment. It is basically an amount equal to 19 percent of the costs charged to the employer for expenses such as contributions for extra-professional policies that have been added to the employee's taxable income.

Additional IRPEF Taxes

Additional taxes are local taxes. They are calculated as part of the year-end adjustment as a percentage of that year's taxable income. These taxes are paid in installments in the next year. This category includes:

- Additional regional tax.

- Additional municipal tax.

If the annual tax deductions are greater than or equal to the annual gross IRPEF tax, causing the net IRPEF value to be zero, then no additional IRPEF tax is due.

Additional Regional Tax

This tax percentage varies by region. The percentage applied corresponds to the region of the payee's physical address as of adjustment time. If the payee has changed address lately, the region as of 60 days prior to time of the adjustment is considered.

Additional Municipal Tax

This tax percentage varies by municipality.

Adjustments

In this section, we discuss the following types of adjustments:

- Year-end adjustments.
- Job-end adjustments.

Year-End Adjustments

Because annual taxes are paid incrementally throughout the year, the system enables you to recalculate the gross-to-net tax calculation based on the total annual taxable income. The amount actually paid is compared to the recalculation. Any adjustments needed by the end of the year are made to the December payslip. The same process applies to the end of employment adjustment.

Tax deductions must also undergo year-end adjustments, as details may change during the year. Deductions for deductible costs are paid only at adjustment time.

If the employee keeps the same employer throughout the year, this employer must conduct the year-end adjustment. If the employee has had multiple employers in the year, the most recent employer must conduct the adjustment, considering all earnings from all employers only if requested by the employee. The employee must provide all CUD forms and indicate which option to adopt if a negative salary results from the year-end adjustment.

If the year-end adjustment results in a negative salary, the employee has one of the following two options:

- Pay the remaining amount to the employer.
- Deduct the amount, plus interest, from the taxable income of future pay periods.

As of the end of employment, the employee must pay any outstanding amounts.

Job-End Adjustments

You must also make adjustments when a payee's employment ends.

The system calculates the adjustment values by doing the following:

- Computing monthly values for taxes and deductions for the month in which the adjustment is taking place.
- Computing yearly values for taxes and deductions as by that month.
- Retrieving what has already been held from the employee during the year, including the current month.

The difference between what should be held on an annual base and what has been actually held so far, including the current month, is the adjustment value.

Separate Taxation

There are two different methods to tax elements that refer to previous years: current and separate taxation.

<i>Reason for Retroactive Earning</i>	<i>Due Period</i>	<i>Type of Taxation</i>
Retroactive contractual renewal	Current Year	Current taxation. Earning is cumulated with current taxable income.
	Previous Year	Separate taxation.
Sentences or controversies	Current Year	Current taxation. Earning is cumulated with current taxable income.
	Previous Year	Separate taxation.
Mistakes/Omissions	Current Year	Current taxation. Earning is cumulated with current taxable income.
	Previous Year	Current taxation. Earning is cumulated with current taxable income.

The amounts given as re-evaluation or interest on retroactive earnings are taxable elements. Regarding other earnings taxation depends on when the earning was accrued. For example, current taxation applies to unused paid vacation days accrued in the current year; separate taxation applies to unused paid vacation days accrued in previous years.

For terminated employees:

- If the earning is due for the current year, the end of employment adjustment must be recalculated using current taxation.
- If the earning is due for previous years, it must be taxed according to separate taxation.

In both instances, the employee must receive a new CUD form.

Separate Taxation

To calculate separate taxation, the system:

- Averages the employee's taxable earnings from the two years preceding the retroactive payment. This calculation excludes other retroactive payments or end of employment allowances.
- Applies current tax brackets and percentages to this amount to produce the gross tax.
- Subtracts the deductions not previously applied from the gross tax to produce the net tax.

The tax is deducted from the retroactive payment and separated from current and end of employment taxes.

Summary of Income Tax Withholding Rules

PeopleSoft Global Payroll for Italy provides rules to calculate and deduct estimated income tax from monthly earnings and to make year-end and end-of-employment adjustments.

Monthly Income Tax Estimates and Deductions

Rules for IRPEF income tax include the following:

- Determination of tax rates according to Scaglioni tables.
- Data input pages and elements to calculate tax deductions for family dependents.
- Elements to calculate net salary.
- Data input pages and elements to calculate additional regional, municipal, and provincial IRPEF taxes.

Year-End and End-of-Employment Adjustments

- Accumulators to calculate taxes paid.
- Elements to compare annual and monthly calculations

Setting Up for Income Tax Withholding

Before processing income tax withholding, you must:

1. Set up current Scaglioni values for tax brackets.
2. Set up additional IRPEF default information.
3. Set up current municipal, regional, and provincial IRPEF tax percentages.
4. Set up income tax dependent data.

Pages Used to Set Up Income Tax Withholding

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Scaglioni Table	GPIT_SCAGL_TBL	Global Payroll Italy, Define Payroll Setup (ITA), Setup, Scaglioni Table	Enter new Scaglioni rates, when necessary. PeopleSoft delivers the elements that populate the income tax brackets; however, you must maintain them.
IRPEF Additional Defaults	GPIT_ADD_DFLT_TBL	Global Payroll Italy, Define Payroll Setup (ITA), Setup, IRPEF Additional Defaults	Enter system defaults for additional IRPEF tax payments. You must enter additional income tax information into the system.
City IRPEF Additional	GPIT_ADDCOM_TBL	Global Payroll Italy, Define Payroll Setup (ITA), Setup, City IRPEF Additional	Enter new local tax percentages.
State IRPEF Additional	GPIT_ADDPROV_TBL	Global Payroll Italy, Define Payroll Setup (ITA), Setup, State IRPEF Additional	Enter new state tax percentages.
County IRPEF Additional	GPIT_ADDREG_TBL	Global Payroll Italy, Define Payroll Setup (ITA), Setup, County IRPEF Additional	Enter new county tax percentages.
Tax Deductions for Family Dependents	GPIT_TDETR_FAMDEP	Global Payroll Italy, Maintain Payroll Data (ITA), Use, Tax Deduction Table	Enter spouse or dependent type and age, and percentage of dependency.

Setting Up Additional Income Tax Defaults

Access the Defaults to Addition page.

Defaults to Addit

Type of IRPEF additional: COM

Percentage		View All	First	1 of 1	Last
Effective Date:	01/01/2001	+ -			
Status as of Effective Date:	Active				
Number of installments:	11				
Common fixed percentage:					
<input type="checkbox"/> Add. IRPEF paid at adjustment	<input type="checkbox"/> Fixed % reduce others IRPEF %				

IRPEF Additional Defaults page

Number of installments	Enter the number of installments in which additional tax is held.
Common fixed percentage	For each kind of additional tax, the applied percentage comprises a fixed value (decided by the central government) and a variable percentage (decided by the local government). Enter the fixed value.
Add. IRPEF paid at adjustment (additional IRPEF paid at adjustment)	Select this check box to pay all additional IRPEF at adjustment time.
Fixed % reduce to others IRPEF %	The fixed value entered here can reduce the IRPEF percentage of the scaglioni by which gross tax is computed.

Setting Up Income Tax Dependent Data

Access the Tax Deductions for Family Dependents page.

Tax Deductions

Marconi, Guglielmo Mr. ID: KIG011 Empl Rcd#:

Tax Reductions
View All First 1 of 2 Last

***Effective Date:**

Status as of Effective Date:

Salary of reference:

Spouse Red or Child instead of

Child / Other dependents
View All First 1-3 of 3 Last

	*Type of familiar dependent		*Dependent Number	*Percentage of charge		
1	CH<3	🔍	1	50.000	<input type="button" value="+"/>	<input type="button" value="-"/>
2	CH>3	🔍	1	100.000	<input type="button" value="+"/>	<input type="button" value="-"/>
3	CHAD	🔍	1	100.000	<input type="button" value="+"/>	<input type="button" value="-"/>

Tax Deductions for Family Dependents page

Salary of reference Enter the salary. If blank, the system uses an estimate based on the payee’s earnings.

Spouse Red or Child instead of Indicate if spousal reduction if available.

Child/Other Dependents

Type of familiar dependent Child under 3 years, child over 3 years, additional child, other.

Dependent Number Indicate the number of dependents charged at this percentage.

Percentage of charge Enter the percentage for deduction.

Viewing Delivered Income Tax Elements

The following tables list the elements that PeopleSoft Global Payroll for Italy delivers to process income tax withholding.

Name	Description
IRPDDLORDA	IRPEF gross
IRPDDMENSAGG	IRPEF Month Additional Payments
IRPDDLORDANN	Annual IRPEF Gross

Name	Description
DTRDDLAVDIP	Dependent work reduction
DTRDDLAVDANN	Annual dependent work reduction
DTRDDLAV-1AN	Dependent work reduction < one year
DTRDDCONIUGE	Spouse reductions
DTRDDCONANNO	Annual spouse reductions
DTRDDFIGLIEA	Child and others reductions
DTRDDFIGLANN	Annual child and others reduction
IRPDDADDCOMF	Additional city tax – fixed percentage
IRPDDADDCOMV	Additional city tax – variable percentage
IRPDDADDPROF	Additional IRPEF state tax - fixed percentage
IRPDDADDPROV	Additional IRPEF state tax - variable percentage
IRPDDADDREGF	Additional IRPEF county tax – fixed percentage
IRPDDADDREGV	Additional IRPEF county tax – variable percentage
IRPDDRATADCO	Monthly additional city tax
IRPDDRATADRE	Monthly additional county tax
IRPDDRATADPR	Monthly additional state tax
IRPDDTOTCONG	Net adjustment tax
IRPDDCONGADD	Additional tax adjustment
IRPDDADDFINE	Additional tax adjustment
DTRDDONERDED	Cost reduction
RTRERCONTROV	Previous years' controversial integration
RTRERRINCCNL	Previous years' CCNL renewal integration
IRPDDTAXSEPL	Gross Separate taxation
DTRDDTAXSEP	Separate taxation reduction
IRPERIMSDTV	Asses. Income Y Reduction previous employer.
IRPERIMNDTV	Asses. Income N reduction previous employer.
DTRDDCONVD	Previous employer. Spouse reduction
DTRDDFAMVD	Previous employer. Other dependent reduction
DTRDDLAVDIVD	Previous employer dependent work reduction
DTRDDONERIVD	Previous employer cost reduction
IRPDDTAXLVD	Gross IRPEF from previous employer

Name	Description
IRPDDTAXNVD	Net IRPEF from previous employer
IRPDDADCOMVD	IRPEF additional city from previous employer
IRPDDADPROVD	IRPEF additional state from previous employer
IRPDDADREGVD	IRPEF additional county from previous employer
DTRDDDAPVD	Applied reductions from previous employer
DTRDDGGLDIVD	Work reduction days from previous employer
ONEDDASSICVD	Life insurance from previous employer
ONEDDSPSANVD	Health expenses from previous employer

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

See Also

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

CHAPTER 8

Setting Up Payslips for Italy

This chapter explains how to:

- Set up payslips.
- Set up payslip messages.
- Generate payslip reports.

Setting Up Payslips

The system maintains the information displayed on the payslip in three areas: the header, the body, and the footer. The header and footer use data contained in four writable arrays derived from payroll: company and employee data, monthly amounts, yearly amounts, and vacations and PTO data. You can easily customize the layout of the header and footer.

Here's how you designate print criteria for a payslip report:

Access the Print Class page.

Select a print class or create a new one.

Select the elements you want to appear on the report.

Group the elements in print groups.

Choose the print sequence in which elements within the print group will appear.

Select the components to appear such as hours, factor, percent, or amount.

Select the additional criteria.

In this section, we discuss on how to designate print criteria.

See Also

PeopleSoft Global Payroll PeopleBook, “Defining Data Retrieval Elements,” Working With Writable Arrays

Pages Used to Set Up Payslips for Italy

Page Name	Object Name	Navigation	Usage
Print Class	GPIT_BL_PRINT	Global Payroll Italy, Manage Payroll Process (ITA), Setup, Print Class, Print Class	Select the elements contained in the columns of the body.
Print Class View	GPIT_BL_PRINT_V W	Global Payroll Italy, Manage Payroll Process (ITA), Setup, Print Class, Print Class View	View the fields on the Print Class page.

Designating Print Criteria

Access the Print Class page.

Print Class
Print Class View

Print Class: KIPAYSL

Entry Type	Element Name	Status as of Effective Date	Override Indicator	Print Group	Print Sequence	Box Number	Note Code	Description	Print Hours	Print Factor	Print Percent	Print Amount	Print Base
1 Deduction	IRPDDRATADCO	Active	<input type="checkbox"/>	3	12				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Deduction	IRPDDRATADRE	Active	<input type="checkbox"/>	3	14				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 Deduction	IRPDDRATADPR	Active	<input type="checkbox"/>	3	13				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 Deduction	IRPDDTOTCONG	Active	<input type="checkbox"/>	3	5				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5 Earnings	RTRERCONTRON	Active	<input type="checkbox"/>	1	261				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6 Earnings	RTRERRINCCNL	Active	<input type="checkbox"/>	1	260				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7 Earnings	INPSERDECNE	Active	<input type="checkbox"/>	1	501				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8 Deduction	INPSDDFPLDDI	Active	<input type="checkbox"/>	2	10				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Print Class (1 of 2)

View All First 1-8 of 42 Last							
Print Sum	Print Total	Static Pin Indicator	Print Flag	Check Box	Conditional Execution Flag		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Print Class (2 of 2)

Status as of Effective Date	The system populates this automatically.
Override Indicator	Changes the default sign of the 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 within the print group.
Box Number	Used only for the CUD report.
Note Code	Used only for the CUD report.
Static Pin Indicator	Used only for the CUD report.
Print Flag	Used only for the CUD report.
Check Box	Prints element as conventional value. Does not enter in net accumulator.
Conditional Execution Flag	Used only for the CUD report.

Setting Up Payslip Messages for Italy

PeopleSoft Global Payroll for Italy enables you to send a message—printed on the payslip—to an individual payee or to payees belonging to designated pay groups, locations, or departments.

Here's how you create a payslip message:

1. Access the Payslip Messages page.
2. Select the pay period for which you want to create the message.
3. Choose who will receive the message, by group or individual.

4. Write the payslip message.

Page Used to Set Up Payslip Messages for Italy

Page Name	Object Name	Navigation	Usage
Payslip Messages	GPIT_AL_01_MSG	Global Payroll Italy, Manage Payroll Process (ITA), Setup, Payslip Messages	Designate which payees or payee groups receive payslip messages for a given pay period. Create the payslip message.

Creating Payslip Messages

Access the Payslip Messages page.

Payslip Messages page

- Current Pay End Date** (Required) Select the pay end date for which you want the message to appear on the payslip.
- Pay Entity, Pay Group, Business Unit, Location Code, Department** Use if you want to include only those payees belonging to a certain pay entity, pay group, location, set ID, or department.
- EmplID (employee ID)** Use to create a message to an individual payee.
- Description** (Required) Enter the message.

Generating the Payslip Report

Once you establish what appears on the payslip, you can run the report. You can select the parameters used to print the reports. To establish reporting options, select the report parameters and sort criteria used to organize the printed results on the Report Options page. To report in multiple currencies, select the element and currency code on the Pay Element View page.

Pages Used to Generate Payslip Reports

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Report Options	GPIT_RC_AL01_1	Global Payroll Italy, Manage Payroll Process (ITA), Reports, Payslip, Report Options	Create a comprehensive summary of an employee's pay elements according to pay month. One page is generated for each month. Employee and company data for the given month are printed in the header.
Pay Elements View	GPIT_RC_AL01_2	Global Payroll Italy, Manage Payroll Process (ITA), Reports, Payslip, Pay Elements View	Define currency used to display elements on the payslip.

Establishing Report Options

Access the Report Options page.

Report Options **Pay Elem View**

Run Control ID: 123 [Report Manager](#) [Process Monitor](#) **Run**

Language: English

Report Parameters

Current Pay End Date: 08/31/2001 **Print Class:** KIPAYSL **Currency Code:** EUR

Retro and Current Period Current Period Only Retro Periods Only

Pay Entity: KIP1 Pay Entity 1

Pay Group: GD1PG2 Paygroup 2

SetID: K12 Department: Department

Location: Location Estab ID: KIST2 Category: Category

Sort Criteria

D L E

Report Options page

Print Class

PeopleSoft delivers one print class that contains elements related to country extensions for the normal monthly run. This is the print class used for normal monthly runs, to which customer specific elements can be added. Other print classes can be created for additional monthly runs.

Currency Code

You can display some amounts in multiple currencies.

Retro and Current Period

Use to display the results for retro calculation, as well as for the current period.

Current Period Only

Use to display the results for the current period only.

Retro Periods Only

Use to display the results for retro calculation only.

Department, Location, Category, Establishment ID

Use to set run parameters.

EmplID (employee ID)

Use to run only selected employees.

Sort Criteria

Select the sort criteria you require. Organize the payslip report by category, department ID, employee ID, pay group, location, name, and pay entity.

See Also

”Appendix: PeopleSoft Global Payroll for Italy Reports”

CHAPTER 9

Appendix: PeopleSoft Global Payroll for Italy Reports

This appendix provides an overview of PeopleSoft Global Payroll for Italy reports and enables you to:

- View summary tables of all reports.
- View report details and source records.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation.

See Also

PeopleTools PeopleBook: Process Scheduler

PeopleSoft Global Payroll for Italy Reports: General Description

These tables list the PeopleSoft Global Payroll for Italy reports, sorted by functional category and report ID. The reports listed are all Structured Query Reports, unless otherwise noted. If you need more information about a report, refer to the report details at the end of the chapter.

See Also

PeopleSoft Global Payroll for Italy Reports: A to Z

PeopleSoft Global Payroll PeopleBook, "Setting Up and Running Generic Reports"

PeopleSoft Global Payroll for Italy Reports

<i>Report ID and Name</i>	<i>Description</i>	<i>Navigation</i>	<i>Run Control Page</i>
GPITAL01 Payslip Report	Monthly Payslip	Global Payroll Italy, Manage Payroll Process (ITA), Reports, Payslip, Report Options	GPIT_RC_AL01_1
GPITDM10 DM10 Form	Monthly DM10 form to report social contributions to INPS	Global Payroll Italy, Manage Payroll Process (ITA), Reports, DM10	GPIT_DM10_RUNCT L
GPITX01 CUD Fiscal Control Report	Yearly report to control fiscal data to be printed in the actual CUD form	Global Payroll Italy, Manage Payroll Process (ITA), Reports, CUD Form	GPIT_RC_TX01
GPITTX01 Generic Report	Report used to print and group used defined elements	Global Payroll Italy, Manage Payroll Process (ITA), Reports, Generic Control Report	GPIT_RC_TX02

PeopleSoft Global Payroll for Italy Reports: A to Z

This section provides detailed information on individual reports including source records. The reports are listed alphabetically by report ID.

GPITAL01 - Payslip Report

Source Records

GPIT_BL_PRINT
GPIT_AL_01_MSG

GPITDM10 - DM10 Form

Source Records

GPIT_DM10_CODES
GPIT_DM10_GROUP
GPIT_DM10_PAYEE
GPIT_DM10_DAYS

GPIT_DM10_SALRY
GPIT_DM10_DEBIT
GPIT_DM10_CLAIM

GPITX01 - CUD Fiscal Control Report

Source Records

GPIT_BL_PRINT
GPIT_CUD_NOTE

GPITTX01 - Generic Report

Source Records

GPIT_BL_PRINT

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