



PeopleSoft 8.3 Global Payroll for Mexico PeopleBook

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CHAPTER 1

About the PeopleSoft 8.3 Global Payroll for Mexico PeopleBook

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

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

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

See Also

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

CHAPTER 2

Understanding PeopleSoft-Delivered Elements for Mexico

This chapter provides overviews of:

- How Mexican elements were created.
- Element ownership and maintenance.
- Element naming conventions.
- How to view delivered elements for Mexico.

Understanding How Mexican Elements Were Created

PeopleSoft Global Payroll for Mexico delivers numerous elements and rules needed to run a Mexican payroll. Some of these rules are specifically designed to meet legal requirements, while others support common or customary payroll practices.

All of the elements delivered as part of your country extension were created using the core application—the same application that you use to create additional elements and (in many cases) to configure existing elements delivered as part of PeopleSoft Global Payroll. Because the tools needed to redefine or create new payroll elements are fully documented in the core application PeopleBook, we do not reproduce this information here. Instead, we briefly review the relationship between the core application (which contains the tools you need to define your own elements) and the country extensions (which contain country-specific rules and elements defined by PeopleSoft).

The core application:

- Consists of a payroll rules engine—a flexible tool that enables you to define the rules of your payroll system and to run payroll and absence calculations. PeopleSoft Global Payroll does not embed payroll-specific logic or computations in application code. Instead, it specifies all business application logic (such as earnings, deductions, absences, and accumulators) in terms of payroll rules. PeopleSoft Global Payroll enables you to enter and maintain payroll rules through a set of pages and offers comprehensive features that enable you to work in your preferred language or currency.

- Provides a payroll processing framework—a flexible way to define and run payroll and absence processing flows (such as calendars, run types, pay periods, and process lists).

Country extensions:

- Are built using the core application.
- Consist of statutory and customary objects (country-specific payroll rules, elements, payroll processes, reports, pages, and self-service applications).

Understanding Element Ownership and Maintenance

This section describes PeopleSoft's approach to element ownership and what this means for the maintenance of Mexican payroll rules. This information helps clarify which parts of the system you might be required to maintain, what you can modify, and what parts of the system you cannot change.

Element Ownership in PeopleSoft Global Payroll

There are five categories of element ownership in PeopleSoft Global Payroll:

PS Delivered/Maintained	Elements delivered and maintained on an ongoing basis by PeopleSoft.
PS Delivered/Not Maintained	Elements delivered by PeopleSoft that must be maintained by the customer. This category consists primarily of either customary (nonstatutory) rules or statutory elements that customers might want to define according to a different interpretation of the rules. Although PeopleSoft might occasionally update elements defined as PS Delivered/Not Maintained, you are not required to apply these updates.
Customer Maintained	Elements created and maintained by your organization. PeopleSoft does not deliver rules defined as Customer Maintained.
PS Delivered/Customer Modified	Elements that were originally PS Delivered/Maintained 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 Mexico

Of the five ownership categories described here, only the following two are used to define Mexican elements: PS Delivered/Maintained and PS Delivered/Not Maintained. Although PeopleSoft Global Payroll for Mexico delivers some elements as PS Delivered/Maintained, the large majority of elements are designated PS Delivered/Not Maintained. This enables you to modify, update, and reconfigure delivered elements to meet your own unique requirements.

The following table contains an element-by-element description of the PeopleSoft Global Payroll for Mexico approach to element ownership and maintenance.

Element Type	Ownership	Exceptions
Earnings	PS Delivered/Not Maintained	Social security benefits.
Deduction	PS Delivered/Not Maintained	Taxes (ISR) and Social Security deductions.
Variable	PS Delivered/Not Maintained	Variables used in Social Security or tax calculations.
Bracket	PS Delivered/Not Maintained	None.
Accumulator	PS Delivered/Not Maintained	In the tax and Social Security areas, PeopleSoft delivers some balance accumulators as PS Delivered/Maintained.
Element Group	PS Delivered/Not Maintained	Delivered as sample data.
Process List	PS Delivered/Not Maintained	Delivered as sample data.
Section	PS Delivered/Not Maintained	Delivered as sample data.
Formula	PS Delivered/Not Maintained (varies by functional area)	Almost all formulas used in Social Security or tax calculations are defined as PS Delivered/Maintained. Otherwise, formulas are defined as PS Delivered/Not Maintained.
Array	PS Delivered/Maintained	None.
Writable Array	PS Delivered/Maintained	None.
Historical Rule	PS Delivered/Not Maintained	Delivered as sample data.
Generation Control	PS Delivered/Not Maintained	Delivered as sample data.

See Also

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

Understanding Element Naming Conventions

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

This section provides overviews of:

- Naming conventions.
- Functional area codes.
- Element type codes (PIN_TYPE).

Naming Conventions

Primary Elements

Primary elements (such as earnings, deductions, absence take, and absence entitlement elements) do not contain functional area codes or element type codes in their names. Primary elements have names, based on Spanish terms, that identify their functions and element types without the use of additional codes. For example, the name of the earnings element SDO POR HORA clearly identifies this element as earnings (SDO [*Sueldo*]), and more specifically, as an hourly salary element (*por hora*).

Supporting Elements

For supporting elements (such as variables, formulas, dates, durations, and so forth), PeopleSoft uses the following naming convention: FF TT NAME.

- FF: Functional area code (see Functional Area Codes).
- TT: Type of supporting element (see Element Type Codes (PIN_TYPE)).
- NAME: Based on a term in Spanish and provides a further means of identifying the element.

For example, in the variable IE VR ESTADO GC:

- IE represents the functional area (state taxes [*Impuestos Estatales*]).
- VR represents the element type.
- ESTADO GC provides a further means of naming the element (variable identifying the state [*estado*] used in generation control [GC]).

Note. This naming convention applies to the following element types: arrays, brackets, counts, dates, durations, formulas, rate codes, variables, historical rules, fictitious calculation rules, proration rules, rounding rules, writable arrays, and generation control conditions.

Additional Information about Mexican Elements

Many Mexican elements contain abbreviations that provide additional information about their use in the system (beyond that provided by functional area codes or element type codes). For example, PeopleSoft Global Payroll for Mexico delivers the duration element GN DR AÑOS SERV. While the functional area code GN indicates that this element is used across various functional areas (it has general [GN] relevance) and the element type code DR identifies it as a

duration element, the abbreviation AÑOS SERV (Service Years [*Años de Servicio*]) provides additional information about how the element measures time. As you become more familiar with the payroll rules created for Mexico, these abbreviations can help you further identify and understand the role played by each element.

The following table lists the most common abbreviations used in the names of Mexican elements.

Abbreviation	Spanish	English
#	<i>Numero</i>	Number
%	<i>Porcentaje</i>	Percentage
ACT	<i>Actual</i>	Current
ACUM	<i>Acumulado</i>	Balances
AGUI or AGUIN	<i>Aguinaldo</i>	Christmas bonus
AHOR or AHORR	<i>Ahorro</i>	Savings
ALIM	<i>Alimenticia</i>	Alimony
ANT or ANTIG	<i>Antigüedad</i>	Seniority
ANU	<i>Anual</i>	Annual
ANV or ANIV	<i>Aniversario</i>	Anniversary
ASIG	<i>Asignar</i>	Assign
ASIST	<i>Asistencia</i>	Assistance
CAL	<i>Calendario</i>	Calendar
CALC	<i>Calculo</i>	Calculation process
CIA	<i>Compañía</i>	Company
COMP	<i>Compensar</i>	Compensate
CRE or CRED	<i>Credito</i>	Credit
CUO	<i>Cuota</i>	Quote or fee
DED	<i>Deducción</i>	Deduction
DES	<i>Descuento, Descanso o Despesa</i>	Discount, food, or rest
DESP	<i>Despesa</i>	Food
DEV	<i>Devolucion</i>	Return
DIF	<i>Diferencia</i>	Difference
DOB or DOBL	<i>Dobles</i>	Doubles
DOM or DOMIN	<i>Domingo</i>	Sunday
EFE	<i>Efectivo</i>	Cash

Abbreviation	Spanish	English
ESP	<i>Especial</i>	Special
EX	<i>Exento or Extra</i>	Nontaxable or over
EXC or EXCE	<i>Excedente</i>	In excess
EXE or EXENT	<i>Exento</i>	Nontaxable
FACT	<i>Factor</i>	Factor
FED	<i>Federal</i>	Federal
FES or FEST	<i>Festivo</i>	Holiday
FIC or FICT	<i>Ficto</i>	Fictitious
FIJ	<i>Fijo</i>	Fix
FRE or FREC	<i>Frecuencia</i>	Frequency
GR, GRAV, GRAVA, or GRAVAD	<i>Gravable</i>	Taxable
HOR	<i>Hora</i>	Hours
IMP	<i>Impuesto o Importe</i>	Tax or amount
INC or INCAP	<i>Incapacidad</i>	Disability
ING	<i>Ingresos</i>	Earnings
LIM	<i>Limite</i>	Limit or boundary
LIQ or LIQUIDAC	<i>Liquidacion</i>	Layoff
MIN	<i>Minimo</i>	Minimum
NEG	<i>Negativo</i>	Negative
PER	<i>Periodo</i>	Period
PERC	<i>Percepciones</i>	Earnings
PMA	<i>Prima</i>	Premium
PRES	<i>Prestamo</i>	Loan
PRM or PROM	<i>Promedio</i>	Average
PRO	<i>Producidas</i>	Produced
PROP	<i>Proporcion o Proporcional</i>	Proportion or proportional
PROV	<i>Provision</i>	Provision
PRY	<i>Proyectado</i>	Projected
RET	<i>Retenido</i>	Withheld
RETRO	<i>Retroactivo</i>	Retroactive
RNG	<i>Rango</i>	Rank

Abbreviation	Spanish	English
RSGO	<i>Riesgo</i>	Risk
SAL	<i>Salario</i>	Salary
SDO	<i>Sueldo</i>	Salary
SEGM	<i>Segmento</i>	Segment
SUB	<i>Subsidio</i>	Subsidy
SUP	<i>Superior</i>	Top limit
TOP	<i>Tope</i>	Cap
TOT	<i>Total</i>	Total
TRA or TRAB	<i>Trabajado</i>	Worked
TRI or TRIP	<i>Triple</i>	Triple
ULT	<i>Ultimo</i>	Last
UNI or UNID	<i>Unidades</i>	Units
VAC or VACAC	<i>Vacaciones</i>	Vacations
VAL	<i>Vales</i>	Coupons
VAR or VARIAB	<i>Variable</i>	Variable
X	<i>Por</i>	Per

Component Names (Suffixes)

In PeopleSoft Global Payroll for Mexico, suffixes are used to name the components of earnings and deduction elements. For example, when you create an earnings, deduction, or absence 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 that are used. The system also names the components and accumulators by appending a suffix to the element's name.

For example, suppose that you define the earnings element named EARN1 with the following calculation rule:

$$\text{EARN1} = \text{Rate} \times \text{Unit}$$

The system automatically creates two additional elements for the components in the calculation rule:

- Rate element: EARN1_RATE.
- Unit element: EARN1_UNIT.

The system creates suffixes to name the components of the element (_RATE and _UNIT).

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

- Separator.
- Earnings or deductions component suffixes.
- Earnings or deductions accumulator suffixes.
- Deduction arrears component suffixes.
- Absence entitlement component suffixes.
- Absence entitlement accumulator suffixes.

To view all of the suffixes defined for Mexico, use the Element Suffixes page PeopleSoft Global Payroll (core application).

See Also

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

Functional Area Codes

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

Functional Area	Description (Spanish and English)
AA	<i>Ajuste anual de ISR</i> (annual adjustment)
AG	<i>Aguinaldo</i> (Christmas bonus)
AU	<i>Ausentismo</i> (absences)
DE	<i>Deducciones</i> (deductions)
FD	<i>Impuestos Federales</i> (federal taxes)
GN	<i>General - Independiente de area funcional</i> (general use independent of functional area)
IE	<i>Impuestos Estatales</i> (state taxes)
IM	<i>IMSS</i> (Social Security)
LF	<i>Liquidaciones y Finiquitos</i> (terminations)
PA	<i>Pension Alimenticia</i> (garnishments)
PE	<i>Percepciones</i> (earnings)
PI	<i>Piramidación</i> (gross-up earnings)
PR	<i>Prestamos</i> (loans)

Functional Area	Description (Spanish and English)
PV	<i>Provisiones</i> (provisions)
RE	<i>Reversiones</i> (reversals)
RU	<i>Reparto de utilidades</i> (profit sharing)
SP	<i>Salario Promedio</i> (average salary)
TE	<i>Tiempo extra</i> (overtime)
VA	<i>Vacations</i> (vacations)

Element Type Codes (PIN_TYPE)

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

Element Type	Description
AE	Absence entitlement
AT	Absence take
AC	Accumulator
AR	Array
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
HC	Historical rule
PP	Previous period rule
PR	Process
PO	Proration rule

<i>Element Type</i>	<i>Description</i>
RC	Rate code
RR	Rounding rule
SE	Section
SY	System element
VR	Variable
WA	Writable array

Viewing Delivered Elements for Mexico

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

Setting Up PeopleSoft Global Payroll for Mexico

This chapter describes how to:

- Set up utilities in PeopleSoft Global Payroll for Mexico.
- Set up PeopleSoft Global Payroll for Mexico data.
- Use core functionality in Mexico.
- Understand enterprise integration points (EIPs) used in PeopleSoft Global Payroll for Mexico.
- View delivered sections and process lists for Mexico.

Setting Up Utilities in PeopleSoft Global Payroll for Mexico

This section discusses the utilities you need to set up in PeopleSoft Global Payroll for Mexico and describes how to define:

- Element mapping.
- Component variables.

Pages Used to Define Utilities in Global Payroll for Mexico

Use the following pages when creating new components or pages that use a PIN number.

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Element Mapping	GPMX_ELEM_MAP	Global Payroll Mexico, Define Payroll Setup (MEX), Setup, Element Mapping	Set up the mapping to the fields and variables of an element which are used during development in the components interface objects.

Page Name	Object Name	Navigation	Usage
Component Variables	GPMX_COMP_VARS	Global Payroll Mexico, Define Payroll Setup (MEX), Setup, Components Variables	Define the variables for components to be used on the Element Mapping page to define the variable type.

Defining Element Mapping

Access the Element Mapping page.

Element Mapping

Country: MEX Mexico

Key Name: GPMX_PARM_PYGRP Key Type: Component

Elements Overrides				View All	First	1-6 of 6	Last
Type	Map Value	Entry Type	Name				
1 Other	7TH_DAY_PAY	VR2	PE VR SEPTIMO DIA				
2 Other	ADJ_FACTOR	VR2	FD VR AJU FAC ISR				
3 Other	CONVENIO	VR2	AB VR NO CONV				
4 Other	IMSS_CIA_PAY	VR2	GN VR CUO PAG X PA				
5 Other	TAX_CRED	VR2	FD VR APL CRE SAL				
6 Other	VACBONUS	VR2	VA VR BONO EN ANIV				

Element Mapping page

Type

The key type that your mapping applies to appears here. Valid values are **Other** and **Field**.

Note. The **Type** field is populated depending on the key type you selected (either Record or Component) and can't be modified.

Map Value

Select the field or value to which you want to map. If you selected Record as the key type, you can select the record fields. If you selected Component as the key type, then you can select the variables defined for the component.

Entry Type

Select the element type on which you want to transform your field or variable. Valid values are **Accumulator**, **Bracket- Numeric**, **Count**, **Deduction**, **Earnings**, **Formula – Numeric**, **Rate Code**, **Rate Code – Amount**, **Variable – Numeric**, **Variable – Pointer**, and **Variable – Dec+Char+Date+ Ptr**. Valid values depend on the Map Value Type. For example, if you select a Character map value, then you can select only character values.

Note. Although you can see **System Element – Numeric** as a value, you will not be able to select it. The entry type can not be a system element or a constant.

Name Select the name of the element.

The element map plays a critical role when packaging and moving elements and data to other databases.

PIN numbers are used in PeopleCode, component interfaces, and reports to refer to global elements. The PIN number is a consecutive number so it can change between databases or releases; therefore, there is a need to create a utility during development so that the PIN number is not hard-coded. Using the utility also ensures consistency between the PIN number changes.

PeopleCode Function Example:

When you need to use a PIN number in the PeopleCode, use this function to obtain the corresponding PIN number:

```
Declare Function Get_Pin_Num PeopleCode GPMX_DERIVED_EM.PIN_NUM FieldFormula;

&Record_Name = "GPMX_LOAN";
&Date_Pin_Num = Get_Pin_Num("R", &Record_Name, "DATE");
```

There are two ways to map an element:

- By record
- By component

Select Record when you need to map a record field into a core Global Payroll element.

Select Component when the mapping doesn't depend on a record field; instead, it depends on some behavior on the page, for example, the record is used in more than one place and must map to different core Global Payroll elements.

If you select to map an element by component, you may want to define your component variables before you define your element mapping. You'll do this on the Component Variables page.

Defining Component Variables

Access the Component Variables page.

Component Variables

Country: MEX Mexico Component: GPMX_LOAN

Component Variables		View All	First	1 of 1	Last
Variable Name	Variable Type				
1 PIN NUM	Num	+ -			

Component Variables page

If you choose to map your elements by Component, you may want to define your component variables before you map your elements.

Variable Name Enter the name of the variable. This can be any name you want to use during PeopleCode development.

Variable Type Select the variable type. Valid values are *Char* (character), *Date*, and *Num* (number).

Note. Once you've defined your component variables, you can map your elements on the Element Mapping page.

See Also

Defining Element Mapping

Setting Up PeopleSoft Global Payroll for Mexico Data

This section discusses the general setup pages and parameters you need to set up in PeopleSoft Global Payroll for Mexico.

Pages Used to Define Country Setup for Mexico

Page Name	Object Name	Navigation	Usage
Statutory Brackets	GPMX_STATUTORY_BR	Global Payroll Mexico, Define Payroll Setup (MEX), Setup, Brackets Entry, Statutory Brackets	Use the Statutory Brackets page as an easy way to enter values for statutory brackets.
Minimum Wages	GPMX_MIN_WAGE	Global Payroll Mexico, Define Payroll Setup (MEX), Setup, Minimum Wages	Define minimum wages for each wage zone. You can update this page as minimum wage rates change.

Page Name	Object Name	Navigation	Usage
General Parameters	GPMX_TAX_PARM	Global Payroll Mexico, Define Payroll Setup (MEX), Setup, Paygroup Parameters, General Parameters	Define general parameters for federal taxes and IMSS quotas.
Annual Adjustments	GPMX_PARM_PYGRP	Global Payroll Mexico, Define Payroll Setup (MEX), Setup, Paygroup Parameters, Annual Adjustments	Define the parameters to calculate the annual adjustment for each pay group in your company.

Defining Statutory Brackets

Access the Statutory Brackets page.

Statutory Brackets

Element Name: FD BR TBL ART 80 Tax Table Art 80 Owner: PS Non-Mnt

Statutory Brackets Find | View All First 1 of 1 Last

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

Data View All First 1 of 10 Last

	FD VR ING GRAV ISR	FD VR CUO FIJA 80	FD VR %EXC LIM 80		
1	0.010000		0.030000	+	-
2	423.160000	12.690000	0.100000	+	-
3	3591.610000	329.530000	0.170000	+	-
4	6311.930000	792.000000	0.250000	+	-
5	7337.340000	1048.350000	0.320000	+	-
6	8784.790000	1511.530000	0.330000	+	-
7	17717.660000	4459.380000	0.340000	+	-

Statutory Brackets page

You'll define your brackets in the Brackets component in the core application. Use the Statutory Brackets page in PeopleSoft Global Payroll for Mexico to enter your data in an easier way. You can also enter effective-dated rows on the Statutory Brackets page.

Note. If there are statutory changes in the future, for example, if there's a new field that you need to add to this page, you will have to update this information in the Bracket Definition page in the core application. Once you update this information, the new columns for the bracket will automatically display on the Statutory Brackets page.

Note. Depending on the bracket you define, different fields will appear.

See Also

PeopleSoft Global Payroll PeopleBook, “Defining Data Retrieval Elements,” Defining Brackets

Defining the Minimum Wage

Access the Minimum Wages page.

Minimum Wages		View All	First	1 of 1	Last
*Effective Date: 01/01/2001					
Data		View All	First	1-3 of 3	Last
*Wage Zone	Minimum Wage				
1 A Zone	\$40.350000				
2 B Zone	\$37.950000				
3 C Zone	\$35.850000				

Minimum Wages page

Wage Zone

Enter the wage zone. Valid values are *A Zone*, *B Zone*, and *C Zone*.

Minimum Wage

Enter the minimum wage for the wage zone.

The minimum wage in Mexico is determined as a daily amount, not an hourly amount. For example, in A Zone, the minimum wage for the year 2001 is 40.35 pesos (per day). Minimum wages are used in determining several earnings caps such as vacation premium caps and Sunday premiums. For example, the law states that the non-taxable base for a Sunday premium will be equal to one daily minimum wage rate.

Note. Because minimum wage amounts usually change from year to year, you can update this table by adding a new effective-dated row.

See Also

“Defining Earnings for Mexico,” Calculating Earnings Based on the Minimum Wage

Defining General Parameters

Access the General Parameters page.

General Parameters | Annual Adjustment | Xmas, Vac, Premium, SDI Factor | PTU | Absences

Pay Group: KY MENSUAL Grupo de Pago Mensual

Tax Parameters View All First 1 of 1 Last

*Begin Date: 01/01/2001 End Date:
 *Day Factor: 30.0000000 ☐ Apply Adjustment Factor?
 *Tax Method: Without Adjustment ☐ Salary Credit only in Adj Prd

IMSS Quotas

*Base Days for Variable SDI: Calendar Days
 *IMSS Quotas Base Salary: SDI ☒ IMSS Quotas Paid by Employer

General Params

Salary Calculation Type: Frequency Days ☐ Pay Seventh Day

General Parameters page

Tax Parameters

These fields apply to Federal tax processing.

Day Factor

If you select the **Apply Adjustment Factor** check box, enter the day factor. Valid values are **30** or **30.4**, in most cases. The value you select corresponds to the monthly taxable base.

Apply Adjustment Factor?

Select if your company adjusts the payroll for federal taxes. For example, federal taxes in Mexico are due monthly, but let's say that your company has a semimonthly payroll. So, you will divide the number of days so that it's adjusted for the monthly federal taxes.

Note. **Day Factor** and **Apply Adjustment Factor** are only used to calculate federal taxes.

Tax Method

Select the method used for calculating the month to month tax deduction. The tax methods you can choose from are Article 78, Article 79, Article 80, Article 86, and Article 91. If you choose to calculate with the Article 80 tax method, you can further specify details in this field. Valid values for the Article 80 tax method are **Adjustment During the Month**, **Adjustment at the end of the Month**, **Annual Projection Method**, and **Without Adjustment**.

Examples of each Article section are:

Article 78 – Select this method for earnings and deductions that are known as INGRESO EN SERVICIOS (also known as INGRESO FICTO). This type of earnings or deduction is related to loans granted with low interest rates.

Article 79 – Select this method for earnings and deductions that are part of a termination/layoff process such as three months of severance, 20 days per year, and the seniority premium.

Article 80 – Select this method for regular earnings such as salary, overtime, Sunday premium, bonus, and commissions.

Article 86 – Select this method only for the following types of earnings and deductions: vacation premium, profit-sharing, and Christmas bonus.

Article 91 – Select this method for earnings and deductions that are calculated on a pay period other than monthly. One example is a quarterly bonus. This type of earning is paid once a quarter but is calculated based on the quarterly salary * percentage. This means that an employee receives in a one month an earning that really corresponds to three months. It would be unfair to withhold tax using Article 80, because these rates are defined for only for monthly payments.

**Salary Credit only in Adj
Prd** (adjustment period)

Select if you're going to give a subsidy or salary credit to an employee only in an adjustment period (usually the last period of each month).

IMSS Quotas

These fields apply to social security setup.

Base Days for Variable SDI

Select the method you'll for calculating the variable portion of SDI. For example, let's use overtime as a type of variable SDI. Since you won't know how much overtime will be reported ahead of time, you will calculate this variable amount at the end of the month, after the actual overtime hours have been reported. The type of base days you'll use to calculate variable SDI is defined here. Valid values are ***30 Days***, ***Calendar Days***, and ***Paid Days***.

IMSS Quotas Base Salary

Helps to determine if you should pay IMSS quotas for workers with minimum wages by comparing the Minimum Wage to the SDI or Daily Salary. Valid values are ***SDI*** and ***Salary***.

**IMSS Quotas Paid by
Employer**

Some companies always pay the employees' IMSS quotas. If you select this check box, it helps determine whether

your company should subtract the IMSS quotas from the employee's earnings or not.

Note. You'll select the **IMSS Quotas Paid by Employer** check box if the employer quotas will be deducted from the net pay of the employee. You'll also define to which salary type the system will compare to the minimum wage (either the Daily Salary or the SDI) in the **IMSS Quotas Base Salary** field. Although the law states that employers do not need to withhold IMSS quotas for employees with minimum wages, some companies compare the SDI versus the minimum wages instead of the Daily Rate versus the minimum wage to decide if they're going to withhold IMSS quotas for employees with minimum wage. In PeopleSoft Global Payroll for Mexico, you have the choice of how you want to define your IMSS quotas for employees earning minimum wage.

General Params

Salary Calculation Type

Valid values are *Calendar Days*, *Frequency Days*, and *Hourly*. If you select *Calendar Days*, then the salary based will be calculated based on the days of the calendar. If you select *Frequency Days*, the salary paid will be calculated according to the days being processed in the period. If you select *Hourly*, the pay will be calculated for the hours entered at the payee level.

Pay Seventh Day

Select if workers should be paid for the seventh day in a week. This field is commonly used for union purposes. If you select this check box, it will trigger an earning to separate regular earnings from the seventh day earnings.

The following is a list of PeopleSoft-delivered variables that are populated into the core application as override variables:

<i>Field</i>	<i>Entry Type</i>	<i>Core PeopleSoft Global Payroll Element</i>
GPMX_ADJ_FACTOR	Variable	FD VR AJU FAC ISR
GPMX_DAY_FACTOR	Variable	FD VR FAC MEN ISR
GPMX_TAX_METHOD	Variable	FD VR SEL TIP ISR
GPMX_TAX_CRED	Variable	FD VR APL CRE SAL
GPMX_IMS_ER_PAID	Variable	GN VR CUO PAG X PA
GPMX_BASE_DAYS	Variable	IM VR DIAS VARIAB
GPMX_BAS_SAL_IMS	Variable	IM VR BASE SAL IMS
GPMX_PYGRP_CALC	Variable	GN VR TIPO CALC

Field	Entry Type	Core PeopleSoft Global Payroll Element
GPMX_7TH_DAY_PAY	Variable	PE VR SEPTIMO DIA

Note. All of these parameters are mapped to the corresponding variable. If you want to override the value to any of these variables at any level (pay group, pay calendar, payee, etc.), you can do so. For example, the tax method for a pay group could be defined originally as *Adjustment During the Month*, but you can override this value at the payee level to be *Without Adjustment*.

See Also

“Defining Earnings for Mexico”

“Managing Taxation for Mexico”

“Defining Social Security Contributions for Mexico”

Defining Annual Adjustments

Access the Annual Adjustments page.

General Parameters Annual Adjustment Xmas, Vac, Premium, SDI Factor PTU Absences

Pay Group: KY MENSUAL Grupo de Pago Mensual

Annual Adjustment Parameters View All First 1 of 1 Last

*Begin Date: 01/01/2001 End Date: + -

Deduction Type: Bracket Calculation Type: Current Method

Payment Type: Payments vs IS Return Credit: 1

Annual Adjustment page

Deduction Type

Define how the system will handle the annual tax adjustment in case you have a debit at the end of the year. Valid values are *# of Periods*, *Bracket* and *Single Deduction*.

Calculation Type

Some companies calculate the annual tax adjustment with the method that existed in the year 1991. In this field, you'll specify which method to use when calculating the annual tax adjustment. Valid values are *Both – Current*

Payment Type

& 1991, Current Method, and Method 1991. Once you've selected the **Both – Current & 1991** method, the system then selects the method with the smaller tax.

If you have a tax credit at the end of the year, select one of the options to define how you will receive the credit. Valid values are **Payments vs ISR** and **Single Payment**. Either you'll select to get a payment or you'll have a credit applied to next year's ISR (federal taxes).

If you select **Payments vs. ISR**, it means that you'll get a credit on the regular tax versus the difference until this credit is covered.

For example, let's say that an employee has 2400 pesos worth of taxes deducted for the year (100 pesos each semimonthly payroll). In the annual tax adjustment process, the system calculates that the real annual tax should be 2100 pesos. This means that there's a credit of 300 pesos due to the employee. If we calculate the next regular payroll, the system would ordinarily withhold 100 pesos (the regular tax for the employee's regular earnings). However, the system won't withhold any amount during 3 payroll periods (to make up for the difference between 2100 pesos and 2400 pesos). In other words, the system will cover the regular tax deduction with the credit that the employee has until it is covered.

Return Credit

Enter the date for that the tax will be credited to the employee.

See Also

"Managing Taxation for Mexico," Defining Annual Tax Adjustments

Using Core Functionality in Mexico

This section describes how to use the following core PeopleSoft Global Payroll features in your Mexican payroll system:

- Retroactivity.
- Suffixes.
- Accumulators.
- Segmentation.
- Triggers.
- Rounding rules.
- Rate codes.

Defining Retroactivity in Mexico

Retroactivity is the process of going back in time and recalculating prior calendars because changes were made after the original calculation was run. When retroactive processing occurs for a payee, the system recalculates each element generated for the payee. The difference between these results is the retro delta.

In PeopleSoft Global Payroll, there are two methods for calculating retro:

- Corrective
- Forwarding

Note. In Mexico, all retro is handled with the forwarding method. This includes both the Default retro method and the On Conflict retro method.

With the forwarding method, payments are calculated in the respective periods, but balance accumulators for the period are not updated. Only the segment accumulators are updated. Deltas are created for each earning, deduction, and segment accumulator used in the process list. These deltas, which are identified on the Retro Process Override page, are forwarded to the current period.

The system generates a retro trigger every time you enter a change on the following data.

Changes in the employee's data including:

- Compensation rate
- Status
- Compensation frequency
- Standard hours
- Pay system flag
- Action for retroactive hire
- Action for retroactive termination

Changes in other data:

- Absence takes
- Positive input
- Overtime
- Pay group

Earnings and deductions are recalculated and a difference results.

Note. Not all earnings or deductions will have an adjustment for retro. Some of them produce an adjustment concentrated in one single adjustment earning or deduction.

Launching Mass Retro Triggers in Mexico

In PeopleSoft Global Payroll for Mexico, the system can also generate mass retro triggers for all employees for changes in the SDI, such as changes in minimum wage, SDI, or seniority anniversary. You'll do this on the SDI Triggers page, which is discussed with Social Security.

See Also

PeopleSoft Global Payroll PeopleBook, "Setting Up Triggers," Segmentation Triggers

"Defining Social Security Contributions for Mexico," Defining Triggers for SDI

Defining Suffixes in Mexico

When you create an earning, deduction, or absence element in PeopleSoft Global Payroll, the system will automatically generate components and accumulators for that element. The format for naming an element includes the use of a separator (an underscore) and suffixes. The system allows you to create suffixes for the following:

- Earnings and deduction components.
- Earnings and deduction accumulators.
- Deduction arrears components.
- Absence entitlement components.
- Absence entitlement accumulators.

In PeopleSoft Global Payroll for Mexico, all components and accumulators will have:

- Country: MEX
- Separator: _

The following is a list of suffixes that are provided in PeopleSoft Global Payroll for Mexico:

Earnings and Deductions Suffixes

<i>Component</i>	<i>Suffix</i>
Base	BASE
Percent	PCTJ
Rate	TARIF
Unit	UNID

Component	Suffix
Arrears Component	Suffix
Payback	DEVOL
Amount Not Taken	NODES
Add to Arrears	SUMAT

Accumulator	Calendar Suffix	Fiscal Suffix
Calendar Period to Date	IMPER (Amount)	IMPEF (Amount)
Calendar Period to Date	UNPER (Unit)	UNPRF (Unit)
Month to Date	IMMNS (Amount)	IMMNF (Amount)
Month to Date	UNMNS (Unit)	UNMNF (Unit)
Quarter to Date	IMTRI (Amount)	IMTRF (Amount)
Quarter to Date	UNTRI (Unit)	UNTRF (Unit)
Year to Date	IMANU (Amount)	IMANF (Amount)
Year to Date	UNANU (Unit)	UNANF (Unit)

Arrears Accumulator	Suffix
Arrears	ATR

Absence Entitlements Suffixes

Component	Suffix
Unit Paid	UNPAG
Unit Adjustment	UNAJU

Accumulator	Suffix
Balance	SALDO
Entitlement	DEVNG
Adjustment	AJUST
Take	AUSEN

Recipient Suffix

Component	Suffix
Recipient	RECIP

See Also

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

Using Accumulators in Mexico

In Mexico, the following types of accumulators are used:

- Annual accumulators to calculate the annual adjustment for taxes and PTU (profit-sharing).
- Monthly accumulators to calculate taxes and social security quotas.
- Weekly accumulators to calculate overtime.

Note. It’s very important that every earning and deduction you define needs to have its own Month to Date and Year to Date accumulators. Most of them will need to have the company as User Key 1.

See Also

PeopleSoft Global Payroll PeopleBook, “Setting Up Accumulators”

Using Segmentation in Mexico

In PeopleSoft Global Payroll, if there is a change to employee details within a pay period that might affect calculation, such as a pay rate increase, the calculation creates two slices. One slice uses the details before the change and the other slice uses the details after the change.

Peoplesoft Global Payroll provides two types of segmentation: period segmentation or full segmentation and element segmentation or slice. Period segmentation occurs when more than one gross-to-net calculation is required. Element segmentation occurs when there is a change in the rate that affects the calculation of one or more elements. In other words, element segmentation occurs when you want to calculate a select set of earnings or deductions multiple times, but not the entire gross to net calculation.

In PeopleSoft Global Payroll for Mexico, changes in pay group or pay entity produces a period segmentation.

PeopleSoft Global Payroll for Mexico delivers some segmentation; however, you can alter these depending on your business needs.

Creating Earnings and Segmentation

Whenever a salary earning is created, you must enter it on the list of elements that will be sliced by the element segmentation established before.

To enter the salary earnings on the list:
--

1. Go to the Segmentation Event Definition page in the core application.
2. Select the COMPRATE event.
3. Find the elements for Mexico, under Country = MEX
4. Add the new salary earnings.

See Also

PeopleSoft Global Payroll PeopleBook, “Understanding Segmentation”

Using Triggers in Mexico

Triggers are used to detect online changes to data that should result in some type of system action. Examples of common data changes that might use triggers include a new employee hire or a change in pay rate.

PeopleSoft Global Payroll provides three types of triggers:

- Iterative – tells the system to process an employee for the current period.
- Segmentation – tells the system to segment a period or element.
- Retro – tells the system to perform retro processing.

Note. You must first set up an iterative trigger to tell the system when an event occurs, it should perform the desired action. After that, you can use a trigger to process an employee, perform segmentation, or perform retro processing.

PeopleSoft Global Payroll for Mexico delivers some triggers; however, you can alter these depending on your business needs.

Delivered Iterative Triggers

The following is a list of iterative trigger setups that are delivered with PeopleSoft Global Payroll for Mexico.

Changes to:	Trigger
Employee's employment record	EMPLOYMENT
Employee's job record	JOB
Employee's compensation record	COMPENSATION
Employee's personal data record	PERSONAL_DATA
Employee's contract data record	CONTRACT_DATA
Employee's positive input records	GP_PI_MNL_DATA
Employee's positive input supporting element override record	GP_PI_MNL_SOVR
Employee's payee override record (earnings and deductions assignments)	GP_PYE_OVRD
Employee's payee element assignment supporting element override record	GP_PYE_OVR_SOVR
Employee's payee section detail record	GP_PYE_SECT_DTL
Retro trigger record	GP_RTO_TRGR
Retro trigger country record	GP_RTO_TRG_CTRY
Segmentation trigger record	GP_SEG_TRGR
Employee's personal data effective date record	PERS_DATA_EFFDT
Employee's schedule calendar assignment record	SCH_ASSIGN
Employee's workday overrides record	SCH_MNG_SCH_TBL
Employee's workforce contract type record	WKF_CNT_TYPE
Employee's absence records	GP_ABS_EVENT, GP_ABS_OVRD, etc.

See Also

PeopleSoft Global Payroll PeopleBook, "Setting Up Triggers"

Using Rounding Rules in Mexico

In PeopleSoft Global Payroll, you can apply rounding to any component of an earning or deduction, the resolved amount of an earning or deduction, or within a formula. Rounding is applied to each of the components first before the resolved amount is rounded. Rounding is applied after proration rules have been applied.

PeopleSoft Global Payroll for Mexico delivers the following rounding rules:

- Round to Nearest 2 decimals for all accumulators, earnings and deductions

- Round Up to Nearest 2 decimals for social security contributions, in order to guarantee that employees won't be fined because of rounding issues.
- Round to Nearest 0 decimals, to apply to *Vales de Despensa* (pantry vouchers). \$1.00 vouchers are usually the lowest denomination.

See Also

PeopleSoft Global Payroll PeopleBook, "Defining Calculation Elements," Defining Rounding Rule Elements

Using Rate Codes in Mexico

PeopleSoft Global Payroll for Mexico supports the following different types of salaries:

- Monthly
- Semimonthly
- Biweekly
- Weekly
- Daily
- Hourly

PeopleSoft Global Payroll for Mexico delivers the following rate codes to support the list of salaries:

Rate Code	Description
KYB	Biweekly Flat Amount
KYB34	Biweekly Flat Amount 30.4
KYM	Monthly Flat Amount
KYS34	Semimonthly Flat Amount 30.4
KYS	Semimonthly Flat Amount 30
KYW	Weekly Flat Amount 30
KYW34	Weekly Flat Amount 30.4
KYD	Daily Flat Amount
KYD34	Daily Flat Amount 30.4
KYHORA	Hourly

Understanding Enterprise Integration Points

Enterprise integration points, or EIPs, are interfaces between the different PeopleSoft products such as PeopleSoft Financials and PeopleSoft Human Resources. They allow publication and transfer of database contents from one database to another.

PeopleSoft Global Payroll for Mexico uses two EIPs based on Application Messaging technology. The application messages received within PeopleSoft Global Payroll for Mexico are triggered in response to saved field changes in the JOB record in PeopleSoft Human Resources. The following table lists the application messages received by PeopleSoft Global Payroll for Mexico:

Message Name	Channel	Message Subscription PeopleCode	Record	Page(s)	Explanation
WORKFORCE_SYNC	PERSON_DATA	SDI Hire Termination Job	JOB	JOB_DATA 1	<u>Hire and Termination process</u> : When the JOB.ACTION is HIR, REH, TER, LOF, or COM, a row is added to GPMX_SDI_WA.
WORKFORCE_SYNC	PERSON_DATA	Termination version job	JOB	JOB_DATA 1	<u>Termination process</u> : When the JOB.ACTION is TER, LOF, or COM, a row is added to PS_GP_PYE_SOVR.

PeopleSoft Global Payroll for Mexico also has some Component Interfaces. The following lists these components:

Object Name	Description	Component
GPMX_EMPL_NA	Payees without adjustment	GP_PAYEE_SOVR
GPMX_LN_PYE_OVRD	Earning/Deduction Assignment	GP_PAYEE_OVRD
GPMX_PAYGRP_SOVR	Update Paygroup Override	GP_PYGRP
GPMX_PI	Positive Input	GP_PI_MNL_ERNDED
GPMX_SAL_LEVDED	Salary Levels Report – Deduction	GP_DEDUCTION

Object Name	Description	Component
GPMX_SAL_LEVERN	Salary Levels Report – Earning	GP_EARNING

Note. To research the technical details of any Enterprise Integration Point (EIP) used by PeopleSoft applications, refer to the online EIP Catalog database that can be found under Open Integration Framework in the Documentation section of the Customer Connection website.

Viewing Delivered Elements

PeopleSoft Global Payroll for Mexico delivers the following sections and process lists.

Delivered Sections for Mexico

Section	Description
VACACIONES AUS	Generate Vacations Entitlement
VACACIONES NOM	Vacations Payroll Process
AJUSTE ANUAL 141	Annual Tax Art. 141
AJUSTE ANUAL 1991	Annual Tax 1991Method
SEGURO SOCIAL	Social Security
INICIALIZACION NOM	Payroll Initialization
PERCEPCIONES	Earnings
TIEMPO EXTRA	Overtime
PROMEDIO	Average Salary
LIQ Y FINIQUITOS	Termination Pay
DEDUCCIONES	Deductions
PRESTAMOS	Loans
IMPUESTOS EST	State Taxes
IMPUESTOS FED	Federal Taxes
PROVISIONES	Provisions
DESPUES IMPUESTOS	To be Calculated after taxes
AJUSTE REDONDEO	Net Pay Adjustment
AGUINALDO SEC	Christmas Bonus

Section	Description
INICIALIZACION AUS	Absences Initialization
AUSENTISMO AUS	Absences Generations
AUSENTISMO NOM	Absences Payroll Process
PIRAMIDADO SEC	Gross-up Earnings
SDI VARIABLE	Variable SDI
PTU SEC	PTU
FORMATO 37	Execute Write Array Form 37
SUELDO FRE/CAL/HOR	Salary Frequency and Cal Days
SDI FIJO	Fixed SDI
SALDO VACACIONES	Termination Balance Days

Delivered Process Lists for Mexico

Process List	Description
AUSENTISMOS	Absences Process
NOMINA	Payroll Process
NOMINA ESPECIAL	Special Payroll Process
CALC PTU	PTU Process
CALC SDI VARIAB	Variable SDI Process
CALC SDI FIJO	Fixed SDI

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

See Also

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

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

CHAPTER 4

Defining Earnings for Mexico

This section provides an overview of Mexican earnings and describes how to:

- Calculate earnings based on the minimum wage.
- Define the SDI factor for Christmas bonuses and vacation premiums.
- Define profit sharing (PTU) parameters and run the PTU process.
- Set up the coupons interface.
- Use batch positive input.
- Set up frequently used supporting element overrides (SOVRs).
- Create new earnings elements.
- View delivered earnings elements.

Calculating Earnings Based on the Minimum Wage

Some earnings are calculated in relation to the minimum wage. For example, the Sunday premium and savings fund earnings are tax exempt up to an amount equal to the minimum wage. Any amount over the minimum wage is taxed. To define the minimum wage used in these calculations, use the Minimum Wages page.

See Also

“Setting Up PeopleSoft Global Payroll for Mexico,” Defining the Minimum Wage

Defining the SDI Factor for Christmas Bonuses and Vacation Premiums

Christmas bonuses and vacation premiums can be calculated based on either the daily salary or the average salary. To set up the calculation of the Christmas bonus and vacation premium, define an SDI factor on the Xmas, Vac, Premium, SDI Factor page. The SDI factor represents the amount over the daily salary or average salary that the employee makes because of the vacation premium and the Christmas bonus.

This section provides an overview of the SDI factor calculation and describes how to:

- Define Christmas bonus days, vacation days, and vacation premium percent.
- Define other vacation and Christmas bonus parameters.

Understanding the SDI Factor Calculation

PeopleSoft Global Payroll for Mexico calculates the SDI factor automatically based on parameters that you enter on the Xmas, Vac, Premium, SDI Factor page. The parameters are as follows:

- Number of Christmas bonus days.
- Number of vacation premium days.
- Vacation premium percent.

Based on the Christmas bonus days, the vacation premium days, and the vacation premium percent, the system determines the SDI factor, and uses it to:

1. Calculate IMSS quotas.
2. Define the base used to calculate vacation premiums and Christmas bonus amounts.

Example: Calculating the SDI Factor

For example, if the Christmas bonus is 30 days, and the number of vacation days is 10, with a premium of 25 percent, the system calculates the SDI Factor as follows:

1. Determine the portion of the SDI factor due to the Christmas bonus by dividing the number of Christmas days by 365 (days in year). The result is the percentage over the daily or average salary that must be paid to the employee due to the Christmas bonus.

Note. In this example, divide 30 by 365 ($30 / 365 = 0.0821915$).

2. Determine the vacation premium portion of the SDI factor by dividing the number of vacation days by 365 (days per year), and multiplying the result by the premium percent. The result is the percentage over the daily or average salary that must be paid to the employee due to the vacation premium.

Note. In this example, divide 10 by 365 and multiply the result by 25 percent ($10 / 365 \times 0.25 = 0.0069$).

3. Add the results of steps 1 and 2. In this example, the sum of steps 1 and 2 is 0.08904. Therefore, the pay rate due to the addition of the vacation premium and the Christmas bonus is 1.08904 times the daily rate.

See Also

“Defining Social Security Contributions for Mexico”

Page Used to Define the SDI Factor for Christmas Bonuses and Vacation Premiums

Page Name	Object Name	Navigation	Usage
Xmas, Vac, Premium, SDI Factor (Christmas, vacation, premium SDI factor)	GPMX_SDI_FACTOR	Global Payroll Mexico, Define Payroll Setup (Mex), Setup, PayGroup Parameters	Define the number of Christmas bonus days, vacation days, vacation premium percent, and SDI factor by employee (based on employee seniority).

Defining Christmas Bonus Days, Vacation Days, and Vacation Premium Percent

Access the Xmas, Vac, Premium, SDI Factor page.

General Parameters Annual Adjustment **Xmas, Vac, Premium, SDI Factor** PTU Absences

Pay Group: GPO HORA Hourly Pay Group

Christmas Bonus, Vacation, Vacation Premium%, SDI Factor View All First 1 of 1 Last

*Effective Date: 07/06/2001

	*Seniority	Vacation Days	Vacation Premium %	Christmas Days	SDI Factor		
1	0.000	10.000000	25.000000	30.000000	1.089041	+	-
2	4.000	15.000000	30.000000	35.000000	1.108219	+	-
3	8.000	20.000000	35.000000	40.000000	1.128767	+	-

Xmas, Vac, Premium, SDI Factor page

Seniority	This field enables you to define changes, based on seniority levels, in the parameters used to calculate the SDI factor (vacation days, vacation premium percent, and Christmas days).
Vacation Days	Enter the vacation days corresponding to the seniority level.
Vacation Premium % (vacation premium percent)	Enter the vacation premium percent corresponding to the seniority level.
Christmas Days	Enter the number of Christmas bonus days corresponding to the seniority level.

SDI Factor

This field is populated automatically based on the values that you entered in the **Vacation Days**, **Vacation Premium %**, and **Christmas Days** fields.

Defining Other Vacation and Christmas Bonus Parameters

On the Absences page, define the vacation premium type. The vacation premium type determines whether the vacation premium is paid out all at once on the anniversary of the employee's hire date or from pay period to pay period, depending on the number of vacation days that the employee has taken.

See Also

“Defining Absences Rules for Mexico”

Defining Profit Sharing Parameters and Running the PTU Process

As part of the pay group and company setup for Mexico, you must enter PTU (profit sharing) data. To generate PTU earnings, run the PTU process on the PTU Process page.

Defining and running the PTU process comprises the following tasks:

- Define the adjustment factor and maximum days.
- Define PTU parameters.
- Identify PTU elements and payees.
- Run the PTU process.

This section explains how to complete each of these tasks.

Pages Used to Define PTU and Run the PTU Process

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
PTU	GPMX_PTU_GP_PYGRP	Global Payroll Mexico, Define Payroll Setup (Mex), Setup, PayGroup Parameters	Set the adjustment factor and maximum days for profit sharing at the pay group level.
PTU Setup	GPMX_PTU_COMPANY1	Global Payroll Mexico, Define Payroll Setup (Mex), Setup, Company Parameters	Define the basic parameters of the profit sharing process at the company level.

Page Name	Object Name	Navigation	Usage
PTU Elements/Payees	GPMX_PTU_COMPANY2	Global Payroll Mexico, Define Payroll Setup (Mex), Setup, Company Parameters	Identify the earnings and deductions used for profit sharing, assign profit sharing elements to accumulators, and exclude ineligible employees from the profit sharing process.
PTU Process	GPMX_RC_PTU001	Global Payroll Mexico, Manage Payroll Process (MEX), Process	Start the PTU calculation process. The PTU process generates two instances of positive input: one for the element PTU IMP SAL, and the other for the element PTU IMP DIAS.

Defining the Adjustment Factor and Maximum Days

Access the PTU page.

Annual Adjustment Xmas, Vac, Premium, SDI Factor **PTU** Absences Federal Tax Parameters

Pay Group: K0PGA Pay Group 1

PTU Definition View All First 1 of 1 Last

	Effective Date	Daily Adjust Factor	Max Days
1	05/23/2001		

PTU page

This page enables you to:

- Standardize the number of profit sharing days across all pay groups in your company, regardless of the calendar used for each group. For example, suppose that you have a monthly pay group based on a 360-day-per-year calendar (in which all months are defined as having 30 days), and a weekly pay group based on a 365-day calendar (using actual calendar days). To bring the number of profit sharing days for the monthly pay group up to 365, enter a daily adjustment factor on the PTU page for the monthly pay group. Multiply this the amount by 360 to bring the number of days up to 365. In this example, the amount is $365 / 360 (= 1.0138888)$.
- Define the maximum number of days that can be used in the profit sharing calculation.

Daily Adjust Factor (daily adjustment factor)

Enter the multiplication factor needed to adjust the number of PTU days for the specified pay group. For example, if your pay group is based on a 360-day-per-year calendar, and you want to adjust the calendar to 365 days, enter 1.013888 (365 / 360).

Max Days (maximum days)

Enter the maximum number of days that can be included in the profit sharing calculation. For example, you might decide to pay an employee's vacation balance at the moment of termination. At this point, the employee might have more than 365 PTU days. In this case, if the earnings that you use to pay the vacation balance are part of the profit sharing process, you can reduce the PTU days to 365 (or any other amount).

Defining PTU Parameters

Access the PTU Setup page.

PTU Setup PTU Elements/Payees

Company: EC1 Company EC1

PTU Definition View All First ◀ 1 of 1 ▶ Last

*Eff Date: 07/06/2001

Company Definition View All First ◀ 1 of 1 ▶ Last

*Year: Apply Proportional Worked Days ☐

Amount

*Amount: *Ceiling Salary:

Temporary Payees

Temp Payee? ☐ Days:

Calculated Factors

Day Factor: Salary Factor:

PTU Setup page

Year

Enter the year for which you are processing your profit sharing earnings.

Apply Proportional Worked Days

Select this check box if the ceiling salary used to calculate PTU earnings should be adjusted to reflect the number of days that an employee actually works. For example, if the ceiling salary is 240,000, and an employee works 250 days during the year, the ceiling salary for that employee

	is reduced proportionally—that is, it is set to 164,383.56 $((240,000 / 365) \times 250)$.
Amount	Enter the amount to be shared.
Ceiling Salary	Enter the maximum amount of an employee's salary that can be used to calculate the employee's portion of PTU earnings. To determine the amount, calculate the salary of the union employee with the highest wages, add 20 percent to this amount, and enter the total in the Ceiling Salary field. If an employee who is eligible for profit sharing makes more than the amount that you enter here, profit sharing is capped at this amount. If the employee makes less, profit sharing for that employee is capped.
Temp Payee? (temporary payee) and Days	Select Temp Payee to include all temporary employees in your profit sharing plan. To limit the temporary employees who can participate in the plan, select Temp Payee and enter the number of days that temporary employees must work at your company to participate in profit sharing. For example, if you select Temp Payee and enter 60 in the Days field, only temporary employees who work 60 days or more are included in the PTU plan.
Day Factor	Displays the <i>PTU Total for all Employees / Worked Days Total for all Employees</i> . This figure is calculated automatically when you run the PTU App Engine process.
Salary Factor	Displays the <i>PTU Total for all Employees / Salary Sum Total for all Employees</i> . This figure is calculated automatically when you run the PTU App Engine process.

Identifying PTU Elements and Payees

Access the PTU Elements/Payees page.

PTU Setup PTU Elements/Payees

Company: AA Admin Conference of the US

PTU Definition View All First 1 of 1 Last

*Eff Date: 05/23/2001

PTU Elements View All First 1 of 1 Last

*Element Name	*Accumulator Sign	*Acum Type
1		

Not Eligible Employees View All First 1 of 1 Last

*EmpID	Empl Rcd#	Name
1	0	

PTU Elements/Payees page

PTU Elements**Element Name**

Select the earnings and deduction accumulators to include in the PTU process.

Accumulator Sign

Select one of the following accumulator signs:

Add: Adds the earnings and deduction accumulators specified in the **Element Name** field to the PTU base.

Subtract: Subtracts the earnings and deduction accumulators specified in the **Element Name** field from the PTU base.

Acum Type (accumulator type)

For each element that you specify in the **Element Name** field, indicate whether to accumulate **Units**, **Amount**, or **Both**.

Important! When you define an earnings element that you know must be included in the PTU process, create year-to-date accumulators storing both amounts and units for that element. (You can set up an accumulator for units only if the element includes a unit component in its definition.) Otherwise, you will not have the flexibility to accumulate both units and amounts.

Not Eligible Employees

Enter the employee ID (EmpID) and employee record number (Empl Rcd #) of employees who do not qualify for inclusion in the profit sharing process.

Running the PTU Process

Access the PTU Process page.

PTU Process page

The PTU process generates two instances of positive input: one for the element PTU IMP SAL, and the other for the element PTU IMP DIAS.

PTU Process

Enter the date, company, and year for which you want to run the process.

Calendar ID's

Active Payees Select the calendar ID of the active payees to process.

Inactive Payees Select the calendar ID of the inactive payees to process.

Setting Up the Coupons Interface

If you provide your employees with restaurant, food, or gas coupons, use the Coupons Interface page to send flat files to the coupon provider with information about your company and the coupon elements (earnings) that you have defined.

This section describes how to define the coupons interface.

Page Used to Set Up the Coupons Interface

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Coupons Interface	GPMX_COUPONS_INT	Global Payroll Mexico, Manage Payroll Process (MEX), Process	Send data in flat file format to coupons providers.

Defining the Coupons Interface

Access the Coupons Interface page.

Coupons Interface

Run Control ID: MD

[Report Manager](#) [Process Monitor](#) [Run](#)

Coupons Interface Parameters

Provider
☒ Accor ☐ SODEXHO

Coupon Type
☐ Restaurant ☒ Food ☐ Gas

*Calendar Group ID: [Q](#)

*Company: [Q](#)

Customer ID:

File Name:

Earnings [View All](#) [First](#) [1 of 1](#) [Last](#)

*Element Name	Description
1 Q	

[+](#) [-](#)

Coupons Interface page

Coupons Interface Parameters

Provider	Select the coupon provider. Valid values are Accor and SODEXHO .
Coupon Type	Specify the type of coupon for which you are generating the data file. Valid values are Restaurant , Food , and Gas .
Calendar Group ID	Enter the calendar group ID for which you want to generate the flat file.
Company	Enter your company name.
Customer ID	Specify your customer ID. This field appears only if the coupon provider is Accor. (Accor should provide this ID.)
Branch ID	Enter the Branch ID of the coupon provider. This field appears only if the coupon provider is SODEXHO. (SODEXHO should provide this ID.)
File Name	Displays a default file name and the mandatory file type for Accor or SODEXHO (depending on the provider that you select). You can use any file name. The file type is, however, set by the coupon provider.

Earnings

Element Name Enter the earnings that contain the amount of the restaurant, food, and gas coupons. You can enter multiple earnings.

Using Batch Positive Input

You can use batch positive input to reduce time-consuming data entry in PeopleSoft Global Payroll for Mexico. For example, you could enter and trigger bonuses for all of your employees using batch positive input, or you could trigger mass deductions. For example, suppose that an employer has an agreement with a cell phone company to provide half the employee population with a 50 percent discount rate on calls. Instead of entering each of the monthly cell phone invoices (deductions) for each employee, the cell phone company could generate a flat file with a layout that loads this invoice information using a batch process.

This section describes how to load the batch positive input.

Page Used for Batch Positive Input

Page Name	Object Name	Navigation	Usage
Batch Positive Input	GPMX_PI_BATCH	Global Payroll Mexico, Manage Payroll Process (MEX), Process	Create batch positive input.

Loading Batch Positive Input

Access the Batch Positive Input page.

Batch Positive Input

Run Control ID: MD

Report Manager Process Monitor Run

Batch Positive Input

☐ Clear Data

Pay Group:

Calendar ID:

Batch Code:

Input Directory:

Output Directory:

Batch Positive Input page

Clear Data

If you clear this check box, previously loaded data is deleted. If you select this check box, the batch process loads new data into the Positive Input tables for payroll purposes.

Pay Group

Enter the pay group for which you want to load batch positive input.

Calendar ID

Select the calendar ID for the pay group that you identified in the **Pay Group** field.

Batch Code

Enter the batch code ID that identifies all of the transactions contained in the flat file. This field enables you to delete information loaded by mistake, because it serves as the identifier of that information.

Input Directory

Specify the location of the flat file containing the batch positive input (flat file directory).

Output Directory

If the batch process finds errors, it generates a log file containing the errors. Use this field to specify where the system should place the error log (error log directory).

Flat File Layout for Batch Positive Input

When you create flat files for the batch positive input process, reproduce the following file definition:

<i>Field</i>	<i>EMPI D</i>	<i>EMPL _RCD</i>	<i>PIN_N M</i>	<i>GP_U NIT</i>	<i>GP_A MT</i>	<i>GP_R ATE</i>	<i>GP_P CT</i>	<i>PC_B ASE</i>	<i>DEPTI D</i>	<i>JOBC ODE</i>
Initial Positio n	1	12	15	33	53	73	93	104	124	134
Len ^g th	11	3	18	20	20	20	11	20	10	6
Exam ple	GY00 45	0	COMI SION ES	12.58	11.36	10	1.3	25.36	KY00 0	KY00 1
	GY00 45	0	3- MESE SSDO	37.46	14.6	1	1.2	355.45	KY10 0	KY00 1

Note. This flat file definition applies to both earnings and deductions that you load using batch positive input.

See Also

“Defining Deductions for Mexico”

PeopleSoft Global Payroll PeopleBook, “Working With Positive Input”

Setting Up Frequently Used Supporting Element Overrides

PeopleSoft Global Payroll for Mexico enables you to easily define the most frequently used Supporting Element Overrides (SOVRs) for earnings and deductions on the Earnings/Deductions SOVR's page. This includes supporting elements used to specify a tax method, and supporting elements used to select earnings and deductions for inclusion in both the minimum wage Salary Level report (report GPMX AA01) and the definition of a termination version. Before you can run a payroll, a Salary Level report, or a termination process, you must:

- Enter basic information on the Earnings/Deductions SOVR's page about which earnings and deductions to include in each tax method and each row of the Salary Levels report.
- Specify which earnings and deductions to include in each termination version.

This section explains how to define the supporting elements used in these processes.

See Also

“Understanding Terminations for Mexico”

“Managing Taxation for Mexico”

“Appendix: PeopleSoft Global Payroll for Mexico Reports”

Page Used to Set Up Frequently Used SOVRs

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Earnings/Deductions SOVR's	GPMX_ERNDED_SOVR	Global Payroll Mexico, Define Payroll Setup (MEX), Setup	Set up SOVRs at the earnings and deduction level for variables used in key calculations.

Entering Overrides

Access the Earnings/Deductions SOVR's page.

Earnings/Deductions SOVR's

SOVR's View All First 1 of 1 Last

Tax Method / Salary Levels Term Vers 01 - 05 Term Vers 06 -10

*Entry Type	Element Name	*Begin Date	End Date	Tax Method	Salary Level Group
1					

Earnings/Deductions SOVR's page: Tax Method/Salary Levels tab

Tax Method/Salary Levels Tab

Entry Type

For a Salary Level report: Define the type of element to include in the report. You can include only earnings or deductions.

For tax method selection: Define the type of element to which you want to apply a tax method using the **Tax Method** field. You can include only earnings or deductions.

Element Name

For a Salary Level report: Enter the name of the earnings or deductions element to include in the Minimum Wage Salary Levels GPMX-AA01 report.

For tax method selection: Enter the name of the earnings or deductions to which you want to apply a tax method using the **Tax Method** field.

Begin Date

Enter the begin date of the Supporting Element Override (SOVR).

End Date

Enter the end date of the Supporting Element Override (SOVR).

Tax Method

Define the method to apply to each earnings and deduction identified in the **Entry Type** and **Element Name** fields.

Salary Level Group

For a Salary Level report, specify the salary level group in which you want to include the earnings or deductions identified in the **Element Name** field.

Term Vers 01-05 and Term Vers 06-10 Tabs

Term Vers 01-10

(termination versions 1-10)

This field is used to associate earnings and deductions with termination versions. For each earnings or deduction that you identify in the **Entry Type** and **Element Name** fields, specify the termination versions (the grouping of termination actions and reasons) for which the earnings and deductions can be paid. Select up to 10 different termination versions for each earnings and deduction.

Note. To associate a termination version with an earnings or deduction, the termination version must already be defined on the Termination Version and Termination Action Reason pages, and the earnings or deduction must be linked to one of the delivered variables LF VR VER FINIQ 01 through LF VR VER FINIQ 10 on the Supporting Elements Override page. (LF VR VER FINIQ 01 through LF VR VER FINIQ 10 are delivered variables representing termination versions.)

Understanding Element Overrides

The information that you enter on the Earnings/Deductions SOVR's page is inserted as a supporting element override for the following variables at the earnings and deduction level:

Type of Override	Variable
Tax Method	FD VR METODO ISR
Salary Level Group	AA VR NIVEL SAL
Termination Versions	Variables LF VR VER FINIQ 01 through LF VR VER FINIQ 10

See Also

“Understanding Terminations for Mexico”

“Managing Taxation for Mexico”

“Appendix: PeopleSoft Global Payroll for Mexico Reports”

Creating New Earnings Elements

This section contains information that enables you to effectively integrate new earnings elements into PeopleSoft Global Payroll for Mexico. This information helps ensure that any new element that you create fits into the existing logic and organization of PeopleSoft Global Payroll for Mexico and is included in the correct calculations for taxes, Social Security, and so forth.

Adding Elements to Accumulators

To ensure that the new earnings elements that you create are used correctly in other calculations, you must know to which accumulators they should contribute, because the value of the accumulated earnings is critical to these other processes. The accumulator elements to which you will add your own elements are the same ones that PeopleSoft Global Payroll for Mexico has created for the delivered earnings elements.

Important! You can add new earnings elements only to unmaintained accumulators (accumulators for which the ownership category is PS Delivered/Not Maintained). These accumulators are members of other, PeopleSoft maintained, accumulators on which PeopleSoft Global Payroll for Mexico bases all of its formulas and calculations.

Note. If you must define earnings that are partially nontaxable, create the following three earnings elements: One for the total amount of the earnings, one for the taxable portion of the earnings, and another for the nontaxable portion of the earnings. Make the earnings representing the total amount a member of the accumulator TOTAL PERCEPCION N, the earnings representing the taxable portion a member of the accumulator TOTAL PERC GRAVA, and the earnings representing the nontaxable portion a member of the accumulator TOTAL PERC EXENT N. You must also define, on the Earnings/Deductions SOVR's page, the tax method that is used to calculate the earnings representing the taxable portion.

Accumulator	Description
BASE ISR	Taxable base
GRAVADO ANUAL	Yearly taxable
GRAVADO ANUAL N	Yearly taxable not maintained
GRAVADO MENSUAL	Monthly taxable
GRAVADO MENSUAL N	Monthly taxable not maintained
ISR RETENIDO	Total ISR withheld
NETO	Net pay
TOTAL DEDUCCIONES	Total deductions
TOTAL DEDUCCION N	Total deductions not maintained
TOTAL PERC EXENT	Nontaxable total earnings
TOTAL PERC EXENT N	Nontaxable total earnings not maintained
TOTAL PERC GRAVAD	Taxable total earnings
TOTAL PERC GRAVA N	Taxable total earnings not maintained
TOTAL PERCEPCIONES	Gross pay
TOTAL PERCEPCION N	Gross pay not maintained

See Also

PeopleSoft Global Payroll PeopleBook, “Setting Up Accumulators”

Viewing Delivered Earnings Elements

This section contains information about the following delivered elements and rules created by PeopleSoft to handle basic earnings.

- Earnings (by earnings type).
- Earnings process lists and sections.

Note. The earnings elements for Mexico are defined as PeopleSoft Delivered/Not Maintained. Therefore, you can modify these elements to fit your needs, and when necessary, create your own earnings using the delivered elements as your guide.

See Also

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

Earnings (By Earnings Type)

Produced Units (Destajos)

Earnings of the *produced units* type (*destajos*) depend on the number of units produced. To trigger this type of earnings, you must enter—using positive input or the Earning/Deduction Assignment page—the number of units in the unit component of the element C UNI IMP and C UNI U*R. This unit value is used in the calculation of the following earnings, the first of which (UNI PRO IMP) returns a fixed amount based on the number of produced units, and the second of which (UNI PRODUC) calculates an amount based on the number of units and the rate per unit.

<i>Earnings</i>	<i>Description</i>
UNI PRO IMP	This earnings element is used to calculate flat amounts based on units produced and is assigned a value by the formula PE FM U PRO I F. To calculate these earnings, the PE FM U PRO I F executes the bracket element PE BR TARIFA X UNI, which returns the correct amount depending on the number of units (the number of units is the search key in the bracket and the amount is the lookup value). For example, this earnings element could be used to calculate the correct flat amount for an employee who earns 100 for selling 500 units, 600 for selling 2000 units, 700 for selling 3000 units, and so forth. Note. The units used in the search key of the bracket PE BR TARIFA X UNI must be entered through positive input or on the Earning/Deduction Assignment page for the element C UNI IMP.

Earnings	Description
UNI PRO U*R	This earnings element is used to calculate amounts based on both units produced and rates per unit and is assigned a value by the formula PE FM U PRO T X U. To calculate this earnings element, the formula PE FM U PRO T X U executes the bracket element PE BR TARIFA X UNI, which contains all of the data needed to calculate an amount based on the number of units and the rate per unit (the number of units is the search key in the bracket and the lookup value is the rate per unit). For example, this earnings element could be used to calculate the correct amount for an employee who earns 0.05 per unit for selling 1000 units, 0.10 for selling 2000 units, 0.15 for selling 3000 units, and so forth. Note. The units used in the search key of the bracket PE BR TARIFA X UNI must be entered through positive input or on the Earning/Deduction Assignment page for the element C UNI U*R.

Seniority-Based Earnings

Seniority-based earnings are contingent upon the number of years of service (or seniority) at the time of processing (the period end date). Depending on the seniority level, various components of these earnings—for example, percentages, calculation bases, or amounts—could change.

PeopleSoft delivers the following seniority-based earnings for Mexico:

Earnings	Description
ANTIG %	This earnings element has a calculation rule of Base × Percent, in which the base is a flat amount, and the percent is returned by the formula PE FM PER B ANT %. To determine the correct percentage (at the time of calculation), the formula PE FM PER B ANT % executes the bracket GN BR BASADA, which returns the percent for each seniority range (the seniority range is the search key and the percent is the lookup value). For example, this element could be used to calculate seniority earnings for employees who receive 50 percent of a flat amount of 10,000 after one year of service, 75 percent of the same amount after three years of service, and so forth.

Earnings	Description
ANTIG DIAS	This earnings element has a calculation rule of Rate $\times$ Unit, in which the rate is a daily rate (contained in the system element DAILY RT) and the unit (number of days to pay) is returned by the formula PE FM PER B ANT I. To determine the units to apply (at the time of calculation), the formula PE FM PER B ANT I executes the bracket GN BR BASADA ANTIG, which returns the number of days for each seniority range (seniority is the search key and the number of days to pay is the lookup value). For example, this element could be used to calculate seniority earnings for employees who receive three days at a daily rate of 600 after one year of service, seven days at this rate after three years of service, and so forth. Note. The system element DAILY RT is calculated on the Job Compensation pages based on the pay components that you enter.
ANTIG IMP P	This earnings element has a calculation rule of Amount, in which the amount is returned by the formula PE FM PER B ANT I. To determine the correct amount to use (at the time of calculation), the formula executes the bracket GN BR BASADA ANTIG, which contains the amounts that apply to each seniority range. For example, you could use this earnings element to calculate the correct amount for employees who receive 1000 after one year of service, 2000 after three years of service, and so forth.

Bonus and Commissions

Earnings	Description
BONO	This earnings element has a calculation rule of Rate $\times$ Unit, and the unit component must be entered by positive input. If no positive input exists for a payee, the earnings are not calculated. Note. The rate component of this earnings element comes from the system element DAILY RT and is calculated on the Job Compensation pages based on the pay components you enter.
COMISIONES	This earnings element has a calculation rule of Amount, in which the amount is entered by positive input. If there is no positive input for a payee, the earnings are not calculated.

Sunday Premium

Sunday premiums are based on the number of Sundays that each payee worked. Mexican law requires that each worked Sunday be paid at 125 percent of base salary; the law also says that an amount up to the minimum wage is exempt from taxes for each Sunday worked.

To trigger the calculation of this premium, you must enter—by positive input—the number of worked Sundays in the unit component of the element PRIMA DOMIN (this earnings element has a calculation rule of $\text{Unit} \times \text{Rate} \times \text{Percent}$, with the rate coming from the system element DAILY RT, and the percent defined as 125 percent).

The element PRIMA DOMIN calculates the total Sunday premium without regard to taxes. However because there is a tax exempt and a taxable portion of the Sunday premium, two other earnings have been defined to resolve these: PRIMA DOM EX (tax exempt portion) and PRIMA DOM GR (taxable portion). To trigger the calculation of these last two earnings, enter only the units (Sundays worked) in the unit component of the element PRIMA DOMIN—the system automatically calculates the taxable and nontaxable amounts.

Earnings	Description
PRIMA DOMIN	This element is used to calculate the total amount of the Sunday premium and has a calculation rule of $\text{Unit} \times \text{Rate} \times \text{Percent}$, with the rate coming from the system element DAILY RT and the percent defined as 125 percent. Note. The system element DAILY RT is calculated on the Job Compensation pages based on the pay components that you enter.
PRIMA DOM EX	This earnings element is resolved by the formula PE FM PRIMA D EX. Its function is to calculate the Sunday premium up to the minimum wage amount for each day that you enter.
PRIMA DOM GR	This earnings element is resolved by the formula PE FM PMA DOM GRAV. It calculates, for each Sunday worked, the Sunday premium in excess of the nontaxable minimum wage.

Salary

PeopleSoft Global Payroll for Mexico provides three types of salary elements: SUELDO CAL, SUELDO FREC and SUELDO POR H. Each has its own calculation rule.

Earnings	Description
SUELDO CAL	This earnings element is used to process the most common type of salary element, in which the salary is based on the number of days worked. It has a calculation rule of Unit $\times$ Rate, in which the rate comes from the system element DAILY RT and the unit—representing the actual number of work days—is returned by the formula PE FM SDO DIAS CAL. This formula calculates the number of days based on the period begin and end dates and includes a proration factor that enables it to manage new hires and terminations who work less than a full period. For example, suppose that you have an employee in a monthly payroll with DAILY RT = 50. If the employee was hired on the third day of the month (January), SUELDO CAL is calculated as $50 \times (31 - 2) = 1450$. Note. The system element DAILY RT is calculated on the Job Compensation pages based on the pay components that you enter.
SUELDO FREC	This earnings element has a calculation rule of Unit $\times$ Rate, in which the rate comes from the system elements DAILY RT and the unit is returned by the formula GN FM SDO DIAS FRE. This formula calculates the number of days as follows: • Weekly = 7 • Biweekly = 14 • Semimonthly = 15 • Monthly = 30 The formula adjusts to situations in which an employee works less than a full period (terminations and new hires). Note. The system element DAILY RT is calculated on the Job Compensation pages based on the pay components that you enter.
SUELDO POR H	This earnings element calculates the most common type of hourly salary element. It has a calculation rule of Unit $\times$ Rate, in which the rate comes from the system element HOURLY RT and the units (hours) are entered by positive input in each payroll process. Therefore, the system calculates SUEL POR H only for payees who have positive input for these earnings. Note. The system element DAILY RT is calculated on the Job Compensation pages based on the pay components that you enter.

Average Salary

The average salary is a calculation base for other earnings. For example, some companies pay overtime based on the average of the (Daily Rate) + (Bonuses) + (Special Compensation).

Earnings	Description
SALARIO PROM	This earnings element calculates the average salary based on the historical rule SP HR SAL PROM.

Overtime

See “Setting Up Overtime Payments for Mexico”

Savings Fund

The savings fund is one of the most common benefits that companies in Mexico provide to their employees. It is typically calculated as a percentage of the salary base.

The basic benefit is calculated by the element FDO AHORRO. However, because there is a tax exempt and a taxable portion of the savings fund, PeopleSoft delivers two additional elements to resolve these based on the amount of the element FDO AHORRO: FDO AHOR EX, and FDO AHOR GR.

Earnings	Description
FDO AHORRO	This earnings element has a calculation rule of Base $\times$ Percent, in which the base is calculated by the formula PE FM FONDO A EMPL and the percent is defined (by way of example) as 13 percent. The formula PE FM FONDO A EMPL calculates the base as follows: ((Calendar Days) – Absences) $\times$ (Daily Rate). For example, suppose that you have an employee with a daily rate of 300, and the employee is absent for two days in the month (January). In this case, FDO AHORRO is calculated as follows: $(31 - 2) \times 300 \times 13\% = 1,131$. Note. The system element DAILY RT is calculated on the Job Compensation pages based on the pay components that you enter.
FDO AHORR EX	This element holds the nontaxable portion of the savings fund benefit. Its value is calculated by the formula PE FM TOPE FONDO, and is defined as $(13\%) \times (\text{Minimum Wage Zone Salary of Employee}) \times (\text{Worked Days})$.
FDO AHORR GR	This element holds the taxable portion of the savings fund benefit. Its value is calculated by the formula PE FM FONDO EMP GR. The taxable base is defined as the difference between FDO AHORRO and FDO AHORR EX. If the difference is negative, there is no taxable base.

Food Coupons

Food coupons are one of the most common benefits that companies in Mexico provide to their employees. Typically, the coupon is calculated as a percentage of the salary base.

The basic benefit is calculated by the element VALES DESP. However, because there is a tax exempt and a taxable portion of the food coupon, PeopleSoft delivers two additional elements to resolve these based on the amount of VALES DESP: VALES DES EX, and VALES DES GR.

Earnings	Description
VALES DESP	This earnings element has a calculation rule of Base $\times$ Percent, in which the base is calculated by the formula PE FM VALES DESP, and the percentage is defined (by way of example), as 10 percent. The formula PE FM VALES DESP calculates the base as follows: ((Calendar Days) – Absences) $\times$ (Daily Rate). For example, suppose that you have an employee with a daily rate of 500, and that the employee is absent for four days in the month (January). In this case, VALES DESP is calculated as follows: $(31 - 4) \times 500 \times 10\% = 1,350$. Note. The system element DAILY RT is calculated on the Job Compensation pages based on the pay components that you enter.
VALES DES EX	This element holds the nontaxable portion of the food coupon. Its value is calculated by the formula PE FM TOP VAL IMP.
VALES DES GR	This element holds the taxable portion of the food coupon. Its value is calculated by the formula PE FM VALES DESP G. The taxable base is the difference between VALES DESP and VALES DES EX. If the difference is negative, there is no taxable base.

Seventh Day

This element enables you to calculate seventh day (Sunday) earnings for employees who work six or fewer days in a week.

Earnings	Description
SEPTIMO DIA	Using the proration element PE PO SEPT DIA SD O, SEPTIMO DIA resolves an employee's seventh day earnings based on the first day worked in the week. The calculation rule is as follows: ((Period Days / (Period Days – Rest Days [Sunday])) – 1) $\times$ (Daily Salary). For example, if the work period is 14 days with 2 rest days, the calculation is as follows: $((14 / 12) - 1) \times (\text{Daily Salary}) = (1.17 - 1) \times (\text{Daily Salary}) = 0.17 \times (\text{Daily Salary})$. Note. To pay seventh day earnings, set this up as part of your pay group parameters.

Gross-up Earnings

See “Calculating Net-To-Gross Payments for Mexico.”

PTU

The basic profit sharing earnings are calculated by the element PTU. However, because there is a tax exempt and a taxable portion of these earnings, PeopleSoft delivers two additional elements to resolve these based on the amount of the element PTU: PTU EXENTO and PTU GRAVABLE.

Note. PTU amounts are calculated based on other earnings that an employee receives. To specify which earnings to include in the calculation of profit sharing, use the PTU Elements/Payees page.

Earnings	Description
PTU GRAVABLE	Taxable profit sharing
PTU EXENTO	Nontaxable profit sharing
PTU	Profit sharing

Vacation Premiums and Christmas Bonuses

Vacation premiums and Christmas bonuses can be based on either the daily rate or the average salary. To set up vacation premiums and Christmas bonuses, use the Xmas, Vac, Premium, SDI Factor page.

Earnings	Description
AGUINALDO	Christmas bonus
AGUINALDO EX	Nontaxable Christmas bonus
AGUINALDO GR	Taxable Christmas bonus

See Also

Defining Other Vacation and Christmas Bonus Parameters

Defining the SDI Factor for Christmas Bonuses and Vacation Premiums

Earnings Process Lists and Sections

Delivered earnings for Mexico are processed and calculated in different process lists. Most basic earnings are calculated as part of the NOMINA process list and are included in the section called PERCEPCIONES. However, the PERCEPCIONES section recurs in other process lists, and there are numerous other earnings elements—Christmas bonus, termination pay, and so forth—that are processed elsewhere.

The following table displays the main process list and sections used to calculate earnings elements for Mexico.

Process List	Section
NOMINA	INICIALIZACION NOM
	SUELDO FRE/CAL/HOR
	TIEMPO EXTRA
	PERCEPCIONES
	PROMEDIO
	VACACIONES NOM
	AUSENTISMO NOM
	DEDUCCIONES
	PRETAMOS
	IMPUESTOS EST
	IMPUESTOS FED
	SEGURO SOCIAL
	PENSIONES
	PIRAMIDADO SEC
	AJUSTE REDONDEO
	LIQ Y FINIQUITOS
	FORMATO

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

See Also

“Setting Up PeopleSoft Global Payroll for Mexico”

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

PeopleSoft Global Payroll PeopleBook, “Defining Processing Elements,” Using Process Lists and Using Sections

CHAPTER 5

Defining Deductions for Mexico

This chapter provides an overview of deductions in Mexico and shows you how to:

- Understand different types of deductions.
- Understand provisions.
- Use batch positive input for deductions.
- Integrate new deduction elements that you create into the delivered system.
- View delivered deduction elements.
- View delivered provisions elements.

Understanding Deductions

In Mexico, there are different types of deductions:

- After taxes – reduces the net salary. Examples are savings fund and union contributions.
- Before taxes – reduces the net salary and the taxable gross for federal retention. Examples are maternity leave, tardiness, and sick leave.
- Subject to state tax – represents all deductions that are subtracted from the taxable base of the state tax. Examples are disabilities and absences.
- State taxes – each state has its own taxable base.

Note. You'll define all deductions for Mexico in the Deductions component in the core application.

See Also

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

Understanding Provisions

Due to operating requirements when processing a payroll, it may be necessary to have provisions to reconcile costs or expenses in your company's accounting.

In Global Payroll for Mexico, you can generate three types of provisions:

- Vacation provisions
- Vacation premium provisions
- Christmas bonus provisions

The vacation premium and Christmas bonus are legal earnings that are assigned to an employee on a yearly basis, depending on his seniority. For every day that an employee works, he earns a fraction of these earnings. Even if an employee leaves the company before receiving his bonus, a proportional part of this earning will be paid in his termination pay.

Provisions are generated for two main reasons:

- To make a financial cover of the earnings, so that when your company has to pay this earning, it is prepared to do so. From a general ledger perspective, each provision is a debt that your company is accruing, and sooner or later, it has to be paid. So, debt accounts are balanced with the use of provisions.
- To keep track of costs. Although the employee receives his earnings at the end of the year or on his anniversary date, the cost is generated every day that the employee works. Costs can be controlled and distributed accordingly to the real cost generation.

Setting Up Provisions

While PeopleSoft Global Payroll for Mexico delivers deductions for the vacation provision, vacation premium provision, and the Christmas bonus provision, you can also create your own deductions for other provisions.

To set up a provision:

1. Define the deduction for the provision on the Deductions component.
2. The payroll process will calculate the proportional amounts of the provision for the period corresponding to the actual days worked.

See Also

PeopleSoft Global Payroll PeopleBook, "Defining Earnings and Deduction Elements"

Processing Provisions

PeopleSoft Global Payroll for Mexico delivers deductions that are used to calculate provisions for vacation, vacation premium, and Christmas bonus. All of these provisions are defined as non-taxable for ISR and are not subject to state taxes. These earnings do not affect any other earning, deduction, or accumulator.

The system calculates the proportion of the provision for each pay period in terms of Actual Worked Days for an employee. Every time a regular payroll process is run, the system determines the corresponding quantities of provisions for vacation, vacation premium, and Christmas bonus according to the procedures detailed below.

Christmas Bonus Provision

To determine the corresponding amount of the Christmas bonus provision, the following formula is used:

- $(\text{Days of Christmas bonus according to seniority} / 365 \text{ days} * \text{Days worked in the period}) * (\text{Salary type chosen for this calculation, for example, daily salary or average salary})$

Here's an example:

- Days of Christmas bonus = 25
- Worked days in a period = 15
- Daily salary = 100.00

The formula would calculate the corresponding amount of the Christmas bonus provision as:

- $(25 / 365 * 15) * 100.00 = 102.74$

Note. An employee's salary can be taken from either his daily salary rate or any average salary. You can choose which salary type you want to use in calculating the Christmas bonus provision. PeopleSoft Global Payroll for Mexico delivers the provision calculation using the daily salary.

Note. Seniority has to be calculated to the date of the Christmas bonus payment, not to the processing date, nor the period begin or end date. Otherwise, the provision will not be accurate. The provision has to reflect the payment that the employee is going to receive as a Christmas bonus in December. By law, this date is December 20.

The Christmas bonus provision will not be included in the NET accumulator (TOTAL NETO), since this deduction won't be deducted from the employee.

Vacation Provision

To determine the corresponding amount of the vacation provision, the following formula is used:

- $(\text{Number of days according to the vacation table} / 365 \text{ days} * \text{Days worked in the period}) * (\text{Salary type chosen for this calculation, for example, daily salary or average salary})$

Here's an example:

- Vacation days = 25
- Days worked in a period = 15
- Daily salary = 100.00

The formula would calculate the corresponding amount of the vacation provision as:

- $(25 / 365 * 15) * 100.00 = 102.74$

Note. An employee's salary can be taken from either his daily salary rate or any average salary. You can choose which salary type you want to use in calculating the vacation provision. PeopleSoft Global Payroll for Mexico delivers the provision calculation using the daily salary.

Note. Seniority has to be calculated to the date of the next anniversary, not to the processing date, nor the period begin or end date. Otherwise, the provision will not be accurate. The provision has to reflect the payment that the employee is going to receive as vacation on the date that the employee earns the entitlement.

The vacation provision will not be included in the NET accumulator (TOTAL NETO), since this deduction won't be deducted from the employee.

Vacation Premium Provision

To determine the corresponding amount of the vacation premium provision, the following formula is used:

- $(\text{Number of days according to the vacation table} / 365 \text{ days} * \text{Days worked in a period}) * (\text{Percentage of vacation premium}) * (\text{Salary type chosen for this calculation, for example, daily salary or average salary})$

Here's an example:

- Days of vacation = 20
- Days worked in a period = 15
- Daily salary = 100.00

- Vacation premium percent = 25%

The formula would calculate the corresponding amount of the vacation premium provision as:

- $((20/365 * 15) * (25\%)) * 100.00 = 20.55$

Note. An employee's salary can be taken from either his daily salary rate or any average salary. You can choose which salary type you want to use in calculating the vacation premium provision. PeopleSoft Global Payroll for Mexico delivers the provision calculation using the daily salary.

Note. Seniority has to be calculated to the date of the next anniversary, not to the processing date, nor the period begin or end date. Otherwise, the provision will not be accurate. The provision has to reflect the payment that the employee is going to receive as vacation on the date that the employee earns the entitlement.

The vacation premium provision will not be included in the NET accumulator (TOTAL NETO), since this deduction won't be deducted from the employee.

Note. You can generate a provisions report in PeopleSoft Global Payroll for Mexico.

See Also

Viewing Delivered Provision Elements

"Appendix: PeopleSoft Global Payroll for Mexico Reports"

Using Batch Positive Input

You can use batch positive input to reduce time consuming data entry in Global Payroll for Mexico. For example, you could trigger mass deductions. Let's say that an employer has an agreement with a cell phone company to provide half the employee population with a 50% discount rate on calls. Instead of entering each of the monthly cell phone invoices (deductions) for each employee, the cell phone company could generate a flat file with a layout that loads this invoice information using a batch process.

Note. Setting up the flat file for batch positive input is discussed in "Defining Earnings for Mexico."

See Also

"Defining Earnings for Mexico," Using Batch Positive Input

Creating New Deduction Elements

This section contains information that will enable you to effectively integrate new deduction elements into the delivered Global Payroll for Mexico application. This information will help ensure that any new element you create fits into the existing logic and organization of Global Payroll for Mexico and is included in the correct calculations for taxes, social security, and so forth.

Adding Element to Accumulators

To ensure that new deductions elements you create are used correctly in other calculations, you need to know which accumulators they should contribute to, since the value of the accumulated deductions is critical to these other processes. The accumulator elements to which you will be adding your elements are the same ones that Global Payroll for Mexico has created for the delivered deduction elements. These are listed and described below:

- Any deduction that you want to contribute to the Net Pay should be included in the TOTAL DEDUCCION N accumulator.
- Any deduction that you want to subtract the taxable base for Federal Tax purposes should be included in the BASE ISR accumulator. Also, each of these deductions should have a supporting element override for the variable FD VR METODO ISR with the corresponding value depending on which tax method you want to affect (80, 79,78,86,91)

See Also

“Setting Up PeopleSoft Global Payroll for Mexico”, Defining General Parameters

PeopleSoft Global Payroll PeopleBook, “Understanding Overrides”, Overrides for Supporting Elements

Viewing Delivered Deduction Elements

This section contains information about the delivered elements and rules created by PeopleSoft to handle deductions.

Note. The deduction elements for Mexico are defined as PeopleSoft Delivered/Not Maintained. This means that you can modify these elements to fit your needs, and when necessary, create your own earnings using the delivered elements as your guide.

General Deductions

<i>Deductions</i>	<i>Description</i>
AYU DEFUNC	Death Allowance

<i>Deductions</i>	<i>Description</i>
SEGURO MEDIC	Medical Insurance
SEGURO VIDA	Life insurance
COMEDOR	Cafeteria Deduction
FDO AHOR EMP	Savings Fund Employee Cntb
FDO AHOR EMT	Savings Fund Empl Cntb Capped
FDO AHOR CIA	Savings Fund Employer Cntb
FDO AHOR C T	Savings Fund Err Cntb Capped
VALES COMIDA	Food Coupons Deduction
PROV PMA VAC	Vacation Premium Provision
PROV VACAC	Vacation Provision
PROV AGUIN	Christmas Bonus Provision
ANTIG PORCEN	Seniority Based Ded-Percent
AJUST REDOND	Seniority Based Ded-Amount
CUOTA SINDIC	Union Dues
ANTIG IMPORT	Seniority Based Ded-Amount
PRESTAMO CIA	Company Loans
FALTANTE CAJ	Cashier Difference
CRED INFONAV	INFONAVIT Loan
PENSION ALIM	Garnishment
PRES FONACOT	FONACOT Loans

Deductions Process Lists

In PeopleSoft Global Payroll for Mexico, deductions are processed and calculated within different process lists. Most deductions are calculated as part of the NOMINA process list, and are included in the section called DEDUCCIONES. However, the DEDUCCIONES section recurs in other process lists and there are numerous other deduction elements, such as termination pay, that are processed elsewhere.

The following table displays the main process list and sections used to calculate deduction elements for Mexico.

Process List	Section
NOMINA	DEDUCCIONES
	PRETAMOS
	IMPUESTOS EST
	IMPUESTOS FED
	SEGURO SOCIAL
	DESPUES IMPUESTOS
	AUSENTISMO NOM

Note. A complete list of delivered process lists and sections used to calculate deductions and other elements can be found in Setting Up Global Payroll for Mexico.

See Also

“Setting Up PeopleSoft Global Payroll for Mexico”

PeopleSoft Global Payroll PeopleBook, “Defining Processing Elements,” Using Process Lists and Using Sections

Viewing Delivered Provision Elements

This section contains information about the delivered elements and rules created by PeopleSoft to handle provisions.

Provision Deductions

Deduction	Description
PROV PMA VAC	Vacation premium provision
PROV AGUIN	Christmas bonus provision
PROV VACAC	Vacation provision

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

See Also

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

CHAPTER 6

Setting Up Loans for Mexico

This chapter provides an overview of loans in Mexico and describes how to:

- Define loans.
- Calculate loan payments.
- View delivered loan elements.

Understanding Loans in Mexico

In Mexico, there are different types of loans:

- Company loans.
- Faltante de Caja loans.
- INFONAVIT loans.
- FONACOT loans.

A company loan is given to an employee by the company.

A *faltante de caja* loan (cashier loan) occurs in the retail sector. When the cash register balance doesn't match between the existing cash and the cash reported, the cashier must replace the missing amount. This can be done with a loan.

INFONAVIT loans are given for purchasing housing.

FONACOT loans are given for purchasing appliances, such as refrigerators.

Defining Loans in Mexico

In this section, we discuss how to define loans.

To define loans in Mexico:

1. Set up the details of a loan and a loan repayment schedule on the Loan Assignment page.
2. Process the payroll.

3. Generate two types of loan reports: Loans by Calendar and Loans by Payee.

See Also

“Appendix: PeopleSoft Global Payroll for Mexico Reports”

Pages Used to Define Loans in Mexico

Page Name	Object Name	Navigation	Usage
Loan Assignment	GPMX_LOAN	Global Payroll Mexico, Maintain Payroll Data (MEX), Use, Loans Data, Loan Assignment	Define loan information and a repayment schedule for an employee.

Defining Loan Assignments

Access the Loan Assignment page.

Loan Assignment

Peña Martínez, Jorge ID: KY0001 Empl Rcd#: 0

Loan Definition View All First 1 of 1 Last

Element Name: CRED INFONAV Loan Type: INFONAVIT

*Loan Number: 0887745 *Date: 01/30/1998

*Total Amount: 150000.000000 Payment Type: Percentage

Loan Schedule Setup

Periods: Or Amount:

Begin Date: Frequency: Create Schedule

Loan Schedule First 1 of 1 Last

Finalized Run	*Begin Date	End Date	Infonavit %
1	01/01/2001		

Loan Assignment page

Loan Definition

Element Name

Select the element name that corresponds to the loan.

Loan Type

Displays the loan type. The system considers only deductions with a category of “PR” (loans), which are defined in the Category field on the Deduction Name page. Four types of loans have been defined in Customer Fields on the Deduction Name page:

INFONAVIT – for INFONAVIT loans

	PAGOS – for company loans
	FONACOT – for FONACOT loans
	FALT.CAJA – for cashier loans
Loan Number	Enter the loan number.
Date	Enter the date on which the loan was given.
Total Amount	Enter the total amount of the loan.
Payment Type	Select the payment type: <i>Amount</i>, <i>Percentage</i> or <i>x Minimum</i>. The Payment Type field applies only to INFONAVIT loans and refers to the type of loan that was originally granted. If an <i>Amount</i> loan was granted, then a flat amount will be discounted each period from the employee's payslip. If a <i>Percentage</i> loan was granted, you must enter the percentage that is to be discounted in the Infonavit % field. If a <i>x Minimum</i> loan was granted, you must enter the number of minimum wages that is to be discounted on the x Min Wages field. Note. Depending on the value you select in the Payment Type field, different fields appear in the Loan Schedule group box.
Loan Schedule Setup	
Periods	If the loan will be repaid over a period of time, you'll specify the number of periods here. If you don't know the fixed amount of a loan payment, but you know the number of periods required to discount the total amount, then you can generate your loan schedule based on the number of periods. In other words, you will define either the Periods field or the Amount field, but not both.
Amount	If the loan is a fixed amount (for a one-time repayment), enter the amount here. If you don't know the total number of periods required to discount the total amount, but you know the discount to take off each period, then you can generate your loan schedule based on the number of periods to determine the payment amount each period.
Begin Date	Enter the date on which the loan repayment begins. The begin date must be after the loan date.
Frequency	Specify the frequency of the loan repayment. Valid values are <i>Weekly</i> , <i>Biweekly</i> , <i>Semimonthly</i> , and <i>Monthly</i> .
Create Schedule	If you selected a Company Loan (PAGOS) or a FONACOT Loan (PRES FONACOT), select the Create Schedule pushbutton. When you select Create Schedule , the loan schedule is automatically created.

Note. Be sure to define the same frequency and begin date as in the periods you defined on the Periods page or the Automatic Period Creation page in the core application.

Loan Schedule

Finalized Run	This field will indicate if the payroll process for that row has been finalized.
Begin Date/End Date	Enter the begin and end dates for the period of time on which the payment amount is valid.
Payment Amount	If you selected Amount in the Payment Type field, the Payment Amount field appears. Enter the flat amount that is to be deducted from an employee's payslip.
Infonavit % (percentage)	If you selected Percentage in the Payment Type field, the Infonavit % field appears. Enter the percentage that is to be deducted from an employee's payslip. Typically, this is 20%, 25%, or 30% . If the loan was granted before January 30, 1998, the system looks up the value on the INFONAVIT Loans Percentage page and retrieves the corresponding discount. Otherwise, it will discount the percentage entered. For example, let's say that an employee has a loan granted on January 1, 1997 with a 20% discount, an SDI of 100, and a minimum daily salary of \$40.35. The number of times the minimum wage that the employee's salary is will be calculated as $100/40.35 = 2.4783147$. When the system is processing the loan data, it looks up the value entered on the INFONAVIT Loans Percentage page and sees that the number of times the minimum wage of 2.47 for a loan at 20% has a discount of 15.70%.
x Min Wages (times minimum wages)	If you selected X Minimum in the Payment Type field, the x Min Wages field appears. Enter the number of minimum wages that will be the payment for each period. This can be a value from 25 to 45.

After you define a loan schedule, the system creates an Earning/Deduction Assignment for each loan schedule. This is performed by the component interface. The process inserts a deduction assignment with some supporting element overrides like the following:

Field	Variable
Loan Number	PR VR NUM PRESTAMO
Total Amount	PR VR MONTO TOTAL
Date	PR VR FECHA

Field	Variable
Payment Amount	PR VR PAGO
Infonavit % (only for INFONAVIT loans)	PR VR % INFONAVIT
Times Minimum Wages	PR VR # SAL MIN

All of these variables are used by the process to keep track of each loan balance separately. These variables are also used to calculate the deduction for each loan.

Note. Remember to define the variables listed in the table above when entering your loans outside of Loan Assignments.

Company Loans

The loan number, total amount, loan date, and payment amount must be defined in the Deduction Assignment.

Faltante de Caja Loans

The loan number, loan date, and total amount must be defined in the Deduction Assignment. The legal ceiling is calculated to determine the monthly payment. The legal ceiling is based on the monthly salary wage zone.

INFONAVIT Loans

The loan number, loan date, total amount, and either percentage, payment amount, or number of minimum wages must be defined in the Deduction Assignment.

There are three different types of INFONAVIT loans:

To calculate By Percentage loans:
--

1. Determine the initial SDI for the employee (bimonthly)
2. Calculate the payment based on the number of minimum wage zone salaries and the loan percentage
3. Return the minimum between the payment and balance amount

To calculate By Amount loans:

1. Find the minimum between the loan payment and the balance amount.

To calculate By x Minimum Wages:

1. Find the minimum between the Minimum Wage x Minimum Wage number and the balance amount.

FONACOT Loans

The loan number, loan date, total amount, and payment must be defined in the Deduction Assignment.

You'll prorate the payment between the monthly days in the period and multiply this factor by the worked days.

See Also

"Defining Social Security Contributions for Mexico," Maintaining Payback Rates for INFONAVIT Loans

PeopleSoft Global Payroll PeopleBook, "Using Calendars," Creating Periods

Calculating Loan Payments

There are several formulas to calculate loan payments.

Elements	Description
Topes Cajeras	The maximum discount per pay period
Salario Mensual	Monthly salary
Monthly Wage Zone	Monthly minimum salary for the zone.
Loan amount	Total loan amount.
Legal ceiling	(Monthly salary – one monthly employee's wage zone) * 30 %

Company Loans

If an employee has more than one company loan, you must define a copy of the earning, formulas and accumulators for the company loan. Define the following parameters in the system:

Number	Loan Amount	Monthly Payment	Cash Balance
Payment number	Loan Balance	If the loan balance is less than what you defined, then the monthly payment is equal to the loan balance; else the monthly payment is defined by you.	Loan amount – Monthly payment

When an employee has one company loan, a loan payment amount is determined and is deducted from the employee's pay regularly as agreed upon by the company and the employee.

When there is more than one company loan, payment numbers are assigned to each loan and each loan has a separate cash balance.

Faltante de Caja Loans

You'll define the following parameters in the system:

<i>Number</i>	<i>Faltante de Caja</i>	<i>Legal Ceiling</i>	<i>Operator</i>	<i>Cash Balance</i>	<i>Monthly Payment</i>
Payment number	Cash balance + new Faltante de Caja	(Monthly salary – Monthly wage zone) * 30 %	Faltante de Caja < or > legal ceiling	Faltante de Caja – Monthly payment	If Faltante de Caja < legal ceiling, then monthly payment = Faltante de Caja; else, if legal ceiling > 0, then monthly payment = legal ceiling; else = 0.

INFONAVIT Loans

Employees can make INFONAVIT loan payments in several ways:

- Fixed amount – a monthly fixed amount will be deducted from the employee's pay.
- Percentage – depending on the original loan agreement, 20%, 25%, or 30% of an employee's pay will be deducted.
- Number of times the minimum wages – the number of times the minimum wage that is to be deducted from an employee's pay is defined.

You'll define your loan payment option on the Loan Assignment page.

FONACOT Loans

You must set the frequency for FONACOT loans as monthly. The payment is calculated as follows:

- $\text{Payment} = (\text{Monthly payment} / 30) * (\text{Days in the period} - \text{Absences})$

The days in the period are taken depending on the period frequency, for example, monthly (30 days), semimonthly (15 days), biweekly (14 days), and weekly (7 days).

Viewing Delivered Loan Elements

PeopleSoft Global Payroll for Mexico delivers the following deductions to calculate loans.

<i>Deduction</i>	<i>Description</i>
PRESTAMO CIA	Company loans
FALTANTE CAJ	Cashier loans
PRES FONACOT	FONACOT loans
CRED INFONAV	INFONAVIT loans

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

See Also

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

CHAPTER 7

Defining Social Security Contributions for Mexico

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

- Maintain contribution rates for social security.
- Maintain payback rates for INFONAVIT loans.
- View and update SDI wage data for payees.
- Define triggers for SDI.
- Define when to generate IMSS notices.
- Run the SDI batch processes.
- View delivered social security elements.

Understanding Social Security Processing

SDI (*Salario Diario Integrado*) represents the base salary that is used for social security calculations, including contributions to social security and loan paybacks. It consists of:

- Fixed SDI, which is the employee's daily rate plus *Aguinaldo* (Christmas bonus), vacation premium, food coupons, or any other benefits the employee always receives.
- Variable SDI, which comprises benefits that vary from one pay period to another, such as Sunday premium, triple overtime and commissions.

PeopleSoft Global Payroll for Mexico delivers rules that compute fixed and variable SDI for payees and calculate deductions for social security and repayment of INFONAVIT loans. The calculations are based, in part, on tables that contain rates and ceilings. We deliver the data for these tables initially—it's up to you to keep the tables current according to the instructions in this chapter.

You also identify when the system should create triggers for various events that affect SDI calculations and specify when to generate IMSS notices for employees.

You run two SDI processes to calculate new SDI amounts when certain events or changes occur, such as salary changes or employee anniversaries. The two processes are:

- Fixed SDI process (SDI FIJO).
- Variable SDI process (SDI VARIABLE).

Social Security Reports

PeopleSoft Global Payroll for Mexico generates several reports for social security. It also provides the two interfaces that are required for paying social security contributions through the *Sistema Unico de Autodeterminacion* (SUA). SUA is the software that the Social Security Institute provides to calculate all employer and employee quotas.

Note. In Mexico, “social security quota” is used to refer to social security contributions. In this document, we use the term “social security quota”, but it means the same thing as social security contribution.

See Also

“Appendix: PeopleSoft Global Payroll for Mexico Reports”

Maintaining Contribution Rates for Social Security

This section provides an overview of contribution rates for social security and describes how to define contribution rates.

Understanding Contribution Rates for Social Security

PeopleSoft initially delivers the rates and ceiling days that the system uses to calculate employee and employer contributions to each branch of social security. You must maintain this data when the government issues changes.

To calculate contributions to a branch of social security, the system:

1. Compares the employee’s daily SDI amount to the (Minimum Wage * Ceiling Days).
2. Multiplies the lesser amount by the contribution rate.

Note. PeopleSoft Global Payroll for Mexico calculates the SDI factor automatically based on parameters you enter on the Xmas, Premium, SDI Factor page. Once the system has calculated the SDI factor, it uses the SDI factor to calculate IMSS quotas. The Xmas, Premium, SDI Factor page is discussed in “Defining Earnings for Mexico.”

Example: Calculating the Employer Contribution to RETIRO

Suppose an employee’s daily SDI amount is 100 pesos, the minimum wage is 40.35, the employer contribution is 0.02, and the day ceiling is 25. The system calculates the employer RETIRO contribution as follows

- Compares SDI (100) to the Minimum Wage * Ceiling Days ($40.35 * 25 = 1008.75$) and determines that 100 is the smaller amount
- $100 * .02\% = \$2.00$

Now, if the employee's SDI amount is 1200, then the Minimum Wage * Ceiling Days ($40.35 * 25 = 1008.75$) is less. The RETIRO contribution is $1008.75 * .02\% = 20.18$

See Also

“Setting Up PeopleSoft Payroll for Mexico,” Defining General Parameters

“Defining Earnings for Mexico, Defining the SDI Factor for Christmas Bonuses and Vacation Premiums

Pages Used to Manage Contribution Rates for Social Security

Page Name	Object Name	Navigation	Usage
Social Security Quotas	GPMX_IMS_QUOTA	Global Payroll Mexico, Define Payroll Setup (MEX), Setup, Social Security Quotas	Define payee and employer contribution rates to social security for each IMSS branch.

Defining Contribution Rates for Social Security

Access the Social Security Quotas page.

Social Security Quotas

IMSS Quotas View All First 1 of 1 Last

*Effective Date: 01/01/2001

Detail View All First 1-7 of 11 Last

	*IMSS Branch	Payee %	Employer %	Ceiling Days		
1	EYMPD	0.002500	0.007000	25.000000	+	-
2	EYMP E	0.003750	0.010500	25.000000	+	-
3	EY MCF		0.158500	25.000000	+	-
4	EYME3SM	0.015200	0.045300	25.000000	+	-
5	IYV	0.006250	0.017500	18.000000	+	-
6	GYP S		0.010000	25.000000	+	-
7	RETIRO		0.020000	25.000000	+	-

Social Security Quotas page

IMSS Branch	Select the IMSS branch for which you want to define contribution rates.
Payee %	Specify the percentage of SDI that the payee contributes.
Employer %	Specify the percentage of the employee's SDI that the employer contributes.
Ceiling Days	Enter the number of days that the system should use to calculate the SDI ceiling for the branch.

Maintaining Payback Rates for INFONAVIT Loans

When employees get a home loan from INFONAVIT, they must payback a fixed percentage of their pay. This percentage is based on the employee's SDI salary as of the first day of the first month. Every two months, the repayment base is updated to reflect any changes to the employee's SDI.

The bracket element, PR BR INF TASAS, contains the repayment rates for home loans issued by INFONAVIT before 30 January, 1998. When the payroll process calculates the pay for an employee with an INFONAVIT loan, it retrieves the correct repayment rate from the bracket, based on the payee's SDI wages, and deducts the calculated amount from the employee's pay. PeopleSoft initially delivers the repayment rates in this table.

The INFONAVIT Loans % page provides a convenient way to view and update the repayment rates stored in the bracket element. You can also view and update the same information by accessing the bracket through the Bracket component.

This section describes how to define payback rates for INFONAVIT loans.

Pages Used to Maintain Payback Rates for INFONAVIT Loans

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
INFONAVIT Loans %	GPMX_INF_BR	Global Payroll Mexico, Define Payroll Setup (MEX), Setup, INFONAVIT Loans %	Define the contributions of loan repayment based on SDI. The most common contributions are 20%, 25%, and 30%. This is the amount that an employer can withdraw from an employee's SDI.

Defining Payback Rates for INFONAVIT Loans

Access the INFONAVIT Loans % page.

INFONAVIT Loans %

Element Name: PR BR INF TASAS INFONAVIT Percentages Owner: PS Non-Mnt

Definition Find | View All First 1 of 1 Last

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

Data View All First 1-6 of 6 Last

	PR VR NUM SAL MIN	PR VR INF 20%	PR VR INF 25%	PR VR INF 30%		
1	1.000000	15.700000	19.600000	24.600000	+	-
2	2.510000	16.800000	21.000000	26.000000	+	-
3	3.510000	17.200000	21.500000	26.500000	+	-
4	4.510000	17.700000	22.100000	27.100000	+	-
5	5.510000	17.800000	22.300000	27.300000	+	-
6	6.510000	20.000000	25.000000	30.000000	+	-

INFONAVIT Loans % page

PR VR NUM SAL MIN

A factor that represents how much an employee's SDI (at the beginning of each two-month period) exceeds the minimum wage for the employee's wage range. This factor determines which repayment rate applies.

For example, if a payee's SDI is 200 and the minimum wage for the employee's wage zone is 40.35, the system calculates a factor of $200 / 40.35 = 4.96$. According to the sample page, if the factor is from 4.51 to 5.50, the rates in row 4 apply.

Minimum wage amounts are defined on the Minimum Wages page.

PR VR INF 20%, PR VR INF 25%, PR VR INF 30%

The percentage of the payee's SDI wages that will be deducted each pay period to repay the loan.

For example, assume that an INFONAVIT loan was originally issued with a repayment base of 20% of SDI and that the payee earns three times the minimum wage. According to the sample page, the rates on row 2 apply. In this case, the employee is responsible for paying an amount equal to 16.8% of his SDI wages.

See Also

"Setting Up PeopleSoft Global Payroll for Mexico," Defining the Minimum Wage

PeopleSoft Global Payroll PeopleBook, "Defining Data Retrieval Elements," Defining Brackets

Viewing and Updating SDI Wage Data for Payees

The system automatically creates a new row of SDI payee data for a payee when:

- A payee is hired, terminated, or has a salary change.
- You run the Fixed or Variable SDI process and the system detects a change to SDI.

The SUA interfaces generate two flat files (one with employee data and one with transactions). The SUA system loads these files via a batch process and generates the employee and employer quotas each month.

Then the employer calculates the corresponding quotas that need to be paid monthly and the quotas that are reported every other month. This is done with the SUA software. Once the quotas are calculated, the employer has to pay the corresponding amount to the bank.

You can view events that have caused changes to an employee's SDI data. You can also override a payee's Fixed SDI amount.

This section describes how to view and update a payee's SDI wage data.

Pages Used to View and Update SDI Wage Data

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Payee SDI Data	GPMX_SDI_DATA	Global Payroll Mexico, Maintain Payroll Data (MEX), Use, Payee SDI Data	View a payee's SDI data and override the Fixed SDI amount.

Viewing and Updating a Payee's SDI Wage Data

Access the Payee SDI Data page.

Payee SDI Data

Palacios Lacunza,Minerva EmplID: GYIM01 Empl Rcd Nbr: 0

Detail View All First 1 of 1 Last

*Effective Date: 01/16/2001 Sequence number: 0 + -

IMSS / SAR

Minimum Wage A zone:	40.350000	Minimum Wage Employee Zone:	40.350000
Ceiling Days Matern & Illness:	25.000000	Ceiling Days Disab & Life:	18.000000
Max Ceiling Matern & Illness:	532.328466	Max Ceiling Disab & Life:	532.328466
Fixed SDI:	605.753500	SDI Factor:	1.101370
Variable SDI:	0.000000	Total SDI:	605.753500
Difference SMG and Daily Rate:	0.000000		

Action / Reason

*Action: Prom NCP Promotion Normal Career Progression

IMSS Sal Change Salary Change SUA Reason: Sal Change Salary Change

Notice:

Payee SDI Data page

IMSS/SAR

Minimum Wage A zone	The daily minimum wage for wage zone A, as defined on the Minimum Wages page.
Minimum Wage Employee Zone	The daily minimum wage for the employee's zone. (The employee's wage zone is determined by the establishment that is associated with the employee's location.)
Ceiling Days Matern & Illness	The ceiling days that apply to social security contributions for maternity and illness. This number comes from the EYMPD row on the Social Security Quotas page.
Ceiling Days Disab & Life	The ceiling days that apply to social security contributions for disability and life. This number comes from the IYV row on the Social Security Quotas page.
Max Ceiling Matern & Illness	The maximum contribution base that the payee can have for maternity and illness. The system calculates this amount by multiplying the minimum wage for Zone A by the ceiling days for maternity and illness.
Max Ceiling Disab & Life	The maximum contribution base that the payee can have for disability and life. The system calculates this amount by multiplying the minimum wage for the employee's zone by the ceiling days for disability and life.

Fixed SDI	The fixed SDI amount that is calculated by the SDI FIJO process. This amount is reported to Social Security when a payee is hired or the payee's salary changes. You can override the amount, if necessary.
SDI Factor	The SDI factor that is defined for the employee's pay group on the Xmas, Vac, Premium, SDI Factor page. The system uses the SDI factor to calculate Fixed SDI.
Variable SDI	The variable SDI amount that is calculated by the SDI VARIABLE process. Variable SDI is added to the Fixed SDI in the SDI Total.
Total SDI	The total of the fixed and variable SDI amounts. This amount is reported to the IMSS, when there's a change.
Difference SMG and Daily Rate	The difference between the minimum wage for Zone A and the employee's daily rate.

Action/Reason

The information in this group box is populated automatically based on changes made in PeopleSoft Human Resources.

Action	The action and reason code that defines the action. (This information comes from PeopleSoft Human Resources.)
IMSS Notice	Indicates the type of IMSS notice that will be generated. (You associate IMSS Notices with Action/Reason codes in the Mexico section of the Action Reason Table in PeopleSoft Human Resources.)
SUA Reason	Indicates the type of transaction that will be reported to IMSS. (You associate SUA Reason with Action/Reason codes in the Mexico section of the Action Reason Table in PeopleSoft Human Resources.)

See Also

"Defining Earnings for Mexico," Defining the SDI Factor for Christmas Bonuses and Vacation Premiums

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Setting Up the Administer Workforce Business Process," Defining Reasons for Personnel Actions

Defining Triggers for SDI

When certain changes that affect the calculation of a payee's fixed or variable SDI wages occur—such as a change to the minimum wage, or an employment anniversary—a trigger must be generated so that the system recognizes the change and retrieves the correct wage data when it calculates an employee's pay.

For example, say that the pay period runs from 1 to 15 February. On 7 February, a payee's anniversary date, benefits for the Christmas bonus and vacation premium increase. You use the SDI Triggers page to create a trigger for all payees who have anniversaries between 1 to 15 February.

When you run the regular payroll, the system creates two slices for each Social Security deduction (for 1 - 6 February and 7 - 15 February). Later, when you run the Fixed SDI process, the system detects the trigger and recalculates the payee's SDI. The system inserts a record in the Payee SDI Data and a printed, electronic, or EDI notification can be sent to IMSS.

Note. Remember that SDI is the base rate for social security purposes. Element segmentation will not occur until you run the Fixed SDI process. For example, the system calculates the IMSS quotas in two sections: one for February 1-5 with the corresponding SDI and another for February 7-15 with the new SDI.

This section describes how to create SDI triggers.

See Also

“Appendix: PeopleSoft Global Payroll for Mexico Reports”

PeopleSoft Global Payroll PeopleBook, “Defining Segmentation”

Page Used to Define Triggers for SDI

Page Name	Object Name	Navigation	Usage
SDI Triggers	GPMX_RC_TRI001	Global Payroll Mexico, Manage Payroll Process (MEX), Process, SDI Triggers	Specify when a change to the minimum wage, employees' anniversaries, or a change to SDI should create triggers for payroll processing.

Creating SDI Triggers

Access the SDI Triggers page.

SDI Triggers			
Run Control ID: 148		Report Manager Process Monitor	Run
Minimum Wage Change			
☒ Create	Date:	01/01/2001 Q	
Anniversary			
☒ Create	Begin Date:	07/01/2001 B1	End Date: 07/01/2002 B1
SDI Change			
☒ Create	Month:	1	Year: 2001

SDI Triggers page

Minimum Wage Change**Create**

Select this check box if you want to create a trigger for each payee who is affected by a change to the minimum wage.

Note. Because the ceiling for SDI is based on the minimum wage, most employees are affected by a change to the minimum wage—not just those who earn the minimum wage. Therefore, a change in the minimum wage can create a new SDI.

Date

Enter the date of the minimum wage change.

Anniversary**Create**

Select to create a trigger for each payee who had an anniversary during the period of time you specify.

Begin Date/End Date

Enter the begin date and end date of the period during which an employee's anniversary must fall in order for a trigger to be generated.

SDI Change**Create**

Select if you want to create a trigger for each employee who is affected by a change to the SDI calculations.

Month

Enter the month that the SDI change takes effect.

Year

Enter the year that the SDI change takes effect.

Defining When to Generate IMSS Notices

When a payee is hired, has a salary change, or is terminated, you must report the event to IMSS. You use the IMSS Notice Control page to record these events for a specific payee and to indicate how to report the change. The following options are available:

- Printed notice
- Magnetic device
- Electronic transmission

The run control page that you use to generate the notices depends on the selected reporting method. When you generate the notices, the system clears the check boxes from the IMSS Notice Control page.

This section describes how to specify when to generate IMSS notices.

Page Used to Define When to Generate IMSS Notices

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
IMSS Notice Control	GPMX_IMS_CONTR	Global Payroll Mexico, Manage Payroll Process (MEX), Inquire, IMSS Notice Control	Record events that generate a notice to IMSS for a payee and select the method of notification.

Specifying When to Generate IMSS Notices

Access the IMSS Notice Control page.

IMSS Notice Control page

Select the type and form of notice you would like to generate for the payee.

See Also

“Appendix: PeopleSoft Global Payroll for Mexico Reports”

Running the SDI Batch Processes

This section provides an overview of the SDI batch processes and describes how to modify:

- Fixed SDI process.
- Variable SDI process.

Understanding the SDI Batch Process

When you run the payroll process, the system produces two writable arrays related to social security:

- IM_WA_DATOS_SDI, which contains information for both fixed and variable SDI amounts.
- IM_WA_REP_VARIAB, which is used to generate the Variable SDI report.

After you run the payroll process, you can launch two additional social security processes from the Payroll/Absence Run Control page. These processes calculate new SDI amounts, which are the basis for all the Social Security earnings and deductions, such as employee and employer contributions and loan paybacks. The two processes are:

- Fixed SDI process (SDI FIJO).

Run this process if your organization offers benefits—in addition to the Christmas bonus and vacation premium—that contribute to fixed SDI. You can run this as often as needed to generate data for IMSS notifications.

Also run the Fixed SDI process every time there is a salary increase (individual or mass), a minimum wage change, or you calculate Fixed SDI in order to detect a SDI change caused by a payee’s anniversary.

- Variable SDI process (SDI VARIABLE).

Run this process monthly to calculate variable SDI figures for the previous month. The calculations are used in the Variable SDI report.

Use separate calendars for the Fixed SDI and the Variable SDI processes.

You can modify the process lists for the SDI processes, as needed.

Modifying the Fixed SDI Process

If your organization offers benefits (in addition to the Christmas bonus and vacation premium) that contribute to fixed SDI, run the Fixed SDI process to calculate fixed FDI. (The Payroll process takes into account the Christmas bonus and vacation premium when it calculates fixed SDI.)

PeopleSoft delivers a predefined process list for calculating fixed SDI. You must take the following steps before you use this process list.

To modify the Fixed SDI process for your organization:

1. Add the earnings elements for the additional benefits as members of the accumulator, BASE SDI FIJO.
2. Add the same earnings elements to the CALCULO SDI FIJO section of the CALCULO SDI FIJO process list.

The Fixed SDI process populates a writable array named IM_WA_DATOS_SDI. You can view data from this through the Payee SDI Data page.

Modifying the Variable SDI Process

PeopleSoft also delivers a process list (CALC SDI VARIAB) for calculating variable SDI. If you need to add earnings that contribute to the variable SDI amount, follow the procedure below.

To include an earnings in the Fixed SDI process:

1. Create a post process formula.

The formula should store the amount of the earnings to add to the variable SDI amount.
2. On the Earnings – Calculation page for the earnings element, select the formula in the Post Process Formula field.
3. Add the formula as a member of the accumulator, BASE SDI VARIABLE.

Note. Do not add the earnings elements to the SDI VARIABLE section.

Note. The order in which you run the SDI FIJO and SDI VARIABLE processes is very important because the date for each one is different. For example, the date for the SDI FIJO corresponds to a salary increase date for the employee and the SDI VARIABLE as defined in the law is the first day of each month based on the earnings of the previous month.

Viewing Delivered Social Security Elements

This section contains information about the rules PeopleSoft Global Payroll for Mexico created to process social security.

Social Security Deductions

<i>Deductions</i>	<i>Description</i>
EYM CF PAT	Illness & Mat Fixed Quota Employer
EYM E3S EMP	Illness & Mat Excess 3SMG Employee
EYM E3S PAT	Illness & Mat Excess 3SMG Employer
EYM PD EMP	Illness & Mat Cash Benefits Employee
EYM PD PAT	Illness & Mat Cash Benefits Employer
EYM PE EMP	Illness & Mat Benef in Kind Employee
EYM PE PAT	Illness & Mat Benef in Kind Employer
RT PATRON	Work Risk
IYV EMP	Disability and Life Employee
IYV PAT	Disability and Life Employer
GYPS PAT	Child Care & Social Pre Employer
CYV PAT	Unemployment & Old Age Employer
CYV EMP	Unemployment & Old Age Employee
CUOTA IMSS E	IMSS Quotas Paid by Employee
CUOTA IMSS P	IMSS Quotas Paid by Employer
CUO IMSS CYV	IMSS Quot Unemploy & Old Age
CUO IMSS EYM	IMSS Quot Illn& Mat Dis&Life
SAR	Retirement (SAR)
INFONAVIT	INFONAVIT

Social Security Process Lists

<i>Process List</i>	<i>Description</i>
CALC SDI FIJO	Fixed SDI
CALC SDI VARIAB	Variable SDI Process

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

See Also

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

CHAPTER 8

Managing Taxation for Mexico

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

- Define federal taxes.
- Define annual tax adjustments.
- Define state taxes.
- View delivered tax elements.

Understanding Tax Processing

As an employer, you are legally required to maintain and report a variety of tax data about your employees. PeopleSoft delivers much of the set up information needed to calculate taxes in the system. PeopleSoft Global Payroll for Mexico enables you to process:

- Federal taxes.
- Annual tax adjustments.
- State taxes.

Processing Federal Taxes

PeopleSoft Global Payroll for Mexico provides a complete solution for federal tax processing.

To process federal taxes:

1. Define general tax parameters on the General Parameters page.
2. Process tax contributions during regular payroll runs.
3. Run the Federal Taxes report at the end of the tax year.

The tax methods are:

- Annual projection method
 - Without adjustment

- Adjustment at the end of the month
- Adjustment during the month
- RISR Art. 86
- RISR Art. 91
- ISR Art. 79
- ISR Art. 78 (Ficto)

Note. The General Parameters page is discussed in “Setting Up PeopleSoft Global Payroll for Mexico”.

Processing Annual Tax Adjustments

During a calendar year, there may be times when too much or too little tax is paid because of varying incomes or other circumstances. The annual income tax adjustment process corrects this problem.

You can identify employees who don’t qualify for an annual tax adjustment. This includes employees who have:

- Terminated and were rehired and the company decides not to adjust taxes.
- Notified you in writing that they plan to present their tax adjustment themselves (self-presentation). This could be based on several reasons such as when an employee has earned more than the government-allowed income limit and must self-present their tax adjustment data.

To process tax annual adjustments:

1. Define annual adjustment parameters on the Annual Adjustments page.
2. Define an annual period and create the calendar for the pay groups that you will run on the Calendar Definition page in the core application.
3. Enter tax data from Form 37 on the Other Employer page.

Form 37 details tax data for employees you hire mid-year who worked for another company earlier in the same tax year. The system processes this information during the annual tax adjustment and that’s why it’s important to have this information entered prior to the annual adjustment process.

4. Identify payees who don’t qualify for an annual tax adjustment on the Payees Without Adjustment page.

5. Run the Form 37 report for employees who are going to present their own annual adjustment tax data.

You can also run this report at other times of the year. For example, you may also want to provide this information to terminating employees.

6. Run the Annual Adjustment Tax process (PL AJUSTE ANNUAL) at the end of the year.
7. Run the Annual Tax Adjustment Results process (GPMXAA02) through the Annual Adjustment report to view annual tax adjustment results.
8. (optional) Run the *Subsidio Acreditable* process (GPMXAA04) through the Annual Adjustment report to display tax subsidy data and have the details of how the system calculated the *Subsidio Acreditable* for all those employees that had multiple employers during the year.
9. Run the Minimum Wage Salary Level process (GPMXAA01) through the Annual Adjustment report to present to the government as an addendum to the annual tax adjustment process.

Note. The Annual Adjustments page is discussed in “Setting Up PeopleSoft Global Payroll for Mexico”.

Processing State Taxes

Only employers pay state taxes in Mexico. Each state defines which earning and deduction types are part of its taxable income and the applicable rates.

To process state taxes:

1. Define which earnings and deductions are eligible for state taxes on the State Taxes Earn/Ded page.
2. View and verify state tax rates on the State Taxes Rates page.
3. (optional) Define state and local tax rates at the company level for Chihuahua and Ciudad Juarez on the Spec. State Taxes page.
4. Process tax contributions during regular payroll runs.
5. Run the State Taxes by Location report every month after the last payroll process of that month.

See Also

“Appendix: PeopleSoft Global Payroll for Mexico Reports”

PeopleSoft Global Payroll PeopleBook, “Payroll Processing”

Defining Federal Taxes

Begin defining federal taxes on the General Parameters page, where you define the tax method for adjusting federal taxes.

See Also

“Setting Up PeopleSoft Global Payroll for Mexico,” Defining General Parameters

Defining Annual Tax Adjustments

Before processing annual tax adjustments, enter tax data from other employers and specify employees who are exempt from the process.

You’ll begin defining annual adjustments on the Annual Adjustments page, where you’ll define tax adjustment parameters.

See Also

“Setting Up PeopleSoft Global Payroll for Mexico,” Defining Annual Adjustments

Pages Used to Define Annual Adjustments

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Other Employer	GPMX_OTH_ER_TBL	Global Payroll Mexico, Maintain Payroll Data (MEX), Use, Other Employer Data	Enter all Form 37 information about a new employee who you hired in the middle of the year.
Payees without Adjustment	GPMX_EE_NO_ADJ	Global Payroll Mexico, Maintain Payroll Data (MEX), Use, Payees without Adjustment	Identify all payees who are not eligible for an annual tax adjustment.

Entering Earnings and Tax Data From Other Employers

Access the Other Employer page.

Other Employer

Peña Martínez,Jorge ID: KY0001 Empl Rcd#: 0

Company APH-991001-AP3 Employer:

RFC: Year: 2001 Start Date: 01/01/2001 End Date: 06/01/2001

Earnings/Deductions [View All](#) First 1-5 of 10 Last

*Earning/Deduction Code	Amount		
1 Total Earnings	800000.000	+	-
2 Non Taxable Vacation Premium	605.250	+	-
3 Other Non Taxable	1500.000	+	-
4 Non Taxable Total	1500.000	+	-
5 Subsidy	3500.000	+	-

Other Employer page

Employer Enter the name of the previous employer.

Earning/Deduction Code Select the type of earning or deduction that appears on the Form 37.

Amount Enter the amount of the specific earning or deduction.

Defining Payees Without Adjustment

Access the Payees w/o (without) Adjustment page.

Payees w/o Adjustment

Year: 2001

Employees Without Annual Adjustment [View All](#) First 1 of 1 Last

*EmpID	Empl Rcd Nbr	Name	Adjustment Type
1 KY0001		Peña Martínez,Jorge	Self Presentation

Payees w/o Adjustment page

Adjustment Type Define the adjustment type for the payee. Valid values are *Self Presentation* and *Terminated & Rehired*.

Defining State Taxes

To define state taxes, you need to define earnings and deductions by state, state tax rates, and state tax rates by company.

Pages Used to Define State Taxes

Page Name	Object Name	Navigation	Usage
St. Taxes Earn/Ded	GPMX_STATE_TAXES	Global Payroll Mexico, Define Payroll Setup (MEX), Setup, State Taxes Earn/Ded by State	Define which earnings and deductions will be part of a state's tax base.
State Taxes Rates	GPMX_STATETAX	Global Payroll Mexico, Define Payroll Setup (MEX), Setup, State Taxes Rates	Look up state tax rates for each state in Mexico. This table is PeopleSoft-delivered.
Spec. State Taxes	GPMX_SPSTG_TAXES	Global Payroll Mexico, Define Payroll Setup (MEX), Setup, State Taxes Rates by Company, Spec. State Taxes	Define state and local taxes at the company level. This only applies to companies operating in Chihuahua and/or Ciudad Juarez.

Defining Earnings and Deductions by State

Access the St. Taxes Earn/Ded (state taxes earnings/deductions) page.

St. Taxes Earn/Ded

State: DF Distrito Federal

State Taxes View All First 1 of 1 Last

*Effective Date: 01/01/2001

Earnings/Deductions View All First 1-8 of 17 Last

Entry Type	Element Name	Description		
1 Earnings	COMISIONES	Commissions	+	-
2 Earnings	PRIMA ANTIG	Seniority Premium	+	-
3 Earnings	T EX DOB SEM	Weekly Double Overtime	+	-
4 Earnings	DES TRAB SEM	Worked Day Off	+	-
5 Earnings	T EX TRI SEM	Weekly Triple Overtime	+	-
6 Deduction	INCAP MATERN	Maternity Leave	+	-
7 Deduction	INCAP RIESGO	Work Risk Leave	+	-
8 Deduction	INCAP TRAYEC	In Transit Work Risk Leave	+	-

St. Taxes Earn/Ded page

Entry Type

Select the element entry type. Valid values are **Deduction** and **Earnings**.

Element Name

Select the element name that corresponds to the entry type.

Note. This data is loaded into the payroll process on the IE AR ST TAX CNCPT array.

Viewing State Tax Rates

Access the State Taxes Rates page.

State Taxes Rates

Element Name: IE BR PCT ESTATAL Tax Percentage by State Owner: PS Non-Mnt

Definition Find | View All First 1 of 1 Last

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

Data View All First 1-7 of 18 Last

	IE VR ESTADO LOC	IE BR PCT ESTATAL		
1	BCB	0.012500	+	-
2	BCS	0.040000	+	-
3	CAMP	0.020000	+	-
4	CHPS	0.020000	+	-
5	DF	0.020000	+	-
6	DGO	0.020000	+	-
7	EMEX	0.020000	+	-

State Taxes Rates page

IE VR ESTADO LOC

Look up the state code. This is the lookup value of a bracket.

IE BR PCT ESTATAL

Look up the state tax rate. This is the return value of a bracket. Once you lookup a state code, the system returns the corresponding state tax rate.

Note. This page is only a tool provided by PeopleSoft to enter a bracket in a better way. The information entered on this page is loaded into the IE BR PCT ESTATAL bracket element during the payroll process.

See Also

PeopleSoft Global Payroll PeopleBook, “Defining Data Retrieval Elements,” Defining Brackets

Defining State Tax Rates by Company

Access the Spec. State Taxes page.

Spec. State Taxes

Company: KYM Compañía Manufacturera

Definition View All First 1 of 1 Last

Effective Date: 01/01/2001

Special State Taxes View All First 1-2 of 2 Last

*State / County	Special Tax %
1 C. Juarez Apoyo a la Infraestructura, Ciudad Juárez	0.020
2 Chihuahua Impuesto Estatal Sobre Nómina, Chihuahua	0.015

Spec. State Taxes page

Chihuahua is the only state in Mexico that taxes a company's earnings based on the number of employees it has, so the state tax rates vary for each company.

In the system, it's difficult to determine the number of employees in a company before the payroll process, so you must determine the number of employees in your company and then the corresponding tax rates for your company individually.

Additionally, you'll also define local tax rates for Ciudad Juarez on this page. The local tax rate varies depending on the amount of minimum wages of the entire payroll earnings in a month. This information can also be difficult to determine prior to running a payroll. Therefore, you can load this data into the payroll process through the IE AR ES CIA array.

State/County Select either *C. Juarez* or *Chihuahua*.

Special Tax % Enter the state tax rate for your company.

Viewing Delivered Tax Elements

PeopleSoft Global Payroll for Mexico delivers the following elements to calculate federal and state taxes.

Federal Tax Deductions

Deduction	Description
ISR ART 80	ISR Art 80

<i>Deduction</i>	<i>Description</i>
SUB ACRED	Ac creditable Subsidy Art 80A
SUB NO ACRED	Non Ac creditable Subsidy 80 A
CRED ART 80B	Salary Credit Art 80 B
ISR NETO 80	Net ISR Art 80
ISR FICTO	Tax (Ficto)
SUB FICTO	Subsidy (Ficto)
CRE SAL FICT	Salary Credit (Ficto)
ISR NETO FIC	Total Tax (Ficto)
EXCE CRE SAL	Sal Cred Paid In Excess-Cash
RISR NETO 91	Net RISR Art 91
ISR NETO 79	Net ISR Art 79
RISR NETO 86	Net RISR Art 86

Annual Adjustments Deductions

<i>Deduction</i>	<i>Description</i>
ISR ANUAL	ISR Annual
ISR MET 1991	ISR Method 1991
ISR ART 141	ISR Art 141
SUB ART 141 A	ISR Subsidy Art. 141 A
CRED ART 81 A	Annual Salary Credit Art. 81
ISR A CARGO	Annual Tax Debit
ISR A FAVOR	Annual Tax Credit
SUB ISR 1991	ISR Subsidy Method 1991

Annual Adjustment Process List

<i>Process List</i>	<i>Description</i>
PL AJUSTE ANUAL	Annual Adjustment Process List

State Tax Deductions

<i>Deduction</i>	<i>Description</i>
IMPUESTO EST	Payroll State Taxes

<i>Deduction</i>	<i>Description</i>
AYU UNIV CHI	University Aid (CHI)
AYU EMPR CHI	Managerial Aid(CHI)
FOM EDUC BCN	Education Promotion (BCN)
FOM EDUC GRO	Education Promotion (GRO)
FOM ECOL GRO	Ecology Promotion (GRO)
FOM TURI GRO	Tourism Promotion (GRO)
CONS CAR HGO	Highways Construction (HGO)
AYU INF CDJU	Infrastructure Aid (CDJU)
OBRA PUB SON	Public Works Agreement (SON)
SOST UNI SON	Unison Fund (SON)

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

See Also

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

CHAPTER 9

Defining Absences Rules for Mexico

This chapter provides an overview of absences in Mexico and describes how to:

- Set up absences.
- Set up vacations.
- View delivered absence elements.
- View delivered vacation elements.

See Also

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

Understanding Absences in Mexico

PeopleSoft Global Payroll for Mexico delivers predefined rules for processing absences due to vacation, illness, maternity, work accidents, and other reasons. PeopleSoft designed these rules in accordance with Mexican statutory requirements. You can modify many of these rules to reflect absence policies that are specific to your organization.

This chapter supplements the absence documentation provided in *PeopleSoft Global Payroll PeopleBook*. Before you begin reading about Mexican absence functionality, PeopleSoft recommends that you read the absence sections of *PeopleSoft Global Payroll PeopleBook* to develop a basic understanding of the concepts behind absence processing in PeopleSoft Global Payroll.

An absence is any event for which an employee fails to comply with the scheduled work time. Absences must be recorded in the system so that the appropriate discounts are deducted from an employee’s salary. Absences are also recorded to keep track of an employee’s absence history. In Mexico, absences are also tracked for specific calculations such as profit sharing and Social Security contributions.

In PeopleSoft Global Payroll, there are two types of absence elements: absence entitlements and absence takes.

An absence entitlement is defined as the amount of paid time off that a payee is entitled to take for each category of absence. For example, payees in your organization may be entitled to receive 20 vacation days per year.

An absence take is defined as the amount of time off that a payee takes.

Understanding Absence Takes in Global Payroll for Mexico

In PeopleSoft Global Payroll for Mexico, there are three different categories for absence takes:

- Disabilities
- Vacations
- Other

Disabilities

Disabilities are treated differently than other absences because the payment and administration of disabilities are performed by IMSS. Disabilities include:

- Maternity.
- Maternity leave.
- Work risk leave.
- In transit work risk leave.
- General sickness.

Vacations

Vacations include:

- Vacations take.

Other

Other absences include:

- General absences.
- Tardiness – hours.
- Paid permitted absences.
- Unpaid permitted absences.

Understanding Absence Types in Mexico

PeopleSoft Global Payroll for Mexico delivers the following absence types, each having their own absence reasons:

<i>Absence Type</i>	<i>Description</i>	<i>Absence Take Associated</i>
ABS	Unpaid Absence	General absence
ENF	Sickness	General sickness
MAT	Maternity	Maternity leave
OPA	Other paid absences	Paid permitted absence
RET	Tardiness	Tardiness - hours
RSG	Work accident	Work risk leave
RST	Accident on the way to work	In transit work risk leave
VAC	Vacations	Vacations take

The following sections describe each delivered absence take in detail.

Maternity Leave

This absence take generates a deduction called INCAP MATERN. This element contains the number of days in the Units component. All the days of the absence take are considered as units of a deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this disability.

This absence take also generates an earning called SUB MATERN. It is generated in the same way that the deduction is generated in terms of the generated units. The only condition here is that this element will be generated when the daily rate of the employee is greater than the SDI (capped up to 25 times minimum wages) and the rate will be only the difference between these two rates. If your company has an agreement with the social security agency (defined on the Paygroup Parameters – General Parameters page), this earning is paid with the daily rate.

Work Risk Leave

This absence take generates a deduction called INCAP RIESGO. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this disability.

This absence take also generates an earning called SUB RIESGO. It is generated in the same way that the deduction is generated, in terms of the generated units. The only condition here is that this element will be generated when the daily rate of the employee is greater than the SDI (capped up to 25 times minimum wages) and the rate will be only the difference between these two rates. If your company has an agreement with the social security agency (defined in the Paygroup Parameters – General Parameters page), this earning is paid with the daily rate.

In Transit Work Risk Leave

This absence take is almost the same as the absence take in Work Risk Leave. The only difference is that this disability is caused by an accident/event on the way to work. It generates a deduction called INCAP TRAYEC. This element contains the number of days in

the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this disability.

This absence take also generates an earning called SUB RIESGO. It is generated in the same way that the deduction is generated, in terms of the generated units. The only condition here is that this element will be generated when the daily rate of the employee is greater than the SDI (capped up to 25 times minimum wages) and the rate will be only the difference between these two rates. If your company has an agreement with the social security agency (defined in the Paygroup Parameters – General Parameters page), this earnings is paid with the daily rate.

General Sickness

This absence take is the most complex. It generates a deduction called INCAP ENFERM. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this disability.

This absence take also generates three earnings called SUB ENF 100%, SUB ENF 40%, and SUB ENF CONV.

The system generates the earning SUB ENF 100% for the very first absence event but only for the first three days. If there's another absence event in the following seven days after the end date of the 'original' take, then the system considers this absence take as 'linked' and won't pay the first three days again with the earning SUB ENF 100%.

The system generates the earning SUB ENF 40% beginning in the fourth day until the end of the absence take. Once again, if the system links two absences event and it has already paid the first three days at 100%, then all the days will be paid at 40%.

The system will generate the earning SUB ENF CONV if the **IMSS Agreement** parameter is selected on the Paygroup Parameters – Absences page. Selecting this parameter ensures that the other two earnings (SUB ENF 40% and SUB ENF 100%) won't appear in the pay process. In other words, the SUB ENF CONV earning substitutes the other two.

Vacations Take

This absence take generates an earning called VAC DISFRUT. This element contains the number of days in the Units component. The system won't consider the Day Off and Holidays as Vacation Days. This means that if the Absence Take duration contains Non Worked or Holidays, the system will reduce them from the duration of the take.

It will also generate an earning called PMA VAC PROP when the **Proportional** parameter is selected on the Paygroup Parameters – Absences page. This parameter means that for each day of vacation take, the employee will receive a day of vacation premium.

This absence take also generates an absence entitlement. This is only generated on the employee's anniversary with the company. This entitlement serves as the limit to accept or not accept a vacation take. For example, if we have a new hire and, in the month following his hire, he requests a vacation, it will be rejected because he does have any vacation entitlements accrued. On the other hand, if we have an employee with two years of seniority, his request will be accepted because he already has two entitlement occurrences of vacation:

one for the first year and the other for the second year. The vacation entitlement is called VAC ANIV. The negative balance for this absence take could be accepted if the **Negative Balance Option** parameter is selected in the Paygroup Parameters – Absences page.

General Absences

This absence take generates a deduction called FALTAS. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

The generated deduction is calculated using the percentage from the **Factor** parameter, (defined on the Paygroup Parameters – Absences page). This means that the units will be multiplied by this factor.

Tardiness – Hours

This absence take generates a deduction called RETARDO. This element contains the number of hours in the Units component. All the hours of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each hour of this disability.

Paid Permitted Absence

This absence take generates a deduction called PERMI C/GOCE. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave. This deduction is informational only, because this is a paid permission so, it won't deduct from the net pay.

Unpaid Permitted Absence

This absence take generates a deduction called PERMI S/GOCE. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave. The only difference between this deduction and the PERMI C/GOCE deduction is that this one is going to be reduced from the net pay of the employee. This is a permission but without payment.

See Also

Viewing Delivered Absences Elements for Mexico

Defining Absence Parameters for Pay Groups

“Setting Up PeopleSoft Global Payroll for Mexico,” Defining General Parameters

Setting Up Absences

This section provides an overview of absence processing and describes how to:

- Define absence parameters for pay groups.
- Define absence entries.
- View forecast results.
- View accumulator results.
- Define forecast messages.
- Define a mass absence event entry.

Understanding Absence Processing

Before you can enter and process absences for Mexico, you must complete various setup tasks.

To prepare PeopleSoft Global Payroll for Mexico for absence processing:
--

1. Define absence parameters for a pay group on the Paygroup Parameters - Absences page.
2. Define absence details for an employee in the Absence Entry component.

This includes entering the absence event and running the forecast process for an absence. Additionally, you can view the Absence Forecast results and Accumulator Results.

3. Define mass absence event entries, such as holidays, on the Mass Absence Event Entry page.
4. Modify the delivered absence take and absence entitlement elements, and create new absence elements.

A list of the absence take and absence entitlement elements delivered with PeopleSoft Global Payroll for Mexico appears later in this section. PeopleSoft delivers sample values for many of these elements. You might want to replace some of these values with data that is specific to your company.

5. Assign absence elements to payees and process lists.

As with all primary elements, you must assign absence entitlement and absence take elements to payees and include the elements in the process lists that you use when you run the absence process.

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

6. Generate an absence report for selected employees.

See Also

Viewing Delivered Absence Elements for Mexico

“Appendix: PeopleSoft Global Payroll for Mexico Reports”

Pages Used to Set Up Absences

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Pay Group Parameters - Absences	GPMX_ABS_PYGRP	Global Payroll Mexico, Define Payroll Setup (MEX), Setup, Pay Group Parameters, Absences	Define the absence parameters for a pay group.
Absence Entry	GPMX_ABSENCE_ENTRY	Global Payroll Mexico, Manage Payroll Process (MEX), Use, Absence Entry, Absence Entry	Define absence event details for an employee and run the Absence Forecast process. Use the forecast process to evaluate the impact of an absence event.
Absence Forecast Results	GP_ABS_EVT_FCS_SE C	Select the Forecast Details link on the Absence Entry page.	Review the results of the forecast process for a specific absence event and any take elements that are mapped to it.
Forecast Messages	GP_ABS_FCST_MSG	Global Payroll Mexico, Manage Payroll Process (MEX), Use, Absence Entry, Forecast Messages	Review the messages that are generated during the forecast process.
Mass Abs Event Entry (mass absence event entry)	GPMX_RC_MASSABS	Global Payroll Mexico, Manage Payroll Process (MEX), Process, Mass Absence Event Entry	Define the details for a mass absence event entry.

Defining Absence Parameters for Pay Groups

Access the Paygroup Parameters - Absences page.

General Parameters Annual Adjustment Xmas, Vac, Premium, SDI Factor PTU Absences

Pay Group: GY AA MEN Grupo de Pago Mensual

Absences Parameters View All First 1 of 1 Last

*Begin Date: 01/01/2001 End Date: 12/31/2001

*Subsidy Base: Daily Salary Days without Subsidy:

*Factor: 7th Day Factor

☒ IMSS Agreement

Vacation Parameters

Vacation Premium Type

☐ Anniversary ☒ Proportional ☐ Negative Balance Option

Paygroup Parameters - Absences page

Subsidy Base

Enter the subsidy base for disabilities. Valid values are **Daily Salary**, **SDI**, **SDI Complement**, and **Without Subsidy**. Your company can subsidize the difference between what IMSS pays an employee and what his regular earnings are. The three most common methods are SDI, SDI Complement, and daily salary.

For SDI, your company pays 100 percent of the SDI for the first three days of the disability and 40 percent of SDI from the fourth day on. This 40 percent will be capped up to the SDI.

For SDI Complement, the 40 percent will be capped up to the difference between the 60 percent of SDI and the 100 percent of the daily rate.

For the daily salary method, your company pays 100 percent of the daily salary for the first three days. From the fourth day on, the company pays the difference between the daily salary and what IMSS pays (usually 60 percent of SDI) capped up to the daily rate.

Days without Subsidy

Enter the number of days without a disability subsidy. Because the IMSS does not pay for the first three days of a disability, some companies pay for those days to cover the difference.

Factor

Select the factor for the General Absences. Valid values are **6th & 7th Day Factor**, **7th Day Factor**, **Other**, and **Without Factor**. For example, if an employee works Monday through Friday and is absent only one day, the employee receives a discount for the sixth and seventh days. Enter the amount of the factor in the field next to

the **Factor** field. The absence is deducted using this factor. For example, if you select ***Without Factor***, the amount equals 100 pesos. If you select ***6th & 7th Day Factor***, the amount equals 140 pesos. If you select ***7th Day Factor***, the amount equals 116.67 pesos.

IMSS Agreement

Select if your company has an agreement with IMSS to calculate disability subsidies. If you have an agreement with IMSS, your company pays the employee directly, and IMSS pays the subsidy to the company instead of the employee. This parameter will cause the earning SUB ENF CONV to appear instead of the other two subsidy earnings (SUB ENF 40% and SUB ENF 100%). This subsidy will be the same as paying the employee his regular salary earnings.

Vacation Parameters

Vacation Premium Type

Define the calculation method for the vacation premium. Valid values are:

Anniversary: Employee is paid the entire vacation premium on the employment anniversary.

Proportional: Employee is paid the vacation premium on an as-used basis. For example, if an employee used three days of vacation in one month, out of a total of ten days vacation for the year, the employee receives 3/10 of the vacation premium in that month's pay.

Negative Balance Option

Select to allow employees to carry a negative absence balance.

Defining Absence Entries

Access the Absence Entry page.

Absence Entry **Forecast Messages**

Peña Martínez,Jorge ID: KY0001 Empl Rcd#: 0 [Forecast](#)

Absence Detail [View All](#) First 1 of 2 Last

Absence Take: INC ENF GENERA General Sickness [+](#) [-](#)

Absence Reason: [Q](#) **Absence Type:** Sickness

Forecast Value: [Forecast Details](#)

User Defined Fields

[Comments](#)

Absence Duration

	Duration	Partial Hours	Or Half Day	Or All Days
*Begin Date: 09/09/2001 BT			☐	☐
End Date: 09/09/2001 BT			☐	☐
Original Begin Date: 09/09/2001 BT			☐	☐

Absence Entry page

Forecast

Click this button to run the Forecast process when entering absences. You'll get a message indicating the results of the Forecast process. If necessary, correct the errors and rerun the process.

Absence Detail

Absence Take

Select the absence take element that corresponds to the employee's absence.

Absence Reason

Select the code that corresponds to the absence reason. The **Absence Reason** field is optional and further describes the absence take.

Absence Type

Displays the absence type that corresponds to the absence take element. When you define an absence take element, you assign an absence type that describes the category of the absence.

Forecast Details

Select this link to access the Absence Forecast Results page.

User Defined Fields

Enter data and comments on additional fields pertaining to your business processes.

FOLIO	This field applies only for the disabilities absence events and refers to the Certificate number. This is a required field for all the disabilities.
<i>Absence Duration</i>	
Begin Date and End Date	Enter the begin and end dates for the absence.
Original Begin Date	Enter this date if your absence take rules allow you to link this absence to a previous absence that was taken for the same reason. If this absence is related to another absence, enter the begin date of the original absence.
Duration	Enter the number of days for the absence.
Partial Hours	For absences of less than a full day, use these two fields to enter the number of hours that the employee was absent. Complete the top field if the employee was absent for less than a full day on the first day of the absence or absent the same number of hours each day. Complete the bottom field if the employee was absent less than a full day on the last day of the absence. For single-day absences, enter partial hours in the top or bottom field.
Or Half Day	Select a check box if the employee was absent exactly half a day. Select the top check box if the employee worked half a day on the first day or every day of an absence. Select the bottom check box if the employee worked half a day on the last day of the absence.
Or All Days	Select if you entered partial hours or selected the Or Half Day check box for the begin date and your selections apply to all days of the absence. This field notifies the system which condition existed.

The Absence Entry page in PeopleSoft Global Payroll for Mexico is similar to the Absence Event Entry page in the core application. The main differences are that the Absence Entry page in PeopleSoft Global Payroll for Mexico:

- Includes validations for Mexican absence rules.
- Uses an end date calculation based on the begin date plus the duration days, according to the absence take setup.

See Also

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

PeopleSoft Global Payroll PeopleBook, “Defining Absence Elements,” Defining Absence Types and Reasons and Defining Rules for Absence Forecasting

Peoplesoft Global Payroll PeopleBook, “Understanding Absences,” Using the Absence Forecasting and Balance Inquiry Processes

Viewing Forecast Results

Access the Absence Forecast Results page: Forecast Results tab.

Absence Forecast Results

Absence Take: KOAT PTO **Begin Date:** 07/18/2001

Absence Type: Vacation **End Date:** 07/20/2001

Forecast Value: **Forecast DateTime:**

Absence Forecast Result Details View All First 1 of 1 Last

Forecast Results Accumulator Results

Secondary Element	Forecast Element Name	Type	Numeric Value	Character Value	Date Value
1			0.000000		

Absence Forecast Results page: Forecast Results tab

Note. The Absence Forecast Results page: Forecast Results tab in PeopleSoft Global Payroll for Mexico is the same as the Absence Forecast Results page in the core application.

See Also

PeopleSoft Global Payroll PeopleBook, “Absence Entry and Processing,” Reviewing Absence Forecast Results

Viewing Accumulator Results

Access the Access Forecast Results page: Accumulator Results tab.

Absence Forecast Results

Absence Take: KOAT PTO **Begin Date:** 07/18/2001

Absence Type: Vacation **End Date:** 07/20/2001

Forecast Value: **Forecast DateTime:**

Absence Forecast Result Details View All First 1 of 1 Last

Forecast Results Accumulator Results

Secondary Element	Forecast Element Name	From	Through	User Key 1	User Key 2	User Key 3	User Key 4
1							

Absence Forecast Results page: Accumulator Results tab

Note. The Absence Forecast Results page: Accumulator Results tab in PeopleSoft Global Payroll for Mexico is the same as the Absence Forecast Results page in the core application.

See Also

PeopleSoft Global Payroll PeopleBook, “Absence Entry and Processing,” Reviewing Absence Forecast Results

Defining Forecast Messages

Access the Forecast Messages page.

Calculation Status	Message Text	Message Set Number	Details
1			Details

Forecast Messages page

Note. The Forecast Messages page in PeopleSoft Global Payroll for Mexico is the same as the Forecast Messages page in the core application.

See Also

PeopleSoft Global Payroll PeopleBook, “Absence Entry and Processing,” Reviewing Forecast Messages

Defining a Mass Absence Event Entry

Access the Mass Absence Event Entry page.

Mass Abs Event Entry

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Mass Absence Event Entry

*Absence Take: VAC DISFRUTE ☐ Clear Data

*Begin Date: 08/01/2001

*End Date: 08/15/2001

*Group ID: EI001 EI001

Comment:

Mass Absence Event Entry page

Absence Take	Select the absence take element for the mass absence event.
Clear Data	Select this check box to clear the data after you process a mass absence event entry.
Group ID	Select the group ID to which the mass absence event applies.

Setting Up Vacations in Mexico

This section describes how to:

- Handle negative balances.
- Define vacation premiums.
- Process vacations.

Handling Negative Balances

You can enable negative vacation balances for your employees by selecting the Negative Balance Option check box on the Paygroup Parameters - Absences page.

- If you do not enable negative balances, the system generates an error message and does not process the vacation take if the vacation take goes over the accumulated balance.
- If you enable negative balances, you can set a limit to the negative balance by either a fixed amount or a percentage of the next absence entitlement to be generated. For example, if an employee's next vacation entitlement is 12 days, and you set the limit for negative balances to 50 percent, then the system takes a limit of 6 days.

Defining Vacation Premiums

Employees in Mexico receive a vacation premium, which is at least 25 percent of their salary. Vacation premiums are paid in one of two ways:

- On each anniversary: Employees receive the whole vacation premium on their employment anniversaries, regardless of whether they already took the vacations.
- Spread all along the vacation takes (proportional): Employees receive their vacation premiums as they take vacations throughout the year. This way, employees do not receive vacation premium pay in advance, but receive it as they use it.

Define the payment option for vacation premiums on the Pay Group Parameters - Absences page.

See Also

Defining Absence Parameters for Pay Groups

Processing Vacations

While it's ideal that employees record their vacation takes before taking their vacations, this is not often the case. Usually, vacation takes are recorded after the events occur or after payroll has been processed or finalized.

If an employee records a vacation take after the payroll for that pay period has been finalized, there must be a retroactive (retro) calculation for that employee to reflect those days of vacation on the payslip. In this case, a retro trigger should be recorded.

If a vacation take occurs partially in a processed payroll period and partially in the future, the part of it that belongs to the processed period should be calculated with a retro event. The part of the vacation take that occurs in a current open or future payroll period is handled as follows:

For each pay period, the system will apply the number of days of that vacation take that belongs to the pay period begin and end date.

Viewing Delivered Absences Elements for Mexico

This section contains information about the following rules that PeopleSoft Global Payroll for Mexico delivers to process absences:

- Absence earnings.
- Absence deductions.
- Absence takes.
- Absence process lists.

Absence Earnings

Earning	Description
SUB ENFER 40%	General sickness subsidy 40%
SUB ENFER 100%	General sickness subsidy 100%
SUB ENFER CONV	General sickness subsidy Agrmnt
SUB MATERN	Maternity leave subsidy
SUB RIESGO	Work risk subsidy

Absence Deductions

Deduction	Description
FALTAS	Unpaid Absence
INCAP ENFERM	General Sickness
INCAP TRAYEC	In Transit Work Risk Leave
INCAP MATERN	Maternity Leave
INCAP RIESGO	Work Risk Leave
RETARDO	Tardiness - Hours
PERMI C/GOCE	Paid Time Off
PERMI S/GOCE	Unpaid Time Off

Absence Takes

Absence Take	Description
INC MATERN	Maternity Leave
INC RIESGO TR	Work Risk Leave
INC TRAYECTO	In Transit Work Risk Leave
INC ENF GENERA	General Sickness
FALTA	General Absences
RETARDO EN HORAS	Tardiness -Hours
PERM CON GOCE	Paid permitted absence
PERM SIN GOCE	Unpaid permitted absence

Absence Process Lists

<i>Process List</i>	<i>Description</i>
AUSENTISMOS	Absence process

Viewing Delivered Vacation Elements for Mexico

This section contains information about the following rules that PeopleSoft Global Payroll for Mexico delivers to process vacations:

- Vacation earnings and deductions.
- Vacation entitlements.
- Vacation process lists.

Vacation Earnings and Deductions

<i>Earning/Deduction</i>	<i>Description</i>
VAC DISFRUT	Vacations
PMA VAC ANIV	Vacation Premium in Anniversary
PMA VAC PROP	Vacation Premium Proportional
PRIMA VAC	Vacation Premium
PRIMA VAC EX	Taxable Vacation Premium
PRIMA VAC GR	Non Taxable Vacation Premium

Vacation Entitlements

<i>Process List</i>	<i>Description</i>
VAC ANIV	Vacations Anniversary

Vacation Process Lists

<i>Process List</i>	<i>Description</i>
AUSENTISMOS	Absence Process

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

See Also

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

CHAPTER 10

Setting Up Overtime Payments for Mexico

This chapter describes how to:

- Define overtime.
- View overtime delivered elements.

Defining Overtime

This section provides an overview of how to define overtime and describes how to:

- Define the overtime calendar.
- Define overtime parameters.
- Enter daily overtime.
- Enter weekly overtime.
- Integrate overtime pay to the variable SDI base.
- Tax overtime.

Understanding Overtime

In Mexico, employees are paid overtime for:

- Regular overtime
- Holidays worked
- Days off worked

To define overtime:

1. Define the overtime calendar for your pay group on the Overtime Calendar page.
2. Define the overtime parameters for your pay group on the Overtime Parameters page.

This includes information such as the maximum overtime that is going to be paid double. For example, let's say that the maximum number of double hours of overtime per week is 9. If an employee works 12 hours of overtime in one week, then the first 9 hours will be calculated at a double rate, and the remaining 3 hours will be calculated at a triple rate.

- Record overtime hours worked for employees either daily on the Daily Overtime page or weekly on the Weekly Overtime page.

When capturing the total number of overtime hours for a day, the system automatically splits the hours into double and triple rates, as defined by the maximum limits on double and triple hours, taking into consideration all the weekly and daily overtime parameters.

The system captures the total number of overtime hours for a week in the same way as for a day, but splits the hours for the week, instead of for the day. For example, if an employee works 12 hours of overtime in one week, then the first 9 hours will be calculated at a double rate, and the remaining 3 hours will be calculated at a triple rate. Only the weekly parameters are considered on the Weekly Overtime page.

- Generate a report that details overtime for an employee on the Overtime Report page.

You can specify to generate the report daily (with detail) or weekly (without detail).

See Also

“Appendix: PeopleSoft Global Payroll for Mexico Reports”

Pages Used to Define Overtime

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Overtime Calendar	GPMX_OVR_CAL	Global Payroll Mexico, Define Payroll Setup (MEX), Setup, Overtime Calendar	Define the weekly overtime calendar for a pay group. This is a tool to create an automatic calendar.
Overtime Parameters	GPMX_OVR_PARMS	Global Payroll Mexico, Define Payroll Setup (MEX), Setup, Overtime Parameters	Define the overtime parameters for a pay group.
Daily Overtime	GPMX_OVR_DAILY	Global Payroll Mexico, Manage Payroll Process (MEX), Use, Overtime Data Entry, Daily Overtime	Enter daily overtime for an employee.
Weekly Overtime	GPMX_OVR_WEEKLY	Global Payroll Mexico, Manage Payroll Process (MEX), Use, Overtime Data Entry, Weekly Overtime	Enter weekly overtime for an employee.

Defining the Overtime Calendar

Access the Overtime Calendar page.

Overtime Calendar

Pay Group: GEED1

Overtime Calendar View All First 1 of 1 Last

Year: 2001 + -

Begin Date: 01/01/2001 Number of Weeks: 52 Generate Calendar

Weekly Calendar View All First 1-4 of 4 Last

*Week	Begin Date	End Date		
1	01/01/2001	01/07/2001	+	-
2	01/08/2001	01/14/2001	+	-
3	01/15/2001	01/21/2001	+	-
4	01/22/2001	01/28/2001	+	-

Overtime Calendar page

Overtime Calendar

- Year** Enter the year for the overtime calendar that you want to create.
- Begin Date** Enter the begin date for the overtime calendar.
- Number of Weeks** Specify the number of weeks that you are going to create the overtime calendar for.
- Note.** In Mexico, overtime is defined by a weekly period. The frequency of a payroll is not considered a factor in determining overtime calendars.
- Generate Calendar** Select the **Generate Calendar** button to create an overtime calendar. Once you've selected **Generate Calendar**, the overtime calendar information is automatically created.

Weekly Calendar

- Week** The week number for the overtime calendar appears.
- Begin Date/End Date** The begin and end dates for the week appear.

Defining Overtime Parameters

Access the Overtime Parameters page.

Overtime Parameters

Pay Group: GEED2 System Test - Pay Group ED 2

Overtime Parameters View All First 1 of 1 Last

*Begin Date: 01/01/2001 End Date: 12/31/2001

Double Overtime

Maximum Times per Week: 3 Maximum Hours per Day: 3

Maximum Hours per Week: 9

*In Excess Hrs. per Day: Triple

Overtime Parameters page

Overtime Parameters

Begin Date/End Date Enter the begin and end dates for the overtime parameters.

Double Overtime

Maximum Times per Week Specify the maximum number of days in a week that the overtime is going to be paid as double. For any amount above this parameter, overtime will be paid as triple.

Maximum Hours per Day Specify the maximum number of hours in a day that will be paid as double. For any amount above this parameter, overtime will be paid as triple.

Maximum Hours per Week Specify the maximum hours in a week that the overtime will be paid double. For any number of hours per week above this, overtime will be paid as triple. This parameter should always be **9** since it's legally defined.

In Excess Hrs. per Day (in excess hours per day) Define how the system should calculate overtime hours that fall between three hours a day and three days a week and the first nine hours. Valid values are **Double** and **Triple**.

Note. These four parameters are taken into consideration when the overtime data is entered, in order to split the double and triple overtime. Depending on the value in the **In Excess Hrs. per Day** field, the system may override the value for the TE VR FACTEX variable at the pay group level. This variable is used during payroll calculation in order to determine a double or triple rate for overtime.

Entering Daily Overtime

Access the Daily Overtime page.

Daily Overtime **Weekly Overtime**

Pay Group: GY AA MEN **Week:** 1 **Begin Date:** 01/01/2001 **End Date:** 01/07/2001
Year: 2001 **Calendar ID:** NOMINA TIEMPO E 01/31/2001

Daily Overtime View All First 1 of 4 Last

*EmpID: GYAA01 Robles Berlanga, Rosario Empl Rcd#: 0

Double Hours: 9.00 750.00 **Holiday Hours:** 5.00 416.67 **Exc Hrs:** 9.00 1125.00

Triple Hours: **Day Off Hours:**

Data First 1-3 of 3 Last

	*Date	Overtime Hours	Holiday Hours	Day Off Hours	*Hourly Rate	Business Unit	*Job Code	*Department
1	01/01/2001	6.00	5.00		41.666667		KY000	10000
2	01/02/2001	6.00			41.666667		KY000	10000
3	01/03/2001	6.00			41.666667		KY000	10000

Daily Overtime page

Daily Overtime

Double Hours

Holiday Hours

Exc. Hrs.

Triple Hours

Day Off Hours

Data

Date

Enter the date when the overtime occurred.

Hours

Enter the number of overtime hours the employee worked.

Worked Holiday

Enter the number of overtime hours the employee worked on a holiday.

Worked Day Off

Enter the number of overtime hours the employee worked on a scheduled day off.

Hourly Rate

Enter the hourly rate for the overtime.

Some companies prefer to record overtime on a daily basis and other companies prefer to record on a weekly basis. Depending on what your business process is, you can record overtime for your employees on either the Daily Overtime page or the Weekly Overtime page.

Note. If you are entering overtime on a daily basis, the system splits the double and triple overtime hours, based on the values you defined on the Overtime Parameters page. If you are entering overtime on a weekly basis, the system splits the triple overtime hours. Based on the values you defined on the Overtime Parameters page, you must enter the double overtime manually.

Entering Weekly Overtime

Access the Weekly Overtime page.

The screenshot shows the 'Weekly Overtime' page. At the top, there are tabs for 'Daily Overtime' and 'Weekly Overtime'. Below the tabs, there are fields for 'Pay Group: GYAA MEN', 'Week: 1', 'Begin Date: 01/01/2001', 'End Date: 01/07/2001', 'Year: 2001', and 'Calendar ID: NOMINA BASE AJUSTE 01/31/2001'. Below these fields is a section titled 'Weekly Overtime' with a blue header. In the top right of this section are links for 'View All', 'First', '1 of 1', and 'Last'. Below the header is a table with columns for *EmpID, Hourly Rate, Double Hours Total, Amount, Triple Hours Total, and Amount. The *EmpID field is populated with 'GYAA01' and the Hourly Rate with '41.666667'. The Double Hours Total is '9.00' and the Amount is '750.00'. The Triple Hours Total is '22.00' and the Amount is '2750.00'. There are also fields for 'Holiday Hours Total', 'Excessive Hours Total', and 'Day Off Hours Total'.

Weekly Overtime page

Hourly Rate

Enter the hourly rate for the overtime. You'll use an hourly rate to calculate overtime. The formula for calculating overtime is the number of overtime hours worked x the hourly rate x 2 or 3 depending on the overtime parameters you've defined on the Overtime Parameters page.

Double Hours Total

Enter the total of overtime hours per week that are calculated at a double rate. Once you've entered the **Double Hours Total**, the system automatically calculates the overtime amount by multiplying the number of hours x the hourly rate for an employee x 2. The result displays in the corresponding **Amount** field.

Triple Hours Total

Enter the total of overtime hours per week that are calculated at a triple rate. Once you've entered the **Triple Hours Total**, the system automatically calculates the overtime amount by multiplying the number of hours x the hourly rate for an employee x 3. The result displays in the corresponding **Amount** field.

Holiday Hours Total	Enter the total amount of holiday hours worked per week. The Holiday Hours Total field functions in the same way as the Double Hours Total field. When you enter a holiday, the system checks the parameters defined in the Holiday Schedule to see if the date corresponds to a holiday. Note. You can find the Holiday Schedule field on the Pay Group Name page in the core application.
Day Off Hours Total	Enter the total amount of hours worked on a scheduled day off per week. The Day Off Hours Total field functions in the same way as the Double Hours Total field. Similar to the Holiday Hours Total field, the system checks if the entered Day Off effectively corresponds to the parameters of the Day Off that were previously defined in the work schedule for each employee.
Excessive Hours Total	Enter the total in excess hours worked per week. Excessive hours are those that are above the first 3 hours a day and on the first three days with overtime in a week, and are beyond the first 9 hours in a week. You can decide if these excess hours will be paid a double or triple rate on the Overtime Parameters page.

See Also

PeopleSoft Global Payroll PeopleBook, “Understanding the Organizational Structure,”
Entering Pay Group Defaults

Integrating Overtime Pay to the Variable SDI Base

For social security base purposes, overtime is divided into three categories:

- Non-integrating overtime – the total of overtime hours per week that are calculated as double. This overtime has a limit of no more than 3 hours a day and 3 times a week according to the parameters defined on the Overtime Parameters page.
- Integrating overtime up to nine hours in a week – these hours are paid as double and will integrate 100% to the Variable SDI base.
- Integrating overtime beyond nine hours a week – these hours are paid as triple and will integrate 100% to the Variable SDI base.

The system calculates overtime in the following way:

1. Determine all the number of hours that fall in each of these categories.

2. Calculate the amount per hour according to the daily salary
3. Multiply the rate per hour that results for the hours in each category

See Also

“Defining Social Security Contributions for Mexico”

Taxing Overtime

Part of overtime pay is taxable and part of it is non-taxable. This depends on the type of worker:

- Minimum salary workers
- Above minimum salary workers

For minimum salary workers, all double hours below three hours daily and up to three times a week is non-taxable. The remainder of overtime is taxed at 100%.

For above minimum salary workers, 50% of the overtime is non-taxable. This means that while 50% is not greater than 5 times the minimum wage for each overtime week, everything above this limit should be taxable.

Example of Non-Taxable Overtime for Minimum Salary Workers

Hourly rate = 7.50 pesos

Overtime hours worked in one week (9 hours double and 6 hours triple) = 15 hours

Double overtime hours earned = 9 hours x 7.5 = 67.5 x 2 (double) = 135.00 pesos

Triple overtime hours earned = 6 hours x 7.50 = 45.00 x 3 (triple) = 135.00 pesos (100% taxable)

Non-taxable overtime = 135.00 pesos

Taxable overtime = 135.00 pesos

Examples of Taxable and Non-Taxable Overtime for Above Minimum Salary Workers

Example 1:

Minimum wage = 50.00 pesos

5 x minimum wage = 250.00 pesos

Overtime in Week 1: 150.00 pesos

Taxable overtime = 75.00 pesos

Non-taxable overtime = 75.00 pesos

Note. The non-taxable portion of overtime is 75.00 pesos, because 75.00 pesos is not greater than 5 x Minimum Wage (which would be 250.00 pesos).

Example 2:

Minimum wage = 50.00 pesos

5 x minimum wage = 250.00 pesos

Overtime in Week 1 = 550.00 pesos

Taxable overtime = 300.00 pesos

Non-taxable overtime = 250.00 pesos

Note. The non-taxable portion of overtime is 250.00 pesos, because 275.00 pesos (50% of the overtime) is greater than 5 x Minimum Wage (250.00 pesos). Therefore, the non-taxable portion of the overtime is capped at 5 x Minimum Wage.

Viewing Delivered Overtime Elements

PeopleSoft Global Payroll for Mexico delivers the following earnings to calculate overtime.

<i>Earning</i>	<i>Description</i>
T EX DOB SEM	Double Paid Overtime Weekly
DES TRAB SEM	Worked Day Off Weekly
FES TRAB SEM	Worked Holiday Weekly
T EX TRI SEM	Triple Overtime Weekly
T EXTRA DT	Double-Triple Overtime Weekly
T EX EXE SEM	Non taxable Overtime Weekly
T EXTRA DOBL	Double Paid Overtime
T EXTRA TRIP	Overtime Paid Triple
T EXTRA EXEN	Non taxed Overtime
DESCAN TRAB	Worked Day Off
FESTIVO TRAB	Worked Holiday
T EXTRA	Overtime
TOT TMPO EXT	Overtime Total
T EXTRA GRAV	Taxable Overtime

Note. All the earnings named SEM are elements you should use. These earnings are intended to serve as a bridge between the input pages for overtime and the positive input they generate. For example, if you enter 3 double overtime hours, it will be stored in the T EX DOB SEM earning as positive input, and later, it will be processed in the T EXTRA DOBL earning and other earnings (taxable and non-taxable).

Note. TE FM EXENTO is a PeopleSoft-delivered formula. It calculates the taxable and non-taxable portion for all the overtime earnings (double, holiday, days off worked). This calculation is executed separately every week.

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

See Also

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

CHAPTER 11

Understanding Terminations for Mexico

This section provides an overview of terminations and describes how to:

- Define termination versions and generate a termination letter.
- Create your own earnings and deductions.
- View delivered termination elements.

Understanding Terminations

In Mexico, when you terminate an employee, you might need to make the following payments:

- Severance pay.
- Pay for vacation days not taken.
- Payment for the portion of the current pay period worked.
- Other earnings established by law or labor agreements.

Because it is common for some payments to be made only upon termination and some standard earnings might not be processed as part of termination pay, you must define exactly which earnings should be paid in response to a termination and identify the terminated employees.

This section provides an overview of termination payments and describes how to trigger termination payments.

Understanding Termination Payments

The final payment to an employee must include all of the money due to that employee. This includes the employee's regular salary, unused vacation days, vacation premiums, the Christmas bonus, and special termination earnings. The final payment must also reflect any outstanding loans.

To process termination pay, the system calculates:

1. Regular earnings and deductions that are due for the termination period.

2. Compensation for unused paid vacation days and the vacation premium.

The system multiplies the Daily Rt (system element) by the proportional worked days in the year times the number of vacation days, as of the termination day or anniversary date.

If the payee's seniority anniversary occurs during the termination pay period, the system calculates the corresponding days in an array using the new seniority years.

To calculate the vacation premium, the system multiplies this result by the premium percentage.

3. Compensation for the Christmas bonus.

The system prorates worked days in the year to calculate the corresponding Christmas bonus pay.

4. Compensation due to special termination earnings, according to the termination version selected for the payee.

5. Amount owed for all unpaid loans, independent of each other.

This amount is automatically deducted from the last payslip.

Note. Termination payments are calculated in the payroll and not as a separate process.

See Also

Defining Termination Versions and Generating a Termination Letter

“Setting Up Loans for Mexico”

Triggering Termination Payments

The process used to trigger termination payments in PeopleSoft Global Payroll for Mexico is based on the concept of *termination versions*. A termination version is a group of termination actions and reasons that can trigger specific termination earnings and deductions. In PeopleSoft Global Payroll for Mexico, both payees and termination earnings and deductions are associated with termination versions. When a payee is terminated, the payee is automatically linked to the appropriate termination version representing the termination action and the reason for termination. Using this version, the system can identify and process only those termination earnings and deductions associated with that termination version.

This section identifies the elements that trigger termination payments and explains how they work together to trigger termination pay.

Elements Used in the Termination Process

The following table lists the elements used in the process that triggers termination pay.

<i>Element</i>	<i>Description</i>
LF VR VER FINIQ EE	Delivered variable that contains the termination version (representing the termination action and reason) for a terminated payee. Note. Termination versions are defined on the Termination Version and Termination Action Reason pages.
LF VR MOTIVO BAJA	Delivered variable that contains the termination reason.
WORKFORCE_SYNC	Application message that enables the delivered PeopleSoft Global Payroll variables LF VR VER FINIQ EE and LF VR MOTIVO BAJA to be inserted in the supporting element override table at the payee level (thus associating a terminated payee with the termination version that applies to his/her termination). The subscription PeopleCode that inserts these variables is TERMINATION VERSION JOB.
LF GC VER FINIQ	Generation control element that determines whether earnings or deductions should be paid in response to a payee's termination.
LF VR VER FINIQ 01, LF VR VER FINIQ 02, LF VR VER FINIQ 03, LF VR VER FINIQ 04, LF VR VER FINIQ 05, LF VR VER FINIQ 06, LF VR VER FINIQ 07, LF VR VER FINIQ 08, LF VR VER FINIQ 09, LF VR VER FINIQ 10	These 10 delivered variables represent different termination versions and are linked to different earnings and deductions to identify which earnings or deductions should be paid for each combination of termination actions and reasons.

The elements described here trigger termination pay, as outlined in the following steps:

1. The first step in the process is to terminate or lay off the payee by entering the appropriate termination action and reason codes on the Job Data pages in PeopleSoft Human Resources.
2. When Step 1 is complete, the system starts an application message that inserts the PeopleSoft Global Payroll variables LF VR VER FINIQ EE (containing the termination version) and LF VR MOTIVO BAJA (containing the termination reason) as supporting element overrides at the payee level (**Compensate Employees, Maintain Global Payroll Data, Use, Supporting Element Overrides**). In other words, the application message links the payee to the termination version (the action and reason combination) that applies to his/her specific termination.

Note. The only actions capable of triggering the application message used to insert the variables LF VR VER FINIQ EE and LF VR MOTIVO BAJA in the supporting element override table at the payee level are TER (termination), LOF (layoff), and COM (completion).

3. PeopleSoft Global Payroll for Mexico uses the generation control element LF GC VER FINIQ (in combination with the formula LF FM VER FINIQ GC) to include in the employee's final payment only those earnings and deductions that are part of the termination version associated with the payee in Step 2. This is done by means of the following comparison:
 - When you run a payroll, the generation control element (which is linked to each delivered termination earnings or deduction on the Calculation page of the Earning/Deduction Definition component) checks the payee's termination version (established in Step 2).
 - At the same time, the generation control element checks the termination versions associated with each delivered termination earnings and deduction element. In PeopleSoft Global Payroll for Mexico, every termination earnings and deduction element is associated with variables on the Supporting Elements Override page of the Earning/Deduction Definition component—each of which represents a termination version that can trigger a combination of earnings and deductions (these are the variables LF VR VER FINIQ 01 through LF VR VER FINIQ 10). If the payee's termination version (LF VR VER FINIQ EE) equals the termination version associated with earnings or deductions on the Supporting Elements Override page (variables LF VR VER FINIQ 01 through LF VR VER FINIQ 10), the earnings or deductions can be processed.

Note. Link the termination versions represented by the variables LF VR VER FINIQ 01 through LF VR VER FINIQ 10 to different earnings and deductions on the Earnings/Deductions SOVR's page.

See Also

Creating Your Own Termination Earnings and Deductions

"Defining Earnings for Mexico," Setting Up Frequently Used Supporting Element Overrides

PeopleSoft Global Payroll PeopleBook, "Defining Earnings and Deduction Elements," "Understanding Overrides," and "Defining Calculation Elements," Defining Generation Control Elements

Defining Termination Versions and Generating a Termination Letter

PeopleSoft Global Payroll for Mexico groups the qualifying actions and reasons for making termination payments into *termination versions*. To trigger the payments associated with a termination version (different termination action and reason combinations might trigger different sets of special termination earnings) and generate a termination letter, you must do the following:

1. Define your termination versions on the Termination Version page.
4. Define the associated actions/reasons that will trigger payment on the Termination Action Reason page.

Termination versions are the “combinations” of actions/reasons that cause a group of termination elements to be processed.

5. On the Job Data pages in PeopleSoft Human Resources, specify “termination,” “completion,” or “layoff” as the action and enter a corresponding reason.

When you specify “termination,” “completion,” or “layoff” as the action in combination with a qualifying reason on the Job Data pages in Human Resources, termination pay will be processed for the terminated or laid off employees—as long as the termination or layoff action/reason combination is recognized, by generation control, as valid for triggering termination payments.

6. Generate a termination letter using the Termination/Layoff Letter page.

This page is documented in the chapter “Appendix: PeopleSoft Global Payroll for Mexico Reports.”

See Also

“Appendix: PeopleSoft Global Payroll for Mexico Reports”

Pages Used to Define Termination Versions and Generate a Termination Letter

Page Name	Object Name	Navigation	Usage
Termination Version	GPMX_TERM_VERSION	Global Payroll Mexico, Define Payroll Setup (MEX), Setup	Define termination versions.
Termination Action/Reasons	GPMX_TERM_ACTN_RSN	Global Payroll Mexico, Define Payroll Setup (MEX), Setup	Define qualifying actions and reasons for triggering termination pay.
Earnings/Deductions SOVR's	GPMX_ERNDED_SOVR	Global Payroll Mexico, Define Payroll Setup (MEX), Setup	Define which earnings and deductions should be paid or deducted for each termination version.

Defining Termination Versions

Access the Termination Version page.

Termination Version

Termination Version: GYMD

Definition

***Description:** LIQUIDACION

Short Description: LIQUIDACIO

Termination Version page

Termination Version Name and describe the termination version. This version name enables you to group all of the qualifying actions and reasons for making a set of termination payments.

Specifying Actions and Reasons

Access the Termination Action/Reasons page.

Termination Action/Reasons

Definition					View All	First	1-2 of 2	Last
	*Action	*Reason	Termination Version	*Termination/Layoff				
1	TER Termination	MUT Mutual Consent	GYMD	Layoff				
2	TER Termination	VSP Voluntary Separation Program	GYMR	Termination				

Termination Action/Reasons page

Action Specify the action corresponding to a termination version that triggers termination pay in combination with a specific reason.

Reason Specify the reason corresponding to a termination version that triggers termination pay in combination with the specified action.

Termination Version Indicate the termination version for which the action and reason combination that you specified trigger termination pay.

Note. Termination versions are assigned at the action and reason level. When an employee is terminated, an application message inserts the version as a supporting element override at the payee level. This is explained in detail under Triggering Termination Payments.

Termination/Layoff

Specify whether the reason for your employees' departure is individual *Termination* or *Layoff*.

Note. This information is inserted as a supporting element override (variable) at the payee level and is used in formulas that trigger and process termination payments. For example, the seniority premium is always paid for layoffs, but it is paid for a termination only if the employee has 15 or more years of seniority.

Creating Your Own Termination Earnings and Deductions

Note. Before reading the following section, review the information under Triggering Termination Payments.

If you create your own termination earnings and deductions, you must associate them with the delivered termination versions to which they correspond.

1. To specify the earnings and deductions that should be paid or deducted as part of each termination version, you have two options:
 - a. Using the Supporting Elements Override page of the Earning/Deduction Definition component, associate any of the 10 delivered variables (LF VR VER FINIQ 01 through LF VR VER FINIQ 10) with each new earnings or deduction element. These variables represent up to 10 different termination versions.
 - b. Using the Earnings/Deductions SOVR's page, define which earnings and deductions should be paid or deducted as part of each termination version. This page enables you to insert a supporting element override (SOVR) at the earnings or deduction level.
2. To pay the new earnings or deductions only when a payee is terminated and only as part of its corresponding termination version, assign the generation control element LF GC VER FINIQ to the earnings or deductions on the Calculation page of the Earning/Deduction Definition component (using the Generation Control field).
3. To specify the override values of the variables (LF VR VER FINIQ 01–10) that you associated with each new earnings and deduction element, either use the Earnings/Deductions SOVR's page or set the value directly on the Supporting Elements Override page.

To create more than 10 termination versions, take the following steps using the delivered termination elements as your model:

1. Define a new termination version on the Termination Version and Termination Action/Reasons pages (VER11, for example).
2. Create additional variables using the Variable component for each termination version in excess of 10 (LF VR VER FINIQ 11, for example).

3. Using the Supporting Elements Override page of the Earning/Deduction Definition component, add the new variable to all of the earnings and deductions that you want to make part of this version. The value for this variable should be set to VER11 to represent the new termination version.
4. Modify the LF GC VER FINIQ generation control formula to include this new variable as part of the comparison process that determines whether the variable LF VR VER FINIQ EE, inserted as a supporting element override at the payee level, equals the new variable that you created. This comparison is discussed under Triggering Termination Payments.

Following is the generation control formula before and after the modification:

Before

```
If LF VR VER FINIQ EE <> " And LF VR VER FINIQ
EE In ( LF VR VER FINIQ 01 LF VR VER FINIQ 02 LF
VR VER FINIQ 03 LF VR VER FINIQ 04 LF VR VER
FINIQ 05 LF VR VER FINIQ 06 LF VR VER FINIQ 07
LF VR VER FINIQ 08 LF VR VER FINIQ 09 LF VR
VER FINIQ 10 ) Then
```

```
1 >> LF FM VER FINIQ GC
```

```
Else
```

```
0 >> LF FM VER FINIQ GC
```

```
Endif
```

After

```
If LF VR VER FINIQ EE <> " And LF VR VER FINIQ
EE In ( LF VR VER FINIQ 01 LF VR VER FINIQ 02 LF
VR VER FINIQ 03 LF VR VER FINIQ 04 LF VR VER
FINIQ 05 LF VR VER FINIQ 06 LF VR VER FINIQ 07
LF VR VER FINIQ 08 LF VR VER FINIQ 09 LF VR
VER FINIQ 10 LF VR VER FINIQ 11) Then
```

```
1 >> LF FM VER FINIQ GC
```

```
Else
```

```
0 >> LF FM VER FINIQ GC
```

```
Endif
```

See Also

Creating Your Own Termination Earnings and Deductions

PeopleSoft Global Payroll PeopleBook, “Defining Earnings and Deduction Elements” and “Understanding Overrides”

PeopleSoft Global Payroll PeopleBook, “Defining Calculation Elements,” Defining Variable Elements and Defining Generation Control Elements

Viewing Delivered Termination Elements

This section contains information about the following rules that PeopleSoft Global Payroll for Mexico delivers to process termination payments:

- Termination earnings.
- Termination process lists and sections.

Termination Earnings

PeopleSoft delivers the following earnings as models of elements that you can create to process termination pay.

Note. The delivered termination earnings for Mexico are defined as PeopleSoft Delivered/Not Maintained. Therefore, you can modify these elements to fit your needs. You can also create entirely new termination elements using the delivered elements as your guide.

<i>Earnings</i>	<i>Description</i>
20DIAS X AÑO	20 days per year severance
3 MESES	3 months salary severance
PRIMA ANTIG	Seniority premium severance
LIQUIDAC EX	Nontaxable severance
LIQUIDAC GR	Taxable severance
LIQUIDACION	Severance total
AGUINALDO	Christmas bonus
VAC PROP ACT	Actual year proportional vacations (Corresponding portion based on 1 January of the year and the termination date divided by 365.)
VAC PROP ANI	Anniversary proportional vacations (Corresponding portion based on the most recent anniversary date and the termination date divided by 365.)
SALDO VACAC	Unpaid vacations balance
PMA VAC PACT	Current year proportional vacation premium (Corresponding portion based on 1 January of the year and the termination date divided by 365.)

Earnings	Description
PMA VAC PANV	Anniversary proportional vacation premium (Corresponding portion based on the most recent anniversary date and the termination date divided by 365.)
SALDO PMAVAC	Unpaid vacation premium balance

Termination Process Lists and Sections

The process list containing termination elements for Mexico is NOMINA. The preceding list of termination earnings can be found in the sections LIQ Y FINIQUITOS and SALDO VACACIONES.

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

See Also

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

PeopleSoft Global Payroll PeopleBook, “Defining Processing Elements,” Using Process Lists and Using Sections

CHAPTER 12

Setting Up Garnishments for Mexico

This section provides an overview of garnishment types and priorities and describes how to:

- Trigger garnishments.
- Create your own garnishment elements.
- View delivered garnishment elements.

Understanding Garnishment Types and Priorities

Garnishments are typically defined in one of the following ways:

- As a percent of total of gross earnings.
- As a fixed quantity.
- As a percentage of net pay.
- As the total amount or percentage of a fixed set of earnings or deductions.
- As a percentage of the employee's compensation, and so forth.

PeopleSoft Global Payroll for Mexico delivers five sample garnishment elements. You can modify these elements to fit your needs, or use them as models for creating your own unique garnishments.

Note. These garnishment types apply to all kinds of payroll processes: regular payroll, special payrolls, Christmas bonuses, termination pay, and so forth.

Triggering Garnishments

PeopleSoft Global Payroll for Mexico delivers the deduction element PENSION ALIM to calculate garnishments. To trigger this garnishment, you must assign the garnishment to a payee using the Earning/Deduction Assignment page, because the definition of the garnishment elements is *By Payee* in the garnishment element group KY DED GRALES.

See Also

PeopleSoft Global Payroll PeopleBook, "Understanding the Organizational Structure," Defining Element Groups and "Understanding Overrides," Assigning and Disabling Earnings and Deduction Elements for Payees

Creating Your Own Garnishment Elements

If you must create your own garnishment element, use the delivered garnishment PENSION ALIM as your model. To create a new garnishment, create a deduction defined as $\text{Base} \times \text{Percentage}$.

To calculate the base, first create an accumulator (for example, the delivered accumulator PERCEP PENSION ALI) containing all of the earnings on which the garnishment is based minus all pretax deductions (for example, the delivered accumulator DED PENSION AI). This accumulator is the base for the garnishment tax, so you should then create a formula to apply tax formulas to this base (for example, the delivered formula PA FM IMPPERC). The garnishment base is then the earnings accumulator (PERCEP PENSION ALI) minus the taxes generated by this accumulator (PA FM IMPPERC), minus the accumulator that contains the deductions after taxes (for example, the delivered accumulator DED PENSION DI).

Assign this deduction to a recipient using the Deduction Recipients pages in PeopleSoft Global Payroll (core application).

Viewing Delivered Garnishment Elements

This section contains information about the following rules that PeopleSoft Global Payroll for Mexico delivers to process garnishments:

- Garnishment deductions.
- Garnishment process lists and sections.

Garnishment Deductions

PeopleSoft Global Payroll for Mexico delivers the following five garnishment elements:

Note. The delivered garnishments for Mexico are defined as PeopleSoft Delivered/Not Maintained. Therefore, you can modify the elements to fit your needs. You can also create entirely new garnishment elements using the delivered elements as your guide.

Deduction	Description
PENSION ALIM	This element is used to calculate a garnishment (deduction) defined as a percentage of a base ($\text{Percent} \times \text{Base}$). The base is returned by the formula PA FM BASE PENSION, and the percentage is contained in the variable PA VR %PENSION.
	The formula PA FM BASE PENSION returns the value of the garnishable base. It is calculated by subtracting the formula PA FM IMPPERC and the accumulator DED PENSION DI from the accumulator element PERC PENSION ALI ($\text{PA FM BASE PENSION} = \text{PERCEP PENSION ALI} - \text{PA FM IMPPERC} - \text{DED PENSION DI}$).
	PERCEP PENSION ALI: Accumulator storing garnishable earnings minus pretax deductions. (Pretax deductions are contained in the accumulator DED PENSION AI.) PA FM IMPPERC: Formula that calculates the garnishment tax (a tax on the garnishment base stored in the accumulator PERC PENSION ALI). DED PENSION DI: Accumulator containing after-tax deductions.
	Note. In the delivered garnishment element PENSION ALIM, the percentage is a variable that can be changed as required, or it can be overridden at the payee level.
	Note. You must select the elements that form the base of this garnishment by adding them to the accumulator PERC PENSION ALIM. In addition, add the taxable part of these elements to the accumulator BASE IMP PEN ALIM, which is used in the formula PA FM IMPPERC.
	Note. To trigger this garnishment, you must define the garnishment (deduction) recipients. To define deduction recipients, define a recipient ID on the Deduction Recipients page of the Define Business Rules, Define Global Payroll Rules, Setup 5 menu. Then, assign the recipient ID to individual payees on the Deduction Recipients page of the Compensate Employees, Maintain Global Payroll Data, Use menu.
PENSION C FI	This element is used to calculate a garnishment with a calculation rule of Amount. The amount is assigned at the payee level.

Deduction	Description
PENSION NETO	This element is used to calculate a garnishment defined as a percentage of net pay—that is, a garnishment with a calculation rule of Base × Percent, in which the base is the net pay accumulator NETO. The percentage is contained in the variable PA VR % PENSION 2.
PENSION T – I	This element is used to calculate a garnishment defined as a percentage of Total Earnings – Taxes (that is, a garnishment with a calculation rule of Base × Percent). The base is calculated by the formula PA FM PENSION T-I (Total Earnings minus ISR Taxes minus IMSS Taxes, or TOTAL PERCEPCIONES – ISR RETENIDO – CUOTAS CYV – CUOTAS EYM). The percentage is contained in the variable PA VR % PENSION 3.
PENSION TOT	This element is used to calculate a garnishment defined as a percentage of total earnings—that is, a garnishment with a calculation rule of Base × Percent, in which the base is the total earnings accumulator TOTAL PERCEPCIONES. The percentage is contained in the variable PA VR % PENSION 4.

Garnishment Process Lists and Sections

The section containing garnishments for Mexico is PENSIONES. This section is encountered in the following process lists.

Process List	Description
NOMINA	Main process list for payroll elements
NOMINA ESPECIAL	Special payroll process list

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

See Also

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

PeopleSoft Global Payroll PeopleBook, “Defining Processing Elements,” Using Process Lists and Using Sections

CHAPTER 13

Calculating Net-To-Gross Payments for Mexico

This chapter provides overviews of net-to-gross processing and the process sequence and describes how to view delivered net-to-gross elements.

Understanding Net-to-Gross Processing

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

This section provides overviews of:

- Net-to-gross earnings elements.
- How to determine whether a net-to-gross calculation is required.
- Actual net pay and target net pay.
- Upper and lower limits.
- How to calculate the PIRAMIDADO earning.

Understanding Net-To-Gross Earnings Elements

As part of this feature, PeopleSoft provides two earnings elements. The first is PIRAMIDADO, and this is for paying the net amount. This earnings contributes to the PIRAMIDADOS accumulator, which is the element used in formulas to arrive at the required net.

You enter the PIRAMIDADO earnings amount using positive input or with the Earning/Deduction Assignment page. The system calculates the amount by which it must gross-up earnings to have the required net after deducting taxes. It then assigns that amount, discounting the PIRAMIDADOS accumulator, to the second earnings, EXC PIRAMID. The two earnings make up the gross pay. The earnings element PIRAMIDADO is assigned to the DESPUES IMPUESTOS section of the NOMINA process list before the gross-to-net sub-process begins. This is where the EXC PIRAMID earnings element is calculated. To summarize:

- $(\text{PIRAMIDADO}) + (\text{EXC PIRAMID}) = (\text{Gross Pay})$
- $(\text{PIRAMIDADO}) = (\text{Net Pay})$
- $(\text{EXC PIRAMID}) = (\text{Additional amount needed to reach net pay})$

Determining Whether a Net-to-Gross Calculation is Required

When PIRAMIDADO earnings are resolved, these earnings add to the gross-up accumulator PIRAMIDADOS, which contains the resolved value of the PIRAMIDADO earnings element after taxes and other deductions. In another section of the process list—PIRAMIDADO SEC—a conditional formula determines that grossing-up is required if the gross-up accumulator has a value.

Understanding Actual Net Pay and Target Net Pay

To determine when the gross-up process is complete, the system compares the actual net pay amount (the net pay element defined in the process list) to the target net amount. The target net is the sum of the net pay element before processing the Piramidados section and the PIRAMIDADOS accumulator ($\text{NET} + \text{PIRAMIDADOS}$).

In each iteration of the gross-up, the process produces a new net based on the new gross amount.

When the actual and target net are the same, the process of calculating the gross pay is complete.

Understanding the Upper and Lower Limits

PeopleSoft Global Payroll for Mexico calculates what we refer to as *upper* and *lower* limits as part of the gross-up process. These limits are the values between which PIRAMIDADOS + EXC PIRAMID falls. In each iteration of the gross-up, the earning EXC PIRAMID takes a value between the Lower Limit – PIRAMIDADO and the Upper Limit – PIRAMIDADO.

For example:

Suppose that you want to pay a PIRAMIDADO amount of 1,000.00.

The first time that limits are calculated, the upper and lower limits are:

- Upper Limit: $1,000 \times 1.6 = 1,600.00$.
- Lower Limit: 1,000.

Therefore, in the first iteration, the EXC PIRAMID values are between 0 and 1,600.

In each iteration, the gross amount varies, depending on the PIRAMIDADO and EXC PIRAMID values.

Calculating the PIRAMIDADO Earning

After the system determines that a gross-up is required, it starts the calculation by treating the PIRAMIDADOS accumulator as if it is the *lower* value that PIRAMIDADOS + EXC PIRAMID can take, and the 160 percent PIRAMIDADOS accumulator as the *upper* value that PIRAMIDADOS + EXC PIRAMID can take.

The system processes the limits that are being changed to ensure that they enclose the target value for the EXC PIRAMID earnings element. It validates the upper amount, deducting taxes, to get a new net amount—the upper net—and verifies that the target net is between the lower net and upper net. The same validation is made if the lower limit is the one that is changing.

If the validation returns a value of *false*, the system is searching in the wrong range, and the lower and upper limit values must be redefined.

EXC PIRAMID takes its value during each iteration of the formula:

$$((\text{Lower Limit}) + (\text{Upper Limit})) / 2 - \text{PIRAMIDADOS}$$

Because of the tax deduction, the actual net doesn't match the target net. Using the difference between actual and target net in a formula, the system calculates a new upper or lower limit, deducts the taxes from it, and arrives at a new actual net, which it compares to the target net. The iterations—or loops—continue, with the actual net coming closer to the target net with each loop, until the actual and target net are the same.

Understanding the Process Sequence

This section takes you step-by-step through the process and provides an example.

1. You enter the bonus amount by positive input as the earnings PIRAMIDADO.
2. The PIRAMIDADO earnings are resolved in the DESPUES IMPUESTOS section and add to the accumulator PIRAMIDADOS.
3. The PIRAMIDADO SEC subprocess section in the NOMINA process list contains the conditional formula PI FM EJECUTAR. If the formula finds that the PIRAMIDADOS accumulator is not zero and, therefore, a gross-up must be done on this accumulator, it invokes the PIRAMIDADO subprocess section.
4. The formula PI FM LIM INICIAL, the first element in the PIRAMIDADO SEC section, sets the variable PI VR NETO PIRAMID to the value of the current net plus the PIRAMIDADOS accumulator. This value remains constant during subsequent processing. The formula PI FM LIM INICIAL also sets the values of the upper and lower limits (upper and lower values for the PIRAMIDADOS + EXC PIRAMID).
5. The earnings element EXC PIRAMID is the second element of the PIRAMIDADOS SEC section. With this element, the PIRAMIDADOS SEC section initiates the gross-to-net subprocess governed by the conditional formula PI FM CONTINUAR.

6. The conditional formula PI FM CONTINUAR in the PIRAMIDADO SEC section compares the constant value of PI VR NETO PIRAMID (set in Step 4) with the value of the new net (which has the new calculated taxes subtracted from it).
7. If the formula PI FM CONTINUAR returns FALSE (0), meaning that there is no difference between PI VR NETO PIRAMIDADO and the new calculated net, the process stops. The formula returns TRUE (1) if it runs and determines new upper or lower limit values depending on positive or negative differences. The value of PI VR EXC PIRAMIDADO is the amount by which the net is increased to produce the taxable gross.
8. The tax deductions are calculated in the IMPUESTOS FED section to produce a new actual net.
9. The conditional formula PI FM EXC PIRAM in the IMPUESTOS FED section compares the constant value of PI VR NETO PIRAMIDADO (set in Step 4) with the value of the upper and the lower limits. This determines whether the target net is still between the limits. If the target net is not between these limits, the formula recalculates the limits.
10. The tax deductions are calculated in the IMPUESTOS FED section to produce a new actual net.
11. The loop process of calculating a new gross, deducting taxes to produce a new net balance, and comparing the balance to the constant PI VR NETO PIRAMIDADO continues until the actual net is closer to the target net ($-1 \leq x \leq 1$).
12. When the looping stops, the formula PI FM CONTINUAR checks to see that there is no difference between PI VR NETO PIRAMIDADO and the new net. If there is no difference, the formula resolves to FALSE, indicating that the system has calculated the correct gross-up figure. The system goes through the loop a maximum of fifteen times. If it fails to calculate the gross amount correctly within that limit, you must remove the PIRAMIDADO earning amount, calculate the gross manually, and pay it using the earnings element of your choice.

Example: Calculating the PIRAMIDADO Earnings and Gross Pay

The following example is based on a positive input entry of 500 to the PIRAMIDADO earnings. The value of the PIRAMIDADOS accumulator becomes 500.

The PIRAMIDADO SEC section is run because the PIRAMIDADOS accumulator is greater than zero.

Suppose that the net result before the PIRAMIDADO earning resolves to 5,000.00, so the new target net is 5,500.00 (net before PIRAMIDADO + 500.00 [PIRAMIDADO]).

New upper and lower limits must be set:

- Lower Limit: PIRAMIDADOS = \$500.
- Upper Limit: 160 percent PIRAMIDADOS = $500 \times 1.6 = 800$.

The following two earnings are used to calculate the new net:

- PIRAMIDADO, which is entered through positive input or earnings and deduction assignment.
- EXC PIRAMID, which is used to find the target net.

To ensure that you reach the target net, PIRAMIDADO should be between 500 and 800. Therefore, EXC PIRAMID has a value between 0 and 300.

Viewing Delivered Net-to-Gross Elements

This section contains information about the following rules that PeopleSoft Global Payroll for Mexico delivers to calculate gross-to-net payments:

- Gross-to-net earnings.
- Delivered net-to-gross process lists and sections.

Gross-to-Net Earnings

PeopleSoft delivers the following gross-to-net earnings.

<i>Earning</i>	<i>Description</i>
PIRAMIDADO	This element is used to pay the net amount through positive input.
EXC PIRAMID	This element contains the amount by which the system must gross-up pay to have the required net after deducting taxes.

Delivered Net-to-Gross Process Lists and Sections

The NOMINA process list contains the following net-to-gross sections.

<i>Section</i>	<i>Description</i>
DESPUES IMPUESTOS	This section includes the earnings element PIRAMIDADO.
PIRAMIDADO SEC	This is a Payroll Process Only section of the subprocess type. As a subprocess section, it allows iterative processing to occur within it (that is, recursive calling of the IMPUESTOS FEDERALES section can take place).
IMPUESTOS FEDERALES	This section calculates the tax on the gross pay (the sum of previous gross plus PIRAMIDADO and EXC PIRAMID earnings).

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

See Also

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

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

PeopleSoft Global Payroll PeopleBook, “Defining Processing Elements,” Using Process Lists

PeopleSoft Global Payroll PeopleBook, “Defining Processing Elements,” Using Sections

CHAPTER 14

Defining Results Adjustments and Reversals

This chapter describes how to:

- Set up results adjustments.
- Set up results reversals.

Setting Up Results Adjustments

In PeopleSoft Global Payroll, you can adjust an employee's results with the retro feature. With result adjustment, you can make changes to an employee's pay after finalization. For example, if a special deduction has to be applied to an employee's results right before calculation, you can do so by adding this deduction in the Positive Input page.

Note. There is no special setup required for results adjustments. It is done through regular retro processing.

This section describes how to process results adjustments.

Processing Results Adjustments

There are two types of adjustments:

- Positive adjustment – when additional pay needs to be made to the employee
- Negative adjustment – when an employee's pay needs to be deducted

Both positive and negative adjustments are handled with retro triggers that are defined in the core application. If it's a payroll adjustment, you can make the adjustment through positive input. If it's an absence adjustment, you can make the adjustment through the Absence Entry page.

See Also

PeopleSoft Global Payroll PeopleBook, “Working With Positive Input,” “Setting Up Triggers,” and “Absence Entry and Processing”

Setting Up Results Reversals

When an employee terminates and never shows up for work again, you can use the results reversal feature in PeopleSoft Global Payroll for Mexico. In this case, you can select those employees whose results need to be reversed. This way, the system can identify the reversed employees during the termination process and won't process those employees. The results that were previously generated are cancelled.

You'll use results reversal to identify the employees whose results need to be reversed.

Note. Results reversal is only used for employees who never show up for work. Any other type of reversal is handled with the retro feature in PeopleSoft Global Payroll.

To set up a results reversal for an employee:

1. Select the employee whose results need to be reversed on the Results Reversal page.
2. During the termination process, the system identifies the reversed employees and does not process them any further.

This is done with a formula that avoids the calculation of the regular payroll or termination process. The formula RE FM VALIDA REVER is PeopleSoft-delivered but not maintained.

See Also

“Understanding Terminations for Mexico”

“Setting Up PeopleSoft Global Payroll for Mexico,” Defining Retroactivity

PeopleSoft Global Payroll PeopleBook, “Defining Retroactive Processing”

Pages Used to Define Results Adjustments

Page Name	Object Name	Navigation	Usage
Results Reversal	GPMX_REVERSAL	Global Payroll Mexico, Manage Payroll Process (MEX), Use, Results Reversal	Select the employees whose results need to be reversed.

Defining Results Reversal

Access the Results Reversal page.

Results Reversal

Pay Group: GYTE ASEM Grupo de Pago Semanal x Cal

Calendar ID: GYTEPAY GYTEW01

Data		View All	First	1 of 1	Last
*EmplID:	Name:				
GYTE01	Brito Bermudez, Carlos				

Results Reversal page

EmplID (employee ID)

Select the ID of the employee whose check needs to be reversed.

Note. The results reversals are specific for a pay group and Calendar ID.

CHAPTER 15

Setting Up Payslips for Mexico

This chapter provides an overview of payslips and describes how to define payslips.

Understanding Payslips in Mexico

In Mexico, companies have to provide a standard payslip, that contains information such as the number of worked days and wages. The payslip is delivered to employees depending on the payment frequency (Weekly, Biweekly, Semimonthly, or Monthly).

In PeopleSoft Global Payroll for Mexico, you can define the criteria to print out your payslips, so that it displays exactly the information you require. You can prioritize the sort criteria and select the earnings and deductions you want included in the payslip.

Defining Payslips in Mexico

This section provides an overview of the payslip definition process and describes how to:

- Define payslips.
- Define the payslip sortID.
- Define the payslip format.

Understanding the Payslip Definition Process

In this section, we discuss how to define payslips.

To define payslips:

1. Complete the Group Criteria Definition page in PeopleSoft Human Resources.
2. Create the Group ID on the Group Criteria page in PeopleSoft Human Resources.

You must have defined a Group ID before you can generate a payslip. Every time you run the payslip process, the Group ID is refreshed.

3. Define the sort criteria for your payslip on the Payslip SortID page.

4. Select the earnings and deductions you want included on the payslip on the Payroll Reports Format page.
5. Generate the payslip on the Payslip Report page.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Working with Groups,”
Defining a Group Criteria

“Appendix: PeopleSoft Global Payroll for Mexico Reports”

Pages Used to Define Payslips for Mexico

Page Name	Object Name	Navigation	Usage
SortID	GPMX_SORTID	Global Payroll Mexico, Define Payroll Setup (MEX), Setup, Payslip Sort ID, SortID	Define the printing order selection for the payslip.
Payslip Format ID	GPMX_PAYSLIP_FO RMA	Global Payroll Mexico, Define Payroll Setup (MEX), Setup, Payroll Reports Format, Payslip Format ID	Enter the earnings and deductions that are eligible to print on a payslip.

Defining the Payslip SortID

Access the SortID page.

Sort ID

Sort ID: KYRECIBO

Sort		View All	First	1 of 1	Last
*Effective Date:	01/01/2001				
*Status:	Active				
*Description:	Payslip				
Short Description:	Payslip				
Sort by:	Company				Desc ☐
Then by:	Pay Group				☐
Then by:	Employee Name				☐
Then by:					☐
Then by:					☐

SortID page

Sort By

Define what you want the payslip to sort by first. Valid values include **Company**, **Department**, **Employee ID**, **Employee Name**, **Employee Type**, **Locality**, **Pay Group**, **Pay Entity**, and **Supervisor Code**. Once you've defined your sort criteria, this is the order in which the payslip will print information.

Then By

Select what the next sort criteria will be. You can define sorting of up to five criteria. Valid values are the same for all Sort fields.

Desc (descending)

Select if you want the sort order to be in descending order. The default is in ascending order, so if you want to print in descending order, you must specify this by selecting the **Desc** checkbox.

Defining the Payslip Format

Access the Payslip Format ID page.

Payslip Format ID

Format ID: KYRECIBO

Earnings and Deductions Eligible Print View All First 1 of 1 Last

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

*Description: Payslip Format

Short Description: PyslipForm

*Total Deductions: TOTAL DEDUCCIONES

*Total Earnings: TOTAL PERCEPCIONES

*Net Pay: NETO

☒ Include ☐ Exclude ☒ Include ☐ Exclude

Earnings			Deductions		
*SeqNum	*Earnings	Description	*SeqNum	*Deduction	Description
1	210	COMISIONES Commissions	1	110	INCAP MATERN Maternity Leave
2	300	SALARIO PROM Average Salary	2	120	INCAP RIESGO Work Risk Leave

Payslip Format ID page

Earnings and Deductions Eligible Print

- Total Deductions** Select the element that corresponds to total deductions.
- Total Earnings** Select the element that corresponds to total earnings.
- Net Pay** Select the element that corresponds to net pay.
- Include/Exclude** You can either choose to enter the earnings or deductions you want included on the payslip or you can choose to enter the earnings and deductions you want to exclude, depending on what is the easiest way for you to define your payslips. For example, if you have defined 20 types of earnings and you only want to include 5 of them, the easiest way is to include those 5 earnings, instead of excluding the other 15 earnings. In another case, if you want to exclude only 3 earnings from the payslip, you can select **Exclude** and then enter the 3 earnings that you want to exclude, instead of including the other 17 earnings.

Earnings

SeqNum (sequence number) Enter the sequence number for the earnings.

Earnings Select the individual earnings elements that will be included (or excluded) in the payslip.

Deductions

SeqNum (sequence number) Enter the sequence number for the deduction.

Deduction Select the individual deduction elements that will be included (or excluded) in the payslip.

CHAPTER 16

Setting Up Banking for Mexico

This chapter describes how to define the banking process in Mexico.

Defining the Banking Process in Mexico

The banking feature in PeopleSoft Global Payroll is optional. If you decide to use the banking feature, start by defining pages in the core application and continue with processing in PeopleSoft Global Payroll for Mexico. Before running the banking process for Mexico, you must set up basic banking information in the core application, such as:

- Defining bank addresses.
- Defining EFT formats.
- Identifying source banks and inking source banks to pay entities.
- Defining recipients.
- Defining deposit schedules.

Note. The information below only discusses the banking process for Global Payroll for Mexico, which occurs after you've set up the banking information in the core application.

After running a payroll, funds are sent to the bank, along with instructions for payment. The bank needs to know who is going to be paid, how much they are to be paid, and which bank the wages are paid to. This information is extracted from the core application and stored in the Mexican payroll files, based on a list of payees corresponding to those in the last payroll run. A file is created with a line for each payee, containing a name, bank account number and amount of money. This file is sent to the bank that then distributes the funds.

Note. Global Payroll for Mexico supports six major Mexican banks: Banamex, Bancomer, Bancrecre, Banorte, Bital, and Scotiabank Inverlat.

See Also

PeopleSoft Global Payroll PeopleBook, "Understanding Banking"

Understanding the Banking Process

The following steps describe the banking process in PeopleSoft Global Payroll for Mexico.

To process banking in Global Payroll for Mexico:

1. Launch the core banking process on the Payment Preparation page.

The GP PAYMENT output table is populated.

2. Launch the Mexican banking process on the Payment Preparation page.

The GPMX PAYMENT output table is populated.

3. Launch the process to build the EFT file and generate the banking report on the Payment File Generation page.

An SQR, called GPMXBA01, is run. An EFT file is generated, containing the details of each payment from the payroll run. The EFT file is sent to the bank so that the funds can be transferred to payees' bank accounts.

This SQR also generates a report with payment details for validation purposes. You can review and store the payment details.

Note. Each bank in Mexico has a different flat file format. Global Payroll for Mexico has the flexibility to generate these different formats for six of the top banks in Mexico.

Pages Used to Define Banking in Mexico

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Payment Preparation	GPMX_BANK_POPULATE	Global Payroll Mexico, Manage Payroll Process (MEX), Process, Payment Preparation, Payment Preparation	Launch the processes that populate the GP_PAYMENT and GPMX_PAYMENT records.
Payment File Generation	GPMX_BANK_EFT	Global Payroll Mexico, Manage Payroll Process (MEX), Process, Banking, Payment File Generation	Launch the process of building the flat output file (EFT) and generate a report.

Defining the Payment Preparation

Access the Payment Preparation page.

Payment Preparation

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

Payroll Run

*Calendar Group: GY IMSS MEN 01 Nomina IMSS

Stream Number: ☐ Process Streams

☐ Clear Data in Temp Table

Processing Phases and Options

☐ Calculate

☐ Finalize

☐ Update Statistics

Streams		Calendars in Run	
Stream Number	Calculated	Pay Group	Calendar ID
	☐	GYIM01	GY IMSS GYIMMEN01

Payment Preparation page

Note. The fields on the Payment Preparation page are the same as the Banking Run Control page in the core application, except that there is an additional field on the Payment Preparation page.

Clear Data in Temp Table Select when you want to recalculate the Mexican banking process. If you select this check box, you can clear the GPMX PAYMENT output table and fill it again if there are any changes to the calculation.

See Also

PeopleSoft Global Payroll PeopleBook, “Understanding Banking,” Running the Banking Process

Defining the Payment File Generation

Access the Payment File Generation page.

Payment File Generation

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

Banking

*Calendar Group ID: GYBNMCIGENERO

*Pay Entity: GYBNM

*Bank Format: Banamex

File Name: LINEABNM.TXT

Bank Cust ID: 8085657

Reference Number A: 11112222

Version

☐ DOS

☒ Windows

Format

☒ Pagomático

☐ Third Party

Payment File Generation page

Calendar Group ID

Select the Calendar Group ID for which you want to generate a payment file.

Pay Entity

Select the pay entity for which you want to generate a payment file.

Bank Format

Select the bank. Valid values are *Banamex*, *Bancomer*, *Bancrecer*, *Banorte*, *Bital*, and *Scotiabank Inverlat*. Depending on which bank you select, additional fields may appear on this page. Each bank may require different information about the bank file transfer. The following table lists the additional fields that appear depending on the bank format you select.

Version and Format

For the Banamex bank format, you can build two versions of an EFT file: **DOS** or **Windows**. If you select the **Windows** version, you will also select the format: **Pagomático** or **Third Party**.

Bank Format	Additional Fields that Appear
Banamex	File Name, Bank Cust ID, Reference Number A, Version, Format
Bancomer	File Name, Secondary Reference
Bancrecer	File Name, Reference Number, Reference Number A
Banorte	File Name
Bital	File Name

Bank Format	Additional Fields that Appear
Scotiabank Inverlat	File Name, Reference Number A, Reference Number C

Note. Once the GP PAYMENT table and the GPMX PAYMENT table are populated, you can launch an SQR that generates the flat file for banking along with a printed report of payment details.

See Also

“Appendix: PeopleSoft Global Payroll for Mexico Reports”

Appendix: PeopleSoft Global Payroll for Mexico Reports

This appendix discusses PeopleSoft Global Payroll for Mexico reports and shows you how 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 Mexico Reports: General Description

This table lists the PeopleSoft Global Payroll for Mexico reports, sorted alphanumerically by report ID. The reports listed are all SQR reports. If you need more information about a report, refer to the report details at the end of this appendix.

See Also

PeopleSoft Global Payroll for Mexico Reports: A to Z

PeopleSoft Global Payroll for Mexico Reports

Report ID and Report Name	Description	Navigation	Run Control Page
GPMXAA01 Minimum Wage Salary Levels	Displays a list of the minimum wage salary levels in your company to present to the government.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 1, Annual Tax Adjustment	GPMX_RC_SUBSACRED

Report ID and Report Name	Description	Navigation	Run Control Page
GPMXAA02 Annual Adjustment	Displays the annual tax adjustment results.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 1, Annual Tax Adjustment	GPMX_RC_SUBSACRED
GPMXAA03 Form 37	Form 37 has two purposes. Either it provides information about employees who are going to present their own annual adjustment tax data or it provides tax information to employees who terminate.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 1, Form 37	GPMX_RC_FORMAT37
GPMXAA04 Accreditable Subsidy	Displays tax subsidy data.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 1, Annual Tax Adjustment	GPMX_RC_SUBSACRED
GPMXAG01 Christmas Bonus	Details the Christmas bonus amounts and taxes.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 1, Christmas Bonus	GPMX_RC_XMAS01
GPMXBA01 Banking Report	Creates an electronic flat file to be transferred to the bank and a printed report.	Global Payroll Mexico, Manage Payroll Process (MEX), Process, Banking	GPMX_BANK_EFT
GPMXIE01 State Taxes by Location	Provides a monthly report on state taxes paid by your company.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 1, State Taxes by Location	GPMX_RC_ST_TAXES
GPMXIF01 Federal Taxes Summary	An end of the tax year report that details the federal taxes paid by your company and your employees.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 1, Federal Taxes	GPMX_RC_FEDTAX

Report ID and Report Name	Description	Navigation	Run Control Page
GPMXIM01 Variable SDI Report	Lists the variable SDI earnings for the previous month by pay group.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 2, Variable SDI Report	GPMX_RC_VARIABI
GPMXIM02 IMSS Printed Notices - Hire	Provides hiring details for selected employees. This report is submitted to IMSS in printed format.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 2, IMSS Printed Notices	GPMX_RC_IMSS_PRN
GPMXIM03 IMSS Magnetic Media Notices - Hire	Provides hiring details for selected employees. This report is submitted to IMSS in magnetic media format.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 2, IMSS Magnetic Media Notices	GPMX_RC_IMSS_MM D
GPMXIM04 IMSS EDI Notices - Hire	Provides hiring details for selected employees. This report is submitted to IMSS in EDI format.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 2, IMSS EDI Notices	GPMX_RC_IMSS_EDI
GPMXIM05 IMSS Printed Notices - Termination	Provides termination details for selected employees. This report is submitted to IMSS in printed format.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 2, IMSS Printed Notices	GPMX_RC_IMSS_PRN
GPMXIM06 IMSS Magnetic Media Notices - Termination	Provides termination details for selected employees. This report is submitted to IMSS in magnetic media format.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 2, IMSS Magnetic Media Notices	GPMX_RC_IMSS_MM D
GPMXIM07 IMSS EDI Notices - Termination	Provides termination details for selected employees. This report is submitted to IMSS in EDI format.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 2, IMSS EDI Notices	GPMX_RC_IMSS_EDI
GPMXIM08 IMSS Printed Notices – Salary Change	Provides salary change details for selected employees. This report is submitted to IMSS in printed format.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 2, IMSS Printed Notices	GPMX_RC_IMSS_PRN

Report ID and Report Name	Description	Navigation	Run Control Page
GPMXIM09 IMSS Magnetic Media Notices – Salary Change	Provides salary change details for selected employees. This report is submitted to IMSS in magnetic media format.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 2, IMSS Magnetic Media Notices	GPMX_RC_IMSS_MM D
GPMXIM10 IMSS EDI Notices – Salary Change	Provides salary change details for selected employees. This report is submitted to IMSS in EDI format.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 2, IMSS EDI Notices	GPMX_RC_IMSS_ED I
GPMXIM11 Absences Report	Details absences for selected employees.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 2, Absences	GPMX_RC_WRKRISK
GPMXIM12 IMSS Base Over Cap	Lists the employees who have a surplus over the cap on 3, 18, and 25 minimum wages.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 2, IMSS Base Over Cap	GPMX_RC_CAP_BSE
GPMXIM13 SUA- Employees Interface	Generates the SUA employees interface and a printed report.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 2, SUA – Employees Interface	GPMX_RC_SUA001
GPMXIM14 SUA – Employees Transactions	Generates the SUA employees transaction interface and a printed report.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 2, SUA – Employees Transactions	GPMX_RC_SUA002
GPMXLF01 Termination/Layoff Letters	Generates either a termination letter or a layoff letter, depending on the option you select.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 1, Termination/Layoff Letters	GPMX_RC_TERMREP

Report ID and Report Name	Description	Navigation	Run Control Page
GPMXPE01 Payroll Results Register	Summarizes the payroll results.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 1, Payroll Results Register	GPMX_RC_PAYRSL
GPMXPE02 Balances Report	Provides a monthly summary of all the accumulator members of the earnings total accumulator and the deductions total accumulator.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 1, Balances	GPMX_RC_ACCUM
GPMXPR01 Loans by Calendar	Lists all loans by calendar group ID.	Global Payroll Mexico, Maintain Payroll Data (MEX), Report, Loans by Calendar	GPMX_RC_LOANS_C AL
GPMXPR02 Loans by Payee	Lists all loans by payee.	Global Payroll Mexico, Maintain Payroll Data (MEX), Report, Loans by Payee	GPMX_RC_LOANS_P YE
GPMXPS01 Payslip	Generates the payslip.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 1, Payslip	GPMX_RC_PAYSLIP
GPMXPV01 Provisions Report	Summarizes all provisions, including vacation, vacation premium, and Christmas bonus. This report has two running options: with or without detail.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 1, Provisions	GPMX_RC_PROV
GPMXRU01 PTU – Eligible Payees	Lists all payees who are eligible for profit-sharing.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 1, PTU (Profit Sharing)	GPMX_PTU

Report ID and Report Name	Description	Navigation	Run Control Page
GPMXRU02 PTU – Non-Eligible Payees	Lists all payees who are not eligible for profit-sharing.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 1, PTU (Profit Sharing)	GPMX_PTU
GPMXRU03 PTU – Unpaid Payees	Lists all payees who have profit-sharing but have not been paid yet.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 1, PTU (Profit Sharing)	GPMX_PTU
GPMXRU04 PTU - Project	Lists all the details of profit-sharing at employee level.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 1, PTU (Profit Sharing)	GPMX_PTU
GPMXTE01 Overtime Report	Provides overtime details for employees. With this report, you have two options: • From week to week with daily details • From week to week without detail	Global Payroll Mexico, Manage Payroll Process (MEX), Report 1, Overtime	GPMX_RC_OVR001
GPMXVA01 Vacations Report	Details vacation entitlements and balances for selected employees.	Global Payroll Mexico, Manage Payroll Process (MEX), Report 1	GPMX_RC_VACATN
GPMXVL01 Coupons Interface	Creates a flat file and a printed report of coupons. The flat file is transferred to the provider, which could be either Accor or SODEXHO.	Global Payroll Mexico, Maintain Payroll Data (MEX), Process, Coupons Interface	GPMX_COUPONS_IN T

PeopleSoft Global Payroll for Mexico Reports: A to Z

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

GPMXAA01 – Minimum Wage Salary Levels

Source Records

PS_GPMX_MIN_WAGE, PS_GP_SUFFIX, PS_GP_RSLT_ACUM, PS_JOB, PS_GP_PIN,
PS_GP_ELM_DFN_SOVR, PS_GP_PIN

GPMXAA02 - Annual Adjustment

Source Records

PS_GPMX_ANL_ADJ_WA

GPMXAA03 - Form 37

Only Payees without Adjustment

Select if you want to include only payees who are indicated as self-presentation.

Source Records

GPMX_FORM37_WA, PS_JOB

GPMXAA04 – Accreditable Subsidy

Source Records

GPMX_OTH_ER, PERSON_NAME, GPMX_OTH_ER_DET, GPMX_FORM37_WA

GPMXAG01 - Christmas Bonus

Source Records

PS_GPMX_XMAS_WA, PS_JOBCODE_TBL, PS_DEPT_TBL

GPMXBA01 – Banking Report

Source Records

PS_GPMX_PAYMENT, PS_PYE_BANKACCT, PS_BANK_BRANCH_TBL,
PS_GP_CAL_RUN_DTL, PS_PERSON_NAME

GPMXIE01 - State Taxes by Location

State From/To Specify the **State To** and **State From** when you only want information about specific states, and not information about all the states.

Source Records

PS_JOB, PS_LOCATION_TBL, PS_STATE_NAMES_TBL, PS_COMPANY_TBL,
PS_GP_PYGRP, PS_GP_RSLT_ERN_DED, PS_GP_PIN, PS_GPMX_ST_TAXES_C

GPMXIF01 - Federal Taxes Summary

Source Records

PS_GP_RSLT_ACUM, PS_JOB B, PS_GP_PIN, PS_GPMX_DET_FEDTAX,
PS_LOCATION_TBL, PS_GP_CAL_RUN, PS_GP_PIN

GPMXIM01 - Variable SDI Report

Source Records

PS_GPMX_SDIVAR_WA, PS_COMPANY_TBL, PS_PERSON_NAME

GPMXIM02 - IMSS Printed Notices - Hire

Company and Establishment ID

Legal Representative Enter the name of the legal representative for your company.

Selection Criteria

Salary Type Select the salary type. Valid values are *All*, *Fixed*, *Mixed*, and *Variable*.

Format Type Select the format type. Valid values are *Customized* and *Non-Custom*.

Capped Select when you want to have the SDI capped up to 25 minimum salaries of employees' minimum wage zone.

Print Employee ID Select if you want to print the employee ID on the report.

Re-print IMSS Notice Select if you want to reprint the IMSS notice, due to previous errors.

Source Records

PS_JOB, PS_GPMX_SDI_WA, PS_JOBCODE_TBL, PS_JOB_JR, PS_PERS_NID,
PS_NAMES, PS_PERS_DATA_EFFDT, PS_PERSON, PS_ADDRESSES

GPMXIM03 - IMSS Magnetic Media Notices – Hire

Note. The fields on this page are similar to those on the IMSS Printed Notice – Hire page.

Source Records

PS_JOB, PS_GPMX_SDI_WA, PS_JOBCODE_TBL, PS_JOB_JR, PS_PERS_NID,
PS_NAMES, PS_PERS_DATA_EFFDT, PS_PERSON, PS_ADDRESSES

GPMXIM04 - IMSS EDI Notices - Hire

Note. The fields on this page are similar to those on the IMSS Printed Notice – Hire page.

Source Records

PS_JOB, PS_GPMX_SDI_WA, PS_JOBCODE_TBL, PS_JOB_JR, PS_PERS_NID,
PS_NAMES, PS_PERS_DATA_EFFDT, PS_PERSON, PS_ADDRESSES

GPMXIM05 - IMSS Printed Notices - Termination

Note. The fields on this page are similar to those on the IMSS Printed Notice – Hire page.

Source Records

PS_JOB, PS_GPMX_SDI_WA, PS_JOBCODE_TBL, PS_JOB_JR, PS_PERS_NID,
PS_NAMES, PS_PERS_DATA_EFFDT, PS_PERSON, PS_ADDRESSES

GPMXIM06 - IMSS Magnetic Media Notices -Termination

Note. The fields on this page are similar to those on the IMSS Printed Notice – Hire page.

Source Records

PS_JOB, PS_GPMX_SDI_WA, PS_JOBCODE_TBL, PS_JOB_JR, PS_PERS_NID,
PS_NAMES, PS_PERS_DATA_EFFDT, PS_PERSON, PS_ADDRESSES

GPMXIM07 - IMSS EDI Notices - Termination

Note. The fields on this page are similar to those on the IMSS Printed Notice – Hire page.

Source Records

PS_JOB, PS_GPMX_SDI_WA, PS_JOBCODE_TBL, PS_JOB_JR, PS_PERS_NID,
PS_NAMES, PS_PERS_DATA_EFFDT, PS_PERSON, PS_ADDRESSES

GPMXIM08 - IMSS Printed Notices – Salary Change

Note. The fields on this page are similar to those on the IMSS Printed Notice – Hire page.

Source Records

PS_JOB, PS_GPMX_SDI_WA, PS_JOBCODE_TBL, PS_JOB_JR, PS_PERS_NID,
PS_NAMES, PS_PERS_DATA_EFFDT, PS_PERSON, PS_ADDRESSES

GPMXIM09 - IMSS Magnetic Media Notices – Salary Change

Note. The fields on this page are similar to those on the IMSS Printed Notice – Hire page.

Source Records

PS_JOB, PS_GPMX_SDI_WA, PS_JOBCODE_TBL, PS_JOB_JR, PS_PERS_NID,
PS_NAMES, PS_PERS_DATA_EFFDT, PS_PERSON, PS_ADDRESSES

GPMXIM10 - IMSS EDI Notices –Salary Change

Note. The fields on this page are similar to those on the IMSS Printed Notice – Hire page.

Source Records

PS_JOB, PS_GPMX_SDI_WA, PS_JOBCODE_TBL, PS_JOB_JR, PS_PERS_NID,
PS_NAMES, PS_PERS_DATA_EFFDT, PS_PERSON, PS_ADDRESSES

GPMXIM11 – Absences Report

Absence Take	Select the absence take element.
Absence Reason	Select the absence reason code. Prompt values depend on the absence take element that you selected.

Source Records

GP_RSLT_ABS

GPMXIM12 - IMSS Base Over Cap

Source Records

JOB, LOCATION_TBL, PERSON_NAME, GPMX_SDI_DATA

GPMXIM13 - SUA – Employees Interface

New Employees	Select if this report is for new employees.
Initial Load	Select if this is an initial load.
Capped	Select if you want to cap the SDI of the employee in the printed report. In the flat file, the SDI is never capped.

Source Records

PS_GPMX_LOAN, PS_GPMX_LOAN_PAY, PS_GPMX_SDI_WA

GPMXIM14 - SUA – Employees Transactions

Note. The fields on this page are similar to the ones on the SUA – Employees Interface page.

Source Records

PS_GP_ABS_EVENT, PS_GP_ABS_TAKE, PS_GPMX_IM14_TMP, PS_GPMX_SDI_WA

GPMXLF01 - Termination/Layoff Letters

Letter Type	Select Termination or Layoff .
--------------------	--

Source Records

PS_GP_RSLT_ED_VW, PS_EMPLOYMENT

GPMXPE01 – Payroll Results Register

Source Records

PS_GP_PYE_PRC_STAT, PS_GP_PYE_SEG_STAT, PS_JOB, PS_NAMES,
PS_GPMX_PAYSL_F_ER, PS_GPMX_PAYSL_F_DE, PS_GP_RSLT_PIN

GPMXPE02 – Balances Report

Source Records

PS_JOB, PS_GP_RSLT_ACUM, PS_GP_PIN, PS_GPMX_ACCUM_MBR

GPMXPR01 - Loans by Calendar

All Loan Deductions

Select if you want to include all loan deductions in the report.

Element Name

If you deselect the **All Loan Deductions** check box, you need to specify the loan deduction elements that you want listed in the Loans by Calendar report.

Source Records

PS_GPMX_LOAN_RSLT, PS_GP_PIN

GPMXPR02 - Loans by Payee

Source Records

PS_GPMX_LOAN_RSLT, PS_GP_PIN

GPMXPS01 – Payslip

Note. You must first define the Group ID to generate the payslip. All groups selected in the Group ID field will automatically be created during the payroll run.

Source Records

PS_GB_GRP_RES_TBL, PS_GP_RSLT_ACUM_VW, PS_GP_RSLT_ED_VW

GPMXPV01 – Provisions Report

Source Records

PS_GP_RSLT_ERN_DED, PS_JOB

GPMXRU01 – PTU – Eligible Payees

Source Records

PS_GPMX_PTU, PS_JOB

GPMXRU02 – PTU – Non-Eligible Payees

Source Records

GPMX_PTU_NOELIG, GPMX_PTU_PAYEE, JOB

GPMXRU03 – PTU – Unpaid Payees

Source Records

GPMX_PTU, JOB

GPMXRU04 – PTU – Project

Source Records

GPMX_PTU, JOB

GPMXTE01 – Overtime Report

First Week/Last Week

Specify the parameters for the first week and last week of overtime. For example, if you want the overtime report to run for the month of January, you would enter 1 for the First Week and 4 for the Last Week.

Source Records

GPMX_OVR_DAILY A, GPMX_OVR_WEEKLY D, GPMX_RC_OVR001 B

GPMXVA01 – Vacations Report

Source Records

GP_RSLT_ACUM, JOB

GPMXVL01 – Coupons Interface

Source Records

PS_GPMX_COUPONS, PS_GP_RSLT_ERN_DED, PS_GP_PIN

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