

PeopleSoft 8.3 Global Payroll PeopleBook

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About the HRMS PeopleBooks

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

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

Before You Begin

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

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

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

PeopleSoft Application Fundamentals for HRMS PeopleBook

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

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

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

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

Related Documentation

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

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

Documentation on the Internet

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

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

Documentation on CD-ROM

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

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

Hardcopy Documentation

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

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

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

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

PeopleBooks Standard Page Element Definitions

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

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

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

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

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

See Also

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

PeopleSoft Process Scheduler

PeopleBook Standard Group Boxes

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

Entering Name Information

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

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

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

Person Name or Current Name

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

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

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

Royal Prefix — Select a Royal Prefix, if applicable.

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

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

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

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

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

Suffix — Select a suffix, if applicable.

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

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

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

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

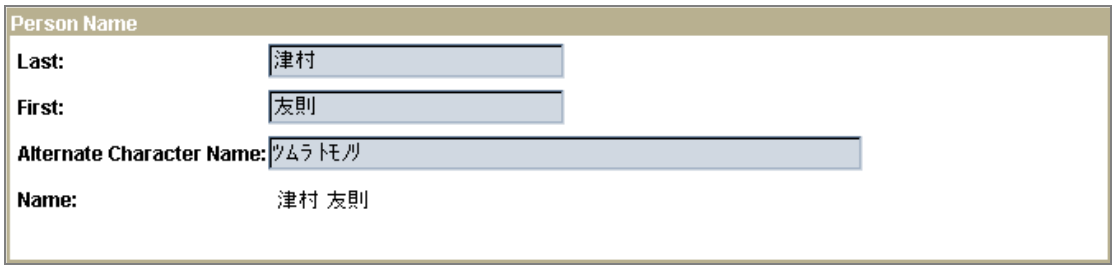
Royal Suffix — Select the appropriate royal suffix. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.

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

Displaying Japanese Names on Pages

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

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



Japanese name format on a page

See Also

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

Entering Address Information

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

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

House Type Enter the house type, if applicable.

Postal Search Click **Postal Search** to use international address formats.

Entering or Viewing Pay Components

Amounts Tab



Pay Components - Amounts

Rate Code Rate codes are IDs for pay components. The system inserts any compensation information associated with this rate code in the compensation grid.

Note. If a seniority rate code is inserted as a default value on the Job Data - Compensation page, the values for these rate codes are unavailable for entry.

Seq (sequence) The sequence number of the rate code if it is used more than once.

Details Click the **Details** button to open the Comp Rate Code Secondary Panel page.

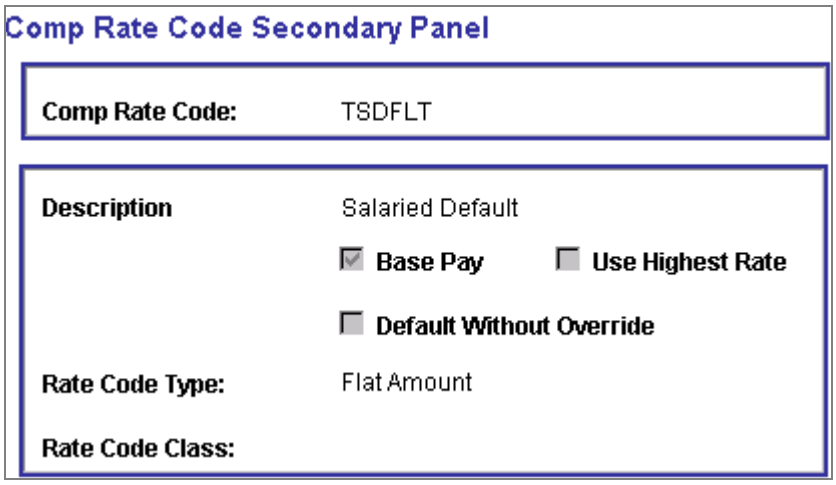
Comp Rate, (compensation rate) **Currency**, and **Frequency** The compensation rate, its currency, and the frequency (for example, annually, weekly, or hourly) the comp rate will be paid.

Apply FTE If selected, the system multiplies the rate code value by the FTE factor for annualization and deannualization. FTE is the percent of full time the employee should normally work in the corresponding job. This field isn't available for ***Percent*** rate codes.

Points The salary points associated with this rate code, if any.

Percent If the rate code rate type is ***Percent,*** the system displays the percent to be applied to the job compensation rate or to a rate code group if you are using rate code groups.

Rate Code Group A rate code group enables you to be more specific when calculating percentages based components as part of your employee compensation package.



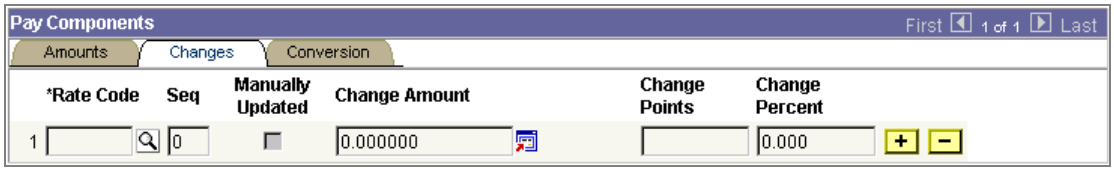
Comp Rate Code Secondary Panel

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

See Also

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

Changes Tab



Pay Components – Changes page

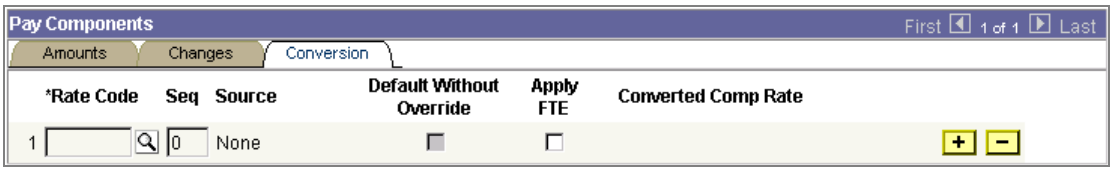
This page displays the change in an employee's salary.

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

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

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

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



Pay Components – Conversion

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

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

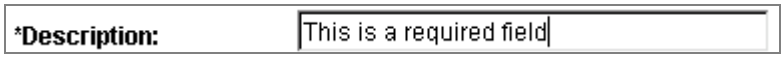
Default Without Override Selected if the worker's compensation package cannot be manually updated on the Job Data – Compensation page.

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

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

Required Fields on Pages

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



Example of a required field label

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

Typographical Conventions and Visual Cues

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

Please take a moment to review the following typographical cues:

`monospace font` Indicates PeopleCode.

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

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

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

Process Introductory Table

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

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

USF U.S. Federal Government Functionality

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

E&G Education and Government Functionality

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

Local Country Functionality

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

Comments and Suggestions

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

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

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

DOC@PEOPLESOFT.COM

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

CHAPTER 1

About the PeopleSoft 8.3 Global Payroll PeopleBook

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

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

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

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

PeopleBooks Standard Page Element Definitions

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

Note. *Page elements* refer to fields, check boxes, and other items that appear on PeopleSoft pages—not to the elements that you use to define your business rules in Global Payroll.

Field	*Definition*
As of Date	The last date for which a report or process includes data.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
By Operator	Dynamically displays the operator ID of the person who last updated information in this page.
Calendar Group ID	A **Calendar Group ID** identifies a grouping of calendars to be processed at the same time.
Comments	Access the **Comments** page by clicking the **Comments** button in the page. Enter any text you need to more thoroughly document the feature.
Country	Identifies the country associated with the page field information.
Description	Freeflow text up to 30 characters.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Element Name	The name of the element you have defined. In some pages this is displayed as **Name.**
Empl Rcd# (employee record number)	Uniquely identifies rows of data that apply to a specific job when a payee has multiple jobs.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Language or **Language Code**	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Last Updated	Dynamically displays the date and time that the information in this page was last updated.

Field	*Definition*
Name	The name of the element you have defined. In some pages this is displayed as **Element Name.**
Owner	Tells you whether or not it is a rule that was delivered by PeopleSoft—and therefore maintained by PeopleSoft—or whether it is a rule that you have created.
Pay Entity	Controlling level within the system; paying entity is one of the tiers within the hierarchy of overrides.
Pay Group	Set of employees grouped together for payroll processing. The field which enables you to group payees. It's a way of "bundling" payees for more efficient processing. A **Pay Group** consists of payees that the system processes at the same time during a pay run. Not an element.
Process Frequency group box	Designates the appropriate frequency in the **Process Frequency** group box: **Once** executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to **Don't Run.** **Always** executes the request every time the batch process runs. **Don't Run** ignores the request when the batch process runs.
Process Monitor	This link takes you to the Process List page, where you can view the status of submitted process requests.
Report ID	The report identifier.
Report Manager	This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	A request identification that represents a set of selection criteria for a report or process.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Run Control ID	Identifies specific run control settings for a process or report.
SetID	An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.
Short Description	Freeflow text up to 15 characters.
Status	Indicates whether a row in a table is ***Active*** or ***Inactive.*** You cannot display inactive rows in pages or use them for running batch processes.
User ID	The system identifier for the individual who generates a transaction.

Field	*Definition*
Version	The **Version** field is a way to indicate something has changed on this page between two dates and is used for version control purposes. As you and others in your organization enter data into the system, this field will let you to track what has changed since the last version. This field is dynamically displayed. No history of previous versions is stored. The **Version** field is used to help track which elements have changed. Any time an element is changed, the version field is blanked out. You can then use this field to help you move them to another database. After moving the elements to the new database, you can then update the element version fields.

See Also

PeopleSoft HRMS PeopleBooks Preface, "About the HRMS PeopleBooks"

PeopleTools PeopleBook: Process Scheduler

Using PeopleSoft Applications, "Working with Pages," Understanding Effective Date

Understanding the Documentation

Documentation for PeopleSoft Global Payroll is made up of two parts. The *PeopleSoft Global Payroll PeopleBook* provides documentation for the core Global Payroll application. Additionally, each Global Payroll country extension has its own PeopleBook.

If you have purchased the PeopleSoft Global Payroll core application along with one or more Global Payroll country extension applications, then you will use this PeopleBook in conjunction with the PeopleBook for any country extension you have purchased.

Global Payroll Application Design

Because the structure of the Global Payroll documentation is similar to the design of the product, the best way to understand the documentation is to review the design of the application itself.

Global Payroll is composed of two complementary pieces:

- A core payroll application that includes the following:
  - A payroll rules engine—a flexible tool that enables users to define the rules of their payroll system and execute payroll and absence calculations.
  - A payroll processing framework—a flexible way to define and execute payroll and absence processing flows such as calendars, run types, pay periods, and process lists.
  - Processes and setup steps that apply to all countries.

- Country extensions that include the following:
  - Statutory and customary objects (payroll rules, payroll processes, reports, additional country-specific pages, and self-service applications).
  - Country-specific rules and elements.

Global Payroll Documentation Structure

Like the application, the documentation for Global Payroll consists of two parts: a core book and separate country extension books.

Core Documentation

Like the core portion of the application, which applies to all countries and enables you to develop rules and process a payroll regardless of location, the core book is country neutral. Thus, while it describes the core set of tools that you can use to develop a payroll, it doesn't discuss the local country rules that have been set up for you. For information about how PeopleSoft has extended the core capabilities to meet local requirements, you'll need to turn to the country extension documentation.

Country Extension Documentation

Just as extensions in the application address local needs, the extensions in the documentation cover local functionality. This includes the following:

- Any core feature with local extensions.
- Country-specific rule setup.
- PeopleSoft-delivered rules and tables.
- Country-specific pages.
- Country-specific reports.
- HRMS setup, such as bank definitions, that varies by location.
- Implementation information that varies by country.

Documentation Roadmap

The core and the local country documentation complement each other, and it is best that you read both sets of documentation.

You can approach the documentation in the following way:

- If a process setup is shared between the core application and the local extension, read the core documentation first and then the local documentation. For example, banking is a feature that you first define in the core application and then often continue in the local country extension since most country extensions will have some type of banking functionality. You would first read Understanding Banking in *PeopleSoft Global Payroll PeopleBook* (in the core documentation) and then the appropriate chapter in the local country documentation.

- If a process is set up only in the core application, read the core documentation.

- If a process is set up only in the local country extension, read the local documentation.

We've identified the following audiences for the documentation:

- Technical

  We recommend that technical readers who are interested in the technical design of the product begin by reading the Understanding the Core Application Architecture section of this PeopleBook, as well as the batch processing information that is mentioned in many of the other sections.

- Functional

  We recommend that functional readers who are interested in defining rules begin by reading the country-specific functionality described in the local documentation. Functional readers can continue to learn about how to use the tools in the core product by reading the sections on defining payroll elements, such as earnings and deductions, in the core documentation.

- Managerial

  We recommend that managerial readers begin by reading the introduction sections to get a high-level overview of the Global Payroll product.

Note. To fully understand the Global Payroll product, technical or functional persons who are involved in the product implementation should ideally read the *PeopleSoft Global Payroll PeopleBook* and the applicable local country extension PeopleBooks in their entirety.

Global Payroll Terms

There are some differences in the terms used in the Global Payroll core documentation and in the local country extension documentation. We explain them here:

- Global Payroll core documentation uses the term *payee* to refer to both employees and non-employees. In some of the local country extension applications, there are many statutory requirements where you have to differentiate clearly between an employee and a non-employee in the system. In such cases, we refer to *employee* and *non-employee* more often than *payee* in the documentation.

- Global Payroll core documentation uses the term *organization* to refer to both companies in the private sector and to organizations in the public sector. In some of the local country extension documentation, we refer to *company* in many cases because there are pages in the country extension application where Company is a required field.

CHAPTER 2

Introducing PeopleSoft Global Payroll

PeopleSoft Global Payroll gives you control over all aspects of your payroll operation in a multinational environment. The core application handles payroll and absence processing and enables you to fine-tune the design of your payroll system.

PeopleSoft Global Payroll supports multiple countries, languages, and currencies. It also supports European Monetary Unit (EMU) processing requirements.

You can adapt PeopleSoft Global Payroll to fit your specific business requirements. Using a browser environment, PeopleTools, and a rules-based system, you can configure your payroll system online without writing or changing source code, thus reducing installation time and costs and simplifying implementation of changes. PeopleSoft Global Payroll adjusts to hardware and software upgrades without altering your view of the system. Your workstations can run on virtually any operating system, because the user interface is browser-based and operating-system-independent.

The system also knows when to calculate. Because payroll runs are typically large and time-consuming, it calculates only where needed. Rather than processing 10,000 employees during each run, the system processes only 20 or 100—whatever the number of adjustments you've made the run. You can run the payroll process over and over again, without spending hours—or days—calculating payroll after payroll

By defining rules, you can determine what payroll or absence components are calculated, on a payee-by-payee basis, during batch processing.

In this section, we discuss some of the distinguishing characteristics of PeopleSoft Global Payroll.

Defining Elements

PeopleSoft Global Payroll contains no application-specific rules or code. You define your payroll rules using pay items called *elements*.

PeopleSoft Global Payroll uses elements to do the following:

- Provide system flexibility.

  With no payroll rules in the code line, you don't depend on programmers to make system changes. Your functional team members can do most of the maintenance and changes.

- Provide user control over processing rule changes.

The system provides utilities to process the entered rules and operates through the element names you've applied.

Important! Defining elements is an important concept PeopleSoft Global Payroll because you must name, define, and sequence every aspect of the payroll process before the system can successfully complete a payroll

Naming Elements

You assign a name to each element you create. With a few exceptions, an element resolves to a value. For instance, if you might create an element called SALARY that resolves to a specific number whenever the system manipulates it; for example, 50,000 for a particular payee and 67,000 for another.

You'll name and define many elements in PeopleSoft Global Payroll, including:

- Earnings
- Deductions
- Formulas
- Proration rules
- Rounding rules
- Accumulators

Once an element is defined, you can associate it with a specific country or with all countries. You can even associate an element using groupings by industry, category, or up to five database fields that are user-defined. This ability to tailor your element associations in various ways adds further flexibility to your payroll system.

You can set up elements in any language that is supported by PeopleSoft. PeopleSoft provides translations for all delivered system elements, and you can define the elements you create in the language of your choosing. These elements can be shared or restricted. Setting up the same payroll in multiple languages enables you to view a correctly configured payroll system in any other preferred language. An organization building a payroll might use some or all of the available elements. In short, each organization has the opportunity to create a payroll specific to its needs—in any or all languages—without having to rework the internal processes of the system.

Payroll Rules

Payroll rules are a set of elements that are used to:

- Calculate, accumulate, and aggregate pay items.
- Group and sequence pay items.

- Combine a series of formulas and logic statements into an iterative process.

A rule usually uses one or more elements. Payroll rules, combined with filtering mechanisms such as Eligibility Groups, General Control, Payee Assignments/Overrides, and Supporting Element Overrides, determine which elements are calculated. After defining rules your payroll rules, you add them to the main control feature, called a *process list*. The process list determines which elements are processed during the pay run, and the order of processing.

Each country defines its own PeopleSoft Global Payroll rules.

Note. The core application is not delivered with any predefined country-specific rules. They are delivered as part of country extensions. Some customers buy only the core application and create all rules themselves.

Realtime Integration With Other PeopleSoft Products

PeopleSoft Global Payroll integrates with PeopleSoft, sharing the same relational data structure, user interface, reporting tools, and configuration capabilities. Because the components are integrated, PeopleSoft Global Payroll has access to information from other PeopleSoft tables.

Payroll Processing

Once PeopleSoft Global Payroll is set up to meet your organization's needs, processing your payroll involves:

- Determining which payees are to be paid for each payroll run.
- Running the payroll calculation process.
- Rerunning the payroll calculation process, if necessary, until you obtain the correct results.
- Finalizing the payroll run.
- Performing postprocessing functions such as banking, reporting, and generating pay slips.

The first step is determining which payees to process. Once payees are selected, you run the payroll calculation process. If a few payees have had changes to their data since your last payroll or absence run, you can run the calculation process again only for those payees. There is no need to reprocess all of your payees. You can rerun your calculations as many times as necessary, until you are confident of your results.

Absence Processing

Tracking payees' absences is critical for payroll accuracy. You need to know whether payees are sick, on vacation, or absent for another reason. Most important, you need to know whether to pay them for the time they were absent.

With PeopleSoft Global Payroll, you define valid absence types and how your organization handles them. You set up absence entitlement and absence take rules and use them to track and pay for payee absences. Processing absence data resembles processing standard payroll data and involves use of the same features.

Segmentation

In payroll processing, certain circumstances can cause data differences during a specific pay period. PeopleSoft Global Payroll uses a concept called *segmentation* to handle such cases.

For example, say that your pay period spans one month, beginning on the first day of the month and ending on the last day. If a payee's base rate of pay changes midmonth, the gross-to-net calculation factors change on that date. PeopleSoft Global Payroll provides two types of segmentation—*period segmentation* and *element segmentation*—to handle such situations.

Retroactivity

Sometimes you must correct or add data that applies to a specific pay period after payroll processing for that pay period. PeopleSoft Global Payroll's retroactivity features help you handle such situations.

CHAPTER 3

Understanding the Core Application Architecture

This chapter provides an overview of the core application architecture for PeopleSoft Global Payroll and discusses:

- Elements - the basic building blocks.
- Processing framework.
- Batch architecture process flow.
- Multiple currency capability.
- Defining installation settings.

Overview of the Core Application Architecture

PeopleSoft Global Payroll is built on a core application that organizations in all countries can use to create payroll systems. Understanding the core application architecture will enable you to better understand the complex details of PeopleSoft Global Payroll.

Elements - The Basic Building Blocks

When you create your payroll system using PeopleSoft Global Payroll, you want to be sure that it meets all the requirements of your organization. One of the ways that PeopleSoft ensures this is by building the payroll system through the use of components called *elements*.

In this section, we discuss:

- The definition of an element.
- Combining elements into rules.
- Why the core product uses PIN (pay item name) processing.

What Is an Element?

An element is the smallest component of PeopleSoft Global Payroll. Elements are building blocks that relate to other building blocks to define your payroll system.

You define each element only once and use it repeatedly anywhere in the system.

Elements fall into these categories:

Type of Element	*Description*
Data retrieval	Retrieves data. Some are predefined elements (called *system elements*) that are delivered by PeopleSoft. Others you define when creating your payroll system.
Calculation	Performs a calculation.
Organizational	Defines the structure and framework for the system.

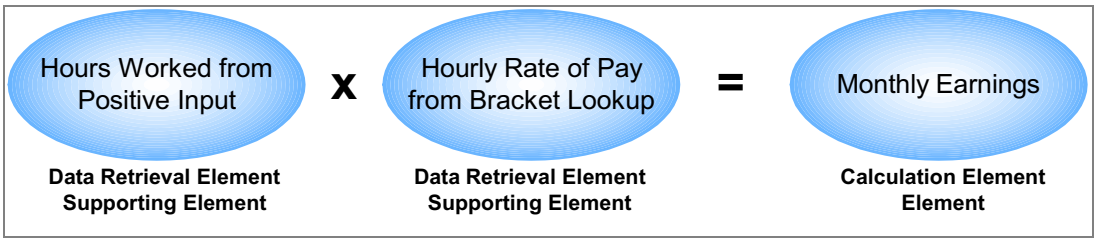
Elements can also be categorized as follows:

Type of Element	*Description*
Primary	Represents primary rules for earnings, deductions, and absences.
Supporting	Usually not used alone, but used to create other, more complex elements such as earnings and deductions.
Miscellaneous	Represents such things as eligibility criteria, accumulators, and certain types of rules.

You can combine these elements in an unlimited number of ways to produce the results that you need for your payroll processing.

Example

Let's say that you want to calculate a payee's earnings for a one-month period. One element might be defined to retrieve the number of hours that the payee worked during the month through positive input. Another element might be defined as a bracket element that retrieves the correct rate of pay. Still another element might be defined to calculate the earnings by multiplying the hours worked (from positive input) by the hourly rate of pay from the bracket lookup to produce an earnings amount for that month. This is a how elements relate to each other in PeopleSoft Global Payroll.



An example of how elements work together

See Also

"Defining General Element Information"

Combining Elements Into Rules

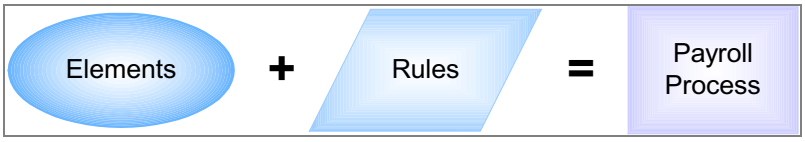
In PeopleSoft Global Payroll, you create and store rules as data that is entered through the online pages.

These rules drive the core application and define the payroll process. Think of a *rule* as what defines how an element is calculated. Rules define the payroll process itself.

Each country using PeopleSoft Global Payroll defines its own rules. For example, overtime in one country might be defined as the last 3-month average rate of pay multiplied by a factor which is a bracket lookup based on the payee's seniority (5 years of service = factor of 1.3, 10 years of service = factor of 1.5, and so on). PeopleSoft Global Payroll enables you to define rules such as these that address your specific payroll processing needs.

Note. Through its country extension products, PeopleSoft delivers a set of data that predefines most of the country-specific rules that your organization needs for its payroll system.

Once you have defined your elements and rules, you have defined the payroll process.



Elements are manipulated by rules to create the payroll process

Important! There is usually no need to modify the PeopleSoft Global Payroll COBOL programs. Using the online pages, you can configure the system to meet your payroll processing needs. PeopleSoft strongly discourages the modification of the delivered COBOL programs—with the possible exception of modifying array size—because modifications can affect the integrity of the entire system.

See Also

"Defining Data Retrieval Elements," Working With Arrays

Why the Core Application Uses PIN Processing

A PIN number (pay item name number) is a numeric identifier for an element. Every element in PeopleSoft Global Payroll has a unique PIN number, including the elements that you create and the elements PeopleSoft delivers. PeopleSoft Global Payroll programs access and process an element by referring to its PIN number, rather than its name.

A PIN is referred to as an *element* in PeopleSoft Global Payroll. A PIN and an element are identical, and a PIN number is the same as an element number. We explain the term PIN here because it is referenced throughout the programs and table structure of the product. Think of *PIN* as the technical name that is used in the programming and table structure and *element* as the functional name that is used on all pages and discussions.

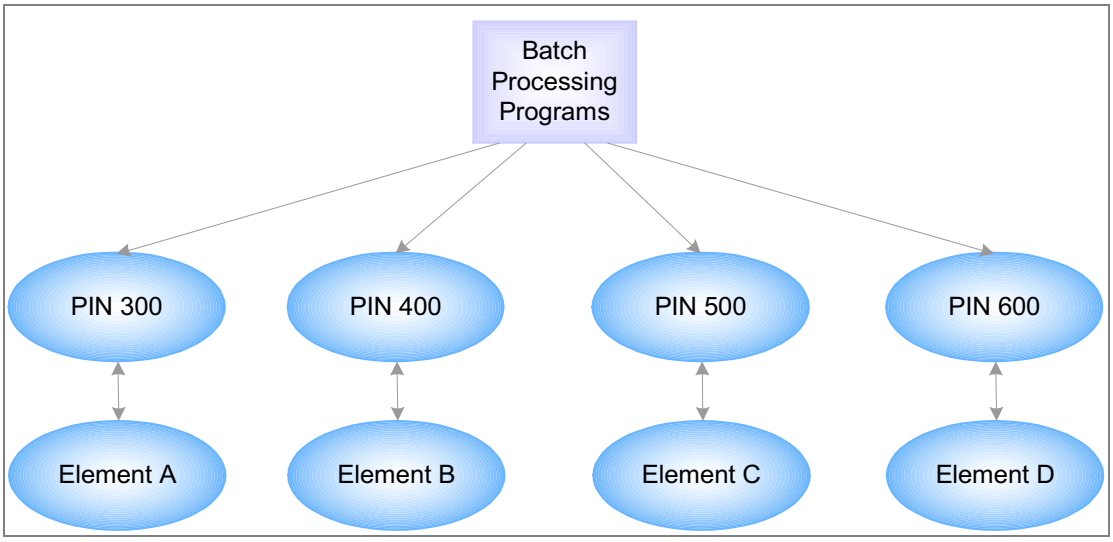
This is necessary because PeopleSoft Global Payroll is designed for use by any organization in any country. Each organization will likely give the elements that form the basis for its payroll system different names, depending on its requirements. And organizations in different countries are going to name their elements using different languages. Also, the system elements delivered by PeopleSoft are often translated into many languages. If the name were the only way to identify an element, there could be problems.

One problem would be batch processing errors. If elements were referenced only by name, and you tried to run a payroll after having renamed an element, then the programs would not know how to access that element. By having the element represented by a unique and constant number (the PIN number), the programs always know that they're referencing the correct element during processing.

PIN numbers also improve performance within batch processes. It is more efficient for the system to use numeric values than to use character values. This performance improvement is a result of being able to easily read the numeric values into the processing arrays and create a pointer to the correct place in the array.

PINs are numbered sequentially.

Note. The system assigns a PIN number to each element that you create. The first number the system assigns is 100,001. PIN numbers prior to 100,001 are reserved for the elements that are delivered with PeopleSoft Global Payroll.



Elements are accessed by PIN number, rather than by element name

The Processing Framework

The PeopleSoft Global Payroll core application is a common foundation and structure that organizations in every country use to build their own calculation rules. The core application determines the basic framework for your payroll and absence processing. This framework supplies the normal processing sequence, organizational structure, and processing structure for calculating a payroll or an absence.

In this section, we discuss:

- The processing sequence.
- The organizational structure.
- The processing structure.
- The use of calendars.

The Processing Sequence

A payroll or absence process consists of several processing phases, some of which you can run together. The typical processing sequence (the order in which PeopleSoft Global Payroll executes phases of a batch) for a payroll or absence run consists of the following phases:

- Identification (payee selection).
- Calculation.
- Finalization.

You can also run Approve, Cancel, Freeze, and Unfreeze phases as needed and modify processing instructions by payee.

When you first launch the batch process, PeopleSoft Global Payroll determines which payees are to be selected and calculated for the payroll or absence run, based on the selection criteria that you have specified. This identification phase is executed only once for each calendar group ID.

During the calculation phase, payroll or absence calculations are performed. Each payee is processed sequentially. As the system encounters each payee, it processes each element that is identified in the process list. Various criteria such as eligibility and generation control are considered in selecting which elements to process.

The calculation process can be repeated any number of times; only the payments that are appropriate to calculate are processed. When a calculation is first executed, all payments are processed. During subsequent calculations, only the following payments are processed:

- Payments resulting from iterative triggers or positive input.
- Payments for which you have entered recalculate instructions.
- Payments that encountered errors during the previous run.

An iterative trigger can be produced when data changes for a payee. For example, a change to a payee's rate of pay might create an iterative trigger. Or the addition of a new hire to the calendar group ID can produce iterative triggers. An iterative trigger populates a process indicator field to indicate the type of iterative trigger.

Finalizing an absence or payroll run closes and completes the process.

See Also

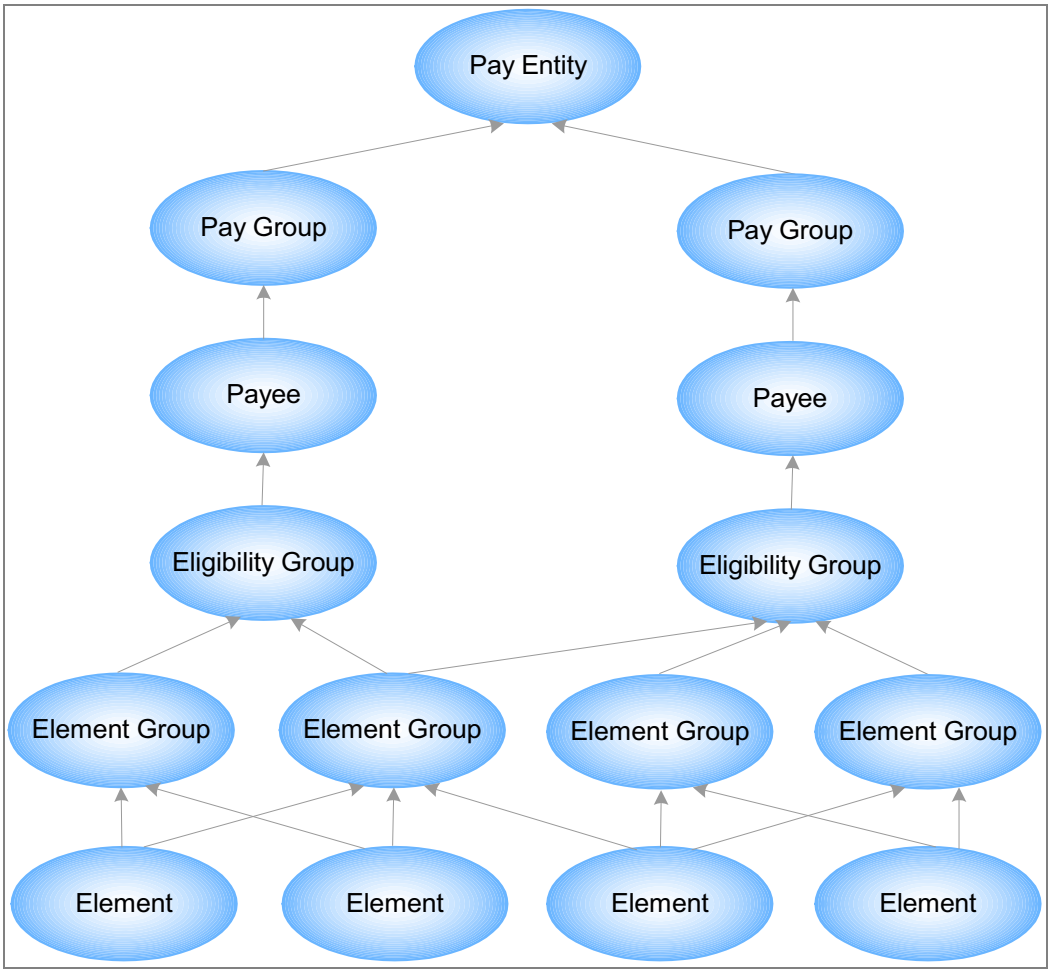
"Payroll Processing"

"Setting Up Triggers," Iterative Triggers

"Defining Processing Elements," Using Process Lists

Organizational Structure

The PeopleSoft Global Payroll core application determines the organizational structure for payroll processing. The organizational structure comprises a hierarchy of components.



Organizational structure of PeopleSoft Global Payroll

Pay Entity

Pay Entity defines the organization making payment to the payees. It also defines the type of currency to be used as the processing currency for every calculation.

Only one processing currency can be defined in Pay Entity. However, you can have multiple types of currency used as input and output. For example, you could enter your data in one type of currency and have 50 percent paid in one currency and 50 percent in another currency, regardless of the processing currency defined in Pay Entity.

The processing currency defined in Pay Entity is the currency that is used to generate reports.

A Pay Entity can be linked to one or more Pay Groups. However, each Pay Group is linked with only one Pay Entity.

You associate a specific country with each Pay Entity. This country designation is important for many features in PeopleSoft Global Payroll such as the groups of calendars with a single calendar group ID, retro methods, and trigger definitions.

Pay Group

PeopleSoft Global Payroll uses a logical grouping, called Pay Group, to qualify individuals for payment. Typically, all individuals in a Pay Group have something in common that causes them to be processed at the same time in the payroll system.

Common examples of Pay Groups are salaried and hourly pay. You can assign a payee's default earnings and deductions based on Pay Group if you select this option at installation time. A Pay Group can be associated only with a single Pay Entity.

Each Pay Group has a default Eligibility Group associated with it. This is traditionally the default earnings and deductions for the Pay Group population. The default Eligibility Group that is associated with a Pay Group is used as the payee level default. You can override these defaults.

Pay Groups are ultimately associated with Pay Calendars to process a payroll. It is important to group payees who are paid with the same pay frequency—weekly, monthly, and so on—as well as payees who typically receive the same type of earnings and deductions.

Payee

Payees are the people in your organization that you want to pay.

Payees who are included in a Pay Group definition can be members of different Eligibility Groups. The only link between Pay Groups and Eligibility Groups is from a default perspective. The Eligibility Group that is defined on the Pay Group page is used as an initial default for the payee. You can override the default.

Eligibility Group

An Eligibility Group is a grouping of Element Groups. Eligibility Groups indicate the specific elements for which a certain payee population is eligible. The default Eligibility Group is defined at the Pay Group level. A payee is assigned to an Eligibility Group through the default that is defined at the Pay Group level. You can override the default value.

For example, let's say that you have a Pay Group for all payees who are paid monthly. Of those payees, 99 percent are regular, salaried payees who are eligible for regular earnings. However, you also have 10 executives whom you want to pay in that same Pay Group. These executives are eligible for a slightly different set of earnings and deductions. You can override their Eligibility Group and assign them to the EXEC EARNINGS Eligibility Group. You can have only one default Eligibility Group for each Pay Group.

Element Group

Element Groups provide a method of assigning a large number of elements (like taxes) to many Eligibility Groups without repeating the elements in each and every Eligibility Group. Element Groups provide a means for grouping these elements. You can assign any number of Element Groups to an Eligibility Group.

Elements

Elements are the basic building blocks of PeopleSoft Global Payroll. The organizational structure of the system begins with the definition of these basic payroll components.

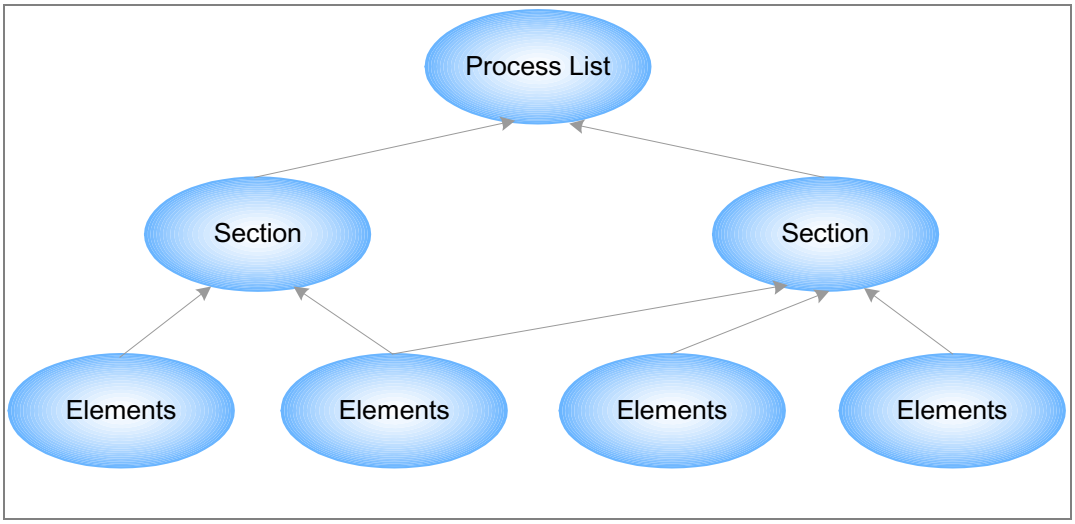
See Also

"Understanding Payee Data"

"Understanding the Organizational Structure"

The Processing Structure

The processing structure comprises the following components:



Processing structure of PeopleSoft Global Payroll

Process List

A Process List specifies the order in which gross and net pay elements are processed and resolved. You add these elements to the Process List by using Sections. You add Sections to your Process List; the Sections are processed in the order in which you insert them into the list. You can also execute Sections conditionally.

The Process List is where you indicate whether you are calculating an absence or a payroll. You use separate calendars for absence and payroll processing runs, so you must create separate Process Lists for absence and payroll runs.

On the Process List page you indicate what type of calculation is taking place. If the calculation type is absence, then the gross and net pay element name fields are not available. If the calculation type is payroll, then the gross and net pay element name fields are required. When you enter the gross and net pay element names, you are referencing the gross and net accumulators.

The net element number is used during deduction arrears processing. The deduction amount is compared to the net to see if the deduction can be taken. If the net is less than the deduction, the system follows its own set of rules to process the deduction.

The net and gross element numbers and values are stored in output tables so that you can access this data for reporting and online inquiries.

Section

A Section is a grouping of elements and controls the order that those elements are processed on the Process List. Four types of Sections are used for different types of processing:

- Standard (used during an absence run, a payroll run, or both).
- Sub Process (used for payroll runs—can be used for gross-ups).
- Payee (used for payroll runs—can be used for garnishments or any other element that needs to provide the flexibility to distinguish which elements should be processed, and the order, at the payee level)
- Generate Positive Input (used during an absence run, a payroll run, or both—can be used to create Positive Input for different Calendars)

Once you have defined a Section, you can reuse it in multiple Process Lists.

Elements

Elements are the basic building blocks in PeopleSoft Global Payroll. Some stand alone while others use several simple elements (called *supporting elements*) that are combined to form more complex elements.

During a payroll or absence processing run, the system resolves each element in the Process List for each payee. The elements that are resolved depend on a payee, so the resolved value of an element depends on which payee is under consideration.

See Also

"Defining Processing Elements"

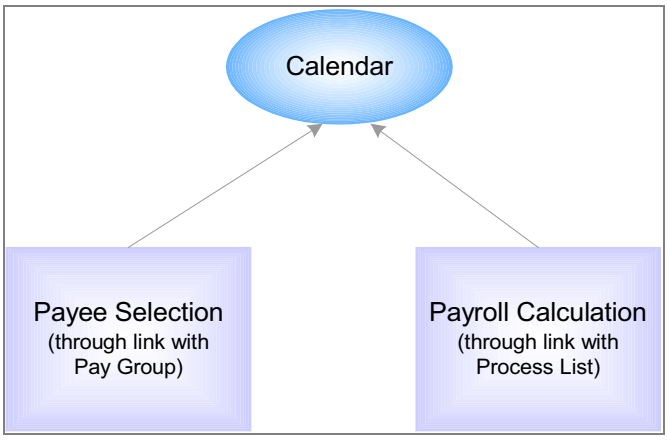
"Defining General Element Information"

Calendars

To run a payroll or absence process, the relevant components of the system are tied together through the use of calendars. A calendar controls who is to be paid, what amounts are to be paid, and the period of time for which the payment is being made.

Only one pay group can be associated with a calendar. Through the use of various selection criteria, you can define who is going to be paid:

- Calendar run types—enable you to define what is being paid.
- Calendar period IDs—define the period of time for which the payment is being paid.
- Calendar group ID—groups the calendars that you want to process at the same time.



Calendar ties the entire process together

See Also

"Using Calendars"

Batch Architecture Process Flow

Note. The discussion below about PeopleSoft Global Payroll's batch architecture process flow is a very high-level overview of the process. Each phase of the process is discussed in greater detail later in this PeopleBook.

PeopleSoft Global Payroll processes payees and elements by utilizing a very specific processing order. All the components of the system that you define, such as payees, elements, and rules, come together at the time a payroll or absence run is executed.

Think of Global Payroll as having two primary modes:

- Setup mode

  During the setup mode, you define the various elements, rules, and other system configurations that make up your payroll system.

- Processing mode

  It is during the processing mode that Global Payroll looks at all the setup information that you've defined, along with any data that you've entered, and processes it according to your specifications.

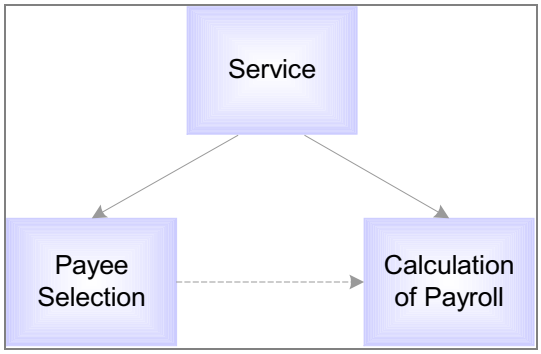
In this section, we discuss:

- Payee selection.
- Calculation.
- Arrays.

- Batch processing output tables.

Payee Selection

When you run a payroll or absence batch process, the first program that the system calls is the Service program. The Service program acts as the coordinator between the selection of payees to be processed and the calculation process. The Service program initiates the payee selection process. Once the payees are selected, the Service program passes control of the data that was created during the payee selection phase to the Calculation program.



The Service program is the batch processing starting point

Before you can process a payroll, you must identify the payees that are to be processed. In PeopleSoft Global Payroll, this is called *payee selection or payee identification.* Payee selection is required in payroll and absence processing.

The payee selection process is separate from the calculation process. No rules are defined for payee selection that is associated with a payroll or absence calculation. The payee selection phase of the process only identifies the payees and creates the data that is later passed on to the calculation phase.

The pay calendar acts as the controlling function that coordinates and defines the payee selection and calculation processes. The Payroll/Absence Run Control also controls payee selection.

On the calendar definition page, you indicate whether you want active payees or listed payees selected. If you select active payees, you are offered a number of other defining choices. If you select listed payees, you insert the employee ID numbers for the payees that you want to select.

The payee selection process also uses retro and period segmentation triggers. Retro triggers can cause other pay periods besides the current pay period to be processed for a particular payee. Period segmentation triggers can cause the pay period to be split into segments, thus producing multiple calculations.

The result of the payee selection process is the creation of Process Status (GP_PYE_PRC_STAT) and Segment Status (GP_PYE_SEG_STAT) records. A Process Stat record is created for each payee for each calendar (including retroactive processes). Segment Stat record is created for each payee for each segment in each calendar. The Process Stat and

Segment Stat records are the storage places for the payee data that is related to the calendar that is being run. Essentially, the Process Stat and Segment Stat records list the payees and all the pay periods that are to be processed, including the current pay period and possible retro periods.

See Also

"Payroll Processing," Processing Concepts

"Using Calendars"

Calculation (Technical)

Once payees have been selected, the Service program passes control to the calculation phase of the process. The calculation phase uses the data that is stored in the Process Stat and Segment Stat records as the beginning set of payee data.

The first step in calculating the payroll is to load process-level data into arrays, including data from sources such as Pay Entity, Pay Group, Eligibility Group, Calendar, and the Process List. This system data is more static than the payee-specific data.

The calculation program processes each payee, using the Payee Process Stat records that were created during the payee selection phase. The program loads all the payee-level data into payee arrays, including data from table sources such as Job, Person, Employment, Overrides, and Positive Input.

The process that loads the payee-level data into the arrays also refreshes its data or reset pointers to data between every payment so that:

- The correct effective-dated information is always used.
- The correct year-to-date balances are always reflected.
- Any positive input—such as absence data—is always forwarded into the next payment.

At this stage, all the process-level and payee-level data is loaded into arrays, ready for processing.

Next, the calculation phase checks element eligibility.

The calculation program calls the Process List Manager program, which looks to the Process List to determine which elements will be processed and in what order.

When the Process List Manager encounters an element to be processed, it calls the PIN Manager (a program that manages individual elements) to process each element that passed the element eligibility check earlier in the process. The PIN Manager references the PINV array during this process. The PINV array stores the results of all element resolutions during payroll batch processing. If the data stored in PINV indicates that an element has not already been resolved, the PIN Manager calls a PIN resolution program (a program that processes specific types of elements).

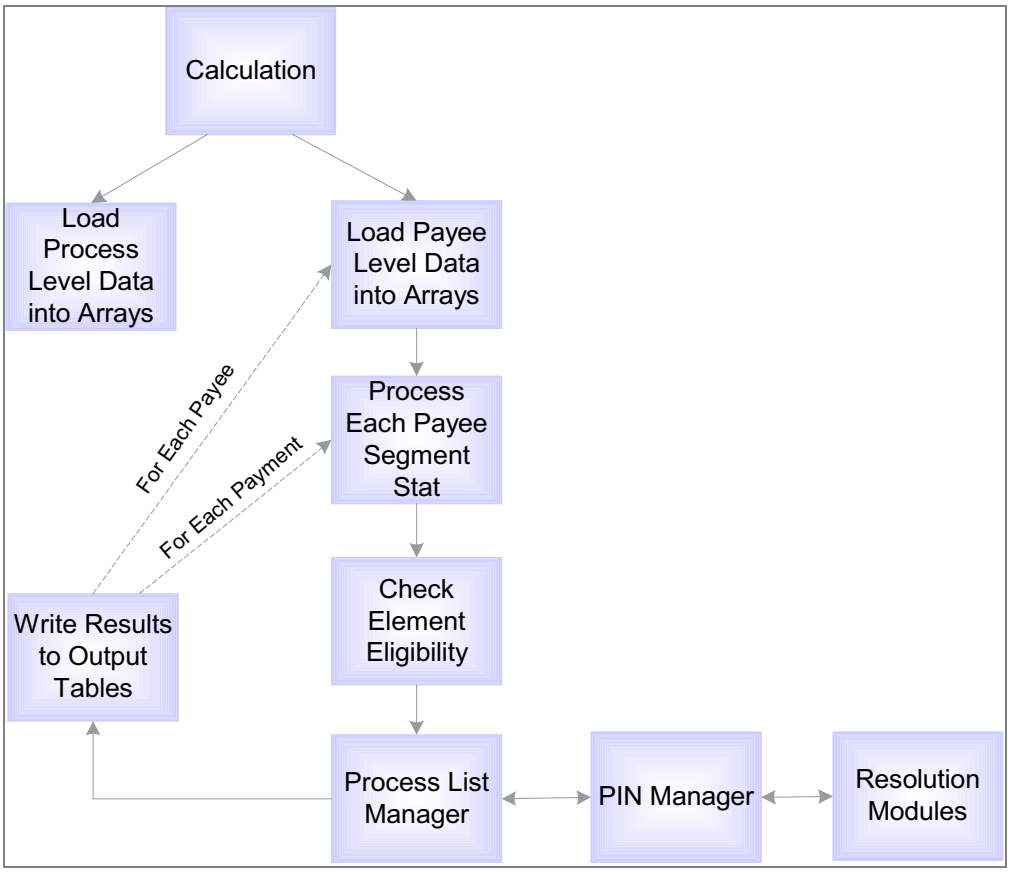
A separate array, called *PINW,* stores the accumulator data that is resolved during batch processing.

Each PIN resolution program resolves a specific type of element. For example, one PIN resolution program might resolve earnings elements while another might resolve formula elements. The PIN resolution program loads the element definition into memory. Then the program overrides the definition that is stored in memory with any payee overrides or positive input that is designated for that payee. If any elements are referenced in the element and overrides definitions that are now in memory, the program calls the PIN Manager to resolve them. Remember, an element can comprise other elements. During processing, this means that to resolve a single element, the system might need to resolve any number of other elements from which the primary element is created. The results of this process are used to calculate the values of earnings, deductions, and other elements, and pass the values back to the PIN Manager, which writes them to the main value array (PINV).

Each element is resolved in a cyclical (or *recursive*) manner; that is, each element is resolved, and the data is stored (in PINV or PINW). Then the Process List Manager again looks to the Process List to see what element is to be processed next, and the process is repeated.

When all calculations are complete for the payroll or absence run, the program writes the results to the appropriate output tables. First, the program references the PINV and PINW arrays and writes the results to the database. Then it references all positive input and writes the data to the positive input history records. Finally, the program generates deltas for any future retro (retroactivity) processing.

The following diagram illustrates the calculation phase of the batch process:



The calculation process

See Also

"Element Eligibility and Resolution"

"Defining Processing Elements," Using Process Lists

"Understanding Overrides"

"Working With Positive Input"

Arrays Used in Batch Processing (Technical)

In PeopleSoft Global Payroll batch processing, arrays are used to store data. Arrays are temporary tables that COBOL programs use to store data during processing. Once processing is complete, the programs write the data from the temporary arrays to the appropriate output tables.

Occasionally you might need to modify the COBOL programs to accommodate a larger maximum array size than is defined in the programs that are delivered by PeopleSoft. If an array is too small (the data overflows the array), you get an error message, and the batch process fails. The error message (MSGID-ARRAY-OFLOW) identifies the array and the

COBOL file where the array is defined. This guides you to the location in the designated file that might need modification.

Increasing the Occurs Count in Arrays

Note. This is the only COBOL modification that we detail because COBOL modifications to the delivered PeopleSoft Global Payroll programs are *strongly* discouraged.

The table access programs allocate a specified, limited amount of memory space to store in a table array all the details of the payroll process tables that are typical for a payroll run.

You can increase the maximum size of an array by increasing the occurs count in the appropriate table access program. For example, let's look at a piece of unmodified code in GPCDPDM.CBL.

Below is an array and its related COUNT control field that prevents the program from aborting. When you make a modification, both *highlighted* numbers must be changed and kept in sync.

```
05  L-PMT-COUNT            PIC 9999    VALUE 0   COMP.
    88  L-PMT-COUNT-MAX                VALUE 250.

05  L-PMT-DATA                         OCCURS 250
                                        INDEXED BY PMT-IDX.
```

The assumption here is that there will never be more than 20 payments processed for a payee during any calendar run. If more than 20 payments were processed, the program would issue an error message (MSGID-ARRAY-OFLOW), and the payroll process would terminate.

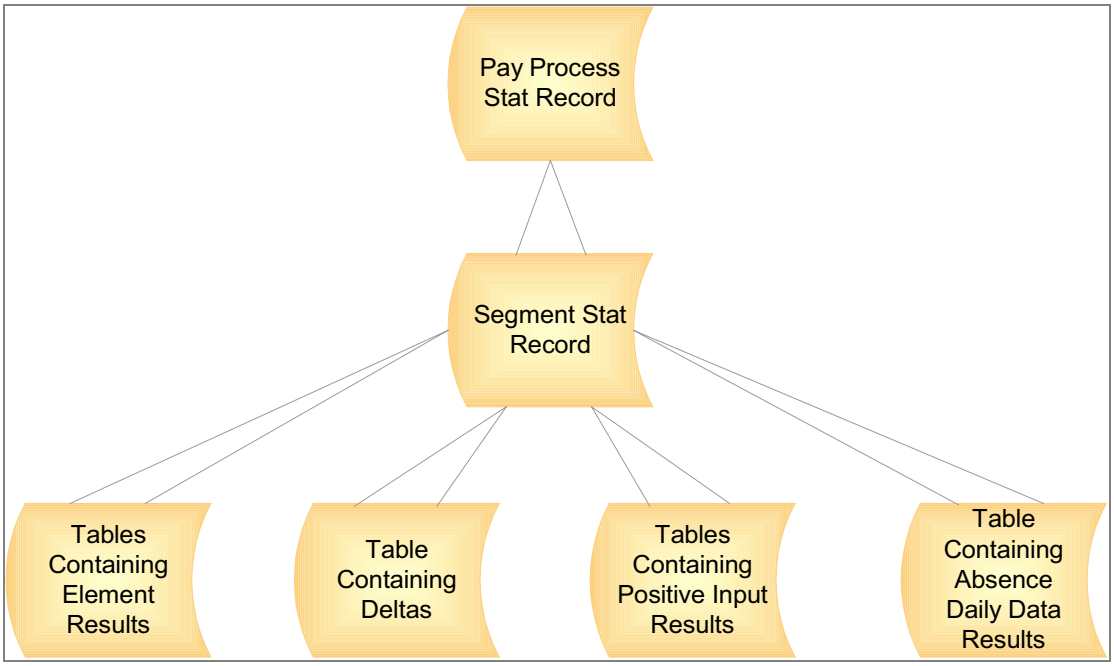
While this array is loaded and refreshed once for each payee, other arrays are refreshed for each payment, and some are loaded and incremented throughout the entire process.

This type of modification is not difficult to deal with when you upgrade to a new PeopleSoft Global Payroll release, when PeopleSoft delivers a whole new set of source code. Then, you use your installation Compare utility to compare the new source that we send you with the old source.

The code in the example above is taken from the copy section called GPCDPDM.CBL. If you were to run the Compare utility, you would see that the new incoming source for GPCDPDM.CBL contains different values. You would probably decide to retain your change to the code.

Batch Processing Output Tables

The goal of a payroll or absence batch processing run is to produce a set of output tables, where your important batch processing data results reside. Once you know the type of information that resides in the output tables that are generated by PeopleSoft Global Payroll, you can use those tables to produce reports and other data manipulations that are relevant to your organization's needs.



Relationships Between batch processing output tables

Tables Generated by Payee Selection Process

- Pay Process Stat (status) record (GP_PYE_PRC_STAT)

There is one Pay Process Stat record for every EMPLID/EMPL_RCD combination per calendar.

There is a one-to-one/many relationship between the Pay Process Stat record and the Segment Stat record.

- Segment Stat record (GP_PYE_SEG_STAT)

The Segment Stat record is a child of the Pay Process Stat record. There is one Segment Stat record for each gross to net within the calendar.

Tables Containing Element Results

- Earnings/Deductions (GP_RSLT_ERN_DED)

Contains the results of earnings and deductions after batch processing.

- Other Elements (GP_RSLT_PIN)

Contains the results of miscellaneous element resolutions after batch processing.

Table Containing Accumulator Results

- Accumulators (GP_RSLT_ACUM)

Contains the results of accumulators after batch processing.

Table Containing Deltas

- Deltas (GP_RSLT_DELTA)

Deltas are the differences between two element results, and this data is often important for retroactivity processing. This table is a child table to the Segment Stat (segment status) table (GP_PYE_SEG_STAT), which is a child of the Pay Process Stat table (GP_PYE_PRC_STAT).

Tables Containing Positive Input Results

- Positive Input Data (GP_RSLT_PI_DATA)

Contains the results of positive input calculations after batch processing.

- Positive Input Supporting Element Overrides (GP_RSLT_PI_SOVR)

Contains the results of supporting element overrides after batch processing.

- Table Containing Absence Daily Data Results

Absence Daily Data (GP_RSLT_ABS)

Using Multiple Currencies

A key part of any multiple country system is currency support. PeopleSoft Global Payroll streamlines the process of using multiple currencies. You can enter amounts and make payments in any currency—the system performs all necessary conversions using the parameters that you define.

In this section, we describe:

- Using and defining currency.
- Currency at the pay entity level.
- Currency at the element level.
- Exchange rate types and dates.
- Accumulators and currency.
- Viewing payments across multiple currencies.
- Online currency defaults.
- Currency in batch processing.

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

Using and Defining Currency

To use multiple currencies in PeopleSoft Global Payroll, you set up and maintain the following tables:

- Currency Code Table
- Currency Rate Type Table
- Market Rates Data Table

These tables are universal to PeopleSoft HRMS, and their function is described in the PeopleSoft HRMS documentation.

Once you have defined the currency codes, types, exchange rates, and base currencies that you use in your system, you'll need to understand how PeopleSoft Global Payroll uses this information so that you can run your payroll using multiple currencies.

The pages referred to in this discussion are described in detail in other areas of this documentation; here we discuss only how the fields on the pages are used in currency processing.

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

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

Tier	*Currency Code Use*
Pay Entity	Determines the processing currency for all payees in this pay entity. If no override currency code is present at a lower level, the system assumes that the amounts are in this processing currency.
Definition of database field or element	When you enter a payee's base compensation as a database field, on the Job Table or in the Payee Data component, you can enter a currency code. Also, when you define certain other elements, such as earnings and deductions, you assign a currency code to the definition. Then the system knows that your input for this definition is in that currency. The currency is converted to the processing currency for gross-to-net processing.

In PeopleSoft Global Payroll, you must enter a currency code every time you enter a monetary value on a page. The currency code designates what monetary unit you are entering.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working With Currencies"

Currency at the Pay Entity Level

For payroll purposes, the Pay Entity is the highest level of an organization. All payees are assigned to Pay Groups. Each Pay Group is assigned to one—and only one—Pay Entity. The currency entered on the Pay Entity page affects all Pay Groups that are assigned to that Pay Entity and all payees who are assigned to those Pay Groups. We refer to the Pay Entity currency as the processing currency.

All calculations for payees who are associated with this Pay Entity occurs in the Pay Entity currency. Before processing, all input items are converted to this currency. After processing, all output values are stored with net distribution information for each payee. Eventually this information is passed to banking payment files. Any conversion of a monetary output value to a different currency is handled by the party who receives the information, such as a bank.

Always define your processing currency as the currency that is used for most of your input and output, unless your country or locality requires stipulating what currency must be used for processing.

Note. You cannot override the processing currency. This doesn't mean that you can't enter amounts, or get output, in other currencies; it means that the processing occurs in this currency. If you override the default currency, the payments are converted to the processing currency for processing.

See Also

"Understanding the Organizational Structure," Defining Pay Entities

Currency at the Element Level

There are many kinds of monetary elements in PeopleSoft Global Payroll. You can use currency with base compensation and with other elements.

Using Currency With Base Compensation

When a payee's base earnings are entered on the Job Data pages, you attach a currency code to the amount. If this currency is not the same as the processing currency, the system converts the amount entered into the processing currency before processing a payee's payment. If you do not enter a currency code, the system assumes that the amount is expressed in the processing currency and does no conversion.

Note. The currency code on Job Data appears by default from the base currency on the Installation Table, not from the Pay Entity Table. The base currency does not have to be the same as the Pay Entity currency—base currency has no impact on PeopleSoft Global Payroll. However, check the code carefully to ensure that the default is correct. If it is not correct, change it.

Using Currency With Other Elements

Earnings and deductions are examples of elements. When you define an earnings or deduction element, you enter other supporting elements, such as variables, in one of the component fields for the earnings or deduction element. A component field, such as a base or a rate, can have a monetary format. The system requires that a currency code be provided for any field with a monetary format. When calculating earnings or deductions, the system uses the currency of the supporting element and not the currency of the earnings or deduction.

See Also

"Defining Data Retrieval Elements," Working With System Elements

Exchange Rate Types and Dates

Once you enter amounts with the correct currency codes attached, there is one more step to ensure correct conversion: telling the system what exchange rate type to use and when (as of what date) to use it.

Exchange Rate Types and Dates at the Payee Level

You can override the exchange rate type and date at the payee level on the Payee Data Defaults page. Let's say that 10 payees in the UK are working in Germany. One has a special rate, and the other 9 get the official bank rate. For the pay group that includes these payees, you define the exchange rate type as the official bank rate. But let's say that you need to override that entry for the tenth payee. You can override the exchange rate in Job Data (Hire, Job Data, and so on).

The default values for the payee are those defined for the payee's pay group. The system stores a value at the payee level only if you override the default.

To determine the exchange rate date, the system looks at the period end date, payment date, or period begin date and compares the date to the calendar period dates. It determines which exchange rate—based on the appropriate effective date—should be used for any required currency conversions during batch processing.

See Also

"Understanding the Organizational Structure," Defining Pay Groups and Defining Pay Entities

"Defining Payee Data," Assigning Pay Groups and Overriding Pay Group Defaults

Accumulators and Currency

An accumulator tracks values in a single currency. If you change the processing currency, the system automatically converts the accumulator's value to the new processing currency. So, if you switch the processing currency from FRA to EUR on 1 July, the system converts the accumulator's 30 June value to euros. Any amounts that are added to or subtracted from the accumulator after 30 June are tracked in euros.

If a payee receives earnings from countries that use different currencies, a separate accumulator must be defined for each currency. Say that a payee works in one country and is paid in that country's currency. An accumulator stores the payee's year-to-date earnings. The payee's job is redefined and now he works in two countries that use different currencies. The payee's earnings can no longer be stored in a single accumulator. You must define a new accumulator to store year-to-date earnings for the second country.

Viewing Payments Across Multiple Currencies

Many online pages that display earnings or amounts in one currency allow you to view these amounts in another currency so that you can track conversions across all currencies that are supported by the system.

In PeopleSoft Global Payroll, you can view monetary values in multiple currencies on data entry pages and on pages where you view information.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working With Currencies"

Online Currency Defaults

When you enter a monetary value, you must also enter a currency code. The currency code defaults are shown in the table below. You can change the default currency codes.

Currency defaults can come from operator preference, element definition, or pay entity. Operator preference refers to the EXCHNG_TO_CUR field on the OPR_DEF_TBL_HR record. It is set on the Operator Preferences page. The record is not effective-dated.

The pay entity record and the element definition record are effective-dated. The as of date is indicated in the table below.

Page	*Default Currency Code From*	*As of Date*
Earnings	Operator preference	Not applicable.
Deduction	Operator preference	Not applicable.
Variables	Operator preference	Not applicable.
Brackets	Operator preference	Not applicable.
Historical Rule	Operator preference	Not applicable.
Positive Input	Element definition (if currency exists on element definition; else from pay entity for calendar ID)	If from element definition, use the definition as of the Definition As Of Date. If from Pay Entity, use Pay Period End Date.

Page	*Default Currency Code From*	*As of Date*
Supporting Element Overrides	Pay Entity definition (if currency exists on element definition, else from paying entity)	Current Date.
	Pay Group definition (if currency exists on element definition, else from pay entity for that pay group)	Current Date.
	Pay Calendar definition (if currency exists on element definition, else from pay entity for the calendar's pay group)	Pay Period End Date.
	Payee definition (if currency exists on element definition, else from Operator Preference)	Current Date.
Overrides	Payee definition (if currency exists on element definition, else from Operator Preference)	Current Date.

Currency in Batch Processing

Here are the steps that take place during batch processing with regard to currency conversion:

1. The user enters monetary amounts into the system in any type of currency that the user chooses.

2. The system calculates exchange rates and converts amounts into a single processing currency (the processing currency that is defined at the Pay Entity level).

   If it cannot find an associated currency code for a monetary value, the element is not resolved and the payment is placed in error.

   The batch processes use a standard PeopleSoft currency conversion module that does the conversion and passes back the corresponding numerator and denominator to be applied against the input currency. The processes also handle triangulation.

   For calculation, any value (for example, an accumulator value) that is being retrieved from a previous period, and is stored in a different currency, is converted into the current processing currency using the current period's exchange rate type and effective date.

3. The system performs calculations, using the processing currency, and stores the results in the processing currency in the PINV array.

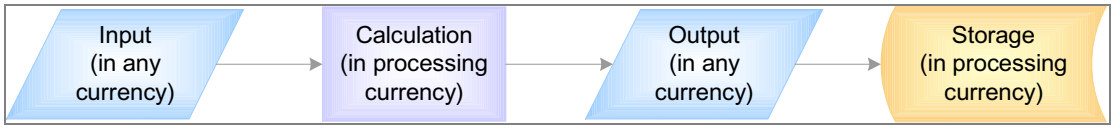
4. When calculations are complete, the system outputs the results in the designated currency, converting to that currency from the processing currency, if needed.

5. The system stores the calculation results in the processing currency in the appropriate tables. It does not store the exchange rate that is used for currency conversions, the numerators and denominators that are used in the batch currency conversion program, or the original source input monetary value and currency code.

   If the batch process cannot find an associated currency code for a monetary field (that is, the field is blank or the currency code is not a valid), the system cannot resolve the element and puts the payment in error.

During batch processing, the value resulting from a currency conversion is stored in the PINV array in the processing currency. If an element has already been resolved, and the value is retrieved again from PINV, no additional currency conversion is required unless the element is defined to always be recalculated.

Note. To find the original source input monetary value and currency code for a calculation, look in the input source table(s).



Currency during batch processing

Defining Installation Settings

When you install PeopleSoft Global Payroll, you select various settings and default values that are specific to your implementation.

In this section, we discuss how to:

- Indicate that PeopleSoft Global Payroll is installed.
- Establish the default country.
- Define processing settings that are unique to PeopleSoft Global Payroll.

Page Used to Define Installation Settings

Page Name	*Object Name*	*Navigation*	*Usage*
Setup 1 - Installation Settings	GP_INSTALLATION	Define Business Rules, Define Global Payroll Rules, Setup 1, Installation Settings	Define installation settings that are unique to PeopleSoft Global Payroll.

Indicating that Global Payroll is Installed

On the Installation - Products page in PeopleSoft Human Resources Management System (HRMS), select the Global Payroll Core check box. (The navigation for this page is: Define Business Rules, Define General Options, Setup, Installation Table, Product.)

If your organization also uses Payroll for North America or Payroll Interface, select these check boxes as well. You can pay your employees exclusively through Global Payroll or through a combination of payroll applications. For example, an employee who holds three jobs in your organization might be paid for one job through Global Payroll, another through

Payroll for North America, and yet another (using a third-party payroll vendor) through a Payroll Interface data export.

See Also

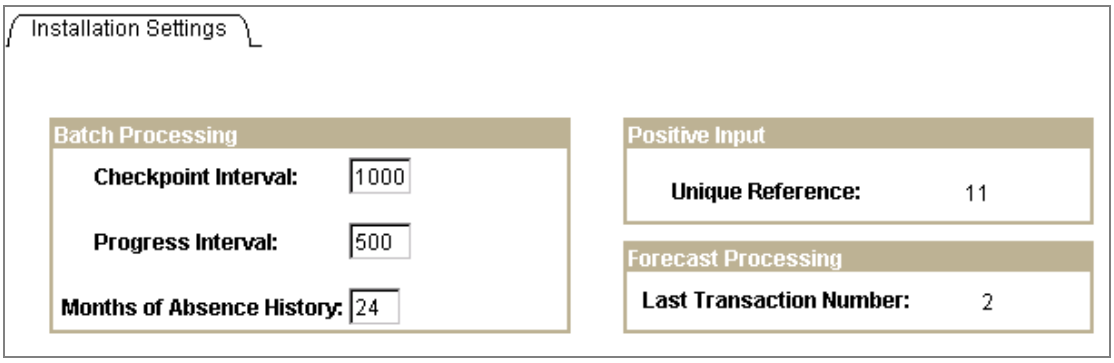
PeopleSoft Application Fundamentals for HRMS PeopleBook, "Selecting PeopleSoft Applications for Your Installation"

Establishing the Default Country

On the Installation - Country Specific page in PeopleSoft Human Resources Management System (HRMS) use the Country field to define the primary country in which your organization does business. This should be the country from which the majority of your payees are paid.

Defining Processing Settings

Access the Setup 1 - Installation Settings page.



Setup 1 - Installation Settings page

Checkpoint Interval Controls how many employees are processed in the calculation phase between database commits. Employees that are *committed* do not need to be recalculated if the run has to be restarted because of a technical error.

Progress Interval Controls how often the process writes a line to the process log stating how many employees have been processed.

Months of Absence History Controls how long the system retains daily data for absences.

Unique Reference Helps ensure that generated positive input references (for positive input that is loaded from PeopleSoft Time and Labor) are unique. It is incremented by one number every time you run the Payroll or Absence process.

Last Transaction Number Applies to the Absence Forecasting and Balance Inquiry processes. This number is appended to the transaction ID (100 for Absence Forecasting, 110 for Balance Inquiry) and to the transaction number to create a unique calendar run ID on the GP_TXN_DATA record. The calendar run ID is used when running the Cobol modules within Forecasting and Balance Inquiry.

For example, if the Last Transaction Number is 2 and you run the Absence Forecasting process, the calendar run ID is 1003.

See Also

"Understanding Absences," Using the Absence Forecasting and Balance Inquiry Processes

CHAPTER 4

Understanding Payee Data

This chapter provides an overview of payee data and discusses how to:

- Assign a payroll system and pay group to a payee.
- View payee data.
- Update payee data.
- Use schedules defined in other PeopleSoft applications.
- Select a payee's mailing address.
- Retrieve data from PeopleSoft Human Resources.

Overview of Payee Data

PeopleSoft Global Payroll uses various types of payee data that is defined in PeopleSoft Human Resources, including job and personal data, banking information, and schedules.

When you hire or add a payee into Human Resources, you indicate that the payee will be paid through the Global Payroll system and you assign the payee to a pay group. The pay group defines the default processing instructions for the payee, which you can override.

Using elements defined in Global Payroll, you can retrieve payee-specific data from Human Resources for use during processing. For example, you can use rate codes elements to retrieve information for multiple components of pay in Human Resources.

In this chapter, we describe the areas where PeopleSoft Human Resources and the Global Payroll core product are integrated.

Several areas of Human Resources and Global Payroll integration are country-specific, such as those that deal with Job and Person data. For more information about these topics, see the corresponding country-specific documentation for PeopleSoft Global Payroll and PeopleSoft Human Resources.

Note. Global Payroll provides payee-level security that restricts the payees that a user can view.

See Also

"Understanding Security"

Assigning a Payroll System and Pay Group to a Payee

In this section we discuss:

- How the payroll system you select in PeopleSoft Human Resources affects a payee's Job record.
- How to assign a pay group to a payee and override pay group defaults.

Understanding the Pay System Selection on the Human Resources Job Record

You use the Installation Table - Products page in PeopleSoft Human Resources to indicate which payroll systems are installed on the database. When you select a payroll system on this page, the system creates, in each payee's Job record, a row with a Pay System Flag field that identifies the selected pay system.

For example, say that you initially implement PeopleSoft Human Resources with a third-party payroll system. On 1 January 2001, you convert to PeopleSoft Global Payroll. When you select the Global Payroll Core check box on the Installation Table - Products page, the system inserts a row into each payee's Job record. For pay periods that are in effect as of 1 January 2001, payees are calculated and paid through PeopleSoft Global Payroll.

Points o remember:

- Global Payroll processes only the payees for whom the Pay System Flag is set to *GP* for the period of time that the payees are associated with that pay system.
- Global Payroll does not prevent you from changing the Pay System Flag indicator from *GP* to another payroll system retroactively. If you change the selected payroll system on the Installation Table - Products page after a payee is paid in Global Payroll for a specified period of time, the system takes the payee out of the runs for that period of time. At this point, the retro delete functionality in Global Payroll takes effect. We recommend that you create retro and period segmentation triggers for the Pay System Flag change.
- When a payee is added to PeopleSoft Global Payroll (and the Pay System Flag indicator is set to *GP*) a row is created in the GP_PAYEE_DATA record. At this time, the Retro Calculation Begin Date in Global Payroll is set to Job Effective Date. During processing in Global Payroll, the earliest effective date that the system will allow for retro is the Retro Calculation Begin Date. After that date, the system never updates the Retro Calculation Begin Date. If you need to make a correction, either as a result of a correction to the Job Effective Date or to add a Concurrent Job for Global Payroll with an earlier effective date, you must make the correction manually on the Global Payroll Retro Limits Assignment page.

- There is no integration between pay systems. For example, if your organization switches from Payroll Interface to Global Payroll, PeopleSoft does not automatically transfer the balances and the data. You must transfer that information yourself.

See Also

"Defining Retroactive Processing," Retroactive Deletes

"Setting Up Triggers," Segmentation Triggers

System Occurrences at Hire Time and After Hire Time

Certain things happen in the system when an employee is hired or a nonemployee is added. For example, a row is inserted into the Schedule Assignment table, indicating that the person should use the default schedules that are assigned at the pay group level for PeopleSoft Global Payroll and at the work group level for PeopleSoft Time and Labor. This occurs regardless of whether the payee is paid from Global Payroll.

Other things that might happen after someone is hired (for example, the first time a person is added to Global Payroll), include the addition of a row of data in the Global Payee Data record, which stores Global Payroll Payee Retro Limits and the Calculation Begin Date.

Note. Rows of data can be added to the system at different times for a payee, including at hire time and when the Pay System Flag is first set to *GP*. A payee's record can be added when the Pay System Flag is set to *GP,* either at or after hire time.

See Also

PeopleSoft Time and Labor PeopleBook, "Setting Up Time Reporters," Assigning Schedules

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Selecting PeopleSoft Applications for Your Installation

Assigning Pay Groups and Overriding Pay Group Defaults

For each payee who will be paid through PeopleSoft Global Payroll, you must select Global Payroll as the payroll system and assign a pay group. You do this using the Job Data - Payroll page, or one of the other Job Data components in PeopleSoft Human Resources (Hire, Add Non-Employee, Job Data, and Add Concurrent Job)

The pay group assignment determines the default values for the payee's eligibility group, exchange rate type, and use rate as of date. You can override these values on the Job Data - Payroll page (or other Job Data component).

When you assign a pay group to a payee, check boxes next to the Eligibility Group, Exchange Rate Type, and Use Rate As Of) fields are automatically selected:

- Leave the check boxes selected to use the default values from the pay group definition.

- Clear the check boxes to override the default values.

  Global Payroll stores the values at the Job level *only* if you override them here.

If you add a new effective-dated row to the Job record or change the pay group assignment, the system reverts to the pay group defaults.

Pay Group — Select the payee's pay group.

The payroll system that you select on the Installation Table - Products page in PeopleSoft Human Resources determines what value appears in the Pay System flag on Job Data. If Global Payroll is selected, the Global Payroll pay group appears.

Note. The Global Payroll pay group field is different from the North American Payroll pay group field. Pay group is very important in Global Payroll. Selecting Global Payroll in the Pay System Flag and in the pay group on the Job record is what helps select a payee into the payroll process.

Eligibility Group — Indicates the specific earnings, deduction, and absence elements that a payee might be eligible to receive.

Exchange Rate Type — Indicates the currency exchange rate type to use when performing currency conversions for the payee.

Use Rate As Of — Specifies which pay calendar date to use when retrieving the effective-dated exchange rate information during currency conversions. Works with the **Exchange Rate Type** field to determine which effective date is retrieved to get the appropriate exchange rate for the calendar period being processed. Examples of appropriate exchange rate effective dates include Period Begin Date, Period End Date, and Payment Date.

See Also

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

"Understanding the Organizational Structure," Defining Eligibility Groups

Viewing Payee Data

PeopleSoft Global Payroll contains two payee data-related pages: Job Information and Retro Limits Assignment. We describe the Job Information page here.

See Also

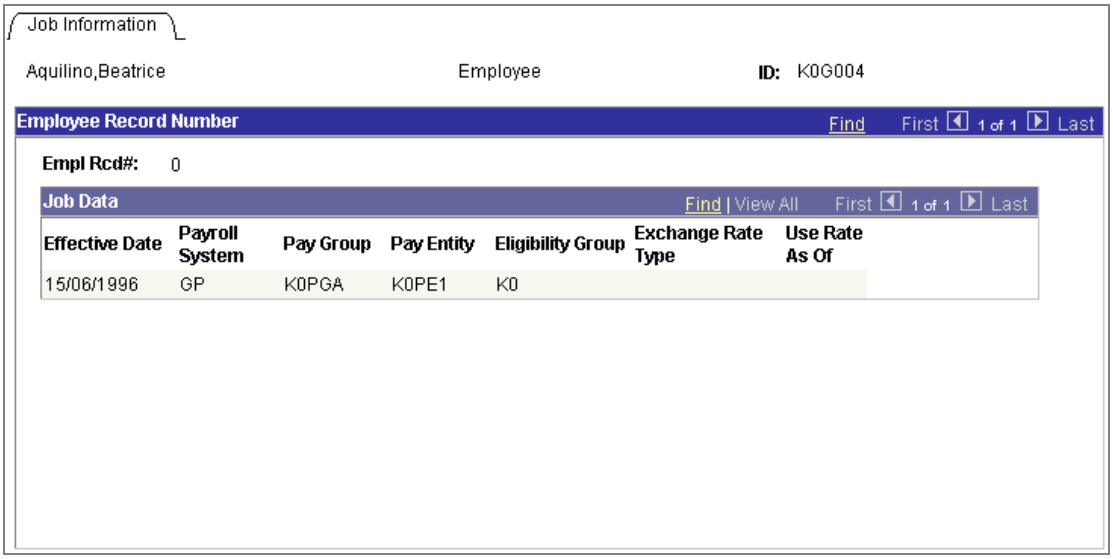
"Defining Retroactive Processing," Defining Backward and Forward Retroactive Processing Limits

Page Used to View Payee Job Data

Page Name	*Object Name*	*Navigation*	*Usage*
Job Information	GP_PYE_DATA	Compensate Employees, Maintain Global Payroll Data, Use, Job Information	View Global Payroll-specific information that is stored for a payee on the Job record in Human Resources, as well as the pay entity that is associated with the pay group on the Job record.

Displaying Payee Data

Access the Job Information page.



Job Information page

To change data that is displayed on this page, you must update the Job record in PeopleSoft Human Resources using the Job Data - Payroll page or one of the other Job Data components.

Payroll System Identifies the payroll system for the payee. Values are ***GP*** (Global Payroll), ***NA*** (Payroll for North America), ***OT*** (Other), and ***PI*** (Payroll Interface).

Exchange Rate Type	Identifies the currency exchange rate type for the payee. Values are stored in Human Resources and are not unique to Global Payroll.
Use Rate As Of	Displays the effective date to use when retrieving the currency conversion rate. Values are ***Pay Period Begin Date, Pay Period End Date,*** and ***Payment Date*** (based on the Calendar ID).

Note. The **Eligibility Group, Exchange Rate Type,** and **Use Rate As Of** fields appear only if they are overridden at the payee level. These fields are blank, if the default values from the pay group are used.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working with Currencies," Viewing Currency Exchange Rates

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

"Defining Retroactive Processing," Defining Retro Processing Limits at the Payee Level

Updating Payee Data

When you need to change job or personal data for a payee, add a new effective-dated row. Making changes to an existing row can lead to data corruption.

Say you run the Payroll process and then change a payee's data in an existing job or personal data row. If you change a payment key, the system tries to run retroactive processing to reverse the old payment. However, it will not find a JOB row that matches on payment keys with any deltas that are created for the reversed segment and will set the payment in error.

To correct this, change the Job row back to the way it was and insert a new row with a different effective sequence.

Sharing Scheduling Data

In this section we discuss:

- Sharing the holiday schedule with PeopleSoft Human Resources.
- Sharing schedule assignments with PeolpleSoft Time and Labor.

Sharing the Holiday Schedule with Human Resources

PeopleSoft Global Payroll uses the Holiday Schedule that is created in PeopleSoft Human Resources. Holiday Schedule information is stored on a payee's Job record. Global Payroll uses the Holiday Schedule during Absence processing to create daily data and update leave balances. It also uses the Holiday Schedule to resolve count elements during payroll and absence processing.

If a holiday schedule is not defined for a payee at the Job level in Human Resources, Global Payroll uses the holiday schedule defined for the payee's pay group. (The holiday schedule defined for the pay group, does not appear, by default, on the Job record.)

See Also

PeopleSoft Human Resources PeopleBook: Monitor Absence, "Setting Up Absence Data," Setting Up and Assigning Work and Holiday Schedules

Sharing Schedule Assignments with PeopleSoft Time and Labor

PeopleSoft Global Payroll and PeopleSoft Time and Labor use many of the same pages and records for setting up and assigning work schedules. If you're using both applications, you may need to create and assign schedules only once.

Global Payroll handles batch processing for schedule assignments differently than Time and Labor does. When processing Global Payroll, if a payee is using the default work schedule, the system retrieves the default work schedule from the pay group definition. In Time and Labor, if the payee is using the default work schedule, that system retrieves the default work schedule from the workgroup definition.

In Global Payroll, you enter a payee's schedule on the Details and Alternate Details pages of the Assign Schedules component.

You can define a default work schedule at the pay group level on the Details page, and an alternate work schedule on the Alternate Details page. You can override both at the payee level. Keep the following in mind:

- A payee's default Work Schedule and Alternate Work Schedule are not stored on the Job record. Instead, they are stored on the PS_SCHED_ASSIGN table that is shared by Time and Labor and Global Payroll. When a payee is hired, the system creates a new row and sets the payee to using the default Work Schedule.

- You can override a payee's default Work Schedule and Alternate Work Schedule information at the payee level on the Details page and the Alternate Details page.

See Also

"Using Schedules," Assigning Schedules

"Working With Interfaces," Integrating Global Payroll With Time and Labor

Selecting a Payee's Mailing Address

PeopleSoft Human Resources can store several different addresses for a payee. In Global Payroll you can specify which of these addresses you want the system to use. You do this through the use of a formula and a database system element called ADDRESS TYPE.

When you run the payroll process, the system retrieves the address that was effective as of the end date of the segment or slice.

Note. The batch process truncates data that is retrieved by system elements when the data exceeds 30 characters (for character fields) or 12.6 (for numeric fields). For example, system elements for the ADDRESS fields can contain up to 55 characters, however, the system truncates the last 25 characters of data during the batch process.

To identify which payee address you want the system to use:

1. Create a formula that assigns the appropriate character value to the system element, ADDRESS TYPE.

   For example, your formula might assign the value, HOME, to ADDRESS TYPE.

2. Add the formula to a section of the process list.

Valid Values for Address Type

Address Type	*Description*
BUSN	Business
CAMP	Campus
CHK	Check
DORM	Dormitory
HOME	Home
LEGL	Legal
MAIL	Mailing
OTH	Other

Retrieving Data from Human Resources

In this section we discuss data that is defined in PeopleSoft Human Resources and used in Global Payroll:

- Database system elements.

- Arrays.
- Rate codes.
- Frequency.
- Triggers.
- Banking.

Database System Elements

Database system elements contain payee-related data that is retrieved from PeopleSoft Human Resources and is commonly used in pay calculations. You don't have to set up up these elements or do anything special to resolve them. They are resolved when they're used in a calculation.

The following Human Resources tables populate database system elements:

- Person
- Pers_Data_Effdt (personal data effective date)
- Employment
- Job (including fields from country-specific sub records)
- Contract_Data
- Wkf_Cnt_Type (workforce) contract type)

See Also

"Defining Data Retrieval Elements," Working With System Elements

Arrays

An array is an element that retrieves data from any table or view that the database system elements do not retrieve. For example, you can use an array to retrieve data from the Benefit table or the Company table in PeopleSoft Human Resources for further processing in PeopleSoft Global Payroll.

See Also

"Defining Data Retrieval Elements," Working With Arrays

Rate Codes

You use rate codes to retrieve multiple components of pay data from Peoplesoft Human Resources and bring it into Peoplesoft Global Payroll. The system calculates the values in Global Payroll, rather than transferring the data directly from Human Resources, so that the currency conversions can be calculated for every pay run. In Global Payroll, you can define a

rate code element and link it to the corresponding rate code that is defined in a Human Resources table.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working with Multiple Components of Pay," Setting Up Multiple Components of Pay

"Defining Data Retrieval Elements," Defining Rate Codes

Frequency

You can define your own frequencies and the associated frequency factors that are used in PeopleSoft Global Payroll when frequency conversions occur. Frequencies are most often used for defining earnings and deductions. There are no hard-coded frequencies in the system.

PeopleSoft Human Resources has an effective-dated Frequency table, where you enter the annualization factor for each frequency. Defining the annualization factor is important for payroll processing in Global Payroll.

The frequency formulas used for annualization and deannualization are the same for both Human Resources and Global Payroll:

- Annualized Amount = Amount × Frequency Factor
- Deannualized Amount = Annualized Amount / Frequency Factor

Important! If you change the Effective Status, Frequency Type, or Annualization Factor of an existing frequency on the Frequency Table page in Human Resources, you get a warning message saying that previous calculations using this frequency are out of sync with the new values of the frequency.

Global Payroll accesses the same Frequency table as Human Resources and uses it throughout the Global Payroll product for annualization and deannualization. When you set up a frequency in Human Resources, you associate a factor with it. For example, an annual factor can be equal to 1, a monthly factor can be equal to 12, and a weekly factor can be equal to 52.

When defining earnings and deductions in Global Payroll, the system gets the frequency factor from Human Resources. The system annualizes the earnings or deduction element, according to the specified frequency factor, and deannualizes the earnings or deduction element, according to the specified calendar period frequency. The only exception to this rule is when you've specified a generation control frequency. Then, the system annualizes the earnings or deduction value according to the specified frequency factor, but deannualizes it according to the generation control frequency.

In Global Payroll, frequency is used with:

- Element definition.
- Generation control.

- Calendar period (when defining the frequency that's being processed).
- Rate code elements.
- System elements.

See Also

"Defining Earnings and Deduction Elements," Defining the Calculation Rules

"Defining Calculation Elements," Defining Generation Control Frequency

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up and Using Frequencies"

Triggers

You can create triggers in PeopleSoft Global Payroll to detect changes made to data in PeopleSoft Human Resources. This enables Global Payroll to automatically identify payees who need to be recalculated during a payroll run. You can set up retro, segmentation, or iterative triggers. For example, you might want to create a retro trigger that detects changes to job titles, thus telling the system that retroactivity should occur for this event.

Triggers can respond to field-level and record-level data changes, so you can signal the system to perform an action based on a field change in a record or when any data in the entire record changes.

See Also

"Setting Up Triggers"

Banking

PeopleSoft Global Payroll uses the Bank Table, Bank Branch Table, and Source Bank Accounts Tables that reside in PeopleSoft Human Resources. You can use these tables to define general bank information, such as bank name, address, account name, and bank ID.

Global Payroll includes additional banking pages that you use to define bank account information and disbursement details for a payee.

See Also

"Understanding Banking"

CHAPTER 5

Defining General Element Information

This chapter provides an overview of elements, explains how elements are categorized, and discusses how to:

- Work with data retrieval elements.
- Work with calculation elements.
- Work with organizational elements.
- Define element types.
- Define entry types and define unique groups of elements.
- Select entry types and display record.field combinations.
- Define industries and categories.
- Define an element name.
- Update component element information.
- Define suffixes for automatically generated components and accumulators.

Understanding Elements

There are many types of elements; each has a unique purpose. Elements can be grouped into different categories, depending on how each one is used. An element can be used to retrieve data, calculate a formula, or organize the framework for your system. Some elements stand on their own, while others, called *supporting elements*, are building blocks for other elements.

Each element type and its purpose are described in this section.

Before defining elements, you perform some basic, one-time setup tasks such as defining element types and entry types to help classify your elements so that they make the most sense for your organization.

Although each element type is unique, all element types share a common set of attributes that are defined and stored the same way—on the Element Name page. Once you've defined the element name, you can add information (such as rules) to the element through its component.

Categorizing Elements

Elements can fall into different categories, depending on how they're used. The following table categorizes elements by function.

Data Retrieval Elements	*Calculation Elements*	*Organizational Elements*
System Elements	Variables	Element Groups
Arrays	Dates	Sections
Writable Arrays	Duration	Process Lists
Brackets	Formulas	
Rate Codes	Rounding Rules	
Fictitious Calculations	Counts	
Historical Rules	Proration Rules	
	Earnings	
	Deductions	
	Absence Entitlements	
	Absence Takes	
	Accumulators	
	Generation Control	

Elements can also be categorized by element type: primary element, supporting element, or other type. A primary element can stand alone. A supporting element is used to create other, more complex elements, such as earnings or deduction elements. Other elements are used to represent things like eligibility criteria, accumulators, and certain types of rules.

Primary Elements	*Supporting Elements*	*Other Elements*
Earnings	System Elements	Historical Rules
Deductions	Arrays	Rounding Rules
Absence Entitlements	Brackets	Proration Rules
Absence Takes	Rate Codes	Accumulators
	Variables	Fictitious Calculations
	Dates	Element Group
	Durations	Sections
	Formulas	Process List
	Counts	Generation Control
	Writable Arrays	

Working With Data Retrieval Elements

Data retrieval elements are used to retrieve data. PeopleSoft delivers some data retrieval elements; you can define others.

In this section, we discuss working with data retrieval elements.

System Elements

System elements are delivered and maintained by PeopleSoft. You never have to change system elements, or do anything special to define them. You cannot add system elements; however, you can rename them. Once the data in a system element is retrieved, you can use the data in any element that you create.

There are two types of system elements:

- Database system elements.

  Think of database system elements as payee-related elements. They contain data that can be used frequently in a calculation, such as department ID, location, and personal data. Database system elements are resolved only when they are used in a calculation.

- System-computed elements.

  System-computed elements are populated by the payroll process, but are not physical database fields. They are resolved at different times, depending on their purposes. If, when, and how often a system-computed element is resolved depends on its type.

  For example, Pay Period End Date and Period Type are resolved at the beginning of every gross-to-net calculation; daily data, which is used in absence calculations, is calculated daily. Other system-computed elements, such as those that are used with rate codes, are resolved only when a rate code element is encountered in a calculation.

See Also

"Defining Data Retrieval Elements," Working With System Elements

Arrays

An array is a link between a field and an element. An array retrieves data that's stored on the database tables that PeopleSoft Global Payroll does not automatically provide in system elements. You can use arrays to retrieve complex data that's stored in any table outside PeopleSoft Global Payroll. For example, you can create an array to retrieve birthday data for a payee's dependents from the DEPENDANT_BENEF table in PeopleSoft Human Resources.

Arrays are temporary tables that the COBOL programs use to store data during processing. Once processing is complete, the programs write the data from the temporary arrays to the output tables.

Using an array is a two-step process:

1. Retrieve data from the database.

2. Use that data for further processing.

When defining an array, you must provide enough data to the system so that it can perform both steps.

See Also

"Defining Data Retrieval Elements," Working With Arrays

“Understanding the Core Application Architecture,” Arrays Used in Batch Processing (Technical)

Writable Arrays

A writable array writes the values of user-defined elements into a row in a table. Writable arrays are in many ways the opposite of standard arrays.

You can use writable arrays to populate your own result tables. You use PeopleSoft Application Designer to create the result table, then you use the writable array pages in PeopleSoft Global Payroll to define the element that populates the table during batch processing.

See Also

"Defining Data Retrieval Elements," Working With Writable Arrays

Brackets

You use brackets to look up and retrieve database table values. After you’ve defined a table, the system finds a corresponding row on that table and returns the value of the bracket. This value is available for use in other items such as formulas.

For example, say that your organization gives bonuses based on seniority. You build a bracket that lets you look up the correct bonus amount based on a payee’s years of service.

Note. It’s important that you define all the building blocks that are associated with your lookup needs before you define your bracket.

See Also

"Defining Data Retrieval Elements," Defining Brackets

Rate Codes

You use rate codes to resolve multiple components of pay, including base pay and non-base pay. Rate codes retrieve multiple components of pay data from PeopleSoft Human Resources and bring that data into PeopleSoft Global Payroll. The system calculates the values in Global Payroll, rather than transferring the data directly from Human Resources so that currency conversions can be calculated for each payroll run.

When you define a rate code element in Global Payroll, you associate it with a predefined rate code. You can store a rate code element definition, as well as a PIN number, in the HR Rate Code Table.

HR rate codes are not automatically resolved in Global Payroll. To pay the rate code, you set up an earnings element in Global Payroll and use the rate code element within the definition of that element. You also define an earnings element for every rate code element that you want to pay, so you must provide the link between the Global Payroll rate code and the HR rate code.

Note. The Global Payroll rate code element is automatically created only if the HR rate codes are defined when Global Payroll is installed.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working with Multiple Components of Pay," Setting Up Multiple Components of Pay

"Defining Data Retrieval Elements," Defining Rate Codes

Fictitious Calculations

You use fictitious calculations to perform temporary recalculations on prior periods. Temporary recalculations enable the system to calculate something and return the value without storing it. After the system calculates something, it deletes it.

A *fictitious calculation* is started from inside a normal calculation. It is run for one payee and a specified set of time periods.

One example of using fictitious calculation is for maternity leave. Let's say that your organization gives three months of maternity leave to payees. The average net of three months is calculated only when a certain condition (in this case, maternity) is met. As long as the payee remains in this status, the average is needed. If certain values change, the average must be recalculated for the original three periods, even if the change in values is effective-dated for a later date.

See Also

"Defining Data Retrieval Elements," Defining Fictitious Calculations

Historical Rules

You use historical rule elements to set up rules that retrieve data from prior periods. You can use historical rules in formulas and in fictitious calculations.

An example of using historical rules is when you want to create a rolling average three-month salary. Let's say that you are currently in the April pay period (end of month). You can define a historical rule to go back three months, to the beginning of January, to average a payee's salary. As you move into the May pay period, the three months roll forward so that the calculation of the average is always based on the last three months.

A historical rule can be:

- Attached to an earnings or deduction element on the Definition page.
- Attached to any element that's stored on the Global Payroll Earnings/Deductions results table, the Global Payroll Accumulator results table, or the Global Payroll Element results table.
- Used by fictitious calculation elements to find periods to recalculate.

See Also

"Defining Data Retrieval Elements," Defining Historical Rules

Working With Calculation Elements

You use calculation elements to perform calculations such as formulas, earnings, and deductions.

In this section, we discuss working with calculation elements.

Variables

You use a variable element to define and store a value such as a character, date, or number. You can also define a variable to help create generic formulas by defining the variable with a field format of an element pointer. For example, if you find that you are using the same values over and over in a calculation, define a value as a variable element and use that variable wherever it appears in your formulas and calculations.

For example, assume that on 1 January, you have three formulas and two earnings elements that use a monetary factor of 20 in their calculations and that this factor is scheduled to change on 1 April to a factor of 25. Without a variable element, you would have to make five effective-dated changes. However, if you define this factor as a variable element, you make just one effective-dated change. You can then use the new factor of 25 anywhere that the variable is used.

Variables are the only items that are used with arrays. When you create an array, you retrieve the values into variables.

See Also

"Defining Calculation Elements," Defining Variable Elements

Dates

Using the date element, you can calculate a date by starting with an existing date and adding to or subtracting from it to come up with a new date. For example, to determine the date for a payee's five years of service, start with the payee's hire date and add five years to it.

You can also parse parts a date. For example, if you want only the year of a date to be returned, use a date element to parse out the years, months, or days of the date.

See Also

"Defining Calculation Elements," Defining Date Elements

Duration

You use a duration element to calculate the period of time between two dates. A duration is the result of subtracting one date from another and is expressed as a number. You define duration in years, months, or days.

For example, to determine a payee's age, calculate the duration between his birth date and the Calendar Period End Date.

See Also

"Defining Calculation Elements," Defining Duration Elements

Formulas

You use a formula element to calculate any type of formula. With a formula element, you create your own unique element. You can enter sophisticated rules, mathematical formulas, and iterative calculations as formula elements.

For example, you can define a formula to calculate an employee's vacation entitlement, quarterly bonus pay, or contributions to a pension plan.

See Also

"Defining Calculation Elements," Defining Formula Elements

Rounding Rules

You use a rounding rule to apply rounding to something like a formula or an earnings element. When you perform calculations that resolve to a numerical value, you use rounding rules to round the resultant value to suit your needs. A rounding rule resolves to 1, if rounding is successful, or 0, if rounding is not successful.

For example, let's say that you define a rounding rule that truncates resolved values to two decimal places. During a calculation, you get a resolved value of 2.833333. The rounding rule truncates the value to 2.83.

You specify whether you want to round based on a certain size, such as a number of digits or decimals, or round to an incremental value. You also select the type of rounding: Nearest, Round Up, Round Down, or Round Up if Greater Than or Equal To, Else Down.

See Also

"Defining Calculation Elements," Defining Rounding Rule Elements

Counts

Counts are a way to calculate and summarize something on a daily basis. For example, you might track the number of hours worked for a payee. A count element provides a day-by-day check of the hours worked and keeps adding to a value for a defined period of time.

Once you define the calculation rules for a count, you can associate it with a proration rule. When segmentation occurs, the count elements used in the proration rule determine the numerator and denominator to use for prorating amounts.

See Also

"Defining Calculation Elements," Defining Counts Elements

Proration Rules

You can use a proration rule to prorate a value when segmentation occurs. A proration rule never exists without segmentation. It can be, but doesn't have to be, used with segmentation.

A proration rule defines a numerator and a denominator to apply to an amount during segmentation. A proration rule defines the *from* and *to* dates for a count.

Example

For a pay period of 1 June through 30 June, with one segment from 1 June to 10 June, you define the *numerator* as the time of the segmentation (1 June to 10 June) and the *denominator* as the time of the entire pay period (1 June to 30 June). Therefore, you set up your formula as 10/30, and the proration rule resolves to .333.

See Also

"Defining Calculation Elements," Defining Proration Rules

Earnings

You use earnings elements to define all types of compensation for a payee, including salary, fees, bonuses, commissions, pensions, and retirement pay.

You can define the following four types of calculation rules for earnings elements:

- Flat Amount
- Base x Percent
- Unit x Rate
- Unit x Rate x Percent

For example, you can define an earnings element as EARNINGS1 = Unit x Rate. The components of this element (Unit and Rate) take on the same attributes as the element itself. If you change the values of the element, the values of the components also change. Once you define an earnings element, you can reuse its components so that you don't have to redefine components for every new element.

See Also

"Defining Earnings and Deductions," Defining Earnings Elements

Deductions

You use deduction elements to define different types of deductions for a payee. Deductions can be voluntary, such as those for retirement plans, or statutory, such as taxes and garnishments.

In addition to the rate, unit, base, and percent components, the system creates three other components for deductions:

- Amount not taken.
- Payback amount.
- Add to arrears.

The system also creates an arrears balance accumulator to keep track of a payee's arrears. An arrears is a way to store deductions that the system cannot take from a current pay run because of insufficient net pay.

See Also

"Defining Earnings and Deduction Elements," Defining Deduction Elements

Absence Entitlements

You use absence entitlement elements to track absences like vacations or leaves of absence. There are two types of absence entitlements:

- Per frequency

  The entitlement amount is calculated, regardless of whether there is an absence.

  As an example, say that payees receive 12 days of vacation per year and that this entitlement is accumulated at 10 hours per month. This entitlement is a fixed, predetermined amount that is calculated and updated monthly, regardless of whether it is used.

- Per absence

  The entitlement amount is calculated only if there is an absence.

See Also

“Understanding Absences”

“Defining Absence Elements,” Defining Absence Entitlement Elements

Absence Takes

You use an absence-take element to define the conditions that must be met for an absence to be paid. An absence take involves defining rules for minimum and maximum absence takes. You set up absence takes to accumulate in hours, days or other units.

For example, if your organization gives payees 12 days of vacation each year, and a payee goes on vacation for 5 days, the absence take for the payee is 5 days.

Once you’ve defined your absence take rules on the Absence Take pages, you can track absences by entering them on the Absence Event Entry page.

See Also

“Understanding Absences”

“Defining Absence Elements,” Defining Absence Take Elements

Accumulators

You use accumulator elements to store and track balances. You can store an accumulator for a designated period of time. For example, you can store gross pay data for one year. The system can create accumulators automatically *(automatically generated accumulators)* or you can create them manually *(additional accumulators).*

You can add or subtract elements with accumulator members and define begin and end dates.

There are two types of accumulators:

- Payment accumulators, which accumulate values through gross-to-net calculation.
- Balance accumulators, which accumulate values over a period of time, such as a month or a year.

You can also define the level at which you want to track a balance. For example, you can track a balance by payee record number, payee ID, department, or organization. You set up the tracking levels that work best for your organization.

See Also

"Setting Up Accumulators"

"Defining Earnings and Deduction Elements," Understanding Automatically Generated Accumulators

Generation Control

You use a generation control element to determine whether an element should be resolved. You define parameters for an element on the Conditions page. You can define these parameters at different levels, such as HR Status, Action, Frequency, Segment Status, and Formula.

For example, let's say that a payee is paid weekly and has a monthly medical deduction of 100 that is to be deducted only once a month. You define the Generation Control - Frequency parameters so that this deduction is taken out only on the first pay period of the month.

See Also

"Defining Calculation Elements," Defining Generation Control Elements

Working With Organizational Elements

You use organizational elements to define the structure and framework for the system, such as the processing framework (process lists and sections) and organizational structure (element groups).

In the overall-processing framework, the calendar ties the element group (on the payee side) to the section and ties the process list to the process.

In this section, we discuss working with organizational elements.

Element Groups

You use element groups to group elements that you associate with eligibility groups. You associate eligibility group with pay groups.

You define element groups based on your organizational needs. For example, if your organization has a simple payroll system, you might group all earnings into one element group and all deductions into another element group and use the two element group names to specify all earnings and deductions.

See Also

"Understanding the Organizational Structure," Defining Element Groups

Sections

Sections are groups of elements that you add to a process list. Sections tell the system what elements to resolve when processing a payroll or absence run and the sequence for resolving them. The order of sections is very important because it determines the order in which your elements and calculations are processed.

There are four types of sections:

- Standard: Used for regular processing.
- Generate Positive Input: Used to create positive input for a different calendar pay period.
- Payee: Used to specify which elements should be processed, and in what sequence, at the payee level.
- Sub-Process: Used for net-to-gross calculations and other iterative processes.

For example, you can create a payee section to process garnishments for a payee.

See Also

"Defining Processing Elements," Setting Up Sections

Process List

You use process lists to control the order in which sections are processed during a payroll run. A process list identifies accumulators that are used to calculate gross and net pay and specifies whether the process is for a payroll or absence process.

You can create a general or specific process list, based on your organization's needs. For example, you can create a process list for the different types of earnings that a payee can have, including earnings for regular, absence, bonus, and commissions.

See Also

"Defining Processing Elements," Using Process Lists

Working With Element Types

In this section, we discuss defining valid element types on the Element Types page.

The Element Types page is used in batch processing to resolve the valid element types with the utility program. PeopleSoft delivers the data for this page. The following table lists the 2-character codes and corresponding element types that PeopleSoft delivers:

Element Type Code	*Element Type*
AA	Auto Assigned
AC	Accumulator
AE	Absence Entitlement
AR	Array
AT	Absence Take
BR	Bracket
CT	Count
DD	Deduction
DR	Duration
DT	Date
EG	Element Group
EM	Error Message
ER	Earnings
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HR	Manage Historical Data Rule

Element Type Code	*Element Type*
PO	Proration Rule
PP	Previous Period Rule
PR	Process
RC	Rate Code
RR	Rounding Rule
SE	Section
SY	System Element
VR	Variable
WA	Writable Array

It is possible to modify the utility program, but we don't recommend it. Instead, create a new element type and program to resolve it. You can add the new element type and associated programs on the Elements Type page.

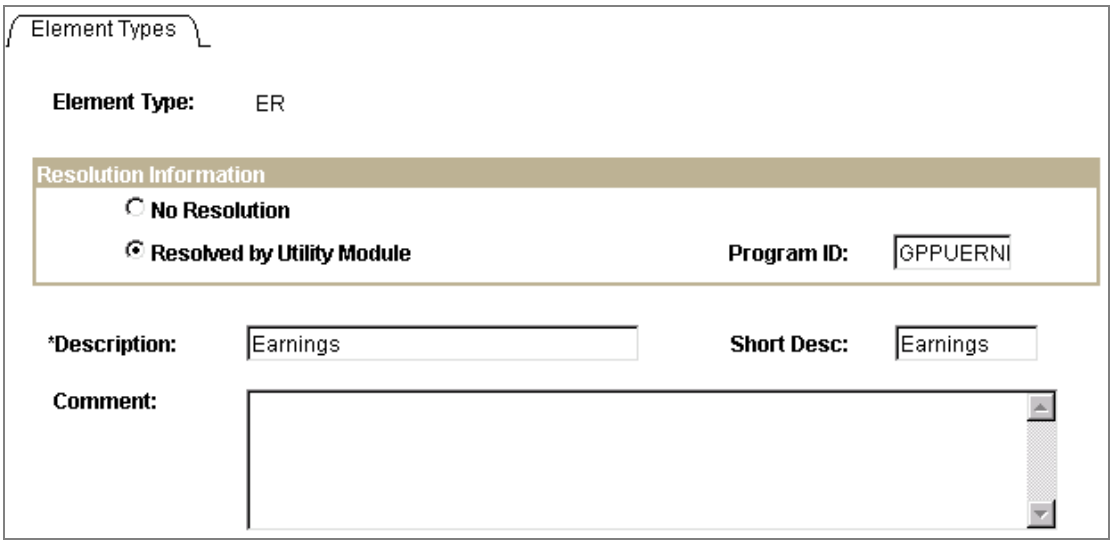
Note. If you know an element name, but you don't know what type of an element it is, you can find this information on the Element Name inquiry page (Define Business Rules, Define Global Payroll Rules, Inquire, Element Name). There is no security on the inquiry page, so users can view all elements on this page.

Page Used to Define Element Types

Page Name	*Object Name*	*Navigation*	*Usage*
Element Types	GP_PIN_TYPE	Define Business Rules, Define Global Payroll Rules, Setup 1, Element Types	Define element types, such as arrays, brackets, and earnings. You can also define the Program ID that's used to resolve each element.

Defining Element Types

Access the Element Types page.



Element Types page

Element Type This field is populated from the Element Type value that you selected in the entry dialog box.

Resolution Information

No Resolution Select if you don't want the element resolved. In this case, the element that is associated with the **Element Type** is just a point of reference. For example, a Pay Group is a collection of elements and never resolves to a value. This option is used in batch processing. The PIN Manager checks the element type to determine whether any resolution is needed.

Resolved by Utility Module Select if you want the element that is associated with the **Element Type** to be resolved by a utility program that is delivered by PeopleSoft or created by you.

Program ID Select the utility program that is used to resolve each element. Program ID data is delivered by PeopleSoft.

When a batch that is running encounters an array element, the batch first looks to see which program should be called to resolve the element. This field provides a link for batch processing between an element type and the utility program that is to be used to resolve that element type.

Note. If you selected **No Resolution** in the **Resolution Information** group box, this field is unavailable for entry.

Defining Entry Types

Elements can use other elements. Sometimes there are restrictions on the types of elements that you can use in certain places. For example, it doesn't make sense to have an earnings element use an absence entitlement element in its calculation process. To restrict the entry types that are entered into an element definition, use the Entry Types page.

Entry types can be elements, but they don't have to be. For example, an entry type can be an element name, an amount, or a date. You use entry types to determine what you're going to enter initially. The information from the Entry Types page is stored for every element.

For example, let's say that you have an earnings (EARNINGS1) with a calculation rule that is defined as EARNINGS1 = Amount. Because it's defined as an amount, entry types for EARNINGS1 can include numeric variables, numeric formulas, and numeric values. But you cannot enter a date in the amount field.

You use the Entry Types page mainly to associate a corresponding prompt view to use if the entry type is selected online. For each entry type that's defined, you associate a prompt view with it. For some entry types, you also associate additional, special prompts to be used for security/override areas (related to the Override fields on the Element Name page). Entry type prompts are closely related to entry types. Use an entry type prompt to indicate the entry types for a field in the product. The entry type prompts are then used and attached through PeopleSoft Global Payroll so that only those entry types are available. Based on the entry type that you selected, you go to the prompt views that are indicated for that entry type to get a list of elements to select from.

In this section, we discuss how to enter entry types and define element groupings.

See Also

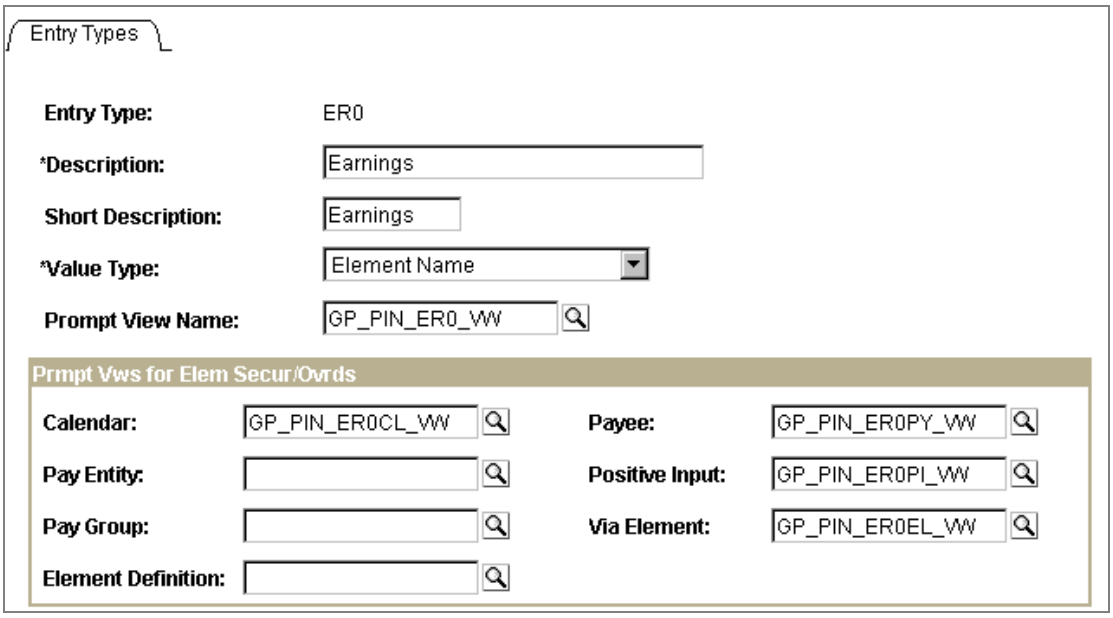
Selecting Entry Types

Page Used to Define Entry Types

Page Name	*Object Name*	*Navigation*	*Usage*
Entry Types	GP_ENTRY_TYPE	Define Business Rules, Define Global Payroll Rules, Setup 1, Entry Types	Enter entry types and define the unique groupings of elements.

Entering Entry Types and Defining Element Groupings

Access the Entry Types page.



Entry Types page

Value Type Select the type of field that is displayed on a page when an entry construct is used. Values are ***Character, Date, Element Name, Integer, Not Applicable,*** and ***Numeric***. If you select ***Element Name,*** you can enter information into the **Prompt Views for Element Security/Override** group box. For all other values, this group box is unavailable for entry.

Prompt View Name Associated with the Valid Entry Type field on the Entry Type Prompts page. Instead of hard-coding the values in the view text, the system controls the prompt by defining the values on the Entry Types page.

Prmpt Vws for Elem Secur/Ovrds (prompt views for element security/overrides)

Calendar, Payee, Pay Entity, Positive Input, Pay Group, Via Element, and **Element Definition** These fields are related to the Override Levels check boxes on the Element Name page. Using these fields, you can enter overrides at various levels and control additional security in prompt views. For example, if you are on the Pay Entity page, the system looks for the Pay Entity prompt view first (instead of the Prompt View Name). All eight prompt views (including the Prompt View Name and the seven prompt views in this group box) have the same purpose, but are coded differently. The prompt views in this group box also look at the security check boxes on the Element Name page.

Selecting Entry Types and Displaying Record.Field Combinations

You use the Entry Type Prompts component to define which entry types are valid for a specific prompt view. You select which Entry Types are valid and are entered wherever this Entry Prompt ID is used.

Calendar, Payee, Pay Entity, Positive Input, Pay Group, Via Element, and **Element Definition,** are related to the Override Levels check boxes on the Element Name page. You enter overrides at various levels control additional security within prompt views. For example, if you are n the Pay Entity page, the system looks for the Pay Entity prompt view first instead of the Prompt View Name. So, all eight prompt views (including Prompt View Name and the seven prompt views found in the **Prompt Views for Element Security/Override** group box) have the same purpose, but they are coded a little differently. The prompt views in the **Prompt Views for Element Security/Override** group box also look at the security check boxes on the Element Name page. You select entry types for the Entry Prompt ID that you want to look at on the Entry Type Prompts page. You use Entry type prompt IDs to create and maintain valid entry type prompt views. Entry types are not hard-coded in the prompt views.

In this section, we discuss how to:

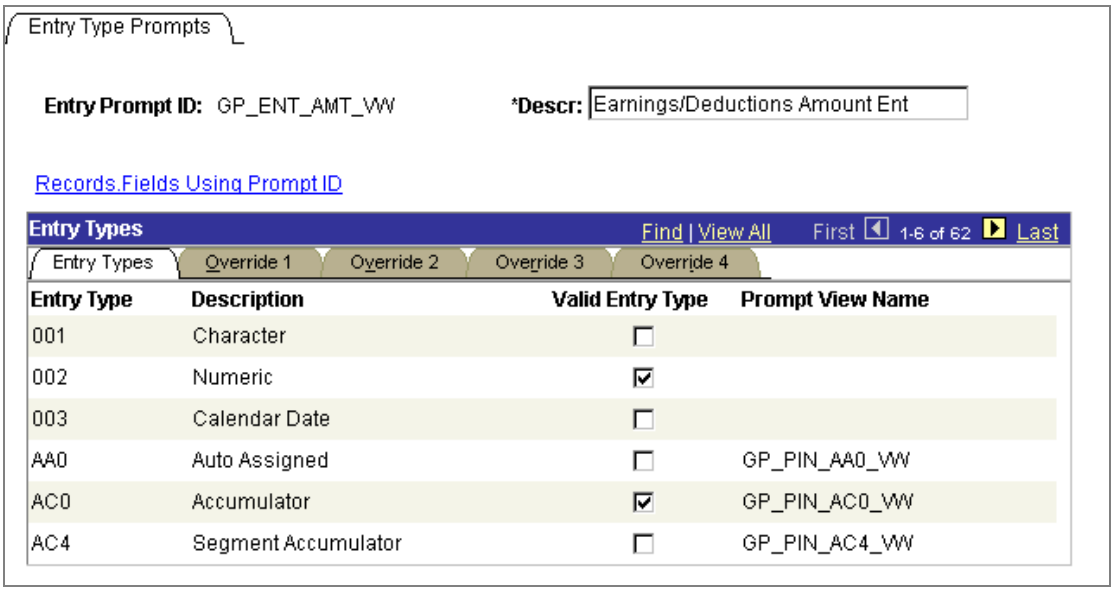
- Select entry type prompts.
- Display record.field combinations for an entry prompt ID.

Pages used to Select Entry Types and Display Record.Field Combinations

Page Name	*Object Name*	*Navigation*	*Usage*
Entry Type Prompts	GP_ENTRY_PROMPT	Define Business Rules, Define Global Payroll Rules, Setup 1, Entry Type Prompts	Define which entry types are valid for a specific prompt view. Display a list of all entry types for an Entry Prompt ID on this page. Complete the Entry Types page prior to using this page.
Record. Fields Using Prompt ID	GP_ENTRY_PROMPT_VW	Define Business Rules, Define Global Payroll Rules, Setup 1, Entry Type Prompts Click the Record. Fields Using Prompt ID link on the Entry Type Prompts page.	Displays the record.field combinations for the Entry Prompt ID

Selecting Entry Types

Access the Entry Type Prompts page.



Entry Type Prompts page - Entry Types tab

Common Page Information

Record.Fields Using Prompt ID Click to access the Record.Fields Using Prompt ID page.

Entry Type Displays information from the Entry Types page. You can select entry type for each entry prompt id. For example, let's say that you have an earnings element (EARNINGS1). Valid entry types for the element can include ***Numeric*** and ***Accumulator.*** Select the check box associated with any of the valid entry types. If the Valid Entry Type check box is selected, the entry type appears as a valid value on the prompt. Based on the entry type you select, the system goes back to the corresponding entry type definition in the **Prompt View Name** field on the Entry Types page.

Entry Types

You use entry types throughout the core application. Usually, before you select an actual element, you are prompted to select the entry type itself. This entry type is used to define what type of element is going to be used or whether a straight character, numeric, date, and so on is to be used. Based on the entry type you select, you can prompt correctly on the next field.

Example

After you select a calculation rule on the Earnings Calculation page, the corresponding fields appear on the Entry Types Prompt page. If the calculation rule is Amount, you see two fields next to the Amount label: The first is the **Entry Type** and the second is the actual selection. The **Entry Type** field might show values of ***Numeric, Accumulator, Bracket, Deduction, Earning, Formula, Payee Level, Rate Code,*** and ***Variable,*** all of which are entry types. For example, if you selected ***Variable,*** when you press TAB to move out of the field and you prompt against the second field, only the variables appear as valid values (if you had selected ***Bracket,*** only brackets would appear as valid values).

For our example above on an earnings definition, if the calculation rule is Amount, an **Entry Prompt ID** ***GP_ENT_AMT_VW*** is defined. On this **Entry Prompt ID**, we have indicated (by selecting the **Valid Entry Type** check boxes) that the following entry types are valid: ***Numeric, Accumulator, Bracket, Deduction, Earning, Formula, Payee Level, Rate Code,*** and ***Variable.*** These are the valid entry types that appear when you prompt on the Earnings Calculation page for the Amount Entry Type field.

The **Prompt View Name** and the prompt views that appear on the Override tabs 1 through 3 are related displays, based on information that you entered in the Entry Types component (for each defined entry type). When you use these online, you are first prompted to select an **Entry Type** and then (based on the **Entry Type** that you selected) you enter the second field.

For example, if you select an **Entry Type** of ***Variable*** for the Earnings Amount field, when you press TAB to move out of that field and prompt on the next field, the system locates the **Prompt View Name.** The system uses that as the prompt for the next field; so, only variables appear.

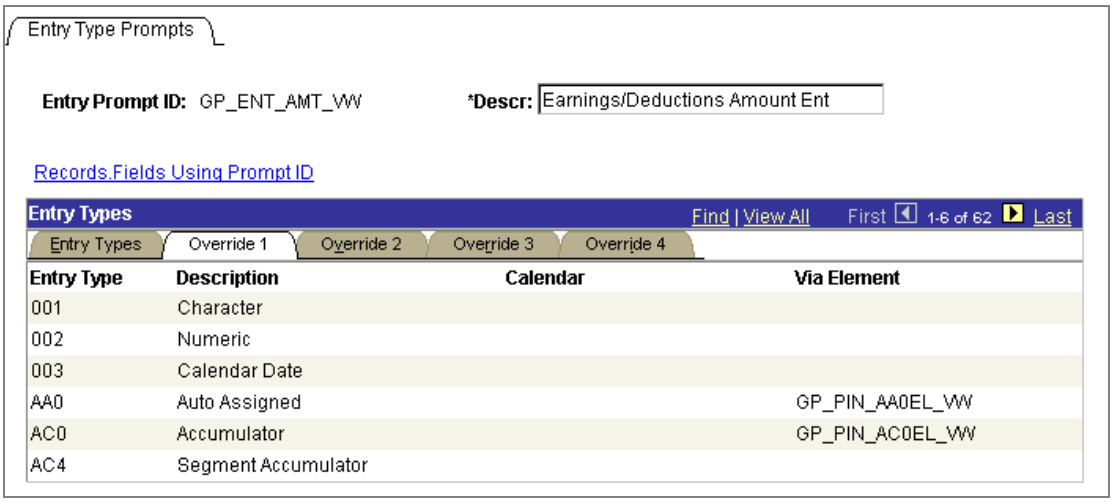
The functionality of the prompts that are defined on the Overrides pages is similar to the **Prompt View Names**. The difference is that the Override check boxes on the Element Name page (Pay Calendar, Pay Entity, Pay Group, Payee, Positive Input, Element Definition, and Via Element) are used to control where in the system you can override the element. You'll notice that on the Overrides pages, you can define separate prompt views for each **Entry Type.** These views are defined just to take the Override check boxes on the Element Name page into consideration.

So, based on where you are in the system, you use either the **Prompt View Name** or the correct **Override** Prompt View name to prompt for valid values in the second field.

Entry Types Tab

See the above exhibit for a view of this tab.

Override 1 Tab



Entry Type Prompts page - Override 1 tab

This tab pertains to calendar and via element overrides.

Override 2 Tab

This tab pertains to pay entity and pay group overrides.

Override 3 Tab

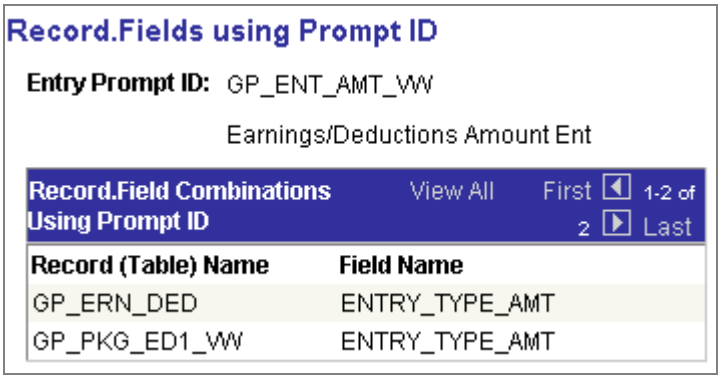
This tab pertains to positive input and payee overrrides.

Override 4 Tab

This tab pertains to element definition overrides.

Displaying Record.Field Combinations

Access the Record.Fields using Prompt ID page.



Record.Fields using Prompt ID page

This page references the Entry Type Prompts page, providing an easy way to view the database fields that use this prompt. To change an entry type, check this page first to see which record.field combinations will be affected.

Defining Industries and Categories

Industries and categories are ways to further classify elements. You create codes for the industries and categories that are applicable to your organization. For each code, you specify if it is applicable to all countries or a specific country.

You can view all industry and category codes through the Industry/Region Types and Category Types pages. Your security level, as defined on the User Rules Profile page, determines the countries for which you can add industries and categories.

You associate an industry and category with an element by selecting from prompt tables on the Element Name page. The country for which an element is defined determines the available industry and category codes.

Note. You cannot change or delete existing industry codes or categories because they are also entered on the GP_PIN table. Updating the Industry/Region Types or the Category Types page does not update the GP_PIN table.

In this section, we discuss how to:

- Define industries.
- Define categories.

See Also

Defining an Element Name (GP_PIN)

"Understanding Security," Restricting User Access

Pages Used to Define Industries and Categories

Page Name	*Object Name*	*Navigation*	*Usage*
Industry/Region Types	GP_PIN_INDUSTRY	Define Business Rules, Define Global Payroll Rules, Setup 1, Industry/Region Types	Define industry and region codes that help classify elements and supporting elements.
Category Types	GP_PIN_CATEGORY	Define Business Rules, Define Global Payroll Rules, Setup 1, Category Types	Define category codes that help classify elements and supporting elements.

Defining an Element Name (GP_PIN)

Although each element type has a unique purpose, all element types share a common set of attributes that are defined and stored on the first page of each element component. The object name of this page is always GP_PIN and it appears as the first page for all element definitions. In this document, we call this page the *Element Name page*, although it is often labeled to identify the element type that is being created; for example, *Earnings Name,* which you'll see in the screen shot for the Element Name page in this section. Once you define the element name, you can enter additional information that is specific to the element type.

In this section, we describe the use of PIN Codes and PIN Numbers and discuss how to:

- Select a definition as of date for an element.
- Name an element and define its basic parameters.
- Add user-defined fields to an element definition.
- Enter comments about an element.

PIN Codes and PIN Numbers

When you create an element name, the system assigns the element a PIN code and a PIN number. The PIN code and the element name must be unique. As you create new elements, the system checks to see whether the PIN code is the same as the element name; that is, whether this unique set of identifiers already exists. You can rename an element name, but the PIN code is a constant.

PIN numbers:

- Enable the system to track the element and its name wherever it's used, regardless of its name.

  You can change an element name without affecting the system.

- Point to the data and the element name on the Element Name page.
- Are significant only within a database and can be different for the same element names across databases.
- Act as keys to the GP_PIN table and the value that is stored on other tables to represent an element.
- Are assigned sequentially.
- Used only for batch processing considerations.

See Also

"Using the Utilities," Understanding Utilities

Selecting the Definition As Of Date for an Element

Elements can have many effective-dated rows. The Definition as of Date that you assign to an element on the Element Name page tells the system which effective-dated definition to retrieve for the element during processing.

You can select one of the following dates: Calendar Period Begin Date, Calendar Period End Date, Payment Date, Process Begin Date, and Process End Date.

Note. You can override the Process Begin Date and Process End Date for a payee and calendar group using the Payee Calendar Override page.

Example 1

Assume an element has the following effective-dated rows (definitions) and values:

01/01/1990 = 100
01/01/2000 = 125
31/01/2000 = 150
01/02/2000 = 175

The January and February calendars have the following dates:

Calendar Date	*January Calendar*	*February Calendar*
Begin Date	01/01/2000	01/02/2000
End Date	31/01/2000	28/02/2000
Payment Date	01/02/2000	01/03/2000

When you process the January calendar, the system retrieves the definition of the element based on the element's Definition as of Date.

Definition As Of Date	*Effective-Dated Row Used*	*Value*
Calendar Begin Date	01/01/2000	125
Calendar End Date	31/01/2000	150
Payment Date	01/02/2000	175

Example 2

Process Begin Date and Process End Date can be especially useful for issuing advance payments. They refer to the begin date and end date of the calendar period in which the element is actually processed.

For example, suppose that in January you want to issue an advance payment to a payee who will be on vacation in February. To make the advance payment, you process the February calendar in January; however, you want the system to use the definition of the element as of January—the actual processing period.

The following table shows which definition of the element the system retrieves, based on your choice of Definition as of Date:

Definition As Of Date	*Effective-Dated Row Used*	*Value*
Process Begin Date	01/01/2000	125
Process End Date	31/01/2000	150
Calendar Begin Date	01/02/2000	175
Calendar End Date	28/02/2000	175

See Also

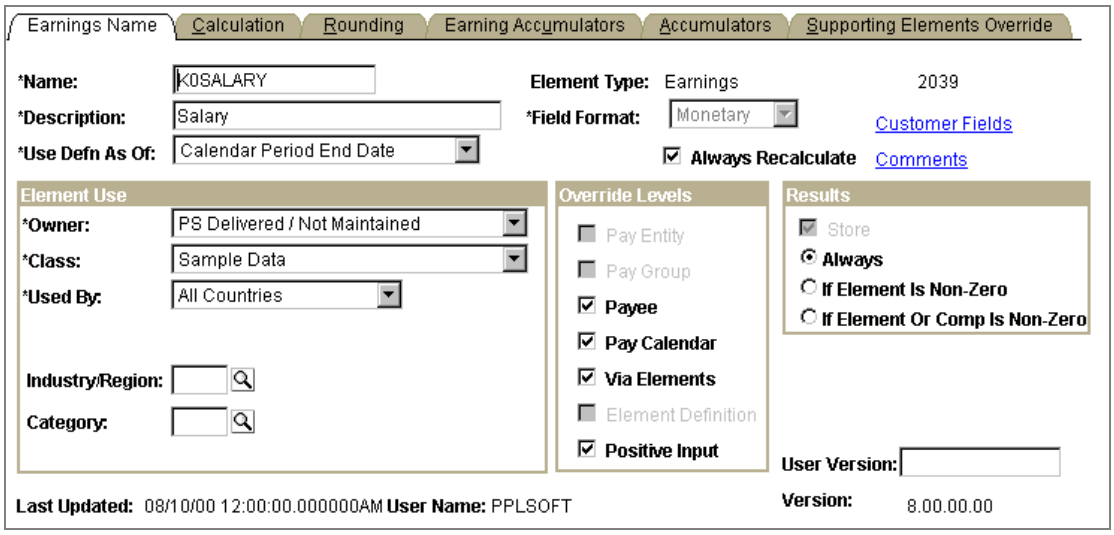
"Using Calendars," Entering Calendar Override Instructions for a Payee

Pages Used to Define Element Names

Page Name	*Object Name*	*Navigation*	*Usage*
Element Name	GP_PIN	Define Business Rules, Define Global Payroll Rules, Setup 3, Earnings, Earnings Name	Name an element and define its basic parameters.
Element Name - Customer Fields	GP_PIN_CUSTOM_SEC	Define Business Rules, Define Global Payroll Rules, Setup 3, Earnings, Earnings Name Click the Customer Fields link.	Add user-defined fields to an element definition.
Element Name - Comments	GP_PIN_SEC	Define Business Rules, Define Global Payroll Rules, Setup 3, Earnings, Earnings Name Click the Comments link.	Enter detailed comments for an element.

Defining Element Names

Access the Element Name page.



Element Name page

Note. The preceding screen shot is a generic representation of the page that you use to create all element types. After you create an element on the Element Name page, you continue the process of defining each element in its appropriate component, as described elsewhere in this PeopleBook.

Field Format

Defines the format for the resolved value. Available values are based on the element type and can include ***Date, Decimal, Character, Monetary,*** or ***Pointer*** (for calculating generic formulas for a variable).

For some element types, such as earnings and deductions, you cannot change the displayed field format.

Note. The difference between ***Decimal*** and ***Monetary*** is that ***Monetary*** is currency-controlled and requires the entry of a currency code.

Use Defn As Of (use definition as of)

Select the date on which the system is to retrieve the element definition during a process run. Options are:

Calendar Period Begin Date: The begin date of the calendar period that the element is linked to.

Calendar Period End Date: End date of the calendar period that the element is linked to.

Payment Date: Payment date of the calendar period that the element is linked to.

Process Begin Date: Begin date of the calendar period in which the element is processed.

Process End Date: End date of the calendar period in which the element is processed.

Selections are limited for some elements. For example, ***Calendar Period End Date*** is the only valid option for section and process list elements.

Retroactivity is also a consideration for this field. During recalculation, the system always respects this day and uses the appropriate date based on individual recalculation period calendars.

Always Recalculate

This check box applies only to the period of time that is being resolved and is selected by default. If selected, the system recalculates the element every time it encounters it in the calculation process. If this check box is clear, the system uses the previous resolved value of the element.

Guidelines for Selecting and Clearing This Check Box

Clear the check box if:

- You update an element through an element-like formula. Otherwise, each time the system encounters the element, it initializes it according to the element's definition.
- You think that the old value will be different from the value that you'll get if the system resolves this element again; for example, when a variable has been set up with a **Via Element** override on the Element Name page.

Select this check box if you think the previous value is incorrect and needs to be updated; for example, in formulas that need to be applied within a loop, an array, or a count.

Note. If this check box is clear, and the Recalculate check box on the Section - Definition page is selected, the system resolves the element each time it encounters it (when that section is processed). If the same element is encountered in a different section, where the check box is clear, the element is resolved only once.

When the PIN Manager encounters an element, it runs an eligibility check. If it determines that the element must be resolved, it looks at the recalculation logic. You can indicate an element's recalculation at the process list level, the section level, and the element level. If you indicate recalculation at any of these levels, the element is recalculated.

For example, if the **Always Recalculate** check box is selected, the system recalculates the element. If the **Always Recalculate** check box is clear, the system looks at the table of resolved elements for a match between the same element and the same calculation dates. If there is a

match, the system uses that value; otherwise the system resolves the element.

See Also

Selecting the Definition As Of Date for an Element

Element Use

In this group box, you define several security-related options.

Owner Identifies who controls and maintains the definition of the element. Values are:

Customer Maintained: Identifies the elements that you created. All fields are available for entry.

PS Delivered/Maintained: The element is delivered and maintained by PeopleSoft. To edit any fields, you can take control of the element by selecting the **Customer Control Indicator** check box. This changes the owner to ***PS Delivered/Customer Modified.*** If PeopleSoft later releases an updated version of the element, you can accept the updated definition or retain your changes. Either way, element ownership does not change.

If you change the name, description, override levels, class, industry, or category for an earnings, deduction, or absence element, the system makes the same changes to all related components and auto generated accumulators and changes the owner for those items.

Warning! Taking control of an element is irreversible.

PS Delivered/Not Maintained: The element is delivered, but not maintained by PeopleSoft (for example, sample data or statutory data). You can update any editable fields.

PS Delivered/Customer Modified: Indicates that you have taken control of a PeopleSoft-delivered/maintained element.

PS Delivered/Secured: The element is delivered and maintained by PeopleSoft. You can edit the name, description, override levels, results, customer fields, and comments (and for system elements, Use as Chartfield and prompt view). Any changes that you make can be overwritten by future PeopleSoft updates.

Class Indicates the type of rule for the element. Values are:

Customary: Sample rules that are created by PeopleSoft. They are not statutory requirements but are commonly followed rules. An example of when a customary rule is

used is with tariffs. Customary rules are often used in a production environment.

Not Classified

Sample Data: Rules that are created by PeopleSoft for sample data purposes. They are not used in a production environment.

Statutory: Rules that are created by PeopleSoft for calculating rules that are required by law.

System Data: Rules that are created by PeopleSoft. They are either system elements or system data that are delivered with the application; for example, common constants and dates.

The **Class** field works with the **Owner** field to determine the level of support and security.

Note. Not all statutory rules are set to ***PS Delivered/Maintained.*** For some statutory rules, the **Owner** is set to ***PS Delivered/Not Maintained.*** Typically these rules are statutory, but might need to be modified for organization-specific information; for example, an accumulator for taxable gross. All organizations need to comply with reporting taxable gross; however, you need to add specific earnings in your organization that contribute to taxable gross.

Used By Select whether the element is used by ***All Countries*** or a ***Specific Country.*** This field is also used in User Rules Profile security to determine which elements a user has access to.

Country If you selected ***Specific Country*** in the **Used By** field, the **Country** field appears. Select the country for which the security-related options apply.

Note. Element usage security is a way to limit the number of elements that you see on a prompt so that you see only the element information that's useful to you. You can check element usage security with the **Used By** and **Country** fields.

Industry/Region To classify your element further, select an industry code or region code. You define industry codes on the Industry/Region Types page. If an element is created for a specific industry, select an industry code here. Typical industry codes include Banking, Insurance, and Metallurgy.

Category To classify your element further, select a category code. Category codes are defined on the Category Types page.

Customer Control Indicator This check box appears only if you have authority to take control of the element according to the User Profile Rules. See the **Owner** field.

See Also

"Understanding Security," Restricting User Access

Override Levels

In this group box, you enable security-related override levels for the selected element. That is, you define when users can override the element's value, or, in some cases, exclude the element from processing. For example, if you select **Pay Calendar**, you can use the Calendar - Excluded Elements page to tell the system not to process this element for any payee associated with particular calendar. If you select **Pay Calendar** for a bracket, date, duration, formula, or variable element, you can use the Calendar - Overrides page to have the system use an override value for the element when the system processes a particular calendar.

Pay Entity, Pay Group, Payee, Pay Calendar, Via Elements, Element Definition, and **Positive Input.**

Select each type of override that you want to enable. Options vary by element type.

The "Understanding Overrides" chapter explains each override type.

See Also

"Understanding Overrides"

Results

In this group box, you specify when to store the resolved value of the element in the result tables. The options vary by element type.

Select these options with caution to avoid creating large tables that are difficult to manage. Consider storing only the values that you need for reporting and auditing purposes or for executing historical rules, retroactivity, or other situations where you need to refer to the prior value of an element.

Store Select to store the resolved value of the element in the result table during processing. For certain element types, you can specify the conditions under which the value is stored by selecting an option below the check box.

When **Store** is clear, the resolved value is never stored.

Always This option (the default) appears only for earnings and deduction elements. Select it to store the calculated result of the element, even when the value is 0.

If Element Is Non-Zero This option appears only for earnings and deduction elements. Select it to store the resolved value of the element when it is not 0.

If Element or Comp is Non-Zero (if element or component is non-zero)

This option appears only for earnings and deduction elements. Select the option if you want to store the resolved value of the element if it or one of its components (percent, base, rate, or unit) is non-zero.

With this option, the element and/or component values are always stored if the arrears-balance, the amount being paid back, the amount not taken, the adjustment value, or the retro adjustment value is non-zero.

Store if Zero

This check box appears for all element types except earnings and deductions. For certain elements, you cannot to select this check box without first selecting **Store.**

The **Store if Zero** check box is a way to further define what is sent to the results tables.

Select **Store if Zero** to store a resolved value even when the value is 0.

- If you select **Store** but not **Store if Zero**, the element will be written to the result tables only if the resolved value is not equal to zero, blank, or null.
- If you select both check boxes, the resolved value is written to the result tables, even if it is zero, blank or null.
- If you select neither check box, the system never stores the resolved value.

Forecasting

This group box appears for absence take and absence entitlement elements only.

Forecast Indicator

Select to enable the absence forecasting or balance inquiry feature for this element.

Forecast Required Indicator

This field appears for absence take elements only. Select to have the system generate a warning if a user tries to save absence entries on the Absence Event Entry page without first running the Forecasting process.

User Version

You can enter up to 14 alphanumeric characters in this field to identify changes you make to the element definition. When you save the definition, the system adds a prefix of *INT_* to indicate that this is a user-defined value. You can use the Global Payroll utilities to stamp and package elements by version.

The value you enter here appears in the Version field of the pages that you update. For example, if you change the calculation rule for an earnings element, then update the

User Version field on the Element Name page, the version you enter appears on the Element Name page and the Earnings - Calculation page.

Version The version of the element. The prefix *P_* identifies versions released by PeopleSoft. The prefix *C_* identifies versions created by customers.

The system clears the version from this page when any of the following conditions occur:

- You save the page after making changes. (The version is cleared only on the page that you make corrections to.)
- You enter a value in the User Version field and save the page. (The version is cleared only on the page that you make corrections to.)
- You run the Stamping process for the element. In this case, the element is stamped with the new version.

Customer Fields Click to access the Element Name - Customer Fields page.

Comments Click to access the Element Name - Comments page.

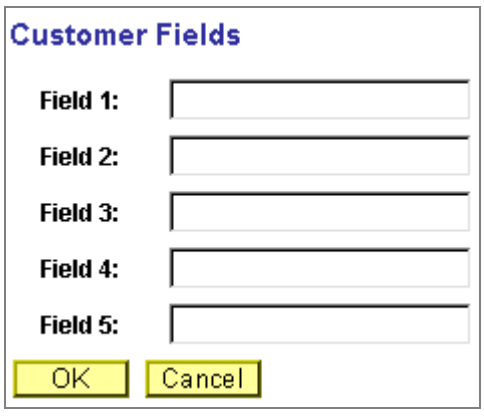
See Also

"Using the Utilities," Stamping and Packaging Elements by Version

"Understanding Absences," Using the Absence Forecasting and Balance Inquiry Processes

Adding User Defined Fields to an Element Definition

Access the Customer Fields page.



Element Name - Customer Fields page

Field 1 . . . Field 5 Use these fields any way you want to. For example, you can use the fields to classify elements or to indicate a sorting order for reports. The data you enter is stored by system elements.

Entering Comments About an Element

Access the Element Name - Comments page.

The comments you enter are for your information and do not affect payroll processing.

Updating Component Element Information

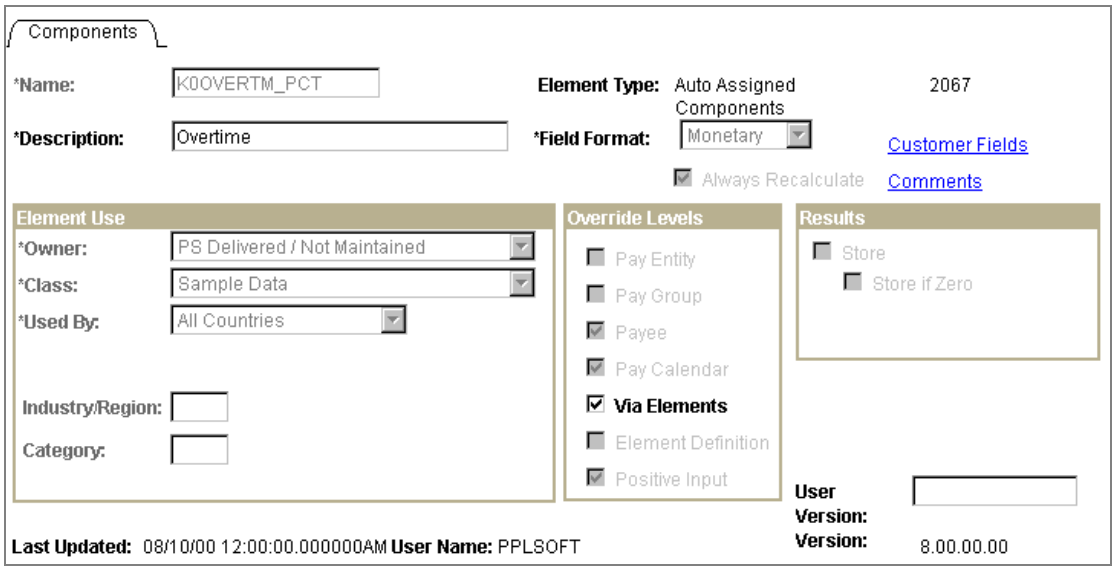
In this section, we discuss how to update component element information.

Page Used to Update Component Element Information

Page Name	*Object Name*	*Navigation*	*Usage*
Components	GP_PIN	Define Business Rules, Define Global Payroll Rules, Setup 3, Components	Update information about component elements (such as rate, unit, base, and percent) that are generated when an earnings, deduction, or absence entitlement element is created.

Updating Component Element Information

Access the Components page.



Components page

On this page, only the **Description** field, the **Via Elements** check box, the **Customer Fields** link, and the **Comments** link are available for entry or selection.

All other fields are updated when the parent element value changes. (A *parent element* is an earnings element, a deduction element, or an absence entitlement element.) These fields display the values that were entered for the parent element when it was created.

Override Levels

Via Elements Select to indicate the override level for the component, if there is one.

See Also

"Understanding Overrides"

Adding User Defined Fields to an Element Definition

Entering Comments About an Element

Defining Suffixes for Components and Accumulators

When you create certain types of elements, such as earnings, deductions, and absence entitlements, suffixes are added for the components and for the system-generated accumulators of those elements.

For example, in an earnings element that is defined as EARNINGS1 = Unit x Rate, Unit and Rate are the element's components. Accumulators are generated by the system to keep track of balances for an element. For example, if EARNINGS1 = Unit x Rate, you can track the year-to-date units for that element.

You define suffixes that are appended to component names to make each element name unique so that it can be easily referenced. The system uses the suffixes when creating element components.

PeopleSoft delivers suffixes, but you can also create your own suffixes. Suffixes are defined by country, so you can define element components in your native language.

The system determines the suffix names to use, based on the country that is identified in the Used By/Country fields on the Element Name page. If an element is defined as All Countries in the Used By/Country fields, the system determines the correct suffix by identifying the entry on the Suffix page that has the Default Country check box selected.

Note. When you create an element, the system creates only the suffixes and components that are needed. For example, if you create an earnings element and define it as EARNINGS1 = Unit x Rate, the system creates suffixes only for the unit and the rate.

In this section, we discuss how to:

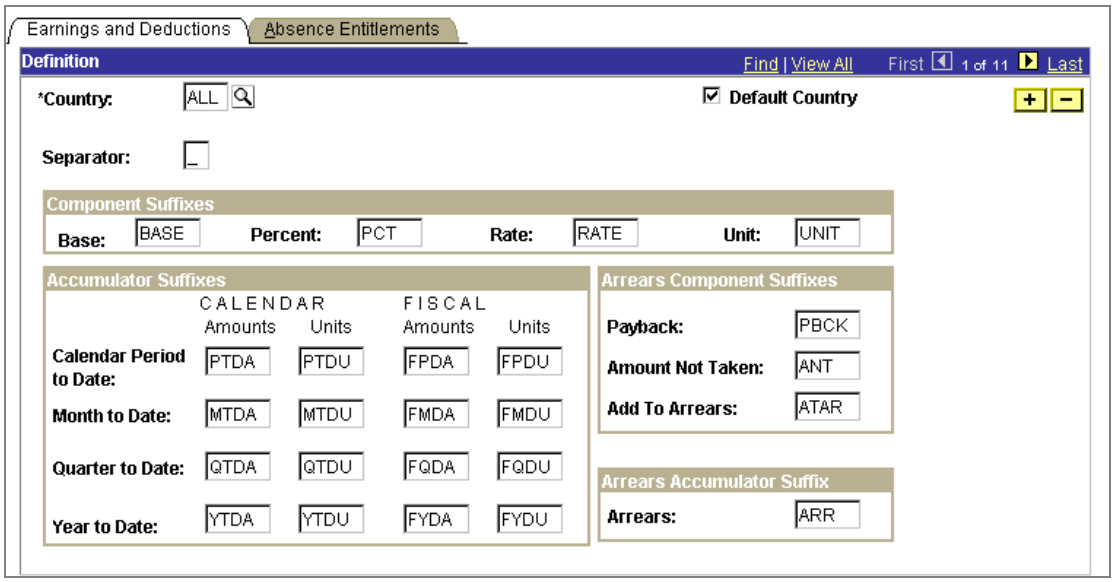
- Define suffixes for payroll elements.
- Define suffixes for absence entitlements.

Pages Used to Define Suffixes

Page Name	*Object Name*	*Navigation*	*Usage*
Earnings and Deductions	GP_SUFFIX1	Define Business Rules, Define Global Payroll Rules, Setup 1, Element Suffixes, Earnings and Deductions	Define suffixes for earnings and deduction components and accumulators in the base language that you've selected.
Absence Entitlements	GP_SUFFIX2	Define Business Rules, Define Global Payroll Rules, Setup 1, Element Suffixes, Absence Entitlements	Define suffixes for absence elements in the base language that you've selected.

Defining Suffixes for Earnings and Deductions Components and Accumulators

Access the Earnings and Deductions page.



Earnings and Deductions page

Country Select the country for which you are defining the suffix. When you select a country, you see predefined suffixes in the language for this country. You can change the predefined suffixes.

Default Country Select to indicate the country that you want to be used when the element is defined as All Countries in the Used By/Country fields on the Element Name page. If you select this check box, the system uses the default country, if it can't find a match between the **Country** field on this page and the Country field on the Element Name page.

Separator Separates the element name from the component suffix. For example, if you create an earnings element (EARN1), defined as EARN1 = Unit x Rate, the system creates three elements: EARN1, EARN1_UN, and EARN1_RT. In this case, the separator is an underscore. You can identify the separator as anything you want or leave this field blank.

Component Suffixes, Accumulator Suffixes, Arrears Component Suffixes, Arrears Accumulator Suffixes

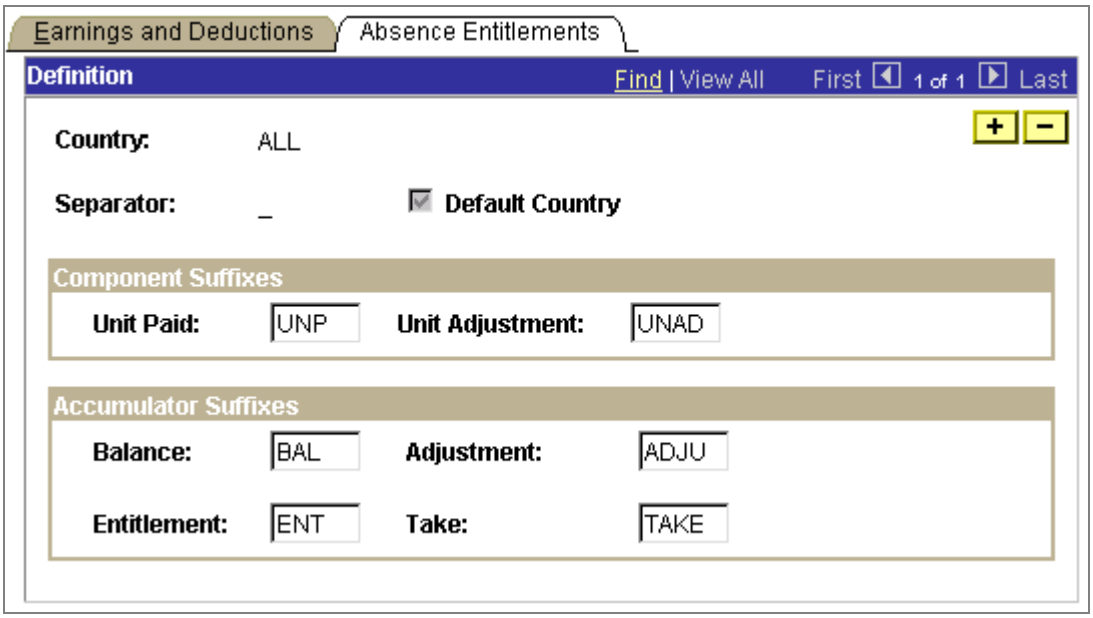
Using the language of the specified country, enter the suffix to be appended to each type of automatically generated component, accumulator, and recipient component.

See Also

"Defining Earnings and Deduction Elements," Understanding Components and Understanding Automatically Generated Accumulators

Defining Suffixes for Absence Entitlements

Access the Absence Entitlements page.



Absence Entitlements page

Component Suffixes and Accumulator Suffixes

Unit Paid and **Unit Adjustment** — Define the suffixes to be appended to the components and accumulators that the system generates for absence entitlement elements.

See Also

"Defining Absence Elements," Defining Accumulator Rules for Entitlement

CHAPTER 6

Defining Data Retrieval Elements

This chapter provides an overview of data retrieval elements, discusses how the elements are resolved during the batch process, and explains how to:

- Work with system elements
- Work with arrays.
- Work with writable arrays.
- Define brackets.
- Define rate code elements.
- Define fictitious calculations.
- Define historical rules.

Understanding Data Retrieval Elements

With PeopleSoft Global Payroll, you can use several types of elements to retrieve data from the system. As you build your payroll, you define how these elements work. PeopleSoft delivers system elements; you define other elements, such as arrays and brackets.

Naming Data Retrieval Elements

You name every element and define its basic parameters on an Element Name page. All element components within PeopleSoft Global Payroll share the same first Element Name page (GP_PIN).

See Also

"Defining General Element Information," Defining an Element Name (GP_PIN)

Working With System Elements

System elements are delivered and maintained by PeopleSoft and usually contain payee-related data for running pay calculations. Although you cannot add system elements, you can rename them, if necessary, and define various parameters that control their use.

There are two types of system elements:

- Database system elements, which come from a predefined list of database records and fields.
- System-computed elements, which come from internally stored data.

System-computed elements are resolved at different times, for example, at the beginning of every gross-to-net calculation, daily, or when a rate code element is encountered, depending on their purpose.

Note. To store the value of a database system element for reporting purposes, include the element in your process.

This section describes how to:

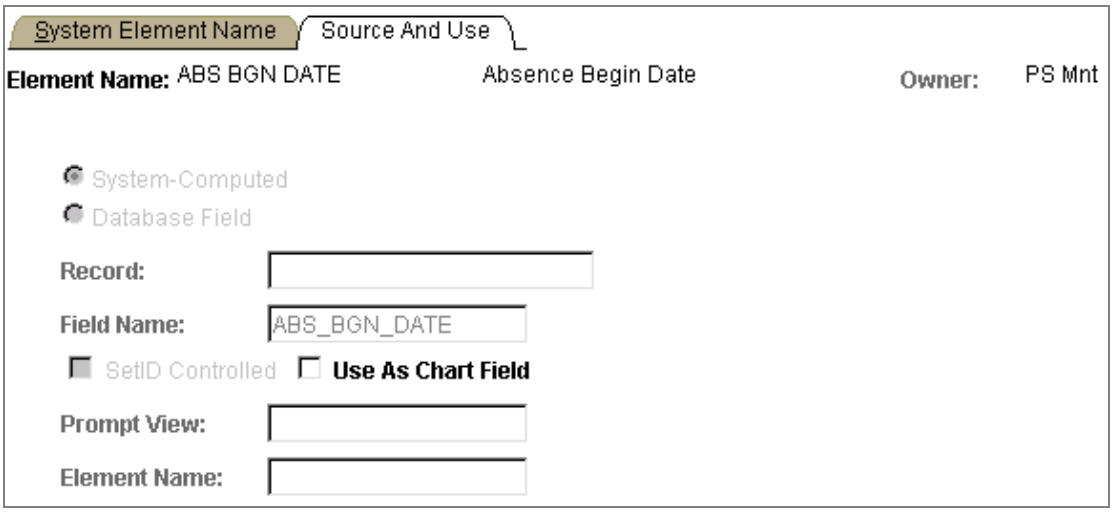
- View system elements.
- View system elements by source.

Pages Used to Modify and View System Elements

Page Name	*Object Name*	*Navigation*	*Usage*
System Elements - Source And Use	GP_SYSTEM_PIN	Define Business Rules, Define Global Payroll Rules, Setup 2, System Elements, Source And Use	Displays whether a system element is a system-computed element or a database system element. For a database system element, it also displays the record and field that populates it and whether the field is SetID-controlled.
System Elements by Source	GP_SYSTEM_PIN_INQ	Define Business Rules, Define Global Payroll Rules, Inquire, System Elements by Source	View system elements by source—either system-computed or database field.

Viewing System Elements

Access the System Elements - Source And Use page.



System Elements - Source And Use page

This page identifies whether the system element in system-computed or a database field. If it is a database field, you can edit the **Use As Chart Field** and **Prompt View** fields.

Record — Identifies the record that the system element populates.

Field Name — Identifies the field that the system element populates.

SetID Controlled — Selected if the field is controlled by the SetID. Elements that are controlled by SetID have a SetID **Field Name** and **Prompt View** specified.

Use As Chart Field — Select if you want this element to be used as a ChartField. ChartFields are applicable when you integrate PeopleSoft Global Payroll with PeopleSoft General Ledger.

Prompt View — Elements that are controlled by the SetID or by the **Use As Chart Field** have a **Prompt View** specified. If a SetID controlled system element is used as a supporting element override for positive input it also requires a Prompt View.

Element Name — Identifies the SetID field name for the system element.

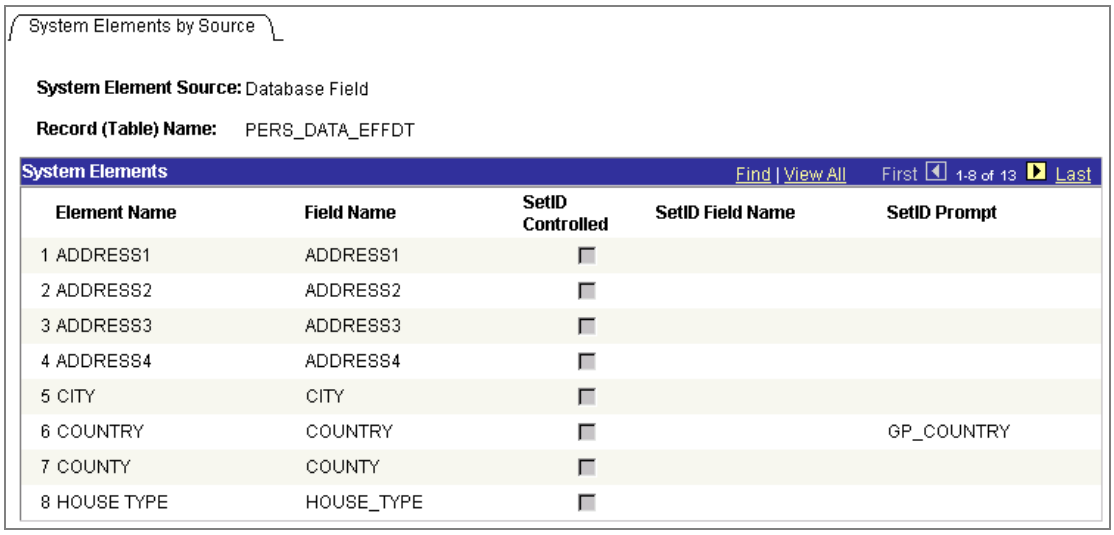
See Also

"Working with Interfaces," Selecting ChartFields for Allocating Costs to General Ledger

*PeopleSoft Application Fundamentals for HRMS PeopleBook, "*Setting Up PeopleSoft HRMS,*"* Setting Up Business Unit and SetID Functionality

Viewing System Elements by Source

Access the System Elements by Source page.


System Elements by Source

System Element Source: Database Field

Record (Table) Name: PERS_DATA_EFFDT

System Elements Find | View All First 1-8 of 13 Last

	Element Name	Field Name	SetID Controlled	SetID Field Name	SetID Prompt
1	ADDRESS1	ADDRESS1	☐		
2	ADDRESS2	ADDRESS2	☐		
3	ADDRESS3	ADDRESS3	☐		
4	ADDRESS4	ADDRESS4	☐		
5	CITY	CITY	☐		
6	COUNTRY	COUNTRY	☐		GP_COUNTRY
7	COUNTY	COUNTY	☐		
8	HOUSE TYPE	HOUSE_TYPE	☐		

System Elements by Source page

Working With Arrays

Arrays are temporary tables that the system uses to store data during processing. After processing, the system writes the data from the arrays to the appropriate output tables. You can use arrays to retrieve data and tables from external sources, such as PeopleSoft Human Resources. Array processing enables you to use a two-dimensional array of data to extract information based on a column value.

Note. Arrays are not effective-dated. Any changes are likely to affect retroactive processing.

To define an array:

1. Define the naming information for the array on the Array Name page.
2. Select the database table, and define the values that the system will use when retrieving data for the array on the Array Keys page.
3. Define the fields within the array on the Array Fields Retrieved page. The information on this page determines the elements that will be resolved from this array call.
4. Define the required formula processing on the Array Processing Formulas page.

Pages Used to Define Arrays

Page Name	Object Name	Navigation	Usage
Arrays - Keys	GP_ARRAY_KEYS	Define Business Rules, Define Global Payroll Rules, Setup 2, Arrays, Keys	Select the database table for the FROM clause of the SQL statement and define the values for the WHERE clause of the SQL statement the system will use when retrieving data for an array.
Arrays - Fields Retrieved	GP_ARRAY_FIELDS	Define Business Rules, Define Global Payroll Rules, Setup 2, Arrays, Fields Retrieved	Define the fields within an array. The information on this page provides the data for the SELECT clause of the SQL statement and determines the elements for resolving from this array call. You also use this page to define the sort order for retrieving rows from a database.
Arrays - Processing Formulas	GP_ARRAY_PROCESS	Define Business Rules, Define Global Payroll Rules, Setup 2, Arrays, Processing Formulas	Define all required formula processing.

Naming an Array

On the Arrays - Array Name page, clear the Store/Store if Zero check box. Because arrays are temporary tables that store results only during processing, storing the results after processing isn't necessary.

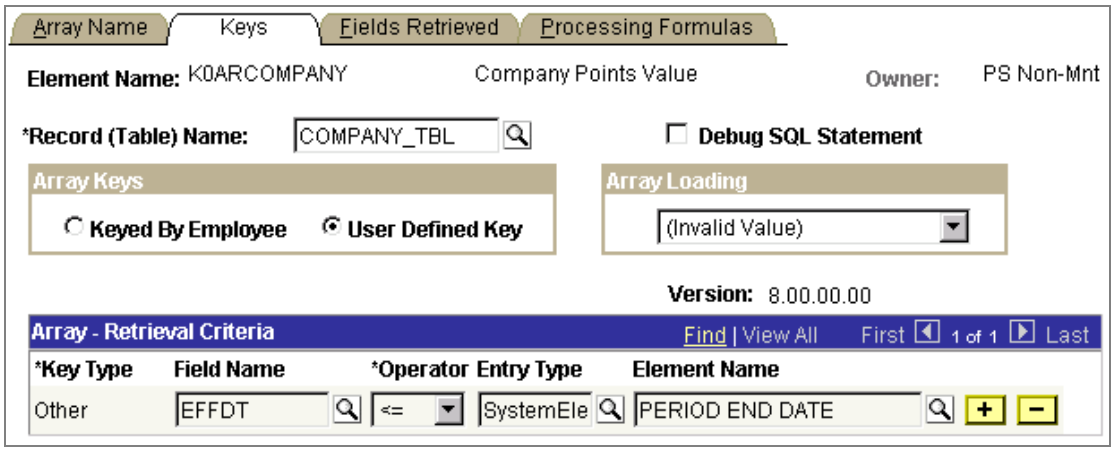
Arrays are not effective-dated, so this page has no Definition as of Date. To change an array definition, create a new array and new effective-dated elements that reference it. If a database table or view is renamed, create a new array.

See Also

"Defining General Element Information," Defining an Element Name (GP_PIN)

Selecting and Defining Information for the SQL Statement

Access the Arrays - Keys page.



Arrays - Keys page

Record (Table) Name

Select the table for the SQL statement to use from the list of PeopleSoft defined tables. In the FROM clause of the SQL statement, the system appends the prefix *PS_* to the selected table name.

You can also select views. The prompt list displays all SQL tables and views in the database.

Debug SQL Statement

Select this check box to see the text of the SQL statement dynamically generated by the array module during batch processing. You can direct the output display into a file by selecting the Redirect Output option in PeopleTools Configuration Manager.

Array Keys

Select from the following options:

Keyed By Employee (the default), to create a payee-based array. A cursor is opened the table or view when invoked, and the rows corresponding to the payment being processed are retrieved. All rows for the current payee are loaded. When that person is processed, the storage becomes available for the next payee.

User Defined Key, to create a non-payee-based array. The array is read into the system when invoked. All rows are loaded into memory. When the array is referenced later, the rows in memory are accessed. The table is not reloaded during the payroll run, unless an **Array Loading** option is selected.

Warning! Changing the array keys clears the data for the Array - Keys, Array - Fields Retrieved, and Array Processing - Formulas pages.

Array Loading

Controls the reload option. Available only if you select **User Defined Key.** Valid values are ***Reload for Each Payment*** and ***Reload for Each Slice.*** The user-defined key arrays are loaded into memory on their first use. They

stay there, unchanged, throughout a run unless ***Reload for Each Payment*** is selected, which reloads an array into memory for every new payment. Selecting ***Reload for Each Slice*** causes a user-defined table to be reloaded for each slice if nothing but the array is in the segmentation event definition, the payee has a segmentation trigger for this event, and the array is in the process list.

See Also

PeopleTools PeopleBook: Data Management, "Configuration Manager," Process Scheduler

Array - Retrieval Criteria

Key Type

Normally, ***Effdt*** (effective date), ***EmplRcd#*** (employee record number), and ***EmplID*** (employee ID) are the key fields for ***Keyed By Employee*** arrays. By selecting ***Other,*** you can use any other database field in that table as a key. For ***User Defined Key*** arrays, all key fields are defined as ***Other.***

For example, you can define ***EmplID*** and Birthdate as your keys to the DEPENDENT_BENEF table. EmplID has ***EmplID,*** and Birthdate has ***Other*** as its key type. You can use this option to retrieve from the DEPENDENT_BENEF table only beneficiaries who are under age 18, by specifying:

Other BIRTHDATE = > 01/01/82

When specifying keys for a user-defined array, you generally define at least one key, but the system enables you to save this page without specifying keys. (In this case, the system loads the entire table.)

Field Name

Enter the exact name of the column as defined to the database. This is the first half of the equation in the WHERE clause. For example, if you have the equation WHERE EmplID equals System Element Payee ID1, EmplID is what you enter in **Field Name.**

The field name must be the exact name of the column in the table in the database—not the field label or description.

Operator

Indicates the user in the WHERE clause. You can enter an operator only if you selected the ***Other*** key type. Valid operators are ***<, <=, <>, =, >=, >,*** and ***N.A.***

Entry Type

Select ***Bracket, Formula, System Element,*** or ***Variable.*** You can enter an entry type only if you selected the ***Other*** key type.

Element Name This previously defined element of the type you selected is the second half of the WHERE clause. For example, in the equation WHERE EmplID equals System Element Payee ID1, Payee ID1 is the element name. You can enter an element name only if you selected the Other key type.

Using System Elements as Key Values

Depending on your key value selection, you can use ***EmplID, EmplRcd#,*** and ***Effdt*** as the match fields. The system hides the **Operator** and **Element Name** fields and assumes an operator equal to ***EmplID, EmplRcd#***. For ***Effdt,*** the system assumes an operator of equal to or less than the date specified in the **Compare EFFDT against** field.

For example, if you select ***Keyed By Employee*** and enter a key type of ***EmplID*** (using field name, ***EmplID***), and a key type of ***EmplRcd#*** (using field name, ***EmplRcd#***), the system builds a SQL statement that retrieves data for the current payee only.

Using **Other** *as a Key Type in Keyed By Employee and User-Defined Keys*

1. If you are not using one or more of the three provided match elements—or you want entries beyond those—enter a field name, an operator, and the correct element name.
2. Select the correct operator for the key—the user in the WHERE clause.
3. Select an element type.
4. Define an element name for this key field—this must be a defined element of the type you selected.

This is the data that the system uses to build the WHERE clause of the SQL statement that it needs for retrieving data for the array. You can enter multiple key fields for your definition.

Note. If you enter multiple rows on the page, the multiple conditions are processed as AND conditions.

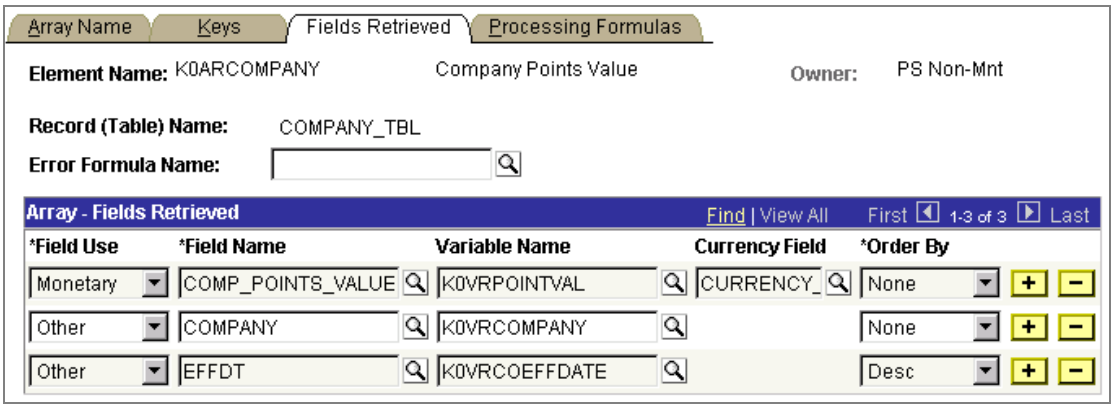
Example: User-Defined Key Structure

Say you're searching the database for a row of data with a matching department ID.

You enter Other DEPTID = System Element DEPTID. The system looks for a row in the database table DEPT_TBL (department table) with a DEPTID (department ID) that equals the value in the system element DEPTID for the payee currently being processed when it encounters this array.

Defining Fields Retrieved by an Array

Access the Arrays - Fields Retrieved page.



Arrays - Fields Retrieved page

Error Formula Name Select an **Error Formula Name** for the system to use during error processing, if no rows were found.

Array - Fields Retrieved

Specify the columns to be retrieved from selected rows in the **Array - Fields Retrieved** group box, for use in the SELECT part of the SQL statement. Also specify the PeopleSoft Global Payroll variable elements to populate with the selected columns' values. The system orders the Keyed by Employee arrays by EmplID (and EmplRcd# and Effdt, if specified), with EmplID and EmplRcd# in ascending order and Effdt in descending order.

Field Use Select from the following options:

Monetary: when monetary conversion is required.

Pointer: to specify that a column contains a PIN.

Other (default): for all other cases.

Field Name Each column in the database table that is to be used in the SELECT AND/OR ORDER BY clause is selected here. You can select a column from a prompt list of all columns in the database table.

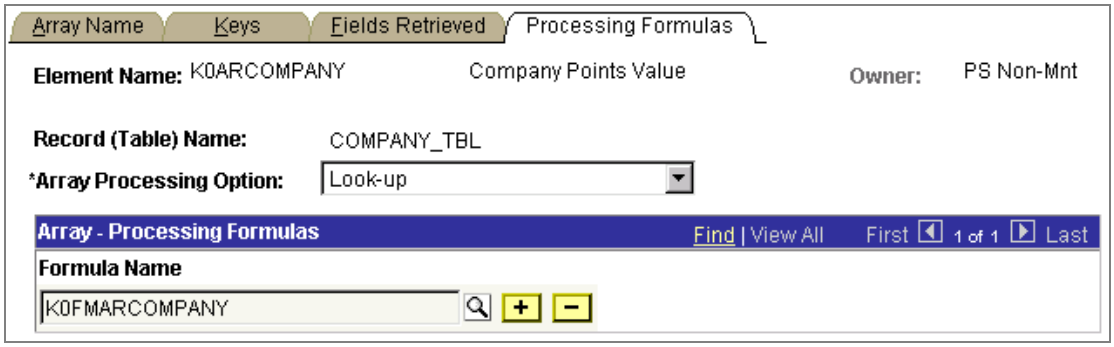
Variable Name Define the host variable to populate from **Field Name.** The **Variable Name** field is not required. If this field is blank, the database field name column value is used only in the ORDER BY clause.

Currency Field If the field being retrieved from the database stores a monetary amount, enter a currency field name, indicating the column name of the field in the database that stores the corresponding currency code. If the currency code doesn't equal the processing currency, the system converts the value in the database to equal the processing currency. This field is available for entry only if you select ***Monetary*** in **Field Use.**

Order By Define the sort order—ascending, descending, or none—for retrieving rows from the database. This is crucial because, depending on the defined lookup formula, you may want only the first row retrieved or use special formula logic dependent on the order.

Defining Formula Processing for an Array

Access the Arrays - Processing Formulas page.



Arrays - Processing Formulas page

Array Processing Option Determines when and how the system applies a formula. Select one of the following:

By Row, Apply all Formulas: The system selects all the rows required for the array, applies the first formula to all rows, applies the second formula to all rows, and continues for all formulas.

By Formula, Apply all Rows: The system selects a row of data from the database and applies each formula on this page to that row. It then selects the next row and applies each formula to that row, continuing for all rows.

Look-up: The system selects a row of data from the database, applies each formula on this page to that row, selects the next row, and applies each formula to that row. The first formula that resolves to a value of 1 stops the loop. So if you are searching data for a particular value, the system stops looking when it finds that value.

None: The first row of data populates host variables.

Array - Processing Formulas

Formula Name Select the formula the system will apply to each row of data to resolve the array. If you selected ***Look-up*** as the array processing option, select a Boolean formula here.

Note. The system automatically assigns a sequence number to each formula. The sequence is unchangeable. If you make a mistake, delete all the items back to the mistake and add the formulas again in the correct order.

See Also

"Defining Calculation Elements," Defining Formula Elements

Working With Writable Arrays

Writable arrays are elements you can use to populate your own result tables. You use PeopleSoft Application Designer to create the result table, then you use the writable array pages in PeopleSoft Global Payroll to define the element that populates the table during batch processing.

Writable arrays make it easy for you to design reports that exactly meet your needs—each row in your table can produce a corresponding line of information in your report. You can also combine multiple tables to create a report, for example, use one table for a report header, one for the body of the report, and another for the footer.

Finally, writable arrays can also conserve valuable storage space by consolidating many vertical rows of information into a single horizontal row.

In this section, we discuss how to:

- Store results in writable arrays.
- Define writable arrays.
- Define naming information for writable arrays.
- Identify the table into which the writable array process inserts data.

Storage Considerations

While custom result tables can conserve storage space, they can also increase the need for space if they duplicate data from the standard result tables. Consider using writable arrays to consolidate or temporarily store the following types of results:

- Miscellaneous personal data required for audit purposes.

  You might want to store these values in a single row instead of in the standard result tables and keep the records as long as you need them for auditing purposes.

- Period summary data.

  If you need to summarize data by period on year-to-date reports, you can save summary data for each period for as far back as needed.

- Temporary data used in reports.

  For reporting purposes, you may want to duplicate data found in the standard result tables but present it in a different form. You can then delete the data once you complete the reporting period.

Because you may want to delete temporary data at different times, we leave the management of the data in your result tables up to you.

Defining Writable Arrays

Writable arrays are in many ways the opposite of standard arrays. Instead of writing values from a row in a table to user-defined variables, a writable array writes the values of user-defined elements into a row in a table.

Note. The element type associated with writable arrays is WA; the element entry type is WA0.

To define a writable array:

1. Use PeopleSoft Application Designer to create the table that the writable array element populates; the first six fields in the table must be the same as the keys in the basic result tables:

   - EMPLID
   - CAL_RUN_ID
   - EMPL_RCD
   - GP_PAYGROUP
   - CAL_ID
   - RSLT_SEG_NUM

   You can also use some of the optional result table keys, such as INSTANCE or SLICE_BGN_DT, and include keys that are not used in the basic result tables, such as DEPTID.

2. On the Write Array Name page, define the naming information for the writable array.

3. On the Definition and Fields page, identify the table that the writable array will populate, and map the elements that will populate the table to the corresponding fields (columns) within the table.

Note. When you create a result table using a writable array, the table must include the basic segment status keys shared by all the standard result tables. You can include additional keys as well.

Naming Writable Arrays

When a writable array resolves successfully, the element, itself, is set to 1. Most likely, you will not want to store this value, so the Store and Store if Zero options on the Element Name page are not selected, by default. You can change these settings, if desired.

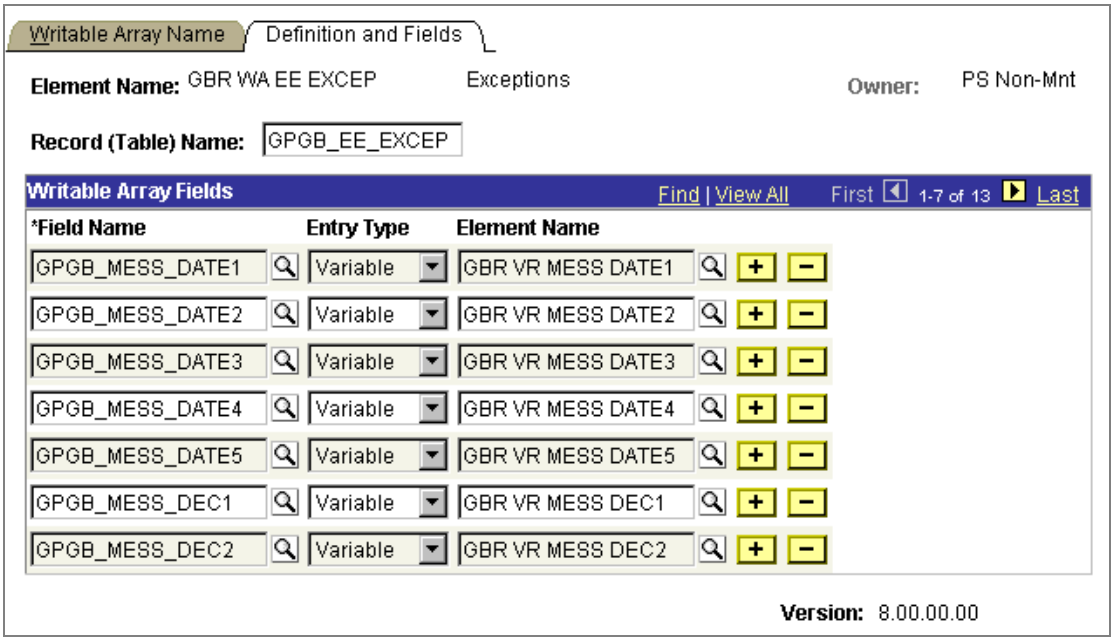
Writable arrays are not effective-dated, so there is no Definition as of Date on the Writable Array Name Page. If you need to change the element's definition, create a new writable array instead, and then create new effective-dated elements that reference the new writable array. If you rename a database table or view, create a new writable array.

See Also

"Defining General Element Information," Defining an Element Name (GP_PIN)

Pages Used to Define Writable Arrays

Page Name	*Object Name*	*Navigation*	*Usage*
Definition and Fields	GP_WRITABLE_ARRAY	Define Business Rules, Define Global Payroll Rules, Setup 2, Writable Array	Identifies the table into which the writable array process inserts data. Also identifies the element that populates each column (field name) in the table.



Definition and Fields page

Record (Table) Name	Enter the name of the table that the writable array will populate. The system appends the prefix *PS_* to the table name and uses the new name in the INSERT clause of a SQL statement.
Field Name	Select the name of the writable array field that you want to populate. The list of available options includes only those fields that are included in the table that you selected in the **Record (Table) Name** field. The order in which you add field name is not important.
Entry Type	Select the type of element that will populate the field.
Element Name	Select the element whose value the system will use to populate the writable array key field you are defining. **Note.** During processing, the system populates the array with the current value of the selected element. (Linking an element to a writable array field does not, in itself, cause the element to resolve.)

Defining Brackets

Brackets enable you to create simple lookup tables in PeopleSoft Global Payroll. Based on a table that you define in a bracket, a bracket is used to look up data and assign certain values based on the lookup data. Brackets are also called *bands* and *lookup tables*.

Brackets can use one or more lookup values (search columns). Using a lookup value, bracket processing returns one or more columns as a result that is available for use in other items such as formulas.

Before defining a bracket, create any elements that you need to use in the bracket definition. For example, before building a bracket that lets you look up bonus amounts based on years of service, create the duration element that returns the years of service.

To define a bracket:

1. Define the naming information for a bracket on the Bracket Name page.
2. Define the lookup rules for the bracket on the Bracket Lookup Rules page.
3. Select the search key values and the return column values that you'll use in the lookup table on the Bracket Search Keys/Return Columns page.
4. Enter the lookup values on the Bracket Data page.

In this section, we discuss how to:

- Define the lookup rules for a bracket.

- Indicate what to use to search the lookup table.
- Enter lookup values.

See Also

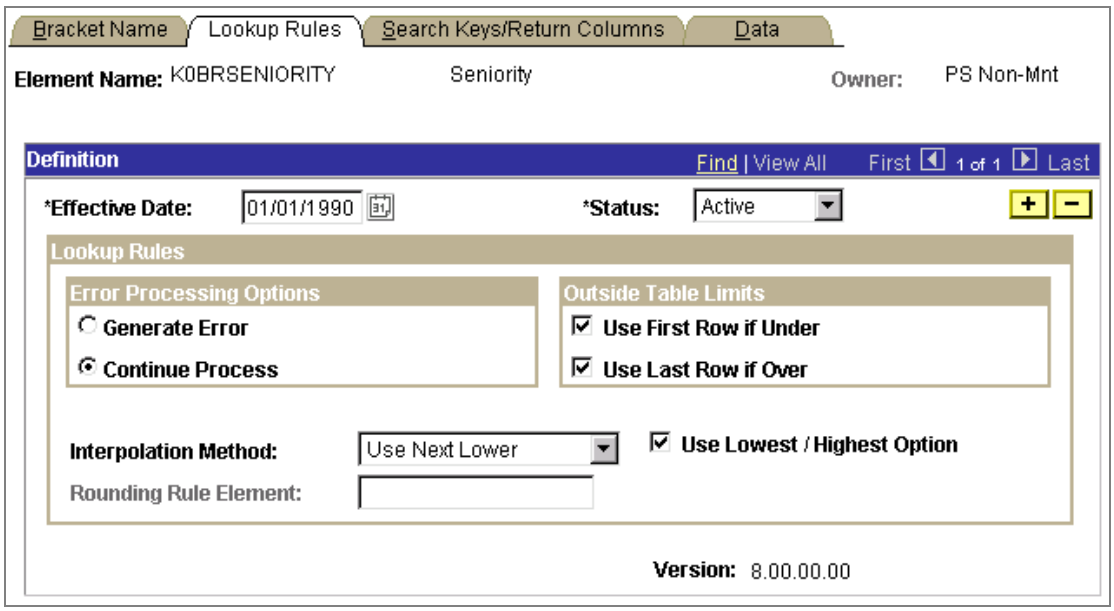
"Defining General Element Information," Defining an Element Name (GP_PIN)

Pages Used to Define Brackets

Page Name	*Object Name*	*Navigation*	*Usage*
Brackets - Lookup Rules	GP_BRACKET1	Define Business Rules, Define Global Payroll Rules, Setup 2, Brackets, Lookup Rules	Define the lookup rules for a bracket.
Brackets - Search Keys/Return Columns	GP_BRACKET2	Define Business Rules, Define Global Payroll Rules, Setup 2, Brackets, Search Keys/Return Columns	Indicate what to use to search the lookup table.
Brackets - Data	GP_BRACKET3	Define Business Rules, Define Global Payroll Rules, Setup 2, Brackets, Data	Enter lookup values. The search key values and the return column values that you selected in the Brackets - Search Keys/ Return Columns page appear here.

Defining the Lookup Rules for a Bracket

Access the Brackets - Lookup Rules page.



Brackets - Lookup Rules page

Error Processing Options Select from the following options:

Generate Error: Stops processing and generates an error.

Continue Process: Continues processing without returning any value.

Outside Table Limits Defines what happens if the key values are over or under those that are defined in the table:

Use First Row if Under: Select if key values are under those that are defined in the table.

Use Last Row if Over: Select if key values are over those that are defined in the table.

Interpolation Method Tells the system which values to return if it doesn't find an exact match; for example, if the key values are between two rows on the table. All interpolation methods use only one search key: the first mismatched one. Select from the following options:

Linear: Uses a mathematical formula to create a prorated value based on the next-higher and next-lower keys (works only with brackets that have one or two numeric keys and with numeric result columns).

Use Nearest: Uses the value from the row that has the nearest key (works only with brackets that have numeric or date keys).

Use Next Higher: Uses the value from the row that has the next-higher key (works with any bracket).

Use Next Lower: Uses the value from the row that has the next-lower key (works with any bracket).

Example of Interpolation Methods

You are trying to calculate a bonus value using interpolation for years of service with key values of 5 and 10 years. The column values are 30 percent for a key value of 5 years and 60 percent for a key value of 10 years.

Search Keys (Years of Service)	*Return Column (Bonus Amount)*
5	30%
10	60%

If the lookup value is 7 years and you tell the system to use:

- ***Linear,*** the system uses a formula to calculate the value, 42%.
- ***Use Nearest,*** the system selects 5 years and the 30% value from its row, because 5 years is closer to 7 years than 10 years.
- ***Use Next Higher,*** the system selects the next-higher key, 10 years, and the 60% value from its row.
- ***Use Next Lower,*** the system selects 5 years and the 30% value from its row.

Use Lowest/Highest Option When using linear interpolation, the system matches on all search columns that have already been matched. Then it looks for the next-lower and next-higher rows where the search columns match. When there isn't a lower or higher row where search columns match, you can use the **Use Lowest/Highest Option** check box to indicate whether the system should take the lowest or highest matching option.

For example:

Search Keys (Dept ID, Years of Service)	*Return Columns (Bonus Percentage)*
ABC 1	10
ABC 3	12
ABC 5	15
DEF 1	11
DEF 3	13
DEF 5	15

Say you return Dept ID ABC and that Years of Service = 6. There is a next-lower row that matches Dept ID ABC and Years of Service = 5, but there's no next-higher row. In this case, where there's no exact match, selecting the **Use Lowest/Highest Option** check box means that the system should use the highest option of Dept ABC and Years of Service = 5.

Rounding Rule Element With linear interpolation, you can use a rounding rule to specify the type of rounding for the returned value. The system applies this rounding rule to all return columns whose field format is numeric (decimal or monetary), because linear interpolation takes the ratio of the next-lower return column value and the next-higher value and returns the prorated value based on the ratio that is above the next-lower value. The result might be an excess of decimal places.

For example:

You're dealing with bonus amounts or rates based on the number of hours worked during a quarter (QTD hours) and you need to use linear interpolation to determine the value of the bonus amount or rate if a payee's hours don't match. You may want to round the return column result up to 0 decimal places.

Assume that the bracket data is as follows:

Search Keys - Accumulator QTD Hours	***Return Column - Bracket - Bonus Amount***
200	2000
300	2500
500	3000

Assume a payee who has worked 303 QTD hours. Using linear interpolation, the system normally returns:

(303.5 – 300) / (500 – 300) = 3.5/200 = 0.017500

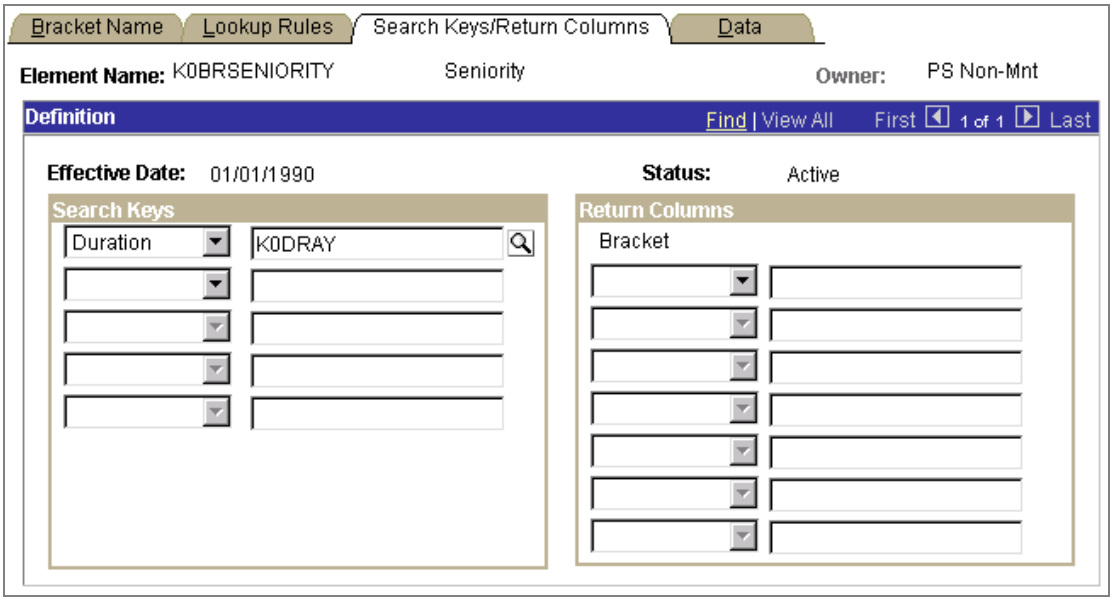
The result is:

2500 + (0.017500 × (3000-2500) = 2500 + (0.017500 × 500) = 2500+ 8.75 = 2508.75

If you apply a rounding rule element, you round up to 0 decimal places and the bracket return column equals 2509 instead of 2508.75.

Identifying the Search Keys and Return Columns

Access the Brackets - Search Keys/Return Columns page.



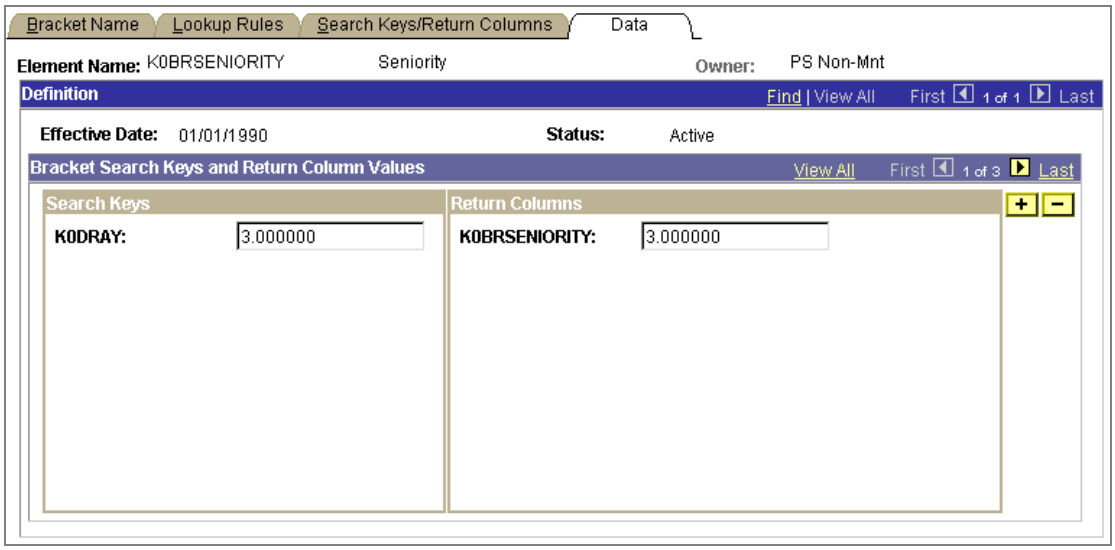
Brackets - Search Keys/Return Columns page

Search Keys Select the keys that the system uses to search the bracket data. For each key, select the element type that you're entering. Then select the correct element. You can enter up to five search keys.

Return Columns Select the columns that tell the system where to store the values returned by the lookup. For each column, select the element type that you're entering. Then select the correct element. The bracket itself is the first returned column. You can enter up to eight return columns.

Entering Lookup Values

Access the Brackets - Data page.



Brackets - Data page

Bracket Search Keys and Return Column Values

You're prompted for lookup values (through the search keys) and the value to be returned for each lookup value, based on your entries on the Bracket Search Keys/Return Columns page. You can enter multiple lookup and return values.

Defining Rate Codes

You can use rate code elements to retrieve multiple components of pay that have been defined in PeopleSoft Human Resources—including base pay and non-base-pay components.

In this section, we discuss how to:

- Create a rate code element.
- Use rate code elements in earnings elements.

When you use rate code elements, you'll encounter the following terminology:

Multiple components of pay This functionality enables your organization to compensate a payee at more than one *rate* of pay, such as regular pay and merit pay. Components can represent a flat amount, hourly rate, hourly rate + flat amount, percentage of the worker's compensation package, or salary points.

Base pay components Components that contribute to a payee's base pay are called base pay components. All base pay components are stored in the PS_COMPENSATION record in PeopleSoft Human Resources, but they can be overridden via the Payee Element Assignment page or Positive Input page in

	PeopleSoft Global Payroll. (Hourly + flat amount is not valid for base pay components.)
Non-base-pay components	Components that do not contribute to base pay are called non-base-pay components and may or may not be stored in the PS_COMPENSATION record. When the payroll process is run, the system follows a hierarchy to determine the applicable rate.

To have PeopleSoft Global Payroll retrieve the rate codes set up in PeopleSoft Human Resources, matching rate code elements must be defined in Global Payroll and mapped to the corresponding Human Resources rate codes. A Human Resources rate code can be associated with only one Global Payroll rate code element.

Rate code elements can be defined and mapped to Human Resources rate codes in two ways:

- If you install Global Payroll after creating rate codes in Human Resources, you can use the Rate Codes - Definition page to create rate code elements and—using the same page—map them to the corresponding rate codes in Human Resources. Mapping an element to a Human Resources rate code makes the element take on the values of the Human Resources rate code.

- If Global Payroll is installed when you create rate codes in Human Resources, matching rate code elements are created automatically in Global Payroll, with the values shown below. You can display the rate code elements via the Rate Codes - Definition page in Global Payroll. You can also use the page to map the element to a different rate code.

  The values that appear on the Rate Code Name (GP_PIN) page are as follows:

  Name: Same as Human Resources Rate Code Name
  Element Type: Rate Code (RC)
  Description: HR Rate Code description
  Field Format: Decimal
  Use Defn As Of: Calendar Period End Date
  Always Recalculate: Off (No)

  Element Use:
  Owner: Customer Maintained
  Class: Not Classified
  Used By: All Countries
  Country: Not applicable since All Countries
  Industry/Region: Blank
  Category: Blank

  Override Levels: All options set to Off (No)

  Results:
  Store: On (Yes)
  Store if Zero: On (Yes)

Customer Fields: Blank
Comments: Blank

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working With Multiple Components of Pay"

Using Rate Code Elements in Earnings Definitions

Rate code elements return the values of rate codes defined in PeopleSoft Human Resources. To use a rate code to calculate a payee's earnings, use the rate code in the earnings element definition—either directly, as part of the earnings calculation rule, or within a formula or other element used by the earnings calculation rule.

Example

A certain payee's monthly pay has three components—a base amount, merit amount, and 10 percent bonus that is based on the monthly total of base pay + merit pay—and the following rate codes are defined in PeopleSoft Human Resources:

BASE = 1000 (monthly earnings)
MERIT = 100 (monthly merit)
BONUS = 10 percent (monthly bonus)

For Global Payroll to retrieve this rate information from Human Resources and use it in calculations, corresponding rate code elements must be defined in Global Payroll and mapped to the Human Resources rate codes. This table shows the mapping:

PeopleSoft Human Resources Rate Code	***Corresponding PeopleSoft Global Payroll Rate Code Element***
BASE	BASE
MERIT	MERIT
BONUS	BONUS

In Global Payroll, you've also defined an accumulator (SALARY TOTAL) to keep track of the total of base pay + merit pay for each calculation (to facilitate monthly bonus calculations) and you want to use the rate code data defined in Human Resources to calculate a payee's monthly pay. In this case, you need to create three earnings elements in Global Payroll:

- E1, to represent base pay.
  - Give E1 a calculation rule of Amount and select the rate code element, BASE, as the element to retrieve the base amount.
- E2, to represent merit pay.

  - Give E2 a calculation rule of Amount and select the rate code element, MERIT, as the element to retrieve the merit amount.

- E2, to represent the bonus.

  - Give E3 a calculation rule of Base × Percent and select the accumulator element, SALARY TOTAL, as the base component and the rate code element, BONUS, as the Percent component.

Note. To have PeopleSoft Global Payroll retrieve rate code information from PeopleSoft Human Resources, include the rate code element in the definition of the earnings or deduction element.

See Also

Using Rate Code Elements in Earnings Elements

Pages Used to Create Rate Code Elements

Page Name	*Object Name*	*Navigation*	*Usage*
Rate Codes - Definition	GP_RATE_CODE	Define Business Rules, Define Global Payroll Rules, Setup 2, Rate Codes, Definition	Create a rate code element and map it to a rate code defined in PeopleSoft Human Resources. You can also use the page to view rate code elements and change the mapping.

Naming Rate Code Elements

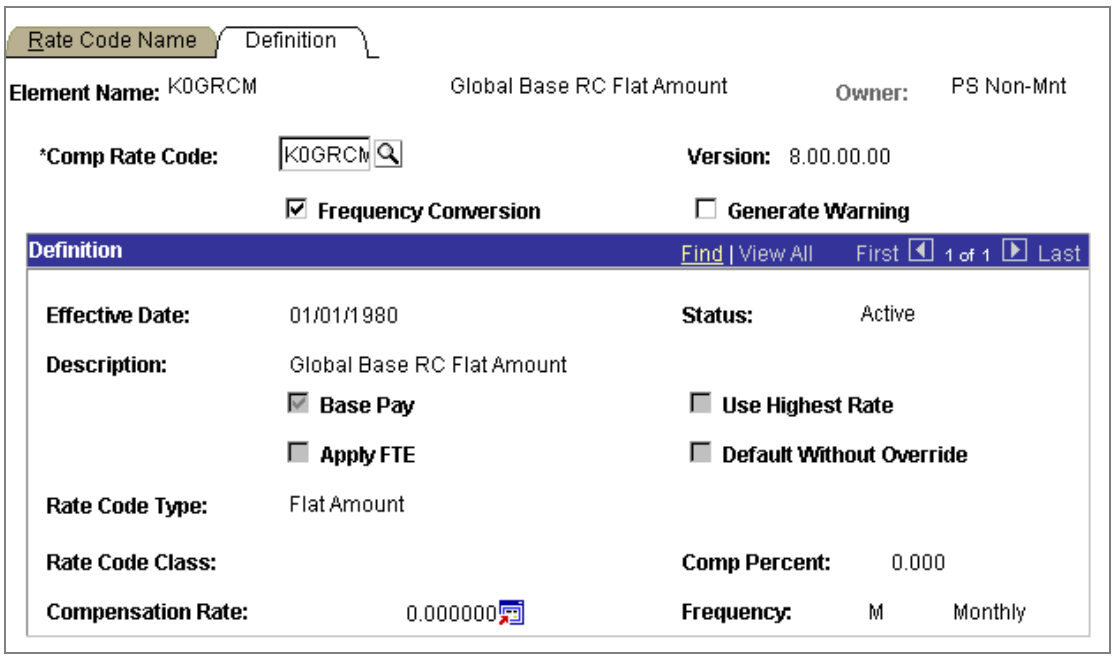
On the Element Name page for the rate code element, Calendar Period End Date is the only valid value for the Use Defn As Of (use definition as of) field. Global Payroll rate code definitions are not effective-dated; however HR rate code definitions are. Therefore, when you run the payroll process, the system reads the Calendar Period End Date to determine which effective-dated HR rate code definition to use for each corresponding GP rate code element.

See Also

"Defining General Element Information," Defining an Element Name (GP_PIN)

Creating a Rate Code Element

Access the Rates Codes - Definition page.



Rate Codes - Definition page

Comp Rate Code (compensation rate code)
Select the PeopleSoft Human Resources rate code to which you want to map this element.

Frequency Conversion
This check box is selected automatically to indicate that the system will perform frequency conversion (annualization/deannualization) on the value returned by the rate code.

Deselect this check box if you want the system to return the value from the rate code definition without performing frequency conversion.

Generate Warning
This check box applies only to rate codes that represent a base pay component. It is selected automatically to indicate that the system will generate a warning message during the batch process if it does not find the rate code on the payee's Compensation record.

Deselect the check box if you do not want the system to generate a warning message in these situations.

Note. When you press TAB, the lower half of the page displays information that is defined for the rate code in PeopleSoft Human Resources. You cannot change any of this information in PeopleSoft Global Payroll. For field descriptions, see the Comp Rate Code Table (compensation rate code table) setup page in the PeopleSoft Application Fundamentals PeopleBook.

See Also

"Understanding Payee Data," Retrieving Data from Human Resources

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

Using Rate Code Elements in Earnings Elements

You typically use rate code elements when defining an earnings element on the Earnings Calculation page. The following table shows how you might use a rate code element as a component of an earnings calculation rule.

Note. We recommend that when using a non-base-pay rate code as a component of an earnings element, you assign the earnings element *By Payee* on the Element Group Members page. Then, during processing, the system runs through the non-base-pay hierarchy for only those payees who have non-base-pay earnings for the pay period.

Rate Code Type	*Earnings Calculation Rule*	*Component Information*
Flat Amount	Amount	Amount = rate code element
Percent	Base × Percent	Base = anything (usually an accumulator) Percent = rate code element
Points	Unit × Rate	Rate = anything (typically a formula that calls an array to retrieve the appropriate point value from the Company table and apply FTE, if applicable) Units = rate code element
Hourly	Unit × Rate	Rate = rate code element Units = anything (typically positive input)
Hourly + Flat Amount	Unit × Rate	Rate = formula; can take flat amount rate code element and add to a calculated hourly amount Units = anything (typically positive input)

Warning! The order of resolving rate code elements—including rate code elements in earnings elements—is extremely important.

See Also

"Defining Processing Elements," Ordering Elements and Sections in a Process List

Defining Fictitious Calculations

You can use fictitious calculation rules to perform temporary calculations, which enable the system to calculate something and return a value without having to store it.

A fictitious calculation is a subcalculation that is run during a normal calculation to determine a net that would be computed if certain parameters were used. This result is used for further processing in the normal calculation. A fictitious calculation always starts from inside a normal calculation and is run for one payee and for a specified set of periods.

The intermediate results of a fictitious calculation are not needed and are ignored, except for the small subset of results brought forward to the normal calculation.

Note. A fictitious calculation is not a retro process because there are no changes to the results of the previous period. No new versions, deltas, or adjustments are created. No results are stored. Also, certain values from the current period are passed to the previous period calculation to override values used in the original calculation.

In this section, we discuss how to:

- Define a previous period rule of the fictitious average type.
- Specify elements for overriding original values.
- Define accumulators for a fictitious calculation.
- Specify elements for storage in the current period's elements.
- Move data by using fictitious calculations.

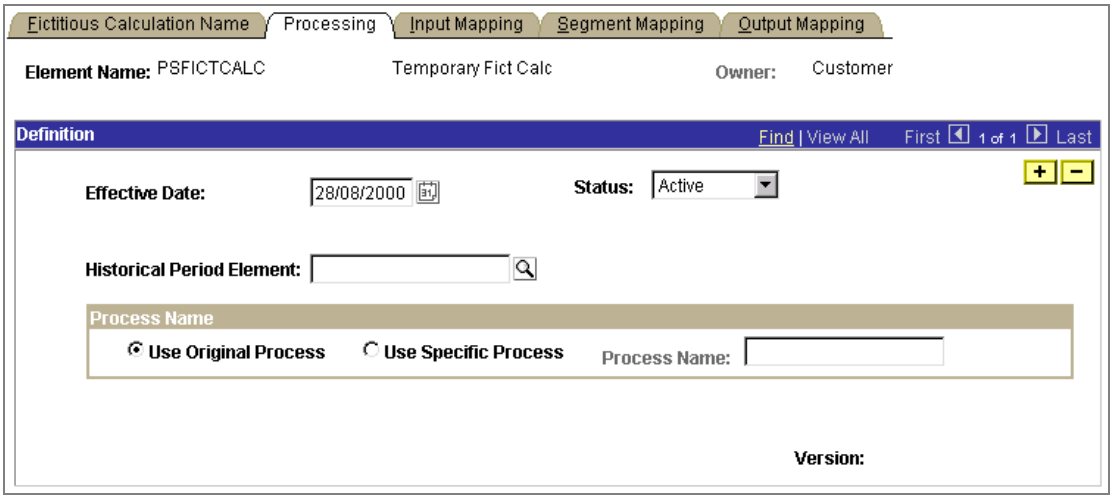
Pages Used to Define Fictitious Calculations

Page Name	*Object Name*	*Navigation*	*Usage*
Fictitious Calculations - Processing	GP_FICT_CALC1	Define Business Rules, Define Global Payroll Rules, Setup 2, Fictitious Calculations, Processing	Define the previous period rule of the fictitious average type that is used to determine the period(s) for which the fictitious calculation is performed. You can request that the original process be used or select a different process.

Page Name	Object Name	Navigation	Usage
Fictitious Calculations - Input Mapping	GP_FICT_CALC2	Define Business Rules, Define Global Payroll Rules, Setup 2, Fictitious Calculations, Input Mapping	Specify elements from the current period for overriding the original values for the selected elements in each of the fictitious periods.
Fictitious Calculations - Segment Mapping	GP_FICT_CALC3	Define Business Rules, Define Global Payroll Rules, Setup 2, Fictitious Calculations, Segment Mapping	Indicate the names of the accumulators that are to be forwarded to the next segment.
Fictitious Calculations - Output Mapping	GP_FICT_CALC4	Define Business Rules, Define Global Payroll Rules, Setup 2, Fictitious Calculations, Output Mapping	Specify elements from the fictitious calculation (summed or averaged) to be passed back to the current period and stored in the current period's elements.

Defining a Previous Period Rule of the Fictitious Average Type

Access the Fictitious Calculations - Processing page.



Fictitious Calculations - Processing page

Definition

Historical Period Element Select the element that determines which period(s) you want to recalculate during the fictitious calculation. The available elements are previous period rules specifically created for fictitious calculation.

Process Name

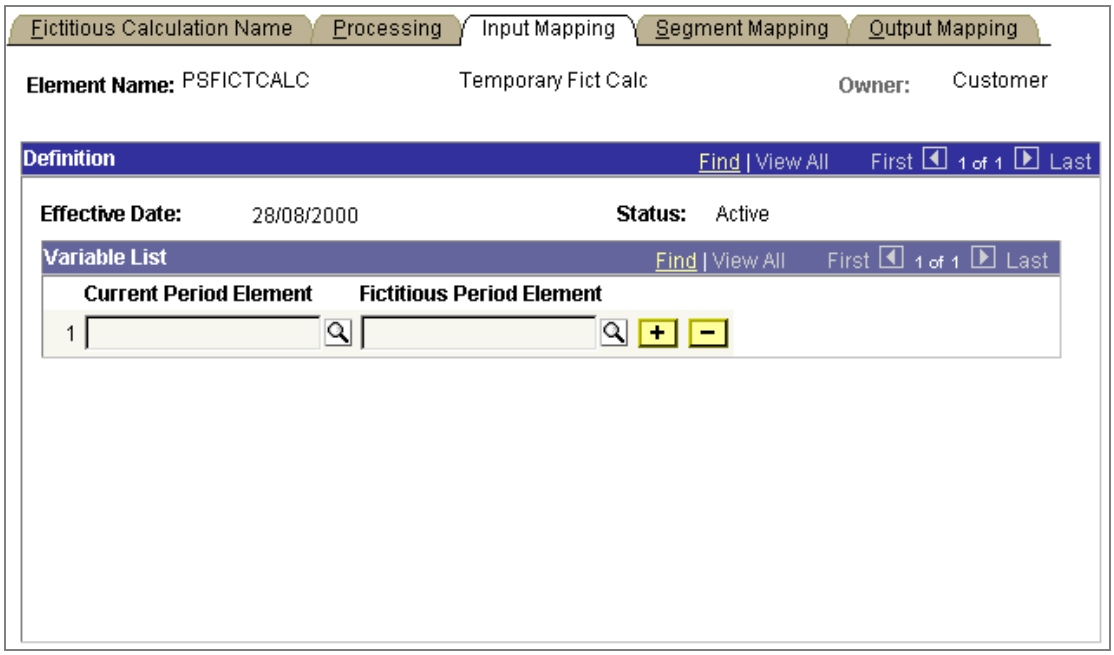
Use Original Process Select to make the fictitious calculation use the original process. The process won't execute the fictitious calculation a second time.

Use Specific Process Select to make the fictitious calculation use a process other than the original process. Indicate which process the system should use during this fictitious calculation by selecting a process from the **Process Name** list.

Note. During the fictitious calculation, system element values at the payee level and notational system elements take on previous period values.

Specifying Elements for Overriding Original Values

Access the Fictitious Calculations - Input Mapping page.



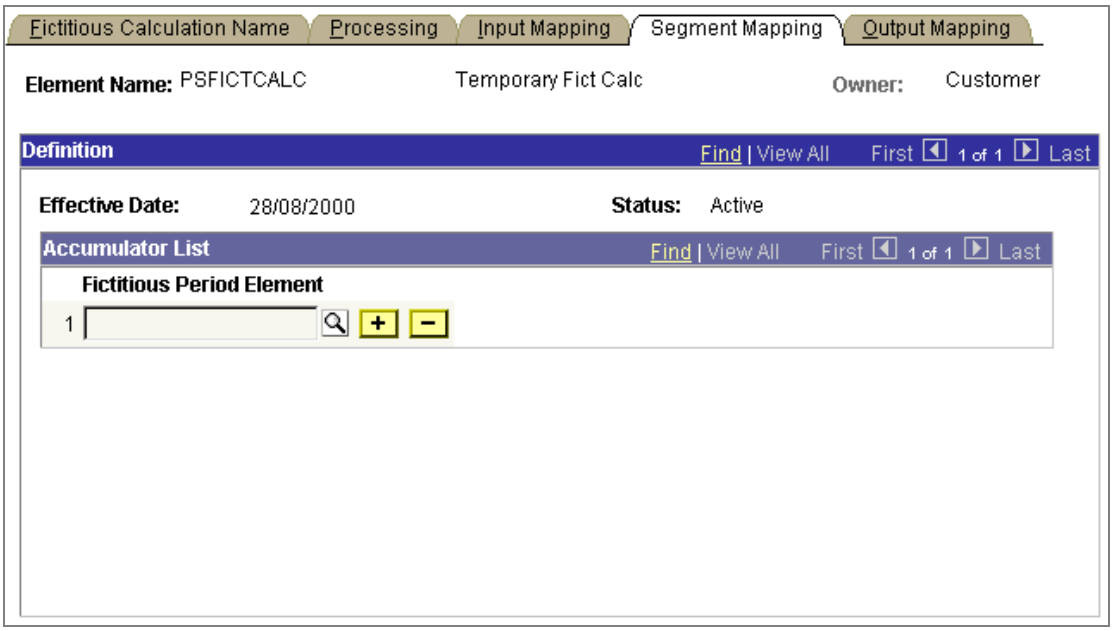
Fictitious Calculations - Input Mapping page

Current Period Element Select an element whose value is to be passed to the previous period.

Fictitious Period Element Select a previous period element whose value is to be overridden in the previous period.

Selecting Accumulators to Forward to the Next Segment

Access the Fictitious Calculations - Segment Mapping page.

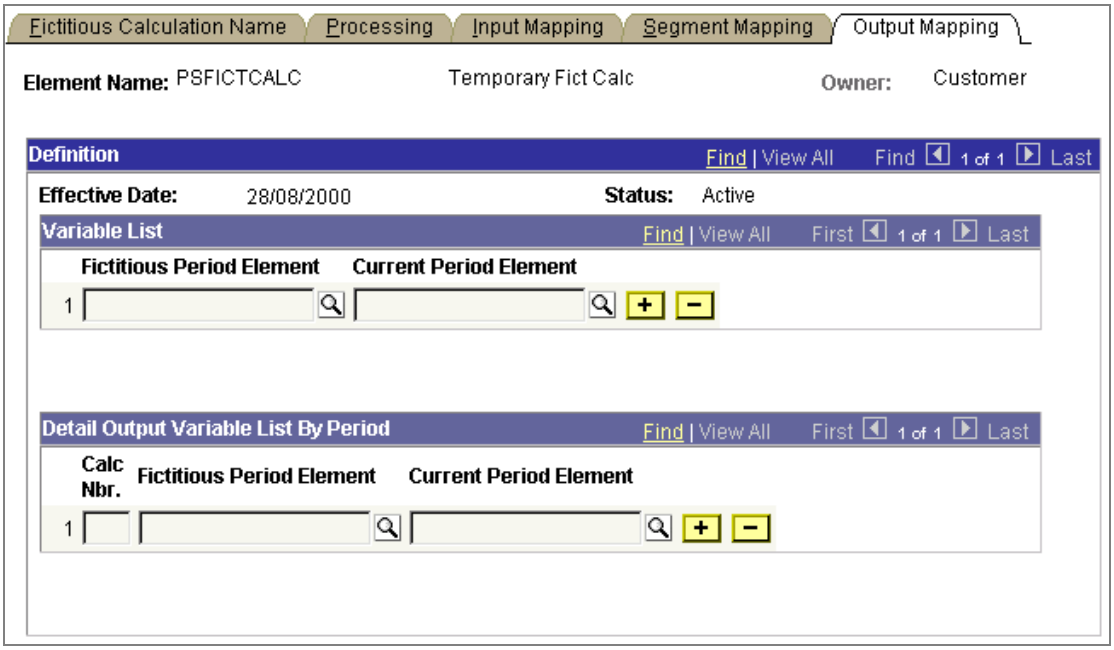


Fictitious Calculations - Segment Mapping page

Fictitious Period Element Select an element whose value is to be forwarded to the next segment.

Specifying Elements for Storage in the Current Period's Elements

Access the Fictitious Calculations - Output Mapping page.



Fictitious Calculations - Output Mapping Page

Variable List

Fictitious Period Element Select an element whose sum or average (based on the calculation type of the previous period rule) value is to be passed to the current period.

Current Period Element Select an element to store the result of a calculation in a previous period.

Detail Output Variable List By Period

Calc Nbr. (calculation number) Select a number.

Fictitious Period Element Select an element whose value is to be passed to the current period.

Current Period Element Select an element to store the result of the calculation in the previous period.

Moving Data by Using Fictitious Calculations

This table illustrates moving data from the current period to the fictitious one and vice versa.

FROM Element	*Multiple Instances*	*Value Status*	*TO Element*	*Original Multiple Instances*	*Override Status*
Primary Element	No	*Period*	Primary Element	Yes, sliced/positive input	*One instance for Period*
Primary Element	Yes	*Summed*	Primary Element	Yes, sliced/positive input	*One instance for Period*
Primary Element	No	*Period*	Supporting Element	Yes	*One instance for Period*
Primary Element	Yes	*Summed*	Supporting Element	Yes	*One instance for Period*
Primary Element	No	*Period*	Accumulator	Yes, sliced	*One instance for Period*
Primary Element	Yes	*Summed*	Accumulator	Yes, sliced	*One instance for Period*
Supporting Element	Yes	*Period or Summed*	Supporting Element	Yes	*One instance for Period*
Supporting Element	Yes	*Period or Summed*	Primary Element	Yes, sliced/positive input	*One instance for Period*
Supporting Element	Yes	*Period or Summed*	Accumulator	Yes, sliced	*One instance for Period*

FROM Element	Multiple Instances	Value Status	TO Element	Original Multiple Instances	Override Status
Accumulator	Yes, sliced	*Summed*	Accumulator	Yes, sliced	*One instance for Period*
Accumulator	Yes, user keys	*Period or Summed* *For the Current User Key Value*	Accumulator	Yes, user keys	*Only the one for the current user key value is overridden. The current user key is added to PINV.*
Accumulator	Yes, sliced	*Summed*	Supporting Element	Yes, sliced	*One instance for Period*
Accumulator	Yes, sliced	*Summed*	Primary Element	Yes, sliced	*One instance for Period*
Accumulator	Yes, user keys	*Period or Summed* *For the Current User Key Value*	Supporting Element	Yes	*One Instance for Period*
Accumulator	Yes, user keys	*Period or Summed* *For the Current User Key Value*	Primary Element	Yes, sliced/positive input	*One Instance for Period*

Defining Historical Rules

You can use historical rule elements to set up rules that retrieve data from prior periods. Historical rules can be used in formulas and fictitious calculations.

A historical rule can be attached to an earnings or deduction element on the Formula Definition page. It can also be attached to any element that's stored in the Earnings/Deductions results table, Accumulators results table, or Other Elements results table. A historical rule can be used by fictitious calculation elements to find periods to recalculate.

Historical rule elements, retro calculations, and fictitious calculation elements differ as follows:

- A historical rule element enables you to set up rules that retrieve data from prior periods.

- A retro calculation enables you to recalculate a prior period, and the results of that calculation are kept.
- A fictitious calculation element enables you to recalculate a prior period, but the results are not kept and only the final amount is passed to the current period.

So, a historical rule allows you to create exceptions to what doesn't fit into a pay period.

To define a historical rule:

1. Define the naming information for the historical rule on the Historical Rules Name page.
2. Define the rule type and the periods to be processed on the Processing Period page.
3. Define the formula for a historical rule on the Parameters and Mapping page.

In this section, we discuss how to:

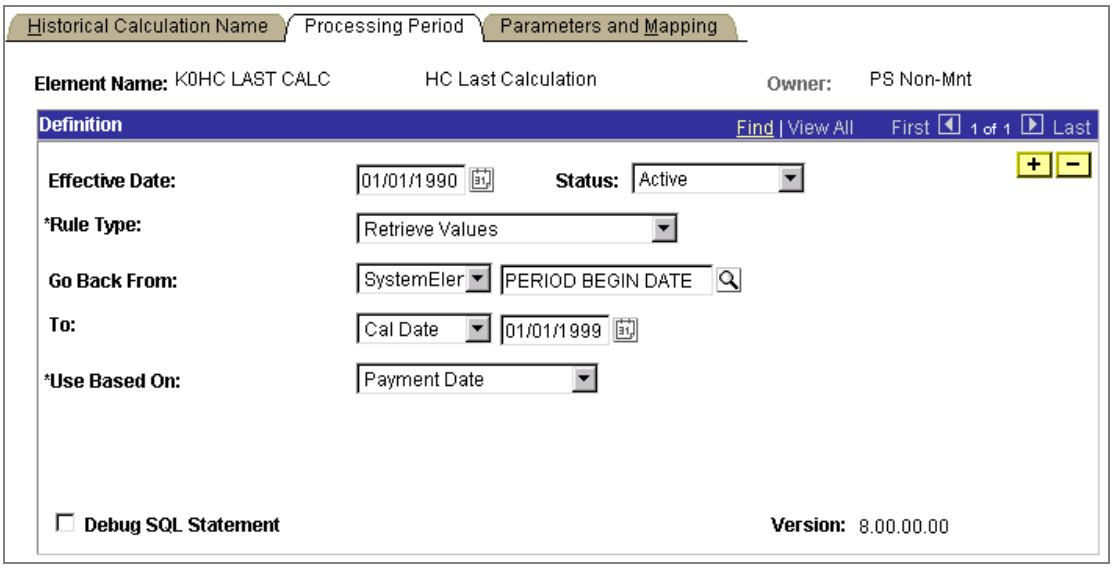
- Define the rule type and periods to be processed by the formula.
- Define the formula for a historical rule.

Pages Used to Define Historical Rules

Page Name	*Object Name*	*Navigation*	*Usage*
Historical Rule - Processing Period	GP_HIST_RULE1	Define Business Rules, Define Global Payroll Rules, Setup 2, Historical Rule, Processing Period	Define the rule type and periods to be processed by the formula on the Parameters and Mapping page.
Historical Rule - Parameters and Mapping	GP_HIST_RULE2	Define Business Rules, Define Global Payroll Rules, Setup 2, Historical Rule, Parameters and Mapping	Define the formula for a historical rule.

Defining the Rule Type and Periods to Be Processed

Access the Historical Rule - Processing Period page.



Historical Rule - Processing Period page

Create the periods from the start date back to the to date. Map the selected result data to the processing periods. If no data exists for an element in a period, it is set to spaces for character and date elements and to 0s for numeric and monetary elements.

Definition

Use this group box to define the details of the processing period for the historical rule. Depending on what you select in **Rule Type**, some fields may not be available for entry.

Rule Type

Select the type of historical rule from the following options:

Use in Fictitious Calculation: Select when you want to use a historical rule element in a fictitious calculation element to determine which pay periods to recalculate.

Retrieve Values: Select when you want to use a historical rule element in a formula to retrieve previously calculated values.

Go Back/Forward From

Select the entry type and the element name that identify the date from which to start going back from or forward from in time. Depending on the type of rule you select, this field will be different. If you select a ***Retrieve Values*** rule type, this field appears as **Go Back From.** If you select a ***Use in Fictitious Calculation*** rule type, this field appears as **Go Forward From.**

Select from the following values:

Bracket

Cal Date (Calendar date): Enter a date instead of an element that resolves to a date. In the next field, specify the date to start going back from (for historical rules) or to

start going forward from (for fictitious rules).

Date

Formula

System Elem (system element)

Variable

To — Select the entry type and the element name to go back to or forward to. Valid values are ***Bracket, Cal Date, Date, Formula, System Elem,*** and ***Variable.***

Use Based On — Tells the system which data values from the GP_RSLT tables are processed by a historical rule based on one of the following options: ***Period End Date, Period Begin Date*** or ***Payment Date***.

Debug SQL Statement — Select to see the text of the SQL statement that is dynamically generated by the array module during batch processing. You can direct the output display into a file by selecting the Redirect Output option in PeopleTools Configuration Manager.

Example

Say that you want to determine 3 months of salary (element SALARY) for the period between 28 March and 27 June. The GP_RSLT table has the following values:

January - 100

February - 100

March - 100

May - 100

June - 100

July - 100

If you select ***Period Begin Date***, the historical rule processes only May and June since 1 March (the period begin date) is before the beginning of the historical period (28 March). If you select ***Period End Date***, the rule processes March and May. If you select ***Payment Date*** (assume the 2nd of every month), the rule processes only March and May (June's payment date is in July so it's after 27 June). However, if your payment date is on the 27th of a month, the rule processes May and June.

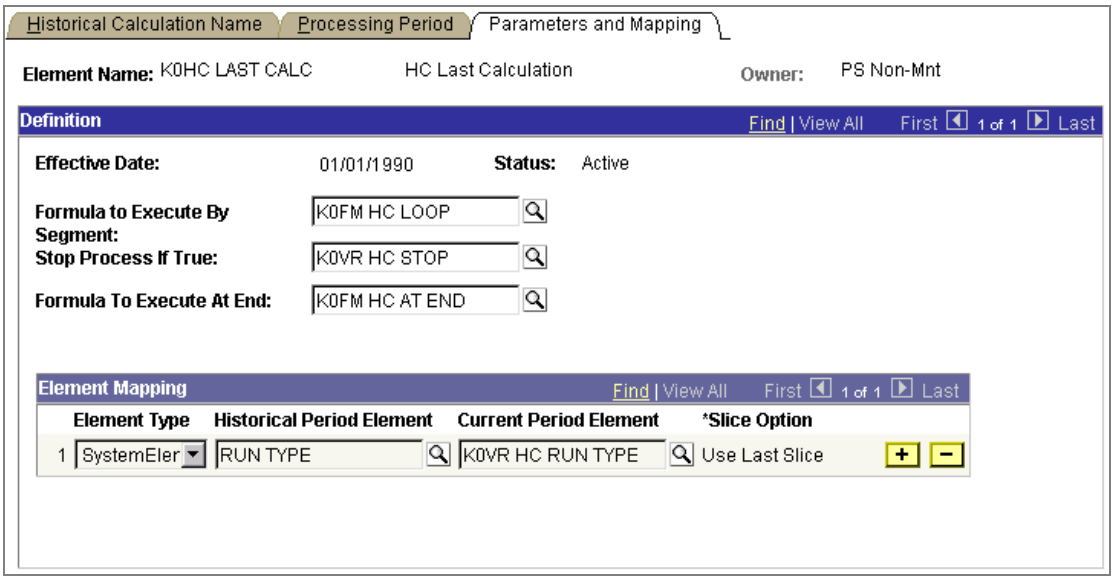
See Also

"Defining Segmentation"

PeopleTools PeopleBook: Data Management, "Configuration Manager," Process Scheduler

Defining the Formula for a Historical Rule

Access the Historical Rule - Parameters and Mapping page.



Historical Rule - Parameters and Mapping page

Select the run control to process the historical rule. The system resolves the Formula to Execute by Segment per historical period until the Stop Process if True variable is not equal to 0 or the last historical period is processed. The system then resolves the Formula to Execute at the End.

Note. Depending on whether you specified a ***Historical*** or ***Fictitious*** rule type on the Historical Rule - Processing Period page, different fields appear on this page.

Definition

Define the details for the historical rule formula in the **Definition** group box.

Formula to Execute By Segment — Enter the formula to be resolved for each segment or period.

Stop Process If True — Enter a variable. The process keeps looping through periods, resolving the formula for each period, until this variable doesn't equal 0, the to date is reached, or no more data is found.

Formula To Execute At End — Select the formula for when the period processing is completed. This formula is resolved.

Use Period If True — This field appears for ***Use in Fictitious Calculation*** rule types only. Enter a variable. After each call to **Formula to Execute By Segment,** this variable is checked for 0 or 1. If it's set to 1, the fictitious calculation process uses the period for which the formula was called.

Element Mapping

The **Element Mapping** grid lists the elements for retrieval from the PeopleSoft Global Payroll result tables for a historical rule.

Element Type — Select the type—such as the earnings, deduction, or variable—to retrieve.

Historical Period Element — Select the element that you want to retrieve.

Current Period Element — Select the variable in which the retrieved value will be stored. This variable becomes available for use in the **Formula to Execute By Period** field.

Slice Option — Select to use the last slice or sum slices for multiple instances of an element in the historical period.

Understanding Data Retrieval Elements in Batch Processing

This section describes special batch processing considerations for data retrieval elements.

Supported Fields Lengths

The batch process truncates data that is retrieved by system elements and arrays when the data exceeds the following lengths.

Character fields: 30

Numeric fields: 12.6

System Elements

All system elements, whether they are database or system-computed elements, have several important considerations. A system element that is frequency controlled (controlled by COMP_RATE [compensatory rate], which is controlled by COMP_FREQUENCY) is annualized by the Frequency field and then deannualized, based on the calendar frequency. Thus, any element, such as earnings, deductions, or absences, that uses these fields should be defined as having a frequency equal to Use Calendar Period Frequency. This approach ensures correct results, avoiding additional annualization or deannualization.

Database System Elements

For database elements from effective-dated records, the row selected is based on context. Typically the value is as of the segment end date. If referenced during resolution of a sliced

element, the value is as of the slice end date. When retrieving values from job records, for example, the system matches on EmplID, Empl_Rcd, and the segment/slice end date.

System element definitions for the country being processed and those used by all countries are loaded at the beginning of a pay run. System pins are resolved when used in the pay process.

Note. Only database system elements that are used and have been defined as store = yes are stored in the result tables.

PeopleSoft Human Resources Database System Element Records

The following tables populate database system elements. The descriptions summarize the PeopleSoft Human Resources database system element records that are used in the Payee Data Manager program and which rows are being looked at for each segment.

Table Name	*Description*
PERSONAL_DATA	Not effective-dated. Join based on EmplID (employee ID).
PERS_DATA_EFFDT (personal data effective date)	Max Effdt (maximum effective-dated) row is less than or equal to the segment end date. If referenced in a slice, looks at Max Effdt rows that are less than or equal to the slice end date.
EMPLOYMENT	Not effective-dated. Join based on EmplID (employee ID) and EmplRcd# (employee record number).
JOB	The Max Effdt row is less than or equal to the segment end date. If referenced in a slice, looks at Max Effdt rows that are less than or equal to the slice end date.
COMPENSATION	Includes all comp_effseq row(s) for each rate code (comp_ratecd) where Effdt and Effseq (effective sequence) match Effdt and Effseq from the Job table.
CONTRACT_DATA	Not effective-dated. There are no EmplID or EmplRcd# fields on record. Join based on CONTRACT_NUM (contract number) from the selected Job Record.
CNT_TYPE (contract type)	max effdt <= segment end date where the contrract number on this row matches the contract number on Job. You can use CONTRACT_NUM from JOB or from CONTRACT_DATA, because they are kept in synch. If the contract number is referenced in a slice, use the slice end date.

Database System Elements and Currency

Some database system elements are monetary values. The value stored in the field is stated in terms of the currency with which it's associated. This currency may or may not be the same as the PeopleSoft Global Payroll processing currency.

Note. Be careful when you use the COMPRATE system element (from the Job record). That system element is populated based on multiple components. It is not dynamically updated with a new currency exchange rate type and effective date when it is referenced during a payroll calculation. Instead, it's populated using the currency exchange rate and effective date from PeopleSoft Human Resources when it's updated.

When these system elements are resolved, if the currency code of the HR record doesn't match the processing currency of the pay run, the system converts from HR currency to processing currency.

Field on Job Record	*Associated Currency*
Comprate	Currency Cd
Annual Rate	Currency Cd
Monthly Rate	Currency Cd
Daily Rate	Currency Cd
Hourly Rate	Currency Cd
Shift Rate	Currency Cd
Change Amount	Currency Cd
Annual Benefits Base Rate	Currency Cd

Similarly, system elements that are stated in a specified frequency will be resolved like currency-controlled system elements are resolved. The Comprate field on the Job record is stated in the Comp Frequency stored in the Job record. This frequency may differ from the calendar frequency being processed in PeopleSoft Global Payroll. Any database system element that is frequency-controlled is resolved in the calendar frequency.

System-Computed Elements

System-computed elements appear on the output results table only if they are used, provided that the appropriate output options on the System Elements - Source And Use page are selected.

During batch processing, database system elements are read in all at once and stored in arrays. System-computed element values are set by the appropriate processing module. For example, the Absence Take module populates system elements that are specific to absences.

- The first active segment is populated, based on all the active segments that are created for a specific process stat record.

- The last active segment is also populated, based on all the active segments that are created for a specific process stat record.

Arrays

Arrays can be used to access data in database tables or views that are not delivered by system elements. They do not resolve to a value but instead invoke processing.

You can create either payee-based arrays or non-payee-based arrays on the Arrays - Keys page. Payee-based arrays are resolved as of the slice or segment that is currently being resolved.

Arrays must be resolved for every segment and slice. If any element set by an array is used by another element that's being sliced, the array itself should be added to the event list to ensure that the array and all return column elements are also sliced. You must enter the array into the event list.

See Also

"Defining Segmentation"

Payee-Based Array Processing

The system performs the following steps when processing payee-based arrays:

1. Arrays call the database the first time they are encountered in a calendar run.

   All the rows of data that fit the WHERE criteria (based on keys entered) are pulled into memory. The cursors are sorted by EmplID in ascending order, by EmplRcd# in ascending order, and by Effective Date in descending order.

2. For each payee, a cursor is set to access the appropriate rows of data (the Payee and Effective Date fields based on Field Use on the Array - Fields Retrieved page).

   Payee-based arrays are aligned per payment based on the pay period end date. If segmentation occurs and the array is on the event list or is being used in an earnings, deduction, or absence element that's being sliced or segmented, the array must be aligned by slice or segment end date.

3. The array process formulas are applied against the data that is stored in memory (for the payee cursor set above), based on the process code.

4. The database field is resolved to the last row of data selected against which the process formulas were applied.

Whenever the array is accessed, steps 2 through 4 are reexecuted. Step 1 is reexecuted only if the payee has changed or if a new slice or segment is being resolved.

Non-Payee-Based Array Processing

When processing non-payee-based arrays, the system performs the following steps:

1. Arrays call the database the first time they are encountered in a calendar run.

   All rows of data that fit the WHERE criteria (based on keys entered) are pulled into memory, so most effective-dated logic should be within the process formula logic.

2. If the table is effective-dated, the lookup formula references the system element that refers to the correct date (segment, slice, period).

   If segmentation occurs and the array is on the event list or is being used in an earnings, deduction, or absence element that's being sliced or segmented, the array must be aligned by slice or segment end date. Arrays can return multiple rows from the database. The process formulas are applied against the rows.

3. The array process formula is executed.

4. The database field is resolved to the last row of data selected against which the process formula was applied.

Whenever the array is accessed, steps 2 through 4 are reexecuted. Step 1 is reexecuted only if the Reload for Each Payment or Reload for Each Slice option is selected on the Arrays - Keys page.

See Also

"Understanding the Core Application Architecture," Arrays Used in Batch Processing (Technical)

Writable Arrays

Typically, each call to a writable array element creates one row of data. To produce multiple rows of output, you can use loops within a subprocess section and arrays to call the writable array multiple times. Using pointers and variables, you can populate the same field in a writable array with values from different elements, as long as you do not map character and numeric elements to the same field.

Brackets

In bracket processing, the system looks up a row based on the key values and returns a bracket value. The system stores bracket data in a PeopleSoft Global Payroll-specific database table. You can access only the data that you entered into the system for this purpose.

Brackets always resolve to the value of the first column returned. They are resolved as they're encountered in the process. If an element in the return column of a bracket is encountered during processing, it doesn't automatically invoke resolution of the bracket, because we don't know whether the element is associated with this bracket.

Brackets and all return columns are populated as of applicable slice and segment end dates that are used when encountered during processing, with the following criteria:

- If a bracket is used by another element that's being sliced, the bracket and all return column elements are also sliced.
- If the bracket is encountered on the process list, it is resolved for the segment that's currently being processed.
- If a bracket return column needs to be re-resolved during segmentation, the bracket should be used in the calculation or the bracket should be on the event list.

How Brackets Use Interpolation Methods

Three factors need to be considered:

- Interpolation Method (corresponding Use Lowest/Highest Option check box if Use Next Higher, Use Next Lower, or Linear is selected).
- Outside Table Limits (only if there's no match on the first key).
- Error Processing Options (when there's no match using appropriate interpolation methods and selections).

This table clarifies how batch processing treats each interpolation method:

Interpolation Method	*Batch Process*
Use Nearest	If mismatch key is non-numeric, go to Error Processing Options**. If mismatch key is numeric: • Determine whether next-lower and -higher values exist. • If only next-lower value exists, use that row. • If only next-higher value exists, use that row. • If both next-lower and -higher values exist, determine which value is nearer and return that row (if exactly halfway between, return the higher row).
Use Next Lower	Determine whether next-lower row exists. • If next-lower row exists, use that row. • If next-lower row doesn't exist, look at the Use Lowest/Highest Option check box (if lower value doesn't exist). • If Use Lowest/Highest Option check box is selected, use the lowest row where keys match. • If Use Lowest/Highest Option check box is not selected, go to Error Processing Options.**

Interpolation Method	*Batch Process*
Use Next Higher	Determine whether next-higher row exists. • If next-higher row exists, use that row. • If next-higher row doesn't exist, look at the Use Lowest/Highest Option check box (if higher value doesn't exist). • If Use Lowest/Highest Option check box is selected, use the lowest row where keys match. • If Use Lowest/Highest Option check box is not selected, go to Error Processing Options.**
Linear	If mismatch key is non-numeric, go to Error Processing Options.** If mismatch key is numeric: • Determine whether next-lower and -higher values exist. • If only next-lower value or -higher row exists (that is, if both don't exist), look at Use Lowest/Highest Option check box. • If Use Lowest/Highest Option check box is selected, use that row (no linear interpolation required). • If Use Lowest/Highest Option check box is not selected, go to Error Processing Options.** If both next-lower and -higher values exist: • In relation to the keys: ▪ Determine the difference between the next-lower and -higher rows (Key Difference 1). ▪ Determine the difference between your value and the next-lower value (Key Difference 2). ▪ Determine ratio by dividing Key Difference 2 by Key Difference 1 (Key Ratio). • For each return column: ▪ Determine the difference between the values for the next-lower and -higher rows (Return Column Difference 1). ▪ Apply Key Ratio to the Return Column Difference (Return Column Difference 2). ▪ Add Return Column Difference 2 to the value from the next-lower row. This is the value that should be returned for the return column.

Interpolation Method	*Batch Process*
**Error Processing Options	In the Error Processing Options group box, if Generate Error is selected, don't resolve the bracket (or any of the return columns). Put the payment in error. In the Error Processing Options group box, if Continue Process is selected, resolve the bracket and all the other return columns to be either 0 or blank (depending on the field format).

Additional Notes About Batch Processing for Brackets

Search keys are considered in the order in which they are entered on the bracket definition. Values are in ascending order (based on key order).

For all interpolation methods, if all keys match, use that row. For all interpolation methods, try to match on keys sequentially (first key, second key, and so on).

What to Do When Keys Are Mismatched

If there's a mismatch on the first key:

- Determine whether the mismatch is specified in Outside of the Table Limits. If the first key value is under the key 1 value defined on the first row:
  - If Use First Row if Under is selected, use the first row.
  - If Use First Row if Under isn't selected, go to Error Processing Options.**
- If the first key value is over the key 1 value defined on the first row:
  - If Use Last Row if Over is selected, use the last row.
  - If Use Last Row if Over isn't selected, go to Error Processing Options.**
- If the mismatch isn't specified in Outside of the Table Limits and no interpolation method is selected, go to Error Processing Options.**
- If an interpolation method is selected and the field format of the first key is non-numeric, go to Error Processing Options.**
- If an interpolation method is selected and the field format is numeric, go to the appropriate logic, based on the interpolation method process. See details of each interpolation method in the preceding table.
- If there's a mismatch on a subsequent key and no interpolation method is selected, go to Error Processing Options.**

- If there's a mismatch on a subsequent key and an interpolation method is selected, consider only the rows where all keys have been matched. Go to the appropriate logic based on the interpolation method process. See details of each interpolation method in the preceding table.

***Error Processing Options

- In the Error Processing Options group box, if Generate Error is selected, do not resolve the bracket (or any of the return columns). Put the payment in error.

In the Error Processing Options group box, if Continue Process is selected, resolve the bracket and all other return columns to be either 0 or blank (depending on the field format).

Rate Codes

When the system encounters a rate code element during the payroll process, it calls the Rate Code PIN Resolution program, which first determines whether the element, effective on the calendar period end date, represents a base pay rate code or a non-base-pay rate code. It then follows the hierarchy for base pay or non-base-pay rate code elements, as appropriate, to resolve the rate code.

Criteria for Selecting the Job Row

For both base pay and non-base-pay rate code elements, PeopleSoft Global Payroll uses the RATE AS OF DATE system element to determine to which maximum effective-dated job row it refers for the rate code. The EmplID (employee ID), EmplRcd# (employee record number), and payment keys on the selected job row must match the current payment's corresponding values, or the payment is put in error.

- If RATE AS OF DATE is unpopulated, the system uses the end date of the current slice or segment to select the job row.
- If RATE AS OF DATE is greater than the calendar period end date, the system uses the calendar period end date to select the job row.
- If RATE AS OF DATE is before the first effective date on Job, the rate code resolves to 0 and the payment is put in error.
- In all other cases, RATE AS OF DATE is used.

The FTE factor that applies to some rate codes will be retrieved from the maximum effective-dated job row that is less than or equal to the RATE AS OF DATE or slice end date where the payment keys match.

Currency Conversion

When the currency code for a flat amount, hourly, or hourly + flat amount rate code, as defined in PeopleSoft Human Resources, doesn't match the processing currency, PeopleSoft Global Payroll performs its standard currency conversion during processing. That is, it uses the payee's effective-dated exchange rate type to perform the conversion.

Note. Currency conversion is not required on percent or point rate codes, because returned values are nonmonetary.

Frequency Conversion

PeopleSoft Global Payroll also performs frequency conversion on any flat amount or hourly + flat amount rate code where the corresponding frequency code in Human Resources doesn't match the calendar period frequency. The system annualizes the rate code using the corresponding frequency factor from PeopleSoft Human Resources. It then deannualizes for the calendar period frequency (using the applicable frequency factor). Define all earnings elements that use rate codes as Use Calendar Period Frequency.

Note. Frequency conversion is not required on percent or point rate codes, because returned values are nonmonetary.

Resolving Multiple Instances of the Same Rate Code

If PS_COMPENSATION contains multiple instances for the same rate code (base pay or non-base-pay), the system evaluates each instance separately, sums the instances, and returns one value to the rate code element. PeopleSoft Global Payroll references two system elements, RATE CODE GROUP and FTE INDICATOR, and applies the following rules:

- If the Rate Code Group differs between the instances, the system element RATE CODE GROUP is resolved according to the last instance and an error message is generated.
- If the FTE indicator differs between instances, the system resolves the system element named FTE INDICATOR according to the last instance and issues a warning message. The payee is not put into an error status. (PeopleSoft Global Payroll uses the FTE INDICATOR only for rate codes types of flat amount and hourly + flat amount.)

For example, if a flat amount rate code has one instance in which FTE applies, PeopleSoft Global Payroll uses the FTE_COMPRATE for this instance. If a second instance indicates that FTE doesn't apply, the system uses the COMPRATE for the second instance and sums the two instances.

Hierarchy for Resolving Base Pay Rate Code Elements

When the system encounters a rate code element that's mapped to a Human Resources base pay rate code, it finds the appropriate row(s) on the PS_COMPENSATION record where the element matches the rate code. It then identifies the value to be returned, based on the rate code type, as shown in this table:

Rate Code Type	*Fields Evaluated on PS_COMPENSATION*	*Value Returned for Rate Code*
Percent	COMP_PCT	Percent
Points	COMP_RATE_POINTS	Points

Rate Code Type	Fields Evaluated on PS_COMPENSATION	Value Returned for Rate Code
Flat Amount	COMPRATE and FTE_INDICATOR	If FTE_INDICATOR = Yes, return COMPRATE × FTE factor (stored on JOB) If FTE_INDICATOR = No, return COMPRATE
Hourly	COMPRATE	Hourly rate

Hierarchy for Resolving Non-Base-Pay Rate Codes

When the system encounters a rate code element that's mapped to a Human Resources non-base-pay rate code, it derives the rate from the following hierarchy, stopping when it finds the rate.

- Compensation table (PS_COMPENSATION).
- Job code table (PS_JOBCD_COMP_RATE). The system looks for the row where the SetID and Job code fields match the SETID_JOBCODE and JOBCODE system elements.
- HR comp rate table (PS_COMP_RATECD_TBL).

The system identifies the value to be returned, based on the rate code type and FTE_INDICATOR, as shown in this table:

Rate Code Type	Fields Evaluated on PS_COMPENSATION	Value Returned for Rate Code
Percent	COMP_PCT	Percent
Points	COMP_RATE_POINTS	Points
Flat Amount, or Hourly + Flat Amount	COMP_RATE FTE_INDICATOR	If FTE_INDICATOR = Yes, return COMPRATE × FTE factor (stored on JOB) If FTE_INDICATOR = No, return COMPRATE
Hourly	COMPRATE	Hourly rate

Fictitious Calculations

During the calculation phase of batch processing, the system uses a payment loop to calculate payments. When the payment loop process detects that a fictitious calculation is needed, it passes control to a fictitious calculation module, which performs these steps, in this order:

1. Reads the fictitious calculation definitions.
2. Formats the input and output mapping arrays.

3. Calls the PIN Manager to resolve the previous period rule.
4. Sets the fictitious calculation switch in SERVC copybook.
5. Calls the GPPSERVC program, passing SERVC.
6. Performs the required averaging/summing operations.
7. Returns values to the PIN Manager.

At this point, control is passed back to the Service module. This module recognizes when a fictitious calculation is taking place, thereby executing some processes and bypassing others, such as retro, payee selection, and the writing of output tables.

Intermediate results are not stored, except for debugging purposes, when a distinct set of fictitious results is written to the audit table.

Calendars and segments are processed in the order in which they were initially run.

Historical Rules

You can attach a historical rule to an earnings or deduction element on the Formula Definition page or to any element that's stored in the PeopleSoft Global Payroll Earnings/Deductions results table, PeopleSoft Global Payroll Accumulators results table, or PeopleSoft Global Payroll Other Elements results table. In addition, a historical rule can be used by fictitious calculation elements to find periods to recalculate.

A historical rule resolves to 1 if it's successful and to 0 if it's not successful. This works the same way as an array element. A historical rule can then be used in a formula such as the following:

```
IF HIST_RULE_TEST =1, THEN

        Use variable elements populated by historical rule

ELSE

        Put out an error

END-IF
```

A historical rule is set to 1 when either the end-of-process formula resolves without errors or, if that formula is not used in the processes, the stop-process-if-true variable is set to TRUE.

In all other situations, a historical rule is set to 0 and SQL returns no data.

See Also

"Payroll Processing"

How the System Processes Historical Rules

1. The system dynamically creates SQL to load elements requested from the PeopleSoft Global Payroll result tables. It can get data from multiple result tables at one time by using a SQL UNION, meaning direct access to the database each time the historical rule is called. In other words, a SELECT and a series of FETCHES are performed each time. The use of this element type affects performance.

2. The system maps columns to variables. The variables are available for use in a formula.

3. The first fetch establishes the keys for the first retrieved segment. The program continues fetching records until there is a break in the segment keys. It then populates the input/output interface copybook (PINL) with the values for the retrieved elements or with the null values for the elements in the element mapping that were not found. Then the program requests the resolution of Formula to Execute By Segment.

4. The system performs formula resolution per segment.

5. The system resolves an "end or process" formula for additional calculations such as averaging.

Calendars and segments are processed in the reverse order in which they were initially run, as illustrated in the following table:

Original Processing Sequence	*Processing Sequence for Historical Rules*
January absence calendar	February payroll calendar
January payroll calendar (segment 1, segment 2)	February absence calendar
February absence calendar	January payroll calendar (segment 2, segment 1)
February payroll calendar	January absence calendar

Formulas Used to Calculate the Preceding Values

Formulas to execute by period (CUM_COMP):

- CUM_PERIOD_SAL + CUR_SAL = CUM_PERIOD_SAL, where you calculate the earnings value.

- CUM_NUM_PERIODS + 1 = CUM_NUM_PERIODS, where you calculate the period of time.

Formula to execute at the end (AVG_COMP):

- CUM_PERIOD_SAL/CUM_NUM_PERIODS = AVG_COMP, where you calculate the earnings value divided by the period of time.

See Also

"Defining Calculation Elements," Defining Proration Rules

CHAPTER 7

Defining Calculation Elements

This chapter provides an overview of defining calculation elements, discusses how the elements are resolved during the batch process, and explains how to:

- Define duration elements.
- Define variable elements.
- Define date elements.
- Define formula elements.
- Define message elements.
- Define rounding rule elements.
- Define count elements.
- Define proration rules.
- Define generation control elements.
- Define generation control frequency elements.

Understanding Calculation Elements

Supporting elements are the building blocks of your payroll system. Calculation elements, a subset of supporting elements, assist in the calculation process and are used to further refine the more complex elements.

Naming Calculation Elements

You must name every element and define its basic parameters on an Element Name page. All element page components within PeopleSoft Global Payroll share the same first Element Name page (GP_PIN).

See Also

"Defining General Element Information," Defining an Element Name (GP_PIN)

Defining Duration Elements

A duration element calculates the time between two dates, by subtracting one date from another. For example, age at Pay Period End Date is calculated as Pay Period End Date minus Birth Date. The resultant value is a duration.

Duration elements always resolve to a number. You can define duration in years, months, or days. If you define duration in days, you can include or exclude certain periods of time, based on PeopleSoft Human Resources status codes. You can also include or exclude absence days that have been entered in PeopleSoft Global Payroll.

Including or Excluding Absences

To include absence days in or exclude them from a duration calculation, define a formula that the system executes for each day between the *from* date and the *to* date of the duration. For example, you can define a formula that determines the units for each day a payee is out sick. It might return a value of 1 if the payee was sick or 0 if the payee was present. The Duration program totals the daily values returned by your formula and either includes the total in or excludes it from the duration result, per your instructions.

Your formula can call any of the system elements that are designed specifically for absence duration. These elements have the same names as those that are used to generate the absence daily data, but they end with the suffix DU. For example, you can use the system element, ABS END DATE DU, to retrieve an absence end date for a particular absence.

In this section, we discuss how to:

- Define the number of days, months, or years between two dates.
- Specify time periods for duration calculation.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce

"Understanding Absences," The Role of Daily Data

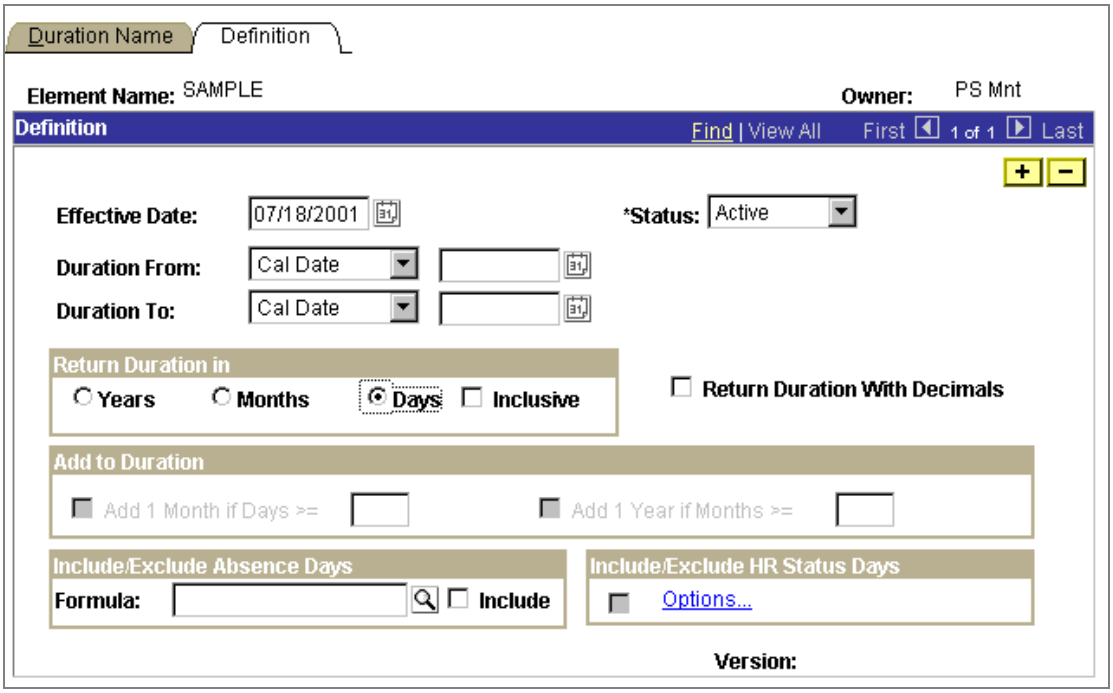
Pages Used to Define Duration Elements

Page Name	*Object Name*	*Navigation*	*Usage*
Duration - Definition	GP_DURATION	Define Business Rules, Define Global Payroll Rules, Setup 2, Duration, Definition	Define the number of days, months, or years between two dates.

Page Name	Object Name	Navigation	Usage
Duration - HR Employee Status Control	GP_DUR_STAT_SEC	Define Business Rules, Define Global Payroll Rules, Setup 2, Duration, Definition Click the Options link, which is activated when you select Days.	Specify time periods for duration calculation, excluding or including them according to PeopleSoft Human Resources status codes.

Defining a Duration Element

Access the Duration - Definition page.



Duration - Definition page

Duration From and **Duration To**

Define the first and last day that the system is to include in the duration calculation.

Select the type of element that returns each date. Values are ***Bracket, Cal Date*** (calendar date), ***Date, Formula, System Elem*** (system element), **and** ***Variable.***

In the fields to the right, select the names of the elements that return the dates.

If the **Duration From** date is the same as or greater than the **Duration To** date, the duration element resolves to 0.

Return Duration in

Specify the unit of measurement to use for calculating duration results. Values are ***Years*** (the default), ***Months*** and ***Days.***

If you select ***Days,*** the **Inclusive** check box becomes available. Select this check box to include the **Duration To** date in the calculation.

For example, if the duration from and duration to dates are 1/2/2001 to 5/2/2001 and you select **Inclusive,** the system counts 5 days. If you don't select **Inclusive,** the system ignores the last day and returns a count of 4. It also ignores the last day when it applies any instructions that you enter for including/excluding absences or days or including/excluding days based on HR status.

(The system returns a value of 0 when the begin date and end date are the same if you select ***Days*** but don't select **Inclusive.** It returns a value of 1 if you select **Inclusive.)**

Return Duration With Decimals

Select to get your result in decimal form. The results vary, depending on the **Return Duration in** setting:

Years: The system returns years and the remaining number of months and days in decimal form. To calculate the decimal amount, the system divides the number of days by 30 and adds the result to the number of months. It then divides the number of months by 12 and adds the result to the number of years. For example, a duration of 2 years and 1 month returns a value of 2.08333.

Months: The system returns the number of months plus any additional days (partial month) in decimal form. Days are divided by 30 for calculation of the decimal value.

Days: Invalid.

Note. A month is defined as the first day of one month to the first of the next month. For example, 1/1/1999 to 31/1/1999 isn't a month—it's 30 days. To make it a month, select **Return Duration With Decimals.** The system returns 30 days, which equals one month. If you don't select **Return Duration With Decimals** and you're counting months, the result is 0.

Add to Duration

Use this group box to apply rounding rules to the result of your duration calculation.

Add 1 Month if Days >=

Select and enter the number of days to which the system rounds the month.

Add 1 Year if Months >=

Select and enter the number of the months to which the system rounds the year.

If you select either of these check boxes, and the months or days value is greater than the value that you enter, the calculation adds one year or one month, respectively.

For example, if **Return Duration in** is ***Years,*** and you select **Add 1 Year if Months >=** and enter ***6,*** the system returns a duration of 3 years and 6 months as a value of 4 years.

If you select neither check box, no rounding occurs.

Fields in the next two group boxes are available only when you calculate duration in days. If you enter instructions in both group boxes, the system performs two separate counts and combines the results. For example, if you include active days (based on HR status) and exclude absence days, the system counts the number of days the payee was active and subtracts the number of days the payee was absent.

Warning! Double counting can occur, depending on the instructions that you enter in the two group boxes. For example, if you include active days *and* days a payee is out sick, the days on which a payee is both active and sick are counted twice.

Include/Exclude Absence Days

Formula

To include or exclude days a payee is absent, select the formula that returns the number of absent days.

Select **Include** if you want to include the result of the formula in the Duration count.

The formula should return the value for the day—this can be a whole or partial number. The Duration program resolves the formula for each row of absence daily data (GP_RSLT_ABS, which is the output of the Absence Take process). It also totals the results of the formula for all of the rows where the absence dates fall within the From and the To dates. (Keep in mind that the last day is considered only if the **Inclusive** check box is selected.)

Your formula must specify the take elements that you want to count. For example, you can use the absence type in an IF statement to count only sick time.

Include/Exclude HR Status Days

Options

Click this link to move to the Duration - HR Employee Status Control page, where you can include time periods in or exclude them from the calculation, based on PeopleSoft Human Resources status codes. When you enter data on that page, the system selects the check box to the left of the **Options** link to indicate that data has been entered.

The system applies the selected rounding option before applying the **Return Duration with Decimals** option. If you select the **Return Duration With Decimals** check box and a

rounding option, the system rounds up the months or years, as applicable, leaving no decimal value.

Example 1: Rounding and Return With Decimals

The result (before rounding) is 2 years, 5 months, and 20 days and you want the result in months, without rounding. The result is:

(2 Years * 12) + 5 Months = 29 Months + 20/30 = 29.666667

If the **Return Duration With Decimals** check box is cleared, the value is 29.

If you select the **Return Duration With Decimals** check box and **Add 1 Month if Days,** with a value of 15, the result is:

(2 Years * 12) + 5 Months + 1 Month (because days are > 15) = 30

The small difference in the results can be significant when the duration resolution is used in the entire payroll system.

Example 2: Rounding and Return With Decimals

The following table illustrates how various options, used together, affect the value returned by a duration element. In this example, the Duration From date is 1 January 1999 and the Duration To date is 31 January 2001.

The Standard PeopleSoft Global Payroll field size is 12.6, so all values are shown to the full six decimal places.

Return Duration In	*Rounding Add 1 Year If Months >=*	*Rounding Add 1 Month If Days >=*	*Return Duration With Decimals*	*Value*
Years	No	No	Yes	2.083333
Years	No	No	No	2.000000
Years	Yes, 1	No	No	2.000000
Months	No	No	Yes	25.000000
Months	No	Yes, 15	No	25.000000
Days			Yes	Impossible. An online error message appears.
Days	No	No	No Inclusive = No	761.000000
Days	No	No	No Inclusive = Yes	762.000000

Example 3: Including/Excluding Days

For this example, assume the following:

Duration From: 01/01/2000
Duration To: 01/31/2000
Return Duration in: Days; Inclusive selected

Payee Status: Leave effective 22/01/2000

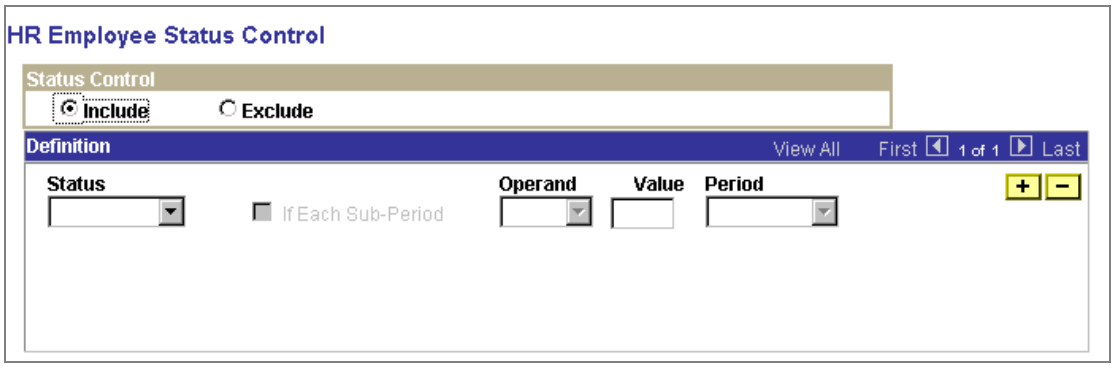
Days Active: 21
Days Inactive: 10
Result of absence formula: 5

The following table shows how the system resolves the duration value, based on various Include/Exclude options.

HR Status	*Absence Formula*	*Duration with Inclusive ON*	*Duration with Inclusive OFF*	*Reason*
Include-Active	Blank	21 days	21 days	Active days only
Include-Inactive	Blank	10 days	9 days	Leave days only
Include-Active	Include	26 days	26 days	Active Days + Formula Days
Include-Inactive	Include	15 days	14 days	Leave Days + Formula Days
Include-Active	Exclude	16 days	16 days	Active Days - Formula Days
Include-Inactive	Exclude	5 days	4 days	Leave Days - Formula Days
Blank	Include	5 days	5 days	Formula Days only
Blank	Exclude	26 days	25 days	Total Days - Formula Days
Blank	Blank	31 days	30 days	Total Days
Exclude-Active	Blank	10 days	9 days	Leave Days only
Exclude-Inactive	Blank	21 days	21 days	Active Days only
Exclude-Active	Include	15 days	14 days	Leave Days + Formula Days
Exclude-Inactive	Include	26 days	26 days	Active Days + Formula Days
Exclude-Active	Exclude	5 days	4 days	Leave Days - Formula Days
Exclude-Inactive	Exclude	16 days	16 days	Active Days - Formula Days

Using HR Status to Include or Exclude Time

Access the Duration - HR Employee Status Control page.



Duration - HR Employee Status Control page

If the **Return Duration In** group box on the Duration - Definition page is set to *Days,* you can include time periods in or exclude them from the calculation, based on PeopleSoft Human Resources status codes. You can also specify minimum and maximum periods to check against.

Status Control

Including or excluding status combinations has the following implications at processing time:

Include directs the system to include the period of that combination in the duration calculation if a combination matches a listed code combination. If the code combination isn't on the list, the system doesn't include the time period.

Exclude directs the system to exclude the period of that combination in the duration calculation if a combination matches a listed code combination. If the code combination isn't on the list, the system doesn't exclude or include the time period.

The code combinations that you enter are, as a group, either included or excluded, meaning that when you include specific codes, those that you omit are automatically excluded. If you exclude certain codes, those that you don't exclude are automatically included.

The time period indicated includes the PS_JOB Effective Date.

If Status **Include** or **Exclude** criteria are defined as part of the Duration definition:

- The Duration From date cannot be earlier than the first effective-dated PS_JOB row. If the Duration From date is before the first effective-dated PS_JOB row, the duration calculation uses the earliest effective-dated PS_JOB row for this EmplID/Empl_Rcd combination as the default Duration From date. The duration calculation doesn't limit the Duration From date based on other fields.

- The Duration To date cannot be after the Calendar Period End Date. If the Duration To date is after the Period End Date, the duration calculation uses the Period End Date as the default Duration To date.
- Only the maximum effective sequence PS_JOB row is considered, because any nonmaximum effective sequence PS_JOB rows mean nothing from a status perspective.
- No warnings or errors are issued if the Duration From or Duration To dates are modified to be the effective date of the first PS_JOB row or the Period End Date in the above situations.

Example

If the first effective date PS_JOB row is 7 January 1995 but the Duration From date is 1 January 1995, the system uses 7 January 1995 because the Duration From date cannot be less than the first PS_JOB effective date. In addition, the modification of these dates apply to any element that defined as the Duration From or Duration To date. Instead, the modification applies to the duration resolution itself. The modification on the Duration From and Duration To dates when Status **Include** or **Exclude** criteria defined is done because Status is stored on the PS_JOB record and it is impossible to determine the status for dates less than the earliest PS_JOB effective-dated row. It is also difficult to determine the status for dates less than the earliest PS_JOB effective-dated row after the Period End Date because all PS_JOB rows may not yet be entered.

Note. Payment keys are ignored in Status Control **Include** or **Exclude** calculations.

Using Additional Qualifiers

The additional qualifiers allow you to further define inclusion or exclusion.

If Each Sub-Period — Select to include subperiods of specified lengths in or exclude them from the duration. A subperiod is a consecutive number of days that a payee's status remains unchanged.

Whether you can add subperiods together depends on whether the subperiods are in the same period. Subperiods are added together if they individually fulfill the criteria. The system calculates period by period; for each period, it checks the criteria that is defined on this page. If the criteria are met the system considers the period for inclusion or exclusion. If the criteria are not met, the system ignores the period.

Operand — Select from **<**, **<=**, **>**, and **>=** to determine whether the time period is included in or excluded from the duration calculation. The operand is used with the **Value** and **Period** fields.

Value	A number to include or exclude, representing the number of years, months, or days that are used with the operand to determine whether the length of time in the selected status is included in or excluded from the calculation.
Period	The period of time defined in the previous field: ***Days,*** ***Months,*** or ***Years.***

Example

Assume that a duration is set up as follows:

- Date From = 23 June 1999.
- Date To = 23 September 1999.

A subperiod that stipulates the followed is defined:

- Include if status is ***Active***.
- Subperiod > 5 days.

The payee has the following PS_JOB rows:

Status	*Effective Date*
Active	23 June 1999
Suspended	1 July 1999
Active	1 August 1999
Terminated	10 August 1999

The duration resolves to 8 days (first Active) plus 9 days (second Active), meaning a value of 17 days. Both Active periods are included because they are both greater than 5 days.

Note. Payment keys and fields besides **Employee Status** aren't considered during the **Status** inclusion/exclusion calculations.

Only PS_JOB rows that are less than or equal to the period end date are considered. The Duration From or Duration To dates can be modified to be the effective date of the first PS_JOB row, or the Period End Date, because of the system rule that the Duration From date cannot be before the first PS_JOB effective date.

Defining Variable Elements

Variables are a means of storing a value and using it later. In situations requiring you to input a value—whether in a formula, in a calculation component, or elsewhere—the system enables you to identify the input type format and use it as an entry. You can use the same value

repeatedly. Using variables, you can permanently define this value as a variable element and invoke it anywhere in your formulas and calculations.

Example

On 1 January, you have three formulas and two earnings with a monetary factor of 20 in their calculations. This factor changes to 25 on 1 April. If you assign this factor a format type of Monetary, you have to make five effective-dated changes, but if you define this factor as a variable element, you have to make only one effective-dated change for the new factor, 25, to be used anywhere the variable is referenced.

In this section, we discuss how to:

- Use element pointers.
- Define the value of a variable.
- View or update the value of variables that are assigned to the same category.

Using Element Pointers

Variables can be defined with the *Element Pointer* field format, which enables you to link a variable element to another element. This concept is useful when you use variable elements as components of a formula element to make the formula more generic and applicable to multiple or changing situations.

An element pointer is a means of storing the element number of another element, not the element's actual value. Element pointers are used only in formulas. When you use the element pointer variable, the process uses the value of the element pointed to by the element pointer.

One variable element can be linked to another variable element by use of element pointers. This concept is helpful for use of variable elements as components of a formula element to store the element number of another element.

To designate a variable element as an element pointer, you create the variable element using a *Pointer* field format.

See Also

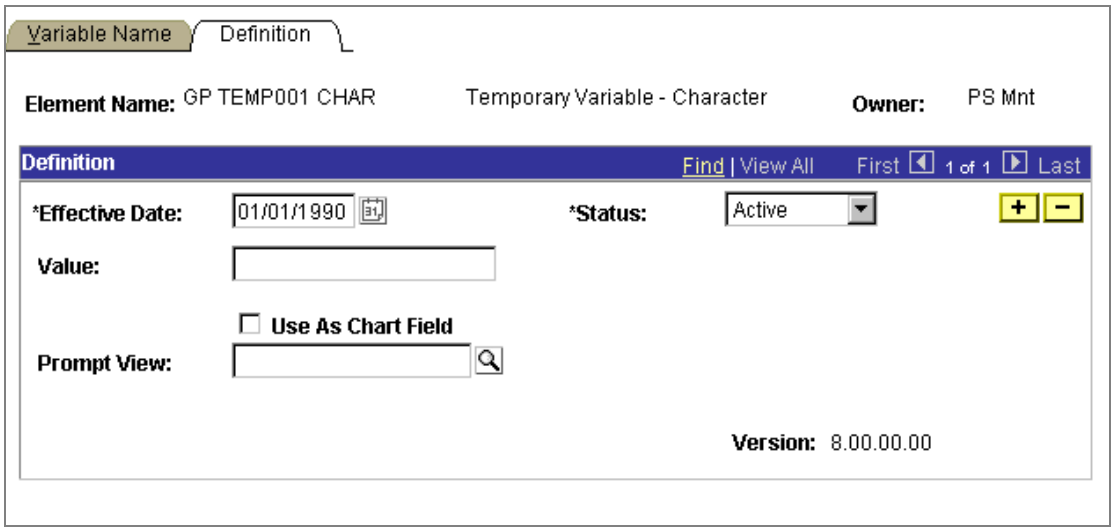
"Defining Calculation Elements," Using Element Pointers **in Formulas**

Pages Used to Define Variable Elements

Page Name	Object Name	Navigation	Usage
Variables - Definition	GP_VARIABLE	Define Business Rules, Define Global Payroll Rules, Setup 2, Variables, Definition	Define the value of a variable according to the format specified on the Variables - Variable Name page.
Variables by Category	GP_VARIABLE_BY_CAT	Define Business Rules, Define Global Payroll Rules, Setup 2, Variables by Category	View or update the values of one or more variables within the same category. (Variables are assigned to categories on the Variables - Variable Name page.)

Defining a Variable

Access the Variables - Definition page.



Variables - Definition page

Value Enter the value to assign to this variable.

The type of value that you assign depends on the format type that you designated on the Variables –Variable Name page.

Use As Chart Field Select this field to use this variable element as a ChartField. ChartFields are used by PeopleSoft General Ledger.

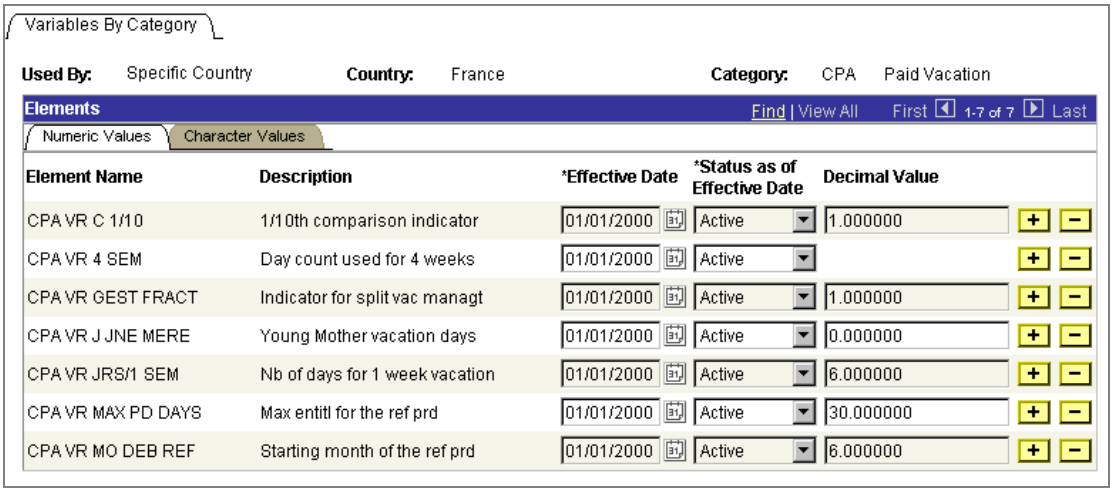
Prompt View This is a required field when you select **Use As Chart Field.** Select the record with which you want to associate this variable. The name of the record appears as a column heading on the GL Mapping page.

See Also

"Working With Interfaces," Integrating Global Payroll With General Ledger

Viewing or Updating the Values of Variables in the Same Category

Access the Variables By Category page.



Variables By Category page

Note. To create or delete variables, use the Variables - Variable Definition page.

One or two Values tabs can appear on this page:

- The Numeric Values tab displays variables defined with decimal values or monetary values (along with the currency code).
- The Character Values tab displays variables defined with character values or date values.

See Also

Defining a Variable

"Defining General Element Information," Defining an Element Name (GP_PIN)

Defining Date Elements

You use a date element to include a date in a calculation or determine a new date by taking a starting date and adding or subtracting a period of time to get another date.

Note. Date elements are for defining specific dates. If you need to subtract one date from another and determine the intervening duration, use the duration element, not the date element.

In this section, we discuss how to:

- Define a date or calculate a new date based on an existing date.
- Assign a unique identifier to each element that you enter on the Dates Definition page.

See Also

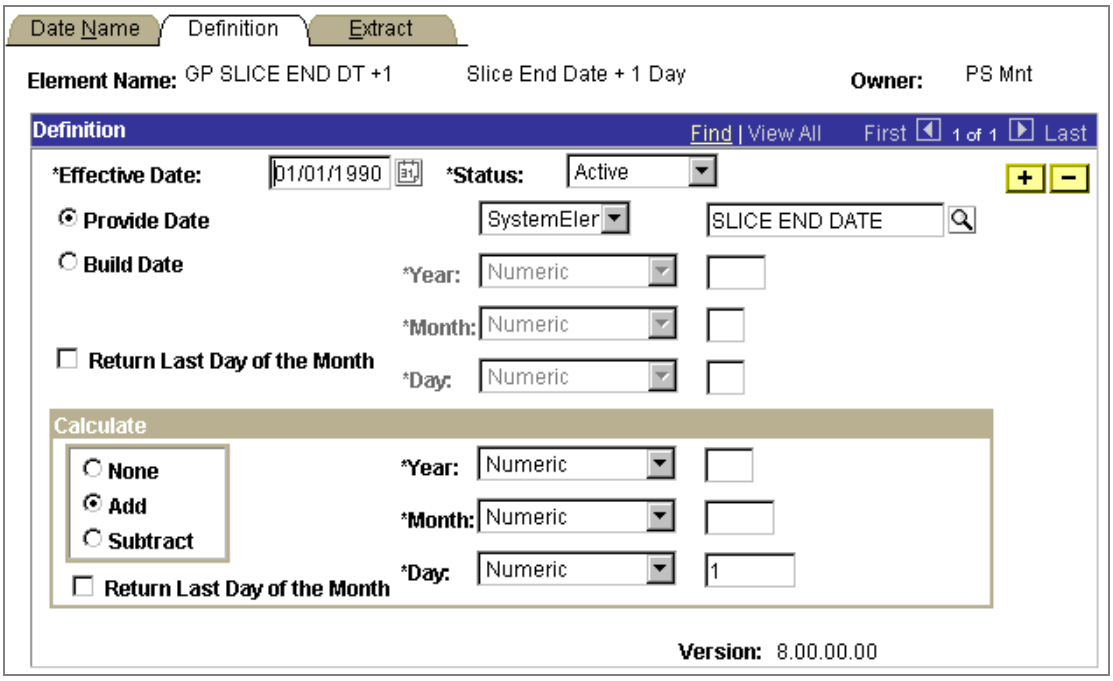
Defining Duration Elements

Pages Used to Define Date Elements

Page Name	*Object Name*	*Navigation*	*Usage*
Dates - Definition	GP_DATE	Define Business Rules, Define Global Payroll Rules, Setup 2, Dates, Definition	Define a date or calculate a new date based on an existing date.
Dates - Extract	GP_DATE_EXTRACT	Define Business Rules, Define Global Payroll Rules, Setup 2, Dates, Extract	Assign a unique identifier to each element that you enter on the Dates Definition page, allowing reuse of the Year, Month, and Day fields, individually or together.

Defining a Date or Calculating a New Date Based on an Existing Date

Access the Dates - Definition page.



Dates - Definition page

Provide Date Select to provide the date, and select an entry type from the list. The corresponding values appear in the field on the right.

Build Date Select to have the system build the date, based on elements that you select. The **Year, Month,** and **Day** fields become available. Select an entry type from the list. The corresponding values appear in the field on the right.

Return Last Day of the Month Select to have the system return the last day of the month as a value.

Calculate

None Select if you don't want any calculations performed using this date—the date value remains as defined in the group box above.

Add Select to add to the value defined in the group box above. The **Year, Month,** and **Day** fields become available, offering a list of entry types. Enter the corresponding values in the fields on the right.

The value that you select is added to the date value in the **Definition** group box.

Subtract Select to subtract from the value defined in the group box above. The **Year**, **Month**, and **Day** fields become available, offering a list of entry types. Enter the corresponding values in the fields on the right.

The value that you select is subtracted from the date value in the **Definition** group box, to arrive at the resolved date value.

Return Last Day of the Month — Select to have the system return the last day of the month as a value. This result occurs only after the **Add** or **Subtract** calculation is complete, and it's independent of the **Return Last Day of the Month** field.

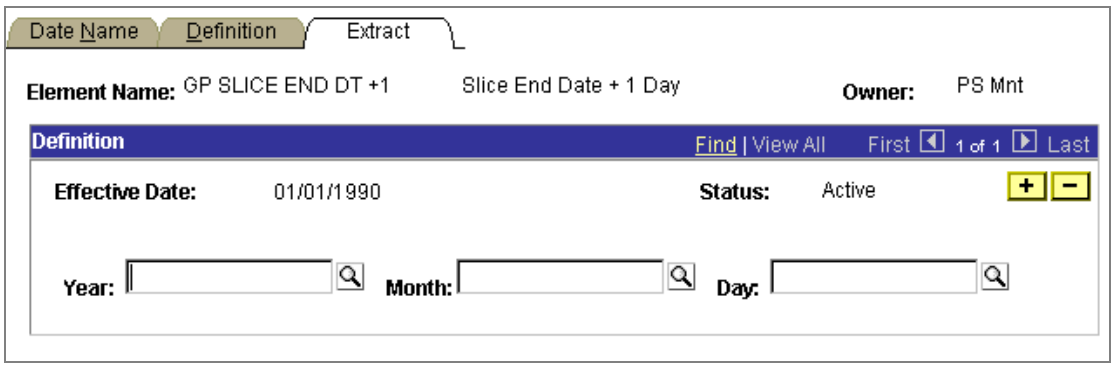
Examples

This table illustrates what date values result from various page selections:

Provide Date/Build Date	*Entry Type, Value*	*Return Last Day of the Month*	*Calculate Check Box*	*Entry Type, Value*	*Return Last Day of the Month*	*Resolved Value*
Provide Date	Date, 22 November 1999	No	Add	Month: Numeric, 2	No	22 January 2000
Provide Date	Date, 22 November 1999	No	Add	Month: Numeric, 2 Day: Numeric, 3	No	25 January 2000

Assigning Unique Element Identifiers

Access the Dates - Extract page.



Dates - Extract page

Year, Month, and **Day** — Select the variable to extract the year, month, and day, as applicable.

For example, say that you want to capture the year that your date element resolves to. You create a variable called YEAR and select it in the Year field. Now, say that the date element resolves to 10 January, 2008. The system stores the value, 2008, in the YEAR variable.

This element can initiate another payment that is tied to the day, month, or year.

Example

Assume that you set up a date element to calculate years of service at the beginning of each pay period by subtracting the Date of Hire (Date From) from the Current Pay Period Begin Date (Date To). You associate Day, Month, and Year data extraction elements to the Date of Hire. An annual bonus payment is set up for the month a payee is hired. Because a date element now represents the month of hire, by assigning it an identifier on the Date Extract page, the hire month can be used to trigger a bonus payment when the monthly pay period is the same as the month of hire.

Defining Formula Elements

Using the formula element, you can create elements using mathematical and logical operands, rules, and mathematical formulas.

In this section, we discuss how to:

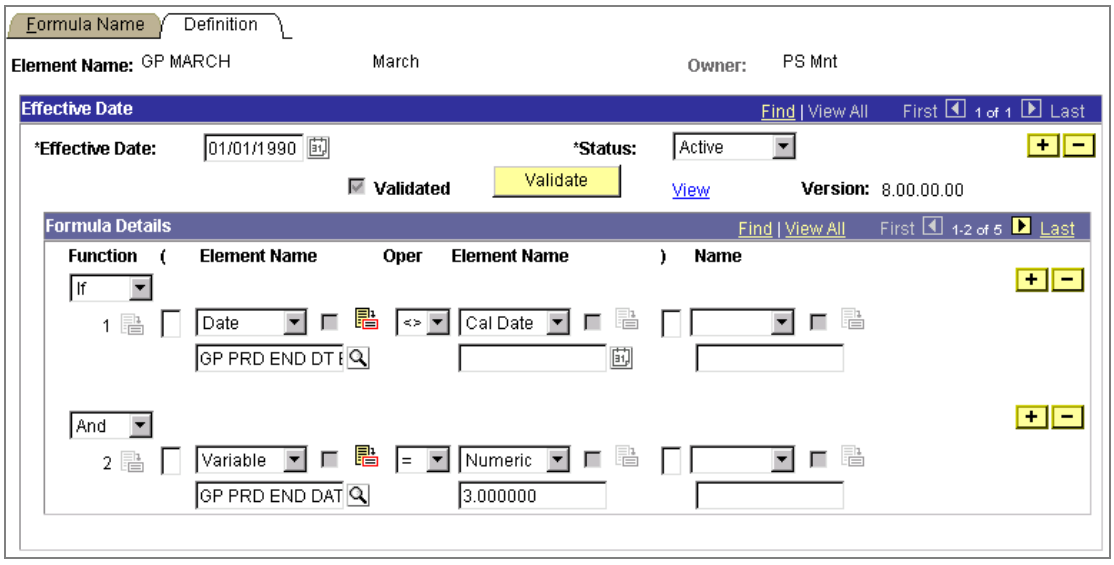
- Define formulas for use in calculations.
- Assign a rounding rule, previous period rule, and element pointer selection to the field in your formula.
- View your formula and confirm that it's correct.

Pages Used to Define Formula Elements

Page Name	*Object Name*	*Navigation*	*Usage*
Formula - Definition	GP_FORMULA1	Define Business Rules, Define Global Payroll Rules, Setup 2, Formula, Definition	Define formulas for use in calculations.
Formula - Formula Field Details	GP_FORMULA_F1_SEC	Define Business Rules, Define Global Payroll Rules, Setup 2, Formula, Definition  Click the field attributes icon.	Assign a rounding rule, previous period rule, and element pointer selection to the field in your formula.
Formula - Formula View	GP_FORMULA_STR_SEC	Define Business Rules, Define Global Payroll Rules, Setup 2, Formula, Definition Click the View link.	View your formula and confirm that it's correct.

Defining Your Own Formulas for Use in Calculations

Access the Formula - Definition page.



Formula - Definition page

View Click this link to access the Formula - Formula View page. It displays the formula that you entered, using indents that make the formula syntax discernible.

Formula Details

Enter your formula, splitting it over multiple lines if it's long. On each line, specify one operation and/or result.

Function Select the type of function or qualifier for the formula. Options include ***And, Average, Else, Endif, Exit, If, In, Max, Min, Or, Sum,*** and ***Then.***

((left parenthesis) Enter to group your formula calculations. Entering a left parenthesis here means that you must enter a right parenthesis in the **)** field. How you group your formula calculations with parentheses can affect the calculation sequence.

Element Name Select the entry type for the operand. If you select the ***Character*** or ***Numeric*** entry type, enter the value in the field directly below. If you select any other entry type, the system prompts for the correct element.

 Click the field attributes icon to assign a rounding rule, previous period rule, or element point selection to a field that you're using in your formula. The Formula - Field Details page appears. The check box to the right of the entry type list is selected if additional information has

been entered on the Formula - Field Details.

Oper (operation) — Select the operation to perform on the operands that you entered. The following standard operators are available: ***(none)*, -, *, /, +, <, <=, <>, =, >,** and **>=.**

Element Name — Select the entry type for the operand. If you select the ***Character,*** or ***Numeric*** entry type, enter the value in the field directly below. If you select any other entry type, the system prompts for the correct element.

 — Click the field attributes icon to assign a rounding rule, previous period rule, or element point selection to a field you're using in your formula. The Formula - Field Details page appears. The check box to the right of the entry type list is selected if additional information has been entered on the Formula - Field Details page.

) (right parenthesis) — Enter if you want to group your formula calculations. If you enter a right parenthesis here, you must enter a left parenthesis in the **(** field. How you group your formula calculations with parentheses can affect the calculation sequence.

Name — To assign a value to an element, select the entry type. Select the element in the field directly below.

For example, you might have a formula named BASIC PENSION to define a basic pension amount. This element resolves to 1000 or 1200, depending on how the formula resolves. If you want the element BASIC PENSION to have the value of 1000 or 1200, you must have BASIC PENSION under **Name** in your formula. You can use the BASIC PENSION element as an earnings or deduction element, and it will have this value.

To use the element feature, you must save a formula with an effective date.

 — To assign a rounding rule, previous period rule, or element point selection to a field you're using in your formula, click the field attributes icon to move to the Formula - Field Details page. The check box to the right of the entry type list is selected if additional information has been entered on the Formula - Field Details page.

Note. Under either parenthesis, you can enter multiple sets of parentheses. To do so, use multiple lines. You can enter only one **(** per entry box.

Validating Your Formula

After you define your formula, save it, then validate and edit the formula. Whenever you alter the formula, revalidate it.

Validate	Click this button to validate your formula.
Validated	This check box is selected if you clicked the **Validate** button and the formula passed validation.

Note. If you try to run a process using a formula that you've changed without validating, you get an error.

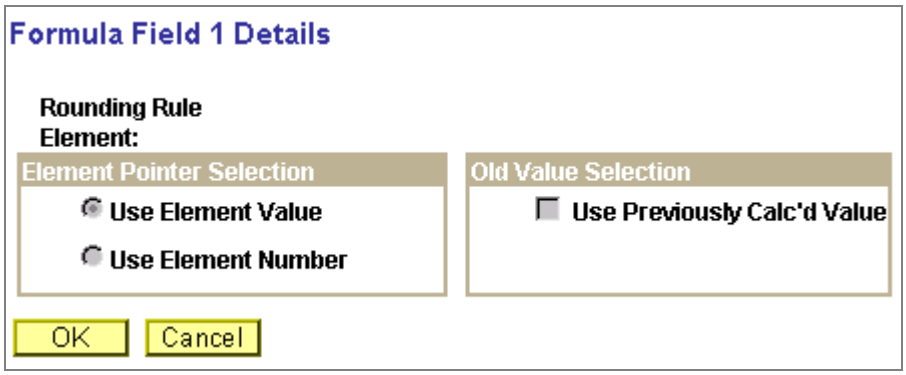
Note. Save the page before clicking the **Validate** button. You can save the page anytime, but no validation against the database occurs until you click the **Validate** button.

See Also

"Defining Calculation Elements," Using Element Pointers **in Formulas**

Assigning Rounding/Previous Period Rules and Element Pointer Selections

Access the Formula - Formula Field Details page.



Formula - Formula Field Details page

Rounding Rule	If the field format of the element that you selected on the Formula - Definition page is *Decimal,* select a rounding rule from the list. If the field format isn't *Decimal,* this field is not available. The rounding rule applies only to the operand for which you've entered it. The element itself isn't updated; only the calculation is affected.

Element Pointer Selection

Use these fields to define element pointers in your formula.

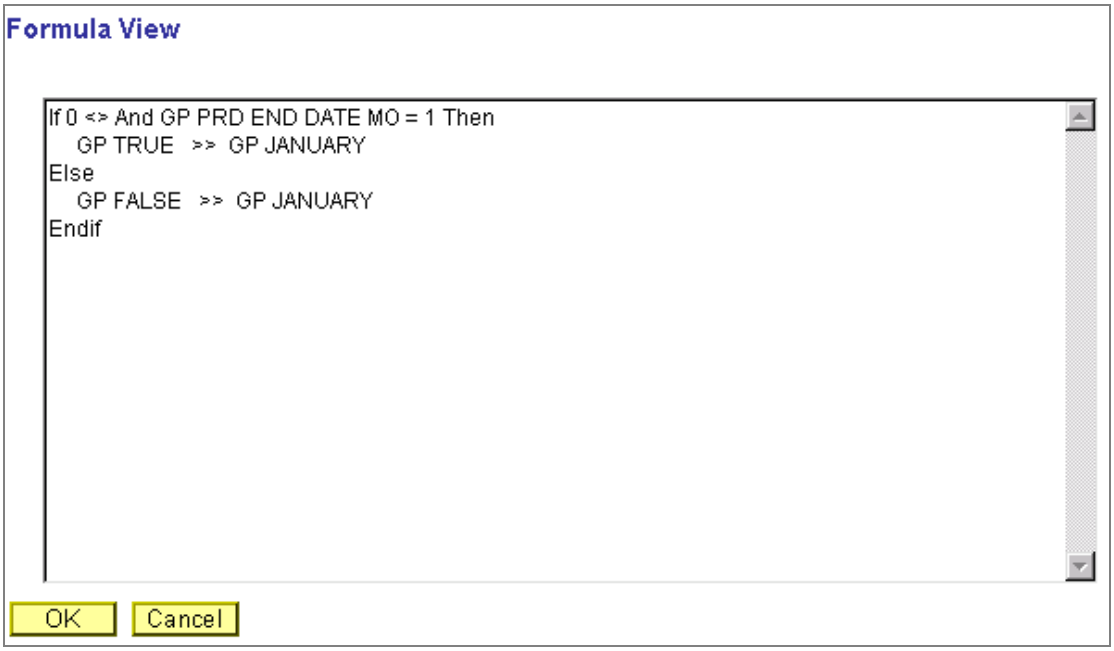
Use Element Value	Select to use an element's value in the calculation.
Use Element Number	Select to reference an element by using its system identifying number (element number), not its current value.

Old Value Selection

Use Previously Calc'd Value (use previously calculated value)	Select to use the previously calculated value.

Viewing Your Formulas

Access the Formula - Formula View page.



Formula - Formula View page

Use the Formula - Formula View page to view the formula that you created on the Formula - Definitions page. If something isn't correct, return to the Formula - Definition page and adjust the formula.

Setting Up an Example Formula

In this example, you plan a simple formula for use as a pension deduction.

If the basic earnings are less than 10,000, the pension deduction is 1 percent of basic earnings. If the basic earnings are greater than or equal to 10,000, the pension deduction is 1 percent of the first 10,000 and 2 percent of the remainder. The system uses the basic earnings for all calculations. The formula should resolve to the amount of the deduction.

Planning a Formula

Start by turning the calculation into a mathematical formula. When you define a formula on a page, you're entering a mathematical formula—if your requirements are in words, you must turn them into a formula.

If basic comp < 10,000, then

pension = basic comp * .10,

else

pension = (10,000 * .01) + ((basic comp - 10,000) * .02)

Endif

Formulas can often be expressed in multiple ways. To streamline processing, use the simplest version that requires the least processing.

Defining a Formula

Enter the formula into the system. If you haven't defined the element and entered the basic descriptions, do so on the Formula - Formula Name page. Then, on the Formula - Definition page, define the formula, line by line.

This table shows how you enter your pension formula:

Line	***Function***	***(***	***Element Name***	***Oper*** *(operation)*	***Element Name 2***	***)***	***Name*** *(Assign To)*
1	If		BASE COMP1	<	10,000		
2	Then		BASE COMP1	*	.10		BASIC PENSION
3	Else	(	10,000	*	.01	)	
4				+			
5		(					
6		(	BASE COMP1	-	10,000	)	
7				*	.02	)	BASIC PENSION
8	Endif						

Note. Every If statement must end with an Endif.

Each Operand or Assign To element must be associated with an appropriate entry type. For example, on the first line, Operand1 (BASE COMP1) is associated with the entry type System Element. Operand2 (10,000) is associated with the entry type Decimal.

You can view your formula by clicking the View link. When the formula is correct, validate it by clicking the Validate button on the Formula - Definition page.

Using Element Pointers in Formulas

When you define a formula, the values for the elements that comprise it are likely to change. If you refer to an element's specific value at a given time, you have to change the formula every time a component element value changes. Rather than referring to the element's value, you can use an *element pointer* to refer to its system identifying number—its element number.

You're pointing to the element using its element number, telling the system that during processing, it should return whatever value is stored in the element's array. Because the element number remains constant, a formula using the element remains useful indefinitely, because the element values are valid.

See Also

Using Element Pointers

Example 1

You've written a formula to calculate garnishments, but different payees have different garnishments. If you use element pointers in your formula expression to point to an element using its element number, you won't have to rewrite the formula whenever the number and types of garnishments change for different payees. The formula adapts its calculations, because it's retrieving current values for the elements referenced by the element pointer.

During batch processing, any variable defined with a *Pointer* field format has a value stored in the Element Pointer field in the PINV array. That is, only the element number is stored and the variable element isn't resolved to an actual character, numeric, or date value.

If the field format for the variable element used in a formula isn't equal to *Pointer* and you select the Use Element Value option on the Formula Definition - Formula Field Details page, the formula uses the element's value.

If the field format for the variable element used in a formula isn't equal to *Pointer* and you select an Element Pointer Selection option on the Use Pointer option on the Formula Definition - Formula Field Details page, the formula uses the element's number.

If the field format for the variable element used in a formula is equal to *Pointer* and you select the Use Value option on the Formula Definition - Formula Field Details page, the formula uses the value of the element to which the pointer element is pointing.

If the field format for the variable element in a formula equals *Pointer* and you select the Use Pointer option on the Formula Definition - Formula Field Details page, the formula uses the value of the pointer element. In other words, it uses the element number, because that's what elements with a field format equal to *Pointer* store.

This table summarizes which values are used with different configurations:

Field Format	*Use Value Option Selected in Formula*	*Use Pointer Option Selected in Formula*
Field Format <> Pointer	Element Value	Element Number

Field Format	Use Value Option Selected in Formula	Use Pointer Option Selected in Formula
Field Format = Pointer	Value of the element pointed to by Pointer Value	Pointer Value (an element number)

Example 2

Say that before a certain formula is used, the values for the elements are as follows:

Element Number	Element Name	Element Type	Field Format	Decimal Value	Date Value	Character Value	Pointer Value
1000	V1	Variable	Decimal	150			
2000	V2	Variable	Character			ABC	
3000	V3	Variable	Decimal	250			
4000	V4	Variable	Pointer				1000

You've selected the Use Value option on the Formula Definition - Formula Field Details page .

If an element's field format isn't *Pointer,* the formula uses the value of the element. So, if you're using the following statement in your formula:

V1 Assign to V3

then, after the resolution of the formula, V3 equals 150.

If an element's field format is Pointer, the formula uses the value of the element pointed to by the pointer. So, if you're using the following statement in your formula:

V4 Assign to V3

then, after the resolution of the formula, V3 equals 150.

If you want to use V4 in your formula, the formula checks whether the Use Value or Use Pointer option is selected. In this example, it's Use Value. The formula then checks whether the field format is *Pointer*. In this example, it's *Pointer*. The pointer value is 1000. Because 1000 is an element number and this element number represents V1, the formula uses the value of V1 (150).

Assume also that you've selected the Use Pointer option on the Formula Definition - Formula Field Details page.

If the field format in **Element Name** (Operand1) and **Element Name** (Operand2) isn't *Pointer,* the formula uses the element number. So, if you're using the following statement in your formula:

V2 Assign to V4

and you're using pointers, then, after resolution of the formula, V4 contains 2000 in the pointer value.

If the field format in **Element Name** (Operand1) and **Element Name** (Operand2) is *Pointer,* the formula uses the pointer value. So, if you're using the following statement in your formula:

If V4 = 2000

then the condition is true, because the pointer value of V4 equals 1000.

If you want to use V2 in your formula, the formula checks whether the Use Value or the Use Pointer option is selected. In this example, it's Use Pointer. The formula then checks whether the field format is *Pointer.* In this example, it isn't. This directs the formula to use the element number of V2, whose element number is 2000. So, 2000 will be assigned to the pointer value of V4.

Note. If you're using the element number V2, the Assign To element must be in *Pointer* field format and the Use Pointer option must be selected on the Formula Definition - Formula Field Details page for **Element Name** (Operand1), **Element Name** (Operand2), and **Name** (Assign To).

See Also

Defining Variable Elements

Defining Message Elements

Message elements are closely related to formula elements. To fully understand message elements, read the section on formulas before reading this section.

In this section, we discuss how to define message elements.

Note. No online pages specifically define message elements, because they are provided in system data.

By referencing the message element in a formula, you can manage the error messages that are created during batch processing. A message element calls a program that writes an error message into the error message table (PS_GP_MESSAGES) and then, optionally, puts the payment in error.

Many of the fields in the PS_GP_MESSAGES table are system-populated. Others are populated during batch processing. By using these field values as components of a formula, you can create your own message and error conditions during batch processing.

To populate fields that aren't system-populated, PeopleSoft Global Payroll provides these components and processes:

- Five system elements (MSG_BIND1_PTR … MSG_BIND5_PTR), with the *Pointer* field format.
  - These pointers point to the parameters that you're using in your error messages.
- Five numeric system elements (MSG_BIND1_NM_IND … MSG_BIND5_NM_IND).
  - If the value of MSG_BINDx_NM_IND equals 0, the system displays on the Payee Messages page the element name that the MSG_BINDx_PTR element points to. Otherwise it displays the value of the element that is pointed to by MSG_BINDx_PTR.
- Numeric system elements for the message number (MSG_NBR) and MSG_SET_NBR.
- A numeric system element (MSG_PAYMENT_ERR) that can put the payment in error.
  - If the value of this system element doesn't equal 0, the payment is in error.
- An error message element type.
  - This element type has only one element in the GP_PIN_NM table (MESSAGE). The field format is *Decimal*. The Re-calc (recalculation) check box must be cleared. This entry type is available only on the Formula - Definition page and for Operand1 and Operand2. When the batch process encounters this message (formula) element, it inserts a row in the PS_GP_MESSAGES table for the message ID and parameters specified. If there's no error, the MESSAGE element equals 0. If there's an error, the MESSAGE element equals 1. The primary purpose of this element type is to enable the batch process to recognize that a user error needs invoking. The batch process doesn't look at its value.
- Every system element that is related to an error message is reset to blank or 0.

Note. You can create your own error messages only by using formula elements.

Example

You have a formula element setup such as the following (a portion of an entire formula expression):

Line	***Function***	***Element Name*** *(Operand1)*	***Oper*** *(operation)*	***Element Name*** *(Operand2)*	***Name*** *(Assign To)*
1	If	XXXXX	=	YYYYY	
2	Then (error)			17005	MSG_SET_NBR
				1015	MSG_NBR

Line	***Function***	***Element Name*** *(Operand1)*	***Oper*** *(operation)*	***Element Name*** *(Operand2)*	***Name*** *(Assign To)*
3				ELEMENT_A (Use Pointer)	MSG_BIND1_PTR (Use Pointer)
4				ELEMENT_B (Use Pointer)	MSG_BIND2_PTR (Use Pointer)
5				1	MSG_BIND1_NM_IND
6				1	MSG_PAYMENT_ERR
7	If	MESS_AGE	=	0	
8	. . .				

Line	***Explanation***
1	This is a regular expression in the formula.
2, 3	Assign the error message number to the system element MSG_NBR and MSG_SET_NBR.
3	Assign the element number ELEMENT_A (represents the element in error) to MSG_BIND1_PTR pointer value.
4	Assign the element number ELEMENT_B (represents the element in error) to MSG_BIND2_PTR pointer value.
5	Assign the value 1 to MSG_BIND1_NM_IND to indicate that ELEMENT_A contains an element number. Because no value has been assigned to MSG_BIND2_NM_IND, it appears as an element value.
6	Assign the value 1 to element MSG_PAYment_ERR, which puts the payment status in error.
7	Use the message element, which calls the resolution program for this element type.

Note. An indicator tells the system whether a number value is a element number so that the formula message program knows whether to leave that value alone or retrieve that element's value. Leaving that value alone means that the element name is displayed on the online message page.

See Also

Defining Formula Elements

Defining Rounding Rule Elements

When performing calculations that resolve to a numerical value, the value may need rounding. The rounded value is what gets stored or used in further calculations. Rounding is a tool that allows you to systematically change values according to predefined rules.

Once you've defined your rounding rule elements, you can apply them to other elements throughout the system to determine how rounding will occur.

Note. Many rounding rules apply to specific features of PeopleSoft Global Payroll. They are explained in the section of this PeopleBook that discusses those features. The text here describes only the generic functionality of the rounding rules element.

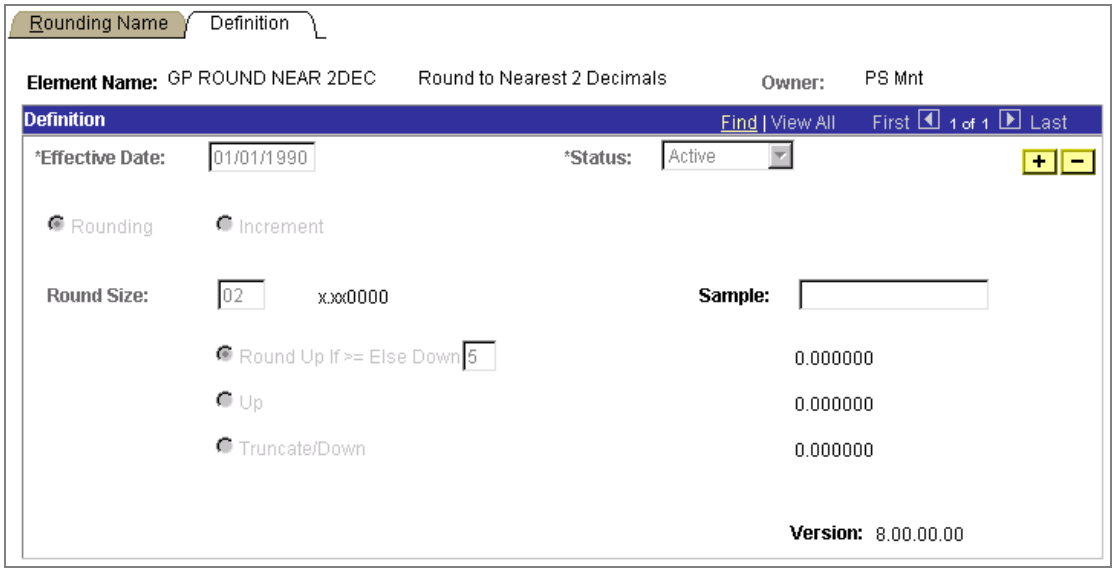
In this section, we discuss how to define how numeric values are rounded.

Page Used to Define Rounding Rule Elements

Page Name	*Object Name*	*Navigation*	*Usage*
Rounding - Definition	GP_ROUND_RULE	Define Business Rules, Define Global Payroll Rules, Setup 2, Rounding, Definition	Define how numeric values are rounded.

Defining How Numeric Values Are Rounded

Access the Rounding - Definition page.



Rounding - Definition page

Rounding Select to use traditional rounding rules.

Increment Select to set rounding increments. The **Increment** field appears, where you provide the incremental value. This field isn't in the page graphic, but it appears once the **Increment** option is selected.

Round Size This field appears when **Rounding** is selected. Select the size from the list. Values are ***01*** through to ***11*** or 0 to 5 decimal places.

The example fields on the bottom right half of the page appear, to provide an example of each type of rounding.

Round Up if >= Else Down This choice rounds up if the result is greater than or equal to the value you enter in the entry field, based on the number of digits or decimal places entered. If the result doesn't exceed or equal the value, the result is rounded down.

Round Up if >= Else Down has a default value of ***5.***

If you select the **Rounding** check box, you can enter only 1 digit in the **Round Up if >=x Else Down** entry field. If you select the **Increment** option, you can enter a value of up to 8 digits. This digit looks at the digit or decimal place to the right of what is being rounded. For example, if you're rounding to the hundreds, it looks to the tens field.

Up This choice rounds up, based on the number of digits or decimal places entered. It rounds up if the value to the right of the digits or decimal places specified is greater than 0. The system looks at all the remaining digits all decimal places, not just the next digit.

Truncate/Down This choice truncates (rounds down), based on the number of digits or decimal places entered. All digits/decimal places to the right of the number specified are changed to 0, and the rest are truncated.

Sample System-displayed. Shows how a value is rounded based on page selections.

Examples of Size Rounding

For these examples, assume that the **Rounding** check box is selected.

Size	*Option*	*Amount Before Rounding*	*Rounded Value*
2 Decimal Places	Truncate/Down	123.454999	123.450000
	Truncate/Down	123.455000	123.450000
	Truncate/Down	123.450001	123.450000

Size	*Option*	*Amount Before Rounding*	*Rounded Value*
	Truncate/Down	123.450000	123.450000
	Up	123.454999	123.460000
	Up	123.455000	123.460000
	Up	123.450001	123.460000
	Up	123.450000	123.450000
	Round Up If >= 4 Else Down	123.454999	123.460000
	Round Up If >= 4 Else Down	123.455000	123.460000
	Round Up If >= 4 Else Down	123.450001	123.450000
	Round Up If >= 4 Else Down	123.450000	123.450000
0 Decimal Places	Truncate/Down	123.499999	123.000000
	Truncate/Down	123.500000	123.000000
	Truncate/Down	123.000001	123.000000
	Truncate/Down	123.000000	123.000000
	Up	123.499999	124.000000
	Up	123.500000	124.000000
	Up	123.000001	124.000000
	Up	123.000000	123.000000
	Round Up If >= 4 Else Down	123.499999	124.000000
	Round Up If >= 4 Else Down	123.500000	124.000000
	Round Up If >= 4 Else Down	123.000001	123.000000
	Round Up If >= 4 Else Down	123.000000	123.000000
1 Digit - 10’s	Truncate/Down	124.999999	120.000000
	Truncate/Down	125.000000	120.000000
	Truncate/Down	120.000001	120.000000
	Truncate/Down	120.000000	120.000000
	Up	124.999999	130.000000

Size	Option	Amount Before Rounding	Rounded Value
	Up	125.000000	130.000000
	Up	120.000001	130.000000
	Up	120.000000	120.000000
	Round Up If >= 4 Else Down	124.999999	130.000000
	Round Up If >= 4 Else Down	125.000000	130.000000
	Round Up If >= 4 Else Down	120.000001	120.000000
	Round Up If >= 4 Else Down	120.000000	120.000000

Examples of Incremental Rounding

For these examples, assume that the **Increment** check box is selected.

Increment	Option	Amount Before Rounding	Rounded Value
25	Truncate/Down	137.499999	125.000000
	Truncate/Down	137.500000	125.000000
	Truncate/Down	150.000001	150.000000
	Truncate/Down	150.000000	150.000000
	Up	137.499999	150.000000
	Up	137.500000	150.000000
	Up	150.000001	175.000000
	Up	150.000000	150.000000
	Round Up If >= 12.4 Else Down	137.499999	150.000000
	Round Up If >= 12.4 Else Down	137.500000	150.000000
	Round Up If >= 12.4 Else Down	150.000001	150.000000
	Round Up If >= 12.4n Else Down	150.000000	150.000000
2.5	Truncate/Down	137.499999	135.000000
	Truncate/Down	137.500000	137.500000

Increment	*Option*	*Amount Before Rounding*	*Rounded Value*
	Truncate/Down	150.000001	150.000000
	Truncate/Down	150.000000	150.000000
	Up	137.499999	137.500000
	Up	137.500000	137.500000
	Up	150.000001	152.500000
	Up	150.000000	150.000000
	Round Up If >= 1.25 Else Down	137.499999	137.500000
	Round Up If >= 1.25 Else Down	137.500000	137.500000
	Round Up If >= 1.25 Else Down	150.000001	150.000000
	Round Up If >= 1.25 Else Down	150.000000	150.000000

Defining Counts Elements

In PeopleSoft Global Payroll, you might need a process for counting the number of days or hours from a specific period of time. For this purpose, you use counts elements, which are primarily for proration calculations but can be used in other situations.

When you define a count element, you reference a formula that you've defined as the counting formula. That is, you define a formula that counts the number of days or hours; then you reference that formula on the Counts - Definition page so that the system knows that it should process the referenced formula as a counting formula.

The count element refers to the work schedule that is associated with each payee to count the correct workdays. When the system finishes checking each day's work schedule, it checks the number of hours worked each day, counting the number of days or hours for the subperiods, either segments or slices.

The formula is resolved for each day in the work schedule within a date range. Set up the formula to return the number of units for each day. The count program will cumulate the formula results. If the count element is called from the proration element, the counting period is set by the proration element. If the count formula is not called from a proration element, the counting period is the segment.

In this section, we discuss how to define formulas for counting.

See Also

Defining Proration Rules

Defining Formula Elements

"Using Schedules," Understanding Work Schedules and Understanding Schedule Calendars

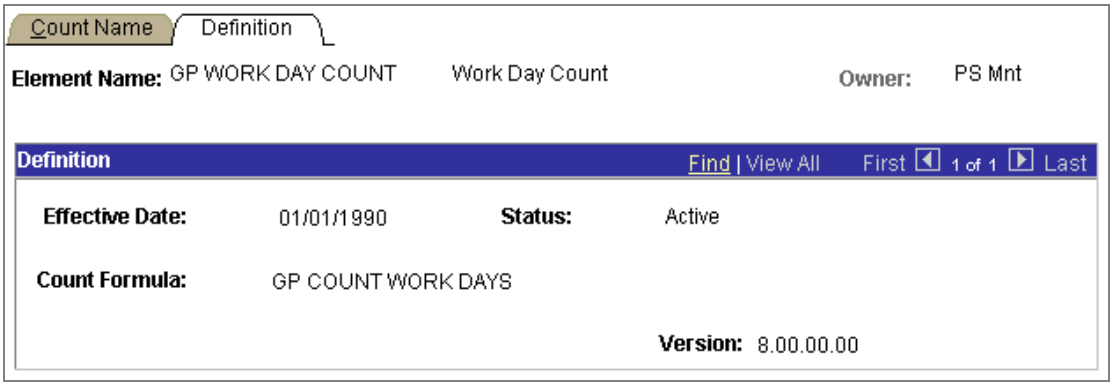
Defining Segmentation

Page Used to Define Counts Elements

Page Name	*Object Name*	*Navigation*	*Usage*
Counts - Definition	GP_COUNT	Define Business Rules, Define Global Payroll Rules, Setup 2, Counts, Definition	Define formulas for use as counting formulas.

Defining Formulas for Use As Counting Formulas

Access the Counts - Definition page.



Counts - Definition page

Count Formula Select a defined formula element.

See Also

Defining Formula Elements

Defining Proration Rules

In this section, we discuss how to:

- Define proration rules.
- Define numerators and denominators that comprise proration factors.

A proration rule can be triggered by segmentation or with the system element, PRORATE. You define what values to use as the numerator and denominator of a proration rule. (You can

use system elements NUMERATOR and DENOMINATOR to define these amounts.) When the system applies a proration rule, it multiples the amount by the numerator, and divides the result by the denominator.

You can use a proration rule in the definition of an earnings, deduction, absence entitlement (frequency-based), or formula element. Proration applies only to an element's amount, base, or unit components. You can assign a default proration rule on the Pay Group - Defaults page.

When defining an element, you have three choices for proration:

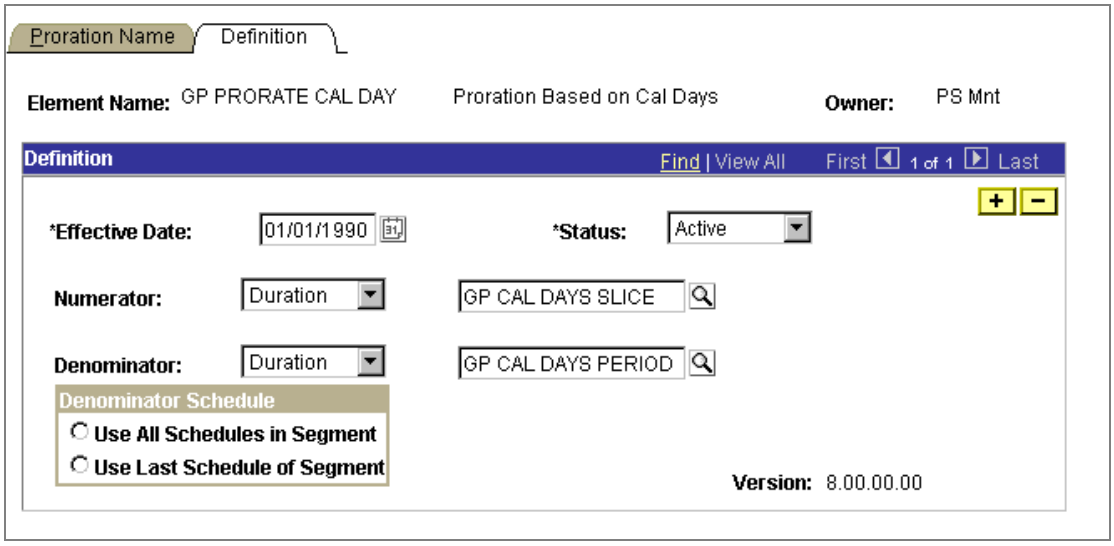
- Use no proration, regardless of segmentation.
- Use the pay group proration rule.
- Specify a unique proration rule.

Page Used to Define Proration Rules

Page Name	*Object Name*	*Navigation*	*Usage*
Proration - Definition	GP_PRORATION	Define Business Rules, Define Global Payroll Rules, Setup 2, Proration, Definition	Define numerators and denominators that comprise proration factors.

Defining Numerators and Denominators

Access the Proration - Definition page.



Proration - Definition page

Numerator and **Denominator** — Select the types of elements that define the numerator (slice period) and the denominator (the full pay period).

Values are ***Accumulatr*** (accumulator), ***Count, Formula,*** and ***Variable.***

Select the element name in the field to the right.

Counts are perhaps the most common element type in defining proration rules. For example, you can define count elements to count the number of days in a pay period, using the calendar period days or hours. When a payee has segmentation, the system counts the number of calendar days in each segment (the numerator) and the number of days in the entire pay period (the denominator).

You might use a variable if you aren't concerned with the number of days in a calendar period and prefer a static value. For example, in a monthly pay cycle, the number of calendar days in the period fluctuates every month but you may want to ignore this fluctuation. You can create a variable with a value of 30.00 and use it as the denominator.

Denominator Schedule

Use All Schedules in Segment — Select to use all schedules in the segment.

Use Last Schedule of Segment — Select to use the last schedule in the segment.

Example

Assume that a payee has two work schedules: Work Schedule A, 5 days a week, and Work Schedule B, 3 days a week. Also assume that February has exactly 4 weeks and that the proration rule is defined to use the number of workdays. If the payee has only Work Schedule A, the denominator is 20 (5 days × 4 weeks). If the payee has only Work Schedule B, the denominator is 12 (3 days × 4 weeks). If the payee has Work Schedule A for the first 2 weeks and Work Schedule B for the second 2 weeks, you can tell the system to use a denominator of 12 (3 × 4), if you're using the work schedule as of the end of the period, or 16 (5 × 2 + 3 x 2), if you're using both (all) work schedules.

Defining Generation Control Elements

In the basic processing of an element, the system assumes that an element is to be processed whenever an employee is processed (and the element is in the process list). But sometimes you don't want an element processed every time for every payee.

PeopleSoft Global Payroll provides a type of data filtering that provides more control over whether an element for a payee is processed during batch processing. This increased control is accomplished through generation control elements, which enable you to tell the system whether to process an element, based on criteria that you define. Six parameters control this function and comprise the definition of the generation control element:

- HR Status
- HR Action/Reason
- Segment Status
- Frequency
- Formula
- Run Types

For each control parameter, you specify whether the entries exclude or include the element during batch processing. If you include the element, only payees that match on the selected values have the element processed. All other values are excluded. If you exclude the element, the element isn't processed for payees that match on the selected value or values. All other values are included.

Example

You want to include for processing all payees whose HR status is ***Active,*** so you create a generation control element that includes all payees with this status. You then associate this generation control element with the elements that you want to control. So, in batch processing, only payees with an ***Active*** HR status have these elements processed. All payees with another HR status, such as ***Inactive*** or ***Terminated,*** don't have the element processed.

In this section, we discuss how to:

- Define the criteria for use in directing the system to include or exclude certain element conditions during batch processing.
- Exclude or include employee status conditions during batch processing.
- Exclude or include action/reason code combinations.
- Exclude or include frequency codes.
- Exclude or include segment status conditions.
- Exclude or include formula elements.
- Exclude or include run types.

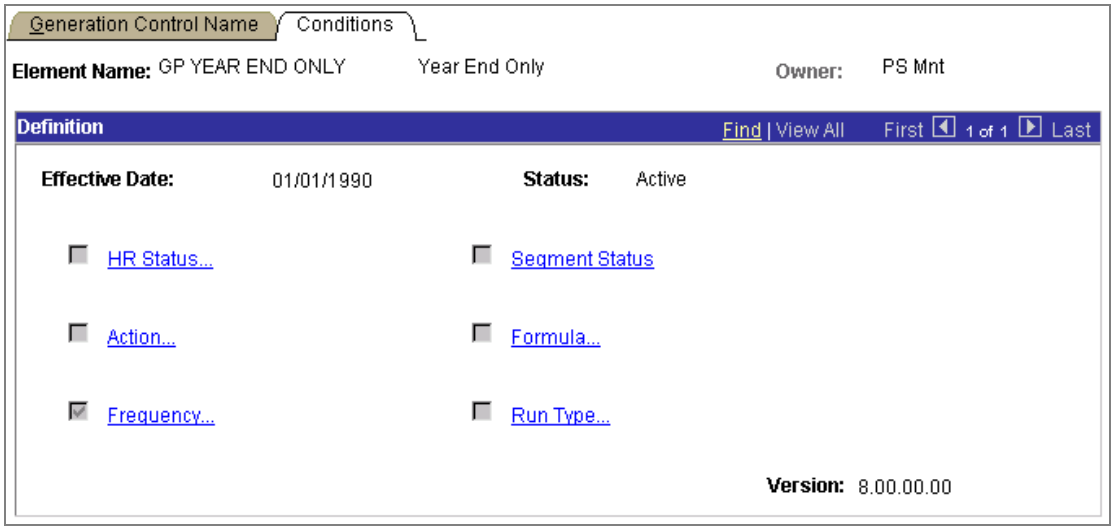
Pages Used to Define Generation Control Elements

Page Name	*Object Name*	*Navigation*	*Usage*
Generation Control - Conditions	GP_GCTL_CONDITION	Define Business Rules, Define Global Payroll Rules, Setup 2, Generation Control, Conditions	Define the criteria for use in directing the system to include or exclude certain element conditions during batch processing.
Generation Control - HR Status (human resources status)	GP_GCTL_ST_SEC	Define Business Rules, Define Global Payroll Rules, Setup 2, Generation Control, Conditions Click the HR Status link.	Exclude or include employee status conditions during batch processing.
Generation Control - HR Action/Reason (human resources action/reason)	GP_GCTL_AR_SEC	Define Business Rules, Define Global Payroll Rules, Setup 2, Generation Control, Conditions Click the Action link.	Exclude or include action/reason code combinations.
Generation Control - Frequency	GP_GCTL_FQ_SEC	Define Business Rules, Define Global Payroll Rules, Setup 2, Generation Control, Conditions Click the Frequency link.	Exclude or include frequency codes.
Generation Control - Segment Status	GP_GCTL_SS_SEC	Define Business Rules, Define Global Payroll Rules, Setup 2, Generation Control, Conditions Click the Segment Status link.	Exclude or include segment status conditions.
Generation Control - Formula	GP_GCTL_FM_SEC	Define Business Rules, Define Global Payroll Rules, Setup 2, Generation Control, Conditions Click the Formula link.	Exclude or include formula elements.

Page Name	Object Name	Navigation	Usage
Generation Control - Run Type	GP_GCTL_RT_SEC	Define Business Rules, Define Global Payroll Rules, Setup 2, Generation Control, Conditions Click the Run Type link.	Exclude or include run types.

Defining Criteria for Certain Element Conditions in Batch Processing

Access the Generation Control - Conditions page.



Generation Control - Conditions page

HR Status (human resources status) — Click this link to move to the Generation Control - HR Status page. Indicate which employee status conditions to process.

Action — Click this link to move to the Generation Control - HR Action/Reason page. Indicate which Action/Reason code combinations to process.

Frequency — Click this link to move to the Generation Control Frequency page. Indicate which frequencies to process.

Segment Status — Click this link to move to the Generation Control Segment Status page. Indicate which segment status conditions to process.

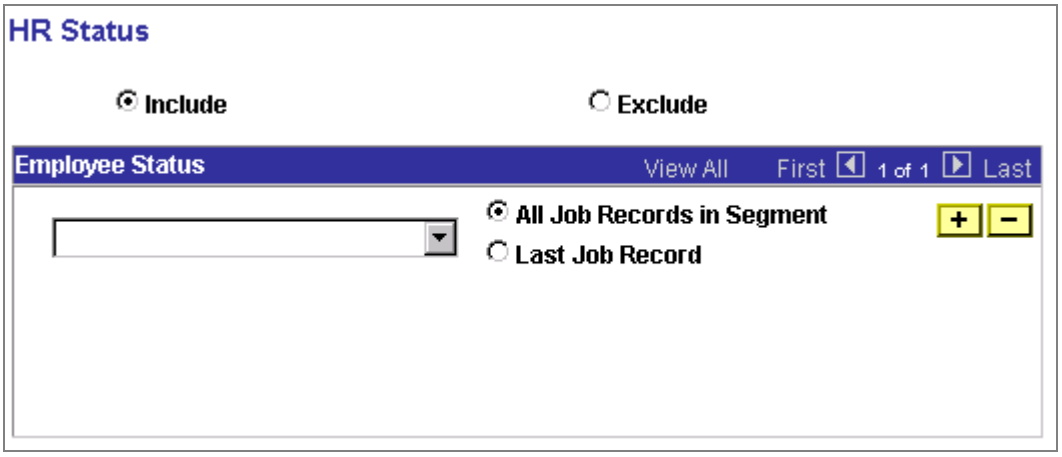
Formula — Click this link to move to the Generation Control - Formula page. Indicate which formulas to process.

Run Type — Click this link to move to the Generation Control - Run Type page. Indicate which run types to process.

Important! When more than one generation control parameter type (such as **HR Status** and **Frequency**) is entered, the employee must meet both criteria to pass generation control. When more than one value (such as Actions of *Hire* or *Rehire*) for a particular generation control type is entered, the employee must meet only one of the criteria to pass generation control.

Including or Excluding Employee Status Conditions

Access the Generation Control - HR Status page.



Generation Control - HR Status page

Include and **Exclude** — Select an option to include or exclude the employee status conditions that you insert into the group box below.

Employee Status — Select a code from the list.

All Job Records in Segment — Select to tell the system to look at all job rows during the segment. If any row contains the value indicated in **Employee Status,** it's considered a match.

Last Job Record — Select to tell the system to look only at the maximum effective-dated PS_JOB row for the match, within the period in question.

Example

A payee has the following PS_JOB rows:

Effective Date	*HR Employee Status*
1 January 1999	Active
10 January 1999	Leave of Absence
20 January 1999	Active

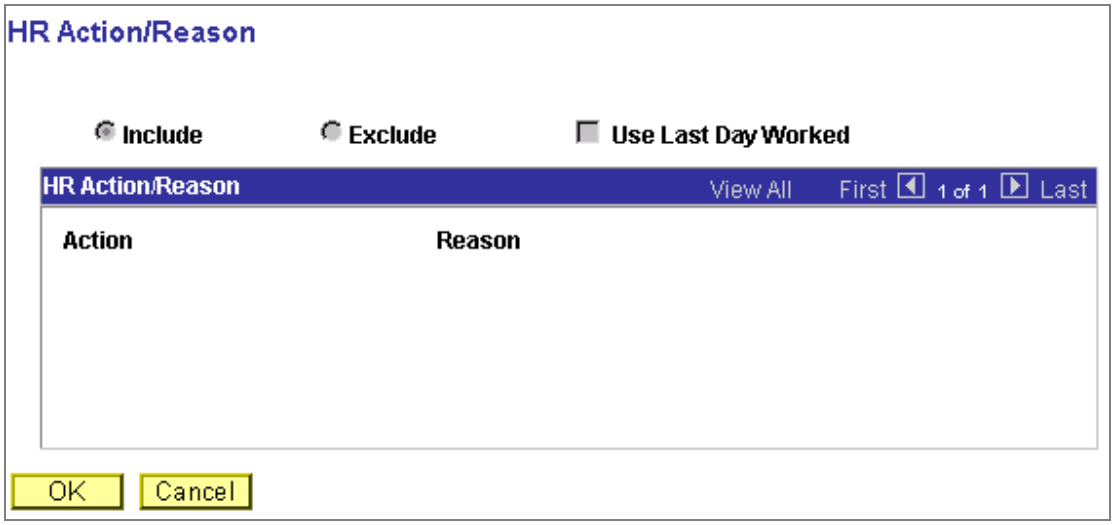
Elements E1 and E1 have the following generation control conditions applied to them with the Generation Control - HR Status page controls:

Element	*Include/ Exclude*	*Employee Status*	*All Job Records in Segment*	*Last Job Record*
E1	Include	Leave of Absence	No	Yes
E2	Include	Leave of Absence	Yes	No

E1 isn't processed, because the last Job row isn't Leave of Absence. E2 is processed, because the Job row with Leave of Absence is in the segment.

Including or Excluding Action/Reason Code Combinations

Access the Generation Control - HR Action/Reason page.



Generation Control - HR Action/Reason page

Include and **Exclude** — Select an option to include or exclude the action/reason code combinations that you insert into the group box below.

Use Last Day Worked — Select to use the last day worked.

Action/Reason — Select from the list of HR Action codes.

Note. If an action is entered with no reason, the system assumes that all reasons are valid.

Example (Without Segmentation)

A certain payee has the following PS_JOB row:

Effective Date	Action	Reason
1 January 1990	Hire	New Position

Element E1 has the following generation control conditions applied to it with the HR Action/Reason page controls:

Element	Include/ Exclude	Action	Reason
E1	Include	Hire	New Position

If you're processing the 1 January 1999 through 31 January 1999 payroll, E1 isn't processed, because the PS_JOB row doesn't have an effective date in the segment.

Example (With Segmentation)

A certain payee has the following PS_JOB rows:

Effective Date	Action	Reason
1 January 1990	Hire	New Position
15 January 1999	Termination	Dishonesty

Element E1 has the following generation control conditions applied to it with the Generation Control - HR Action/Reason page controls:

Element	Include/ Exclude	Action	Reason
E1	Include	Termination	Dishonesty

For the January 1999 pay period, this payee has two segments: Segment 1 (1 January 1999 through 15 January 1999) and Segment 2 (16 January 1999 through 31 January 1999).

E1 is processed in Segment 1, because the effective date falls within the segment's date parameters. E1 isn't processed in Segment 2, because the effective date doesn't fall within these parameters.

Example (With Last Day Worked)

Let's say you want a certain earnings to be paid to a payee upon termination.

Element	*Include/ Exclude*	*Action*	*Last day Worked*
E1	Include	Termination	Yes
E2	Include	Termination	No

Pay Period is 01/01/01 – 31/01/01.

Payee's last day of work is 31/01/01. Accordingly, a job row is inserted with an effective date of 01/02/01 (which is the first day the person is terminated, or not active) with an Action of *Termination*.

E1 is processed because the system looks at the Last Day Worked (on the Employment record) to see if the action is within the period.

E2 is *not* processed in January because the effective date is 01/02/01. If the payee is paid in February for some reason, E2 would be processed.

Note. The Generation Control HR Action/Reason page considers all PS_JOB rows for a given segment. The PS_JOB row must have an effective date in the segment.

Including or Excluding Frequency Codes

Access the Generation Control - Frequency page.



Generation Control - Frequency page

Include and **Exclude** — Select an option to include or exclude the frequency code(s) that you insert into the group box below.

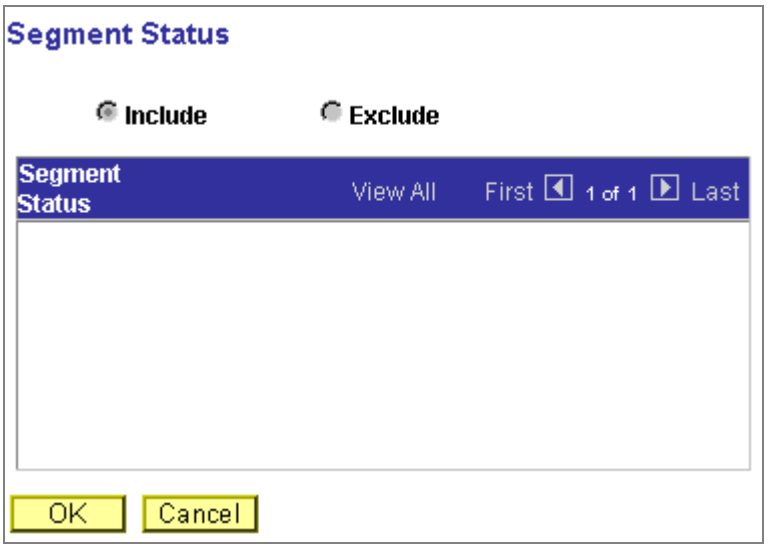
Frequency — Select from the list of codes.

Example

You have a weekly pay period and want to apply a particular deduction, such as a monthly car allowance for a payee, only to the first pay period of the month. But you want to use the same process list for all four weekly payroll runs during the month. To avoid having to create a new process list just to accommodate your needs for the first pay period, you can use the frequency generation control feature to define a frequency with a ***First of the Month*** value. Thus, you can use the same process list for all four pay periods and confine the particular deduction processing to the first pay period.

Including or Excluding Segment Status Conditions

Access the Generation Control - Segment Status page.



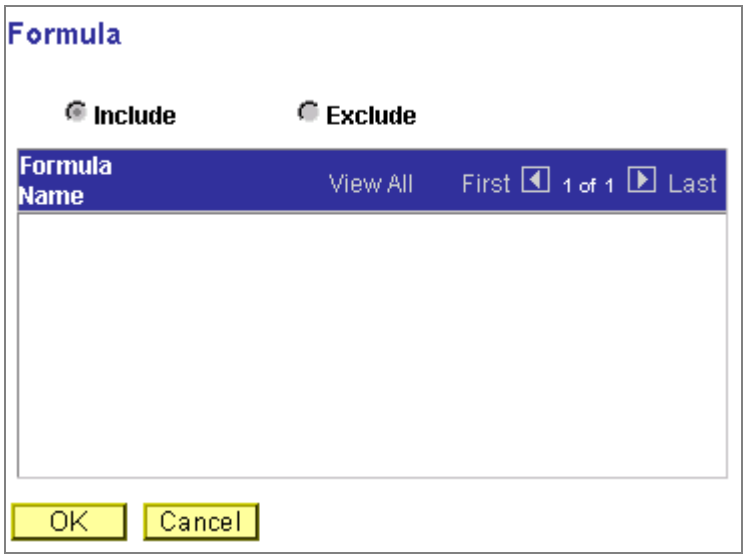
Generation Control - Segment Status page

Include/Exclude — Select an option to include or exclude the segment status conditions that you insert into the group box below.

Segment Status — Select from the list of conditions.

Including or Excluding Formula Elements

Access the Generation Control - Formula page.



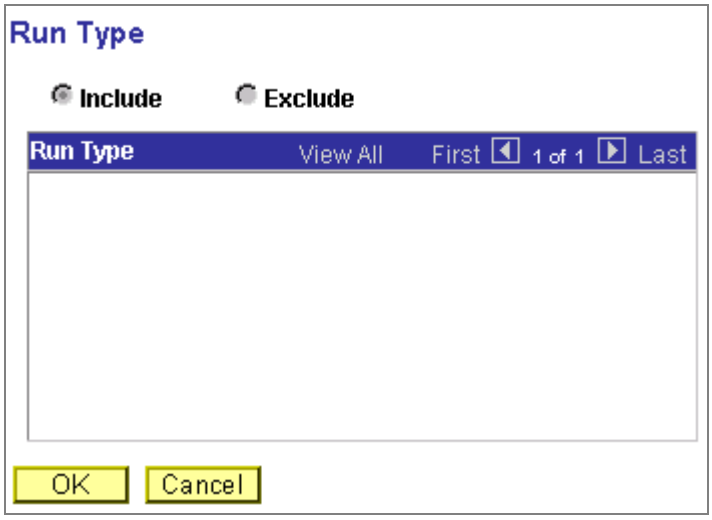
Generation Control - Formula page

Include and **Exclude** Select an option to include or exclude the formula element(s) that you insert into the group box below.

Formula Name Select from the list of elements.

Including or Excluding Run Types

Access the Generation Control - Run Type page.



Generation Control - Run Type page

Include and **Exclude** Select an option to include or exclude the run type that you insert into the group box below.

Run Type Select from the list of run types.

Defining Generation Control Frequency

In this section, we discuss how to define a generation control frequency.

In PeopleSoft Global Payroll, the frequency tag element is used to define an intermediary table so that the system can associate an HR frequency (residing in the HR Frequency Table) with a PeopleSoft Global Payroll frequency. There are many frequencies that you use infrequently, and this feature enables you to define them through a table in PeopleSoft Global Payroll rather than through the PeopleSoft Human Resources Frequency Table.

Through use of the frequency tag, generation control is also related to how the system annualizes and deannualizes elements.

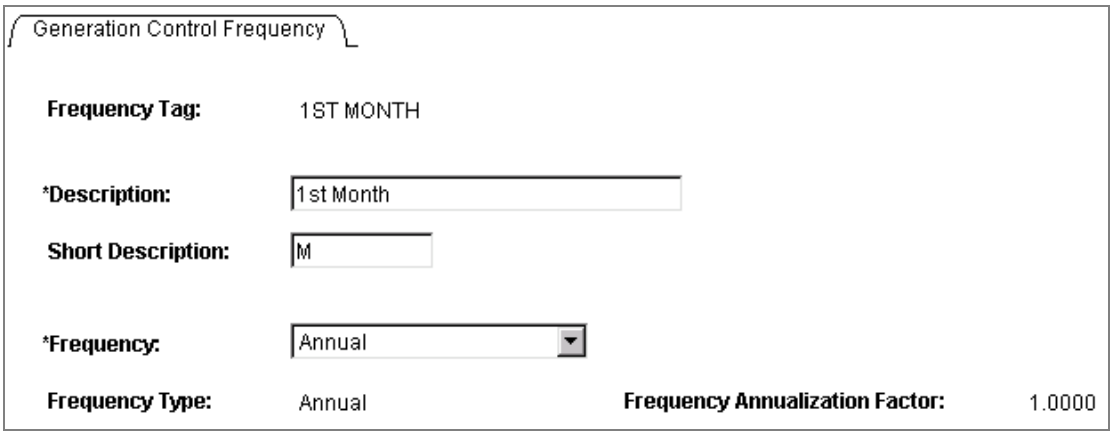
When you aren't using generation control, the numerator for annualization or deannualization is the element's frequency and the denominator is the calendar period frequency. When you are using generation control, the numerator for annualization or deannualization is still the element's frequency but the denominator is the generation control frequency.

Page Used to Define Generation Control Frequency

Page Name	*Object Name*	*Navigation*	*Usage*
Generation Control Frequency	GP_GCTL_FREQUENCY	Define Business Rules, Define Global Payroll Rules, Setup 2, Generation Control Frequency	Define a generation control frequency.

Defining a Frequency

Access the Generation Control Frequency page.



Generation Control Frequency page

Frequency Select from the list of available values (***Annual, Biweekly, Contract, Daily***, and so on.)

Understanding Calculation Elements in Batch Processing

To use data retrieval elements in batch processing, you need to be aware of some special considerations.

This section describes how to use batch processing with:

- Duration elements.
- Variables.
- Generation control.

Duration Elements

The duration module resolves a duration element by:

1. Resolving Date From and Date To, if needed.
2. If there are status entries, validating that the first PS_JOB row isn't less than the Date From and that Date To isn't after the period end date.
3. Calculating the duration period (years, months, or days) between Date From and Date To.
4. If there are PeopleSoft Human Resource status entries, processing them.
5. Include or exclude absence days, if applicable.
6. Applying rounding.
7. Truncating decimals if Return Duration With Decimals isn't selected.

If you've indicated on the Duration - Definition page that the value should be returned in years and you've selected both the Add 1 Year if Months >= and Add 1 Month if Days >= options, the system evaluates the Add 1 Month if Days >= option and then evaluates and applies the Add 1 Year if Months >= option.

Variable Elements

Being data input elements, variables are resolved as they are encountered during batch processing. The resolution of the value equals the value you put in the definition.

If you've selected the Store field on the Variables - Variable Name page, all resolutions of the variable are stored.

Generation Control Elements

The Generation Control program is called from the Deduction, Earnings, or Absence Entitlement programs. The calling programs pass the Generation Control element to be resolved. The PIN Manager acts as the central program controlling the process.

CHAPTER 8

Defining Earnings and Deduction Elements

This chapter provides an overview of earnings and deduction elements and discusses how to:

- Define earnings elements.
- Define deduction elements.
- Prepare earnings and deductions for processing.

Overview of Earnings and Deduction Elements

Earnings and deductions are not hard-coded in PeopleSoft Global Payroll; you create your own rules online. Think of earnings as adding to a person's pay and deductions as subtracting from a person's pay. There's little difference between defining earnings elements and defining deduction elements; however, with deductions you also specify how to handle arrears processing and banking information.

After defining an earnings or deduction element, you add it to an element group and a section so that it can be processed during a pay run.

Understanding Components

When you create an earnings or deduction element, you define its calculation rule, such as Rate x Unit. The system automatically creates components based on the calculation rule and type of element you define.

Components the system generates are as follows:

- Unit, Rate, Base, and Percent components, based on the calculation rule.
- Payback Amount, Amount Not Taken, and Add to Arrears components for deduction elements only.
- Arrears Balance accumulator for deduction elements only.

You can reuse these components as illustrated in the following example.

Example

- SALARY1 = Rate × Unit
- SALARY2 = Rate × Unit
- SALARY2 Rate = SALARY1 Rate

When the system calculates the rate for SALARY2, it uses the rate for SALARY1. You don't have to redefine the rate for every new element. No matter how the rate for SALARY1 is defined (numeric, formula, and so on), the rate for SALARY2 always equals the rate for SALARY1.

Components take on the attributes of the earnings or deduction element (the primary element). If you change the values of the primary element, the component values also change. For example, if you define an earnings element as SALARY = Rate × Unit, and change the name to REGULAR, the name of rate and unit component also changes. (The only attributes of a component that you can change directly are the description, comments, customer fields, and the Via Element Overrides option. You make these changes on the Components page.)

You define suffix names for earnings and deduction elements on the Element Suffix page. When you create an element, the system determines which suffixes to use, based on the country that is defined for the earnings or deduction element. For example, if you create the earnings element EARN1 = Unit × Rate, three elements are created: EARN1, EARN1_UNIT, and EARN1_RATE.

Note. Names of earnings and deduction elements are limited to 12 characters because of suffixes. Other element names can have as many as 18 characters.

See Also

"Defining General Element Information," Updating Component Element Information

Understanding Automatically Generated Accumulators

When you define and save an earnings or deduction element, you specify which accumulators you want the system to create. For example, you probably want to create a year-to-date accumulator for every earnings element and every deduction element that you define. You can indicate calendar period accumulators, fiscal period accumulators, or both. You can also indicate whether you want to store amounts, units, or both and the periods you want to store in the accumulator—week, month, quarter, or year.

Note. Automatically generated accumulators are tied to an element only if they are created in the Earnings and Deductions components. If they are created through the Accumulators component, they are not tied to the element.

Like components, accumulators take on the attributes of the earnings or deduction element and use the suffixes you define on the Earnings and Deductions page.

See Also

Understanding Components

"Defining General Element Information," Defining Suffixes for Components and Accumulators

"Setting Up Accumulators," Understanding Accumulators

Naming Earnings and Deduction Elements

You name every element and define its basic parameters on the Element Name page. All element components in PeopleSoft Global Payroll share the same first Element Name page.

See Also

“Defining General Element Information,” Defining an Element Name (GP_PIN)

Defining Earnings Elements

Earnings are any type of compensation, such as salary, fees, and bonuses, that a person receives for work or services performed. You define earnings elements to represent your organization’s earnings rules.

Here is an overview for creating an earnings element:

1. Define the element name, security levels, and allowable overrides on the Earnings Name page.
2. Set up the calculation rule on the Earnings Calculation page.

   You select the components that make up the calculation rule: an amount or a combination of a base, percent, rate, and unit. You also define the frequency of the earnings and select any generation control parameters that apply. You cannot change the calculation rule once you define it.
3. Specify the rounding and proration rules for the element on the Rounding page.

   You can select rounding and proration rules that are defined on the Pay Group Defaults page, specify your own rules, or use no rounding or proration.
4. Define the characteristics of the automatically generated accumulators on the Earnings Accumulators page.

   You define the characteristics of the accumulators that track and maintain balances for a payee’s earnings. You specify the type of accumulator, indicate when and how the accumulator gets updated, and select the calendar and fiscal periods for the accumulator.
5. Select the accumulators that the earnings element contributes to on the Accumulators page.

You can indicate which accumulators this earnings is a member of. For each accumulator, you specify the element name, begin and end dates, whether the earnings adds or subtracts from the accumulator, and the percentage that the earnings adds or subtracts from the accumulator.

6. Override a Supporting Element, as needed.

   You can override a supporting element that may or may not be used in the calculation of the element.

Pages Used to Define Earnings Elements

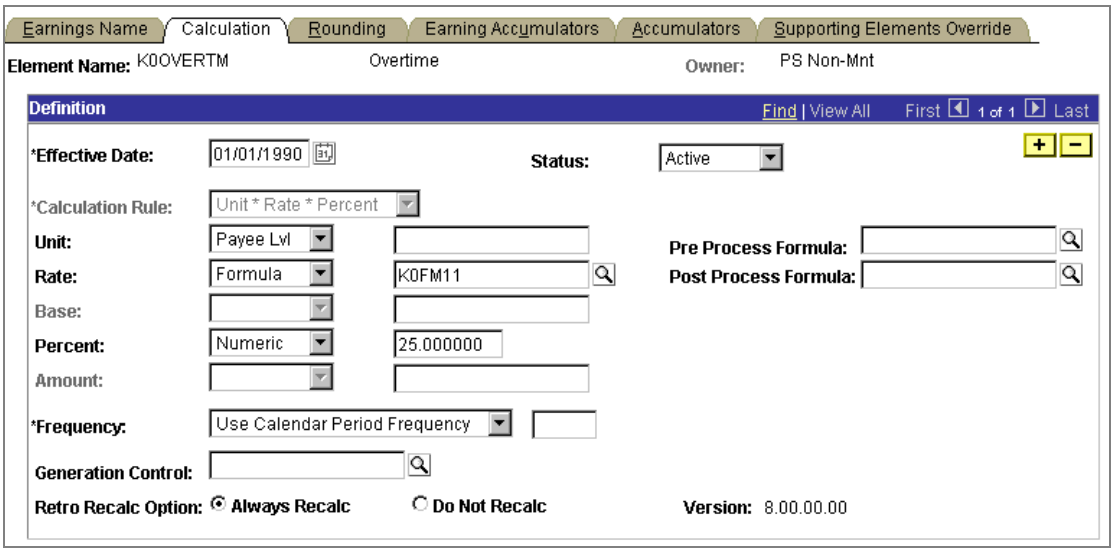
Page Name	*Object Name*	*Navigation*	*Usage*
Earnings - Calculation	GP_ERN_DED_CALC	Define Business Rules, Define Global Payroll Rules, Setup 3, Earnings, Calculation	Define calculation rules for an earnings element.
Earnings - Rounding	GP_ERN_DED_RND	Define Business Rules, Define Global Payroll Rules, Setup 3, Earnings, Rounding	Specify rounding and proration rules for an earnings element.
Earnings - Earning Accumulators	GP_ERN_DED_AC_ELEM	Define Business Rules, Define Global Payroll Rules, Setup 3, Earnings, Earning Accumulators	Define characteristics of automatically generated accumulators for an earnings element.
Select Accumulators to Create	GP_DED_ERN_ACM_SEC	Click the Accumulator Periods link on the Earnings - Earnings Accumulators page.	Define which accumulators the system creates.
Generated Elements	GP_AUTO_GEN_PIN_SP	Click the Generated Elements link on the Earnings - Earning Accumulators page.	Displays the system-generated components and accumulators that have been created for an earnings element.
Earnings - Accumulators	GP_ERN_DED_AC_ADDL	Define Business Rules, Define Global Payroll Rules, Setup 3, Earnings, Accumulators	Indicate the accumulators (already defined in the system) that the earnings element contributes to.

See Also

"Understanding Overrides," Defining Element Overrides

Defining the Calculation Rules

Access the Earnings - Calculation page.



Earnings - Calculation page

Calculation Rule

Define the calculation rule for the element. Valid values are ***Amount, Base x Percent, Unit x Rate,*** and ***Unit x Rate x Percent.*** Your selection affects the availability of other fields.

Note. Once you define a calculation rule for an element, you cannot change the rule unless all of the following conditions are met:

- No payroll calculation has been run using this element.
- No output results are using the element.
- There is no payee element assignment record for the element.
- There is no positive input entry for any payee for the element.
- There is only one effective-dated row for the element.

Note. If you use a calculation rule and discover that one of these conditions exists, create a new element. This restriction primarily exists because of retro considerations. Say that you define an earnings element with a calculation rule of rate x units. After several payroll runs, you add a new effective-dated row and change the calculation rule to Amount. Now, a retro event causes the system to recalculate the element and forward the deltas to the current period. Since the calculation rule has changed, the

system, an adjustment that is made to units, for example, is not compatible with the current calculation rule of amount.

Currency

This code is required when a numeric entry type is used for the amount, rate, or base component in a calculation rule. The value of the currency code is based on the currency that is defined for the user, which is based on the User Preference definition. Regardless of what currency you enter for the earnings element, the system converts it to the processing currency during the element's resolution. You define the processing currency when you're setting up your pay entity information. If you enter an element type, such as a variable, for a component in a calculation rule, the system uses the currency that was defined for that element and performs a currency conversion, if that currency is different from the processing currency.

Unit, Rate, Base, Percent, and **Amount**

If you selected ***Unit, Rate, Base, Percent,*** or ***Amount*** in the **Calculation Rule** field, define the type of unit here.

Payee Lvl tells the system to resolve the element only if the value of the component is found on the Earnings/Deduction Assignment page or in positive input. To use ***Payee Lvl*** to define a component, select the Payee Override and/or Positive Input check boxes on the Earnings Name page.

Frequency

Specify the frequency with which you are stating a value. Values are:

Use Calendar Period Frequency: The system assumes that the element value is in the frequency of the calendar period that you have defined.

Use Specified Frequency: Define the frequency in the field to the right. Values are ***Annual, Biweekly, Contract, Daily, Fourweekly, Hourly, Monthly, Quarterly, Semimonthly,*** and ***Weekly.*** These values are prompted from the Frequency Table in PeopleSoft Human Resources.

Note. When you define an earnings or deduction element that uses a rate code or a frequency-controlled system element, select ***Use Calendar Period Frequency***. Otherwise, you may not get the result that you are looking for.

A system element that is frequency-controlled is resolved in the calendar frequency. It is annualized by the Frequency field that controls it and deannualized by the calendar frequency. For example, if the Comprate field on the payee's Job Comp record is controlled by the Currency Code field on Job, the Comprate field is

annualized by the factor of the Comp Frequency field on Job and deannualized by the calendar frequency.

Example

Say that you have a weekly payroll, and you create an earnings element with an amount of 100 and a frequency of ***Monthly.*** If no generation control conditions are defined, the system annualizes and deannualizes the amount into a processing frequency amount. Let's assume that your organization's monthly frequency is 12 and its weekly frequency is 52. First, the system annualizes the 100 (monthly amount) to 1200. Then it deannualizes that amount into the payroll processing frequency (weekly). The amount that is paid each pay period is 1200 / 52 = 23.076923.

If your organization has multiple pay frequencies, the system converts the amount into the corresponding pay period amount for each frequency. Let's say that your organization gives an annual bonus of 1000 to all payees, and distributes the bonus in payslips throughout the year. Your hourly payees are paid weekly and your salaried payees are paid monthly. If you define an earnings bonus as BON = 1000, with a frequency of ***Annual,*** that definition is applied, using annualization and deannualization, to all payees according to each group's pay frequency.

HR Frequency and Global Payroll Frequency Tables

PeopleSoft Global Payroll usually uses the HR Frequency Table to determine how a frequency is calculated. However, some frequencies that are not defined in that table are defined in the Generation Control Frequency Table. An example of this is *First of the Month.* Let's say that you have a weekly pay frequency, but you want an earnings element to be paid in the first pay period of the month. In PeopleSoft Global Payroll, you can define a generation control frequency and assign it to the earnings element via Generation Control.

Frequency Conversion and Generation Control

With generation control you can control when an element is processed, based on various criteria one of which is Frequency.

Example 1: Frequency Conversion without Generation Control

An earnings element has a flat amount of 1200 and an annual frequency (factor = 1). You run a pay period with a monthly frequency (factor = 12).

The system retrieves from the HR Frequency Table the value of the Frequency defined for the element (1) and the value of the Frequency define for the pay period (12). It divides the element frequency factor by the period frequency factor to determine the annualization/deannualization factor. The equation used to calculate the element is:1200 × 1/12 = 100

Example 2: Frequency Conversion with Generation Control

You have a monthly payroll and an earnings element, a Christmas bonus, that should be paid only in December. The earnings element is set up with a flat amount of 50 and a frequency of Weekly (factor = 52). To pay the bonus in December, you can:

1. Create a generation control frequency called *December* and give it a frequency factor of 1.
2. Create a generation control definition called *Christmas.*
3. In the definition, add the December generation control frequency, and select *Include* on the Generation Control - Conditions: Frequency page.
4. Add the generation control definition to the earnings element.
5. Attach the December generation control frequency to the December calendar.

When the system processes the December calendar for a payee and sees that the earnings element has frequency generation control, it checks for a matching generation control frequency on the calendar. If it doesn't find a match, the system doesn't process the element. If the system finds a match, it performs the following calculation:

Element amount (50) × element frequency factor (52) / generation control frequency factor (1) = 2600.

The denominator changes from Period Frequency to Generation Control Frequency.

Note. If you select a frequency other than ***Use Calendar Period Frequency,*** the system annualizes and deannualizes the earnings amount based on the pay period frequency. If a generation control frequency exists, the system annualizes and deannualizes the earnings amount based on that frequency. The generation control frequency overrides the pay period frequency during frequency conversion. For example, an earnings element has an amount of 1200, an annual frequency, and a monthly pay period. If you define the monthly frequency as 12, and you don't have a generation control frequency for the earnings, the amount is deannualized to 100 per month (1200 / 12 = 100). Now, if the generation control frequency is quarterly, the earnings element is deannualized to 300 (1200 / 4 = 300).

The following table lists the calculation rules and components for which frequency conversion is performed:

Calculation Rule	***Component***
Amount	Amount (if necessary)
Base × Percent	Base
Unit × Rate	Unit
Unit × Rate × Percent	Unit

Note. When you select ***Use Calendar Period Frequency*** in the **Frequency** field, the system does not perform frequency conversion. For example, let's say that you have an earnings element with a calculation rule of Amount and the amount is 100. If **Frequency** is set to ***Use Calendar Period Frequency,*** the amount calculated is always 100, regardless of what period frequency is used. If you have weekly and monthly pay groups, the resolved amount is 100 for payees in both groups. Even if a generation control condition uses frequency, the system doesn't perform annualization or deannualization. For frequency conversion, you specify the frequency in the earnings calculation rule. Frequency deannualization for generation control does not occur unless you specify a frequency on the earnings element definition. Even though the system does not perform this routine, you can still use Generation Control – Frequency to control when the element is processed for the weekly pay group.

Generation Control

To restrict the conditions under which the element is resolved, select the applicable generation control element. For example, you can use generation control to specify that an element be resolved for active payees only.

(Generation control elements are defined using the Generation Control component.)

Note. If generation control prevents the resolution of a deduction, the system still processes the arrears payback, if there is an arrears balance. It also returns retro deltas.

Retro Recalc Option (retroactive recalculate option)

Specify whether to recalculate an element during retro. Values are ***Always Recalc*** (always recalculate) and ***Do Not Recalc*** (do not recalculate). If the Always Recalc check box on the Earnings Name page is selected, and you select ***Always Recalc*** here**,** the element is recalculated every time the system encounters the element during processing in a retro situation.

Note. You can override this field on the Retro Process Overrides page.

See Also

"Defining Calculation Elements," Defining Generation Control Elements

Retroactive Recalculation Considerations

During retroactive processing, if an earnings or deduction element is marked "Do Not Recalculate," the old value for the element is returned, along with all of its component elements. However, if during retro processing, there is a segment or slice mismatch between the period being recalculated and the prior calculated period, the Do Not Recalculate designation is ignored and the element is recalculated.

A *segment match* occurs when a segment's Begin Date, End Date, and Payment Keys are the same. All of these parts of a segment must match for the segments to match. Then the number of segments remains the same as the number from prior calculation to recalculation.

A *slice match* is when the system compares the number of current slices to the number of resolutions in the previous calculation, regardless of the dates for the slices. Unlike segments, the differences in dates and ranges are not considered mismatches for slices.

Examples of mismatches include:

- If an element was not previously calculated, it will always be calculated this time.
- When segments mismatch or when segments match but slices mismatch, the Do Not Recalculate designation is ignored and the elements will be recalculated.

Positive input overrides the Do Not Recalculate designation. Positive input instances are always calculated.

Preprocessing and Postprocessing Formulas

Pre Process Formula Select the formula that you want the system to execute before it resolves each instance of the earnings or deduction element. All formulas are valid.

Post Process Formula Select the formula that you want the system to execute after it resolves each instance of the earnings or deduction element. Only formulas with a field format of decimal or monetary are valid.

You can use preprocess and postprocess formulas to:

- Retrieve information for use in the resolution of an earnings or deduction element.
- Change the calculated value of an earnings or deduction element before the resolved value is stored (in the PINV array), and becomes available for use elsewhere.

For example, you may want to enforce an annual limit for a deduction. After the system computes the deduction, it can call a post processing formula that determines whether the limit has been reached, and if so, what to do with the element.

Preprocessing and postprocessing formulas are executed for each instance of an element in each segment and slice; however, you can use system elements to control when resolution occurs.

PeopleSoft delivers the system elements that are listed in the following table for use in your formulas. The first three elements can help you control when a formula is resolved. The other elements can be helpful within postprocess formulas. As is true of all system elements, these system elements resolve only if they are referenced in the process; for example, in your formula.

System Element	*Description*
PI INSTANCE NUMBER	PI Instance Number. Resolves to the instance number if positive input exits. Otherwise, resolves to 0.

System Element	Description
PI INSTANCE FIRST	First PI Instance (Y / N). Resolves to Y for the first instance of positive input; otherwise resolves to N.
PI INSTANCE LAST	Last PI Instance (Y / N). Resolves to Y for the last instance of positive input; otherwise resolves to N.
CURR PCT VAL	Current Value of Percent Component. Populated by the value of the percent component immediately after the percent component is resolved.
CURR UNITS VAL	Current Value of Units Component. Populated by the value of the unit component immediately after the unit component is resolved.
CURR BASE VAL	Current Value of Base Component. Populated by the value of the base component immediately after the base component is resolved.
CURR RT VAL	Current Value of Rate Component. Populated by the value of the rate component immediately after the rate component is resolved.
CURR AMT VAL	Current Value of Resolved Amount. Resolves immediately after the amount is calculated and proration / rounding is applied. CURR AMT VAL is updated by setting SET CURR AMT VAL to a non-zero number. The primary use of this system element is to check its value for the current amount of the deduction or earnings.
SET CURR AMT VAL	For use within post process formulas. If the formula sets SET CURR AMT VAL to a non-zero value, the resolved value of the post process formula, itself, populates the CURR AMT VAL for the current instance of the earnings or deduction. The value of the post process formula is set to the earnings or deduction amount (not just CURR AMT VAL) enabling you to override the earnings or deduction amount.

Example: Using a Postprocess Formula

The following example illustrates how you might use a postprocess formula to enforce an annual deduction limit. In this example, DD represents deduction and the YTD Limit Amt (year-to-date limit amount) and Amt Over are variables:

```
If DD YTD Accum + CURR AMT VAL + DD Arrears Amt<= YTD Limit Amt
Then exit else

DD YTD Accum + CURR AMT VAL+ DD Arrears Amt - YTD Limit Amt = Amt Over
CURR AMT VAL - Amt Over = Formula
1 = SET CURR AMT VAL
```

Now, to illustrate with numbers. Assume that a deduction has an annual limit of 1,000. Our payee has a YTD balance for the deduction of 950. The deduction for the current period is 125, and there is no arrears balance. The postprocess formula is executed as follows:

If 950 + 125 + 0 <= 1000
then exit else

950 + 125 + 0 – 1000 = 75
125 – 75 = 50

A value of 50 is assigned to the formula, and because we set SET CURR AMT VAL = 1, the system retrieves the value of the formula and assigns it to the deduction.

The rounding rule defined for the resolved amount is applied after the postprocess formula.

Note. Postprocess formulas are resolved before arrears processing. Therefore, if you use a postprocess formula to limit an amount, the amount that exceeds the limit that is defined in your formula does not update the arrears balance.

Using Preprocess and Postprocess Formulas to Prorate Earnings and Deductions

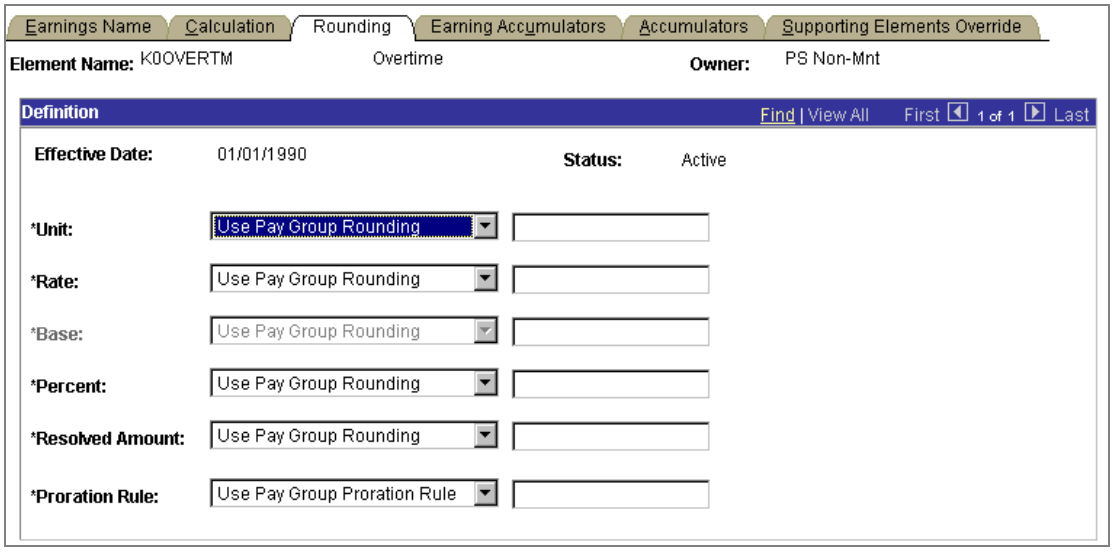
You can use the PRORATE system element to invoke proration for an earnings or deduction element, even when there's no segmentation. You set the value of PRORATE to Y or N (yes or no) to activate and deactivate proration. For example, you might create a preprocess formula that defines the conditions under which PRORATE is set to Y. Proration will occur as long as the earnings or deduction element includes a proration rule, or specifies to Use Pay Group Proration Rule. In your postprocess formula, be sure to include instructions to reset PRORATE to N.

See Also

Earnings and Deductions in Batch Processing

Defining Rounding and Proration Rules

Access the Rounding page.



Earnings - Rounding page

Use the Rounding page to define rounding and proration rules for the components of the Calculation Rule that you defined on the Earnings Calculation page. There are no predefined rounding rules in PeopleSoft Global Payroll.

Note. The Amount field does not appear on this page. If you selected an amount in the Calculation Rule field on the Earnings Calculation page, that amount appears in the **Resolved Amount** field on this page.

Unit, Rate, Base, and **Percent**

Select a rounding rule for the component.

Use Pay Group Rounding: (Default.) Select to use the rounding option that you defined on the Pay Group – Defaults page.

Use Specified Rounding: Enables you to select a rounding rule that you created on the Rounding Definition page in the field to the right.

No Rounding: Select if you do not want the system to perform rounding.

Resolved Amount

Indicate how to round elements that have a calculation rule of amount and how to round the resolved value of elements that have a calculation rule that uses other components.

For example, the calculation rule for E1 is rate x unit. If you select *No Rounding* in the Rate and Unit field, and you select a rounding rule here, the system rounds the resolved value of rate x unit. Or, say you want to round the rate to four decimal points, and then round the result of rate x unit to two decimal points. In this case, you select a rounding rule in both the Rate field and in this field.

You'll usually select ***Use Pay Group Rounding*** or ***Use Specified Rounding,*** because you want the **Resolved Amount** to be a rounded value. It's not common to select ***No Rounding***.

Note. The system does not assume any decimal precision in the calculation process. Certain countries may have limitations on rounding because of their currency. In the U.S., you can only make payments with two places to the right of the decimal. For example, you would probably round up a payment of 200.6778 to 200.68. However, in another country, you may be able to make payments for amounts with less than two places to the right of the decimal. It is *extremely important* that you consider this when defining your resolved amount rounding rules.

Proration Rule

Defines if and how the system prorates the component value when there is segmentation, or if the system element, PRORATE, is not equal to Zero. Values are:

Use Pay Group Proration Rule: Select to use the standard proration rule you defined on the Pay Group - Defaults page. This is the default.

Use Specified Proration Rule: Select to use a specific proration rule. Select the proration rule in the field to the right.

No Proration: Select if you don't want to apply a proration rule to the earnings.

The system goes through the following steps when prorating and rounding an earnings element:

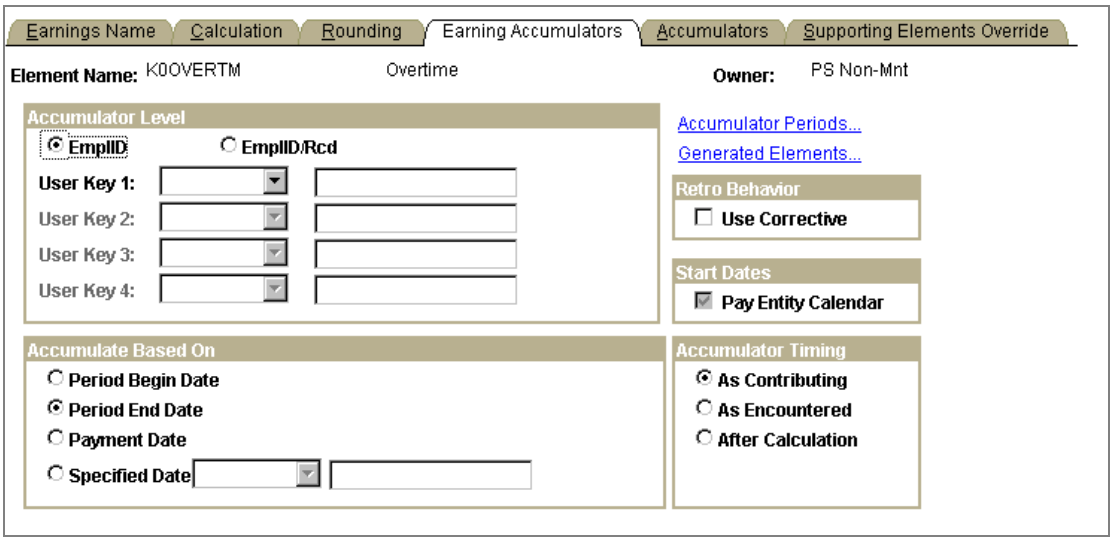
1. For each segment or slice, retrieves the components of the calculation rule.
2. For each segment or slice, prorates the applicable components.
3. Rounds the components.
4. Resolves the segment or slice.
5. Rounds the segment or slice resolved amount.

See Also

"Defining Calculation Elements," Defining Proration Rules

Defining Accumulator Characteristics

Access the Earnings - Earning Accumulators page.



Earnings - Earning Accumulators page

All fields on this page, except the following, are the same as those on the Accumulators Level page of the Accumulators component.

Accumulator Periods Click to access the Select Accumulators to Create page where you define the periods that you want the earnings element to accumulate.

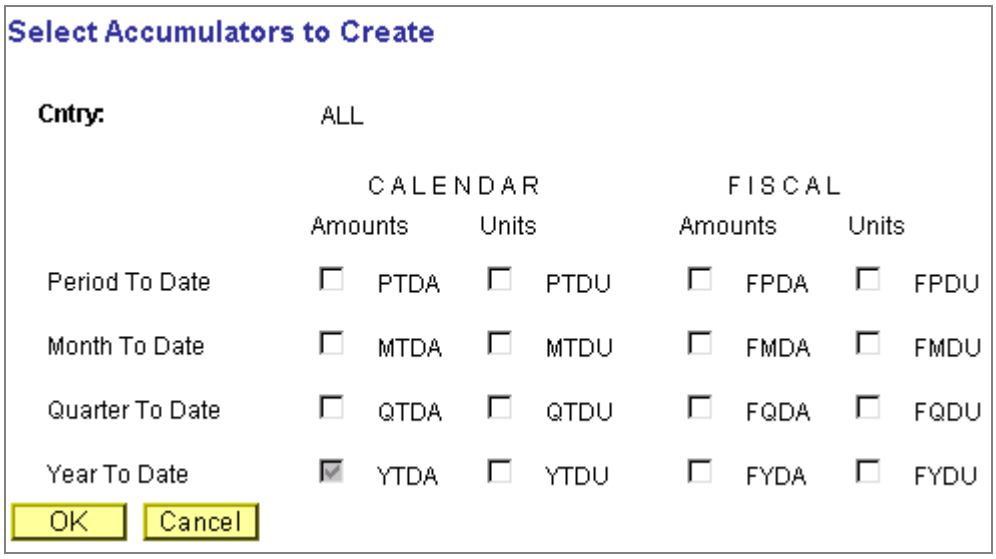
Generated Elements Click to access the Generated Elements page to view the automatically generated components and accumulators that have been created.

See Also

"Defining Accumulators," Specifying Keys and Timing for Accumulators

Selecting Accumulators for an Earnings Element

Access the Select Accumulators to Create page.



Select Accumulators to Create page

Cntry (country) Identifies the country that defines the language for the accumulator suffixes. This is the same country for which the earnings/deduction element is defined.

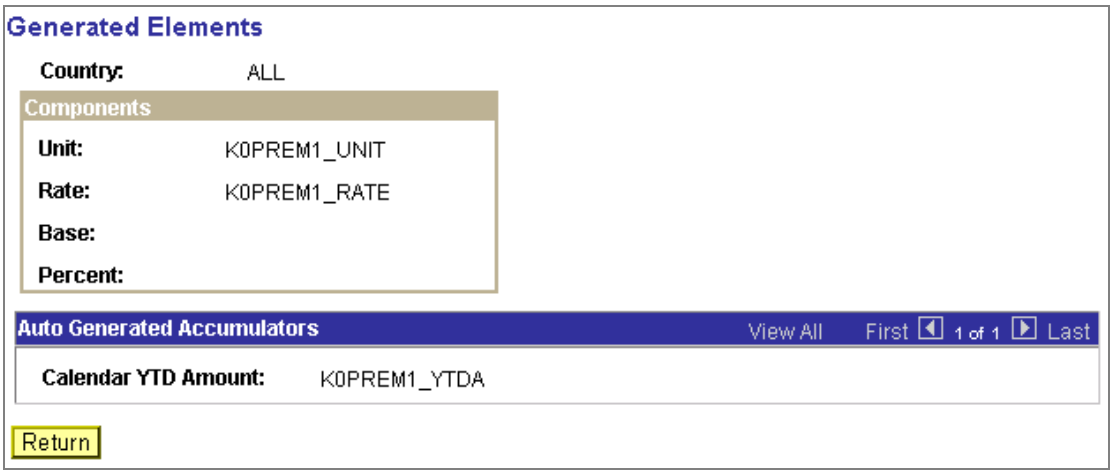
Automatically generated accumulators take on the name of the earnings element plus a suffix. Suffixes appear next to the accumulator check boxes. If the earnings or deduction element is defined for all countries, default suffixes are displayed.

Calendar/Fiscal Identify which accumulators to create. You can select as many as you need.

Viewing Components and Accumulators

The Generated Elements page is useful for identifying component names when you need to use the components in another element.

Access the Generated Elements page.



Generated Elements page

Country Identifies the country that is associated with the suffix for the automatically generated components and accumulators. It is determined by your entry in the Used By field on the Earnings Name page.

- ***All*** indicates that you selected *All Countries* in the Used By field. The system displays suffixes in the user's preferred language.
- If you selected *Specific Country*, and suffixes are defined on the Earnings and Deductions page for the selected country, the country code from the Earnings Name page displays here. If suffixes are not defined for the country, this field identifies the default country from that page.

To change the standard suffixes that PeopleSoft delivers, use the Earnings and Deductions page.

Arrears Elements For deduction elements, these arrears elements are assigned: **Payback Amount, Amount Not Taken, Add to Arrears,** and **Arrears Balance.** The first three are deduction components; **Arrears Balance** is an accumulator.

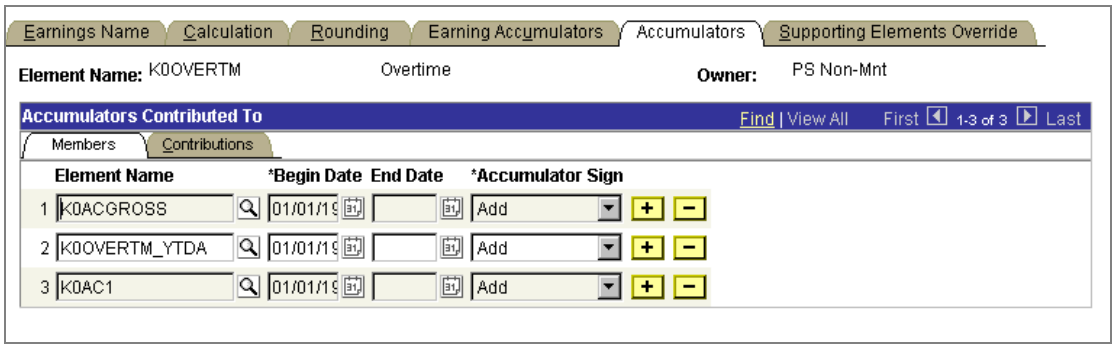
Auto Generated Accumulators Displays automatically generated accumulators.

See Also

"Defining General Element Information," Defining Suffixes for Components and Accumulators

Specifying the Accumulators to Which an Earnings Element Contributes

Access the Earnings - Accumulators page.



Accumulators page: Members tab

Members Tab

You can specify whether the earnings element adds to or subtracts from other accumulators. For example, you can add the results of the earnings element to the Gross Base and Taxable Gross accumulators.

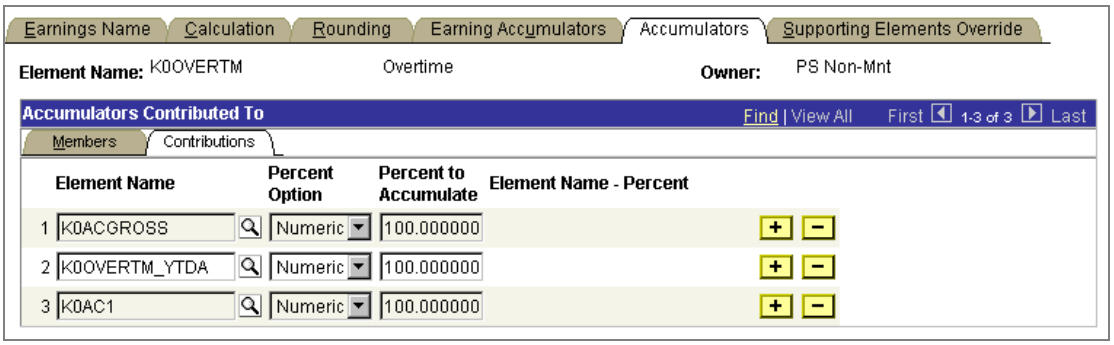
For each accumulator, specify the element name, the begin and end dates, and whether the earnings element adds or subtracts from the accumulator.

Begin Date Specify when you want the earnings element to begin adding or subtracting from the accumulator. In Add mode, the default date is the earliest effective date for that element. Otherwise, the default is today's date. This is a required field.

End Date Specify when you want the earnings element to stop adding or subtracting from the accumulator.

Note. Enter a begin date and an end date if you want the earnings element to accumulate only for a specified period of time. These dates override the defined dates of the accumulator. If the begin date or end date occurs during a pay period, the system accumulates the earnings element for that period. If you leave the **End Date** blank, the system starts accumulating on the date that you enter the data and accumulates during all pay periods until you enter an **End Date.**

Contributions Tab



Accumulators page: Contributions tab

For each accumulator, specify the percentage that the earnings element adds or subtracts from the accumulator.

Percent Option, Percent to Accumulate, and **Element Name - Percent**

Use these fields to specify the portion of the earnings that you want the system to contribute to or subtract from the accumulator.

- Select ***Numeric*** to specify a percentage of up to 100 percent. Enter the percentage in the **Percent to Accumulate** field.
- Select ***Variable*** or ***Formula*** if you want a variable or formula element to return the value to accumulate or subtract. Select the name of the variable or formula in the **Element Name** field.

Overriding Earnings Elements

You can use the Supporting Elements Override page in the Earnings component to override the value of a bracket, date, duration, formula, or variable element that is used in the definition of the earnings element. You can also use the override feature to have the system resolve a bracket, date, duration, formula or variable when it resolves an earnings element—even when the supporting element is not part of the earnings' definition.

See Also

"Understanding Overrides," Defining Element Overrides

Defining Deduction Elements

A deduction is any type of payment that is taken from a person's pay. A deduction can be voluntary or statutory. Voluntary deductions include retirement plans, company stock purchases, union dues, and parking fees. Statutory deductions include taxes and garnishments.

In addition to the pages where you define the element name, calculation rule, rounding and proration rules, and accumulators for a deduction, you use the Arrears and Recipient pages.

In this section we provide an overview of arrears processing and discuss how to:

- Define arrears information.
- Select a general recipient for a deduction.

An *arrears* is a way to store deductions that the system can't take from the current pay run because of insufficient net pay. An arrears stores an amount that will be deducted at a future time

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Note. Because the element definition process is similar for both earnings and deductions, we discuss the pages for both earnings and deductions under Defining Earnings Elements. Only the Arrears and Recipient pages are discussed in the Deductions section because these pages are specific to deductions.

Overview of Arrears Processing

You define the action the system takes when a payee's net pay is not sufficient to cover the entire amount of a deduction. You can also establish a payback method for the amount that was not taken (the arrears).

Arrears Components and Accumulators

Decide whether you want the system to perform the functions described on the Arrears page or whether you want to handle them on your own. If you select the Perform Net Pay Validation check box on the Arrears page, the system tracks and processes the resolution of the deduction, making sure that a payee's net pay is never less than 0. If you don't select the check box, the system doesn't look at net pay when calculating a deduction. It always deducts the entire amount, even if the payee's net pay goes below 0.

Four elements handle net pay validation. The system creates these elements, even if you don't select Perform Net Pay Validation. They are:

- Amount Not Taken, a component that stores the amount of the deduction that exceeds the limitations based on the net pay accumulator for the current pay period.

Note. The net pay accumulator is defined on the Accumulator Definition page.

- Payback Amount, a component that stores the portion of the arrears balance that is being paid off during the current pay period. It does not include the Amount Not Taken for the current pay period.

- Add to Arrears. If you select the Deduction Arrears Allowed check box on the Arrears page, the Add to Arrears equals the Amount Not Taken. The Add to Arrears component adds to the arrears balance accumulator; the Payback Amount component subtracts from it.

- Arrears Balance—an accumulator that keeps track of the arrears for a payee.

Payback Processing and Eligibility

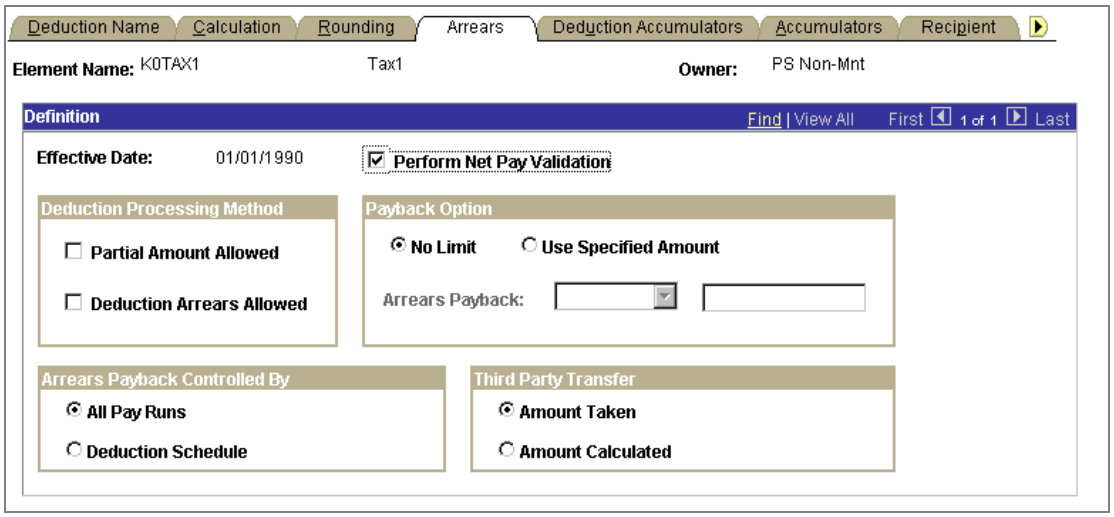
Payback processing does not look at a payee's eligibility for a deduction. If a payee has an arrears balance, the system attempts to collect it, as long as the deduction is still in the process list and net pay is sufficient. For example, if a payee who has an arrears balance changes eligibility groups, and the deduction element does not belong to the new eligibility group, the system still processes the payback.

Pages Used to Provide Arrears Information and Select Deduction Recipients

Page Name	*Object Name*	*Navigation*	*Usage*
Deductions - Arrears	GP_ERN_DED_ARR	Define Business Rules, Define Global Payroll Rules, Setup 3, Deductions, Arrears	Specify the processing method for a deduction, how and when the arrears is paid back, and how the third-party recipient is to be paid, if there is an arrears balance.
Deductions - Recipient	GP_RCP_DED	Define Business Rules, Define Global Payroll Rules, Setup 3, Deductions, Recipient	Select a general recipient for a deduction (the entity that receives all amounts that are withheld from payees for a particular deduction, such as a government agency).

Defining Arrears Information

Access the Arrears page.



Deductions - Arrears page

Perform Net Pay Validation Select to have the system compare the deduction to the payee's net pay when it processes the deduction.

- If you select this check box, and the deduction exceeds available net pay, the system does not allow the net pay to become negative. You can select **Partial Amount Allowed** and **Deduction Arrears Allowed** to determine whether the deduction is to be taken and how much is to be taken.
- If you do not select this check box, the system performs the calculations and reports the amount, even if the net pay becomes negative. You must define what to do with the negative balance.

Note. Other fields on this page are available for entry only if you select this check box.

Deduction Processing Method

This group box instructs the system on how much, if any, of the deduction should be processed and whether to track the amount not taken as an arrears balance.

Partial Amount Allowed If you select this option, and a deduction exceeds available net pay, the system deducts a partial amount from the payroll. For example, if a payee has net pay of 100 and deductions are 120, the system deducts 100.

If you don't select this check box, the system indicates that if it can't deduct the entire amount, it will not deduct any of the amount from the payroll. The resolved amount is 0.

Deduction Arrears Allowed If you select this check box, and a deduction exceeds available net pay, the system maintains these numbers and keeps the deduction in an accumulator (an arrears

balance). This is how the system keeps track of the Amount Not Taken (either a partial amount or the entire amount, depending on whether you selected the **Partial Amount Allowed** option) and knows that it has to take the amount from a future payroll. Indicate how much you want paid back in future payrolls in the **Payback Option** group box.

If **Perform Net Pay Validation** is selected, the system always tracks the Amount Not Taken. Only if you select **Deduction Arrears Allowed** does the Amount Not Taken move into the Add to Arrears component and become eligible for payback. This in turn adds to the arrears balance.

Payback Option

No Limit Select this option to have the system try to deduct the entire arrears balance. For example, assume a payee has an arrears balance of 200 after Payroll 1. If you select **No Limit,** the next time a payroll is processed, the system tries to deduct 200, the entire amount of the arrears balance. This is known as the Payback Amount.

Use Specified Amount Select this option to specify the maximum payback amount by entering a numeric value or by selecting a bracket, formula or variable element.

Arrears Payback This field is available only when you select **Use Specified Amount**. Select the type of element that returns the maximum payback amount, that is the maximum amount the system deducts from each payroll until the arrears balance is zero.

Values are: ***Bracket***, ***Formula***, ***Numeric***, and ***Variable***.

In the field to the right, select element to return the maximum payback amount or enter the numeric value. For variables, brackets, and formulas, only elements with a decimal or monetary field format are allowed.

Note. The system uses the currency that is defined for the element on the Earnings or Deduction Calculation page. If no currency is defined on that page, it uses the currency that is defined on the User Preferences page.

Arrears Payback Controlled By

Specify when paybacks are paid.

All Pay Runs Select this option to have the arrears payback occur every time a person is paid and for every segment that's processed for that payee, even for periods where generation control conditions exist.

Deduction Schedule Select to have the system to perform the payback function only when the deduction is resolved. For example, you may have a deduction that is scheduled for processing (resolved) only in the first weekly period of every month (for a weekly payroll). If during this period, an arrears is created for the payee, the system will not perform the payback function until the first weekly period of the next month (controlled by generation control). However, if positive input is entered for the nonscheduled periods, the system will perform the payback function.

Third Party Transfer

Indicate how much of the deduction to send to the deduction recipients. (You define recipient information on the Deductions - Recipients page.)

Amount Taken Select this option if you plan to send only the amount that was resolved for the payee. This does not include any amount stored in the amount not taken component.

Amount Calculated Select this option to send the amount that was calculated (the resolved amount plus amount not taken).

Example: Comparing Third Party Transfer Methods

The end result of Amount Taken and Amount Calculated is the same. Assume the following:

D1 = Amount Taken; value = 100

D2 = Amount Calculated; value = 100

In period 1, 50 is taken for D1 and 0 for D2 because of insufficient net pay. For D1, we send 50 (the amount taken). For D2 we send 100 (resolved amount plus amount not taken). In period 2, net pay is sufficient to cover the current and payback amounts for both deductions. D1 resolves to 150 (100 current plus 50 payback). D2 resolves to 200 (100 current plus 100 payback). For D1 we send 150 (current plus payback); for D2 we send 100 (current only). After period 2, we sent 200 for each deduction.

Arrears Processing Examples

Example 1: Partial Amount Allowed = No

If **Partial Amount Allowed** is not selected, the system takes a deduction only if net pay covers the entire deduction. Assume the following:

Currently Available Net Pay	*Deduction*	*Beginning Arrears Balance*
100	120	50

The processing sequence is:

1. Add the deduction amount of 120 to Amount Not Taken.
2. Add the deduction amount of 120 to Add to Arrears (if the **Deduction Arrears Allowed** check box is selected).
3. Move 0 to the deduction amount.
4. Move the Beginning Arrears balance of 50 to Payback Amount.
5. Move the Beginning Arrears balance of 50 to deduction amount (add the Payback Amount to the deduction amount).

The ending values are:

Deduction	*Amount Not Taken*	*Add to Arrears*	*Ending Arrears Balance*
50	120	120	120

Note. The resolved value of the deduction element = Deduction Amount + Payback Amount (+ retro adjustment)

Example 2

January Available Net Pay (prior to deductions) = 50

Deductions:

- D1 = 25, Partial Amount Allowed
- D2 = 50, Completed Amount Only
- D3 = 50, Partial Amount Allowed

Ded.	*Res. Amt*	*ANT*	*ADD*	*PBK*	*Ending Arrears Balance*	*Accum. YTD Value*	*Amt. Trans-ferred*	*End Net Value*
D1	25	0	0	0	0	25	25	25
D2	0	50	50	0	50	0	0	25
D3	25	25	25	0	25	25	25	0

Final Net Pay in January = 0

February Available Net Pay (prior to deductions) = 110

Ded.	*Res. Amt*	*ANT*	*ADD*	*PBK*	*Ending Arrears Balance*	*Accum. YTD Value*	*Amt. Trans-ferred*	*End Net Value*
D1	25	0	0	0	0	50	25	85

Ded.	Res. Amt	ANT	ADD	PBK	Ending Arrears Balance	Accum. YTD Value	Amt. Trans-ferred	End Net Value
D2	50 + 35 = 85*	0	0	35	15	85	85	0
D3	0	50	50	0	75	25	0	0

* 50 + 35 = 85 (Need to communicate that the PIN will be resolved to 85)

Final Net Pay in February = 0

Key to Table Abbreviations

Ded. (deduction)

Res. Amt. (resolved amount)

ANT (Amount Not Taken)

ADD (Add to Arrears)

PBK (Payback Amount)

Accum. YTD Value (accumulator year-to-date value)

Amt. Transferred (amount transferred)

Arrears and Retroactive Processing

Arrears processing must take into account two basic situations:

- An arrears was originally calculated for a pay period, but a subsequent retro process for that period doesn't calculate the arrears.
- An arrears was not originally calculated for a pay period, but a subsequent retro for that period calculates the arrears.

These situations may occur if the retro method is forwarding. During a forwarding retro method calculation, the system needs to update the arrears accumulator for the period that is being recalculated.

Example of Arrears and Retroactive Processing

The following example illustrates how elements that are based on other elements should be set up and how they function during retroactive processing. Although the example used here deals specifically with the recalculation of arrears in a previous period, it can apply to any situation in which there is interdependency between recalculated elements.

This example assumes the use of the forwarding retro method. In forwarding retro, not every element automatically acts in a forwarding method—you specify the elements that you want

forwarded. You follow certain setup rules when you have deductions that are based on other elements. The example below illustrates a correct setup that typically occurs.

Basic Rules

- If an element is based on an element that is being forwarded, it should not be set up to also act in a forwarding manner.
- If an element that's based on another element is a deduction:
  - Forward the deduction that's based on an element that is not being forwarded.
  - The associated arrears accumulator should behave in a corrective manner—the Use Corrective check box on the Level page should be selected.
  - Do not forward a deduction that's based on an element being forwarded.
  - The associated arrears accumulator should behave in a forwarding manner—the Use Corrective check box on the Level page should not be selected.

For this example, assume the following:

- We have two pay periods: January and February.
- In February, a retroactive payment is made for January.
- The following elements are involved:
  - E1 = Flat Amount (Numeric) = 100
  - D2 = Flat Amount (Numeric) = 95
  - D1 = Base × Percent. Base = Earnings (E1). Percent = Numeric (10%). D1 = E1 × 10%
- Additional element definitions:
  - E1. Retro Recalc Option = *Yes*
  - D2. Retro Recalc Option = *No*
  - D1. Retro Recalc Option = *No*
- The retro adjustment to E1 in January is 100. The payee should have been paid a total of 200. There is a 100 delta that will be forwarded to March.

Example

The following table shows the original and recalculated amounts for E1, D1, D2, D1_ANT, D1_PBK, D1_ATAR, and D1_ARR over a period of two months. February is the current period, so there is no recalculated value column for February.

Element	*Retro Recalc. Option*	*January - Prior Results (Old Value)*	*January - Recalculation (New Value)*	*February*
E1	Always Recalc (always recalculate)	100	200 (with 100 delta)	300 (200 + 100 delta forwarded from January)
D2	Do Not Recalc	95	95	95
D1	Do Not Recalc	5	5	35 (30 + 5)
D1_ANT	Do Not Recalc	5	5	0
D1_PBK	Do Not Recalc	0	0	5
D1_ATAR	Do Not Recalc	5	5	0
D1_ARR	Use Corrective = *No*	5	5	0
Net Pay	Not applicable	0	0	170

Explanation of Example:

January:

- D1 in January = 5. Since D1 = 10% of E1, D1 would normally = 10 in January, but since Net Pay cannot go below 0 and E1 = 100 and D2 = 95, the maximum amount that D1 can equal in January is 5. The outstanding amount of 5 is brought over to D1_ANT (Amount Not Taken), D1_ATAR (Amount to Add to Arrears), and D1_ARR (Arrears accumulator).

February:

- E1 for February is 300. This is calculated as 200 (E1 February original amount) + 100 (forwarded delta amount from January) = 300
- D1 in February is 35. This is calculated as: 30 (10% of E1 in February) + 5 Payback Amount (January value of D1_ARR is carried over to February) = 35

Totals:

- The total amount that should be deducted for D1 is 40, which represents the sum of the two months: D1 = 5 (January) + 35 (February) = 40
- You can also validate that this retro calculation is correct in the following way: Since D1 = 10% of E1, add the total of the original amounts for E1 for both months: 100 (January) + 300 (February) = 400. Therefore, D1 = 40 (10% of 400).

Arrears and Segmentation

When a period is segmented and a deduction goes into arrears in the first segment, the system attempts the payback on any subsequent segment.

Arrears and Payback Processing

An example of how payback processing works with arrears is when a payee is still eligible for a deduction, but there is a positive input row with "Do not Process" instructions and an arrears balance exists. Then the arrears payback does not occur because the arrears payback is taken off the process list.

When generation control is checked for an element and does not indicate for an element to be resolved, payback processing still occurs if there is an arrears balance and the Arrears Payback Controlled By is indicated as All Pay Runs.

See Also

"Working With Positive Input," Entering Positive Input

The Current Deduction Amount and the Arrears Balance

The arrears balance being considered for payback processing does not include the new amount that was added to the arrears balance.

Example

Assumptions:

- Net Pay = 100
- Deduction = 120
- Beginning Arrears Balance = 50
- Perform Net Pay Validation is selected, Partial Amount Allowed is not selected, Deduction Arrears Allowed is selected, and the Payback Option is indicated as No Limit.

The deduction and Add to Arrears would be:

Amount Not Taken = 120

Add to Arrears = 120

Deduction = 0

The payback processing would be:

Beginning arrears balance to consider for payback purposes = 50

Net Pay = 100

Payback will be set to 50

Add the payback to the deduction (0 + 50 = 50)

The arrears accumulator would be calculated as follows:

Beginning balance = 50

Add to Arrears = 120

Payback Amount = 50

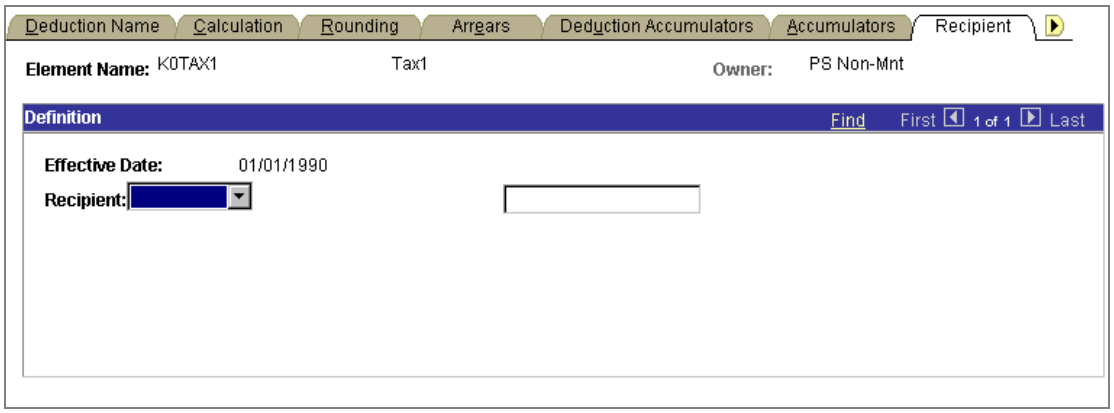
Formula: Beginning Balance + Add to Arrears – Payback Amount

50 + 120 – 50 = 120

Selecting the Deduction Recipient

Access the Deductions - Recipient page.

Note. Define the general recipient on the Deduction Recipient page first. If you want to use a formula to identify the recipient, define the formula first.



Deductions - Recipient page

Recipient

Identify the *general* recipient of all amounts that are withheld for this deduction, if applicable. (You designate a recipient category—general or individual—through the Deduction Recipients component that is described in the Banking section.)

Values are:

Character: Select if all deducted amounts go to the same general recipient. Identify the Recipient ID in the field to the right.

Formula: Select to use a formula to identify the general recipient. Select the formula in the field to the right.

Leave this field blank if you want to assign the recipient at the payee level (as you might with garnishments, for example). Instead, use the Payee Deduction Recipients page to select the *individual* recipient of the amounts

deducted for a particular payee.

Note. When you assign a general recipient to a deduction, you can override the recipient for a particular payee. Use the Payee Deduction Recipients page to do so.

See Also

"Understanding Banking," Defining Recipients

"Understanding Banking," Assigning Recipients to Deductions and Payees

Preparing Earnings and Deductions for Processing

After you set up an earnings or deduction element, you need to:

- Add the element to an element group.

  An element group is a way to group elements for eligibility purposes.

- Add the element to a section.

  Sections define which elements get resolved during processing and the order in which they are resolved.

See Also

"Understanding the Organizational Structure," Defining Element Groups

"Defining Processing Elements," Using Sections

Earnings and Deductions in Batch Processing

When the system encounters an earnings or deduction element during the batch process, it calls the earnings/deduction module. This module performs the following steps.

Note. *Resolve* refers to the resolution of an item; *return values* refers to the item being updated in the PINV array, so that they can be used elsewhere.

1. Resolve and returns the value for generation control (not applicable if positive input exists)
2. Check generation control
   a. If generation control false, exits
   b. If generation control true, continues
3. Retrieve deduction/earnings rule

4. Apply Element overrides
5. Apply payee level earnings/deduction assignment overrides
6. Apply payee level earnings/deduction assignment supporting element overrides
7. If positive input exists, at the beginning of each positive input instance, apply positive input supporting element override
8. Retrieve arrears balance
9. For each instance of the earnings or deduction:
    a. Resolves and returns values for positive input overrides
    c. Executes preprocess formula; return values to PINV
    d. Resolves components in order (unit, rate, base, percent)
        1. Resolves component
        2. Returns value for system elements CURR RATE VAL, CURR UNIT VAL, CURR BASE VAL, CURR PCT VAL.

            (At this point, the auto-assigned components (xxx_BASE, etc.) are not updated in PINV.)
        3. Performs frequency conversion, as appropriate
        4. Prorates unit, base, or amount (if applicable)
        5. Rounds component (if applicable)
        6. Returns value for system elements CURR RATE VAL, CURR UNIT VAL, CURR BASE VAL, CURR PCT VAL if applicable
    e. Computes resolved amount of earning or deduction
        1. Multiplies components and/or resolves flat amount
        2. Returns value for system element CURR AMT VAL
        3. If Calc-Rule = flat amount, prorates, if applicable
        4. Returns value for system element CURR AMT VAL, if updated.

            At this point, the value of the earnings or deduction element has not been updated to PINV nor have the auto-assigned components (BASE, PCT, etc.) or any As Contributing accumulators.
    f. Executes post process formula and returns values to PINV
        1. If system element SET CURR AMT VAL = non-zero (true), set the resolved amount of the earnings or deduction to be equal to the postprocess formula.

If no positive input, instance 0

If positive input, override current instance value

10. Performs net pay validation and arrears processing (for deductions, if applicable)
11. Rounds resolved value (if applicable)
12. Returns all values

CHAPTER 9

Setting Up Accumulators

This chapter provides an overview of accumulator elements, discusses how accumulators are resolved during the batch process, and presents considerations for retroactive processing. It also explains how to:

- Define accumulators.
- Adjust accumulators.

Understanding Accumulators

As you make payments, take deductions, and perform calculations, you track accumulated amounts or balances. Accumulators are the elements in PeopleSoft Global Payroll that enable you to store the cumulative values of defined items as they're processed. To process your payroll, you need numerous accumulators. The system generates certain accumulators based on data that you've entered in the Payroll System Installation component, and you can define additional ones. You can accumulate a single value over time, multiple values, or multiple values over time.

When you create an earnings or deduction, you can create accumulators to track the value over one or more time periods. Once you've defined what periods to track, the system creates the associated accumulators.

Automatically generated accumulators typically accumulate a single element. If you set up manually defined accumulators to incorporate multiple elements, you define them for the period of time for which you're accumulating any number of elements.

Note. You must name every element and define its basic parameters on an Element Name page. All element page groups in PeopleSoft Global Payroll share the same first Element Name page (GP_PIN).

See Also

"Defining General Element Information," Defining an Element Name (GP_PIN)

"Defining Earnings and Deductions," Understanding Automatically Generated Accumulators

Defining Accumulators

Using the Accumulators component, you can create and define the characteristics of special accumulators that the system doesn't generate. Automatically generated accumulators accumulate a particular element, but you probably also want accumulators that accumulate several elements, such as an accumulator containing all voluntary deductions or all company deductions. You must define which elements to accumulate—the system doesn't do it for you.

This section describes how to:

- Name accumulators
- Specify keys for accumulators.
- Define the period for an accumulator.
- Define the list of elements that contribute to an accumulator.

Naming Accumulators

You must name every element and define its basic parameters on an Element Name page. All element page groups in PeopleSoft Global Payroll share the same first Element Name page (GP_PIN).

Note. When creating an accumulator, you can select a *decimal* or *monetary* field format. Select *monetary* for elements that may be subject to currency conversions and *decimal* for elements that accumulate nonmonetary values, such as holiday hours or years of service

See Also

"Defining General Element Information," Defining an Element Name (GP_PIN)

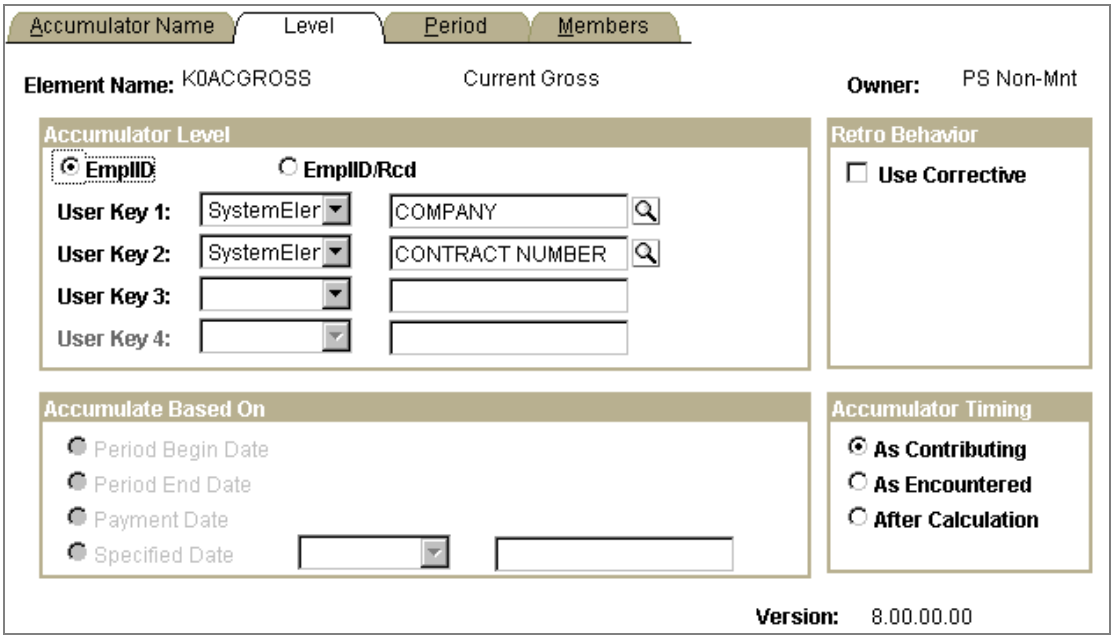
Pages Used to Define Accumulators

Page Name	*Object Name*	*Navigation*	*Usage*
Accumulators - Level	GP_ACCUMULATOR_1	Define Business Rules, Define Global Payroll Rules, Setup 3, Accumulators, Level	Specify keys for accumulators and to indicate the timing of the accumulator's resolution.
Accumulators - Period	GP_ACCUMULATOR_2	Define Business Rules, Define Global Payroll Rules, Setup 3, Accumulators, Period	Define the period for an accumulator.

Page Name	Object Name	Navigation	Usage
Accumulators - Members	GP_ACCUMULATOR_3	Define Business Rules, Define Global Payroll Rules, Setup 3, Accumulators, Members	Define the list of elements that contribute to an accumulator.

Specifying Keys and Timing for Accumulators

Access the Accumulators - Level page.



Accumulators - Level page

EmplID (Employee ID) — This option is always selected and unavailable for entry. All accumulators must be at the employee ID level.

EmplID/Rcd (employee ID/record) — The default for this option is unselected. The record number is typically used for the ID of an employee with multiple jobs. If **EmplID/Rcd** is not selected, the results for all jobs for a given EmplID are combined. Selecting this option instructs the system to use **EmplID/Rcd** as a key field. The results for each job are stored in a separate accumulator.

User Key — User keys allow you to track a given accumulator at levels below employee record. To track an earning or a deduction by company, pick the system element COMPANY as a user key, which directs the system to maintain different accumulated numbers for each location of the employee.

You can select up to four user-defined accumulator keys. Options are:

Variable: Select from the list of defined variable elements in the adjacent field. Variables are defined in the Variables component.

SystemElem (system element): Select the desired system element from the list.

Before selecting user keys, know how these values are stored in the results table Keys' values are limited to 25 characters and can be characters, dates, or integers.

The system doesn't accumulate employee data across pay groups and pay entities in different countries. Thus, country isn't a meaningful user key.

Note. The system does not support real numbers (numbers with decimal values) as user-defined accumulator keys. You can use decimal and monetary elements as user keys, but the system uses only the whole number and ignores the decimal part. Negative values are converted and stored as positive values.

Retro Behavior

In this group box, the **Use Corrective** check box is used to override the behavior of an accumulator, only when the retro method is defined as forwarding. This feature is solely for balance accumulators. If **Use Corrective** is selected, the accumulator behaves in a corrective mode. This allows you to change forwarding behavior to corrective for a given balance accumulator. You can designate certain accumulators as corrective to have balances updated at the end of a retro recalculation with the newly calculated values of the member elements, rather than waiting to update the balance of the accumulator with the current calculation. This is appropriate when the timing of the balance update is critical to further calculations.

Accumulate Timing

This group box enables you to set the time for resolving the accumulator. Every accumulator has a list of elements associated with it (defined on the Accumulator Elements page). If you reference the accumulator during processing, the value of the accumulator varies, depending on the time that you specify for the accumulation.

As Contributing: As each contributing element is resolved, the accumulator is updated to reflect the new value. The system adds the value of an element—such as an earning or a deduction—to the accumulator as the system calculates the element. The accumulator doesn't need to appear on the process list.

As Encountered: When a contributing element to an accumulator is resolved, the accumulator itself is not automatically updated with the new value. Instead, the accumulator is resolved only when it's encountered on the process list.

After Calculation: The accumulator retains its original value at the beginning of the processing run. So if you use it during processing, it has the original value—probably the value at the end of the previous payroll run. At the end of the calculation, the value of the current period is added. The system finds all contributing elements that were resolved for the payee and accumulates them. It also accumulates all auto generated accumulators at the end of the payslip generation program.

Accumulate Based On This group box tells the system what calendar period date (**Period Begin Date, Period End Date** (default)**, Payment Date,** or **Specified Date**) to use when determining the correct period for recording accumulators.

Note. Specified Date is commonly used in absence situations. An absence is often tied back to its initial date, even if that was in another period.

See Also

Understanding Retroactive Processing and Accumulators

"Understanding Absences"

Example

A certain monthly accumulator has one member: E1.

A weekly pay group has these period dates:

Begin Date = 26/01/00

End Date = 03/02/00

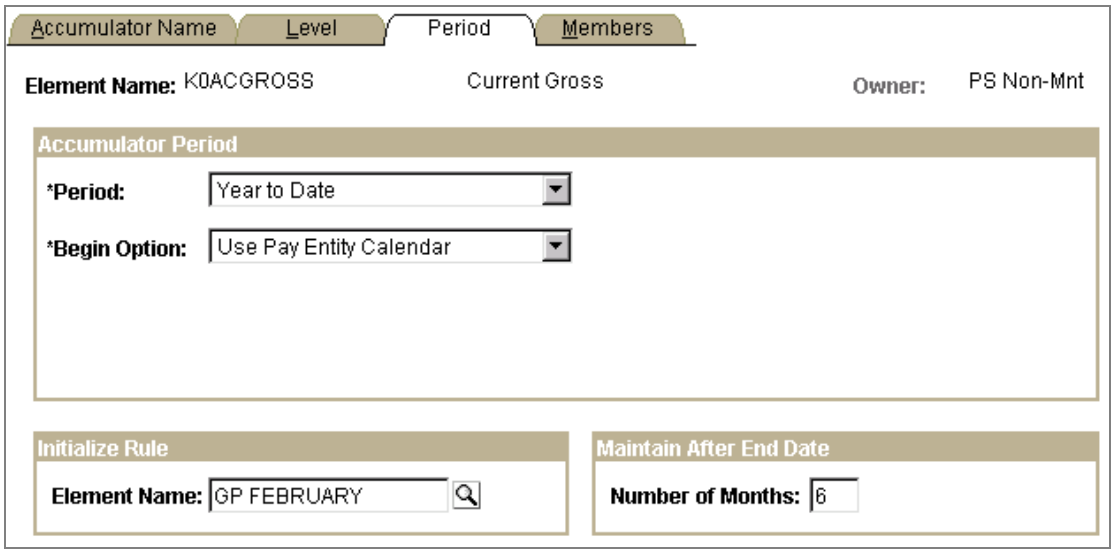
Payment Date = 04/02/00

E1 = 100.00

The **Accumulate Based On** value tells the system if the 100.00 of E1 is added to the monthly value for January or February. If you select **Period Begin Date,** the 100.00 is added to the January balance. If you select **Period End Date** (or Payment Date), the 100.00 is added to the February balance.

Defining the Period for an Accumulator

Access the Accumulators - Period page.



Accumulators - Period page

Accumulator Period

An accumulator period is the period for which an accumulator collects and accumulates amounts.

Period

Select from the following options:

Segment Period: Represents one gross-to-net calculation, or segment. If there's no segmentation, a segment period and a payment period are identical.

Calendar Period: The period begin and end dates come from the current calendar period.

Month to Date: The system collects information monthly.

Quarter to Date: The system collects information quarterly.

Year to Date: The system collects information yearly.

Custom Period: The **Date** field appears for the begin date. Select the element type from the list in this new field. A custom period allows you to create an accumulator that's completely open-ended—it doesn't have an end date, as might a custom period to track an employee's lifetime wages.

Begin Option

Prompts for the accumulator's starting point. This field appears if you select ***Month to Date, Quarter to Date,*** or

Year to Date in the **Period** field. Select from the following options:

Specify Date: The **Begin Month** and the **Begin Day** fields appear. Enter the day and month or select variables to return this values.

Use Paying Entity Calendar and ***Use Paying Entity Fiscal:*** The system uses the defaults set on the Pay Entity Processing Details page.

Initialize Rule

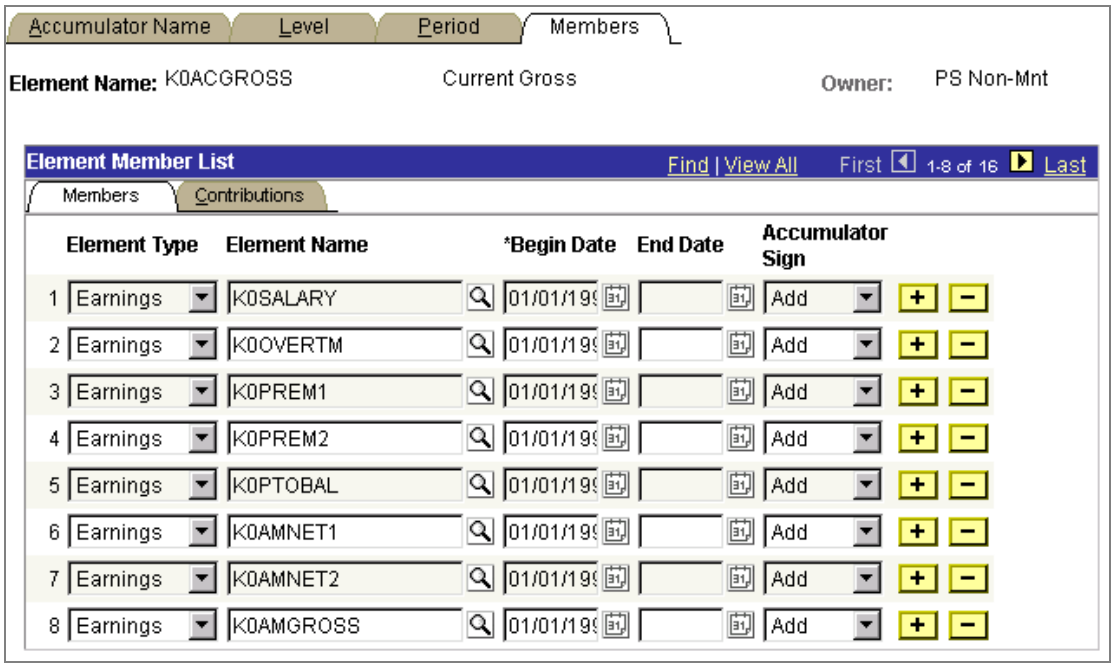
Element Name Select a formula element to be invoked when a new instance of an accumulator is created for a new period. For example, at the beginning of a calendar year, a YTD accumulator containing accrued vacation time might want to carry over the previous year's value, with certain limits. The formula you select here can serve this purpose. When the accumulator for the new year is created, the formula is invoked. If you leave this field blank, blank, no special processing occurs.

Maintain After End Date

Number of Months Enter a number for how long an accumulator remains in the output results table after its stop date. You can use this to access a previous accumulator value for a current calculation.

Defining the List of Elements That Contribute to an Accumulator

Access the Accumulators - Members page.



Accumulators - Members page

Note. Clicking tabs makes multiple views of this page available. We document fields common to all views first.

Common Page Information

Element Type

Select from the list of element types. Values are ***Abs Entitl, Abs Take, Accumulatr, Array, Auto Assign, Bracket, Deduction, Duration, Earnings, Formula, System Elem,*** and ***Variable.***

Element Name

Select elements that contribute to the accumulator's total. The same element can have multiple rows if the rows don't have overlapping begin/end dates. An element can accumulate to multiple accumulators; accumulators can contribute to other accumulators.

Note. When you insert a row, the system doesn't bring the old data to it. You must enter the data for the new row.

Members Tab

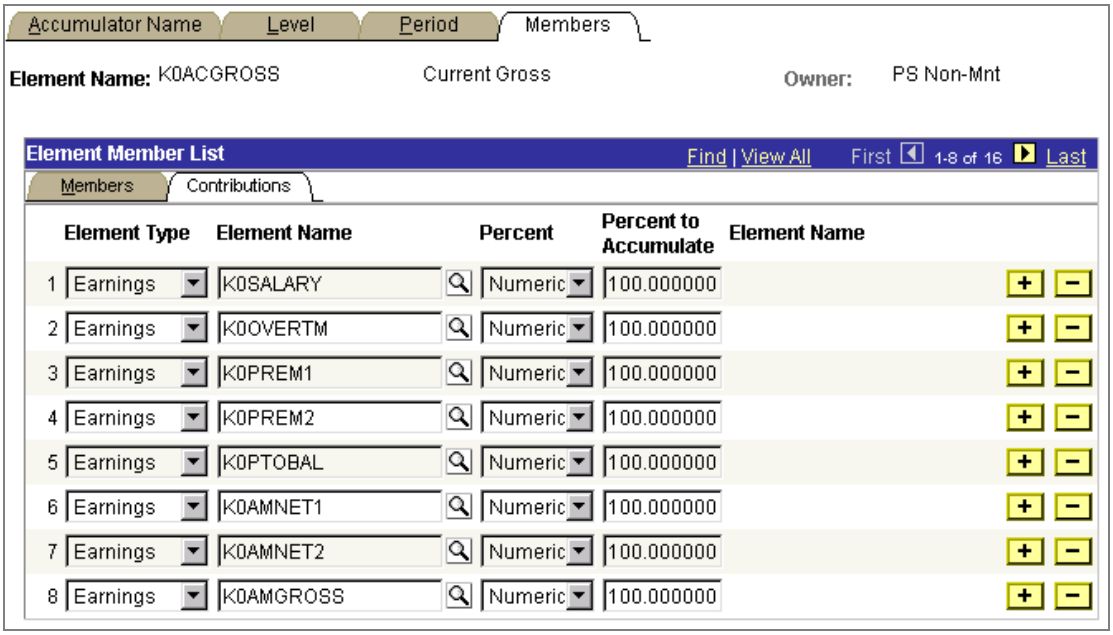
Begin Date and **End Date**

Tell the system when a member must start and stop calculating an accumulator.

Enter an end date before reusing an element. If this field is blank, the system continues updating the accumulator indefinitely while the elements remain valid.

Accumulator Sign Select ***Add*** or ***Subtract*** to indicate if the element adds or subtracts from the accumulator.

Contributions Tab



Accumulators - Members page: Changes tab

Percent, Percent to Accumulate, and **Element Name** Specify the portion of the element's value that the system contributes to or subtracts from the accumulator. Options are:

Numeric: to specify a percentage of up to 100 percent. Enter the percentage in the **Percent to Accumulate** field.

Variable or ***Formula:*** to have a variable or formula element return the value to accumulate or subtract. Select the variable or formula name in the **Element Name** field.

Adjusting Accumulators

To make changes to an accumulator specific to one employee in a calendar group, use the Adjust Accumulator Balance page. You can:

- Update a balance accumulator.
- Add a balance accumulator to an amount.
- Update an employee balance.
- Add an employee balance for another accumulator.

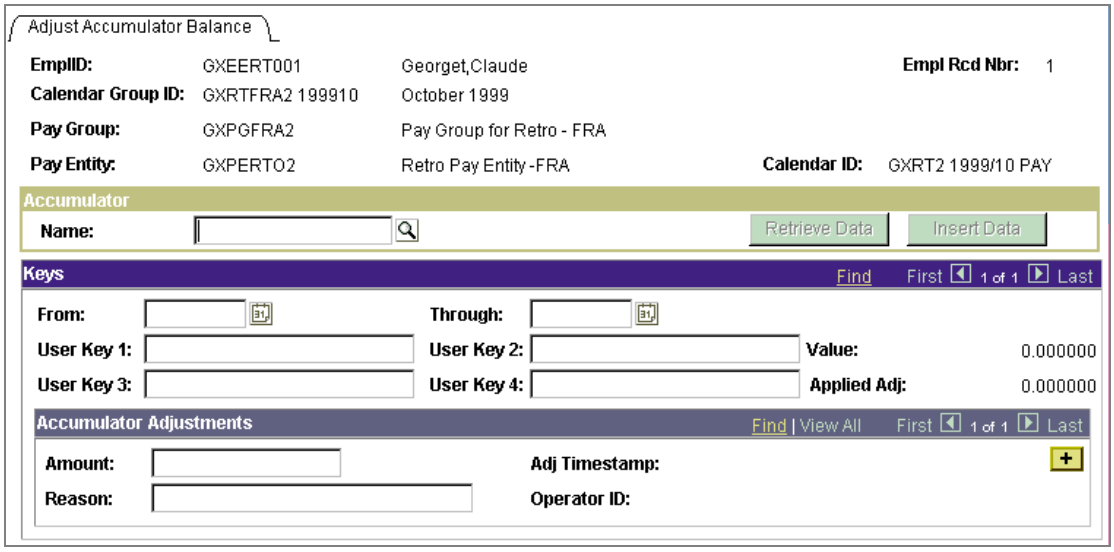
This section describes how to adjust amounts of existing accumulators.

Page Used to Adjust Accumulators

Page Name	Object Name	Navigation	Usage
Adjust Accumulator Balance	GP_ACM_USER_ADJ	Compensate Employees, Manage Global Payroll Process, Process, Adjust Accumulator Balance.	Adjust amounts of existing accumulators. Use the Accumulator component to define the accumulator that you're adjusting.

Adjusting Amounts of Existing Accumulators

Access the Adjust Accumulator Balance page.



Adjust Accumulator Balance page

Accumulator

Name Select the accumulator to adjust.

Retrieve Data This button becomes available when you select an accumulator name. It populates the **Keys** group box with accumulator information from the result tables. If no data is returned, this accumulator has no recorded balance for the identified employee record and calendar.

Insert Data This button becomes available when you select an accumulator name. It allows you to add a new instance of an accumulator to the result tables at the end of the calendar ID you're displaying. You can add an instance with a different set of user keys, a different **From** and **Through** date, or a new accumulator balance for this employee.

Note. The button only inserts a new row in your browser page's work area. It isn't saved to the database until you save.

Keys

From and **Through**	The begin and end dates for the accumulator period.
User Key	Up to four keys can be associated with an accumulator.
Value	The value of the accumulator for the employee (and employee record) at the end of that calendar ID period.
Applied Adj (applied adjustments)	The sum of adjustments that have been applied to this accumulator instance. Once you save, this number is updated to reflect all accumulator adjustments that are currently entered in the Accumulator Adjustments group box. Thus, Applied Adj doesn't mean that the adjustments have been applied to a payroll, only that they are registered in the system.

Accumulator Adjustments

Amount	Amount of the adjustment to the value, either positive or negative.
Reason	Enter the reason for the adjustment
Adj Timestamp (adjustment time stamp) and **Operator ID**	The system populates these when you save the page and displays them when you query adjustments.

Note. You can't adjust accumulators that are in unfinalized calendar groups. Although you can add accumulators using the Insert Data button, you can't delete entered data. All adjustments remain in the system for an audit trail. You can enter a row with an offsetting or negative value to keep unwanted accumulators at a zero balance.

Understanding Balance Accumulators in Batch Processing

This section describes various aspects of how the batch process handles balance accumulators:

- How the batch process pulls forward accumulators from period to period.
  - The system loads the value for an accumulator at the end of the previous period. When the accumulator is processed, the value for the current period is added to the historic value to maintain an up-to-date balance. For each period, batch pulls forward the accumulator likewise.
- How and when batch processing creates a new instance of an accumulator.

  - When defining an accumulator, you assign such attributes as level, based-on date, and period to cover—such as calendar year. Level determines whether to keep separate counts per job or across jobs by employee. You can add specifications by adding user keys, such as contract or department. The period and based-on date determine the applicable time period. These attributes determine how and when batch creates and keeps separate instances of the same accumulator. The system creates a new instance of balance and segment accumulators anytime you change the value of a key field. Balance accumulators also spin off a new instance for each new period.

- Whether the system writes the accumulator to results tables.

  - How you set up the Accumulator page tells the system whether to write the accumulator to the results tables. The system determines when to drop balance accumulators, using the number of months to maintain after end date and comparing the accumulate through date of each instance with the current pay period begin date.

See Also

"Defining Processing Elements"

Understanding Retroactive Processing and Accumulators

With retroactive processing, you need to be aware of several accumulator considerations.

Only segment accumulator deltas can be forwarded, because forwarding a balance accumulator delta can lead to double counting of contributing elements. The calculation period accumulator delta must be forwarded to an earnings or a deduction, not an accumulator.

If the retro method is corrective, accumulators reflect new retro values in the retro period by default. If the retro method is forwarding, accumulator values in the retro period remain unchanged by default and reflect delta values when they're brought in as adjustments in the current period.

Use the Use Corrective check box on the Level page (for automatically generated accumulators, it's on the Earning Accumulators page) to override a general retro method of forwarding and make the accumulator behave in a corrective fashion. Define all absence balance accumulators as corrective to have the true balance of the accumulator reflected in each period.

Example

An accumulator is used as a limit in a retirement account; its value determines the value of other elements. Assume a current period of December, with retro going back to October. Further assume an original balance of 9,000 at the beginning of October, with no contribution to the retirement account. If the contribution is recalculated as 1,000, that should be reflected in the accumulator balance going into November to prevent further contributions. When the 1,000 delta is brought in as an adjustment in December, it isn't added to the accumulator, because that would cause double counting.

See Also

"Defining Retroactive Processing," Loading Balance Accumulators

CHAPTER 10

Understanding Absences

This chapter provides an overview of the absence management features in PeopleSoft Global Payroll and discusses how to:

- Implement absence setup and management tasks.
- Analyze absence features.
- Use the absence forecasting and balance inquiry processes.
- Run the absence processes.

Overview of Absence Management

Absence management refers to entering and processing payee absences. Tracking the time that payees are absent from work is critical to producing an accurate payroll. You need to know when payees are out sick, on vacation, or absent for any other reason and whether to pay them for this time. PeopleSoft Global Payroll provides an integrated set of absence management tools that provide complete control over all aspects of absence management—from defining valid absence reasons and accrual policies to defining the exact conditions that must be met before an absence is paid.

This chapter is the starting point for learning about the absence features and tasks in PeopleSoft Global Payroll. Two other chapters in this book provide procedures for setting up and using the features that are described here:

- For implementing PeopleSoft Global Payroll, read this chapter and the chapters listed below.
- For entering absences or running absence processes, read this chapter and "Absence Entry and Processing."

See Also

"Defining Absence Elements"

"Absence Entry and Processing"

"Using Self Service Applications"

Common Terms Used in This Chapter

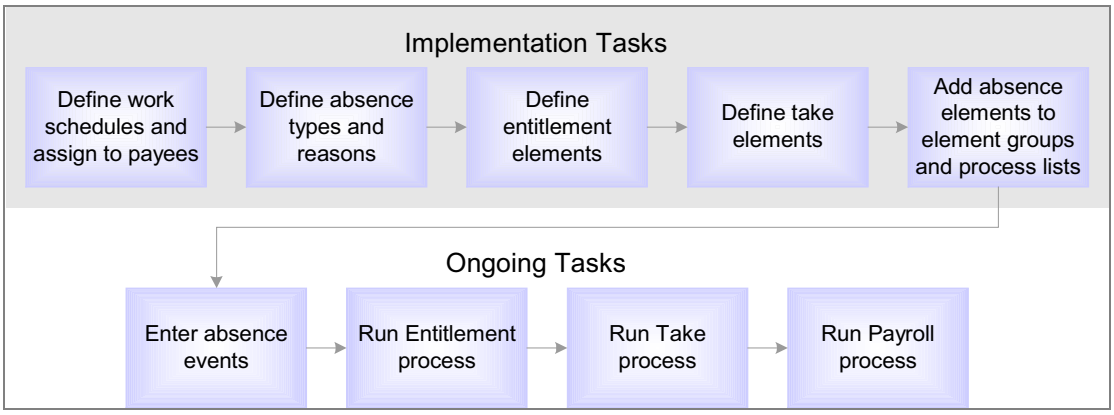
Absence Event	The consecutive period of time that a payee is absent for the same reason. For example, if a payee is out sick Monday through Wednesday, the three-day absence is referred to as an *absence event*.
Adjustment	An increase or decrease that is made to the entitlement balance.
Entitlement	The amount of paid time-off that a payee is entitled to take for each category of absence or each absence event, depending on your method of accrual. For example, payees in your organization may be entitled to receive 20 vacation days per year.
Entitlement Balance	The amount of unused entitlement.
Take	The amount of time off that a payee takes.
Units	The period of time in which entitlement, take, adjustments, balances, and other absence-related time periods are measured. Typically, units represent either hours or days. You choose the unit of measurement to use.

Implementing Absence Setup and Management Tasks

In this section, we discuss:

- Implementing absence features and managing absence events.
- The role of daily data in absence events.
- The role of system elements in absence events.

Typically, setup and management tasks are performed in the following sequence. Task sequence and dependencies are discussed in the "Defining Absence Elements" and "Absence Entry and Processing" chapters of this PeopleBook.)



Absence implementation and ongoing tasks

Implementing Absence Features and Managing Absence Events

Following is an overview of steps for implementing absence features and managing absence events:

1. Define work schedules and assign to payees.

   Work schedules define the hours and days of the week that payees are scheduled to work. This information is important to the absence process because it tells the system whether a reported absence occurred during a scheduled work time. Absences during scheduled work periods may be paid if they meet your organization's absence rules.

2. Define absence types and reasons.

   Absence types define the broad categories of absences you want to track, such as illness, vacation, or maternity leave. Within each absence type, you can create a set of absence reasons that further classify absences. For example, if you create an absence type called Illness, you may want to set up reasons such as cold, flu, stress, and so on.

3. Define absence entitlement elements.

   Absence entitlement elements define how much paid time off your organization gives payees for various kinds of absences. They also specify the entitlement period, the calculation frequency, and any automatic adjustments to make to entitlement balances. For example, you might set up a Vacation entitlement element that gives payees 15 days of paid vacation each year. Also, you might specify that payees are compensated for half of any vacation days that are unused by April 1 of the following year. Entitlement can be granted for each absence or at the frequency that you specify.

4. Define absence take elements.

   Absence take elements define your rules for allowing paid time off. They define which kinds of absences are valid and the requirements that must be met before entitlement can be used. For example, a Vacation take rule may require that payees be employed three months before using Vacation entitlement. You link each take element to an absence type

and to one or more entitlement elements so that the system can calculate the number of paid and unpaid units and update the entitlement balances. You also link each take element to one or more earnings and deduction elements.

5. Add absence elements to eligibility groups and process lists.

   After you set up absence entitlement and absence take elements, follow the same two steps that you follow after defining earnings and deduction elements:

   a. Add the absence elements to the appropriate element groups. Element groups are the means by which elements are assigned to payees.

   b. Add the absence elements to one or more absence process lists. Process lists define which elements are resolved during absence processing and the order in which they are resolved. You can create one process list for entitlement elements and a second one for take elements or combine the two, depending on your needs.

   This step does not apply when entitlement is granted for each absence, rather than at a regular frequency, such as monthly or annually.

6. Enter absences.

   To record actual absences into the system, users: select the take element that identifies the absence and enter the dates of the absence. An absence reason can also be entered to further identify the cause of the absence (if you have defined absence reasons according to step 2). Depending on your take rules, you can require online approval of absence entries before processing. If online forecasting is required for a take element, the system issues a warning when users try to save absence entries without first running the online forecasting process.

7. Override or adjust the entitlement and enter positive input, when necessary.

   Users can manually enter one-time adjustments to entitlement balances (when entitlement is defined per absence) and override the standard entitlement rule for individual payees, as needed.

8. Run the Entitlement process (GPPDPRUN).

   The Entitlement process resolves the entitlement accrual and updates payees' entitlement balances. The steps for running this process are similar to those for running a regular payroll. When you launch the Entitlement process, the system retrieves the process list that is attached to the absence calendar and tries to resolve the appropriate entitlement elements for each payee.

9. Run the Take process (GPPDPRUN).

   The steps for running the Take process are similar to those for running a regular payroll. You can run the Entitlement and Take processes together or separately. (Absence elements must be on a separate calendar from earnings and deduction elements.)

   The Take process:

   a. Creates daily data, a detailed record for each day of the absence event.

b. Applies the absence rules to the daily data to calculate paid and unpaid units.

c. Associates the units with the earnings and deduction elements that you defined in the absence take rule

d. Generates positive input for the payroll process.

e. Updates the entitlement balances.

10. Run the Payroll process (GPPDPRUN).

    You're ready to run payroll. The pay run converts the positive input that is generated by the Take process into earnings elements or deduction elements.

See Also

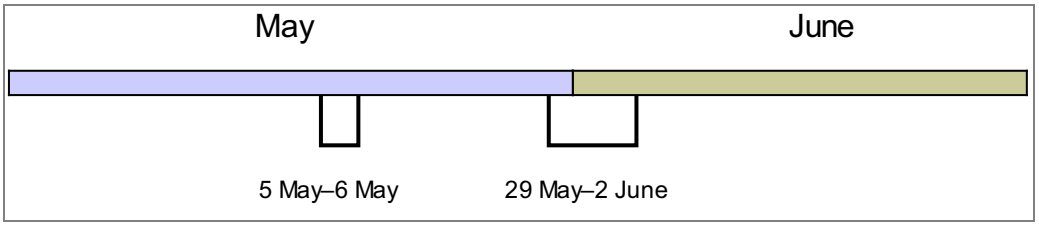
Using the Absence Forecasting and Balance Inquiry Processes

The Role of Daily Data

When you run the Take process, one of the first things the program does is *expand* each absence event that occurred for a payee during the absence processing period (or current segment, if the processing period is segmented). Expanding the event means that the system creates a detailed row of data for each day of the absence in the GP_RSLT_ABS record. We call these rows *daily data*.

The Take process expands each event that includes a date in the current segment. It creates a row for each day of the absence event, including days that fall outside the processing period. The system also populates the work schedule and holiday schedule system elements for the day before and after the absence, if the payee was not absent on those days. If the payee was absent the day before or the day after the reported absence, other absence-related system elements can be populated, depending on your rules.

For example, assume that the processing period is 1 to 31 May, and there is no segmentation. If the payee is absent from 5 May to 6 May and again from 29 May to 2 June, the Take process creates two rows of daily data for the first absence and five rows for the second absence. It also populates the work schedule and holiday schedule system elements for 4, 7, and 28 May as well as 3 June.



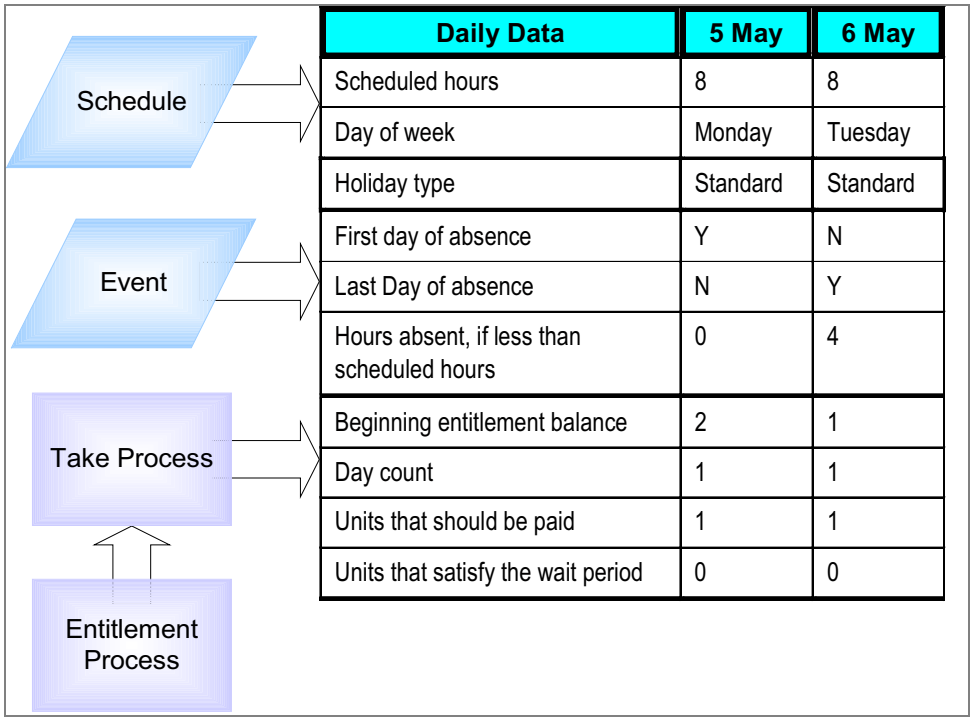
Daily data is created for each day of an absence event

Even though the system creates a row of daily data for each day of an absence event, this does not mean that each day is processed. The entire event is expanded so that the system has all the information it needs to accurately evaluate each absent day. Only those days that occurred during the processing period are processed. Using the above example, the system would process the following absent days: 5, 6, 29, 30, and 31 May.

Sources of Daily Data

Data that populates the daily data row initially comes from two sources:

- The payee's work and holiday schedules, which provide the day of the week, scheduled hours, and holiday type.
- The absence event, which provides the absence take, begin and end dates, partial days absent, if applicable, and other information.



Daily Data	5 May	6 May
Scheduled hours	8	8
Day of week	Monday	Tuesday
Holiday type	Standard	Standard
First day of absence	Y	N
Last Day of absence	N	Y
Hours absent, if less than scheduled hours	0	4
Beginning entitlement balance	2	1
Day count	1	1
Units that should be paid	1	1
Units that satisfy the wait period	0	0

Sample of the daily data

The Take process also contributes to the daily data. When it applies the absence rules—defined by your absence elements—to the event and schedule data, it derives a set of results that populates the daily data. The results include the beginning entitlement balance, absent units, paid and unpaid units, ending balance, and other information.

The *day formula,* which you create and assign to your take rule, is what drives the results. This formula interprets each day of the absence and returns the number of units that the absent day represents; for example, four hours or one day. Once the system knows the absence *day count,* it can compare the count to the entitlement balance, determine whether a wait period or any other requirements for payment have been met and determine whether any part of the absent day should be paid. It can also calculate the ending entitlement balance.

The Role of System Elements

Much of the daily absence data is stored by system elements—a collection of predefined elements that are delivered with PeopleSoft Global Payroll. Nearly 100 system elements apply to absence processing.

Using System Elements in Formulas

When you define a take element, you identify the day count formula that the system will use to calculate the number of units that the payee was absent for the day being processed. The formula makes use of any information that is stored in the daily data, including—in some cases—data from the day before or after the day that is being evaluated. For example, three system elements store a payee's scheduled hours:

- SCHED_HRS captures the number of hours that the payee was scheduled to work for the day that is being evaluated.
- SCHED_HRS_DB captures the number of hours that the payee was scheduled to work the day before.
- SCHED_HRS _DA captures the number of hours that the payee was scheduled to work the day after.

You might create a day count formula that uses the prior or next day's values in its calculations. Or you might create a day count formula that uses the value of the SCHED_HRS element to calculate the day count.

Depending on what absence features you want to use, you might need to create other formulas. Any of these formulas can make use of the daily data that is captured by the system elements.

Using User-Defined Fields

User-defined system elements enable you to capture and use absence data that is specific to your organization. Data that is entered into these fields is stored by system elements and added to the Daily Data records during the Take process. As is true of all system elements, the data captured by these elements can be used by any absence formula.

Each of the following pages includes a set of user-defined fields:

- Absence Event Entry
- Take Calculation
- Shift

Analyzing Absence Features

PeopleSoft Global Payroll supports a broad range of absence features. Spending time up front analyzing your organization’s needs and deciding which features to use saves time during implementation. Following is a summary of the key absence features.

Scheduling Features

- Sharing schedules across applications.

If your organization uses both PeopleSoft Global Payroll and PeopleSoft Time and Labor, those applications can share the same work schedules.

- Configurable fields.

When you set up shifts, you can enter information in as many as 16 configurable fields on the Shifts page. This information updates the daily data when you run the Take process and can be used in absence formulas.

See Also

"Using Schedules"

Entitlement Features

- Accrual method and frequency.

For each absence entitlement element that you create, indicate whether entitlement should accrue for each absence (for example, 40 days for each illness) or at the frequency that you specify (for example, 2 sick days per month). Per-absence entitlement is resolved when you run the Take process after an absence occurs; frequency-based entitlement is resolved when you run the Entitlement process. With frequency-based entitlement, you can use generation control to limit the conditions under which entitlement is resolved; for example, you can limit resolution to active payees only. (Absence Entitlement - Calculation page.)

- Entitlement amount.

Enter a numeric entitlement amount or define a supporting element that retrieves the appropriate amount during processing. For example, you might create a bracket element that returns the entitlement amount based on months of service. (Absence Entitlement - Calculation page.)

- Proration and rounding.

Instruct the system to round or prorate entitlement units. (Proration applies to frequency-based entitlement only.) To use these features, select the rounding and proration rules that you want to use. (Absence Entitlement - Adjustments page.)

- Automatic adjustments.

Specify what happens to a payee's frequency-based entitlement balance when certain conditions are met; for example, when a payee is terminated or when a certain date is reached. Payees can be compensated for all or part of the unused entitlement, or they can lose all of part of the unused entitlement. You use a generation control element to define the conditions under which the adjustment is made. (Absence Entitlement - Adjustments page.)

- Accumulator preferences.

The system generates a balance accumulator for entitlement. You can configure the way the balance is calculated and select additional accumulators. You tell the system when to begin accumulating and over what period of time. (Absence Entitlement - Accumulators 1 and Accumulators 2 pages.)

- Absence forecasting.

You can make online absence forecasting as a required or optional feature. With forecasting, a user enters actual or planned absence events and launches an online process that processes future periods of time, starting with the last finalized calendar. It can return values for balances and other items that you define. You might use this feature, for example, to determine whether a payee has or will have enough entitlement to cover an absence. (Absence Take - Forecasting page.)

- Balance inquiry.

Use this feature to project a payee's entitlement balance without entering actual or planned absence events. The online process displays the current entitlement balance and can be used to project entitlement for a take element as of the date that you specify. (Absence Take - Balance Inquiry page.)

Take Features

- Entitlement links.

Link each take element to one or more entitlement elements. If you link to more than one entitlement element, specify the order in which the elements are to be used. When an absence occurs, the system takes from the first entitlement (until it is depleted) before taking from the next entitlement. (Absence Take - Calculation page.)

- Absence types and reason codes.

You can create an unlimited number of absence types to describe the categories of absences that are relevant to your organization such as illness, vacation, personal, or work injury. Within each reason type, you can define codes that further describe the reason for the absence; for example, flu or back problems. The type and reason that are associated with an absence event populate system elements that you can use in absence formulas. (Absence Types page.)

- Approvals.

You can require that absence events be approved before they are processed. If you select this option, a user needs to select the Manager Approved check box when entering an absence on the Absence Event Entry page. Otherwise, the event is not processed. (Absence Take - Calculation page.)

- Combining like absences.

You can instruct the system to create one row of positive input for multiple instances of the same type of absence within the same pay period or create a separate row of positive input for each absence event. (Absence Take - Calculation page.)

- User-defined fields.

You can enter any information in as many as four user-defined fields on the Take element's Calculation page. This information updates the daily data when you run the Take process and can be available for your absence formulas. (Absence Take - Calculation page.)

- Earnings and deduction links.

You can link each take element to the earnings or deduction elements for which you want to generate positive input. You can also indicate the units, percent, rate, or amount to be returned when the calculation rule for the earnings or deduction element is Rate × Units or Rate × Units × Percent. (Absence Take - Day Formula page.)

- Generate matching absence data.

If you use the mapping feature, the system generates matching absence data for a mapped take element when an absence event is reported. You can also use a formula to specify the conditions under which the Take process generates matching data. (Absence Take - Day Formula page.)

- Day formula.

Define the formula that the system uses to evaluate each day of the absence. The formula returns the number of absence units that the system compares to the absence entitlement balance to calculate paid and unpaid units. (Absence Take - Day Formula page.)

- Automatic offset.

When you link a take element to an entitlement that accrues per absence, you specify conditions for reducing the entitlement balance. (Absence Take - Day Formula page.)

- Time period requirements.

Select up to three time period requirements that must be met before an absence can be paid: an eligibility date that must be reached: a minimum absence period, or a wait per absence. (Absence Take - Period page.)

- Linked absences.

Instruct the system to link related absences of the same type that fall within a specified period of time. During absence entry, users enter the begin date of the original related absence. When absences are linked, they can share the same entitlement or the same wait period. You define the period of time over which absences can be linked. (Absence Take - Period page.)

- Negative entitlement.

Specify what to do if there's not enough entitlement to cover an absence: allow a negative entitlement balance (up to the limit that you specify), treat the absence as unpaid time, or redirect the days to be processed by the set of take and entitlement rules that is associated with another take element. (Absence Take - Negative Balances page.)

- Priority processing for same-day absences.

You can allow users to enter more than one absence event for the same day or you can use the automatic priority processing feature. When more than one event is entered for a payee for the same day, the system refers to the priority that you assigned to each take element to determine which absence event to process for the specified day. (Absence Take - Priority page.)

Absence Entry Features

- Partial hours.

Users can enter full or partial day absences. When a payee is out for the same number of hours during each day of an absence event, the user enters the hours only once or selects the Half Day check box, if appropriate. (Absence Event Entry page.)

- Configurable fields.

Users can enter information in as many as four configurable fields when they enter absence events. This information updates the daily data when you run the Take process and can be available to your absence formulas. If you use this feature, we recommend that you provide users with guidelines for the types of data that they can enter. (Absence Event Entry page.)

Processing Features

- Processing periods.

The absence period can be the same as or different from the pay period. For example, January absences can be paid in January or February. You specify the target calendar pay for each absence process.

- Multiple Take processes.

More than one Take process can target the same pay calendar. For example, vacations taken in January and sick time taken in February can be paid in February. To accomplish this, create two absence process lists, one for vacations and another for sick time, and attach each process list to a separate absence calendar. On each absence calendar, select the pay calendar as the target calendar.

- Combining Entitlement and Take processes.

You can run the entitlement and take processes together or separately.

Self Service Features

- Payees can review absence balances through a web browser, enter requests for absences, and forecast absence balances as of a particular date.

- Managers can use the self-service features to enter and approve absence requests.

See Also

"Using Self Service Applications," Setting Up Absence Self-Service Features

Using the Absence Forecasting and Balance Inquiry Processes

PeopleSoft Global Payroll includes two online absence processes that can process future periods of time, beginning with the last finalized calendar and continuing through the calendar period that includes the date that you specify. You can use these processes to project future entitlement balances or to apply other absence-related business rules to future periods. You control which values the system returns from the process.

- Absence Forecasting

  You launch this process from the Absence Event Entry page after you enter actual or planned absences. The system executes a user-defined Forecast formula that returns an alphanumeric value that you define, plus a list of values for the elements that you identified when creating the Take definition. For example, your formula might determine if a payee has sufficient entitlement to cover an absence. If yes, the formula could display the value ELIGIBLE on the Absence Event Entry page and return the entitlement balance that remains after the future absence, the length of the requested absence, and other information that you find useful. You can require that a warning message be displayed if a user tries to save absence entries without running the Forecasting process first for certain absence takes.

- Balance Inquiry

  You launch this process from the Forecast Balance page, where you select a take element and enter the date as of which you want to see balances or other values returned.

The Absence Forecasting and Balance Inquiry processes simulate the Entitlement and Take processes. When you launch either process, PeopleSoft Global Payroll finds the last finalized calendar and looks at each subsequent calendar (included in the calendar group template) up through the calendar in which the latest forecasted event (for the Forecasting process) or as of date (for the Balance Inquiry process) falls. Neither Absence Forecasting or Balance Inquiry directly affect the regular batch process. However the values resolved for the forecasting system elements can be used by other system elements in the regular batch process.

The Absence Forecasting process updates the forecast value and a date/time stamp (ABS_EVT_FCST_VAL and FCST_DTTM) on the event record (GP_ABS_EVENT). The Balance Inquiry process does not update the event record.

You identify which results you want to see—beginning entitlement, ending entitlement, absence duration, and so forth—when you define your absence take rules. At the end of a successful Forecasting or Balance Inquiry process, the results populate the table (GP_ABS_EVT_FCST). These results are overwritten each time you successfully run the Forecasting or Balance Inquiry process for the same payee. Data is not written to the results tables that are used by the Take and Entitlement processes, but to identical tables with the prefix GPX rather than GP_. When you run the Take process, the forecast value is written to the results table (GP_RSLT_ABS). Consequently:

- Historic rules return data from the last batch run, not the current run.

- Arrays that read from the result tables return data from the last batch run, not the current run.

- Writable arrays are not processed.

In this section, we discuss how to:

- Enable absence forecasting and balance inquiry.
- Create a transaction definition.

Enabling Absence Forecasting and Balance Inquiry

Before using absence forecasting or balance inquiry, you must activate these features for each absence take and entitlement element to which they apply, except for per-absence entitlement elements. For example, to forecast entitlement for vacations only, you activate forecasting for the vacation take and vacation entitlement elements.

Following is an overview of steps to enable absence forecasting or balance inquiry:

1. Define forecast formulas for absence takes (absence forecasting only).

   A forecast formula evaluates an absence according to the business rules you define. For example, your formula might determine if there is sufficient entitlement to cover an absence and, if not, what action to take. It returns a user-defined character string that appears on the Absence Event Entry page. For example, it might display "Eligible" or "Success" if there is enough entitlement to cover an absence. The system resolves the forecast formula for each day of the absence, immediately after it resolves the day count, day count paid, and day count unpaid. Only the last value of the formula is stored and is moved to the Absence Event table (GP_ABS_EVENT) during the Absence Forecasting process. The value is also moved to the results table (GP_RSLT_ABS) when the event is processed during the Absence Take process.

   The formula can check to see if there are any unpaid units for the day and why the units are unpaid—perhaps because of a waiting period. To determine this, you refer to other absence system elements, such as the beginning wait balance, ABS BEGIN WAIT BAL, and the ending balance, ABS END WAIT BAL.

   You can use the results of the forecast formula to invoke other actions. For example, you might create a formula, that when resolves to Eligible, populates the units element that is used to generate positive input. (You select the Units element on the Take - Day Formula page.)

2. Enable forecasting and/or balance inquiry for the take element on the Element Name page.

   a. For absence forecasting, indicate whether forecasting is allowed (select Forecast Indicator) or required (select Forecast Required Indicator).

   b. For balance inquiry, select the Forecast Indicator.

3. Complete the Take - Forecasting and Take - Balance Inquiry pages, as applicable.

a. For absence forecasting, select the forecast formula and the elements that are to return the results of the forecast process on the Take - Forecasting page.

b. For balance inquiry, select the elements that are to return the results of the balance inquiry process on the Take - Balance Inquiry page.

4. Enable forecasting for associated entitlement elements.

   Repeat step 2 for each linked, frequency-based entitlement element.

5. Enable forecasting for redirected take elements.

   If you've redirected this take element to another take element on the Take - Negative Balances page, follow step 2 for the redirected take element and its associated entitlement elements.

6. Create a Calendar Group ID template.

   When you run the Forecasting or Balance Inquiry process, the system must know which absence calendars to refer to so that it can identify the elements to process, the period of time to evaluate, and so on. Use the Calendar Group ID page to select the applicable absence—not payroll—calendars. (These should be the same calendars that you use when running the Take and Entitlement processes.) Also select the Use as a Template check box on the Calendar Group ID page to indicate that the calendar group ID is to be used by the forecasting process.

   The template should cover the forecasting period, which runs from the last finalized calendar to the end date of the latest absence event (or the as of date, for Balance Inquiry). Most likely, you'll want the calendar group ID to span one or more years. The template should also include all pay groups whose employees could be forecasted.

7. Create transaction definitions.

   Use the Transaction Definition page to link the calendar group ID template (created in the previous step) to the absence forecasting or balance inquiry process. If you plan to use both processes, create a transaction definition for each. When you launch the Forecasting or Balance Inquiry process, the transaction ID tells the system which calendar group ID to look for.

See Also

"Absence Entry and Processing," Forecasting Entitlement During Absence Entry and Viewing Current Entitlement Balances and Running the Balance Inquiry Process

"Using Calendars," Defining Calendar Groups

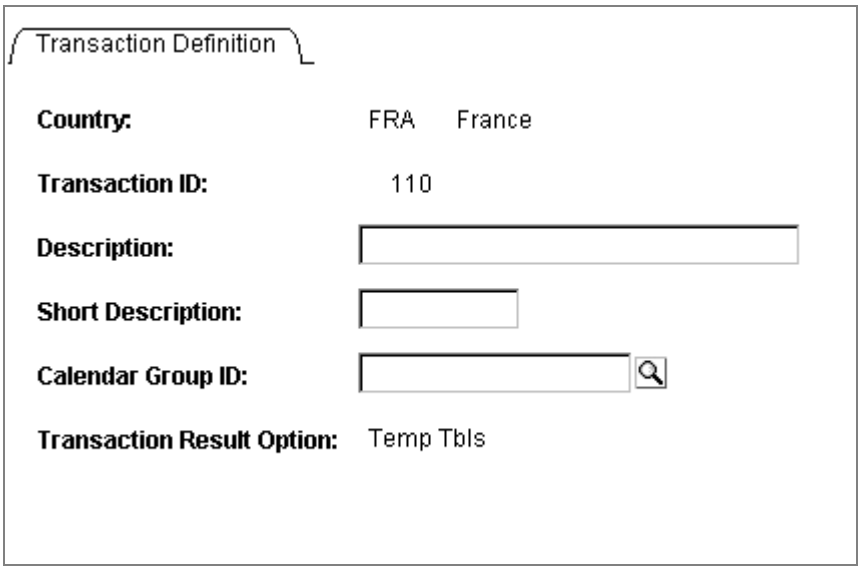
Creating a Transaction Definition

Page Used to Create a Transaction Definition

Page Name	*Object Name*	*Navigation*	*Usage*
Transaction Definition	GP_TXN	Define Business Rules, Define Global Payroll Rules, Setup 5, Transaction Definition	Create a transaction definition by linking a calendar group ID template to the Absence Forecasting process or Balance Inquiry process. A transaction definition is tied to a specific country.

Creating a Transaction Definition

Access the Transaction Definition page.



Transaction Definition page

Transaction ID Values are:

100: Absence Forecasting process.

110: Balance Inquiry process.

Note. You can define one of each type of transaction ID per country.

Calendar Group ID Select the appropriate calendar group ID. You can choose from the list of calendar group IDs that have been set up as templates.

Transaction Result Option Indicates that the results of the process are stored in temporary tables.

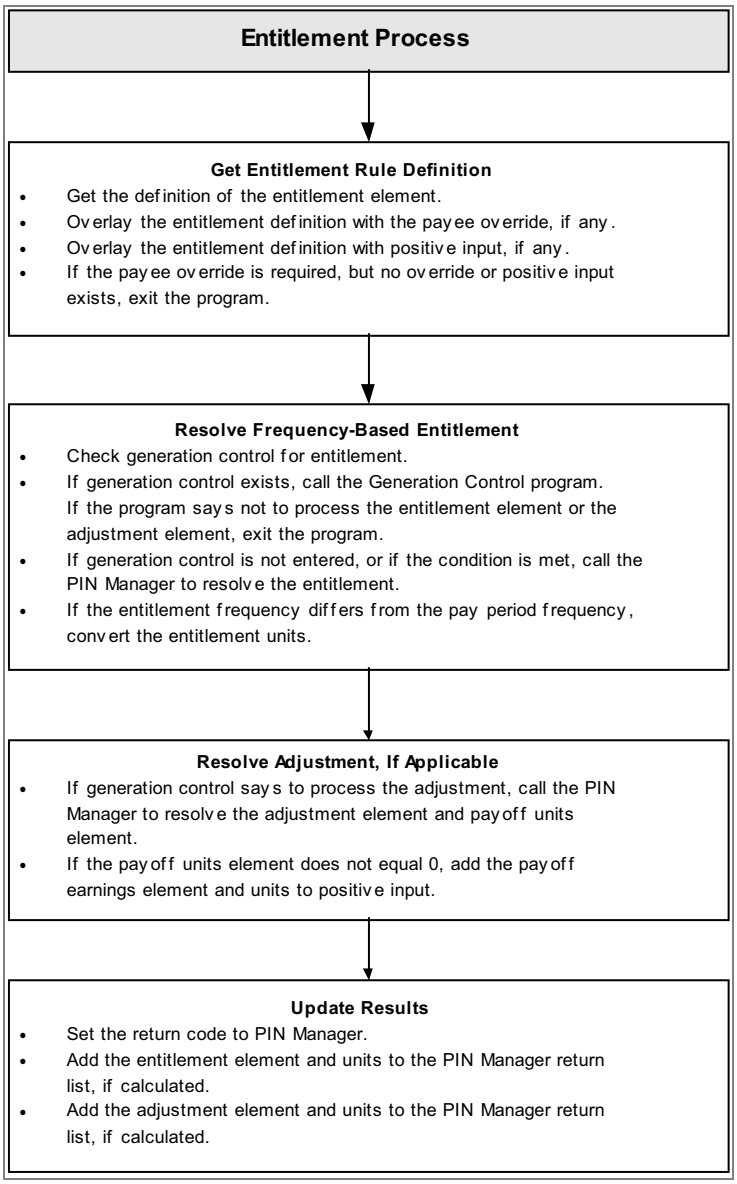
Running Absence Processes

You use two absence processes (Entitlement and Take) to calculate absence entries and create payroll input. (You can create a separate process list for each or use one process list.) The system processes entitlement and take elements when they are included on the absence process list that is called by a calendar during processing, which is the same way that it processes all elements. You do not need to run a separate Entitlement process to resolve per-absence entitlement elements. These elements are resolved only when you run the Take process.

The following charts illustrate what happens when you run the absence processes.

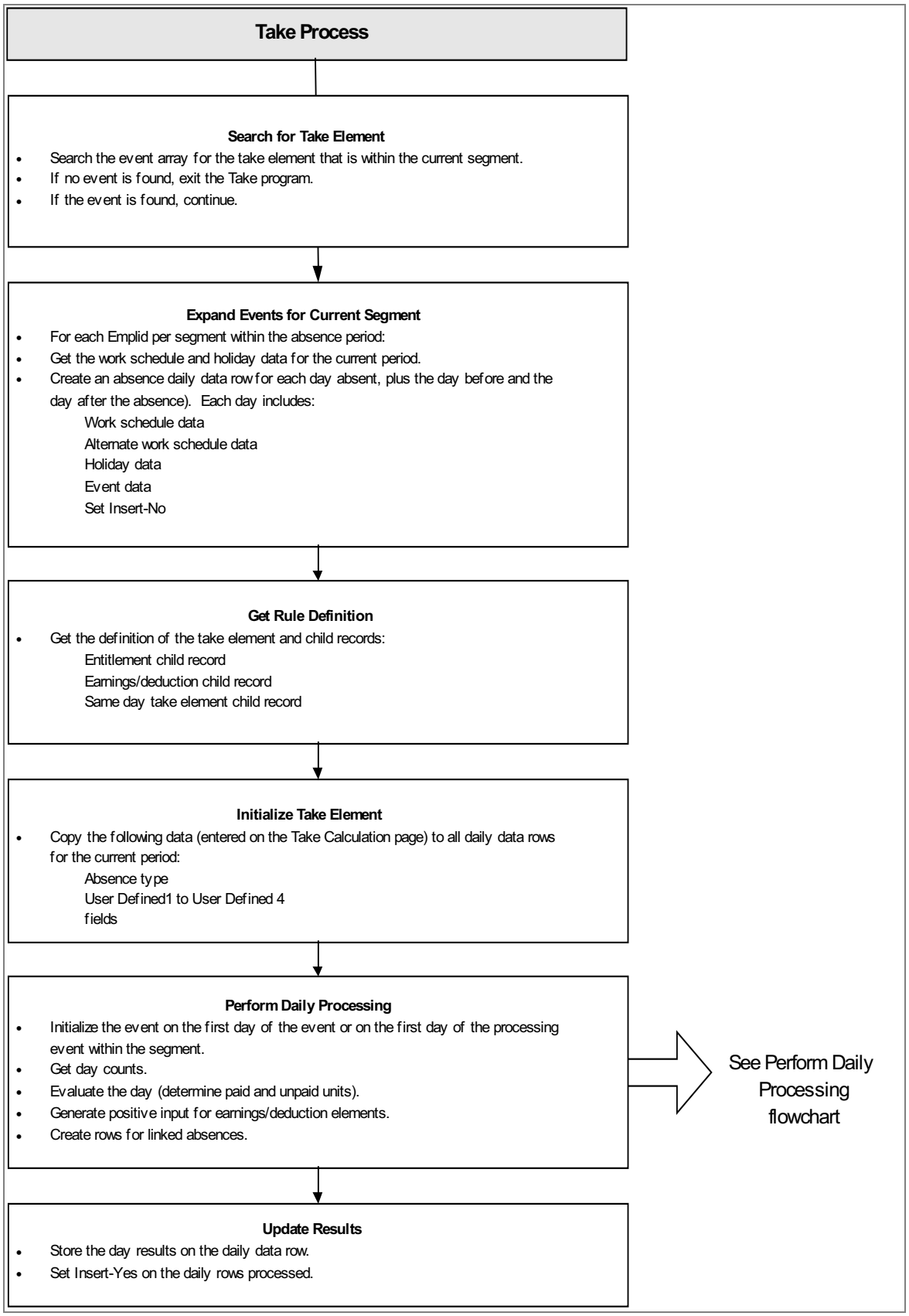
Entitlement Process

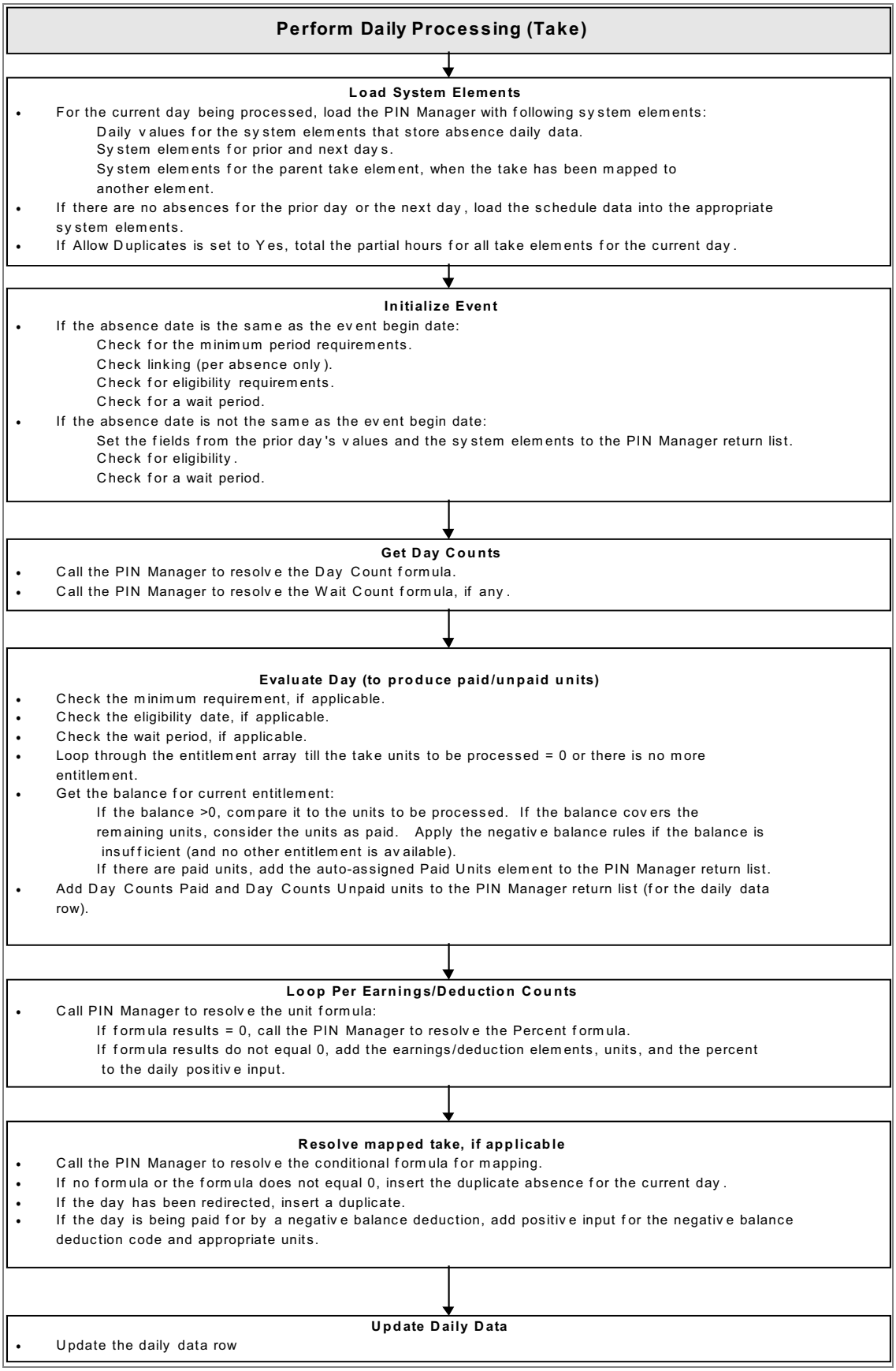
The primary job of the Entitlement process is to resolve entitlement elements. The process begins when the Process List Manager encounters the entitlement element on the Process List as it processes a payee.



Take Process

The primary job of the take element is to determine paid and unpaid units. The process expands each absence event into daily data and generates positive input for the pay run. It also updates balance accumulators.


Take Process
Search for Take Element
Search the event array for the take element that is within the current segment.
If no event is found, exit the Take program.
If the event is found, continue.
Expand Events for Current Segment
For each Emplid per segment within the absence period:
Get the work schedule and holiday data for the current period.
Create an absence daily data row for each day absent, plus the day before and the day after the absence). Each day includes:
Work schedule data
Alternate work schedule data
Holiday data
Event data
Set Insert-No
Get Rule Definition
Get the definition of the take element and child records:
Entitlement child record
Earnings/deduction child record
Same day take element child record
Initialize Take Element
Copy the following data (entered on the Take Calculation page) to all daily data rows for the current period:
Absence type
User Defined1 to User Defined 4
fields
Perform Daily Processing
Initialize the event on the first day of the event or on the first day of the processing event within the segment.
Get day counts.
Evaluate the day (determine paid and unpaid units).
Generate positive input for earnings/deduction elements.
Create rows for linked absences.
See Perform Daily Processing flowchart
Update Results
Store the day results on the daily data row.
Set Insert-Yes on the daily rows processed.


Perform Daily Processing (Take)
Load System Elements
For the current day being processed, load the PIN Manager with following system elements:
Daily values for the system elements that store absence daily data.
System elements for prior and next days.
System elements for the parent take element, when the take has been mapped to another element.
If there are no absences for the prior day or the next day, load the schedule data into the appropriate system elements.
If Allow Duplicates is set to Yes, total the partial hours for all take elements for the current day.
Initialize Event
If the absence date is the same as the event begin date:
Check for the minimum period requirements.
Check linking (per absence only).
Check for eligibility requirements.
Check for a wait period.
If the absence date is not the same as the event begin date:
Set the fields from the prior day's values and the system elements to the PIN Manager return list.
Check for eligibility.
Check for a wait period.
Get Day Counts
Call the PIN Manager to resolve the Day Count formula.
Call the PIN Manager to resolve the Wait Count formula, if any.
Evaluate Day (to produce paid/unpaid units)
Check the minimum requirement, if applicable.
Check the eligibility date, if applicable.
Check the wait period, if applicable.
Loop through the entitlement array till the take units to be processed = 0 or there is no more entitlement.
Get the balance for current entitlement:
If the balance >0, compare it to the units to be processed. If the balance covers the remaining units, consider the units as paid. Apply the negative balance rules if the balance is insufficient (and no other entitlement is available).
If there are paid units, add the auto-assigned Paid Units element to the PIN Manager return list.
Add Day Counts Paid and Day Counts Unpaid units to the PIN Manager return list (for the daily data row).
Loop Per Earnings/Deduction Counts
Call PIN Manager to resolve the unit formula:
If formula results = 0, call the PIN Manager to resolve the Percent formula.
If formula results do not equal 0, add the earnings/deduction elements, units, and the percent to the daily positive input.
Resolve mapped take, if applicable
Call the PIN Manager to resolve the conditional formula for mapping.
If no formula or the formula does not equal 0, insert the duplicate absence for the current day.
If the day has been redirected, insert a duplicate.
If the day is being paid for by a negative balance deduction, add positive input for the negative balance deduction code and appropriate units.
Update Daily Data
Update the daily data row

CHAPTER 11

Defining Absence Elements

This chapter provides an overview of defining absence elements and discusses how to:

- Define absence types and reasons.
- Define absence entitlement rules.
- Define absence take rules.
- Prepare absence elements for use.

See Also

"Understanding Absences"

Understanding Absence Elements

In PeopleSoft Global Payroll, you define the policies or rules that your organization follows for tracking and compensating payees for absences by creating absence entitlement and take elements. Absence entitlement elements define the conditions under which payees accrue paid time off and the amount of time that they can accrue. Absence take elements specify the rules that the Take process applies to determine whether an absence should be paid.

The steps to complete to create and prepare absence elements for use are:

1. Review the chapter "Understanding Absences" in this PeopleBook.
2. Define absence formulas.
3. Define absence types and reasons.
4. Define entitlement elements.
5. Define take elements.
6. Add take and entitlement elements to element groups and process lists.

You can change the order of these steps if you take into account the dependencies noted below.

Setup Guidelines and Dependencies

- Several absence features require the use of formulas.

At a minimum, you define a day formula for the take definition. If you're creating entitlement elements that resolve per absence, you also define a conditional resolution formula. You cannot save the entitlement element until you enter the name of the formula on the Absence Entitlements - Calculation page.

- Entitlement and take elements are linked.

When you define a take element, you specify which entitlement rules apply. If you define take elements before defining entitlement elements, return to the take pages in correction mode to select the entitlement elements.

- You assign an absence type to each absence take element.

Absence types provide a way to group or categorize absences. You can assign the same absence type to more than one take element.

- Depending on your take rules, take elements can have several interdependencies.

Mapping out the relationships between these elements can reduce setup time. Take elements are related when:

- You allow payees to use an entitlement that is associated with another take when they exceed the entitlement balance.
- You request the system to create a duplicate event for a second take element.
- You prevent users from entering more than one absence for the same payee for the same day, but you want an error message to give information about the priority of the conflicting events.

- Entitlement, adjustments, balances, and other absence-related values are stated in the same units (hours, days, or some other period of time).

For example, if you express entitlement in days, make sure that any supporting elements that define adjustments, balances, and other absence-related amounts also resolve to days. The units that you use to define absence elements must match the units that the users enter when they adjust or override an entitlement.

- Although you define most absence entitlement and take elements during implementation, you can create additional absence elements anytime.

As your business needs change, we recommend creating new absence elements, rather than modifying existing elements. Changing existing elements can affect retroactive processing.

See Also

"Understanding Absences"

Creating Absence Formulas

Formulas offer a convenient way to implement various absence management features. You can create different formulas for the features that you use or use the same formula in as many situations as you need to.

Here is a list of the absence-related formulas that you may need:

Formula / Page	*Use*	*Element Populated*	*Value Returned*
Conditional Resolution Formula (Absence Entitlements - Calculation page)	Required for *per-absence* entitlement elements. Defines when to resolve entitlement. Resolved each day if the balance is needed during processing.		0 = do not resolve entitlement. Nonzero value = resolve entitlement.
Day Formula (Absence Take - Day Formula page)	Required for all take elements. Interprets each absent day and returns the units to compare to the entitlement balance. Always resolved per day.	DAY COUNT	Count that represents units for the absent day.
Offset Formula (Absence Take - Day Formula page)	Per-absence entitlements only. Automatically reduces beginning entitlement balance. Resolved immediately after a per-absence entitlement is resolved.		Count that can be added to or subtracted from the entitlement balance.
Conditional Formula (Absence Take - Day Formula page)	Defines conditions for generating an absence event for another take element.		Zero or nonzero value.
(Wait) Count Formula (Absence Take - Period page)	Returns the number of remaining days that a payee must be absent before a wait period is satisfied. Often the formula that is used for the Wait Count is the same as the formula that is used for the Day Formula. For example, *workday* could be counted.	WAIT COUNT	Count

Formula / Page	*Use*	*Element Populated*	*Value Returned*
Forecast Element (Absence Take - Forecasting page)	Used during the Forecasting process to evaluate an absence. The result of the formula appears on the Absence Event Entry page. Resolved for each day of an absence event. The system saves only the value that is resolved for the last day of the absence.	ABS EVT FCST VAL	Up to 30 alphanumeric characters.

Many system elements are designed for use within absence formulas and point to columns in the absence daily data table.

For example, assume that you use the system element named SCHED HRS in your Day Formula and that you define the formula, named WRK DAY, as follows:

```
IF SCHED HRS > 0
THEN 1 ->> WRK DAY
ELSE 0 ->> WRK DAY
END IF
```

The formula checks to see if scheduled hours are greater than 0. If they are, the day equals one workday. If they are not, it is not a workday. As long as there is at least one scheduled hour, the absent day is considered a workday.

The formula processes each row of the daily data for the specified period for the absence take element that is being processed. For each row, the system retrieves the value for SCHED HRS from the daily data table.

Note. Absence system elements in the rows of daily data reflect what the current process row contains. You can use other system elements in your formulas; however, the system resolves them only once—not for each row. For example, if you use a system element from the Job row, such as Department, the value for Department does not change for each row.

See Also

"Defining Data Retrieval Elements," Working With System Elements

Defining Absence Types and Reasons

When you define an absence take element, you assign it an absence type that describes the category of the absence; for example, vacation or sick. You can specify whether an absence type applies to all countries or a specific country. For each absence type, you can define an unlimited number of absence reasons.

In this section, we discuss how to define absence types and reasons.

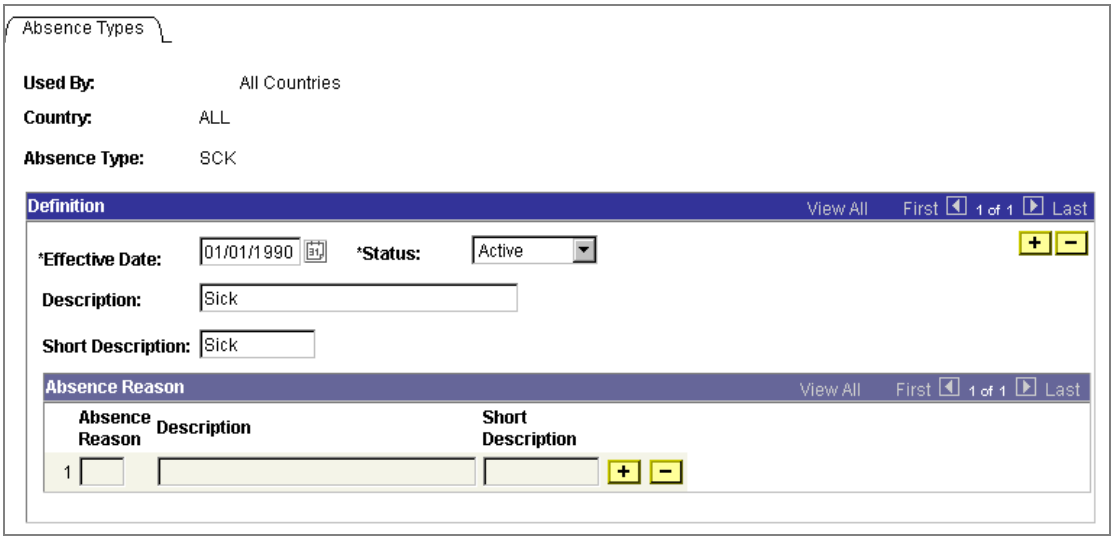
When reporting absence events, the system displays the absence type associated with the take that you enter. Entering an absence reason is optional. During the batch and online forecasting processes, the absence type and reason code populate system elements (ABSENCE_TYPE, ABSENCE_TYPE_DB (absence type day before), ABSENCE_REASON, and so on) that you can access within your absence formulas.

Page Used to Define Absence Types

Page Name	*Object Name*	*Navigation*	*Usage*
Absence Types	GP_ABS_TYPE	Define Business Rules, Define Global Payroll Rules, Setup 1, Absence Types	Define the types of absences that your organization recognizes. You can define reasons in each absence type.

Defining Absence Types

Access the Absence Types page.



Absence Types page

You can enter up to 3 alphanumeric characters for each Absence Reason code.

Defining Absence Entitlement Elements

Use the Absence Entitlement component to create an absence entitlement element for each type of entitlement that your organization offers. For example, if you have separate accrual

policies for sick time, vacations, maternity leave, and so on, create a separate entitlement element for each.

In this section, we discuss how to:

- Name an entitlement element.
- Define the method of accruing entitlement.
- Define rounding and proration rules.
- Define user keys for tracking entitlement balances.
- Define the start date and length of an entitlement accumulator period.
- Override the value of a supporting element.

Pages Used to Define Entitlement Elements

Page Name	*Object Name*	*Navigation*	*Usage*
Absence Entitlements - Calculation	GP_ABS_ENTL	Define Business Rules, Define Global Payroll Rules, Setup 3, Absence Entitlements, Calculation	Select the method of accruing entitlement, the entitlement amount, and a generation control element.
Absence Entitlements - Adjustments	GP_ABS_ENTL2	Define Business Rules, Define Global Payroll Rules, Setup 3, Absence Entitlements, Adjustments	Define rounding and proration rules and enter instructions for adjusting the entitlement balance under certain conditions.
Absence Entitlements - Entitlement Accumulators 1	GP_ABS_AC_ELEM	Define Business Rules, Define Global Payroll Rules, Setup 3, Absence Entitlements, Entitlement Accumulators 1	Define user keys for tracking entitlement balances and specify when the accumulation of entitlement occurs.
Absence Entitlements - Entitlement Accumulators 2	GP_ABS_AC_ELEM2	Define Business Rules, Define Global Payroll Rules, Setup 3, Absence Entitlements, Entitlement Accumulators 2	Define the start date and length of the entitlement accumulation period, and select auto-generated accumulators.

Page Name	Object Name	Navigation	Usage
Absence Entitlements - Supporting Element Overrides	GP_ELM_DFN_SOVR	Define Business Rules, Define Global Payroll Rules, Setup 3, Absence Entitlements, Entitlement Accumulators 2	Override the value of a supporting element that is used in the definition of the entitlement element.

See Also

"Understanding Overrides," Defining Element Overrides

Naming Entitlement Elements

You must name every element and define its basic parameters on an Element Name page. All element components in PeopleSoft Global Payroll share the same Element Name page (GP_PIN).

If the entitlement element that you're defining will be linked to a take element for which absence forecasting is allowed, select the Forecast Indicator check box on the Element Name page.

To avoid degrading system performance, select the feature only for those takes and entitlements that you're interested in forecasting.

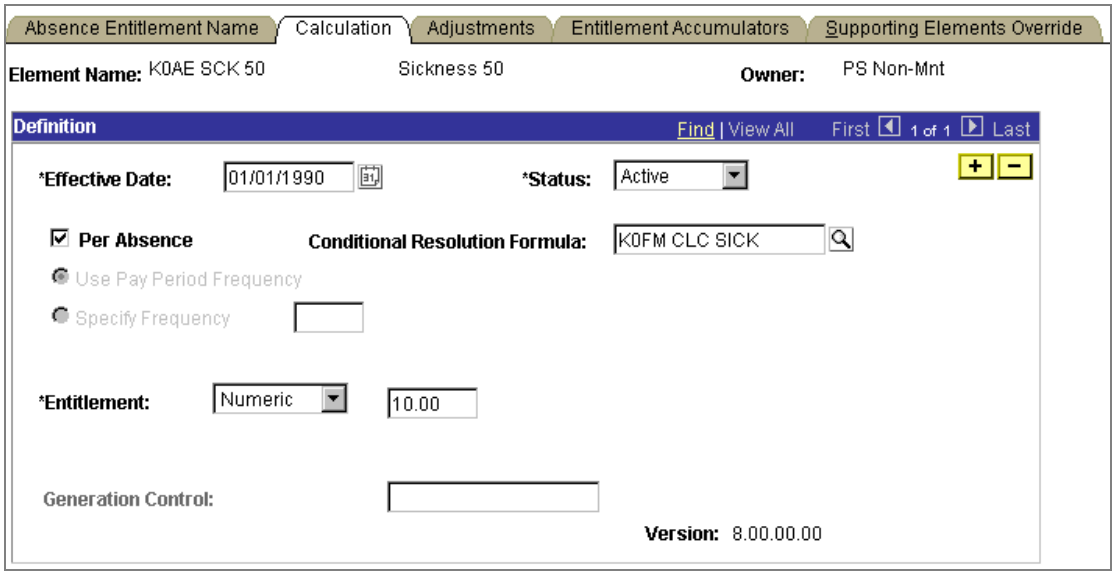
See Also

"Defining General Element Information," Defining an Element Name (GP_PIN)

"Understanding Absences," Using the Absence Forecasting and Balance Inquiry Processes

Defining an Entitlement Amount and Accrual Method

Access the Absence Entitlements - Calculation page.



Absence Entitlements - Calculation page

Per Absence

Select to grant entitlement only when an absence occurs; for example, you want payees to accrue 42 days of entitlement for each illness. Clear to grant entitlement at a regular frequency such as monthly or annually.

Conditional Resolution Formula

If you selected **Per Absence,** select a formula element. When you run the Take process, the system resolves the day formula (defined for the take element on the Absence Take - Day Formula page) and evaluates the day to determine whether the entitlement balance is needed. If it is, the system resolves the conditional entitlement resolution formula.

If the condition is met (that is, if the formula returns a value other than 0), the Take process resolves the entitlement. If the condition is not met, the existing entitlement balance is used.

When a take element linked to this entitlement has a minimum absence period, eligibility period, or await period, the conditional resolution formula is executed only after these periods have been met.

Use Pay Period Frequency

Select if the entitlement is frequency-based, and you want entitlement to accrue each pay period.

Specify Frequency

Select if the entitlement is frequency-based and is to accrue at the selected frequency. Values include, but are not limited to ***Annual***, ***Daily, Weekly, Monthly, Quarterly,*** and ***Semimonthly.***

Note. Frequency values are defined in PeopleSoft Human Resources.

The system uses the frequency to determine the entitlement amount to accrue each pay period. For example, if payees accrue 1 day of entitlement at a ***Monthly*** frequency, the system annualizes (calculates the annual entitlement) by multiplying 1 (day) by 12 (months). It uses the calendar period for the pay run to deannualize the amount. If payees are paid weekly, the system calculates the amount to accrue during each pay run by dividing 12 by 52. In this example, payees accrue 12 / 52, or .23 days of sick time each pay period.

To deannualize entitlement using a frequency other than the pay period, select a generation control frequency in the **Generation Control** field.

Entitlement

In the first field select the type of element to use to resolve the entitlement amount. Values are ***Accumulatr*** (accumulator), ***Bracket, Formula, Numeric, Payee Lvl*** (payee level), ***SystemElem*** (system element), and ***Variable*****.**

If you select ***Payee Lvl*****,** the entitlement element is resolved only if the element is assigned to the payee on the Entitlement/Take Assignment page or if there is positive input for the payee.

In the second field, select the name of the element that calculates entitlement. If you selected ***Numeric*** in the first field, type the number of units in this field.

Generation Control

Use a generation control element to limit the conditions under which the entitlement element is resolved.

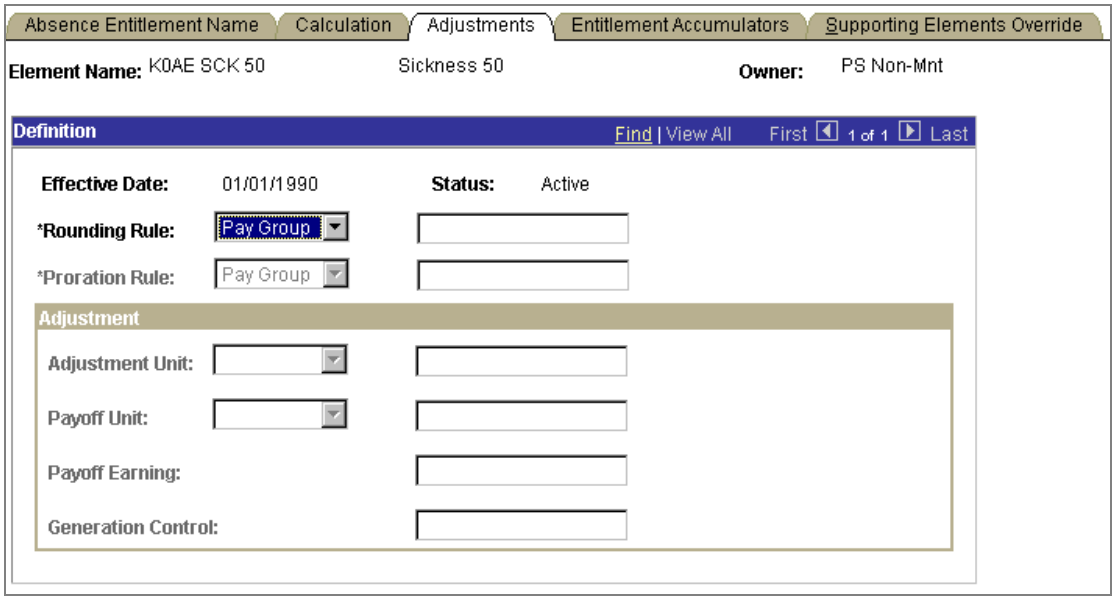
For example, use generation control to restrict resolution of the element to active payees. If you are defining a frequency-based entitlement and you selected **Specify Frequency,** you can select a generation control frequency element. The system uses the frequency that is defined by the generation control element, rather than the frequency of the pay calendar, to deannualize the entitlement amount and to determine when to resolve the entitlement.

See Also

"Defining Calculation Elements," Defining Generation Control Frequency and Defining Generation Control Elements

Defining Proration, Rounding, and Automatic Adjustments

Access the Absence Entitlements – Adjustments page.



Absence Entitlements - Adjustments page

You can have the system round entitlement units or prorate those units when there is period segmentation. Proration applies to frequency-based entitlement only. If you select both a rounding rule and a proration rule, the system prorates and then rounds the entitlement units. Adjustment and payoff units are never rounded or prorated.

Rounding Rule

To have the system round the entitlement units, specify where you defined the rounding rule by selecting one of the following values in the first field:

Paygroup: The system applies the rounding rule that is defined for the payee's pay group.

Specified: The system applies the rounding rule that you select in the next field.

Proration Rule

This field applies to frequency-based entitlements only. To prorate entitlement units when the pay period is segmented, specify where the proration rule is defined by selecting a value in the first field:

Paygroup: The system applies the proration rule that is defined for the payee's pay group.

Specified: The system applies the proration rule that you select in the next field.

Note. You can use the PRORATE system element to invoke proration for an entitlement element, even when there's no segmentation. You set the value of PRORATE to Y or N (yes or no) to activate and deactivate proration. For example, you might create a formula that sets PRORATE to Y, prior to processing the entitlement element. After the entitlement element, you reset the system element PRORATE to *N*.

Adjustment

For frequency-based entitlements, you can instruct the system to reduce or pay off all or a portion of a payee's entitlement balance when a certain event occurs. You use generation control to define when you want the adjustment to occur.

Adjustment Unit

In the first field, select the type of supporting element that returns the number of units that you want added to or deducted from the entitlement balance. The system *adds* the returned amount to the entitlement balance; to reduce the balance, be sure that the element returns a negative number. Values are ***Accumulatr, Bracket, Formula, SystemElem,*** and ***Variable.***

In the field to the right, select the name of the supporting element.

For example, let's say that payees can carry up to three months of unused vacation into the new year, at which time any unused entitlement is lost. On 31 March, a payee has three unused vacation days carried over from the previous period. The element that you select in this field returns a value of -3.

Payoff Unit

Use to compensate payees for all or some of the units that they will lose. In the first field, select the supporting element that returns the number of units that are to be paid off. Values are ***Accumulatr, Bracket, Formula, SystemElem,*** and ***Variable.***

In the second field, select the name of the supporting element.

Payoff Earning

If you completed the **Payoff Unit** field, select the earnings element with which the payoff units are associated. When you run the Take process, the system generates positive input for the target calendar that is specified on the current calendar.

Generation Control

This field is required if you completed the **Adjustment Unit** field. Select the generation control element that identifies when the adjustment is to occur. If you leave this field blank, the system doesn't process the adjustment.

Entitlement Carryover

When the system creates a new accumulator at the start of a new accumulation period, it assigns the value of the old accumulator to the system element named PREVIOUS VALUE ACCM. If you want entitlement balances to carry forward to the new accumulation period, you can create an initialization formula (on the Period page) that retrieves the old value from PREVIOUS VALUE ACCM and assigns its value to the formula. Add the formula element to the element member list for the accumulator (by selecting *Add* for the Accumulator Sign) via the Members page. When you do this, the value of PREVIOUS VALUE ACCM will be

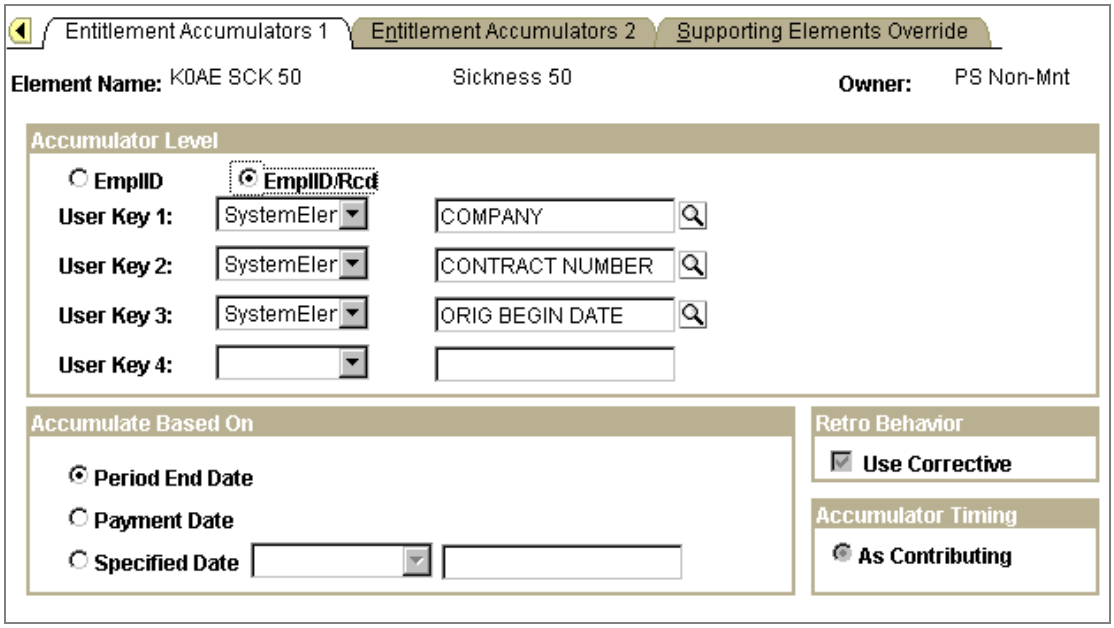
assigned to the formula, which will then be added to the balance accumulator. You can add the entire previous balance to the new accumulator, or whatever portion you want.

See Also

"Defining Accumulators," Defining the Period for an Accumulator

Defining Accumulator Rules for Entitlement

Access the Absence Entitlements - Entitlement Accumulators 1 page.



Absence Entitlements - Entitlement Accumulators 1 page

The fields on this page are the same as the fields on the Accumulators - Level page in the Accumulators component. Only the settings that are specific to absence entitlement elements are described below.

Accumulator Level

User Key

If you want linked take elements to share a per-absence entitlement balance when a user enters absence events with the same original begin date, you can use a User Key to set up these instructions.

Select ***SystemElem*** for one of the user keys, and select ***ORIG BEGIN DATE*** (original begin date) in the field to the right. On the Entitlement Accumulators 2 page, select *Custom Period* as the Accumulator Period. In the Date field, select *SystemElem* and select *ORIG BEGIN DATE* in the field to the right.

Now, when you enter two absence events for the same take element and both events have the same original begin date, the second event uses the entitlement balance of the first event.

Retro Behavior

Retro Behavior (retroactive behavior) identifies how the accumulator is updated during retroactive processing.

Use Corrective — Selected by default as the retro behavior for absence elements to indicate that the accumulator behaves in corrective mode during retro processing; that is, it is updated with the newly calculated values of the member elements at the end of a retro recalculation.

Accumulator Timing

Accumulator timing identifies when the entitlement balance accumulator is resolved.

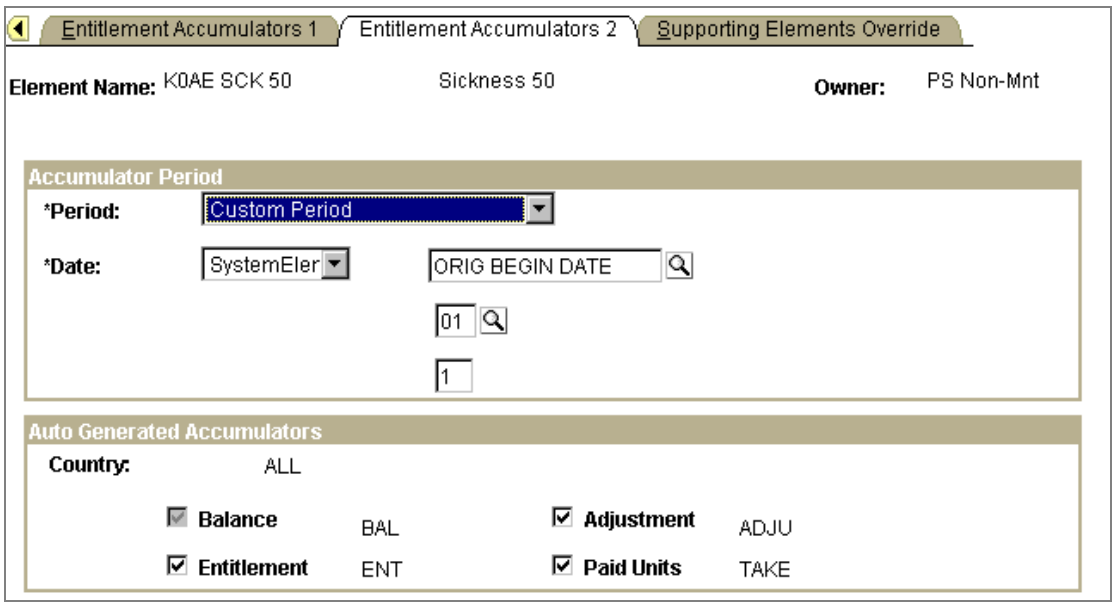
As Contributing — Selected by default for absence entitlement elements to indicate that as each element contributing to the accumulator is resolved, the accumulator itself is also updated. The accumulator does not need to appear on the absence process list to be updated.

See Also

"Setting Up Accumulators," Specifying Keys and Timing for Accumulators

Defining the Start Date and Length of the Accumulator Period

Access the Absence Entitlements - Entitlement Accumulators 2 page.



Absence Entitlements - Entitlement Accumulators 2 page

Use this page to:

- Instruct the system to create separate accumulators to track entitlement, adjustments, and take.
- Define the start date and the length of the accumulation period; for example, month to date or year to date.

Accumulator Period

Period

Select the period of time you want the accumulators to track. Depending on the option that you select, other fields may appear. Options are:

Calendar Period

Custom: If you select this option, complete the ***Date*** fields.

Month to Date: If you select this option, complete the **Begin Option** and **Begin Day** fields.

Quarter to Date: If you select this option, complete the **Begin Option, Begin Month,** and **Begin Day** fields.

Segment Period

Week to Date: If you select this option, complete the **Begin Option, Begin Month,** and **Begin Day** fields.

Year to Date: If you select this option Also, complete the **Begin Option, Begin Month,** and **Begin Day** fields.

Date

If you selected ***Custom*** in the **Period** field, select the type of supporting element that will defines the start date of the accumulation period. Options are ***Bracket, Cal Date*** (calendar date), ***Date, Formula, SysElem*** (system element), ***Variable.***

(***Cal Date*** enables you to choose a specific date; ***Date*** enables you to use a **Date** element.)

In the field to the right, select the name of the element that defines the date. Or, if you selected ***Cal Date*** in the first field, select a date in this field.

Begin Option

If you selected ***Quarter to Date*** or ***Year to Date*** in the **Period** field, select the type of supporting element that define the start date of the accumulation period. Options are:

Specify Date: The accumulation period will begin on the date you specify by completing the **Begin Month** and **Begin Day** fields.

Use Paying Entity Calendar: The accumulation period begins on the same day that the calendar that is defined for the pay entity begins.

Use Paying Entity Fiscal. The accumulation period begins on the same day that the fiscal calendar that is defined for the pay entity begins.

You define the pay entity calendar and fiscal calendar on the Pay Entity - Processing Details page.

Begin Month

This field appears only if you selected ***Quarter To Date*** or ***Year To Date***. Select the month in which you want the accumulation period to begin.

Begin Day

This field appears only if you selected ***Month To Date, Quarter To Date,*** or ***Year To Date***. Select the day of the month on which you want the accumulation period to begin.

Warning! If you change the **Begin Month** or **Begin Day** field after you run the Entitlement or Take process, accumulator results may be inaccurate.

Auto Generated Accumulators

When the system generates the accumulators, it automatically adds a suffix to each accumulator's name to identify what the accumulator represents: the balance, entitlement, adjustment, or paid units. For example, an entitlement element named Vacation might have accumulators named VACATION_BAL, VACATION_TAKE, and so forth.

Country

The **Country** field identifies the country that is associated with the suffix names and is determined by your entry in the Used By field on the Absence Entitlement Name page:

If you selected *All Countries* in the Used By field, the system displays ***All*** in this field and displays suffixes in the preferred language that is specified for the user.

If you selected *Specific Country* in the Used By field, the system determines if suffixes are defined on the Element Suffixes component for the selected country. If suffixes are defined, the **Country** field displays the country code from the Absence Entitlement Name page. When the system creates the accumulators, it attaches the suffixes associated with the selected country (as they appear on the Element Suffixes component). If suffixes are not defined for the country, the **Country** field identifies the default country from the Element Suffixes component.

You can change the standard suffixes that PeopleSoft delivers, by using the Absence Entitlement page in the Element Suffixes component.

Balance

This check box is selected by default to remind you that the system always creates a balance accumulator to track the unused entitlement units that a payee has accrued. When it creates the balance accumulator, the system also generates two system-assigned elements that contribute to the entitlement balance accumulator: Units Adjusted and Units Paid.

Entitlement

Select to create a separate accumulator that tracks the total number of entitlement units that the payee has accrued during the accumulation period, including those that have been used.

Adjustment

Select to create a separate accumulator for the automatically assigned Units Adjusted element. The accumulator tracks the adjustments that have been made, including manual and automatic adjustments.

Paid Units

Select to create a separate accumulator for the automatically assigned Units Paid element. The accumulator tracks the total number of entitlement units the payee has used during the accumulation period.

After Saving the Entitlement Element

When you define and save a new entitlement element, the system generates an accumulator to track the entitlement balance.

After you save the element, you can go to the accumulator definition and enter additional instructions for the balance accumulator:

- For frequency-based entitlements, you can specify an Initialize Rule if you want the system to carry forward all or part of the balance at the end of the accumulation period. If you do not select an Initialize Rule, the system sets the remaining balance to 0 at the beginning of the new accumulation period.

- For per-absence and frequency-based entitlements, you can configure the way the entitlement balance is updated by adding or removing elements that contribute to or deduct from the balance. The system uses the following formula to calculate the entitlement balance:

Entitlement balance = Entitlement – Units Paid + Units Adjusted

Units Paid and Units Adjusted are assigned elements that the system creates when it generates the accumulator for the entitlement balance. If you were to look at the Members page for a newly created Vacation entitlement balance accumulator, you would see the information that appears in the first three columns below (suffix names may differ by country):

Element Name	*Element Type*	*Accumulator Sign*	*When Resolved*
VACATION (entitlement)	Absence Entitlement	Add	When entitlement is resolved.
VACATION_UNP (units paid)	Auto-assign	Subtract	During the Take process the paid units are assigned to this element each day.
VACATION_UNAD (units adjusted)	Auto-assign	Add (positive or negative number)	When entitlement adjustment is resolved.

See Also

"Defining General Element Information," Defining Suffixes for Components and Accumulators

Defining Supporting Element Overrides for Entitlement Elements

Use the Supporting Element Overrides page to override the value of a bracket, date, duration, formula, or variable element that is associated with the entitlement element

See Also

“Understanding Overrides,” Defining Element Overrides

Defining Absence Take Elements

Use the Absence Take component to create an absence take element for each type of absence that your organization recognizes. For example, if you have separate rules for compensating sick time, vacation time, leaves of absence, and so on, create a separate take element for each.

In this section, we discuss how to:

- Name a take element.
- Define calculation rules for take elements.
- Specify the day formula.
- Define eligibility, minimum absence, and wait per absence requirements.
- Define negative balance rules.
- Specify whether users can enter more than one absence for a payee for the same day.
- Specify the formula for absence forecasting.
- List the elements that are to be displayed by the Balance Inquiry process.
- Override the value of a take element.

Pages Used to Define Absence Take Elements

Page Name	*Object Name*	*Navigation*	*Usage*
Absence Take - Calculation	GP_ABS_TAKE1	Define Business Rules, Define Global Payroll Rules, Setup 3, Absence Take, Calculation	Define general calculation rules for take elements, select the absence type, link entitlement elements, and specify whether absence events require online approval. Also contains user-defined fields.
Absence Take - Day Formula	GP_ABS_TAKE2	Define Business Rules, Define Global Payroll Rules, Setup 3, Absence Take, Day Formula	Specify the day formula for calculating the day count; linked earnings and deduction elements; conditions for reducing the beginning entitlement balance; and mapped take elements.
Absence Take - Period	GP_ABS_TAKE3	Define Business Rules, Define Global Payroll Rules, Setup 3, Absence Take, Period	Define eligibility, minimum absence, or wait per absence requirements. Link related absences.

Page Name	*Object Name*	*Navigation*	*Usage*
Absence Take - Negative Balances	GP_ABS_TAKE4	Define Business Rules, Define Global Payroll Rules, Setup 3, Absence Take, Negative Balances	Define negative balance rules (what happens when the entitlement balance is not sufficient to cover an absence).
Absence Take - Priority	GP_ABS_TAKE5	Define Business Rules, Define Global Payroll Rules, Setup 3, Absence Take, Priority	Specify if users can enter more than one absence for a payee for the same day and to assign a priority to absence takes if only one type of absence is allowed each day.
Absence Take - Forecasting	GP_ABS_TAKE6	Define Business Rules, Define Global Payroll Rules, Setup 3, Absence Take, Forecasting	Specify the formula to use for absence forecasting and the list of elements that are displayed by the Absence Forecasting process.
Absence Take - Balance Inquiry	GP_ABS_TAKE7	Define Business Rules, Define Global Payroll Rules, Setup 3, Absence Take, Balance Inquiry	List the elements that are displayed by the Balance Inquiry process.
Absence Take - Supporting Elements Override	GP_ELM_DFN_SOVR	Define Business Rules, Define Global Payroll Rules, Setup 3, Absence Take, Supporting Element Overrides	Override the value of a bracket, date, duration, formula, or variable element that is used in the definition of the take element.

Naming Take Elements

You must name every element and define its basic parameters on an Element Name page. All element components in PeopleSoft Global Payroll share the same first Element Name page (GP_PIN).

Select the Forecast Indicator check box on this page to enable absence forecasting for the element. To avoid degrading system performance, select the Forecast Indicator check box only for those takes that you're interested in forecasting.

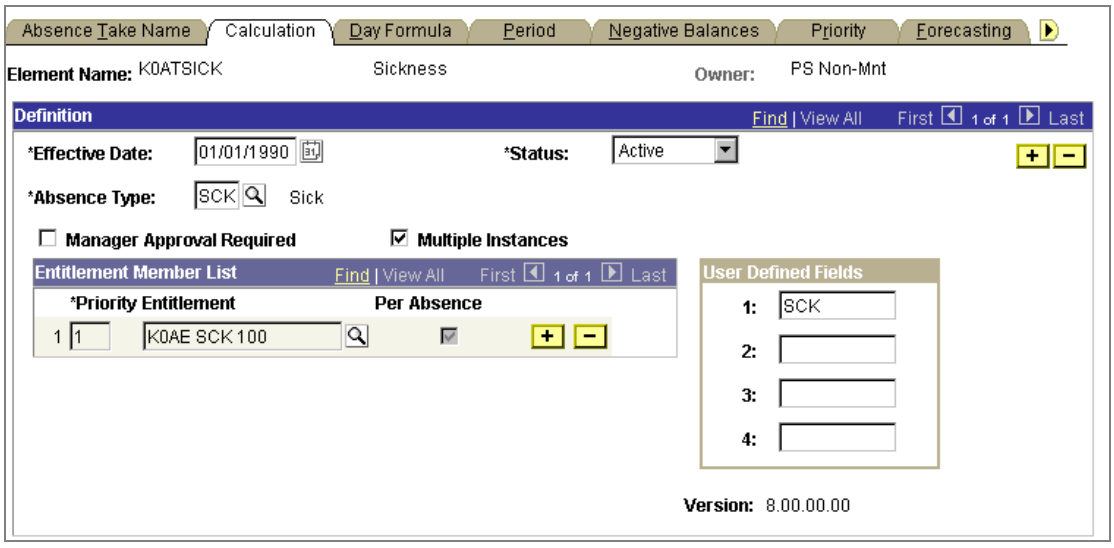
See Also

"Defining General Element Information," Defining an Element Name (GP_PIN)

"Understanding Absences," Using the Absence Forecasting and Balance Inquiry Processes

Defining General Calculation Rules for Take Elements.

Access the Absence Take - Calculation page



Absence Take - Calculation page

Absence Type Select the absence type. You define absence types on the Absence Types page.

Manager Approval Required Select if a manager must approve every absence that is associated with this take. When a user enters an absence through the Absence Event Entry page, someone must select this check box, or the event will not be processed when you run the Take process. The system does not verify that the user who selects the check box is a manager.

Multiple Instances Select to specify whether you want positive input to be generated for the earnings or deduction elements (associated with this take element) that are to be bundled separately during processing.

In addition to bundling events separately, the system populates the Absence Begin Date on the generated positive input record, which the system element, PI Absence Begin Date, can retrieve. This feature is especially useful if you use a rolling average to compensate payees for absences. You might set up a historical rule that uses the PI Absence Begin Date to calculate the rolling average. If the begin date of one of the events falls in a prior period, the system will uses the correct rolling average to determine compensation.

Both Absence Begin Date and Absence Period Begin Date are populated when you select this check box, so select it if these dates are significant to your earnings and

deduction processing rules.

If this check box is cleared, the system bundles the positive input that is generated for all absence events that occur for this take during the same period. A single row of positive input will represent the consolidated absence events.

Entitlement Member List

Use these fields to link the take element to one or more entitlement elements. When you run the Take process, the system reduces entitlement balances in the order that you specify. For example, if you link vacation take to entitlement for floating holidays and then to vacation entitlement, the system uses the floating holiday entitlement until it's depleted and then reduces vacation entitlement.

All entitlement elements that you add to the Entitlement Member List must be of the same type: per-absence entitlement or frequency-based entitlement. The first element that you add to the list limits the choice of entitlement elements that you can add in subsequent rows.

Priority Enter up to 3 digits to identify the relative order in which the absence take should be applied to the entitlement element.

Entitlement Select the entitlement element that you want to link to the take element.

If you've already added a row for an entitlement element, you can select only per-absence or frequency-based entitlement elements, depending on whether the **Per Absence** check box is selected.

Per Absence If the entitlement is per absence, this check box is selected. The value that you select for the first row determines the type of entitlement elements that you can use in additional rows.

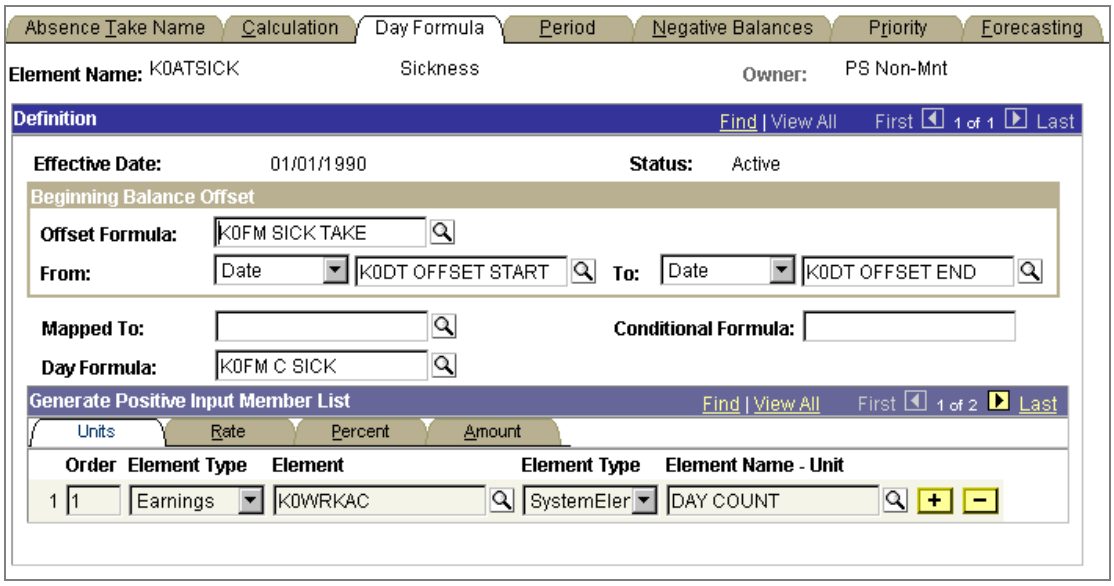
User Defined Fields

The system provides four user defined fields that you can use to add any information you want to the take definition. When you run the Take process, the data that you enter populates the TAKE CONFIG1 through TAKE CONFIG4 system elements.

1: through **4:** Enter up to 10 characters (alpha or numeric) in each field.

Selecting the Day Formula, Linked Earnings and Deductions, and Other Take Elements

Access the Absence Take - Day Formula page.



Absence Take - Day Formula page: Units tab

Beginning Balance Offset

If the take element is linked to a per-absence entitlement, select a formula that defines the conditions under which the beginning entitlement balance is reduced. The system executes the beginning balance offset formula only if the entitlement element is resolved (the conditional resolution formula is true).

You might use this feature to reduce entitlement when a payee has already received entitlement for related absences that occurred in the past. For example, you could use the beginning balance offset to reduce a sickness entitlement amount by the number of days that were used during the last 12 months.

Offset Formula

Select the formula that the system is to execute. The formula is executed each day of the period that you define in the **From** and **To** fields, but only if the entitlement element is resolved. It should return the number of units that you want the system to subtract from the beginning entitlement balance.

When the formula is executed, the system loops through the daily absence rows that are defined by the **From** and **To** fields and resolves the formula per row for every take element.

For example, your formula assigns a unit amount to each row (or day) that is associated with the variable SICK_PD_TAKEN. If the variable is a member of the entitlement balance accumulator and has an action of subtract, then each day that it resolves, it contributes to the accumulator and subtracts from the beginning entitlement balance.

It's important that the formula specify which take elements and events you want the system to consider. Your formula can look at any information in the daily absence rows.

From and **To**

Select the type of element that defines the begin **(From)** date or end **(To)** date of the period to which the formula is applied. Values are ***Bracket, Cal Date, Date, Formula, SysElem,*** and ***Variable*****.** (***Cal Date*** enables you to select a date; ***Date*** enables you to use a **Date** element.)

In the field to the right, select the name of the element that defines the date. Or, if you selected ***Cal Date*** in the first field, select a date in this field.

Mapping Events

You can instruct the system to generate a matching absence for another take element (such as TAKE2 when a user enters an absence for this take (for example, TAKE1). When you run the Take process, the system creates additional days in the daily absence results for TAKE2, using the same data that you entered for TAKE1, but applying the take rules that you defined for TAKE2. This feature enables you to evaluate a single absence event using more than one set of entitlement and take rules.

For example, your organization offers a supplemental sick plan in addition to the statutory sick plan. For payees to receive benefits from both plans when you enter sick time, you map the take element for your statutory plan (let's call it SICK) to the take element for the supplemental plan (let's call it SUPP SICK). Now, when a user enters an absence event for SICK, the system creates additional absence days for SUPP SICK. When the Take processing is complete, you can see these additional days in the daily absence results (GP_RSLT_ABS), but not in the absence event record (GP_ABS_EVENT).

Mapped To

For the system to generate take for another take element at the same time that it generates take for this element, select the name of the linked element.

When the Take process resolves the element, it inserts a row of duplicate absence daily data for the current day that is being processed, but alters the take element and the take user-defined fields.

Important! The order in which you add mapped take elements to the take process list is critical. The element that you select in this field is always processed after its source element. Otherwise, the linked take element is not resolved.

Conditional Formula

If you completed the **Mapped To** field, select a conditional formula that is executed for each day of the absence event to determine whether to generate a duplicate entry for the linked element.

If the formula returns an amount other than 0, or if you leave this field blank, a duplicate row is created.

Day Formula

Select the formula that the system uses to evaluate each day of the absence event. The goal of the formula is to return the units for the absent day to compare to the absence entitlement balance. The Take process uses the take rules, the beginning balance, and the absent units to calculate the paid and unpaid units to pass to payroll.

The day formula interprets each absent day in any way that your plan requires. For example, if a payee is scheduled to work 8 hours but works only 3 hours, the day count formula determines whether this constitutes absence for a full day, half a day, no days, or five-eighths of a day.

For example, your day formula might look like this:

```
IF SCHED_HRS > 0
THEN 1 ->> WRK_DAY
ELSE 0 ->> WRK_DAY
END IF
```

Assume that a payee is on vacation from 1 to 5 February:

Wednesday	1 February	8 hours
Thursday	2 February	8 hours
Friday	3 February	8 hours
Saturday	4 February	0 hours
Sunday	5 February	0 hours

The day formula evaluates each day. When the system processes 1 February, it populates the system element, SCHED HRS, and the day formula, ***WRK DAY,*** resolves to 1. On 4 January, the payee is not scheduled to work. The system populates SCHED HRS with 0, so ***WRK DAY*** resolves to 0.

See Also

"Defining Processing Elements"

Generate Positive Input Member List

Complete these fields to have the Take process generate positive input for one or more earnings and deduction elements with a calculation rule of Rate × Units or Rate × Units × Percent. Specify the supporting element that returns a value for the Units component of the calculation rule. You can also select the supporting elements that will return the percent, rate, and amount values.

Common Page Information

Order

Enter up to 3 digits to specify the order in which the Take process should generates positive input for the earnings or

deduction elements when performing the day-by-day processing for this take. The lower the number, the sooner the element will be processed.

Order is important only if there are dependencies between the elements. For example, if data generated by Earnings1 is needed to resolve Earnings 2, assign Earnings1 a lower order number.

Element Type Select the type of element positive input that is to be generated when you run the Take process: ***Deduction*** or ***Earnings.***

Element Select the name of the earnings or deduction element for which the positive input should be generated.

Only earnings and deductions with a calculation rule of "Rate x Unit", or "Rate x Unit x Percent" are allowed.

Units Tab

See the exhibit above for a view of this tab.

Element Type Select the type of supporting element that returns the value of the paid or unpaid units that are associated with the earnings or deduction: ***Accumulator, Bracket, Formula, SystemElem,*** or ***Variable.***

For example, to return the number of paid units that are calculated by the day formula, you could select the system element DAY COUNT PD. Or, to return the number of unpaid units, you could select DAY COUNT UNPD.

To convert the units that are returned by the day formula—from days to hours, for example—use a formula element that uses the following system elements:

DAY COUNT (result of the day formula)
DAY COUNT PD (paid portion of the day formula)
DAY COUNT UNPD (unpaid portion of the day formula)
SCHED HRS (hours that the payee was scheduled to work)

Element Name - Unit Select the name of the supporting element that returns the units that are associated with the earnings or deduction element.

Rate Tab

Element Type Select the type of supporting element that returns the value of the Rate component. Values are ***Bracket, Formula, SystemElem,*** and ***Variable.***

The take process applies the instructions that you enter day by day. If the value of the Rate component changes

(during the absence period, for example) the change is applied on the correct day.

For example, if payees receive 100 percent of their payment for an illness and the rate changes due to seniority, you might use a system element to retrieve the correct rate for the generated positive input.

Element Name - Rate If you selected an element type, select the name of the supporting element that returns the value of the Rate component.

Percent Tab

Element Type If the calculation rule for the earnings or deduction element is defined as Rate x Unit x Percent, select a supporting element that returns the value of the Percent component. Values are ***Bracket, Formula, SystemElem,*** and ***Variable.***

The Take process applies the instructions that you enter day by day. If the value of the percent components changes (during the absence period, for example), the change is applied on the correct day.

For example, if payees receive 100 percent of their pay for the first 30 days of an illness and 75 percent for each day thereafter, you might use a bracket element that returns the appropriate percent, based on the length of the absence.

Element Name - Percent If you selected an element type, select the name of the supporting element that returns the value of the Percent component.

Amount Tab

Element Type Select an element that returns the value of the Amount component for the earnings or deduction element.

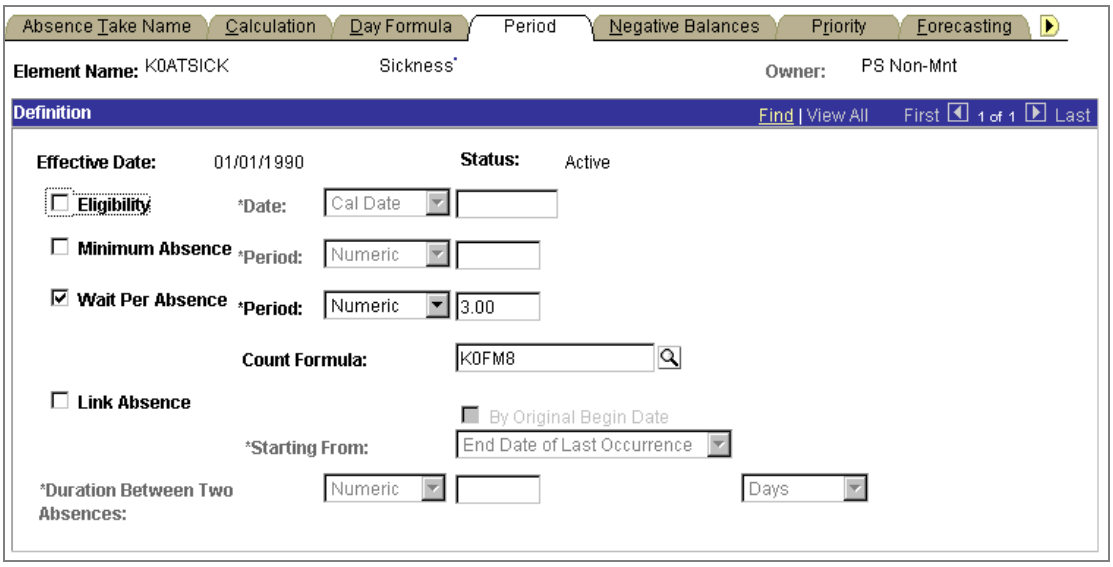
The amount overrides any values returned by other components of the element's calculation rule. Although you can still select elements to return the rate or percent, the values of these components not used for calculations. The system moves them to the earnings and deductions results table, making the information available for payslips.

Values are ***Accumulator, Bracket, Formula, SystemElem,*** and ***Variable.***

Element Name - Amount Select the name of the element that returns the value of the Amount component.

Defining Absence Take Periods and Linked Absences

Access the Absence Take - Period page



Absence Take - Period page

On this page, you can select up to three time periods that must be met before an absence can qualify for payment:

- Minimum absence

  Define the number of calendar days that an absence must last before it can be paid. If the minimum is not satisfied, the entire absence is unpaid.

- Eligibility period

  Specify the date that must be reached before an absence can be paid.

- Wait per absence

  Define a minimum waiting period per absence. An absence qualifies for payment only after the wait period has been satisfied. Only the days that exceed the wait period qualify. If you link related absences, you can specify that one wait period applies to all linked events or that a separate wait period applies to each event.

When you run the Take process, the system resolves the day formula, evaluates the day, and checks to see whether the period requirements have been met, in the order listed above. If the minimum absence period is not met, no further processing is done for that day, and the day count that is returned by the day formula is considered unpaid. If the minimum period is met, the system checks to see whether the eligibility period is met, and then the wait period.

Eligibility

Complete the **Eligibility** and **Date** fields if payees are eligible to use entitlement only on or after a certain date.

Eligibility Select to define an eligibility period for this take.

Date Select the supporting element that defines the eligibility date. The Take process treats days that are taken before the eligibility date as unpaid units. Absences that are taken on or after this date can be applied against the entitlement balance. For example, if the eligibility date is 1 June, an absence on 1 June qualifies for payment.

Values are ***Bracket, Cal Date, Date, Formula, SysElem,*** and ***Variable.*** (***Cal Date*** enables you to select a specific date; ***Date*** enables you to select a **Date** element.)

In the field to the right, select the name of the element that defines the date. Or, if you selected ***Cal Date*** in the first field, select the appropriate date.

Minimum Absence

Complete the **Minimum Absence** and **Period** fields if payees must be absent a minimum number of calendar days before an absence event is paid. If the absence event is longer than the minimum period, the entire absence qualifies for payment. If the minimum period is not met, the entire absence is unpaid. (The system does not consider linked absences when determining whether the minimum period has been met. Linked absences are described below.)

The system refers to the end date of an absence to determine whether the minimum period has been met—even when the end date falls in a different calendar period.

Minimum Absence Select to define a minimum absence rule for this take.

Period In the first field, select the type of supporting element that defines the minimum absence period. The period must be in calendar days. Values are ***Accumulator, Bracket, Duration, Formula, Numeric, SystemElem,*** and ***Variable.***

In the field to the right, select the name of the element. Or, if you selected ***Numeric*** in the first field, enter up to 8 digits in this field.

For example, if an absence of less than 4 days is unpaid, select ***Numeric*** in the first field and type ***4*** in the field to the right.

Wait Per Absence

Complete the **Wait Per Absence, Period,** and **Count Formula** fields if each absence event must satisfy a minimum waiting period before it can be paid. When the minimum wait period is met, the payee can be paid only for the period of time that exceeds the wait period.

If you define a **Wait Per Absence** and also select the **Link Absence** check box on this page, you can create a formula that enables linked events to share the same waiting period.

Wait Per Absence Select to define a minimum waiting period for each absence.

Period In the first field, select the type of supporting element that defines the number of remaining wait units the payee must be absent before the event can be paid. This element is resolved on the first day of the absence event.

Values are ***Accumulator, Bracket, Duration, Formula, Numeric, SystemElem,*** and ***Variable.***

In the field to the right, select the name of the element. Or, if you selected ***Numeric*** in the first field, enter up to 8 digits in this field. For example, if you selected ***Numeric,*** and you enter ***3*** in the field to the right, the first three days of the absence are not paid.

If you selected the **Link Absence** check box to link related events, you can have the value that is returned by a Period formula apply to the linked absence period, rather than to each event.

In a Period formula, you can reference one of the following system elements:

- LINK YES-NO (linked event, yes or no) is set to Yes if the current event is linked to a previous event.
- ABS CUM LINK WAIT (cumulative linked wait) captures the total wait units that are taken for the linked events and the current event.

Values are stored on the absence results table and carried forward from period to period.

Count Formula If you selected **Wait Per Absence,** select a formula in this field. The count formula interprets the days that are to be counted against the wait period. This formula is similar to, and usually the same as, the day formula, though this is not a requirement. For example, you might want the day formula to consider workdays and the count formula to consider calendar days.

The count formula is resolved each day of the absence event until the wait period is met.

Note. For payees to be compensated for partial hours worked on the day that the waiting period is met, the count formula must be the same as the day formula.

Linking

You can instruct the system to link related absences that fall in a defined period of time. When occurrences of the same absence are linked, they can share the same per-absence entitlement or the same wait period.

When you run the Take process, the system determines whether the new absence falls within the valid linking period. If it does, the system sets the system element named LINK YES-NO, which is associated with the new event, to YES. The conditional resolution formula (selected on the Absence Entitlements - Calculation page) refers to the value of the LINK YES-NO element to determine whether to resolve entitlement or to use the existing entitlement balance.

The system always compares the start date of the current event to the last matching absence event to determine whether the event falls within the linking period. You define what qualifies as the last matching event.

Link Absence Select to have the system to link related absences.

By Original Begin Date Select to have the system to link the current absence event to the last absence event with the same original begin date.

For example, if a payee is out from 23 January to 25 January because of a broken leg and is out again from 7 February to 8 February for the same reason, the person who enters absences on the Absence Event Entry page would enter the absences with the following dates:

Absence Type	***Reason*** *(not entered online)*	***Begin Date***	***End Date***	***Original Begin Date***
Sick	Broken leg	23 January	25 January	23 January
Sick	Broken leg complications	7 February	8 February	23 January

If you do not select this check box, the system treats the event begin date as the original begin date. In the example above, the original begin date for the second absence would be 7 February.

Starting From Specify the start date that the system uses to determine if a linked absence falls within the allowed period. When you run the Take process, the system compares the first day of the current absence event to the date that you specify in this field. If the period is greater than that defined by the **Duration Between Two Absences** fields, the absences are not linked. Values are:

End Date of Last Occurrence: The system looks at the end date of the last matching event. (If you selected **By Original Begin Date,** the last matching event is the last event with the same original begin date.)

Begin Date of First Occurrence: The system looks at the begin date of the first matching event.

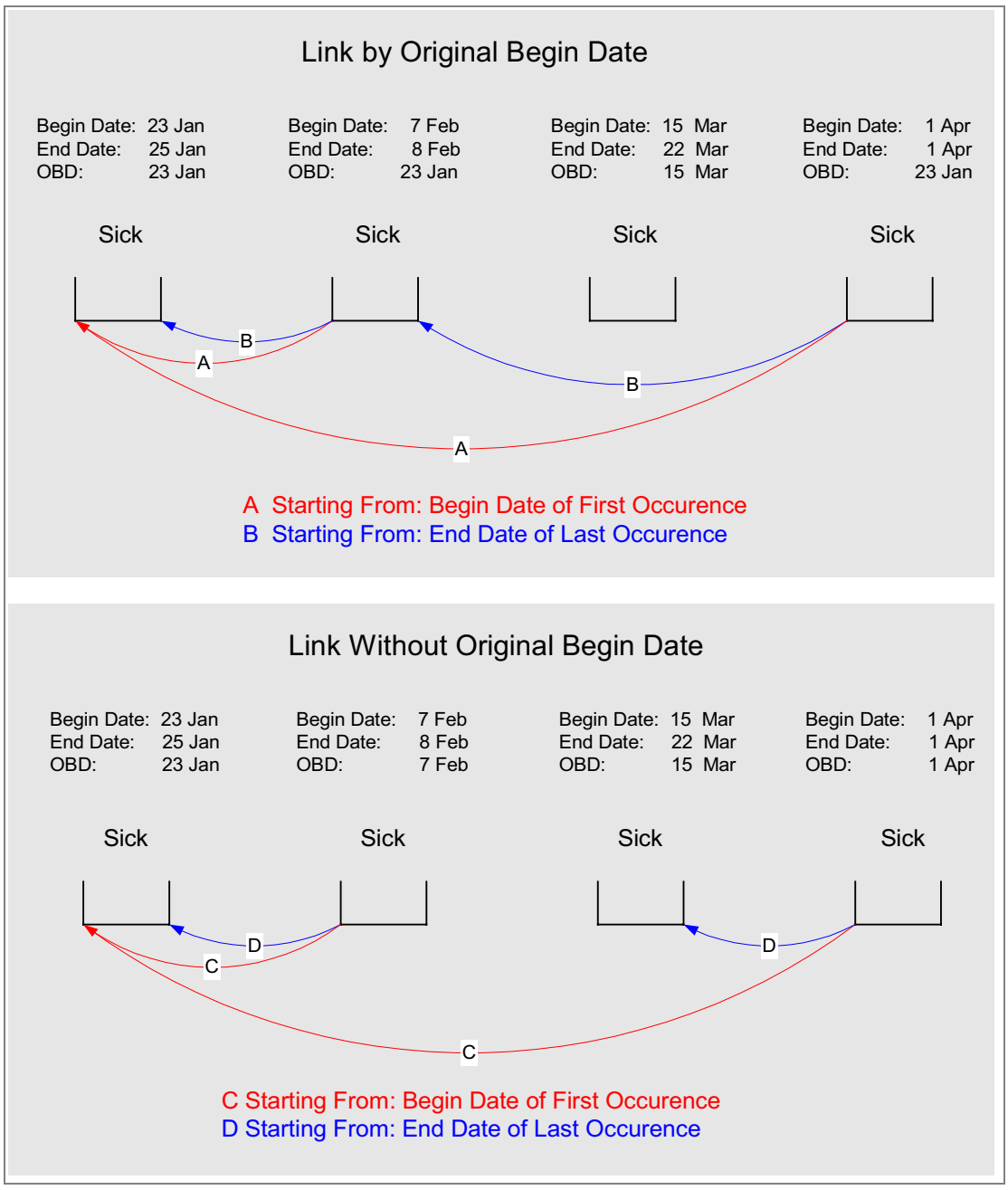
For examples, see the chart that follows these field descriptions.

Duration Between Two Absences

In the first field, select the type of element that defines the duration period. Values are ***Accumulatr, Bracket, Duration, Formula, Numeric, SystemElem,*** and ***Variable.***

In the field to the right, select the name of the element that defines the duration period. If you selected ***Numeric*** in the first field, enter the number of units here.

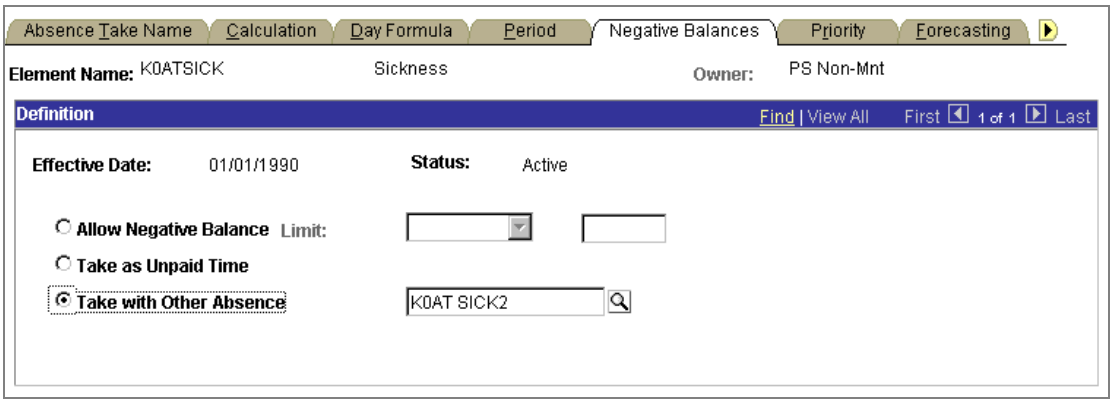
In the last field, select the unit of measurement you want to use. Values are ***Days, Months,*** and ***Weeks.***



Linking absences with and without original begin date

Defining Take Rules for Negative Balances

Access the Absence Take - Negative Balances page.



Absence Take - Negative Balances page

On this page, you specify what the system is to do if a payee's absence take exceeds the entitlement balance; that is, if the entitlement balance drops below 0.

You can allow payees to:

- Carry a negative balance up to the limit that you specify.
- Take the absence as unpaid time.
- Use the accrued entitlement that is associated with another type of absence.

Negative balance rules do not go into effect until the payee has depleted all the linked entitlements that are defined on the Calculation page.

Allow Negative Balance Select if your organization allows employees to take more paid time than they have accrued. Absence time that exceeds accrued entitlement is paid up to the limit that you specify.

Limit To limit the amount of negative entitlement balance you will allow, select the supporting element that defines the limit. Any take that exceeds the limit will populates the DAY COUNT UNP system element. A limit of 3, for example, indicates that up to three days will be paid.

In the field to the right, select the name of the element. If you selected ***Numeric*** in the first field, enter a number in this field.

Take as Unpaid Time Select to process any take that exceeds the entitlement balance as unpaid time. When you run the Take process, the system element DAY COUNT UNP is populated with the number of unpaid units. (To have unpaid units processed as a deduction, add the deduction element to the grid at the bottom of the Day Formula page.)

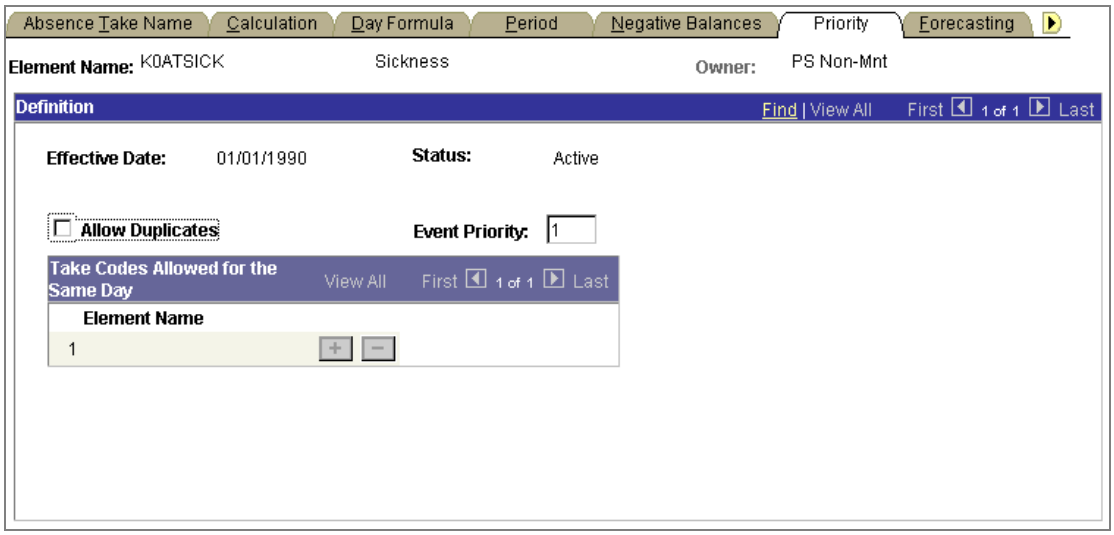
Take with Other Absence Select if payees can apply the entitlement that is associated with another type of absence to this take.

In the field to the right, select the take element that is associated with the entitlement that you want to use.

For example, your organization pays 100 percent of salary for the first 60 days of maternity leave and 50 percent for the next 30 days. You create two take elements, one called Maternity60 and another called Maternity30. When you define Maternity60, you select **Take with Other Absence** and link to the Maternity30 element. When the payee's actual maternity leave is entered on the Absence Event Entry page, all 90 days are entered, using the Maternity60 element. The system pays the first 60 days at 100 percent, depleting the maternity entitlement. The system then redirects the next 30 days to the Maternity30 element; that is, it adds a new row for each day after the sixtieth day, using the redirected element.

Defining Absence Take Priorities

Access the Absence Take - Priority page.



Absence Take - Priority page

Allow Duplicates Select to enable users to enter more than one absence for the same day on the Absence Event Entry page. For example, if an employee has a 2-hour union meeting in the morning and takes 6 hours of vacation on the same day, select **Allow Duplicates** to enable the user to enter and save the two absences for the same day. Clear this check box to prevent users from entering more than one absence for the same day.

When a user enters multiple events for the same day on the Absence Event Entry page and tries to save the entries, the system displays a message. If the user clicks OK, the system applies the take definition with the highest priority for the date in conflict (that is, the event with the lowest priority number).

You designate the priority of the take element in the **Event Priority** field. The priority number appears on the Absence Event Entry page when you enter an absence using this take element.

Using the same example, if you want the system to display the above message when a user tries to save the entries for a union meeting and vacation that occur the same day, do not select **Allow Duplicates.**

Event Priority You can specify the priority of this absence take element in relation to others by entering a unique number of up to 3 digits in this field. Lower numbers represent higher priority.

When a user tries to enter more than one type of absence for the same day, and duplicates are not allowed, the system displays a message that provides information about take priorities. It also allows the user to invoke a process that causes the system to use the take definition with the highest priority for the date in conflict.

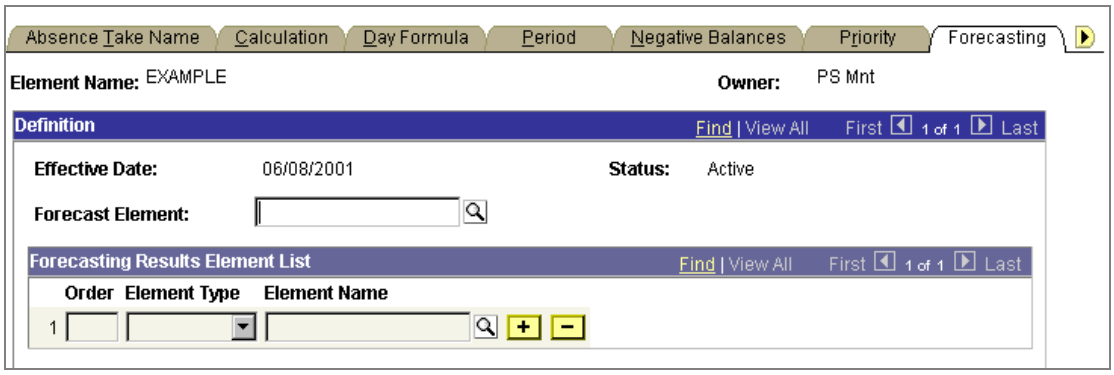
Take Codes Allowed for the Same Day

Element Name If you selected **Allow Duplicates,** specify the types of absences that can be taken the same day. Add a row for each allowable absence take element. Select at least one element.

When you run the Take process, the system calculates total partial hours that were written to the Results table for events that occurred on the same day. It returns the total to the system element named ABS CUM PARTIAL HR. (You might consider creating a formula that generates an error if scheduled hours exceed total partial hours.)

Defining Rules for Absence Forecasting

Access the Absence Take - Forecasting page.



Absence Take - Forecasting page

Complete the Forecasting page if you want users to be able to run the Forecast process when entering absences.

Note. To enter information on this page, the Forecast Indicator must be selected on the Absence Take Name page.

Forecast Element

Select the formula that you want the system to resolve during the Forecasting process.

Only formulas with a field type of character are allowed. The system resolves this formula for each day of the absence event immediately after the day is evaluated (after the DAY COUNT, DAY COUNT PD, and DAY COUNT UNPD elements are resolved). It stores the last resolved value.

As an example, say you want your formula, named FM ELIG, to return a value of ELIGIBLE or NOT ELIGIBLE depending on whether a payee has enough entitlement to cover an absence. Your forecast formula might look like this:

```
IF DAY COUNT UNP > 0
THEN NOT ELIGIBLE >> FM ELIG
ELSE ELIGIBLE >> FM ELIG
ENDIF
```

Forecasting Results Element List

This group box controls what appears on the Absence Forecast Results page (in the Absence Event Entry component) after you run the Forecasting process. Select the elements for which you would like to view results. For example, you may want a duration element to display the length of the absence and an accumulator element to display the entitlement balance.

The elements that you select should be those that are normally resolved during absence processing. Element types are ***Accumulator, Bracket, Date, Duration, Formula, System Element,*** and ***Variable***.

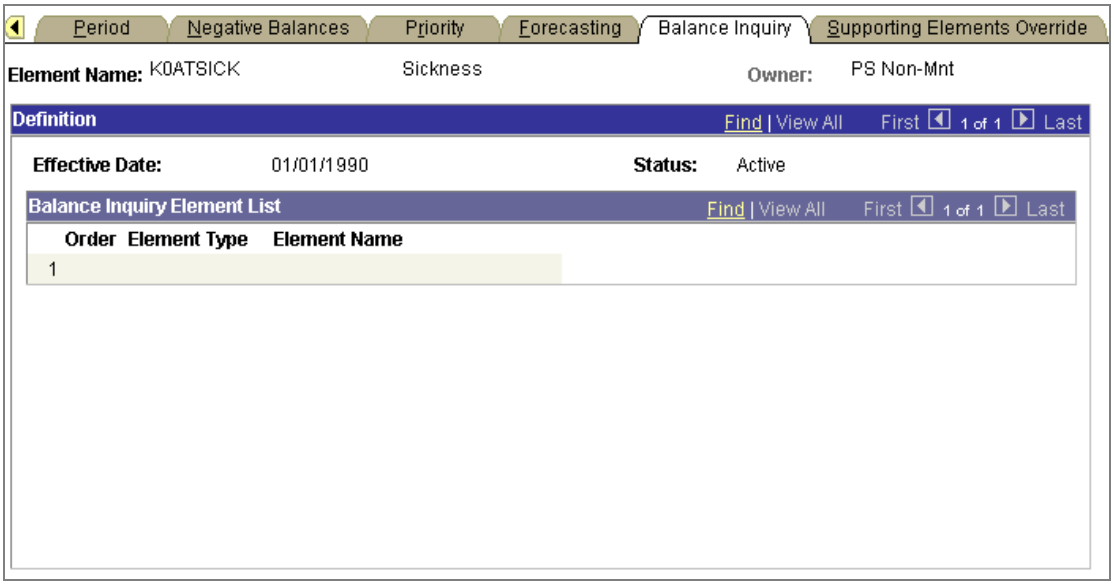
See Also

"Understanding Absences," Using the Absence Forecasting and Balance Inquiry Processes

Creating Absence Formulas

Defining Rules for Take Balance Inquiry

Access the Absence Take - Balance Inquiry page.



Absence Take - Balance Inquiry page

Note. To enter information on this page, the Forecast Indicator must be selected on the Absence Take Name page.

Balance Inquiry Element List

This group box controls what appears on the Forecast Balance page after you run the Balance Inquiry process. Select the elements for which you would like to view results; for example, accumulators that track entitlement balances for the take, and system elements that help explain the balances.

Element types are ***Accumulator, Bracket, Date, Duration, Formula, System Element,*** and ***Variable.***

Defining Supporting Element Overrides for Take Elements

You can use the Supporting Element Overrides page to override the value of a bracket, date, duration, formula, or variable element associated with an absence take element. This page is described in the chapter titled "Understanding Overrides".

See Also

"Understanding Overrides," Defining Element Overrides

Preparing Absence Elements for Use

Once you've created absence entitlement and take elements, follow these steps to prepare them for use:

1. Assign elements to payees.

   Begin by adding the elements to an element group. (Element groups are linked to eligibility groups, which are linked to pay groups. A pay group is associated with each payee.) Payees can accrue entitlement and be paid for absences only when they are associated with absence elements. Exception: It is not necessary to assign per-absence entitlement elements to payees. When you assign related take elements, payees are eligible for the per-absence entitlement.

   To assign entitlement elements that are defined at the Payee Level (you selected *Payee Lvl* in the Entitlement field on the Absence Entitlements - Calculation page), use the Entitlement/Take Assignment page.

2. Add elements to absence process lists.

   Process lists tell the system which elements to resolve during processing. You can create a separate process list for the entitlement and take processes, or you can create one process list for both, depending on your organization's needs. Per-absence entitlement elements do not need to be included on a process list. They are processed automatically when the Take program processes the related take element.

See Also

“Understanding the Organizational Structure,” Defining Element Groups

“Defining Processing Elements”

“Absence Entry and Processing,” Running the Absence Entitlement and Take Processes

CHAPTER 12

Using Schedules

This chapter provides an overview of work schedules and schedule calendars and discusses how to:

- Set up shifts.
- Define workdays.
- Create schedule templates.
- Create schedule definitions.
- Build and view schedule calendars.
- Define holiday schedules.
- Assign schedules.

Understanding Work Schedules

Scheduling communicates workforce attendance expectations and facilitates time planning and compensation. For exception payees, you set up schedules and enter exception data. For positive payees, the system compares reported hours with schedules to determine pay. For every payee, you must set up at least one schedule, the default pay group schedule.

In PeopleSoft Global Payroll, you can define three types of schedules:

- Punch.
  - Includes details such as In, Out, Meal, Break, and Transfer.
- Elapsed.
  - Shows the duration of time to be worked.
- Flex.
  - Used for payees with flexible workday start and end times.

Creating payee schedules is a two-part process: creating schedule calendars and assigning payees to them.

See Also

Assigning Schedules

Overriding Scheduled Workdays

"Integrating Global Payroll With Time and Labor"

Understanding Schedule Calendars

A schedule calendar, a range of dates with specified work and nonwork time, looks like this:

Date Under Report	*Workday ID*	*Description*
17 December 2000	OFF	Off
18 December 2000	KUELPDAY1	Elapsed 8 Hour Day
19 December 2000	KUELPDAY1	Elapsed 8 Hour Day
20 December 2000	KUELPDAY1	Elapsed 8 Hour Day
21 December 2000	KUELPDAY1	Elapsed 8 Hour Day
22 December 2000	KUELPDAY1	Elapsed 8 Hour Day
23 December 2000	OFF	Off

Schedule calendar setup generally occurs only during implementation or when you're making additions or changes to your existing schedules.

To create a schedule calendar:

1. Create shifts.

   Shifts, the building blocks of work schedules, are used to create workdays. You can create elapsed, flex, and punch shifts.

2. Create workdays.

   Workdays, daily work patterns built with shifts, are for creating work schedule templates.

3. Create schedule templates.

   Schedule templates are sequential patterns of workdays for building schedule definitions.

4. Create schedule definitions.

   Schedule definitions allow you to specify which template or combination of templates are built into a schedule calendar.

5. Build schedule calendars.

Schedule calendars show the scheduled work hours over a period of time. If your organization's work schedules remain consistent, build schedule calendars covering long periods of time. If the schedules change frequently, build shorter schedule calendars.

See Also

Assigning Schedules

Setting Up Shifts

In this section, we discuss how to:

- Create a shift.
- Set up elapsed, flex, and punch shifts.

A shift is the main building block for the workday. You create a shift by entering a shift type and details. You can create three types of shifts:

- Elapsed shifts.

  Define one elapsed punch entry for the shift, such as an elapsed shift of 8 hours, which is nonclock time. Elapsed shifts cannot exceed 24 hours.

- Punch shifts.

  Use punch shifts to create shifts that define specific work times. Punch shifts are defined by an in punch and the first subsequent instance of an out punch. Other punches—such as break, meal, or transfer—can occur between the in and out punches. Punch times are associated with each punch. The duration of a punch can be entered, or the system can calculate the duration when the next punch time is entered.

- Flex shifts.

  PeopleSoft Global Payroll supports flexible shifts, giving payees latitude for beginning and ending shifts. You can enter core, required hours and the weekly number of hours that the flexible shift requires, but the system uses the weekly information only if you set up an array for processing.

Example

Type of Flex Shift	*In Punch*	*Out Punch*	*Scheduled Hours*	*Flex Start*	*Flex End*	*Flex Weekly Hours*
1 Flex Band	06:00	18:00	8	09:00	15:00	40
2 Flex Range	06:00	19:00	8			40
3 Flex Core	00:00	23.59	8 (daily average)	09:00	15:00	40
4 Flex Core Plus	00:00	23.59	8	09:00	15:00	40

1. Payees begin and end their workdays within a range of flexible hours in the morning and afternoon (begin between 06:00 and 09:00 and end between 15:00 and 18:00). They must work 8 hours a day, 40 hours a week and must work during the core hours, 09:00 to 15:00. A payee's begin and end times can vary daily within the flexible hours.

2. Payees work any 8 hours during the day, within a range of flexible hours (between 06:00 and 19:00), and there's no company-defined core period. They must work 40 hours a week.

3. Payees work anytime during the week, provided that they work 40 hours a week and during the core hours, 09:00 to 15:00. A payee's begin and end times can vary daily within the flexible hours, and the length of the workday can vary, provided that the weekly 40-hour requirement is met.

4. Payees work 40 hours a week and during the core hours, 09:00 to 15:00. A payee's begin and end times can vary daily within the flexible hours, but the workday must be 8 hours, limiting payees to starting work between 07:00 and 09:00 and ending between 15:00 and 17:00.

See Also

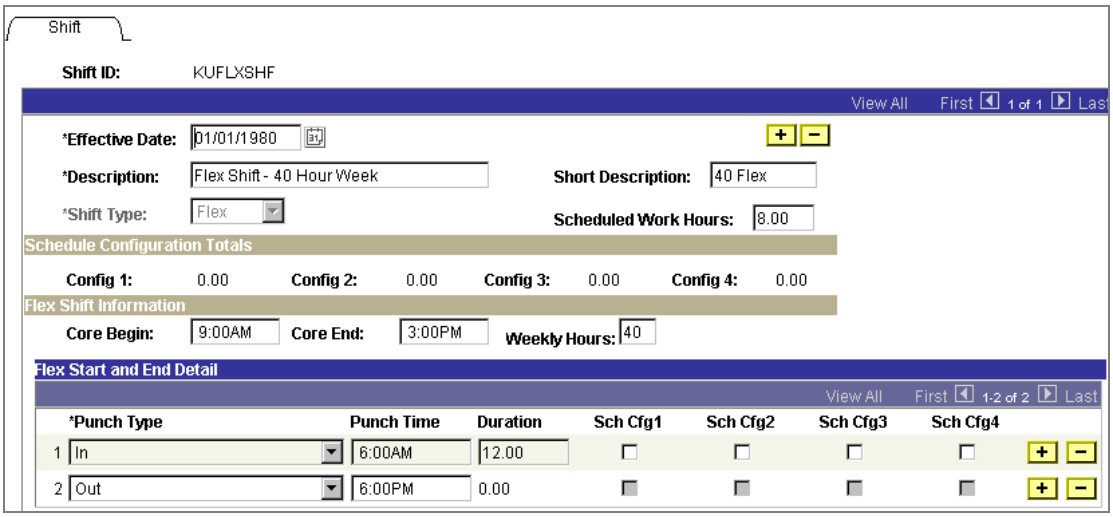
"Defining Data Retrieval Elements," Working With Arrays

Page Used to Set Up Shifts

Page Name	*Object Name*	*Navigation*	*Usage*
Shift	SCH_SHIFT	Define Business Rules, Define Global Payroll Rules, Setup 5, Shifts	Set up elapsed, flex, and punch shifts.

Setting Up Shifts

Access the Shift page.



Shift page

Effective Date

Enter a date for this shift. If you modify a previously saved shift, the effective date that you select has some limitations. You cannot change the effective date of the shift to a date before the earliest effective date of all workdays that contain that shift, to a date later than the start date of any schedule calendar containing it, or to a date later than the earliest effective date of all pay groups whose default schedule IDs contain that shift.

Shift Type

Select a type. Options are:

Elapsed: Only the ***Elapsed*** punch types appear in the prompt. An ***Elapsed*** shift can contain only one punch entry.

Punch: In, Out, Break, Meal, and ***Transfer*** punch types can be entered. The Flex Shift Information group box doesn't appear on the page. To save ***Punch*** shifts, you need an ***In*** and ***Out*** punch.

Flex: Only ***In*** and ***Out*** punches can be entered. The Flex Shift Information group box appears, available for entry. To save ***Flex*** shifts, you need an ***In*** and ***Out*** punch.

If you change this field in Add mode and punch detail is already entered, you're warned that punch detail is deleted if the type field is changed. For all effective-dated rows, the system deletes the punch details for all effective-dated rows and the type field is updated to the new type that you selected.

Having saved a shift as one type, you cannot change it to another.

Scheduled Work Hours

This field displays the total amount of work time for the shift. For example, you require payees to punch in at

09:00 and punch out at 17:00, but the shift includes a one-hour nonpunch lunch break. The field calculates 9 hours, but your organization is paying for 8 hours worked, so the scheduled hours are 8.

This field's value is calculated from the sum of the durations of punches in the group box at the bottom of the page—except ***Meal*** punches. You can edit this number for ***Punch*** and ***Flex*** shifts. For an ***Elapsed*** shift, this field equals the ***Elapsed*** punch entry's duration and is unchangeable.

If you make changes affecting punch time or punch duration, the **Scheduled Work Hours** field recalculates.

Schedule Configuration Totals

Total durations appear for the punches being tracked. For each selected check box that appears in the group box at the bottom of the page, the corresponding configuration total is updated with the number of hours corresponding to the total of all marked entries.

Flex Shift Information

If the ***Flex*** shift type is selected, these times represent the required core hours for the flex shift.

Core Begin and **Core End** — Enter the times for the core period, the period when payees must be at work, excluding meal and break time. The core begin time must be after the shift's ***In*** punch; the core end time must be before the shift's ***Out*** punch.

Weekly Hours — Enter how many hours this shift requires.

Flex Start and End Detail

This group box label varies, depending on which shift type you selected. Saving the shift requires at least one line of punch detail.

Punch Type — This PeopleBook uses *punch* and *punch type* interchangeably. You cannot have consecutive punches (except transfer punches) of the same type. Options are:

In: Start of a work period—at the beginning of a shift or for returning to work after a break or meal. The first punch of a punch or flex shift must be an ***In*** punch.

Punch and flex shifts cannot be saved if an ***In*** punch lacks a punch time and duration.

Transfer: Start of a work period that generally denotes a change in task and compensation-related characteristics.

Break: Start of a break period.

If you enter a ***Break*** punch, an ***In*** or ***Transfer*** punch must

follow immediately, or the system can't save the page.

Meal: Start of a meal period.

If you enter a ***Meal*** punch, an ***In*** or ***Transfer*** punch must follow immediately, or the system can't save the page.

Out: Start of unpaid, nonwork time. Required as the last punch of a punch or flex shift. The **Duration** field is unavailable for entry. You can't enter an ***Out*** punch if an ***In*** punch doesn't precede it somewhere in the shift. ***Punch*** and ***Flex*** shifts cannot be saved if an ***Out*** punch lacks a punch time. For a ***Punch*** or ***Flex*** shift, an ***Out*** punch must be entered, or the page can't save. No punches can be added to a shift after the ***Out*** punch row.

Elapsed: For ***Elapsed*** shifts. The associated duration reflects the elapsed duration of the shift. An ***Elapsed*** shift cannot be saved if an ***Elapsed*** punch lacks a punch duration.

Punch Time

For ***Punch*** and ***Flex*** shifts; all punches (except the ***Out*** punch) in ***Punch*** and ***Flex*** shifts require a time and duration. Enter the time this punch is scheduled. The first punch time of a shift must be entered. Subsequent punch times can be entered, or the system can calculate punch times based on the duration of the preceding punch.

If you change the time of a punch besides the last punch, the duration changes, based on the new and the subsequent punch time. If it's not the first punch, the duration of the previous punch changes, based on the changed punch's new punch time.

If you enter a punch time, the system calculates the duration based on the punch time of the previous row. If you enter a duration, the system calculates this field on the next punch row.

Duration

Displays the length of the punch in hours. You can enter it, or the system can calculate it when the next punch time is entered.

If you change the time of a punch besides the last punch, the duration changes, based on the new and the subsequent punch time. If it's not the first punch, the previous punch's duration changes, based on the changed punch's new punch time.

If you delete a row, the duration of the punch above the deleted row changes to the difference between the punch times of that row and of the row that followed the deleted row.

The system warns you if a punch or flex shift is over 24

hours.

The duration is displayed as a percentage of an hour.

Sch Cfg1 to **Sch Cfg4** (schedule configuration)

These fields are populated based on check boxes that you select on the grid. The corresponding configuration field is updated with the corresponding number of hours.

For example, to have the system calculate how many hours in a shift are in the morning and how many in the afternoon, select Sch Cfg1 for morning punches and Sch Cfg 2 for afternoon punches.

Defining Workdays

In this section, we discuss how to define daily work patterns.

A workday is the schedule calendar component that identifies which shifts are worked. You can create three types of workday: elapsed, flex, and punch. A workday usually includes one shift, but elapsed and punch workdays can contain multiple shifts.

You can use both the Shift and the Workday component to define a day of work. For example, a school bus driver's schedule might contain morning and afternoon shifts. Some people might work only mornings, some only afternoons, and some both mornings and afternoons. You can create three workdays that represent these shift combinations using only the two shifts.

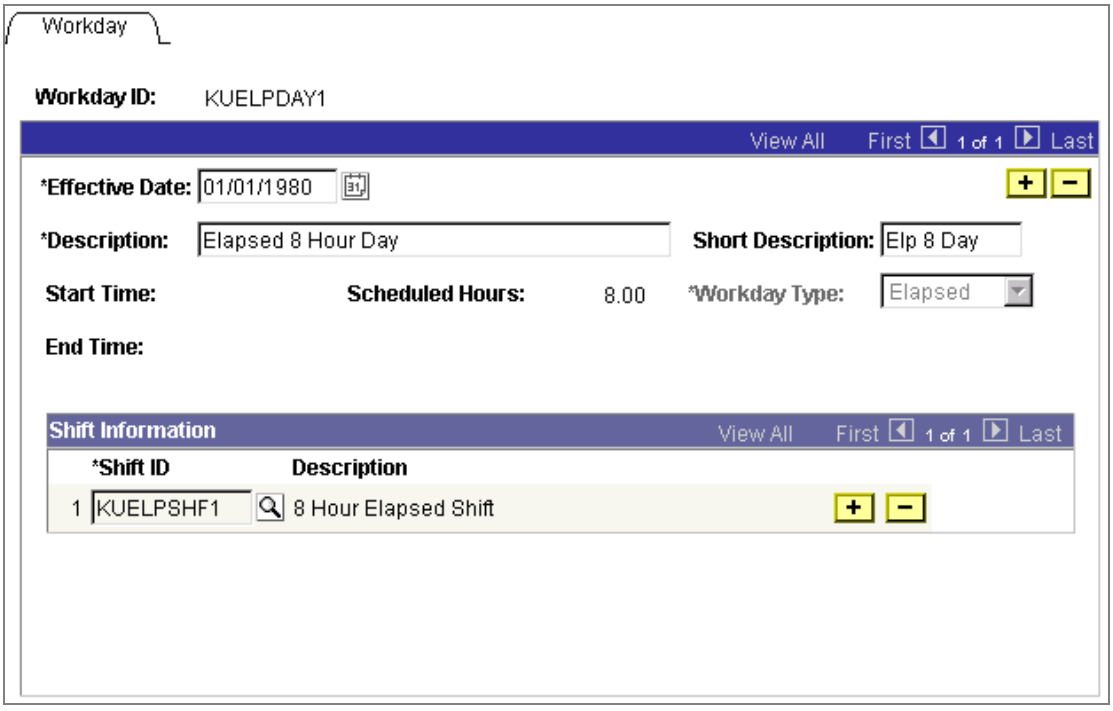
When combining workdays to create schedule templates, you need a placeholder workday for payees' days off. PeopleSoft provides a viewable but uneditable workday that the system recognizes as an "offday" (nonwork day).

Page Used to Define Daily Work Patterns

Page Name	*Object Name*	*Navigation*	*Usage*
Workday	SCH_WRKDAY	Define Business Rules, Define Global Payroll Rules, Setup 5, Workdays	Define daily work patterns. Define at least one shift before using this page.

Defining Daily Work Patterns

Access the Workday page.



Workday page

Effective Date — Enter a date for this workday. If you modify a previously saved workday, the effective date that you select has some limitations. You cannot change the effective date of the workday to a date before the earliest effective date of all shifts in the workday, to a date after the start date of any schedule calendar in which it's used, or to a date later than the earliest effective date of all paygroups whose default schedule IDs contain that workday.

Start Time and **End Time** — Display the times of the first and last shift, respectively, for a ***Punch*** or ***Flex*** workday type. If the workday type is ***Elapsed,*** this field is blank.

Scheduled Hours — This display-only field shows how many work hours are required for the workday. This value is summed for all shifts in the workday. A workday can be over 24 hours. For example, it might contain a 36-hour *Punch* shift.

Workday Type — Select a type. Options are:

Elapsed: Only *Elapsed* shifts can be used in the workday.

Punch: Only *Punch* shifts can be used in the workday.

Flex: Only *Flex* shifts can be used in the workday.

Elapsed and ***Punch*** workdays can contain one or more shifts, but you cannot combine different types of shifts in the same workday and a shift cannot be reused in the same workday.

If you change this field in Add mode and shift IDs are already entered, you're warned that shift IDs are deleted if the type field is changed. For all effective-dated rows, shift ID detail is deleted and the type field is updated to the same type as the effective-dated row that you're on when you make the change.

When a workday is saved as a particular type, such as ***Elapsed,*** it cannot be changed to another, such as ***Punch.***

End Time Displays the end of the last shift for a ***Punch*** or ***Flex*** workday. If the workday consists of an *Elapsed* shift, this field is blank.

Shift Information

This group box displays the shifts that comprise this workday. Saving the workday requires at least one line of shift ID detail.

Shift ID Enter the shifts to add to this workday.

Description Displays a description of the **Shift ID** that you entered.

Creating Schedule Templates

In this section, we discuss how to define schedule templates.

A schedule template represents a pattern of work and nonwork days. You build this pattern by using the workdays that you've created and a system-delivered offday.

You can create multiple different templates for your workday patterns; many patterns can be used for more than one schedule. For example, some of your payees work Monday through Friday, 09:00 to 18:00, with Saturday and Sunday off, and some work Tuesday through Saturday, 09:00 to 18:00, with Sunday and Monday off. You can use the same seven-day template—two offdays and five workdays—for both schedules.

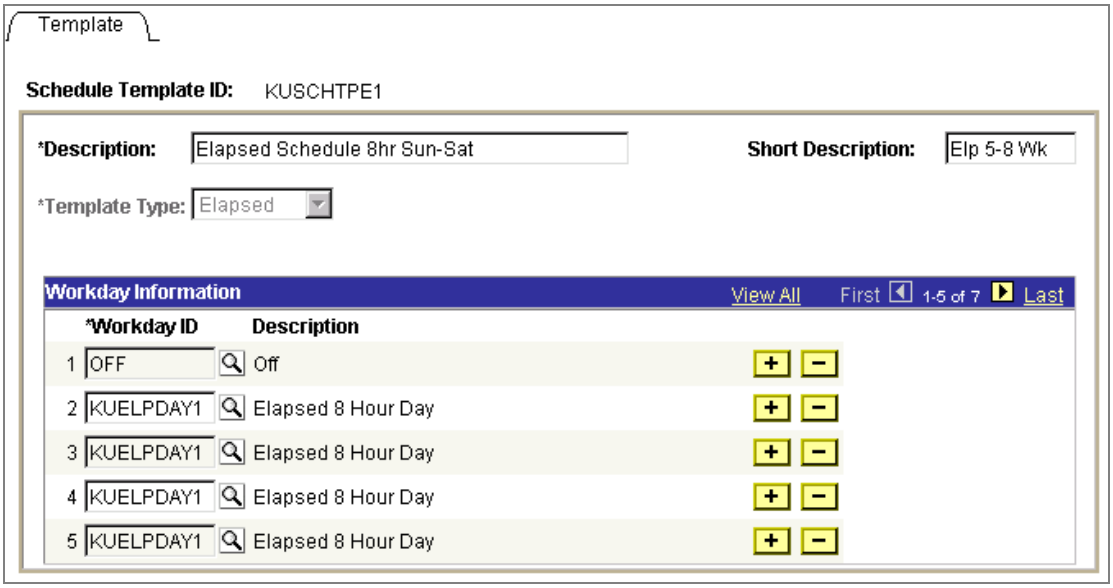
Note. A change to a template change can disrupt a schedule calendar pattern, but because templates aren't effective-dated, the change's impact isn't apparent until the schedule calendar is extended or rebuilt.

Page Used to Define Schedule Templates

Page Name	Object Name	Navigation	Usage
Schedule Templates - Template	SCH_TMPLT	Define Business Rules, Define Global Payroll Rules, Setup 5, Schedule Templates	Define multiday work patterns, called schedule templates. Complete the Workdays - Workday page before using this page.

Defining Schedule Templates

Access the Schedule Template - Templates page.



Schedule Templates - Template page

Template Type

Select a type. Options are:

Elapsed: Only offdays and *Elapsed* workdays are usable in the template.

Punch: Only offdays and *Punch* workdays are usable in the template.

Flex: Only offdays and *Flex* workdays are usable in the template.

You cannot combine different types of workdays in the same template. If you change this field's value in Add mode and the **Workday ID** information is already entered, you're warned that workday IDs are deleted if the

type field is changed.

When a template is saved as a particular type of template, such as ***Elapsed,*** it cannot be changed to another type, such as ***Punch.***

Workday ID Select the workdays to add to this schedule template.

Description Displays a description of the workday ID that you've added to this schedule template.

Understanding Offdays

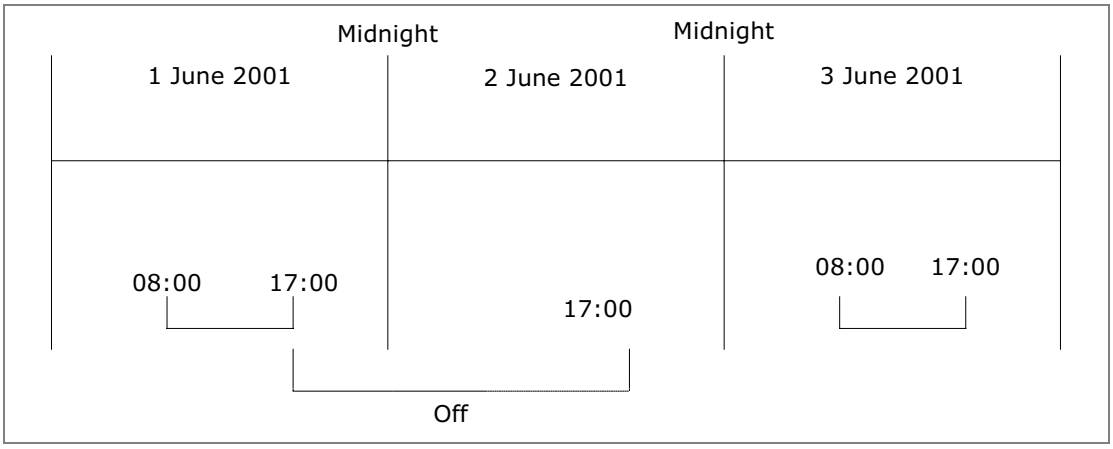
It's important to understand how the system treats the offday, a PeopleSoft-delivered workday whose workday ID is ***OFF.***

During the schedule calendar build process, the system recognizes the offday as a 24-hour period of nonwork time. For an ***Elapsed*** schedule, that means that for any date that's a scheduled offday, the period between midnight and 23:59 is nonwork time.

Punch shifts are treated differently. The two examples below illustrate how three days of a template can be spread out over two or three calendar dates, depending on the hours associated with the template workdays:

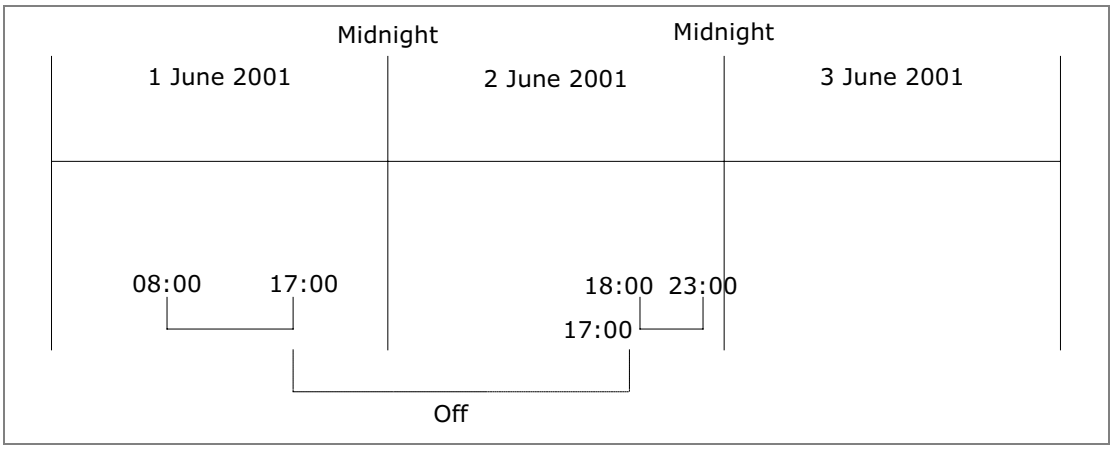
Template Day	*Workday ID*	*Hours of Shift Associated With Workday*
Day 1	DAYS	08:00–17:00
Day 2	OFF	(none)
Day 3	DAYS	08:00–17:00

If you include this template in a schedule definition and build a schedule calendar that begins on 1 June 2001, the schedule calendar looks like this:



Template Day	*Workday ID*	*Hours of Shift Associated With Workday*
Day 1	DAYS	08:00–17:00
Day 2	OFF	(none)
Day 3	EVENINGS	18:00–23:00

If you include this template in a schedule definition and build a schedule calendar that begins 1 June 2001, the schedule calendar looks like this:



If no offdays are in the template at save time, you're warned that the template contains no offdays. If there are only offdays in the template at save time, you're warned that the template contains only offdays. To save the template, you need at least one row of workday ID detail.

Creating Schedule Definitions

In this section, we discuss how to name and define basic schedule information.

Schedule definitions are for defining schedule templates that are built out into a schedule calendar. They enable you to combine schedule templates into a pattern for producing one

schedule of work expectations over a period of time, facilitating generation of rotating work schedules.

For instance, a schedule definition might contain a template representing a 5-day, 08:00-to-17:00 workweek and a template representing a 5-day, 08:00-to-18:00 workweek. These templates can be set up to repeat a specified number of times before the next template is applied. You can specify a schedule calendar with four 5-day, 08:00-to-17:00 workweek templates followed by one 5-day, 08:00-to-18:00 workweek template, for instance.

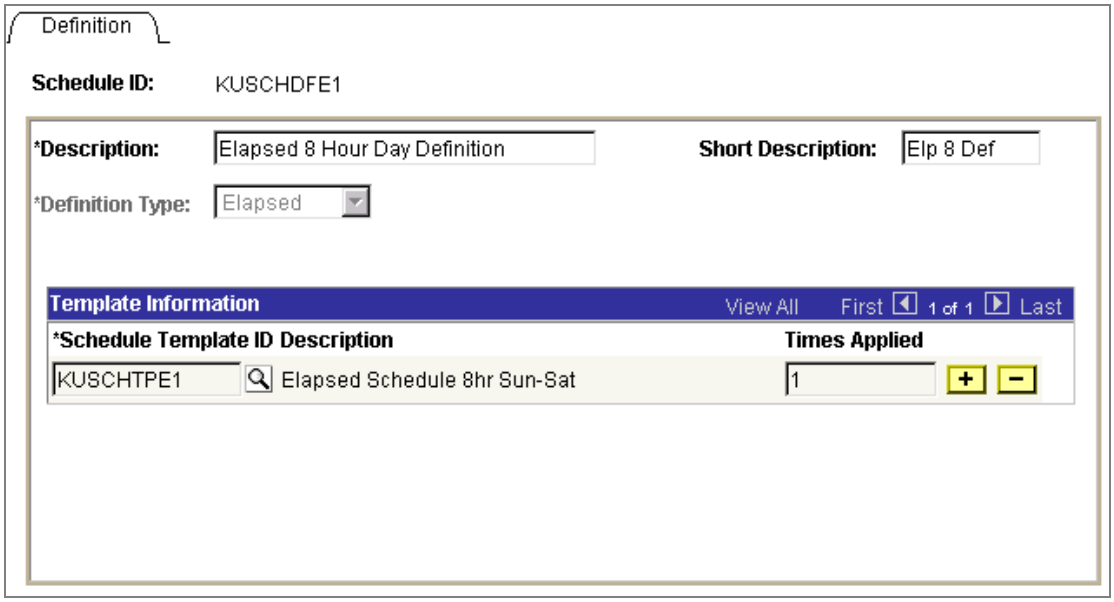
Definitions are identified by a schedule ID. After creating a schedule definition, you can assign a payee to the corresponding schedule ID.

Page Used to Name and Define Schedule Information

Page Name	*Object Name*	*Navigation*	*Usage*
Schedule Definitions - Definition	SCH_DEFINITION	Define Business Rules, Define Global Payroll Rules, Setup 5, Schedule Definitions	Name and define basic schedule information. Complete the Schedule Templates - Template page before using this page.

Naming and Defining Schedule Information

Access the Schedule Definitions - Definition page.



Schedule Definitions - Definition page

Schedule ID The system displays the value that you entered to access this page. It carries through to become the schedule ID for

the schedule calendar created from this definition.

Definition Type Select a type. Options are:

Elapsed: Only *Elapsed* templates can be used in the definition.

Punch: Only *Punch* templates can be used in the definition.

Flex: Only *Flex* templates can be used in the definition.

You cannot combine different types of template in the same definition.

If you change this field in Add mode and schedule template IDs are already entered, you're warned that schedule template IDs are deleted if the type field is changed.

When a schedule definition is saved as a particular type, such as ***Elapsed,*** it cannot be changed to another type, such as ***Punch.***

Template Information

Schedule Template ID
Description Enter the schedule templates to add to this schedule definition.

To save the schedule definition page, you need at least one row of schedule template ID detail.

If a template's ID is changed, the **Times Applied** value for that template changes to ***1.***

The system displays a description of the ID that you entered.

Times Applied Enter how often the system repeats this schedule template ID before processing other schedule templates in the schedule definition. If the definition has only one template, this field can remain at ***1.***

Building and Viewing Schedule Calendars

In this section, we discuss how to:

- Tell the system to process work schedule components and build schedule calendars.
- View which workdays are assigned to particular dates.

You use the Build Work Schedule - Build Schedule Calendar page to enter information for building schedule calendars from schedule definitions. The first time you build a calendar, you select its start and target end dates. If you extend it, the system calculates the new start date based on the previous build's end date. You can select whether to accept the start date or

override it (which makes the system rebuild the schedule calendar), but you still select the target end date. The Build Schedule Calendar process links schedule definitions to calendar dates and creates the specified schedule calendars for the date range that you identify. You can build one or more schedule calendars simultaneously.

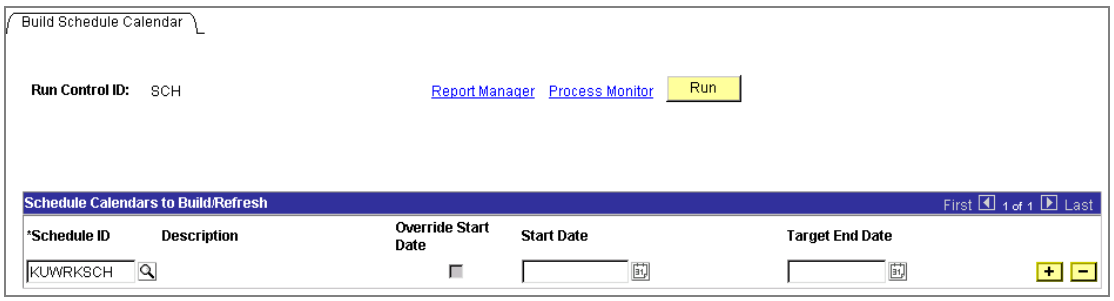
Pages Used to Build and View Schedule Calendars

Access the Build Work Schedule - Build Schedule Calendar page.

Page Name	*Object Name*	*Navigation*	*Usage*
Build Schedule Calendar	SCH_RUNCTRL	Compensate Employees, Manage Global Payroll Process, Process, Build Work Schedule, Build Schedule Calendar	Tell the system to process work schedule components and build schedule calendars. Complete a schedule definition before using this page.
View Schedule Calendar	SCH_CLND	Define Business Rules, Define Global Payroll Rules, Inquire, View Schedule Calendar	View work dates in a schedule. Complete a schedule definition and build a schedule calendar before using this page.

Processing Schedule Components and Building Calendars

Access the Build Schedule Calendar page.



Build Schedule Calendar page

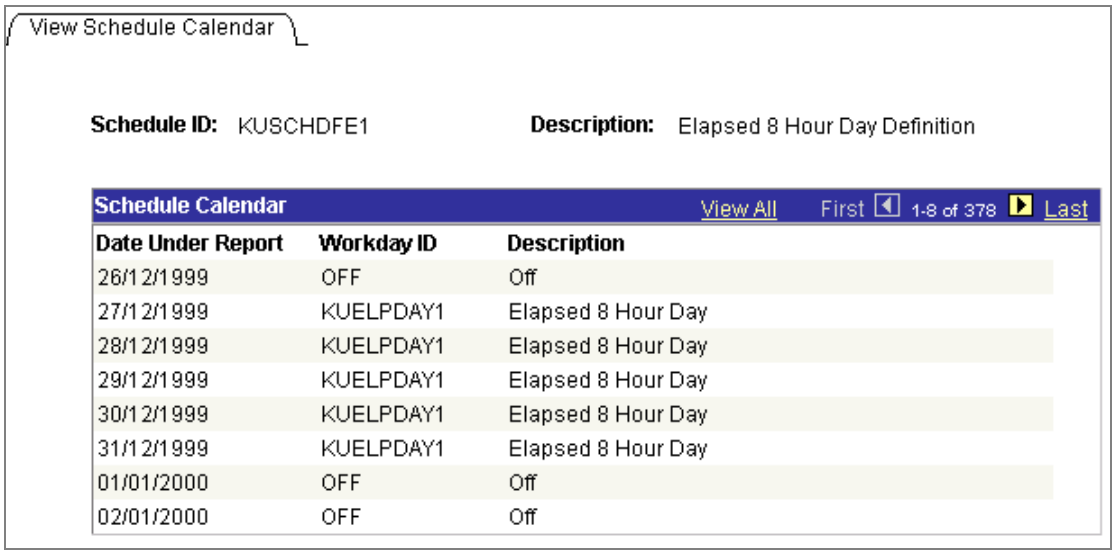
Schedule ID Enter the IDs to add to this run control ID. A schedule ID cannot be listed more than once on the page.

All shifts and workdays in the schedule ID(s) that are being built must have an effective date equal to or later than the start date for their respective schedule IDs.

Description	A description of the schedule ID that you've selected appears here.
Start Date	Enter the date when the system is to begin building the schedule calendar. Verify that your start date corresponds to the order in which you defined your templates and placed them on your schedule definition. If you override a schedule calendar start date without planning the impact, you might disrupt the pattern of your schedule calendar or leave a gap in your schedule calendar.
Override Start Date	Select to override the start date manually. This field is unavailable for entry if the schedule calendar isn't built. If this field is selected, the start date is available for entry/editing. As with the start date, you must select a date that corresponds to your schedule definition pattern.
Target End Date	Enter the minimum date to which to build the schedule calendar. Because the schedule definition must be entirely completed, the schedule calendar might extend beyond the date you enter. For example, you're building a schedule calendar from a definition containing a 7-day template. You select 31 December 2001 as the target end date of your schedule calendar. If 31 December 2001 is day 5 of your template, the schedule calendar is built until 2 January 2002 to complete the last 2 days of the template.

Viewing Work Dates in a Schedule

Access the View Schedule Calendar page.


View Schedule Calendar

Schedule ID: KUSCHDFE1 **Description:** Elapsed 8 Hour Day Definition

Schedule Calendar View All First 1-8 of 378 Last

Date Under Report	Workday ID	Description
26/12/1999	OFF	Off
27/12/1999	KUELPDAY1	Elapsed 8 Hour Day
28/12/1999	KUELPDAY1	Elapsed 8 Hour Day
29/12/1999	KUELPDAY1	Elapsed 8 Hour Day
30/12/1999	KUELPDAY1	Elapsed 8 Hour Day
31/12/1999	KUELPDAY1	Elapsed 8 Hour Day
01/01/2000	OFF	Off
02/01/2000	OFF	Off

View Schedule Calendar page

The system displays the schedule calendar and the dates for which it's built, showing the workday associated with each day of the schedule.

Defining Holiday Schedules

In this section, we discuss how to define holiday schedules.

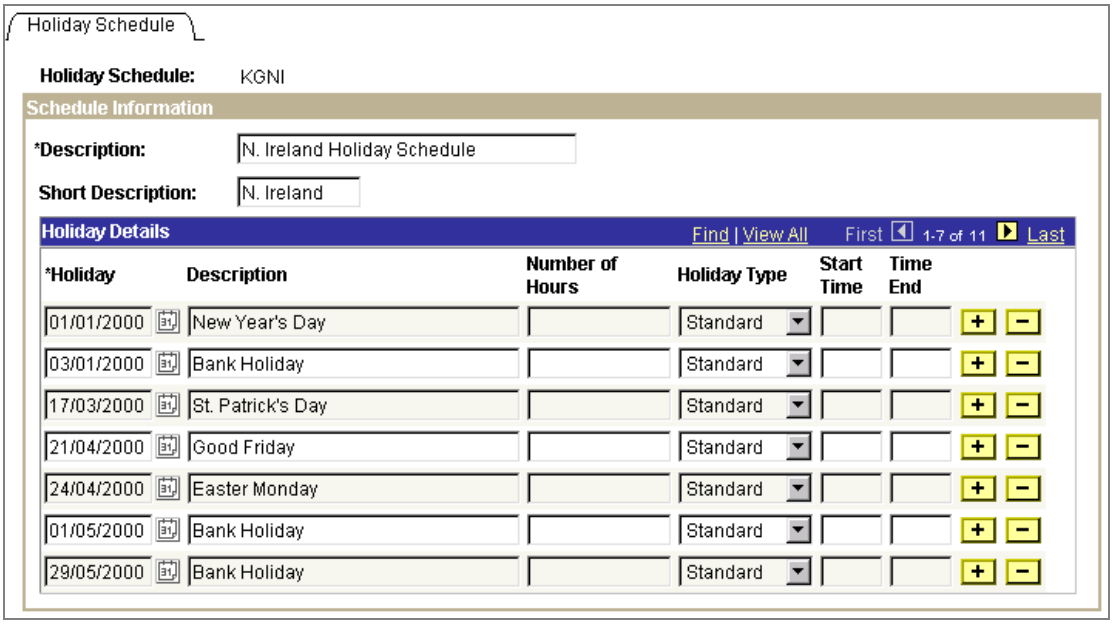
During batch processing, the system retrieves the holiday schedule for each payee and uses this information for absence processing (several system elements exist for daily holiday schedule information) and for counts.

Page Used to Define Holiday Schedules

Page Name	*Object Name*	*Navigation*	*Usage*
Holiday Schedule	HOLIDAY_SCHED_TBL	Define Business Rules, Define Global Payroll Rules, Setup 5, Holiday Schedule	Define holiday schedules. The default holiday schedule is defined at the pay group level. A holiday schedule is entered on most payees' job records, but it's optional.

Defining Holiday Schedules

Access the Holiday Schedule page.



Holiday Schedule page

Holiday Type Enter the type. Options are:

None: Select if the holiday has no type.

Bridge: Select if bridge applies.

Canadian: Select if the holiday is Canadian.

High: Select if high applies.

Low: Select if low applies.

Standard: Select if the holiday is a standard holiday.

US Public: Select if the holiday is a public holiday in the United States.

Very High: Select if very high applies.

Assigning Schedules

In this section, we discuss how to:

- Assign payees' long-term schedules or alternate schedules.
- Override a payee's schedule assignment for one workday.
- View schedules.
- View shift details.

Payees have a schedule assignment that's the pay group default schedule or an explicit schedule other than the pay group default. When payees are hired in HR, they receive a schedule assignment to use the pay group default schedule.

On the Assign Schedules page, you can assign primary and alternate schedules to one payee and instruct the system to use the payee's pay group default schedule. To give a payee a schedule assignment other than the pay group default, change the assignment individually on the Assign Schedules - Details tab.

When you assign a schedule to a payee, the system deletes any workday overrides for that payee that are of a different type than the schedule assignment (for example, *Elapsed* instead of *Punch*) and have a date later than or equal to the new assignment.

Note. For schedule assignment, the Workforce_Sync Message must be active on the PERSON_DATA Message Channel, which comes with the PeopleSoft Application Messaging feature.

See Also

Overriding Scheduled Workdays

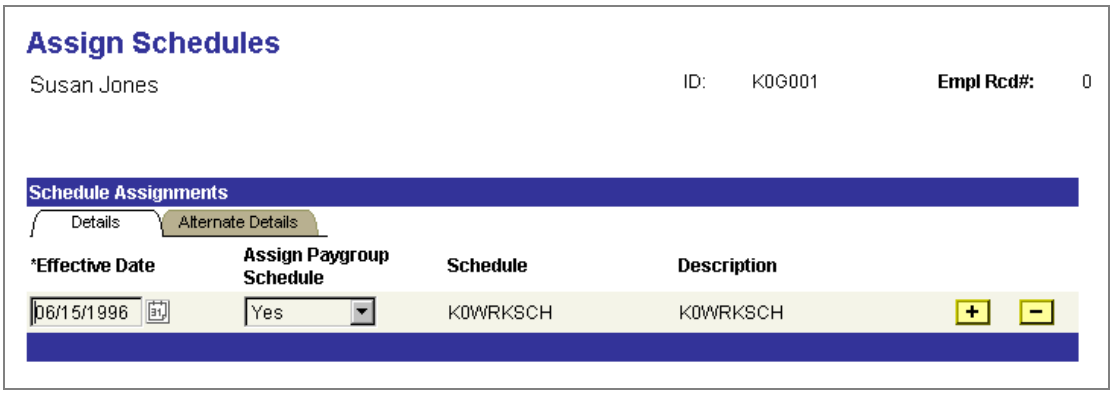
Pages Used to Assign Schedules

Page Name	*Object Name*	*Navigation*	*Usage*
Assign Schedules	SCH_ASSIGN	Compensate Employees, Maintain Global Payroll Data, Use, Work Schedule Assignment	Assign payees' long-term schedules or alternate schedules. Create at least one schedule definition before using this page.
Override Scheduled Workday	SCH_MNG_SCH_PNL	Compensate Employees, Maintain Global Payroll Data, Use, Daily Work Schedule Override	Override a payee's schedule assignment for one workday. Assign a schedule to the payee whose workday you're overriding before using this page.
View Schedules	SCH_VIEW_SCH_PNL1	Compensate Employees, Maintain Global Payroll Data, Use, Daily Work Schedule Override Click the View Schedules link.	View a payee's schedule.

Page Name	Object Name	Navigation	Usage
View Schedules - Shift Details	SCH_VIEW_SEC_PNL1	Compensate Employees, Maintain Global Payroll Data, Use, Daily Work Schedule Override Click the View Schedules link. Then click the More link	View shift details for a payee.

Assigning Payees' Schedules

Access the Assign Schedules page.



Assign Schedules - Details tab

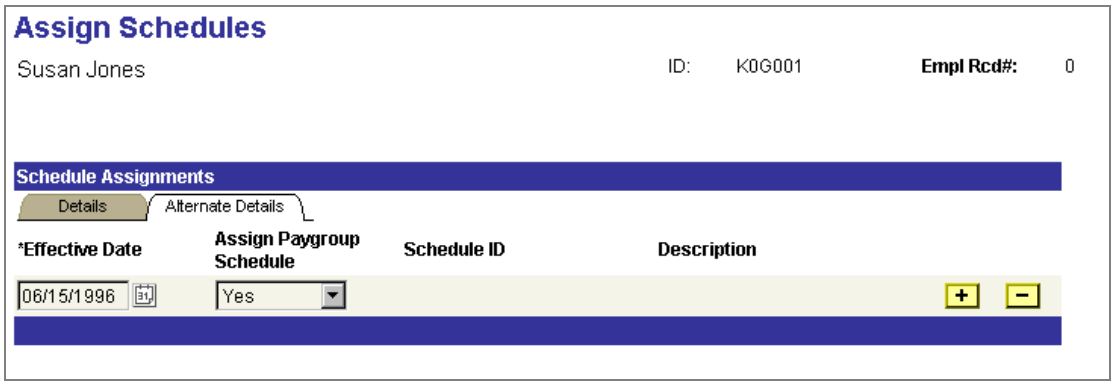
Details Tab

Assign Paygroup Schedule Select whether to use the payee's pay group default schedule.

Schedule If you select ***Yes*** in the **Assign Paygroup Schedule** field, the system displays the payee's default pay group schedule. If ***No,*** you enter the schedule.

Description Displays the description of the pay group schedule or other schedule that you selected or entered.

Alternate Details Tab



Assign Schedules - Alternate Details tab

Note. This tab is available only if the Global Payroll Core check box is selected on the Installation table.

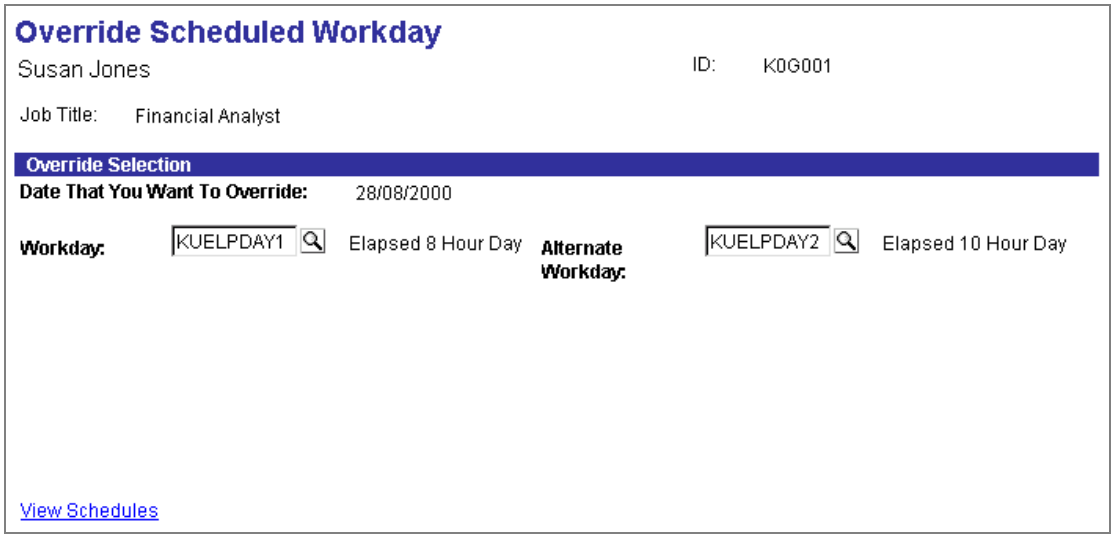
Assign Paygroup Schedule Select whether to use the payee's pay group default schedule.

Schedule ID If you select ***Yes*** in the **Assign Paygroup Schedule** field, the system displays the payee's default pay group schedule. If ***No,*** you enter the schedule to use.

Description Displays the description of the pay group schedule or other schedule that you selected or entered.

Overriding Scheduled Workdays

Access the Override Scheduled Workday page.



Override Scheduled Workday page

You can override a payee's schedule for one workday.

Date That You Want To Override	This field displays the value that you entered to access the page. This is the date that you're overriding in the schedule.
Workday	Enter the new workday that replaces the originally scheduled workday. The system displays a description of the workday that you selected.
View Schedules	Click this link to access the payee's schedule, where you can view the 3 days before the workday override date and the 3 days following the workday override date.

Understanding Workday Override Logic

The system follows these rules when scheduled workdays conflict:

- In case of overlap between a schedule calendar workday and a workday override, the workday override takes precedence over schedule calendar workdays. The schedule resolution process disregards hours of the schedule calendar workdays that overlap the workday override.
- When you schedule a workday override for a punch or flex workday, the originally scheduled workday is overridden and sometimes you also override other workdays.
- The schedule resolution allows a payee to have only one workday beginning on each day. For the payee to work a split shift, such as 08:00 to 12:00 and 15:00 to 20:00, you create one workday containing both shifts.
- When you have scheduling time conflict between two different workday overrides, the most recently entered workday override takes precedence over the preliminary workday override. To change a previously scheduled workday override, call up the data that you used to create the first override. Use the payee, employee record number, and date of the scheduled workday override.

Viewing Schedules

Access the View Schedules page.

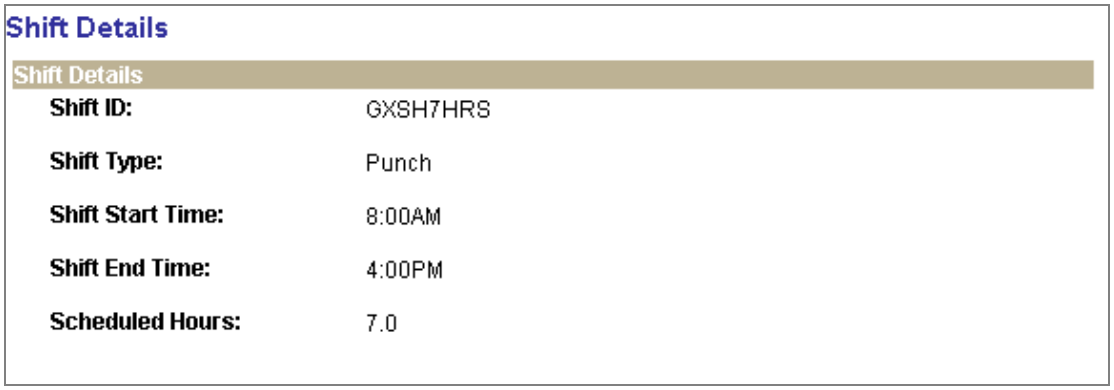


View Schedules page

More Click to access the Shift Details page.

Viewing Shift Details

Access the View Schedules - Shift Details page.



View Schedules - Shift Details page

The system displays details of the payee's schedule for the day of the workday override and the 3 days before and after that date, not including unsaved workday overrides.

CHAPTER 13

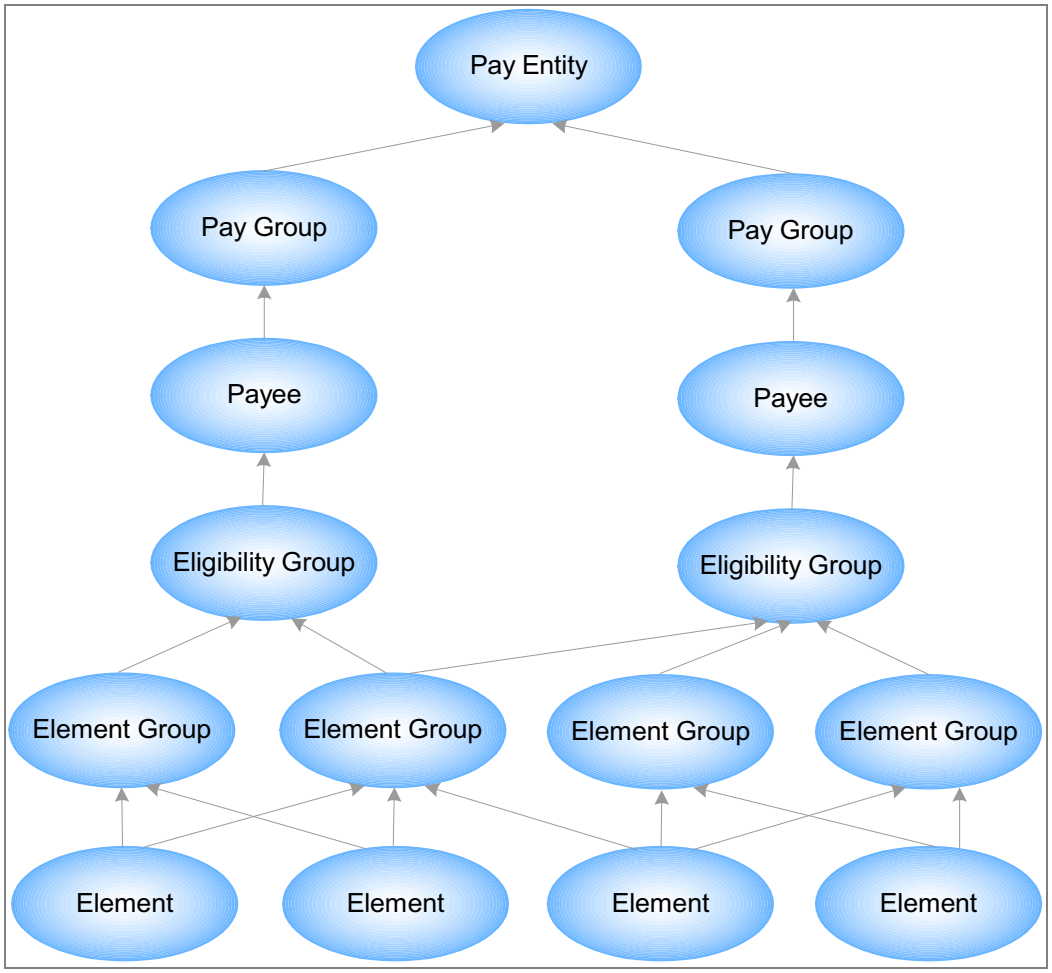
Understanding the Organizational Structure

This chapter provides an overview of organizational structure and discusses how to:

- Define element groups.
- Define eligibility groups.
- Define pay entities.
- Define pay groups.

Overview of Organizational Structure

The PeopleSoft Global Payroll core application determines the organizational structure for payroll processing, which comprises a hierarchy of components.



The organizational structure of PeopleSoft Global Payroll

Elements are the basic building blocks of the system. Element groups are for communicating lists of elements to eligibility groups. Payees who share pay characteristics belong to pay groups. Eligibility groups are associated with pay groups. Multiple pay groups are linked to a single pay entity, the business organization that pays payees.

A principal method of controlling which elements payees receive is to use eligibility groups and element groups. Eligibility groups define the earnings, deduction, absence entitlement, and absence take elements for which a payee may be eligible. Element groups contain individual elements and are attached to the appropriate eligibility groups. Element groups enable eligibility groups to have elements in common.

Each payee is assigned to an eligibility group, such as an eligibility group for managers or one for staff employees. You might have some elements, such as management bonuses, for managers only; some, such as overtime, for staff employees only; and some, such as base pay and taxes, for which all payees are eligible.

Example

You have two groups of payees—managers and staff employees—so you create two eligibility groups.

You have 50 earnings elements. Of those, 10 (E1–E10) are for managers only, 10 (E11–E20) for staff employees only, and 30 (E21–E50) for all payees. You have 20 tax deduction elements (D1–D20) for all payees.

Without element groups, you'd have to add 60 elements to the management eligibility group and 60 to the staff eligibility group.

With the element group concept, you create four element groups:

- Management Earnings (earnings that only managers receive).
- Staff Earnings (earnings that only staff employees receive).
- Common Earnings (earnings that are available to both groups of payees).
- Taxes (the 20 deductions).

You add these element groups to the appropriate eligibility group:

Eligibility Group	*Element Group Members*
Management	Management Earnings (E1–E10) Common Earnings (E21–E50) Taxes (D1–D20)
Staff	Staff Earnings (E11–E20) Common Earnings (E21–E50) Taxes (D1–D20)

Another benefit of element groups becomes apparent if you add elements after initial implementation. Say that you create a new tax (D21) after implementation. Instead of having to add that new element to every eligibility group, you add it to one element group (Taxes).

Defining Element Groups

To identify numerous elements, you can define element groups—groups of earnings, deductions, or absence elements that enable you to assign the same set of elements to a group of payees.

For example, you might group earnings into one element group and deductions into another and use only those two element group names to specify earnings and deductions. Or you might create one element group for hourly employees' earnings elements and another for salaried employees' earnings elements.

Note. Name every element and define its basic parameters on an Element Name page. All element components in PeopleSoft Global Payroll share the same first Element Name page (GP_PIN).

See Also

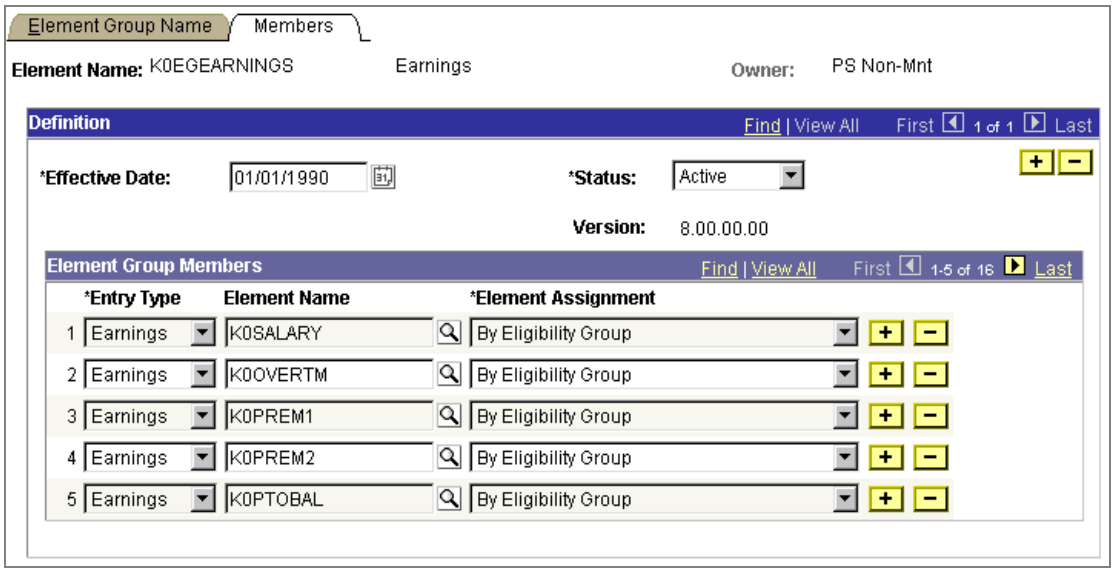
"Defining General Element Information," Defining an Element Name (GP_PIN)

Pages Used to Define Element Groups

Page Name	*Object Name*	*Navigation*	*Usage*
Element Groups - Members	GP_ELEMENT_GROUP	Define Business Rules, Define Global Payroll Rules, Setup 4, Element Groups, Members	Insert elements into element groups.

Inserting Elements Into Element Groups

Access the Element Groups - Members page.



Element Groups - Members page

Element Group Members

Element Type Select the type of element that you're adding to the **Element Group Members** grid. Options are ***Abs Entitl*** (absence entitlement), ***Abs Take*** (absence take), ***Deduction,*** and ***Earnings.***

Element Name Select a name.

Element Assignment Enables you to indicate whether a payee gets the element processed simply by inclusion in the eligibility group or whether you have to assign the element via the payee Element Assignment page or enter positive input.

Options are:

By Eligibility Group: For elements that apply to most or all payees who are associated with this element group via an eligibility group. Used infrequently, because most earnings and deductions are payee-specific.

By Payee: For payee-level elements. Typically, most earnings and deduction elements fall into this category.

See Also

"Working With Positive Input"

Defining Eligibility Groups

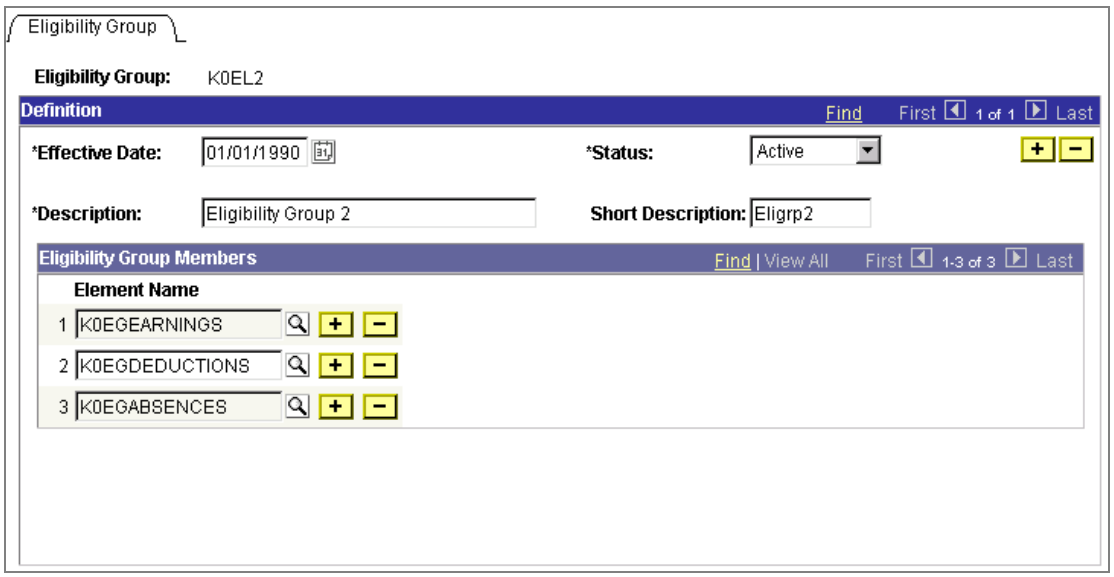
Eligibility groups indicate the specific elements for which a certain payee population may be eligible. Eligibility groups contain one or more element groups and are often used to differentiate types or levels of workers. For example, you can create an eligibility group of element groups pertaining to company executives.

Page Used to Define Eligibility Groups

Page Name	*Object Name*	*Navigation*	*Usage*
Eligibility Group	GP_ELIG_GROUP	Define Business Rules, Define Global Payroll Rules, Setup 4, Eligibility Groups	Insert element groups into eligibility groups.

Inserting Element Groups Into Eligibility Groups

Access the Eligibility Group page.



Eligibility Group page

Element Name Select the name of the element group to associate with this eligibility group. To select additional element groups, append more rows.

You assign a default eligibility group to each pay group. Payees assigned to a pay group inherit the eligibility group from the pay group definition. You can override a pay group definition by payee by stating a different eligibility group at the payee level.

Defining Pay Entities

A pay entity is the organization that's responsible for paying payees. You can also use a pay entity to define the type of currency for processing calculations. The pay entity is a legal definition of an organization from a payroll perspective. In many cases, an organization and a pay entity are identical. PeopleSoft Global Payroll doesn't define a relationship between an organization and a pay entity. If several organizations are held by the same holding organization, the holding organization can be the pay entity, or one organization can have several subsidiaries that are individual pay entities. The system defines most accumulators by pay entity.

Pages Used to Define Pay Entities

Page Name	*Object Name*	*Navigation*	*Usage*
Pay Entity - Pay Entity Address	GP_PYENT_NAME	Define Business Rules, Define Global Payroll Rules, Setup 4, Pay Entity, Pay Entity Address	Enter address information for a pay entity.

Page Name	Object Name	Navigation	Usage
Pay Entity - Processing Details	GP_PYENT_PRCS_DTL	Define Business Rules, Define Global Payroll Rules, Setup 4, Pay Entity, Processing Details	Enter processing details related to a pay entity.

See Also

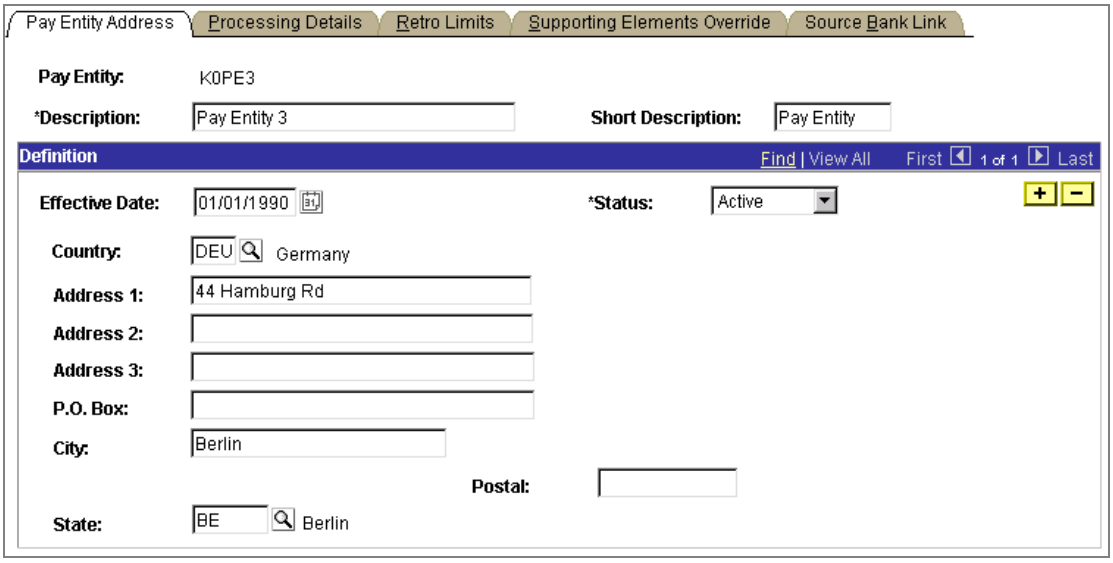
"Defining Retroactive Processing," Defining Limits for Retro Processing at the Pay Entity Level

"Understanding Overrides," Defining Pay Entity Overrides

"Understanding Banking," Linking Source Banks to Pay Entities

Entering Address Information

Access the Pay Entity - Pay Entity Address page.



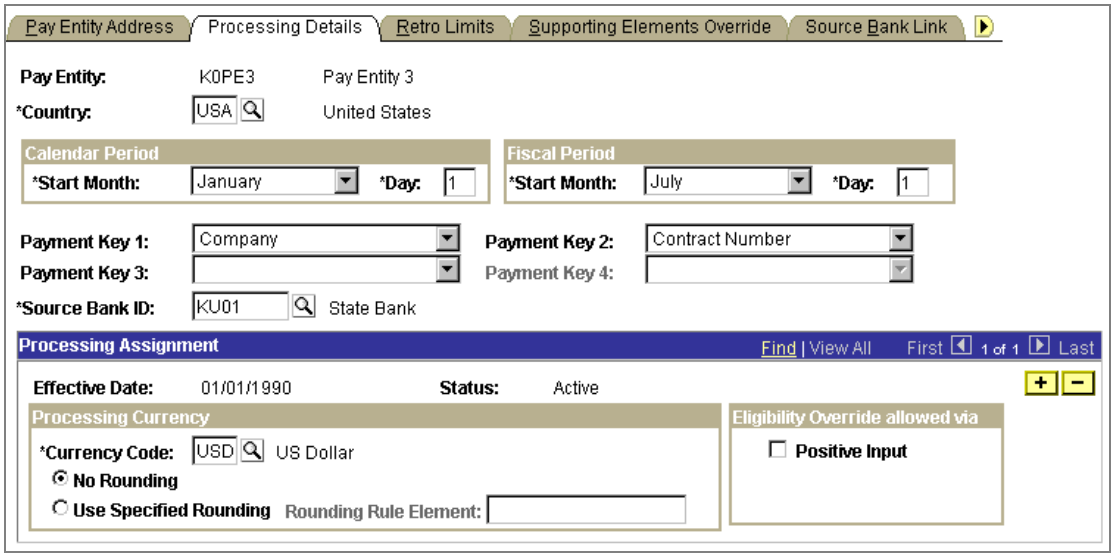
Pay Entity - Pay Entity Address page

Country Select the country where your pay entity is located.

The system displays the appropriate address fields for the selected country. Address information fields aren't required, so you can enter only the information that applies to your organization's pay entity. Leave other fields blank.

Entering Processing Details for a Pay Entity

Access the Pay Entity - Processing Details page.



Pay Entity - Processing Details page

Warning! Do not modify fields above the effective-dated area of the page after implementation. Doing so can destroy the integrity of retro and accumulator calculations.

The data on this page is used by batch processing to determine which elements to load. Only elements that are defined for use ***Across All countries*** (on the Element Name page) and those defined for ***Country-specific*** where the country equals the pay entity country are loaded.

If any element with a different country has been referenced, the batch program logs an error. Depending on that element's importance, the process might cease. If it cannot continue, it issues the following message:

Element %1 (PIN %2) not loaded into UPINA. (N/A for country: %3).

If the process can continue, it issues one of these messages:

Element %1 (PIN %2) - and data for the element - not loaded into the process. (N/A for country: %3)

Element %1 of parent element %2 on Process List %3 is not found in %4. (PIN number %5)

Note. Reasons other than country assignment can prevent an element from being loaded.

Country Select the processing country for this pay entity.

Calendar Period

You can specify the start date of the calendar year for this pay entity. This date becomes the default start date for accumulators that are based on calendar year, unless you specify otherwise in the accumulator definition.

Start Month and **Day** Enter this information for the pay entity's calendar year.

Fiscal Period

If your pay entity operates on a fiscal year that's different from the calendar year, you can specify the start date of the fiscal year. This date is used as the default start date for accumulators that are based on fiscal year, unless you specify otherwise in the accumulator definition.

Start Month and **Day** — Enter this information for the pay entity's fiscal year.

Payment Key 1–4 — If your business rules require the use of payment keys, you can set them up here. A pay entity can have up to four payment keys. Options are ***Company, Contract number, Department,*** and ***Establishment ID.***

Payment keys are used primarily during forwarding retro situations. When a payment key exists (for example, Company or Contract number) for the recalculation period (the period from which the retro deltas are being forwarded) and the deltas are being forwarded to the current period, the system keeps the retro delta data separate in the current pay period. This enables the system to run a separate gross-to-net calculation in the current pay period for that set of payment keys, creating an additional GP_PYE_SEG_STAT record.

Source Bank ID — Enter the default source bank that funds payroll activities for this pay entity's payees. You can override this value via the Source Bank Link page.

See Also

Defining Retroactive Processing

"Understanding Banking," Overview of Banking

Processing Currency

The processing currency defined at the pay entity level is the unit to which other currencies are converted before calculations are made.

Currency Code — Select the default processing currency, which the system uses for calculations and reports and as the default for any element without an associated currency.

Note. If the **Effective Date** changes during a pay period, the system uses the currency that's effective at the end of that pay period. We recommend that any change of currency coincide with the beginning of a pay period.

No Rounding — Select to prevent rounding in currency conversion.

Use Specified Rounding Select to have the system execute a rounding rule for currency conversion, regardless of the value's source (for example, positive input, accumulators, or historical rules). Select the rule in the **Rounding Rule Element** field.

With retroactivity, it's necessary to recalculate prior periods in the same currency as the original calculation for the pay period. When the recalculation and the current period have different processing currencies, the difference between the new and old values is computed in the currency of the original calculation.

The retro deltas are converted to the processing currency with the exchange rate as of the effective date defined at the payee level (period begin date, end date, and pay date). Retro adjustments are therefore computed in the processing currency.

Example

From January to June 1998, the currency is set to FRF (French francs). In July, you switch to the URO. In July there is retroactivity for a payee effective in June 1998. The recalculations are done using FRF. The delta is first calculated in FRF and converted to the URO, using the exchange rate as of the current pay period. Retro adjustments are brought forward into the current period in URO.

The delta is calculated and stored in FRF. When the July calendar is processed, deltas that are designated or qualified to be pulled into the July calendar are pulled in and converted to URO before they are used in the July calculations.

See Also

PeopleSoft Application Fundamentals for HMRS PeopleBook, "Working With Currencies"

Eligibility Override allowed via

Positive Input Select to enable positive input to override eligibility group defaults. Enables you to override the effect that eligibility groups have on what elements a payee can use.

For example, say that during the batch process the system encounters positive input for an earnings element that is not in a payee's eligibility group. By selecting ***Positive Input***, you are telling the system to process the positive input.

See Also

"Understanding Overrides"

Defining Pay Groups

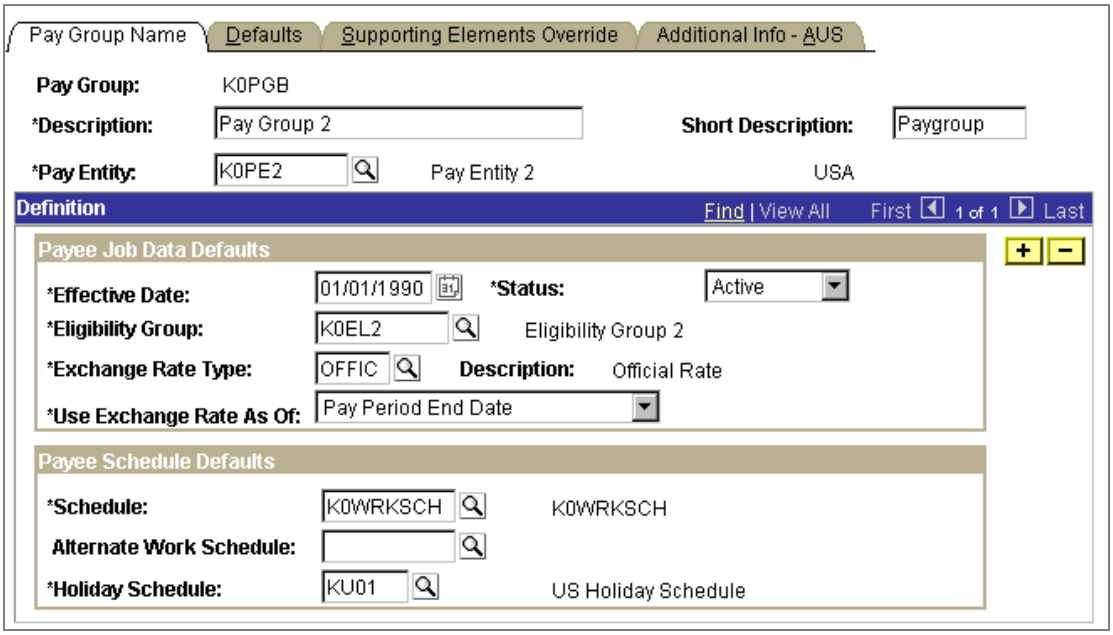
A pay group, a logical grouping for qualifying individuals for payment, contains payees who share pay characteristics. All payees in a pay group must have the same pay frequency (begin, end, and payment dates) and payroll calculation process and belong to the same pay entity.

Pages Used to Define Pay Groups

Page Name	*Object Name*	*Navigation*	*Usage*
Pay Group - Pay Group Name	GP_PYGRP_NAME	Define Business Rules, Define Global Payroll Rules, Setup 4, Pay Group, Pay Group Name	Enter default conditions for the pay group level.
Pay Group - Defaults	GP_PYGRP_DFLT	Define Business Rules, Define Global Payroll Rules, Setup 4, Pay Group, Defaults	Define default rounding, proration, and frequency conditions for the pay group level.

Entering Pay Group Defaults

Access the Pay Group - Pay Group Name page.



Pay Group - Pay Group Name page

Pay Entity Enter the pay entity to associate with this pay group. You can link each pay group with only one pay entity.

Warning! Once you've processed a payroll, never change the pay entity. Doing so can corrupt your data.

See Also

Defining Pay Entities

Payee Job Data Defaults

In this group box, you can define numerous default settings for a pay group. The effective date applies to the entire group box, so you can change these options simultaneously if you have schedule, business process, or rule changes.

Note. Not every payee in a pay group has the same eligibility group, exchange rate type, or work schedule. You can override any default for an individual on the Job Data - Payroll page. Defaults can be overridden for certain periods of time through effective-dating. On the Job Data - Payroll page, the Global Payroll group box that includes eligibility group, exchange rate type, and work schedule appears only if you set the Payroll System field to ***Global Payroll.***

Eligibility Group

Select the default eligibility group to associate with this pay group.

Apply elements to payees in pay groups via eligibility groups. An eligibility group must be associated with a pay group. A payee is assigned to an eligibility group through the default defined at the pay group level. This default value can be overridden at the payee level.

Note. Payees in an eligibility group are eligible for elements at the payee level, but if a payee isn't in an eligibility group for which an element is valid, that payee cannot be eligible for that element.

Exchange Rate Type

Defines the default for the exchange rate type that's used for currency conversions for this pay group during processing. You can specify an element in a currency other than the processing currency. During processing, it is converted to the processing currency, using this exchange rate information. Define exchange rate types on the Currency Rate Type page in PeopleSoft Human Resources.

Use Exchange Rate As Of

Defines the effective date for use in retrieving the exchange rate. The options correspond to the dates that you associate with this pay group. Options are ***Pay Period Begin Date, Pay Period End Date,*** and ***Payment Date.***

Payee Schedule Defaults

Schedule	Select the work schedule for this pay group. This field can be used in proration.
Alternate Work Schedule	A payee can be associated with an alternate work schedule for some absences. This optional field defines an alternate, work schedule for the pay entity.
Holiday Schedule	Select the holiday schedule for this pay group.

Overriding Default Pay Group Settings

You can set up pay group rule overrides for earnings and deductions, which is useful when certain rules don't apply to specific groups of payees.

Group together payees who typically receive the same type of earnings and deductions so that you can define elements that apply to most members of a pay group. You can create any exceptions via payee-level overrides or override the default pay group.

See Also

"Understanding Segmentation," Combining Proration With Segmentation

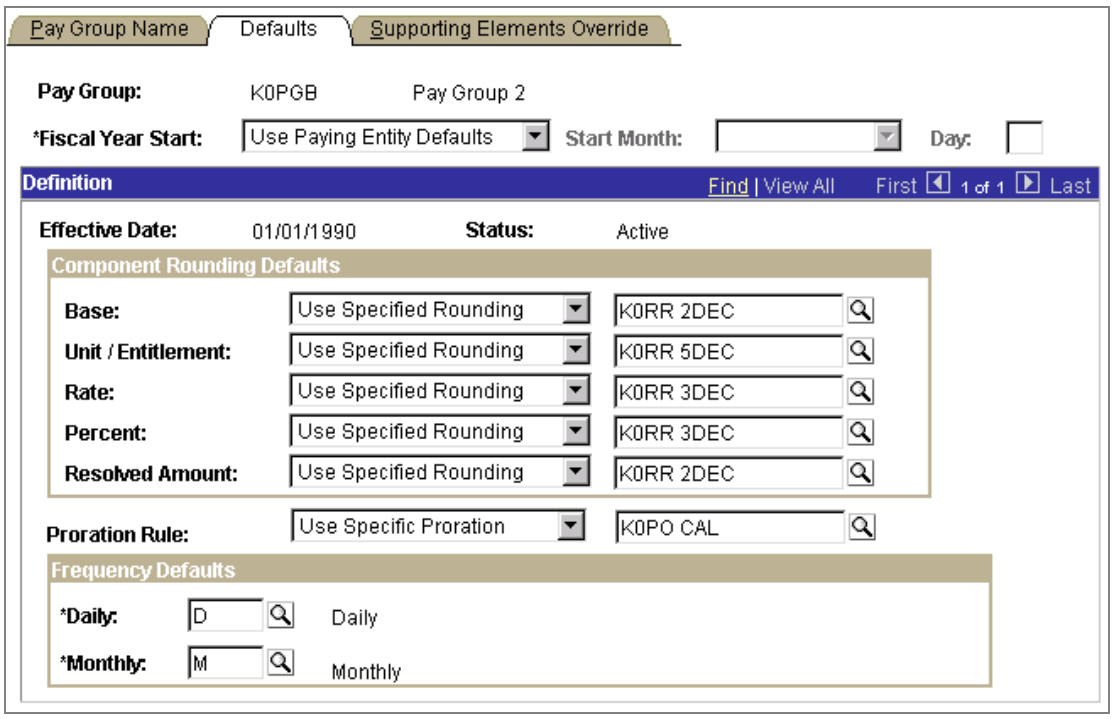
"Defining Calculation Elements," Defining Proration Rules

"Using Schedules," Understanding Work Schedules and Understanding Schedule Calendars

PeopleSoft Application Fundamentals for HMRS PeopleBook, "Working With Currencies"

Defining Default Rounding, Proration, and Frequency Conditions

Access the Pay Group - Defaults page.



Pay Group - Defaults page

Fiscal Year Start Define the start date of your organization's fiscal year for this pay group. Options are:

Use Paying Entity Defaults: The next two fields become unavailable.

Use Specified Start Date: Complete the next two fields.

Start Month and **Day** Enter the first month and the first day of the start month in your organization's fiscal year.

Component Rounding Defaults

Specify default rounding rules for earnings and deductions at the pay group level. You can specify rounding for individual earnings and deductions when those elements are defined or direct the system to follow the pay group default settings.

Base, Unit/Entitlement, Rate, and **Percent** These components of an earnings, deduction, or entitlement element can be rounded before calculation. Options are:

No Rounding: Prevents rounding of the component.

Use Specified Rounding: Enter a rounding rule in the field on the right.

Resolved Amount Select the rounding rule to apply to the resolved amount for earnings and deductions.

Rounding occurs after the system resolves the element's calculation rule. Also applies to an earnings or deduction

element for which the calculation rule is defined as *Amount*. Options are:

No Rounding: Prevents rounding of the amount.

Use Specified Rounding: Enter a rounding rule in the field on the right.

Proration Rule — Defines the default proration rule for elements being used to process this pay group. In defining an earnings or deduction element, you can have the system use the pay group default value or have it specify a unique rule for a certain earnings or deduction element.

Frequency Defaults

Use this group box to define the frequency defaults used in multiple pay calculation components.

See Also

"Defining Calculation Elements," Defining Rounding Rule Elements and Defining Proration Rules

"Defining Data Retrieval Elements," Defining Rate Codes

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Setting Up and Using Frequencies”

CHAPTER 14

Defining Processing Elements

This chapter provides an overview of processing elements, discusses batch and retroactive processing considerations for processing elements, and discusses how to:

- Use sections.
- Set up sections.
- Use process lists.
- Set up process lists.
- Order elements and sections in a process list.

Understanding Processing Elements

PeopleSoft Global Payroll enables you to define payroll, absence take, and absence entitlement processes. You do the following:

1. Create *sections,* logical groups of elements that are resolved during a payroll or absence run.
2. Add the sections to a *process list* that identifies the sequence and conditions under which each section of elements is resolved.

   You can create any number of process lists, but separate lists are required for payroll and absences processes.
3. Attach each process list to a calendar, by associating the process list with a run type.
4. Schedule the calendars for processing.

To run a payroll or absence process, run the process that you defined. The Process List Manager program starts at the top of the process list and, for each payee, works with the PIN Manager to resolve elements sequentially in each process list section. The system creates a set of files and tables to hold the processing results.

Common Elements Used in This Chapter

The following elements appear on more than one page described in this chapter.

Seq Nbr (sequence number) — Enter a sequence number for the element in the section to specify processing order. The processing sequence is extremely important; it can directly affect payroll or absence calculations.

Numbers can be up to 5 digits, and each number in the section must be unique. Assign numbers in increments of 10 or some other factor, so that you don't need to renumber to insert an element.

Recalculate — Select this check box to instruct the PIN Manager to recalculate the element if it encounters it more than once in the process list. (Although you can enter an element only once in any one section, you can enter the same element in multiple sections of a process list.)

Clear the check box to have the PIN Manager reuse the element's original resolved value whenever it encounters the element in the process list.

For subprocess sections, the system selects **Recalculate.** This setting is unchangeable.

Avoid recalculating elements, which can slow down processing.

Using Sections

In this section, we discuss how to use section types.

Sections control the processing order of individual elements, breaking down large process lists into manageable pieces. Each section can have one or more individual elements. You can't add element groups to a section and generally can't include sections in sections.

Using sections enables reuse of work. For example, if several processes use the same set of earnings, you can create one earnings section and attach it to multiple process lists.

Sections are effective-dated—when running a payroll, the system retrieves sections attached to the process list, based on your calendar period end date.

Section Types

You can define four section types, which determine:

- How the system processes section elements during payroll or absence runs.
- What types of elements—such as earnings elements, absence take elements, and supporting elements—you can add to the section.
    - Whether the section can be used for absence processing, payroll processing, or both.

Whether the section can be used for absence processing, payroll processing, or both.

Section Type	*Type of Processing*	*Use*
Standard	Absence, payroll, or both	For regular processing or when defining absence entitlement or absence take processes.
Generate Positive Input	Absence or payroll	For creating positive input (earnings or deductions) for another calendar. Example: meal allowances.
Payee	Absence, payroll, or both	For specifying, at the payee level, elements for processing and their sequence. Example: court orders.
Subprocess	Payroll	For doing net-to-gross calculations or other iterative processes. Can include loops and conditional formulas that determine whether a particular element is resolved. Examples: moving expenses, bonus payments.

Standard Sections

Most sections in your process list are probably standard sections. When the Process List Manager encounters a standard section during payroll or absence runs, it reads and resolves each element in the section in the specified order.

Generate Positive Input Sections

Generate positive input sections trigger creation of positive input—earnings or deduction data, such as meal or travel allowances, that applies to one pay period and is payee-specific. Positive input is generated in one pay run and resolved in another. When the Process List Manager encounters a generate positive input section during *source* calendar processing, it creates rows of positive input that can be resolved and paid when you process the *target* calendar. The source and target calendars can be associated with the same or different pay periods or calendar group IDs.

Say your organization gives payees a meal allowance when they work 4 or more hours a day. Rather than using the Positive Input page to manually enter expenses, you can have the system generate positive input based on a formula that you define.

Note. Positive input can also be entered manually or received from other applications.

See Also

"Working With Positive Input"

Rules for Generate Positive Input Sections

- You can generate positive input only for earnings and deduction elements that are defined with one of these calculation rules:

base × percent
rate × units
rate × units × percent

- Before positive input can be generated, at least one component—base, percent, rate, or unit—of the earnings or deduction element needs resolving.

  When the Process List Manager reaches the generate positive input section during the batch process, it calls the Generate Positive Input program for the first element, to determine whether any of its components are populated. If one is populated, the system creates a row of positive input for the target calendar; if none is populated, the Process List Manager continues to the next element in the section.

- Because positive input is generated in source calendar processing and resolved in target calendar processing, you must create the source *and* target calendars before running the payroll process for the source calendar.

- The system checks element eligibility while processing the target calendar, not while processing the source calendar that generates positive input.

  When checking element eligibility, the system ensures that the element has been assigned to the payee via the Eligibility Group and Element Name page, that the element isn't on the Elements to be Excluded grid on the Calendars - Definition page and that there are no Do Not Process instructions for the element on the Positive Input page or the Positive Input - Calendar page.

- Generation control and eligibility group changes can affect positive input resolution.

  Say the system generates positive input for a payee during June payroll. If the target calendar is July and the payee is no longer eligible in July, the positive input isn't resolved.

- When segmentation occurs, generate positive input sections are segmented based on the begin and end dates of the source calendar, not the target calendar.

  If the source calendar is segmented, the Process List Manager calls the Generate Positive Input program only once in a segment. The generated positive input is assigned to the target calendar, based on the target calendar's end date.

- When element segmentation occurs, the system creates a separate instance of positive input for each slice.

  The Rate as of Date associated with each slice corresponds to the slice end date, not the segment end date.

See Also

"Using Calendars"

"Understanding the Organizational Structure," Defining Element Groups and Defining Eligibility Groups

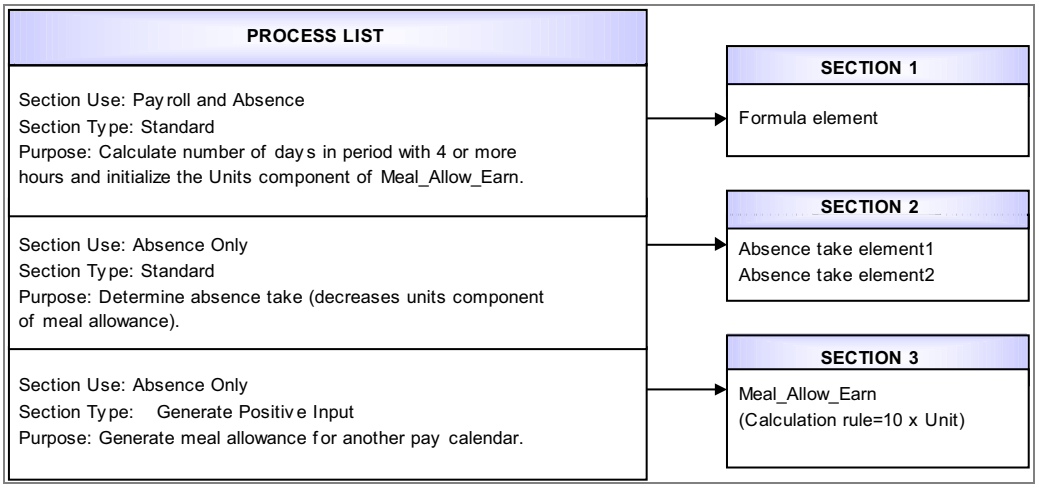
"Defining Calculation Elements," Defining Generation Control Elements

- "Working With Positive Input," Segmentation and Positive Input

Generate Positive Input Section Example

Your organization's policy is to pay a daily meal allowance to payees who work 4 or more hours in a day, and you've created an earnings element called Meal_Allow_Earn, with a calculation rule of units × rate.

Your process list might resemble this example. The generate positive input section is the last in the process list.



Process list with generate positive input section

The system resolves the formula element in section 1, initializing the units component of Meal_Allow_Earn with the number of days in the period when the payee is scheduled to work 4 or more hours. The system moves to section 2, where it resolves the absence take elements, thereby decreasing the meal allowance units by the number of days that the payee worked under 4 hours. Assume that the units component resolves to 1 (day)—the payee was scheduled to work 5 hours and did so. Finally the system reaches section 3, the generate positive input section, containing the Meal Allowance earnings element. Because the units component of the earnings element was populated in sections 1 and 2, the system generates a row of positive input:

Element	*Rate Component (Meal_Allow_Earn_Rate)*	*Units Component (Meal_Allow_Earn_Unit)*
Meal_Allow_Earn	10	1

Nothing happens to the data row until you run the payroll process for the target calendar. The system then checks for eligibility and, assuming that the payee still qualifies for a meal allowance, resolves the positive input by calculating 10 × 1.

Payee Sections

Payee sections enable you to control which elements are processed for a specific payee and their processing order, in cases such as court orders; capital accumulation, such as payee contribution to a retirement plan; and other instances of special instructions at the payee level.

Having created a payee section, you use the Section Overrides page to define the elements to be resolved for a particular payee. When encountering a payee section in a process list, the system retrieves the appropriate payee section and processes the elements in the section one by one.

Process lists can have multiple payee sections.

Subprocess Sections

Subprocess sections are useful for calculating *gross-ups,* gross amounts based on known net amounts. Say payees get a bonus payment of a specific amount. You can create a subprocess section that uses iterative calculations to compute taxes and subsequent gross pay to achieve the desired net amount.

A subprocess can include conditional formulas that determine whether a particular element is resolved and a loop with up to 15 iterations.

Rules for Using Subprocess Sections

- All elements and supporting elements in a subprocess section are recalculated in subprocess execution.
- Forwarded adjustments are considered during each subprocess iteration.
- Regular element eligibility and generation control apply during a subprocess.
- You can include standard sections in a subprocess section.
- The system calculates gross-ups by segment, not by slice or individual positive input instances.

  Say a payee has three instances of positive input that need grossing up for the same payment. The system totals the three amounts before calculating the gross amount.

- Accumulators used during an iterative process are self-correcting—they don't require resetting.

  During each iteration, the system removes the old value and adds or subtracts the new value, as applicable. (When the Accumulate Timing option for an accumulator is set to *After Calculation,* the value isn't updated until the process ends.)

- The Element Resolution Chain audits subprocesses.

  Audit chain results are written out by iteration—that is, each loop is documented with its iteration number.

See Also

"Payroll Processing," Viewing an Element Resolution Chain

Including Multiple Subprocess Sections in a Process List

Although you can add multiple subprocess sections to a process list, carefully consider the subprocesses' interaction. If some of the same elements appear in the subprocess sections, when the system encounters the second subprocess, it uses the values that are applicable after the first subprocess executes, and so on.

Rather than creating multiple subprocess sections, you can gross up multiple elements in the same subprocess. The system calculates the gross-up after entry of all net amounts and before deductions. Create an earnings element to hold the grossed-up amount for each element or group of elements that you're grossing up. The net amount remains as is in the existing element and, if entered via positive input, the result tables' net amount still reconciles to the positive input entered. To report the entire amount, you can create an accumulator that includes the net amount and the grossed-up amount.

To reduce the number of elements to be grossed up, consider creating an accumulator that stores the grossed-up amount of like groups of elements, such as elements subject to the same tax treatment. You can add this grossed-up element to applicable accumulators.

Guidelines for Defining Net-to-Gross Logic for a Subprocess Section

You can use the following logic to perform a gross-up:

- Place the subprocess section immediately before the first deduction on the process list.
- Subtract the net amount (to be grossed up) from the net pay accumulator.
- Apply a factor to the target net.
- Calculate the target net.
- Add back the net amount.
- Perform a loop to reach the grossed-up amount.

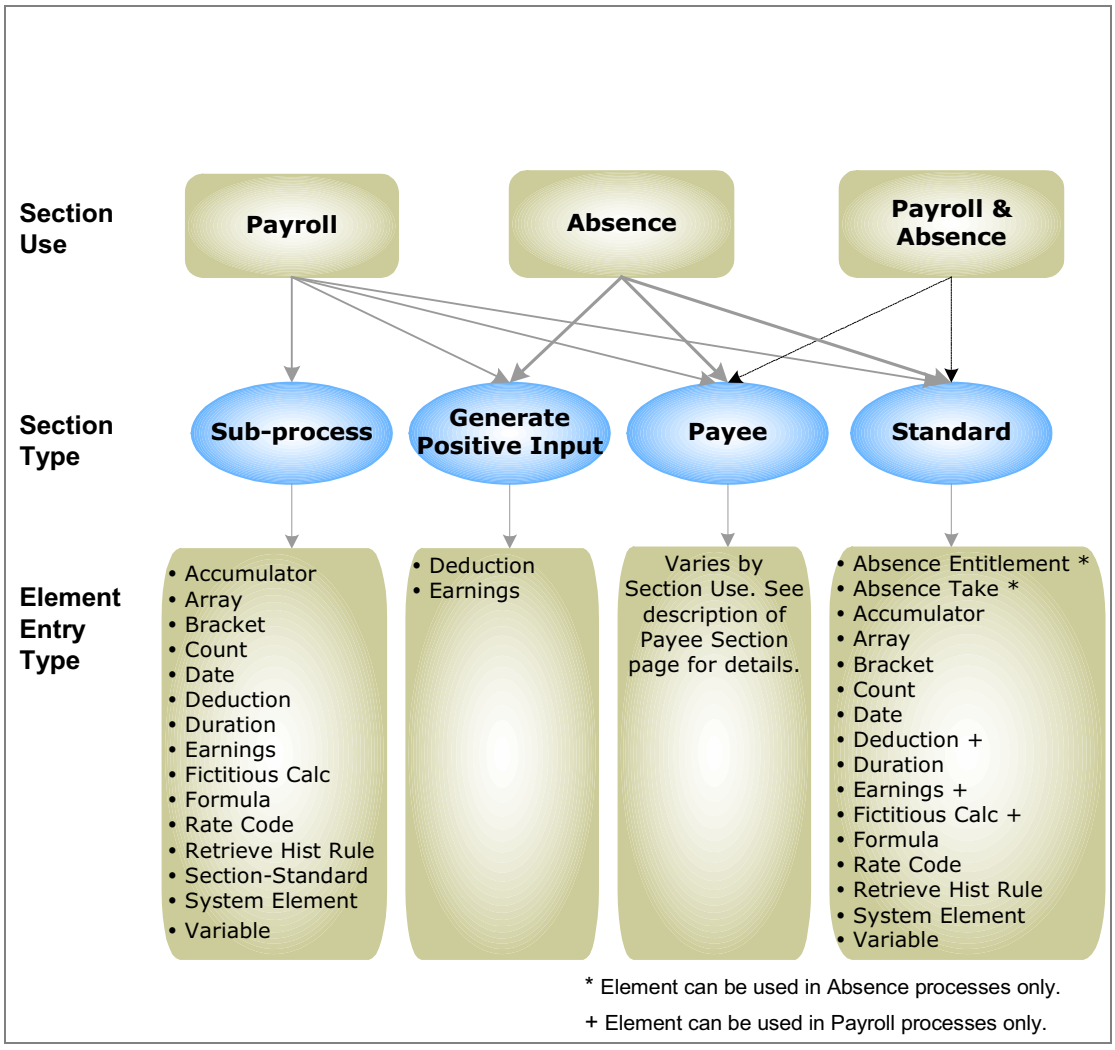
  That is, calculate the net, determine the difference between the net and the target net, take the difference, and apply a factor. Revise the grossed-up amount and recalculate.

Setting Up Sections

In this section, we discuss how to:

- Define naming information for sections.
- Select elements that constitute a section.
- Cerate a payee section for a process list.

Sections are the building blocks for creating process lists. You create a section by giving it an element name and indicating its use: for payroll processing, absence processing, or both. Finally you select the section type and enter elements in processing order. Eligible elements depend on the section use and type:



Section use and type determine which elements can be added to a section

Warning! Adding or deleting an element from a section and then trying to process a retroactive pay run may yield incorrect results. Before changing any element in a section, assess the impact on retroactive processing.

See Also

Using Sections

Ordering Elements and Sections in a Process List

Naming a Section

You must enter the basic parameters of each section on the Section Name page. All elements within PeopleSoft Global Payroll share the same name page (GP_PIN).

Note. On the Section Name page, *Calendar Period End Date* is the only valid value for the Defn As Of (definition as of) field. When you run the payroll process, the system reads the Calendar Period End Date to determine which effective-dated sections and process list to use.

See Also

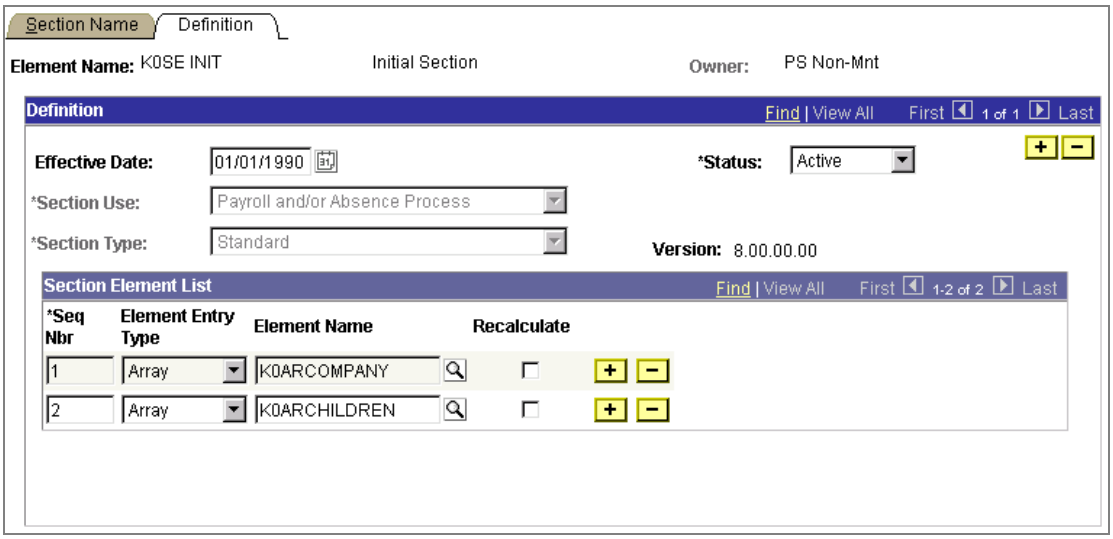
"Defining General Element Information," Defining an Element Name (GP_PIN)

Pages Used to Define Sections

Page Name	*Object Name*	*Navigation*	*Usage*
Sections - Definition	GP_SECTION	Define Business Rules, Define Global Payroll Rules, Setup 4, Sections, Definition	Select elements that constitute a section.
Section Overrides	GP_PYE_SECTION	Compensate Employees, Maintain Global Payroll Data, Use, Section Overrides	Create a payee section for a process list.

Selecting Elements That Constitute a Section

Access the Sections - Definition page.



Sections - Definition page

Section Use

Specifies whether you can use the section for payroll processing, absence processing, or both. Determines what type of section you can create and the elements that can be added to those sections. Options are ***Absence Process Only, Payroll Process Only,*** and ***Payroll and Absence Process.***

Section Type

Specifies how the Process List Manager processes the elements in this section during a payroll or absence run. Options depend on your **Section Use** selection:

Absence Process Only: Select ***Generate Positive Input, Payee Section,*** or ***Standard.***

Payroll Process Only: Select ***Sub-Process, Generate Positive Input, Payee Section,*** or ***Standard.***

Payroll and Absence Process: Select ***Payee Section*** or ***Standard.***

Depending on your selection, certain fields in the **Section Element List** group box become hidden or available. If you select ***Payee Section,*** all fields become unavailable for entry. After saving this page, you can access the Section Overrides page and select the elements to be resolved for a particular payee.

Maximum Iteration

Appears only if you select ***Sub-Process*** as the section type. To have the system perform a loop, enter the maximum number of loop repetitions. Values are ***1*** through ***15;*** decimals are *not* allowed. (This field works with the **Loop Action** field.)

Note. For processing efficiency, include a condition in your loop that, if met, ends the looping process before the maximum number of iterations.

Formula Name

Appears only if you select ***Sub-Process*** as the section type. Enables you to select a numeric formula that's executed to determine whether the element is resolved. If the formula resolves to 0, the condition is considered false and the element isn't resolved. If the formula resolves to a non-0 value (for example, -2, -1, 1, or 2), the condition is considered true and the system tries resolving the element.

Loop Action

Appears only if you select ***Sub-Process*** as the section type. For identifying the beginning or end of a loop. Options are ***None, Loop,*** and ***End Loop.*** Only one ***Loop*** and one ***End Loop*** are allowed in a subprocess. An ***End Loop*** must follow a ***Loop***. (This field works with the **Maximum Iteration** field.)

Element Entry Type

Select the type of element that you're adding to the section. Options depend on your **Section Type** and, sometimes, **Section Use** selections:

Standard sections: Select ***Accumulator, Array, Bracket, Count, Date, Duration, Formula, Rate Code, Retrieve Historical Rule, System Element, Variable*** or ***Writable Array***.

Standard sections in a payroll process: Select from all of the above, plus ***Deduction, Fictitious Calc*** (fictitious calculation), and ***Earnings.***

Standard sections in an absence process: Select from all of the above (for standard sections), plus ***Absence Entitlement*** and ***Absence Take.*** (***Absence Entitlement*** refers to frequency-based entitlement elements only.)

Subprocess sections: Select ***Accumulator, Array***, ***Bracket, Count, Date, Deduction, Duration, Earnings, Fictitious Calc, Formula, Rate Code, Retrieve Historical Rule, Section-Standard, System Element,*** or ***Variable***.

Generate positive input sections: Select ***Deduction*** or ***Earnings.***

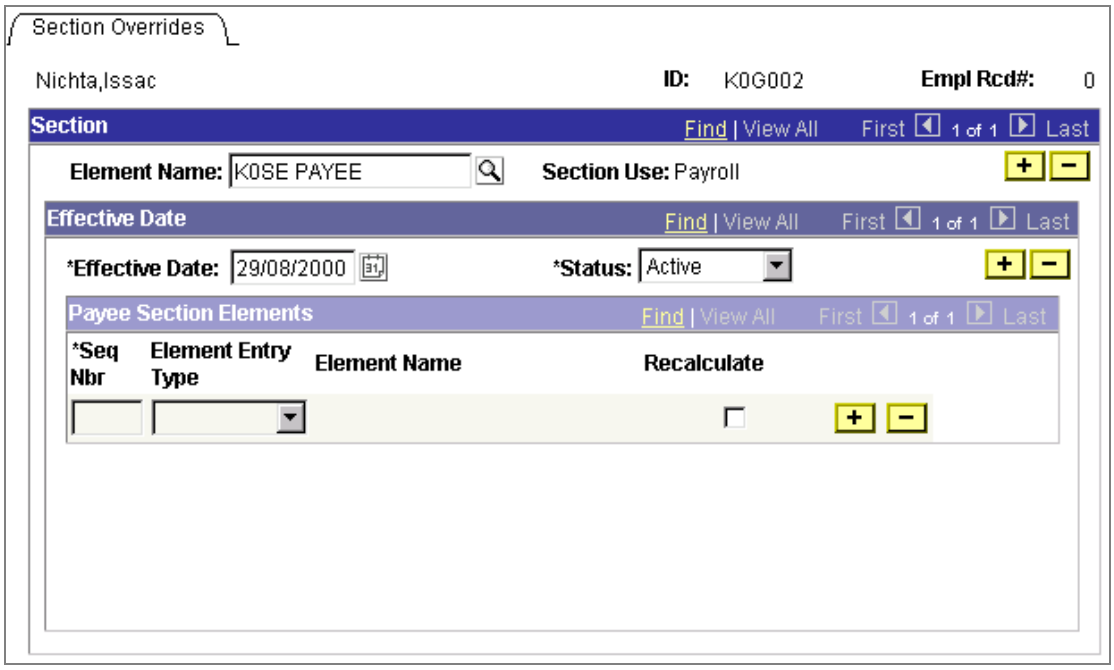
Element Name Select the name of the element to include in the section. Selectable names depend on the element type.

See Also

"Defining Calculation Elements," Defining Formula Elements

Creating a Payee Section for a Process List

Access the Section Overrides page.



Section Overrides page

Before using this page, create a payee section using the Sections - Section Name and Sections - Definition pages.

Element Name Select the name of the payee section, as defined on the Sections - Section Name page.

Section Use This display-only field indicates in which types of process lists the section can be used: ***Payroll, Absence,*** or ***Either.*** (Specify section use on the Sections – Definition page.)

Payee Section Elements

Element Entry Type Select the type of element that you're adding to the section. Options depend on your **Section Use** selection:

Payroll: Select ***Accumulator, Array, Bracket, Count, Date, Deduction, Duration, Earnings, Fict Calc*** (fictitious calculation), ***Formula, Hist Rule*** (historical rule), ***Rate Code, System Element,*** or ***Variable.***

Absence: Select ***Absence Entitlement*** (frequency-based entitlement elements), ***Absence Take, Accumulator, Array, Bracket, Count, Date, Duration, Formula, Rate Code, System Element,*** or ***Variable.***

Either: Select ***Accumulator, Array, Bracket, Count, Date, Duration, Formula, Rate Code, System Element,*** or ***Variable.***

Element Name Select the name of the element that you're adding to the section.

Using Process Lists

In this section, we discuss how to use process lists to control payroll processing.

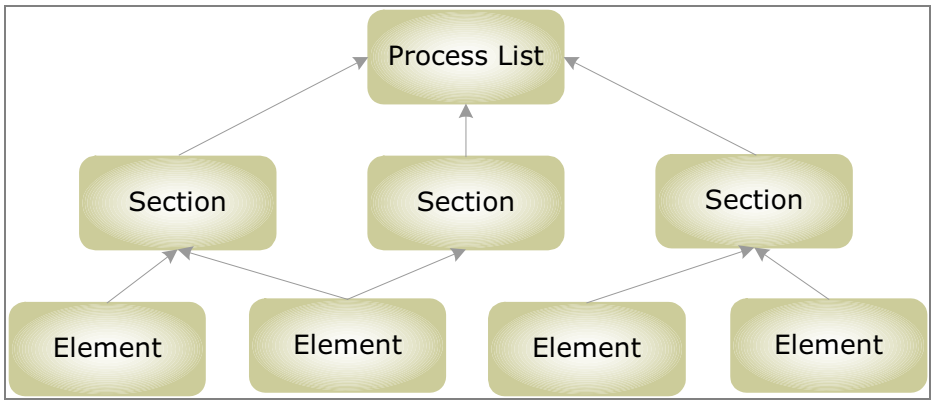
Process lists control payroll processing at the highest level. They perform three basic functions:

- Identify the sections, or sets of elements, to resolve during the payroll process and the order in which they resolve.
- Identify the gross and net pay accumulators for the payroll process.

  The banking process determines net pay by referencing the net pay accumulator.
- Specify whether the process applies to absence or payroll processing.

  They're very similar, but some differences occur during retroactive processing.

Before creating a process list, you define the sections to include in the process, grouping sets of elements into sections for addition to your process list. In your process list, you can use conditional logic to specify when each section is executed.



Relationship between process list, sections, and elements

You can create multiple process lists for your payroll. For example, you can create a separate process list for each type of pay—regular earnings, bonus pay, overtime, and so on—or create one process list that handles all pay types, depending on how you run your processes. Create different process lists for absences, because absences must be processed separately from payroll.

Having created a process list, you attach it to one or more calendars (through a run type). A calendar determines:

- Who's paid.

Specified by the pay group and payee selection criteria on the calendar.

- What's paid.

  Specified by the process list associated with the calendar.

- What period of time and pay frequency apply.

  Specified by the period ID linked to the calendar.

When running the payroll, the system reads the pay period end date for the calendar; finds the appropriate effective-dated process list; and processes the selected payees, one by one.

See Also

"Using Calendars"

"Understanding Absences," Running Absence Processes

Setting Up Process Lists

In this section, we discuss how to:

- Define naming information for process lists.
- Identify sections comprising the process list and the order of execution.

After defining sections, you add them to process lists and specify any conditions under which sections are or aren't executed. Like sections, process lists are elements that you must name before defining.

Naming a Process List on the Process List Name page, you enter the basic parameters of each process list. All elements within PeopleSoft Global Payroll share the same name page (GP_PIN).

Note. On the Process List Name page, *Calendar Period End Date* is the only valid value for the Defn As Of (definition as of) field. When you run the payroll process, the system reads the Calendar Period End Date to determine which effective-dated process list and applicable sections to retrieve.

Naming a Process List

You must enter the basic parameters of each section on the Process List Name page. All elements within PeopleSoft Global Payroll share the same name page (GP_PIN).

Note. On the Process List Name page, *Calendar Period End Date* is the only valid value for the Defn As Of (definition as of) field. When you run the payroll process, the system reads the Calendar Period End Date to determine which effective-dated process list and sections to use.

See Also

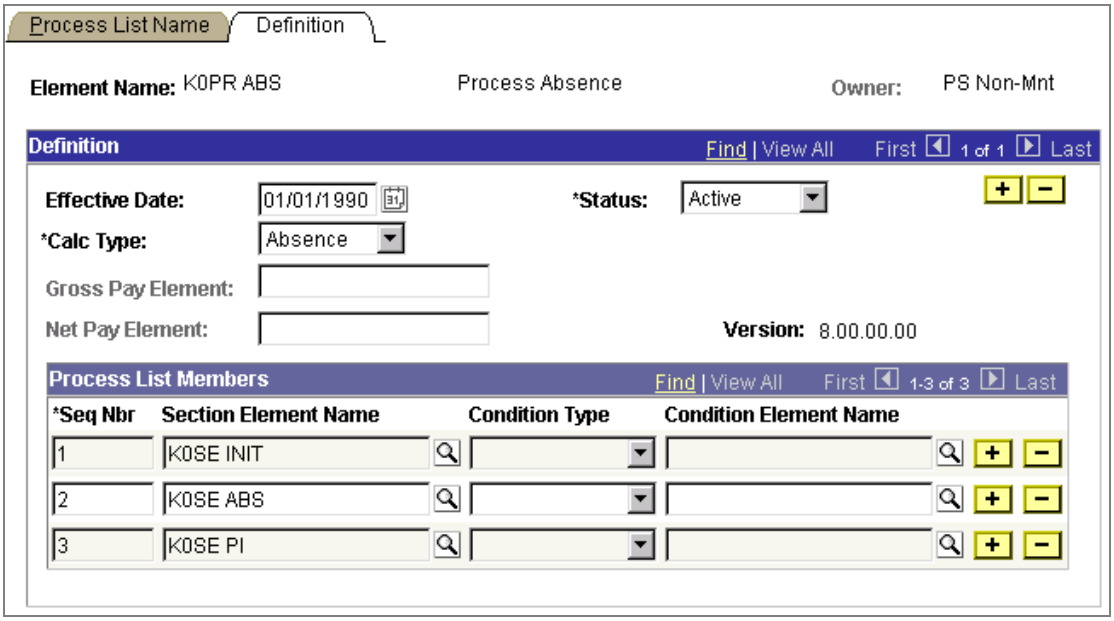
"Defining General Element Information," Defining an Element Name (GP_PIN)

Pages Used to Define Process Lists

Page Name	*Object Name*	*Navigation*	*Usage*
Process Lists - Definition	GP_PROCESS	Define Business Rules, Define Global Payroll Rules, Setup 4, Process Lists, Definition	Identify sections comprising the process list and the order of execution.

Identifying Sections Comprising the Process List

Access the Process Lists - Definition page.



Process Lists - Definition page

Calc Type (calculation type) Identifies whether the process list can be used for absence or payroll processing and determines which section types you can add to the process list. Options are ***Absence*** and ***Payroll.***

Gross Pay Element Select the accumulator element for gross pay. The system stores the gross amount in the payee's Segment Status record. This required field for payroll process lists isn't available for absence process lists.

Net Pay Element Select the net pay accumulator element the banking process uses when determining the payee's net pay. The system stores the net amount in the payee's Segment Status record. The information is also used during net pay validation for arrears processing. This required field for payroll process lists isn't available for absence process lists.

Process List Members

Section Element Name Select the name of the section that you're adding. The calculation type that you selected determines sections that can be added. You can use a section only once in a process list, but you can add the same section to more than one process list.

Condition Type You can use a numeric formula or numeric variable to specify a condition for resolving the section you're adding to the process list. To use this feature, select ***Formula*** or ***Variable*** to identify the type of element that defines the condition.

If the element resolves to 0, the condition is considered false and the section isn't resolved. If the formula resolves to a non-0 value (for example, -2, -1, 1, or 2), the condition is considered true and the system tries resolving the section.

Condition Element Name Required if you selected a condition type. Select the name of the element that defines the condition.

See Also

Ordering Elements and Sections in a Process List

"Defining Earnings and Deduction Elements," Arrears Processing

Batch Processing and the Process List Manager

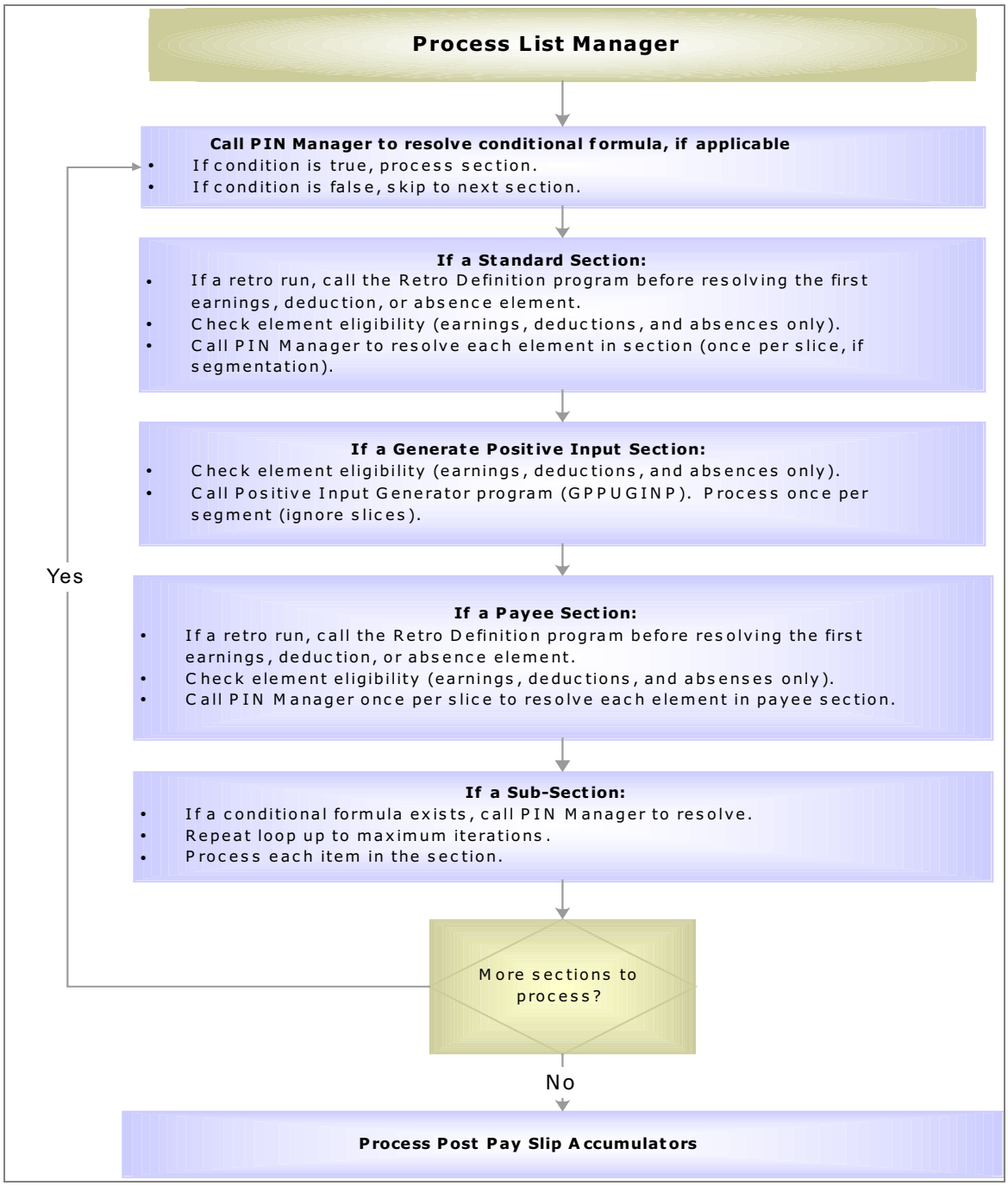
In this section, we discuss batch processing and the role of the Process List Manager.

The Process List Manager, a program that calls the PIN Manager during the payroll process to resolve elements on the process list, begins at the top of the process list and reads one section at a time, according to the specified sequence. Whenever the Process List Manager encounters a conditional formula, it calls the PIN Manager for resolution. If the formula

resolves to 0, the section is not processed; if the formula resolves to a non-zero number, the section is processed.

When a calendar has element segmentation, the PIN Manager is called once in a slice for that element, provided there's no positive input for the element. In case of positive input, the PIN Manager is called once in a segment. For a generate positive input section, the Generate Positive Input program is called instead of the PIN Manager, once in a segment.

This diagram illustrates how the Process List Manager and PIN Manager work together to resolve each section of the process list during a payroll or absence run.



The Process List Manager

See Also

"Understanding the Core Application Architecture," Batch Architecture Process Flow

"Defining Segmentation"

"Working With Positive Input"

Ordering Elements and Sections in a Process List

In this section, we discuss how to make sure elements and sections are ordered logically in a process list.

Verify that elements in sections and sections in process lists are ordered logically in the correct execution sequence for the payroll run. Some guidelines:

- Entitlement processing for absences adds to the balance.

  Take processing takes away from the balance. If you include absence entitlement and absence take elements on the same process list and put the entitlement elements before the take elements, the additional balance becomes available for take processing.

- If you're using a subprocess section for gross-ups, place the section immediately before the first deduction.

  In the subprocess, include any deductions that are required for calculating the gross amount.

- If an array needs to populate data fields before the system can execute a conditional formula, add the section with the array before the conditional section.

- Nonpercent rate code earnings need resolving before any percent rate code earnings, so that members of any Comp Rate (compensation rate) code group that need to be used in a percent calculation have been resolved.

- Base pay rate code earnings need resolving before any non-base-pay rate code earnings, so that the appropriate hourly rate can be calculated and available for any hourly plus flat amount rate code calculations.

- If an element exists in a standard section and a generate positive input section and if the standard section precedes the generate positive input section, the system considers any adjustments to base and units when generating positive input for that element.

  The PIN Manager returns the value as the resolved amount plus the adjustment. If an element exists only in a generate positive input section, adjustments are ignored during processing.

Retroactive Processing Considerations for Process Lists

In this section, we discuss retroactive processing and process lists.

Recalculating Gross-ups for a Retroactive Period

When the retro method is forwarding, avoid using conditional logic on the process list to recalculate gross-ups. The system forwards the delta for the net accumulator and the gross-up accumulator to the current period. Here are a few alternatives:

- Configure the subprocess section to reduce the actual gross-up amount by any forwarded adjustment amounts—the delta for net element is grossed up again when the delta is forwarded.
- Configure the subprocess to reduce the net element by any forwarded adjustment amounts so that the delta for the net adjustment is grossed up only during the retro period and only the forwarded adjustment for the gross-up element is included in the current period.
- Create an exception to the retro definition for the net element delta or the gross-up amount delta.

How Changes to a Process List Can Affect Retroactive Processing

If you add an element to or delete one from a section and process a retroactive pay run, you may get incorrect results. The system retrieves the latest effective-dated row for each section, based on the calendar period end date (the Definition As Of Date). So, if you delete an element, that element isn't calculated during the retroactive pay run.

Recalculating Subprocess Sections During Retroactive Processing

When a subprocess section is executed during retroactive processing, the *Retro Recalc* (retroactive recalculation) option, which you select for the earnings and deduction elements on the Earnings - Calculation page, applies. For example, if you select *Do Not Recalc* (do not recalculate), the element isn't recalculated when it's encountered in the subprocess section.

See Also

"Defining Retroactive Processing"

CHAPTER 15

Using Calendars

This chapter provides an overview of calendars and discusses how to:

- Define run types.
- Create periods.
- Create single calendars.
- Use the automatic calendar creation feature.
- Define calendar groups.
- Enter calendar overrides for payees.

Understanding Calendars

When processing a payroll or absence run, the system must know which payees to process; what earnings, deductions, and other elements to process for selected payees; and what time period to process. In PeopleSoft Global Payroll, calendars unify this information.

Common Calendar Elements

Calendars link the components that tell the system whom and what to process for which pay period. This table shows the necessary components for creating calendars and preparing them for use:

Run Type

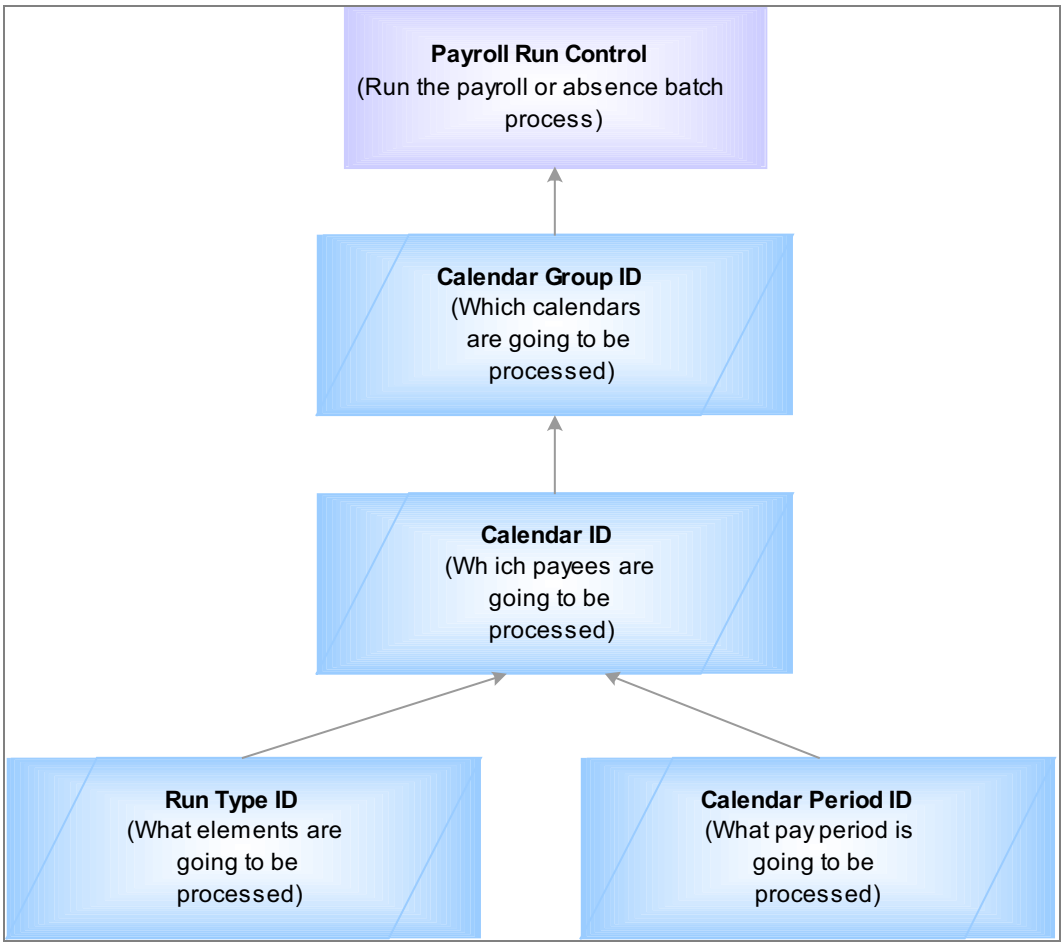
A user-defined method of identifying a payroll or absence run. Common run types are regular, bonus, overtime, and advance pay. The run type identifies the process list to use, whether to process retroactive triggers, and information needed when processing data from PeopleSoft Time and Labor or Variable Compensation. It's also used in generation control, historical rules, and retro matching processes.

You attach a run type to a pay run process by linking it to a calendar. Because you define the run type information outside the calendar, you can link the same run type to multiple calendars. For example, if a weekly and a

	monthly pay group use the same process list, you might set up one run type and link it to multiple calendars. The effective date enables you to switch process lists or retro trigger processing actions and yet reproduce a retroactive calculation with old settings.
Period	Defines the pay period and frequency for your processing run. You attach a pay period to a pay run by linking it to a calendar. Like run types, pay periods are reusable.
Calendar	Identifies which payees to process and the run type and pay period. It can include instructions for generation control, excluding certain elements from processing, overriding supporting elements, and providing other information.
Calendar Group	When you start a payroll or absence process, you must enter the calendar group ID that identifies the calendar or set of calendars to process. You can process multiple calendars simultaneously. Calendar groups are keyed by country, so you can include multiple calendars for the same country in a single calendar group.

Calendar Pay Process Flow

This diagram illustrates how components interact to produce a payroll or absence batch processing run.



Component interaction

See Also

"Defining Segmentation"

"Defining Calculation Elements," Defining Generation Control Elements

"Defining Data Retrieval Elements," Defining Historical Rules

"Defining Retroactive Processing," Managing Unprocessed Retro Deltas

Creating Calendars

Calendars bring payees in a selected pay group together with the rules and processes for calculating a payroll or absence run. You can define calendars by:

- Defining a single calendar with the Calendars component.

When you define a calendar with this feature, you can enter instructions for generation control, overrides, or elements to exclude from processing. You can specify the period for which to retrieve payable time from PeopleSoft Time and Labor.

- Using the Automatic Calendar Creation component to define multiple calendars simultaneously.

You can use the Calendars component to edit an automatically generated calendar.

Before Beginning

Before creating a calendar, define the run type and period ID associated with the calendar. (Use the automatic period creation feature when creating calendars automatically.)

If you're creating calendars for an absence run or for a pay run that generates positive input for another calendar, create the target calendars first.

Note. Calendars are associated with a single pay group. If you change a payee's pay group assignment, period segmentation results. For example, if a payee changes from pay group PGA to PGB on 15 June, days 1–14 are processed with the PGA calendar and days 15–30 with the PGB calendar.

See Also

Defining Run Types

Creating Periods

"Working With Positive Input"

Defining Run Types

To define a run type, start by specifying processing parameters associated with it.

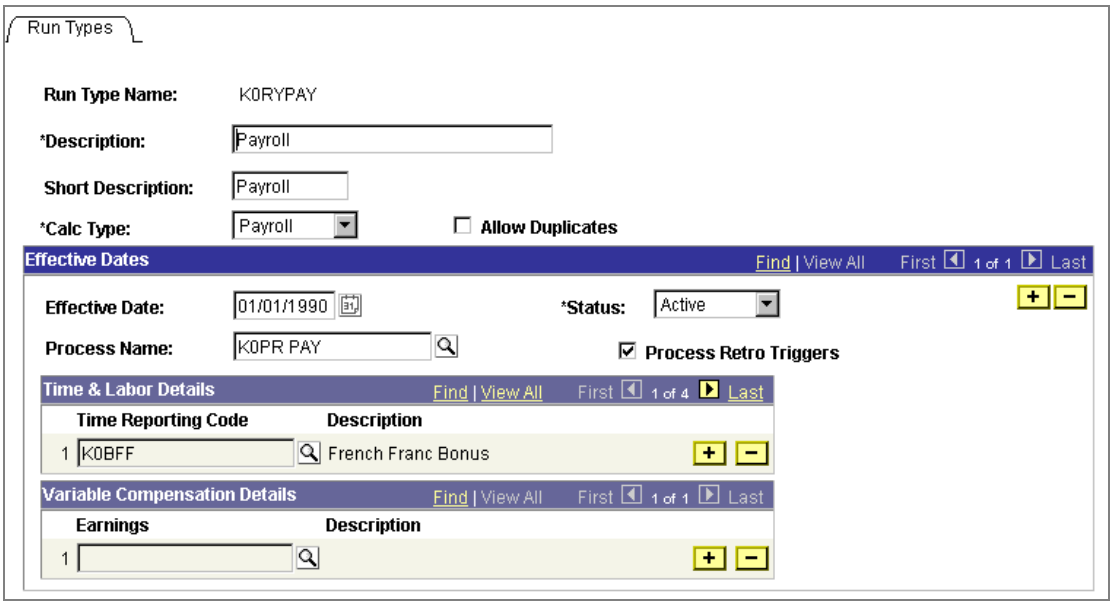
In this section, we discuss how to specify processing parameters.

Page Used to Specify Processing Parameters for Run Types

Page Name	*Object Name*	*Navigation*	*Usage*
Run Types	GP_RUN_TYPE	Define Business Rules, Define Global Payroll Rules, Setup 4, Run Types	Specify the process list to be used, whether to process retro triggers, and other processing parameters.

Specifying Processing Parameters

Access the Run Types page.



Run Types page

Note. After processing begins, you cannot edit fields on the Run Types page. To make changes, cancel the pay run.

Calc Type (calculation type) Select ***Payroll*** or ***Absence.***

Allow Duplicates Select to allow duplicate payments.

If this check box isn't selected, the system checks, when the payee selection process is creating the segment status records, whether other segment stat records exist with the same EmplID, Empl_Rcd, Pay Group, Run Type, Period ID, Segment From/To Dates (both must match), and a segment status of *Active.*

The system creates a new segment stat record if a matching one doesn't exist.

This check box ensures that duplicates are or aren't made in certain situations. For example, you might create a calendar to calculate off-cycle payments but need to avoid paying the payees again during the regular payroll cycle. If the check box isn't selected, the system notes those occurrences and doesn't double-pay. If you're creating a calendar to process bonus or commission payroll runs, you might have multiple calendar IDs defined and the same payee is allowed to be paid in more than one calendar. If

	the check box is selected, the appropriate payees are paid twice.
Process Name	Select the process list, selecting from absence or payroll process lists, depending on your selection in the **Calc Type** field.
Process Retro Triggers	To process retro triggers, select this check box. You might ignore retro triggers when running a bonus or an expense run but include processing of retro triggers with all regular payrolls. Retro triggers are processed for any payee who's identified in any calendar ID with this check box selected. You can override this field at the calendar and calendar group ID level.
Time Reporting Code	Applies only if you're using PeopleSoft Time and Labor. Select the time reporting codesfor processing for a particular run type.
Variable Compensation Details	Applies only if you're using the Variable Compensation feature of PeopleSoft Human Resources. Select the earnings elements that are linked to the award records being processed.

See Also

"Working With Interfaces," Integrating Global Payroll With Time and Labor and Processing Variable Compensation Awards

Creating Periods

To process a payroll or absence run, specify the time period to calculate by using a period ID, which identifies the begin date, end date, and frequency of a pay period.

In this section, we discuss how to:

- Define a single pay period.
- Define multiple pay periods.

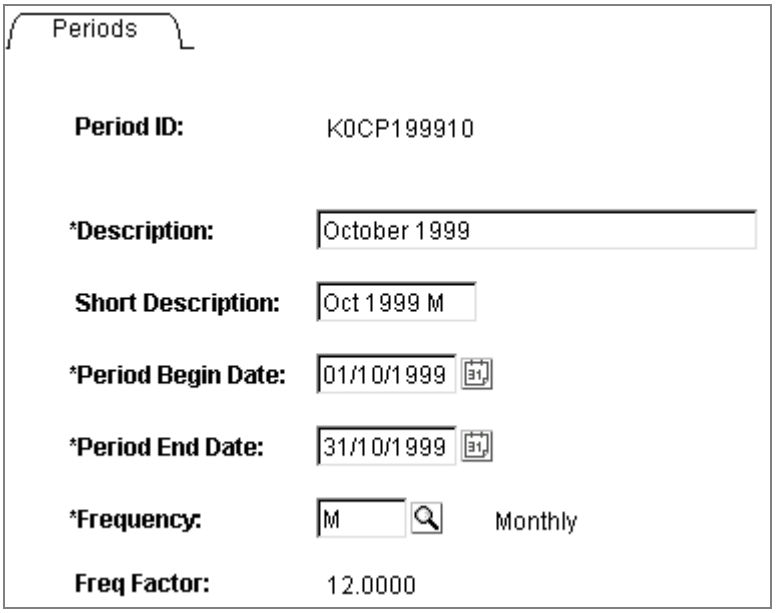
Pages Used to Create Periods

Page Name	*Object Name*	*Navigation*	*Usage*
Periods	GP_CALENDAR_PERIOD	Define Business Rules, Define Global Payroll Rules, Setup 4, Periods	Define a single pay period.

Page Name	Object Name	Navigation	Usage
Automatic Period Creation	GP_AUTO_PRD	Compensate Employees, Manage Global Payroll Process, Process, Automatic Period Creation	Define multiple pay periods.

Defining a Single Period

Access the Periods page.



Periods page

Note. After processing begins, you cannot edit fields on the Periods page. To make changes, cancel the pay run.

Period Begin Date and **Period End Date**

Enter the dates for the period being calculated.

(Because multiple calendars that use the same pay period can have different payment dates, you specify the payment date on the Calendar Definition page.)

Frequency

The system uses this to deannualize an earnings, deduction, or entitlement element that's defined without generation control frequency. When generation control frequency is defined for an element, the following occurs:

- If there's a match between the element generation control and the calendar ID generation control, the

generation control frequency is used for the deannualization factor.

- If there's no match between the element generation control and the calendar ID generation control, the element isn't resolved, with a couple of exceptions. If a retro adjustment exists, the adjustment is brought into the earning or deduction but the earning of deduction itself is not resolved. The Deduction program still performs arrears payback processing. If a payback amount is generated, the deduction resolves to the payback amount.

Note. Entitlement elements have two generation control fields, one for the primary element and one for adjustment processing.

Freq Factor (frequency factor) Displays the factor for annualization/deannualization.

Examples of the Time and Frequency Data That a Period ID Can Define

Begin Date	*End Date*	*Frequency*
June 1	June 7	Weekly
June 1	June 30	Monthly
June 1	June 15	Semimonthly
June 1	August 31	Quarterly

Frequency Examples

The following table illustrates the effect of combining various frequency options. Each element begins with a gross amount of 1200. The value of each element after frequency option application appears in the last row of the table.

Frequency	*Element 1*	*Element 2*	*Element 3*	*Element 4*
Amount	1200	1200	1200	1200
Frequency (Element Definition)	Monthly (12)	Monthly (12)	Monthly (12)	Monthly (12)
Generation Control Frequency	None	Monthly (12)	Monthly (12)	Annual (1)
Pay Period Frequency	Semimonthly (24)	Semimonthly (24)	Semimonthly (24)	Semimonthly (24) †
Calendar Generation Control Frequency	None	Monthly (12)	None	Semimonthly (24) †

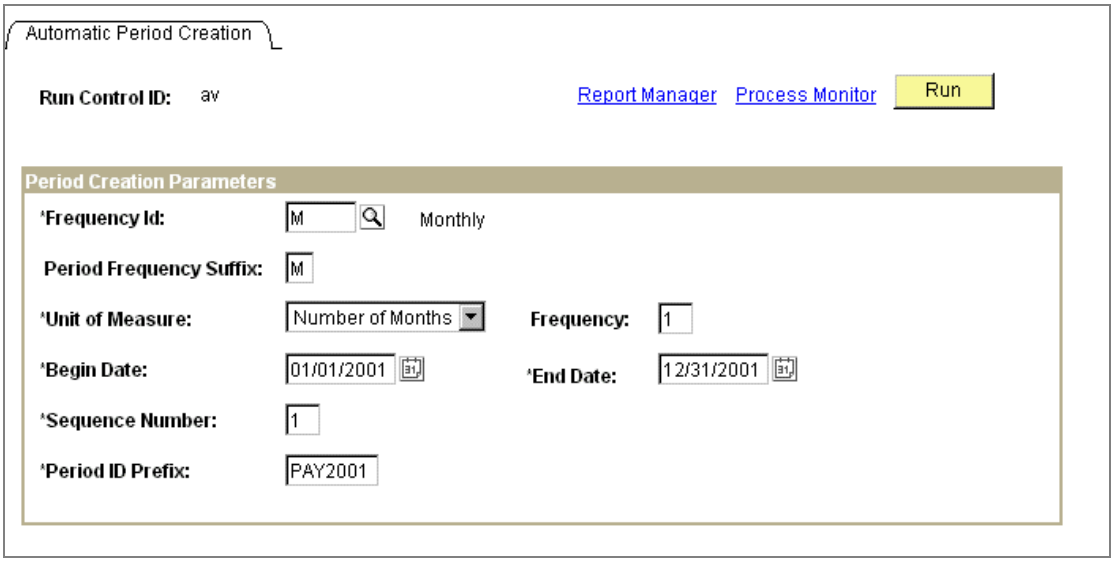
Frequency	*Element 1*	*Element 2*	*Element 3*	*Element 4*
Calculated Amount (Amount * Annualization factor/deannualization factor)	600 (Amount * Frequency/Pay Period Frequency)	1200 (Amount * Frequency/Generation Control Frequency)	Not resolved	24 000 (Amount * Frequency/Generation Control Frequency)

See Also

"Defining Calculation Elements," Defining Generation Control Elements

Using Automatic Period Creation

Access the Automatic Period Creation page.



Automatic Period Creation page

Enter the period creation parameters and click the Run button.

Frequency Id Enter your calendar period's frequency. (The system doesn't edit your entry to ensure it's consistent with the values in the **Unit of Measure** and **Frequency** fields.

Note. This field is also used to generate the period description (see the Periods page).

Period Frequency Suffix Enter the period frequency suffix that's added to the period ID. The default is the first letter of the selected frequency ID.

Unit of Measure Use with the **Frequency** field to indicate the number of days or months in a period. Options are ***Number of Days,*** ***Number of Months,*** and ***Semimonthly.***

Semimonthly represents 15 days. The first semimonthly period always includes days 1 to 15. The second period includes days 16 to 28, 29, 30, or 31, depending on the month.

Begin Date and **End Date** — Enter the first day of the first period being generated and the last date through which the system should generate periods.

The system generates all periods for which the end date is before or equal to the end date you enter.

Sequence Number — Enter for the first period. The system assigns a sequential number to each following period that you create.

This is useful when you create periods for the same year in separate runs. Say you want to generate 6 periods for a monthly payroll. You enter 1 here, so that the process creates periods 1 to 6. Later, when you generate periods for the remaining months, you enter 7 here.

Period ID Prefix — Enter a prefix of up to seven alphanumeric characters. The system creates a unique period ID for each period it creates, by adding to the prefix the period frequency suffix and a consecutive sequence number.

You might enter three letters to identify the calendar use and the year: PAY2001. If you select M as the period frequency suffix, the system generates period IDs such as PAY2001M01 and PAY2001M02.

Examples: Unit of Measure and Frequency Combinations

Unit of Measure	*Frequency*	*Result*
Number of Days	7	Each period represents 7 days (for a weekly payroll)
Number of Days	14	Each period represents 14 days (for a biweekly payroll)
Semimonthly	Not applicable.	Each period represents 15 days (for a semimonthly payroll), but the periods go from 1 to 15 and from 16 to the last day of the month
Number of Months	1	Each period represents a month (for a monthly payroll)
Number of Months	3	Each period represents 3 months (for a quarterly payroll)

Creating Single Calendars

In this section, we discuss how to:

- Link together criteria associated with a calendar.
- Create a list of payees to link to a calendar.
- Override generation control frequencies.
- Override values associated with a calendar.
- Exclude elements from a calendar.

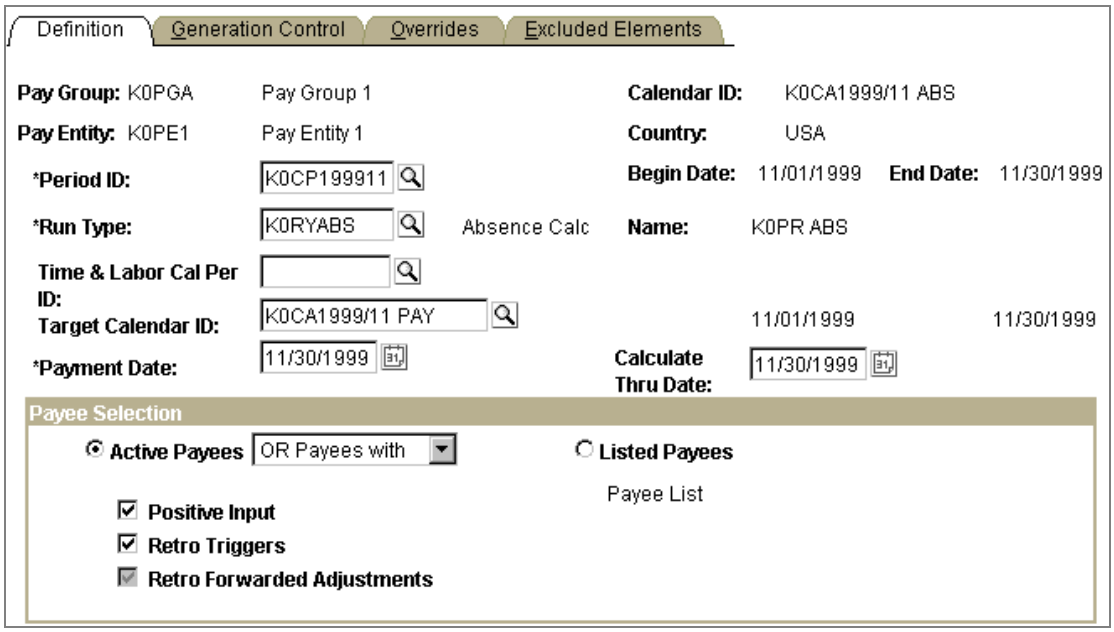
Pages Used to Create Single Calendars

Page Name	*Object Name*	*Navigation*	*Usage*
Calendars - Definition	GP_CALENDAR1	Define Business Rules, Define Global Payroll Rules, Setup 4, Calendars, Definition	Link together the pay group, period ID, run type ID, target calendar ID, and payee selection criteria associated with a calendar.
Payee List	GP_CALENDAR1_SEC	Define Business Rules, Define Global Payroll Rules, Setup 4, Calendars, Definition Click the Payee List link.	Create a payee list to link to a calendar.
Calendars - Generation Control	GP_CALENDAR3	Define Business Rules, Define Global Payroll Rules, Setup4, Calendars, Generation Control	Override generation control frequencies for a calendar.
Calendars - Overrides	GP_CALENDAR2	Define Business Rules, Define Global Payroll Rules, Setup 4, Calendars, Overrides	Override the value of a bracket, date, duration, formula, or variable element associated with a calendar.
Calendars - Excluded Elements	GP_CALENDAR4	Define Business Rules, Define Global Payroll Rules, Setup 4, Calendars, Excluded Elements	Exclude earnings, deductions, take, or entitlement elements from a calendar.

Note. After processing begins, you cannot edit the fields on the Calendars component, other than to add payees to the list of payees to be processed. To modify these pages, cancel the process.

Linking Criteria Associated With a Calendar

Access the Calendars - Definition page.



Calendars - Definition page

Period ID — Select the pay period the calendar represents. The corresponding dates appear in the **Begin Date** and **End Date** fields.

Run Type — Select the run type that identifies the process list to be used for this calendar run. (The run type also identifies whether retro triggers are to be processed.)

Time & Labor Cal Per ID (Time and Labor calendar period ID) — Applies only if you're using PeopleSoft Time and Labor. Enables you to map a date range to a payroll calendar. The date range pulls Time and Labor payable time into your payroll run.

Target Calendar ID — For defining an absence processing run or any processing run that generates positive input. Identifies the target calendar for the daily data or positive input being generated. Absences cannot be targeted back in time, so the target calendar end date cannot be earlier than the end date of the current period ID.

Payment Date — Identifies when payees are paid. In certain countries, this date is important for tax calculations.

Calculate Thru Date — Enables the calculation of a payee for part of a pay period. If you enter a date, the system calculates only segments that end on or before this date.

If you select **Listed Payees** in the Payee Selection group box, the default is the period end date. When payees are added to the list of payees, the calculate through date on each row uses as its default what you entered in **Calculate Thru Date**. You can change the default date.

Payee Selection

Identify which payees in the selected pay group to include in the calendar you're defining. You can have the system identify the payees, or you can list the payees manually. The **Active Payees** and **Listed Payees** options are mutually exclusive—only one can be selected.

The information you enter here gives the system basic information about which payees to process for a particular calendar.

Note. A calendar on which Active Payees is selected must be unique based on the combination of pay group, period ID, and run type, reducing the possibility of duplicate payments.

Active Payees — Active payees are those who were active in the pay group for at least one day during the pay period. To include active payees in this calendar, select this field and one of the following values in the field to the right:

ONLY: This default value includes all active payees with no other qualifying criteria.

AND Payees with: Includes all active payees, but only if they have pending positive input or pending retro triggers. (You can select positive input and retro triggers in the check boxes below.)

OR Payees with: Includes all active payees and payees who were ever active in the pay group, but only if they have pending positive input, pending retro triggers, or pending forwarded adjustments

Positive Input — Becomes available if you select ***AND Payees with*** or ***OR Payees with*** in the **Active Payees** field.

If you select this check box and ***AND Payees with,*** active payees who have pending positive input are processed by this calendar.

If you select this check box and ***OR Payees with,*** active payees or those who have pending positive input are

processed by this calendar.

Say you're processing terminated payees who have positive input created after their termination date. This check box enables you to include a terminated payee in an active-only run based on the existence of positive input for that payee.

Retro Triggers

This option becomes available if you select ***AND Payees with*** or ***OR Payees with*** in the **Active Payees** field.

If you select this check box and ***AND Payees with,*** active payees who have pending retro triggers are processed by this calendar.

If you select this check box and ***OR Payees with,*** active payees or those who have pending retro triggers are processed by this calendar.

Say you're processing retroactive data for terminated payees. The **Retro Triggers** check box enables you to include inactive payees in an active-only run based on the occurrence of a retroactive change that affected the inactive payee.

Retro Forwarded Adjustments

This check box is display-only. If you select the ***OR Payees with*** value in the **Active Payees** field, this check box is selected and becomes unavailable for entry. If you enter another option, the check box isn't selected. The system automatically selects payees, even if they are inactive, for the calendar if they have a forwarded adjustment that hasn't been retrieved.

Listed Payees

Select to list payees for processing, rather than have the system identify them automatically. The **Payee List** link becomes available.

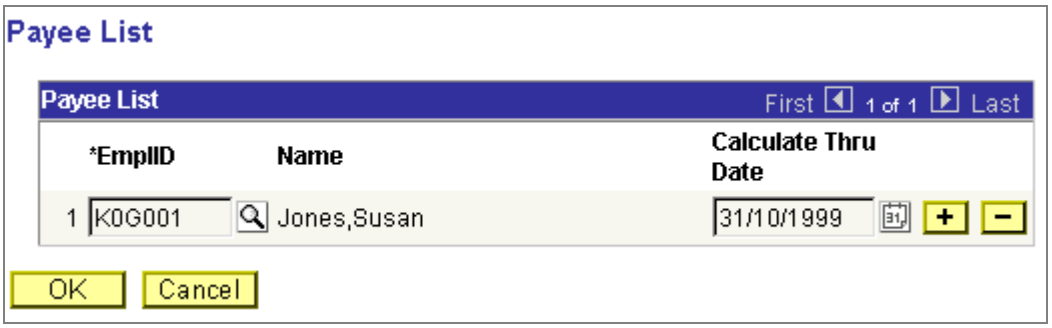
You can use this option to pay one payee or a small group of payees.

Payee List

Click this link to enter information on the Payee List page.

Creating a Payee List

Access the Payee List page.



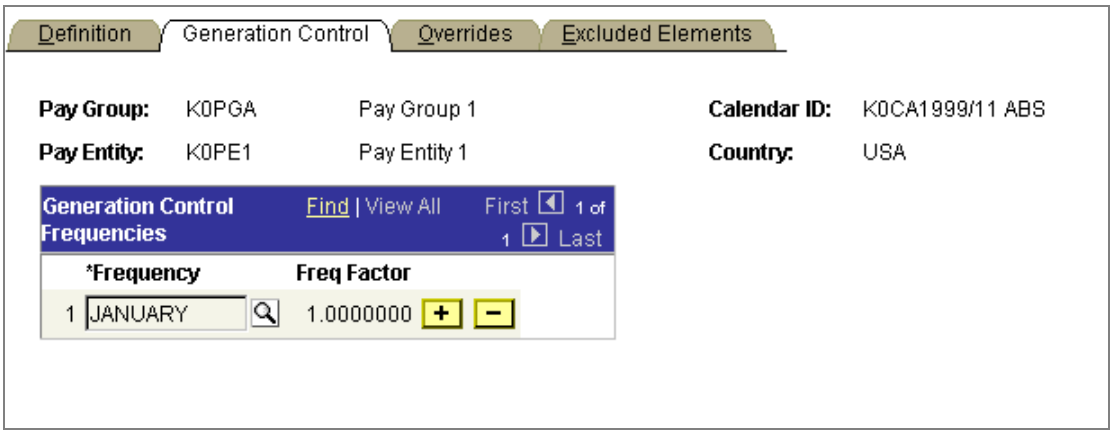
Payee List page

You can list the payees to process. Anyone on the payee list must be a current or previous member of the pay group associated with this calendar. While the calendar remains open, you can add to the payee list.

Calculate Thru Date Displays the period end date for the calendar. Change the date to calculate the payee for only part of the pay period.

Overriding Generation Control Frequencies for a Calendar

Access the Calendars - Generation Control page.



Calendars - Generation Control page

To have a frequency compared with generation control frequencies entered at the element level—for eligibility and deannualization purposes—enter those frequencies here.

Frequency Select the frequency ID to be overridden.

Freq Factor (frequency factor) Displays the frequency factor associated with the selected frequency ID.

Eligibility Example

Suppose you have a weekly pay group and pay period. This pay group has a deduction that's processed only during the first pay period of every month. You create a generation control

frequency called "1st of Month" (with a factor of 12), which you assign to the deduction, and attach the frequency "1st of Month" to the first calendar of each month.

When the system processes the deduction, it compares the element's generation control frequency with the calendar values. If they match, the deduction passes eligibility. If not, the deduction fails eligibility and isn't processed. If the generation control and calendar have multiple frequency values and there's a match on more than one frequency but the factors aren't the same, the system sets the payees in error.

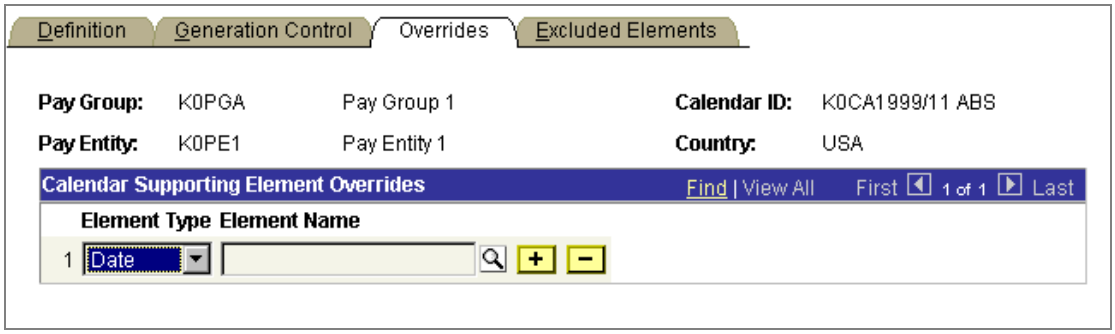
See Also

"Element Eligibility and Resolution," Generation Control

Overriding Supporting Elements for a Calendar

You can override the value of bracket, date, duration, formula, and variable elements associated with this calendar. When the system encounters the element on the process list, it applies the override value defined on the Calendars - Overrides page. (The override value can itself be overridden by positive input instructions, payee overrides, and so on.)

Access the Calendars - Overrides page.



Calendars - Overrides page

Calendar Supporting Element Overrides

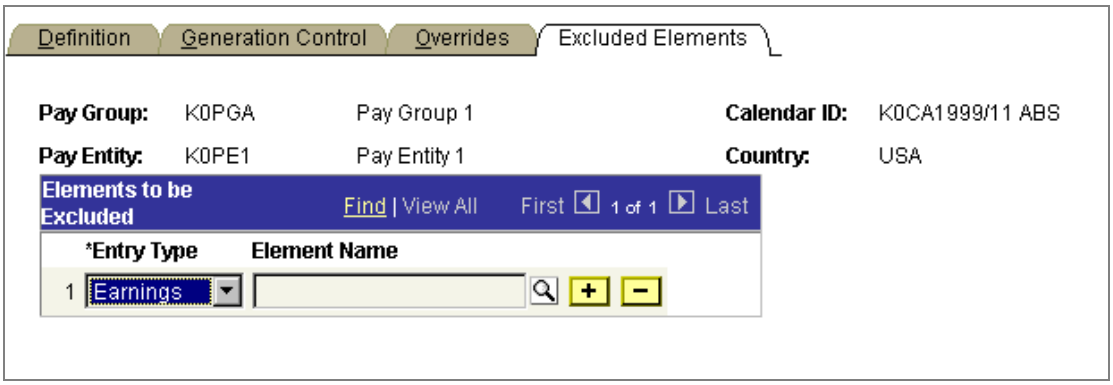
Element Type Values are ***Bracket, Date, Duration, Formula,*** and ***Variable***. A new field appears so that you can enter the override value.

See Also

"Understanding Overrides"

Excluding Elements From a Calendar

Access the Calendars - Excluded Elements page.



Calendars - Excluded Elements page

Entry Type Values are ***Abs Entitl*** (absence entitlement), ***Abs Take*** (absence take) ***Deduction***, and ***Earnings***.

Element Name Select the element to be excluded from processing. The element is not processed, no positive input is used, no paybacks from arrears balances take place, no adjustments are forwarded, and you cannot "Assign To" in a formula.

Note. To exclude an element from processing, the element must be defined to enable calendar overrides.

See Also

"Understanding Overrides"

Using the Automatic Calendar Creation Feature

In this section, we discuss how to:

- Link criteria together for the calendars the system is generating.
- Specify the payment date for an automatically created calendar.

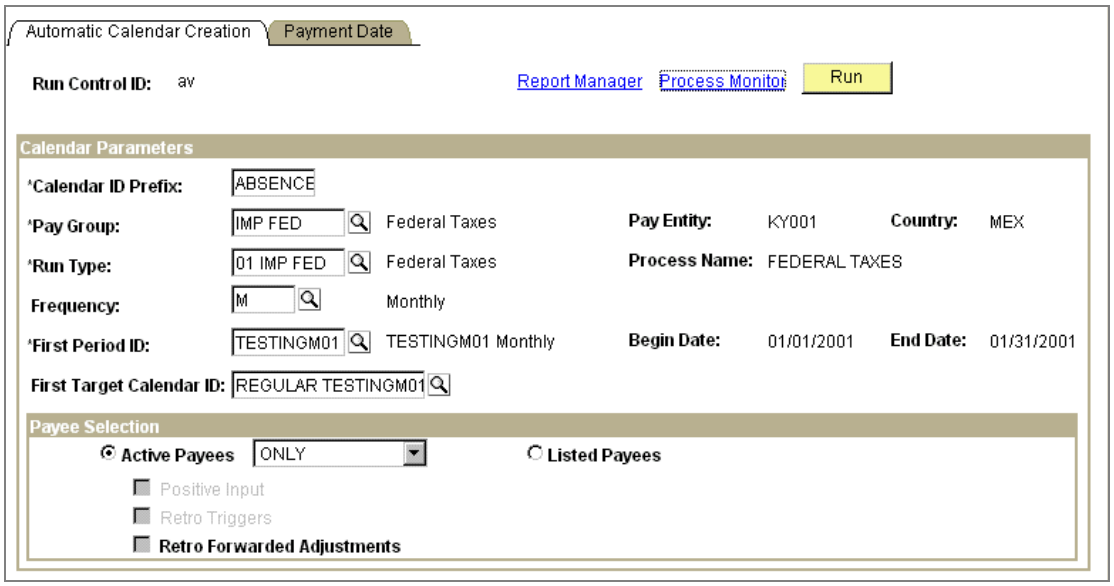
Pages Used to Create Calendars Automatically

Page Name	*Object Name*	*Navigation*	*Usage*
Automatic Calendar Creation	GP_AUTO_CAL1	Compensate Employees, Manage Global Payroll Process, Process, Automatic Calendar Creation	Link together the pay group, period ID, run type ID, target calendar ID, and payee selection criteria for the calendars the system is generating.

Page Name	Object Name	Navigation	Usage
Payment Date	GP_AUTO_CAL2	Compensate Employees, Manage Global Payroll Process, Process, Automatic Calendar Creation, Payment Date	Specify the payment date for automatically created calendars.

Linking Criteria Together for Your Calendars

Access the Automatic Calendar Creation page.



Automatic Calendar Creation page

Calendar ID Prefix Enter a prefix of up to seven alphanumeric characters. The system creates a unique calendar ID for each calendar it creates, by adding this prefix to the period ID associated with the calendar and the number of the calendar..

For example, if the first Period ID is PAY2001M01 and you enter a prefix of REGULAR, the calendar ID for the first generated calendar becomes REGULAR PAY2001M01.

Pay Group Select the pay group the calendars are being built for.

Run Type Select the run type the calendars are associated with.

Frequency Select the frequency for creating the calendars.

First Period ID Select the first period the system uses to build calendars. The period IDs from which you select are based on the frequency ID.

The system generates calendars for the number of consecutive periods that you defined when creating the periods.

First Target Calendar ID If you're defining calendars for an absence processing run or for a pay run that generates positive input for a different calendar, select the target calendar ID for the first calendar being created. This field is optional.

Based on this ID, the system determines the sequential target calendars to use for autocreated calendars.

Payee Selection

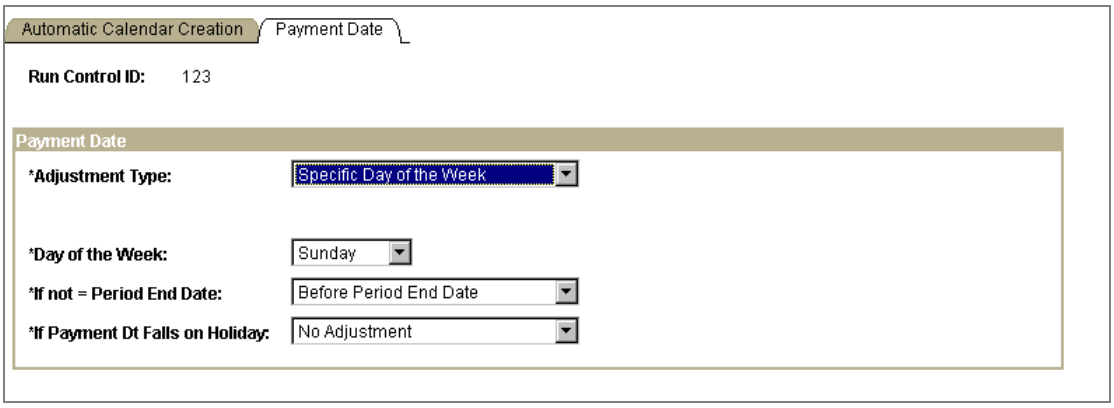
The fields in this group box are identical to those on the Calendars - Definition page.

See Also

Linking Criteria Associated With a Calendar

Specifying the Payment Date

Access the Payment Date page.



Payment Date page

Define how the system determines the payment date for calendars.

Adjustment Type The value you select causes other fields to appear or hide. Options are:

Specific Day of the Week: Select to have the payment date always fall on the same day of the week. Enter the selected day in the **Day of the Week** field. Complete the **If not = Period End Date** field to specify what happens if the selected day differs from the calendar end date.

Say you select Friday as the payment date for a monthly calendar and the last Friday in May falls on the 25th. If

you select Before Period End Date, the payment date is 25 May. If you select After Period End Date, the payment date is the next Friday, 1 June.

Or, say you set up weekly calendars and designate Saturday as the period end date and Friday as the payment date. Using July 2001 as an example, the period end dates are: 7, 14, 21, and 28 July. If you select Before Period End Date, the payment dates are 6, 13, 20 and 27 of July. If you select After Period End Date, the payment dates are 13, 20, 27 of July and 3 August.

Adjustment Days: Select to have the payment date be a specific number of days before or after the period end date. Enter a positive or negative number in the **Days Adjustment** field. For example, to always pay 2 days before the period end date, enter -2 in the Days Adjustment field.

If Payment Dt Falls on Holiday (if payment date falls on holiday)

Indicate what the system does if the payment date falls on a holiday. Options are ***No Adjustment, Pay 1 Day Later,*** and ***Pay 1 Day Earlier.***

The system checks the holiday schedule associated with the calendar pay group.

Defining Calendar Groups

In this section, we discuss how to create a calendar group.

A calendar group identifies calendars to process together. When creating a calendar group, consider that:

- The processing phases defined on the run control page are executed across all members of the calendar group, so group together calendars that require identical calculations.
- Elements from different countries cannot be processed simultaneously.

Don't include calendars that represent pay entities from different countries—based on the pay entity defined for the calendar's pay group—in the same calendar group.

- A calendar's order in the calendar group ID determines the calculation processing sequence.

If you're processing an absence calendar and a payroll calendar in the same calendar group ID, typically, you place the absence calendar before the payroll calendar to ensure accurate results.

Processing Sequence

PeopleSoft strongly recommends running calendars in pay period date order, because many payroll processes are based on the order in which calendars are run and thus finalized.

Running calendars nonsequentially can affect how accumulators and retro limit dates are handled—inserting a calendar that isn't for the next sequential pay period can create unexpected results.

Calendars that are run out of pay period order experience these accumulators issues:

- Accumulators are included in calendar processing by determining which finalized payroll or absence calendar (for the country being processed) is the most recent.

- Accumulator values are stored for each calendar based on the accumulator from/to dates, not the pay period begin/end dates.

  If the accumulator from/to dates include any day in the pay period, the accumulator is written to the results tables.

- An accumulator might not be written to the results tables and therefore wouldn't be included in the next calendar, preventing referencing or updating of the accumulator values.

- Accumulator balances might be inaccurate.

  Suppose you run a March calendar before a February calendar. The accumulator balances that are included as starting balances for the February calendar would include the results from the March calendar.

Calendars that are run out of pay period order experience these retro limit date issues:

- Retro limit dates are determined by being based on the first calendar that's encountered—for a payee—within a calendar group ID.

  Although other calendars might be encountered later that have earlier pay period dates, the retro limit date is determined by the first calendar's dates.

- When processing retro situations, the system determines which calendars to rerun by looking for the earliest calendar finalize time stamp where the calendar period end date is greater than the trigger effective date.

  Say you run and finalize calendars in this order: January (Calendar 1), February (Calendar 2), another January (Calendar 3), and March (Calendar 4). If you have retro data for February 15, then Calendar 2, Calendar 3, and Calendar 4 run again.

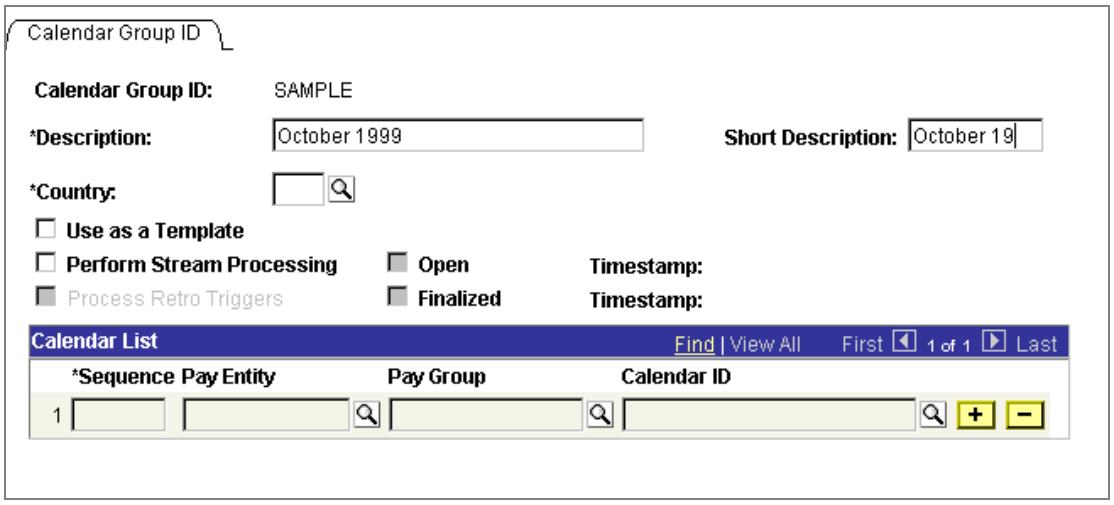
Note. If you attach several calendars to the same calendar group ID and decide, after the payee identification process, not to process one of the calendars, you must cancel the entire run before running any of the other calendars. After you cancel the run, return to the calendar for the pay groups that you want to cancel and change or delete the original pay group ID. Rerun the payroll for the pay groups that you're processing.

Page Used to Create Calendar Groups

Page Name	*Object Name*	*Navigation*	*Usage*
Calendar Group ID	GP_CALENDAR_RUN	Define Business Rules, Define Global Payroll Rules, Setup 4, Calendar Group ID	Define the ID of the calendars to process together. Calendars are processed in the order listed.

Creating a Calendar Group ID

Access the Calendar Group ID page.



Calendar - Calendar Group ID page

Note. After processing begins, you cannot edit the fields on the Calendar Group ID page. To modify this page, cancel the pay run.

Use as a Template Select to use this calendar group to run the online Absence Forecasting or Balance Inquiry process (see the "Understanding Absences" chapter).

Perform Stream Processing Select to use stream processing for this calendar group.

Process Retro Triggers Select to have retro triggers processed for this calendar group. The default value is based on the Process Retro Triggers field on the Run Types page. If any run type indicates that retro triggers should be processed, the default is to select this option.

Open Selected automatically if processing has begun for the calendar group but the process isn't finalized.

Finalized Selected automatically if calendar group processing is finalized.

Calendar List

List the calendars to process together. The number that you enter in the **Sequence** field determines the calendar processing order.

See Also

"Understanding Absences," Using the Absence Forecasting and Balance Inquiry Processes

Entering Calendar Override Instructions for a Payee

You can create additional segments (gross-to-net payments) for a payee and calendar and enter processing instructions for a specific segment.

Say that in March, you're issuing advance pay to someone who's taking vacation from 1 to 15 April. Because the payee is to receive half of April's pay in March, you're paying only the salary for 16–30 April in April. You can use the Payee Calendar Override page to accomplish this.

You create a calendar group that includes March and April. To issue the advance pay in March, you use the Payee Calendar Override page for March to indicate that the payee is to be paid for both the March calendar and 1–15 April. For April, you use the April calendar group but this time indicate that the payee is being paid for 16–30 April only.

You can specify which effective-dated rules the system applies when processing a calendar segment and which period's accumulators it updates. For example, when paying the April amount in March, you can instruct the system to apply the earnings rules that are in effect in March and update the accumulators for March. Or you can instruct the system to use the rules that will be in effect in April.

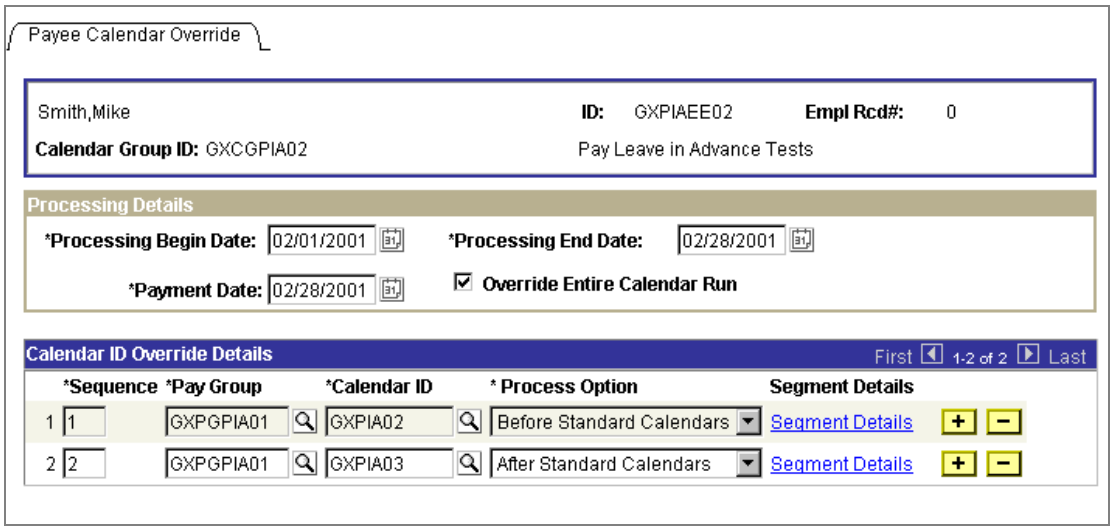
In this section, we discuss how to:

- Select the calendars to override for a payee
- Enter processing instructions for period segments.

Page Name	*Object Name*	*Navigation*	*Description*
Payee Calendar Override	GP_PYE_RUN	Compensate Employees, Maintain Global Payroll Data, Use, Payee Calendar Override	Select the calendars for which to enter special processing instructions for a payee.
Segment Details	GP_PYE_RUN_SEC	Click the Segment Details link on the Payee Calendar Override page.	Create period segments for a payee and identify which segments to process.

Selecting the Calendars to Override

Access the Payee Calendar Override page.



Payee Calendar Override page

Processing Begin Date, **Processing End Date,** and **Payment Date**

These fields apply to processing effective-dated elements whose definition as of date (defined on the Element Name page) is set to *Process Begin Date*, *Process End Date,* or *Payment Date.*

The dates determine which effective-dated rules (element definitions) to use for these elements and which period's accumulators to update for the elements.

Say that the definition as of date for an earnings element is set to *Process End Date.* When the system encounters the element during the batch process, it retrieves the element definition that was in effect on the date entered in the **Processing End Date** field.

The system also updates the accumulators for the period in which the Processing Begin Date or the Processing End Date falls.

Note: If you enter processing begin date, also enter a processing end date and vice versa.

Override Entire Calendar Run

Select to have the system process only calendars or segments that you designate for processing in the **Calendar ID Override Details** group box or on the Segment Details page.

If you do not select this check box, the system processes the calendars you want to override (those listed in the **Calendar ID Override Details** group box) plus any other calendars that are included in the calendar group.

Calendar ID Override Details

In this group box, select the calendars for which you want to enter special processing instructions for the payee.

Sequence — The number that you enter here determines the calendar processing order.

Pay Group — Select the pay group that's associated with the calendar to be overridden.

Calendar ID — Select the calendar to override.

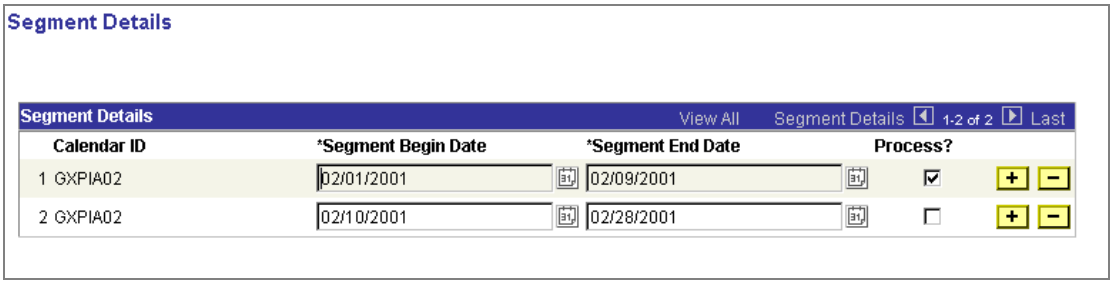
Process Option — Applies only if the **Override Entire Calendar Run** check box is not selected (that is, you are overriding selected calendars only). Indicate whether the system is to process the calendars that have override instructions before or after all other calendars in the calendar group. Options are ***Before Standard Calendars, After Standard Calendars,*** and ***Not Applicable.***

For example, the calendar group for March includes a regular calendar and a bonus calendar, as does the calendar group for April. You create an override entry for the regular March and April calendars. To have the system process the regular calendars—those with override instructions—before it processes the bonus calendars, select Before Standard Calendars. The system processes the calendars in this order: March regular, March bonus, April regular, April bonus.

Segment Details — Click this link to access the Segment Details page.

Entering Processing Instructions for a Period Segment

Access the Segment Details page.



Segment Details page

Segment Begin Date and **Segment End Date** — Indicate which dates to process in the calendar period and which dates not to process.

Provide instructions for the entire calendar period.

Note. To have the system calculate pay for part of a calendar period, you must create one or more period segmentation triggers for the payee. The trigger effective date must correspond to the dates you enter on the Segment Details page. For example, to process pay for 1 to 9 February, but not for the rest of the month, define a segmentation trigger for 10 February.

See Also

"Defining Segmentation"

"Setting Up Triggers," Segmentation Triggers

CHAPTER 16

Working With Positive Input

This chapter provides an overview of positive input, describes batch processing implications for positive input, and discusses how to:

- Enter positive input.
- Make retroactive adjustments to positive input.
- Review positive input.

Understanding Positive Input

Positive input is earnings and deduction data that's entered for one pay period. The data—such as hours worked or a one-time bonus—is payee-specific and can change each period. You can enter positive input manually or receive it from applications such as PeopleSoft Time and Labor.

When entering positive input for an earnings or deduction element, you can enter a flat amount or values for the components of the element's calculation rule. For example, if the rule for calculating a payee's regular pay element is:

regular pay = rate × units

you can enter an amount that overrides the calculation rule or specify a value for rate, units, or both rate and units. If you enter values, you can enter numeric values, such as 40 hours, or select a rate code element that retrieves the component's value from PeopleSoft HRMS.

PeopleSoft Global Payroll offers optional features that you can use when entering positive input. You can select the currency that applies to an entry; override a payee's department, job code, or location; or enter information that's specific to your organization and can be transmitted to your general ledger system.

Note. The data that you enter applies to one pay period only. Set up long-term overrides for elements on the Earnings/Deduction Assignment page.

Sources of Positive Input

Positive input can come from various sources. You can:

- Manually enter data through the Positive Input pages.
- Receive data from PeopleSoft Time and Labor, the Variable Compensation module of PeopleSoft Human Resources, or third-party applications.
- Run the absence take process to convert paid and unpaid absences into positive input.
- Include a generate positive input section in your process list, causing positive input to be created automatically for a different pay calendar.

Manual entries always override positive input generated by other sources. If a payee has system-generated entries from multiple sources, such as PeopleSoft Time and Labor and the Absence Take process, but no manual entries, the system processes all automated entries during the pay run.

You can edit positive input only if it was entered into the system manually. To add, delete, or correct a system-generated entry, you can manually enter positive input that overrides the system-generated entry; if the data was generated by another application, you can correct the source records and retransmit the data.

See Also

"Defining Absence Elements

"Defining Processing Elements," Generate Positive Input Sections

"Working with Interfaces," Integrating Global Payroll With Time and Labor

"Working with Interfaces," Processing Variable Compensation Awards

Instances and Bundling

Instances

Positive input entries are also called *instances*. When entering positive input into the system manually, you assign an instance number to each entry. So, if a payee works overtime at three rates and you make three separate entries of positive input for the OVERTIME element, each entry has a different instance number. The following example assumes that the calculation rule is rate × units.

Element	*Instance*	*Rate × Units*
Overtime	1	25 × 10
Overtime	2	35 × 5
Overtime	3	30 × 5

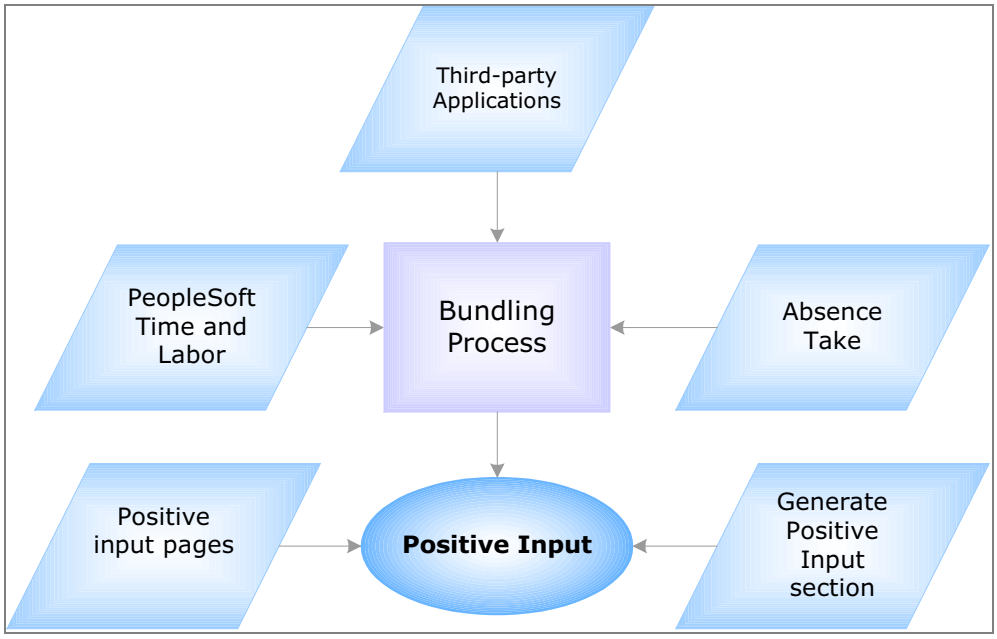
When positive input comes from external sources, instance numbers are system-assigned. Whether a separate instance number is assigned to each entry of positive input or to a group of entries depends on whether bundling occurred.

Bundling

Positive input created by the Absence Take process, PeopleSoft Time and Labor, or a third-party application is often bundled by pay period into an array, for more-efficient processing. If a payee works 8 hours a day on a weekly pay frequency, five 8-hour entries can be bundled into one 40-hour entry.

Each bundle receives an instance number. Instance numbers begin with 1 and are assigned to each bundled element in a calendar run.

Rules for bundling data depend on the positive input source.



Sources of positive input and bundling

Bundling Rules for PeopleSoft Time and Labor

Positive input entries received from PeopleSoft Time and Labor (called *payable time* in that application) are bundled by slice or segment when they contain compatible data—that is, when the values for the following types of data are identical:

- Rate
- Currency
- Rate as of date
- Task entities*

* To be considered for bundling, selected task entities defined in PeopleSoft Time and Labor—including business unit, product, and department—must be mapped to system elements or variable elements in Global Payroll using the Mapping page.

Example 1

A payee has five positive input entries, one for each weekday. Each entry specifies a rate value as in the table. The rate earned every day except Thursday is the same. Therefore, the system bundles and creates one instance for the 4 days with a rate of 10 and creates a separate instance for Thursday, with a rate of 12.

Day	*Hours Worked*	*Rate*
Monday	8	10
Tuesday	4	10
Wednesday	8	10
Thursday	8	12
Friday	8	10

Example 2

A payee performs work in two departments. The positive input entries include a system element that defines the department (A or B) and a variable element that specifies the hours worked. Because the system elements must match for bundling to occur, the system bundles all entries for Department A and creates another bundle for the Department B entries.

Day	*Variable*	*System Element*
Monday	8	Department A
Tuesday	8	Department A
Wednesday	8	Department B
Thursday	8	Department B
Friday	8	Department A

Bundling Rules for Absence Take

Positive input that's created by the Absence Take process and that falls in the same slice or segment can be bundled, depending on the take element definition:

- If you didn't select the Multiple Instances option for the take element, positive input for absences taken for the same reason during the pay period is bundled.

- If you allocated the positive input associated with an absence take element to more than one earnings or deduction element (on the Absence Take - Day Formula page), the system bundles the positive input for each earnings and deduction element separately.

Bundling Rules for Third-Party Applications

Positive input received from third-party applications can be bundled or unbundled, depending on the bundling group tag assigned to each instance before transmission to PeopleSoft Global Payroll. The third-party application must use a unique value for the Source (PI_SOURCE) field and handle any segmentation requirements. It is the responsibility of the third-party interface to bundle entries as required by Global Payroll.

Eligibility Rules for Positive Input

For positive input to be resolved, all the following conditions must be met:

- The payee must be selected and identified for processing.

  You enter criteria for selecting payees when creating the calendar for the pay period. You identify payees to be calculated when you set up the run control for the payroll process.

- The element cannot be excluded from the calendar.

  - The element must be included in a section of the process list that's executed during processing.

- The element must belong to the payee's eligibility group, or positive input must be selected as an override on the Pay Entity - Processing Details page.

See Also

"Using Calendars"

"Defining Processing Elements"

"Understanding the Organizational Structure," Defining Eligibility Groups

Why Positive Input Might Not Be Resolved

If you discover that some instances of positive input weren't resolved during processing, the most likely causes—besides the aforementioned eligibility issues—are that:

- The value of a component of the element's calculation rule is defined at the payee level but you didn't specify the component's value through positive input or a payee override.

  If you enter positive input without values for the components, the element is resolved using the element's definition and payee override, if any.

- You entered positive input after running the last iteration of the payroll processing Calculate phase or after freezing calculations for payees.

See Also

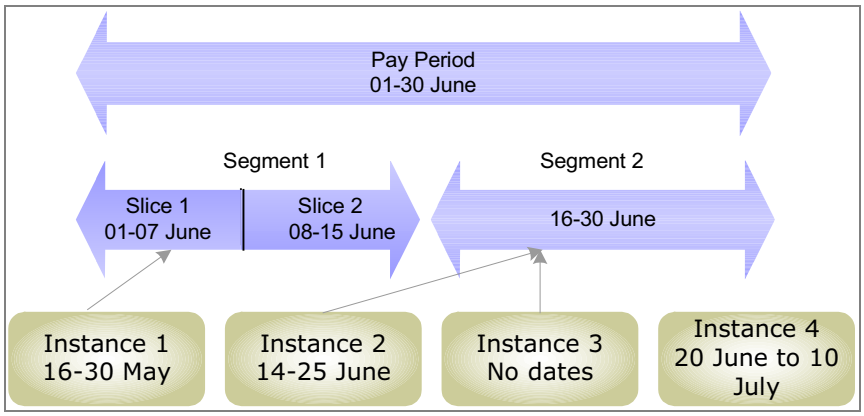
"Payroll Processing," Processing Concepts

Segmentation and Positive Input

When a calendar pay period has period or element segmentation, positive input isn't prorated. It's assigned to a single segment or slice, based on the instance's end date:

- If the end date falls before the calendar period begin date, the instance is assigned to the pay period's first segment or slice (see Instance 1 in the diagram).

- If the end date falls in the pay period, the instance is assigned to the segment or slice in which the end date falls (see Instance 2).
- When no end date is specified, the instance is assigned to the pay period's last segment or slice. It's assumed that the end date for the instance and the calendar is identical (see Instance 3). One exception: You can enter Do Not Process instructions to prevent the element's resolution. If you enter this instruction with no end date, the element isn't resolved in any slice or segment.
- If the end date falls after the pay period end date, the instance isn't processed (see Instance 4).



Instances assigned to segments and slices by end date

Example 1: Effect of Period Segmentation on Positive Input

You're processing your January payroll. On 16 January, a payee is promoted, causing period segmentation (two gross-to-net payments). You enter positive input for the payee's earnings element with a begin date of 20 January and an end date of 21 January. Because the end date for the positive input falls in segment 2, it's processed in segment 2 only. In segment 1, the earnings element is processed as usual, unaffected by the positive input.

Segment 1 *1–15 January*	***Segment 2*** *16–31 January*
Element is processed normally.	Positive input is processed.

Example 2: Effect of Element Segmentation on Positive Input

You're processing your January payroll. On 16 January, a payee's compensation rate changes, causing element segmentation (slices). Positive input is entered for the payee with a begin date of 20 January and an end date of 21 January. Because the end date for the positive input falls in slice 2, the positive input is assigned to that slice. The element isn't processed in slice 1. In other words, the positive input overrides the element slicing. (The slice dates are still relevant to accumulators.)

Slice 1 *1–15 January*	***Slice 2*** *16–31 January*
Element is *not* processed.	Positive input is processed.

Example 3: Effect of Element Segmentation on Payroll Calculations

Rules for assigning positive input to slices and segments can affect payroll calculations.

Assume that GROSS = PAY1 + PAY2. Without positive input or segmentation, the elements' value is:

Element	***Element Value Without Segmentation***
PAY1	3000
PAY2	900
GROSS	3900
TAX	10% × GROSS

Tax = 390 [10% × 3900]

On 10 June, the tax rate increases to 20 percent, triggering element segmentation. The segmentation event definition includes PAY1, PAY2, and TAX.

With element segmentation but no positive input, the value of each element is now as follows, assuming PAY1 and PAY2 are prorated:

Element Name	***Slice 1 1–10 June***	***Slice 2 11–30 June***
PAY1	1000	2000
PAY2	300	600
GROSS	1300	2600
TAX	10% × GROSS	20% × GROSS

Tax = 650 [(10% × 1300) +(20% × 2600)]

If you enter an instance of positive input, you get:

Element	***Amount***	***Begin Date***	***End Date***
PAY1	3300	2 June	8 June

Because positive input is assigned to a slice based on its end date and the end date of our instance falls in slice 1, PAY1 is resolved in slice 1 and overrides the element's standard calculation. In addition, PAY1 isn't resolved in slice 2, because of element segmentation.

With positive input and element segmentation, the elements' value is:

Element Name	*Slice 1 1–10 June*	*Slice 2 11–20 June*
PAY1	3300	0
PAY2	300	600
GROSS	3600	600
TAX	10% × GROSS	20% × GROSS

Tax = 480 [(10% × 3600) + (20% × 600)]

If the instance of positive input has the following begin and end dates instead, the input is assigned to slice 2, making the 3300 subject to 20 percent tax.

Element	*Amount*	*Begin Date*	*End Date*
PAY1	3300	8 June	12 June

Then the elements' value is:

Element Name	*Slice 1 1–10 June*	*Slice 2 11–20 June*
PAY1	0	3300
PAY2	300	600
GROSS	300	3900
TAX	10% × GROSS	20% × GROSS

Tax = 810 [(10% × 300) + (20% × 3900)]

The tax amount is now 1080, not the 660 it would have been with the instance assigned to slice 1. The slice or segment to which positive input is assigned can significantly affect payroll calculations.

See Also

"Defining Segmentation"

Common Element Used in This Chapter

Batch Code — Identifies the set of positive input entries that you enter during this session. When you save the set, the system assigns the batch code to each entry. You can view entries on the Positive Input - Calendar page by entering the batch code as the search criterion.

Note. The batch code populates the Description field that appears on the Other Data page.

Entering Positive Input

Before you can enter positive input, you must set up the calendar with which the positive input is associated. Create the calendar with a run type of *Payroll*. After creating the calendar, you can begin.

Global Payroll provides several options for manual entry of positive input. You can:

- Enter positive input for a single payee associated with the pay group and calendar you select.
- Enter positive input for multiple payees associated with the same pay group and calendar.
- Use a template to create your own data entry page for payees in the same pay group.

In this section, we discuss how to:

- Enter positive input for a single payee.
- Enter a rate code or a numeric value for a percent, base, rate, unit, or amount component.
- Override system and variable elements associated with positive input.
- Enter, edit, or view positive input for payees in the same pay group and calendar.
- Enter positive input for payees in the same pay group and calendar on a template-created page.
- Define the layout of the Positive Input by Template page.

See Also

"Using Calendars"

Pages Used to Enter Positive Input

Page Name	Object Name	Navigation	Usage
Positive Input	GP_PI_MNL_ENRDED	Compensate Employees, Manage Global Payroll Process, Use, Positive Input	Enter positive input for a single payee. (You select the pay group, calendar, and EmplID to access this page.)
Other Data	GP_PI_MNL_OTH_SEC	Clickthe Element Override link on the Positive Input page or the Positive Input - Calendar page.	Enter a rate code or a numeric value for a percent, base, rate, unit, or amount component; change the currency; add a description; enter begin and end dates.
Supporting Element Overrides	GP_PI_SOVR_SEC	Click the Element Override link on the Positive Input page or the Positive Input - Calendar page.	Override system and variable elements associated with positive input department or.
Positive Input - Calendar	GP_PI_GRP_ERNDED	Compensate Employees, Manage Global Payroll Process, Use, Positive Input - Calendar	Enter, edit, or view positive input for payees in the same pay group and calendar.
Positive Input by Template	GP_PI_BULK_SSN	Compensate Employees, Manage Global Payroll Process, Use, Positive Input - Bulk	Enter positive input for payees in the same pay group and calendar. The page is built dynamically according to a template created with the PI - Bulk Template page.
PI - Bulk Template	GP_PI_BULK_TMPLT	Define Business Rules, Define Global Payroll Rules, Setup 5, PI - Bulk Template	Define the layout of the Positive Input by Template page.

Tips and Tricks for Entering Positive Input

Entering Positive Input for a Payee With Different Payment Keys

Positive input is applied to the payment key of the period for which the positive input is processed. For example, if a change in a contract ID causes segmentation, the positive input is applied to the contact ID that's in effect for that segment. You can direct the positive input to a specific contract by entering the applicable begin and end dates for the instance. If positive input applies to a prior period contract, enter it for the applicable calendar. Retroactive processing occurs, if appropriate.

Entering Positive Input for a Payee Who's Compensated at Different Rates for Different Types of Work

You can:

- Enter the applicable numeric rate or select the rate code the system uses to retrieve the rate.
- If the earnings element is defined with a non-base-pay rate code, override the job code system element.

  The system retrieves the rate that's applicable to the job code that you select.

Adding Positive Input to an Element Resolved by Its Standard Calculation Rule

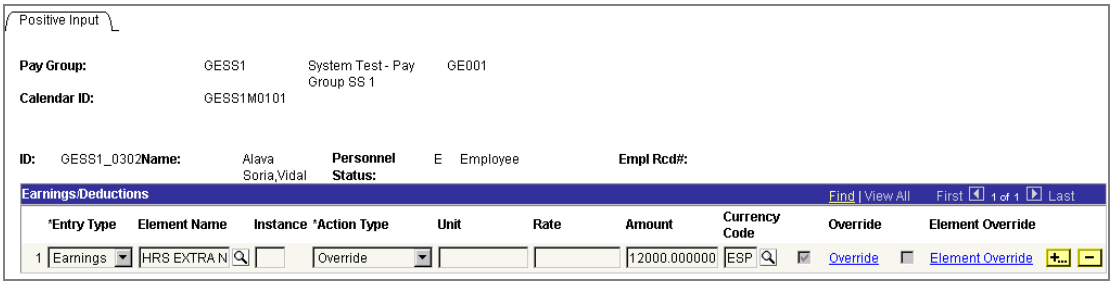
You can have the system resolve an element using its standard calculation rule and add positive input to the resolved amount. Assume that a payee wants to take an additional deduction of 100 more than the amount that the system would normally calculate. You can enter one instance, leaving all the component fields (rate, amount, percent, and base) empty, and enter a second instance for the additional amount (100).

See Also

"Understanding the Organizational Structure," Entering Processing Details for a Pay Entity

Entering Positive Input for One Payee

Access the Positive Input page.



Positive Input page

To enter positive input for a payee on the Positive Input page:

1. Select the earnings or deduction element for which to enter positive input, and assign it an instance number.
2. Specify the action the system takes during processing.
3. Enter numeric values for the components of the element's calculation rule, if applicable.
4. Click the Override link to enter a numeric value for percent or base or to select a rate code element for any components of the element's calculation rule.

5. Select the Element Override link to override the value of a system or variable element, if applicable.

In the **Earnings/Deductions** group box, enter each instance of positive input that applies to this payee. The fields that you can complete depend on the value that you select in the **Action Type** field and the calculation rule used by the earnings or deduction element.

Entry Type — Select ***Earnings*** or ***Deduction*** to indicate the type of element for which you're entering positive input.

Element Name — Select the name of the element for which to enter positive input. You can select from those elements that meet all these conditions:

- Have the same entry type that you selected.
- Allow positive input as an override (according to the Element Name page.)
- Are defined for a country that is associated with your user rules profile (on the User Rules Profile page). So if your user rules profile is set up as Specific Country with a value of *France*, you see only elements that are set up for France and those set up for all countries.

Instance — Enter a number from 1 to 999 to identify the instance of positive input that you're entering for the element. The default entry for the first row is 1.

Action Type — Select the type of action to perform when processing this instance of positive input. Options are:

Override: This default option enables you to enter an amount that overrides the calculation rule for this instance of the element or enter a value for components of the element's calculation rule: rate, unit, percent, or base. (If the calculation rule is defined as amount, you can enter only an amount.)

Do Not Process: Select to prevent the system from processing this element for the payee when calculating the calendar. No result is written to the result table. All other fields on this page become unavailable, as do all fields on the Other Data page, except Begin Date and End Date.

Do Not Process instructions apply to all instances of positive input for the element—manual or system-generated—in all segments and slices of the calendar, unless you enter an end date on the Other Data page, which enables you to limit the instructions to instances that fall in the same slice or segment.

For example, assume that instance 1 has an action type of ***Do Not Process*** and that instance 2, for the same element, has an action type of ***Override.*** If you don't enter an end

date for instance 1, the ***Do Not Process*** instructions apply to both instances and neither is processed.

Resolve to Zero: Select to have the system resolve this instance of the earnings or deduction with a value of 0.

Unlike Do Not Process, Resolve to Zero writes an amount of 0 to the results table, making a zero amount on the payslip possible. Also, Resolve to Zero instructions do not affect any other instances.

When you select ***Resolve to Zero*****,** you cannot enter information on the Supporting Element Overrides page.

Unit

If Unit is a component of the element's calculation rule, you can enter a positive or negative number of units in this field.

To select a rate code element to retrieve the unit's value from PeopleSoft HRMS, click the Override link to access the Other Data page.

If you don't enter a value and the units are defined on the element's Calculation page, the system checks the element's As of Date to determine the appropriate value.

Rate

Similar to the **Unit** field.

Amount

To override the element's calculation rule, enter a positive or negative amount. The system uses this amount to resolve the element, regardless of the calculation rule.

If you enter an amount, you can still enter a numeric value in the **Unit** or **Rate** field—if these are components of the element's calculation rule. Although the values that you enter aren't used for calculations, the system moves them to the earnings and deductions results table, making the information available for payslips.

For example, if you have an earnings element defined as rate × units and enter an amount and a rate, the system uses the amount you enter to resolve the element and passes the amount and rate to the results table.

Currency Code

When you select a rate or amount, the code for the processing currency appears (as defined by the element definition or the pay entity).

To use another currency, select it.

Override

Click this link to access the Other Data page, where you can select a rate code or enter a numeric value for any component of the element's calculation rule (percent, base, rate, amount, or unit). You can also enter other instructions on this page.

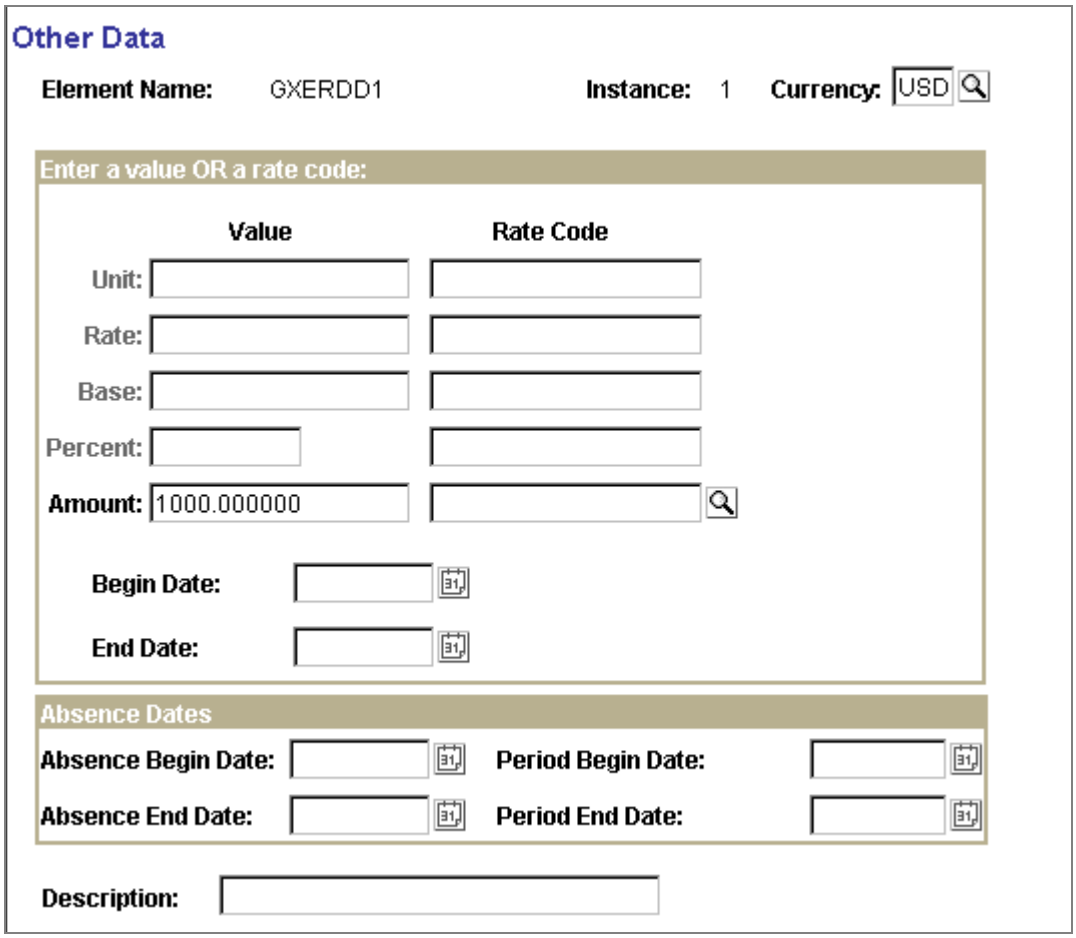
A ✓ appears beside the link if an override is entered.

Element Override Click this link to access the Supporting Element Overrides page, where you can override a variable or system element associated with this instance of positive input, such as the business unit, department, or job.

A ✓ appears beside the link if an override is entered.

Entering a Rate Code or a Numeric Value

Access the Other Data page.



Other Data page

Currency Code When you enter a value in the **Rate**, **Base**, or **Amount** field, the code for the processing currency (as defined by the element definition or the pay entity) appears in this field. To use another currency, select it from the list.

Enter a Value OR a Rate Code

The **Unit, Rate, Base,** and **Percent** fields are enabled only when they are components of the calculation rule for the selected earnings or deduction element. Any numeric values that you entered on the Positive Input page appear here.

You can enter a positive or negative numeric value or select a rate code element that retrieves the unit value from PeopleSoft HRMS. If you don't enter a value for the component and the component's value is defined on the element's Calculation page, the system uses the element's as of date to determine the value.

Amount — This field is similar to the amount field on the main Positive Input page, however you can enter an amount or select a rate code element.

Begin Date and **End Date** — You can enter the start date to which the instance of positive input applies. If you enter a begin date, you must also enter an end date, and vice versa. The system doesn't use the begin date for processing.

Enter the end date if it differs from the calendar end date. If the calendar period is segmented, the end date you enter determines which segment or slice the instance of positive input is assigned to. The end date must be on or before the calendar end date.

Absence Dates

Complete the following fields if you're entering positive input for an earnings or deduction element associated with absence take.

Absence Begin Date and **Absence End Date** — Enter the dates of the absence event.

Period Begin Date — Enter the later of the begin date of the absence event or of the calendar period.

Period End Date — Enter the earlier of the end date of the absence event or of the calendar period.

Description — Enter a description to be stored in the RSLT_PI record. You might use this feature to print a description besides the element description defined on the Element Name page (GP_PIN) when printing payslips or reports.

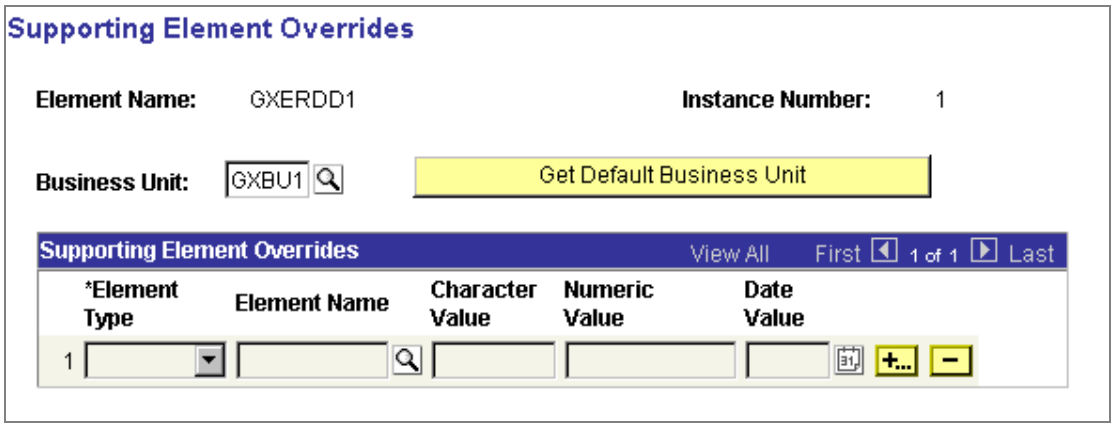
See Also

"Defining Data Retrieval Elements," Rate Codes

Segmentation and Positive Input

Overriding System and Variable Elements

Access the Supporting Element Overrides page.



Supporting Element Overrides page

You can override system or variable elements associated with an instance of positive input. For example, you can override the department, job code, or location associated with an instance. When you override the job code for a non-base-pay earnings element, the system uses the compensation rate that's applicable to the job that you specify.

Assume that a payee does two types of work for your organization, with two pay rates. During the pay period, the payee works 32 hours at Job A—the regular job—and 8 hours at Job B. You enter the 32-hour instance of positive input for Job A. Because the entry applies to the payee's regular job, you need do nothing more with this instance. You enter the 8-hour instance for Job B and override the standard job code for the 8-hour instance on the Supporting Element Override page.

An override applies to one instance of positive input only. After the instance is resolved, the supporting element reverts to its previous value.

To enter the department, job code, or location associated with the instance of positive input, select the appropriate business unit, using the **Business Unit** prompt table or the **Get Default Business Unit** button.

Business Unit — To select a business unit other than the one to which the payee is assigned (through the Job record in PeopleSoft HRMS), select from the prompt table.

Get Default Business Unit — To select the payee's assigned business unit, based on the payee's Job record as of the calendar period end date, click this button.

Either option causes the system to load the prompt tables to select from when completing the **Supporting Elements Overrides** group box.

Note. You must select a business unit to override the employee's department, job code, or location.

Supporting Element Overrides

The fields that you can complete depend on the element's format: numeric, character, or date. You cannot enter monetary values.

Element Type — Select the type of element to override. Options are ***Variable*** and ***System Element.***

Element Name — Select the name of the element to override, from elements that meet all the following conditions:

- Have the same entry type you selected.
- Allow positive input as an override (according to the Element Name page.)
- Match your operator preference definition.

Character Value — If the supporting element that you selected uses character values, you can enter up to 25 characters in this field.

The field is unavailable for department, job code, or location element names unless you previously selected a business unit.

When you've selected a business unit and department, job code, or location, the system displays a prompt table that lists the values applicable to the business unit that you selected. You can select the override value from the prompt table.

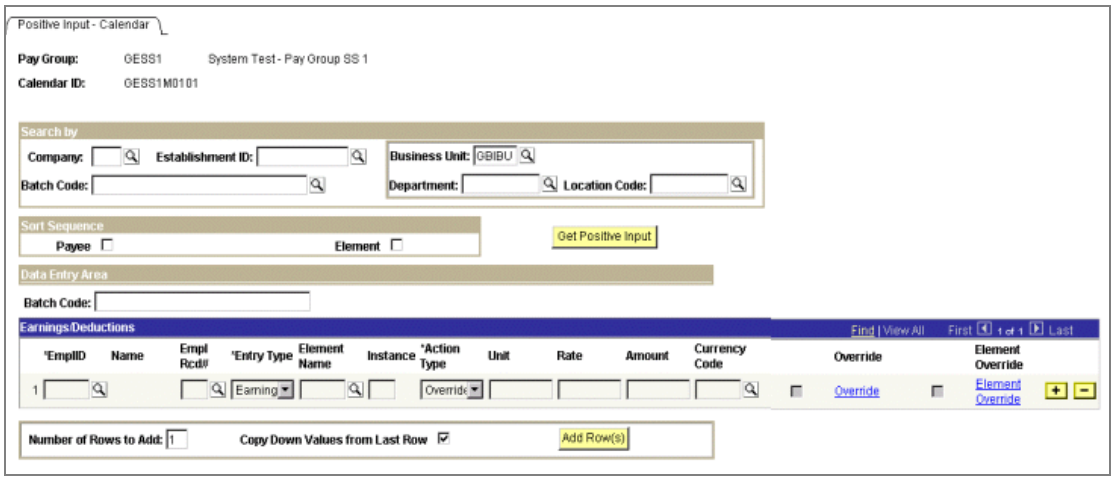
For example, if you select 123 as the business unit and ***Job Code*** as the **Element Name,** the prompt table lists all job codes associated with business unit 123.

Numeric Value — If the supporting element uses numeric values, you can enter the number for system use.

Date Value — If the supporting element uses date values, you can enter the date for system use.

Entering, Editing, or Viewing Positive Input for Multiple Payees

Access the Positive Input - Calendar page.



Positive Input - Calendar page

Search by

Use this group box to specify which positive input records to display or edit. The system retrieves the entries that meet all your selection criteria. To search by department or location, you must first select the business unit.

Earnings/Deductions

Fields in this group box are the same as those on the Positive Input page that you use to enter positive input for a single payee.

You can use the Positive Input - Calendar page to add, change, or view positive input for multiple payees associated with the same pay group and calendar. You cannot delete positive input from this page.

To enter positive input entries for payees:

1. Assign a unique batch code to the set of entries that you're adding (optional).
2. Complete the data entry fields in the Earnings/Deduction group box.
3. If applicable, click the Override link to access the Other Data page, where you can enter rate codes, begin and end dates, and other instructions.
4. If applicable, click the Element Override link to access the Supporting Elements Overrides page, where you can override system and variable elements associated with the positive input.
5. Add rows of data entry fields, as needed.

To add rows of data entry fields:

1. Complete the Number of Rows to Add field.

2. To copy the values that you entered in the previous row into the new rows, select Copy Down Values from Last Row. Clear this check box to add blank rows.

3. Click the Add Row(s) button.

To display or edit unprocessed positive input entries for payees:

1. Enter the search criteria for the positive input entries to review.

2. Specify a sort sequence.

3. Click the Get Positive Input button.

4. Review or edit the entries in the Earnings/Deductions group box.

See Also

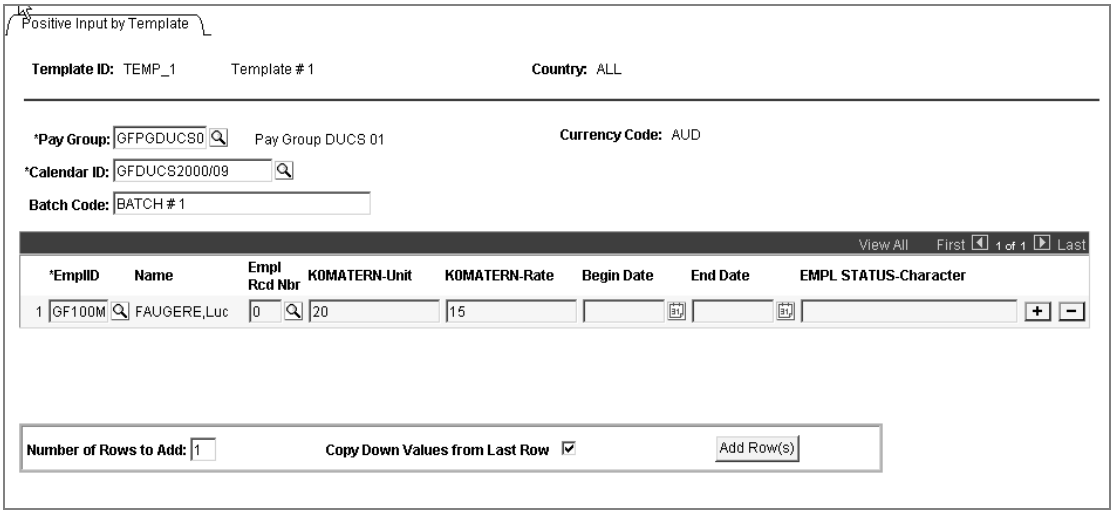
Entering Positive Input for One Payee

Overriding System and Variable Elements

Entering a Rate Code or a Numeric Value

Entering Positive Input on a Template-Created Page

Access the Positive Input by Template page.



Positive Input by Template page

The Positive Input by Template page provides a fast way to enter positive input for multiple payees in the same pay group. The fields that appear vary by template. Use the PI - Bulk Template page to create templates.

You can enter one row of data for each combination of employee ID and employee record number.

To enter positive input entries:

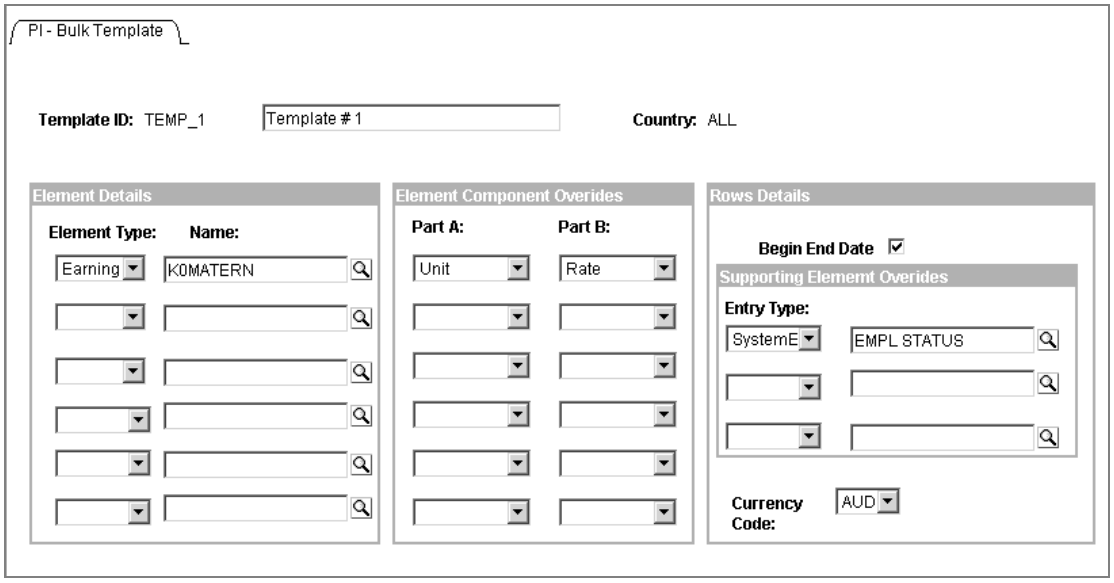
1. Assign a unique batch code to the set of entries you're adding (optional).
2. Enter each instance of positive input in a separate row.
3. Add rows of data entry fields, as needed.

To add rows of data entry fields:

1. Complete the Number of Rows to Add field.
2. To copy the values you entered in the previous row into the new rows, select Copy Down Values from Last Row. Clear this check box to add blank rows.
3. Click the Add Row(s) button.

Define the Layout of the Positive Input by Template Page

Access the PI - Bulk Template page.



PI - Bulk Template page

You can use the PI - Bulk Template page to control the data entry fields that appear on the Positive Input by Template page, designing data entry pages that prompt users for just the information that's specific to your payees.

You can include up to six earnings and deduction elements, enable two component overrides, and enable three supporting element overrides for each earnings or deduction element.

Note. Each template is associated with the operator country of the template's creator.

To create a template:

1. Create the template ID that users enter to access the template through the Positive Input - Template page.
2. Select the earnings and deductions elements that are to appear on the data entry page.
3. Select the components for which users can enter override values.
4. Select the system or variable elements that users can override, if applicable.

Element Details

Select up to six earnings or deduction elements from elements that allow positive input as an override (according to the Element Name page) to appear on your data entry page.

Element Component Overrides

For each selected earnings or deduction element, you can include fields for one or two component overrides. (Components are used in the calculation rule of an earnings or deduction element.)

Part A and **Part B**

Select the type of component that users can override. Options are ***Amount, Base, Percent, Rate,*** and ***Unit.***

You can select only components that are part of the element's calculation rule.

Row Details

Begin End Date

Select to have Begin Date and End Date fields appear on the data entry page. They enable you to enter the begin and end date of a positive input instance.

When a calendar period is segmented, the end date determines which segment or slice the instance is assigned to.

Supporting Element Overrides

You can select up to three system or variable elements that users can override when entering positive input on the data entry page. The system applies the supporting element overrides to each component override.

Entry Type

Options are ***SystemElement*** and ***Variable.*** Select the name of the element that users can override, in the field to the right.

Currency Code

To include a field that displays the currency code that applies to all entries, select the appropriate currency.

See Also

Overriding System and Variable Elements

Making Retroactive Adjustments

To correct an instance of positive input, you make the correction in the pay period of the original entry. Assuming that you've defined retroactive triggers to detect the online changes, your entries are written to a trigger occurrence table. When you run the next payroll cycle for the payee, the system reads the data from the table and adjusts retroactively.

See Also

Setting Up Triggers

Positive Input and the Recalc Option

Positive input overrides an element's recalculation rule during retro processing—the system uses the values provided through positive input to resolve an instance whether or not you selected the Always Recalculate check box on the Element Name page or the Retro Recalc (retroactivity recalculation) option on the element's Calculation page.

An exception to this rule applies to deleting positive input.

Deleting Positive Input

If you delete positive input for an element marked never recalculate, and the pay calendar has been finalized, it's best to keep the original entry and change the action to Do Not Process. Then when you rerun the payroll, the system doesn't resolve the element. If you delete the entry instead and there's element or period segmentation, results can be unpredictable.

Version Numbers

When you make retroactive adjustments to positive input from a nonmanual source, the system uses a versioning scheme to differentiate original entries from revised entries. The original entries are assigned the version number 1, populating the PI_VER_NUM field). The version numbers are incremented for subsequent adjustments. This versioning scheme differs from the version and revision numbers for tracking retroactive pay run results.

The system updates the version number assigned to all generated instances of positive input for that calendar, including any unchanged instances, so that you can differentiate between the complete set of original entries and the complete set of entries for retroactive processing.

Say the Absence Take process generates an instance of positive input with a value of 1000. Version 1 is automatically assigned to this and every other nonmanual entry. Now, two months later, a retroactive adjustment changes the value to 1200. When you rerun the payroll for the target calendar, the updated entry and all other nonmanual entries of positive input are automatically named version 2.

See Also

"Defining Retroactive Processing"

Reviewing Positive Input

After you run the Calculate processing phase, you can view positive input on the following three pages belonging to the Results by Calendar and Results by Calendar Group ID components.

- Positive Input - Absence page.

Displays positive input generated by the Absence Take process.

- Positive Input - Payroll page.

Displays all positive input that the pay run processed, regardless of source.

- Generated Positive Input page.

Displays positive input that was created for another calendar from a generate positive input section of the process list, the Absence Take process, or payable time retrieved from PeopleSoft Time and Labor. Displays resolved and unresolved generated positive input.

Batch Processing and Positive Input

Unprocessed Positive Input

You can finalize a calendar run without processing all positive input. For example, if a payee has 10 units of positive input and you change the units to 12 after running the Calculate phase, the system creates a trigger (assuming that you defined units as a trigger field). If you don't rerun the Calculate phase, only 10 units are processed. If you run a retroactive process, all 12 units are processed.

Rounding and Positive Input

The system doesn't apply rounding to any numeric component or amount entered in positive input. It does apply standard rounding from the element definition to the rate code element and elements resolved during processing.

Annualization/Deannualization

Numeric components entered through positive input aren't annualized or deannualized.

How the Batch Process Stores Positive Input

Manually entered positive input is maintained in a separate record from positive input that's automatically generated. All positive input considered during processing is stored in the same output record (GP_RSLT_PI_DATA), regardless of source. A second record (GP_RSLT_PI_SOVR) stores data for supporting elements, such as department or job codes that you entered manually or received from PeopleSoft Time and Labor.

One row of data is written to the output table for each instance. So if entries are bundled, one row of data is written to the output table for the bundle. When a separate instance number is assigned to each entry, a row of data is written to the output table for each entry.

The instance numbers stored in the output table enable you to link each entry to the processing results. An automatically generated source code (PI_Source) identifies the origin of the entry: Absence, Generated PI, Manual, or Time&Labor.

CHAPTER 17

Understanding Overrides

This chapter provides an overview of using overrides and discusses how to:

- Define pay entity overrides.
- Define pay group overrides.
- Define payee overrides.
- Define pay calendar overrides.
- Define overrides via elements
- Define element overrides.
- Define overrides with positive input.

Using Overrides

Use overrides to control the values the system uses to resolve an element for a specified time period. When you run the payroll or absence process, the system retrieves the rule definition for the element and applies any override instructions that you've entered.

Standard Terms Used in This Chapter

Pay entity override and **pay group override**	Override the value of a bracket, date, duration, formula, or variable element whenever the element is resolved for a payee who's linked to a specified pay entity or pay group, respectively.
Payee override	Four types of overrides are payee-specific: • Assigning or disabling an earnings, deduction, or absence element. • Overriding the definition of an earnings, deduction, or absence element (and the arrears payback amount for a deduction). • Overriding the value of a variable used by a particular earning or deduction.

	• Overriding the value of a bracket, date, duration, formula, or variable element whenever it's resolved.
Pay calendar override	Can exclude specific earnings, deduction, and absence elements from a calendar and override the values of associated bracket, date, duration, formula, and variable elements.
Via elements override	Controls whether an element's value can be updated by an array, bracket, date, or formula element.
Element definition overrides	Override the value of a bracket, date, duration, formula, or variable element that's used in the definition of a primary element (earnings, deduction, absence take, or absence entitlement).
Positive input override	Overrides the definition of an earnings, deduction, or absence element for a positive input instance. Can override system and variable elements associated with an instance of positive input.

Enabling Override Levels

Before entering instructions to override an element, you must specify allowed types of overrides for that element by selecting the appropriate check boxes in the Override Levels group box on the Element Name page.

When you enable overrides for a supporting element, clear the Always Recalculate check box on the Element Name page. Otherwise the system uses the value of the element according to the element definition, not the override value.

See Also

"Defining General Element Information," Defining an Element Name (GP_PIN)

Overrides Available for Primary Elements

Several override levels enable you to control the value of earnings, deduction, absence take, and absence entitlement elements, which the system applies in this order:

1. Payee overrides.

   Assign or disable an earnings, deduction, or absence element or override the definition of an earnings, deduction, or absence element.

2. Pay calendar overrides.

3. Via element overrides.

4. Positive input overrides.

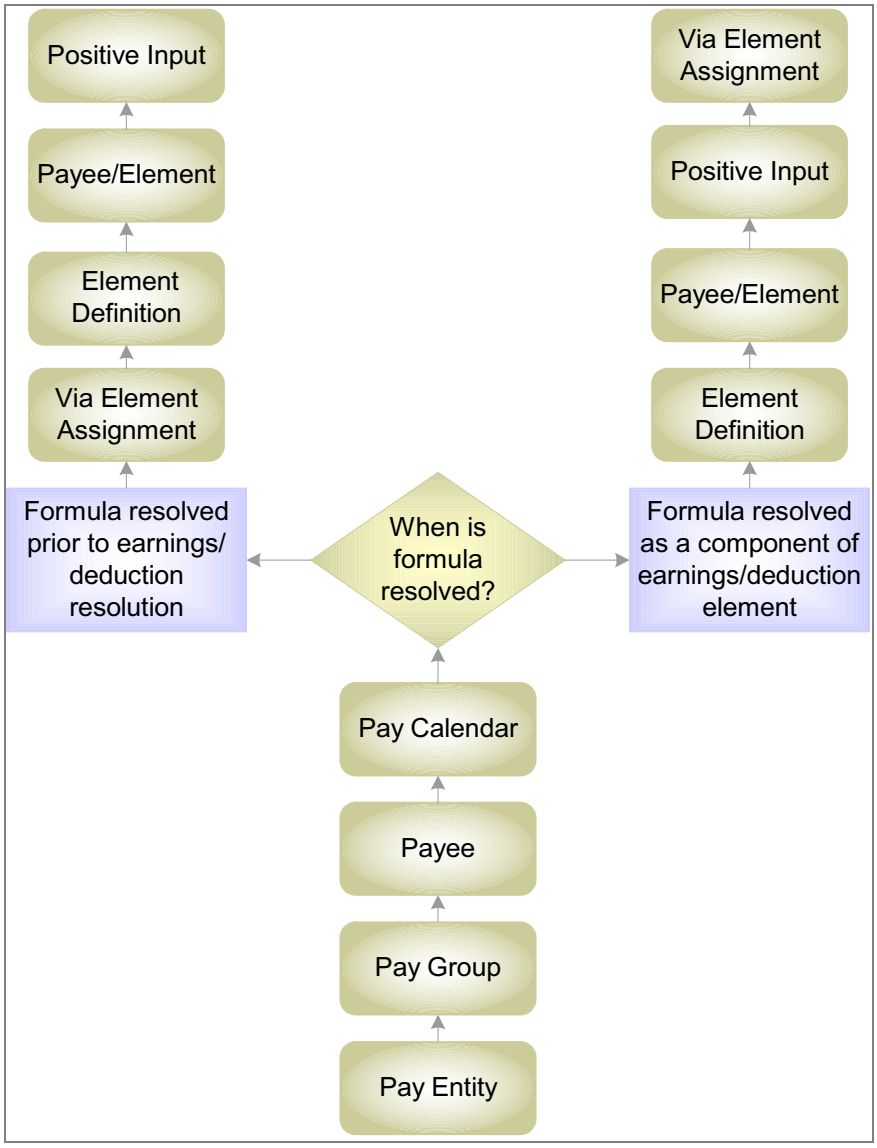
Overrides for Supporting Elements

Eight override levels enable you to control the values of brackets, dates, duration, formulas, and variables:

- Pay entity overrides.
- Pay group overrides.
- Payee overrides: Override the value of a bracket, date, duration, formula, or variable element whenever it's resolved for the payee.
- Payee/Element overrides.
  Overrides the value of a variable used by a specific earning or deduction assigned to a payee.
- Pay calendar overrides.
- Via element overrides.
- Element definition overrides.
- Positive input overrides.

Hierarchy of Supporting Element Overrides

When the system encounters multiple overrides for a supporting element, it applies the overrides in the sequence illustrated below, beginning with pay entity overrides.



Element override hierarchy

Note. A payee/element override refers to the override of a variable element that's associated with a particular earning or deduction for a payee. Enter such overrides on the Supporting Element Overrides page, linked to the Earning/Deduction Assignment page. A payee override is the override of a bracket, date, duration, formula, or variable that's associated with a payee. Enter such overrides on the Payee Supporting Element Overrides page.

Example

VARIABLE1 has the following values:

- 30 according to the rule definition
- 20 according to a pay entity override

- 10 according to a pay group override

In this case, VARIABLE1 resolves to 10, because pay group overrides take precedence over pay entity overrides.

Begin and End Date Logic for Overrides

When entering override instructions, you specify begin and end dates.

The begin date tells the system when to start applying the override instructions. It's required, and the current date is the default.

The end date specifies when override instructions become inactive. It's required only for entering multiple rows of instructions for the same element.

The processing rules for begin and end dates vary, depending on the type of override being processed.

Defining Pay Entity Overrides

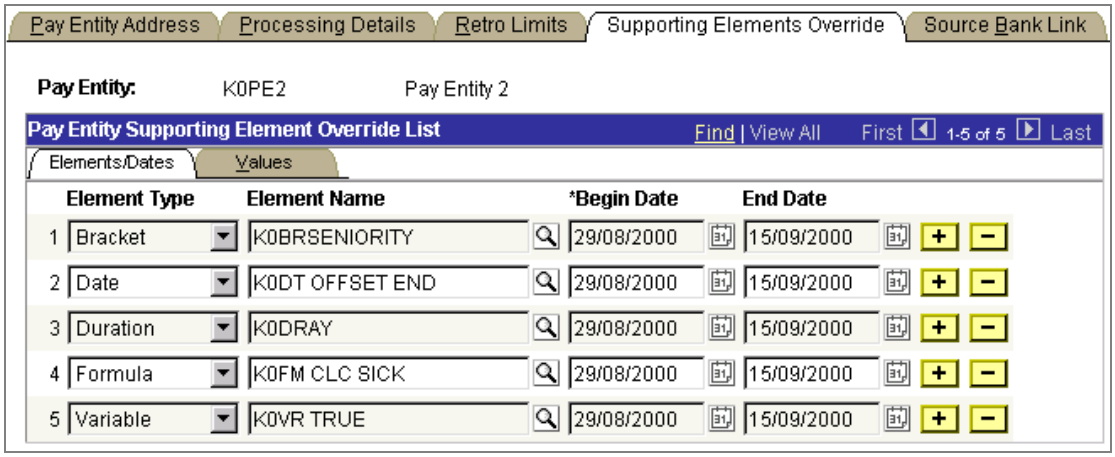
In this section, we discuss how to override the value of elements that are associated with a pay entity.

Page Used to Define Pay Entity Overrides

Page Name	*Object Name*	*Navigation*	*Usage*
Pay Entity - Supporting Elements Override	GP_PYENT_SOVR	Define Business Rules, Define Global Payroll Rules, Setup 4, Pay Entity, Supporting Elements Override	Override the value of bracket, date, duration, formula, or variable elements that are associated with a specified pay entity.

Overriding the Value of Elements That Are Associated With a Pay Entity

Access the Pay Entity - Supporting Elements Override page.



Pay Entity - Supporting Elements Override page

To define a pay entity override on the Pay Entity - Supporting Elements Override page:

1. Select the type and name of the supporting element for which to enter override instructions.
2. Enter the override begin and end dates.
3. Enter the override value on the Values tab.

Processing Rules for Pay Entity Overrides

During processing, the system refers to the begin and end dates (if any) and the Definition as of Date that were defined for the element on the Element Name page.

For the override instructions to take effect:

- The begin date must be before or equal to element's Definition as of Date.
  - The end date must be greater than or equal to the Definition as of Date.

Example

VARIABLE1 is defined as follows:

- Definition as of Date = Pay Period Begin Date
- Value = 100
- Pay Period = 01/01/99 – 31/01/99

The following pay entity override exists:

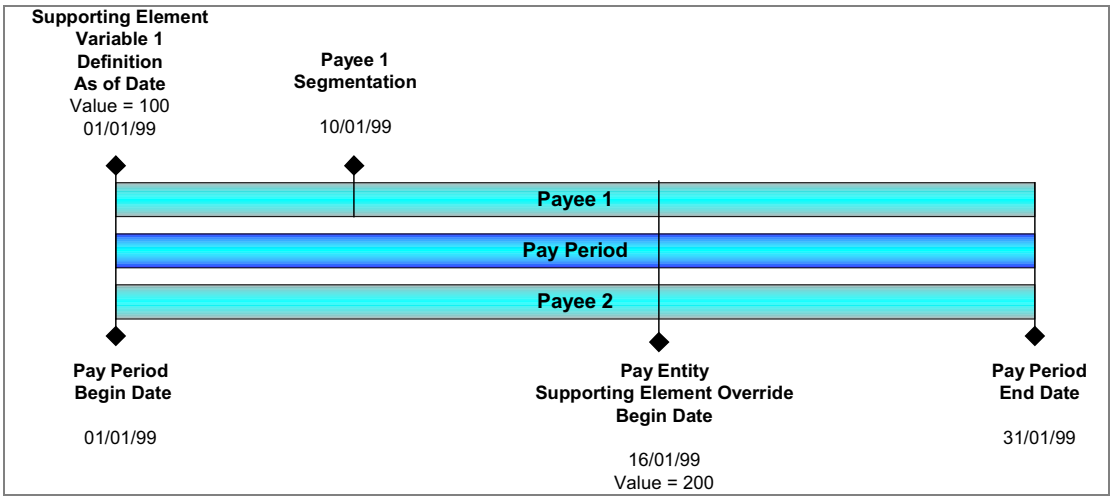
- Begin Date = 16/01/99 (no End Date)
- Value = 200

Payee 1 has segmentation on 10/01/99. Payee 2 has no segmentation.

Both payees have the same value for VARIABLE1. Payee 1's segmentation doesn't alter the value of VARIABLE1.

In the diagram, the pay entity supporting element override is *not* applicable to either payee, because it wasn't applicable as of the VARIABLE1 Definition as of Date (Pay Period Begin Date), resulting in a value of 100 for both payees.

If the Definition as of Date for VARIABLE1 is Pay Period End Date, both payees use the pay entity override value 200.



Processing rules for pay entity overrides example

Defining Pay Group Overrides

In this section, we discuss how to override the value of elements that are associated with payees in a specific pay group.

Page Used to Define Pay Group Overrides

Page Name	*Object Name*	*Navigation*	*Usage*
Pay Group - Supporting Elements Override	GP_PYGRP_SOVR	Define Business Rules, Define Global Payroll Rules, Setup 4, Pay Group, Supporting Elements Override	Override the value of bracket, date, duration, formula, or variable elements that are associated with payees in a specified pay group.

The Pay Group - Supporting Elements Override page is similar to the Pay Entity - Supporting Elements Override page, as are the processing rules.

See Also

Overriding the Value of Elements That Are Associated With a Pay Entity

Defining Payee Overrides

Payee overrides enable you to control how an earnings or deduction element is resolved for a specific payee. The procedures for entering payee overrides depend on your goals:

- Assign or disable an earnings or deduction element.
- Override the component values defined for an earnings or deduction element or override the defined frequency, general control, payback type, or arrears payback amount.
- Override variable elements for an earning or deduction.
- Override supporting elements for an earning or deduction.

In this section, we discuss how to:

- Assign or disable earnings and deduction elements for payees.
- Override component values for payees.
- Override variable values for payees.
- Override element values for payees.

Pages Used to Define Payee Overrides

Page Name	*Object Name*	*Navigation*	*Usage*
Earning/Deduction Assignment	GP_PAYEE_OVRD	Compensate Employees, Maintain Global Payroll Data, Use, Earning/Deduction Assignment	Assign specific earnings and deduction elements to a payee or disable earnings/deduction elements for payees.

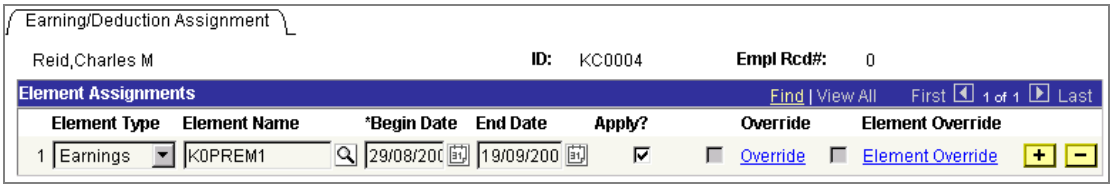
Page Name	Object Name	Navigation	Usage
Components	GP_PAYEE_OVRD1_SEC	Compensate Employees, Maintain Global Payroll Data, Use, Earning/Deduction Assignment Click the Override link.	Override component values in the calculation rule of an earnings or deduction element for a payee. Override generation control, frequency, and arrears payback amount.
Supporting Elements Override	GP_PEA_SOVR_SEC	Compensate Employees, Maintain Global Payroll Data, Use, Earning/Deduction Assignment Click the Element Override link.	Override the value of a variable associated with a particular earning or deduction for a payee (also called a payee/element override.)
Payee Supporting Element Overrides	GP_PAYEE_SOVR	Compensate Employees, Maintain Global Payroll Data, Use, Supporting Element Overrides	Override the value of a bracket, date, duration, formula, or variable element that's associated with a payee.

See Also

"Absence Entry and Processing," Pages Used to Adjust Entitlements

Assigning and Disabling Earnings and Deduction Elements for Payees

Access the Earning/Deduction Assignment page.



Earning/Deduction Assignment page

When you assign an element to an element group, you indicate whether the element is calculated automatically for each payee whose eligibility group contains that element group or indicate that the element is calculated only when it's assigned to a payee.

With the second option, the element is resolved for a payee only if positive input exists for the payee or you assign the element to the payee on the Earning/Deduction Assignment or Entitlement/Take Assignment page.

To assign an earnings or deduction element to a payee on the Earning/Deduction Assignment page:

1. Select the element to assign.
2. Enter the dates of the assignment period.

To disable an earnings or deduction element that's assigned automatically to a payee:

1. Select the element to disable.
2. Clear the Apply? check box.

Apply?	This check box is selected by default. Clear it to prevent the system from resolving the element for this payee.
Override	Click this link to access the Components page, where you can enter detailed instructions for the override. A ✓ appears before the link if detailed instructions are entered.
Element Overrides	Click this link to access the Supporting Element Overrides page, where you can enter instructions for overriding a supporting element that's used by the earnings or deduction element. A ✓ appears before the link if instructions for a supporting element override are entered.

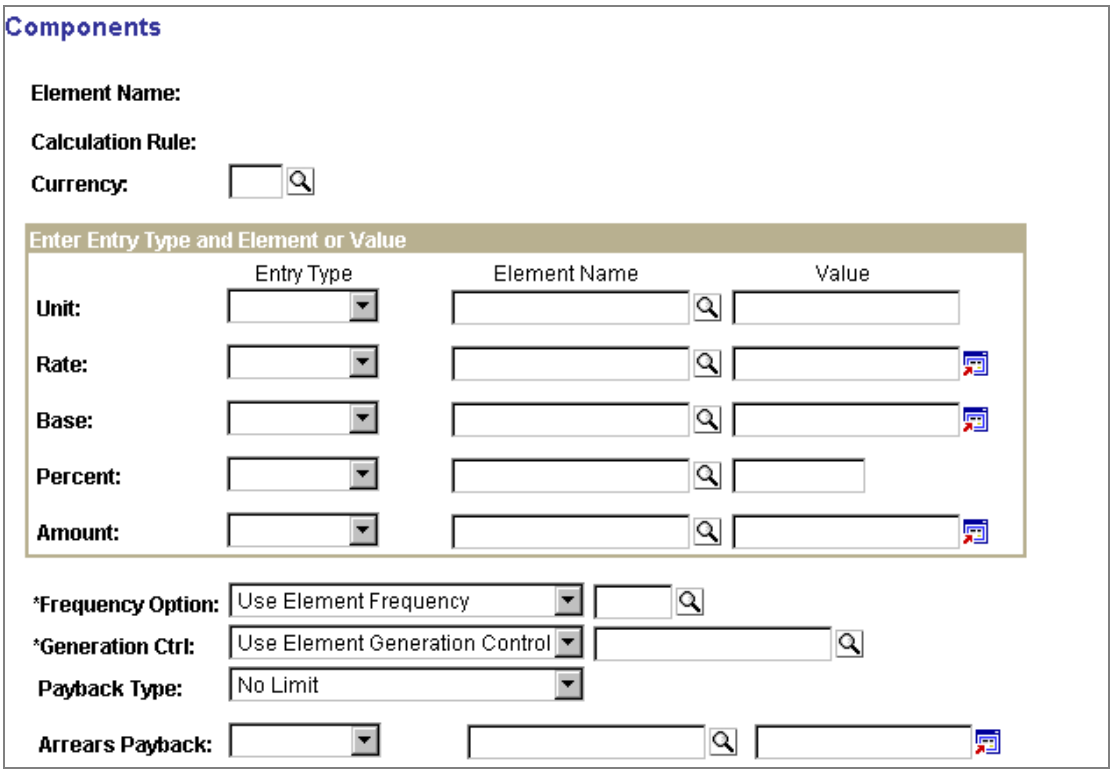
See Also

Begin and End Date Logic for Overrides

"Understanding the Organizational Structure," Defining Element Groups

Overriding Component Values, Generation Control, Frequency, and Arrears for Payees

Access the Earning/Deduction Assignment- Components page.



Earnings/Deduction Assignment: Components page

You can override the values of components—unit, rate, base, percent, and amount—that constitute the calculation rule for the earnings or deduction element. For example, if the calculation rule for an element is unit * rate, you can enter values for the unit and rate components but not the base and percent components.

You can enter an amount, regardless of the calculation rule. If you enter an amount with other component values, the system uses the amount to resolve the element. So if you enter an amount for an earnings element that has a calculation rule of unit * rate, the system uses the amount in the calculation. If you also enter a unit and rate, the system passes these values to the results tables, although it doesn't use them to resolve the element.

To override the value of the unit, rate, base, percent, or amount component, select the type of element that returns the override value. For numeric elements, enter the appropriate number in the **Value** field; for other element types, enter the name of the element that retrieves the override value in the **Element Name** field.

Calculation Rule Displays the rule defined for this earnings or deduction element.

Frequency Option You can override the frequency defined on the Element Name page. Options are:

Use Calendar Period Frequency: The system assumes that the element is in the frequency of the defined calendar period.

Use Element Frequency: When you select this default value, the system uses the frequency that you defined

when the element was set up, which, in turn, can use the calendar period.

Use Specified Frequency: You can select the frequency value in the field to the right.

Generation Ctrl (generation control)

You can override the generation control condition defined on the Element Name page. You can enter instructions here without specifying generation control details at the element level. Options are:

No Generation Control: The system ignores the generation controls that you defined at the calculation rule level.

Specified Generation Control: You can enter a generation control value in the field to the right and a value here without defining a generation control at the element definition level.

Use Element Generation Control: When you select this default value, the system uses any generation control that was defined at the time that the element was set up.

Payback Type

Overrides an arrears payback amount. Available only if the element is a deduction and the Deduction Arrears Allowed check box is selected on the Arrears page. Options are:

Use Element Payback Amount: Unavailable if the deduction doesn't have the Perform Net Pay Validation check box selected (on the Arrears page). With this default value, the system uses any payback amount that you defined while setting up the deduction element.

Flat Amount: Specify the amount in the next field.

No Limit: Select if you want no limit specified.

Note. The system assumes that the currency in the ***Flat Amount*** field matches that in the element definition.

Arrears Payback

To override the payback amount, select the type of element to retrieve the amount. Options are ***Bracket, Formula, Numeric,*** and ***Variable***. Select the element name in the field to the right, or enter the numeric value in the field to the far right.

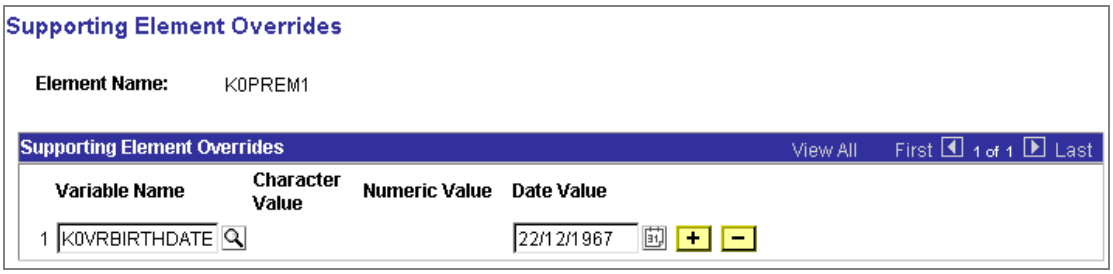
See Also

"Defining Earnings and Deduction Elements," Defining Arrears Information

"Defining General Element Information," Defining an Element Name (GP_PIN)

Overriding Variable Values for Payees

Access the Earning/Deduction Assignment- Supporting Element Overrides page.



Earning/Deduction Assignment - Supporting Element Overrides page

When you override the value of a variable that's associated with an earnings or deduction element, the override value affects only the resolution of that earning or deduction for the specified payee. After the earnings or deduction is resolved, the variable is set to its previous value. (These overrides are also called payee/element overrides.)

The supporting element override uses the same begin and end dates as the parent element. You cannot enter values with a monetary entry type.

Important! To override a variable element for *all* elements that use the variable (not just one earning or deduction that uses the variable), use the Payee Supporting Element Overrides page.

Example: How the Two Variable Override Methods Differ

E1 and E2 are set up as flat amount with the amount = V1

V1 = 100 (from the element definition)

If V1 = 200, according to an override entered on the Payee Supporting Element Overrides page, E1 and E2 resolve to 200.

If V1 = 200, according to an override entered for E1 on the Supporting Element Overrides page (accessed from the Earning/Deduction Assignment page), E1 resolves to 200, V1 is reset to 100, and E2 resolves to 100.

Example: Entering Variable Values for Court Orders

When a payee has a court order, you might have to define the payee's disposable earnings. Using a simplified example, say a judge indicates that E1 and E2 constitute disposable earnings but only 50 percent of E2 counts. So if E1 = 1000 and E2 = 500, disposable earnings should equal 1250 (1000 + 1/2 of 500).

When you define the disposable earnings accumulator on the Accumulators - Members page, you indicate the elements (E1 and E2) and the percentage. On this page, you could indicate the percentages (100 and 50), but to avoid setting up a unique disposable earnings accumulator for each person (because the next garnished employee might have E2 with a percentage of 75),

you can create two variables that default to 100 (percent). On the accumulator, you enter the variable names, not a percentage.

To enter the variable values for a payee, select the garnishment deduction element on the Earning/Deduction Assignment page, go to the Supporting Element Overrides page, and enter the variable values (50 percent for E2 in the example).

See Also

"Setting Up Accumulators," Defining the List of Elements That Contribute to an Accumulator

Example: Using Variable Overrides to Calculate Garnishments

You have an accumulator for the GARNAC1 garnishment, with these earnings elements as members:

Element	Percent	Percent to Accumulate
EARNINGS1	VARIABLE1	Blank
EARNINGS2	VARIABLE2	Blank
EARNINGS3	VARIABLE3	Blank

The variables are set up as follows:

Variable	Default Value
VARIABLE1	100
VARIABLE2	100
VARIABLE3	100

Payee 8001 has two garnishments that use the same calculation rule:

GARNISHMENT1 = Percent × Base

GARNISHMENT2 = Percent × Base

where:

Percent = Payee Level Override

Base = GARNAC1

You set it up on the Earning/Deduction Assignment page as follows:

Element	*Percent*	*Payee Supporting Element Override*	*Element*	*Payee Level Override Value*
GARNISHMENT1	10	Yes	VARIABLE1	75
GARNISHMENT1	10	Yes	VARIABLE2	50
GARNISHMENT2	10	Yes	VARIABLE1	60

- EARNINGS1 equals 1000.
- EARNINGS2 equals 500.
- EARNINGS3 equals 750.

When calculating GARNISHMENT1, the system encounters GARNAC1, sees that Percent is a variable, looks for supporting element overrides, finds override values for VARIABLE1 and VARIABLE2 for Payee 8001, and calculates the value of GARNAC1 as follows:

(1000 × 75% + 500 × 50% + 750 × 100%) = 1750

where GARNAC1 is calculated as:

(EARNINGS1 × VARIABLE1 + EARNINGS2 × VARIABLE2 + EARNINGS3 × VARIABLE3).

Therefore, the calculation for GARNAC1 in GARNISHMENT1 is:

1000 × 75% (using the payee-level override value of 75 for VARIABLE1)

500 × 50% (using the payee-level override value of 50 for VARIABLE2)

750 × 100% (using the default value of 100, because no payee-level override value existed for VARIABLE3).

When calculating GARNISHMENT2, the system finds a supporting element override only for VARIABLE1 and calculates the value of GARNAC1 as:

(1000 × 60% + 500 × 100% + 750 × 100%) = 1850

where GARNAC1 is:

(EARNINGS1 × VARIABLE1 + EARNINGS2 × VARIABLE2 + EARNINGS3 × VARIABLE3).

The calculation for GARNAC1 in GARNISHMENT2 is as follows:

1000 × 60% (using the payee-level override of 60 for VARIABLE1)

500 × 100% (using the default value of 100, because there was no payee-level override value for VARIABLE2)

750 × 100% (using the default value of 100 because there was no payee-level override value for VARIABLE3)

Overriding Supporting Element Values for Payees

Use the Payee - Supporting Elements Override page to override the value of a bracket, date, duration, formula, or variable element that's associated with a payee. Whenever the system resolves the element for the payee, it uses the override value that you select.

The Payee - Supporting Elements Override page is similar to the Pay Entity - Supporting Elements Override page, but the processing rules differ.

See Also

Defining Pay Entity Overrides

Processing Rules for Payee Overrides

Processing Rules for Payee Overrides

For payee overrides, the system looks at segment end dates (or period dates if there's no segmentation) for a payee to determine if a supporting element override is used. Unlike pay entity and pay group, the system doesn't look at the Definition as of Date.

Example: Segmentation and Payee Supporting Element Overrides

Two payees have the same override.

- Payee 1 has no segmentation.
- Payee 2 has segmentation. Segment 1 is 1–15 January. Segment 2 is 16–31 January.
  - The pay period is 1–31 January.
- VR1, a variable element, is defined as 50.
  - VR1 has a payee-level override of 100 beginning on 16 January.

For Payee 1, the value of VR1 is always 100, because there's no segmentation.

For Payee 2, the value of VR1 is 50 for Segment 1 and 100 for Segment 2.

See Also

Element Overrides and Segmentation

Defining Pay Calendar Overrides

In this section, we discuss how to define pay calendar overrides.

When defining a calendar for a payroll or absence process, you can enter instructions for two types of overrides. You can:

- Specify any earnings, deduction, or absence elements to exclude from processing for all payees.

Enter these instructions on the Calendar - Excluded Elements page.

- Override the value of brackets, dates, duration, formulas, and variable elements on the Calendar - Overrides page.

In this case, begin and end dates aren't used, on the assumption that the override applies to the calendar period.

See Also

"Using Calendars," Excluding Elements From a Calendar and Overriding Supporting Elements for a Calendar and Entering Calendar Override Instructions for a Payee

Defining Overrides Via Elements

In this section, we discuss how to update an element by means of another element.

The Update Via Element feature is used to control which elements can be updated by another element. You can update an element by means of another element in four places in the application:

- Arrays (through the Arrays Fields Retrieved fields on the Array Fields Retrieved page.
- Brackets (through the Return Column fields on the Bracket Search Keys/Return Columns page).
- Dates (through the Date Extract fields on the Date Extract page).
- Formulas (through the Assign To columns on the Formula Definition page.).

There are two ways to override the value of an element that's updated through another element: with positive input or by entering an override on the Supporting Element Overrides page, accessible through the Earning/Deduction Assignment page.

Defining Element Definition Overrides

With element overrides, you can override certain supporting elements that are associated with a primary element. The supporting element can be part of the primary element's definition.

In this section, we discuss how to override the definition of elements associated with primary elements.

Page Used to Define Element Definition Overrides

Page Name	*Object Name*	*Navigation*	*Usage*
Element Definition - Supporting Element Overrides	GP_ELM_DFN_SOVR	Define Business Rules, Define Global Payroll Rules, Setup 3, Earnings, Supporting Elements Override You can also access this page from the Deduction component, Absence Take component, or Absence Entitlement component.	Override the definition of a bracket, date, duration, formula, or variable element associated with an earnings, deduction, absence take, or absence entitlement element.

The Element Definition - Supporting Elements Override page is similar to the Pay Entity - Supporting Elements Override page.

Processing Rules for Primary Element Overrides

The processing rules for (primary) element overrides are the same as those for pay entity overrides, but element overrides are resolved in the earnings, deduction, or absence module of the batch process. Accordingly, the supporting element that's being overridden reverts to its prior value after being resolved.

See Also

Defining Pay Entity Overrides

Defining Overrides With Positive Input

In this section, we discuss how to override elements by using positive input.

You can override an earnings, deduction, or absence element by entering positive input on the Positive Input page. Use positive input to enter payee-related data for one pay period. For example, you can enter positive input for one-time bonuses or hours worked for a pay period.

You can also use the Supporting Element Overrides page, accessed through the Positive Input page, to override any system or variable element associated with an instance of positive input. Here, element values must be numeric, character, or date—they cannot be monetary.

An override applies to only one instance of positive input. After the instance is resolved, the supporting element returns to its previous value.

Processing Rules in Positive Input and Overrides

Begin and end dates exist on the positive input record, but the system uses them strictly as a means of assigning a positive input sequence (instance number) to a segment or slice. It uses the value assigned to the supporting element only for that sequence. After use, it reverts to the value that was assigned before the positive input entry.

See Also

"Working With Positive Input'" Entering a Rate Code or a Numeric Value and Overriding System and Variable Elements

Element Overrides and Segmentation

In this section, we discuss element overrides and segmentation.

When a pay period has period segmentation or element segmentation, payee overrides are generally applied to a segment based on the segment end date as well as the override's end date.

Payee overrides are based on the segment or slice in which they fall. The definition may be different in a slice or segment, unlike in the rule definition. A segment or a slice uses a payee override if it falls in the segment or slice, based on the override begin and end dates. Payee overrides do not cause segmentation.

Pay entity, pay group, and element overrides are unaffected by segmentation. The system retrieves the definition of the element and the override only once every period, regardless of period or element segmentation.

See Also

"Defining Segmentation," Segmentation and Payee Overrides

Overrides in Batch Processing

In this section, we discuss overrides in batch processing.

The following table describes how overrides to supporting elements are resolved during batch processing.

Program	*Process*
Payee Data Manager	Resolves hierarchy between pay entity, pay group, payee, and calendar supporting element overrides and loads the winner into a supporting element override/value array.

Program	*Process*
PIN Manager	Checks to see if the supporting element is resolved. • If the element isn't resolved, it looks for a supporting element override. ▪ If a supporting element override exists, the override value is used. ▪ If no supporting element override exists, the PIN resolution program is called. • If the element is resolved, the PIN manager checks the RECALC logic. ▪ If RECALC = NO, the PIN manager returns the previously resolved value. ▪ If RECALC = YES, the system looks for a supporting element override. If none exists, the PIN manager calls the PIN Resolution program to resolve the element.
Element Assignment	An array, formula, bracket, or date extract can assign a value to another element. In this case, the element is considered resolved.

Program	*Process*
Earning/Deduction/Entitlement/ Take program	Applies primary element overrides, then payee/element overrides, and finally positive input overrides, as applicable, to a supporting element used by an earnings, deduction, take, or entitlement element. For each type of override, the program saves the current value of the supporting element and retrieves the override value. Say a primary element override and a payee/element override exist for Variable A. The system stores the current value of Variable A (5), retrieves the primary override value (6), stores the current value of Variable 1 (6), retrieves the payee/element override value (3), and so on. After resolving the earnings, deduction, take, or entitlement element, the program restores the supporting element to its prior value—in our example, 5. For positive input overrides, the program assigns the override value per instance and restores the prior value at the end of each instance.

Here's what happens in the Earning/Deduction Program Flow with and without positive input:

Earning/Deduction Program Flow (no positive input):

1. Retrieve rule.
2. When an element override exists (that is, there are instructions to override a supporting element that's associated with an earnings or deduction), get the current value of the supporting element.

   Set the current value per the supporting element. Set the value of each supporting element to the override value (to be in force for the length of the earnings or deduction element resolution).
3. Overlay payee/element overrides (field by field).
4. When payee/element supporting element override exists, get the current value of the supporting element.

   Save the current value per the supporting element. Set the value of each supporting element to the override value.
5. Calculate the earnings/deduction element.

6. Add return values to the PIN Manager Return List (earnings/deduction + components).

7. Reset the value of each overridden payee/element supporting element to its original (previously saved) value.

8. Reset the value of each overridden element supporting element to its original value.

Earning/Deduction Program Flow (with positive input):

1. Retrieve rule.

2. When an element override exists (that is, there are instructions to override a supporting element that's associated with an earnings or deduction), get the current value of the supporting element.

   Set the current value per the supporting element. Set the value of each supporting element to the override value (to be in force for the length of the earnings or deduction element resolution).

3. Overlay payee/element overrides (field by field)

4. When payee/element supporting element override exists, get the current value of the supporting element.

   Save the current value per the supporting element. Set the value of each supporting element to the override value.

5. Save Rule + payee overrides.

6. Loop per instance.

   When positive input supporting element override exists for the current instance, call the PIN Manager to get the current value per positive input instance supporting element override PIN. Save the value per supporting element override PIN. Add positive input instance supporting element override PINs to the PIN Manager Return List, with instance override values.

7. Calculate the earnings/deduction instance.

8. Add the instance return values to the PIN Manager Return List (earnings/deduction + components).

9. Add prior values for each positive input instance supporting element override PIN to the PIN Manager Return List.

10. End positive input instance loop.

11. Reset the value of each overridden payee/element supporting element to its original (previously saved) value.

12. Reset the value of each overridden element supporting element to its original value.

CHAPTER 18

Element Eligibility and Resolution

This chapter describes how PeopleSoft Global Payroll determines:

- Which elements are eligible for resolution during a payroll or absence run.
- Whether to resolve an element that‘s deemed eligible for resolution.

Element Eligibility

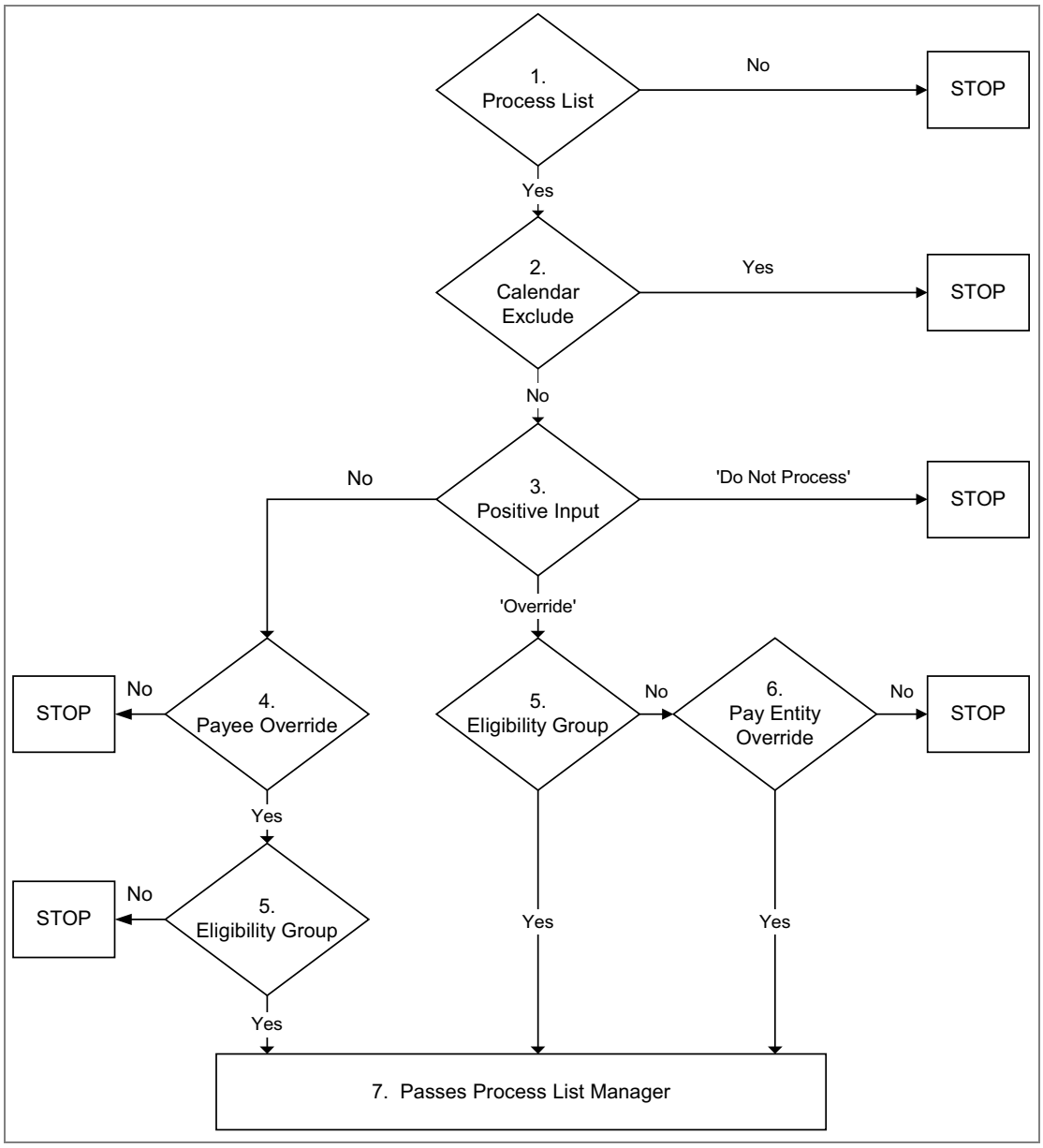
This section describes how the system determines which elements are eligible for resolution.

The system determines which earnings, deduction, absence take, and frequency-based entitlement elements that it encounters on a process list are eligible for resolution, using the Eligibility program, which applies eligibility tests.

- If the element passes, the system sets the eligibility switch to Yes and a process switch to Yes. The Process List Manager calls the PIN Manager to resolve the element.
- If the element is ineligible, the process switch is generally set to No and the element isn’t resolved.

Under certain circumstances, the process switch is set to Yes, even if the element isn’t eligible—for example, when a retroactive adjustment for an earnings or deduction is forwarded to the calendar or when a deduction has an outstanding arrears balance. In such cases, the system might resolve the adjustment or arrears balance but not the earnings or deduction element.

This diagram illustrates what the system checks to determine element eligibility:



Element eligibility diagram

1. Process list.

   The process list provides the first test of eligibility. The element must be in a section of the process to be eligible for resolution.

   Process lists can specify conditions under which sections are resolved. If a section isn't resolved because the required conditions are not met, no further processing occurs for that section's elements.

   Note. With a generate positive input section, the system checks element eligibility while processing the target calendar, not when processing the source calendar that generates positive input.

2. Calendar exclude.

   The Eligibility program checks if you've entered instructions to exclude the element from the calendar that's currently being processed. If the element is excluded, the eligibility switch is set to No. The element isn't resolved, no positive input is used, no paybacks from arrears balances occur, and no adjustments are forwarded. (If you exclude an element, you can still assign it a value in a formula.)

3. Positive input.

   If there's no positive input, the system checks for a payee override (step 4).

   If there's a positive input instance with the *Override* action type (and no *Do Not Process* instances), the system checks the eligibility group (step 5).

   If there's a positive input instance with the *Do Not Process* action type, the Eligibility program sets the process switch to No, even if there are other instances with an Override action type. It takes only one Do Not Process instance to stop processing the element.

4. Payee override.

   The Eligibility program checks for an override value for the payee on the Earnings/Deduction Assignment page or Entitlement/Take Assignment page (for the period that's being processed). If there's no override, the element stops processing.

5. Eligibility group.

   - If there's no positive input, the system checks if the element is in the payee's eligibility group.

     If the element's not in the Eligibility group, processing of the element stops. If it is in the eligibility group, the system checks if you've entered instructions to assign the element at the payee level (through the Earnings/Deduction Assignment or Entitlement/Take Assignment page.) If you have, it sets the process and eligibility switches to Yes.

   - If there is positive input with the Override action type (and no Do Not Process instances) and the element is in the payee's eligibility group, the system sets the process and eligibility switches to Yes. Otherwise, it checks for a pay entity override (step 6).

6. Pay entity override.

   If you've enabled positive input overrides for the pay entity (on the Pay Entity - Processing Details page), the element is eligible for resolution.

Note. If a deduction element with an arrears balance doesn't pass the eligibility criteria, the system still performs payback processing when the "Arrears Payback Controlled by" option on the Deduction - Arrears page specifies *All Pay Runs*.

See Also

"Defining Processing Elements"

"Using Calendars," Excluding Elements From a Calendar

"Working With Positive Input"

"Understanding Overrides," Assigning and Disabling Earnings and Deduction Elements for Payees

Element Resolution

This section describes factors that affect the resolution of an element that's met the eligibility criteria. In general, there's a PIN resolution program for each element type. Earnings and deduction elements are handled by the same program.

Definition as of Date

All effective-dated elements contain a Definition as of Date field, which tells the system which effective-dated row to use when retrieving an element definition. You provide the Definition as of Date information on the Element Name page. Say you select Calendar Period Begin Date. The system retrieves the element definition that was in effect as of the calendar period's first day.

See Also

"Defining General Element Information," Selecting the Definition As Of Date for an Element

Begin and End Dates

Begin and end dates are used with override instructions, specifying the period during which an override applies. Processing rules for begin and end dates vary, depending on the type of override that's being processed.

See Also

"Understanding Overrides," Begin and End Date Logic for Overrides

Generation Control

Generation control enables you to further control whether an earnings, deduction, absence entitlement, or entitlement adjustment is processed for a payee. You define the criteria under which elements should be resolved. Criteria can be based on HR status, run type, segment status, and other parameters.

For each parameter, you select whether the entries exclude or include the element during batch processing. Each payee must pass all generation control conditions for the element to be processed.

If a payee fails generation control for a deduction, payback processing might still occur and retro adjustments can still be resolved. If a payee fails generation control for an earnings, retro adjustments are still resolved.

See Also

"Defining Calculation Elements," Defining Generation Control Elements

Arrears

When a deduction fails generation control processing, payback processing can still occur, depending on the Arrears Payback Controlled By field on the Arrears page. The two values are *All Pay Runs* and *Deduction Schedule*. *Deduction Schedule* means the deduction must have passed generation control to do arrears payback processing. *All Pay Runs* means that even if the deduction doesn't pass generation control, payback processing occurs.

See Also

"Defining Earnings and Deductions," Arrears Processing

Earnings and Deductions

The following explains the element resolution code in the earnings/deduction program.

1. After passing eligibility, the element rule is overlaid with entries from the Earnings/Deduction Assignment page or the Positive Input page.

   If required payee level components are missing, the element isn't resolved. Retro adjustment processing can occur, but arrears payback cannot.

2. The last step is checking generation control.

   If generation control fails, the earnings or deduction element doesn't resolve but the arrears payback and retro adjustment processing can occur.

See Also

"Defining Earnings and Deduction Elements"

Overrides

You can override a value or an element definition at various levels. For example, you can override primary elements, such as earnings, deductions, and absences, at the payee level and exclude an element from the process list for all payees, by using the calendar exclude feature.

If there are several levels of overrides for an element, the system follows a hierarchy during processing.

See Also

"Understanding Overrides"

Recalculate Options

The Always Recalculate option on the Element Name page, the Retro Recalculate Option on the Earnings - Calculation page, and the Recalculate option on the section component determine the recalculation options.

If you select the Always Recalculate check box on the Element Name page, the system recalculates the element whenever it encounters it in the calculation process. So when you're updating a formula and recalculating or resolving it, the system uses the previously resolved value of the element if this check box is cleared. The Always Recalculate option applies only to the period that's being resolved.

On the Earnings Calculation page, the Retro Recalculate option allows you to select *Always Recalculate* or *Do Not Recalculate.* If *Do Not Recalculate* is selected in a retro period, the earnings/deduction program doesn't resolve the element but returns the values from the previous version. This applies to earnings and deductions, their components, arrears processing, and retro adjustments.

Note. The Recalculate switch on a section applies only to the element on that section, not to the entire element chain. In other words, it does not apply to the elements used by the parent element.

See Also

"Defining Retroactive Processing"

PIN Manager Logic

When the PIN Manager is called to resolve an element, it:

1. Checks to see whether the element has already been resolved for the current time frame (segment or slice).
2. If the element isn't resolved, it calls the appropriate PIN resolution program to resolve it.
3. If the element is resolved, the system checks the recalc (recalculation) logic.

Recalc Logic

1. The system reads the Always Recalculate check box on the Element Name page.

If the check box is selected, the appropriate PIN resolution program is called; if it isn't, the system takes the next step.

2. If the PIN Manager was called from the process list, the PIN Manager reads the Recalculate check box from the section of the current element.

   If the check box is selected, the appropriate PIN resolution program is called. If the check box isn't selected, the PIN Manager returns the previously resolved value for the element. The element isn't recalculated.

Example 1

You assign a value 10 to variable V1 in formula F1 and use V1 in a different formula, F2. If V1 has Always Recalculate selected, the following occurs:

When the formula program calls the PIN Manager to get the V1 value, it determines that V1 is resolved. Because Always Recalculate is selected, the PIN Manager calls the variable PIN resolution program to resolve the element. V1 is resolved to whatever the definition contains. The value assigned to V1 from F1 is lost.

If you clear the Always Recalculate check box for V1, the value assigned to V1 isn't lost. The PIN Manager, called from F2 to resolve V1, determines that V1 is resolved. Additionally, it determines that Always Recalculate isn't selected and returns the resolved value to the formula program.

Dates, arrays, and brackets can assign values to variables. For proper calculation, you must consider recalculation logic.

Example 2

In this example, the Always Recalculate check box must be selected. During resolution of a count element, daily processing occurs. The PIN Manager is called to resolve the formula, which isn't used elsewhere, once each day. The formula is resolved for the first day. On the second day, the first-day value is used, unless Always Recalculate is selected for the formula.

CHAPTER 19

Payroll Processing

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

- Enter processing instructions.
- Create group lists.
- Create process streams.
- View processing results.
- View the log file and processing statistics
- View payee messages
- View payee status and update a payee's processing instructions
- View results by calendar.
- View positive input results.
- View daily results of the Absence Take process.
- View delta values for retroactive calculations.
- View results by calendar group.
- View an element resolution chain.
- Correct batch processing and data entry errors.
- Finalize a payroll or absence run.
- Cancel a payroll or absence run.
- Process special situations

Understanding Payroll Processing

Once you've finished setting up your payroll system, you're ready to run a payroll. Whether you're running the process for a regular payroll or for absence take or absence entitlement, the steps are the same. The way that you define your process lists and calendars determines who and what gets processed.

To take advantage of the PeopleSoft Global Payroll processing capabilities, you need to understand how the system processes payroll and absence runs and what options are available. The next few sections discuss key processing features, preparations, steps for running the process, and status codes for monitoring processing.

Processing Features

Iterative Processing for Preliminary Pay Runs

Iterative processing enables you to process complex, preliminary pay runs quickly with minimal demands on system resources. You launch an Identify phase that flags each payee that meets the selection criteria for your pay run, then launch a Calculate phase that computes net income (or absence take or entitlement, as applicable) for all *identified* payees. After reviewing the results and making the necessary corrections, you rerun the Calculate phase for payees that have had changes since the last run.

Stream Processing

Stream processing is an optional feature that you can use to reduce processing time. You divide payees into subsets, based on their employee IDs, so that the system can perform calculations for multiple sets of payees at the same time.

Group Lists

Group lists are user-defined subsets of the payee population that is scheduled for processing. This feature enables payroll clerks to work concurrently with different sets of payees in the same pay group and to run a subset of payees through the Banking process for early payment.

Troubleshooting Tools

When you run payroll or absence calculations, you can generate an element resolution chain that shows, by payee, how and in what order each element was resolved. This chain also shows how long it took to resolve each element on the process list. Significant system resources are needed to produce an element resolution chain, so we recommend that you use this feature for problem solving only.

See Also

Creating Process Streams

Creating Group Lists

Viewing an Element Resolution Chain

Processing Preparations



Processing steps

Here are the steps to prepare for payroll processing:

1. (Required) Create calendars.

   Calendars tell the system which pay group, run type, process list, and calendar period to process. You define pay groups, run types, and process lists during system implementation. You can define calendar periods during implementation or when you set up your calendars.

   Important! You cannot edit fields on the Calendar Period, Calendar, or Calendar Group ID pages after you initiate processing (other than to add payees to the Calendar, if you selected the Listed Payees option). To make changes to those pages, you must cancel the pay run.

2. (Required) Create the calendar group ID.

   The calendar group ID identifies the set of calendars to run together and the sequence in which to process the calendars. If you want to use stream processing, you must indicate that when setting up the calendar group ID.

3. (Optional) Create streams.

   To use stream processing, identify the range of employee IDs for each stream. Stream set up is a one-time process that may require the assistance of a database administrator.

4. (Optional) Create group lists.

   To use the group list feature, clerks who run the payroll process select the payees for each group list. (Group lists are tied to user IDs.)

5. (Optional) Enter positive input.

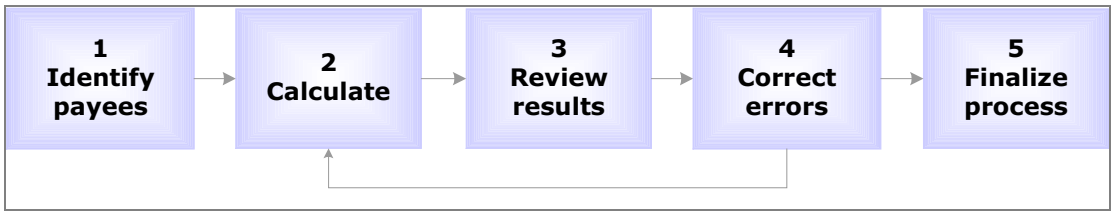
   You can enter positive input for the pay period before or after you begin processing. If you enter positive input after you run the Calculate phase, run Calculate again to pick up your entries.

See Also

"Using Calendars"

"Working With Positive Input"

Processing Sequence



Processing steps

Here are the steps for running a payroll run or an absence run (use the Payroll Run Control page for steps 1, 2, and 5):

1. Identify payees (Identify phase).

   The payroll cycle begins when you run a process that identifies all payees that are to be processed.

2. Perform calculations (Calculate phase).

   This phase computes each payee's gross and net earnings (for a payroll run) or absence take or entitlement units (for an absence run).

3. Review results.

   If the system encounters problems during the Calculate phase—for example, invalid element definitions or payee eligibility problems—it places the payee in error. You can use various pages to review summary results, errors, and warning messages.

4. Correct any errors and recalculate.

   To correct errors, you may need to update the Positive Input pages or make changes to the data in other applications that are integrated with PeopleSoft Global Payroll, such as Human Resources or Time and Labor. You can then run the Calculate phase again to process only the payees that need to be recalculated.

5. Finalize the run.

   When you're satisfied with the processing results, run the Finalize phase to close the calendar group ID.

Processing Concepts

Identifying Payees

You begin a payroll or absence run by selecting the Identify phase on the Payroll/Absence Run Control page. The Identify phase loops through each calendar that is linked to the calendar group ID and finds all the payees that belong to the pay group that you identified when setting up the calendars. It then identifies the subset of payees that meet the Payee Selection Criteria on the calendars.

You run the Identify phase once per calendar group ID (or once for each stream, if you're using stream processing). Later, if you add new hires, remove terminated payees, enter positive input, or make other changes that affect payee eligibility, the system detects the changes by looking for iterative triggers when you run the Calculate phase. (You must define iterative triggers for the types of changes to the Job record that you want the system to detect.)

For example, after running the Identify phase, you add five new hires to the pay group. As each new hire is added, the system creates a trigger. When you run the Calculate phase, the system sees the triggers for the new hires and includes them in the population of payees to be processed.

A calendar group ID is considered *open* from the time that you launch the Identify phase until you run the Finalize phase.

Important! Payees can be linked to only one open calendar group ID at a time. For example, if you're finishing up the payroll for July and you have set up a separate calendar group ID for bonuses, you must finalize a payee's regular July payroll run before you can run his or her bonus calculation. This feature helps ensure that the accumulators are updated in the correct sequence.

Calculating Payees

Once you identify payees, you can perform gross-to-net pay calculations or absence take or entitlement calculations. The system calculates one payee at a time, calendar by calendar. If a calendar that is associated with a payee is segmented—meaning that the payee receives more than one net payment for the calendar—the system calculates the net amount for each segment before calculating the payee's net amount in the next calendar. After the system has calculated a payee's net pay across all calendars, it continues to the next payee.

Usually you run the Calculate phase several times for the same calendar group ID, first for the entire population of payees that you selected during the Identify phase and then for payees with changes or errors. With each iteration, you identify which payees you want to calculate by selecting one of these options:

- Calculate Payees

  This is the Calculate option that you'll select most often. It instructs the system to identify all payees with iterative triggers, including new hires and transfers, payees placed in error during a previous calculation, and those for whom you've manually entered processing instructions using the process indicator.

- Recalculate All

  Occasionally, you might need to recalculate every payee that is associated with a calendar group ID, stream, or group list. The Recalculate All option instructs the system to delete existing calculations and calculate each payee again without identifying the payees; that is, without trying to determine whether each payee still meets the payee selection criteria.

Freezing and Unfreezing Calculations

If your organization is like most, you have a short window of time between the day that you start running the payroll process and your cut-off date. At some point, you might want to stop processing payees with iterative triggers (for example, those with salary adjustments) and concentrate on correcting errors so that you can finalize your payroll. To do this, you instruct the system to freeze calculations for the population that you specify. The Calculate phase ignores any subsequent online changes that you make to payees during the pay run and any positive input that you enter later for these payees. (The system keeps the triggers in case the payee is unfrozen later.) However, if you run the Recalculate All option after payees are frozen, the payees are recalculated.

You can freeze or unfreeze all payees that are in the current process stream, group list, or calendar group ID by selecting the Freeze option on the Payroll/Absence Run Control page or you can freeze selected payees on the Payee Status page.

To freeze calculations for a payee, the following conditions must be met:

- Each payment that is associated with the payee (for all segments of all calendars) must have a calculation status of *Calculate*. If you freeze or unfreeze one segment for a payee, all of the payee's segments for the calendar become frozen or unfrozen.
- The selection status cannot be *Suspend, Cancel,* or *Approve.*

Approving Calculations

You can approve calculations for selected payees and groups before you finalize a payroll run. Approved calculations are eligible for the banking process, so it's not necessary to finalize a payroll run before paying a payee. Once calculations are approved, they are no longer subject to recalculation, regardless of new triggers or positive input. You cannot reverse the approval process or cancel a payroll run after one or more payees have been approved.

Calculations are approved by calendar, in the order in which they were processed. You can approve segments for individual payees (on the Payee Status page) or select the calendars for which you want to approve all calculated or frozen amounts (on the Payroll/Absence Run Control page).

See Also

"Setting Up Triggers"

Status Codes and Process Indicators

Status Codes and Process Indicators

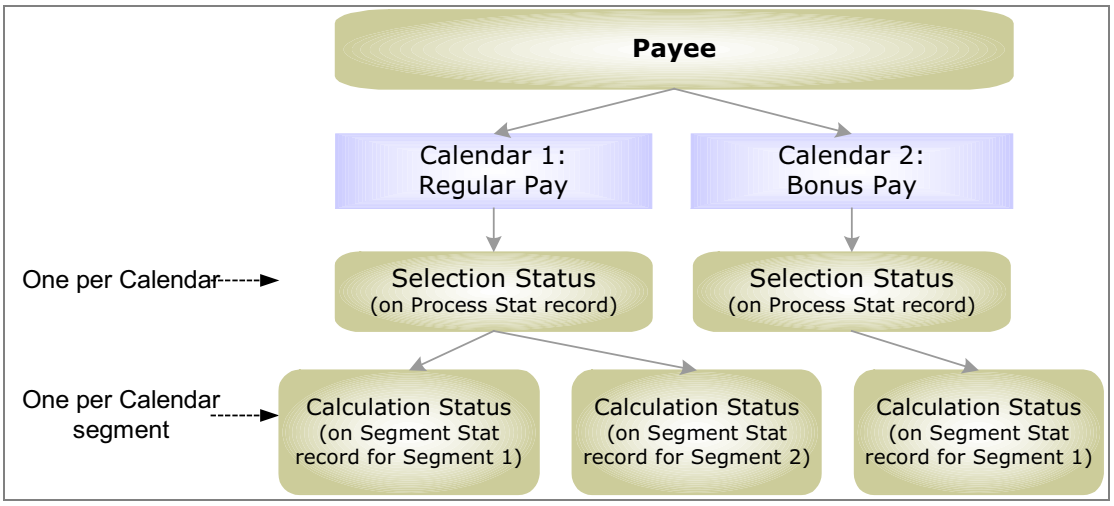
Status codes and process indicators play an important role in payroll and absence processing. Status codes help you monitor and interpret the processing results; process indicators enable you to manually enter processing instructions for specific payees. This section focuses on how the codes are created and how to interpret them.

Status Codes

The system creates two sets of status codes as it identifies each payee for processing:

- One *selection status* code for each payee for each calendar, which it stores on the Process Stat (process status) record. During the first run of the Identify phase, each payee's selection status is set to Active or Inactive to explain why the payee was identified for processing. With each iteration of the Calculate phase, the system updates the status to explain why the payee was included in or excluded from processing.

- One *calculation status* code for each payee, per calendar segment, which is stored on the Segment Stat record. If a calendar has no period segmentation, a payee has one calculation status. Calculation status tells you the most recent action that has been completed for the segment, for example, identified, calculated, approved or frozen. Before you run the Calculate phase for the first time, the status code for each identified payee is *Identified.*



Status codes created when payees are identified for processing

Process Indicators

Sometimes you might need to cancel a payee from a payroll or an absence run; temporarily suspend a payee from processing; freeze, unfreeze, or approve a payee; or take some other action at the payee level. You do this by entering a process indicator that tells the system what action to take during the next iteration of processing. For example, if the selection status for payee A is *Active,* and you need to cancel that payee from the pay run, set the payee's process indicator to *Cancel.* The next time you run the Calculate phase, the system deletes all calculation results for payee A and changes payee A's selection status to *Cancelled.*

Important! Changing a process indicator updates all of a payee's segments that are in the same calendar group ID. The exception is the Approve indicator, which updates selected calendars in sequential order.

Status Code and Process Indicator Definitions

The tables below list the status codes and process indicators. Selection status (one per payee per calendar) and calculation status (one per calendar segment) are system-maintained; the process indicator is user-maintained.

Selection Status	*Definition*
Active	Payee was active for at least one day within the calendar.
Inactive	Payee was not active within the calendar, but was selected because of positive input, a retroactive trigger, or a forwarded adjustment.
Cancelled	You manually canceled the payee from the calendar run. The system doesn't reselect the payee for the current calendar run or a retroactive run.
Suspended by User	You manually suspended the payee from the calendar run. The next time you run Calculate, the system tries to reidentify the payee and recalculate the net pay.
Suspended by System	The payee is linked to another open calendar group ID. (A payee can be selected for only one unfinalized calendar group ID at a time.)

Calculation Status	*Definition*
Identified	Segment has been identified for calculation but has not been calculated.
Payment Calculated	Segment has been calculated.
Frozen	Segment is not subject to further calculations unless you unfreeze it or run the recalculate phase.
Approved	Segment is eligible for the Banking process and cannot be recalculated.
Finalized	The calendar run has been finalized. You can no longer make changes.
Banking Complete after Approve	Segment has been approved and run through the Banking process.
Banking Complete after Finalize	Segment has been finalized and run through the Banking process.
Error	An error occurred during calculation.
Bypassed	The system did not attempt to calculate the payee because of an error.
Error - User	An error was produced because of a condition that you defined through a message element.

See Also

Viewing Payee Status and Updating a Payee's Processing Instructions

Process Indicator	*Definition*
Normal	This initial setting appears after each calculation. It indicates that there are no special processing instructions for this payee.

Process Indicator	*Definition*
Cancel	The payee will be canceled from the payroll or absence process during the next iteration of the Calculate phase. The selection status will be changed to Canceled. The payee will not be identified again unless you change the indicator to Uncancel before finalizing the pay run.
Recalculate	All calculations that are associated with the payee's jobs (employee ID and employee record number combination) will be rerun the next time you run the Calculate phase. This is similar to the Recalculate All option on the Payroll/Absence Run Control page, but it applies only to payees that you select.
Suspend	The payee will be withheld from processing the next time you run the Calculate phase. The selection status will be changed to *Suspended by,* and all calculation results will be deleted. During subsequent calculations, the system will try to reidentify and recalculate the payee (until it succeeds or you cancel the payee). You do not need to take any action.
Uncancel	The system will change the selection status from *Canceled* to *Active, Inactive,* or whichever selection status is appropriate and will try to reidentify and recalculate the payee the next time the Calculate phase runs.
Approve	The segment is no longer subject to recalculation, regardless of triggers. This status cannot be reversed. Approved segments can be paid through the Banking process.
Freeze	The payee is not subject to recalculation unless you select Recalculate All or Un-freeze on the Payroll/Absence Run Control page or the Payee Status page.
Unfreeze	Reverses a payee's freeze status.

Common Elements Used in This Chapter

Multiple inquiry pages described in this section contain the same fields, which we describe here.

Action Type

Displays the type of action that the system performed when it processed an instance of positive input. Values are:

Do Not Prc (do not process): The system did not resolve the instance, based on instructions from the Positive Input page.

Override: The system resolved the value of this instance using an amount, rate, unit, percent, or base amount from the Positive Input page.

Zero: The system did not resolve the instance of positive input but entered 0 in the results table.

Calculate Action and **Calc Action**	The following values appear in this field: ***Calc*** (calculate): The segment has been calculated. ***Rvrs*** (reverse): The segment was calculated originally, but during the recalculation period, the payee was no longer eligible for selection, and the segment was reversed. For example, assume that a payee was originally in Pay Group A but moved to Pay Group B. A retroactive change is made to switch the payee to Pay Group B. *Reversal* segments are created for the Pay Group A calendar during the retroactivity, to *reverse* the previous calculation.
EmplID From (employee ID from) and **EmplID To**	Enter the employee IDs of the first and last payees in the range (on inquiry pages) or to be included in the processing stream (on the Streams page).
Paid and **Unpaid**	The portions of the Day Count that are paid and unpaid.
Revision Number and **Version Number**	Together, these fields indicate whether an amount was recalculated due to retroactivity and (if so) which retroactive method was applied: When the retro method is corrective, the version number increments by 1; the **Revision Number** stays at 1. When the retro method is forwarding, the version number stays the same; the **Revision Number** increments by 1. The original set of output results for a calendar calculation is Version 1, Revision 1.
Segment Number	The number that is associated with the segment. The value ***1*** appears if the calendar is not segmented.

See Also

"Defining Retroactive Processing," Tracking Recalculated Calendars

Entering Processing Instructions

When you're ready to begin a payroll or absence run, create a run control ID and enter your processing instructions:

1. Access the Payroll/Absence Run Control page.
2. Indicate which payees you want to process (options vary by processing phase).
3. Select the phase of processing to execute (always select the Identify phase the first time).

4. To produce an element resolution chain or generate performance statistics, select the appropriate option.

5. Select the language to use for the Log File.

6. Click the Run button.

Note. The Description and Process Name (as they appear on the Process Scheduler page) are GLOBAL PAYROLL, GPPDPRUN. The same name applies to absence and pay runs.

Because processing is iterative, you return to the Payroll/Absence Run Control page several times throughout the run to update your instructions. For example, after the Calculate phase runs, you'll want to check the results, make corrections, access the Payroll/Absence Run Control page again (using the same run control ID), and enter instructions for the next phase of processing. Repeat this process as often as necessary until you're ready to finalize the run. The system deletes the run control record each time a processing phase is completed.

If a pay run is aborted, you can correct the problem, view the Restart Information on the run control page, and resume where processing left off. You don't have to start the pay run at the beginning.

In this section, we discuss how to:

- Enter processing instructions for payroll, absence, and entitlement processes.
- Approve payments by calendar.
- View information about an aborted run and restart the process.

See Also

PeopleTools PeopleBook: Process Scheduler

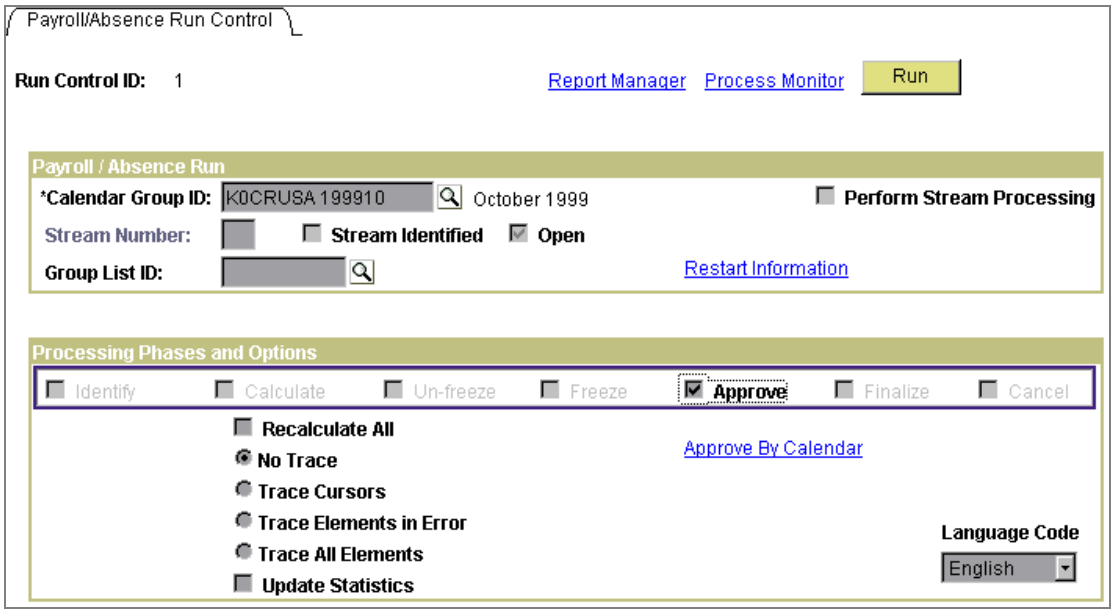
Pages Used to Enter Processing Instructions and Define Run Control Parameters

Page Name	*Object Name*	*Navigation*	*Usage*
Payroll/Absence Run Control	GP_RUNCTL	Compensate Employees, Manage Global Payroll Process, Process, Payroll/Absence Run Control	Enter processing instructions for a payroll process, an absence take process, or an absence entitlement process.

Page Name	Object Name	Navigation	Usage
Payroll/Absence Run Control - Approve by Calendar	GP_RUNCTL_SP	Compensate Employees, Manage Global Payroll Process, Process, Payroll/Absence Run Control Click the Approve by Calendar link, which is activated when you select the Approve option.	Select the calendars for which the system will approve calculated or frozen segments.
Payroll/Absence Run Control - Restart Information	GP_RUNCTL_SEC	Compensate Employees, Manage Global Payroll Process, Process, Payroll/Absence Run Control Click the Restart Information link.	View information about an aborted run, including where the system resumes processing after you fix the problem and resubmit the process.

Entering Processing Instructions

Access the Payroll/Absence Run Control page.



Payroll/Absence Run Control page

Payroll/Absence Run

Calendar Group ID Select the ID for the set of calendars to process. (The

prompt table excludes calendar group IDs that have been finalized.)

Perform Stream Processing and **Stream Number**

If you selected the stream processing option on the Calendar Group ID page, the Perform Stream Processing check box is selected and the following conditions apply to the **Stream Number** field:

- If you select **Identify** (as the processing phase), you must enter the stream number to process.
- If you select **Calculate, Un-freeze, Freeze,** or **Approve,** enter the stream number here or complete the **Group List ID** field (if you have run the Identify phase for all streams).

Stream Identified

Selected if the Identify phase has been run for all streams. Once all streams are identified, you can use group lists for other phases of processing.

Open

Selected after you run the Identify phase for the entire calendar group or for a stream; this check box remains selected until you run the Finalize phase, so you can still process changes. (The Calendar Group ID page displays the time that the Identify phase was run.)

Group List ID

To calculate, freeze, unfreeze, or approve only payees in a particular group list, enter the group list ID. You can process only group lists that you created with your user ID.

Restart Information

If a fatal error, such as a database error, occurs during processing, the processing stops and an error message appears. Click the Restart Information link to see where the process stopped and where it will resume after you address the problem. After correcting the error, restart the process. Usually you don't need to cancel the run.

See Also

Creating Process Streams

Processing Phases and Options

Select the processing phase to run. You can run some phases together, such as Identify and Calculate. Sometimes selecting one option makes other options unavailable.

Identify

Select the first time you run the process. It instructs the system to identify all payees (associated with the calendar group ID, or selected stream, if applicable) that meet the payee selection criteria that is defined on the calendar pages that are tied to the calendar group ID. If you are using stream processing, the Identify phase must be run by

itself. Otherwise, you can run the Identify phase with the Calculate phase.

Once you run the Identify phase, you cannot select this check box again for the same calendar group ID or stream, unless you cancel the entire run. With iterative processing, the system adds and removes payees based on changes that you make to the data, so you don't have to run the Identify process more than once.

Calculate

Select when you are ready to calculate the payroll or absence units for an absence run. You can run the Calculate phase after or at the same time as the Identify phase. The first time you run Calculate, the system calculates every payee that is flagged by the Identify phase.

For each subsequent run of the Calculate phase, you define the subset of payees that you want to process or reprocess by selecting the appropriate check boxes:

Select the **Calculate** check box to reidentify payees and recalculate:

- Payees that were placed in error during a previous calculation.
- Payees that were placed in suspend status.
- Payees for whom you manually set the process indicator to *Recalculate* or *Uncancel.*
- Payees with iterative triggers, unless they are frozen or approved.

Select both **Calculate** and **Recalculate All** to recalculate the entire population of payees that have already been calculated, including frozen payees. (Approved payees are not recalculated.) The system reidentifies only payees with iterative triggers.

Un-freeze

Select to lift the freeze for payees that were frozen. During the batch process, the system resets the calculation status to *Calculated.* In subsequent runs of the Calculate phase, the system again performs calculations for these payees.

Freeze

Select to freeze payees that have been calculated. (Payees with *Identified* status are not frozen.) The system freezes all calculations for the selected population. When you run the Calculate phase for this payee again, the system ignores iterative triggers and positive input were added while the payee was frozen. (If you select the Recalculate All option, however, the system processes the triggers and positive input.)

Approve

Select if no additional calculations are to be performed for the payees that you will process, regardless of new triggers. Once you approve a payee, you can run the Banking process for the payee.

To limit approval to selected calendars, click the **Approve by Calendar** link to open the Approve by Calendar page.

Important! You cannot reverse the approval process or cancel a run after payees are approved.

Finalize

Select to close the payroll or absence cycle for the entire calendar group ID. Once you finalize the run, no more calculations are possible.

The Finalize phase must be run by itself.

Cancel

Select to invalidate the entire pay run. The system deletes all calculations for payees, restores all data to prior values, and deletes all status indicators.

Select this check box after you run the Identify or Calculate phase. If this check box is selected, no other options are available. You cannot cancel a run after payments are approved or finalized.

The Cancel phase must be run by itself.

Language Code

Select the language the system uses to display the Log File (which helps the system administrator determine whether a run completes successfully). The default is the Preference Language that is defined for the user.

Recalculate All

If you select this check box, also select **Calculate.** The system deletes the calculation results for all payees from prior runs, including frozen payees but excluding approved segments, and sets the status indicators to their original values. It then recalculates (but does not reidentify) every payee that has already been calculated.

This option is appropriate if you've modified records that are used during processing and that do not create iterative triggers—for example, if you've changed an element's definition.

Warning! Recalculating all payees can place a heavy load on system resources. We suggest that you select **Recalculate All** only when you suspect that calculations are wrong for a large number of payees because of bad data, an erroneous element definition, or some other problem with far-reaching consequences.

See Also

Finalizing a Payroll or Absence Run

Freezing Calculations

Trace Options

Several trace options are available during the Calculate phase. These options enable you to request an element resolution chain—a file with detailed results of the Calculate phase—for payees that will be calculated during the next run.

Note. If you are calculating a large number of payees, selecting **Trace Cursor, Trace Elements in Error,** or **Trace All Elements** can degrade system performance. We recommend that you use these options for troubleshooting only. (These options require the same level of system resources.)

No Trace	Select if you don't want to produce an element resolution chain.
Trace Cursors	Select to have the Log File report each time the Payee Data Manager program opens cursors (SELECT statements that return more than one row) for the Job table, Employment table, and other tables during batch processing. This information can be useful for performance tuning.
Trace Elements in Error	Select to produce an element resolution chain that includes only those payees in error.
Trace All Elements	Select to produce an element resolution chain that shows how all elements were resolved for the calculated payees. You can determine the intermediate value of every element and the order in which the elements were resolved.
Update Statistics	This option helps the database administrator to fine-tune system performance. If you select this check box, the system generates statistics at the beginning of the Calculate phase that provide information about how the worktables are being used during processing.

See Also

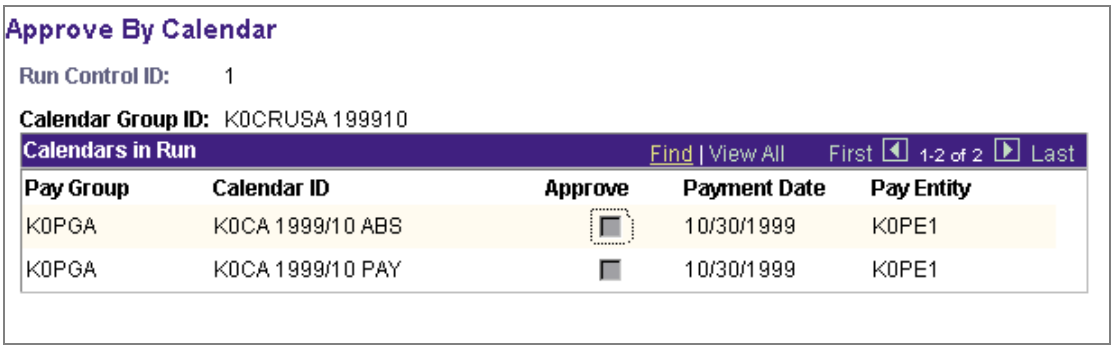
Canceling a Payroll or Absence Run

Freezing Calculations

Viewing an Element Resolution Chain

Approving Payments by Calendar

Access the Payroll/Absence Run Control - Approve by Calendar page.



Payroll/Absence Run Control - Approve by Calendar page

Calendars are listed according to the sequence number that is assigned on the Calendar Group ID page and must be processed consecutively to ensure the accuracy of balances and retroactive processing. You cannot skip over any calendars. If five calendars are listed, and you want to process the second and third ones, you must select the first calendar also.

Calendars for retroactive periods are not listed. The system approves retro segments when it approves payments that are associated with the first calendar.

Restarting the Process

Access the Restart Information page.



Payroll/Absence Run Control - Restart Information page

Run Phase, Run Phase Step These fields identify where processing stopped, if the program made a commit during processing. **Run Phase** displays ***Initial, Iterative, Cancel, Identify, Calculate, Finalize, Complete.***

Restart Program, Next Step, Restart Number — These fields contain information only if the process was aborted during the Identify phase.

Restart EmplID — If the failure occurred during the Calculate phase, this field displays the employee ID number of the first payee that is to be calculated when you restart the process.

Note. When you restart the Calculate phase for a group list, the system uses the definition of the group list as of the restart time.

Creating Group Lists

A group list defines a subset of payees that you can process at the same time. Group lists are linked to user IDs. You can process any group list that you create. You can use group lists with the Calculate, Freeze, Unfreeze, and Approve phases of processing after you run the Identify phase for the calendar group. Groups lists and streams are mutually exclusive: if you select a group list for processing, you cannot also select a stream number, and vice versa.

Following are some key characteristics of group membership:

- You can update the members of a group list at any time. The system uses the current definition of the group list.
- The system ignores payees in a group list that are not associated with the pay calendars that are being processed.
- You can include a payee in more than one group list; however, we recommend that you do not.

  If users start concurrent processes for the same calendar group, but with different group lists that include the same members, the second process stops soon after it begins. This allows the user to remove duplicate payees from the group list.

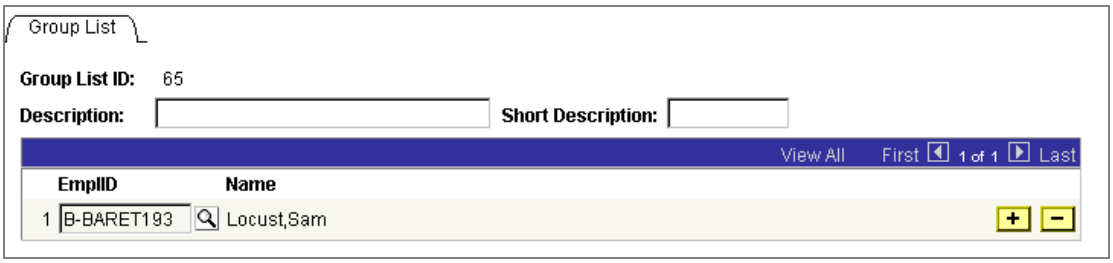
Warning! If you run the Calculate phase by group list only, the system doesn't detect changes to the payees that are added or removed from a calendar after the initial Identify phase. To process overlooked payees, run the Calculate phase for the entire population (without group lists) before finalizing the run.

Page Used to Create a Group List

Page Name	*Object Name*	*Navigation*	*Usage*
Group List	GP_GRP_LIST	Define Business Rules, Define Global Payroll Rules, Setup 4, Group List	Create, edit, and view subsets of payees that you can process during a payroll or absence run.

Creating a Group List

Access the Group List page.



Group List page

EmplID Select the employee ID for each person to include in the group.

Note. You can view or edit only groups that are created with your user ID.

Creating Process Streams

Stream processing is an optional feature that provides added flexibility to payroll processing. You can divide payees into subsets, or *streams,* based on employee ID, and run calculations for either of the following:

- Only those payees in the stream that you select.
- Two or more streams at the same time.

By starting more than one stream at a time, you shorten the processing time significantly—the system processes the streams simultaneously, rather than going through a single, extended run. Using streams can also help control the sequence of each run and establish break points, to commit the results of your payroll run to the database.

You must process each stream before you can finalize the calendar group ID. The Cancel and Finalize phases are not stream-oriented because they affect all payees that are processed with the same calendar group ID.

Prerequisites for Stream Processing

Stream processing requires preliminary steps. Perform steps 1 and 2 once. Perform steps 3 and 4 each time that you use stream processing while running a payroll.

To prepare for stream processing:

1. Create the streams.

2. Partition tables in the database.

   A database administrator needs to partition tables, using employee ID as the key.

3. When creating calendars, select the **Stream Processing** check box on the Calendar Group ID page.

4. Select the streams to process through the Payee/Absence Run Control page.

   To process several streams at once:

   a. Select the processing options for the first stream.

   b. Using the same Run Control ID, enter the instructions for the next stream

   c. Repeat step **4b** for each stream.

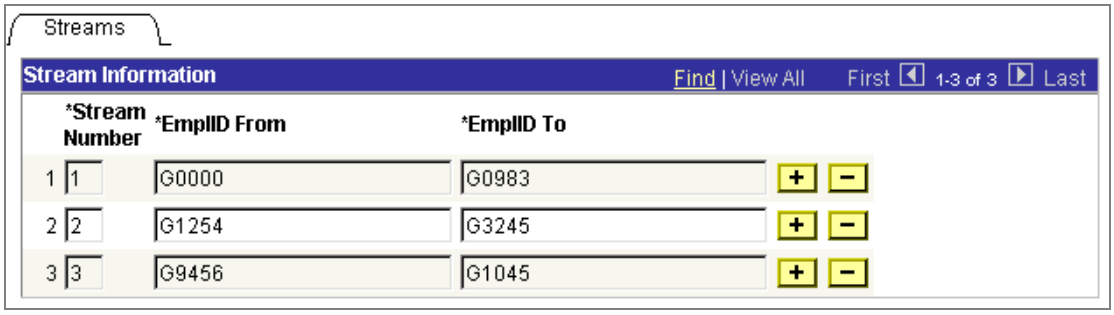
      You can run the streams all at once or at different times.

Page Used to Create Streams

Page Name	*Object Name*	*Navigation*	*Usage*
Streams	GP_STREAM	Define Business Rules, Define Global Payroll Rules, Setup 4, Streams	Set up a processing stream. Before you can use stream processing, you must partition tables in the database.

Creating Streams

Access the Streams page.



Streams page

Enter a stream number and the employee IDs of the first and last payees to include in the stream.

Note. You cannot include the same employee ID in more than one stream.

View Processing Results

After running the Calculate phase, you can view the results. Processing results appear on the components listed below. We suggest that you view the pages in the order shown.

Results Pages	*Purpose*
Log File	Enables the system administrator to determine whether the COBOL process was executed successfully.
Processing Statistics	Provides processing statistics for the run, including the number of payees that are in error. View by calendar or calendar group.
Payee Messages	Shows error messages and warnings.
Payee Status	Enables you to view the calculation status of payees and to enter processing instructions for individual payees.
Results by Calendar Group ID	Shows a payee's calculated earnings, deductions, accumulators, and supporting elements for each calendar that is associated with the calendar group ID that you select. You also see calculations by calendar segments, positive input, absences, and retroactive calculations, including deltas and forwarded adjustments.
Results by Calendar	These pages display the same information as the Results by Calendar Group pages, but only for the calendar that you select. You can view the results of a calendar that has been used in different Calendar Groups. For example, if retroactivity causes a calendar to be run more than once, you can access the results of the original run, plus the results of each retroactive run.
Element Resolution Chain	Shows how each element was resolved.

These pages can also be a helpful resource after the Finalize phase. All information remains available after you finalize a run except for Payee Messages and Iterative Triggers. Canceling an entire payroll or absence run deletes all results.

Viewing the Log File and Processing Statistics

In this section, we discuss viewing:

- The Log File generated by a payroll or absence process.
- Processing statistics for a payroll or absence process.

The Processing Statistics component displays high-level processing results:

- The number of payees that are identified, in error, calculated, or finalized.
- The number of active, inactive, canceled, and suspended payees.

Reviewing the Log File

The Log File gives the system administrator basic information about the run and whether it was completed successfully. The language in which this file is produced is determined by the user ID of the person who enters the processing instructions on the Payroll/Absence Run Control page.

Example 1: Log File for Successfully Completed Run

The database name and the processing options that you selected on the Payroll/Absence Run Control page appear at the top of the file:

```
Process started        :                13:27:09

Connecting to Database                  GP830DVL
  with User ID         :                PSGP
  and Batch Run ID     :                1

Calendar Group ID                       K0CRUSA 199910
  Stream Number        :                00
  Group List ID        :
  Identify Option      :                No
  Calculation Option   :                Y
  -   Trace Option     :                A
  -   Recalculate All  :                N
  Unfreeze Option      :                N
  Freeze Option        :                N
  Approve Option       :                N
  -   By Calendar     :                N
  Finalize Option      :                N
  Cancel Option        :                N
```

The Checkpoint Interval and Progress Interval that you selected on the Installation Settings page appear in the next section of the Log File.

```
Checkpoint / Restart
  CheckPoint Interval  :                1000
  Progress Interval    :                0500
```

Information about the run phase follows. You can see some of the same information when you select the Restart Information link on the Payroll/Absence Run Control page.

```
Run Phase            :                1
  Cancel Pgm Option  :
  Identify Pgm Option :
  Next Program       :
  Next Step          :                  0000
```

```
  Next Number          :                 00
  Next Employee ID     :

Processing Payee Range
  First Employee ID    :                 B-BARET100
  Last Employee ID     :                 ZP007
```

A timestamp message appears at the beginning and end of each processing phase. The timestamps represent application server machine time, not database time.

```
Initial Phase started  :                 13:27:12

  Looking for T&L feed
  COMMIT TAKEN

Initial Phase ended    :                 13:27:12

Iterative Phase started:                 13:27:12

  COMMIT TAKEN

Iterative Phase ended  :                 13:27:12

Cancel    Phase started:                 13:27:12

  Canceling Selectively for Recalculation
  Total number of Segments processed   :          0
  COMMIT TAKEN

Cancel    Phase ended  :                 13:27:14

Identify  Phase started:                 13:27:14

  Iterative screening for new Payees

  Total number of Payees identified    :         10
  Total number of Segments identified  :         20
  COMMIT TAKEN

Identify  Phase ended  :                 13:27:17

Calculate Phase started:                 13:27:18

  Looking for T&L feed
  COMMIT TAKEN
```

```
  Total number of Payees processed     :         10
  Total number of Segments processed   :         20
  Total number of Payees in error      :          0
  Total number of Segments in error    :          0

Calculate Phase ended  :                13:27:45

  COMMIT TAKEN

Process ended          :                13:27:45

COBOL Array usage recorded during this run

PAYEE or SEGMENT Level Arrays

  Copybook      Array Name              Used   Limit
  ------------------------------------------------
  GPPIDNT7.CBL  CSTAT-DATA OF W-WK         2      50
  GPPIDNT7.CBL  CSEG-ENTRY OF W-WK         2      99
  GPPIDNT7.CBL  JOB-ROW OF W-WK            1    1000
  GPCDPDM1.CBL  L-JOB-DATA                 1     100
  GPCDPDM1.CBL  L-EMP-DATA                 1      20
  GPCDPDM1.CBL  L-PRD-DATA                 1      20
  GPCDPDM1.CBL  L-ADR-DATA                 2      20
  GPCDPDM1.CBL  L-CMP-DATA                 3     100
  GPCDPDM1.CBL  L-WS-DATA                  1      20
  GPCDPDM .CBL  L-PMT-DATA                 2      50
  GPCDPDM5.CBL  L-EVNT-DATA                1      50
  GPCUPINV.CBL  PINV-DATA                 89    5000
  GPCUPINW.CBL  PINWB-DATA                33    3000
  GPCDPDM2.CBL  L-ABS-DATA                 5    1000
  GPCDPDM5.CBL  L-FWD-PI-DATA             10     500
  GPCDPDM5.CBL  L-FWD-SOVR-DATA           10     600
  GPCDPDM5.CBL  L-PI-DATA                  5     300
  GPCDPDM5.CBL  L-PI-SOVR-DATA             3     600
  GPCDPDM5.CBL  L-PI-REF-DATA              3     600
  GPCUPINW.CBL  PINWC-DATA                 6    2000
  GPCDPDM5.CBL  L-EOVR-DATA                1     300

PROCESS Level Arrays

  Copybook      Array Name              Used   Limit
  ------------------------------------------------
  GPCDPRUN.CBL  CAL-DATA                   2     100
```

```
  GPCUPING.CBL  PING-DATA                25      50
  GPCUPINT.CBL  PINT-DATA            107951  300000
  GPCUPINA.CBL  PINA-DATA              6718   18000
  GPCUPINB.CBL  PINB-DATA              6718   18000
  GPCPLIST.CBL  PL-PRCLIST-DATA           1      20
  GPCPLIST.CBL  PLS-SECTION-DATA         10     200
  GPCPLIST.CBL  PLE-ELEMENT-DATA         64    2000
  GPPCANWA.CBL  WA-TBL-NM OF W-WK        43      50 ***
  GPPIDNT7.CBL  PE-ENTRY OF PE-DATA       1      50
```

Example 2: Log File for Run That Is Terminated by an Error

```
Process started        :                11:06:34

Connecting to Database                  GP830TS1
  with User ID         :                PS
  and Batch Run ID     :                GGTEST

Calendar Group ID                       GXHCRUSA 199910
  Stream Number        :                00
  Group List ID        :
  Identify Option      :                N
  Calculation Option   :                Y
  -   Trace Option     :                N
  -   Recalculate All  :                Y
  Unfreeze Option      :                N
  Freeze Option        :                N
  Approve Option       :                N
  -   By Calendar      :                N
  Finalize Option      :                N
  Cancel Option        :                N

Checkpoint / Restart
  CheckPoint Interval  :                1000
  Progress Interval    :                0500
  Run Phase            :                1
  Cancel Pgm Option    :
  Identify Pgm Option  :
  Next Program         :
  Next Step            :                0000
  Next Number          :                00
  Next Employee ID     :

Processing Payee Range
  First Employee ID    :                B-BARET100
  Last Employee ID     :                Z9060
```

```
Initial Phase started  :                11:06:38

  Looking for T&L feed
  COMMIT TAKEN

Initial Phase ended    :                11:06:38

Cancel    Phase started:                11:06:38

  Canceling All For Recalculation
  Total number of Segments processed   :         12
  COMMIT TAKEN

Cancel    Phase ended  :                11:06:45

Calculate Phase started:                11:06:45

  Looking for T&L feed
  COMMIT TAKEN

Application Program Failed
 Action Type     : SQL FETCH
 In Pgm Section  : SQLRT: DA000-FETCH
 With Return Code: 08608
 Error Message   : [Microsoft][ODBC SQL Server Driver]String data, right
truncation (SQLSTATE 01004) 0

Application Program Failed
 In Pgm Section  : GPPDPDM1: RD000

Application Program Failed
 In Pgm Section  : GPPDPDM0: XA000-GET-NEXT-SEGMENT

Application Program Failed
 In Pgm Section  : GPPSERVC: XP000-CALL-PMT-DATA-MGR

Application Program Failed
 In Pgm Section  : GPPDPRUN: JA000-CALL-SERVICE

Process ended          :                11:06:48
The process terminated with ERRORS.
```

See Also

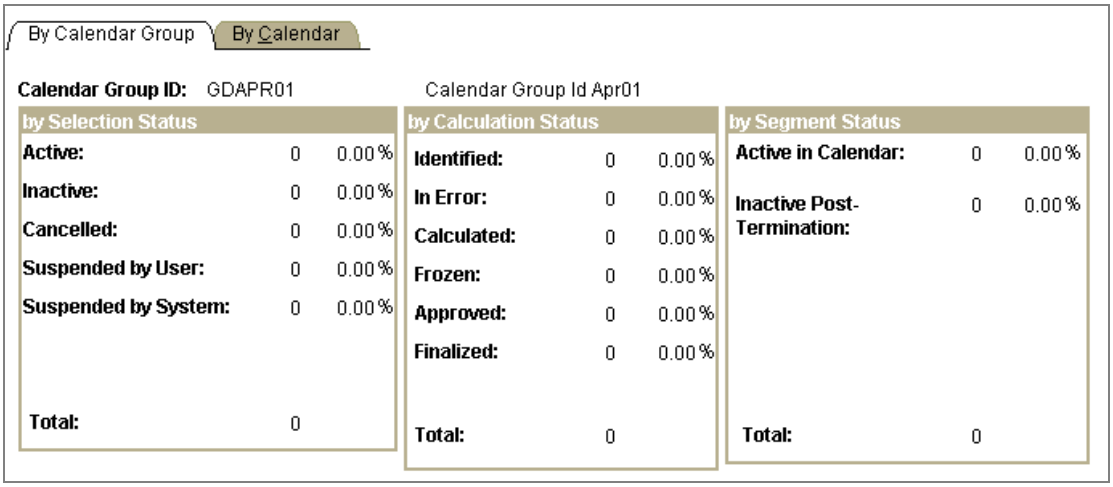
Batch Processing Error Messages

Pages Used to View Processing Statistics

Page Name	*Object Name*	*Navigation*	*Usage*
Processing Statistics - By Calendar Group	GP_CALRUN_STAT1	Compensate Employees, Manage Global Payroll Process, Inquire, Processing Statistics	View processing statistics for the payroll run or absence run by calendar group. First, run the Identify phase.
Processing Statistics - By Calendar	GP_CALRUN_STAT2	Compensate Employees, Manage Global Payroll Process, Inquire, Processing Statistics, By Calendar	View processing statistics for the payroll run or absence run by calendar.

Viewing Processing Statistics by Calendar Group

Access the Processing Statistics - By Calendar Group page.



Processing Statistics - By Calendar Group page

by Selection Status

Active Payees that were identified for processing because they were active for at least one day within the calendar period. Excludes payees with the selection status *Cancelled* or *Suspended*.

Inactive	Payees that were identified for processing because they were inactive but had positive input, a retroactive trigger, or forwarded adjustment.
Cancelled	Payees that you manually canceled from the calendar group ID on the Payee Status page.
Suspended by User	Payees that you manually suspended from the calendar group ID via the Payee Status page.
Suspended by System	Payees that the system suspended because the payee was also identified in another open calendar group ID.

by Calculation Status

This group box displays the number of payees with calculation statuses, followed by the percentage that each number represents.

by Segment Status

This group box displays the number of active and inactive payees, followed by the percentage that each number represents.

Active in Calendar	Payees that were identified because they were active for at least one day within the calendar period.
Inactive Post-Termination	Payees that are being paid for a period of time when they were inactive (such as a sales commission paid to a person that has left the company) or for a forwarding retro situation where there is a mismatch on the payment keys.

See Also

"Defining Retroactive Processing"

Viewing Processing Statistics by Calendar

The fields on the Processing Statistics - By Calendar page are the same as those on the Processing Statistics - By Calendar Group page, but they reflect the results for an individual calendar.

To view statistics for the next or previous calendar that is associated with this calendar group ID, click the scroll arrows on the Calendar Statistics title bar.

See Also

Viewing Processing Statistics by Calendar Group

Viewing Payee Messages

Payee messages report errors and warnings that are generated during the Calculate phase. The system displays messages that are defined by PeopleSoft in the Message Catalog and any unique messages that you created using formula elements. You specify the population of payees for whom you want to review messages.

The message log is erased when you run the Finalize process.

In this section, we discuss viewing:

- Errors and warnings that are generated for the calendar group ID during the Identify or Calculate phase.
- Detailed information for a selected message.

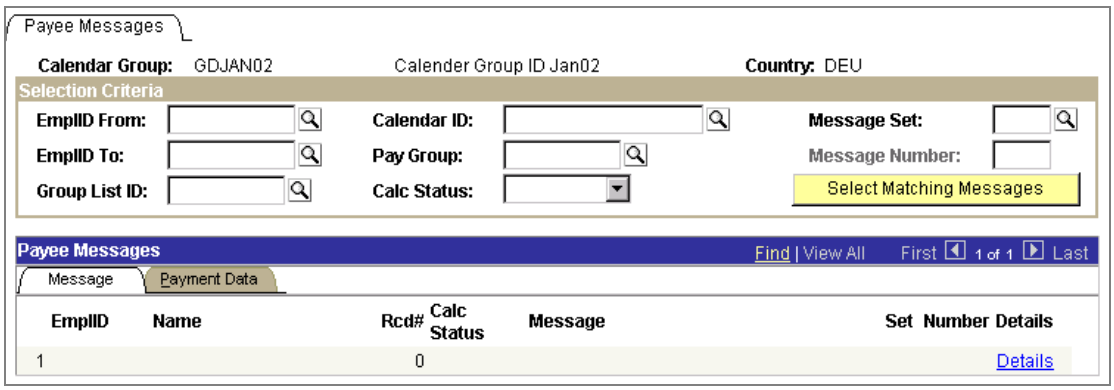
Important! Error messages require resolution; you cannot finalize a payroll or absence run with errors.

Pages Used to View Payee Messages

Page Name	*Object Name*	*Navigation*	*Usage*
Payee Messages	GP_MESSAGE_LOG	Compensate Employees, Manage Global Payroll Process, Inquire, Payee Messages	View errors and warnings generated for the calendar group ID during the Identify or Calculate phase.
Batch Message Details Sec (secondary)	GP_MESSAGE_SP	Compensate Employees, Manage Global Payroll Process, Inquire, Payee Messages. Click the Details link on the Payee Messages page.	View detailed information for a selected message.

Reviewing Payee Messages

Access the Payee Messages page.



Payee Messages page: Message tab

To view payee messages:

1. Enter the criteria for screening messages in the Selection Criteria group box. (optional)

   If you select a group list ID, messages for payees that currently belong to the group display. If you enter no selection criteria, messages for all payees in the calendar group display.

2. Click **Select Matching Messages** to display the results of your search.

Message tab

Set and Number

- Associated set number and message number from the Message Catalog. (Message Set 17005 is the core batch message set; each country has a separate set number for messages from their country-specific batch processes.)

Message

- Messages appear in the language that is associated with the user's language preference. Messages that have not been translated appear in the base language that is defined for PeopleSoft Global Payroll.

Details

- Click to open the Batch Message Detail Sec page to see the full text of the message, an explanation, and the name of the Global Payroll program and program section that generated the message.

Payment Data tab

This tab displays the calendar ID, pay group, and segment number associated with the warning or error message.

See Also

Status Codes and Process Indicators

Correcting Batch Processing and Data Entry Errors

Viewing Payee Status and Updating a Payee's Processing Instructions

Important! Changing a process indicator updates the process indicator for *every* calendar that is associated with the payee for a particular calendar group ID.

In this section, we discuss how to:

- View payees by process indicator, calculation status, or other criteria.
- Specify the action that the system is to take.

See Also

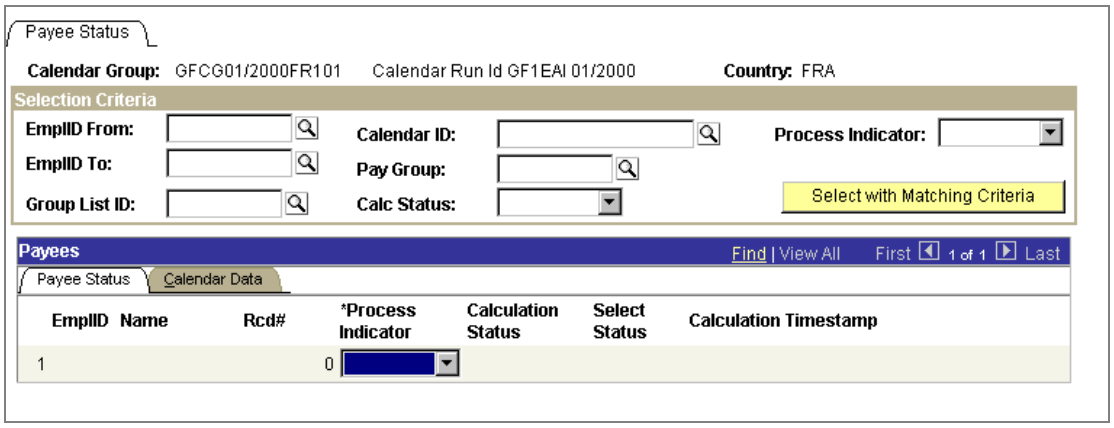
Status Codes and Process Indicators

Page Used to View Payee Status and Update a Payee's Processing Instructions

Page Name	*Object Name*	*Navigation*	*Usage*
Payee Status	GP_PAYEE_STATUS	Compensate Employees, Manage Global Payroll Process, Inquire, Payee Status	View payees by process indicator, calculation status, or other criteria and specify the action that the system is to take.

Viewing Payee Status

Access the Payee Status page.



Payee Status page

To review payee status:

1. In the Selection Criteria group box, specify which payees to review (optional).

   For example, to see all payees that will be suspended from the next run, select ***Suspend*** in the **Process Indicator** field.

2. Click the Select with Matching Criteria button to display the results of your search.

To enter processing instructions for a payee:

1. In the Selection Criteria group box, specify the payees for which you want to enter instructions.

2. On the Payee Status tab, select the applicable process indicator.

Payee Status Tab

The system displays the results of your search. Each segment, including retro segments, is listed on a separate line.

Process Indicator

Select the action for the system to take. Some actions take effect instantly; others take effect the next time you run the batch process for the population that the payee is in. The selection status that's associated with the payee and the payment's calculation status determine what actions you can select. (You cannot change process indicators after a run is finalized.)

All process indicators except ***Approve*** apply to all payments for a payee. You can see a payee's list of payments in the Results by Calendar component. If a payee has two process indicators because of two jobs, and you change the value of one process indicator to ***Cancel,***

the second process indicator is also set to ***Cancel,*** and the payee isn't paid. Options are:

Approve: Use only when the calculation status is ***Calculated*** or ***Frozen.*** Immediately updates the calculation status to ***Approved*** and cannot be reversed. Calendars must be approved in the order in which they were calculated. When multiple segments exist for a calendar, any segment that is marked Approved causes all segments for that calendar to be marked Approved.

Cancel: Allowed only when the calculation status is not ***Approved.*** The next time you run Calculate, the payee's results (and segment status record) are deleted. The selection status is ***Cancel***. The payee remains in ***Cancel*** status, unless you later change the status to ***Uncancel.***

Freeze: Allowed only when the calculation status is ***Calculated.*** Immediately updates the status to ***Frozen*** and causes future runs of the Calculate phase to ignore unprocessed positive input or other changes that have been entered since the payee was last calculated (for this calendar period). Applies to all segments for the payee.

Normal.

Re-Calc (recalculate): Use only when the calculation status is ***Calculated or Frozen.*** The next time you run Calculate, the payee will be recalculated.

Suspend: Allowed unless the calculation status is ***Approved.*** The next time you run the batch process, the payee's results (and segment status record) are deleted. The selection status is set *to* ***Suspended by User***. The payee is reidentified for inclusion in the pay run.

Uncancel: Use only if the selection status is ***Cancelled.***

Unfreeze: Allowed only when the calculation status is ***Frozen.*** This action immediately changes the calculation status to ***Calculated.*** The next time the Calculate phase is run for this payee, the system processes unprocessed changes (iterative triggers). Applies to all segments for the payee.

Calendar Data Tab

This tab identifies the segment for which the payment was generated, the pay entity associated with the calendar, and the run type (absence or payroll).

Viewing Results by Calendar

Each time you run the Calculate phase, you can use the Results by Calendar pages to display payee information.

In this section, we discuss viewing:

- Segmentation information for a payee.
- Detailed information about a segment.
- Earnings and deductions.
- Delta (adjustment amount) details.
- Accumulators.
- Supporting elements.

You can review the results of a calendar each time it's run. For example, if retroactivity causes the February 2000 calendar to be recalculated in March, April, and May, you can quickly view the results for each calendar run on the Results by Calendar page. Click the scroll arrows to view each set of results for the calendar.

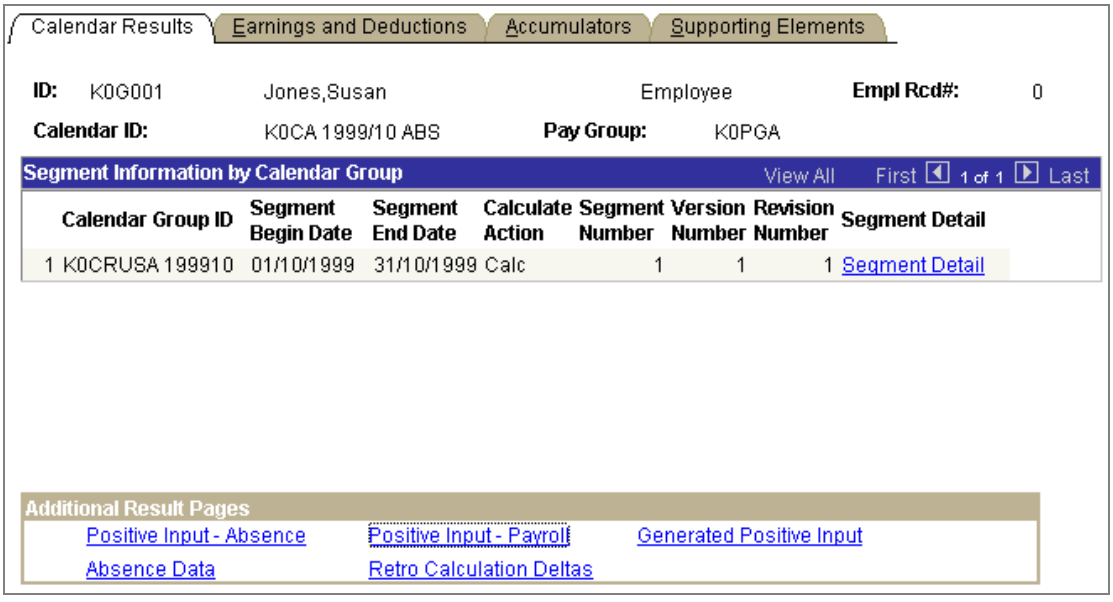
Pages Used to View Results by Calendar

Page Name	*Object Name*	*Navigation*	*Usage*
Results by Calendar - Calendar Results	GP_RSLT_CAL_SEG	Compensate Employees, Manage Global Payroll Process, Inquire, Results by Calendar	View segmentation information for a payee. Page includes links to other pages that display positive input, absence, and retro results.
Results by Calendar - Result Segment Detail	GP_RSLT_SEG_SP	Compensate Employees, Manage Global Payroll Process, Inquire, Results by Calendar Click the Segment Detail link.	View more information about a segment's process and segment statuses.
Results by Calendar - Earnings and Deductions	GP_RSLT_CAL_ED	Compensate Employees, Manage Global Payroll Process, Inquire, Results by Calendar, Earnings and Deductions	View information about earnings and deductions for a payee.

Page Name	Object Name	Navigation	Usage
Results by Calendar - Delta Details	GP_RSLT_CAL_ED	Compensate Employees, Manage Global Payroll Process, Inquire, Results by Calendar, Earnings and Deductions Click the Adjustment Detail link on the Retro Adjustments tab.	View the source of the adjustments that appear on the Retro Adjustments page. A line displays for each item that makes up the adjustment.
Results by Calendar - Accumulators	GP_RSLT_CAL_ACUM	Compensate Employees, Manage Global Payroll Process, Inquire, Results by Calendar, Accumulators	View accumulator amounts.
Results by Calendar - Supporting Elements	GP_RSLT_CAL_PIN	Compensate Employees, Manage Global Payroll Process, Inquire, Results by Calendar, Supporting Elements	View information for each supporting element that was used to calculate the earnings or deduction amount.

Viewing Segmentation Information for a Payee

Access the Results by Calendar - Calendar Results page.



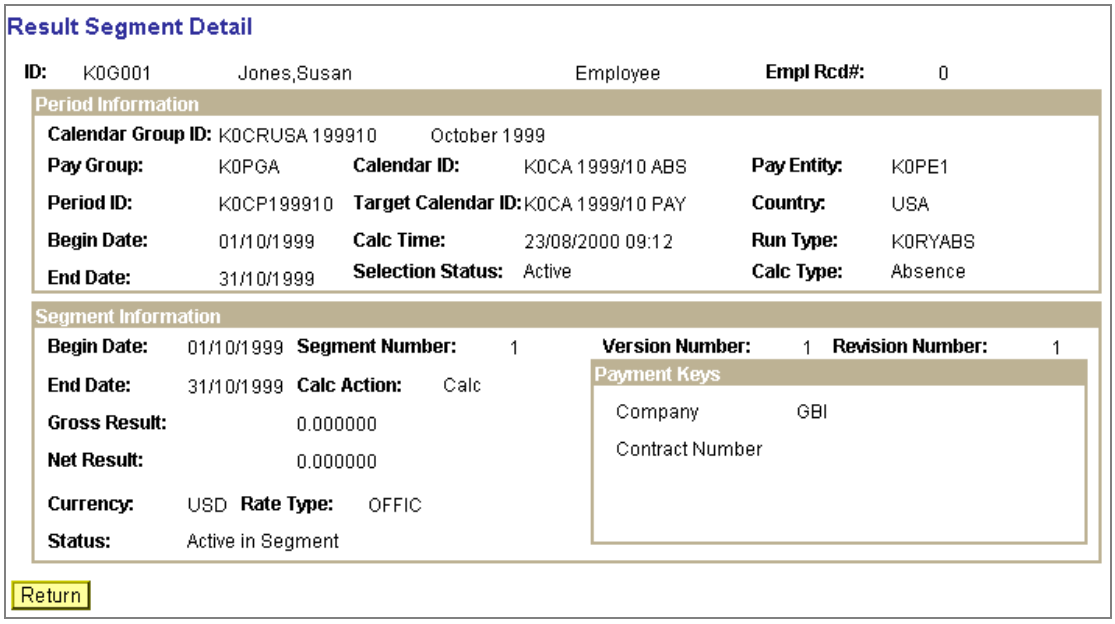
Results by Calendar - Calendar Results page

Segment Information by Calendar Group

Segment Detail Click to display the Result Segment Detail page.

Viewing Detailed Information About a Segment

Access the Results by Calendar - Result Segment Detail page.



Results by Calendar - Result Segment Detail page

Period Information

Period ID The ID for the time period that is covered by the calendar.

Begin Date and **End Date** The begin and end dates that are associated with the Process Stat record. The dates match the calendar begin and end dates.

Target Calendar ID The target calendar that you selected when defining the calendar for this calendar run.

Calc Time (calculation time) The last time that calculations were run for this payee.

Segment Information

Rate Type The exchange rate type associated with the payment. (You define the exchange rate type on the Pay Group Name page and can override it by payee.)

Status Values are:

Active in Segment: Payee was active for at least one day during the calendar segment.

Inactive in Segment: Payee was not active during that time period.

Payment Keys

This group box displays any payment keys that have been defined for the payee's pay entity.

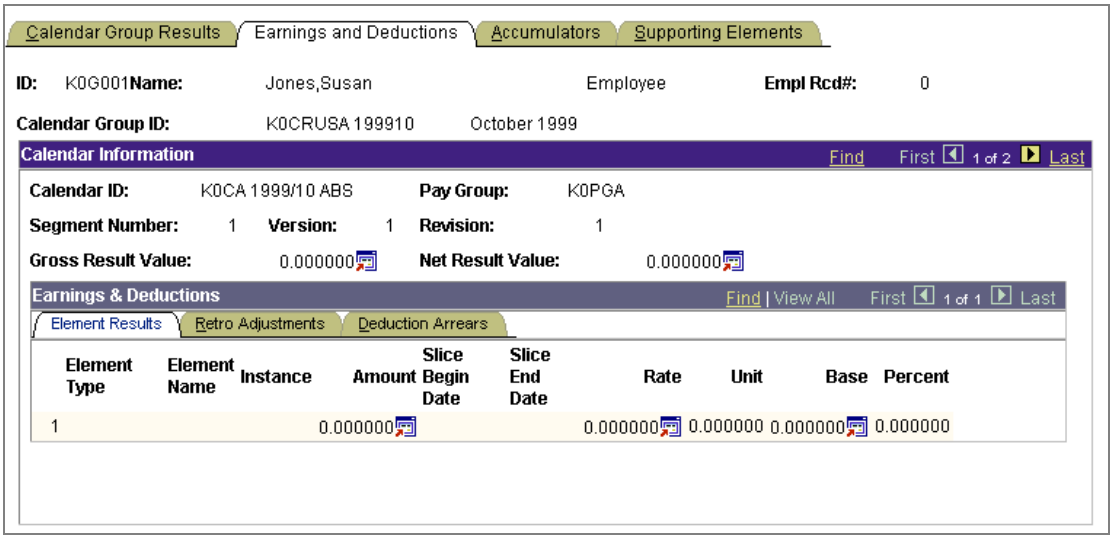
See Also

Status Codes and Process Indicators

"Understanding the Organizational Structure," Entering Processing Details for a Pay Entity

Viewing Earnings and Deductions for a Calendar

Access the Results by Calendar - Earnings and Deductions page.



Results by Calendar - Earnings and Deductions page: Element Results tab

Amount The amount that the system calculated for this element. For deductions, this is the amount plus the payback.

Retro Adjustments Tab

Calculation Adjustment If there was retroactivity for the earnings or deduction element, the sum of any retroactive adjustments that were applied during this pay period.

Base Adjustment If base is a component of the element's calculation rule, the sum of any retroactive adjustments applied to the base amount during this pay period.

Unit Adjustment If unit is a component of the element's calculation rule, the sum of any retroactive adjustments made to the units during this pay period.

Adjustment Detail Click to access the Delta Details page to see the source of each adjustment. This link is available only when adjustment amounts appear on the Retro Adjustments page.

Deduction Arrears Tab

Amount The deduction amount plus the payback amount.

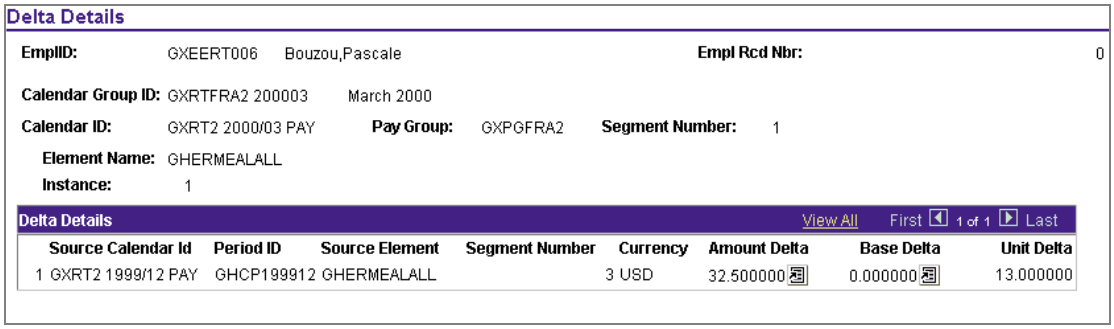
Amount Not Taken The deduction amount that exceeds the net pay accumulator for the current pay period.

Payback Amount The portion of the arrears balance that is being paid off during the current pay period.

Amount Added to Arrears The amount that is added to the arrears balance accumulator. (The displayed value equals the Amount Not Taken if you selected Deduction Arrears Allowed on the Arrears page.)

Viewing Delta Details

Access the Results by Calendar - Delta Details page.


Delta Details

EmplID: GXEERT006 Bouzou,Pascale Empl Rcd Nbr: 0

Calendar Group ID: GXRTFRA2 200003 March 2000

Calendar ID: GXRT2 2000/03 PAY Pay Group: GXPGFRA2 Segment Number: 1

Element Name: GHERMEALALL

Instance: 1

Delta Details View All First 1 of 1 Last

	Source Calendar Id	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta
1	GXRT2 1999/12 PAY	GHCP199912	GHERMEALALL		3 USD	32.500000	0.000000	13.000000

Results by Calendar - Delta Details page

Source Calendar ID Calendar in which the adjustment was triggered.

Period ID Period in which the adjustment was triggered.

Source Element Element that generated the adjustment.

Segment Number Segment number that is associated with the adjustment.

Currency Currency in which the adjustment was generated.

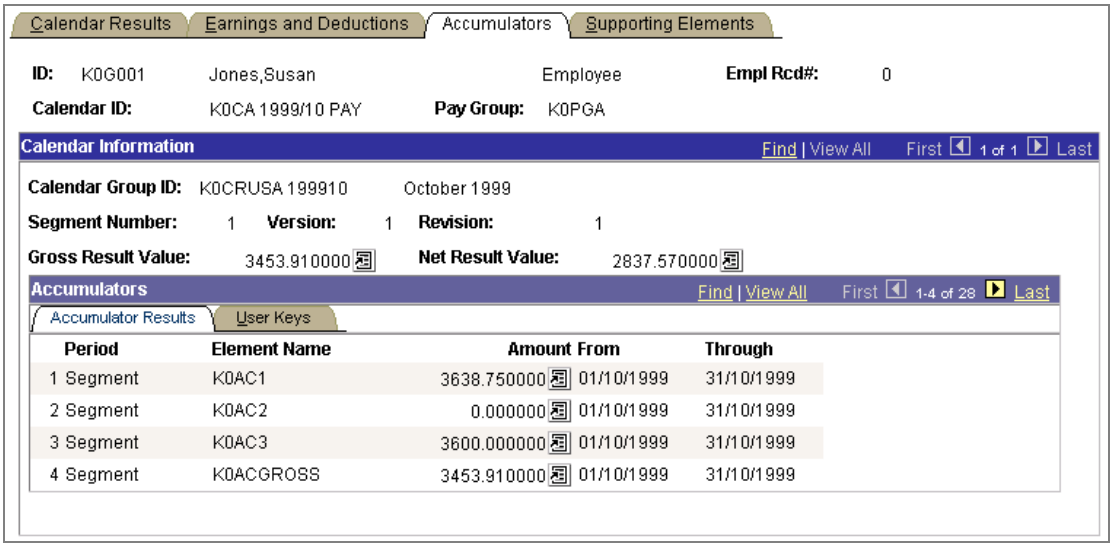
Amount Delta Monetary amount of the adjustment.

Base Delta Adjustment to the base value, if applicable.

Unit Delta Unit adjustment, if applicable.

Viewing Accumulators for a Calendar

Access the Results by Calendar - Accumulators page.



Results by Calendar - Accumulators: Accumulator Results page

Accumulator Results Tab

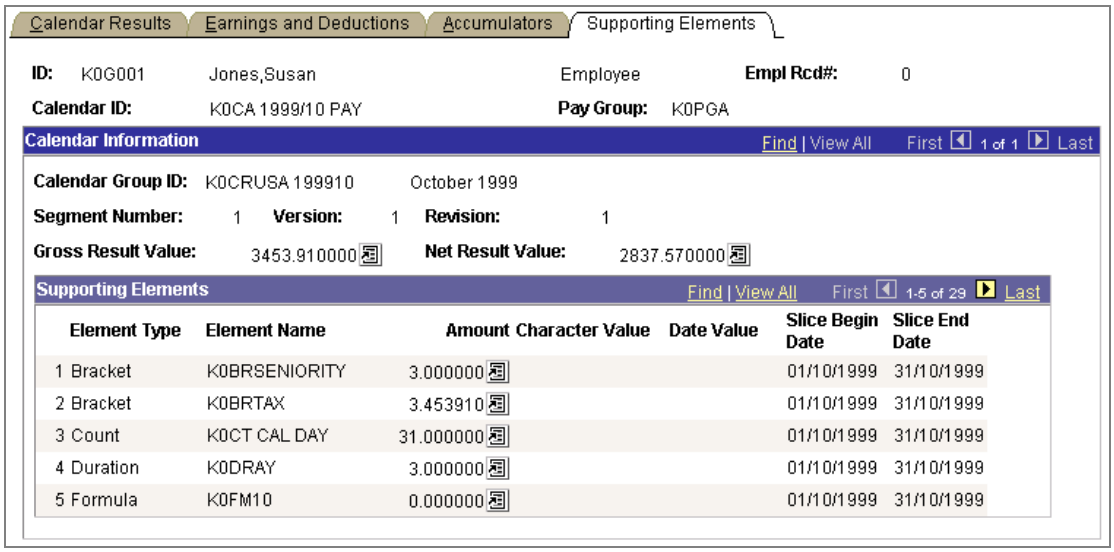
Period The period of time tracked by the accumulator.

User Keys Tab

This tab displays the system element or variable element that is associated with the user keys for each accumulator.

Viewing Supporting Elements by Calendar

Access the Results by Calendar - Supporting Elements page.



Results by Calendar - Supporting Elements page

The type of value that the supporting element resolved to determines the column that it is listed under **Amount, Character Value,** or **Date Value.**

Slice Begin Date and **Slice End Date** — The begin and end dates of the slice in which the supporting element was resolved.

Viewing Positive Input Results

In this section, we discuss viewing:

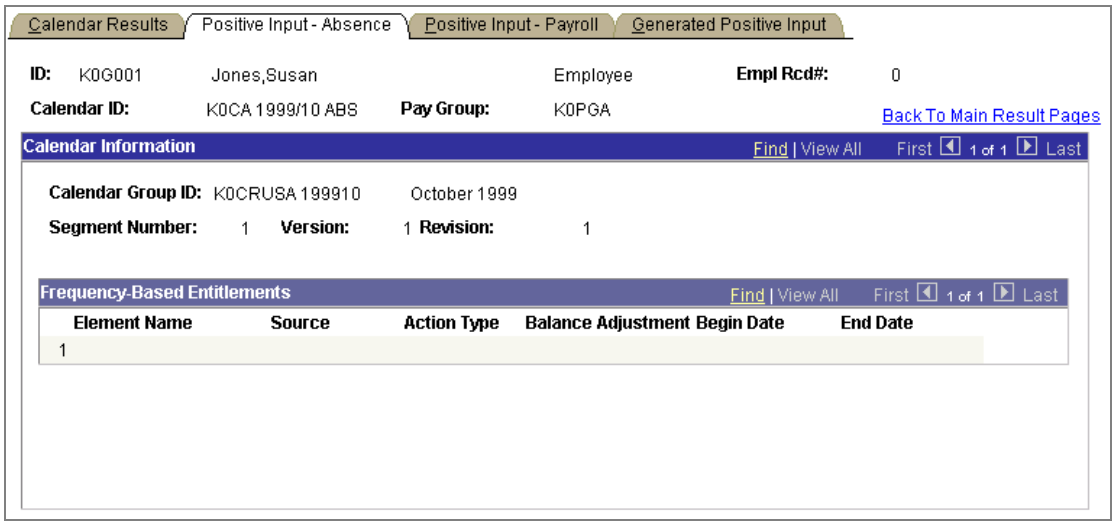
- Positive input that is generated by the Absence Take process.
- Positive input that was processed for a selected payee.
- Detailed user instruction on the Positive Input - Other Data page.
- Detailed user instructions on the Positive Input - Payroll page.
- Positive input that was created from another calendar.
- Detailed information for an instance of positive output.
- Information for supporting elements associated with positive input.

Pages Used to View Positive Input Results

Page Name	*Object Name*	*Navigation*	*Usage*
Results by Calendar - Positive Input - Absence	GP_RSLT_CAL_AE	Compensate Employees, Manage Global Payroll Process, Inquire, Results by Calendar Click the Positive Input - Absence link.	View positive input generated by the Absence Take process.
Results by Calendar - Positive Input - Payroll	GP_RSLT_CAL_PI	Compensate Employees, Manage Global Payroll Process, Inquire, Results by Calendar Click the Payroll link.	View all processed positive input that was targeted to a calendar in the calendar group.
Results by Calendar - Positive Input - Other Data	GP_RSLT_PI_COMP_SP	Click the Other Data button on the Positive Input - Payroll page.	View detailed user instructions on the Positive Input - Other Data page.
Results by Calendar - Positive Input - Supporting Element Overrides	GP_RSLT_PI_SOVR_SP	Click the Override button on the Positive Input - Payroll page.	View detailed user instructions on the Positive Input - Payroll page.
Results by Calendar - Calendar Results - Generated Positive Input	GP_RSLT_CAL_GPI	Compensate Employees, Manage Global Payroll Process, Inquire, Results by Calendar, Calendar Results Click the Generated Positive Input link.	View resolved and unresolved positive input that was created for another calendar from: a generated positive input section of the process list; the absence take process; and payable time that was retrieved from PeopleSoft Time and Labor.
Calendar Results - Generated Positive Input - Other Data	GP_RSLT_GPICOMP_SP	Click the Other Data button on the Calendar Results - Generated Positive Input page.	Displays detailed information for a system-generated instance of positive input.
Calendar Results - Generated Positive Input - Supporting Element Overrides	GP_RSLT_GPISOVR_SP	Click he Override button on the Generated Positive Input page.	Displays information for supporting elements that are associated with a system-generated instance of positive input.

Viewing Positive Input From the Absence Take Process

Access the Results by Calendar - Positive Input - Absence page.



Results By Calendar - Positive Input - Absence page

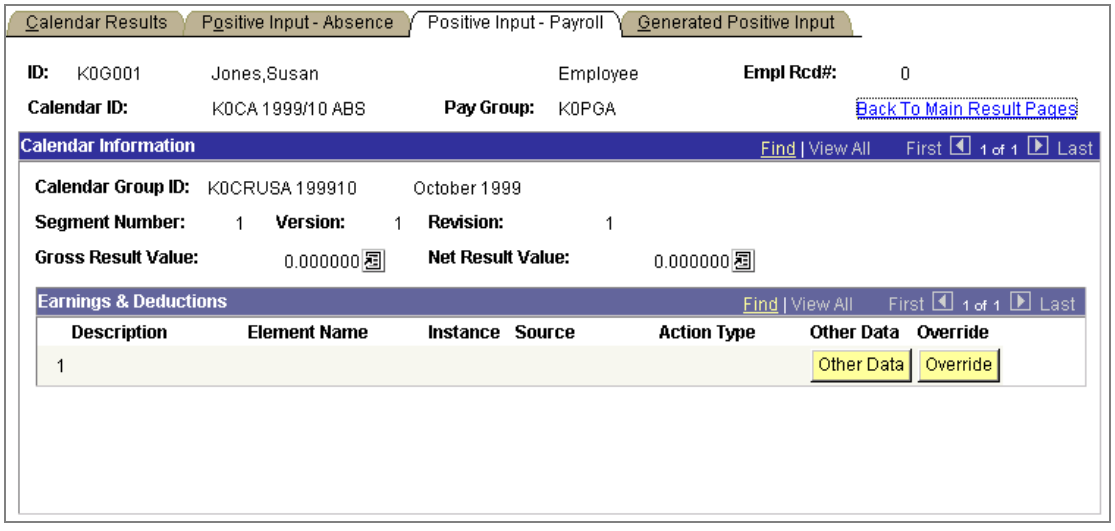
Source — ***Absence*** means that the instance of positive input was created by the Absence Take process.

Balance Adjustment — The number of units by which the entitlement balance for this absence take element is being adjusted, if applicable.

Begin Date, End Date — The first day and last day of the absence event.

Viewing All Positive Input Processed for a Payee

Access the Results by Calendar - Positive Input - Payroll page.



Results By Calendar - Positive Input - Payroll page

Earnings & Deductions

Description The element type.

Source The origin of the positive input. Values are:

Absence: The instance was generated by the Absence Take process.

Gen PI (generated positive input): This instance was created through a generated positive input section of a process list.

Manual: The instance was manually entered into the system.

Time&Labor: The instance was received from PeopleSoft Time and Labor.

Other Data Click to display the Other Data page to view the detailed instructions that were entered on the Positive Input - Other Data page.

Override Click to display the Positive Input - Supporting Element Overrides page to view any override information that was entered on the Positive Input - Override page.

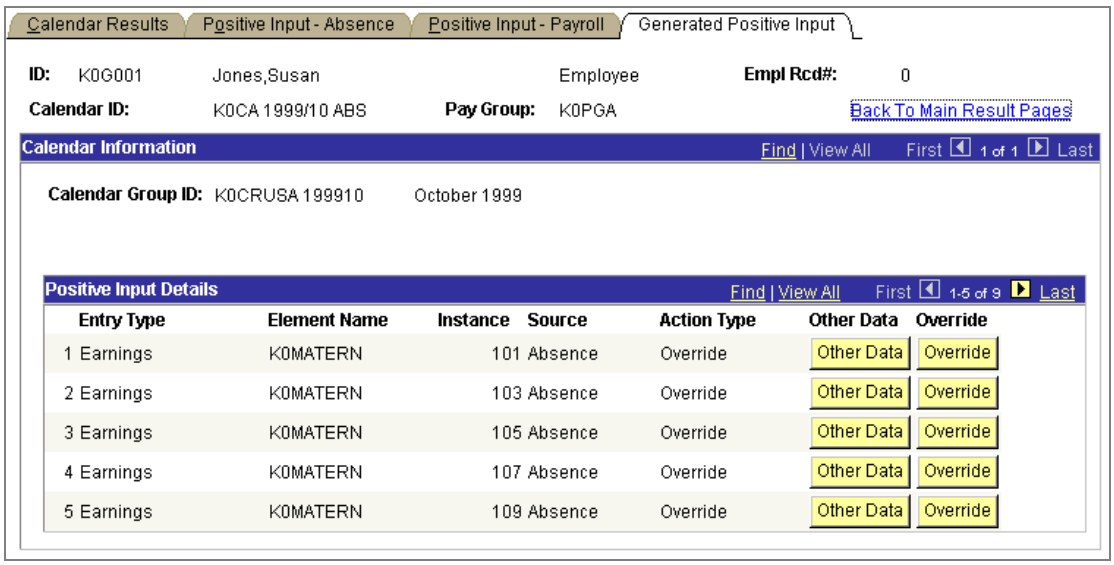
See Also

"Working with Positive Input," Entering a Rate Code or a Numeric Value

"Working with Positive Input," Overriding System and Variable Elements

Viewing System-Generated Positive Input by Calendar

Access the Results by Calendar - Calendar Results - Generated Positive Input page.



Results by Calendar - Calendar Results - Generated Positive Input page

Source ***Gen PI*** means that the instance was created by a generated positive input section of the process list, by the Absence Take process, or from payable time retrieved from PeopleSoft Time and Labor.

Other Data Click to display the Other Data page to view detailed information about the instance of positive input.

Override Click to display the Supporting Element Overrides page to view information for supporting elements that are associated with the generated instance.

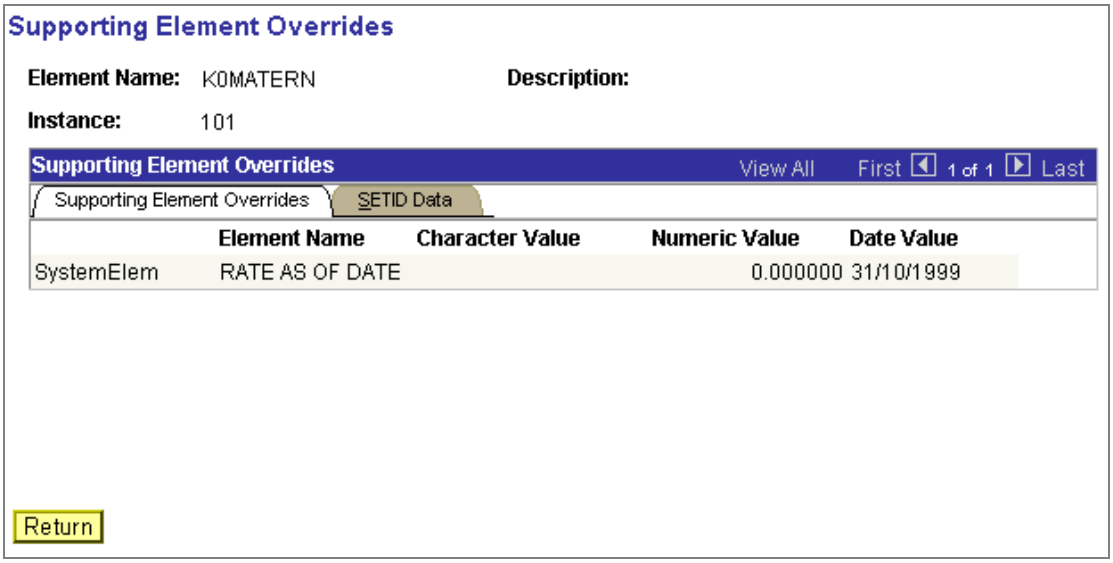
See Also

Viewing Support Element Information

"Working with Positive Input," Entering a Rate Code or a Numeric Value

Viewing Support Element Information

Access the Supporting Element Overrides page.



Calendar Results - Supporting Element Overrides page: Supporting Element Overrides tab

SETID Data Tab

This tab displays the SetID associated with the supporting element override.

See Also

"Working With Positive Input," Overriding System and Variable Elements

Viewing Daily Results of the Absence Take Process

In this section, we discuss viewing:

- Daily results of the Absence Take process.
- Detailed information about a payee's entitlement balance.
- Hours that a payee is absent, if less than a full day.
- Values that were entered in the User Defined fields.
- Schedule configuration values that apply to absence date.
- Schedule configuration values that apply to absence date for an alternate work schedule.

Pages Used to View Daily Results of the Absence Take Process

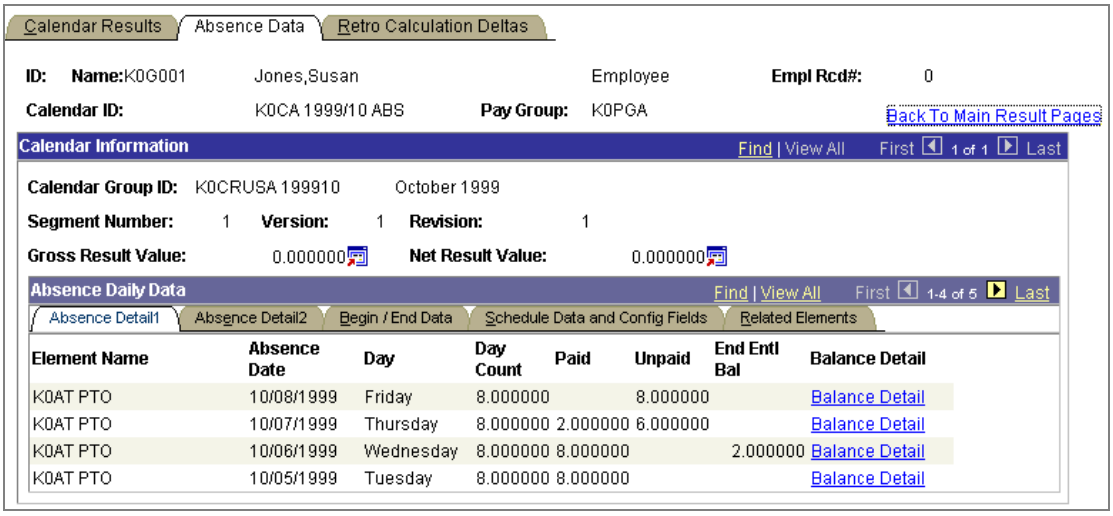
Access the Absence Data page.

Page Name	Object Name	Navigation	Usage
Absence Data	GP_RSLT_CAL_ABS	Compensate Employees, Manage Global Payroll Process, Inquire, Results by Calendar Click the Absence Data link.	View the daily results of the Absence Take process, including the day count, paid and unpaid day count, ending entitlement balance, forecast value, absence type, and reason.
Absence Balance Data	GP_ABS_EXPLAIN_SP	Compensate Employees, Manage Global Payroll Process, Inquire, Results by Calendar Click the Absence Data link. On the Absence Detail1 tab click the Balance Detail link.	View detailed information about the payee's entitlement balance.
Absence Begin/End Data	GP_ABS_BGN_END_SP	Compensate Employees, Manage Global Payroll Process, Inquire, Results by Calendar Click the Absence Data link. Click the Begin/End Data tab then click the Begin/End link.	View the hours that a payee was absent, if less than a full day. This page shows the first date of the absence and the original begin date, if this absence is linked to a previous absence.
Configurable Fields	GP_ABS_CONFIG_SP	Compensate Employees, Manage Global Payroll Process, Inquire, Results by Calendar Click the Absence Data link. Click the Schedule Data and Config Fields tab then click the Config Fields link.	View values that were entered in the User Defined fields when the absence was reported and the User Defined values that are associated with the take element.

Page Name	Object Name	Navigation	Usage
Absence Configurable Data	GP_ABS_WS_SP	Compensate Employees, Manage Global Payroll Process, Inquire, Results by Calendar Click the Absence Data link. Click the Schedule Data and Config Fields tab then click the Work Schedule link.	View values that were entered in the Sch Cfg1…4 fields (Shifts page or Daily Work Schedule Override page) that apply to the absence date.
Alternate Work Schedule Data	GP_ABS_ALT_WS_SP	Compensate Employees, Manage Global Payroll Process, Inquire, Results by Calendar Click the Absence Data link. Click the Schedule Data and Config Fields tab then click the Alternate Work Schedule link.	View values that were entered in the Sch Cfg1…4 fields (Shifts page or Daily Work Schedule Override page) that apply to the absence date. Applicable only If an alternate work schedule was in effect on the absence day.

Viewing the Daily Results of the Absence Process

Access the Absence Data page.

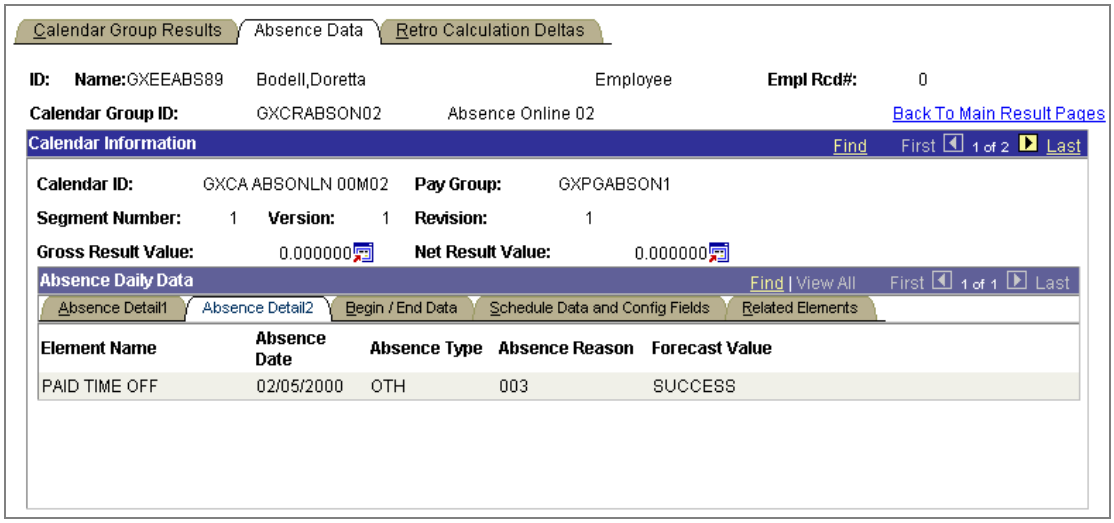


Calendar Results - Absence Data page: Absence Detail1 tab

Day Count The result of the Day Formula for the absence take element.

End Entl Bal (ending entitlement balance)	The number of paid absence days to which the payee is entitled after taking this absence into account.
Balance Detail	Click to open the Absence Balance Data page to view additional information about the absence.

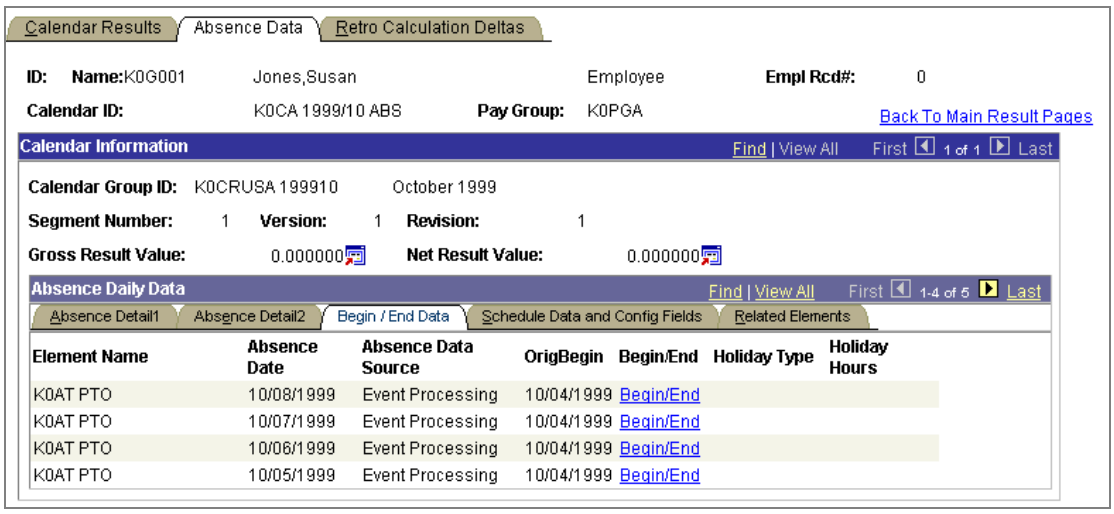
Absence Detail2 Tab



Results by Calendar - Calendar Results - Absence Data page: Absence Detail2 tab

The **Forecast Value** field displays the forecast value for the last day of the absence event.

Begin/End Data Tab



Results by Calendar - Calendar Results - Absence Data page: Begin/End Data tab

Absence Data Source — The absence process that generated the absence event:

Take Processing: The row was created when a negative entitlement balance was redirected to another take element (according to instructions on the Absence Take - Negative Balance page) or when the "mapped to" feature (defined on the Absence Take - Day Formula page) resulted in the creation of a second absence event.

Event Processing: The row was created when the absence event was expanded into daily rows during the Absence Take process.

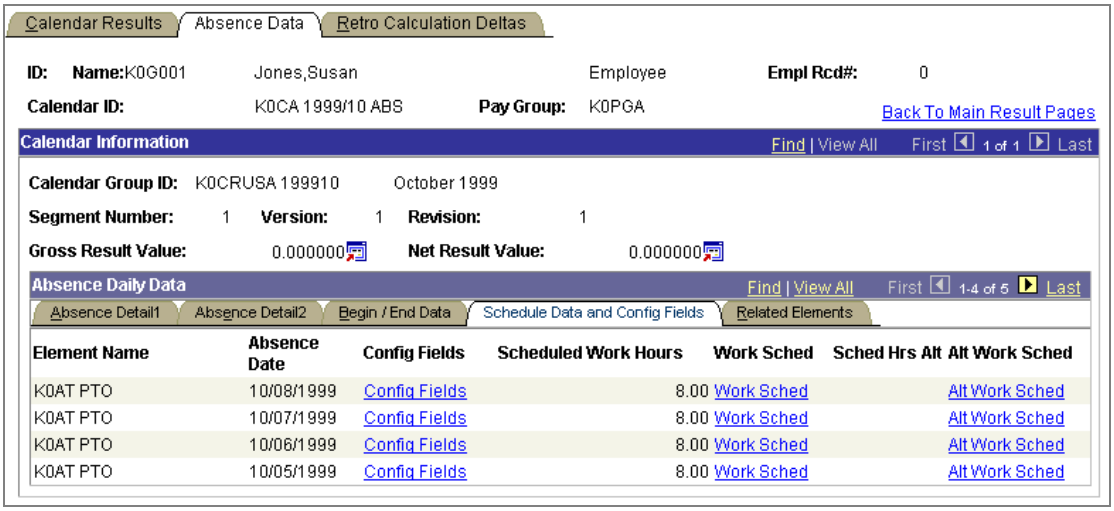
OrigBegin (original begin date) — If this is a linked absence, the original begin date from the Absence Event Entry page appears.

Begin/End — Click to view the Begin/End Data tab to view information about partial-day absences.

Holiday Type — If the absence occurred on a holiday, the type of holiday is identified: ***BRG*** (bridge), ***CAN*** (Canadian), ***HIGH, LOW, STD*** (standard), ***USA*** (USA public), ***VERY*** (very high).

Holiday Hours — The number of hours from the Holiday schedule.

Schedule Data and Config Fields (schedule data and configuration fields) Tab



Results by Calendar - Calendar Results - Absence Data page: Schedule Data and Config Fields tab

Config Fields — Click to access the Configurable Fields page to view information from the User Defined fields that are associated with the absence event and absence take element.

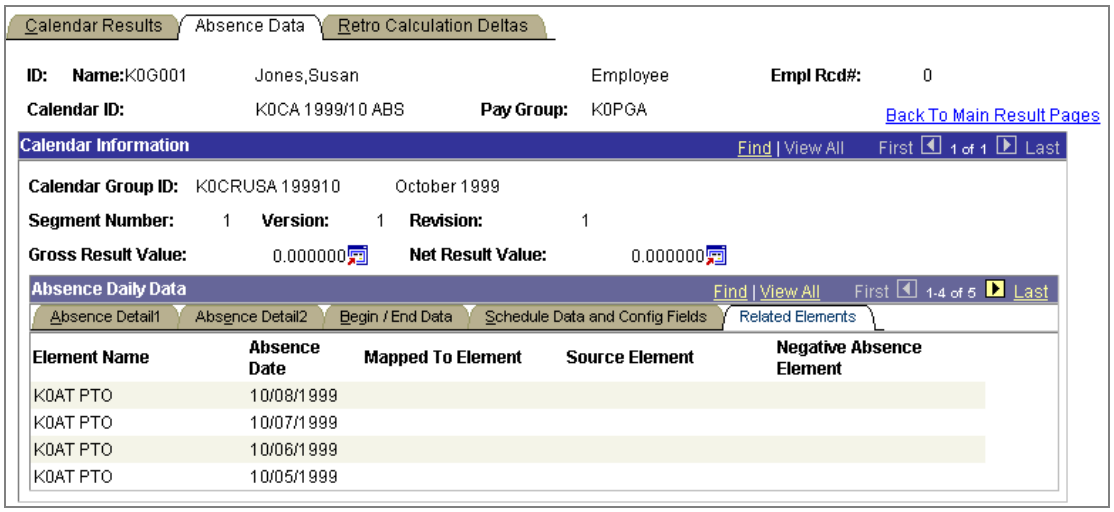
Scheduled Work Hours — Number of hours that the payee was scheduled to work on the absence date.

Work Sched (work schedule) Click to access the Absence Configurable Data page to view the payee's Work Day ID, data that is contained in the User Defined fields, and information about schedule overrides.

Sched Hrs Alt (scheduled hours alternate) Number of hours that the payee was scheduled to work, according to the payee's alternate work schedule, on the absence date.

Alt Work Sched Click to access the Alternate Work Schedule Data page to view the payee's Work Day ID, data that is contained in the User Defined fields, and information about schedule overrides for the alternate work schedule.

Related Elements Tab



Results by Calendar - Calendar Results - Absence Data page: Related Elements tab

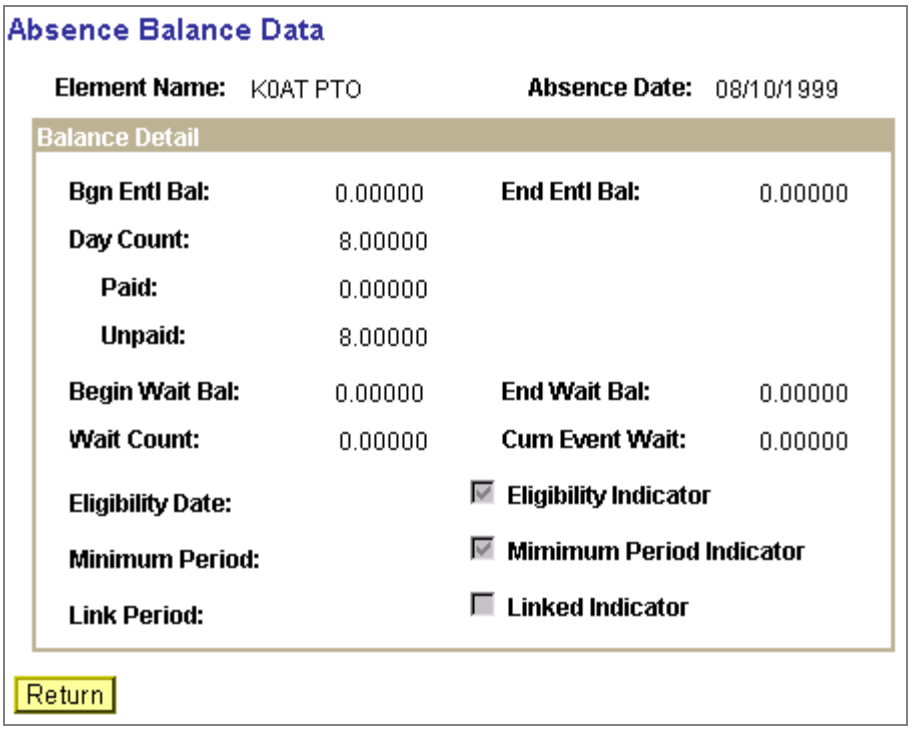
Mapped to Element If the absence take element that is associated with the payee's absence is mapped to another take element (through the Take - Day Formula page), the name of the absence take element for which the system will generate a matching absence event appears.

Source Element The absence take element that triggered generation of a second absence event.

Negative Absence Element If the event resulted in a negative entitlement balance, and you selected *Take with Other Absence* for this take element (on the Absence Take - Negative Balance page), the name of the specified take element appears.

Viewing Information About the Payee's Entitlement Balance

Access the Absence Balance Data page.



Results by Calendar - Calendar Results - Absence Balance Data page

Bgn Entl Bal (beginning entitlement balance) and **End Entl Bal** (ending entitlement balance)
Number of paid absence days to which the payee was entitled before and after taking this absence into account.

Begin Wait Bal (begin wait balance)
If this absence is subject to a wait per absence rule, this field displays the remaining number of days that the payee must be absent before the current absence date can be paid. It does not count the current absence date.

End Wait Bal
Waiting period balance after the current absence date is taken into account.

Day Count
The calculated Day Count.

Wait Count
Result of the Wait Count formula.

Cum Event Wait (cumulative event wait)
Wait units that are associated with the current absence event.

Eligibility Date
If the absence is subject to an eligibility period, the date that the payee becomes eligible to take a paid absence appears. Absences that are taken on or after this date can be applied against the entitlement balance. Days before this date are unpaid.

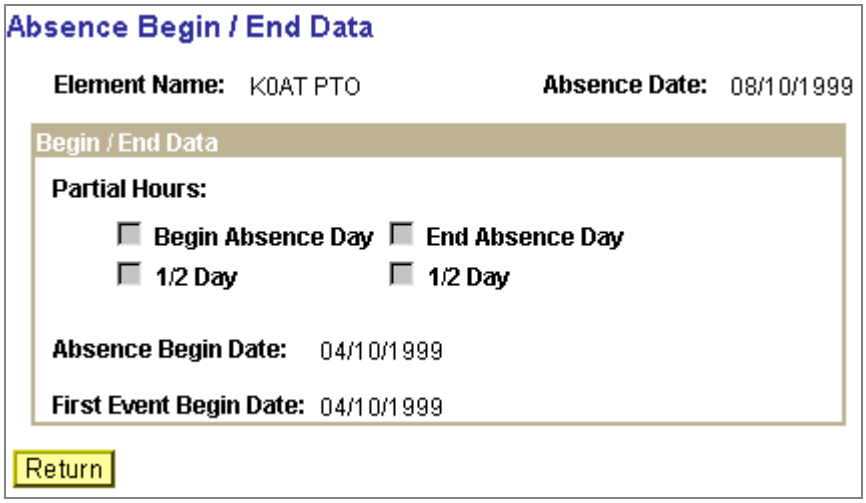
Eligibility Indicator
Selected if the eligibility date has been reached.

Minimum Period
If this absence is subject to a minimum period rule, this field displays the minimum number of calendar days that

	the payee must be absent before he or she can be paid for the entire absence.
Minimum Period Indicator	Selected if the minimum absence period for this absence has been met.
Link Period	This field applies only if the absence is subject to a linked absence rule. It displays the number of days (or other units) that can elapse between this absence and a related absence for the current absence date to be treated as a linked absence. Linked absences can share the same entitlement and wait period.
Linked Indicator	Selected if this absence event is linked to another absence event.

Viewing Hours That a Payee Was Absent

Access the Absence Begin/End Data page.

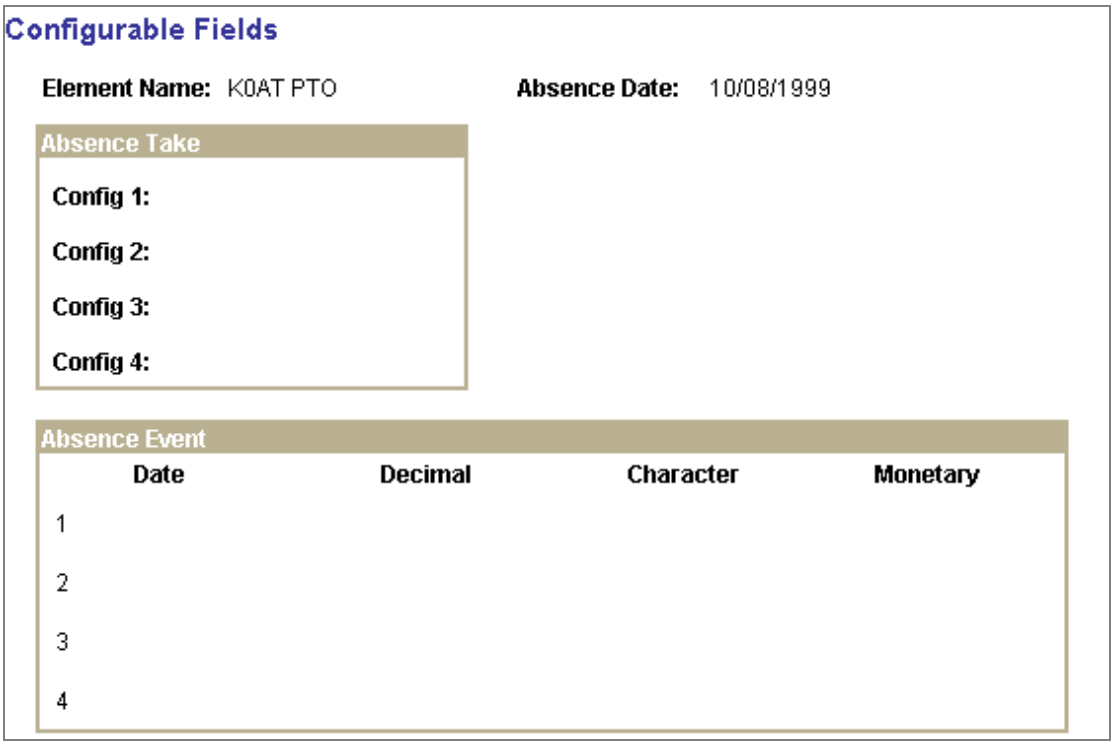


Results by Calendar - Calendar Results - Absence Begin/End Data page

Element Name	Name of the absence take element.
Partial Hours	If the payee was absent only part of the day, the hours that the payee was absent.
First Event Begin Date	The date that was entered in the Original Begin Date field on the Absence Event Entry Detail page.

Viewing Values From the User Defined Fields

Viewing the Configurable Fields page.



Results by Calendar - Calendar Results - Schedule Data and Config Fields: Configurable Fields page

Absence Take

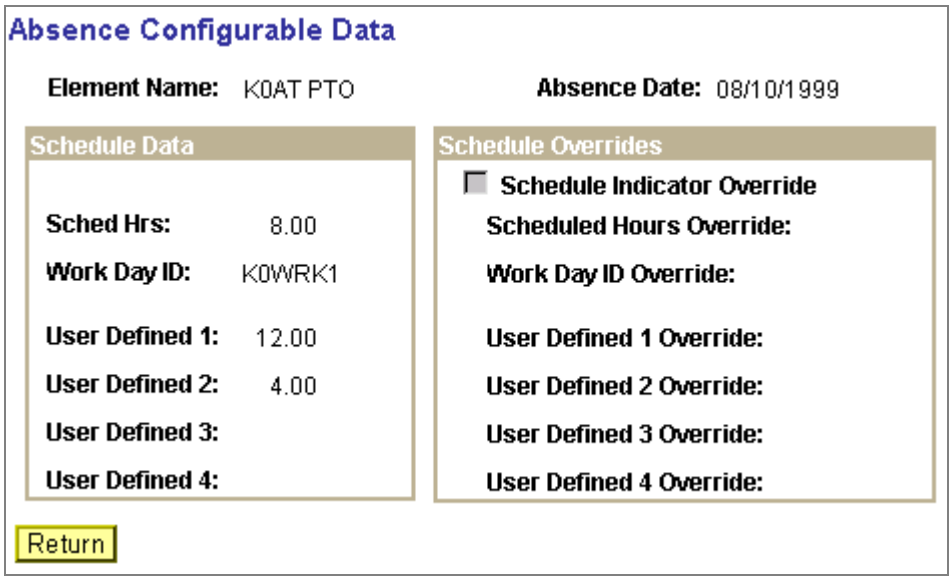
Config 1 . . . Config 4 (configurable fields 1 through 4) — These fields display information that was entered in the Used Defined fields on the Absence Take - Calculation page.

Absence Event

1 . . . 4 — These fields display information that a user entered into the User Defined fields on the Absence Event Entry Detail page.

Viewing Values From the Cfg1 . . . 4 Scheduling Fields

Viewing the Absence Configurable Data page.



Results by Calendar - Calendar Results - Absence Configurable Data page

Schedule Data

Sched Hrs (scheduled hours) — The number of hours the payee was scheduled to work on the absence date. The hours come from the Schedule Hours field on the Shift page.

Work Day ID — The Work Day ID for the work pattern assigned to the payee. Word Day IDs are assigned to all members of a pay group via the Pay Group page and can be overriden for a payee on the Assign Schedules (Details) page.

User Defined 1 . . . 4 — Data that was entered in the Sch Cfg 1 . . . 4 fields on the Shifts page for this shift.

Schedule Overrides

Schedule Indicator Override — Selected if an override was entered for the payee on the Daily Work Schedule Override page.

Schedule Hours Override — The scheduled hours that are associated with the Workday override that was entered on the Daily Work Schedule Override page.

Work Day ID Override — The Work Day ID that was selected as an override on the Override Scheduled Workday page.

User Defined 1 . . . 4 Override — The values of the Sch Cfg fields that are associated with the Workday override schedule selected on the Daily Work Schedule Override page. I

Viewing Values From Cfg1 . . . 4 Fields (Alternate Work Schedule in Effect)

Access the Alternate Work Schedule Data page.

The fields on this page are the same as those on the Absence Configurable Data page, but they apply to the alternate work schedule.

See Also

Viewing Values From the Cfg1 . . . 4 Scheduling Fields

Viewing Delta Values for Retroactive Calculations

In this section, we discuss viewing delta values.

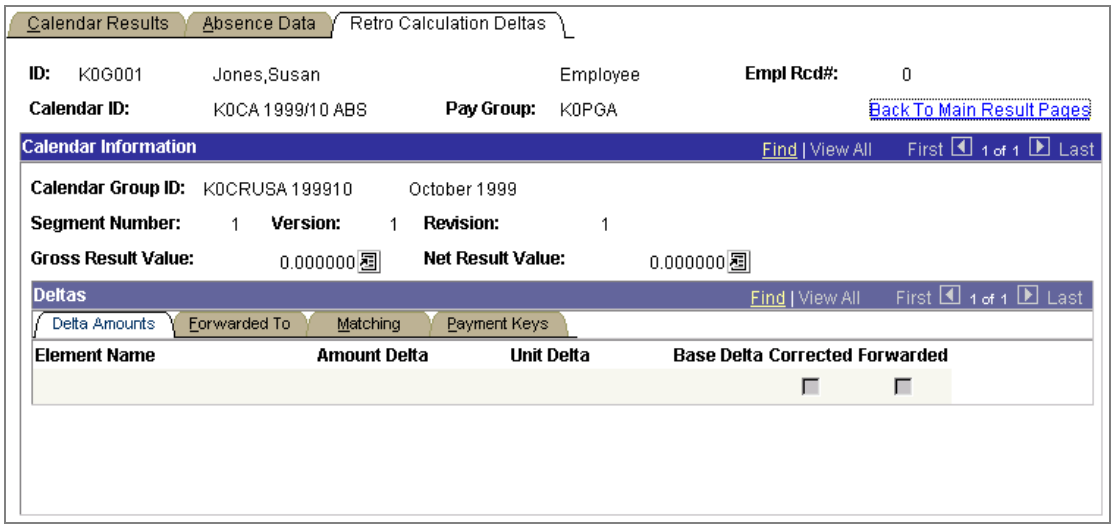
When retroactive processing occurs for a payee, the system recalculates each element that is generated for the payee. The difference between the recalculated results and the original results is called the *delta.* A delta can represent an underpayment or an overpayment that results in an adjustment to the payee's earnings.

Page Used to View Deltas

Page Name	*Object Name*	*Navigation*	*Usage*
Retro Calculation Deltas	GP_RSLT_CAL_DLTA	Compensate Employees, Manage Global Payroll Process, Inquire, Results by Calendar	View the delta values associated with payments that were recalculated because of retroactivity.

Viewing Delta Values

Access the Retro Calculation Deltas Page



Retro Calculation Deltas page: Delta Amounts tab

Amount Delta, Unit Delta, and **Base Delta**
Difference between the original value and the recalculated value.

Corrected
Selected when the retro mode is corrective to indicate that the originally calculated value has been replaced by the recalculated value.

Forwarded
Selected when the retro method is forwarding or when the retro method is corrective and you have defined a forwarding exception. It indicates that the system forwarded each earnings and deduction delta (that was defined for forwarding) to the current period as an adjustment or forwarded the value of the elements to a new element—depending on your instructions.

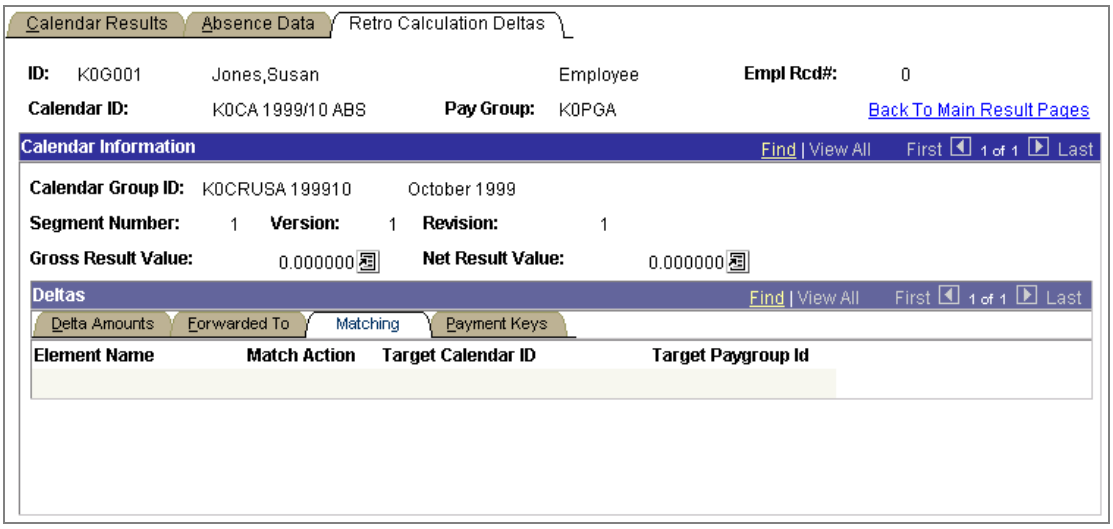
See Also

"Defining Retroactive Processing"

Forwarded To Tab

This tab identifies the calendar group ID, the calendar, pay group and element that will receive the value of the element's retro delta in the current period.

Matching Tab



Retro Calculation Deltas page: Matching tab

During forwarding retro, the system forwards adjustments from the recalculated calendars to the current calendar when the Employee Record Number, Paying Entity, Pay Group, and Run Type match. If any of these items do not match, the system follows the forwarding instructions that are defined for the payee on the Unprocessed Retro Deltas page and that display on the Delta Amounts page.

Match Action — The instructions that you entered on the Unprocessed Retro Deltas page. Values are:

Apply Cal (apply to calendar): The retro delta was pulled into the specific calendar and pay group that you entered in the Target Calendar ID and Target Calendar Paygroup fields on the Unprocessed Retro Deltas page.

Dflt Match (default match): The retro delta was pulled into the current calendar and pay group.

Do Not Prc (do not process): The unprocessed retro deltas were not pulled into a calendar as a retro adjustment.

Target Calendar ID and **Target Paygroup ID** — The calendar and pay group to which the deltas were forwarded.

Payment Keys Tab

This tab displays the names of the payment keys and their values.

See Also

"Defining Retroactive Processing," Using Payment Keys With Forwarding Retro

Viewing Results by Calendar Group

The Results by Calendar Group component shows processing statistics for an entire calendar group. This component displays the same information as the Results by Calendar component, except that it is for a calendar group rather than an individual calendar.

See Also

Viewing Processing Statistics by Calendar

Viewing an Element Resolution Chain

When you run payroll calculations, you can generate an element resolution chain that shows, by payee, how and in what order each element was resolved and how long it took to resolve each element on the process list. This can be helpful if your payroll is taking a long time to calculate, and you're doing some performance tuning on your rule definitions. Because significant system resources are required to produce an element resolution chain, we recommend that you use this feature for problem solving only.

In this section, we discuss viewing:

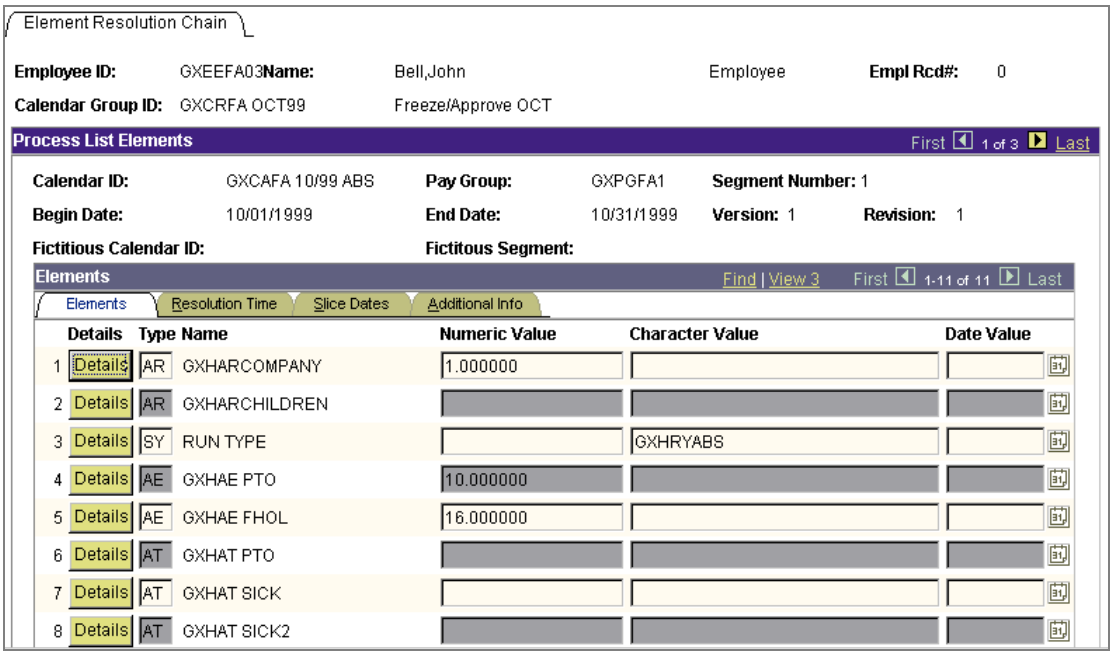
- Elements that were resolved for a payee during processing.
- The order in which the elements were resolved.

Pages Used to View the Element Resolution Chain

Page Name	*Object Name*	*Navigation*	*Usage*
Element Resolution Chain	GP_AUDIT_CHAIN	Define Business Rules, Manage Global Payroll Process, Inquire, Element Resolution Chain	View elements that were resolved for a payee during processing. Select *Trace All Elements* or *Trace Elements in Error* on the Payroll/Absence Run Control page.
Detail Audit Chain	GP_PIN_CHAIN	Define Business Rules, Manage Global Payroll Process, Inquire, Element Resolution Chain Select the Details button on one of the tabs.	View the order in which each element was resolved and the numeric, character, or date value that the element resolved to.

Viewing Resolved Elements

Access the Element Resolution Chain page.



Element Resolution Chain page: Elements tab

Begin Date and **End Date** — The begin and end dates of the calendar in which the element was processed.

Fictitious Calendar ID — The calendar ID if the results are associated with a calendar for which fictitious calculations were run.

Fictitious Segment — The segment that the results apply to if the results are associated with a calendar for which fictitious calculations were run.

Details — Click to access the Detail Audit Chain page to view the order in which the element resolved.

See Also

"Defining Data Retrieval Elements," Defining Fictitious Calculations

Resolution Time Tab

Seconds — The number of seconds taken to resolve the element. An asterisk (*) indicates that resolution took less than one second.

Invalid Trace — Selected if the system could not trace the element's resolution, due to a programming error, a corrupted table, or other problem.

Slice Dates Tab

Displays the begin date and end date of the slice in which the element resolved.

Additional Info Tab

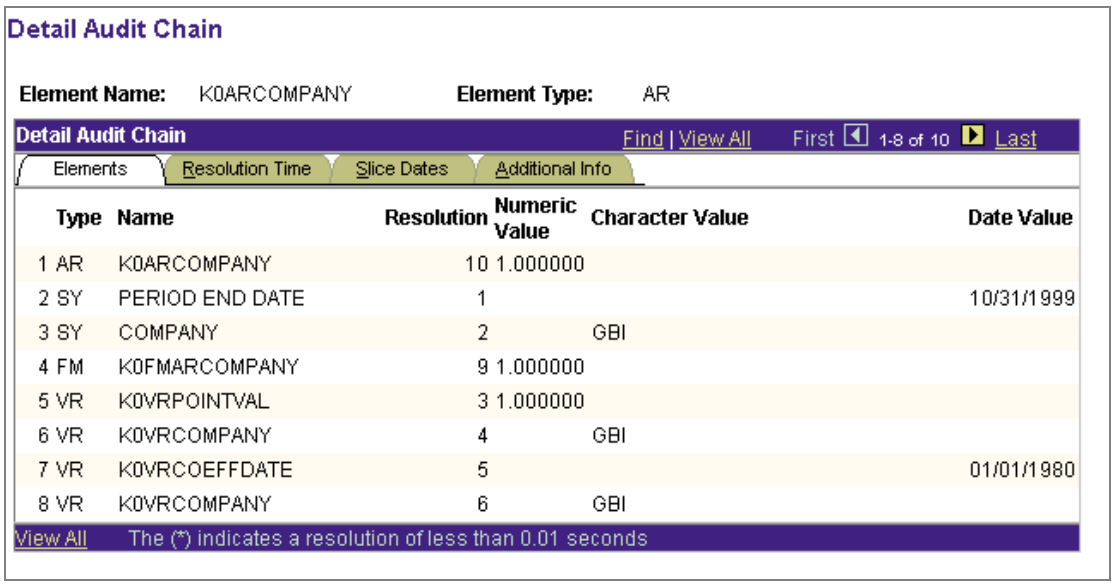
Pointer Value Applies only to elements with a field format of *Pointer*. Displays the PIN number to which the pointer element identified in the **Name** field resolved.

Adjustment Applies only to elements with a field format of *Decimal* or *Monetary*. Displays the amount of the calculated adjustment for the element, such as a retroactive adjustment.

Calculation Raw Value Applies only to elements with a field format of *Decimal* or *Monetary*. If the element was rounded during processing, the amount before rounding is displayed.

Viewing the Order in Which Elements Were Resolved

Access the Detail Audit Chain page.



Detail Audit Chain page: Elements tab

The **Resolution** field shows the order of resolution.

Correcting Batch Processing and Data Entry Errors

In this section, we discuss:

- Batch processing errors.

- Data entry errors and omissions.
- Batch processing error messages.

Batch Processing Errors

When an error occurs during batch processing, the system assigns one of the following calculation statuses to the payment:

- Error.

  The error occurred as the amount was being calculated. For example, the batch process could not find an appropriate effective-dated row for an element definition.

- Bypassed.

  The system did not attempt to calculate the payee because of an error. For example, the system could not find the payee's job row.

- Error - User.

  An error condition defined by your organization was met. For example, a formula element that generates an error message when a payee's salary reaches 1,000,000 or some other specified amount.

Reviewing Batch Processing Errors

Each time you run the Calculate phase, you can review the Processing Statistics page for the number of payments in error. You can also review the Payee Messages page for warnings or messages generated for each error. After fixing problems that caused errors, run the Calculate phase again. The system tries to recalculate the payee.

While the inquiry pages provide the level of detail that you need to resolve most errors, sometimes you might need more help. If you're having problems resolving errors for a few payees, you can generate an element resolution chain for only those people.

To generate a resolution chain:

1. On the Payee Status page, set the process indicator to **Recalculate.**
2. On the Payroll/Absence Run Control page, select the **Calculate** check box and select *Trace Errors Only* as the Trace option.
3. Start the job.

Important! You cannot finalize a payroll with errors. If you can't resolve all errors before completing the pay run, cancel the payments that are in error and process them later in a supplemental run.

Data Entry Errors or Omissions

Data entry errors, late paperwork, and other events can create errors that the system can't detect. The inquiry pages can help you spot these types of problems.

When data that is transmitted to PeopleSoft Global Payroll from other applications contains errors, do one of the following:

- Correct the errors in the source application and retransmit the data.
- Use positive input to override the incorrect data.

Correcting errors in the source application ensures that the data in the source application and in PeopleSoft Global Payroll is correct.

See Also

"Working With Positive Input"

Batch Processing Error Messages

Batch messages in PeopleSoft Global Payroll fall into two categories:

- Messages 1 to 300

  Informational messages and messages that identify process terminating errors. These messages appear in the process log and inform you of the progress of the process or report critical errors that cause the process to terminate.

- Messages 301 and higher

  Warnings and errors of lesser severity that allow processing to continue even though they might set one or more segments (payments) in error for the payee that is identified on the Payee Messages page.

  With a few exceptions, these messages report problems that caused the resolution of an element or a segment to be bypassed, and identify the affected payee. You can view these messages on the Payee Messages page.

Message set number 17005 is the core application batch for PeopleSoft Global Payroll. Some of the key messages in that set are described below.

Message Number	Message / Explanation

3	**Internal array overflow occurred for array %1 defined in copybook %2 with a max array count of %3**
	
	COBOL does not offer an efficient way to dynamically allocate space for data, so we must define a predetermined number of rows in all arrays into which we read data. This message is issued when the process retrieves more data from the database than it can fit into the program's storage. The message identifies what storage area is exceeded, in what copy book the area is defined, and the limit of the area.
	
	To proceed, you must have a system administrator or system programmer expand the area to a reasonable number, recompile the PeopleSoft Global Payroll COBOL application, and rerun your process.
	
	Sample message:
	`GPPDPDM1: XB000`
	
	`Internal array overflow occurred for array %1 defined in copybook %2 with a max array count of %3`
	` L-PMT-DATA`
	` GPCDPDM.CBL`
	` 20`
	
	Sample Resolution: Go to the copybook in question, where you will find the setup shown below.
	`05 L-PMT-COUNT PIC 9999 VALUE 0 COMP.`
	`88 L-PMT-COUNT-MAX VALUE 50.`
	
	`05 L-PREV-PMT-PTR PIC 9999 VALUE 0 COMP.`
	`05 L-ORIG-PMT-COUNT PIC 9999 VALUE 0 COMP.`
	`05 L-PMT-DATA OCCURS 50`
	`INDEXED BY PMT-IDX.`
	
	Increase the number in the OCCURS clause and the VALUE for L-PMT-COUNT-MAX, keeping the two numbers in sync. This array contains one row for each segment that is being processed for a payee in a calendar group. It includes a single history row and any retro segments, as well as the number of segments in the current period for all employee record numbers that are being processed (if the payee has multiple jobs).

301	**Element %1 of parent element %2 on process List %3 is not found in %4. (PIN number %5)**This error is issued by an element resolution program when the program cannot find an entry for the element in one of the key attribute arrays (UPINT or UPINA). It identifies the element component, its parent (%2), and the process list being processed (%3). It tells you that it could not find the entry in UPINT or in UPINA (%4) and what the PIN number of the element is (%5). This error can occur if the parent is set up to use an element that is defined as specific to a country other than the country for which the current calendar group is running. **Resolution:** Inspect the parent element (or the sections of the process list, if the element reported in error is directly on the process list). Modify the element dependencies or remove the element from the process list, as appropriate. Also see messages 314 and 315.

Message Number	Message / Explanation
302	**The definition for element %1 (parent element %2, process list element %3) is inactive as of %4** On the Payee Messages page, the %n placeholders are substituted for the element names. The message is issued if the process encounters a request to resolve an element that was set to inactive on or before the date on which it resolution was requested (%4). The parent element (%2) is the element that is directly dependent on this element. The process list element (%3) shows the element on the process list that is dependent on both the element in error and its parent. In more complex setups, there may be multiple layers of elements between the parent and the element on the process list. If the error occurs for the process list entry itself, all three will show the same element name. **Resolution:** Review the definition of the element in error and assess whether the element should be inactivated. If so, modify the definition of the parent element to no longer depend on this element for resolution. If the element in error is directly on the process list (that is, in a section of a process list), remove it from that section.
314	**Element %1 has an invalid PIN (%2). Valid range is 1 thru %3. PIN not loaded** This message is issued as elements or element rule definitions are loaded. It identifies an element with a PIN number that is outside the valid range of PIN numbers (1 through 300,000). The upward limit is the array size of the UPINT array in GPCUPINT. **Resolution:** If the PIN number (%2) is 0, something is wrong with the setup of one of your rules. A PIN number that is greater than 300,000 indicates that your rule set is getting large. Consult your system administrator or application developer to expand the UPINT array.
315	**Element %1 (PIN %2) - and data for the element - not loaded into the process. (N/A for country: %3)** This message is issued during the loading of elements or element rule definitions. It differs from message 314 in that the PIN number is valid, but the element for which the process is attempting to load data is specific to a country that is different from the country that is associated with your current process (%3). **Resolution:** Review your rule setup, focusing on any modifications or additions to the rules that have been made since the last successful run.

Finalizing a Payroll or Absence Run

When you finalize a payroll or absence run, no further changes can be made. Only after you finalize a run can the calendars in a calendar group be picked up for retroactive processing in subsequent runs of other calendar groups.

You finalize an entire run at the end of a payroll cycle, after you've resolved all errors and made all adjustments. When you run the Finalize phase, the system:

- Sets the calculation status of each payment to Finalize.

- Deletes all warnings, error messages, element resolution chains, processed retro triggers, and iterative triggers, including unprocessed, iterative triggers. (Positive input, segmentation triggers, and unprocessed retro triggers are not deleted.)
- Inserts a timestamp that you can view on the Calendar Group ID page.
- Marks the calendar group ID as Finalized and clears the Open indicator.

In this section, we discuss how to finalize a payroll or absence process.

Important! The Finalize phase cannot be reversed.

To finalize a payroll or absence run:

1. Ensure that the following requirements are met.

   The batch process aborts if any of the following conditions are not met. To see which conditions were not met, check the Log File.

Requirement	*Where to Check*
No payments are in Error or Identified status.	Processing Statistics pages for the calendar group ID.
No payees are Suspended by User or Suspended by System.	Processing Statistics pages for the calendar group ID.
All streams have been calculated, if stream processing is activated for the calendar group.	Processing Statistics pages. If you are unsure of the stream numbers, check the Stream Setup page.
All process indicators are set to Normal.	Payee Status page.

   Because the system deletes all iterative triggers, you may want to look at the Iterative Triggers - Cal Group ID page to see if there are unprocessed triggers that you need to address in a separate run.

2. Access the Payroll/Absence Run Control page for the same run control ID and select the **Finalize** check box.
3. Review the Processing Statistic pages for the calendar group ID and make sure that the **Finalized** and **Totals** figures match.

Canceling a Payroll or Absence Run

In this section, we discuss how to:

- Cancel an entire payroll or absence run.

- Cancel an individual payee.

You can cancel an entire payroll or absence run (the entire calendar group ID) or you can cancel individual payees from a calendar group ID. For each canceled payee, the system deletes all calculations, sets the selection status to *Cancelled,* and deletes the Calculation status. It also deletes all error messages, warnings, and audit records, if you requested an element resolution chain.

Canceled payees are ignored during future iterations of processing, including retroactive runs, unless you manually *uncancel* them or run the Identify phase again—if you've canceled an entire run.

Note. You cannot cancel an entire run once a payment has been approved.

Canceling an Entire Run

You rarely need to cancel an entire payroll run. However, if you discover a problem that affects most or all payees, canceling the run may be the most efficient way to address the problem. For example, if you attach the wrong process list to a calendar or if you add calendars to the calendar group ID in the wrong order, it might be quicker to cancel the run, make the corrections, and run the Identify step again than to correct each payee individually.

To cancel a pay run, you select the Cancel check box on the Payroll/Absence Run Control page.

Canceling Individual Payees

To cancel an individual payee, set the process indicator for the payee to *Cancel.*

Uncanceling a payee creates an iterative trigger during the next processing run. During the next iteration of the Calculate phase, the system deletes and re-identifies the payee. If the identification process determines that the payee still meets the selection criteria, that payee is included in the run. Otherwise, the payee is canceled again.

Processing Special Situations

In this section we discuss how to:

- Process payees that are in two open calendar groups.
- Run off-cycle pay runs.

Payees in Two Calendar Groups

Sometimes you might need to make two types of payments (for example, month-end payroll and quarterly bonuses) to the same pay group within a short period of time. Since a payee can be identified in only one calendar group ID at a time, we recommend that you create a separate calendar for each type of payment and add the calendars to the same calendar group ID in the order that they should be processed.

If a payee is on more than one open calendar run, the payee is selected and processed in the first calendar group ID in which that payee is picked up. When the system processes the second calendar group ID, it puts the payee in an error status. To process that payee in the second calendar group ID, do one of the following:

- Finalize the first calendar group ID and then run the second calendar group ID.
- Suspend the payee in the first calendar group ID and recalculate the first calendar group ID (to invoke the suspend action). Rerun and finalize the second calendar group ID. Recalculate the first calendar group ID. This might be appropriate, for example, if the payee changes pay groups mid-period and the calendars for the previous and current pay groups are linked to different calendar group IDs.

Off-Cycle Calendar Runs

Sometimes you need to run an off-cycle pay calculation. For example, you may need to pay people soon after they've been terminated. You can create a group list that includes only the payees that you want to pay. You don't need to set up a separate calendar. Run the Calculate phase for the group list, review the results, and run the Approve phase for that group list.

CHAPTER 20

Absence Entry and Processing

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

- Enter, update, and void absence events.
- Forecast entitlement during absence entry.
- View current entitlement balances and run the Balance Inquiry process.
- Adjust and override entitlement balances.
- Review daily absence records.

See Also

"Understanding Absences"

"Defining Absence Elements"

"Using Schedules"

Entering Updating, and Voiding Absence Events

When a payee is absent from work at a normally scheduled work time, you record the absence take, the begin and end dates, and other details that you want to track.

In this section, we discuss how to

- Enter, update, and void absence events.
- Enter detailed information about an absence.

Following are the steps for entering an absence event:

1. Access the Absence Event Entry page.
2. Select the absence take element and enter the begin and end dates of the absence.
3. If applicable, enter the partial hours that the payee was absent and the original begin date of the absence.
4. Access the Absence Event Entry Detail page to enter other details that are related to the absence, if applicable.

5. If the Forecasting process is required for the take that you entered, follow the procedures for using the absence forecasting. You receive a warning message if you try to save absence entries for the take without first running the Forecasting process

See Also

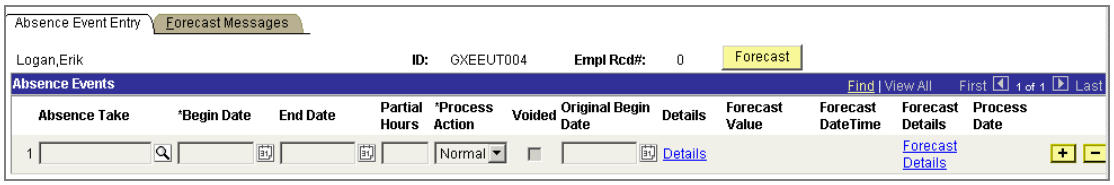
Forecasting Entitlement During Absence Entry

Pages Used to Enter, Update, and Void Absence Events

Page Name	*Object Name*	*Navigation*	*Usage*
Absence Event Entry	GP_ABS_EVENT	Compensate Employees, Manage Global Payroll Process, Use, Absence Event Entry	Enter, update, and void absences. Start the Absence Forecasting process.
Absence Event Entry Detail	GP_ABS_EVENT_SEC	Compensate Employees, Manage Global Payroll Process, Use, Absence Event Entry Click the Details button.	Enter detailed information for an absence, including the reason, processing action, manager approval, user-defined data, entitlement adjustment, and partial hours.

Entering, Updating, and Voiding Absences

Access the Absence Event Entry page.



Absence Event Entry page

To enter a new absence, insert a row and complete the fields described below. To make changes to a row that has not been processed, delete the row and add a new one.

Note. If you enter absences with overlapping dates, and your absence rules do not allow you to enter more than one absence for the same day, an error message appears when you try to save the events. If you've elected to use the automatic priority processing feature and have assigned a priority number to your absence take elements, the system determines which take element has priority for the date in question and offers the option of executing priority processing. You define your absence priority rules on the Absence Take - Priority page.

Absence Take — Select the Absence Take element that corresponds to the payee's absence. (The prompt table lists all absence take elements that are defined by your organization, not just those for which the payee is eligible.)

Begin Date and **End Date** — Enter the begin and end dates of the absence. If there's a break in the absence, enter each event separately. For example, if a payee is out sick for two days, returns to work for three days, and then is out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.

The system uses the Take definition that is in effect on the begin date that you specify.

Partial Hours — For absences of less than a full day, enter the number of hours that the payee was absent.

If the payee was absent for more than one day (the begin and end dates are different), the system assumes that the partial hours apply only to the first day of the absence. To specify otherwise, click the Details link to access the Absence Event Input Detail page.

Process Action — For a new absence event, the default is ***Normal.***

Select ***Void*** to void an absence that has already gone through the Take process. The event is not processed in subsequent runs. Instead, the Process Action is reset to ***Normal*** and the **Voided** check box is automatically selected during the next Take process.

During retroactive processing, a new version of the results is calculated without the voided event. Positive input is not generated from the voided event, and the results for earnings/deduction have deltas.

Voided — Selected if you voided the event and ran the Take process.

This field can also be selected if you're using the automatic priority processing feature and have assigned a priority number to your absence take elements. If you save absence entries with overlapping dates, the system voids the event with the lower priority and creates a new event for the days that do not overlap.

Original Begin Date — Enter this field if your absence take rules allow you to link this absence to a previous absence that was taken for the same reason. (The Link Absence and By Original Begin Date options are selected on the take element's Period page.)

If this absence is related to another absence, enter the begin date of the original absence.

Example: A payee is out sick for the following periods of time:

Absence Type	*Reason* (not entered online)	*Absence Begin Date*	*Absence End Date*	*Original Begin Date*
Sick	Sprained wrist	15 May	16 May	15 May
Sick	Flu	1 June	5 June	1 June
Sick	Wrist didn't heal properly	10 June	10 June	15 May

Entering the same original begin date for the first and third absence events tells the system that the absences are related. If you defined the take element to link absences, the system checks to see if the current absence occurred within the time frame allowed for linking. If it did, the two events are linked.

The default value for **Original Begin Date** is the begin date. Changing the begin date here does not update the original begin date.

Details Click to display the Absence Event Entry Detail page, where you enter additional information about the absence.

Forecast After entering absence events, click this button to start the Forecasting process. Absence forecasting must be enabled for one or more take elements.

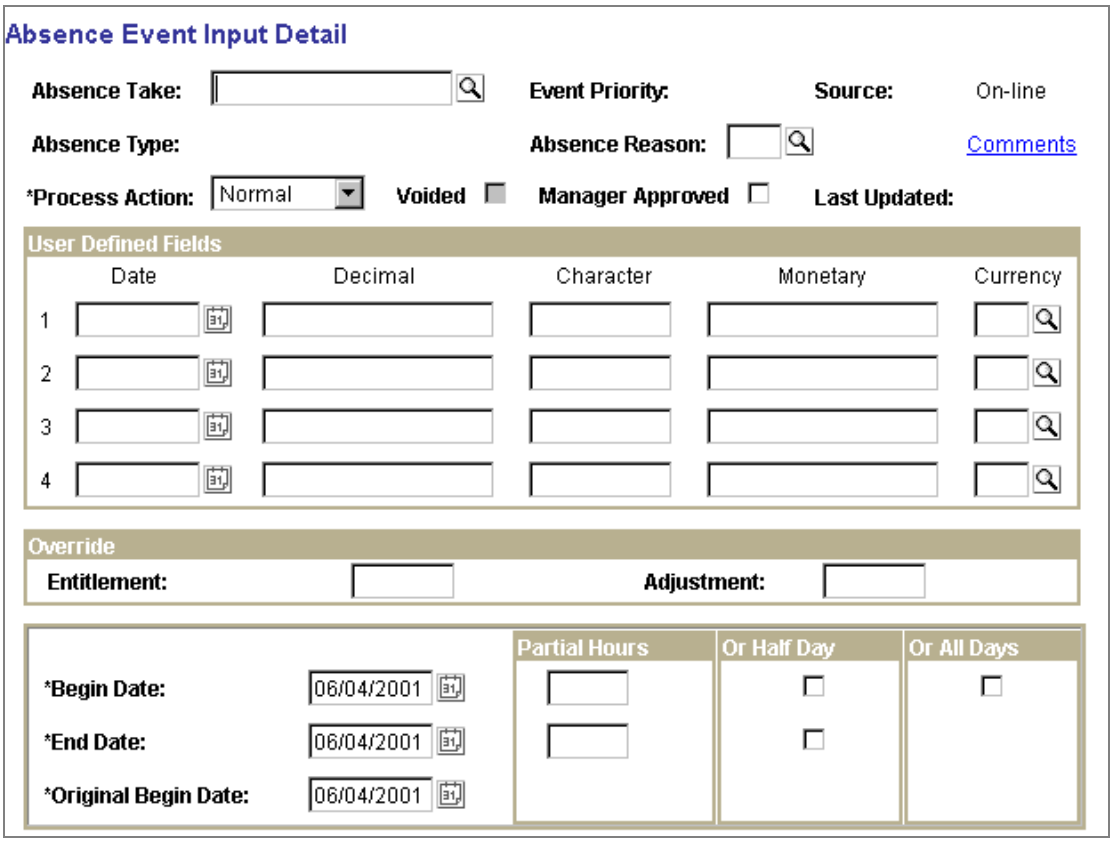
Forecast Value, Forecast DateTime, and **Forecast Details** These fields apply *after* running the Forecasting process.

- **Forecast Value** is the alphanumeric value resolved by the forecasting element. You associate a forecasting formula with a take element on the Take – Forecasting page. (For example, your forecast element might return a value of ***Eligible*** or ***Not Eligible.***)
- **Forecast DateTime** is the last date and time that the Forecasting process was run for the take element.
- Select the **Forecast Details** link to display the Absence Forecast Results page.

Process Date Displays the date that this event was last processed by the Take process.

Entering Detailed Information About an Absence

Access the Absence Event Input Detail page.



Absence Event Input Detail page

Absence Take Displays the take element that you selected on the Absence Event Entry page.

Event Priority Displays the priority number of the take element if one was assigned on the Absence Take - Priority page.

If you enter more than one absence for the same date, you can use the automatic priority processing feature when you save your entries. The system compares the priority numbers of the overlapping absences to determine which take rule to apply for the date in conflict. The lower the number, the higher the priority.

Source Identifies the source of the absence data. Values are:

Online: The absence event entry was created using the Absence Event Entry page. This is the default for new entries.

ThirdParty: The absence event entry was created by a non-PeopleSoft application.

Absence Type The absence type for the Take element is displayed.

Absence Reason You can select an absence reason from those that were in effect as of the absence begin date. You define absence reasons on the Absence Types page and link an absence

type to a take element on the Take - Calculation page.

Manager Approved Select to have the absence processed when you run the Take process. This check box is selected if you defined the absence take element (on the Absence Take – Calculation page) as not requiring manager approval.

Last Updated This date appears after you save your entry.

User Defined Fields

1 to **4** You can enter data in up to 16 user-defined fields.

When you run the Take process, the system writes the data to the daily records, so that it's available to the count formulas. Four sets of system elements in the GP_ABS_EVENT record correspond to each user-defined field. The naming conventions are:

- EVT CONFIG1(2, 3, 4) DT for date values.
- EVT CONFIG1(2, 3, 4) DC for decimal values.
- EVT CONFIG1(2, 3, 4) CH for character values.
- EVT CONFIG1(2, 3, 4) MN for monetary values.

Definition of abbreviations: Event configurable 1(2,3,4) date/decimal/character/monetary

For example, employees take 100 percent or 80 percent pay for sick time. If they take 100 percent, they lose a day of vacation for each set of five sick days that they take. You enter ***100*** or ***80*** in one of the numbered fields to specify the employee's choice and use a formula that counts the number of vacation days that the employee loses in each case.

Note. The user-defined fields on this page are not related to the user-defined fields that appear on the Absence Take - Calculation page.

See Also

"Defining Absence Elements," Defining Absence Take Priorities

Override

If the absence take element is associated with a per-absence entitlement element, use this group box to override the standard entitlement amount or adjust the payee's entitlement balance. To override the entitlement amount or adjust the entitlement balance for a frequency-based entitlement, use the Absence Adjustment page.

Important! Use the same type of units as those that are used to define the entitlement element.

Entitlement	To override the entitlement for this event, enter the number of units in this field. If the take is linked to more than one entitlement element, the number overrides the entitlement for the first linked element only.
Adjustment	To adjust the entitlement balance, enter the number of units in this field. (That number populates the automatically assigned adjustment element.) Enter a negative number to reduce the entitlement balance.
Begin Date, End Date, and **Original Begin Date**	These fields display the dates that you entered for the absence event on the main page. Any changes that you make here update the main page.

Note. Data that you enter in the following fields is used only if the data is referenced by your absence formulas.

Partial Hours	For absences of less than a full day, use these two fields to enter the number of hours that the payee was absent. (The top field displays the partial hours that you entered on the main page.) Complete the top field if the payee 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 payee was absent less than a full day on the last day of the absence. During the Absence Take process, these hours are available through the PARTIAL HOURS system element. **Note.** For single-day absences, enter partial hours in the top or bottom field.
Or Half Day	Select if the payee was absent exactly half a day. Select the top check box if the payee worked half a day on the first day or every day of the absence. Select the bottom check box if the payee worked half a day on the last day of the absence.
Or All Days	Select if you entered **Partial Hours** or selected **Half Day** for the begin date, and your selections apply to all days of the absence. This field tells the system which condition existed.

Forecasting Entitlement During Absence Entry

Use the Absence Forecasting process to evaluate the impact of an absence event. To use this feature, you must have defined the forecasting rules that are applicable to your organization and enabled the absence forecasting feature.

In this section, we discuss how to:

- Review absence forecasting results.
- Review forecasting messages.

Absence Forecasting Steps

Following are the steps for using absence forecasting:

1. Enter a payee's actual or anticipated absence events on the Absence Event Entry page.
2. Click the Forecast button to start the process.
3. If applicable, check the Forecast Messages page to see if errors or warnings were generated during the process.
4. Correct errors and rerun the process.

   Each time you run the Forecasting process, the system overwrites the previous forecast data.
5. View the results by clicking the Forecast Details link on the Absence Event Entry page.

Forecasting and Retroactivity

If you make a retroactive data change to an employee and run the Forecasting process before processing the retroactive data change in the absence batch process (including Take processing), the forecast results may not be accurate. For example, let's say you have already processed absences in batch through the end of January. In February, you add retroactive vacation (an absence event) for January. You also add a future-dated vacation in March. If you forecast the vacation in March prior to retroactively processing the new January vacation take element, your March results may not be correct.

See Also

"Understanding Absences," Using the Absence Forecasting and Balance Inquiry Processes

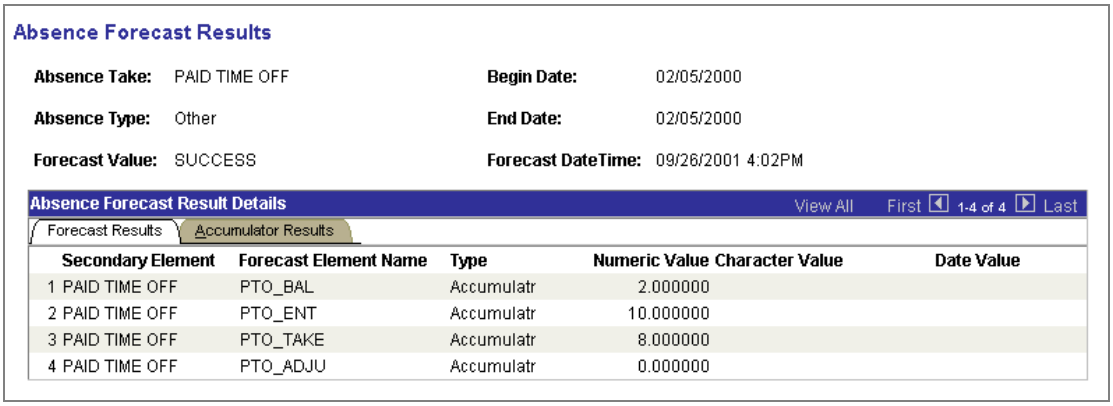
"Setting Up Triggers"

Pages Used to Forecast Absence Entitlement

Page Name	Object Name	Navigation	Usage
Absence Forecast Results	GP_ABS_EVT_FCS_SEC	Compensate Employees, Manage Global Payroll Process, Use, Absence Event Entry Click the Forecast Details link.	Review the results of the Forecasting process for a specific absence event and any take elements that are mapped to it.
Forecast Messages	GP_ABS_FCST_MSG	Compensate Employees, Manage Global Payroll Process, Use, Absence Event Entry, Forecast Messages	Review the messages that are generated during the Forecasting process.
Forecast Message Detail	GP_ABS_FCS_MSG_SEC	Compensate Employees, Manage Global Payroll Process, Use, Absence Event Entry, Forecast Messages Click the Details link.	Review the text of a selected error or warning message.

Reviewing Absence Forecast Results

Access the Absence Forecast Results page.



Absence Forecast Results page: Forecast Results tab

Forecast Results Tab

This tab displays the forecasted value for each element that appears on the Absence Take - Forecasting page, along with related take elements.

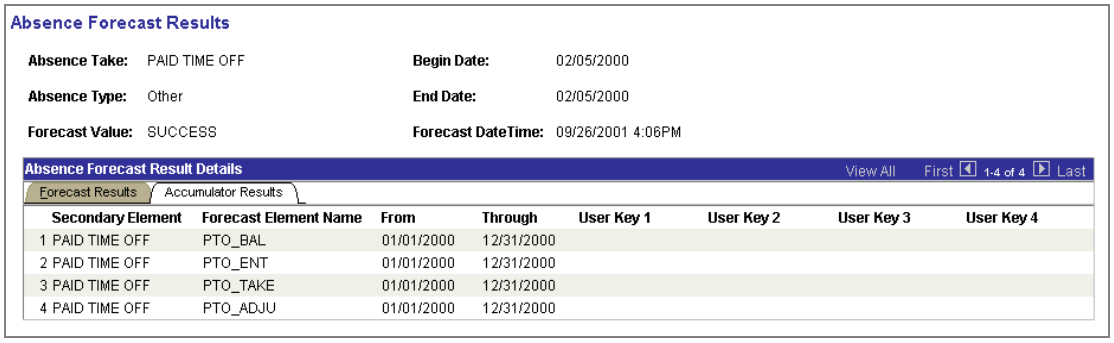
Secondary Element Displays the name of the take element that the results pertain to. This can be the take element listed on the Absence Take - Forecasting page, a redirected take element, or a "mapped to" take element that's associated with that take.

Note. You identify redirected take elements on the Take - Negative Balance page and "mapped to" elements on the Absence Take - Day Formula page. Redirected take element can be redirected to other take elements. For example, if A redirects to B, which redirects to C, then C can appear in this field.

Forecast Element Name, Type The name of the element for which a value has been forecast, followed by its type.

A value displays for each element listed on the Take - Balance Inquiry page.

Accumulator Results Tab



Absence Forecast Results page: Accumulator Results tab

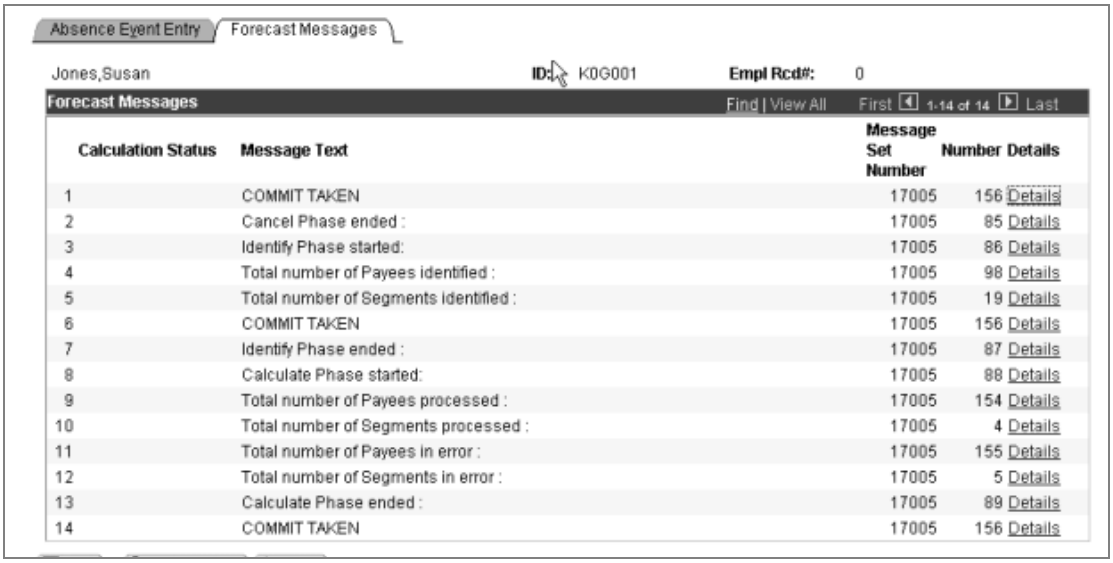
The following information is displayed for any accumulators that are included in the Forecasting Results Element List on the Absence Take - Forecasting page.

From and **Through** The begin and end dates of the accumulation period .

User Key 1 to **User Key 4** The values of accumulator's user keys.

Reviewing Forecast Messages

Access the Forecast Messages page.



Forecast Messages page

Calculation Status Identifies the phase of processing during which the error or warning occurred.

Message Text Displays the abbreviated text of the message and other information about the message.

See Also

"Payroll Processing," Status Codes and Process Indicators

Viewing Current Entitlement Balances and Running the Balance Inquiry Process

You use the Balance Inquiry feature to view a payee's current entitlement balance for a take. You can also run the Balance Inquiry process to return the values of the elements that are specified on the Absence Take - Balance Inquiry page. Typically, one of these elements returns the absence balance for the take. Values are displayed as of the date that you specify.

In this section, we discuss how to:

- View current balances for payees.
- Start the Balance Inquiry process.

See Also

"Understanding Absences," Using the Absence Forecasting and Balance Inquiry Processes

Pages Used to Start the Balance Inquiry Process and View Balances

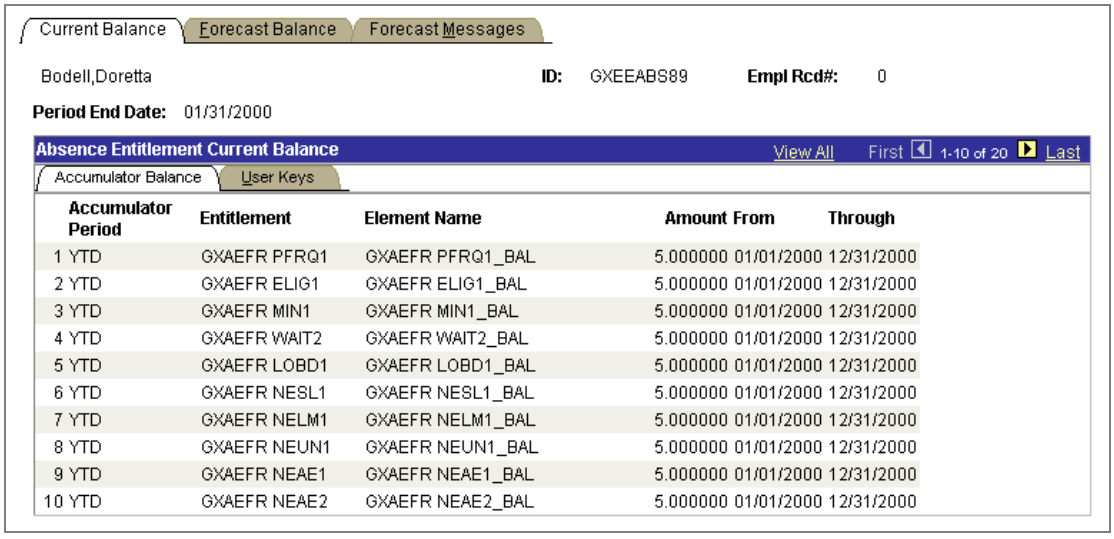
Page Name	Object Name	Navigation	Usage
Current Balance	GP_ABS_CUR_BAL	Compensate Employees, Manage Global Payroll Process, Inquire, Absence Balances	View a payee's current entitlement balances.
Forecast Balance	GP_ABS_FCST_BAL	Compensate Employees, Manage Global Payroll Process, Inquire, Absence Balances, Forecast Balance	Starts the Balance Inquiry process and view the results.

See Also

Reviewing Forecast Messages

Viewing a Payee's Entitlement Balances

Access the Current Balance page.



Current Balance page: Accumulator Balance tab

Accumulator Balance Tab

For the period of time defined by the From and Through dates this tab displays the payee's entitlement balances as of the most recent run of the Entitlement process for the payee.

User Keys Tab

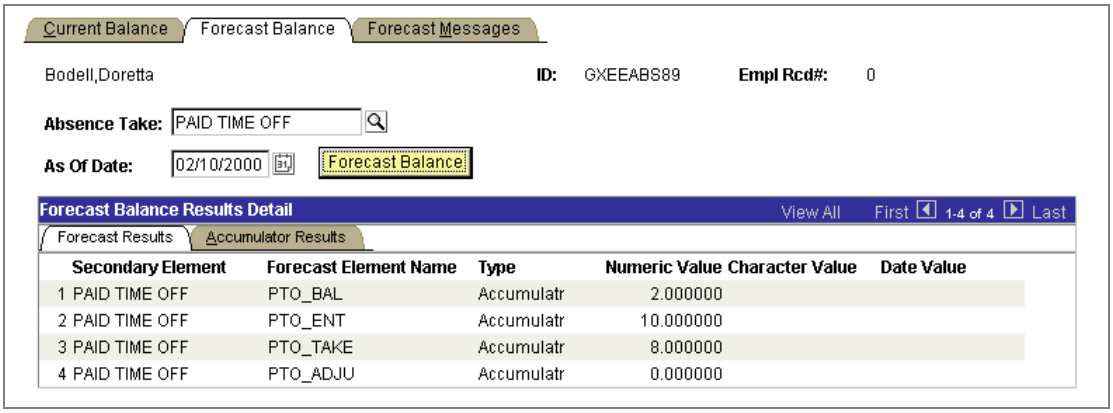
This tab displays the value that was entered for each user key defined on the Entitlement Accumulators page.

See Also

"Defining Absence Elements," Defining Accumulator Rules for Entitlement

Running the Balance Inquiry Process

Access the Forecast Balance page.



Forecast Balance page: Forecast Results tab

Following are the steps for running the Balance Inquiry process:

1. Select the take element and the as of date for which you want to display forecasted results.
2. Click the Forecast Balance button.
3. View the results in the Forecast Balance Results Detail group box.

   The tabs in this group box are identical to the tabs on the Absence Forecast Results page.

See Also

Reviewing Absence Forecast Results

Adjusting and Overriding Entitlement Balances

You can adjust or override a payee's entitlement balance in several ways.

In this section, we discuss how to:

- Adjust entitlement.

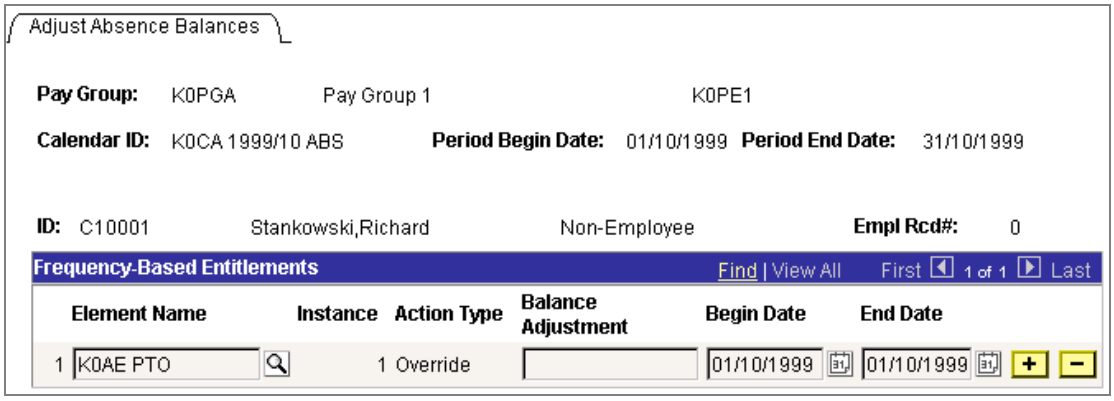
- Redefine a frequency-based entitlement rule.

Pages Used to Adjust Entitlements

Page Name	Object Name	Navigation	Usage
Absence Adjustment	GP_PI_MNL_AE	Compensate Employees, Manage Global Payroll Process, Use, Adjust Absence Balances	Adjust a payee's frequency-based entitlement for a single calendar period. Before you can enter an adjustment, you must set up the corresponding absence calendar.
Entitlement/Take Assignment page	GP_ABS_OVRD	Compensate Employees, Maintain Global Payroll Data, Use, Entitlement/Take Assignment	Redefine a frequency-based entitlement rule for a payee for a specified period of time. Specify whether a take or frequency-based entitlement element is processed for a payee.

Adjusting a Payee's Entitlement for a Single Calendar Period

Access the Adjust Absence Balances page.



Adjust Absence Balances page

The Absence Entitlement process processes the instructions you enter on this page.

Note. You can also enter one-time adjustments to a per-absence entitlement when entering an absence event.

Frequency-Based Entitlements

Enter each adjustment that applies to this payee for the selected absence calendar. You cannot enter more than one adjustment for the same element.

Element Name — Select the entitlement element for which you want to enter an adjustment. The prompt table displays only frequency-based entitlement elements that are defined for positive input overrides on the Element Name page.

Instance — System-assigned instance number for your entry.

Action Type — System assigns ***Override.*** The balance adjustment that you enter overrides the adjustment units that are defined on the Adjustments page.

Balance Adjustment — Enter the adjustment units. You can enter a positive or negative number. The amount is added to or subtracted from the beginning entitlement balance when you run the Entitlement process. Generation control for the adjustment is ignored.

Begin Date and **End Date** — These dates determine in which segment the adjustment is should be made, if the calendar period is segmented.

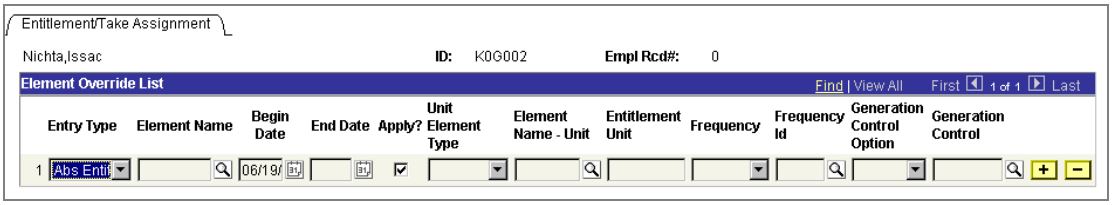
- If you leave the **Begin Date** field blank, the system assumes that the date is the same as the Begin Date on the Calendar - Definition page. The system does not use the begin date for processing.
- If the **End Date** differs from the Calendar End Date, and the calendar period is segmented, the end date determines the segment or slice to which the adjustment is assigned.

See Also

"Absence Entry and Processing," Entering Updating, and Voiding Absence Events

Redefining a Frequency-Based Entitlement Rule

Access the Entitlement/Take Assignment page.



Entitlement/Take Assignment page

To override a per-absence entitlement rule, use the Absence Event Entry page.

Note. To override an entitlement or take element, the Payee override option must be selected on the Element Name (GP_PIN) page.

Entry Type — Specify the type of element to override: ***Abs Entitl*** (absence entitlement) or ***Abs Take*** (absence take).

Element Name — Select the name of the element to override. Only elements that allow payee overrides are listed; the system does not check payee eligibility.

If you selected ***Abs Entitl*** as the entry type, you can select a frequency-based entitlement element only.

Begin Date and **End Date** — Enter the date that the override instructions become effective and the last date to which the override instructions apply.

Apply? — Selected by default. Clear if you don't want the system to resolve this absence element for the payee.

Unit Element Type — To change the supporting element that is used to calculate the entitlement units, select ***Accumulator, Bracket, Formula, Numeric, Payee Level, System Element,*** or ***Variable.***

If you select ***Numeric***, enter the value in the **Entitlement Unit** field.

For all other element types, select the element name in the **Element Name - Unit** field.

Frequency — Specify the frequency for the system to apply when granting the entitlement. Values are ***Specify Frequency*** and ***Use Pay Period Frequency.***

If you select ***Specify Frequency,*** select the frequency in the **Frequency Id** field; for example, ***Monthly.***

Generation Control Option — You can override the generation control condition that is defined for the take or entitlement element on the Element Name page. You can enter instructions here even if you didn't specify generation control details at the element level. Values are:

No Generation Control: System ignores the generation controls that you originally defined at the calculation rule level.

Specified Generation Control: Enter a generation control value in the field to the right.

Use Element Generation Control (the default): System uses the generation control that was defined when the element was set up.

Reviewing Daily Absence Records

The following table lists the pages that display the results of a batch absence process:

Process	*Tables Populated*	*Inquiry Pages and Display*
Take	GP_RSLT_ABS (Daily absence rows)	Absence Data pages. Daily data that is generated by the Take process.
	GP_RSLT_ACUM	Accumulators page. Updated entitlement balances.
	GP_PI_GEN_HDR, GP_PI_GEN_DATA, GP_PI_GEN_SOVR	Positive Input - Absence page. Positive input that is generated by the Take process.
	GP_RSLT_ABS	Results by Calendar - Calendar Results: Absence Data. Also Results by Calendar Group – Calendar Results: Absence Data. The absence type, reason, and forecast value.
Entitlement	GP_RSLT_ACUM	Accumulators page. Updated entitlement balances.
	GP_RSLT_PIN	Supporting Elements page. Entitlement units with supporting elements.
Payroll (for target calendar)	GP_RSLT_ERN_DED	Earnings and Deduction page. Earnings and deductions that are applicable to the payee, including absences.
	GP_RSLT_PI_DATA	Positive Input - Payroll page. How the positive input that was generated for earnings and deductions during the Take process was resolved.
	GP_RSLT_PI_SOVR	Supporting Element Overrides page. The supporting elements that were used when the positive input (created by the Take process) was resolved.

See Also

"Payroll Processing," Viewing Positive Input Results and Viewing Daily Results of the Absence Take Process

Running the Absence Entitlement and Take Processes

In this section, we discuss:

- The Absence Entitlement and Absence Take processes.
- Absences and Segmentation.
- Absences and Retroactive Processing.

Absence Entitlement and Absence Take Processes

Absence processing in PeopleSoft Global Payroll is done by two processes: Absence Entitlement and Absence Take.

- Entitlement process

  This process updates frequency-based entitlements for payees and makes entitlement available. For example, if entitlement is granted monthly, you run the entitlement process once a month, even if you run weekly payrolls. You do not run this process for per-absence entitlements because they are updated by the Take process. You can run the Entitlement process before or after the Take process.

- Take process

  During this process, the system looks at each daily record and determines the amount of time that should be paid or unpaid, according to your absence rules. It converts paid and unpaid units to positive input and adjusts entitlement balances.

After running the Entitlement and Take processes, you run the payroll process to compensate payees for paid absences.



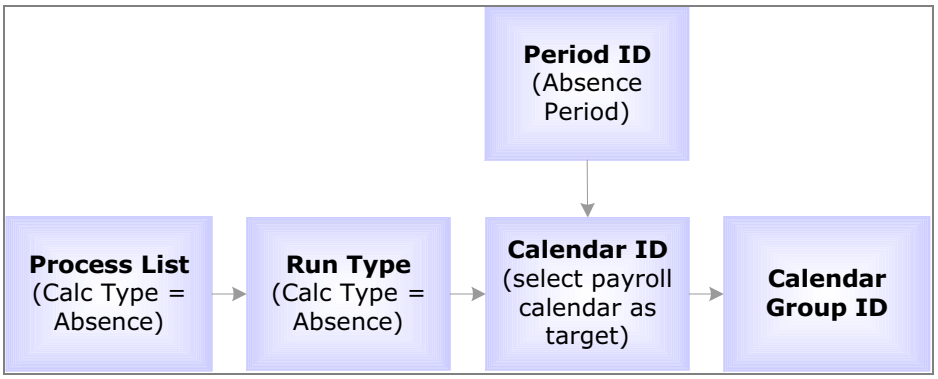
The absence processing cycle

Following are the steps to prepare for running the Entitlement and Take processes:

1. Create one or more absence process lists to define the absence take elements or frequency-based entitlement elements that are to be resolved during processing.
2. Associate the process list with a run type.
3. Create a calendar for the absence processing period.
4. Attach the calendar to a calendar group ID.

   You can attach an absence calendar and a pay calendar to the same calendar group ID.

Typically, you create process lists and attach them to run types when you implement PeopleSoft Global Payroll. Then perform the remaining tasks on a regular basis.



Preparing for absence processes

Guidelines for Creating Process Lists

- When setting up process lists, select *Absence* as the Calc Type (calculation type) on the Process Lists – Definition page.
- You can place entitlement and take elements on the same or different process lists.
- Do not include per-absence entitlement elements in a process list.

  An entitlement of this type is resolved by the Take process each time that an absence occurs.
- Consider the order in which you add elements to the process list.

  Place the entitlement elements before the take elements.
- If any take elements are mapped so that the system generates the same take for both elements simultaneously, place the source element before the "mapped to" element. Otherwise, the mapped element is not resolved. (You can map elements using the Mapped To field on the Absence Take - Day Formula page.)

Guidelines for Creating Absence Calendars

- Take and Entitlement processes must be associated with a pay calendar.

  Select the pay calendar as the target calendar when you create the calendar for the Take and Entitlement processes.
- The absence period can be the same as or different from the pay period.
- You can run some or all processes during the same run by attaching the appropriate calendars to the same calendar run ID.

- You can run the Entitlement and Take processes in any order; typically you run Entitlement first.

Timing can affect entitlement balances, as shown in this example:

Payees are entitled to 20 hours of vacation per month. In January, a payee takes 15 hours of vacation. The payee has no carryover from the prior year, so as of 1 January, the entitlement balance is 0.

- If you run the absence Entitlement process first, the employee receives the monthly entitlement of 20 hours. When you run the Take process, the system subtracts 15 hours, leaving an entitlement balance of 5 hours.
- If you run the Take process first, the employee has a negative entitlement balance of 15 hours. When you run the Entitlement process, the balance becomes 5 hours. If your organization doesn't allow a negative balance, the payee might have to take the 15 hours as unpaid time or have the 15 hours deducted from the entitlement that is associated with another absence take. Only when the entitlement process is run does the payee receive the full 20 hours.

Running the Entitlement or Take Process

After defining the Calendar Run ID, you're ready to start the process. Complete the Run Control page and use PeopleSoft Process Scheduler to start the process.

See Also

"Defining Processing Elements"

"Using Calendars"

"Payroll Processing"

Absences and Segmentation

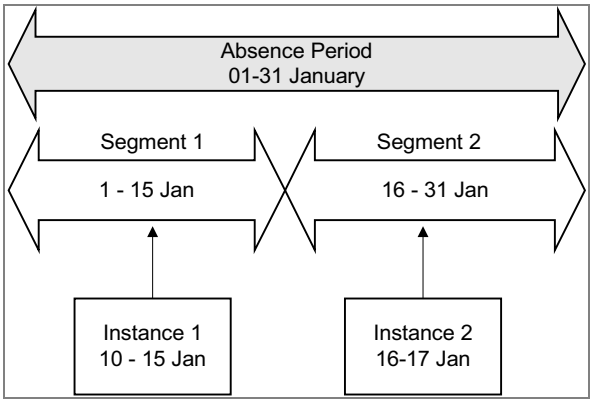
When you run the Take process, the system assigns an instance number to each event, based on the following rules:

- If Multiple Instances is selected on the Absence Take - Calculation page, the system assigns a separate instance number to each like event that falls within the same absence period.
- If Multiple Instances is not selected, the system assigns the same instance number to all like events that fall within the same absence period.

When the earnings or deduction element that is associated with the take element is segmented, the Take process creates multiple instances, regardless of whether you selected Multiple Instances. Multiple instances are also created if the percent defined for the take element changes. (Percent is defined on the Generate Positive Input Member List on the Absence Take - Day Formula page.)

Example

Payee A is absent from 10 to 17 January. The earnings element is segmented as shown below. The event is divided into the two instances.



Events divided into multiple instances because of segmentation

Absences and Retroactive Processing

Setting Up Triggers for Absence Events

Triggers are the mechanism that PeopleSoft Global Payroll uses to detect changes to data that result in some type of system action. We recommend that you create retro and iterative triggers so that the system recognizes the online changes that users make to absence events through the Absence Event Entry page (the GP_ABS_EVENT record). Then iterative or retro processing is triggered whenever you add, delete, or update events.

See Also

"Setting Up Triggers"

Retro Processing Method

Retro processing of absence calendars is carried out using the Corrective retro method. Deltas are not generated.

Retro processing creates a new version of the generated positive input results and new versions of the daily absence data (GP_RSLT_ABS). For example, if an absence event occurs from 1 to 5 January (when it was originally processed), the event is represented by five rows of data in the daily record, each named Version1. If you change the end date to 7 January, 7 rows appear in Version 2 of the results.

CHAPTER 21

Setting Up Triggers

This chapter provides an overview of triggers and discusses how to:

- Set up trigger definitions.
- Implement triggers.
- View and manage triggers.

Understanding Triggers

In PeopleSoft Global Payroll, the mechanism used to detect online changes to data that result in a system action is called a *trigger*. Common data changes that might use triggers are payee hiring, pay rate changes, and job location changes.

There are three types of triggers: iterative, retro, and segmentation. Before you can use a trigger to process a payee, perform segmentation, or perform retroactive processing, you must set up a trigger definition to tell the system that when a particular change to the database occurs, it should generate the trigger. When the database change occurs, the appropriate trigger is generated. The batch process uses the trigger to perform the proper action.

Trigger Table Data

When a trigger is generated by a change to a record or record/field combination, it writes out the necessary data to process the trigger. Each type of trigger has its own tables in which the trigger data is stored.

Besides storing information about which employees to process, process definitions, and effective dates, trigger tables store information about the status of payee-level triggers, the trigger type, the date and time when the trigger is generated, and so on.

Iterative Trigger Table

The information generated by an iterative trigger is stored in a GP_ITER_TRGR table. The following table illustrates the structure of data in trigger tables:

Field	*Purpose*
EMPLID	Identifies a payee who's affected by a change that generates an iterative trigger.
CAL_RUN_ID	Identifies the calendar run ID that processed an iterative trigger.

Field	Purpose
TRGR_CREATE_TS	The system date and time when a trigger is generated (for information only). If you change data so that the same iterative trigger is generated repeatedly, a timestamp is needed to keep the instances unique.
ITER_TRGR_STATUS	Identifies whether the batch process has considered a trigger. Options are: *Canceled:* You can cancel a trigger whose status is *Unprocessed* on the Payee Triggers - Iterative page. *In-Process:* For triggers that are being considered by the batch process. *Processed:* For triggers that were processed by the batch and aren't to be reconsidered. *Unprocessed*: For triggers that haven't been processed by the batch.
ITER_TRGR_SRC	Options are: *Batch:* For triggers that are generated during batch processing. *Online:* For triggers that are generated by the online code.

Retro Trigger Tables

The information generated by a retro trigger is stored in the following tables:

Table	Purpose
GP_RTO_TRGR	Stores *unexpanded* retro trigger data—data that doesn't include the country code to which the *expanded* trigger applies.
GP_RTO_TRG_CTRY	*Expands* the information contained in the first table by specifying the country to which the retro trigger applies.

Note. The first table contains a row for each employee whose data has changed and needs retroactive processing. The second table specifies trigger data at the country level. If payees have been or are currently employed in multiple countries, triggers are expanded for each country.

Field	Purpose
EMPLID	Identifies a payee who's affected by the change that generates a retro trigger.
TRGR_EVENT_ID	The trigger event ID that's associated with record, field, or value changes as defined in your trigger definition.
TRGR_EFFDT	The effective date in relation to which retroactive processing is considered.
TRGR_CREATE_TS	The system date and time when a trigger is generated (for information only). If you change data so that the same retro trigger is generated repeatedly, a timestamp is needed to keep the instances unique.

Field	Purpose
RTO_TRGR_SRC	Options are: *Automatic:* Represents triggers that are generated by the online code. *Manual:* Denotes manually generated triggers. *Utility-Generated:* Not available.
TRGR_STATUS	Identifies whether the batch process has considered a trigger. Options are: *Canceled:* You can cancel a trigger whose status is *Unprocessed* on the Payee Triggers page. *In-Process:* Denotes triggers that are being considered by the batch process. *Processed:* Represents triggers that were processed by the batch and aren't to be reconsidered. *Unprocessed:* Identifies triggers that haven't been processed by the batch.
TRGR_DESCR	This field serves as the trigger tag, a description of a trigger. For use with the *Utility-Generated* source value.
CAL_RUN_ID	Identifies the calendar run ID that processed a retro trigger.

Field	Purpose
EMPLID	Identifies a payee who's affected by a change that generates a retro trigger.
TRGR_EVENT_ID	The trigger event ID that's associated with record, field, or value changes, as defined in your trigger definition.
TRGR_EFFDT	The effective date in relation to which retroactive processing is to be considered.
TRGR_CREATE_TS	The system date and time when a trigger is generated (for information only). If you change data so that the same retro trigger is generated repeatedly, a timestamp is needed to keep the instances unique.
COUNTRY	The country code that's associated with a retro trigger.
TRGR_STATUS	Identifies whether the batch process has considered a trigger. Options are: *Canceled:* You can cancel a trigger whose status is *Unprocessed* on the Payee Triggers page. *In-Process:* Denotes triggers that are being considered by the batch process. *Processed:* Represents triggers that were processed by the batch and aren't to be reconsidered. *Unprocessed:* Identifies triggers that haven't been processed by the batch.
CAL_RUN_ID	Identifies the calendar group ID that processed a retro trigger.

When a retro trigger is generated by a data change, it writes out the employee ID, the effective date of the change (also called the trigger effective date), and the associated event ID—along with information to facilitate retroactive processing by the batch code. Among other things, this data tells the system:

- Which payees to process.
- Which periods to process retroactively, based on the trigger effective date.
- Which process definition (associated with an event definition) to use when managing retroactive situations.

The system determines how many previous periods to recalculate in relation to the change's effective date.

Note. You can generate multiple rows of trigger data for one event by making multiple record/field combinations sensitive to retroactive data changes. For example, a retroactive hire situation might be picked up by a field on the Job page and fields on other pages that would ordinarily be affected by changes to an employee's hire date. Although multiple rows of trigger data don't prevent retro processing—the earliest trigger effective date is used to drive limit calculations, which, in turn, direct retro calculation.

See Also

"Defining Retroactive Processing," Understanding Retroactive Processing and Defining Backward and Forward Retroactive Processing Limits

Segmentation Trigger Table

The information generated by a segmentation trigger is stored in the GP_SEG_TRGR table.

Field	*Purpose*
EMPLID	Identifies a payee who's affected by a change that generates a segmentation trigger.
EMPL_RCD	Identifies a job that's affected by a change.
TRGR_EVENT_ID	The trigger event ID that's associated with a triggering condition, as defined in your setup. It tells the system what type of segmentation to apply and the elements to segment (given element segmentation).
TRGR_EFFDT	The effective date in relation to which a period or elements are segmented.
TRGR_CREATE_TS	The system date and time when a trigger is generated (for information only). If you change data so that the same segmentation trigger is generated repeatedly, a timestamp is needed to keep the instances unique.
SEG_TRGR_SRC	Options are: *Automatic:* Represents triggers that the online code generates. *Manual:* Denotes manually generated triggers.

Field	Purpose
SEG_TRGR_STATUS	Identifies whether the batch process considers a trigger. Options are: *Active:* This trigger has been written out and remains active until canceled by another user and continues to be processed by the batch each time. *Canceled:* You can cancel a trigger whose status is *Active* on the Payee Triggers page.
SEG_TRGR_LEVEL	Specifies whether a trigger is payee-level or at the payee-job (EMPL_RCD) level. Instructs the system to process for one job only or for all jobs.
CAL_RUN_ID	Identifies the first calendar group ID that uses a segmentation trigger. If the segmentation trigger is reused because of retro, the calendar group ID isn't updated.

Iterative Triggers

Iterative triggers tell the system that a payee needs to be processed (or reprocessed) for the current open calendar. They are generated for open calendar group IDs. Without an iterative trigger, the payee cannot be reprocessed. Because processing is its sole function, it doesn't need to have an event ID attached.

Iterative triggers are generated by the system, through online data changes or an automatic reprocess feature in batch processing. When specified data has changed for a payee, the system (through online code) generates iterative triggers that allow the batch process to recalculate the payee, add the payee to the calendar run, or remove the payee from the calendar run.

See Also

"Payroll Processing," Processing Concepts

Retro Triggers

When the online system registers changes to an online record or record/field combination, it creates a generic, or *unexpanded,* trigger—a trigger without the country code, which is an integral part of its definition. For a trigger to be fully *expanded,* it must be linked to a country code. The system expands triggers before payee selection by searching the Job Table for the country that's associated with the employee's current job and Payee Process Stat (payee process statistical) records for countries where the payee was formerly employed. It creates multiple country-specific triggers that correspond to each generic trigger. This is necessary because retro methods, process definitions, and trigger event IDs are uniquely defined by country, meaning that the same trigger event might be processed differently in different countries.

See Also

"Defining Retroactive Processing," Defining Trigger Event IDs

Segmentation Triggers

Segmentation triggers tell the system that payroll and absence data for a payee must be segmented. A segmentation event ID must be created before definition of a segmentation trigger.

See Also

"Defining Segmentation," Defining Segmentation Events and Types

Example

A payee changes jobs on 15 March, during a pay period that goes from 1 March through 31 March. The system segments each period or element (given element segmentation), using the following segmentation logic:

Segment	*Logic for Period Segmentation*	*Logic for Element Segmentation*
First	From pay period start date to segmentation date minus 1 (1 March–14 March).	First slice: From pay period start date to segmentation date minus 1 (1 March–14 March). Second slice: From segmentation date to pay period end date (15 March–31 March).
Second	From segmentation date to pay period end date (15 March–31 March).	Not applicable.

For period segmentation: The first segment includes 1 March through 14 March; the second segment includes 15 March through 31 March.

For element segmentation: Only one segment exists, with two slices. The first slice includes 1 March through 14 March; the second slice includes 15 March through 31 March.

See Also

"Defining Segmentation," Understanding Segmentation

Trigger Generation

All triggers are generated, taking trigger level into account. Retro and segmentation triggers check Trigger Effdt Type (trigger effective-dated type) to determine whether a trigger should be generated.

Rules for Generating Iterative Triggers

Iterative triggers are generated only when an open calendar group exists; the calendar group must be "Identified."

When the trigger level is *Record:*

- If a row is added, changed, or deleted, an iterative trigger is generated.

When the trigger level is *Field*, Non-Value-based:

- If a row and the field are changed, an iterative trigger is generated.
- If a row is added or deleted, an iterative trigger is generated.

When the trigger level is *Field*, Value-based:

- Besides observing the rules for non-value-based triggers, an iterative trigger is generated only if the value on the added, changed, or deleted row matches a specified value or you have specified generation of a trigger even if no values match.

Rules for Generating Retro Triggers

When Trigger Effdt Type is *Effective Date:*

- If a row is added, use that effective date as the trigger date.
- If a row is deleted, use the initial effective date as the trigger date.
- If a row is changed, the earlier of the initial effective date and the changed effective date is used.

The initial effective date is the effective date with which the row was loaded. The changed effective date is the effective date on the row at save time. If you haven't changed the effective date, it's the same as the initial effective date. If you've changed the effective date, it's different from the initial effective date.

When Trigger Effdt Type is *Begin/End Date:*

- If a row is added, use the begin date as the trigger date.
- If a row is deleted, use the initial begin date as the trigger date.
- If a row is changed and the end date is the only changed field, use the earlier of the initial end date and changed end date as the trigger date; otherwise, use the earlier of the initial begin date and the changed begin date as the trigger date.

The initial begin date is the begin date with which the row was loaded. The changed begin date is the begin date on the row at save time. If you haven't changed the begin date, it's the same as the initial begin date. If you've changed the begin date, it's different from the initial begin date.

The initial end date is the end date with which the row was loaded. The changed end date is the end date on the row at save time. If you haven't changed the end date, it's the same as the initial end date. If you've changed the end date, it's different from the initial end date.

Note. With absences, use the begin date even if you change the end date. In absences, online correction to absence events isn't allowed. The existing row is voided, and a new row is created. Because the existing row is void, begin date is used.

When Trigger Effdt Type is *Fixed Date:*

Trigger date is the date you specify as a parameter in the function Generate_Triggers (PeopleCode).

When Trigger Level is *Record:*

- If a row is added, changed, or deleted, a retro trigger is generated.
- If you change multiple rows, the earliest trigger date from all the changed rows is used as the trigger date.

When Trigger Level is *Field*, Non-Value-based:

- If a row is added or deleted, find the maximum effective-dated row that's earlier than the trigger date for the row. If the field value differs between the prior row and the added or deleted row, a retro trigger is generated.
- If a row and the field value are changed, a retro trigger is generated, whether or not the effective date for that row is changed.
- If a row and the effective date for that row are changed (assume the effective date before the change is "old date" and the effective date after the change is "new date"):
    - If the field is changed, a retro trigger is generated.
    - Find the row whose maximum effective date is less than new date.

      → If the field value differs between the prior row and the changed row, a retro trigger is generated.
    - Find the row whose maximum effective date is less than old date.

      → If the field value differs between the prior row and the changed row, a retro trigger is generated.
- If a prior row isn't found, the added, changed, or deleted row is the first row in the buffer. A retro trigger is generated with the primary event ID specified in the trigger definition.

When Trigger Level is *Field* – Value-based:

- Besides observing the rules for non-value-based triggers, a retro trigger is generated only if the value on the added, changed, or deleted row matches a specified value or you've specified generation of a trigger even if no values match.

Rules for Generating Segmentation Triggers

Segmentation triggers are generated only from records whose Trigger Effdt Type is *Effective Date.*

Segmentation triggers aren't generated for deleted rows.

When Trigger Effdt Type is *Effective Date:*

- If a row is added, use that effective date as the trigger date.
- If a row is changed, the changed effective date (not the initial effective date) is used.

Note. The initial effective date is the effective date with which the row was loaded. The changed effective date is the effective date on the row at save time.

When Trigger Level is *Record:*

- If a row is added or changed, a segmentation trigger is generated.

When Trigger Level is *Field* – Non-Value-based:

- If a row is added or changed, find the row whose maximum effective date is less than the added or changed row.
    - If the field value differs between the prior and current row, a segmentation trigger is generated.
- If a prior row cannot be found:
    - If the field value is changed, a segmentation trigger is generated.
    - If it is a new row, a segmentation trigger is generated for all specified fields.

When Trigger Level is *Field* – Value-based:

Besides observing the rules for non-value-based triggers, a segmentation trigger is generated only if the value on the added or changed row matches a specified value or you've specified generation of a trigger even if no values match.

Common Element Used in This Chapter

Timestamp The day and time when a trigger was created.

Setting Up Trigger Definitions

To set up and use triggers, you should understand exactly how trigger definition is structured.

A trigger serves as a mechanism to detect online changes, as they happen, to certain data in the system and to write a row of data to a trigger table for further processing by the batch code.

The row of data on the trigger table is the trigger that tells the system that some action must occur during batch processing.

Three types of actions can occur, reflecting the three types of triggers—iterative, retro, and segmentation.

An *iterative* trigger tells the system to process (or reprocess) a payee for the current open calendar, possibly because data has changed for the payee or the payee was placed in suspended mode during batch processing and needs reprocessing. Only one iterative trigger is generated, regardless of the number of calendars in the calendar group.

A *retro* trigger tells the system to perform retroactive processing. Perhaps a payee's rate of pay has changed and that rate of pay is retroactive for the previous two months. The payroll data must be reprocessed, to ensure that the payee is receiving the correct pay rate.

A *segmentation* trigger tells the system to perform period segmentation or element segmentation.

Note. It's highly recommended that when you define a retro or segmentation trigger, you also define an iterative trigger. If a calendar group has been calculated once and data changes are subsequently made, unless an iterative trigger is defined, retro or segmentation triggers generated from the data changes will not be processed until the next Identify.

All triggers in PeopleSoft Global Payroll are payee-level triggers—triggers that are generated when there are changes to payee records that have Employee ID as part of their primary key structure. Payee-level triggers identify which specific payee needs processing. Triggers for retro and segmentation can be defined only with dated records, including records with begin and end dates. Also, iterative triggers can be defined with non-effective-dated records.

Online changes made retroactively to payee data where the record is not date-effective cause an error message indicating that a retro trigger will not be generated from the record because this type of trigger requires a trigger effective date. The trigger effective date occurs only from records using *Effective Date, Begin-End Date,* or *Fixed Date.* You're directed to verify the trigger definition setup.

To set up a trigger:

1. Specify what record or field combination needs to be sensitive to data changes.

   You can indicate that the entire record is to be sensitive to data changes (a *record-trigger* level), meaning that data changes to any field in the record trigger an action, or indicate that specific field combinations in the record are to be sensitive to data changes (a *field-trigger* level).

   For retro, segmentation, and iterative triggers, you can define *value-qualified* triggers, representing trigger conditions where the field must be changed to a value on a specified list for the trigger to be generated.

2. For retro and segmentation triggers, create a trigger event definition.

   The trigger event definition tells the system what to do when the trigger is activated. Iterative triggers don't have trigger event definitions, because their only function is to

process a payee for the current open calendar; therefore, the defined event is always the same.

3. Create the trigger setup.

   On the Trigger Definition page, you define the type of trigger (iterative, retro, or segmentation), whether an entire record or one or more record/field combinations are to be sensitive to data changes, and what trigger event definition is associated with the trigger (for retro and segmentation triggers). If you choose to make one or more record/field combinations that are sensitive to data changes, you need to define the fields and, if applicable, their associated values.

Note. Trigger data is generated by the online system, based on conditions that you specify during setup. You can manually enter trigger rows that weren't created automatically.

In this section, we discuss how to:

- Define triggers.
- Indicate which values of a field initiate an action.

See Also

"Using Calendars"

"Defining Retroactive Processing"

Defining Segmentation

Defining Segmentation Events and Types

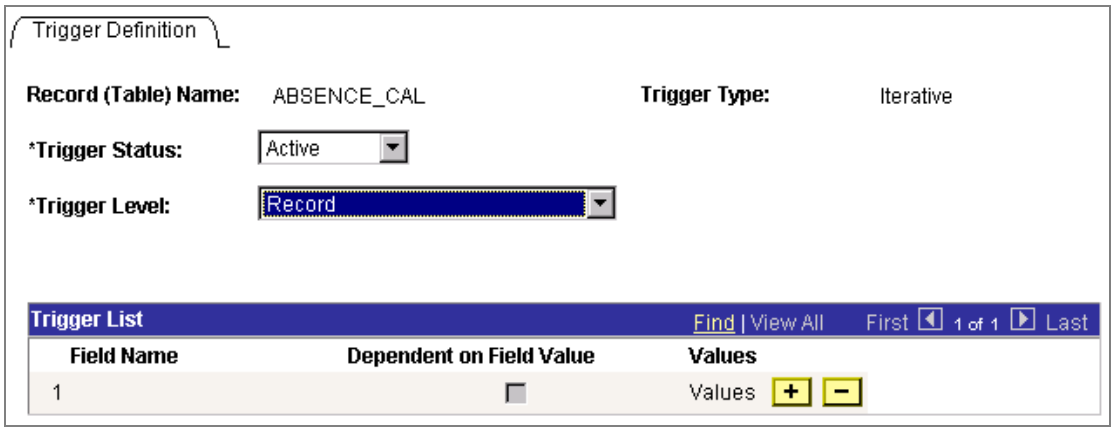
Pages Used to Set Up Trigger Definitions

Page Name	*Object Name*	*Navigation*	*Usage*
Trigger Definition	GP_TRGR_SETUP	Define Business Rules, Define Global Payroll Rules, Setup 5, Trigger Definition	Define iterative, segmentation, and retro triggers. To create a retro or segmentation trigger, first define the appropriate event ID on the Retro Event Definition page or Segmentation Event Definition page.

Page Name	Object Name	Navigation	Usage
Trigger Definition - Field Values	GP_TRGR_SETUP_SEC	Define Business Rules, Define Global Payroll Rules, Setup 5, Trigger Definition Click the Values button.	Indicate which values of a field initiate an action.

Defining Triggers

Access the Trigger Definition page.



Trigger Definition page

Depending on the trigger type that you select when creating the trigger, certain fields are displayed and others are hidden.

Trigger Type	Fields That Are Displayed	Fields That Are Hidden
Iterative	Record (Table) Name	Trigger Effdt Type (trigger effective-date type)
	Trigger Type	Primary Event ID
	Trigger Status (indicator)	
	Trigger Level	Trigger Event ID
	Field Name	
	Dependent on Field Value	
	Values (button)	
Retro	Record (Table) Name	
	Trigger Type	
	Trigger Status (indicator)	
	Trigger Level	

Trigger Type	*Fields That Are Displayed*	*Fields That Are Hidden*
	Trigger Level/Primary Event ID (as defined for the record level)	
	Trigger Effdt Type	
	Field Name	
	Dependent on Field Value	
	Values (indicator)	
	Trigger Event ID (as defined for the field level)	
Segmentation	Record (Table) Name	
	Trigger Type	
	Trigger Status (indicator)	
	Trigger Level	
	Trigger Event ID (as defined for the record level)	
	Trigger Effdt Type	
	Field Name	
	Dependent on Field Value	
	Values (indicator)	
	Trigger Event ID (as defined for the field level)	

Record (Table) Name Populated based on the record (table) name you selected to access this page. Can stand alone or be part of the record/field combination that generates a trigger in response to an online data change.

Trigger Type This field is populated based on the type of trigger you selected to access this page. Options are ***Iterative, Retro,*** and ***Segmentation.***

Trigger Status To have the trigger definition activated, select ***Active.*** To have no triggers generated, select ***Inactive.***

Trigger Level Select ***Record*** to have the trigger activated if any data change takes place to any field in the record. Selecting ***Field*** indicates that the trigger is to be activated if any data change affects the record/field combination. You indicate that field of the record/field combination in **Field Name** in the Trigger List group box. If you select ***Field,*** **Field Name** contains the specific field that generates a

trigger if it's changed.

Trigger Event ID and **Primary Event ID**

Trigger Event ID is a required field, defined at the record level for retro and segmentation. Enter an event ID that you defined on the Retro Event Definition page or Segmentation Event Definition page. This field isn't used for iterative triggers, because they aren't dependent on event IDs. This field isn't available when the trigger type is ***Segmentation*** and trigger level is ***Field.***

Primary Event ID appears only when the trigger type is ***Retro*** and the trigger level is ***Field.*** Enter an event ID that you defined on the Retro Event Definition page. This event ID handles the case when the trigger level is ***Field*** and a prior row cannot be found—meaning that the changed, added, or deleted row is the first row in the buffer. In such a case, a retro trigger is generated using the primary retro event ID specified.

Trigger Effdt Type

One of the following values appears, based on your selection in **Record (Table) Name:**

Effective Date

Begin-End Date

Fixed Date: This value can be used only with retro triggers. You must pass a date as a parameter to the generic PeopleCode function. This date is used as the effective date for the trigger. Regardless of the number of data changes, only one trigger is generated.

Note. For the ***Segmentation*** trigger type, the record can only be effective-dated. Other **Trigger Effdt Type** values aren't allowed.

See Also

"Defining Retroactive Processing," Defining Backward and Forward Retroactive Processing Limits

If you selected ***Field*** in the **Trigger Level** field, the **Trigger List** group box becomes available.

Field Name

Enter the field name that is to generate a trigger in response to data changes.

Dependent on Field Value

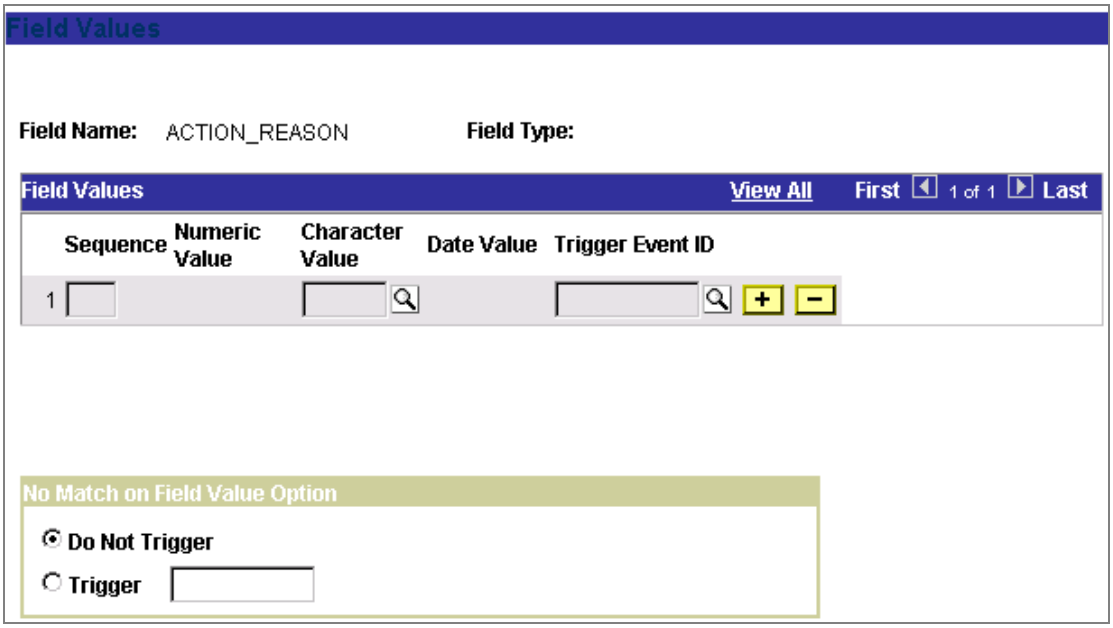
If you click this check box to indicate that the fields that you've defined as sensitive to data changes are dependent on field value, only changes to the values specified on the Trigger Definition - Field Values page trigger a system action. This enables you to limit the kinds of changes that cause system actions (because not all values in the field trigger an action—only those that you identify here).

Values Click to access the Trigger Definition - Field Values page, where you can indicate the field values that trigger an action.

Trigger Event ID This field is required if **Field Name** is selected and **Dependent on Field Value** is not. Based on the trigger type selected, enter an event ID that you defined on the Retro Event Definition page or the Segmentation Event Definition page. This field is not used for iterative triggers, because iterative triggers do not have event IDs.

Indicating Which Values of a Field Initiate an Action

Access the Trigger Definition - Field Values page.



Trigger Definition - Field Values page

Depending on the trigger type that you select when creating the trigger, certain fields are displayed and others are hidden.

Trigger Type	*Fields That Are Displayed*	*Fields That Are Hidden*
Iterative	Sequence	Trigger Event ID
	Numeric Value	
	Character Value	
	Date Value	
	Do Not Trigger	
	Trigger	

Trigger Type	*Fields That Are Displayed*	*Fields That Are Hidden*
Retro or ***Segmentation***	Sequence	
	Numeric Value	
	Character Value	
	Date Value	
	Trigger Event ID (as defined for the value level)	
	Do Not Trigger	
	Trigger	
	Trigger Event ID (as defined when **No Match on Field Value Option** selected is *Trigger*)	

Field Values

Sequence Enter a sequence number, which the system needs in order to uniquely identify the field values and distinguish it from other rows of data that you might set up.

Numeric Value If the record/field combination stores numeric values, this field is available for entry. Enter the matching value.

Character Value If the record/field combination stores character values, this field is available for entry. Enter the matching value.

Date Value If the record/field combination stores date values, this field is available for entry. Enter the matching value.

Trigger Event ID Based on the trigger type that you selected, enter one of the event IDs that you defined on the Retro Event Definition page or Segmentation Event Definition page. This field is not used for iterative triggers, because iterative triggers don't have event IDs.

No Match on Field Value Option

Using the options in this group box, you can specify a default trigger event ID to use when a change to a field affects values besides those you listed on the Field Values page. You need these options only if changes to other values in the field are to trigger processing.

Do Not Trigger This option is selected because the system assumes thattriggers are to be generated only when there's a match between the actual value and the field values that you identify on the Field Values page.

Trigger If you select this option, the event ID field on the right becomes available for entry.

Trigger Event ID Enter a default event ID to be used for processing field values that you have not linked to an event ID on the Field Values page.

Example

You're modifying Pay Rate Change (a value in the HR Action field) to trigger retro processing but aren't changing the effective date of other values, such as *Family Status Change* and *Hire,* in the same field to trigger retro. To use the Trigger Definition page to specify one value for retro processing:

1. Enter the record (for this example, JOB table) on the Add search page, and select *Retro* as the trigger type.
2. Select a trigger level of *Field* and the appropriate retro event ID.
3. In the Field group box, enter the field (Action) for which to generate a retro trigger, and click the Dependent on Field Value check box.
4. On the Trigger Definition - Field Values page, define the exact value (Pay Rate Change) that you want to make sensitive to retroactive changes and the process to use when calculating retro, by linking the value to a retro event ID.

See Also

Defining Retroactive Processing

Implementing Triggers

This needs to be done for every trigger record in Trigger Definition Setup.

Put the following PeopleCode on SavePostChange for a field on this record. Because this PeopleCode has been definedat this level it's executed in any component that uses the record (provided that record fields aren't used as related-display fields).

PeopleSoft has delivered this PeopleCode on some records in the database. To prevent these records from generating triggers, the following PeopleCode needs removing from these records.

1. Declare the function that generates triggers:

```
Declare Function Generate_Triggers PeopleCode FUNCLIB_GP.TRGR_FUNCTIONS
FieldFormula;
```

2. Declare a local date variable as:

```
Local date &L_DT;
```

3. Invoke the function as:

```
Generate_Triggers(EMPLID, &L_DT);
```

See Also

PeopleSoft-Delivered Triggers

Details

The function Generate_Triggers is defined in FUNCLIB_GP.TRGR_FUNCTIONS.FieldFormula and needs two parameters when it's invoked. The parameters are:

1. &P_EMPLID

   Indicates the EMPLID for which the triggers are to be generated. Use field EMPLID for &P_EMPLID.

2. &P_FIXED_DT

   The value to be used for trigger effective date for records where Trigger Effdt Type = Fixed Date. It's ignored for records where Trigger Effdt Type is Effdt or Begin-End Date. Use &L_DT for &P_FIXED_DT.

The variable &L_DT needs to be assigned a value only in case of the Fixed Date type of triggers. Examples are the positive input records (GP_PI_MNL_DATA and GP_PI_MNL_SOVR).

Note. You can put PeopleCode that can invoke the function only if certain conditions are met. See example 2 for GP_PI_MNL_DATA below.

The following examples are from PeopleCode that's being delivered with the database. They show changes necessary for any additional records that are to generate triggers.

Example 1: Trigger record = GP_PYE_SOVR

```
PeopleCode on GP_PYE_SOVR.EMPLID.SavePostChange
Declare Function Generate_Triggers PeopleCode FUNCLIB_GP.TRGR_FUNCTIONS
FieldFormula;
Local date &L_DT;
/*-----Function to generate Triggers for Global Payroll---*/
Generate_Triggers(EMPLID, &L_DT);
```

Explanation:

&L_DT isn't assigned a value, because Trigger Effdt Type for GP_PYE_SOVR is not Fixed Date.

Example 2: Trigger record = GP_PI_MNL_DATA (positive input). This record has Trigger Effdt Type = Fixed Date.

```
PeopleCode on GP_PI_MNL_DATA.LASTUPDDTTM.SavePostChange
Declare Function Generate_Triggers PeopleCode FUNCLIB_GP.TRGR_FUNCTIONS
FieldFormula;
   Local date &L_DT;
```

```
Local Rowset &L_RS0;
Component datetime &C_CAL_IDNT_TS;
/*-----Function to generate Triggers for Global Payroll---*/
&L_RS0 = GetLevel0();
&L_DT = &L_RS0(1).GP_PI_MNL_D.PRD_END_DT.Value;
If All(&C_CAL_IDNT_TS) Then
   Generate_Triggers(EMPLID, &L_DT);
End-If;
```

Explanation:

&L_DT must be set to a value to be used as the trigger effective date for triggers generated from positive input.

With positive input, triggers must be generated with the period end date (for the calendar that has the positive input). So, &L_DT is set as follows:

```
&L_RS0 = GetLevel0();
&L_DT = &L_RS0(1).GP_PI_MNL_D.PRD_END_DT.Value;
```

Note. GP_PI_MNL_D.PRD_END_DT has been assigned the value of PRD_END_DT for the calendar through earlier PeopleCode on GP_PI_MNL_DATA.ENTRY_TYPE_ID.RowInit.

The function can now be invoked. In case of positive input, the trigger-generation mechanism needs to be invoked only if the calendar that has positive input has been identified.

```
If All(&C_CAL_IDNT_TS) Then
   Generate_Triggers(EMPLID, &L_DT);
End-If;
```

Note. You must define all the required trigger types. If a record is defined to have a trigger type of *Retro,* only a retro trigger is generated. An iterative trigger isn't automatically generated. In such a case, define a record to have retro and iterative trigger types. It's highly recommended that when you define a retro or segmentation trigger, you define an iterative trigger. If a calendar group has been calculated and data changes are subsequently made, unless an iterative trigger is defined, any retro or segmentation triggers generated from the data changes aren't processed until the next Identify.

Viewing and Managing Triggers

In this section, we discuss how to:

- View, add, or cancel segmentation triggers.
- View, add, or cancel unexpanded retro triggers.
- View, add, or cancel expanded retro triggers.
- View or change the trigger status for iterative triggers.

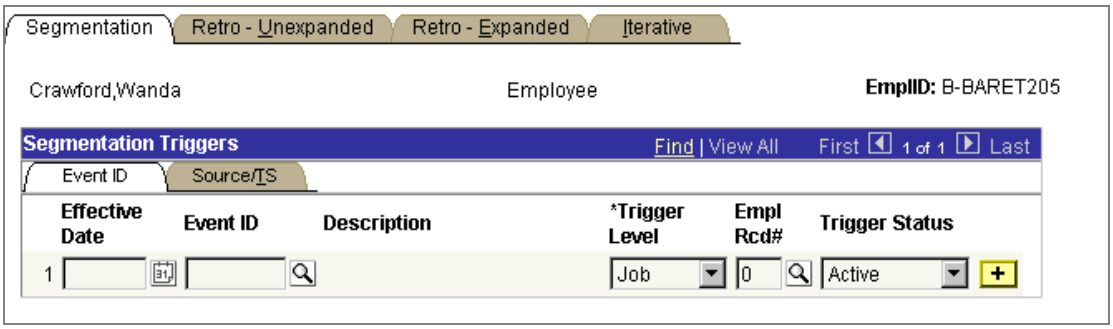
- View iterative triggers by calendar group ID.

Pages Used to View and Manage Triggers

Page Name	*Object Name*	*Navigation*	*Usage*
Payee Triggers - Segmentation	GP_TRIGGER_SEG	Compensate Employees, Manage Global Payroll Process, Use, Payee Triggers, Segmentation	View, add, or cancel segmentation triggers. A segmentation trigger must be active to be viewed or managed on this page.
Payee Triggers - Retro - Unexpanded	GP_TRIGGER_RTO1	Compensate Employees, Manage Global Payroll Process, Use, Payee Triggers, Retro - Unexpanded	View, add, or cancel unexpanded retro triggers. A retro-unexpanded trigger must not have been identified in a calendar run to be viewed or managed on this page.
Payee Triggers - Retro - Expanded	GP_TRIGGER_RTO2	Compensate Employees, Manage Global Payroll Process, Use, Payee Triggers, Retro - Expanded	View, add, or cancel expanded retro triggers. A retro-expanded trigger must be unprocessed to be viewed or managed on this page.
Payee Triggers - Iterative	GP_TRIGGER_ITER	Compensate Employees, Manage Global Payroll Process, Use, Payee Triggers, Iterative	View or change the trigger status for iterative triggers. An iterative trigger must be unprocessed to be viewed or managed on this page.
Iterative Triggers - CalGrpID (calendar group ID)	GP_TRGRITER_CAL RUN	Compensate Employees, Manage Global Payroll Process, Use, Iterative Triggers - CalGrpID	View iterative triggers by calendar group ID. An iterative trigger must be unprocessed to be viewed or managed on this page.

Viewing, Adding, or Canceling Segmentation Triggers

Access the Payee Triggers - Segmentation page.



Payee Triggers - Segmentation page

Effective Date — The trigger effective date in relation to which the period or elements are segmented.

Event ID — Tells the system what segmentation type to use to process segmentation events and which elements to segment if you use element segmentation. The event IDs displayed here are those that you defined on the Segmentation Event Definition page.

Description — Describes the trigger event ID that you defined on the Segmentation Event Definition page.

Trigger Level — Options are:

Payee: Select to have all of a payee's jobs processed for segmentation.

Job: Select to have segmentation occur for one **Empl Rcd#** (job) and not for other jobs.

Empl Rcd# (employee record number) — If you select ***Payee*** for **Trigger Level,** the value is 0. If you select ***Job,*** that particular job (**Empl Rcd#**) appears.

Trigger Status — Options are:

Active: The trigger is active.

Canceled: Enables you to cancel an ***Active*** segmentation trigger. After you save the page, the trigger no longer appears if you reenter the page.

Trigger Source — A trigger can have two different sources. Trigger rows are generated by the online system, based on conditions that you specify during setup; you can manually insert trigger rows that weren't created based on predefined rules. Options are:

Automatic: Triggers that were created based on predefined conditions that you specify during setup.

Manual: Triggers that were manually entered on this page. For a manually inserted row of trigger data, **Trigger Source** is ***Manual*** and **Trigger Status** is ***Active.***

General Rules for Managing Segmentation Triggers

Adding Manual Segmentation Triggers

For a manually inserted row of trigger data:

- You define Effective Date on the Payee Triggers - Segmentation page. A trigger is created for a payee, and segmentation occurs. The system uses the effective date that you specify as the segmentation date, as with automatic segmentation.
- Any trigger that you add on the Payee Triggers - Segmentation page must be connected to an event ID. The system uses the event ID that you specify on the Payee Triggers - Segmentation page to determine what type of segmentation to use and what elements to segment in the case of element segmentation.

The **Trigger Source** is ***Manual,*** and the **Trigger Status** is ***Active***.

Note. Unlike automatically generated triggers, manual triggers are independent of any database change that's defined by a record or record/field combination on the Triggers Definition page. It's important to understand the potential consequences of creating manual triggers. Because they aren't tied to a specific data change, you might segment periods/elements where nothing has changed.

Updating and Canceling Segmentation Triggers

For automatically and manually generated rows of trigger data:

- The event ID is changeable.
- **Trigger Status** can be changed from ***Active*** to ***Canceled.*** After a trigger is processed, you cannot alter the trigger status, because it's no longer active and therefore doesn't appear on the page anymore.
- You cannot reinstate a canceled trigger. You must add a new manual trigger.

Effective Date on generated rows of trigger data:

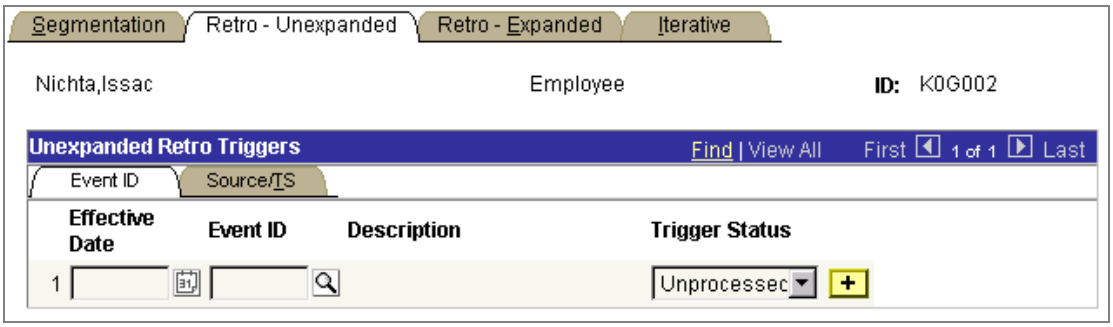
- The effective date on the Payee Triggers - Segmentation page is the date in relation to which segmentation occurs.
- The effective date can be changed on a manually generated trigger.
- You cannot alter the effective date of a trigger that was generated by the system based on predefined setup rules.

See Also

"Defining Retroactive Processing," Segmentation and Retro

Viewing, Adding, or Canceling Unexpanded Retro Triggers

Access the Payee Triggers - Retro - Unexpanded page.



Payee Triggers - Retro - Unexpanded page

Effective Date The trigger effective date that the system uses to determine how many previous periods to recalculate.

Event ID Tells the system what retro process definition to use when an event triggers retro.

Description The description of the trigger event ID that you defined on the Retro Event Definition page.

Trigger Status Options are:

Canceled: The trigger isn't to be processed. A canceled trigger no longer appears on the page.

Unprocessed: The trigger hasn't been processed.

Trigger Source A trigger can have two different sources. Trigger data is generated automatically by the online system based on conditions that you specify during setup, or you can manually insert trigger rows that weren't created automatically based on predefined rules.

Automatic: Triggers that were created based on predefined conditions that you specify during setup.

Manual: Triggers that were manually entered on the Payee Triggers - Retro - Unexpanded page. For a manually inserted row of trigger data, **Trigger Source** is ***Manual*** and **Trigger Status** is ***Unprocessed.***

Trigger Tag If a trigger is utility-generated, this field describes the source of the trigger.

General Rules for Managing Retro-Unexpanded Triggers

Adding Manual Retro Triggers

For a manually inserted row of trigger data:

- You define the effective date on the Payee Triggers - Retro - Unexpanded page. A retro trigger is created for that payee, and retro processing occurs regardless of whether changes are made to the database. The system uses the effective date to determine what periods to recalculate, as with standard retro.
- Any trigger that you add to the Payee Triggers – Retro - Unexpanded page must be connected to an event ID. The system uses the event ID that you specify to determine how retro should be processed so that when that trigger gets expanded and is used in a batch, the batch knows what retro process to use.
- The Trigger Source is ***Manual,*** and the Trigger Status is ***Unprocessed***.

Note. Unlike automatically generated triggers, manual triggers are independent of any database change that's defined by a record or record/field combination on the Triggers Definition page. It's important to understand the potential consequences of creating manual triggers. Because they aren't tied to a specific data change, you might process retro in previous periods, where nothing has changed.

Warning! If a retro trigger is added or canceled, this isn't the only required action. The corresponding data in the database must be adjusted accordingly.

Updating and Canceling Retro Triggers

For automatically and manually generated rows of trigger data:

- The event ID may be changed.
- **Trigger Status** can be changed from ***Unprocessed*** to ***Canceled.*** After a trigger is processed, you cannot alter the trigger status, because it's no longer unprocessed and therefore doesn't appear on the page anymore.
- You cannot reinstate a canceled trigger. You must add a new manual trigger.

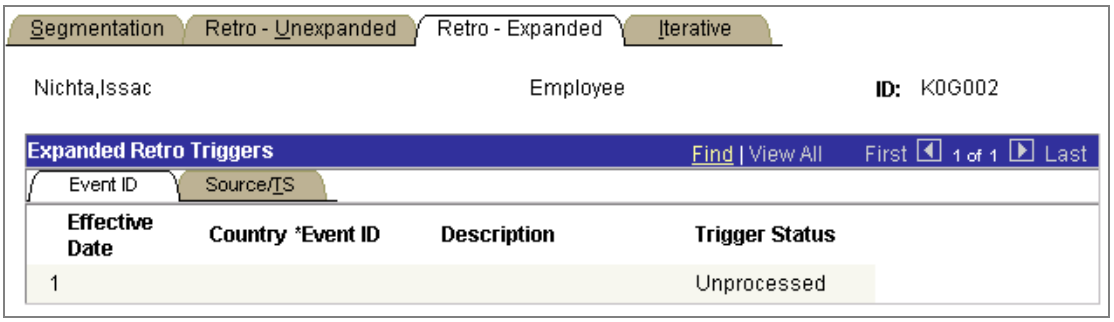
Effective Date on generated rows of trigger data:

- The effective date on the Payee Triggers - Retro - Unexpanded page is the date in relation to which retro processing occurs.
- The effective date can be changed on a manually generated trigger (**Trigger Source** is ***Manual)***.
- You cannot alter the effective date of a trigger that has been generated by the system based on predefined setup rules.

Warning! Canceling a trigger does not undo the database change that created the trigger. If there's retro for some other reason, this change can be picked up when prior periods are recalculated.

Viewing, Adding, or Canceling Expanded Retro Triggers

Access the Payee Triggers - Retro - Expanded page.



Payee Triggers - Retro - Expanded page

Effective Date The trigger effective date that the system uses to determine how many previous periods to recalculate.

Country The country code with which the EmplID is associated.

Event ID Tells the system what retro process definition to use when an event triggers retro.

Description The description of the trigger event ID that you defined on the Retro Event Definition page.

Trigger Status Values are:

Canceled: The trigger will not be processed.

Unprocessed: The trigger has not yet been processed.

Trigger Source A trigger can have two different sources. Trigger data is generated by the online system based on conditions that you specify during setup. You can manually insert trigger rows that weren't created automatically based on predefined rules.

Automatic: Triggers that have been created based on predefined conditions you specify during setup.

Manual: Triggers that have been manually entered on the Payee Triggers - Retro - Unexpanded page. For a manually inserted row of trigger data, **Trigger Source** is ***Manual*** and **Trigger Status** is ***Unprocessed***.

Trigger Tag If a trigger is utility-generated, this field describes the source of the trigger.

General Rules for Retro - Expanded Triggers

The rules for managing triggers on the Payee Triggers - Retro - Expanded page are the same as those for managing triggers on the Payee Triggers - Retro - Unexpanded page. On the Payee Triggers - Retro - Expanded page, you can make changes to and cancel triggers at the

country level—that is, you work with generic triggers that were expanded into country-specific triggers. This enables you to manage triggers more selectively than on the Payee Triggers - Retro - Unexpanded page.

Adding Manual Retro Triggers

On the Payee Triggers - Retro - Expanded Triggers page, you cannot manually insert a row of trigger data. You must add manual retro triggers on the Payee Triggers - Retro - Unexpanded Triggers page.

Updating and Canceling Retro Triggers

For automatically generated rows of trigger data:

- The event ID may be changed.
- The trigger status can be changed from ***Unprocessed*** to ***Canceled.*** After a trigger is processed, you cannot alter the trigger status, because it's no longer unprocessed and therefore doesn't appear on the page anymore.
- You cannot reinstate a canceled trigger. You must add a new manual trigger on the Retro - Unexpanded Triggers page.

Effective Date on generated rows of trigger data:

- The effective date on the Payee Triggers - Retro - Expanded page is the date in relation to which retro processing occurs.
- The effective date cannot be changed on a manually generated trigger once the trigger has been expanded (**Trigger Source** is ***Manual*** on the Payee Triggers - Retro - Expanded Triggers page*)*.
- You cannot alter the effective date of a trigger that the system has generated based on predefined setup rules.

Warning! Canceling a trigger doesn't undo the database change that created the trigger. If there's retro for some other reason, this change can be picked up when prior periods are recalculated.

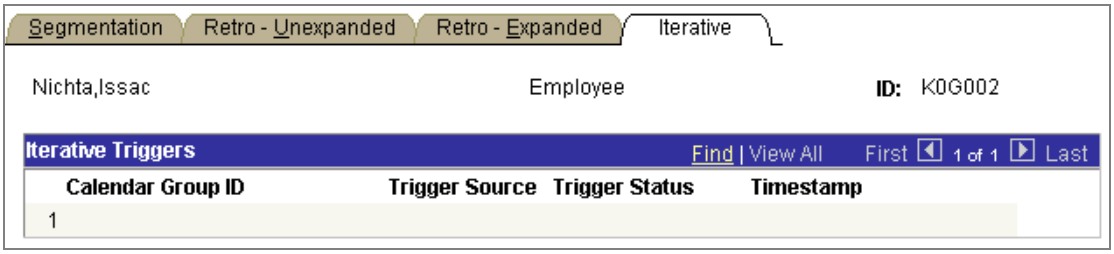
Although the Payee Triggers - Retro - Unexpanded and the Payee Triggers - Retro - Expanded pages enable you to manage pending retro triggers, they don't contain exactly the same information, nor do you use them in the same way:

- The Payee Triggers - Retro - Unexpanded page enables you to view generic triggers as soon as the online system writes a trigger to the trigger tables. After a trigger is expanded, it is marked as processed and no longer appears on the Payee Triggers - Retro - Unexpanded page.

- After a trigger is expanded, it appears on the Payee Triggers - Retro - Expanded page. Individual country triggers are marked as processed after they're used by batch to process retro for that payee. If multiple country triggers exist, those triggers that aren't processed yet in a calendar run appear on the Retro - Expanded page.

Viewing or Changing the Trigger Status for Iterative Triggers

Access the Payee Triggers - Iterative page.



Payee Triggers - Iterative page

Calendar Group ID Identifies the calendar group that's targeted to process the iterative trigger.

Trigger Source An iterative trigger can have two different *sources*. Trigger data is generated by the online code based on conditions that you specify during setup or by the system during batch processing. Options are:

Batch: Triggers that were generated by batch processing.

Online: Triggers that were created by the online code.

Trigger Status Options are:

Canceled: The trigger isn't to be processed.

Unprocessed: The trigger hasn't been processed.

Adding Manual Iterative Triggers

On this page, you cannot manually insert a row of trigger data.

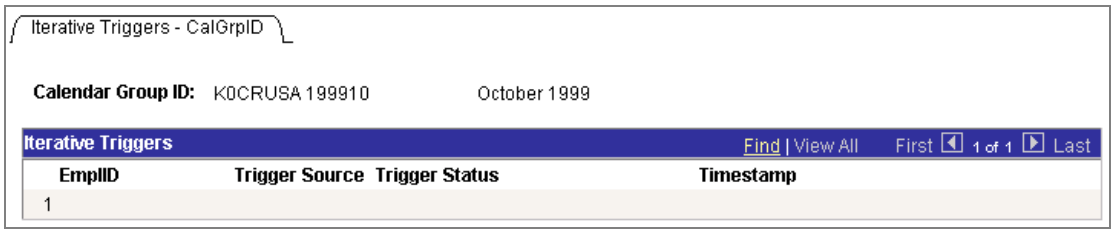
Updating and Canceling Iterative Triggers

For automatically generated rows of trigger data:

Trigger Status can be changed from ***Unprocessed*** to ***Canceled.*** After a trigger is processed, you cannot alter the trigger status, because it's no longer unprocessed and therefore doesn't appear on the page anymore.

Viewing Iterative Triggers by Calendar Group ID

Access the Iterative Triggers - CalGrpID page.



Iterative Triggers - CalGrpID page

EmplID Lists all payees in the selected calendar group who have unprocessed interative triggers.

Trigger Source An iterative trigger can have two different sources. Trigger data is generated automatically by the online code based on conditions that you specify during setup or by the system during batch processing.

Batch: Triggers that were generated by batch processing.

Online: Triggers that were created by the online code.

Trigger Status Options are:

Canceled: The trigger isn't to be processed. You can cancel automatically generated triggers by setting **Trigger Status** to ***Canceled.***

Unprocessed: The trigger has not been processed.

PeopleSoft-Delivered Triggers

The PeopleSoft Global Payroll Core application delivers the following list of Record.Fields that have trigger PeopleCode attached to facilitate trigger definition. Corresponding trigger definitions are your responsibility, because they require trigger event IDs, which, in turn, need COUNTRY. All trigger definitions and trigger event IDs should be set up and defined based on statutory or customer-specific business logic.

This list is delivered as a starting point. You can add PeopleCode to other records to meet customer-specific business needs and can delete the PeopleCode from any of the records listed below:

- JOB.REPORTS_TO
- COMPENSATION.EMPLID
- GP_PI_MNL_DATA.LASTUPDDTTM
- GP_PI_MNL_SOVR.SETID

- GP_PYE_OVRD.ARR_PYBK_AMT
- GP_PYE_OVR_SOVR.SOVR_VAL_DT
- GP_PYE_SOVR.EMPLID
- PERS_DATA_EFFDT.EMPLID
- EMPLOYMENT.EMPLID
- PERSONAL_DATA.EMPLID
- CONTRACT_DATA.EMPLID
- WKF_CNT_TYPE.EMPLID
- SCH_ASSIGN.EMPLID
- SCH_MNG_SCH_TBL.DUR
- GP_ABS_EVENT.EMPL_RCD
- GP_SEG_TRGR.CAL_RUN_ID
- GP_RTO_TRGR.CAL_RUN_ID
- GP_RTO_TRG_CTRY.CAL_RUN_ID
- GP_ABS_OVRD.PIN_GCTL_NUM
- GP_PYE_SECT_DTL.RECALC_IND
- JOB_JR.EMPLID
- ADDRESSES.EMPLID

Note. It's recommended that you set up period segmentation triggers for changes on the Pay System Flag and Pay Group fields on the Job record.

Note. Because the COMPENSATION record is a child of the JOB record, it's highly suggested that only retro and iterative triggers be defined for this record. Defining a segmentation trigger at the record level for COMPENSATION can have adverse effects. For each subsequent Compensation row dated after the changed row, a trigger is generated besides the changed row. As a result, too many triggers are generated and each additional trigger causes unwanted segmentation. Our recommendation: Define the segmentation trigger using JOB.COMP_RATE at the record/field level.

Note. The positive input records GP_PI_MNL_DATA and GP_PI_MNL_SOVR require that a calendar group be "Identified" for triggers to be generated from these records. Once identified, triggers are generated even if finalized.

CHAPTER 22

Defining Segmentation

This chapter provides an overview of segmentation and discusses how to:

- Set up segmentation.
- Combine segmentation with retro processing.
- Combine proration with segmentation.
- Use positive input with segmentation.
- Apply elements to selected segments.
- Define an Apply Once rule.

Understanding Segmentation

You can *segment* components of pay based on events such as changes in compensation, an employee's status, or a job during a pay period. For example, if an individual changes jobs during a pay period and your organization separates components earned in the first job from those earned in the second job, you can set up your system to trigger segmentation of earnings results on the payslip when there's a change to the job change action/reason field in PeopleSoft Human Resources.

Segmentation Types

PeopleSoft Global Payroll has two types of segmentation:

Period Segmentation	Used when an element (such as compensation rate) changes midperiod, requiring all other elements in the process list to be calculated repeatedly on either side of the change date. The system calculates each element more than once, using components that were effective during the different time slices. It keeps the results of these calculations separate to create two gross-to-net result sets.
Element Segmentation	Used when an element changes midperiod, requiring the affected element (and perhaps a subset of other elements) to be calculated repeatedly on either side of the date of the change. The system segments only the elements that you select and creates separate result columns only for the

specified elements. In element segmentation, there's only one gross-to-net result set.

Note. Period and element segmentation can occur with or without proration—proration occurs if the elements to be processed are defined to be prorated.

Key Terms Used in This Chapter

Period — The pay period—monthly, biweekly, or weekly—used to group and calculate a payee's earnings. Has begin and end dates and can be sliced or segmented.

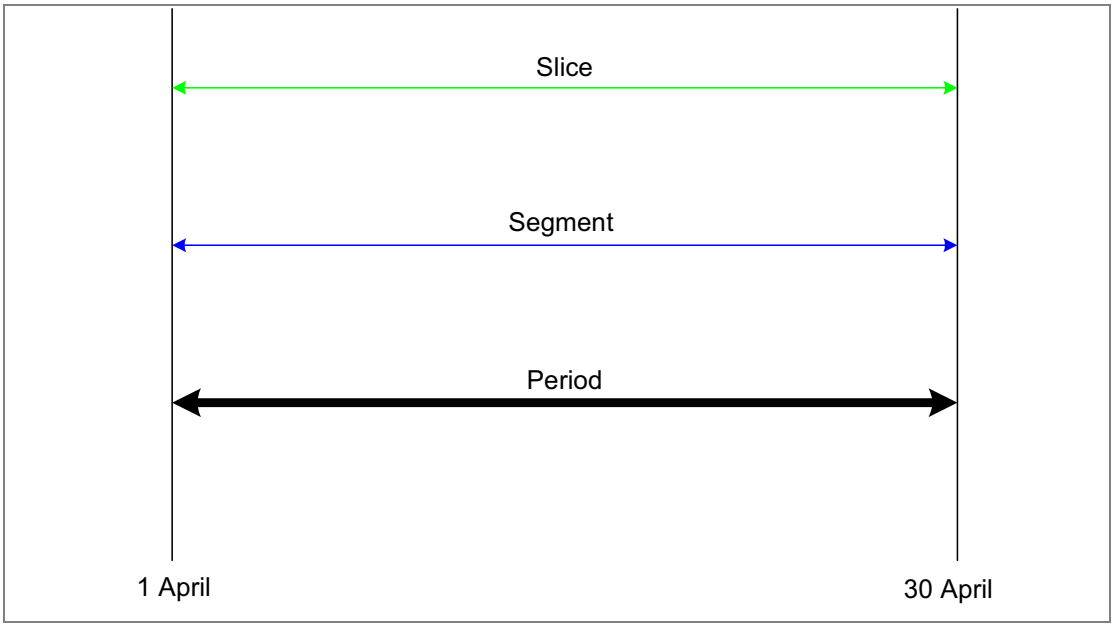
Segment — A *subperiod* of time in the normal pay period that's created due to period segmentation. Represents a separate gross-to-net calculation of every element in the period and has begin and end dates. Can be *sliced* if an element in the segment is calculated separately on either side of the *slice date*.

Slice — The span of time into which an element is segmented due to element segmentation. Unlike a segment (or period), it doesn't represent a separate gross-to-net process, because it affects only a limited set of elements in a period or segment. Like a segment, has begin and end dates.

For every pay period, the system generates and stores period, segment, and slice begin and end dates, which are stored in the output result tables for the period and made available as system-computed elements for use in other calculations. All three sets of dates (period, segment, and slice) are generated, regardless of whether a period is sliced or segmented. Without segmentation, the period, segment, and slice begin and end dates are identical. The following diagram illustrates the relationship between period, segment, and slice begin and end dates:

Example 1: Unsegmented Period

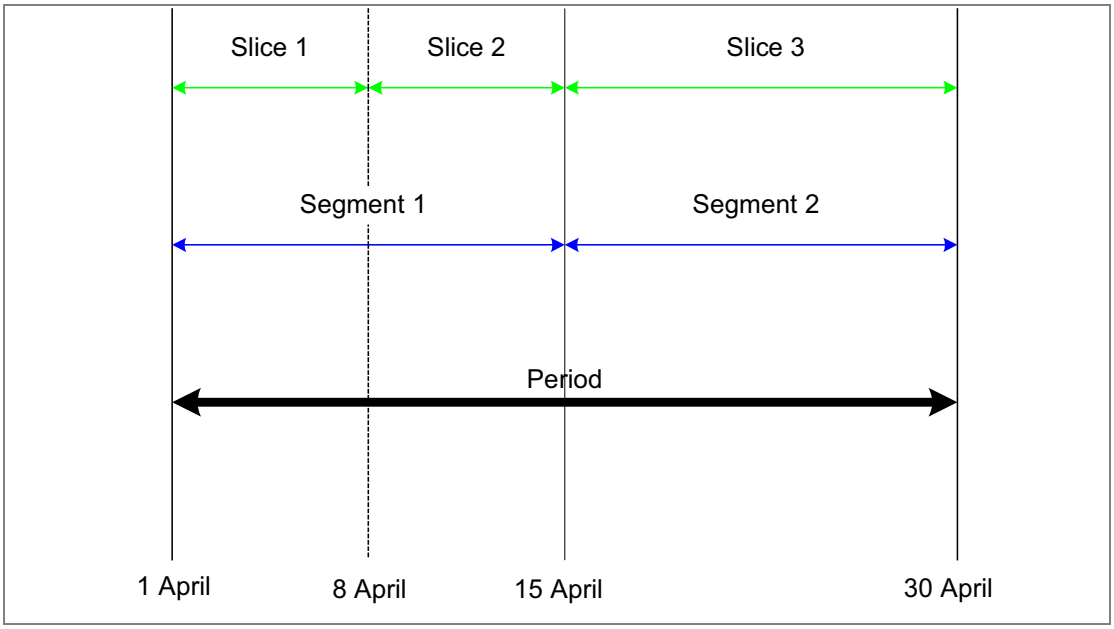
The number of periods equals the number of segments, which equals the number of slices. All three have identical begin and end dates.



An unsegmented period

Example 2: Segmented Period

There are two segments; one contains a sliced element.



A segmented period

Event Lists

If you use element segmentation to process an event, you must specify which elements in the process list to slice, because element segmentation affects only a limited set of elements. To

do this, you place the elements to be segmented in an "event list" for segmentation on the Segmentation Event Definition page.

Note. With period segmentation, everything on the process list is segmented, so no selection is involved.

See Also

Defining Segmentation Events and Types

Rules for Selecting Elements for Slicing/Segmentation

With period segmentation, primary and supporting elements are automatically segmented.

With element segmentation, you specify the elements to be segmented (or sliced) on the Segmentation Event Definition page. Elements that can be segmented are:

- Earnings.
- Deductions.
- Formulas.
- Accumulators (calculation period accumulators only).
- Arrays.

Basic Rules of Element Resolution

Using Period Segmentation

- Primary elements are resolved once for each slice, only if the element is defined to be sliced on the Segmentation Event Definition page.
- Supporting elements are resolved once for each slice if the element is defined to be sliced on the Segmentation Event Definition page.

  A supporting element is also resolved in each slice if it's a component of an element that's defined to be sliced. Suppose that an earnings element E1 is sliced. If this element uses a duration element (a supporting element) that measures years of service, and the value of earnings E1 is based on the years returned by the duration element, the duration element is resolved whenever E1 is resolved, because it's a component of E1.

Using Period Segmentation

With period segmentation, all elements are resolved once for each segment.

See Also

Defining Segmentation Events and Types

Determining Which Effective-Dated Element Definition to Use

All effective-dated elements contain a Definition as of Date field, which tells the system what effective-dated row to use when retrieving the definition of an element. Options include:

- Calendar period begin date.
- Calendar period end date.
- Payment date.

Assuming that a pay period isn't segmented, if you select the:

- Calendar period begin date, the system uses the element definition as of the calendar period begin date when processing a calendar period.
- Calendar period end date, the system uses the element definition as of the calendar period end date.
- Payment date, the system uses the element definition that's valid as of the payment date.

What happens when a pay period is segmented or sliced? That is, how does the system determine what element definition to use when a period is segmented or an element is sliced and the segment/slice begin and end dates might not coincide with the element's Definition as of Date values?

Using Element Segmentation

With element segmentation (one segment contains multiple slices), the system retrieves the definition only once for the pay period (just as it would without segmentation), using the Definition as of Date values for the entire period.

For example, assume that earnings E1, earnings E2, and deduction D1 are sliced on 16 September during the pay period that begins on 1 September and ends on 30 September. The pay date is 2 October. This table illustrates which element definition is used if the three elements have the following Definition as of Date values:

Element	*Definition as of Date*	*Definition on 31 August*	*Definition on 1 September*	*Definition on 1 October*	*Definition Used*
E1	Pay Period End Date	1000	1500	2000	1500
E2	Pay Period Begin Date	100	200	300	200
D1	Payment Date	10% of E1 + E2	15% of E1 + E2	20% of E1 + E2	20% of E1 + E2

Using Period Segmentation

Ignoring segmentation, the system retrieves the definition once for the entire period—the system doesn't treat segment begin and end dates as separate calendar period begin and end dates. The definition of the element is defined in relation to the begin, end, or payment date for the entire period.

Assume that a payment calculation consisting of earnings E1, earnings E2, and deduction D1 is segmented on 16 September during a pay period that begins on 1 September and ends on 30 September. The pay date is 2 October. The following table illustrates which element definitions are used if the three elements have the following Definition as of Date values:

Element	*Definition as of Date*	*Definition on 31 August*	*Definition on 16 September*	*Definition on 1 October*	*Definition Used in Segment 1 (01/09–15/09)*	*Definition Used in Segment 2 (16/09–30/09)*
E1	Pay Period Begin Date	1000	1500	2000	1000	1000
E2	Pay Period End Date	100	200	300	200	200
D1	Payment Date	10% of E1 + E2	15% of E1 + E2	20% of E1 + E2	20% of E1 + E2	20% of E1 + E2

Rules for Slicing Accumulators and Accumulator Members

Using Element Segmentation

The slicing of a member of an accumulator doesn't cause slicing of the accumulator, but the slicing of an accumulator causes all member elements to be sliced.

Using Period Segmentation

With period segmentation, every element and supporting element is segmented—a situation cannot exist in which an element is segmented but the accumulator to which it belongs isn't segmented.

Rules for Parent and Child Element Resolutions

When an element is composed of (or based on) other elements, the system defines those other elements as *children* elements and the elements that are based on them as *parent* elements. Elements and supporting elements can be parents or children.

Say Tax A is a percentage of earnings E1 and earnings E2 (Tax A = 10% × E1 + E2). In this example, Tax A is the parent and earnings E1 and earnings E2 are the children. The concept

of *child* and *parent* elements is central to understanding how an element that's based on other elements is resolved.

Examples of Parent and Child Element Resolution

PeopleSoft Global Payroll follows specific rules for processing elements during element segmentation.

Example: Parent Element Is a Primary Element (Earnings or Deduction)

The following cases use these elements:

- Earnings E1 = Percent of F1 (supporting element)(formula)
- Earnings E3 = Percent of E2 (primary element)
- F1 = 100
- E2 = 100

Note. In the following examples, proration has been turned off. The prorated amounts appear in parentheses to show what would have happened if the example had been run with proration turned on.

Case Number	Parent Action	Child Action	Child Type	Match/No Match	Processing Rule
1	Sliced	Not Sliced	Primary Element (E2)	No Match	*Use* the value of the child for each slice of the parent.
2	Sliced	Not Sliced	Supporting Element (F1)	No Match	*Resolve* the value of the child for each slice of the parent.
3	Sliced	Sliced	Primary Element (E2)	Match	*Use* the slice value of the child for each slice of the parent.
4	Sliced	Sliced	Primary Element (E2)	Partial Match Child Sliced More	*Sum* the value for each child slice that matches the parent slice.
5	Sliced	Sliced	Primary Element (E2)	Partial Match Child Sliced Less	*Use* the Slice value of the child where dates match. If they don't match, *sum* the value of all child slices.
6	Sliced	Sliced	Primary Element (E2)	No Match	*Sum* the value of all child slices. Possible error.
7	Sliced	Sliced	Supporting Element (F1)	Match	*Use* the slice value of the child for each slice of the parent.

Case Number	Parent Action	Child Action	Child Type	Match/No Match	Processing Rule
8	Sliced	Sliced	Supporting Element (F1)	Partial Match. Child Sliced More	*Resolve* the value of the child for each slice of the parent.
9	Sliced	Sliced	Supporting Element (F1)	No Match	*Resolve* the value of the child for each slice of the parent.
10	Not Sliced	Sliced	Primary Element (E2)	No Match	*Sum* of the child values.
11	Not Sliced	Sliced	Supporting Element (F1)	No Match	*Resolve* the child value once, as of the applicable segment date (as defined by the Definition as of Date values of the child).

Case 1

Parent is sliced. Child isn't sliced. Child is a primary element.

E3	10%	10%
E2	100	

E3/Slice 1 = 10% of 100 (50)

E3/Slice 2 = 10% of 100 (50)

Each Slice of E3 uses the full value of the child – E2.

A warning message is produced, because you cannot be sure that the setup is correct. If E2 were also on the event list and were prorated, it would result in the correct amount for E3 (10). Having proration turned on for E3 would result in the correct amount.

Case 2

Parent is sliced. Child isn't sliced. Child is a supporting element.

E1	10%	10%
F1	100	100

E1/Slice 1 = 10% of 100 (50)

E1/Slice 2 = 10% of 100 (50)

Each slice of E1 has the child resolve. The second slice re-resolves it.

Case 3

Parent is sliced. Child is sliced. Slices match. Child is a primary element.

E3	10%	10%
E2	100	100

E3/Slice 1 = 10% of 100 (50)

E3/Slice 2 = 20% of 100 (50)

When the slice dates of the parent equal the slice dates of the child, the parent uses the child's value.

Although the slice dates match, the results can be incorrect. E3 *or* E2 should have proration turned on.

Case 4

Parent is sliced. Child is sliced. Child is sliced more. Slices match partially. Child is a primary element.

E3	10%	10%	
E2	100	100	100

E3/Slice 1 = 10% of 100 (33.33)

E3/Slice 2 = 10% of 200 (33.33 + 33.34)

Slice 1 of the parent and child match, so the system sums the child slices (slice 1, in this example). For the second slice of E3, the system sums slice 2 and slice 3 of the child, because the begin date of slice 2 and the end date of slice 3 match slice 2 of E3 (the parent).

A warning message is issued, because correct calculations for the parent cannot be guaranteed. If the parent or the child element has proration turned on, the calculation is probably correct.

Case 5

Parent is sliced. Child is sliced. Child is sliced less. Slices match partially. Child is a primary element.

E3	10%	10%	10%

E2	100	100

E3/Slice 1 = 10% of 100 (33.33)

E3/Slice 2 = 10% of 200 (66.67)

E3/Slice 3 = 10% of 200 (66.67)

The resolution is twofold. When there are exact matches (as in slice 1 of the parent and the child), the system uses the child's value. If the parent or the child has proration turned on, the result is probably correct.

The second resolution of the parent sums all resolutions of the child (200, in this example), resulting in an overcalculated amount. This is done because the system cannot get a match on slice dates for the parent and child. Even with proration turned on, the amount of the child is too large (see amounts in parenthesis).

A warning message is issued.

Generally, if the child element is a primary element, it should be in at least the same event lists as the parent.

Case 6

Parent is sliced. Child is sliced. No match on slice dates. Child is a primary element.

E3	10%	10%	
E2	100	100	100

E3/Slice 1 = 10% of 300

E3/Slice 2 = 10% of 300

As in the second resolution in case 5, when the parent's slice dates don't match any child slice dates, the system sums the value of all child slices for each resolution of the parent. A warning message is issued. Generally, if the child element is a primary element, it should be in at least the same event lists as the parent.

Case 7

Parent is sliced. Child is sliced. Slices match. Child is a supporting element—an array, bracket, date or formula.

E3	10%	10%

F1	100	100

E3/Slice 1 = 10% of 100 (50)

E3/Slice 2 = 20% of 100 (50)

When the slice dates of the parent equal the slice dates of the child, the parent uses the value of the child. If proration is turned on, the results are probably correct.

Case 8

Parent is sliced. Child is sliced. Child is sliced more. Slices match partially. Child is a supporting element.

E3	10%	10%	
F1	100	100	100

E3/Slice 1 = 10% of 100 (33.33)

E3/Slice 2 = 10% of 200 (33.33 +33.34)

If child is an accumulator:

E3	10%	10%	
AC1	100	100	100

E3/Slice 1 = 10% of 100 (Slice 1 of A1)

E3/Slice 2 = 10% of 100 (Slice 3 of A1)

When the child element is a supporting element, the system resolves the value of the child for each required resolution of the parent. No warning messages are issued in this example, unless the element is an accumulator. Proration being turned on probably yields the expected results.

The child element is resolved only twice, regardless of how many event lists it's on.

Case 9

Parent is sliced. Child is sliced. No match on slice dates. Child is a supporting element—an array, bracket, date, or formula.

E1	10%	10%
F1	100	100

E1/Slice 1 = 10% of 100 (50)

E1/Slice 2 = 10% of 100 (50)

If child is an accumulator:

E3	10%	10%
F1	100	100

E3/Slice 1 = 10% of 100 (Slice 2)

E3/Slice 2 = 10% of 100 (Slice 2)

The resolution of the parent is not unlike the second resolution in case 8. The child resolves according to the parent's resolution.

Case 10

Parent isn't sliced. Child is sliced. No match on slice dates. (Slices aren't applicable to the parent.) Child is a primary element.

E3	10%	
E2	100	100

E3 = 10% of 200 (100)

When the parent isn't sliced and the child is—and the child is a primary element—the resolution of the parent element sums the values of all resolutions of the child. A warning message is issued. Setting the proration on for the parent or child probably yields the expected results.

Case 11

Parent isn't sliced. Child is sliced. No match on slice dates. (Slices aren't applicable to the parent.) Child is a supporting element.

E1	10%	
F1	100	200

E1 = 10% of 200 (assuming Definition as of Date = end date or pay date)

E1 = 10% of 100 (assuming Definition as of Date = begin date)

When the child is a supporting element, the system resolves it according to the required resolutions (one, in this case) of the parent.

Example: Parent Element Is a Supporting Element

The following cases use the elements listed below:

- Accumulator.

A1. Members are Earnings E1 and E2 and Formula F1.

- Earnings.

E1. Flat Amount/100.

E2. Flat Amount/100.

- Formulas.

F1. 100 = F1.

Case Number	*Parent Action*	*Child Action*	*Child Type*	*Match/No Match*	*Processing Rule*
1	Sliced	Not Sliced	Primary Element (E1)	No Match	Not possible.
2	Sliced	Not Sliced	Supporting Element (F1)	No Match	Not possible.
3	Sliced	Sliced	Primary Element (E2)	Match	*Use* the slice value of the child for each slice of the parent.
4	Sliced	Sliced	Primary Element (E1)	Partial Match Child Sliced More	*Sum* the value for each child slice that matches the parent slice.
5	Sliced	Sliced	Primary Element (E1)	Partial Match Child Sliced Less	Not possible.
6	Sliced	Sliced	Primary Element (E1)	No Match	Not possible.
7	Sliced	Sliced	Supporting Element (F1)	Match	*Use* the slice value of the child for each slice of the parent.

Case Number	Parent Action	Child Action	Child Type	Match/No Match	Processing Rule
8	Sliced	Sliced	Supporting Element (F1)	Partial Match. Child Sliced More	*Sum* the value for each child slice that matches the parent slice.
9	Sliced	Sliced	Supporting Element (F1)	Partial Match. Child Sliced Less	Not possible.
10	Sliced	Sliced	Supporting Element (F1)	No Match	Not possible.
11	Not Sliced	Sliced	Primary Element (E1)	No Match	*Sum* the value of all child slices.
12	Not Sliced	Sliced	Supporting Element (F1)	No Match	*Sum* the value of all child slices.

Case 3

Parent is sliced. Child is sliced. Slice dates match. Child is a primary element.

A1	E1 E2	E1 E2
E2	100	100

E1	E1 = 100	E1 = 100

In this example, E1 is on another event list, with the same dates. When the slice dates of the parent equal the slice dates of the child, the parent uses the value of the child slices, so the accumulator, A1, has the following resolved values:

Slice 1 = 200

Slice 2 = 200

Case 4

Parent is sliced. Child is sliced. Child is sliced more. Slice dates match partially. Child is a primary element.

A1	E1 = 100 E2 = 100	E1 = 200 E2 = 100

E1	100	100	100

E2	100	100

E1 is sliced once more, as shown above. The system sums the values of the child slices that fall within the parent slice dates. So, the accumulator, A1, has the following resolved amounts:

Slice 1 = 200

Slice 2 = 300

Case 7

Parent is sliced. Child is sliced. Slice dates match. Child is a supporting element.

A1	F1	F1
F1	100	100

F1	100	100

In this example, F1 is on another event list, with the same dates. When the slice dates of the parent are equal to the slice dates of the child, the parent simply uses the value of the child slices. So, the accumulator, A1, has the following resolved values:

Slice 1 = 200

Slice 2 = 200

Case 8

Parent is sliced. Child is sliced. Child is sliced more. Slices match partially. Child is a supporting element.

A1	F1	F1
F1	100	100

F1	100	100	100

F1 is sliced an additional time, as shown above. The system sums the values of the child slices in the parent slice dates. So, the accumulator, A1, has the following resolved amounts:

Slice 1 = 200

Slice 2 = 300

Case 11

Parent isn't sliced. Child is sliced. No match on slice dates. Child is a primary element.

A1	E1 = 200 E2 = 100

E1	100	100

E2	100

When the parent element isn't sliced, it sums the values for all child slices. So, the accumulator, A1, resolves to the following:

A1 = 300

Case 12

Parent isn't sliced. Child is sliced. No match on slice dates. Child is a supporting element.

A1	F1

F1	100	100

When the parent element isn't sliced, it sums the values for all child slices, so the accumulator, A1, resolves to the following:

A1 = 300

General Rules for Warning Messages

If the child element is a primary element and its slice dates don't match the parent's slice dates. There are four situations that cause one of three warning messages:

- Parent is sliced. Child isn't sliced (see the previous case 1).
- Parent is sliced. Child is sliced. The slice dates of the parent don't match the slice dates of the child (see preceding cases 4, 5, and 6).
- Parent isn't sliced. Child is sliced (see preceding case 10).

If the child element is an accumulator, a warning message is issued whenever the accumulator's slice dates don't match the parent's slice date.

Segmentation and Payee Overrides

You can define two types of overrides at the payee level:

- Primary element overrides.
- Supporting element overrides.

Both types of overrides are called *payee overrides,* and the system follows the same basic rules for applying these overrides to segmented and unsegmented periods. Generally, when a pay period has period or element segmentation, payee overrides are applied to a segment based on the segment end date and the end date of the override, following the rules below. The rules are the same for primary and supporting element overrides at the payee level; only primary element overrides are discussed here. Any minor differences in these two types of overrides are clarified in the following examples.

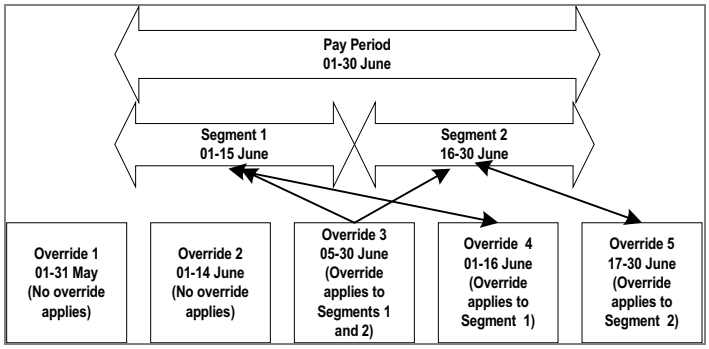
The rules for applying overrides at the payee level are as follows:

- Primary element overrides apply to earnings, deduction, and absence elements, and the overrides must have begin date and end dates. (Supporting element overrides apply to elements such as formulas, arrays, and brackets.)
- If an override is to apply to a segment, the end date of the override must equal or be greater than the end date of the segment (see Overrides 3 and 4, below).
- An override can apply to more than one segment if the end date of the override is greater than one segment's end date and greater than or equal to the subsequent segment's end date (see Override 3, below).

- If the end date of the override is less than the end date of the segment, the override doesn't apply to that segment (see Overrides 1 and 2, below).

- Primary element overrides are prorated if the element is defined to be prorated. With supporting element overrides, the supporting element is prorated if it's a component of an element that's defined to be prorated and that element is segmented.

Following is an example of a primary element override:



A primary element override

Overrides 1 and 2 apply to neither segment, because their end dates come before the end dates of Segments 1 and 2. Override 3 applies to Segments 1 and 2 equally, because its end date is greater than the first segment's end date and greater than or equal to the second segment's end date. Override 4 applies to Segment 1 because its end date is greater han or equal to the end date of Segment 1 and less than the end date of Segment 2. Override 5 applies to Segment 2, because its end date is equal to the end date of Segment 2 and its begin date is after the end date of Segment 1.

The following examples offer a more detailed view of how payee overrides are applied to segmented and unsegmented periods:

Scenario: Two payees are eligible to receive an earnings element (E1) whose value is 100. Assume that Payee 1 has no segmentation and that Payee 2 has period segmentation in the January pay period. The segment dates for Payee 2 are 01/01/999–15/01/99 and 16/1/99–31/01/99. The payees have identical supporting element overrides, and the pay period being processed is 01/01/99–01/31/99. The following cases show how the system applies primary element overrides:

Case	*Begin Date of Override*	*End Date of Override*	*Value of Override*	*Payee 1 Results*	*Payee 2 Results*	*Reasons*
1	01/01/90	31/12/99	200	100	100	End date is less than period/segment end date.
2	01/01/90	05/01/99	200	100	100	End date is less than period/segment end date.
3	01/01/99	05/01/99	200	100	100	End date is less than period/segment end date.

Case	Begin Date of Override	End Date of Override	Value of Override	Payee 1 Results	Payee 2 Results	Reasons
4	05/01/99	20/01/99	200	100	S1=200 S2=100.00	For Payee 2, Segment 1 uses the override, because the end date is greater than Segment 1's end date.
5	05/01/99	20/01/99	200	100	S1=200 S2=100	For Payee 2, Segment 1 uses the override because the end date is greater than Segment 1's end date.
6	20/01/99	25/01/99	200	100	100	The override's begin date is greater than Segment 1's end date and its end date is less than Segment 2's end date, so the override doesn't apply to either segment of Payee 2. For Payee 1, the override's end date is less than the end date of the period, so no override applies.
7	05/01/99	31/01/99	200	200	S1=200 S2=200	The override's begin date is before the end date of Segment 1, and its end date is greater than or equal to the end dates of both segments, so it applies to both segments.
8	20/01/99	01/02/99	200	200	S1=100 S2=200	For Payee 2, Segment 1 doesn't use the override, because the override's begin date is greater than Segment 1's end date.

Note. Although these examples refer to period segmentation, the same basic rules apply to element segmentation—if a sliced element is overridden at the payee level, the override applies to the slices just as it applies to segments with period segmentation.

See Also

"Understanding Overrides"

Setting Up Segmentation

In this section, we discuss how to:

- Define segmentation rules.
- Define segmentation events and types.

To set up segmentation:

1. Specify the segmentation type, and link the type to an event ID.

   Segmentation can be caused by events such as pay group transfers, pay entity transfers, and new hires, but the system does not automatically know which events should trigger segmentation or what type of segmentation to apply to an event. So you create an event ID on the Segmentation Event Definition page that identifies each event that should trigger segmentation and specifies the type of segmentation to use. On the Trigger Definition page (see step 2), you link this ID to a specific payee level field that generates a segmentation trigger due to a change in data. By attaching the ID to the field, you tell the system what type of segmentation to use when the event occurs.

2. Select the fields that trigger segmentation on the Trigger Definition page, and link them to an event ID defined in step 1.

   These fields become *trigger fields,* which trigger segmentation in response to data changes. Because the trigger event ID contains information about what kind of segmentation to apply and the elements to be segmented, any field linked to this ID triggers the correct process when it encounters a triggering event.

3. View, add, cancel, and delete segmentation triggers on the Payee Triggers - Segmentation page.

   After the online system generates segmentation triggers, you use the Payee Triggers - Segmentation page to manage those triggers so that segmentation occurs only when you want it to—and only in response to appropriate changes in system data. This page enables you to view segmentation triggers for each employee ID/employee record combination and add and delete segmentation triggers.

Note. Trigger data is generated automatically by the online system based on conditions that you specify during setup. You can manually enter trigger rows that weren't created automatically based on predefined rules.

See Also

"Setting Up Triggers"

"Setting Up Triggers," Segmentation Triggers

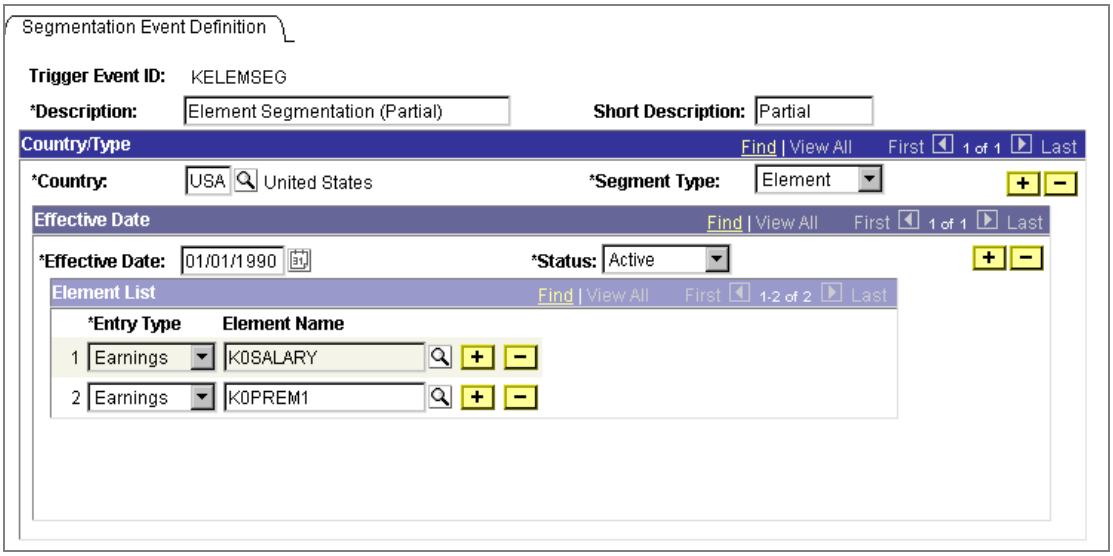
Defining Segmentation Events and Types

Page Used to Set Up Segmentation

Page Name	Object Name	Navigation	Usage
Segmentation Event Definition	GP_SEG_EVENT	Define Business Rules, Define Global Payroll Rules, Setup 5, Segmentation Event Definition	Use to define segmentation events, specify a segmentation type, and select individual elements for segmentation.

Defining Segmentation Events and Types

Access the Segmentation Event Definition page.



Segmentation Event Definition page

Trigger Event ID Tells the system which segmentation type to use to process segmentation events and which elements to segment if you use element segmentation. Populated based on the trigger event ID that you entered to access this page.

Country The country that uses the trigger event ID defined on this page. Event IDs are defined by country, because one country (or organization in a country) might decide to process an event by segmenting one subset of elements (in the case of element segmentation) whereas another might decide to process the same event by segmenting a different subset of elements. Or one country might use period segmentation while another uses element segmentation to process the same event.

Segment Type — Options are:

Period: The process by which the system takes a pay period (defined by the pay period begin and end dates) and divides it into two or more distinct segments. The system treats each segment as a complete and separate payroll calculation. It calculates each element in the process list for each segment, so a payee has multiple gross-to-net processes, payslips, and Payee Process Stat records. Each subperiod is called a *segment,* and segments have begin and end dates.

Element: Differs from ***Period*** in that it does not create multiple gross-to-net processes and does not apply to all elements that are being calculated for a payee. Element segmentation takes a select set of elements and performs the same processing as in period segmentation, but only for the elements you've selected. Each subperiod is called a *slice;* slices have begin and end dates.

Effective Date — The effective date of the trigger event ID. You can enter multiple effective-dated rows for each trigger event ID if the trigger event definition changes.

Status — The status of the trigger event ID**.** Options are ***Active*** and ***Inactive.***

Element List

If you use element segmentation to process an event, you must specify which elements in the process list should be sliced, because element segmentation affects only a limited set of elements. To do this, enter the elements to be segmented in the **Element List** group box. Enter the entry type and the element name of each element to segment.

Entry Type — The type of element to segment. Options are: ***Abs Entitl*** (absence entitlement), ***Accumulatr*** (accumulator), ***Array, Bracket, Date, Deduction, Earnings*** and ***Formula***.

Only calculation period accumulators are available for segmentation.

Element Name — Select the element name.

Example of Element Segmentation

When you use element segmentation, only specific elements are segmented and there is one gross-to-net calculation.

Take an example of element segmentation involving the following elements:

Element	Calculation Rule	Base	Percent	On Event List for Segmentation?	Prorate
E1 (Base Pay)	Amount	N/A	N/A	Yes	Yes
E2	Base × Percent	E1	10%	No	No
D1 (Deduction)	Base × Percent	A1	10%	No	No
A1 (Accumulator)	E1 + E2	N/A	N/A	No	N/A

Assume that E1 represents base pay and that the value of E1 increases from 10,000 to 20,000 on 16 September, triggering the slicing of element E1 into two equal parts. This scenario can be represented as follows:

Element	Slice 1: 01/09–15/09	Slice 2: 16/09–30/09
E1 (Base Pay)	10,000 × ½ = 5,000	20,000 × ½ = 10,000
E2	Sum of E1 × 10% = (5,000 + 10,000) × 10% = 1,500	
A1 (Accumulator)	Sum of E1 and E2 = (15,000 + 1,500) = 16,500	
D1 (Deduction)	A1 × 10% = (16,500 × 10%) = 1, 650	
Net Pay	14,850	

E1 is sliced once on 16 September, resulting in two separate calculations for E1—one for each slice. There is only one gross-to-net process, and the Net Pay element represents the sum of E1 in each slice and E2 in each slice minus D1 (deduction 1).

Example of Period Segmentation

In period segmentation, all elements are calculated once for each segment and there are multiple gross-to-net processes.

Take an example of period segmentation involving the following elements:

Element	Calculation Rule	Base	Percent	Prorate
E1 (Base Pay)	Amount	N/A	N/A	Yes
E2	Base × Percent	E1	10%	Yes

Element	Calculation Rule	Base	Percent	Prorate
D1 (Deduction)	Base × Percent	A1	10%	Yes
A1 (Accumulator)	E1 + E2	N/A	N/A	N/A

Assume that E1 represents base pay and that the value of E1 increases from 10,000 to 20,000 on 16 September, triggering the segmentation of the September pay period into two equal parts. This scenario can be represented as follows:

Element	Segment 1: 01/09–15/09	Segment 2: 16/09–30/09
E1 (Base Pay)	10,000 × ½ = 5,000	20,000× ½ = 10,000
E2	E1, Segment 1 × 10% = (5,000 × 10%) = 500	E1, Segment 2 × 10% = (10,000 × 10%) = 1,000
A1	Sum of E1 and E2 for Segment 1 = (5,000 + 500) = 5,500	Sum of E1 and E2 for Segment 2 = (10,000 + 1,000) = 11,000
D1 (Deduction)	A1 for Segment 1 × 10% = 550	A1 for Segment 2 × 10% = 1,100
Net Pay	Net Pay for Segment 1 = 4,950	Net Pay for Segment 2 = 9,900

In this example, all the elements on the process list are segmented and there are two separate gross-to-net processes.

Note. When resolving an element based on another element or elements—as with E2 above, which is 10% × E1—the system uses only values from the same segment. Thus, when you calculate E2 for Segment 1, the calculation process uses the value of E1 in Segment 1.

See Also

Understanding Segmentation

Combining Segmentation With Retro Processing

In this section, we discuss how to use segmentation with retro processing.

When a retro trigger is generated in response to an event, the system writes the effective date of the change to trigger occurrence tables. The system uses this date to determine how far back in time to recalculate closed periods, using the following logic:

- Without backward limits, the system takes the effective date of the change that triggers retro, returns to the first calendar period in which the effective date falls, and calculates the entire period and everything forward.
- If the effective date of the retroactive change falls midperiod, the system doesn't automatically segment the period or use proration when recalculating original pay items (because it tries recalculating the *entire* period).

To ensure that a recalculated period is segmented:

- Define the trigger that generated retroactivity as a segmentation trigger (the two trigger types aren't automatically linked—not every segmentation trigger is automatically a retro trigger, and not every retro trigger is automatically a segmentation trigger.)
- To prorate the recalculated elements, specify proration on the element's definition page

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Note. Segmentation significantly affects retroactive processing.

See Also

"Defining Retroactive Processing," Defining Backward and Forward Retroactive Processing Limits

"Setting Up Triggers," Trigger Table Data

Defining Retroactive Processing

Combining Proration With Segmentation

In this section, we discuss how to:

- Apply segmentation without proration.
- Apply segmentation with proration.

To have a segmented element prorated, specify proration as part of the element definition. Then, when segmentation or slicing occurs, the appropriate proration rule is called by the earnings or deduction element that has undergone segmentation, because the proration rule is part of the element definition.

Besides specifying that an element should be prorated, you must define the appropriate proration factor for use with the element. The proration factor determines the amount of a

payee's earnings (or deductions), based on the portion or percentage of the full pay period that each slice or segment represents.

Applying Segmentation Without Proration

You can slice or segment a period without applying proration, but an element cannot be prorated unless there is segmentation. Take this example of segmentation without proration involving the following elements:

Element	*Calculation Rule*	*Base*	*Percent*	*On Event List for Segmentation?*	*Prorate*
E1 (Base Pay)	Amount = 20,000	N/A	N/A	Yes	No
E2	Base × Percent	E1	10%	No	No
A1 (Accumulator)	E1 + E2	N/A	N/A	No	N/A
E3	Base × Percent	A1	10%	No	No

Assume that E1 represents base pay and that E1 is sliced on 16 September, halfway through the pay period. None of the interrelated elements are defined to be prorated. This scenario can be represented as follows:

Element	*Slice 1: 01/09-15/09*	*Slice 2: 16/09-30/09*
E1 (Base Pay)	20,000	20,000
E2	(E1, Slice 1 + E1, Slice 2) × 10% = (20,000 + 20,000) × 10% = 4,000	
A1 (Accumulator)	Sum of E1 (Slice 1 + 2) and E2 = (40,000 + 4,000) = 44, 000	
E3	A1 × 10% = (44,000 × 10%) = 4,400	

Because E1 is not defined to be prorated, the system incorrectly calculates the value of E1 in each slice (slices 1 and 2) as 20,000 (the true value in each slice should be 20,000 × ½). This leads to additional errors: When E2 is calculated, the system sums up E1 in each slice, to yield a value of 40,000 × 10% (the correct amount is 20,000 × 10%). Similarly, A1 resolves to 44,000 instead of 22,000. And E3, defined as A1 × 10%, resolves to 44,000 × 10%, yielding 4,400 (the correct result is 2,200).

It's important to understand why segmentation does not automatically result in proration. For example, if E2 is a percentage of E1 and both are sliced, E1, but not E2, is prorated.

Applying Segmentation With Proration

If you define an element to be prorated and it's segmented (or sliced), the element is prorated. You must specify the proration rule to use in segmentation processing, because the rule is not hard-coded. Generally, a proration rule that you define consists of a numerator, representing the slice or segment, and a denominator, representing the entire pay period. With period segmentation, the proration rule can be defined as follows:

Numerator/Denominator => Segment/Pay period

With element segmentation, the proration factor can be defined as follows:

Numerator/Denominator => Slice/Pay period

You can determine how to define the numerator and denominator that constitute the proration factor. The numerator and denominator can be any of the following elements:

- Accumulator
- Count
- Duration
- Formula
- Variable

See Also

"Defining Calculation Elements"

Using Positive Input With Segmentation

In this section, we discuss how to use positive input with segmentation.

Like payee level overrides, positive input enables you to override the value of an element in a pay period. And like payee overrides, positive input uses begin and end dates (the end dates are optional with positive input). Thus, when a calendar pay period has period or element segmentation, positive input is assigned to a segment or slice based on the end date of the instance. Unlike payee overrides, positive input is applied only to a single element or slice and is never prorated. Other rules that affect the assignment of positive input are as follows:

- If the begin and end dates of the instance precede the calendar begin date, positive input is assigned to the first segment or slice.

- When no end date is specified for the instance, the system assigns the instance to the last segment or slice in the pay period. It's assumed that the end dates for the instance and calendar are the same.
- If the end date of the instance falls after the calendar end date, the instance is not processed.

See Also

"Working with Positive Input," Segmentation and Positive Input

Applying Elements to Selected Segments

In this section, we discuss how to apply elements to selected segments in a pay period.

You can apply an element entirely to one segment or another in a segmented pay period. For example, if earnings element E1 increases from 100 to 500 on 16 June, triggering period segmentation of the June calendar could enable you to apply the element entirely within the second segment, using the definition of the earnings from Segment 2, which is more favorable to the payee (500 as opposed to 100). So instead of prorating E1 (100.00) in the first segment, paying out half of it, and going through the same process with E1 in the second segment, you pay a full 500 in Segment 2. The two options are illustrated below:

Element	***Segment 1 1 June-15 June***	***Segment 2 16 June-30 June***
E1	100 × ½ = 50	500 × ½ = 250

Or

Element	***Segment 1 1 June-15 June***	***Segment 2 16 June-30 June***
E1	E1 not applied to Segment 1	500.00

To apply an element to one segment or another, you use system elements (generated for every pay period) that identify whether a segment is the:

- First active segment.
- First segment (active or inactive).
- Last active segment.
- Last segment (active or inactive).

Using a formula, you direct the element to one of these segments.

Defining an Apply Once Rule

In this section, we discuss how to define an Apply Once rule.

You might want an element to be processed in only one segment of a segmented calendar. Say you want a particular deduction to be applied only to the last segment of the calendar. You need to define and use multiple element types, including system elements, formulas, and generation control.

To define an Apply Once rule:

1. Select the correct system element for your rule.

   Four system elements—populated during the payroll process with a Yes or No value—can be used in the creation of an Apply Once rule:

   - First Active Segment.
   - First Segment (active or inactive).
   - Last Active Segment.
   - Last Segment (active or inactive).

   Because you're applying the deduction to the last segment in a segmented calendar, the system element that you need is Last Active Segment.

2. Create a formula.

   Your next step is to create a formula consisting of the following actions and conditions:

   If Last Active Segment = Y

   Then 1 = formula

   Else 0 = formula

   endif

   This formula initiates a certain action if the payroll process is processing the last segment.

3. Define generation control.

   Establish a generation control definition, in which you use this formula condition:

   Formula/Include/{formula name}

   When generation control uses a formula, it looks for one of two values: 1 and anything else. If the value is 1, the generation control module considers the condition to have passed.

4. Link generation control to deduction.

Assign your generation control definition to the deduction that's applied to the last segment of the pay calendar.

Say you have two payees, one with and one without period segmentation.

The system processes the payee with period segmentation segment by segment.

In the first segment, the system populates the two system elements: First Active Segment and Last Active Segment (Y and N, respectively).

When it processes the deduction, the system notes the attached generation control. The generation control module resolves the formula. The formula registers the Last Active Segment value. It's not Y, so the formula resolves to 0. Therefore, generation control fails and the element isn't processed.

The system does the same for the second segment. Only this time, the system populated the Last Active Segment with a Y, so the element passes generation control and is processed.

CHAPTER 23

Defining Retroactive Processing

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

- Set up retroactive processing.
- Forward elements and override the default retroactive method.
- Define trigger event IDs.
- Define backward and forward retroactive limits.
- Manage unprocessed retroactive deltas.
- Understand general rules of retroactive processing.
- Understand complex retroactive processing.

Understanding Retroactive Processing

Retroactive (retro) processing refers to the recalculation of prior pay periods due to changes in payee data that could result in adjustments to earnings or other changes in compensation. PeopleSoft Global Payroll provides two methods for calculating retroactivity:

Corrective Retro

PeopleSoft Global Payroll recalculates the elements of a pay run, updating all accumulators (all balance accumulators and segment accumulators). This results in a complete recalculation of the pay run for that calendar period. The recalculated pay run replaces the previously calculated run. However, the original pay run calculation remains available for auditing and reporting purposes.

Forwarding Retro

Global Payroll recalculates the elements of a pay run. The differences between the new and old calculations are carried forward to the current calendar period as an adjustment to the elements that are specified by the user. Unlike corrective retro, forwarding retro does not result in the replacement of the original results. Also, balance accumulators are not updated in the recalculated period but in the current calendar period.

The differences and similarities between the two methods are as follows:

Corrective Retro	*Forwarding Retro*
The system recalculates the elements of the pay run that have been defined to be recalculated during retro.	The system recalculates the elements of the pay run that have been defined to be recalculated during retro.
Recalculated values for the elements of the pay run replace the previous calculations.	Recalculated values for the elements are used to compute the retro deltas for the recalculated period, but do not replace the previous calculations.
The system updates balance and segment accumulators in the recalc period.	The system updates segment accumulators only. **Note.** You can define balance accumulators to behave in a corrective manner at the accumulator definition level and on the Earnings/Deduction Accumulators pages even when the retro method is forwarding. This means that they can be replaced or updated in the recalc period even though the retro method is forwarding.
The system computes retro deltas and stores them in the recalculated period.	The system computes retro deltas and stores them in the recalculated period.
The system computes the retro adjustment for elements of the pay run that are defined as forwarding element overrides (on the Retro Process Overrides page).	The system computes the retro adjustment for elements of the pay run that are defined to be forwarded (on the Retro Process Overrides page).
The banking process determines if any differences exist between the net pay from the prior calculation and the recalculation. Banking processes the differences.	The banking process picks up only the net pay from the current period calculation because differences from the prior recalculated periods are included in the current period.
Posting results to PeopleSoft General Ledger for a recalculated period is done by executing a full reversal of the prior calculation results and reposting the recalculated results.	Posting results to PeopleSoft General Ledger is executed by posting from the current calculated results only.

Note. The only kind of accumulator that you can forward is a segment accumulator—an accumulator that stores values for a single segment. There is no forwarding of balance accumulators regardless of the retro method that you use.

See Also

"Understanding Banking"

"Working With Interfaces," Integrating Global Payroll With General Ledger

Understanding Key Terms

A number of key terms related to retroactivity occur throughout this chapter. Understanding how they are used will make it easier to follow the examples of retroactive processing presented here.

Version and Revision Numbers

In the following sections you will see numerous references to version and revision numbers. PeopleSoft Global Payroll tags each Payee Process Stat record with a version and revision number appropriate to the retro method being used. These version and revision numbers are the vehicles for tracking recalculation of a calendar period due to retroactivity.

The system defines the original set of output results for a calendar calculation as Version 1, Revision 1 (V1R1). Each subsequent recalculation of the calendar increases either the version number or the revision number depending on the retro method:

Corrective Retro: When the retro method is corrective, the version number increases by one and the revision number stays at one. So for example, the first corrective retro would be Version 2, Revision 1 (V2R1). The second corrective retro would be Version 3, Revision 1 (V3R1), and so forth.

Forwarding Retro: When the retro method is forwarding, the version number stays the same and the revision number increases by one. So, for example, the first forwarding retro would be Version 1, Revision 2 (V1R2). The second forwarding retro would be Version 1, Revision 3 (V1R3), and so forth.

See Also

Tracking Recalculated Calendars

Defining a Retro Method

Prior Results and Recalculated Results

When retroactive processing occurs for a previously calculated period, new results are created for that period. The new results are called the *recalculated results.* The results from the previously calculated period are called the *prior results.*

Recalc Period

A period that has been previously calculated and is being recalculated due to retroactivity.

Retro Deltas

When retroactive processing occurs for a given payee, the system recalculates each element generated for the payee. The system compares the recalculated results to the prior results. The difference between these results is typically called the *retro delta*. A retro delta represents an increase or a decrease that results in an adjustment to the payee's earnings or deductions.

Retro on Retro

When a period that has already been processed for retroactivity is processed again due to additional retroactive data changes, the occurrence is called *retro on retro*.

Setting Up Retroactive Processing

In this section, we discuss how to:

- Set up retroactive processing.
- Define a default retro method at the country level.
- Define a retro process.

Here are the steps for setting up retroactive processing:

1. Specify a default retro method.

   Using the Country Setup page, identify a default retro method—forwarding or corrective—for processing retroactivity. There can only be one default method per country, but this method can be developed into a number of distinct processes and even overridden if required.

2. Define a process.

   Once you have selected a default method, you can further define this method on the Retro Process Definition page. For example, you can use the forwarding method to calculate periods that come before the pay entity calendar year and corrective retro for periods that follow this date—even though your default retro method is forwarding. If you want, you can also override the default retro method on the Retro Process Definition page.

3. Select elements to be forwarded, and set up overrides to the corrective method.

   If your retro method is forwarding, use the Retro Process Overrides page to individually select elements to be forwarded. PeopleSoft Global Payroll does not assume that every element in a process list should be forwarded—even when the retro method is forwarding.

   If your default method is corrective, but you want certain elements to be forwarded, specify the elements you want forwarded on the Retro Process Overrides page.

4. Map retro processes to Event IDs

   After defining a retro method and process, use the Retro Event Definition page to associate each process that you defined in step 2 with a trigger event ID. This event ID is used to identify the process definition (see Step 5).

5. Define trigger fields

   Once you have linked a process to an Event ID, you must decide which database records and fields you want to make sensitive to retroactive changes in data. You identify these fields and records on the Trigger Definition page and link them to a trigger event ID that

you defined in Step 4. Because the trigger event ID contains information about what process to use, any field or record that is linked to this ID triggers the correct process when it encounters a triggering event.

6. Determine which pay entities allow retro processing

   Use the Pay Entity Retro Limits page to decide whether this pay entity allows retroactive processing of its calendars.

7. Specify backward and forward limits

   After you have defined your retro method, defined the conditions that trigger retro processing, and specified which pay entities allow retro processing, specify (on the Pay Entity Retro Limits page) the backward and forward limits for retro processing (optional). This tells the system how far back in time to go to recalculate closed calendars that are associated with a pay entity, and how long after a payee has been inactive the payee is to remain eligible for retro processing.

   Note. You can override the backward and forward limits at the payee level using the Retro Limits Assignment page.

8. View, add, and cancel retro triggers

   Once the online system has generated retro triggers, use the Retro Triggers - Unexpanded and Retro Triggers - Expanded pages to manage retro events so that retroactive processing takes place only when you want it to—and only in response to the appropriate changes in system data. These pages enable you to view retro triggers for each payee; you can also add and cancel triggers on this page.

   Note. Retro trigger data is generated by the online system based on conditions that you specify during setup. You can also manually enter retro trigger rows that were not created automatically.

   Warning! Canceling a trigger does not undo the database change that created the trigger in the first place. If there is retro for some other reason, this change may be picked up when prior periods are recalculated.

9. Manage unprocessed retro deltas

   During forwarding retro—or when using corrective retro with forwarding exceptions—the system forwards deltas from the recalculated calendar as adjustments to the current calendar when certain conditions (matching criteria) have been met. If forwarded retro deltas cannot be processed because the default matching criteria is not met, you can manually direct the deltas to an appropriate calendar by using the Unprocessed Retro Deltas page.

See Also

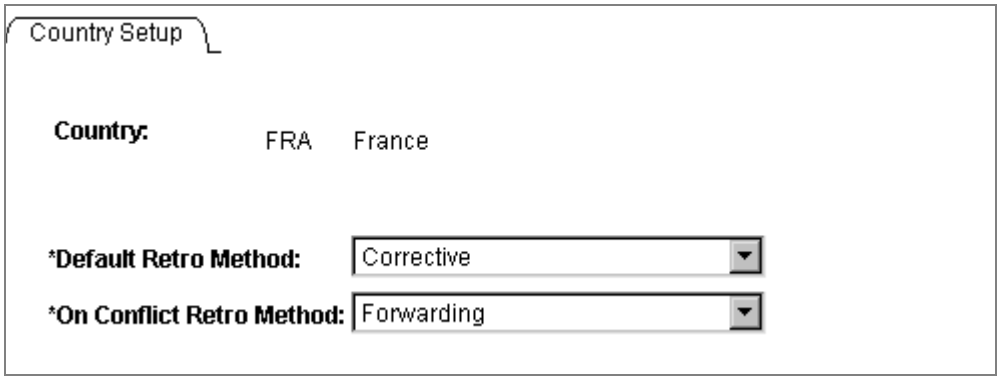
Additional Areas Affecting Retroactive Processing

Pages Used to Set Up Retroactive Processing

Page Name	Object Name	Navigation	Usage
Country Setup	GP_COUNTRY	Define Business Rules, Define Global Payroll Rules, Setup 1, Country Setup	Define a default retro method at the country level.
Retro Process Definition	GP_RTO_PRC_DEFN	Define Business Rules, Define Global Payroll Rules, Setup 5, Retro Process Definition	Define a retro process.

Defining a Retro Method

Access the Country Setup page.



Country Setup page

Default Retro Method Select a default retro method to use for the selected country. Values are ***Corrective*** and ***Forwarding.***

On Conflict Retro Method Select which retro method, ***Corrective*** or ***Forwarding***, to use when:

- An employee is associated with more than one pay group or pay entity.
- Two calendars with the same period ID each use different retro methods within the same calendar group.

See Also

"Using Calendars," Creating Periods

Examples of Standard Corrective and Forwarding Retro Methods

Example 1: Corrective Retro—No Exceptions

Scenario:

Earnings 1 rate changes from 100 to 120; effective date is in period 1; notified in period 2.

Re-Calc Option	*Calendar Period 1*	*Prior Results (Old Value)*	*Re-Calculation (New Value)*	*Deltas*	*Corrective Replace Old Value with New Value*	*For-ward Y/N*
Always	Earnings 1	100	120	20	Y	N
Always	Deduction 1 (flat amount)	30	30	0	Y	N
Not applicable	Net Pay (segment accumulator)	70	90		Y	N
Not applicable	YTD Accumulator Earnings 1	100	120			

Calendar Period 2	*Current Results*	*Retro Adjustmt*				
Earnings 1	120	None				
Deduction 1 (flat amount)	30	None				
Net Pay	90	None				
YTD Accumulator Earnings 1	240					

In this example, only Earnings 1 generates a retro delta. The segment accumulator (Net Pay) is updated. No element is forwarded for processing in the current period, and the new value of Earnings 1 replaces its old value. The banking process determines the difference between the net pay from the prior calculation (70) and the recalculation (90). Banking can then process the resultant amount of 20.

Note. When the retro method is corrective, the banking process determines if any differences exist between the net pay from the prior calculation and the recalculation. Any differences that result are picked up by Banking for further handling.

Example 2: Forwarding Retro—No Exceptions

Scenario:

Earnings 1 rate change from 100 to 120; effective date in period 1; notified in period 2.

Re-Calc Option	*Calendar Period 1*	*Prior Results (Old Value)*	*Re-Calculation (New Value)*	*Deltas*	*Corrective Replace Old Value with New Value*	*Forward Y/N*
Always	Earnings 1	100.00	120.00	20.00	Not applicable	Y
Always	Deduction 1 (flat amount)	30.00	30.00	0.00	Not applicable	Y
Not applicable	Net Pay (segment accumulator)	70.00	90.00	20.00	Not applicable	N
Not applicable	YTD Accumulator Earnings 1	100.00			Not applicable	N

Calendar Period 2	*Current Results*	*Retro Adjustment*
Earnings 1	120.00	20.00
Deduction 1 (flat amount)	30.00	None
Net Pay	110.00	None
YTD Accumulator Earnings 1	240.00	

In this example, the retro delta for Earnings 1 is forwarded for processing to the current period (period 2), where it is recorded as an adjustment to Earnings 1.

Even though the retro method is forwarding, not all elements from the first period are forwarded to the second period (the Net Pay and YTD accumulators aren't forwarded) because:

- The Net Pay accumulator already contains the value of Earnings 1.

  If the Net Pay accumulator had been forwarded along with Earnings 1, Earnings 1 would have been counted twice in the current period.

- Balance accumulators aren't forwarded in PeopleSoft Global Payroll because they sum the values of the elements that have potentially already been forwarded, so moving them into the current period would generate incorrect results.

  Also, balance accumulators aren't normally used for processing—instead, they store values across multiple periods and don't need to be moved.

Note. Even when the retro method is forwarding, not all elements in the process list are forwarded. On the Retro Process Overrides page, you individually select the elements that you want forwarded—elements are not forwarded automatically.

See Also

Forwarding Elements and Defining Retroactive Overrides

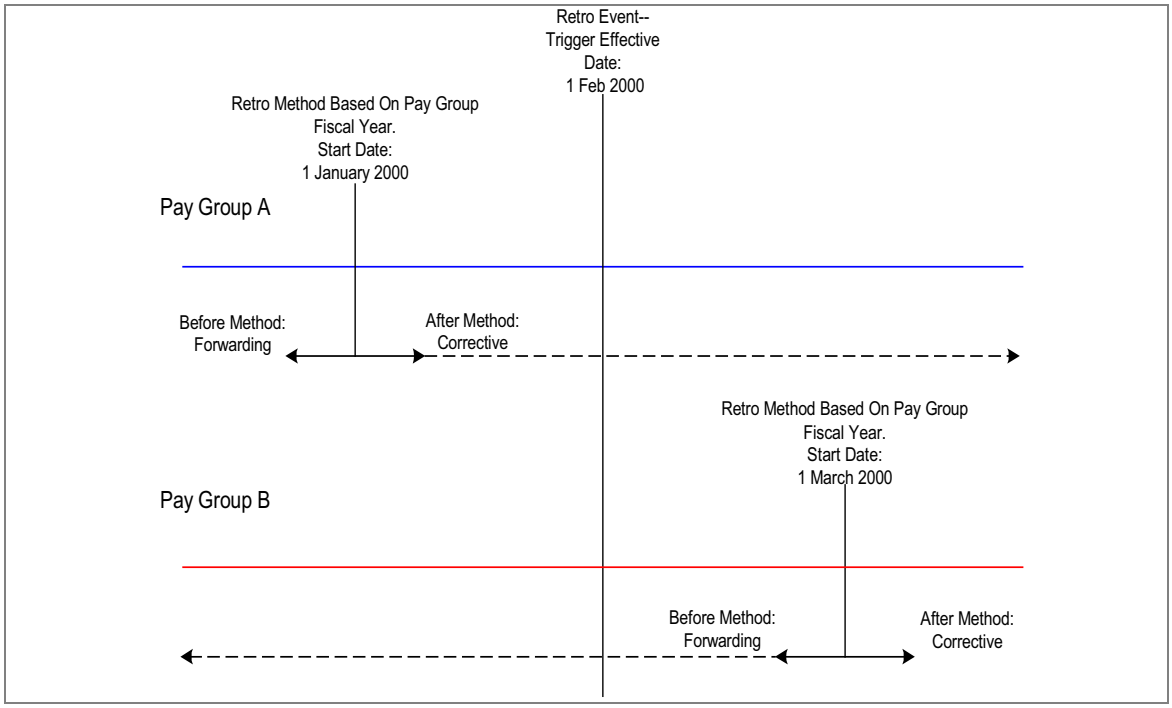
Understanding General Rules of Retro Processing

Understanding the On Conflict Retro Method

Retro conflicts occur when the system receives conflicting signals about how to process retro. This can occur when:

- An employee is associated with more than one pay group or pay entity.
- The Retro Method Based On dates defined for these pay groups or pay entities call for different retro methods to be used in processing different calendars with the same period ID during the same calculation period.

Say you assign an employee to Pay Group A. The fiscal year (the retro Method Based On date) begins on 1 January 2000. For the same employee in Pay Group B, the fiscal year begins on 1 March 2000. Assume that a retro event reported in March causes the February pay period to be recalculated and that the method you've defined for processing this event varies by *Pay Group Fiscal Year* (in both Pay Groups the Before Method is *Forwarding* and the After Method is *Corrective).* This situation can be represented as follows:

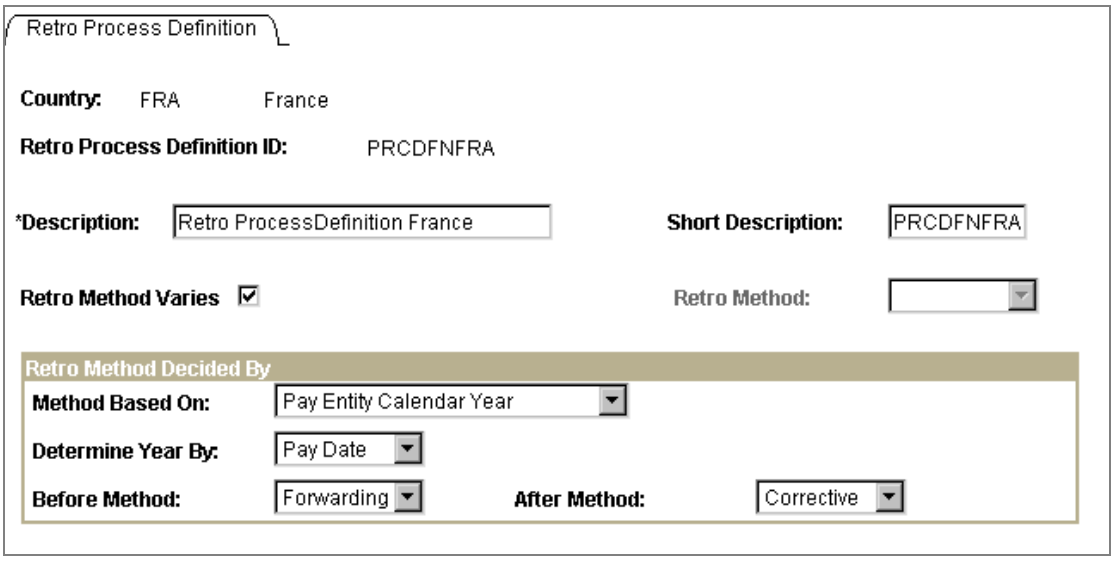


To recalculate the February pay period, Pay Group A uses corrective retro, while Pay Group B uses forwarding retro. The same event calls for the use of conflicting retro methods for processing the same period, even though the process definition is the same (the method is forwarding before the Pay Group Fiscal Year and corrective after the Pay Group Fiscal Year). To resolve this conflict, you select a retro conflict method on the Country Setup page.

Note. The system creates a payee process stat record for each payee for each calendar, including retro. (There's one record for every EMPLID/EMPL_RCD combination for each calendar. When you specify a retro conflict method, you ensure that consecutive payee process stat records with the same period ID are processed using a single retro method. In the previous example, each pay group would have a separate calendar and a separate payee process stat record (because there can be only one pay group per calendar) When retro processing takes place, the system uses a consistent retro method for the same payee in each calendar with the same period ID.

Defining a Retro Process

Access the Retro Process Definition page.



Retro Process Definition page

Retro Process Definition ID (retroactive process definition ID)
Identifies the retro process you are defining.

Retro Method Varies
Select if you want the retro method to vary based on a predefined date. The **Retro Method Decided By** group box fields become available for entry. You can vary the retro method in relation to the ***Pay Entity Calendar Year, Pay Entity Fiscal Year,*** or ***Pay Group Fiscal Year.***

For example, you can use forwarding retro to calculate periods that come before the pay entity calendar year, and corrective retro for periods that follow this date—even though your default retro method is forwarding.

If you leave this check box clear, the default retro method (from the Country Setup page) remains constant across all calendar periods.

Retro Method
The default value is from the Country Setup page. You can override it.

Retro Method Decided By

The fields in this group box enable the system to determine the date and year the retro method varies and are available only if you selected **Retro Method Varies.**

Method Based On
Use this field to define the month and day on which the retro method varies (the retro method change date). Values are:

Pay Entity Calendar Year: Normally defined as 1 January of any year. You define this date on the Pay Entity Processing Details page.

Pay Entity Fiscal Year: You define this date on the Pay Entity Processing Details page.

Pay Group Fiscal Year: You define this date on the Pay Group Defaults page.

Determine Year By — Determines the year in which the retro method varies (the retro method change date). The first current calendar that the payee is included in for that calendar group determines the year based on the calendar date selected. Values are:

End Date: End of pay period.

Pay Date: Day of payment.

Before Method — Select the method for recalculating calendar periods whose period end dates precede the retro method change date. Values are ***Forwarding*** and ***Corrective.***

After Method — Select the method for recalculating calendar periods whose period end dates are the same as or later than the retro method change date. Values are ***Forwarding*** and ***Corrective.***

Determining the Date and Retro Method When the Retro Method Varies

1. Determine the retro method change date.

   You don't need to specify a year on which to base your retro method. Using the Method Based On and Determine Year By field values, the system determines the day, month, and year on which the retro method varies (the retro method change date). The year is based on the *End Date* or *Pay Date* of the first current calendar that the payee is included in—depending on the Determine Year By field value. The month of the *End Date* or *Pay Date* of the current calendar is then compared to the month that appears in the Method Based On field:

   - If the current calendar month is less than the month that you selected in the Method Based On field, then one year is subtracted from the Determine Year By field value to determine the year for the retro method change date.
   - If the month of the first current calendar is greater than or equal to the month in the Method Based On field, then the year that is associated with the Determine Year By field value is used.

   Example 1: Using Period End Date to determine the retro method change date:

First Current Calendar Period:	1 December to 31 December 1999	
Determine Year By:	Period End Date	31 December 1999
Method Based On:	Pay Entity Calendar Year	1 January
Retro Method Change Date:	1 January 1999	

Example 2: Using Pay Date to determine the retro method change date:

First Current Calendar Period:	1 December to 31 December 1999	
Determine Year By:	Pay Date	2 January 2000
Method Based On:	Pay Entity Calendar Year	1 January
Retro Method Change Date:	1 January 2000	

Example 3: Calendar Month is less than Method Based On month:

First Current Calendar Period:	1 March to 31 March 1999	
Determine Year By:	Period End Date	31 March 1999
Method Based On:	Pay Entity Fiscal Year	1 April
Retro Method Change Date:	1 April 1998	

2. Determine the retro method to use.

   The retro method change date is compared to the Period End Date of each recalc period:

   - If the Period End Date of the recalc period is greater than or equal to the Retro Method Change Date, then the After Method is used.
   - If the Period End Date of the recalc period is less than the Retro Method Change Date, then the Before Method is used.

The following table shows how the correct retro method is applied, given these conditions:

- Default Retro Method is *Forwarding.*
- Method Varies.
- Before Method is *Forwarding.*
- After Method is Corrective.

To Determine Retro Method Change Date				***To Determine Method to Use***
Method Based On	Current Calendar Period	Determine Year By	Retro Change Date	Recalc Period and Method Used
Calendar Year - 1 Jan.	1–31 Dec. 1999	Period End Date: 31 Dec. 1999	1 Jan. 1999	#1: 1–30 Nov. 1998/Before Fwd) #2: 1–31 Mar. 1999/After (Cor)

To Determine Retro Method Change Date				*To Determine Method to Use*
		Pay Date: 2 Jan. 2000	1 Jan. 2000	#1: 1–30 Nov. 1998/Before (Fwd) #2: 1–31 Mar. 1999 / Before (Fwd)
Fiscal Year - 1 July	1–31 Mar. 1999	Period End Date: 31 Mar. 1999	01 July 1998	#1: 1–31 May 1998/Before (Fwd) #2: 1–30 Nov. 1998/After (Cor) #3: 1–28 Feb. 1999/After (Cor)
		Pay Date: 1 Apr. 1999	1 July 1998	#1: 1–31 May 1998/Before (Fwd) #2: 1–30 Nov. 1998/After (Cor) #3: 1–28 Feb. 1999/After (Cor)
	1–31 Aug. 1999	Period End Date: 31 Aug. 1999	1 July 1999	#1:1–30 May 1999/Before (Fwd) #2: 1–31 Jun. 1999/Before (Fwd) #3: 1–31 Jul. 1999 /After (Cor)
		Pay Date: 1 Sept. 1999	01 July 1999	#1: 1–30 May 1999/Before (Fwd) #2: 1–31 Jun. 1999/Before (Fwd) #3: 1–31 Jul. 1999/After (Cor)

Fwd = forwarding method

Cor = corrective method

Forwarding Elements and Defining Retroactive Overrides

In this section, we discuss how to forward elements and define overrides to corrective retro.

Rules for Forwarding Elements (when the retro method is forwarding)

If your default retro method is forwarding:

- Specify each element that is to be forwarded (on the Retro Process Overrides page).
- The only types of elements that can be forwarded are earnings, deductions and accumulators. (Only deltas from segment accumulators can be forwarded.)
- If an element is an earnings or a deduction, you can either forward the value of the element's retro delta to the same element, or define a separate "Forwarded to Element" to receive this value.
    - When you forward the delta for an earnings, the "Forwarded to Element" can be an earnings or a deduction.
    - When you forward the delta for a deduction, the "Forwarded to Element" can be an earnings or a deduction.
    - If you forward a segment accumulator, you cannot forward it to the same element (or even a different accumulator) because a segment accumulator can be forwarded only to an earnings or a deduction.
    - If the forwarded element contains components and is forwarded to a different element, the component adjustments will be applied only if the Forwarded to Element" calculation rule is the same. For example, if the element is defined as "Percent of Base" and the "Forwarded to Element" is defined as a "Percent of Base," then the differences for the amount and the base are forwarded. If the "Forwarded to Element" does not obey the same rule, then only the adjustment amount is forwarded.

Note. With forwarding retro, you can define balance accumulators to behave in a corrective manner at the accumulator definition level and on the Earnings/Deduction Accumulators pages.

Rules for Defining Overrides to Corrective Retro

- If your default retro method is corrective, but you want to forward the delta for a specific element (that is, you want to override the default method for this element):
    - You must forward the retro delta to a different element (never to the same element) by designating a "Forwarded to Element" on the Retro Process Overrides page. This element receives the value of the element's retro delta in the current period. However, you must have already defined the element on one of the element definition pages.
    - The only types of elements that can be forwarded are earnings, deductions and accumulators.
    - When you are forwarding the delta for either an earnings or a deduction, the "Forwarded to Element" can be either an earnings or a deduction.

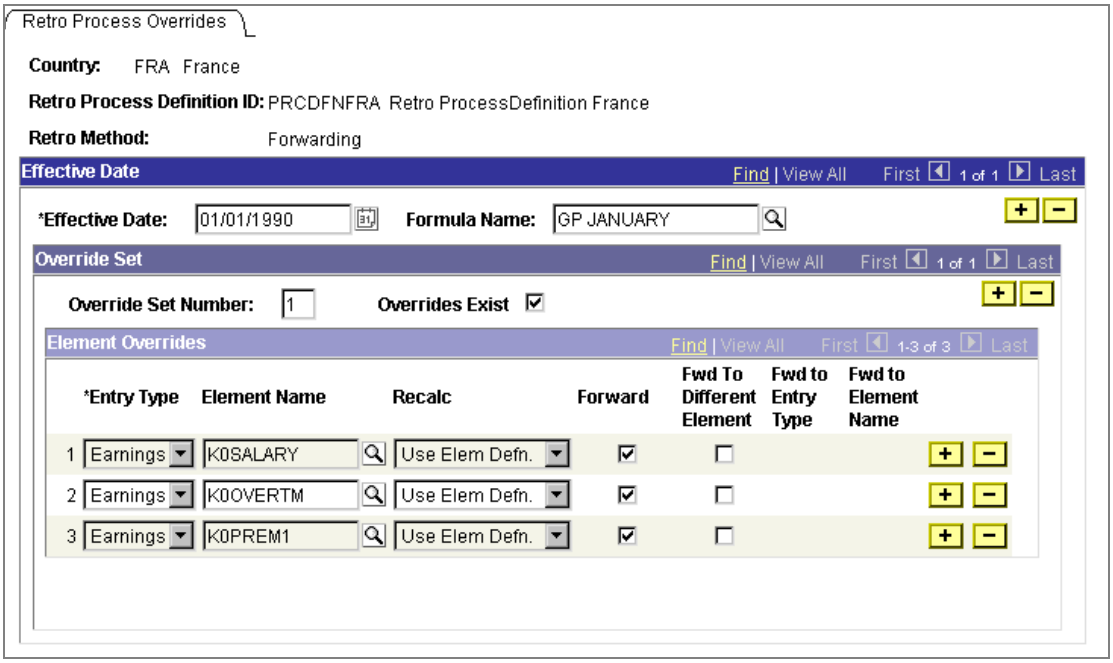
- When you are forwarding the delta for an accumulator (only segment accumulators can be forwarded), the "Forwarded to Element" must be an earnings or a deduction (it cannot be another accumulator).
- If the forwarded element contains components and is forwarded to a different element, the component adjustments are applied only if the "Forwarded to Element" calculation rule is the same. For example, if both the element and the "Forwarded to Element" are defined as "Percent of Base," then the differences for the amount and the base are forwarded. If the "Forwarded to Element" does not follow the same rule, then only the adjustment amount is forwarded.
- If you forward the Net Pay element, banking will not reverse the net pay element from the prior calculation, nor will it insert the new recalculated net pay entry.

Page Used to Define Overrides and Select Elements for Forwarding

Retro Process Overrides	GP_RTO_OVR_DEFN	Define Business Rules, Define Global Payroll Rules, Setup 5, Retro Process Overrides	Specify the elements that are to be forwarded when the standard retro method is forwarding. Define overrides to the standard corrective retro method. Override the Retro Recalc option defined on the earnings and deduction definition pages.

Defining Overrides and Selecting Elements for Forwarding

Access the Retro Process Overrides page.



Retro Process Overrides page

Retro Process Definition ID (retroactive process definition ID)
Identifies the retro process you defined using the Retro Process Definition page.

Retro Method
This is the default retro method that you associated with the selected Retro Process Definition for the country that appears at the top of the page. If you selected Retro Method Varies on the Retro Process Definition page, you must select a method to access the Retro Process Overrides page.

Effective Date
This is the effective date of the overrides that are part of your retro process definition. Different overrides can apply at different times (depending on the effective date).

Formula Name
Multiple sets of overrides can be in effect at any time. This is the formula that decides which set of overrides to use if multiple overrides are effective on the same date. When this formula is resolved, the value that it returns must match one of the values in the **Override Set Number** field. For example, your formula might specify that if condition A is met, return ***10;*** if condition B is met, return ***20;*** and if condition C is met, return ***30.*** Each number corresponds to a different set of overrides. If condition A is met, the formula returns a value of ***10,*** and you use the overrides that you defined as part of override set number ***10.***

Override Set Number
This number identifies the set of overrides to be applied to your retro process definition (and country) at a specific

point in time. You can define different sets of overrides with the same effective date and use the formula that you selected in the **Formula Name** field to determine which set to apply.

Overrides Exist — Select if overrides are associated with the **Override Set Number.** Specify the overrides in the **Element Overrides** group box.

Element Overrides

Entry Type — Enter the type of element for which you want to override the default retro method. Values are:

Accumulator. Only segment accumulators are listed in the Element Name column.

Deduction

Earnings

Element Name — Select the elements for which you want to define overrides. The elements listed are those that you defined on the earnings and deduction definition pages.

Recalc — Indicate whether you want the element to be recalculated during retroactive processing. Values are:

Always Recalc: Recalculates the element during retro.

Do Not Recalc: Does not recalculate the element during retro.

Use Element Definition (the default): Tells the system to go to the element definition to determine whether to recalculate the element.

Forward — This check box is selected if your method is forwarding, and you enter elements for forwarding in the **Entry Type** and **Element Name** fields. The forwarded element is forwarded to itself unless you select the **Fwd to Different Element** check box.

This check box is also selected for segment accumulators and cannot be changed. (Segment accumulators must be forwarded to a different earnings or deduction.)

Fwd to Different Element (forward to different element) — Select to forward the value of an element to a different element in the current period.

- If your default method is forwarding, and you specify an element to be forwarded, that element is forwarded to itself unless you select this check box and specify a "Forwarded To" element.
- If your default method is corrective and you decided to forward an element, this check box is selected, and

you must define the element to receive the value of the original element.

- If a segment accumulator is selected, this check box is selected automatically and is unavailable for entry.

Fwd to Entry Type This is the type of element that is to receive the value of the original element in the current period when you select **Fwd to Different Element.** Values are ***Deduction*** and ***Earnings.***

Fwd Element Name Select the name of the "Forwarded To" element that will receive the value of the original element.

Examples of Corrective and Forwarding Retro Methods With Exceptions

Example 1: Corrective Retro—With Forwarding Exceptions

Scenario:

- Earnings 1 rate changes from 10 to 12; effective date in period 1; notified in period 2.
- Deduction 1 is defined not to be recalculated during retro processing.
- Segment accumulator for Earnings 1 + Earnings 2 is forwarded to Earnings 2 in the current period.
- Additional element definitions:
  - Earnings 1 = Hours worked × Pay Rate
  - Deduction 1 = 10% of Segment Accumulator
  - Deduction 2 = 20% of Earnings 1
  - Segment Accumulator = Earnings 1 + Earnings 2
  - YTD Accumulator Earnings = Earnings 1

YTD Accumulator Deductions = Deduction 1 + Deduction 2

Re-Calc Option	*Calendar Period*	*Prior Results (Old Value)*	*Re-Calculation (New Value)*	*Deltas*	*Corrective Replace Old Value with New Value*	*Forward Y/N*
	Period 1					
Always	Earnings 1	200.00 (20 × 10)	240.00 (20 × 12)	40.00	Y	N
Never	Deduction 1	20.00	20.00	0.00	Y	N

Re-Calc Option	*Calendar Period*	*Prior Results (Old Value)*	*Re-Calculation (New Value)*	*Deltas*	*Corrective Replace Old Value with New Value*	*Forward Y/N*
Always	Deduction 2	40.00	48.00	8.00	Y	N
Not applicable	Net Pay	140.00	172.00		Y	N
Not applicable	Segment Accumulator	200.00	240.00	40.00	Y	Y
Not applicable	YTD Accumulator Earnings	200.00	240.00		Y	Not applicable
Not applicable	YTD Accumulator Deductions	60.00	68.00		Y	Not applicable

Calendar Period	*Current Results*	*Retro Adjustment*
Period 2		
Earnings 1	240.00	None
Earnings 2	40.00	40.00
Deduction 1	28.00	None
Deduction 2	48.00	None
Net Pay	164.00	None
Segment Accumulator	280.00 (240 + 40)	None
YTD Accumulator Earnings	480.00	None
YTD Accumulator Deductions	144.00	None

In this example, the original values of the earnings, deductions and accumulator elements are replaced when retroactivity is calculated. While this is consistent with corrective processing,

note that the segment accumulator for Earnings 1 has been forwarded to Earnings 2 in the current period. There is a forwarding exception to the standard corrective method. Also, Earnings 2 does not contribute to the gross earnings, so it is not included in the net pay calculation.

What happens as a result of forwarding the segment accumulator for Earnings 1?

- Because this accumulator is the basis for calculating Deduction 1 (Deduction 1 = 10% of segment accumulator E1 + E2), forwarding the accumulator delta to the current period results in the system taking any additional deduction in period 2 rather than in the recalc period.
- Forwarding the accumulator delta to the current period would create a problem if deduction 1 were also being calculated in the recalc period—it would result in the deduction being calculated twice based on the same earnings. However, deduction 1 has been defined as *do not recalculate on retro,* so no new deduction is taken in the recalc period even though E1 increases from 200 to 240.
- The banking process determines if any differences exist between the net pay from the prior calculation and the recalculation. Any differences that result are processed by banking. In this case, the difference is 32.00.

Example 2: Forwarding Retro—With Accumulator Defined to Use Corrective Behavior

Scenario:

- Earnings 1 changes from 100 to 200; effective date in period 1; notified in period 2.
- Earnings 2 changes from 100 to 200; effective date in period 1; notified in period 2.
- Deduction 1 is defined as a forwarded element and is forwarded to itself.
- Net Pay Accumulator is forwarded to a different element—Earnings 3.
- Additional element definitions:
  - Deduction 1 = 10% of Earnings 1 + Earnings 2
  - YTD Accumulator Earnings = Earnings 1 + Earnings 2
  - YTD Accumulator Deductions = Deduction 1

Re-Calc Option	*Calendar Period*	*Prior Results (Old Value)*	*Re-Calculation (New Value)*	*Deltas*	*Corrective Replace Old Value with New Value*	*Forward Y/N*
	Period 1					
Always	Earnings 1	100.00	200.00	100.00	Not applicable	N

Re-Calc Option	*Calendar Period*	*Prior Results (Old Value)*	*Re-Calculation (New Value)*	*Deltas*	*Corrective Replace Old Value with New Value*	*Forward Y/N*
Always	Earnings 2	100.00	200.00	100.00	Not applicable	N
Always	Deduction 1	20.00	40.00	20.00	Not applicable	Y
Not applicable	Net Pay	180.00	360.00		Not applicable	Y
Not applicable	YTD Accumulator Earnings	200.00	400.00		Y	N
Not applicable	YTD Accumulator Deductions	20.00	20.00			

Calendar Period	*Current Results*	*Retro Adjustment*
Period 2		
Earnings 1	200.00	None
Earnings 2	200.00	None
Earnings 3	180.00	180.00
Deduction 1	60.00 (40 + 20)	20.00
Net Pay	520.00	None
YTD Accumulator Earnings	800.00	None
YTD Accumulator Deductions	80.00	None

In this example, because Net Pay is being forwarded to Earnings 3 in period 2, a delta will be created, though typically this is not done for accumulators. The balance accumulator (YTD Earnings 1 + Earnings 2) is "replaced" in the recalc period—it has been defined to follow corrective behavior even though the retro method is forwarding. When period 1 is recalculated due to retroactivity, the Net Pay delta is retrieved as an adjustment to Earnings 3 in period 2. If this were the only processing that took place, the YTD Accumulator would be incorrect in period 2 because none of the earnings that make up the YTD Accumulator have

been forwarded. However, because the YTD Accumulator is corrected in period 1, the balance in period 2 is correctly recorded as 800. Also, the delta for Deduction 1 is forwarded in period 2. This has the effect of correcting the YTD Accumulator Deduction balance in period 2.

See Also

"Defining General Element Information," Defining an Element Name (GP_PIN)

"Defining Earnings and Deduction Elements"

"Setting Up Accumulators"

Defining Trigger Event IDs

In this section, we discuss how to associate a triggering event with a process.

The mechanism that is used to track online data changes that should trigger retro processing is called a *trigger*. When a change occurs to a field that has an effective date, begin and end dates, or a record that has been defined as *sensitive* to retroactive changes, the system writes a line of data to the trigger tables to enable retroactive processing by batch. This data includes which payees to process, what periods to consider for recalculation, what process to use, and so forth. At processing time, the system reads this data. You must specify which records and fields are to cause data to be sent to the trigger tables in response to retroactive changes:

1. Use the Retro Event Definition page to associate the events (such as retroactive pay increases) that are to trigger retro processing to a process that you identified on the Retro Process Definition page. This association—between an event and a process definition—is identified in the system through a trigger event ID.

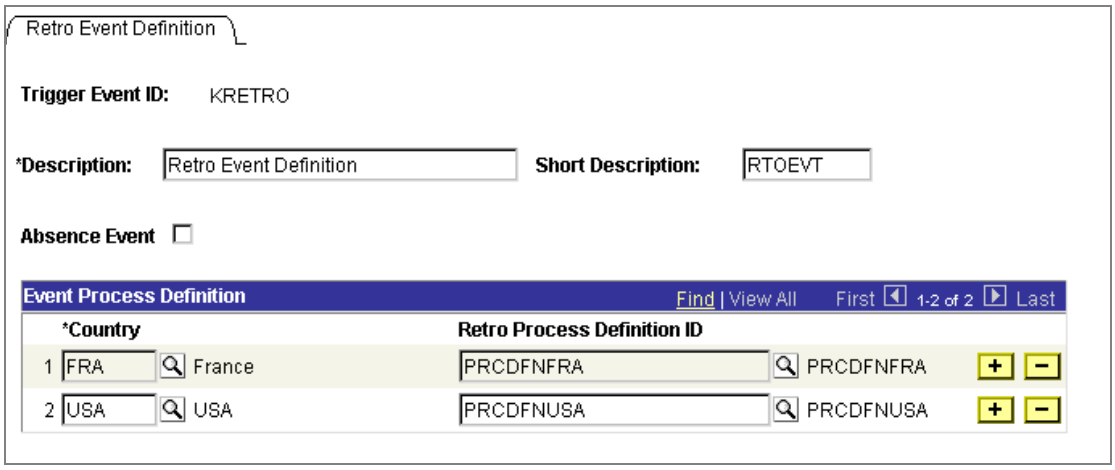
2. Use the Trigger Definition page to map trigger fields or records to a trigger event ID that you defined on the Retro Event Definition page. This ID tells the system what process to use when fields or records are modified—it is one of the pieces of processing information that is written to the trigger tables when fields or records are modified. Since the Trigger Definition page is documented in the chapter "Setting Up Triggers," this section describes only the use of the Retro Event Definition page.

Page Used to Associate a Triggering Event

Page Name	*Object Name*	*Navigation*	*Usage*
Retro Event Definition	GP_RTO_EVT	Define Business Rules, Define Global Payroll Rules, Setup 5, Retro Event Definition	Associate a triggering event (a change in critical data) with one of the processes that you defined on the Retro Process Definition page.

Associating a Triggering Event With a Process

Access the Retro Event Definition page.



Retro Event Definition page

Trigger Event ID This display-only field is populated based on the trigger event ID that you selected in the search page.

Absence Event Select if the trigger event ID is for an absence event only.

Event Process Definition

Link each Trigger Event ID to one of the processes you defined on the Retro Process Definition page.

Country Identify a country for the retro process definition that you want to associate with your trigger event ID. You can insert additional rows for different countries.

Note. Different countries can process the same event differently. For example, if the trigger event ID is *Retro Hire,* You can use process A for Country A and process B for Country B. However, the same country cannot process an event using different processes in the same calendar period.

Example of an Absence Event

The Absence Event indicator determines the first calendar for recalculation, which avoids processing calendars unnecessarily. Selection of the indicator depends on such things as the processing order of the calendars for a particular period, as well as what absence related trigger definitions have been defined and to which retro events they point. When the indicator is set to yes, processing can start at the first absence calendar instead of the first calendar that qualifies after checking retro limits.

For example, company A runs the payroll process once a month. The calendar group is composed of two calendars. The first calendar is for payroll, and the second one is for

absence. This order is always maintained. Assume that the month of January has been processed. The payroll calendar is processed for January, while the absence calendar is processed in January to feed the February payroll calendar. The current period is February. Changes are made to January absence data. Retro triggers for absence back to January are generated and point to a retro event ID where the absence indicator is set to yes. When the batch is run for February, retro processing goes back to January. The first and only calendar that is recalculated is the absence calendar. The payroll calendar is ignored for retro processing.

Note. Absence balance accumulators are always defined as corrective—they must be updated (replaced) at the end of each payroll calculation period. Because balance accumulator behavior is driven by the retro method, when your default method is forwarding, remember to define the absence balance accumulator behavior as "Use Corrective" when you define your accumulators on the accumulator definition pages.

See Also

"Setting Up Triggers"

"Understanding Absences"

"Setting Up Accumulators"

Defining Backward and Forward Retroactive Processing Limits

In this section, we discuss how to:

- Define backward and forward limits at the pay entity level.
- Define backward and forward limits at the payee level.

After you have defined your retro method and the events that will trigger retro processing, you specify the backward and forward limits for retro processing. This tells the system how far back in time to go to recalculate closed calendars (backward limit) and how long after a payee who has been inactive or terminated is eligible for retroactive processing (forward limit).

Note. You can override backward and forward limits you define at the pay entity level using the Retro Limits Assignment page at the payee level.

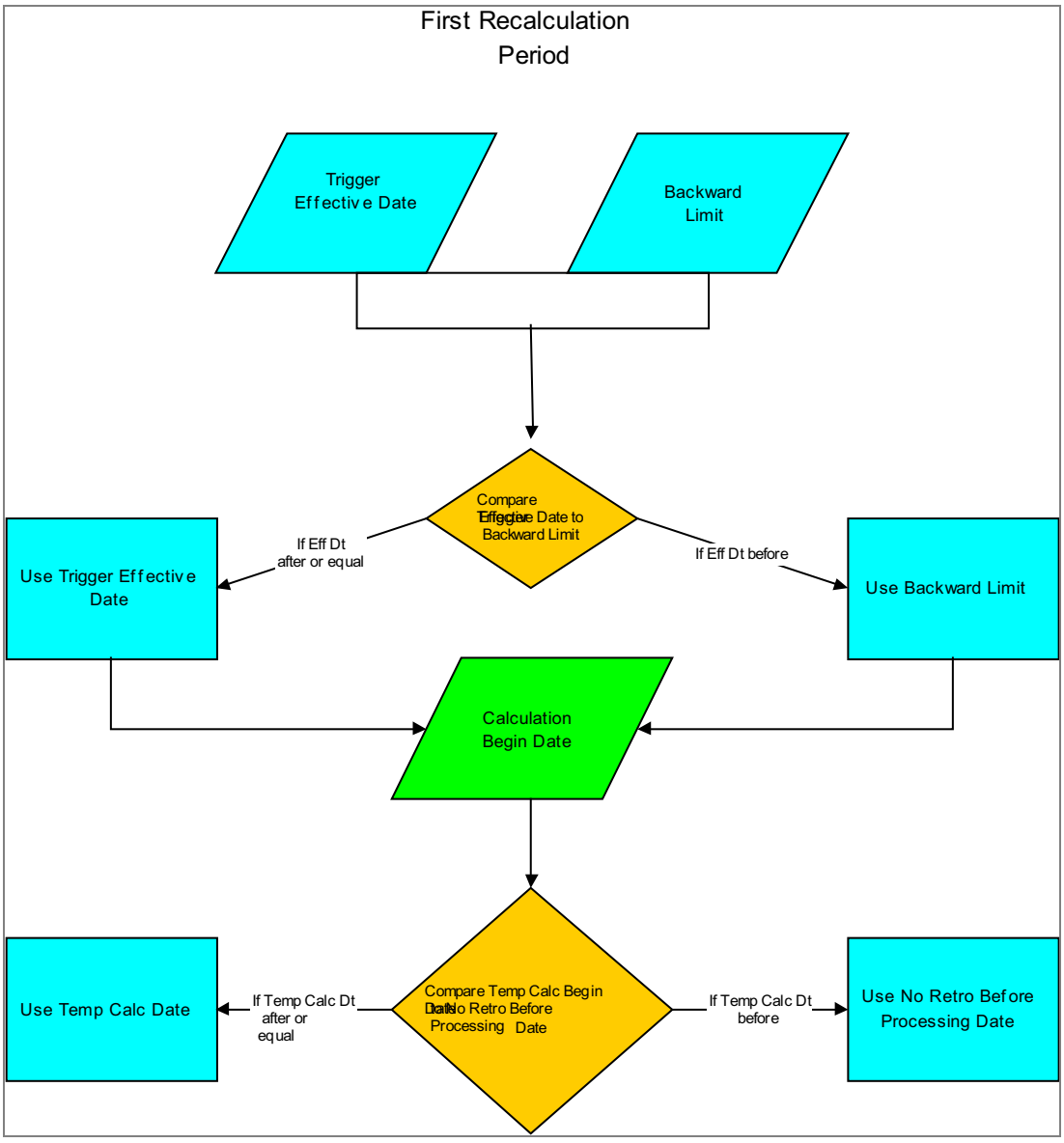
Backward Limits

The number of periods that are recalculated is determined by the interaction of the following dates:

Backward Limit Date This date—defined on the Retro Limits page—establishes the maximum number of periods that the system recalculates going back into the past. This date is only an outer limit; the number of periods that are recalculated can

	be less than the limit.
Trigger Effective Date	This date—the effective date of the change that triggers retro—sets a theoretical goal for how far back the system goes when calculating retro. When the system determines which periods to process, the backward limit date takes precedence over the trigger date. For example, if the trigger effective date is 1 January 1990, and the backward limit date is 1 January 1995, the backward limit date stops all calculations prior to (and including) that date. By contrast, if the backward limit date is 1 January 1990, and the trigger effective date is 1 January 1995, then the trigger effective date establishes the number of periods that are recalculated.
No Retro Processing Before Date	This is the date that a payee enters the PeopleSoft Global Payroll system. This date takes precedence over the trigger effective date and the backward limit date because no matter what these dates are, there is no historical data to recalculate before the No Retro Processing Before Date.

The following diagram illustrates the interaction of the dates that determine the number of past periods that are recalculated.



First recalculation period

The first recalculation period is determined by comparing the trigger effective date to the backward limit date and comparing both dates to the calculation begin date.

Forward Limits

When the system calculates retroactivity for inactive payees, it first determines whether it is still within the forward limits. If it is, the system determines how far back it can go based on the backward limits.

Determining forward limits is easier than determining backward limits because there are no trigger effective dates to compare to forward limits, and you don't consider the No Retro Processing Before Date. You just decide how long a payee is eligible for retroactive payment after his or her last inactive date. If the payee is eligible, then the guidelines (for backward

limits) that are described above apply for determining the number of past periods to recalculate.

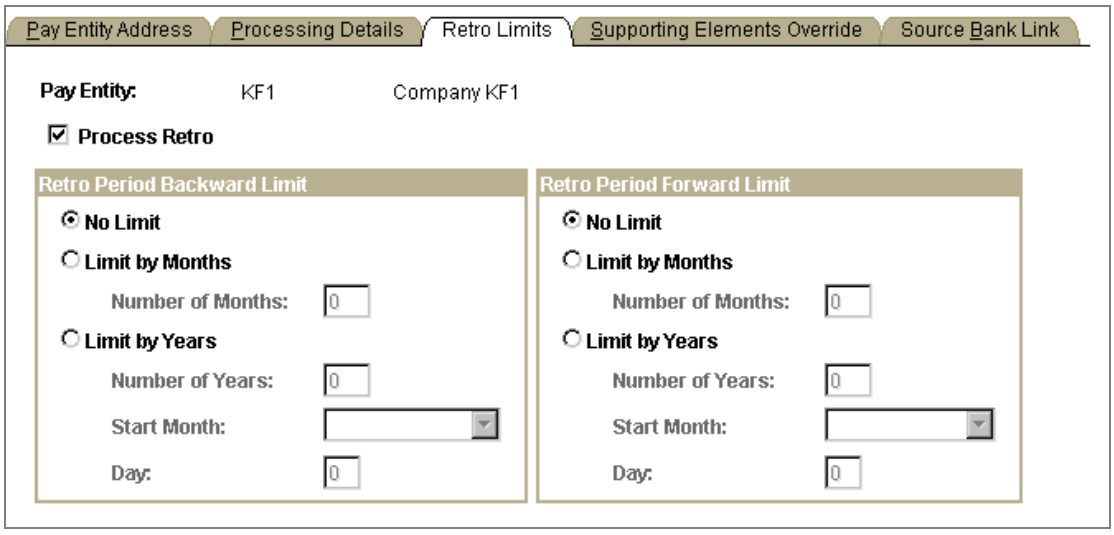
For forward limits to apply, a payee must be inactive in all jobs (EMPL_STATUS on the Job record is used to validate the payee's status). A payee is considered inactive if the EMPL_STATUS value is *D* (deceased), *R* (retired), *T* (terminated), *V* (terminated pension payout), or *X* (retired-pension administration). If a payee has multiple jobs, the highest effective date of all rows that are returned is used as the inactive date.

Pages Used to Define Limits for Retro Processing

Page Name	*Object Name*	*Navigation*	*Usage*
Retro Limits	GP_PAYING_ENTITY3	Define Business Rules, Define Global Payroll Rules, Setup 4, Pay Entity, Retro Limits	Define the backward and forward limits for retro processing at the pay entity level.
Retro Limits Assignment	GP_PYE_RTO_LIM	Compensate Employees, Maintain Global Payroll Data, Use, Retro Limits Assignment	Override, at the payee level, the backward and forward limits for retro processing that you established at the pay entity level on the Retro Limits page.

Defining Limits for Retro Processing at the Pay Entity Level

Access the Retro Limits page.



Retro Limits page

Process Retro This field determines whether this pay entity allows retro to be processed. You can override it at the payee level.

Retro Period Backward Limit

In this group box, you limit the number of calendar periods that the system goes back when processing retroactivity.

No Limit — If you select this option, then retro processing begins with the first period that includes the trigger effective date and goes forward. **No Limit** does not mean that there are no limits to how far back you can go. The No Retro Processing Before Date plays a role in determining how far back you can process retro. The No Retro Processing Before Date is on the Retro Limits Assignment page.

Limit by Months — To define a limit in terms of months, select this option and enter the number of months that the system is to calculate backward. The system determines the maximum number of months to go back starting from the begin date of the first calendar in the current calendar group for the payee.

Limit by Years — To define a limit in terms of years, select this option and enter the number of years that the system is to calculate backward. This limit year, in conjunction with the **Start Month** and **Day** fields, determines how far back the system goes when processing retroactivity.

For example, if **Limit by Years** is ***2***, **Start Month** is ***06*** (June), **Day** is ***01,*** and the current period begin date is 1 April 1999, then the backward limit is 1 June 1997. The system allows retroactivity 2 years from the current period begin date, but not prior to 1 June of that year.

Start Month — Select the calendar month to use as the backward limit.

Day — Select the day to use as the backward limit.

Using Backward Limit Criteria to Determine the First Retro Period to Recalculate

Example 1: Using months criterion.

Trigger Effective Date	*Current Calendar Period*	*Backward Limit*	*First Retro Period*
15/02/99	01/06/99–30/06/99	2 months = 01/04/99	01/04/99–30/04/99

The backward limit is determined by going back two months from the current calendar period begin date of 01/06/99, providing a backward limit date of 01/04/99. The system compares the backward limit date to the trigger effective date. The trigger effective date precedes the backward limit date, so the system uses the backward limit date to determine the first retro period. Two periods will be recalculated. April (01/04/99–30/04/99) and May (01/05/99–31/05/99).

Example 2: Using years, months, and days criteria (trigger effective date does not exceed backward limit date).

Trigger Effective Date	*Current Calendar Period*	*Backward Limit*	*First Retro Period*
30/06/98	01/06/99–30/06/99	Year =1, Month = 3, Day = 15 (15/03/98)	01/06/98–30/06/98

The backward limit is determined by going back one year (the start year is determined by the year of the begin date of the first calendar) and applying the month and day that are defined: The result is a backward limit date of 15/03/98. The system compares the limit to the trigger effective date, which (in this example) is used to determine the first retro period because itdoes not exceed the backward limit date. Twelve periods will be recalculated.

Example 3: Using years, months, and days criteria (trigger effective date exceeds backward limit date).

Trigger Effective Date	*Current Calendar Period*	*Backward Limit*	*First Retro Period*
28/02/98	01/06/99–30/06/99	Year = 1, Month = 3, Day =15 (15/03/98)	01/03/98–30/31/98

The backward limit is determined by going back one year (the start year is determined by the year of the begin date of the first calendar) and applying the month and day that are defined: The result is a backward limit date of 15/03/98. The system compares that date to the trigger effective date, which (in this example) exceeds the backward limit date, so that date determines the first retro period. Fifteen periods will be recalculated.

Retro Period Forward Limit

In this group box, specify the amount of time that retro can continue to be calculated after a payees is terminated or becomes inactive.

No Limit — If you select **No Limit,** retro can be processed indefinitely for inactive payees belonging to this Pay Entity. Although eligible for retro processing, the inactive payee is still restricted by the backward limits.

Limit by Months — To define the forward limit in terms of months, select this option and enter the **Number of Months** to continue calculating retroactivity after a payee becomes inactive. The system determines the maximum number of months using the *Inactive* date of the last active job.

Limit by Years — To define your limit in terms of years, select this option and enter the **Number of Years** beyond the inactive date to process retro. The year, in conjunction with **Start Month** and **Day,** determines how far forward from this inactive date the system goes when processing retroactivity.

Start Month The calendar month to use as the forward limit in conjunction with the year in the **Number of Years** field.

Day The day to use as the forward limit in conjunction with the year and month entered in the **Number of Years** and **Start Month** fields. So, for example, if the **Number of Years** is ***2,*** the **Start Month** is ***06*** (June), the **Day** is ***01,*** and the termination date is 1 Jan 1999, the limit for processing retroactivity would be 1 June 2001. In this example, the system knows to allow retroactivity for 2 years from the *Inactive* date, but not after 1 June of that year.

Using Forward Limit Criteria to Determine the First Retro Period to Recalculate

Example 1: Using months criterion (calendar period does not exceed forward limit).

Inactive Date	*Current Calendar Period*	*Forward Limit*	*Eligible for Retro Processing?*
31/01/99	01/06/99–30/06/99	12 months (31/01/2000)	Yes

The forward limit is determined by going forward 12 months from the inactive date. The current calendar period does not exceed the forward limit, so retro processing can occur. The retro triggers are compared to the backward limits to continue the process.

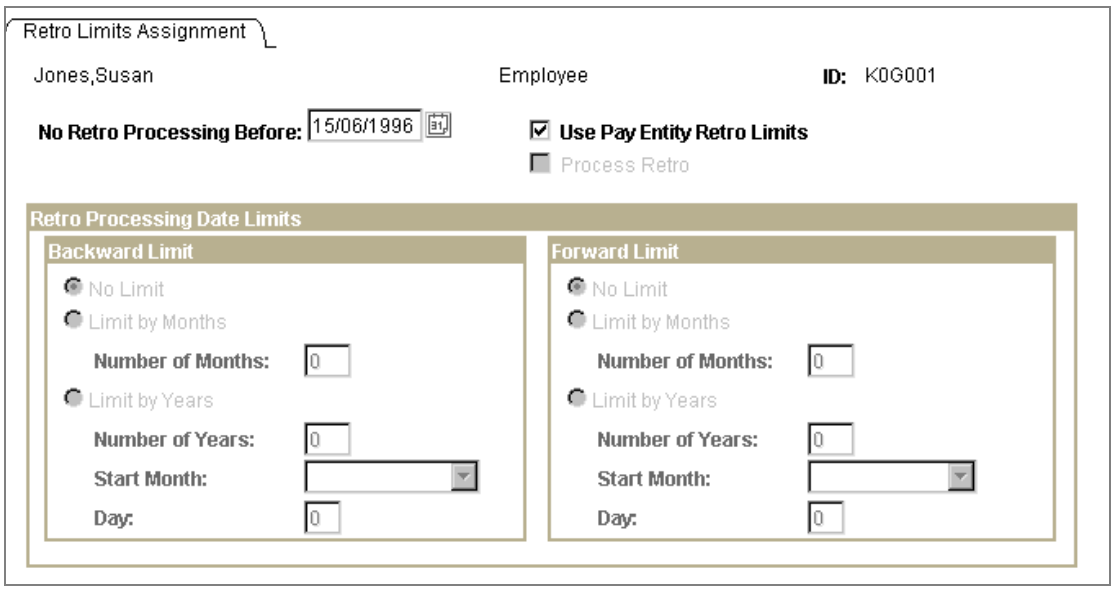
Example 2: Using months criterion (calendar period exceeds forward limit).

Inactive Date	*Current Calendar Period*	*Forward Limit*	*Eligible for Retro Processing?*
31/01/99	01/06/99–30/06/99	3 months (30/04/99)	No

The forward limit is determined by going forward 3 months from the inactive date. The current calendar period (in this example) exceeds the forward limit, so retro processing cannot occur. The retro triggers are ignored and marked as used.

Defining Retro Processing Limits at the Payee Level

Access the Retro Limits Assignment page.



Retro Limits Assignment page

No Retro Processing Before This date is the date when PeopleSoft Global Payroll begins processing calculations for a payee. It is set by the system, but you can override it. The system cannot process retroactivity for a payee prior to this date. If a payee has multiple jobs, be sure that this date is correct, to support all jobs.

Use Pay Entity Retro Limits Select to use the retro limits that are defined in the pay entity to which the payee belongs. When this check box is selected, the system uses the values from the pay entity definition, and all other fields on this page, other than **No Retro Processing Before,** are unavailable for entry. When this check box is cleared, the **Process Retro** check box becomes available for entry, and the system uses the values that were entered at the payee level, rather than those that were entered at the pay entity level.

Process Retro Select if you want the retro calculation to be processed. If you select this check box, the fields in the **Retro Processing Date Limits** group box become available for entry.

See Also

Defining Limits for Retro Processing at the Pay Entity Level

Managing Unprocessed Retro Deltas

In this section, we discuss how to manage unprocessed retro deltas.

During forwarding retro—or when using corrective retro with forwarding exceptions—the system forwards adjustments from the recalculated calendar to the current calendar when the following conditions have been met:

For each EmplID (employee ID)/Empl Rec# (employee record number) combination:

- The pay group of the delta that is to be forwarded matches the pay group of the current calendar.
- The pay entity of the delta that is to be forwarded matches the pay entity of the current calendar.
- The run type of the delta that is to be forwarded matches the run type of the current calendar.
- The process order timestamp of the retro delta precedes the process order timestamp of the current payee process status record.
- If these conditions are not met, you can (on the Unprocessed Retro Deltas page) manually forward adjustments to the appropriate target calendar from the source calendar that generated the retro deltas.

When to Forward Retro Deltas

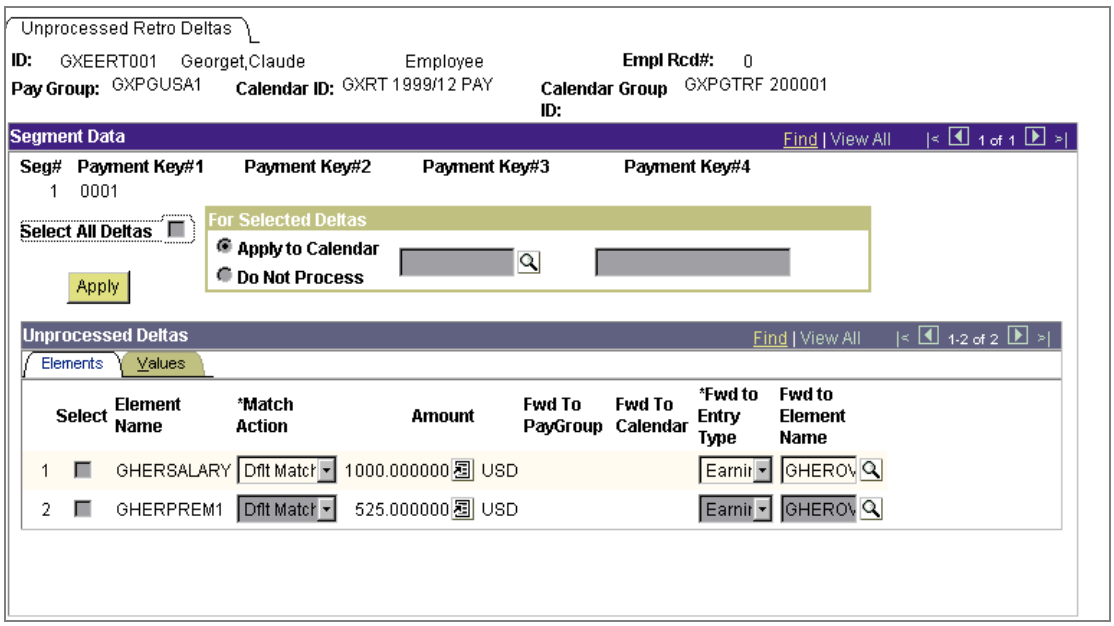
Suppose that a payee moves from pay group A to pay group B at the beginning of the current period, and that previous periods must be recalculated due to retroactivity. The current calendar for pay group B no longer matches the original calendar from which adjustments are being retrieved (pay group A). In situations like this—when pay groups no longer match—you must tell the system where to forward the retro deltas.

Page Used to Manage Unprocessed Retro Deltas

Page Name	*Object Name*	*Navigation*	*Usage*
Unprocessed Retro Deltas	GP_UDELTA	Compensate Employees, Manage Global Payroll Process, Use, Unprocessed Retro Deltas	Manage unprocessed retro deltas.

Managing Unprocessed Retro Deltas

Access the Unprocessed Retro Deltas page.



Unprocessed Retro Deltas page: Elements tab

On this page, you:

- Specify the calendar ID and pay group of the target calendar (the target pay group must have the same pay entity as the source calendar).
- Redirect the deltas to another element (optional).
    - Mark the deltas as do not process (if you do not want them to be forwarded at all).

Common Page Information

Pay Group — Pay group that is associated with the payroll run from which the unprocessed retro deltas originated.

Calendar ID — Calendar that is associated with the payroll run from which the unprocessed retro deltas originated.

Calendar Group ID — Calendar group that is associated with the payroll run from which the unprocessed retro deltas originated.

Payment Key#1 . . . Payment Key#4 — Values of payment keys 1 through 4.

Select All Deltas — Select this check box and click the **Apply** button to select all rows of deltas in the Unprocessed Deltas group box. Then clear the check box for any row that you do not want to be included after you select the **Apply to Calendar** radio button.

Apply — When you click **Apply,** all the retro deltas in the Unprocessed Deltas group box are selected. The **Match Action** field in the Unprocessed Retro group box will be

populated with the action that you specify in the **For Selected Deltas** group box.

For Selected Deltas

In this group box, specify an action for unprocessed retro deltas.

Apply to Calendar — If you select this option, the retro delta is pulled into the calendar and pay group that you enter in the Target Calendar ID and Target Calendar Pay Group fields. This action overrides normal calendar matching.

Target Calendar Pay Group — This field displays pay group values that have the same Pay Entity as the source calendar. Here you select the target pay group for the retro deltas.

Target Calendar ID — This field displays open calendars associated with the targeted pay group. Select the target calendar for the deltas.

Do Not Process — When you select this option, the unprocessed retro deltas are not pulled into any calendar as a retro adjustment. Once saved by the user, these deltas are marked as processed and no longer appear on the page.

Elements Tab

Select — Select (or clear) any retro delta in this column.

Match Action — Select the action to take on the unprocessed retro deltas. Values are ***Default Match, Apply to Calendar,*** and ***Do Not Process.***

Amount — The displayed value represents the amount of the delta for the element.

Fwd to PayGroup — Displays the pay group values that have the same pay entity as the source calendar. Select the pay group that the deltas target.

Fwd to Calendar (forward to calendar) — Displays the open calendars that are associated with the selected pay group. Select the target calendar for the deltas.

Fwd to Entry Type — Values are ***Earnings*** and ***Deductions.***

Fwd to Element Name — This field displays values based on the entry type selected in the previous field. Here you can redirect the delta to a different element.

Values Tab

Unit — This value is a component of the element.

Base — This value is a component of the delta amount for the element.

Additional Pages Affecting Retroactive Processing

In addition to the pages and procedures described earlier in this chapter, several other pages affect retro processing. These pages are of two types—general setup pages and calendar setup. The following table describes these pages:

Page Type	*Page Name*	*Description*
General Setup	Earnings Calculation	Define the earnings elements that are to be recalculated during retro by setting the Retro Recalc option to Always Recalc or Do Not Recalc.
	Deductions Calculation	Define the deductions that are to be recalculated during retro by setting the Retro Recalc option to Always Recalc or Do Not Recalc.
	• Earnings - Earning Accumulators • Deductions - Deduction Accumulators • Accumulators - Level	These pages designate the balance accumulators that should exhibit corrective behavior when the retro method is forwarding. If the accumulator is defined with the Retro Behavior of *Use Corrective*, the accumulator is updated in the recalc period.
	Pay Entity Processing Details	Define payment keys. Retro adjustments respect payment key values when they are applied to a segment.
Calendar Setup	Run Types	Specify the run types that can process retro triggers. The run type is linked to a calendar, which is linked to a calendar group. If at least one calendar in the group is defined to process retro triggers, the calendar group use the information defined for the fun type as the default to process retro triggers.
	Calendars	Specify the population of payees to choose for a calendar run. You can also select payees with retro triggers (active or inactive) for processing, if selected payees with retro triggers will be included.
	Calendar Group ID page	On the Calendar Group ID page whether to process or not process retro triggers defaults from Run Type. If at least one calendar allows retro triggers to be processed, the Process Retro Triggers indicator will be ON, otherwise it will be set OFF. It can be unchecked to not process retro triggers. However, it may not be set to process retro triggers if the default has set it to OFF.

Understanding General Rules of Retro Processing

The following section explains how PeopleSoft Global Payroll tracks recalculated calendars, calculates retro deltas, handles adjustments, and loads balances when processing retro. This information is meant to provide an in-depth picture of how the system processes retroactivity.

Tracking Recalculated Calendars

In this section are numerous references to version and revision numbers. PeopleSoft Global Payroll tags each Payee Process Stat Record (payee process status record) with a version number and a revision number that is appropriate for the retro method that is being used. These numbers are used to track the recalculation of a calendar period due to retroactivity.

The system defines the original set of output results for a calendar calculation as Version 1, Revision 1 (V1R1). Each subsequent recalculation increments either the version number or the revision number, depending on the retro method:

Corrective Retro — When the retro method is corrective, the version number increments by 1 and the revision number stays at 1. For example, the first corrective retro is Version 2, Revision 1 (V2R1). The second corrective retro (retro on retro) is Version 3, Revision 1 (V3R1), and so forth.

Forwarding Retro — When the retro method is forwarding, the version number stays the same and the revision number increments by 1. For example, the first forwarding retro is Version 1, Revision 2 (V1R2). The second forwarding retro (retro on retro) is Version 1, Revision 3 (V1R3), and so forth.

The system uses these numbers to determine which calculations to use as the *old* and *new* values when processing retro deltas.

Version and Revision Numbers Used When Calculating Retro on Retro

When the system calculates retro on retro, —that is, when a period is recalculated more that one time—and the retro method changes, the numbering scheme becomes more complex. In the following example, five consecutive periods are recalculated using the forwarding method on the first pass and a combination of forwarding and corrective on the second pass.

Scenario:

The retro method changes from corrective to forwarding in period 3 when retro is first processed. The second time that retro is processed, the method changes from forwarding to corrective in the same period.

In the following table, P1 to P6 represent periods 1 to 6.

Description	P1	P2	P3	P4	P5	P6
Version and revision number for original calculation.	V1R1	V1R1	V1R1	V1R1	V1R1	V1R1
Initial recalculation method changes from corrective to forwarding in period 3.	Corrective		Forwarding			
Version and revision numbers for initial recalculation.	V2R1	V2R1	V1R2	V1R2	V1R2	V1R2
Recalculation method changes from forwarding to corrective in period 3.	Forwarding		Corrective			
Second recalculated version and revision numbers.	V2R2	V2R2	V2R1	V2R1	V2R1	V2R1

When forwarding follows corrective, the revision number increases by 1, and the version number remains the same as it was in the last maximum corrective run. However, when corrective follows forwarding, the version number increases by 1, and the revision number goes back to 1. This has important consequences for how the system calculates retro deltas.

See Also

Calculating Retro Deltas and Processing Adjustments

Version and Revision Numbers in Retro Adds

A retro add is a situation in which a previous gross-to-net does not exist for a payee, and retroactivity calls for a payee process status record to be created for the first time. For example, it is determined that a payee whom you thought was hired in February was actually hired in January. There is no gross-to-net for January, so when January is processed for retro, the system must create a payee process status record for the period and assign version and revision numbers to it.

- Retro adds when the retro method is forwarding.

When the retro method is forwarding, the revision number must be greater than 1. If a previous gross-to-net does not exist, and a retro add results in a gross-to-net for the first time, the calculation is labeled V1R2 even though it is technically the first gross-to-net. The reason is that forwarding retro does not replace the original results of a calculation with new ones, but uses them to generate retro deltas. V1R2 is created only to calculate the deltas that are to be brought forward to the current period. V1R1 is not used because these are not the true results for the period.

- Retro adds when the retro method is corrective.

When the retro method is corrective, a previous gross-to-net does not exist, and a retro add results in a gross-to-net for the first time, the first calculation is labeled V1R1. The reason is that corrective retro replaces the results of the prior pay calculation (it does not use them only to create retro deltas), so when a period is added, it treats this period as if it were the original one.

The following tables illustrate how the system numbers payee process status records in retro add situations using forwarding and corrective retro.

Scenario:

In the following retro adds, it is discovered that a payee who was calculated as part of period 1 does not belong to that period. The calculations for the payee are therefore reversed in Recalc No. 2. When the payee is later added back because is it discovered that he or she belongs to the calendar after all, a new gross-to-net is created using the version and revision numbers that are indicated in Recalc No. 3.

Period/Recalculation	*Retro Method*	*Numbering*
Period 1 (original calculation)	Not applicable	V1R1
Recalc No. 1	Corrective	V2R1
Recalc No. 2	Reversal (corrective)	V3R1
Recalc No. 3	Add (corrective)	V4R1

Period/Recalculation	*Retro Method*	*Numbering*
Period 1 (original calculation)	Not applicable	V1R1
Recalc No. 1	Corrective	V2R1
Recalc No. 2	Reversal (corrective)	V3R1
Recalc No. 3	Add (forwarding)	V3R2

Period/Recalculation	Retro Method	Numbering
Period 1 (original calculation)	Not applicable	V1R1
Recalc No. 1	Forwarding	V1R2
Recalc No. 2	Reversal (forwarding)	V1R3
Recalc No. 3	Add (forwarding)	V1R4

Period/Recalculation	Retro Method	Numbering
Period 1 (original calculation)	Not applicable	V1R1
Recalc No. 1	Forwarding	V1R2
Recalc No. 2	Reversal (forwarding)	V1R3
Recalc No. 3	Add (corrective)	V2R1

In each example, all calculations for the payee are reversed in Recalc No. 2 when the payee is eliminated from the calendar. When the payee is later restored (when it is discovered that he or she belongs in the original calendar), a new gross-to-net is created. The new calculation uses the numbering that is indicated in Recalc No. 3.

See Also

Retroactive Adds

Retroactive Deletes

Calculating Retro Deltas and Processing Adjustments

This section provides information about how the system calculates retro deltas and processes adjustments.

Calculating Retro Deltas

- When using forwarding retro:

In forwarding retro, the Delta = New Value - Old Value (the old value is the value from the last revision of the previous calculation [maximum revision]).

Period 1	Value of Earnings 1 (E1)	Delta
V1R1	20	
V1R2	30	E1 (V1R2) – E1 (V1R1) = 10

Period 1	*Value of Earnings 1 (E1)*	*Delta*
V1R3	40	E1 (V1R3) – E1 (V1R2) = 10

- When using corrective retro:

In corrective retro, the Delta = New Value - Old Value (the old value is the value from the previous version, Revision 1).

Period 1	*Value of E1*	*Delta*
V1R1	20	
V2R1	30	E1 (V2R1) – E1 (V1R1) = 10
V3R1	40	E1 (V3R1) – E1 (V2R1) =10

- When you calculate deltas, the old value of an element (earnings or deduction) includes any adjustments that were forwarded to it from recalculated periods. Similarly, the new value of an element (earnings or deduction) calculated for the current period includes adjustments that were forwarded to that element as a result of a recalculation in the previous period.

Period 1	*Value of E1*	*Delta*
V1R1	25 (20 + 5 Adjustment)	
V1R2	35 (30 + 5 Adjustment)	E1 (V1R2) – E1 (V1R1) = 10
V1R3	45 (40 + 5 Adjustment)	E1 (V1R3) – E1 (V1R2) = 10

Note. There is an exception to the rule that the new value of an element always contains adjustments that were forwarded to that element when it was calculated in a previous run. This exception is discussed in Example 3 under Deltas and Adjustments When The Retro Method Changes.

Calculating Deltas When Corrective Follows Forwarding

With corrective retro—or when corrective follows forwarding—the system defines the old value as the previous version, Revision 1. Take the following example of a period, which is recalculated twice due to retro—first using forwarding retro and again using corrective retro. If the value of earnings E1 equals 20 in period 1 (V1R1), increases to 30 in the first recalculation (V1R2), and increases to 40 in the last recalculation (V2R1), the deltas are derived as follows:

Retro Method	Period 1	Value of E1	Delta
Not applicable	V1R1	20	
Forwarding	V1R2	30	E1 (V1R2) – E1 (V1R1) = 10
Corrective	V2R1	40	E1 (V2R1) – E1 (V1R1) = 20

To calculate the second retro delta in V2R1, when the retro method changes from forwarding to corrective, the system takes the new value of E1 (40) and subtracts the value of E1 in the previous version, Revision 1 (20). It skips over the value of E1 in V1R2 (the previous version, Revision 2) because V1R2 is a virtual calculation and doesn't represent the last true value.

Processing Adjustments

If the retro method is forwarding, the rule for calculating adjustments is that the forwarded adjustment is equal to the sum of all calculated deltas for an element (per element). If you have defined payment keys, the calculated deltas are summed respecting those keys.

See Also

Using Payment Keys With Forwarding Retro

Example 1: Processing Deltas and Adjustments in Forwarding Retro

The following example of retro on retro illustrates how the system calculates deltas and processes adjustments when using the forwarding method.

Scenario:

- In period 2, E1 changes from 10 to 20. The first retro calculation involves retro in period 2 back to period 1.
- In period 3, E1 changes from 20 to 30. The second retro calculation involves retro in period 3 back to period 1.

Ver/ Rev #	Load YTD Balances (load year-to-date balances)	Period 1	Load YTD Balances	Period 2	Load YTD Balances	Period 3
V1R1	Load 0.00	E1 = 10.00	Load 10.00	E1 = 30.00 (20 + 10)	Load 40.00	E1 = 50.00 (30 + 0 + 10)
		Net Pay = 10.00		Net Pay = 30.00		Net Pay = 50.00
		YTD E1 = 10.00		YTD E1 = 40.00		YTD E1 = 90.00

Ver/ Rev #	*Load YTD Balances (load year-to-date balances)*	*Period 1*	*Load YTD Balances*	*Period 2*	*Load YTD Balances*	*Period 3*
V1R2	Load 0.00	E1 = 20.00 **Δ**10	Load 10.00	E1 = 40.00 (30 + 10) **Δ**10		
		YTD E1 = 10.00		YTD E1= 40.00		
V1R3	Load 0.00	E1 = 30.00 **Δ**10				
		YTD E1 = 10.00				

Δ = Delta

In this example, the system calculates retro deltas by taking the new value of E1 minus the old value of E1 (old value is defined as the last revision of the previous calculation).

First retro calculation:

- Period 1 (V1R2): E1 = 20

  Delta = 10 [20 (V1R2) – 10 (V1R1)]. Pulled in to period 2 (V1R1) as an adjustment.

- Period 2 (V1R1): E1 = 30 (20 + 10 Adj). Adjustment from period 1 (V1R2).

Second retro calculation (retro on retro):

- Period 1 (V1R3): E1 = 30

  Delta = 10 [30 (V1R3) – 20 (V1R2)]. Pulled in to period 3 (V1R1) as an adjustment.

- Period 2 (V1R2): E1 = 40 (30 + 10 Adj). Adjustment carried forward from period 2 (V1R1).

  Delta =10 [40 (V1R2) – 30 (V1R1)]. Pulled in to period 3 (V1R1) as an adjustment.

- Period 3 (V1R1): E1 = 50 (30 + 10 Adj + 10 Adj). Adjustments from period 1 (V1R3) and period 2 (V1R2).

  The adjustment is the sum of all retro deltas. In P2 (V1R1), the adjustment to E1 is 10. In P3 (V1R1), the adjustment to E1 is the sum of the adjustments from the recalculation of periods 1 (V1R3) and 2 (V1R2), or 10 + 10.

Note. Because periods 1 and 2 are processed using forwarding retro, the YTD accumulator is not updated each time these periods are recalculated. When the balances are loaded before each recalculation, the system uses the YTD balance from the prior period, V1R1. Revision 1 is always loaded when the method is forwarding.

Example 2: Processing Deltas in Corrective Retro

The following example of retro on retro illustrates how the system calculates deltas when using the corrective method.

Scenario:

- In period 2, E1 changes from 10 to 20. The first retro calculation involves retro in period 2 back to period 1.
- In period 3, E1 changes from 20 to 30. The second retro calculation involves retro in period 3 back to period 1.

Version/ Revision Number	*Load YTD Balances*	*Period 1*	*Load YTD Balances*	*Period 2*	*Load YTD Balances*	*Period 3*
V1R1	Load 0.00	E1 = 10.00	Load 20.00	E1 = 20.00	Load 60.00	E1 = 30.00
		Net Pay = 10.00		Net Pay = 20.00		Net Pay = 30.00
		YTD E1 = 10.00		YTD E1 = 40.00		YTD E1 = 90.00
V2R1	Load 0.00	E1 = 20.00 Δ10	Load 30.00	E1 = 30.00 Δ10		
		Net Pay = 20.00		Net Pay = 30.00		
	+	YTD E1 = 20.00		YTD E1 = 60.00		
V3R1	Load 0.00	E1 = 30.00 Δ10				
		Net Pay = 30.00				
		YTD E1 = 30.00				

Δ = Delta

In this example, the system calculates retro deltas by taking the new value of E1 minus the old value of E1 (the old value is defined as the value of the previous calculation (previous version, Revision 1). The deltas of E1 are not marked to be forwarded.

There are no adjustments to the value of E1 (as in forwarding retro) because corrective retro replaces the old value with the new value.

First retro calculation:

- Period 1 (V2R1): E1 = 20

- Delta = 10 [20 (V2R1) – 10 (V1R1)]. New value replaces old value.
- Net Pay = The banking process determines if any differences exist between the net pay from the prior calculation and the recalculation. Banking processes any differences that result. In this instance, the difference is 10.

Second retro calculation (retro on retro):

- Period 1 (V3R1): E1 = 30
  - Delta = 10 [30 (V3R1) – 20 (V2R1)]. New value replaces old value.
  - Net Pay = The banking process determines if any differences exist between the net pay from the prior calculation and the recalculation. Banking processes any differences that result. In this instance, the difference is 10.
  - Period 2 (V2R1): E1 = 30
  - Delta = 10 [30 (V2R1) – 20 (V1R1)]. New value replaces old value.
  - Net Pay = The banking process determines if any differences exist between the net pay from the prior calculation and the recalculation. Banking processes any differences that result. In this instance, the difference is 10.

Note. Because periods 1 and 2 are processed using corrective retro, the YTD accumulator is updated each time a period is recalculated. When balances are loaded before each recalculation, the system uses the balance from the calculation with the highest version number, Revision 1 in the previous period.

Example 3: Processing Deltas and Adjustments When the Retro Method Changes

When calculating retro deltas, the system generally defines the new value of an element as containing the same adjustments as the old value. However, when a period is processed using forwarding retro and reprocessed using corrective retro (the retro method changes from forwarding to corrective), the procedure for calculating deltas becomes more complex.

This example shows what happens when the method for calculating retroactivity changes from forwarding to corrective.

Scenario:

- Retro in period 3 back to period 1 due to a change in E1 from 10 to 30. Retro method is forwarding.
- Retro in period 4 back to period 2 due to a change in E1 from 30 to 40. Retro method changes to corrective for period 2 and then back to forwarding for period 3. E1 is defined as a forwarding exception (it is forwarded to E2 in period 4)

Version/ Revision Number	*Period 1*	*Method*	*Period 2*	*Method*	*Period 3*	*Period 4*
V1R1 Forwarding	E1 = 10		E1 = 10		E1 = 70 (30 + 20 + 20)	E1 = 30 (40 – 10) E2 = 30
V1R2 Forwarding	E1 = 30 **Δ**20		E1 = 30 **Δ**20			
		V2R1 Method Corrective	E1 = 40 **Δ**30	V1R2 Method Forwarding	E1 = 60 (40 + 20) **Δ** <10>	

Δ = Delta

First retro calculation:

- Period 1 (V1R2): E1 = 30

  Delta = 20 [30 (V1R2) – 10 (V1R1)]. Pulled in to period 3 (V1R1) as an adjustment.

- Period 2 (V1R2): E1 = 30

  Delta = 20 [30 (V1R2) – 10 (V1R1)]. Pulled in to period 3 (V1R1) as an adjustment.

- Period 3 (V1R2): E1 = 70 (30 + 20 Adj + 20 Adj). Adjustments from period 1 (V1R2) and period 2 (V1R2).

Second retro calculation (retro on retro):

- Period 2 (V2R1): E1 = 40

  Delta = 30 [40 (V2R1) – 10 (V1R1)]. Pulled in to period 4 (V1R1) as an adjustment to E2.

- Period 3 (V1R2): E1 = 60 (40 + 20 Adj). Adjustment carried forward from period 1 (V1R1).

  Delta = <10> [60 (V1R2) – 70 (V1R1)]. Pulled in to period 4 (V1R1) as an adjustment.

- Period 4 (V1R1): E1 = 30 (40 – 10 Adj). Adjustments from period 3 (V1R2) and E2 = 30 adjustment from Period 2 (V2R1).

In this example, the first retro calculation in period 2 involves a change in the value of E1 from 10 to 30, resulting in a delta of 20. When period 2 is recalculated using corrective retro, the value of E1 increases from 30 to 40. Note that the system does not calculate the new delta as 40 (E1, V2R1) – 30 (E1, V1R2), as it would if the method were forwarding, but as 40 (E1, V2R1) – 10 (V1R1). This is because the old value in corrective retro is defined as the previous calculation (previous version, Revision 1), not as the previous revision.

This creates the following problem, which the system must resolve:

- The first retro calculation results in a delta of 20 being forwarded to period 3.
- The second, corrective calculation results in a delta of 30 being pulled into period 4. This delta includes not just the difference between the value of E1 in V2R1 (40) and the previous value of E1 in V1R2 (30), but the already forwarded difference between the value of E1 in V1R2 and V1R1 (30 –10 = 20). Consequently this difference (20) is counted twice.

How does the system compensate for this? The answer depends on how the delta for period 3 is recalculated. The new value of an element is normally defined as containing the same adjustments as those in the old value. However, when the retro method changes from forwarding to corrective, the delta that appears to be "double-counted" (the delta from period 2—V1R2 in this example) is not included in the new value of E1 when the period to which it was forwarded is recalculated. When the system calculates the delta for period 3, the new value does not contain the adjustment to E1 from period 2, V1R2, but only the adjustment from period 1, V1R2.

Loading Balance Accumulators

Before elements are recalculated during retro, balances must be loaded to produce the correct value for the balance accumulators. The rule used to load balances varies depending on whether you are using forwarding or corrective retro.

If you're using forwarding retro, the system loads the balance for the element that is being recalculated from the previous period, V1R1.

Using **Example 1**, presented earlier:

- Period 1 (V1R1): The system loads a balance of 0 for E1 (this is the first period, and E1 has not yet been calculated).
- Period 2 (V1R1): The system loads the YTD balance of E1 (10.00) from period 1 (V1R1).
- Period 3 (V1R1): The system loads the YTD value of E1 (40.00) from the period 2 (V1R1).

If your method is corrective, the system loads the balance for the element from the calculation with the highest version number in the previous period.

Using **Example 2**, presented earlier:

- Period 1 (V1R1): The system loads a balance of 0 for E1 (this is the first period, and E1 has not yet been calculated).
- Period 2 (V1R1): The system loads the YTD balance for E1 (20.00) from the calculation with the highest version number in period 1 (V2R1).

- Period 2 (V2R1): The system loads the YTD balance for E1 (30.00) from the calculation with the highest version number in period 1 (V3R1).
- Period 3 (V1R1): The system loads the YTD balance for E1 (60.00) from the calculation with the highest version number in period 2 (V2R1).

Storing Recalculated Results

When a trigger starts retroactive processing for a payee, the system recalculates each payment that is generated for the payee from the date of retroactivity forward. The system compares the recalculated results to the original results. If there is a difference between them, the system:

1. Stores prior results for auditing purposes, regardless of the method.
2. Stores the new calculation results for each payee. If the retro method is corrective, the system replaces the prior results with new ones in the recalculated period. These results represent the true results for that period. If the retro method is forwarding, these results do not represent the true value but a virtual value.
3. Stores retro deltas for earnings and deductions for each segment in GP_RSLT_DELTA, in the recalc period in which they were generated by the calendar group ID that recalculated the calendar ID.
4. Stores segment accumulator deltas that are defined to be forwarded.

Note. All earnings and deduction deltas are stored, regardless of the method used. Accumulator deltas aren't stored unless they are defined to be forwarded (and only segment accumulators can be forwarded).

See Also

Defining a Retro Method

Reversing Previous Results

There are several situations in which the system does not calculate retro deltas by subtracting old values from new values. In these situations, to calculate retro deltas, the system reverses the old results and cancels prior calculations. The system adds the resultant negative values to any new values that may have been generated for the period (as long as they share the same payment keys) and moves the results to the current period (if the retro method is forwarding). *Reversal* occurs when:

- The segment dates of the recalc period don't match those of the prior period.
- The payment keys of the recalc period/segments don't match those of the prior period/segments.

Deltas are summed respecting payment keys (that is, only deltas with the same payment keys are summed) before being forwarded to the appropriate slice or segment in the current period.

- A payee who was calculated as part of a calendar is later discovered to not belong in the calendar.

Calculations for the payee are reversed. For example, this could occur in a retroactive transfer situation in which a payee is transferred in January, but the transfer is not recorded until February. The January period would need to be reversed entirely.

Following is an example of a related situation that requires a more selective reversal of prior results:

A retroactive calculation takes place on a calendar period that had adjustments for a payee's earnings pulled into it from previous periods (so that the payee received adjustments in addition to his or her current pay). Later, the payee must be reversed out of this calendar. In such a situation, you might need to preserve the adjustments that were forwarded to the calendar that is being reversed because those adjustments came from a calendar that is not being reversed. The system has been programmed to recognize situations like this and preserves the forwarded adjustments.

See Also

Segmentation and Retro

Using Payment Keys With Forwarding Retro

Understanding Complex Retro Processing

This section provides detailed information about the way PeopleSoft Global Payroll handles retro in a variety of complex situations:

- Processing segmented periods.
- Using payment keys to group adjustments.
- Processing retro when there is positive input.
- Processing retroactive terminations.
- Processing retroactive hires.

Segmentation and Retro

Segmentation can affect retro processing when:

- A segmented period is being recalculated for retro, and the segmentation dates of the original calculation don't coincide with those of the recalculation.

This is called a *segment mismatch,* and it affects how retro deltas are calculated.

- Retro deltas are forwarded to a period that is segmented or sliced.

Note. Segmentation also affects how the Retro Recalc option of Do Not Recalc is handled.

See Also

"Defining Segmentation"

Calculating Deltas in Matched and Mismatched Segments

The way that PeopleSoft Global Payroll calculates deltas varies depending on whether the segmentation dates and payment keys of the prior period match those of the recalc period.

When Segments Match

When segment dates match and payment keys are the same, the system recalculates the original segments (to determine the new values for each segment), subtracts the old value from the new value for each element of pay (to determine the retro deltas), and writes new results to the output tables. (See Example 1: Retro With Matching Segments in this section.)

When Segments Don't Match

When segments don't match, the system treats the old and new values as if they belong to separate segments.

- The system creates reversal segments for each segment that existed in the prior calculation and then creates new recalc segments.
- A reversal segment does not have any results because it does not go through gross-to-net processing. The only results that are written to the output result tables are for deltas and balance accumulators. For calculating deltas, the new values are assumed to be 0.

The new recalc segments go through gross-to-net processing and generate the new values. The new values are written to the output result tables. For calculating deltas, the old values are assumed to be 0.

See Also

"Defining Segmentation"

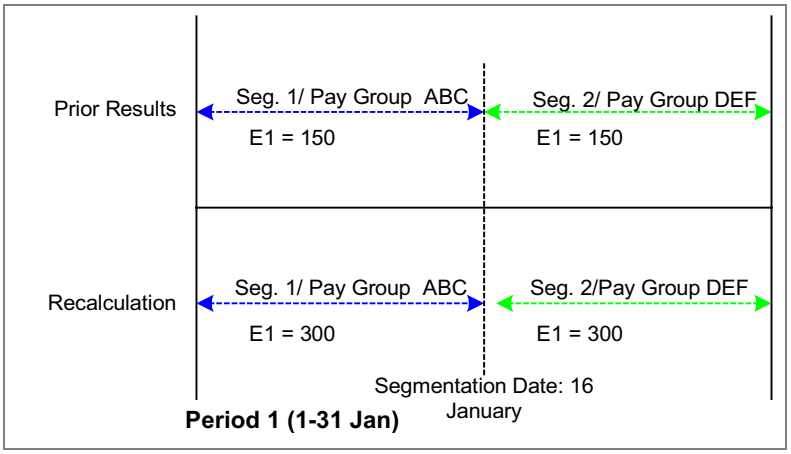
"Understanding the Organizational Structure"

Example 1: Retro With Matching Segments

When the segment dates of the recalc period match those of the original period, retro processing is straightforward. Following is an example of retro going back to a segmented period.

Scenario:

- The original January pay period is segmented due to a change in pay group that is effective on16 January.
- The January pay period must be recalculated for retro due to a change in E1 from 300 to 600 that is effective on 1 January.



Retro with matching segments

Period 1
V1R1
Segment 1 (1–15 January)/Pay Group ABC E1 = 150 Segment 2 (16–31 January)/Pay Group DEF E1 = 150
V1R2
Segment 1 (1–15 January)/Pay Group ABC E1 = 300 Segment 2 (16–31 January)/Pay Group DEF E1 = 300 Delta = **150** Segment 1 (Pay Group ABC) Delta = **150** Segment 2 (Pay Group DEF)

When the January pay period is reprocessed during retro, the original segmentation dates are preserved. To determine the deltas for these segments, the system first matches segment 1 to

segment 1 and segment 2 to segment 2. Then it subtracts the old value of E1 for each segment from the new value (E1 is defined to be prorated). As with retro without segmentation, the system recalculates each segment in the period and writes new values for each segment to the result output tables.

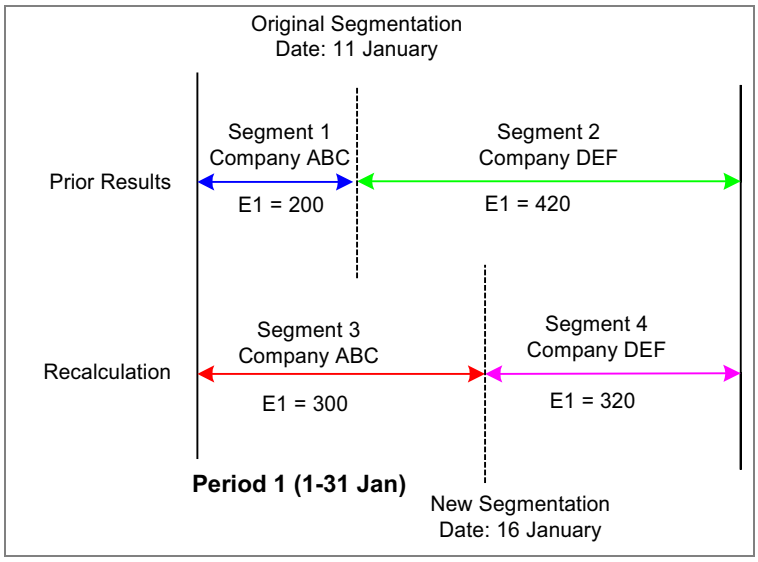
Note. In this and subsequent examples, the original and recalculated calendars are marked with version and revision numbers (V1R1, V1R2, and so forth) for tracking recalculation of a calendar period due to retroactivity.

See Also

Tracking Recalculated Calendars

Example 2: Retro With Mismatched Segments

When the segment dates of the recalc period don't match those of the prior period, the system calculates retro deltas as described earlier in Calculating Deltas in Matched and Mismatched Segments. Following is an example of retro going back to a segmented period. In this example, when the period is reprocessed during retro, the prior segmentation dates change:



Retro with mismatched segments

Scenario:

- The original January pay period is segmented when a payee moves from company ABC to company DEF, effective 11 January.
- The original pay period is recalculated when the effective date of the payee's company transfer changes from 11 January to 16 January (that is, the segmentation date changes from 11 January to 16 January).
- The payee's earnings (E1) are 620 and are defined to be prorated.

Period 1
V1R1
Segment 1 (1–10 January)/Company ABC E1 = 200 Segment 2 (11–31 January)/Company DEF E1 = 420
V1R2
Segment 1 (1–10 January)/Company ABC (reversal) E1 Delta = <200> Segment 2 (11–31 January)/Company DEF (reversal) E1 Delta = <420> Segment = (1–15 January)/Company ABC (new recalc) E1 Delta = 300 Segment 4 (16–31 January)/Company DEF (new recalc) E1 Delta = 320

In this example, the original January pay period is segmented due to a change in company ID effective on the eleventh of the month. The January calendar is reopened for retro processing when the effective date of the company transfer changes from 11 January to 16 January, which means that the segment dates for the original and recalculated periods do not match. When recalculating the calendar period for January, the system cannot match segment to segment as in the previous example—segments 1 and 2 no longer have exact counterparts in the recalculated period.

The values of segment 1 and 2 are reversed, resulting in negative deltas of –200 and –420 for segments 1 and 2, respectively. Then the system creates new recalc segments with unique, segmented status records in the recalc period—segments 3 and 4, whose deltas reflect 300 and 320 correspondingly. The system writes new values for each segment to the output result tables. For the reversal segments, only the balance accumulator and delta output result tables are updated.

Note. In the *slice dates,* the differences between the original and recalc periods do not affect the calculation of the retro deltas. Only changes in the *segmentation dates* create the need for reversal segments.

Example 3: Mismatch in Changing Payment Key Values

One more situation that the system recognizes as a segment mismatch occurs when the value of a payment key (for example, company ID) changes between a prior calculation and the recalculation. The system treats the old and new calculations as belonging to separate segments—just as if the segment dates no longer matched.

See Also

Using Payment Keys With Forwarding Retro

Forwarding Adjustments in Retro With Segmentation

The way that PeopleSoft Global Payroll forwards adjustments varies depending on whether retro deltas are being forwarded to a sliced or segmented calendar and whether the payment keys have been defined. Regardless, the system observes the following rules:

- As in retro without segmentation, the system uses retro matching criteria to determine whether it can forward deltas to a calendar in the current period.

  The system forwards deltas only where the employee ID, record number, pay entity, pay group, and run type of the source calendar are the same as that of the target calendar in the current period.

- If all retro matching criteria are satisfied, but the current period is segmented, the system sums and forwards deltas to the first segment in the current calendar.

  If that segment is sliced, the system forwards the adjustments to the first slice in that segment.

- If you have defined payment keys based on criteria such as company ID, contract number, establishment, or department ID, adjustments are forwarded only to the first segment in the current calendar that has the same payment keys as the forwarded adjustments (after all retro matching criteria have been satisfied).

  If that segment is sliced, the system forwards the adjustments to the first slice in that segment. If the system finds *no* segment with matching payment keys, it creates a new segment in the current period to which to forward the adjustments. The dates of the new segment are those of the calendar period as a whole, regardless of whether the current period is segmented.

Note. The system uses retro matching criteria to determine whether to pull adjustments into the current period. If all the criteria are satisfied, the system forwards the deltas. If payment keys are used (in addition to the standard matching criteria), the system checks these keys to determine where to forward the adjustment. If the current period—or a segment in that period—has the same payment keys, the system forwards the adjustment to the first segment (or, if sliced, to the first slice in that segment) in the current period with matching payment keys. Only when the system finds no segment with matching payment keys does it create a new segment to which to forward the adjustments.

See Also

Using Payment Keys With Forwarding Retro

Example 1: Element Segmentation With Retro

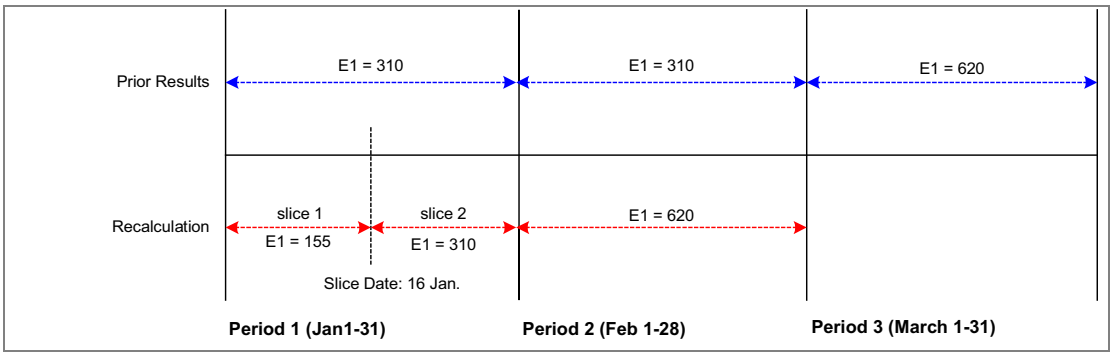
The following example of element segmentation with retro illustrates how the system forwards deltas to the current period (assume that all retro matching criteria have been satisfied and that there are no payment keys).

Scenario:

- Retro in period 3 back to period1 due to a change in the value of E1 from 310 a month to 620 a month on 16 January (assume that E1 is defined to be prorated).

- E1 is on the element list for element segmentation and causes E1 to undergo segmentation into slice 1 and slice 2 in mid period—a period that was originally not segmented.

The following diagram shows an example of element segmentation in the recalc period and no segmentation in the current calendar; there are no payment keys and retro match criteria are satisfied.



Example of element segmentation in recalc period and no segmentation in current calendar

Period 1	*Period 2*	*Period 3*
V1R1	**V1R1**	**V1R1**
Segment 1 (1–31 January) E1= 310	Segment 1 (1–28 February) E1= 310	Segment 1 (1–31 March) E1 =1085 [620 + (155 + 310)]
V1R2	**V1R2**	

Period 1	*Period 2*	*Period 3*
Segment 1 (1–31 January) Slice 1 (1-15 January) E1 = 155 Slice 2 (16–31 January) E1 = 310 Delta = **155** [(155 + 310) – 310]	Segment 1 (1–28 February) E1 = 620 Delta = **310** (620 – 310)	

- Delta 155 is created in period 1; V1R2 is forwarded to period 3, V1R1, segment 1.
- Delta 310 is created in period 2; V1R2 is forwarded to period 3, V1R1, segment 1.

When the system calculates retro deltas for period 1, it subtracts the old value of E1 in period 1 (310) from the sum of E1 in slices 1 and 2 (155 + 320). Just as in retro without segmentation, the system forwards all deltas to the current period (March) using retro matching criteria.

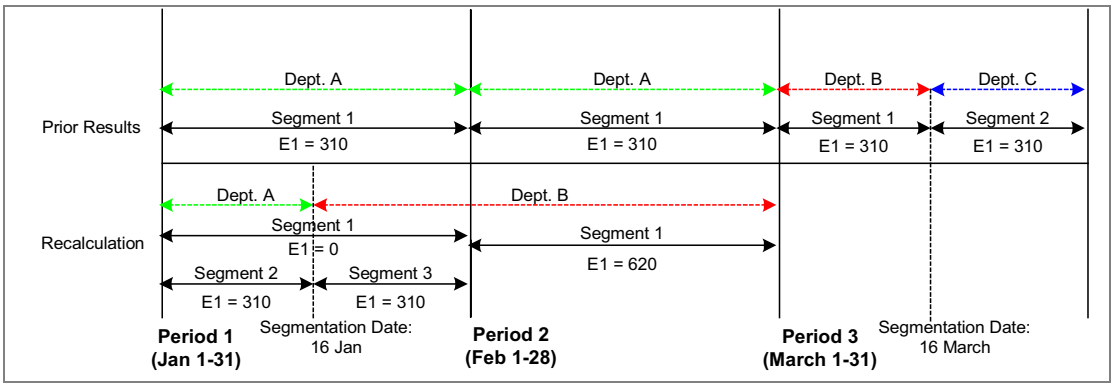
Example 2: Period Segmentation Combined With Retro

The following example of retro with period segmentation illustrates how the system moves retro deltas from a segmented recalc period into a segmented current period, selecting the first slice/segment as the forwarding target using retro matching criteria.

Scenario:

- Retro in period 3 is back to period 1 due to a change in department ID (from department A to department B) on January 16, which triggered period segmentation in the January recalc calendar (assume that the original period was not segmented).
- The value of E1 increases from 310 a month to 620 a month in March, retroactive to 1 January (assume that E1 is defined to be prorated).
- On 16 March, the department ID changes from department B to department C. This affects only the current period, resulting in a segmented current calendar.

The diagram below shows an example of period segmentation in both the recalc period and the current calendar; no payment keys are used and retro match criteria are satisfied.



Example of period segmentation in recalc period and current calendar

Period 1	***Period 2***	***Period 3***
V1R1	**V1R1**	**V1R1**
Segment 1 (1–31 January)/Dept. A E1 = 310	Segment 1 (1–28 February)/Dept. A E1 = 310	Segment 1 (1–15 March)/Dept. B E1 = 930 [310 + (**310 + 310**) Segment 2 (16–31 March)/Dept. C E1 = 310
V1R2	**V1R2**	
Segment 1 (1–31 January)/Dept. A E1 (reversal segment) = 0 Segment 2 (1–15 January)/Dept. A E1 = 310 Segment 3 (16–31 January)/Dept. B E1 = 310 Delta = **310** [(310 + 310) – 310]	Segment 1 (1–28 February)/Dept. B E1 = 620 Delta = **310** (620 – 310)	

- Delta 310 is created in period 1; V1R2 is forwarded to period 3, V1R1, segment 1.
- Delta 310 created in period 2; V1R2 is forwarded to period 3, V1R1, segment 1.

When the system calculates retro deltas for January, by summing the deltas for the reversal segment (segment 1) with segments 2 and 3. And when it calculates the deltas for February, it

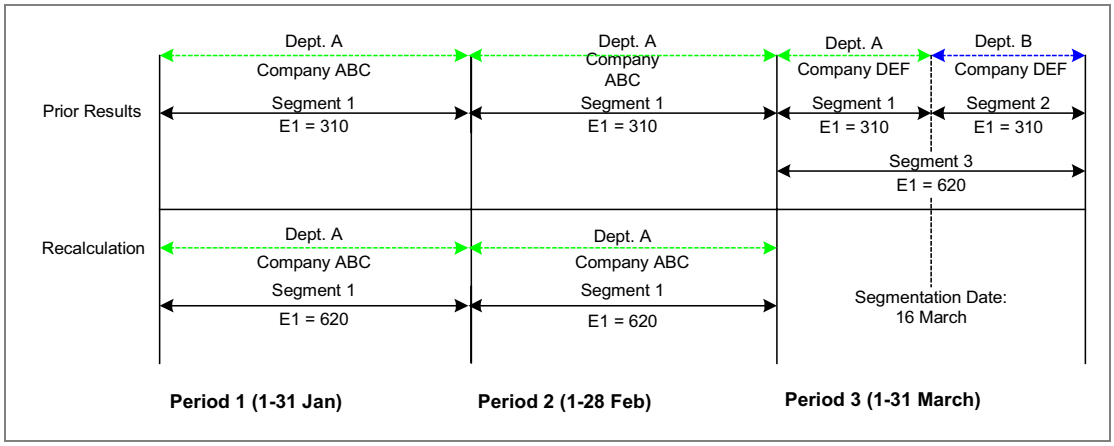
subtracts the value of E1 in V1R1 from E1 in V1R2. The system then pulls the deltas from the January and February recalc periods (310 + 310) into the first segment of the current calendar that satisfies the retro matching criteria—that is, segment 1 in the March payroll calendar.

Example 3: Period Segmentation Combined With Retro—Payment Keys Used

The following scenario illustrates how the system handles retro deltas when retro matching criteria have been satisfied, a payment key has been defined (in addition to the standard retro matching criteria), but the payment key of the recalc period does not match that of the current calendar.

Scenario:

- The value of E1 increases from 310 a month to 620 a month in March, retroactive to 1 January. This causes the January and February calendars to be recalculated.
- On 1 March, the payee transfers from company ABC to company DEF. Company ID is defined as a payment key.
- On 16 March, the department ID changes from department A to department B. This affects only the current period, resulting in a segmented current calendar.



Example of company defined as a payment key (retro match criteria are satisfied)

Period 1	*Period 2*	*Period 3*
V1R1	**V1R1**	**V1R1**

Period 1	*Period 2*	*Period 3*
Segment 1 (1–31 January); Dept. A, Company ABC E1 = 310	Segment 1 (1–28 February); Dept. A, Company ABC E1 = 310	Segment 1 (1–15 March); Dept. A, Company DEF E1 = 310 Segment 2 (16–31 March); Dept. B, Company DEF E1 = 310 Segment 3 (1–31 March); Dept. A, Company ABC E1 = 620 (**310** + **310**)
V1R2	**V1R2**	
Segment 1 (1–31 January); Dept. A, Company ABC E1 = 620 Delta = **310** (620 – 310)	Segment 1 (1–28 February); Dept. A, Company ABC E1 = 620 Delta = **310** (620 – 310)	

- Delta 310 is created in period 1; V1R2 is forwarded to period 3, V1R1, segment 3.
- Delta 310 is created in period 2; V1R2 is forwarded to period 3, V1R1, segment 3.

When the system first calculates the retro deltas for January and February, it tries to pull them into the first segment of the current calendar (March) based on retro matching criteria. However, the deltas that are to be forwarded were generated for a payee in company ABC, and the payee is now in company DEF (there was a company transfer on 1 March). Because Company has been defined as a payment key, deltas cannot be forwarded to the first segment of the current calendar (March) even though all other retro matching criteria have been satisfied. Therefore, the system creates a separate segment with the same begin and end dates as the March pay period and moves the deltas into the new segment.

Note. These examples refer only to forwarding retro because only forwarding retro generates adjustments to be processed in the current period—unless your method is corrective, and you have defined elements to be forwarded. In the case of corrective retro combined with segmentation, the system calculates retro deltas as it does in the above examples. However, unlike forwarding retro, recalculated values for the elements replace the previous calculation. Differences between the net pay from the previously calculated period and the recalculated period are determined and processed by banking.

Using Payment Keys With Forwarding Retro

Payment keys affect how adjustments are forwarded to the current period when retro is processed.

See Also

"Understanding the Organizational Structure"

Payment Keys and Forwarding

When the payment keys of the current period do not match those of the period that is being recalculated, adjustments must be managed as a separate gross-to-net in the current calendar period. For example, Company has been defined as a payment key. A payee who is working in company ABC moves to company DEF in the current period. There is retro going back to a prior calendar when the payee was in Company ABC, and there are adjustments to the payee's current period coming from the prior calendar. The adjustments are associated with company ABC, and the current period is associated with company DEF. In this situation, the adjustments are managed as a separate gross-to-net in the current period.

When deciding whether and where to forward adjustments, the system:

1. Determines whether retro matching criteria have been satisfied.

   If matching criteria have been satisfied, the system pulls retro deltas into the current period as adjustments.

2. Checks to see if you have defined payment keys based on criteria such as company ID, contract number, establishment, and department ID.

   If you have defined payment keys, the system checks those keys to determine where to forward the adjustments. If the value of the payment keys that are attached to the forwarded adjustments is the same as the value in the current period, the system forwards adjustments to the first segment in the current period that has matching payment keys. If that segment includes slices, the system forwards adjustments to the first slice in that segment.

3. Creates a new segment in the current period (when it finds no segment with matching payment keys) to which to forward the adjustments.

   The system manages the adjustments as a separate gross-to-net in the current period. The dates of the new segment are the dates of the calendar period as a whole, regardless of whether the current period is segmented.

   The new segment has the status *Inactive in Segment* and goes through the process list like any other gross-to-net calculation. Earnings and deductions are resolved again in this segment. The result may not be what you want for this type of segment. To prevent the earnings and deductions from being resolved again in this segment, the user can define a generation control element to exclude segments with the status *Inactive in Segment.*

Positive input (PI) that is targeted to this calendar, as well as any generated PI section, will not be processed again in the *Inactive in Segment* segment, regardless of generation control.

See Also

"Defining Calculation Elements"

"Defining Processing Elements"

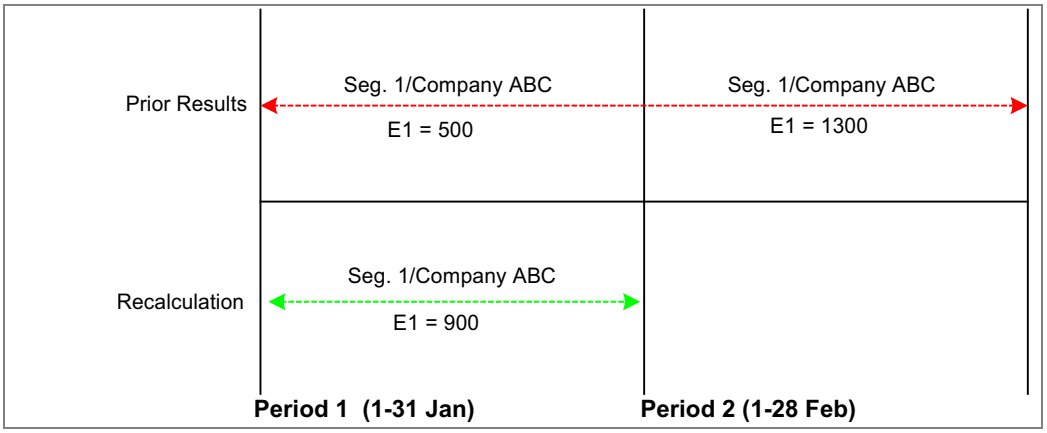
"Working With Positive Input"

Example 1: No Change in Payment Key Values

When the payment keys of the current period match those of the period that is being recalculated, the system forwards the adjustments to the current period. No new segments are created. Consider the following example. of retro in February going back to January.

Scenario:

- Company ID is defined as a payment key.
- A payee's earnings (E1) change from 500 to 900 retroactive to January. As a result, period 1 must be recalculated.



No change in payment key values

Period 1	*Period 2*
V1R1	**V1R1**
Segment 1 (1–31 January)/Company ABC E1 = 500	Segment 1 (1–28 February)/Company ABC E1 = 1300 (900 + **400**)
V1R2	

Period 1	*Period 2*
Segment 1 (1–31 January)/Company ABC E1 = 900 Delta = **400** (900 – 500)	

Delta 400 is created in period 1; V1R2 is forwarded to period 2, V1R1, segment 1.

See Also

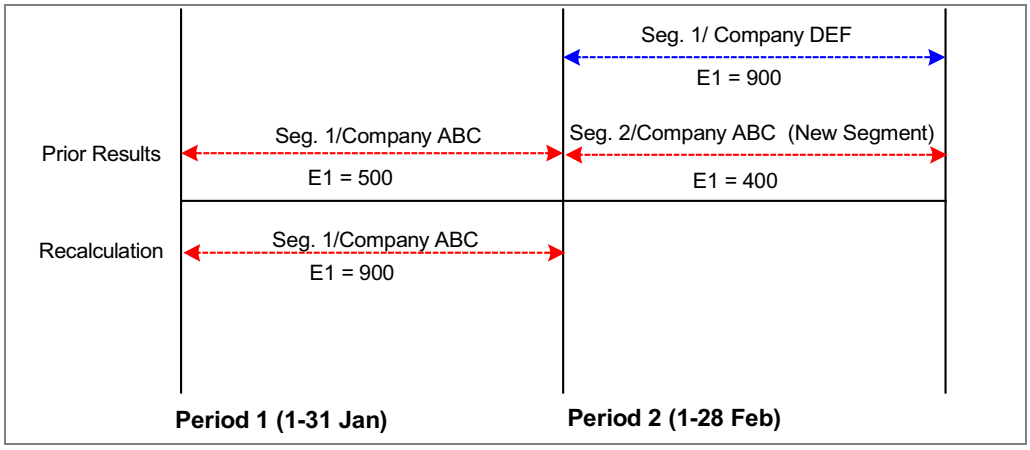
Tracking Recalculated Calendars

Example 2: Payment Key Value Changes in Current Calendar Period

When payment keys in the current period do not match those in the period that is being recalculated, the system creates a new segment in the current period to which to forward the adjustments. Consider the following example of retro in February going back to January.

Scenario:

- Company ID is defined as a payment key.
- A payee's earnings (E1) change from 500 to 900 retroactive to January. As a result, period 1 must be recalculated.
- On 1 February, the payee transfers from company ABC to company DEF.



Payment key value changes

Period 1	*Period 2*
V1R1	**V1R1**

Period 1	*Period 2*
Segment 1 (1–31 January)/Company ABC E1 = 500	Segment 1 (1–28 February)/Company DEF E1 = 900 Segment 2 (1–28 February)/Company ABC E1= **400**
V1R2	
Segment 1 (1–31 January)/ Company ABC E1 = 900 Delta = **400** (900 – 500)	

Delta 400 is created in period 1; V1R2 is forwarded to period 2, V1R1, segment 2.

Because the payee in this example moves from company ABC to company DEF in February, the payment keys in the current calendar (February) no longer match those in the calendar that is being recalculated (January). As a result, the system creates a new segment (segment 2) in February into which to pull the adjustments from period 1, V1R2. The begin and end dates of the new segment are identical to those in the current period (1–28 February).

See Also

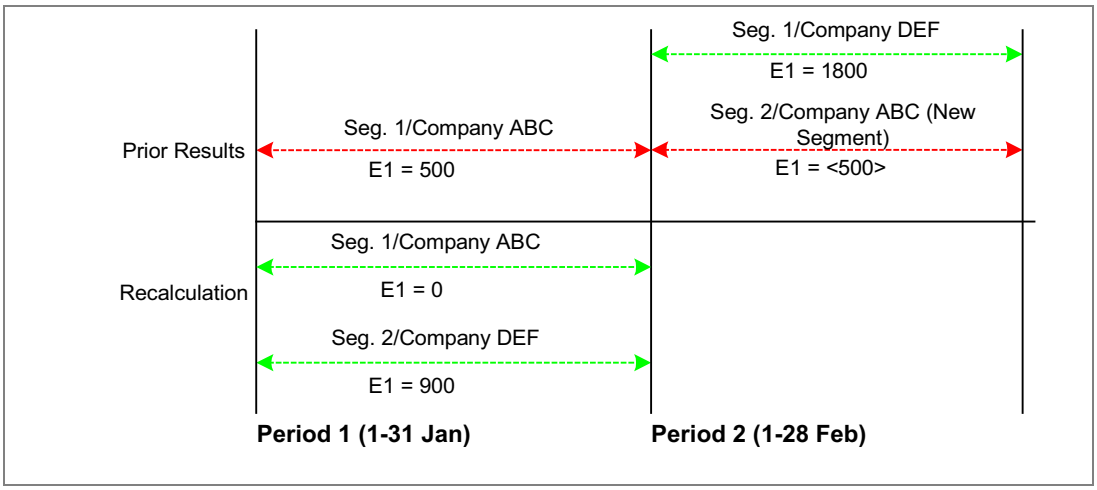
Tracking Recalculated Calendars

Payment Keys and Retro Deltas

If the value of a defined payment key changes retroactively, so that a calendar that is associated with one set of payment keys must be reprocessed using payment keys with changed values, the system recognizes this condition as a *segment mismatch.* If a segment match on payment keys doesn't exist between the prior and the current periods, a new segment is created in the current period for the forwarded adjustment that results from the deltas that have old payment keys. This process is illustrated in the example below.

Scenario:

- A payee moves from company ABC to company DEF in February. The change is retroactive to January.
- Company ID is defined as a payment key.
- The payee's earnings (E1) change from 500 to 900 retroactive to January. As a result, period 1 must be recalculated.



Payment keys and retro deltas

Period 1	*Period 2*
V1R1	**V1R1**
Segment 1 (1–31 January)/Company ABC E1 = 500	Segment 1 (1–28 February)/Company DEF E1 = 1800 (900 + **900**) Segment 2 (1–28 February)/Company ABC E1= <**500**>
V1R2	
Segment 1 (1–31 January)/Company ABC E1 (reversal segment) = 0 Segment 2 (1-31 January)/Company DEF E1 (recalc segment) = 900 Delta=<**500**> Company ABC Delta = **900** Company DEF	

- Delta <500> is created in period 1; V1R2 is forwarded to period 2, V1R1, segment 2.
- The delta 900 created in period 1, V1R2 is forwarded to period 2, V1R1, segment 1.

To calculate the retro delta for E1 in January, the system cannot match the new value of E1 (900) to the old value of E1 (500) and compute the difference as it ordinarily would (900 – 500 = 400). The old and new versions of E1 belong to different segments, are linked to different payment keys, and are no longer treated as counterparts. To determine the deltas, the

system must first reverse the old value of E1 in V1R1; that is, it treats the prior calculation of E1 in period 1 as having no corresponding value in the new segment and subtracts 500 from 0 to generate a negative −500. Likewise, it sees the new calculation of E1 in period 1 as having no corresponding value in the old segment and subtracts 0 from 900 to generate a new value of 900 for E1.

Note. A *segment mismatch* also occurs when there is segmentation, and the segment dates of a recalculated period do not match those of the original period.

See Also

Segmentation and Retro

Summing Deltas by Payment Key

The preceding example illustrates another consequence of using payment keys, which is that deltas that are being summed and forwarded must respect payment keys. Only deltas with the same payment keys are summed to be forwarded; deltas that are associated with one set of payment keys cannot be forwarded to an element that is associated with a different set of payment keys. In the preceding example, the delta <500> that is created in period 1, V1R2, is not added to the delta 900 that is created in period 1, V1R2, because the deltas are associated with different payment keys.

Retroactivity and Positive Input

To correct an instance of positive input, you make the correction in the pay period in which the original entry was made. For example, if it is July, and you need to correct positive input that was entered in May, you access the Positive Input Earnings/Deductions page for the May calendar and add, delete, or correct the instance.

If you have defined retroactive triggers to detect the online changes, the system recalculates the calendar period using your changes when you run the next payroll cycle for the payee.

See Also

"Working With Positive Input," Making Retroactive Adjustments

Retroactive Deletes

A retroactive delete occurs when there is a retroactive termination, a retroactive pay group transfer, or a retroactive change in pay system. In all cases the information is received after the actual effective dates for these changes. The result is that gross-to-nets were calculated when they should not have been and these results must be completely reversed.

Example 1: Pay Group Transfer With Forwarding Retro

Scenario:

- In period 1, the payee is in pay group A. E1 = 100.00.
- In period 2, the payee transfer pay groups retroactively to pay group B, effective in period 1. E1= 200.00.
- The retro calculation involves retro in period 2 back to period 1.

Period 1 - Calendar for Pay Group A
V1R1
Segment 1 E1 = 100
V1R2
Segment 1/Pay Group A E1 (reversal segment) = 0 Delta = **<100>**

- In period 1, V1R2, E1 is reversed completely. No new segment is created because the payee should not have a gross-to-net calculation during this period for pay group A.
- The E1 delta of <100> for period 1, V1R2 is not processed for the current calendar (period 2) because the payee is no longer in pay group A. If the current calendar is for pay group B, the delta is not pulled in as an adjustment until you manually redirect the unprocessed delta to a target calendar for pay group B.

Retroactive Adds

A retroactive add occurs when there is a retroactive hire or a retroactive pay group transfer. With a retroactive hire, there is no previous calculation (prior gross-to-net). In the case of a retroactive pay group transfer, the retro add refers to the pay group the payee is transferred to.

Example 1: Retroactive Add With Forwarding Retro

Scenario:

- In period 2, information is received regarding a new payee that is hired in period 1.
- The first retro calculation involves retro in period 2 back to period 1.

Period 1	**Period 2**
V1R1	**V1R1**

Never existed.	Segment 1 E1 = 200 (100 + **100**)
V1R2	
Segment 1 E1 = 100 Delta = **100**	

- In period 1, V1R2 represents the retro processing for that period. The revision number is 2 even though Version 1 never existed, because the method is forwarding, and the recalculation does not represent the true results.
- The delta for period 1, V1R2 is pulled into period 2, V1R1 as an adjustment.

Retroactivity and Currency Changes

When a calendar is reprocessed for retroactivity, PeopleSoft Global Payroll uses the original processing currency. This is important because with retroactivity it is necessary to recalculate prior periods in the same currency as the original calculation for the pay period. So, for example, if you were to change the processing currency at the pay entity level between the recalc period and the current period, the difference between the new value and the old value would still be computed in the currency of the original calculation. This means that retro deltas are converted to the processing currency of the period that they are pulled into. The system uses the current segment's exchange rate information (exchange rate type and exchange rate effective date (defined at the payee level) to do the currency conversion.

For example, from January 1998 to June 1998, the currency is French francs. In July, the company decides to use the euro. In July, retroactivity for a payee is effective in June 1998. Everything pertaining to the recalculation is done using French francs. When the delta is calculated, it is calculated in French francs and then converted to the euro using the exchange rate information as of the current segment. Retro adjustments are brought forward into the current period in euros.

Tips for Retroactive Processing

Question	*Answer*
What is the value of an element that receives a forwarding adjustment?	• When you use forwarding retro, the adjustment is included in the resolved value for the element. • Output results keep the current and adjustment values for earnings and deductions separate. But when the element is used, the two values are summed to obtain the resolved value for the element. • The batch resolution modules sum the current and adjustment values when an element is used.
How do I keep the adjustment value of an element separate from the current value?	Generally, when you use Forwarding retro, the adjustment is included in the resolved value of the element. However, to keep the adjustment value for an element separate from the current value, you forward the adjustment to another element using the Retro Process Overrides page. If the purpose of the element is to track adjustments, define the other element with the calculation rule *amount = 0*.
Can PeopleSoft Global Payroll calculate retro across countries?	The default retro method, retro process definitions, and trigger event IDs are defined by country. The system does not calculate retro across countries. However, if a payee transfers to another country, and it's later discovered that the payee should have received additional pay while employed in the first country, it might be possible to process retro for that payee even though he or she is inactive in the original country. This depends on the forward limits that apply at the pay entity level and other processing rules that determine how long after a payee is inactive he or she remains eligible for retroactive processing.
What happens when multiple triggers are generated and each points to a different retro process definition?	Suppose that multiple retro events occur, causing multiple retro triggers to be written to the trigger tables. If these triggers call for that calendar run to be processed (recalculated) using different process definitions, a conflict will occur. In such a situation, where the events that cause retroactive processing activate the application of more than one process definition for the same payee in the same calendar, the system writes an error message and does not process retro. Only the current period is calculated. Retro triggers are not marked as processed.

Question	*Answer*
	Note. The retro conflict method that is specified on the Country Setup page does not apply to the conflict situation described here. In this situation, the retro conflict method will not resolve the conflict. However, you can change the event ID that is associated with the retro trigger, using the Payee Trigger Retro Expanded page.
	Important! For a payee, you cannot have more than one process definition resulting from the retro events that cause retroactivity for that calendar run. The same process must apply for all calendars in the calendar group.

See Also

Defining a Retro Method

"Using Calendars"

"Setting Up Triggers," Retro Triggers

CHAPTER 24

Understanding Banking

This chapter provides an overview of banking and discusses how to:

- Set up funding.
- Define deposit schedules.
- Define recipients.
- Assign recipients to deductions and payees.
- Define payee net pay distribution information.
- Run the Banking process.
- Review banking results by calendar group.
- Use banking information with local country processes.
- Use retroactive calculations in banking.

Overview of Banking

Banking involves identifying the source of funding for payroll amounts and defining disbursement instructions. If your organization doesn't have direct deposit or electronic transfer for payees, you might not need to use the banking feature.

Banking in PeopleSoft Global Payroll includes these key functions:

- Setup.
- Batch processing.
- Tasks for local country extensions.

This chapter discusses the first two functions. For more information about how banking works with local country extensions, see the Banking section in the corresponding PeopleSoft Global Payroll local country documentation.

Setup Requirements

Bank Setup Requirements

Banks and branches are financial institutions that fund payroll or receive payroll calculations. Set up banks on the Bank Table page, including basic information for all financial institutions involved in the payroll funding and disbursement process. You must complete this page before a bank can be identified as a source bank account or as a recipient.

Optionally, specify bank branches on the Bank/Branch Table page. Define which branches apply to the banks. A bank can have one or more branches. Not all countries require bank branch information.

Funding Setup Requirements

Funding refers to the source of payroll money.

To set up funding:

1. Define electronic file transfer (EFT) formats, by country, on the Electronic Transfer Formats page.

2. Specify source banks for payroll on the Source Bank Accounts page.

   Source banks are where payroll disbursements come from. For each source bank, you identify the appropriate bank/branch, account number, and EFT format.

3. Define the level of funding on the Pay Entity table.

   Each organization can have various levels of funding sources (source banks). One organization might fund its entire payroll from a single bank; another might define funding at a lower level, perhaps by company.

Disbursement Setup Requirements

Disbursement refers to payroll amounts' destinations. Net pay disbursements can go to payees, and deduction amounts can be disbursed to recipients, such as a healthcare provider or a government agency.

To set up disbursements:

1. Define deposit schedules.

2. Define recipients on the Deduction Recipients page that you access from the Setup 5 menu.

   Recipients can be entities (general recipients) or individuals (individual recipients).

3. Assign recipients to deductions.

   This procedure varies with recipient type.

4. Identify an individual's bank account information and disbursement details on the Bank Account Information page and the Net Distribution page.

   This is necessary for disbursing an individual's net pay electronically.

Batch Processing

Batch processing occurs in the PeopleSoft Global Payroll application and the country extension.

To process banking payment information:

1. Approve the items to pay, or finalize the pay run.

   Before running the banking process, you must finalize the payroll run or approve the items to pay.

2. Run the banking process, using the Banking Run Control page.

   The banking process is a batch job that takes the results of payroll calculations and creates a payment file, which includes details on each recipient. It identifies the recipient, the amount owed, the source bank, and the account number.

3. Run the local country batch process.

   Each country has unique file format requirements for transmitting data electronically. Individual processes have been developed for each country that extract data from the payment file and format it appropriately.

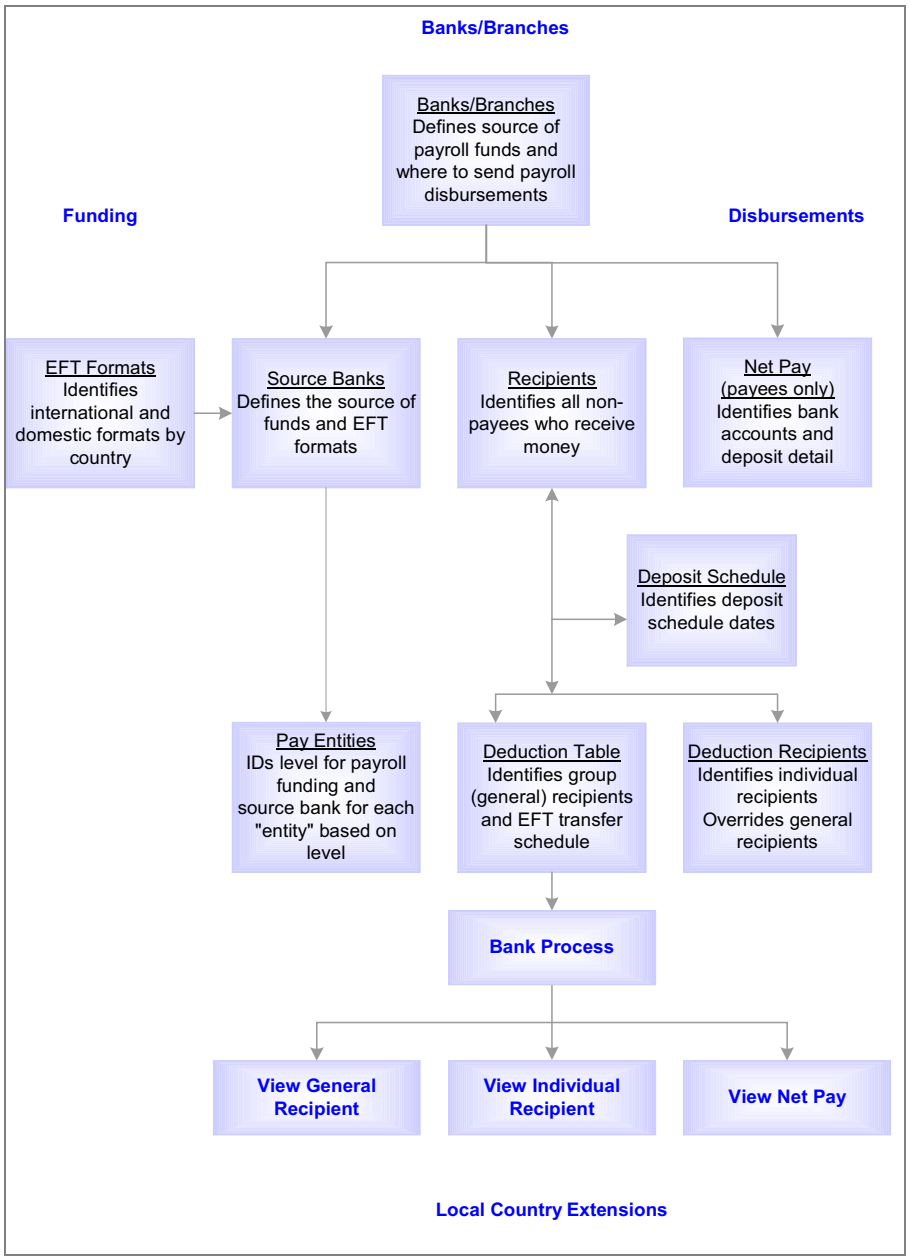
Note. For more information about local country batch processing, see the Banking section in the corresponding PeopleSoft Global Payroll local country documentation.

See Also

"Payroll Processing," Processing Concepts

Banking Process Flow

This diagram shows the elements of banking and their relationships.



The banking feature in PeopleSoft Global Payroll

Defining Banks and Branches

The pages for defining banks, common to all PeopleSoft HRMS applications, are documented in the *PeopleSoft Application Fundamentals PeopleBook*. For a summary of the function of each page, see the overview of setup requirements in the previous section.

Following are the navigation paths to these pages in PeopleSoft Global Payroll:

Page	Navigation
Bank Table	Define Business Rules, Define Global Payroll Rules, Setup 5, Banks, Bank Table
Bank Branch Table	Define Business Rules, Define Global Payroll Rules, Setup 5, Banks, Bank Branch Table

See Also

PeopleSoft Application Fundamentals PeopleBook," Setting Up Banks and Bank Branches

Setting Up Funding

In this section, we discuss how to:

- Define EFT formats.
- Define source banks.
- Link source banks to pay entities.

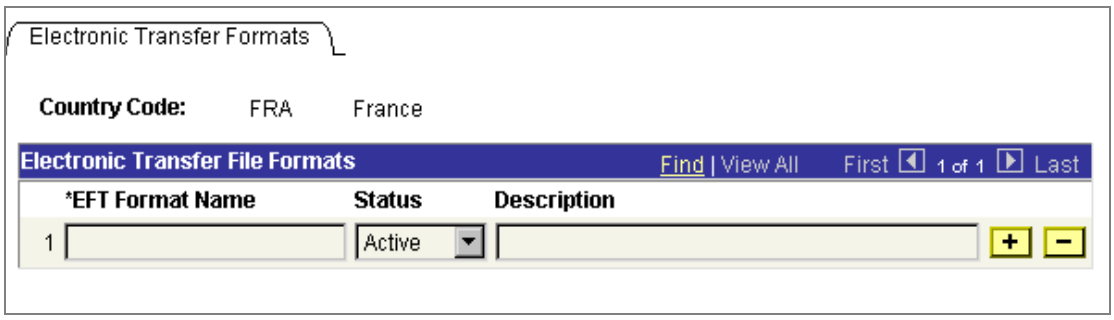
Define formats before defining source banks that you link to pay entities.

Pages Used to Set Up Funding

Page Name	Object Name	Navigation	Usage
Electronic Transfer Formats	EFT_NAME	Define Business Rules, Define Global Payroll Rules, Setup 5, Electronic Transfer Formats	Define a country's electronic funds transfer (EFT) formats. An EFT is a standard interbank file format.
Pay Entity - Source Bank Link	GP_PE_SBANK_LNK	Define Business Rules, Define Global Payroll Rules, Setup 4, Pay Entity, Source Bank Link	Identify how your source bank accounts are organized. Source bank links are defined at the pay entity level.

Defining Electronic Funds Transfer Formats

Access the Electronic Transfer Formats page.



Electronic Transfer Formats page

Country Code Displays the country code you selected to access this page.

EFT Format Name Enter a name. An EFT format is a country-specific value that's understood by locally run Structured Query Reports (SQRs). After defining the EFT format name, use this information on the Source Bank Accounts page to indicate the EFT format from which the money is coming.

Note. For more information about EFT formats for local countries, see the Banking section in the corresponding PeopleSoft Global Payroll local country documentation.

Defining Source Banks

The page for defining source banks is common to all PeopleSoft HRMS applications and is documented in the *PeopleSoft Application Fundamentals PeopleBook*.

Following is the navigation path to this page within PeopleSoft Global Payroll:

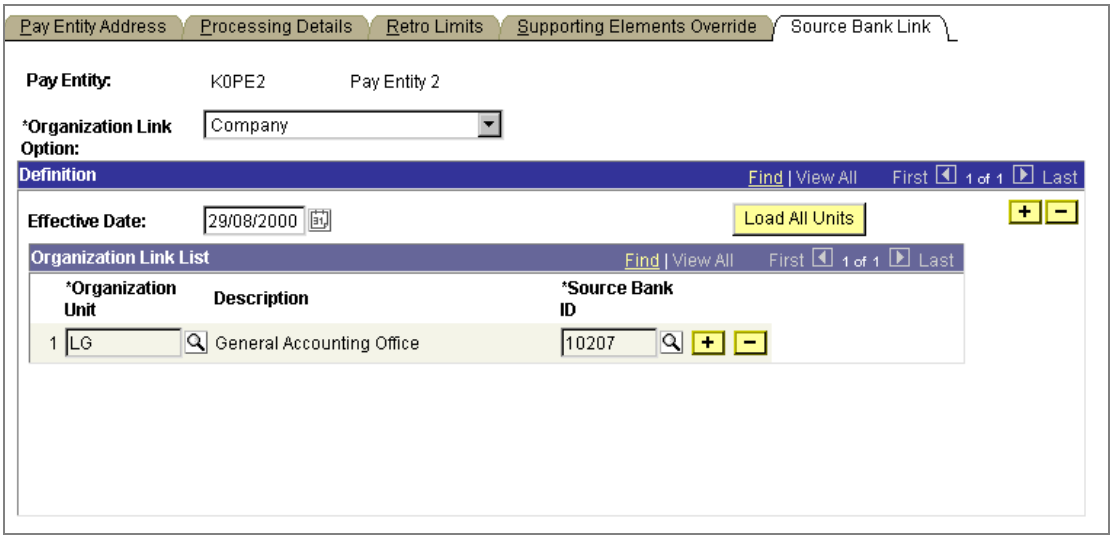
Source Bank Accounts	Define Business Rules, Define Global Payroll Rules, Setup 5, Source Bank Accounts

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Banks and Branches," Identifying Banks

Linking Source Banks to Pay Entities

Access the Pay Entity - Source Bank Link page.



Pay Entity - Source Bank Link page

Organization Link Option Select the level of organization at which you're funding payroll. Options are ***Company***, ***Department***, ***Establishment***, and ***Paygroup***. Besides using the values listed here, you can define the pay entity as a level. If you leave this page blank, your funding uses the pay entity level as the default.

Note. If a value in this field changes, all entries in the **Organization Link List** group box clear.

Load All Units Click this button to populate the **Organization Link List.** The system populates a list of all active organization units, based on the effective date.

Organization Link List

In this group box, select a source bank ID for each organization unit that you selected in the **Organization Link Option** field.

Say your organization has 10 pay groups and you've selected ***Paygroup*** as your link level in the **Organization Link Option** field. Only 2 of those pay groups use unique source banks; the other 8 use the same source bank. You can set your **Organization Link List** in several ways:

- List all 10 pay groups here.

  For the 8 pay groups with the same source bank, list the same source bank ID. For the 2 pay groups with unique source banks, list the unique values for those source bank IDs.

- Define the default source bank ID for the 8 pay groups on the Pay Entity - Processing Details page, and enter only the two rows for the 2 unique pay groups on this page.

- If you enter no source bank IDs on this page, the system assumes that you're using the default source bank IDs that are defined on the Pay Entity - Processing Details page.

Organization Unit	Based on the value you selected in **Organizational Link Option,** lists all available organizational units.
Description	The full description of the unit appears when you've selected an organization unit.
Source Bank ID	Enter this ID for each organization unit.

See Also

"Understanding the Organizational Structure," Defining Pay Entities

Defining Deposit Schedules

When you run the banking process, the system assigns a deposit date based on the time of the run and the deposit schedule that's associated with the deduction.

- If a deposit schedule is assigned to the net pay or deduction, the system looks up the date that comes the soonest after the run date.
- For net pay and deductions without an assigned deposit schedule, the deposit date is the run date.

Example

Run February payroll on the 25th.

Deduction	*Deposit Schedule*	*Deposit Date*
Net pay	No deposit schedule assigned	February 25
Income tax	Quarterly on the last day of the quarter	March 31
Union dues	Monthly on the first day of the month	March 1

This example illustrates that the deposit date can filter which transactions are transmitted to the bank in a subsequent process.

Managing Deposits

You have flexibility in defining deposit schedules. So if many deposits are due at month's end, you can create a deposit schedule with a debit date of the last day of the month. Associate these dates with payees and recipients. Run the payment process, telling the system to create a report that includes all the information in the deposit schedule.

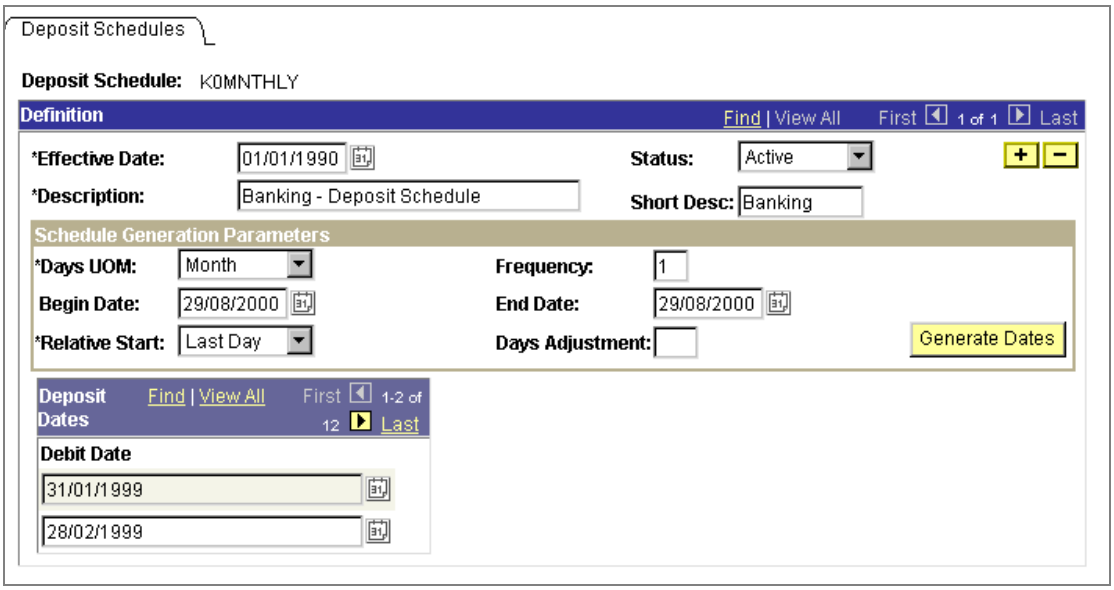
In this section, we discuss how to identify dates when payments are debited.

Page Used to Define Deposit Schedules

Page Name	Object Name	Navigation	Usage
Deposit Schedules	DEP_SCHED	Define Business Rules, Define Global Payroll Rules, Setup 5, Deposit Schedules	Identify dates when payments are debited from the source bank account.

Identifying Dates When Payments Are Debited

Access the Deposit Schedules page.



Deposit Schedules page

Schedule Generation Parameters

Use this group box to define details for generating deposits.

Days UOM (days units of measurement) — Define the type of schedule that you're building. Options are ***Day, Month, Quarter, Week,*** and ***Year.*** Your selection affects time increments for the debit dates. So if you select ***Month,*** the time increment between debit dates is one month.

Frequency — Define the frequency for the **Days UOM** field. If you indicate ***Month*** there and enter ***1*** here, this schedule occurs once a month. If you enter ***2,*** this schedule occurs once every two months.

Begin Date and **End Date** — Enter the approximate schedule dates. When the system builds schedules, it builds them in this date range.

Relative Start	Select the relative start of the deposit schedule dates. Options are ***First Day*** (of the month) and ***Last Day*** (of the month). Specifies the day that the deposit date intervals start. For example, if you select ***Month*** in the **Days UOM** field and ***Last Day*** in the **Relative Start** field, the schedules have deposit dates at the end of the month.
Days Adjustment	Specify how many days to adjust between the relative start date and the deposit date. Say you select ***Month*** in the **Days UOM** field, ***Last Day*** in the **Relative Start** field, a frequency of ***1,*** and ***+10*** in the **Days Adjustment** field, the system, on the 10th of each month, generates monthly schedule dates that start the 10th of the following month. **Note.** The **Relative Start** and **Days Adjustment** fields are unavailable for entry if the **Days UOM** field is set to ***Day*** or ***Week.***
Generate Dates	Click this button to generate a listing of debit dates in the **Deposit Dates** group box.

Deposit Dates

This group box is populated based on what you defined in the **Schedule Generation Parameters** group box. It displays the generated dates when deposits are due, based on those parameters.

Defining Recipients

Recipients are entities or individuals who receive voluntary and statutory deductions that are withheld from payees. PeopleSoft Global Payroll recognizes two types of recipients:

- General recipient, such as a government agency.

  Receives the amount that's withheld from all payees who have a specific deduction.

- Individual recipient, such as a spouse who receives child support payments.

  Receives the amount that's withheld from one or more payees.

Note. A general recipient is often an entity and an individual recipient is often a person, but this isn't a requirement.

Each recipient has a disbursement schedule. You can create unique deposit schedules to identify deposit dates.

In this section, we discuss how to:

- Define recipients.
- Define recipients' address information.

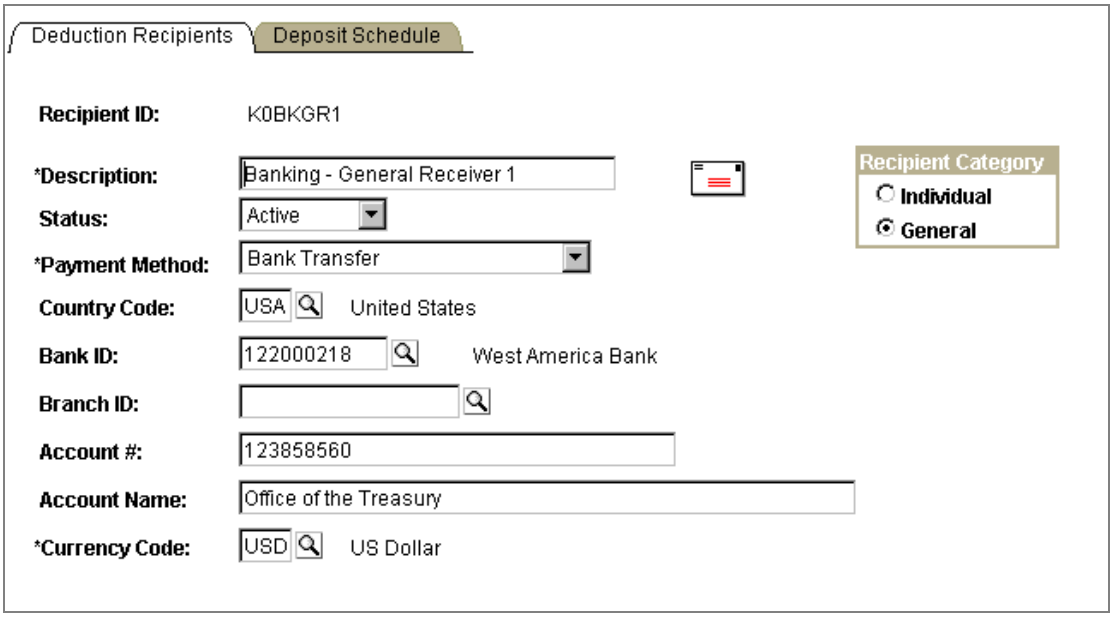
- Select recipients' deposit schedule.

Pages Used to Define Recipients

Page Name	*Object Name*	*Navigation*	*Usage*
Setup 5 - Deduction Recipients	RECIPIENT	Define Business Rules, Define Global Payroll Rules, Setup 5, Deduction Recipients	Define general and individual recipients after defining bank information on the Bank Table page.
Recipient Address	RECIPIENT_ADR_SP	Define Business Rules, Define Global Payroll Rules, Setup 5, Deduction Recipients Click the envelope button.	Define recipients' address information.
Deposit Schedule	RECIPIENT_DEP_INFO	Define Business Rules, Define Global Payroll Rules, Setup 5, Deduction Recipients, Deposit Schedule	Select recipients' deposit schedule.

Defining Recipients

Access the Setup 5 - Deduction Recipients page.



Setup 5 - Deduction Recipients page

Payment Method	Select the payment method. Options are ***Bank Transfer***, ***Cash***, ***Check***, and ***Postal Order***.
Country Code	Select the code.
Bank ID and **Branch ID**	Select the IDs for the recipient.
Account # (account number) and **Account Name**	Enter this account information for the recipient.
Currency Code	Specify the code for the currency in which the recipient is paid. The code you enter in this field is for informational purposes only and is not used by the Banking process.
Address Information	Click the envelope to access the Recipient Address page, whose fields are mostly identical to those on the Bank Table page.

Recipient Category

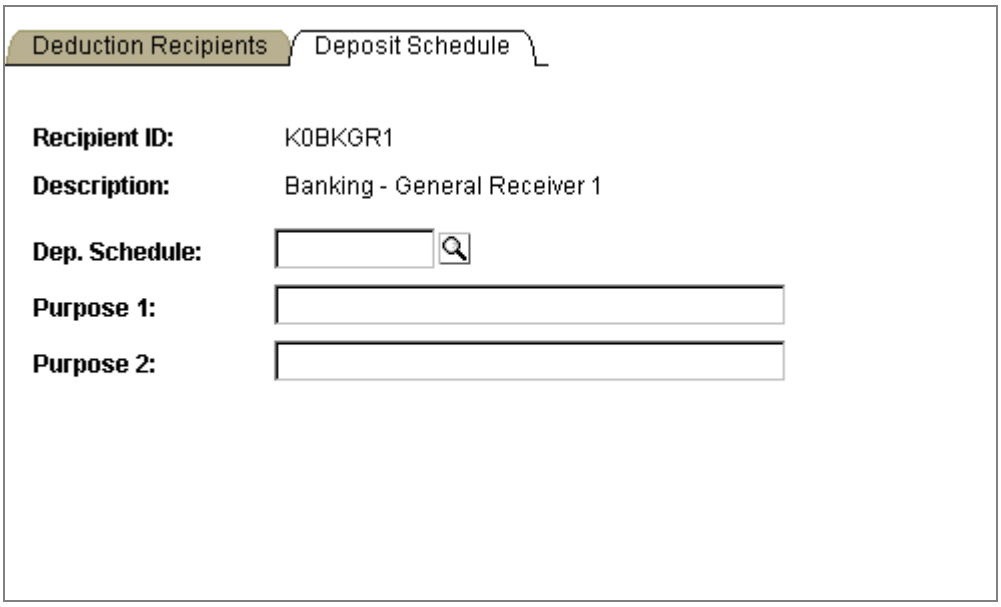
Individual	Select if the recipient receives an amount, such as a court order deduction, that is withheld from one or more payees.
General	Select if the recipient receives the amount withheld from all payees who have a particular deduction. General recipients—local and national governments for taxes, insurance companies for insurance benefits, unions for union due—are entities that receive an amount that might comprise many payee values.

See Also

PeopleSoft Application Fundamentals PeopleBook, "Setting Up Banks and Branches," Identifying Banks

Selecting Recipients' Deposit Schedule

Access the Deposit Schedule page.



Deposit Schedule page

Dep. Schedule (deposit schedule)	Select the deposit schedule that specifies the recipient's payment frequency. Define deposit schedules on the Deposit Schedules page.
Purpose 1…2	Enter information that's included on the bank transfer file, such as bank routing numbers or names.

Assigning Recipients to Deductions and Payees

After defining recipients you assign them to deductions and payees. Where to assign recipients depends on the type of deduction. If you have a deduction whose recipient is unique by payee, such as a garnishment deduction, you assign a recipient on the payee-level Deduction Recipients page. If you have an insurance deduction that goes to a single recipient (the insurance carrier), you establish the recipient information on the deduction definition, telling the system to "sum up" the amounts from all payees who have this deduction and send the total to one recipient.

- Link individual recipients to deductions and payees through the Deduction Recipients component.
- Link general recipients to deductions through the Recipient page of the Deduction component.

Note. You can use the Deduction Recipients page to override the general recipient that's assigned to a deduction on the Recipient page in the Deductions component.

In this section, we discuss how to:

- Link an individual recipient to a deduction and a payee.

- Define recipients' account information.

Pages Used to Assign Individual Recipients to Deduction and Payees

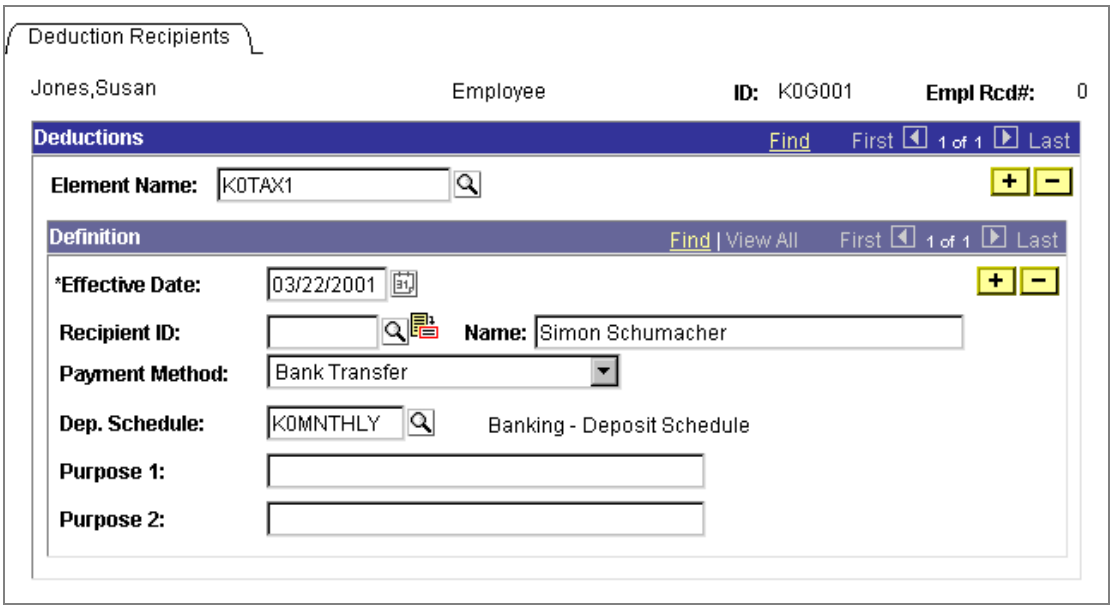
Page Name	*Object Name*	*Navigation*	*Usage*
Deduction Recipients	GP_RCP_PYE	Compensate Employees, Maintain Global Payroll Data, Use, Deduction Recipients	Link an individual recipient to a deduction and a payee. Override the general recipient of a deduction for a specific payee.
Recipient Account Detail	GP_RCP_PYE_DTL	Compensate Employees, Maintain Global Payroll Data, Use, Deduction Recipients Click the Bank Account Information button next to the Recipient ID field.	Define recipients' account information.

See Also

- "Defining Earnings and Deductions," Selecting the Deduction Recipient

Linking Individual Recipients to a Deduction and a Payee

Access the Deduction Recipients page.



Deduction Recipients page

Element Name — Select the deduction for which to define recipient information.

Recipient ID — Select the ID for a predefined recipient or define a new recipient. (The predefined list of deduction recipients is set up on the Recipients table.)

To define a new recipient, complete the **Name** field and click the Bank Account Information button by the Recipient ID field to access the Recipient Account Detail page and enter the requested information.

Note. If you select a predefined recipient, the **Payment Method** field and the Recipient Account Detail page become display-only.

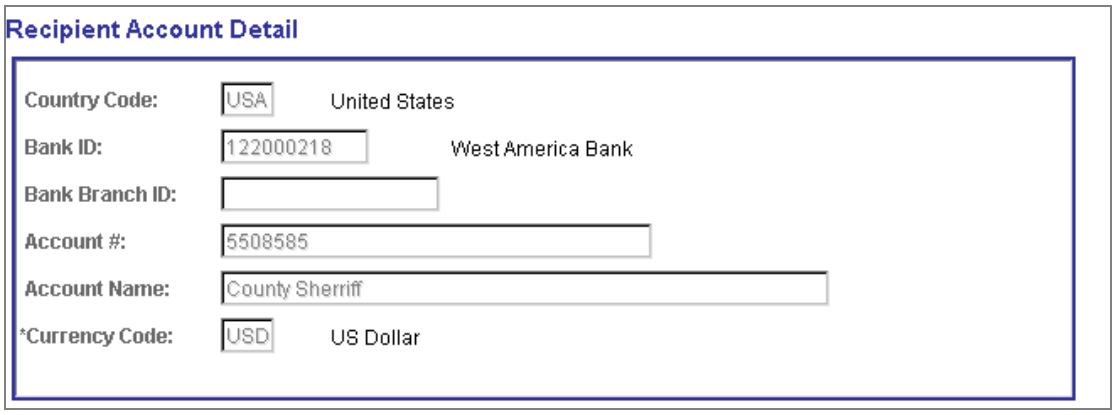
Payment Method — Becomes available for entry if you define a new recipient. Select the payment method by which a deduction goes to a recipient. Options are ***Bank Transfer, Cash, Check,*** and ***Postal Order.*** If you select a recipient from the predefined recipient values, this field displays the payment method that was defined for the recipient.

Dep. Schedule (deposit schedule) — Enter a deposit schedule for the recipient.

Purpose 1…2 — Enter information that's included on the bank transfer file, such as bank routing numbers or names.

Defining Recipients' Account Information

Access the Recipient Account Detail page.



Recipient Account Detail page

Most of the fields are identical to those on the Bank Table page.

See Also

PeopleSoft Application Fundamentals PeopleBook," Setting Up Banks and Bank Branches

Linking General Recipients to Deductions

When you link a general recipient to a deduction, you choose between:

- Selecting the recipient by recipient ID.
- Selecting a formula that determines which general recipient receives the deduction.

  The formula is resolved during the Calculate phase of the batch process, when the deduction is resolved. The result is stored in the Earnings and Deductions results table. When you run the Banking process, the system retrieves the recipient ID from the results table.

Note. You can override the general recipient of a deduction for a particular payee, on the Deduction Recipients page.

To link a general recipient to a deduction:

1. Access the Recipient page of the Deductions component.
2. Select the deduction recipient.

See Also

- "Defining Earnings and Deductions," Selecting the Deduction Recipient
- Linking Individual Recipients to a Deduction and a Payee

Defining Payee Net Pay Distribution Information

After setting up banking information for your organization, you can define bank account and net pay distribution information for each payee.

Note. The banking feature in PeopleSoft Global Payroll is optional. You don't need to follow the procedures in this section if you don't use the feature.

In this section, we discuss how to:

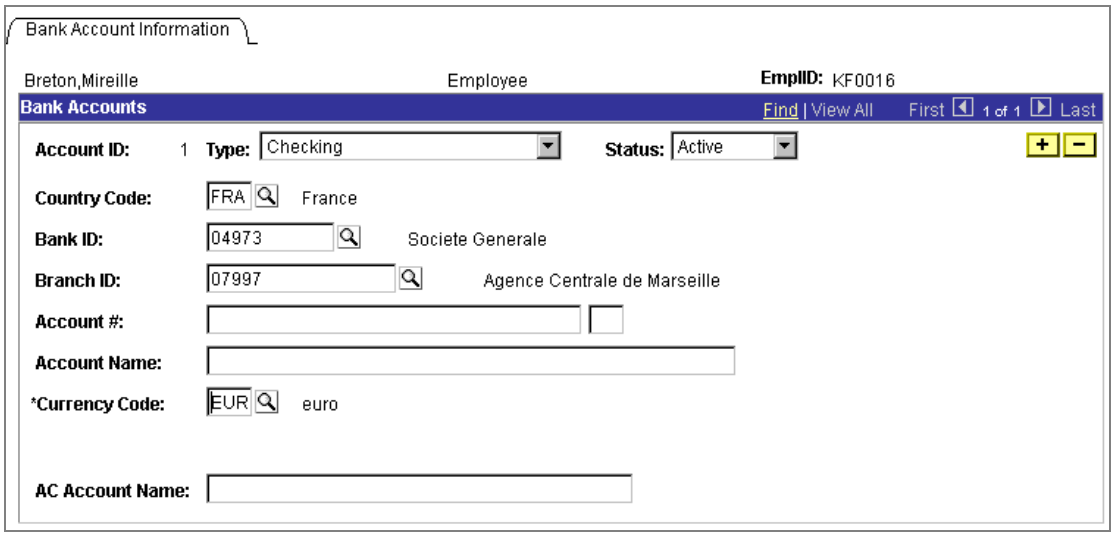
- Enter payees' bank account information.
- Indicate where percentages of a payee's net pay go.

Pages Used to Define Payee Net Pay Distribution Information

Page Name	*Object Name*	*Navigation*	*Usage*
Bank Account Information	PYE_BANKACCT	Compensate Employees, Maintain Global Payroll Data, Use, Bank Account Information	Enter bank account information for a payee. Record all bank accounts for depositing a payee's net pay.
Net Distribution	GP_NET_DIST	Compensate Employees, Maintain Global Payroll Data, Use, Net Distribution	Indicate to which accounts percentages of a payee's net pay go.

Entering Payees' Bank Account Information

Access the Bank Account Information page.



Bank Account Information page

Account ID — System-populated with a number assigned to the bank account information.

Type — Select the bank account type for the payee. Options are ***Building Society Roll Number, Checking, Current Account, Giro Account, Regular,*** and ***Savings.***

Country Code, Bank ID, and **Bank Branch ID** — Select this information for the payee.

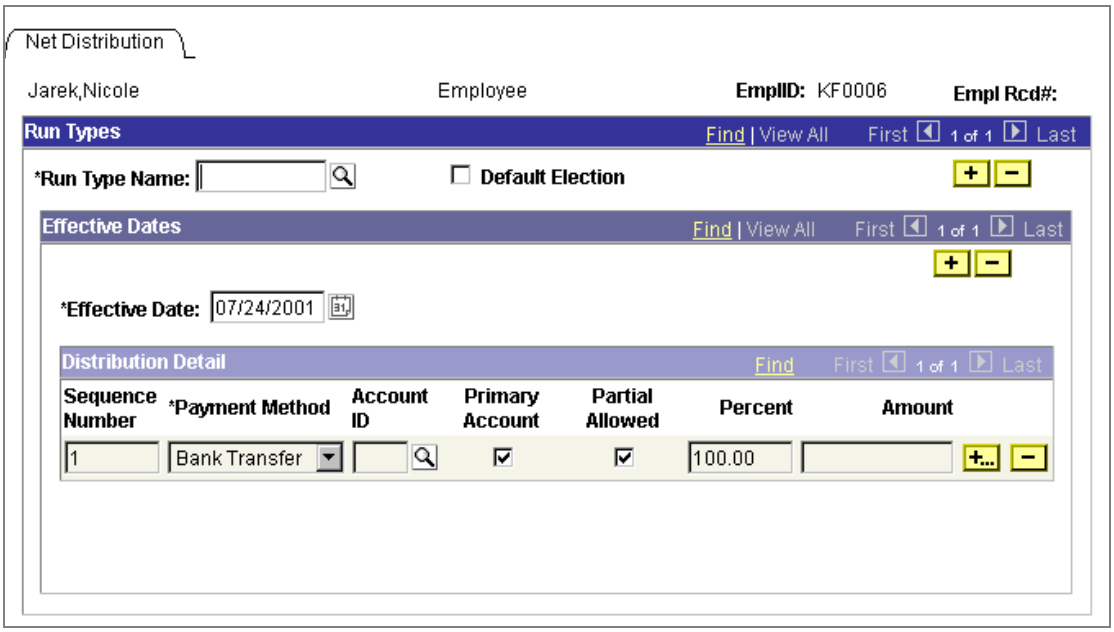
Account # (account number) and **Account Name** — Enter this information for the payee.

Currency Code — Select the code of the currency in which the account is maintained. The code you enter in this field is for informational purposes only and is not used by the Banking process.

AC Account Name — Appears if you enabled alternate character (AC) functionality on the Primary Permission List Preferences page.

Indicating Where Percentages of a Payee's Net Pay Go

Access the Net Distribution page.



Net Distribution page

Run Type Name Select for the net distribution. You can define distributions by run type, such as one distribution for a regular run and another for expenses.

Default Election Select to indicate the default run type. When the banking process runs, the system checks the run type defined on the pay calendar and seeks a match on the net distribution for the payee. If it finds none, it uses the distribution of the row marked **Default Election.**

Sequence Number Refers to distribution order priorities. Prioritize if a payee has distribution amounts indicated for an account type. Say a payee wants 100 distributed to a savings account every month and everything else distributed to a checking account. The distribution to the savings account gets higher priority.

Payment Method Select the payment method for the payee. Options are ***Bank Transfer, Cash, Check,*** and ***Postal Order.***

Account ID Select the bank account ID for the payee. Your choices come from definitions for the **Account ID** field on the Bank Account Information page.

Note. The **Account ID** field is unavailable for entry unless you select ***Bank Transfer*** in the **Payment Method** field.

Primary Account Select if this is a payee's primary account. If a payee has set up distribution amounts for allocation to several accounts and a net pay amount remains after allocation, the extra amount goes to the primary account.

Partial Allowed	Select to have partial amounts distributed from a net pay distribution. Say a payee distributes 1200 monthly as follows: • 500: checking account. • 400: savings account. • 300: retirement account. One month, the payee's net pay is only 1050. The system still distributes 500 to the checking account and 400 to the savings account, but it cannot distribute the full 300 to the retirement account. If **Partial Allowed** is selected, the system distributes the partial amount, 150. If **Partial Allowed** isn't selected, the system allocates 150 to the payee's primary account.
Percent	If the distribution to an account is calculated by a percentage of the net payment, enter that percentage.
Distrib Amount (distribution amount)	If the distribution to an account is to be calculated by an amount, specify that amount. **Note.** You can define a net distribution in percentages, amounts, or both. The total cannot exceed 100 percent. Any amount remaining after percentage allocation is allocated to the primary account, unless otherwise specified.

Running the Banking Process

To prepare payments, the system uses the Payroll Results table, which is created when you run payroll. Also, the Prepare Payments process creates a table that contains payment information.

Note. The process that creates payment files is a local function documented in the corresponding local country documentation.

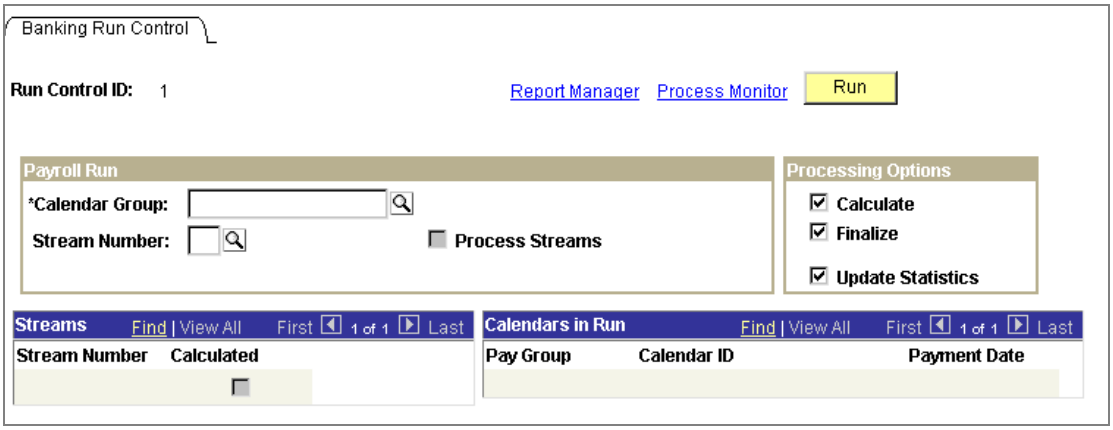
In this section, we discuss how to create payments for deductions in a calendar run.

Page Used to Run the Banking Process

Page Name	*Object Name*	*Navigation*	*Usage*
Banking Run Control	GP_PMT_PREPARE	Compensate Employees, Manage Global Payroll Process, Process, Banking Run Control	Run a process that creates payments for net pay, individual recipient, and general recipient deductions for a calendar run.

Creating Payments for Deductions in a Calendar Run

Access the Banking Run Control page.



Banking Run Control page

Calendar Group Select a calendar group on which to run the process The system processes any items (segments) that are approved or finalized by the payroll process.

Stream Number If the **Process Streams** check box is selected and you select **Calculate** in the **Processing Options** group box, you must select the stream number to process. Each stream number represents a predefined range of payees.

Process Streams The **Process Streams** check box is selected automatically if you selected the stream processing option when defining the calendar group.

Processing Options

Calculate Select to have the system create the payment file by matching the approved and finalized results from the payroll process with information you defined in banking setup.

You can run the calculate step repeatedly until you

	finalize the banking process.
Finalize	Select, after everything is calculated. (If you used stream processing for the Calculate phase, the system finalizes all streams for the calendar group simultaneously.) **Note.** If you're not using streams, you can select Calculate and Finalize at the same time.
Update Statistics	Select to have the banking system generate statistics to help the data administrator fine-tune system performance.

Streams

This group box displays all streams associated with the calendar group.

Calendars in Run

After you run the Calculate phase, this group box displays information for each calendar in the calendar run.

See Also

"Payroll Processing," Creating Process Streams

Reviewing Banking Results by Calendar Group

After you run Calculate on the Banking Run Control page, you can review the raw data that's ready for processing by the local country functionality. After local country processing, you can review the recipients and net pay that have been paid in a calendar run.

In this section, we discuss how to:

- View deductions for general recipients.
- View deductions for individual recipients.
- View net pay.

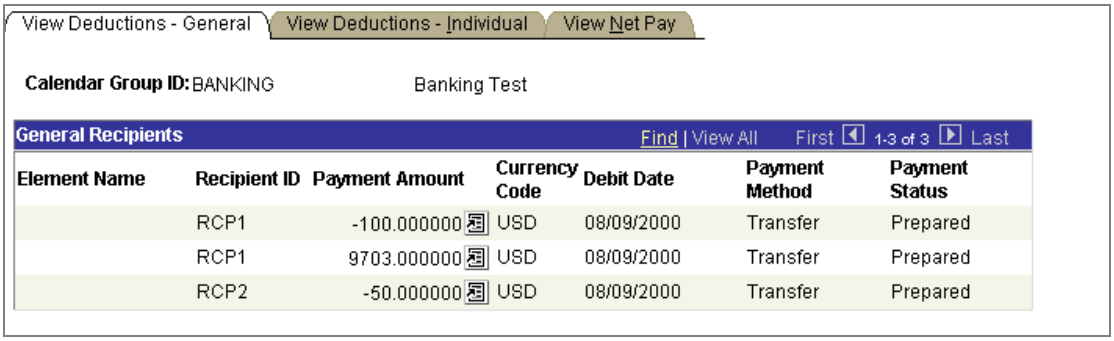
Pages Used to Review Banking Results

Page Name	*Object Name*	*Navigation*	*Usage*
View Deductions - General	GP_PMT_DED_VIEW	Compensate Employees, Manage Global Payroll Process, Inquire, Payments by Calendar Group, View Deductions - General	View deductions for general recipients by calendar group before by local country processing. After local country processing, view actual payments to general recipients.

Page Name	Object Name	Navigation	Usage
View Deductions - Individual	GP_PMT_DED_VIEW2	Compensate Employees, Manage Global Payroll Process, Inquire, Payments by Calendar Group, View Deductions - Individual	View deductions for individual recipients by calendar group before local country processing. After local country processing, view actual payments to individual recipients.
View Net Pay	GP_PMT_NP_VIEW	Compensate Employees, Manage Global Payroll Process, Inquire, Payments by Calendar Group, View Net Pay	View payee net pay by calendar group before local country processing. After local country processing, view actual payments to individual recipients.

Viewing Deductions for General Recipients

Access the View Deductions - General page.



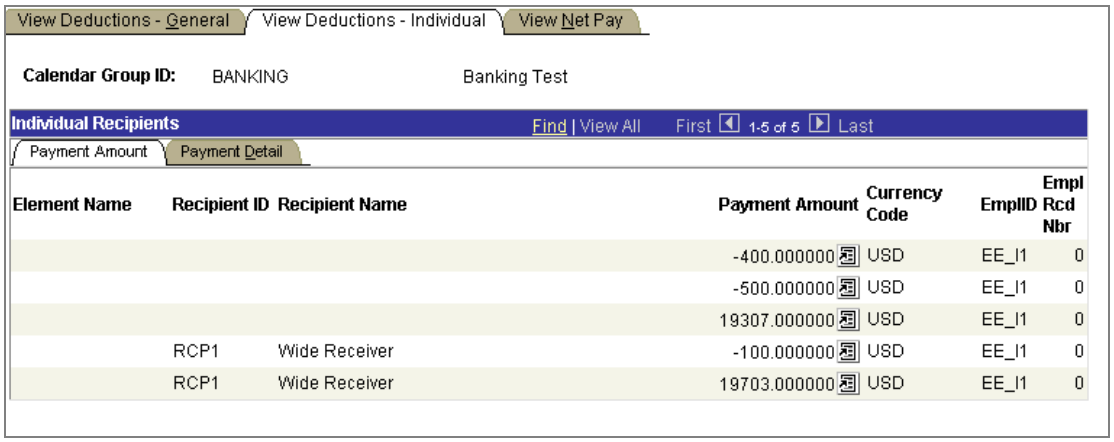
View Deductions - General page

Payment Method The payment method for paying the general recipient appears. Options are ***Transfer, Cash, Check,*** and ***Postal Order.***

Payment Status The payment status appears. Options are ***Prepared*** and ***Transferred.*** During local processing, the system changes the status from ***Prepared*** to ***Transferred.***

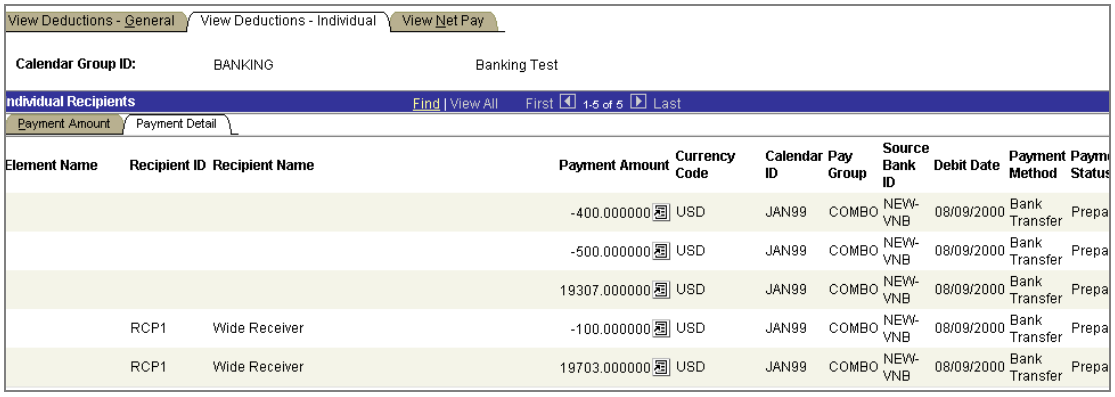
Viewing Deductions for Individual Recipients

Access the View Deductions - Individual page.



View Deductions - Individual page

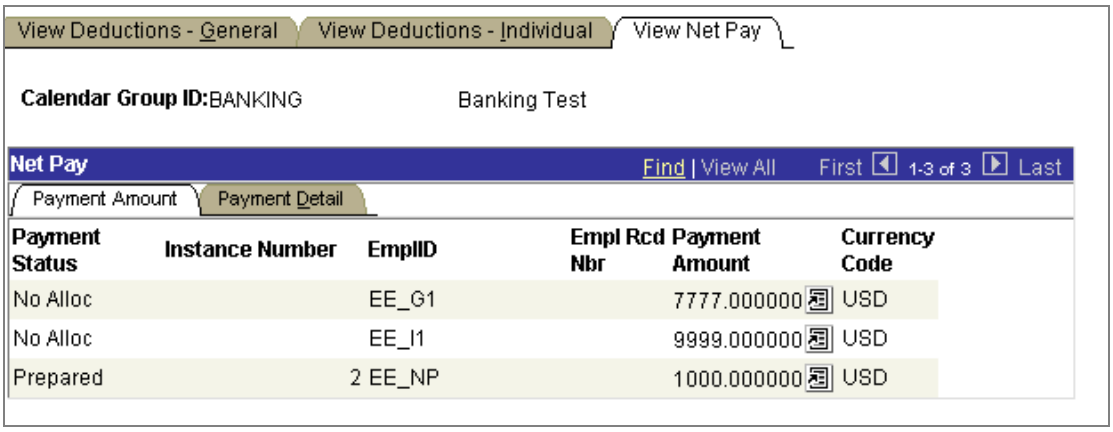
Payment Detail Tab



View Deductions - Individual page: Payment Detail tab

Viewing Net Pay

Access the View Net Pay page



View Net Pay page

Common Page Information

Payment Status Options are ***Prepared***, ***Paid,*** and ***No Alloc*** (no allocation). During local processing, the system changes the status from ***Prepared*** to ***Paid. No Alloc*** indicates that no net distribution allocations were specified for a payee.

Payment Detail Tab

This tab displays the calendar ID, pay group, payment method, and source bank ID that is associated with each payment.

Using Banking Information With Local Country Processes

In this section, we discuss how to use banking information with local country processes.

After setting up information in the core PeopleSoft Global Payroll system, you can use this information when running local country processes to create payment files and payment reports.

Each country extension has its own SQRs and formats. You write your own SQRs, extracting data from the output file that the system created in the core application in the Banking Run Control process.

To prepare payments:

1. View payments before creating payment files on the View Deductions page and the View Net Pay page.
2. Print the results of the Payments List Report after payment processing.
3. Finalize your payroll or approve the items to pay.
4. Prepare recipient payments to generate payments for general recipients.

After a payroll run, this SQR process creates a table that country-specific processes use to generate payment files and reports for general recipients.

5. Prepare payee payments to generate payments for individual recipients.

   After a payroll run, this SQR process creates a table that country-specific processes use to generate payment files and reports for individual recipients.

Note. In steps 3 and 4, the process isn't necessarily run by local SQRs. Whether you run the process with SQRs or not, the result is an interface file to banks or another medium for automated transfers.

Using Retroactive Calculations in Banking

In the banking process, making sure that the appropriate source bank funds transactions and the right recipients or net pay accounts are debited and credited can require retroactive calculations to correct previous calculations. To determine how to handle transactions, banking must recognize retro processing and the method used.

In this section, we discuss how to:

- Determine net pay differences.
- Correct payments.

See Also

"Defining Retroactive Processing"

The Retro-Related Banking Process

Determining Net Pay Differences When the Retro Method Is Corrrective

The banking process determines if any differences exist between the net pay from the prior calculation and the recalculation and processes any differences.

The net pay process involves the following steps:

1. Reverse net pay entries from the prior calculation where the net pay isn't being forwarded.
2. Insert new net pay entries from the recalculation where the net pay isn't being forwarded.
3. Sum the net pay entry segments having the same calendar and payment keys, to determine the difference.
4. Delete all entries when their sum is 0.

   No differences exist.

5. Select distribution sets that match the run type of the current run.

   If no match exists for the run type, select the default distribution set defined on the net distribution for the payee.

6. Distribute all net payments according to the net distribution sets matching the run type and the EmplID/Empl Rcd# (employee ID and employee record number) combination.

Deduction Processing Details

To correct payments that went to a wrong recipient, you can reverse all retroactive entries, even if a new calculation results in a change. Then you can reinstate all entries for forwarding retro to avoid changes in the calculated amount for the retroactive period.

The deduction process involves the following steps, regardless of retro method:

1. Reverse deductions from all prior retro period calculations in the calendar group.
2. Reinstate reversed deductions where the method is forwarding, because the purpose is to reassign the correct recipient.
3. Insert the new transactions for any recalculated deductions where the method is corrective.

   This involves two steps, first for general recipients and then for individual recipients.

4. Remove entries resulting in 0 that have the same recipient ID.

Example of Banking With Corrective Retro

This example illustrates the interaction between source bank, recipient, and payee accounts for net pay. February (01/02/1999–28/02/1999) represents the current period, with retro processing going back to January (01/01/1999–31/01/1999).

Scenario:

- Company ABC uses Source Bank 123. Company DEF uses Source Bank 789.
- Payee changes from Company ABC to Company DEF, effective 01 February.
- Company ABC changes from Source Bank 123 to Source Bank 456, effective 15 February.
- Earnings 1 rate changes from 100 to 150, effective 01 January.
- Deduction 1 rate changes from 20 to 25, effective 01 January; no recipient change.
- Deduction 1 recipient changes from Recipient X to Recipient Y, effective 01 February.
- Deduction 2 recipient changes from Recipient A to Recipient B, effective 01 January; no rate change.
- Payee account distribution changes from Account 1 to Account 2, effective 01 February.

Version/ Revision Number	***January 1999*** *Company ABC*	***Distribution Information***	***February 1999*** *Company DEF*	***Distribution Information***
V1R1		***Source Bank 123***		***Source Bank 789***
	Earnings 1 = 100.00		Earnings 1 = 150.00	
	Deduction 1 = 20.00	Recipient X	Deduction 1 = 30.00	Recipient Y
	Deduction 2 = 15.00	Recipient A	Deduction 2 = 15.00	Recipient B
	Net Pay = 65.00	Payee Account 1	Net Pay = 105.00	Payee Account 2
V2R1		***Source Bank 456***		
	Earnings 1 = 150.00			
	Deduction 1 = 25.00	Difference of 5.00 to Recipient X		
	Deduction 2 = 15.00	<15.00> Recipient A 15.00 Recipient B		
	Net Pay = 110.00	Difference of 45.00 to Payee Account 2		

Explanation of January recalculation (V2R1):

- Deduction 1.

  The difference between V1R1 and V2R1 results in 5.00.

  The recipient is determined based on where the payee was when the deduction was first calculated (January V1R1). In this case, because there was no change in recipient for Deduction 1, the difference of 5.00 goes to Recipient X, funded by Source Bank 456.

- Deduction 2

  No difference exists.

  There's a recipient change retroactive to January. From Recipient A, 15.00 is reversed and inserted to Recipient B. Each transaction is "charged" to Source Bank 456.

- Net Pay

  The difference between V1R1 and V2R1 results in 45.00.

The payee account distribution is determined based on the pay date of the current calendar (February). The difference, 45.00, goes to Payee Account 2 and is funded by Source Bank 456.

This example illustrates that net pay and deductions are allocated to Company (payment keys) and recipients are based on pay period, whereas source bank and payee accounts are selected based on when transactions are created.

CHAPTER 25

Working With Interfaces

This chapter discusses how to:

- Integrate PeopleSoft Global Payroll with PeopleSoft General Ledger.
- Run the General Ledger process.
- Integrate Global Payroll with PeopleSoft Time and Labor.
- Configure Global Payroll to work with Time and Labor.
- Run a payroll with Time and Labor data.
- Process Variable Compensation awards.
- Use component interfaces to access components.

Understanding PeopleSoft Global Payroll Interfaces

PeopleSoft General Ledger

Sending payroll data to PeopleSoft General Ledger is one of the final steps in the payroll cycle. When you integrate PeopleSoft Global Payroll and PeopleSoft General Ledger, you can automatically post earnings and deductions that are associated with a finalized calendar run to your PeopleSoft General Ledger system.

PeopleSoft Time and Labor

PeopleSoft Time and Labor tracks the time that payees work and generates *payable time* that can be processed by payroll systems such as Global Payroll. If your organization uses PeopleSoft Time and Labor with Global Payroll you can process payable time during your pay runs, transmit cost data back to Time and Labor after a pay run, and share employee schedules.

Variable Compensation Module

Using the Variable Compensation module in PeopleSoft Human Resources, you can create and manage multiple incentive plans. The resultant compensation (award), whether monetary or non-monetary can be paid to payees through PeopleSoft Global Payroll.

Component Interfaces

A component interface is a PeopleTools object, created in PeopleSoft Application Designer, that enables you to access a PeopleSoft component from another application. The application can synchronously update a component's underlying data and use its business logic without knowing the details of page structures and component definitions.

Common Elements Used in This Chapter

ChartFields

ChartFields represent attributes of a payee, such as department, company, or employee ID. When you send a payee's earnings, deductions, or accumulator amounts to PeopleSoft General Ledger, you can also transmit the values that associated with up to eight ChartFields for the payee.

When integrating Global Payroll with General Ledger, you map valid combinations of ChartField values to a business unit's general ledger (GL) account numbers.

You define what elements are to be used as ChartFields. You can select variable elements plus any of the following system elements: COMPANY, COUNTRY, DEPTID, EMPLID, EMPL_CTG, EMPLOYEE SUBCAT1, EMPLOYEE SUBCAT 2, ESTABID, FUNCTION_CD, GL_PAY_TYPE, GP_PAYGROUP, JOBCODE, LOCATION, POSITION_NBR, REG_REGION, STATE, TARIFF_AREA_GER, TARIFF_GER, GP_COUNTRY. Many of these system elements come from the Job record.

Grouping

A set of similar earnings, deductions, or accumulators that you group together for mapping to the same GL account.

Publish

Transfer.

Update Statistics

This check box is for the database administrator to help with fine-tuning system performance. If selected, the system generates statistics during batch processing that provide information about how worktables are being used.

Integrating Global Payroll With General Ledger

In this section, we discuss Enterprise Integration Points for the PeopleSoft Global Payroll and General Ledger interface and how to:

- Set up PeopleSoft Global Payroll to integrate with PeopleSoft General Ledger.
- Select ChartFields for allocating costs to General Ledger
- Group earnings, deductions, or accumulators for General Ledger processing.
- Map ChartFields and grouping codes to General Ledger accounts.

- Override ChartField values for a payee.
- Override ChartFields at the Positive Input level.

See Also

PeopleSoft General Ledger PeopleBook

Enterprise Integration Points for the Global Payroll and General Ledger Interface

Enterprise Integration Points (EIPs) are interfaces between PeopleSoft products. They enable the transfer of data from one database to another.

The Global Payroll and General Ledger interface uses two sets of EIPs, one to retrieve account number and business unit information from General Ledger and one to publish payroll results to General Ledger.

Note. To research the technical details of an EIP that is used by PeopleSoft applications, see the online EIP Catalog database under Open Integration Framework in the Documentation section of the Customer Connection website.

Retrieving Account Data From General Ledger

When you set up the integration with General Ledger, Global Payroll must subscribe to the following EIP messages:

ACCOUNT_CHARTFIELD_FULLSYNCH

BUS_UNIT_FS_FULLSYNC

BUS_UNIT_GL_FULLSYNC

JOURNAL_GEN_APPL_ID_FULLYSYNC

Later, as changes to account codes and business units are made in General Ledger, Global Payroll retrieves the changes by subscribing to the following EIP messages:

ACCOUNT_CHARTFIELD_SYNC

BUS_UNIT_FS_SYNC

BUS_UNIT_GL_SYNC

JOURNAL_GEN_APPL_ID_SYNC.

Sending Payroll Results to General Ledger

The GP Results EIP uses PeopleSoft Application Messaging to publish payroll results to a staging table named GP_ACC_LINE_STG. The data is published using a PeopleSoft

Application Engine process named GP_GL_PREP, and uses the batch publish rule named GP_POST_GL.

After PeopleSoft Global Payroll publishes the data, General Ledger can subscribe to the data and incorporate it into its own data.

Setting Up Global Payroll to Integrate With General Ledger

Here are the steps for setting up Global Payroll for integration with General Ledger:

1. Synchronize PeopleSoft Global Payroll and PeopleSoft Human Resources with your PeopleSoft Financials database.

   To ensure that Global Payroll retrieves the correct account numbers and business units fromthe Financials database, activate and subscribe to the following EIP messages:

   ACCOUNT_CHARTFIELD_FULLSYNCH
   BUS_UNIT_FS_FULLSYNC
   BUS_UNIT_GL_FULLSYNC
   JOURNAL_GEN_APPL_ID_FULLYSYNC

2. Indicate which system and variable elements can be used as ChartFields.

   a. For system elements, select the Use As Chart Field check box on the Source and Use page and select a prompt view. For variable elements, select the Use As Chart Field check box on the Variables - Definition page and select a prompt view.

   b. On the Element Name page, select the Store check box.

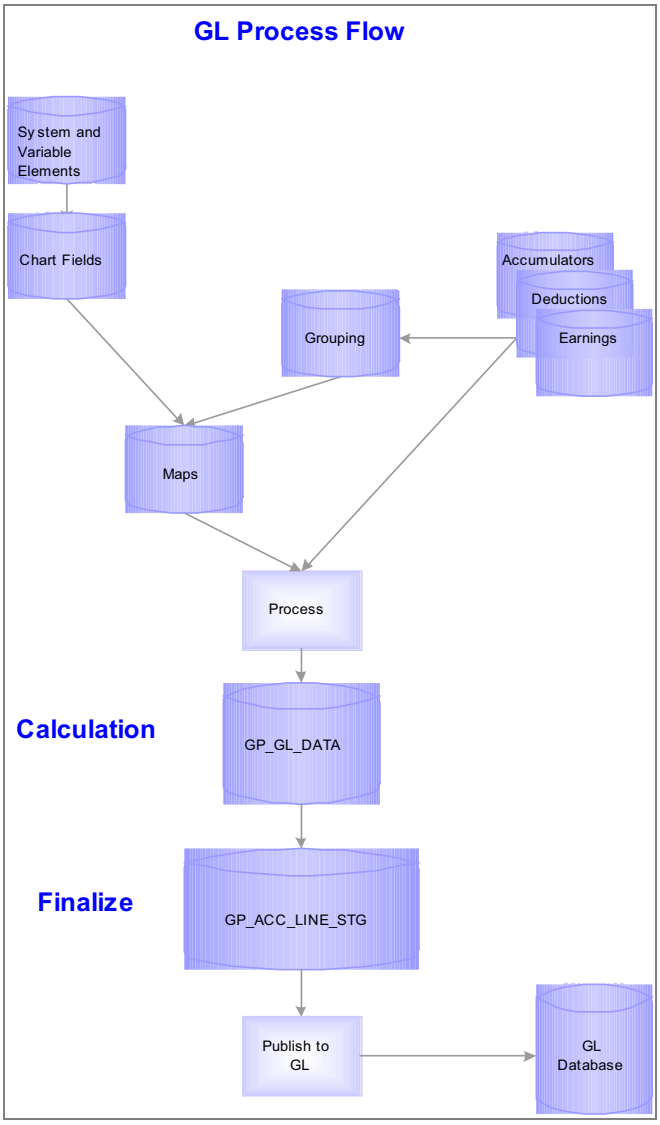
   c. Include the ChartField elements in your payroll process list.

3. On the ChartFields page, select up to eight ChartField elements that apply to a specific business unit and pay entity.

4. On the General Ledger Grouping page, place earnings, deduction, and accumulator elements into groups.

5. On the General Ledger Mapping page, map the groups and ChartFields to their corresponding General Ledger accounts.

The following diagram illustrates the General Ledger setup steps and batch process in PeopleSoft Global Payroll:



PeopleSoft General Ledger process flow

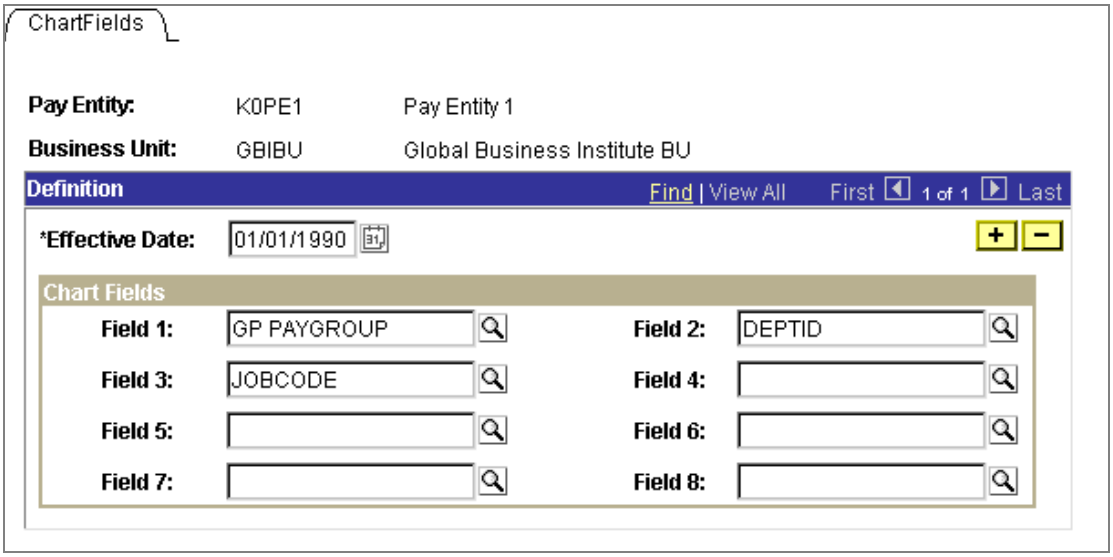
Pages Used to Integrate Global Payroll With General Ledger

Page Name	*Object Name*	*Navigation*	*Usage*
ChartFields	GP_GL_CHARTFLD	Define Business Rules, Define Global Payroll Rules, Setup 5, General Ledger Chartfields	For a pay entity and business unit, select ChartFields for allocating your costs to General Ledger accounts.

Page Name	Object Name	Navigation	Usage
Grouping	GP_GL_GROUP	Define Business Rules, Define Global Payroll Rules, Setup 5, General Ledger Grouping	For a pay entity and business unit, group similar earnings, deductions or accumulators so that they can be mapped to General Ledger accounts. Complete the ChartFields page first.
Mapping	GP_GL_MAP	Define Business Rules, Define Global Payroll Rules, Setup 5, General Ledger Mapping	For a pay entity and business unit, map ChartFields and grouping codes to a General Ledger account number. Define grouping codes first.
Distribution Overrides	GP_GL_DIST	Compensate Employees, Maintain Global Payroll Data, Use, Distribution Overrides	Override ChartField values at the Job level for an employee. Before using this page, you must define ChartField values on the General Ledger ChartFields page.

Selecting ChartFields for Allocating Costs to General Ledger

Access the ChartFields page.



ChartFields page

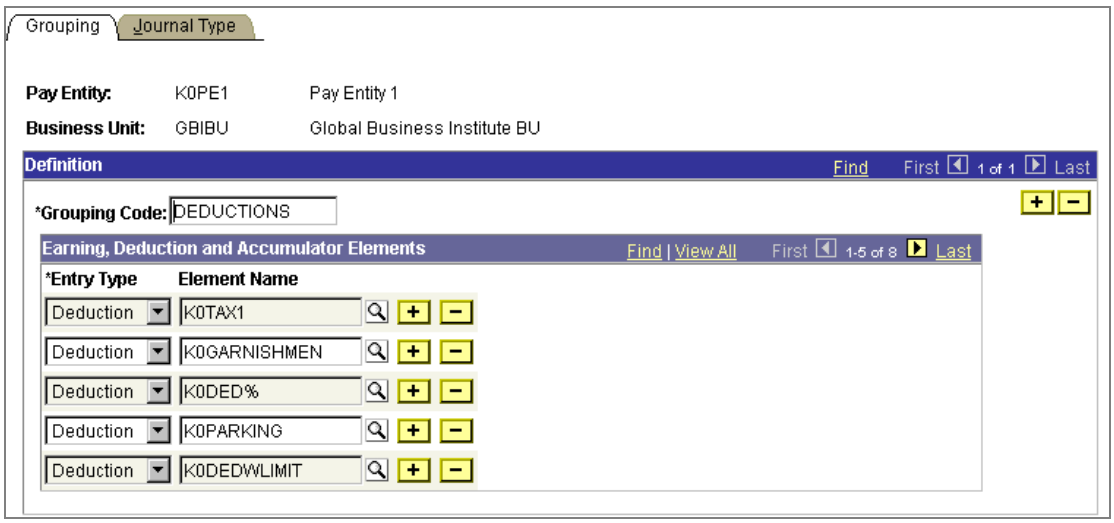
Chart Fields

Select up to eight ChartFields for which you want PeopleSoft Global Payroll to send values when you allocate costs to General Ledger accounts for this pay entity and business unit. You can select only from the system elements and variable elements that are designated as ChartFields for the country of the pay entity that you selected to access this page.

Complete **Field 1** through **Field 8** in the order listed—do not skip any fields.

Grouping Earnings, Deductions, or Accumulators for General Ledger Processing

Access the Grouping page.



General Ledger Grouping - Grouping page

A grouping code is an attribute of an earnings, deduction, or accumulator element. Elements must be in groups before they can be processed by General Ledger.

Grouping Code Enter a grouping code for the elements that you want included in the General Ledger transfer.

Note. Instead of entering earnings individually, you can bundle them in one accumulator and create a Grouping Code for that accumulator.

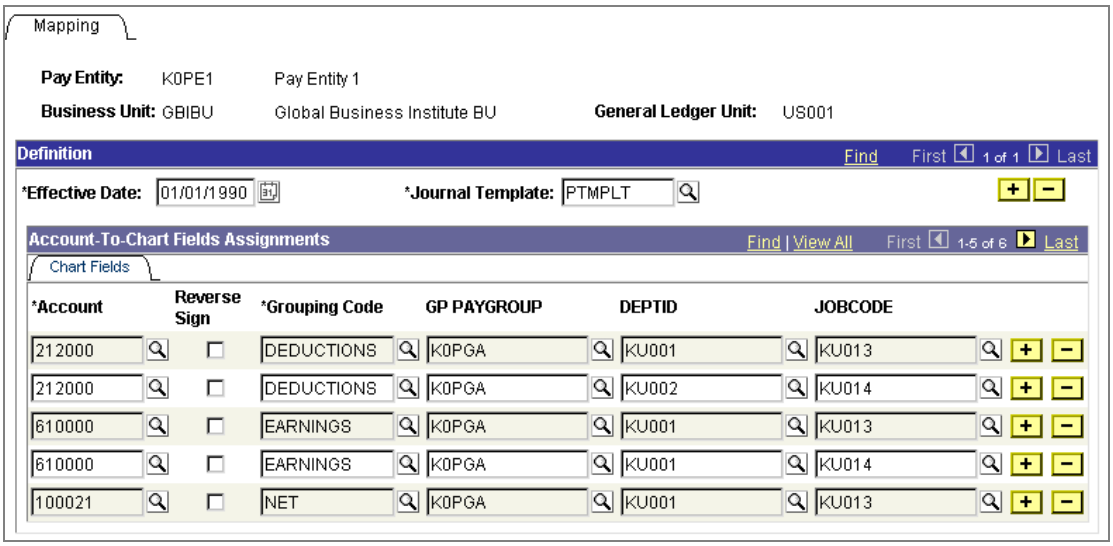
Earning, Deduction and Accumulator Elements

For each accumulator, deduction, or earnings element to include in the group, select the entry type and element name.

Note. You can select accumulators only where *Segment* is defined as the accumulation period (on the Accumulator - Period page.)

Mapping ChartFields and Grouping Codes to General Ledger Accounts.

Access the Mapping page



General Ledger Mapping - Mapping page

For an earnings, deduction, or accumulator amount to be sent to General Ledger, you must map the combination of ChartField values that are associated with the amount to a General Ledger account.

General Ledger Unit — Displays the General Ledger unit that corresponds to the selected business unit (as defined on the Business Unit page in PeopleSoft Human Resources).

Journal Template — Select the journal template for this pay entity and business unit. Journal templates are defined in PeopleSoft General Ledger.

Chart Fields

Account — Select the General Ledger account number that the ChartFields and grouping codes will map to.

Reverse Sign — Select to post the transaction with the reverse sign. Typically, you use the reverse sign for net pay and deductions (so that the system records those transactions as credits rather than debits) and leave the sign untouched for earnings.

Grouping Code — Select the code to map to the General Ledger account.

GP PAYGROUP (Global Payroll paygroup), **DEPTID** (department ID), and **JOBCODE** — Select the ChartField values to map to the General Ledger account. A field appears for each ChartField that you selected on the ChartFields page. (Field names match the prompt views that are identified on the Source and Use pages.)

You can associate different sets of ChartField values with the same grouping code/General Ledger account combination.

Note. Because variables are effective-dated, it's possible for the prompt table for a ChartField to contain a variable that is no longer designated as a ChartField or is currently inactive. Variables are listed after system elements in the prompt tables.

Setting Up Default Accounts

When an amount is associated with a combination of ChartField values that is not mapped to a General Ledger account, the system cannot send the amount to General Ledger. Setting up a default account is appropriate in some cases.

Let's say that you've set up the following information and that you have payees who work in departments A, B, and C.

Account	*Grouping Code*	*ChartField (DEPTID)*
1	Earnings	DEPT A
2	Earnings	DEPT B
3	Deductions	
4	Deductions	DEPT A
5	Deductions	DEPT B

Because account 3 does not have a ChartField value assigned at the DEPTID level, it serves as the default for deductions that can't be charged to DEPT A or DEPT B. Deductions for payees who work in department C are charged to account 3.

This default feature enables you to use a single row to assign numerous departments to the same account. However, because (in this example) no similar default account is set up for earnings, the earnings for payees in department C are not charged to any account.

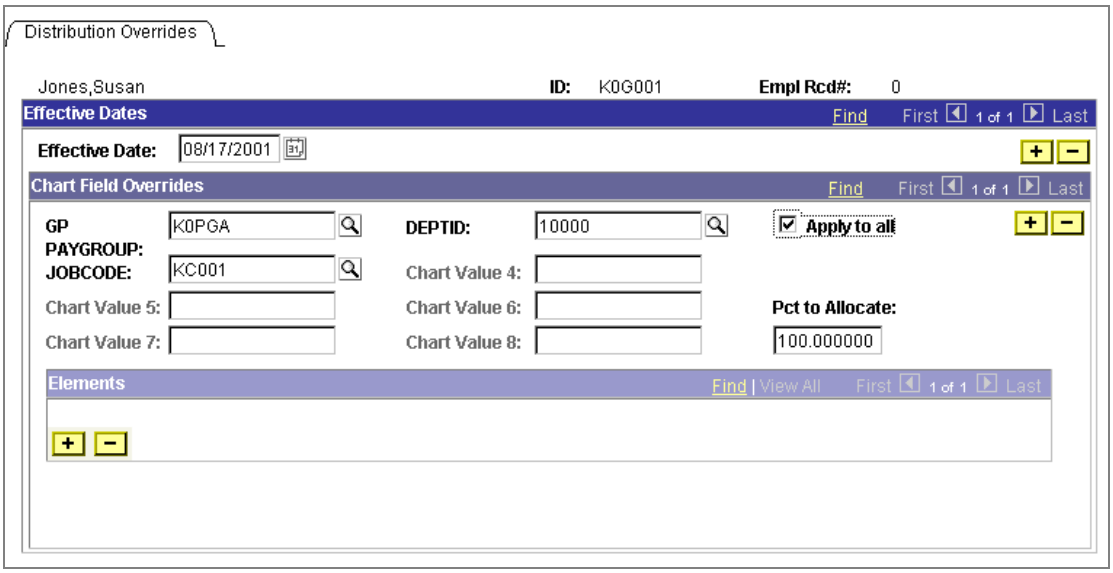
When mapping to accounts, be sure to set up either a default account or specific accounts for all earnings, deduction, and accumulator elements that will be transferred to General Ledger accounts.

See Also

PeopleSoft General Ledger PeopleBook

Overriding ChartField Values for a Payee

Access the Distribution Overrides page.



Distribution Overrides page

The data that you enter on this page overrides the values on the respective ChartFields on the Job record or other source record.

Chart Field Overrides

Chart values 1–8 are enabled based on how many ChartFields are defined for the pay entity and the business unit that the payee belongs to in this job. Field names match the prompt views that you selected for the ChartField elements.

Enter the ChartField values to use for the selected payee's job.

Apply to all

Select to assign the same set of ChartField override values to all of the payee's earnings, deductions, and segment accumulators for this job.

If this check box is clear, the **Elements** group box appears so that you can select specific elements to which the override values apply.

Pct to Allocate (percent to allocate)

This field is available for entry only if **Apply to all** is selected. Specify the percentage of the payee's earnings, deductions, and segment accumulators to allocate to the selected ChartField values.

For example, if a payee splits his time between departments A and B, and you want to charge the cost to two departments:

- Select the ChartField values that apply to the payee's job in department A and enter 50 in the **Pct to Allocate** field.
- Add a row and select the ChartField values that apply to the payee's job in department B.

- Enter 50 in **Pct to Allocate.**

Elements

This group box appears if the **Apply to all** check box is clear. Designate the earnings, deduction, and segment accumulators for which you want to override ChartField values. You can also specify the percentage of the earnings, deduction, or accumulator amount that you want to take on the override values.

For example, an earnings element named OVERTIME has a value of 1000. If you specify 25 percent to allocate for the OVERTIME element, the system associates the ChartField override values that you entered in the **Chart Field Overrides** group box with an earnings amount of 250. The system associates the default ChartField values with the remaining 750.

Note. Do not allocate more than 100 percent to the same element.

Overriding ChartFields at the Positive Input Level

To override the value of a ChartField for a particular instance of an element, use the Positive Input Supporting Element Overrides page.

See Also

"Working With Positive Input," Overriding System and Variable Elements

"Understanding Overrides," Hierarchy of Supporting Element Overrides

Running the General Ledger Process and Publishing Data

In this section, we discuss:

- How to publish payroll data to PeopleSoft General Ledger.
- How to view transactions that have no account assigned in General Ledger.
- Retroactive adjustments to General Ledger data.

Publishing Payroll Data to General Ledger

Finalizing the PeopleSoft General Ledger process causes earnings, deduction, and accumulator amounts to be published to General Ledger.

Here are the steps:

1. Access the General Ledger Run Control page.
2. Select the Calculate option for the calendar group (and stream, if applicable) that you want to process.

3. Select the posting date.

4. After running the Calculate option for the entire calendar group, select the Finalize option.

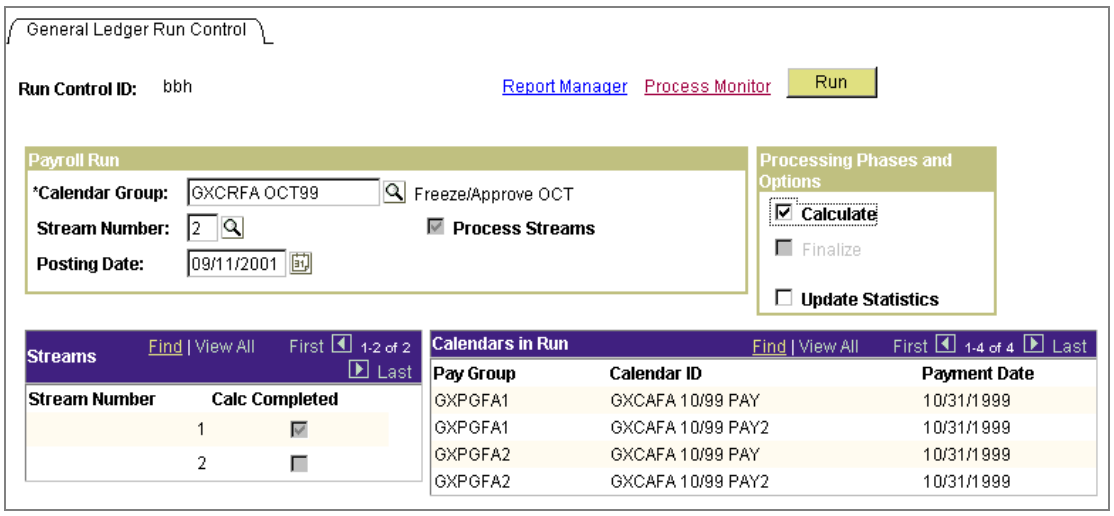
Note. Before you run the Finalize process, review the General Ledger by Calendar Group page to see if any amounts there are not associated with accounts. These amounts will not be transferred.

Pages Used to Publish Payroll Data and View Transactions Without Accounts

Page Name	*Object Name*	*Navigation*	*Usage*
General Ledger Run Control	GP_GL_PREPARE	Compensate Employees, Manage Global Payroll Process, Process, General Ledger Run Control	Run the process that creates payments for the earnings, deductions, and accumulator elements whose data is to be published to PeopleSoft General Ledger.
Transactions w/o Accounts	GP_GL_NO_ACCT	Compensate Employees, Manage Global Payroll Process, Inquire, Ledger by Calendar Group	View transactions that were not assigned a General Ledger account by the Calculate phase of the General Ledger process.

Publishing Payroll Data to General Ledger

Access the General Ledger Run Control page.



General Ledger Run Control page

Calendar Group Select a calendar group to run the process. Only calendar groups for which payroll is finalized but not yet sent to General Ledger are available.

Stream Number and **Process Streams** **Process Streams** is selected if stream processing was used during the payroll process and must be used with the Calculate option. Select the stream number to process.

Posting Date Enter the date that the entries are posted to General Ledger. Even if you run your process on the fifteenth of the month, you can indicate that you want the entries posted on the thirtieth of the month.

Note. The posting date that you select must abide by the closing date of Journal Generator. Posting dates must be coordinated with General Ledger.

Processing Options

Select a processing option. You can run Calculate and Finalize together if the Payroll process is finalized.

Calculate Select to generate General Ledger transactions for the earnings, deduction, and accumulators that were calculated by the Payroll process for this calendar group and that belong to a General Ledger group. The Payroll process must have identified at least one payee before you can run the Calculate process.

If you're using stream processing, run the Calculate phase for one stream at a time.

You can run the Calculate phase more than once for each stream. During subsequent iterations, the system deletes existing data before creating new results. It stores final

	results in the GP_GL_DATA record and inserts an entry in the GP_GL_PREP_STRM table to indicate that calculation is complete.
Finalize	This check box is available for selection after the Payroll process has been finalized and you have run the Calculate phase for the entire calendar group. (If you are using stream processing, all streams must be calculated.) Select this check box when you are ready to finalize the run. (Stream processing is not available for the Finalize phase.)

Streams

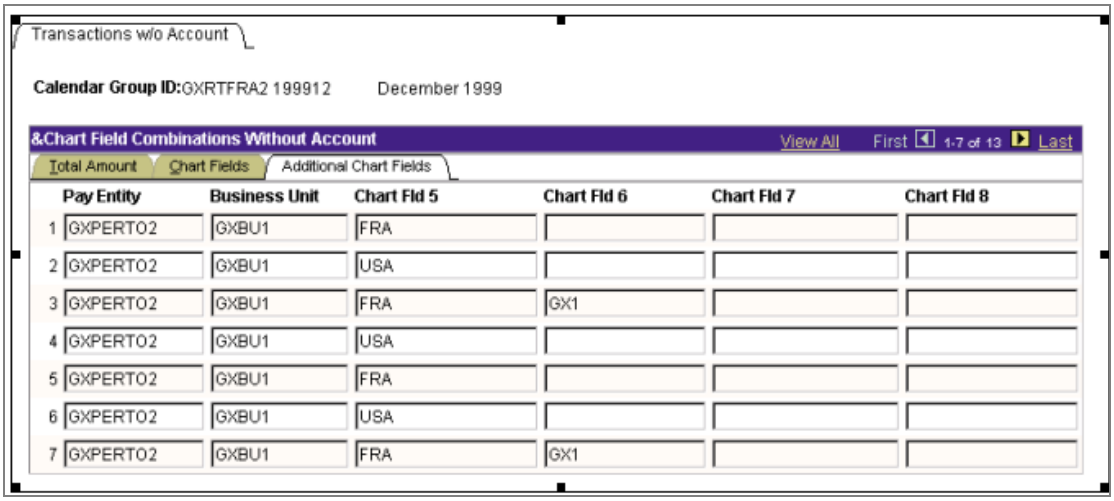
Stream Number	Displays the streams that are associated with the calendar group.
Calculated	If selected, the Payroll process has calculated the stream.

Calendars in Run

This group box displays information about each calendar in the calendar group.

Viewing Transactions Without General Ledger Accounts

Access the Transactions w/o Account page.



Transactions w/o Account: Additional Chart Fields tab

This tab lists transactions that are not assigned to a General Ledger account. That is, amounts that are associated with ChartFields combinations that are not mapped to an account. PeopleSoft General Ledger doesn't balance if you have transactions without an account. All amounts without accounts, including earnings and deductions, are expressed as debits.

Each row that's not specified has a View Mapping button that opens the mapping page for the pay entity and business unit that you specified. These rows are not published to General Ledger. For example, if you specified a DEPTID for an earnings element, the system finds this match. If an earnings element is not assigned to a DEPTID, and no default earnings account is specified, the earnings element is not published to General Ledger.

See Also

Mapping ChartFields and Grouping Codes to General Ledger Accounts.

General Ledger and Retroactivity

Retroactive adjustments to General Ledger are usually done in forwarding mode, because General Ledger books can't be altered once they are closed. However, handling of the adjustments varies depending on the forwarding or corrective mode of the payroll run and the individual element.

A retroactive charge in a General Ledger account distribution might occur without any change in the amount, so deltas might be 0 even though a change in distribution is required. So, instead of examining the deltas, you carry forward the entire set of recalculated values and a reversal of the earlier calculation. The exception is for individual elements that have the forwarding field set to No. Then the element is calculated in the present period according to its normal definition instead of being carried forward.

Integrating Global Payroll With Time and Labor

In this section, we discuss compensating employees in PeopleSoft Global Payroll for time that is reported through PeopleSoft Time and Labor.

Compensating Employees in Global Payroll for Time Reported Through Time and Labor

Once you configure your systems to work together, PeopleSoft Global Payroll:

- Loads payable time into Global Payroll when you start the Calculate phase of a pay run.
- Treats payable time as positive input, meaning that all rules that apply to positive input also apply to payable time.
- Makes absence data available to Time and Labor so that it can be evaluated by the rules process that Time and Labor uses to create payable time for cost evaluation.
- Processes payable time for the current period or an offsetting period.
- Sends cost data back to Time and Labor after a pay run is complete so that the data can be distributed across payable time entries and sent to PeopleSoft Projects and other applications.

Note. When using Time and Labor with Global Payroll, enter all absence events in Global Payroll (not in Time and Labor). Absence events populate both the GP_ABS_EVENT table that is used during the Absence Take process and the GP_ABS_EVT_WRK table that is used by the Time Administration process in Time and Labor.

See Also

PeopleSoft Time and Labor PeopleBook, "Integrating With Payroll Applications," Integrating With PeopleSoft Global Payroll

"Working With Positive Input"

How PeopleSoft Time and Labor Creates Payable Time

Each incident of time that is reported in Time and Labor is associated with a Time Reporting Code (TRC) that identifies its type (for example, regular or meeting), units, currency, and other attributes. You can also assign task codes to each time entry, enabling your organization to track time at a finer level of detail—by product, location, and other categories. Integrating Time and Labor with Global Payroll requires that you map earnings, deduction, and absence take elements to TRCs. You might also need to map supporting elements to task codes.

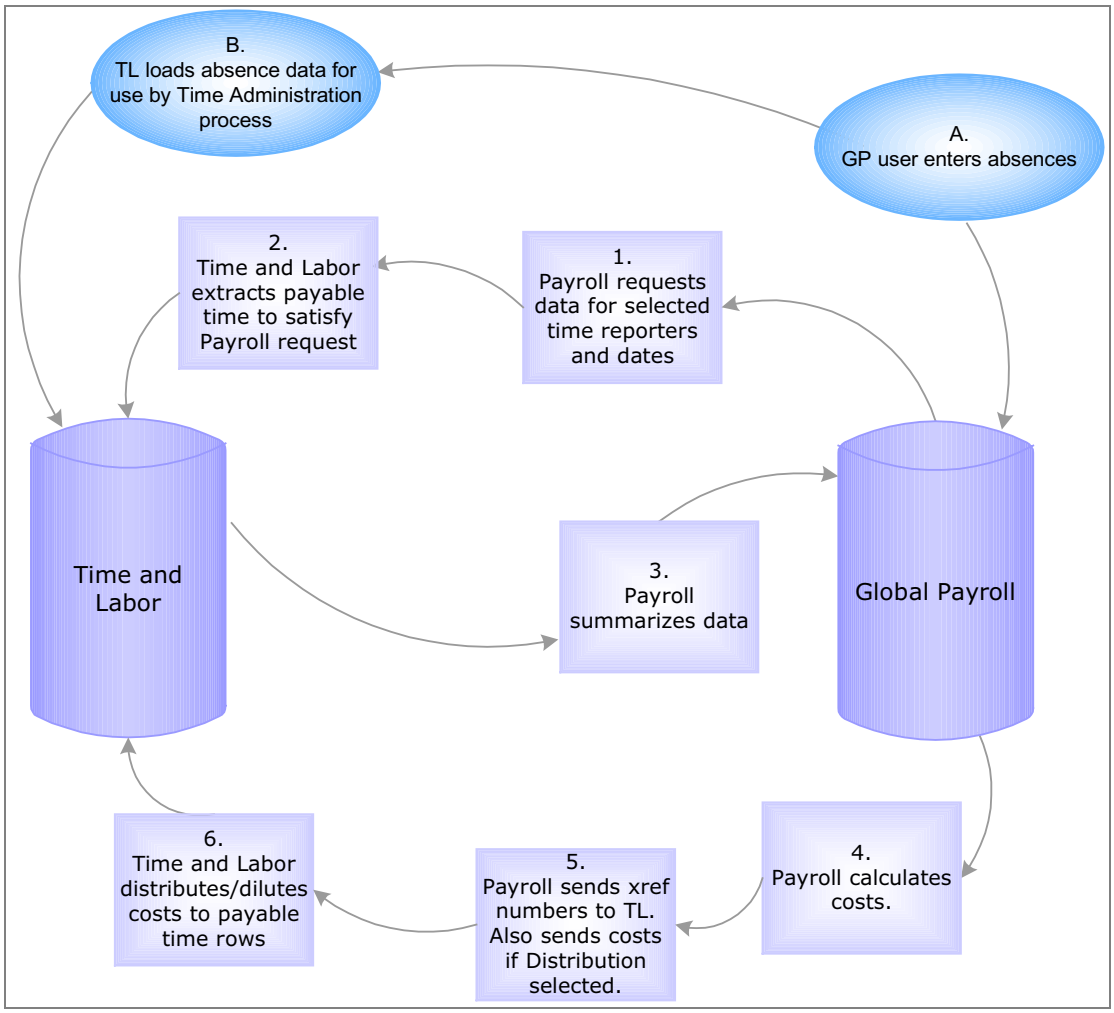
Time that is reported in Time and Labor must be converted to *payable time* before it can be sent to a payroll system for processing. In addition, the payable time must have a *payable status* to indicate that it is ready for processing. The Time Administration process in Time and Labor creates payable time that's ready for payroll processing by applying a set of user-defined rules to time entries based on their TRCs. It can apply rules for overtime, holiday pay, guaranteed hours, consecutive days, and other situations.

What Happens When You Start a Pay Run

During the Calculate phase of a pay run, Global Payroll retrieves payable time that's ready for processing from Time and Labor. The first time that the Calculate phase runs, Global Payroll processes all payees that are identified in the current calendars. During subsequent runs, Global Payroll creates an iterative trigger and a retroactive trigger for each instance of payable time that has changed and reprocesses only the payees that are in error or have iterative triggers. Payable time is retrieved each time the payroll is run.

After a pay run is finalized, you start an update process that updates the payable time entries in Time and Labor. This process also invokes the Labor Distribution and Labor Dilution processes in Time and Labor, if you have elected to use those features. If you are not using labor distribution, Global Payroll sets the status of payable time entries to CL (closed).

The following flowchart illustrates the interactions between Global Payroll and Time and Labor:



Integration between Global Payroll and Time and Labor

Note. Absence data that is sent to Time and Labor is not used to compensate payees for absences. PeopleSoft Global Payroll calculates payee compensation for absences and, when the labor distribution feature is used, sends the resultant amounts back to Time and Labor after a pay run is finalized.

Planning Considerations

Both Global Payroll and Time and Labor are rules-based systems that are capable of executing some of the same types of rules. Before integrating the two products, think carefully about which rules you want each system to apply. In general:

- Define rules that calculate payable *time*, including overtime, shift differentials, and other special situations, in PeopleSoft Time and Labor.
- Define rules that calculate *pay* in Peoplesoft Global Payroll.

Also decide on a strategy for mapping time reporting codes to earnings elements. For example, you might map a TRC to an earnings element that does not accumulate to gross pay. This allows you to use a separate rule to calculate the costs that are associated with a TRC but do not contribute to gross pay, such as an employer-paid health insurance premium. You might use the same approach for salaried employees, where the hours that are reported by PeopleSoft Time and Labor are not used in the payroll calculation, but are used for costing.

To summarize:

- Define one earnings element that accumulates to gross.

  This is the earnings element that the payroll process uses to calculate a payee's pay slip. Do not map this element to a TRC.

- Define a second earnings element that does not contribute to gross pay.

  This earnings element is used for costing purposes only and, in addition to the payee's salary, can include overhead costs or any costs that you want to add. Map this element to a TRC so that accurate cost data is returned to PeopleSoft Time and Labor and made available to the cost accounting, planning, or budgeting application.

Configuring Global Payroll to Work With Time and Labor

In this section, we discuss how to:

- Create triggers for payable time entries.
- Map earnings, deduction, and absence take elements to the corresponding time reporting codes (TRCs) that are defined in Time and Labor.
- Map TRCs to Global Payroll run types.

Note. If you change the status of an element that's mapped to a TRC to *Inactive*, update the TRC mapping in Time and Labor.

- Map tasks in Time and Labor to supporting elements in Global Payroll (if you use the Time and Labor task reporting features and you want Global Payroll to break out cost data by task).

  Tasks define companies, business units, products, departments, and other entities to which payees can report time.

See Also

Configuring Global Payroll to Work With Time and Labor

PeopleSoft Time and Labor PeopleBook

Creating Triggers for Payable Time

Global Payroll uses triggers to detect changes to data that result in some type of system action. You create two triggers (an iterative trigger and a retroactive trigger) that detect the changes that Time and Labor makes to the payable time entries that have been sent to Global Payroll. These changes trigger retroactive processing the next time that you run the payroll process.

Use the Trigger Definition page to create triggers.

Note. Before creating the retroactive trigger, define the Trigger Event ID on the Retro Event Definition page.

When setting up the triggers, complete the following fields as shown:

Record (Table) Name Select *TL_PAYABLE_TIME.*

Trigger Type Select *Retro* or *Iterative.*

Trigger Status Select *Active.*

Trigger Level Select *Record.*

Trigger Effective Date Applicable to the retroactive trigger only.

See Also

"Setting Up Triggers"

Mapping Time Reporting Codes to Run Types

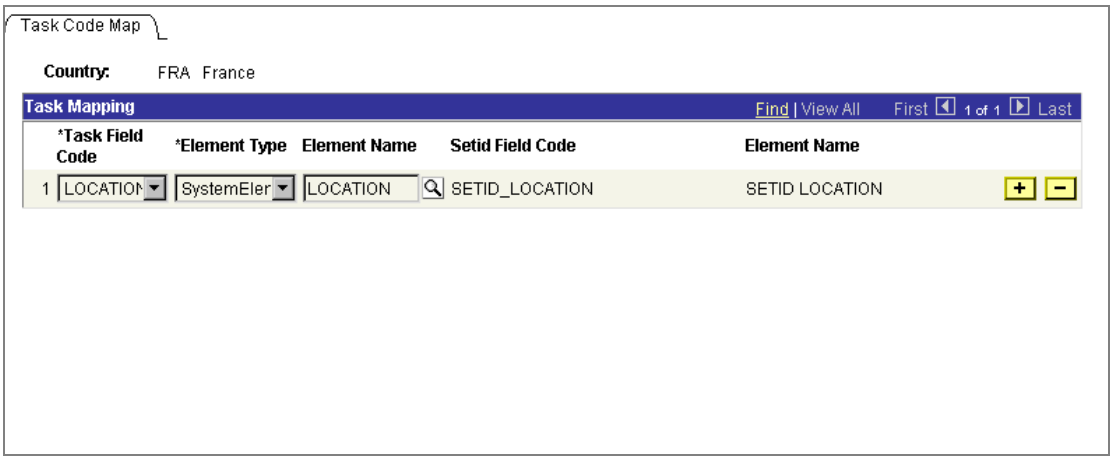
In Global Payroll, a run type must be associated with each calendar. The run type, defined on the Run Type page, identifies the type of process (payroll or absence), the process list, and the valid TRCs for the pay run. During the payroll process, the system retrieves the effective-dated definition (as of the Time and Labor period end date), for each TRC listed on the run type. It then retrieves only the payable time entries for TRCs that are included in the run type.

Page Used to Map Tasks to Supporting Elements

Page Name	*Object Name*	*Navigation*	*Usage*
Task Code Map	GP_TL_TASK_ELEM	Define Business Rules, Define Global Payroll Rules, Setup5, Task Code Map.	Map task codes that are defined in Time and Labor to supporting elements that are defined in Global Payroll.

Mapping Tasks to Supporting Elements

Access the Task Code Map page.



Task Code Map page

Use this page to map selected Time and Labor tasks to system or variable elements in Global Payroll. If you don't map task entities, Global Payroll calculates costs at the earnings and deduction level only and cannot supply Time and Labor with a cost breakdown by task. You can create a separate mapping scheme for each country in which your organization operates.

Task Mapping

Insert a row for each Time and Labor element that you want to load into Global Payroll. During the bundling process, Global Payroll consolidates instances of payable time that share the same values for the entities that you select. For example, if you select ***BUS_UNIT*** in the **Task Field Code** field, instances of payable time that share the same business unit will be bundled at the start of the pay run.

Task Field Code — Select the Time and Labor entity to map to a supporting element. Values are:

ACCT_CD (account code), ***BUS_UNIT*** (business unit), ***Company, Country, DeptID*** (department ID), ***Jobcode, Location, Product, Rate_Val*** (rate value)***, State, Task,*** and ***User fields 1 to 5.***

Element Type — Select the type of element to which the task code is mapped: ***Variable*** or ***SystemElem*** (system element).

Element Name — If you selected ***DeptID, Location,*** or ***Jobcode*** for **Task Field Code** and ***SystemElem*** for **Element Type,** the name of the element that retrieves the value of the task entity appears in this field. Otherwise, select the name of the element that you are mapping the task to. You can select from system or variable elements only, depending on the **Element Type** field value.

Setid Field Code and **Element Name**	If you selected ***DeptID, Location,*** or ***Jobcode*** for **Task Field Code** and ***SystemElem*** for **Element Type,** the system displays the setID field code that is associated with the element and the name of the system element that's associated with the setID field code, respectively.

Mapping Tasks and Bundling Payable Time

Mapping task codes to elements specifies the criteria by which Global Payroll bundles payable time that is received from Time and Labor. As payable time is loaded into the Positive Input tables, Global Payroll consolidates or bundles rows of similar data, assigning each bundle a cross-reference number that it later returns to Time and Labor. To be bundled, entries must:

- Fall within the same slice and segment.
- Share the same unit, currency, and rate (when this information is provided).
- Share the same task value.

  This rule applies only to tasks that are mapped to supporting elements.

Note. Global Payroll populates the Rate As Of Date system element that is associated with a set of bundled entries with the end date of the Time and Labor period, segment, or slice. (If there's no segmentation, the Time and Labor period end date is used. If segmentation exists, the segment or slice end date is used.) The system element retrieves the effective-dated definition of the rate code.

Running a Payroll With Time and Labor Data

This section describes how to:

- Prepare for a pay run that includes Time and Labor data.
- Start the pay run.
- Update the status of payable time entries in Time and Labor.

See Also

"Payroll Processing"

Preparing for a Pay Run

To prepare for a pay run:

1. Ensure that Time and Labor processes the absence data that was entered in Global Payroll.

   Before you start a pay run, make sure that Time and Labor has retrieved the absence data

that was entered on the Absence Event Entry page in Global Payroll and sent to Time and Labor using the GP Absence page in Time and Labor.

For each absence event, Global Payroll sends the code for the absence take element, the beginning and end dates of the absence and, when applicable, partial hours for absences of less than a day. It also triggers the Schedule Resolution process in Time and Labor, which looks at the absent days for which partial hours were not reported and determines the number of hours that the time reporter was absent based on his or her default schedule.

You can retrieve absence data as often as needed. Each time a Time and Labor user starts the process (from the GP Processing page), the system loads data that's been added or changed since the last run.

2. Create calendars that select Time and Labor data.

   When using the Calendars Definition page in Global Payroll to create calendars for the pay run, set up the calendars to:

   - Retrieve data for the period of time that you specify.

     Select the time period in the Time and Labor Cal Period ID (Time and Labor calculation period ID) field. You select from a prompt table that displays all calendars that are defined with a Calc Type (calculation type) of *Payroll*. If you leave the Cal Period ID blank, payable time is not retrieved.

     The Time and Labor Cal Period ID can be the same as or different from the Cal Period ID. If your Time and Labor Cal Period ID is March and the current Cal Period ID is April, payees (in order to be selected) must have payable time in March and have been active for at least one day in April.

   - Use a run type that identifies the Time Reporting Codes you want to process.

3. Ensure that the Time Administration process has been run for the payees that you want to pay.

   In Time and Labor, the Time Administration process must be run to convert reported and scheduled time to payable time.

Note. In Global Payroll, you run the payroll process by pay group. In Time and Labor, you run the Time Administration process by workgroup. Before starting the pay run, be sure that Time Administration has been run for all payees that are included in your pay run.

See Also

Sharing Work Schedules With Time and Labor

"Using Calendars," Linking Criteria Associated With a Calendar

Starting a Pay Run

To start a pay run with Time and Labor data:

1. Start the Identify phase of the Payroll process to select payees.

   Global Payroll identifies payees that have payable time for time reporting codes (TRCs) that are mapped to the calendar's run type and the time period that is defined by the Time and Labor Cal Period ID field on the Calendar page. (You can start the Identify process by itself or with the Calculate process.)

2. Start the Calculate phase to select payable time.

   Global Payroll loads payable time for the selected payees into the Generate Positive Input table. It retrieves only the rows of payable time that have:

   - A TRC that is mapped to the calendar's run type.
   - For current period entries, a payable status of:
     ES (Estimated - Ready for Payroll)
     AP (Approved - Goes to Payroll)
     SP (Sent to Payroll)
     RP (Rejected by Payroll)
   - For retro periods entries, any payable status *except*:
     NA (Needs Approval)
     CL (Closed) when the Pay System field is not set to GP (Global Payroll)

   Global Payroll also updates the payable status of each entry:

   - SP - For all payable time entries that are loaded into Global Payroll except those with a payable status of PD (Paid - Labor Distributed) or DL (Paid - Labor Diluted).
   - RP - For payable time entries that are not accepted by Global Payroll. Typically, no entries are rejected the first time that the Calculate phase processes a retro run.)

3. Review results and correct errors.

   Review the Payee Messages page for processing errors and messages. You can view payable time entries that have gone through the Calculate phase on the Generated Positive Input - Payroll page. Look for entries with a Source value of *Time&Labor*. You can also see processed bundled payable time entries on the Positive Input - Payroll page.

   To adjust or correct entries that originated in Time and Labor, make the changes in Time and Labor and then run the Calculate phase again. This ensures that the Time and Labor data and Global Payroll data remain in sync.

Canceling a Pay run

If you cancel a pay run, Global Payroll deletes the payable data that was loaded from Time and Labor and updates the payable status for each payable time entry to RP, unless either of the following conditions exist:

- The payable status is PD, DL, or TP (Taken - Used by Payroll).
- The payable time has also been sent to another payroll system (according to the Pay System flag associated with the entry).

See Also

PeopleSoft Time and Labor PeopleBook, "Understanding Payable Time"

Updating the Status of Payable Time

Use the Global Payroll Time and Labor run control page to start the update.

The Update process does the following:

- Updates the payable status for each entry that was set to SP as follows:
  - CL if the entry was processed, but the Labor Distribution feature is not enabled in Time and Labor.
  - RP if the entry was retrieved but not processed. This status applies when payable time is not processed because a Global Payroll user manually entered positive input for the same earnings or deduction element. Manually entered positive input always takes precedence.
- Returns the original Time and Labor sequence number for each payable time entry along with the corresponding cross-reference numbers that Global Payroll generated during the bundling process. The cross-reference numbers tell Time and Labor which entries were bundled, making it possible to link the costs that were calculated for earnings and deduction to the daily detail.
- If the Labor Distribution feature in Time and Labor is enabled, sends cost data that is associated with payable time entries to Time and Labor. If Labor Distribution is enabled but Labor Dilution is not, the labor distribution amount and diluted labor distribution amount sent by Global Payroll are the same.
- If Labor Distribution and Labor Dilution are activated in Time and Labor, Global Payroll sends the Labor Distribution Amounts to Time and Labor and invokes the Labor Dilution process.

Retroactive Processing

Payable time that is adjusted in Time and Labor creates two rows of data: one that reverses or offsets the old value and one that contains the new value. Global Payroll ignores the original row and offset row and processes the newly created row.

Changes to Time and Labor data create a retro trigger and cause the pay period to be recalculated and corrected in either the current pay period or in a forwarding period.

See Also

PeopleSoft Time and Labor PeopleBook, "Integrating With Payroll Applications," Labor Distribution and Dilution

Updating the Payable Status of Payable Time Entries

You can run the update process only once per pay run. If you used process streams to run the payroll, you can use the same process streams to send data back to Time and Labor. You start the run control for one stream at a time, returning to this page after each launch to invoke the next stream.

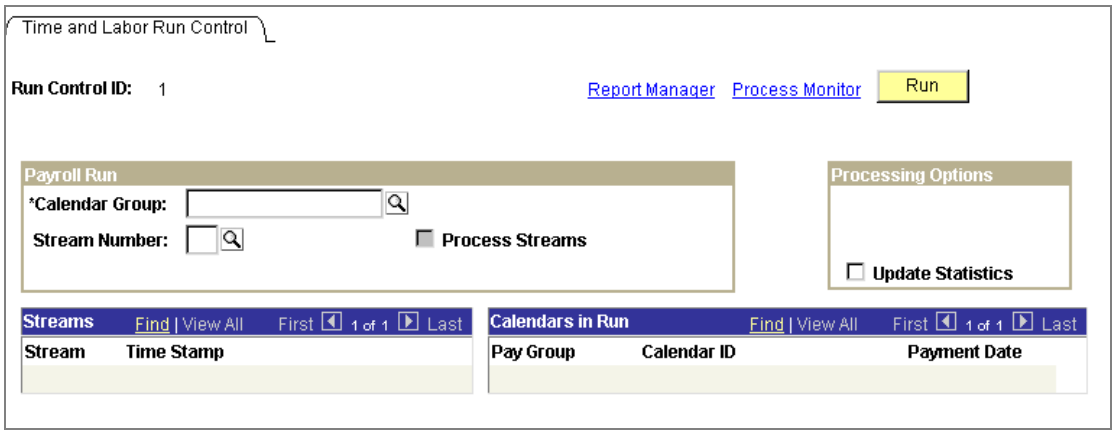
After you run the process, check the Payee Messages page for errors.

Page Used to Update the Payable Status of Payable Time Entries

Page Name	*Object Name*	*Navigation*	*Usage*
Time and Labor Run Control	GP_TL_PREPARE	Compensate Employees, Manage Global Payroll Process, Process, Time and Labor Run Control	Update the payable status of payable time entries in Time and Labor; return cost data if Labor Distribution is enabled. Before using this page, you must finalize the pay run.

Updating the Payable Status and Returning Cost Data

Access the Time and Labor Run Control page.



Time and Labor Run Control page

Payroll Run

Calendar Group	Select the calendar group for sending data to Time and Labor. You can select finalized calendar groups only.
Stream Number and **Process Streams**	If the selected calendar group is defined for stream processing, the **Process Streams** check box is selected. Enter the stream number to process.

Streams

Stream	The number of the stream that has been processed.
Time Stamp	The time that the process stream was sent to Time and Labor.

Calendars in Run

Pay Group and **Calendar ID**	The **Pay Group** field displays the pay group that is associated with the calendar that appears in the **Calendar ID** field (associated with the **Calendar Group ID** field).
Payment Date	Displays the calendar's payment date.

See Also

"Payroll Processing," Creating Process Streams

Sharing Work Schedules With Time and Labor

In this section we discuss how PeopleSoft Global Payroll and Time and Labor can share scheduling data.

Time and Labor and Global Payroll use many of the same pages and records for setting up and assigning schedules. If you're using both systems, you create and assign schedules only once. However, note that the scheduling information that is displayed varies in each application:

- When you access the Assign Schedules page in Global Payroll, you see fields for assigning alternate work schedules. These fields are hidden when you access the same page in Time and Labor.
- When you access the Shift page in Global Payroll, you can enter data in up to four user-defined Sch Cfg (schedule configuration) fields. These are display-only fields when you access the same page in Time and Labor.
- When you access the Assign Schedules page or Override Scheduled Workday page in Global Payroll, you can view any active payee. When you access these pages in Time and Labor, that application's security options determine which payees you can view.

- When you access the Assign Schedules page or Override Scheduled Workday page in Global Payroll or Time and Labor, the schedule that you see might differ if default schedules are in use. In Time and Labor, a payee's default schedule is based on work group; in Global Payroll, it is based on pay group. The page views differ when a payee is set up to use the default schedule and the pay group and work group have been assigned different default schedules.

See Also

"Using Schedules"

Processing Variable Compensation Awards

When variable compensation awards are approved in PeopleSoft Human Resources, that application publishes award data to a temporary file that can be accessed by Global Payroll. Global Payroll validates the data and tells Variable Compensation which awards have been accepted and which have not. Accepted awards are loaded into the Positive Input Generated Data table.

When you run the Payroll process, the system processes the award data just as it processes positive input that is received from any source. Just before you finalize the pay run, you notify Variable Compensation that the award data has been processed. You can reject or delete award data before it is processed.

See Also

PeopleSoft Human Resources PeopleBook: Manage Variable Compensation, "Managing Awards Approval and Payout," Integrating With PeopleSoft Payroll for North America and PeopleSoft Global Payroll

"Working With Positive Input"

Setting Up Global Payroll to Work With Variable Compensation

In the Variable Compensation module, each variable compensation plan must be mapped to the appropriate Global Payroll earnings elements.

In Global Payroll, you identify the earnings elements that are associated with the award records that you want to retrieve and process. You enter this information on the Run Types page (in the Variable Compensation Details group box) when you set up the run type for the calendars that you use for award processing.

During the award retrieval process, the system retrieves only the award records that are associated with the earnings elements that are included in the run type.

See Also

"Using Calendars," Defining Run Types

Retrieving and Validating Awards

After Variable Compensation sends award records to Global Payroll, you retrieve and validate the records. Records that pass the validation process are loaded into the Positive Input Generated Data table and can no longer be updated.

Global Payroll notifies Variable Compensation of awards records with errors. You can view the error messages through PS Application Message Monitor, though these messages are intended for the Variable Compensation administrator. Each message has a status of E (error) and includes one of the following reason codes:

- 03: Invalid Currency Code
- 05: Transaction already exists
- 09: Error Updating GP
- 11: Error Updating ACK_PUB
- 13: Invalid Pin Num

The Variable Compensation administrator makes necessary corrections and resubmits the revised records to Global Payroll.

In this section, we discuss how to:

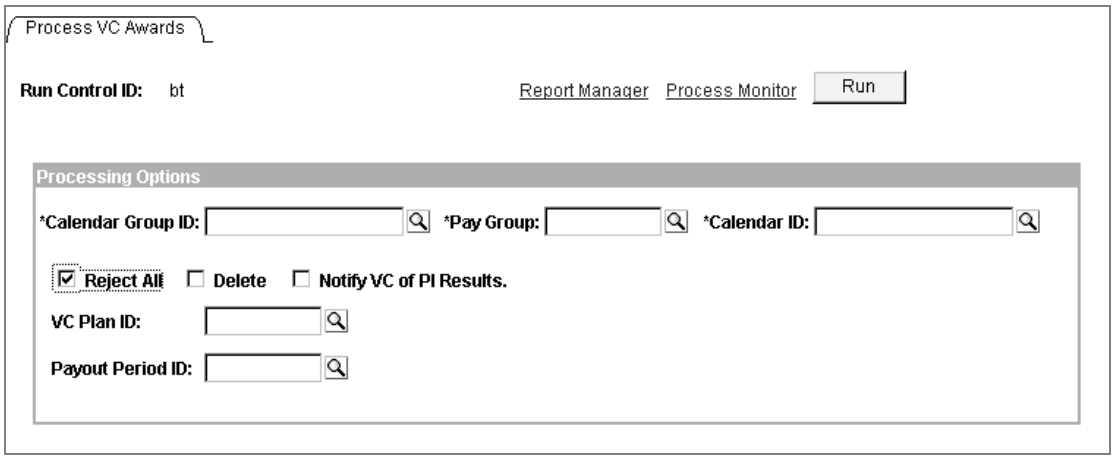
- Retrieve awards.
- Reject awards.
- Delete awards.
- Notify Variable Compensation of payroll results.

Page Used to Retrieve Variable Compensation Awards

Page Name	*Object Name*	*Navigation*	*Usage*
Process VC Awards (process variable compensation awards)	GP_VC_AWARDS	Compensate Employees, Manage Global Payroll Process, Process, Variable Comp Run Control	Retrieve and validate Variable Compensation awards; reject or delete awards; notify Variable Compensation at the end of a pay run.

Retrieving Variable Compensation Awards

Access the Process VC Awards page.



Process VC Awards page

To retrieve award data:

1. Select the **Calendar Group ID, Pay Group,** and **Calendar ID.**
2. Click the **Run** button.

Calendar Group ID — Select the Calendar Group ID that is associated with the pay run in which the award data will be processed.

The Calendar Group ID determines the pay group and calendar ID that populate the Positive Input table. The Source Calendar Run ID is populated with the VC Plan ID.

Pay Group — Select the pay group that is associated with the payees who are to receive awards.

Calendar ID — Select the calendar with which the award data is associated.

Note. The system retrieves and processes only awards that are linked to the earnings elements that are listed on the run type for this calendar.

Reject All — Select to reject award data for a selected plan ID and payout period that has been retrieved by Global Payroll.

Warning! Select this option *only* at the request of the Variable Compensation administrator.

Delete — Select to delete award data for a selected plan ID and payout period that has been retrieved by Global Payroll.

Notify VC of PI Results (notify variable compensation of positive input results) — After a pay run is finalized, select this option to notify Variable Compensation of the results.

VC Plan ID, Payout Period ID	These fields appear if you selected **Reject All** or **Delete.** Select the variable compensation plan and payout period for which you want to reject or delete awards.

Rejecting Awards

If the Variable Compensation administrator submits the wrong set of award records, you can reject all records for a selected plan ID and payout period if Global Payroll has not yet retrieved the records. This feature prevents further processing of the awards and should be used only at the request of the Variable Compensation administrator. When you reject awards, Global Payroll sends a message to Variable Compensation with this code:

Code 07: Reject All - Requested by User/Reject All.

To reject award records:

1. Access the Process VC Awards page.
2. Enter the **VC Plan ID** and **Payout Period ID.**
3. Select the **Reject All** check box.
4. Click the **Run** button.

Deleting Awards

You can delete award records that have been loaded into Global Payroll if they have not yet gone through the Calculate phase of the payroll process. When you delete records, Global Payroll sends a message to Variable Compensation with this code:

12: Deleted from GP PI/Deleted

To delete award records:

1. Access the Process VC Awards page.
2. Enter the **VC Plan ID** and **Payout Period ID.**
3. Select the **Delete** check box.
4. Click the **Run** button.

Notifying Variable Compensation of Payroll Results

When you're ready to finalize a pay run that includes award data, you send a notice to Variable Compensation. The notice includes the following information with a status of *Paid:*

- Empl ID (employee ID)
- Empl Rcd Nbr (employee record number)
- VC Plan ID (Variable Compensation plan ID)
- VC Payout Period
- GB Group ID
- VC Award Date
- VC Award Value

Global Payroll also notifies Variable Compensation of any awards that are not paid. These awards are assigned a status of *Error* or *Reject* and are returned with the reason for the failure.

You can run the notification process more than once. Each time you do so, the system retrieves everything that Variable Compensation has not been notified of before.

To notify Variable Compensation of payroll results:

1. Access the Process VC Awards page.
2. Select the Notify VC of PI Results check box.
3. Click the **Run** button.

Positive Input Fields Updated by Award Data

The following table shows the award values that populate the positive input fields in Global Payroll.

PI Field	*Value*
EMPLID	Matches VC Award - EMPLID
EMPL_RCD	Matches VC Award - EMPL_RCD
GP_PAYGROUP	Matches VC Award - GP_PAYGROUP
CAL_ID	Matches VC Award - CAL_ID
SRC_CAL_ID	Matches VC Award - VC_PLAN_ID
PIN_VER_NUM	1
PIN_NUM	Matches VC Award - PIN_ERN_NUM
PI_SOURCE	G
GEN_INSTANCE	1
END_DT	Matches VC Award - END_DT
BGN_DT	Matches VC Award - BGN_DT

PI Field	*Value*
SRC_CAL_RUN_ID	Matches VC Award - CAL_ID
ENTRY_TYPE_ID	ER0
PI_ACTION_TYPE	O
CURRENCY_CD	Matches VC Award - CURRENCY_CD
GP_AMT	Matches VC Award - VC_AWARD_VALUE
ENTRY_TYPE_AMT	'002'
DESCR	'VC Award Payment'

Enterprise Integration Points for Variable Compensation Data

Two EIPs are used to transfer Variable Compensation data between Human Resources and Global Payroll:

- Acknowledgement/Verification of Variable Comp Payment (GP)
  - This EIP uses the VAR_CMP_PAYMENT_ACKNOWLEDGE_GP application message. The data is delivered through the VAR_COMP_PAYROLL_INTERFACE channel.
  - The EIP also uses the VAR_CMP_PAYMENT_ACKNOWLEDGE_GP publish rule.
  - Global Payroll publishes data to the PS_PYVC_ACK_PUB table. Human Resources then subscribes to the table to retrieve PeopleSoft Payroll data. This publish and subscribe activity is nearly realtime.
- Variable Comp Request for Payment (GP)
  - This EIP uses the VAR_COMP_PAYMENT_REQUEST_GP application message. The data is delivered through the VAR_COMP_PAYROLL_INTERFACE channel.
  - PeopleSoft Human Resources publishes data to the PS_VCGP_RQT_PUB table for use by Global Payroll.

Note. To research the technical details of an 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.

Using Component Interfaces to Access Components

A component interface is a PeopleTools object, created in PeopleSoft Application Designer, that enables you to access a PeopleSoft component from another application, such as another PeopleSoft component, a PeopleSoft Application Engine program, or another external

application. The application can synchronously update a component's underlying data and use its business logic without knowing the details of page structures and component definitions.

The Variables by Category component, delivered with PeopleSoft Global Payroll, uses a component interface to update the Variables component. Data that you enter through the Variables by Category component instantly updates the table that is behind the Variables component.

Suppose you want to create a new page to enter absence events. You can create the page using Application Designer, then using PeopleCode, you can call the component interface GP_ABSENCE_EVENT to update the GP_ABS_EVENT table in the GP_ABS_EVENT component.

We provide component interfaces for the following areas in Global Payroll:

Component Interface	*Description*	*Tables Updated*
GP_POSITIVE_INPUT	Positive Input Entry and Supporting Element Overrides	GP_PI_MNL_DATA GP_PI_MNL_SOVR
GP_PAYGROUP_SOVR	Pay Group Supporting Element Overrides	GP_PYGRP_SOVR
GP_PAYENTITY_SOVR	Pay Entity Supporting Element Overrides	GP_PYENT_SOVR
GP_PYE_SECTIONS	Payee Sections	GP_PYE_SECTION
GP_PYE_ERN_DED_ASGN	Payee Earnings/Deduction Assignment	GP_PYE_OVRD
GP_ABSENCE_EVENT	Absence Event Entry	GP_ABS_EVENT
GP_VARIABLES	Values of Variables	GP_VARIABLE

See Also

PeopleTools PeopleBook: Integration Tools, "PeopleSoft Component Interfaces"

"Defining Calculation Elements," Viewing or Updating the Values of Variables in the Same Category and Defining Variable Elements

"Working With Positive Input," Entering Positive Input for One Payee and Overriding System and Variable Elements

"Understanding Overrides," Defining Pay Group Overrides, Defining Pay Entity Overrides, and Assigning and Disabling Earnings and Deduction Elements for Payees

"Defining Processing Elements," Creating a Payee Section for a Process List

"Absence Entry and Processing," Entering Updating, and Voiding Absence Events

CHAPTER 26

Using the Utilities

This chapter provides an overview of the PeopleSoft Global Payroll utilities and discusses how to:

- Define element relationships.
- Add records to an element map.
- View element relationships.
- Create and export rule packages.
- Compare and upgrade rule packages
- Rename elements.
- Create and upgrade nonrule packages.
- Compare and upgrade nonrule packages.
- Monitor the status of a package.
- Copy packages.
- Stamp and package elements by version.

Understanding Utilities

PeopleSoft Global Payroll provides a suite of integrated tools for implementing and maintaining the elements that define your payroll rules. You can use these utilities to view the relationships between elements, package and move elements and data between databases, and delete elements. When implementing your payroll system, you can use the utilities to move all or selected rules that you've created and tested into your production database. In an existing system, they streamline the process of introducing new rules, installing system updates, and moving processing results and payroll data to other databases.

Important Guidelines

- Operations involving the utilities can have a significant impact on the system, so anyone using these tools must be very familiar with PeopleSoft Global Payroll.

- Source and target databases must use the same PeopleTools release and share the same base language.
- Do not change the PIN_CODE in the Global Payroll language table (GP_PIN_LANG). Doing so can affect the movement of this table.
- The utilities shouldn't be used during a pay run or while online work is being performed, but rather after business hours.

Terminology

Rule	One or more elements that define a business rule applicable to your payroll system, such as an earnings or deduction rule or a count or rounding rule. The primary key for a rule is PIN_NUM.
Nonrule	Nonrule data includes processing results, payee data, setup definitions, and other data where PIN_NUM isn't the primary key.
PIN Number (pay item name number)	A pointer back to a PIN name, related data in GP_PIN and other tables. Generated and assigned to each element that's delivered with PeopleSoft Global Payroll and each element that you create. PeopleSoft Global Payroll programs access and process elements by referring to their PIN numbers (PIN_NUM), not their names. PIN numbers are assigned sequentially in a given database, meaning that the same element can have different PIN numbers in different databases. So when you move elements between databases, the utilities don't rely on PIN_NUM to determine if the source elements that you're copying exist in the target database.
PIN Code (pay item name code)	The only element attribute that must be unique across databases. Like a PIN number, it's automatically assigned to each element that's delivered with PeopleSoft Global Payroll or that you create. Consists of the element name plus the suffix *ALL*, if the element is used by all countries, or a three-character country code, if the element is used by one country—for example, BASE ALL or BASE USA. When you move elements between databases, the system compares the elements that you're exporting with those in the target database. PIN code is one of the attributes that the system checks when comparing elements.
Element Map	Depicts the relationships between the elements in your database. For example, if you have an earnings element with a calculation rule of rate × units, where the number of units is returned by a formula, you can use the element

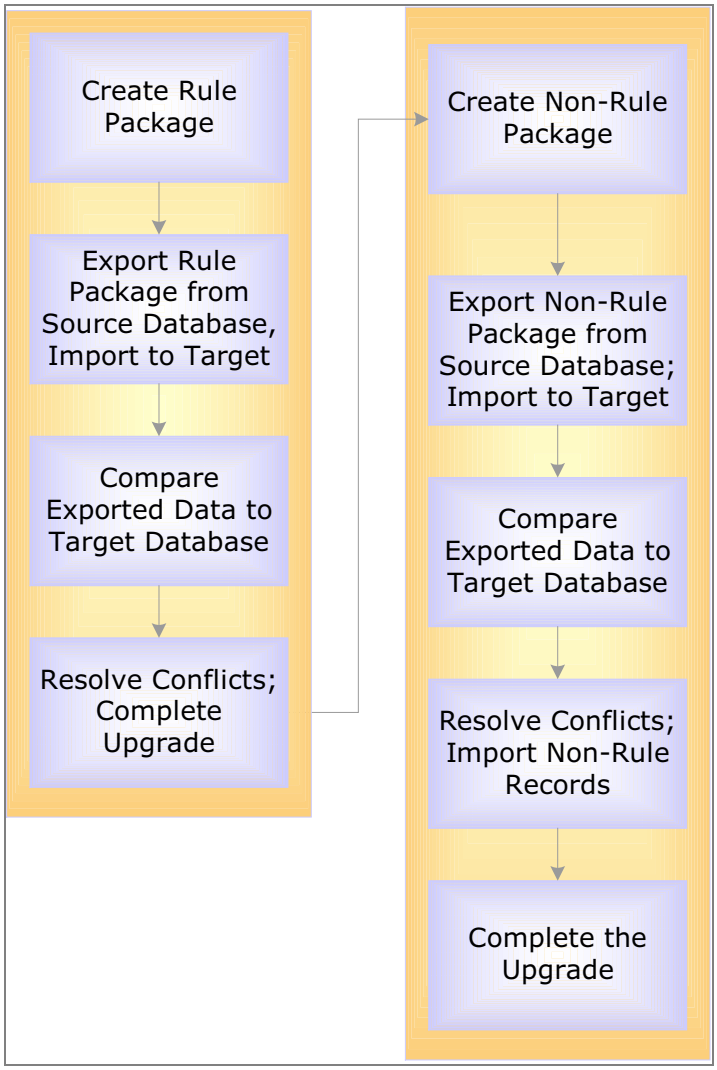
	map to see how the components and formula elements are connected to your earnings element. The element map plays a critical role in packaging and moving elements and data to other databases. Because the map must be current and accurate when you create packages, the system rebuilds it when you start the process that creates rule packages. During mapping, the system validates that the defined fields exist in the records. **Note.** Mapping includes PIN-level records only. Records that don't have a PIN number as the primary key aren't included in the map.
Focus Element	The focal point of a process or action.
Upgrading	Copying items from a source database to a target database; comparing the copied items with the target database; and overlaying items in the target database or adding new items, depending on the comparison results. The upgrade process can delete selected items from the target database after they're copied.

See Also

"Understanding the Core Application Architecture," Why the Core Application Uses PIN Processing

Understanding the Packaging and Upgrading Processes

To move rules and data between databases, you use several utilities in a specific sequence. The illustration shows the typical sequence for using the utilities to move rules and data between databases.



Moving rules and data between databases

To move rules and data between databases:

1. Create and upgrade a rule package.

   A rule package contains elements that are defined in records with PIN_NUM as the primary key. You use the Create Rule Package utility to package the elements being moved. You can select individual elements by name, specify the attributes of the elements to include in the package, or both. You tell the system whether you want to include only the focus elements or the focus elements plus the elements the focus elements use, based on the element map.

   You can direct the system to delete or upgrade elements in the target database. A batch process creates a package of elements that you can view online.

   After creating a package, you export it from the source database and import it into the target database; the system adds 50000000 to the value of each PIN number in the

package to avoid overwriting elements in the target database that have matching PIN numbers.

An online Compare process follows, where the system compares the packaged elements with those in the target base. The goal is to determine which elements are new to the target database, which match elements that exist in the database, and which need deleting according to your instructions. Elements that are new to the target database are assigned the next PIN number.

After reviewing the results of the comparison and resolving conflicts, you complete the upgrade process.

2. Create and upgrade a nonrule package.

   Nonrule packages contain data from records where PIN_NUM is *not* the primary key—plus information about related elements.

   To create a nonrule package:

   a. Define the criteria for creating the package of data to move.

   b. Export the nonrule data and element information from the source database.

   c. Import information for the elements (not the elements themselves) into the target database.

   d. Run a Compare process that compares the packaged elements with those in the target base and identifies conflicts to address before export completion.

   e. Import the nonrule data and start an upgrade process that renumbers the PINs in the nonrule data records that were moved to the target database.

      Say the absence results record, GP RSLT ABS, contains a take element with a PIN number of 1333 on the source database. The element was moved to the target database, and because it matches (based on PIN code) an element in the target database with PIN number 3453, the nonrule packager renumbers the value in the GP RLST ABS record.

Overview of the Versioning Functions

You can use the versioning utilities of PeopleSoft Global Payroll for assigning a version number to elements and for packaging elements by version. Having created a package, you can move it to another database. In this case, the system moves only the changed rows of the element definition and any new elements.

Overview of the Delete Function

To delete rules from the target or source database, you can enter instructions for deleting elements when defining the selection criteria for a package. To preserve the integrity of your

data, you can delete an element only if it's not associated with other active elements. That is, the element being deleted must meet all the following conditions:

- Not used in a result table.
- Not associated with payee data.
- Not linked to a nonrule table.
- Not used by another element.
- Not created by PeopleSoft.

See Also

Selecting Elements for a Rule Package

Selecting Elements for a Rule Package by Attribute

Common Elements Used in This Chapter

Package Status	Click this link to access the Package Status page.
Export Package	Click to access the Packager Options dialog box, where you select from three export options.
Target PIN Number (target pay item name number)	The element's PIN number in the target database.

Defining Element Relationships

The Define Element Relationships utility builds an element map that shows how elements with PIN numbers are related. It defines the relationship between rule and nonrule data, which is important when deleting items and packaging nonrule data.

Although the system rebuilds the map when you create a rule package, we recommend that you rebuild the map when defining new elements, changing existing elements, or deleting elements. It's also advisable to rebuild the map for the target database after completing an upgrade. This ensures that the map is current when displayed.

In this section, we discuss how to:

- Rebuild element maps.
- Review for errors.

See Also

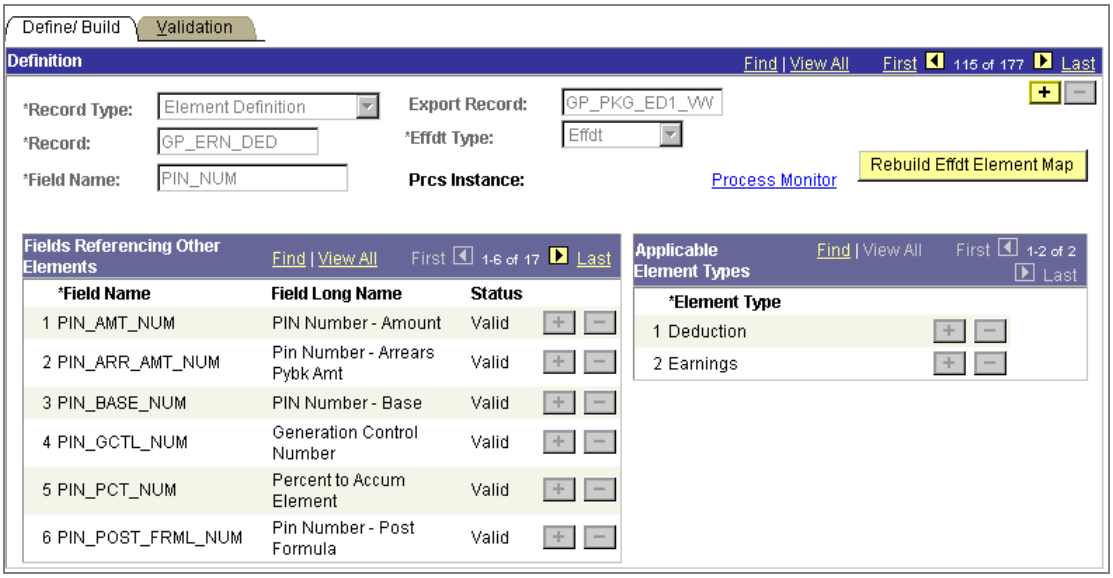
Adding Records to the Element Map

Pages Used to Define Element Relationships

Page Name	Object Name	Navigation	Usage
Define/Build	GP_PIN_FLD_MAP	Define Business Rules, Define Global Payroll Rules, Utilities, Define Element Relationships	Start the GP_PINMAP process, which rebuilds element maps. Displays which records contain fields that store PIN numbers. You can add and delete records that you've created to the rule map.
Validation	GP_PIN_FLD_MAP_ERR	Define Business Rules, Define Global Payroll Rules, Utilities, Define Element Relationships, Validation	Review for errors after rebuilding the element map.

Rebuilding the Element Map

Access the Define/Build page.



Define/Build page

This page only lists those records that contain elements (that is, fields that store PIN numbers for elements). PIN NUM is often the key to these records, though this is not always the case.

Note. You cannot edit this page if it displays information for a PeopleSoft-delivered object. For information about using this page to add records to the element map, see "Adding Records to the Element Map" later in this chapter.

Rebuild Effdt Element Map (rebuild effective-dated element map)

Click to start the rebuild process. If the system cannot build the element map because of errors, this message appears on the page: "Effdt Element Map hasn't been built. Please check Validation page for errors."

Record Type

The type of record that contains elements. Values are:

Element Definition: Records of this type define elements with a primary key of PIN_NUM. Examples: GP_ERN_DED (earnings and deductions), GP_ABS_TAKE (absence takes), GP_ARRAY arrays and GP_FORMULA (formulas)

Records that contain elements but don't define elements have one of the following record types:

Set-up Definition: These are records you define when you implement PeopleSoft Global Payroll. Examples: GP_ELIG_GRP_MBR (eligibility group member) and GP_RUN_TYPE_DTL (run type detail).

Output Result Data: These records contain calculation results. Examples: GP_RSLT_ACUM (accumulator results) and GP_RSLT_PIN.

Payee Data: These records contain payee-specific data. Examples: GP_ABS_EVENT (absence events) or GP_PYE_OVRD (payee overrides)

Record

The name of the record, containing one or more elements.

Field Name

The field in the record that uses other PIN number fields on that record.

For a record type of ***Element Definition,*** the system displays the name of the key field (PIN_NUM).

Export Record

The name of the record that the system uses when exporting this data to another database.

Effdt Type (effective date type)

Identifies whether the record is effective-dated.

Effdt (effective date): Indicates that the record is effective-dated. Example: GP_BRACKET.

Note. If you include in a package an element that has more than one effective-dated row, the system tries to match each row when comparing the source elements with the target database. If it finds a match, it replaces the row in the target database; if it doesn't find a match, it adds the row to the target database.

No Effdt (not effective-dated): Indicates that the record doesn't have an effective date. Example: GP_ARRAY.

Note. If you include in a package an element with no effective date, the system replaces all data for that element in the target database when you start the upgrade process.

Begin – End: Indicates that the record isn't effective-dated but contains begin and end dates. Example: GP_ACM_MBR.

Note. If you include in a package an element with begin and end dates, the system replaces all data for that element in the target database when you start the upgrade process.

Fields Referencing Other Elements

This group box displays all fields that store the PIN numbers of (member) elements that are used by the record/field combination at the top of the page.

The sample page displays information for GP_ERN_DED, the record that defines earnings and deduction elements. This record can use up to 17 elements. PIN_AMT_NUM and PIN_BASE_NUM are some of the fields that store PIN numbers of member elements. For example, PIN_BASE_NUM identifies the element that returns the base amount. To resolve an earnings or deduction element, the system must know the PIN numbers of elements that store the amount, base, generation control instructions, and so on.

Field Name The name of the field that stores a member element's PIN number.

Field Long Name The long name of the field.

Status The field's status. Options are:

Valid: Indicates that the field existed in the record when the element map was last rebuilt.

Invalid: Indicates that the field no longer existed in the record when the element map was last rebuilt. The system flags invalid fields when you rebuild the element map.

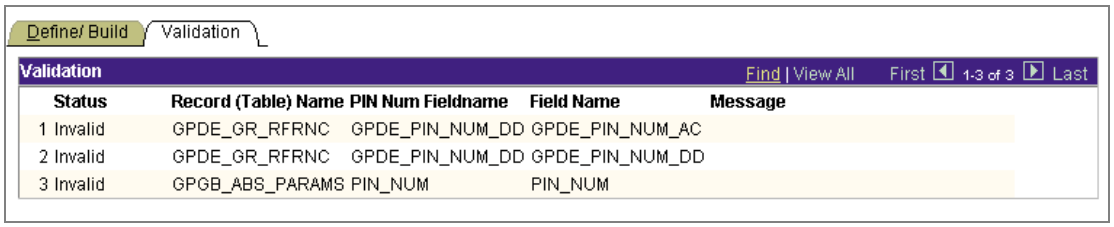
Applicable Element Types

When the record type is *Element Definition,* this group box identifies the corresponding element types. For example, the element types that apply to GP_ERN_DED are ***Earnings*** and ***Deductions.***

Element Type Important when packaging elements. The element type that you select when creating a package gives the system information for selecting rows from the appropriate record.

Reviewing for Errors

Access the Validation page.



Validation page

Review this page for errors generated by the rebuild process.

Status Options are:

Invalid: An error occurred. Usually means that a field has been renamed or removed from the record.

If this is a PS Delivered/Maintained (PeopleSoft delivered/maintained) element, contact the PeopleSoft Global Support Center.

If the error involves a record that you created, check the record to make sure all the fields are still valid.

Record (Table) Name Identifies the record that contained the invalid field.

PIN Num Fieldname (pay item name number field name) Displays the name of the field that appears in the Field Name field at the top of the Define/Build page.

Field Name Displays the field name that no longer exists in the record but appears on the Define/Build page.

Message Error message pertaining to the specific field.

Adding Records to the Element Map

This section explains how to add records that you create to an element map. The procedure depends on the record's main (first) key:

- If the main key is PIN_NUM, the record type is *Element Definition,* also called Rule Definition.

Follow the "Adding Rule Definitions to an Element Map" procedure.

- If the main key is not PIN_NUM, the record type is *Output Result Data, Payee Data,* or *Set Up Definition,* depending on its purpose.

Follow the "Adding Nonrules to an Element Map" procedure.

Adding Rule Definitions to an Element Map

To add a rule definition to an element map:

1. Use PeopleTools to create a SQL view for the record.

   The view must have the same structure as your new record, as illustrated in the following example.

   The first line of the Select statement must read:

   SELECT PIN_NUM + 50000000

2. On the Define/Build page, add a row for the new record.
3. Complete the fields on the Define/Build page, as follows:
   a. For Record Type, select *Element Definition.*
   b. For Record, select your new record.
   c. For Field Name, select *PIN_NUM.*
   d. For Export Record, select the view that you created in step 1.
   e. For Effdt Date, select the appropriate value for the record.
   f. In the Fields Referencing Other Elements group box, list each field in your record that contains a PIN number. You can select only from numeric fields with 8 digits.
   g. If you selected *Element Definition* for the record type, identify the element types in the Applicable Element Types group box.
4. Click Rebuild Effdt Element Map to start the Rebuild process.

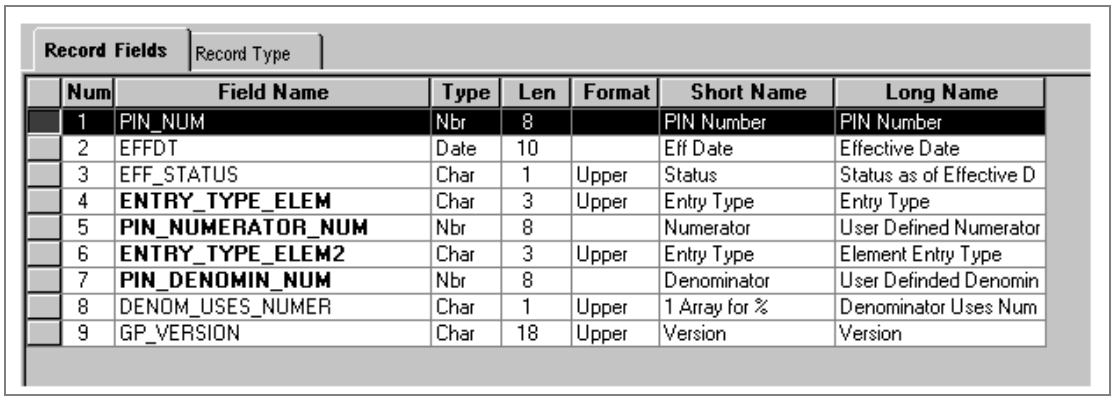
Important! After adding an element definition record to the element map, follow the rules for Defining Version Relationships.

See Also

Defining Version Relationships

Example

This illustration shows how your SQL statement should match the record structure.



Record Fields | Record Type

Num	Field Name	Type	Len	Format	Short Name	Long Name
1	PIN_NUM	Nbr	8		PIN Number	PIN Number
2	EFFDT	Date	10		Eff Date	Effective Date
3	EFF_STATUS	Char	1	Upper	Status	Status as of Effective D
4	**ENTRY_TYPE_ELEM**	Char	3	Upper	Entry Type	Entry Type
5	**PIN_NUMERATOR_NUM**	Nbr	8		Numerator	User Defined Numerator
6	**ENTRY_TYPE_ELEM2**	Char	3	Upper	Entry Type	Element Entry Type
7	**PIN_DENOMIN_NUM**	Nbr	8		Denominator	User Definded Denomin
8	DENOM_USES_NUMER	Char	1	Upper	1 Array for %	Denominator Uses Num
9	GP_VERSION	Char	18	Upper	Version	Version

Record definition for GP_PRORATION

```
SELECT PIN_NUM + 50000000
, EFFDT
, EFF_STATUS
, ENTRY_TYPE_ELEM
, PIN_NUMERATOR_NUM
, ENTRY_TYPE_ELEM2
, PIN_DENOMIN_NUM
, DENOM_USES_NUMER
, GP_VERSION
  FROM PS_GP_PRORATION
```

SQL statement for the corresponding SQL view

See Also

PeopleTools PeopleBook: Application Designer, "Creating SQL View and Dynamic View Select Statements"

Adding Nonrules to an Element Map

To add a nonrule to an element map:

1. Use PeopleTools to create a SQL view for the record.

   The view must have the same structure as your new record, as illustrated in the following example.

   In the Select statement, enter + *50000000* after each field in the record that references a PIN number.

2. On the Define/Build page, add a row for the new record.

3. Complete the fields on the Define/Build page as follows:

   a. For Record Type, select Output Result Data, Payee Data, or Set up Definition.

b. For Record, select your new record.

c. For Export Record, select the view that you created in step 1.

d. For Field Name, select any field in the record that references PIN_NUM.

e. In the Fields Referencing Other Elements group box, list each field within your record that contains a PIN number. You can only select from numeric fields with 8 digits.

f. For Effdt Date, select the appropriate value for the record.

4. Click Rebuild Effdt Element Map to start the Rebuild process.

Example

This illustration shows how your SQL statement should match the record structure.

Record Fields | Record Type

Num	Field Name	Type	Len	Format	Short Name	Long Name
1	EMPLID	Char	11	Upper	ID	EmplID
2	EMPL_RCD	Nbr	3		Empl Rcd#	Empl Rcd Nbr
3	PIN_NUM	Nbr	8		PIN Number	PIN Number
4	BGN_DT	Date	10		Begin Date	Begin Date
5	**PIN_SOVR_NUM**	Nbr	8		Supp Ovr PIN	Supp Element PIN numb
6	END_DT	Date	10		End Date	End Date
7	ENTRY_TYPE_SOVR	Char	3	Upper	Element Type	Element Entry Type
8	**SOVR_VAL_CHAR**	Char	25	Upper	Value	Character Value
9	SOVR_VAL_NUM	Sign	12.6		Value	Numeric Value
10	**SOVR_VAL_DT**	Date	10		Value	Date Value

Record definition for GP_ PYE_OVR_SOVR

```
SELECT EMPLID
,EMPL_RCD
,PIN_NUM + 50000000
,BGN_DT
,PIN_SOVR_NUM + 50000000
,END_DT
,ENTRY_TYPE_SOVR
,SOVR_VAL_CHAR
,SOVR_VAL_NUM
,SOVR_VAL_DT
  FROM PS_GP_PYE_OVR_SOVR
```

SQL statement for the corresponding SQL view

See Also

PeopleTools PeopleBook: Application Designer, "Creating SQL View and Dynamic View Select Statements"

Viewing Element Relationships

You can use the View Element Relationships utility to view hierarchical map, including a map that existed as of a specific date.

In this section, we discuss how to:

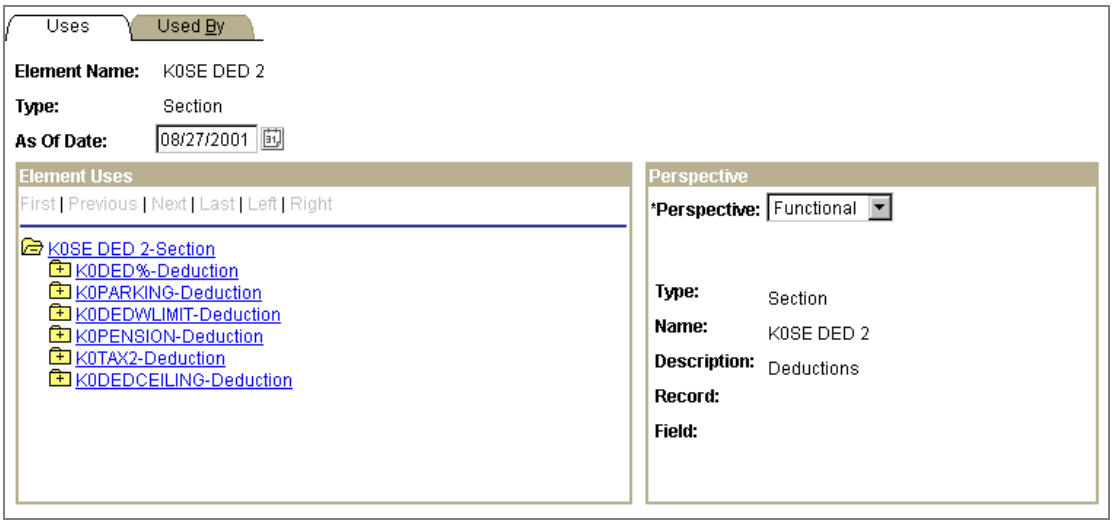
- View elements used by the focus element that you select.
- List elements that use the focus element.

Pages Used to View Element Relationships

Page Name	*Object Name*	*Navigation*	*Usage*
View Element Relationships - Uses	GP_PINTREE_EFFDT	Define Business Rules, Define Global Payroll Rules, Utilities, View Element Relationships, Uses	View a map of elements that a focus element uses. The element relationship map must be built before the data is displayed.
View Element Relationships - Used By	GP_PINTREE_EFFDT 2	Define Business Rules, Define Global Payroll Rules, Utilities, View Element Relationships, Used By	Lists elements that use the focus element.

Viewing the Elements That a Focus Element Uses

Access the View Element Relationships - Uses page.



View Element Relationships - Uses page

Element maps include elements only. So, when looking at the map for an earnings element, you don't see fields for frequency, currency, and other nonelement information.

Element Name The name of the element that you selected on the search page. This is the *focus* element.

Click it to see the list of elements it uses—its *member* elements. The information appears in a tree structure that expands or collapses as you click the + or – folder before an element name.

The sample page shows that the section element, KOSE DED 2, uses six deduction elements.

Formula and bracket elements appear repeatedly in the tree, because they return values to themselves.

Type The element type of the focus element.

As Of Date To see the relationship map that was in effect on a specific date, enter the date in this field.

Perspective

To see additional information on a related element, click the element name in the **Element Uses** group box and select a view in the **Perspective** field.

Perspective Select the format for the data in this group box. Options are:

Functional: Displays descriptive names of the data.

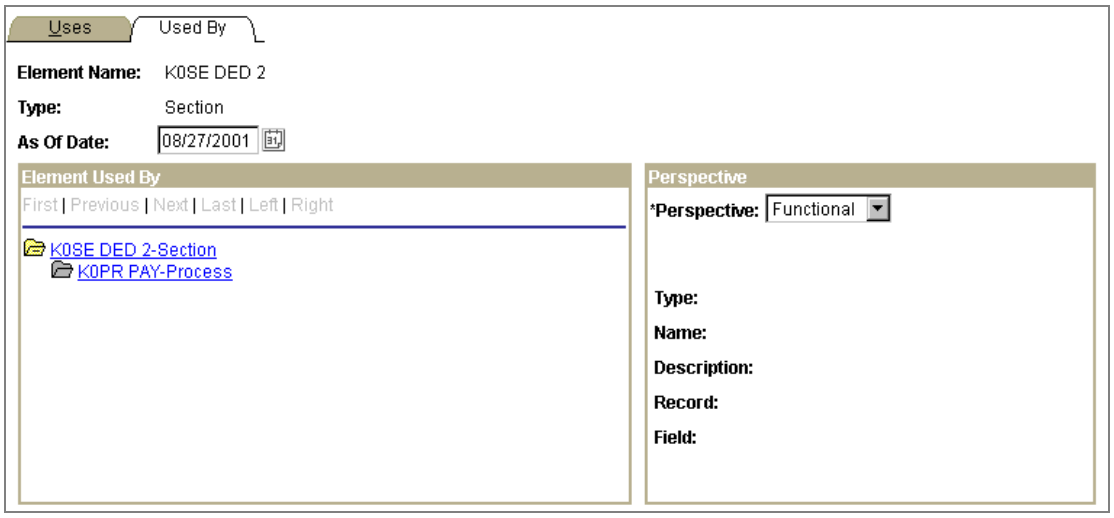
Technical: Displays technical names for the data.

Type The element type of the selected element.

Name	The name of the selected element. (The name is the same for the functional and technical views.)
Description	The description of the selected element. (The description is the same for the functional and technical views.)
Record	The name of the record in which the selected element resides.
Field	The name of the field that stores an element's value.

Viewing Elements That Use a Given Focus Element

Access the View Element Relationships - Used By page.



View Element Relationships - Used By page

This page resembles the View Element Relationships - Uses page but shows all elements that use the focus element.

See Also

Viewing the Elements That a Focus Element Uses

Displaying the Status of a Package

The Package Status page tells you which processes have been completed for a particular package. You access this page by clicking the Package Status link that appears on many of the rule, nonrule, and versioning pages described in this chapter.

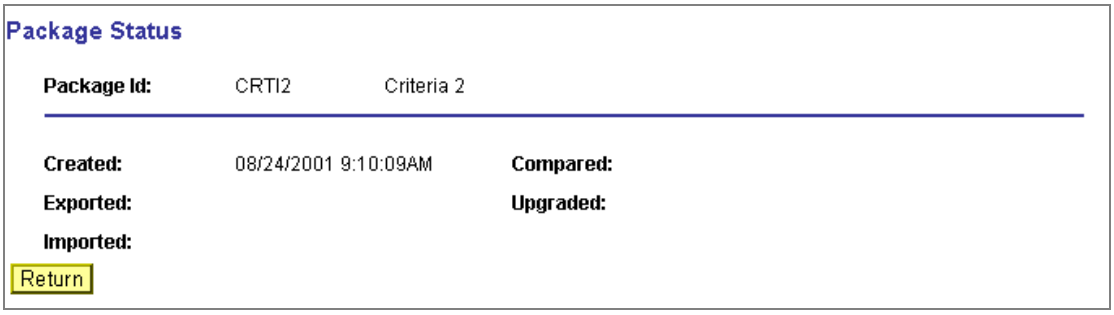
A package's status determines the pages from which you can access the package.

Page Used to Display a Package's Status

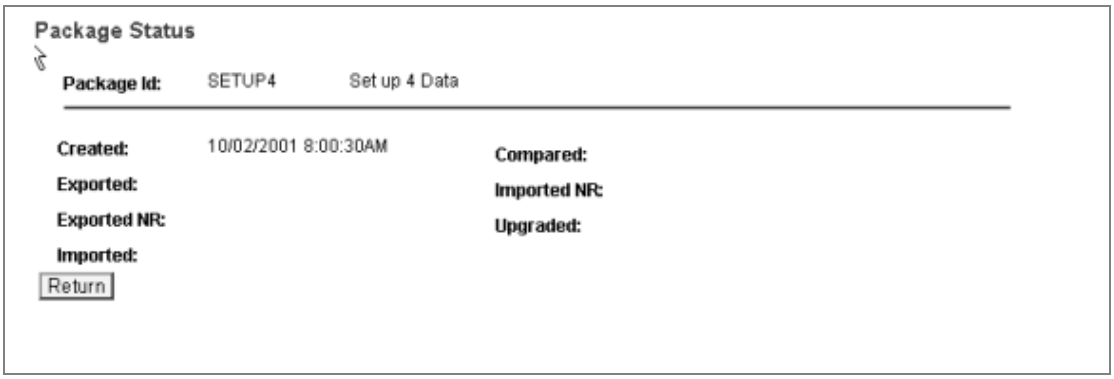
Page Name	*Object Name*	*Navigation*	*Usage*
Package Status	GP_PKG_DTTM_SEC	Define Business Rules, Define Global Payroll Rules, Utilities, Create Rule Package. Click the Package Status link. You can access this page from many of the pages that you use to package rules and nonrules.	Display the date and time a package was created, exported, imported, compared, and upgraded.

Displaying a Package's Status

Access the Package Status page.



Package Status page (rule package)



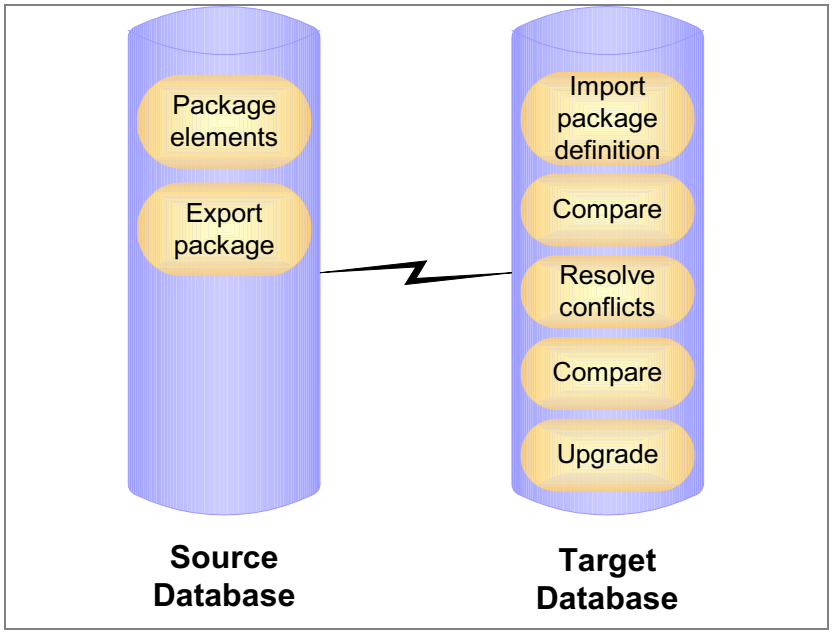
Package Status page (nonrule package)

The last completed process determines what process you can run next:

The **Compared** and **Upgraded** time and date appear when you're logged onto the database into which the package is being moved.

Creating and Exporting Rule Packages

Rule packages include elements that are defined in records where PIN_NUM is the key. You can create a rule package and move its elements to a target database. A snapshot of this process follows.



Moving rules between databases

To move rules from one database to another:

1. Define and create a rule package with the Create Rule Package component.
2. Export the rule package through Windows.
3. Compare and upgrade the elements in the package, using the Compare and Upgrade Package component.

Defining and Creating Rule Packages

Use the Create Rule Package component to define the selection criteria for the elements to include in your package and to specify the action the system takes for each element: upgrade (copy) the element to the target database or delete the element from the target database.

You can define two sets of selection criteria:

- Use the Create Rule Package - Packaging Criteria 1 page to select elements by name.
- Use the Create Rule Package - Packaging Criteria 2 page to select elements by attribute (element type, owner, used by, class, category, country). You can modify the SQL code the system uses when it selects elements that meet your Criteria 2 parameters.

If you complete both pages, the system selects all elements that meet the criteria defined on the Create Rule Package - Packaging Criteria 1 page or the Create Rule Package - Packaging Criteria 2 page.

You can start the package creation process from either page.

To define and create the rule package using the Create Rule Package component:

1. Define the selection criteria for the elements to move and delete from the target database.
2. Run the Create Package process.
3. View the package and deselect any elements that you're not moving.

Warning! If you add or change an element after creating a package, create a new package that includes the element.

In this section, we discuss how to:

- Name a rule package and enter comments.
- Select specific elements for a rule package.
- Select elements for a rule package by attribute.
- Display and modify the SQL Where clause for selection criteria.
- Display the elements in a rule package.
- Export a package of elements.

Pages Used to Create and Export Rule Packages

Page Name	*Object Name*	*Navigation*	*Usage*
Create Rule Package - Package Definition	GP_PKG_DFN	Define Business Rules, Define Global Payroll Rules, Utilities, Create Rule Package	Name a rule package and enter a description and comments.

Page Name	Object Name	Navigation	Usage
Create Rule Package - Packaging Criteria 1	GP_PKG_CRITERIA1	Define Business Rules, Define Global Payroll Rules, Utilities, Create Rule Package, Packaging Criteria 1	Select specific elements for a rule package. Start the batch process that creates the package.
Create Rule Package - Packaging Criteria 2	GP_PKG_CRITERIA2	Define Business Rules, Define Global Payroll Rules, Utilities, Create Rule Package, Packaging Criteria 2	Select elements for a rule package by attribute (element type, owner, used by, class, category, country). Modify the SQL code the system uses to select elements that meet the Criteria 2 parameters.
Where Clause	GP_PKG_CRIT2_SEC	Define Business Rules, Define Global Payroll Rules, Utilities, Create Rule Package, Packaging Criteria 2. Click the Show Where Clause link.	Display and modify the SQL Where clause for the selection criteria defined on the Packaging Criteria 2 page.
Create Rule Package - View Package	GP_PKG_VIEW	Define Business Rules, Define Global Payroll Rules, Utilities, Create Rule Package, View Package	Display the elements in a rule package. Display the action (upgrade or delete) that the system takes when you copy the package. You can deselect elements in the package.
Export Package - Package Export	GP_PKG_ELEM_EXP	Go, Define Business Rules, WinClient Access, Process, Export Package, Package Export	Export a package of elements. You must create a package before you can export it.

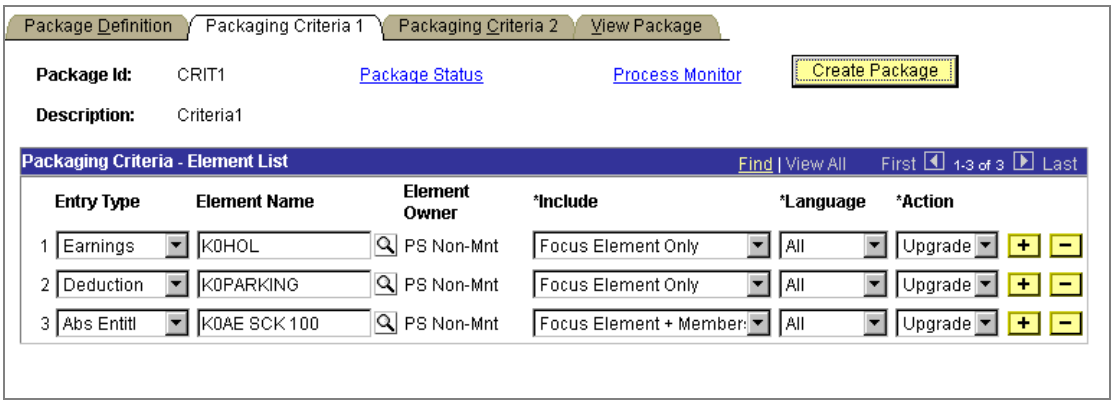
Naming a Rule Package

Access the Create Rule Package - Package Definition page.

Enter a description of the package and comments.

Selecting Elements for a Rule Package

Access the Create Rule Package - Packaging Criteria 1 page.



Create Rule Package - Packaging Criteria 1 page

Create Package Click to start the Create Package program (GP_PKG_CR). You can view the process status through the Process Monitor. Wait until the program has finished before opening a page that's associated with the package.

If the process fails due to mapping errors, the Process Monitor indicates "*No Success*," and the log file notifies you that the map wasn't built. This message appears on the Create Rule Package - View Package page above Element List: "*Package not created - there are errors in Element Relationship.*"

If the process fails for any other reason, contact PeopleSoft's Global Support Center.

Packaging Criteria - Element List

Entry Type Select the entry type for the element to include in the package. This determines which elements you can select in the **Element Name** field.

Element Name In this required field, select the name of the element to include in the package, the *focus* element.

Element Owner Identifies who created the element that you selected in the **Element Name** field and who's responsible for maintaining it. Options are ***Customer, Modified, PS Mnt*** *(PeopleSoft Maintained****, PS NonMnt,*** and ***PS Secure.***

Include This required field defines what the package includes. Options are:

Focus Element + Members: Selects these items in the order listed: the focus element (in the **Element Name** field); member elements that the focus element uses (as defined by the element map); autogenerated components and autogenerated accumulators that the focus element and its members use down through the chain.

Focus Element Only (default): Selects these items in the order listed: the focus element; its autogenerated components and autogenerated accumulators and their first-level members; information for elements that are used by the focus element and its immediate children (if this information has not been previously selected).

To include autogenerated accumulators for successive members, manually add the accumulators to the list of elements on this page.

Warning! Select ***Focus Element Only*** only if you know that the target database contains all the member elements. If it doesn't, the system reports an error during the Compare process.

Note. The system always includes information for the member elements in the package—even when you select ***Focus Element Only.*** Although the member elements aren't copied to the target database, the system uses the information to perform the Compare process described later in this chapter.

Language

Specify how or whether to copy language information to the target database.

Language information pertains to fields on GP_PIN that are translatable. This data is stored on the related-language table for GP_PIN, GP_PIN_LANG.

Note. If you select ***All*** or ***Related,*** the system overwrites data in the Related Language table for elements that you're moving, including any language records that you've added.

Options are:

All: Adds all language information to the package.

Base: Select to get only the base language data.

Related: Copies all language data related to the element but not the element itself.

To load translated data into your database after installing PeopleSoft Global Payroll, select ***Related*** to copy the language data associated with the elements.

Action

In this required field, select the action the system should take with this element when upgrading the target database. Options are:

Upgrade (default): Adds the element to the target database or updates a matching element that's in the target database.

Delete: Deletes the element from the target database after copying it to the target database. (One database can be used at both the source and target database.)

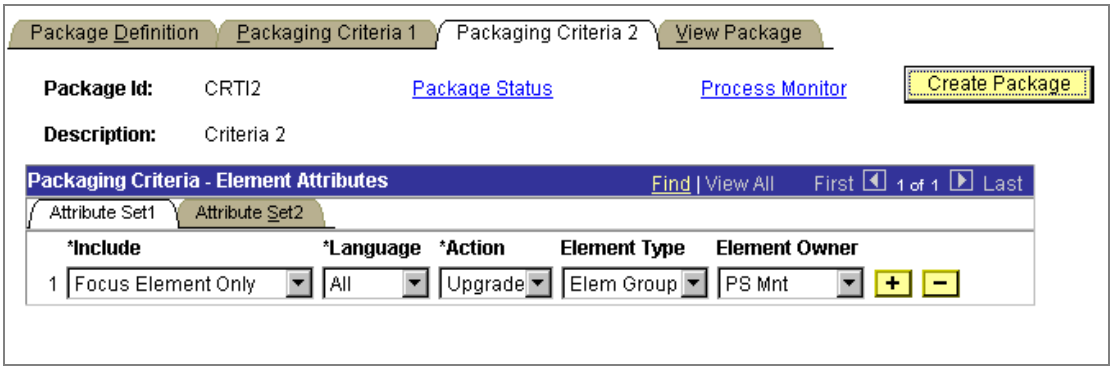
You cannot delete elements that meet any of the following conditions:

- Used in a results table.
- Associated with payee data.
- Linked to a nonrule table.
- Used by another element.
- Delivered by PeopleSoft (the element owner is PS Mnt, PS NonMnt, or PS Secure).

Note. You can delete the related language or all language information but not the base language alone.

Selecting Elements for a Rule Package by Attribute

Access the Create Rule Packages - Packaging Criteria 2 page.



Create Rule Packages - Packaging Criteria 2 page: Attribute Set1 tab

Common Page Information

Create Package Click to start the Create Package program (GP_PKG_CR). The Process Request page appears, so you can monitor the process. Wait until the program finishes before opening a page that's associated with the package.

Attribute Set1 Tab

Include In this required field, specify whether the package includes only focus elements (which meet the selection criteria on the Attribute Set1 and Attribute Set2 tabs) or

also includes elements that are used by the focus elements.

Options are ***Focus Element + Members*** and ***Focus Element Only*** (see the explanation of the Create Rule Packages - Packaging Criteria 1 page).

Language and **Action** — See the explanation of the Create Rule Packages - Packaging Criteria 1 page.

Element Type — Select the type.

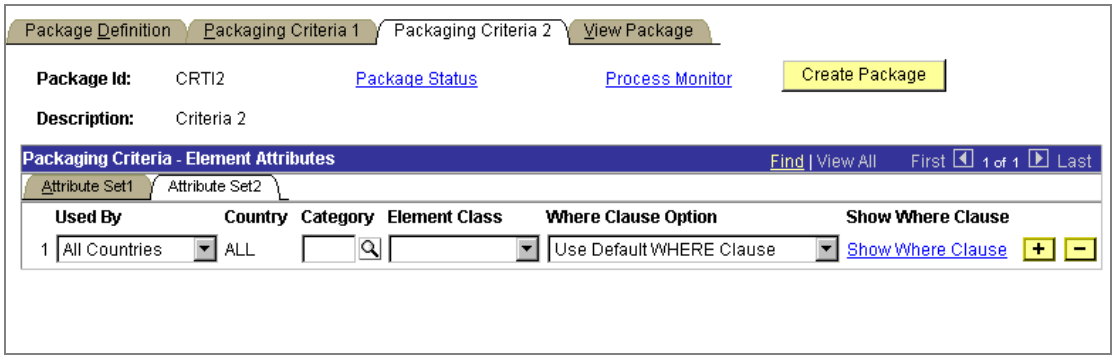
Element Owner — Select elements by owner. Options are ***Customer, Modified, PS Mnt, PS NonMnt,*** and ***PS Secure.***

See Also

Selecting Elements for a Rule Package

"Understanding Security," Owner Security

Attribute Set 2 Tab



Create Rule Packages - Packaging Criteria 2 page: Attribute Set2 tab

Used By — Select where elements are used. Options are ***All Countries*** (default) and ***Specific Country***. If you select ***Specific Country,*** you must complete the **Country** field.

Country — Select the country's three-digit country code if you selected ***Specific Country*** in the **Used By** field.

Category — To select only elements assigned to a particular category, select the category. (You assign a category to an element on the Element Name page.)

Element Class — Select the element class to package. (You assign an element class to an element on the Element Name page.)

Options are ***Customary, Not Classified, Sample Data, Statutory,*** and ***System Data.***

Where Clause Option — The system converts the criteria entered on the Create Rule Packages - Packaging Criteria 2 page into SQL before it creates the package. The Where clause is editable.

Options are:

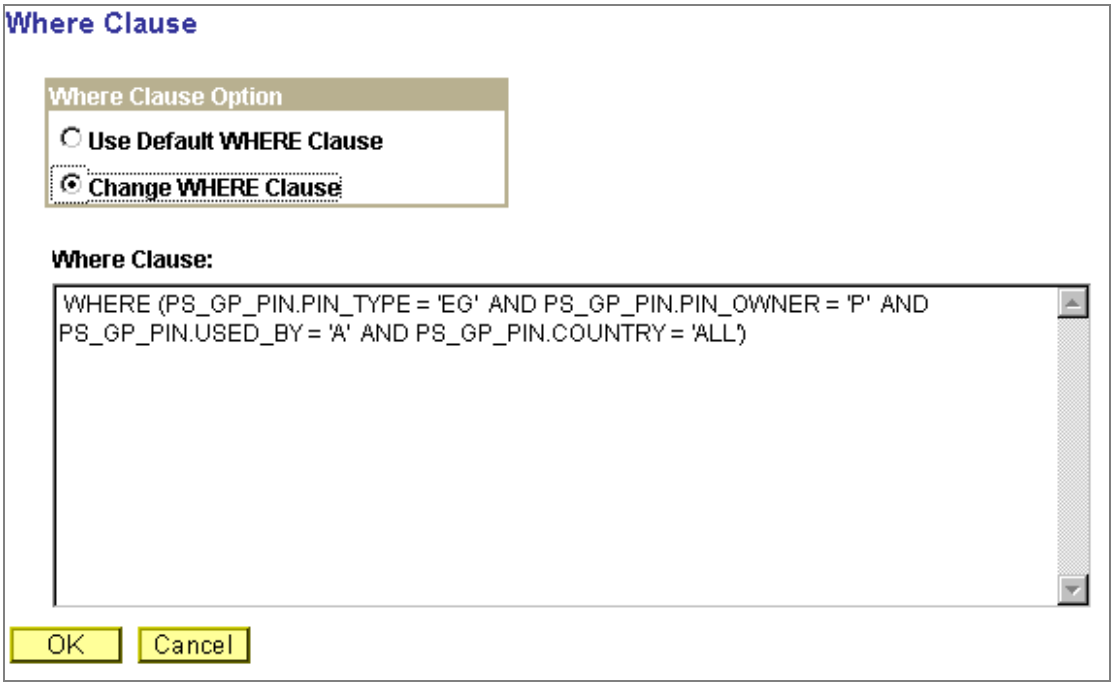
Change WHERE Clause: Makes the other fields on this page unavailable and puts the SQL code on the Where Clause page in edit mode.

Use Default WHERE Clause: Tells the system to use the default Where clause and discard SQL code modifications.

Show Where Clause Displays the Where Clause page, where you can view and alter the SQL code for your selection criteria.

Displaying the SQL Where Clause for Selection Criteria

Access the Where Clause page.



Where Clause page

Where Clause Option Select ***Change WHERE Clause*** to activate the code on the lower part of the page for editing.

Select ***Use Default WHERE Clause*** to use the default clause or revert to it after editing the SQL code. Changes to the Where clause are lost.

Where Clause If you selected ***Use Default WHERE Clause*** for **Where Clause Option,** the system displays the Where clause of the SQL statement that it created based on the selection criteria that you entered for the package on the Create Rule Packages - Packaging Criteria 2 page.

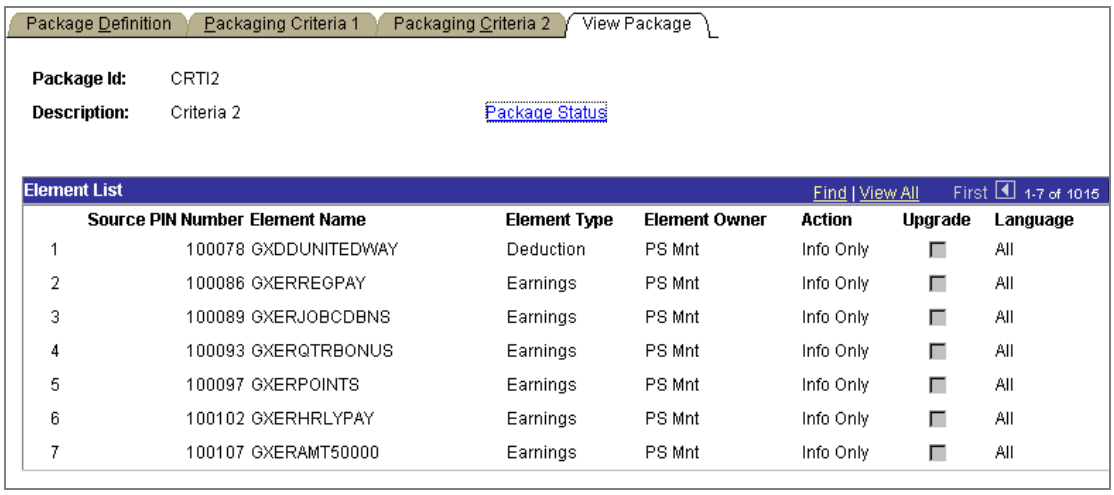
If you selected ***Change Where Clause,*** you can edit the SQL. The following rules apply:

- Do not use PIN_NUM as a selection criterion or any field where PIN_NUM can be stored. (Doing so prevents renumbering during the import process.)
- Add the prefix PS_GP_PIN to field names you enter. Example: PS_GP_PIN.RECALC_IND.

Warning! When you save, the system checks for the use of PIN_NUM, and looks for some—but not all—SQL syntax errors. The fields on the Create Rule Packages - Packaging Criteria 2 page become unavailable.

Displaying the Elements in a Rule Package

Access the Create Rule Package - View Package page.



Create Rule Package - View Package page

Action Displays the action you specified on the Create Rule Package - Packaging Criteria 1 page or the Packaging Criteria 2 page.

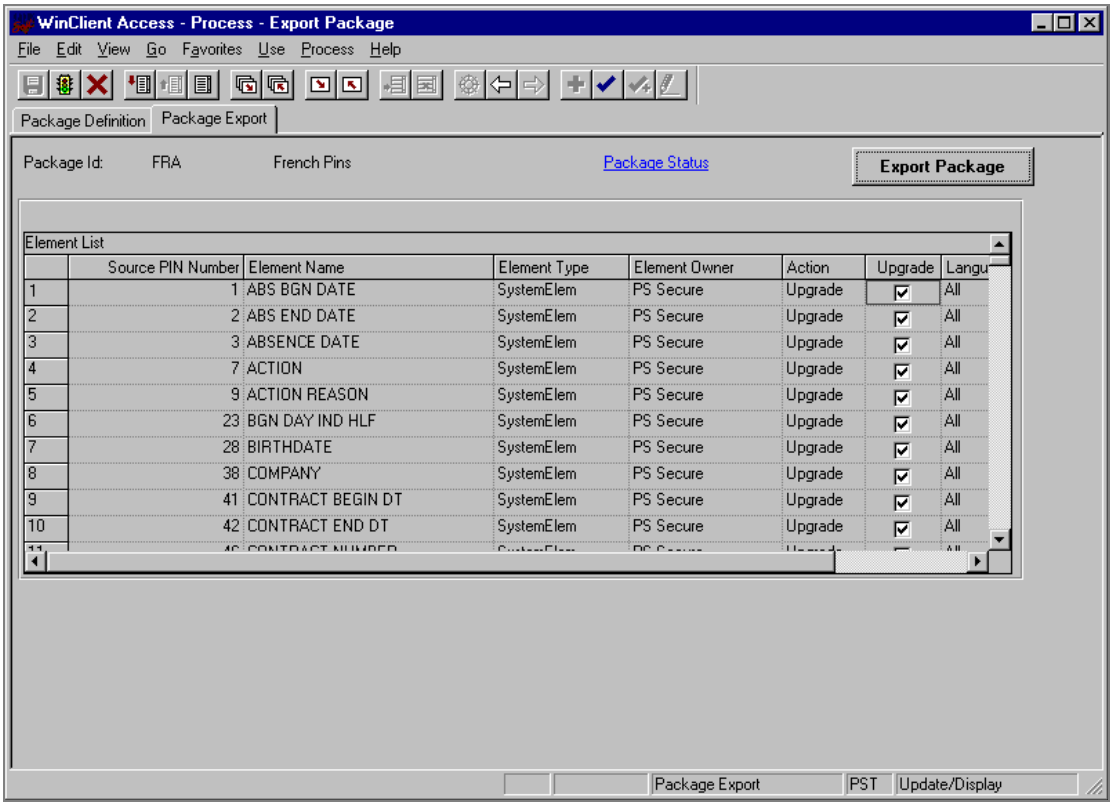
Options are ***Upgrade***, ***Delete,*** and ***Info Only.***

Upgrade This check box is selected automatically to include the element in the package for export. Clear it to exclude the element from the export.

Exporting a Package of Elements

Access the Export Package - Package Export page through Windows.

Important! To export a rule package, log onto the source database in Windows and navigate to the Export Package component. This component uses Data Mover, a PeopleTool that can only be used through Windows. Data Mover enables you to export and import data across multiple database platforms. (Although you can access the Export Package component through the Internet, you can only display information on the export pages.)



Export Package - Package Export page

This page contains the same fields as the Create Rule Package - View Package page.

Having created a package, you can export it. During the export process, the system automatically adds 50000000 to the value of the PIN number assigned to each element so that it can distinguish the exported elements from elements that exist in the database.

To export a rule package:

1. Log onto the source database in Windows.

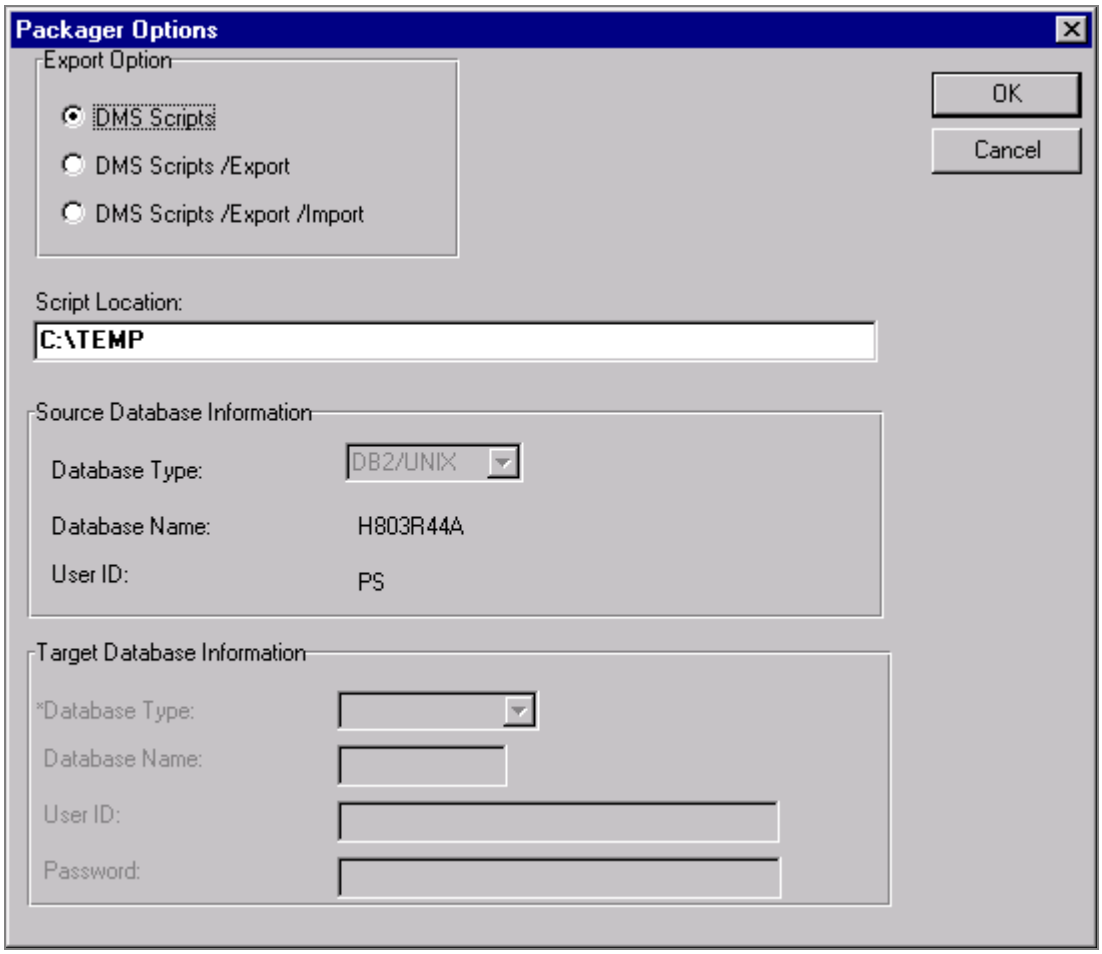
   The source database and the target database can be one and the same when deleting items.

2. Export the package from the source database, and import it into the target database.

See Also

PeopleTools PeopleBook: Data Management, "Data Mover"

Packager Options Dialog Box



Packager Options dialog box

DMS Scripts Select to have Data Mover create export and import scripts. The export script creates the DAT file, which contains the data to copy from the source database; the import script imports the DAT file into the target database.

After creating the scripts, you can access Data Mover to review them. Use Data Mover to run the scripts when you're ready to move the data.

DMS Scripts /Export Select to have Data Mover create export and import scripts and run the export script to create a DAT file. Use Data Mover to run the import script to move the data into the target database.

DMS Scripts /Export /Import Select to create and run the export and import scripts.

Script Location Enter the name of the directory for storing the Data Mover scripts. The default is C:\TEMP.

Note. After running the export/import process, check the Data Mover logs to ensure that the process was successful.

Before creating and running the scripts, set up Configuration Manager to point to the .dat file location. (You specify the directory for the input, output, and log file on the Common tab, accessible through the Profile page in PeopleTools.) See the Data Management section of your *PeopleTools PeopleBook* for more information.

Note. The DAT file is placed in the directory specified on the Common tab or in the C:\TEMP directory if no instructions are entered on this tab.

Target Database Information

If you select **DMS Scripts / Export / Import** in the **Export Option** group box, the Target Database Information fields become available. Enter the requested information.

Note. For Informix and Sybase databases, the Windows sign on dialog box appears when you click the OK button. The server requires that you sign on to the source database and, when the second sign-on dialog box appears, sign on to the target database.

See Also

PeopleTools PeopleBook: Data Management, "Data Mover"

Comparing and Upgrading Rule Packages

After you export and import a rule package, access the target database and use the Upgrade Package component to compare and upgrade the rule package, as explained in this section.

To compare and upgrade a rule package:

1. Compare the packaged elements with the elements in the target database.

   The system determines which elements are new to the target database, which update existing elements in the target database, and which need deleting from the target database.

2. Resolve conflicts that are identified during the Compare process.

   Conflicts can occur for several reasons. For example, the source element uses other elements that don't exist in the target database or you're trying to delete an element that's used in a results table. The corrective action depends on the type of conflict.

3. Rerun the Compare process after correcting errors or excluding elements from the package.

4. Run the Upgrade process.

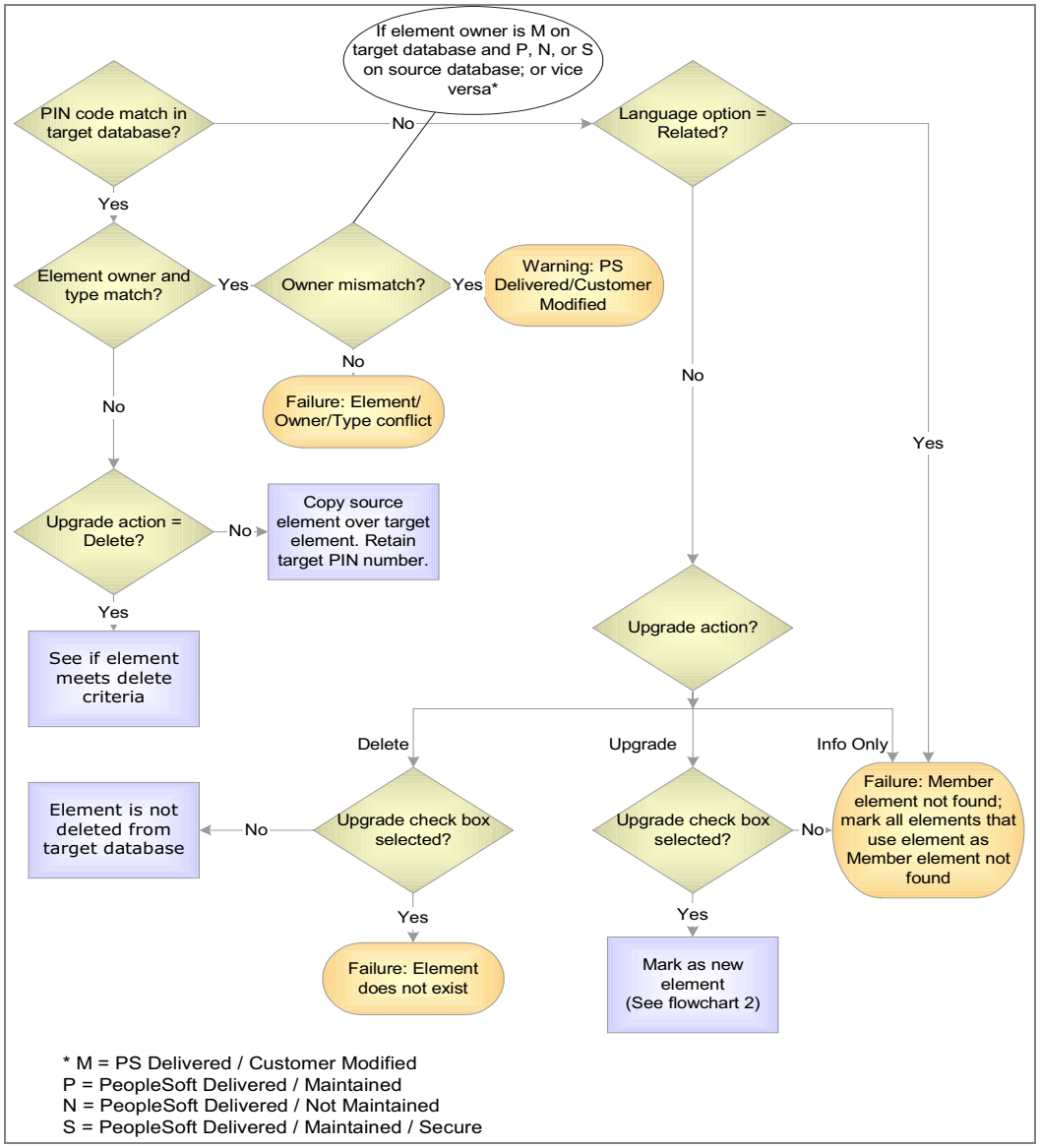
The system copies the packaged elements into the target database and adds, updates, or deletes them according to your instructions. You can run this process only once.

Note. For moving many elements simultaneously, we recommend backing up the target database before starting the Upgrade process.

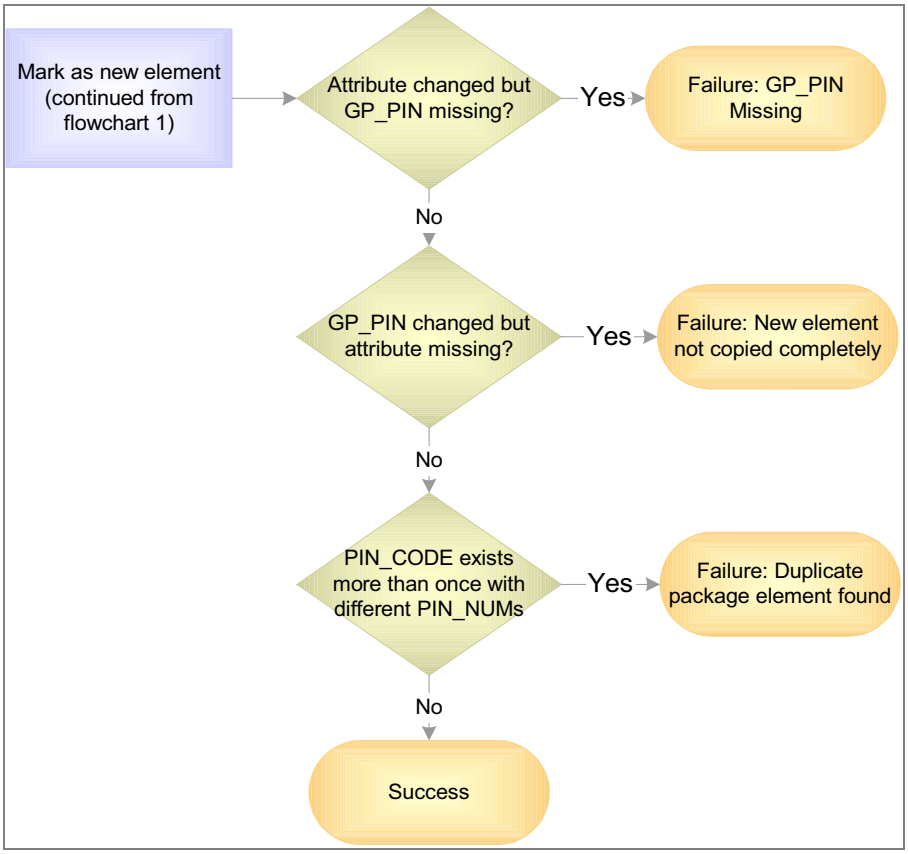
What Happens During the Compare Process

For each exported element, the system looks for an element in the target database with the same PIN code, entry type, and element owner.

The flowchart shows the logic the system uses to perform the comparison and generate the resulting warning or error messages.



Compare process for rule packages (flowchart 1)



Compare process for rule packages (flowchart 2)

Warning! If you revise a PeopleSoft-delivered element and export the element to another database that contains that element, the system overwrites that definition if you select the Upgrade check box on the Upgrade Package - Package Elements page.

In this section, we discuss how to:

- Start the Compare and Upgrade processes.
- Review for errors that occurred during the Compare process.

See Also

Overview of the Delete Function

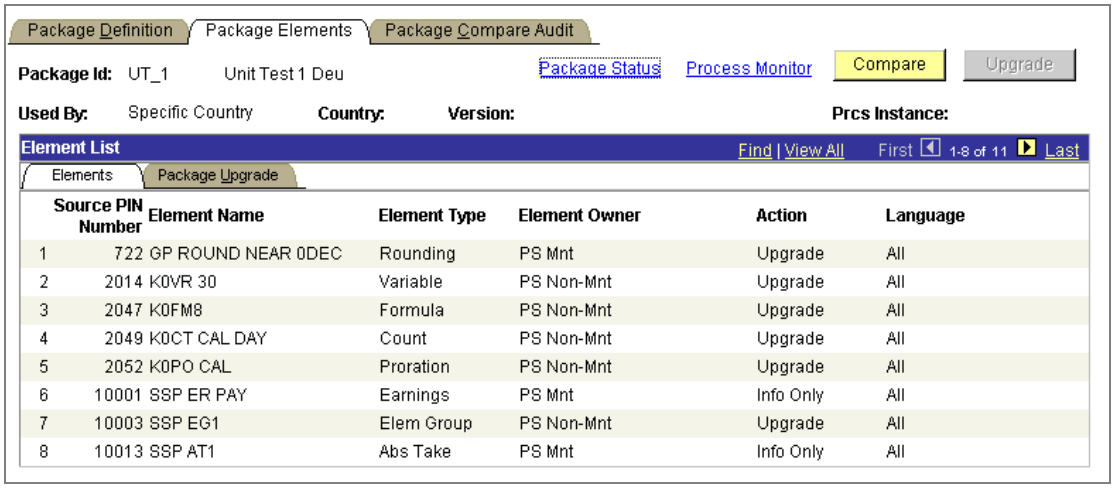
Pages Used to Compare and Upgrade Rule Packages

Page Name	Object Name	Navigation	Usage
Compare and Upgrade Package - Package Elements	GP_PKG_ELEM_UPG	Define Business Rules, Define Global Payroll Rules, Utilities, Compare and Upgrade Package, Package Elements	Starts the Compare and Upgrade processes.
Package Compare Audit	GP_PKG_CMP_AUDIT	Define Business Rules, Define Global Payroll Rules, Utilities, Compare and Upgrade Package, Package Compare Audit	Review for errors that occurred during the Compare process. Before continuing with the upgrade process, correct the errors and rerun the Compare process.

Starting the Compare and Upgrade Processes

Access the Compare and Upgrade Package - Package Elements page from the *target* database.

You can access the page only after exporting/importing the package into the target database.



Compare and Upgrade Package - Package Elements page

Use this page to start the Compare process, which compares the data from the source database to the target database. You also use this page to start the Upgrade process, which completes the upgrade, and to exclude elements from the upgrade process.

Common Page Information

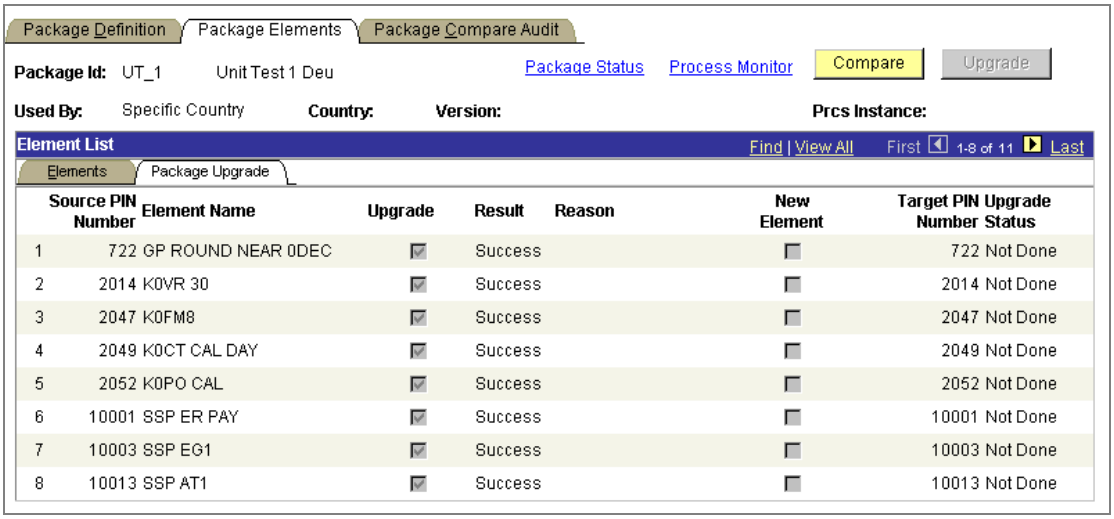
Compare — Click to start the Compare process. The system compares the elements you imported with the ones in the target database. After the compare process is complete, check the Package Upgrade tab and then review the Package Compare Audit page for errors.

Upgrade — This button becomes available after you run the Compare process if the conditions for starting the Upgrade process exist. See the description of the Package Upgrade tab.

Click the button to start the Upgrade process. You can upgrade a package only once. This process upgrades only elements that passed the Compare process without errors.

Important! If possible, run the Upgrade process after business hours to avoid affecting other users.

Package Upgrade Tab



Upgrade Package - Package Elements page: Package Upgrade tab

This page shows the results of the Compare process. If failures are reported, correct the errors before continuing with the upgrade. The Package Compare Audit page provides additional information about any errors.

Before you can start the Upgrade process, at least one element must have passed the Compare process with no errors (warnings are acceptable).

Source Pin Number (source pay item name number) — Displays the PIN number of the element from the source database (without an added 50000000).

Element Name — Displays the name of the element in the source database.

Upgrade — To exclude the element from the upgrade process, clear the check box.

Important! If you exclude an element from the package, you must rerun the Compare process before resuming the upgrade.

Result

Displays the result of the comparison. Values are:

Not Done: You haven't yet run the Compare process.

Success: The Compare process encountered no errors.

Failure: The Compare process failed. The **Reason** field shows why.

Warning: PeopleSoft has modified the element in the source database or you have taken control of the element ownership. The **Reason** field shows why. You can accept or ignore the change.

Note. Failures are listed first, followed by warnings and then successes, so if the entries on the first page all read Success, you can assume that the entire comparison process succeeded.

Reason

If the compare process failed or generated a warning, one of the following reasons appears here:

Element PIN Type Conflict: You're trying to export an element, but there's a matching element in the target database with a different element type. (This error only occurs when exporting non-rule packages.)

GP_PIN Missing: You're trying to copy a new element into the target database but that element has no GP_PIN record—only a definition. (For example, you stamp and package elements by version. Another person is modifies the element and clears the version number.) Restamp the element with the appropriate version and export it again. (This error only occurs when exporting elements by version.)

New element not copied completely: You're trying to copy a new element into the target database but that element has no definition—only a GP_PIN record. (This can happen, for example, when you make a change to GP_PIN, causing its version number to change, but you don't change the version of the element's definition.) Complete the element definition and run the export process again. (This error only occurs when exporting elements by version.)

Element Owner / Type Conflict: The PIN code for the source element matches a PIN code in the target database, but the owner or entry type doesn't match. Use the Element Rename page to change the PIN code in the target database.

If an element is customer-defined, the Element Owner field on the Compare and Upgrade Package - Package Elements page reads *Customer*.

Member Element not found: The source element uses other elements that don't exist in the target database and aren't included in the package. Remove the element from the upgrade process by clearing the **Upgrade** check box, or include the missing elements in the packaging criteria, re-create the package in the source database, and reimport it.

Mbr Element Owner/Type Conflict (member element owner/type conflict): This is similar to the ***Element Owner / Type Conflict*** message but applies to a member element that's used by the focus element. Use the Element Rename page to change the PIN code in the target database.

Element does not exist: You're trying to delete an element that's not in the target database.

PS Delivered/Customer Modified: This warning indicates that the element in the source database has been modified and no longer matches the element in the target database. To accept the PeopleSoft or customer modifications and overwrite any changes in the target database, select the Upgrade check box. The element ownership remains PS Delivered/Customer Maintained once the check box is selected.

PS Maintained/PS Modified: This warning indicates that PeopleSoft has changed the ownership of the element in the source database so that it's no longer PS Delivered/Maintained. To reject the change, clear the Upgrade check box.

Cannot delete PS-Owned Element: You're trying to delete a PeopleSoft-owned element from the target database. You cannot delete such elements.

***Duplicate Package Element Found*:** You're trying to import an element that is in another package that's being upgraded.

Used in Non-Elem Defn (element definition): You are trying to delete an element that is used in a non-element definition. Modify the non-element definition so that it no longer uses this element.

Used in Output Results: You are trying to delete an element that is used in a processing result table. (Results cannot be deleted from the result tables.)

Used in Payee Data: You're trying to delete an element that's associated with payee data. Modify the payee data so that it no longer uses this element.

Used in Rule Defn (definition): You are trying to delete an element that is used by another element. Modify the rule definition so that it is no longer uses this element.

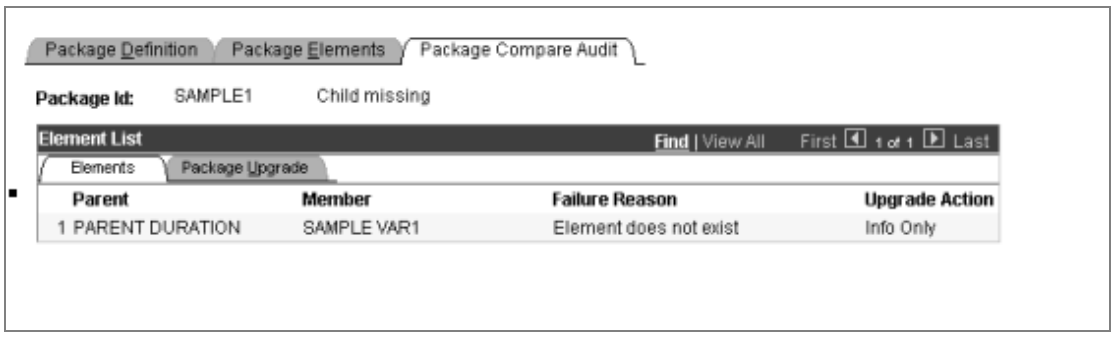
Auto-component used in RuleDfn (rule definition): You are trying to delete an element whose component is used by a rule definition. Modify the element definition so that it is no longer uses this component.

New Element The check box is selected if the element to be exported isn't in the target database.

Upgrade Status Indicates whether the upgrade process has occurred. Changes from ***Not Done*** to ***Done*** after you complete the Compare and Upgrade processes.

Reviewing for Upgrade Errors

Access the Package Compare Audit page.



Package Compare Audit page

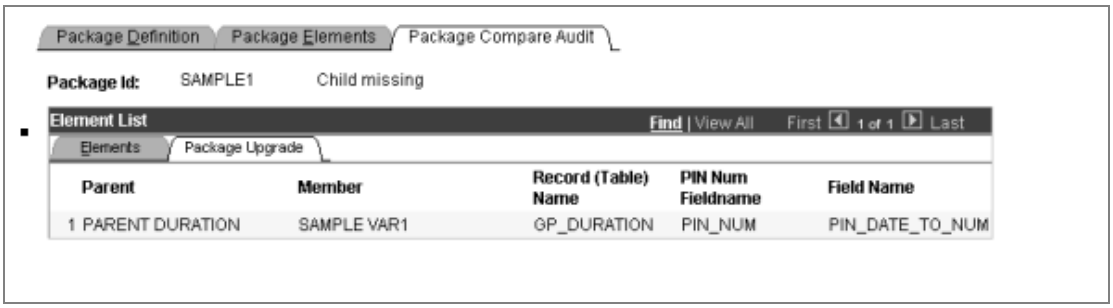
Parent The name of the parent element that's in error.

Member The name of the member element that generated the error.

Failure Reason The cause of the failure. The same information appears in the Reason field on the Package Elements tab.

Upgrade Action The action that the system was trying to take when the error occurred. Options are ***Upgrade, Delete,*** and ***Info Only.***

Package Upgrade Tab



Package Compare Audit: Package Upgrade page

Parent The name of the parent element that generated the error.

Member The name of the member element that generated the error.

Record (Table) Name The name of the record that stores the parent element and its members.

PIN Num Fieldname (pay item name number field name) The name of the field that contains the key field.

Field Name The name of the field that contains the member element that created the error.

Renaming Elements

Sometimes the Compare process finds an element in the target database whose PIN code is the same as the source element's, but the two elements have different entry types or owners. In this case, you receive one of the following error messages: "Element Owner / Type Conflict" or "Mbr Element Owner / Type Conflict."

To continue exporting the element, you can use the Element Rename Utility to change the PIN code of the target element. After changing the PIN code, always rerun the Compare process.

When you instruct the system to change an element's PIN code, it checks the following:

- Is the new PIN code already in use? If yes, the system generates an error.
- Is the old PIN code used in PeopleSoft Time and Labor? If yes, the system creates a warning. Remap the element in Time and Labor to reflect the new code.
- Is the new PIN code the same as the old PIN code? If yes, the system issues a warning.

Important! Do not rename an element when you are in the process of creating a package.

Warning! PeopleSoft Time and Labor stores PIN code information, so if you make a change, you must update Time and Labor data accordingly.

In this section, we discuss how to change an element's PIN code.

See Also

PeopleSoft Time and Labor PeopleBook, "Establishing Time Reporting Codes," Defining and Mapping Time Reporting Codes (TRCs)

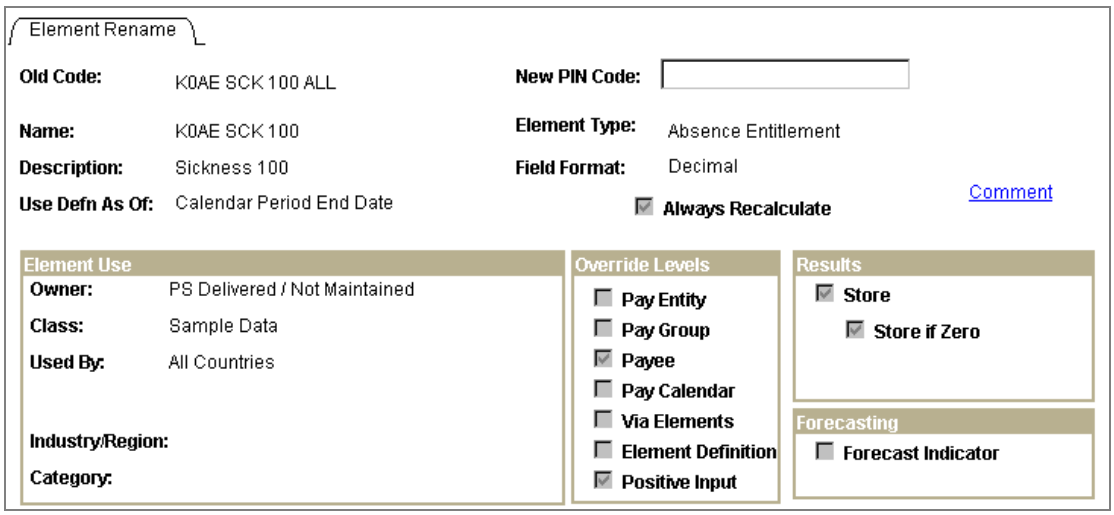
PeopleSoft Time and Labor PeopleBook, "Integrating With Payroll Applications," Configuring PeopleSoft Time and Labor and PeopleSoft Human Resources

Page Used to Rename Elements

Page Name	*Object Name*	*Navigation*	*Usage*
Element Rename	GP_PIN_RENAME	Define Business Rules, Define Global Payroll Rules, Utilities, Element Rename	Change an element's PIN code.

Renaming an Element

Access the Element Rename page.



Element Rename page

New PIN Code (new pay item name code) Enter the new code. The old PIN code is replaced when you save.

Comment Click to add a comment regarding the PIN code rename.

Creating and Exporting Nonrule Packages

Nonrule packages contain both nonelements and element information. Nonelements are those that belong to records where PIN_NUM is *not* the primary key.

Important! To create nonrule packages, you should be very familiar with the structure of the source database. To move a complete set of related data, you need to understand which records are related.

Before moving nonrule data, you must make sure that the elements that are associated with the nonrule data exist in the target database. You can do this by creating a rule package that contains the elements that are associated with the data record that's being moved and copying (upgrading) the rule package to the target database.

Suppose you're moving calendar detail records. Calendar details are associated with the process number PIN (PIN_PRC_NUM), so you create a rule package that contains this element and move it to the target database. The system can assign a new PIN number to the element in the target database, if necessary. Now you can move the calendar details. You create a nonrule package, selecting GP_CAL_RUN_DTL as the record to move.

When the system moves the calendar details, it finds the process number element in the target database, retrieves the new PIN number that was assigned during the rule upgrade process, and renumbers the process number PIN in the calendar detail record. (Without renumbering, the calendar detail would contain PIN numbers that didn't exist in the target database.)

To create and export a nonrule package:

1. Create the nonrule package.

   Use the Create Non-Rule Package component to:

   - Define the selection criteria for the elements to move from the target database.
   - Run the Create Package process.
   - View the rules that are associated with the data that you're moving.

5. Export the nonrule package through Windows, and import the element data.

   The system exports the nonrule data and the element information contained in the nonrules and imports the element information only.

In this section, we discuss how to:

- Name a nonrule package and enter comments.
- Define the selection criteria for items in the nonrule package.
- Display and modify the SQL Where clause for the selection criteria.
- Display the elements of a nonrule package.

- Export a nonrule package.

Pages Used to Create and Export Nonrule Packages

Page Name	*Object Name*	*Navigation*	*Usage*
Create Non-Rule Package - Package Definition	GP_NR_PKG_DFN	Define Business Rules, Define Global Payroll Rules, Utilities, Create Non-Rule Package	Name a nonrule package and enter a description and comments.
Create Non-Rule Package - Package Criteria	GP_NR_PKG_CRIT	Define Business Rules, Define Global Payroll Rules, Utilities, Create Non-Rule Package, Package Criteria	Define criteria for selecting items for the nonrule package.
Create Non-Rule Package - Package Records	GP_NR_PKG_RECS	Define Business Rules, Define Global Payroll Rules, Utilities, Create Non-Rule Package, Package Records	Display, and optionally edit, the Where clause of a SQL statement the system created based on selection criteria that you entered on the Create Non-Rule Package - Package Criteria page.
Create Non-Rule Package - Package Elements	GP_NR_PKG_ELMTS	Define Business Rules, Define Global Payroll Rules, Utilities, Create Non-Rule Package, Package Elements	Display the elements of a nonrule package. Use the Create Non-Rule Package - Package Criteria page to create a package before viewing results here.
Export Non-Rule Package - Package Records	GP_NR_PKG_DATA	Go, Define Business Rules, WinClient Access, Process, Export Non-Rule Package	Export data into a target database. To access this page, log onto the source database through Windows, follow the navigation instructions, and enter the package ID.

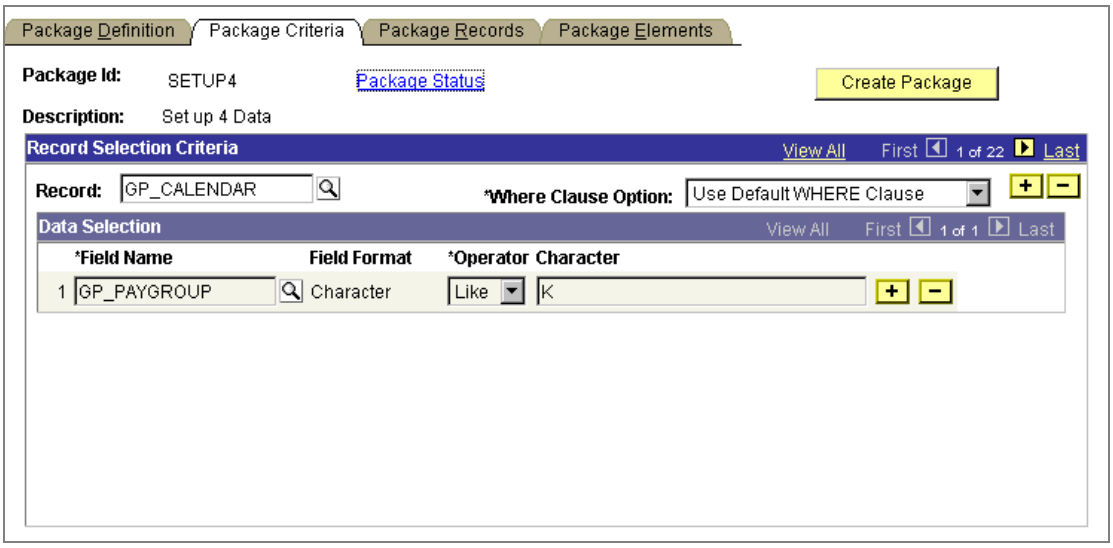
Naming a Nonrule Package

Access the Create Non-Rule Package - Package Definition page.

Enter a description of the package and comments.

Defining Selection Criteria for a Nonrule Package

Access the Create Non-Rule Package - Package Criteria page.



Create Non-Rule Package - Package Criteria page

Package Id Displays the package ID.

Record Select the record that contains the data to move. The **Data Selection** group box becomes available.

Where Clause Option The system converts the criteria entered on this page into SQL before creating the package. The Where clause is editable.

Options are:

Change WHERE Clause: Makes the other fields on this page unavailable and puts the SQL code that appears on the Where Clause page in edit mode.

Use Default WHERE Clause: Tells the system to use the default Where clause and discard SQL code modifications.

Data Selection

Use these fields to indicate which data to move. Selection criteria are optional, but the following conditions apply:

- If you enter selection criteria, at least one selection field must be a key on the record.

The system uses your selection criteria to delete data from the target database.

- If you don't enter selection criteria, no delete process is performed on the target database before source data importation.

This can result in a "Duplicate Record" message from Data Mover and can cause the Upgrade process to fail.

Field Name Select the field on which to base the selection criteria. One key field must be selected. (The prompt table's Key Position column identifies key fields.)

Field Format Displays the format of the field that you selected.

Operator Select the operator that the system uses to select the data to include in the package. Options are **<, <=, <>, =, >, >=,** and ***LIKE.*** If you select ***LIKE,*** you can type in a partial value, such as ***S,*** in the field to the right.

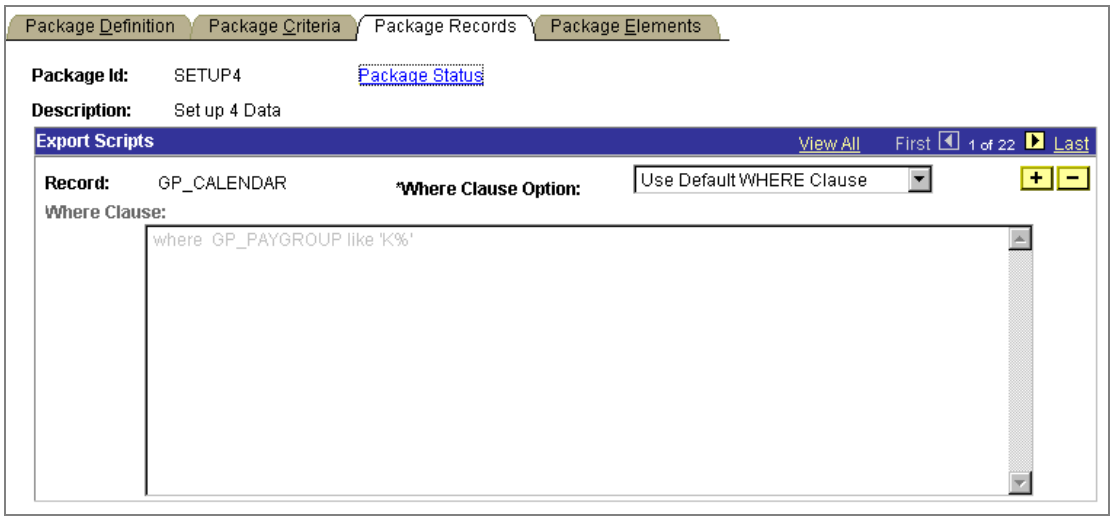
In the field on the right of the **Operator** field, enter the value the system searches for. (The name of this field varies with field format.)

Create Package Click to create the package after defining the selection criteria. The Create Non-Rule Package - Package Records page appears when the package is created.

To review the package contents, click the Package Elements tab.

Displaying the SQL Where Clause for Selection Criteria

Access the Create Non-Rule Package - Package Records page.



Create Non-Rule Package - Package Records page

Record Displays the record from which fields are selected.

Where Clause Option Options are:

Change WHERE Clause: Select to activate the code on the lower part of the page for editing.

Use Default WHERE Clause: Select to use the default clause or revert to it after editing the SQL code. Changes you've made to the Where clause are lost.

Where Clause

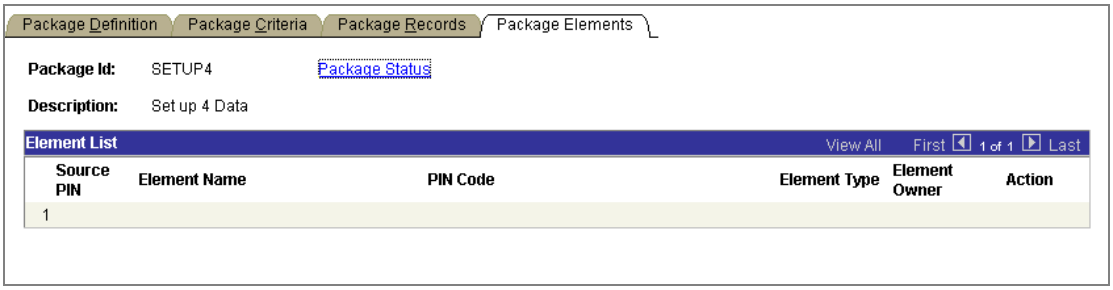
If you selected ***Use Default WHERE Clause*** in the **Where Clause Option** field, the system displays the Where clause of the SQL statement it created based on the selection criteria that you entered for the package on the Create Non-Rule Package - Package Criteria page.

If you selected ***Change Where Clause,*** you can edit the SQL. Do not use PIN_NUM as a selection criterion or any field where PIN_NUM can be stored. (Doing so prevents renumbering during the import process.)

When you save, the system checks for some—but not all—SQL syntax errors.

Displaying the Elements in a Nonrule Package

Access the Create Non-Rule Package - Package Elements page.



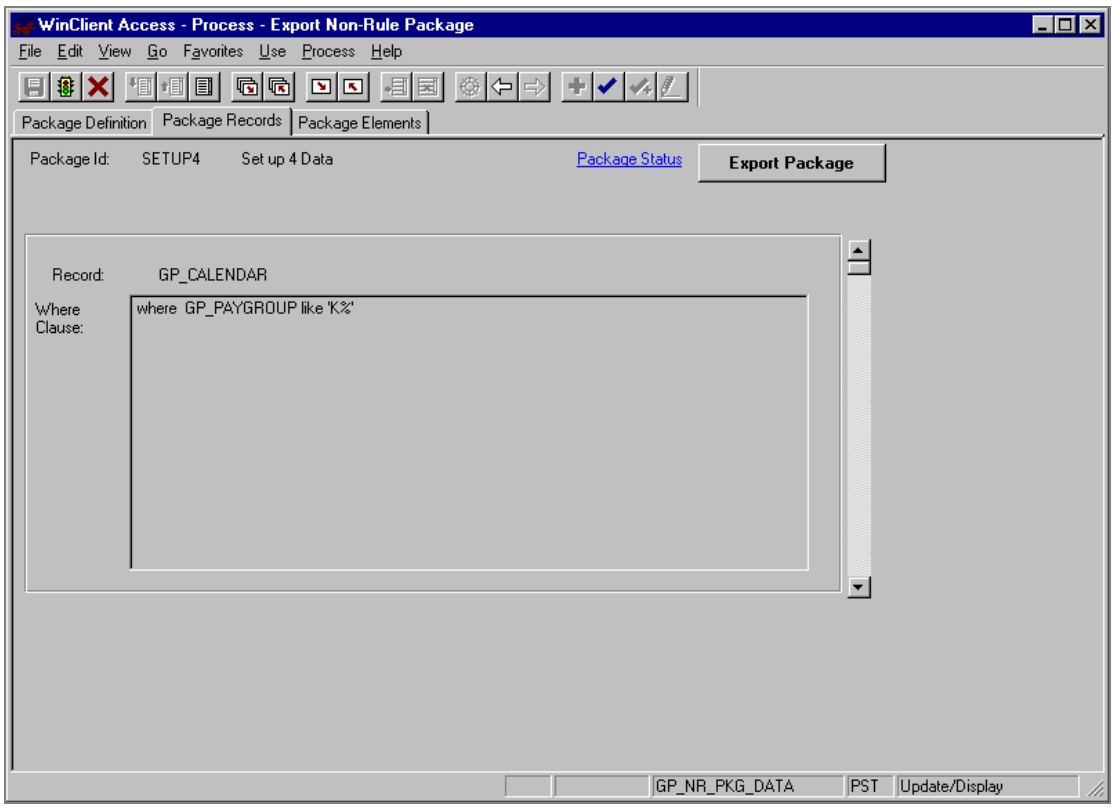
Create Non-Rule Package - Package Elements page

Note. This display page lists the elements that are included in the package as informational items. It doesn't show the nonelement items.

Exporting and Importing Non-Rule Packages

Using Windows, access the Export Non-Rule Package - Package Records page.

Important! The Export Package Non-Rule Package component uses Data Mover, a PeopleTool that enables you to export and import data across multiple database platforms. Because Data Mover can only be used through Windows, you must log onto the source database in Windows, then navigate to the Export Non-Rule Package component to launch the export process. (Although you can access this component through the Internet—you can only display information on the export pages.)



Export Non-Rule Package - Package Records page

Record Displays the name of the record that you're exporting.

Where Clause Displays the Where clause of the SQL statement that selects the data to be exported.

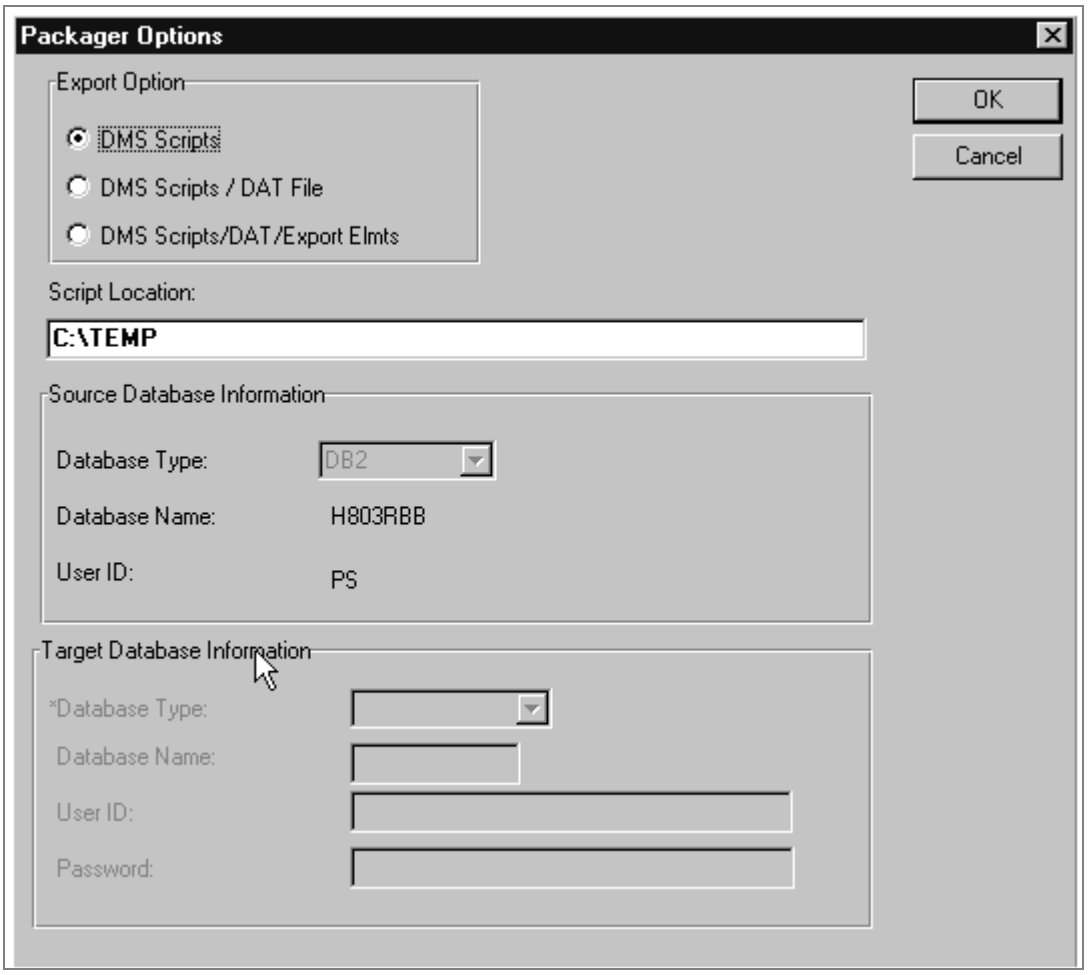
Export Click the Export Package button to access the Packager Options dialog box, where you can select from one of three export options.

See Also

Exporting a Package of Elements

PeopleTools PeopleBook: Data Management, "Data Mover"

Packager Option Dialog Box



Packager Options Dialog Box

DMS Scripts Select to have Data Mover create export and import scripts. The export script creates the DAT file, which contains the data to copy from the source database; the import script imports the DAT file into the target database.

After creating the scripts, you can access Data Mover to review them. Use Data Mover to run the scripts when you're ready to move the data.

DMS Scripts / DAT File Select to have Data Mover create export and import scripts and run the export script to create a DAT file. Use Data Mover to run the import script to move the element information into the target database.

DMS Scripts /DAT /Export Elmts Select to create and run the export and import scripts. Data Mover exports the non-rule data and element information and imports the element information. After a successful Compare process, access Windows again and import the non-rule record data.

Note. After running the export process, check the Data Mover logs to ensure that the process was successful.

Comparing and Upgrading Nonrule Packages

After exporting a nonrule package:

1. Compare and upgrade the elements in the package to ensure that the rules are in the target database.

   Use the Compare Non-Rule Package component to:

   - Compare the element information in the package with the target database.
   - Identify any missing elements that need to be moved into the target database.

6. Import the nonrule records into the target database through Windows.
7. Use the Upgrade Non-Rule Package component to complete the upgrade.

In this section we discuss how to:

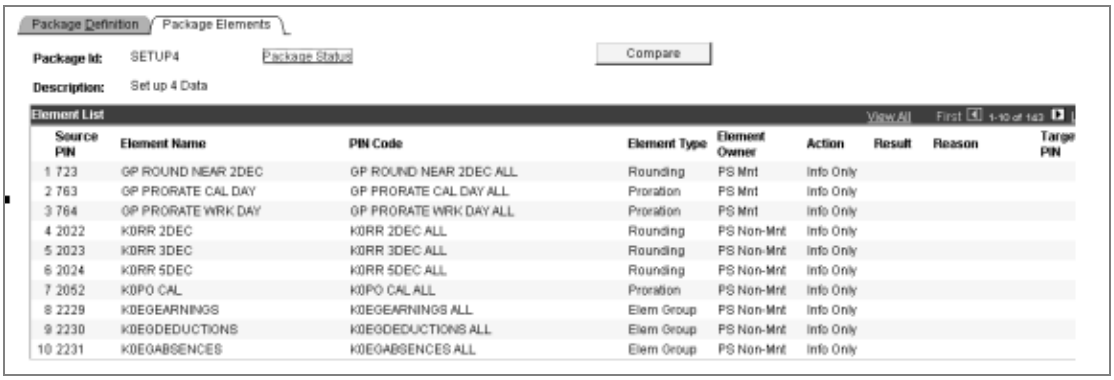
- Compare a source database with a target database.
- Import selected data into a target database.
- Display values that you entered on the Create Non-Rule Package - Package Definition page.
- Renumber elements that you've exported to a target database.

Compare Non-Rule Package - Package Elements	GP_NR_PKG_ELMTS	Define Business Rules, Define Global Payroll Rules, Utilities, Compare Non-Rule Package	Compare data from a source database with a target database and complete the upgrade to the target database. Display the contents of the imported package.
Import Non-Rule Package - Package Records	GP_NR_PKG_DATA	Go, Define Business Rules, WinClient Access, Process, Import Non-Rule Data, Package Records	Import selected data into a target database. To access this page, log onto the target database through Windows, follow the navigation instructions, and enter the package ID.

Upgrade Non-Rule Package - Package Records	GP_NR_PKG_RECS	Define Business Rules, Define Global Payroll Rules, Utilities, Upgrade Non-Rule Package	Renumber elements that you've exported to a target database. The Compare process must be successfully completed before you can upgrade the package.

Comparing a Source Database With a Target Database

Access the Compare Non-Rule Package - Package Elements page.



Compare Non-Rule Package - Package Elements page

After completing the first part of the export and import process, log onto the target database and perform the Compare process, which verifies that the elements needed by the data you're moving exist in the target database. The Compare process checks PIN code and PIN type.

If the elements don't exist, the Compare process fails and you must create a rule package and move the package to the target database before continuing with the nonrule upgrade.

Compare Click to start the comparison process. Once the process is complete, the **Element List** group box shows, element by element, whether a match was found.

If the process generates no errors, the following message appears: "Compare process completed successfully. You can now import non-rule records from the source database."

Element List

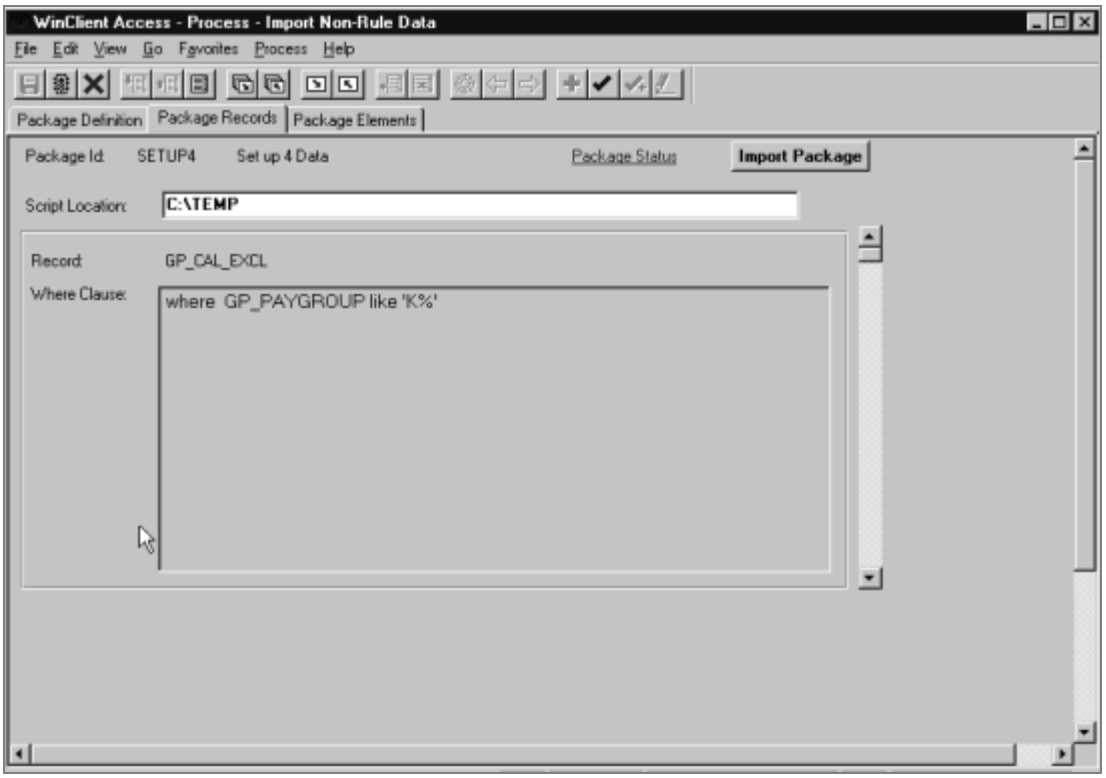
This group box shows the results of the comparison of the source and target databases. If the compare process reports failures, correct the errors before continuing with the Upgrade process.

Source PIN (source pay item name) Displays the PIN number of the element from the source database (without 50000000 added).

Element Name	Displays the name of the element in the source database.
PIN Code (pay item name code)	Displays the element's PIN code.
Element Type	Displays the element's type.
Element Owner	Identifies who created the element and who's responsible for maintaining it. Options are ***Customer, Modified, PS Mnt, PS NonMnt,*** and ***PS Secure.***
Result	Displays the results of the comparison: ***Not Done:*** You haven't yet run the Compare process. ***Success:*** The Compare process didn't encounter any errors. ***Failure:*** The Compare process failed. The **Reason** field shows why.
Reason	If the Compare process failed, you see one of the following values: ***Not Found.*** Create a new rule package that includes the missing elements and move the package to the target database before continuing with the non-rule upgrade. ***Type Cnflt*** (type conflict). The element types do not match. Most likely this error occurred because you created an element that has the same PIN code, but a different type. Rename your element and create a new rule package that includes the element that is being used.

Import Selected Data Into a Target Database

Access the Import Non-Rule Data - Package Records page.



Import Non-Rule Data - Package Records page

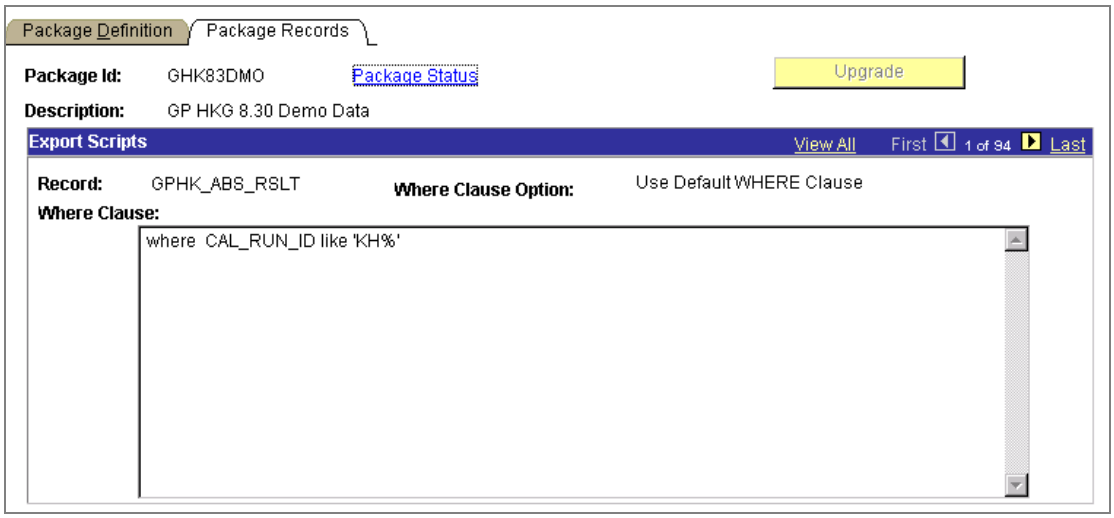
After reviewing the results of the Compare process and moving any missing elements into the target database, you can import the nonrule records into the target database.

Script Location Enter the name of the directory where the Data Mover scripts are stored.

Import Package Click to start the Import process.

Upgrading a Nonrule Package

Access the Upgrade Non-Rule Package - Package Records page.



Upgrade Non-Rule Package - Package Records page

The final step is to renumber the elements that you've exported so that they have the same PIN numbers as the matching elements in the target database, using the Upgrade Non-Rule Package component.

Upgrade Click to start the renumbering process. A message tells you when the process is complete.

Thereafter, you cannot compare or upgrade the package unless you export records and elements from the source database.

Copying Packages

You can copy an existing package and its selection criteria.

In this section, we discuss how to:

- Copy an existing rule package and its selection criteria.
- Copy an existing nonrule package and its selection criteria.

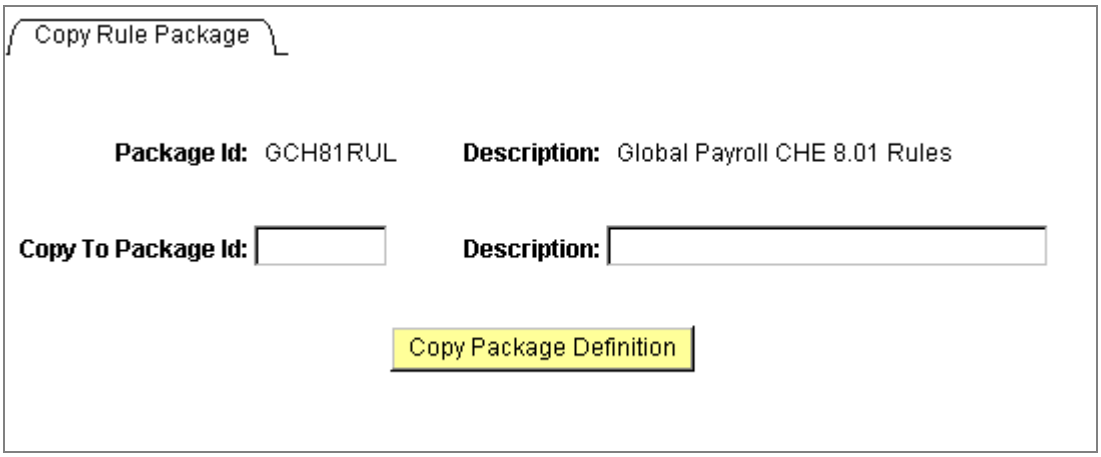
Pages Used to Copy a Package and Its Selection Criteria

Page Name	*Object Name*	*Navigation*	*Usage*
Copy Rule Package	GP_PKG_COPY	Define Business Rules, Define Global Payroll Rules, Utilities, Copy Rule Package	Copy an existing rule package and its selection criteria.

Page Name	Object Name	Navigation	Usage
Copy Non-Rule Package	GP_NR_PKG_COPY	Define Business Rules, Define Global Payroll Rules, Utilities, Copy Non-Rule Package	Copy an existing nonrule package and its selection criteria.

Copying a Rule Package and Its Selection Criteria

Access the Copy Rule Package page.



Copy Rule Package page

Copy To Package Id Enter up to eight alphanumeric characters for the new package ID.

Copy Package Definition Click to copy the package.

Copying a Nonrule Package and Its Selection Criteria

Access the Copy Non-Rule Package page.

See the field descriptions for the Copy Rule Package page.

See Also

Copying a Rule Package and Its Selection Criteria

Stamping and Packaging Elements by Version

Versioning is a way to track the elements that were delivered for each release/update and to package elements by version. For example, elements delivered with Global Payroll 8.0 are labeled 8.00.00.00. Major releases, updates, and hot fixes typically require a new version of all or some previously delivered rules.

You can assign a version number (or label) to multiple elements and use the versioning utilities to package elements by version so that they can be moved to another database.

When you package elements by version, the system pulls the rows associated with the version that you specify. Once the elements are packaged, you can move them across databases, using the same procedures that apply to rule packages—you export the elements, compare them with existing elements in the database, and complete the upgrade.

To package rules by version:

1. Use the Create Package by Version component to:
    - Define the selection criteria for elements being packaged.
    - Create the package.
    - View the package to confirm that it includes the intended effective-dated records.
8. Follow the procedures presented earlier in this chapter for exporting rule packages.
9. Follow the procedures presented earlier in this chapter for comparing and upgrading rule packages.

In this section, we discuss how to:

- Stamp elements with a new version number.
- Define version relationships.
- Identify elements to package by version.
- View version details for elements packaged by version.

See Also

Creating and Exporting Rule Packages

Comparing and Upgrading Rule Packages

‘”Defining General Element Information,” Defining an Element Name (GP_PIN)

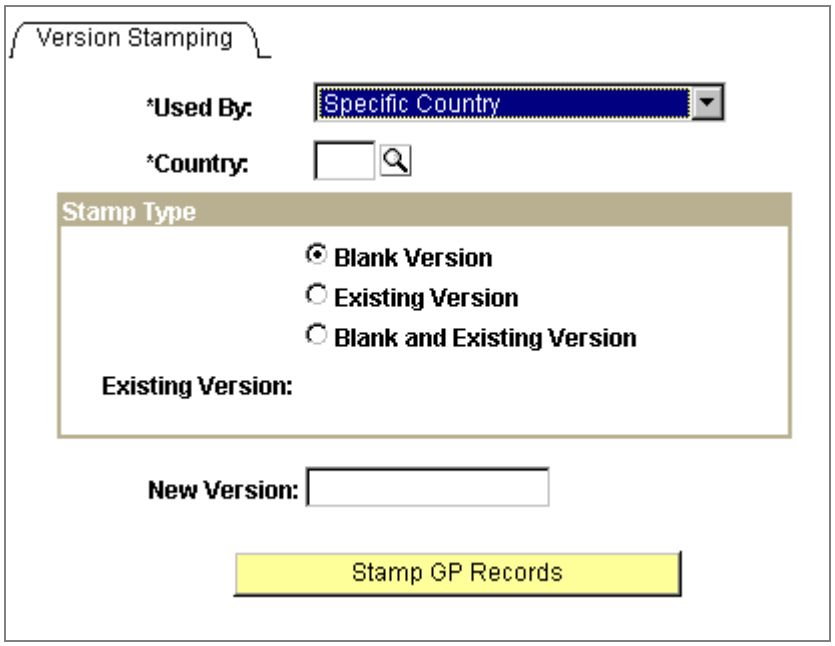
Pages Used to Stamp and Package Elements by Version

Page Name	*Object Name*	*Navigation*	*Usage*
Version Stamping	GP_STAMPING	Define Business Rules, Define Global Payroll Rules, Utilities, Version Stamping	Stamp elements with a new version number, and initiate the stamping process.

Page Name	Object Name	Navigation	Usage
Versioning Rules	GP_VER_RULE_DFN	Define Business Rules, Define Global Payroll Rules, Utilities, Define Version Relationships	Use after adding a new element definition to the rule map to update version relationships. Also use to clear the version stamp and move version packages.
Package Definition	GP_PKG_DFN	Define Business Rules, Define Global Payroll Rules, Utilities, Create Package by Version	Enter a description of the package that you're creating. You can enter comments.
Create Package by Version - Packaging Criteria-Version	GP_PKG_VERSION	Define Business Rules, Define Global Payroll Rules, Utilities, Create Package by Version, Packaging Criteria-Version	Identify, by country and version, elements to package.
Create Package by Version - View Package Elements	GP_PKG_VER_VIEW	Define Business Rules, Define Global Payroll Rules, Utilities, Create Package by Version, View Package Elements	Display the elements in the package. Display the action (upgrade or delete) that the system takes when you copy the package. You can deselect elements in the package.
Create Package by Version - View Version Details	GP_PKG_VER_DTL	Define Business Rules, Define Global Payroll Rules, Utilities, Create Package by Version, View Version Details	View the list of elements that are included in a package that was created with the Create Package by Version - Packaging Criteria-Version page. Ensure that the package includes the effective-dated versions of the elements that you intended to package.

Stamping Elements With a New Version

Access the Version Stamping page.



Version Stamping page

Use this page to *stamp* a version on elements that you add or modify or to restamp an existing version of an element.

Used By — You can stamp elements that are applicable to all countries or limit the stamping to one country. If you select ***Specific Country,*** select the country code in the **Country** field.

Stamp Type — Indicate the elements to stamp:

Blank: Elements that have no version specified on the Element Name page.

Existing Version: Elements whose version is what you specified in the **Existing Version** field.

Blank and Existing Version: Elements with no version specified on the Element Name page and elements associated with the version that you specified in the Existing Version field.

Existing Version — Becomes available when you select ***Existing Version*** or ***Blank and Existing Version*** as the stamp type. Select from any existing version. The system looks for all elements associated with the version that you select.

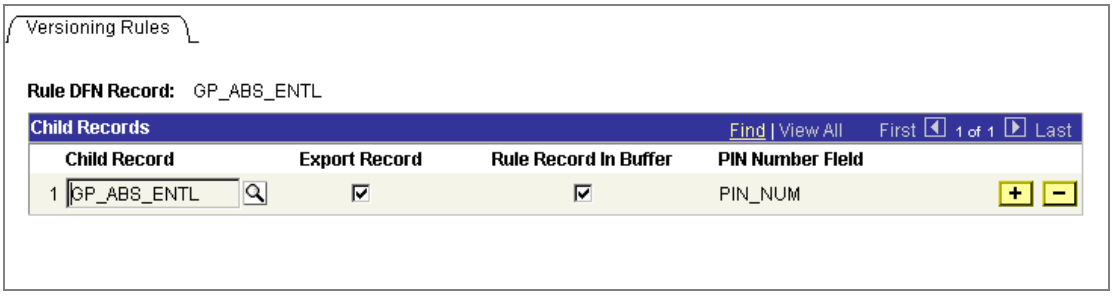
New Version — Enter up to 16 alphanumeric characters for the name of the new version. The system adds the prefix *C_* to the name to differentiate from PeopleSoft version numbers, preceded by *P_*.

Stamp GP Records Click to initiate the stamping process. The system stamps the selected elements with the new version and clears the existing Version entries for these elements on the Element Name page.

Note. Versioning occurs only in PIN record definitions that are keyed by PIN number.

Defining Version Relationships

Access the Versioning Rules page.



Versioning Rules page

Rule DFN Record Displays the name of the parent record that contains the field GP_VERSION.

Child Record Select the child record whose data when changed causes GP_VERSION to be cleared from the corresponding row in parent record. (The name of the parent record is displayed here if there are no children.)

Export Record Select if the child record is to be included in the version package for export and import.

For example, when an accumulator element changes, only data in GP_ACCUMULATOR and GP_ACM_MBR needs to be moved. The child record, GP_ACM_MBR_VW, does not need to be exported and imported because it is used only to associate accumulators with earnings and deductions in the earnings and deduction components.

Rule Record in Buffer Applicable to accumulators only.

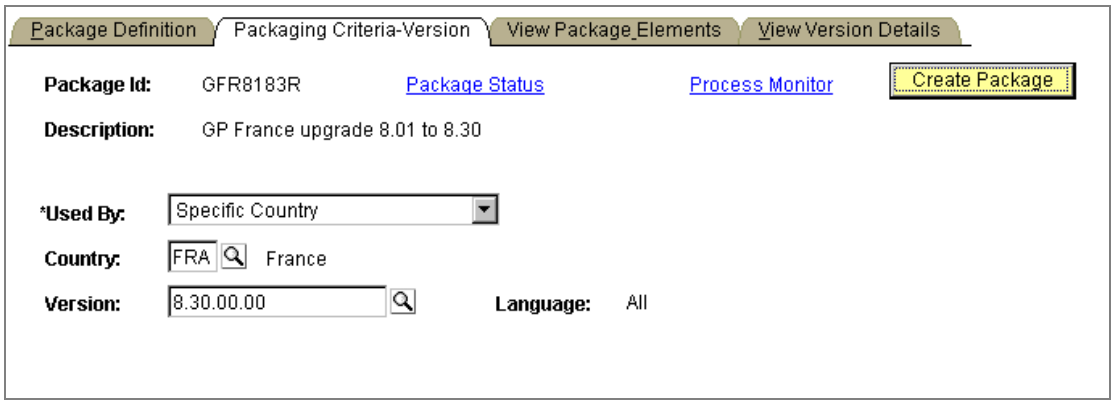
Select if the record that has GP_VERSION is in the component buffer (for example, when an earnings accumulator is changed, and needs GP_VERSION cleared). Record GP_ACCUMULATOR is not in the component buffer. Select this check box to prevent the system from looking for the record in RECNAME_RULE_DFN in the component buffer and

issue a SQLEXEC instead. The child record that exists in the earnings component is GP_ACM_MBR_VW.

PIN Number Field Displays the name of the PIN_NUM field on the record that needs GP_VERSION cleared. Using the earlier example, the earnings accumulator PIN_NUM is contained as PIN_MBR_NUM in the earnings component buffer and PIN_NUM itself contains the earnings PIN. So, when updating data for GP_ACCUMULATOR, data for PIN_MBR_NUM value and not PIN_NUM value from the earnings component must be updated.

Identifying Elements to Package

Access the Create Package by Version - Packaging Criteria-Version page.



Create Package by Version - Packaging Criteria-Version page

Used By Select where elements are used. Options are ***All Countries*** (default) and ***Specific Country***. If you select ***Specific Country,*** you must complete the **Country** field.

Version Select the version of elements to include in the package.

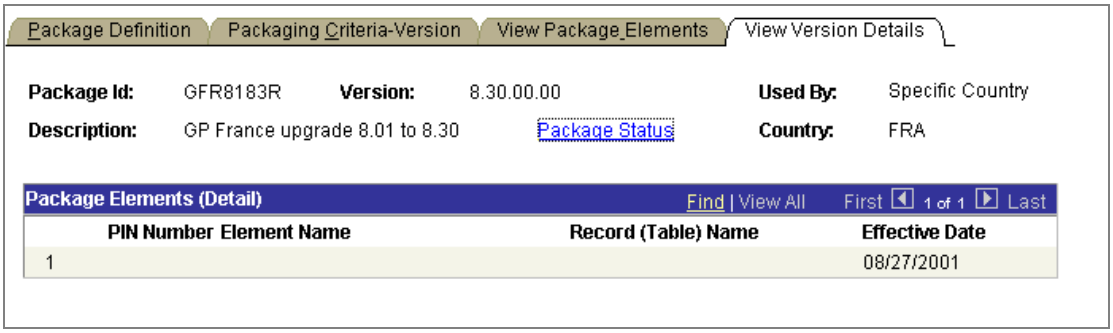
Language Display-only. Indicates that all language information associated with the selected elements is to be copied to the target database.

Important! The system overwrites any language records that you add for selected elements.

Create Package Click this button to start the batch process that creates the package.

Viewing a List of Elements

Access the Create Package by Version - View Version Details page.



Create Package by Version - View Version Details page

This page provides information about the elements that have been packaged by version, including effective dates.

CHAPTER 27

Understanding Security

This chapter provides an overview of security and discusses:

- How to restrict user access.
- Element security.
- Payee security.

Overview of Security

Security refers to the ability to restrict users from viewing or updating certain data or payees.

In PeopleSoft Global Payroll, there are two levels of security:

- Element-level security

  Restricts the elements that a user can view or update, based on the User Rules Profile page and the Used By, Owner, and Override Levels fields on the Element Name page.

- Payee-level security

  Restricts the payees that a user can view, based on the standard department-level security in PeopleSoft Human Resources.

Note. PeopleSoft Global Payroll can also use the group security feature in PeopleSoft Time and Labor.

Element Usage Security

You set up profiles for your users that give them access to applicable country-specific element information. For example, if your organization operates only in France, users do not need element information that is specific to the UK. *Element-usage security* limits the number of elements that appear in prompt tables to those that are relevant to the user.

Owner Security

Owner security refers to who owns and maintains an element—PeopleSoft or the customer. Certain elements can be modified only by PeopleSoft, you can modify others.

The Owner field on the Element Name page identifies an element's owner.

See Also

"Defining General Element Information," Defining an Element Name (GP_PIN)

Override Levels

Override levels for an element vary, depending on the element type. Typical override levels include Pay Entity, Pay Group, Pay Calendar, Payee, Positive Input, and Via Elements. You indicate these on the Element Name page by using check boxes. These check boxes indicate whether the element can be updated through overrides or by another element.

The update Via Element security feature controls which elements can be updated by another element. You can update an element by means of another element in four places in the application:

- Arrays (through the Arrays Fields Retrieved fields on the Array Fields Retrieved page.)
- Brackets (through the Return Column fields on the Bracket Search Keys/Return Columns page.)
- Dates (through the Date Extract fields on the Date Extract page)
- Formulas (through the Assign To columns on the Formula Definition page.)

The system checks the User Rules Profile and element-usage security to ensure that the only elements that are allowed entry are those that can be updated by another element.

See Also

"Defining General Element Information," Defining an Element Name (GP_PIN)

Terms Used in This Chapter

Prompt edits	Records or views that you use as an online prompt on a specified field.
Query security records	Records or views that you use in PeopleSoft Query.
Search records and **search views**	Records and views that you use to access a component.

Restricting User Access

You can restrict whether a user can access elements that are defined for all countries or for a specific country and whether a user can take control of PeopleSoft-delivered and maintained elements.

Restricting Access to Country-Specific Elements

When you create an element, you designate (in the Used by field of the Element Name page) whether it can be used by all countries or by a specific country. An element cannot use an element that is defined at a lower level. For example, an element that's defined as ***All Countries*** cannot use an element that's defined as ***Specific Country.***

The User Rules Profile page defines the default values that users see in the Used By and Country fields when adding an element.

The following table shows how the settings on the User Rules Profile page affect the Used By and Country fields on the Element Name page.

User Rules Profile page	*Element Name page*
Used By = All Countries	Used By = All Countries is the default. Country field hides
Used By = Specific Country	Used By = Specific Country and can't be changed. Country field defaults to Country and cant' be changed.

Warning! After you save an element that is defined for *All Countries*, be careful about changing the Used By field. Problems can result if the element has been used in payroll processing.

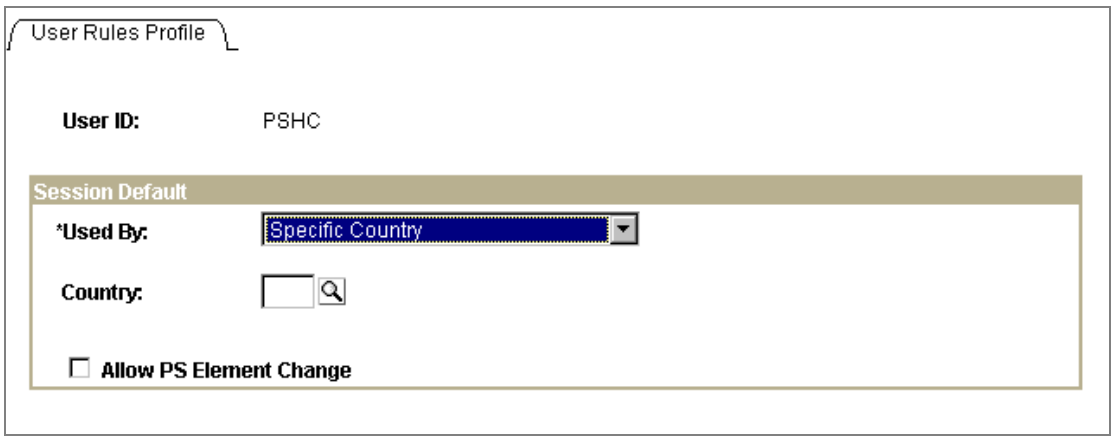
Note. The User Rule Profile in Peoplesoft Global Payroll is in addition to the User Rules Profile in PeopleSoft Human Resources.

Page Used to Restrict User Access

Page Name	Object Name	Navigation	Usage
User Rules Profile	GP_OPR_RULE_PRF	Define Business Rules, Define Global Payroll Rules, Setup 1, User Rules Profile	Control whether a user has access to elements defined for all countries or a specific country. Also define if users can take control of PeopleSoft Delivered/Maintained elements. Create a user ID in PeopleTools before using this page.

Defining Elements for User Access

Access the User Rules Profile page.



User Rules Profile page

All search views refer to the information that you enter here to determine which elements to display.

Session Default

Used By

Specify which elements the users with this User ID should have access to. Values are:

All Countries. Elements defined for All Countries.

Specific Country: Elements defined only for the country you select in the **Country** field.

Note. You associate a rule with a country when you define an element on the Element Name page.

Allow PS Element Change (allow PeopleSoft element change)	Select to enable users to take control of PS Delivered/Maintained elements. Taking control of an element means that a user can edit the element's definition and change the element owner to PS Delivered-Customer Modified. Once a user takes control of an element, it cannot be changed back to PS Delivered/Maintained.

See Also

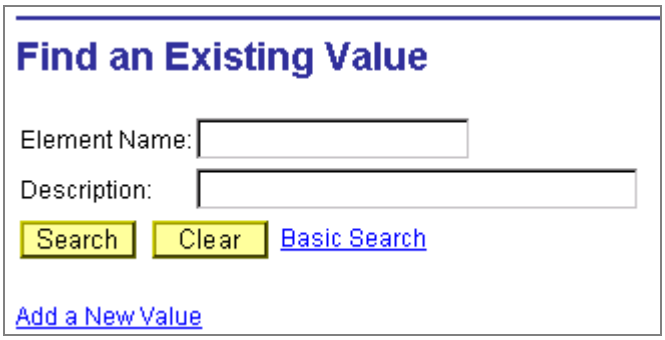
"Defining General Element Information," Defining an Element Name (GP_PIN)

PeopleTools PeopleBook

Element Security

In this section, we discuss the security that governs element selection from within a component.

The following tables indicate element-level security by menus and components. Following is an example of the Search page that is referred to in the table:



Search page

Define Global Payroll Rules, Setup 2 and Setup 3 - All Element Definition Components

Security on the Search Page	*Security Governing Element Selection From Within the Component*
Add Mode - When you add a new element, the system has no information about the element, so there is no security. Applicable to Non-Add mode. If User Rules Profile = All Countries, then Used By = All Countries Or Used By = Specific Country. If User Rules Profile = Specific Country, then Used By = All Countries Or Used By = Specific Country. Country must match the Country on the User Rules Profile page.	**Element-usage security:** If Used By = All Countries, then the elements it can use must also be Used By = All Countries. If Used By = Specific Country, then the elements it can use must also be Used By = All Countries Or The elements it can use must be Used By = Specific Country, and the value in the Country field must equal the country that the element is being used by. **Update by element security:** For the following elements, you can update element security with the Via Element override check box on the Element Name page: - Formula definitions/Assigned To field. - Date definitions/Date Extract fields. - Bracket definitions/Return Column field. - Array definitions/Return fields. **Note.** If User Rules = Specific Country, you can view all countries, but you cannot change the Used By field on such an element.

Define Global Payroll Rules, Setup 4 - Eligibility Groups

Security on the Search Page	*Security Governing Element Selection From Within the Component*

Security is handled inside the component.	**Element usage (which element groups appear on the prompt list):**
	
	If User Rules Profile = All Countries, then
	No security.
	
	If User Rules Profile = Specific Country, then
	Used By = All Countries
	
	Or
	
	Used By = Specific Country.
	Country on the Element Name page must match the Country on the User Rules Profile page.
	
	Note. Elements defined for all countries can be used with elements defined for a specific country. For example, a German variable can be used with a duration element that's defined for all countries, but it cannot be used with a duration element that's defined only for France.

Define Global Payroll Rules, Setup 4 - Pay Entity

Security on the Search Page	*Security Governing Element Selection From Within the Component*
Add Mode - When you add a new element, the system has no information about the element, so there is no security. Applicable to Non-Add mode. If User Rules Profile = All Countries, then No security. If User Rules Profile = Specific Country, then Pay Entity Country must = User Country.	**Supporting Element Overrides - element usage is based on Pay Entity Country:** You must enter Pay Entity Country before entering any Supporting Element Overrides. Used By = All Countries Or Used By = Specific Country, and Country on the Element Name page matches Country on the Pay Entity page. Pay Entity Override on the Element Name page = Y.

Define Global Payroll Rules, Setup 4 - Pay Group

Security on the Search Page	*Security Governing Element Selection From Within the Component*

Add Mode - When you add a new element, the system has no information about the element, so there is no security.
 	
Mode does not equal Add.
 	
If User Rules = All Countries, then
No security.
If User Rules Profile = Specific Country, then
Pay Entity Country = User Country.
	Rounding/Proration elements - element usage is based on Pay Entity Country:
	
	Used By = All Countries
	
	Or
	
	Used By = Specific Country, and Country matches Pay Entity Country.
	
	Supporting Element Overrides - element usage is based on Pay Entity Country:
	
	Used By = All Countries
	
	Or
	
	Used By = Specific Country, and Country matches Pay Entity Country.
	
	Pay Group Override on the Element Name page = Y.

Define Global Payroll Rules, Setup 4 - Run Types

Security on the Search Page	*Security Governing Element Selection From Within the Component*

Security is handled inside the component.	**Element usage (which process list appears on the prompt list):**
	
	If User Rules Profile = All Countries, then
	No security.
	
	If User Rules Profile = Specific Country, then
	Used By = All Countries
	
	Or
	
	Used By = Specific Country, and Country matches User Country.

Define Global Payroll Rules, Setup 4 - Calendars

Security in the Search Page	*Security Governing Element Selection From Within the Component*

Applicable to all modes (in relation to the Pay Group field).
 	
If User Rules Profile = All Countries, then
No security.
 	
If User Rules Profile = Specific Country, then
Pay Entity Country that is associated with the pay group must match User Country.
	Supporting Element Overrides and Elements to Exclude - element usage is based on Pay Entity Country:
	
	Used By = All Countries
	
	Or
	
	Used By = Specific Country, and Country matches Pay Entity Country.
	
	Calendar override check box must be selected.

Define Global Payroll Rules, Setup 4 - Calendar Group ID

Security in the Search Page	*Security Governing Element Selection From Within the Component*

Add Mode - When you add a new element, the system has no information about the element, so there is no security.
 	
Applicable to Non-Add mode.
 	
If User Rules Profile = All Countries, then
 	
No security.
 	
If User Rules Profile = Specific Country, then
 	
Calendar Run ID Country must match User Country.
	Country - Valid countries are based on User Rules Profile Country:
	
	If User Rules Profile = All Countries, then
	No security
	
	If User Rules Profile = Specific Country, then Calendar Run ID appears as the default in User Country and cannot be changed.
	
	Pay Entity/Pay Group/Calendar ID is based on Calendar Run ID Country:
	
	You must enter Calendar Run ID Country before entering Pay Entities, Pay Groups, or Calendar Run IDs.
	
	Pay Entity Country must match Calendar Run ID Country.
	
	Pay Group Country (Country of the Pay Entity that is associated with the Pay Group) must match Calendar Run ID Country.
	
	Calendar Country (of the Pay Entity Country that is associated with Pay Group for Calendar) must match Calendar Run ID Country.

Define Global Payroll Rules, Setup 5 - Retro Process Definitions

Security on the Search Page	*Security Governing Element Selection From Within the Component*

For all modes.
If User Rules Profile = All Countries, then
No security.
If User Rules Profile = Specific Country, then
Country = User Country.
	Security is handled by the search page security.

Define Global Payroll Rules, Setup 5 – Retro Process Overrides

Security on the Search Page	*Security Governing Element Selection From Within the Component*

For all modes.
If User Rules Profile = All Countries, then
No security.
If User Rules Profile = Specific Country, then
Country = User Country.
	Element and Forward to Element - element usage is based on Retro Process Definition Country:
	Used By = All Countries
	Or
	Used By = Specific Country, and Country matches Retro Process Definition Country.

Define Global Payroll Rules, Setup 5 - Retro Event Definitions (retroactive event definitions)

Security on the Search Page	*Security Governing Element Selection From Within the Component*

Security is handled inside the component	**Country Security (which countries appear on prompt list):**
	If User Rules Profile = All Countries, then
	User is allowed to work on any country in PeopleSoft Global Payroll.
	If User Rules Profile = Specific Country, then
	The only valid value is the Country that matches User Country.
	Retro Process Definition (for Event Process Definition) Security (which retro process definitions appear in prompt list):
	You must select Country before entering a Retro Process Definition.
	The Country on Retro Process Definition must match the selected Country.

Define Global Payroll Rules, Setup 5 - Segmentation Event Definition

Security on the Search Page	*Security Governing Element Selection From Within the Component*

Security is handled inside the component	**Country Security (which countries appear in prompt list):**
	If User Rules Profile = All Countries, then
	User can work on any country in PeopleSoft Global Payroll.
	If User Rules Profile = Specific Country, then
	The only valid value is the Country that matches User Country.
	Element usage is based on Country of Event:
	Used By = All Countries
	Or
	Used By = Specific Country, and Country matches Event Country.

Define Global Payroll Rules, Setup 5 - ChartFields

Security on the Search Page	*Security Governing Element Selection From Within the Component*

In All Modes.
If User Rules Profile = All Countries, then
No security.
If User Rules Profile = Specific Country, then
Pay Entity Country = User Country.
	ChartFields - element usage is based on Pay Entity Country:
	Used By = All Countries
	Or
	Used By = Specific Country, and Country matches Pay Entity Country.

Define Global Payroll Rules, Inquire - Element Name and System Element by Source

The Element Name page and the System Element by Source page are display-only. Anyone can view these pages.

Payee Security

In this section, we discuss payee security by department and group.

Payee payroll data is sensitive information because it often contains pay-related information. PeopleSoft Global Payroll provides payee-level security that restricts the payees that a user can view.

Department Security

PeopleSoft Global Payroll delivers the standard Human Resources department-level security. Payee-level security affects all Global Payroll reports as well as every component, search record or view, and prompt record and view that contains the EMPLID field. All components that are entered with an employee ID contain payee-level security.

A department security tree is used to limit the payees that a user can view or report on.

The following tables indicate payee-level security by menus and components.

Maintain Global Payroll Data, Use - Earnings/Deduction Assignment

Security on the Search Page	*Security Governing Element Selection From Within the Component*

Payee-level security applies.	**Element usage is based on Country of Payee, which is based on the Pay Entity that is associated with the Pay Group:**
	
	To determine Payee Country, the system retrieves the payee's pay group (where the maximum effective dated job row is less than or equal to the current date). Then it retrieves the Pay Entity for the Pay Group and looks at the Country.
	
	Used By = All Countries
	
	Or
	
	Used By = Specific Country, and Country matches Payee Country.
	
	You can update element security with the payee override check box on the Element Name page.
	
	Supporting Element Overrides - element usage is based on Element Country:
	
	If Element Country = All Countries, then
	
	Used By = All Countries.
	
	If Element Country = Specific Country, then
	
	Used By = Specific Country, and Country matches Element Country.

Maintain Global Payroll Data, Use - Supporting Element Overrides

Security on the Search Page	*Security Governing Element Selection From Within the Component*
Payee-level security applies.	Element Usage (based on Country of Payee which is based on Pay Entity associated with Pay Group) To determine Payee Country, the system must first retrieve the appropriate Pay Group for the Payee—max effdt'd job row <= current date. Then the system retrieves the Pay Entity that is associated with this Pay Group and looks at the Country. Used By = All Countries Or Used By = Specific Country, and Country matches Payee Country.

Manage Global Payroll Process, Use - Positive Input by Payee

Security on the Search Page	*Security Governing Element Selection From Within the Component*

Payee-level security applies.	**Element Usage (based on Country of Pay Entity associated with Pay Group)**
	
	Used By = All Countries
	
	Or
	
	Used By = Specific Country, and Country matches Pay Entity Country.
	
	You can update element security with the positive input override check box on the Element Name page.
	
	Supporting Element Overrides - element usage is based on Element Country:
	
	If Element Country = All Countries, then
	
	Used By = All Countries.
	
	If Element Country = Specific Country, then
	
	Used By = All Countries
	
	Or
	
	Used By = Specific Country, and Country matches Element Country.

Group Security

Group security is a PeopleSoft Time and Labor security feature that can be used by Peoplesoft Global Payroll if the two products are integrated. Group security enables you to restrict access to employee records and the Global Payroll reports.

See Also

PeopleSoft Time and Labor PeopleBook, "Establishing Static and Dynamic Groups"

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Group Security

CHAPTER 28

Using Self Service Applications

This chapter provides an overview of the self service features that you can use with PeopleSoft Global Payroll and explains how to:

- Set up the absence self service features.
- Use payees' absence self service features.
- Use managers' absence self service features.

Overview of Self Service Features

Absence Features

Payees can use the self service features of PeopleSoft Global Payroll to review absence balances through a web browser, enter requests for absences, and forecast absence balances as of a particular date. Managers can use the self-service features to enter and approve requests for absences.

Banking Features

If you use PeopleSoft ePay with PeopleSoft Global Payroll, payees can use the Banking self service pages to enter disbursement instructions for net pay. They can enter a separate set of instructions for each run type that you select, specifying the form in which funds are to be distributed (cash, check, bank transfer, or postal order) and the amounts or percentages to allocate if funds are to be distributed to more than one place. Instructions that payees enter update the Bank Account Information page and the Net Distribution pages in Global Payroll.

See Also

PeopleSoft ePay PeopleBook, "Managing Pay Information for PeopleSoft Global Payroll"

"Understanding Banking"

"Understanding Absences"

Setting Up Absence Self-Service Features

In this section we describe how to:

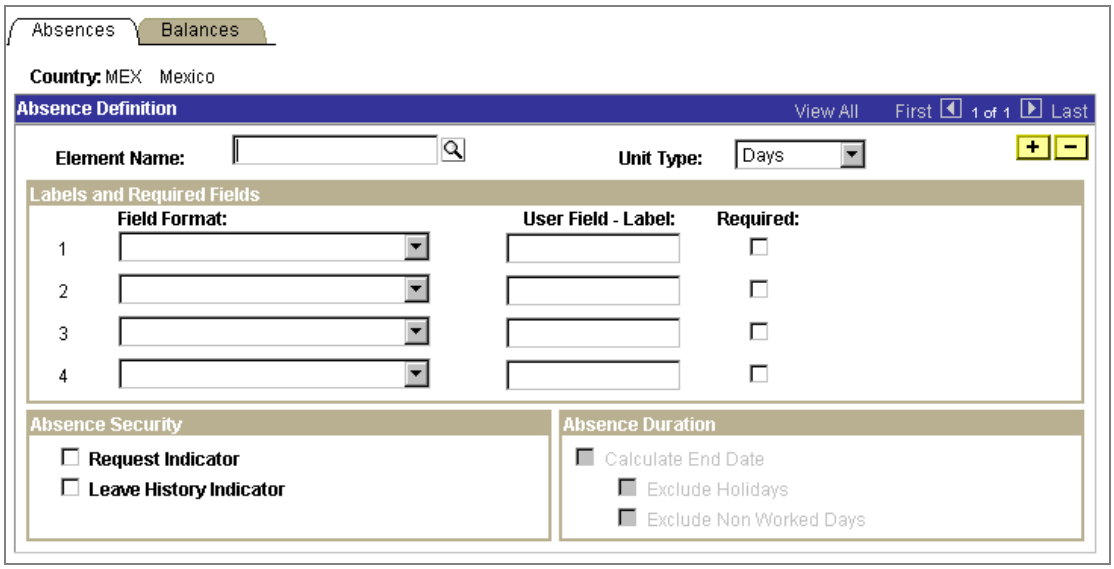
- Define which self service absence tasks users can perform.
- Identify which absence balances users can view on the self service pages.

Pages Used to Set Up Absence/Balances Service Transactions

Page	*Object Name*	*Navigation*	*Description*
Absences	GP_ABS_ELIG_SS	Define Business Rules, Define Global Payroll Rules, Setup 5, Self Service Absences/Balances	Identify if payees can enter absence requests for a particular absence take and select various usage conditions. You define this information for a specific country.
Balances	GP_BAL_ELIG_SS	Define Business Rules, Define Global Payroll Rules, Setup 5, Self Service Absences/Balances, Balances	Specify which entitlement balances you want to display in the Absence History page.

Defining the Self Service Tasks Users Can Perform

Access the Absences page.



Absences page

Element Name Select the take element for which users can view balances and enter absence requests.

Unit Type Select ***Days*** or ***Hours*** as the units to display on the self service pages. These are also the units that users will enter when requesting time off if the Calculate End Date check box is not selected.

Labels and Required Fields

You can have up to four user-defined fields appear on the Absence Detail page that's used for absence entry and viewing absence data. These fields enable you to collect data that you need to track for absences.

For each field, you specify the format, the name, and whether users are required to complete the field. (Only those fields for which you enter a label appear on the Absence Detail page.)

Field Format Valid values are ***Character, Date, Decimal,*** and ***Monetary***.

User Field – Label Enter up to 15 alphanumeric characters for the field name.

Required Select this check box if users are required to complete the field.

Absence Security

Leave History Indicator Select to enable users to inquire about their absence history.

Request Indicator Select to enable payees to enter absence requests.

Absence Duration

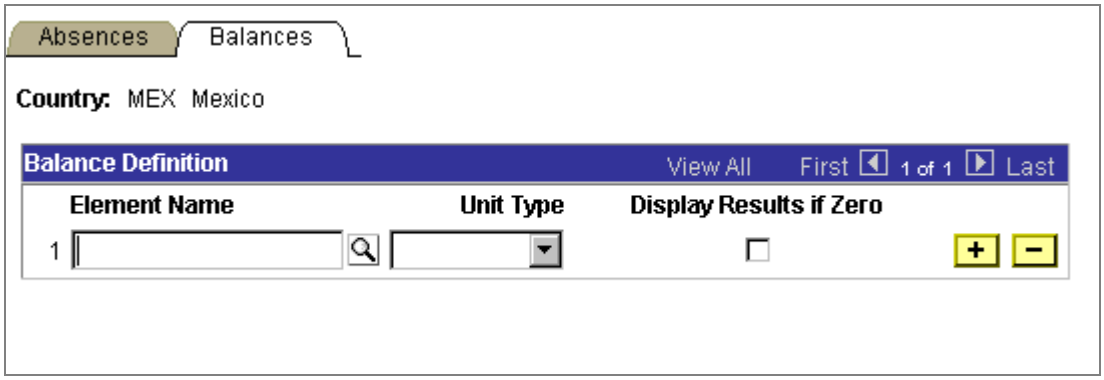
Calculate End Date Select if you want users to enter the duration of an absence rather than its end date when requesting an absence. Begin date is always required.

Exclude Holidays Select to exclude holidays from the end date calculation for requested absence events.

Exclude Non Worked Days Select to exclude non-worked days (based on the payee's schedule) from the end date calculation for requested absence events.

Identifying the Absence Balances Users Can View

Access the Balances page.



Balances page

Element Name Select the accumulator element for the entitlement balance.

Unit Type Select ***Days*** or ***Hours*** as the units for displaying entitlement balances.

Display Results if Zero Select to display the entitlement element, even when no balance exists.

Using Payees' Absence Self Service Features

In this section we discuss how payees can:

- View historical absence requests and current absence balances.
- Enter absence requests and forecast absence balances.
- View absence balances as of a future date.

Self Service Pages Used to View Balances and Enter Absence Requests

Page	*Object Name*	*Navigation*	*Description*
Employee - Absences	GP_SS_ABS_HIST	Self Service, Employee, Tasks, Absence History	View absence requests entered through the self service component, absences entered through the Global Payroll pages, and current entitlement. Includes links to pages for entering absence requests and viewing balances as of a future date.

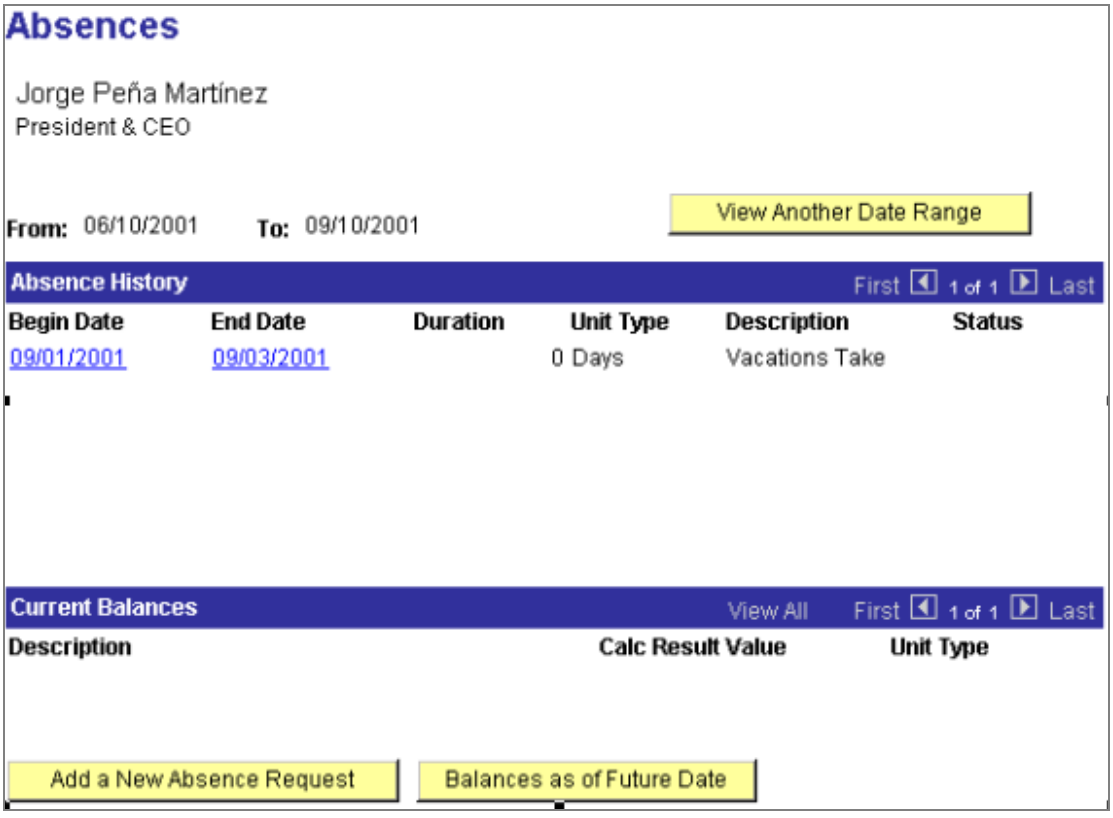
Page	Object Name	Navigation	Description
Employee - Absence Detail	GP_SS_ABS_DET	Self Service, Employee, Tasks, Absence History Click Begin Date, End Date, or Add a New Absence Request.	Enter or update an absence request. Start the Forecasting process or the Balance Inquiry process.
Balances as of Future Date	GP_SS_ABS_FCST_BAL	Self Service, Employee, Tasks, Absence History Click the Balance as of Future Date button.	Start the self service Balance Inquiry process and view the results.

See Also

"Absence Entry and Processing," Reviewing Absence Forecast Results

Viewing Historical Absence Requests and Current Balances

Access the Employee - Absences page.



Employee - Absences page

From and **To**	Displays today's date minus three months for the **From** date and today's date for the **To** date.
View Another Date Range	Click to change the from and to dates.

Absence History

Begin Date and **End Date**	Displays the first and last day of the absence event. Click the date to access the Absence Detail page, where you can edit or view detailed information for the event.
Duration and **Unit Type**	The absence duration appears here if it was entered on the Absence Detail page. The duration appears in the units defined on the Absences page during set up.
Status	Status of the absence request. Values are: ***Submitted*** ***Awaiting Final Approve:*** request has been approved by the manager and is awaiting approval by the Global Payroll administrator. ***Approved:*** request has been approved by the manager and the Global Payroll administrator. ***Denied***: request has been denied by the manager. Click to access the Absence Request Summary page where you can view details of the absence request approval process.

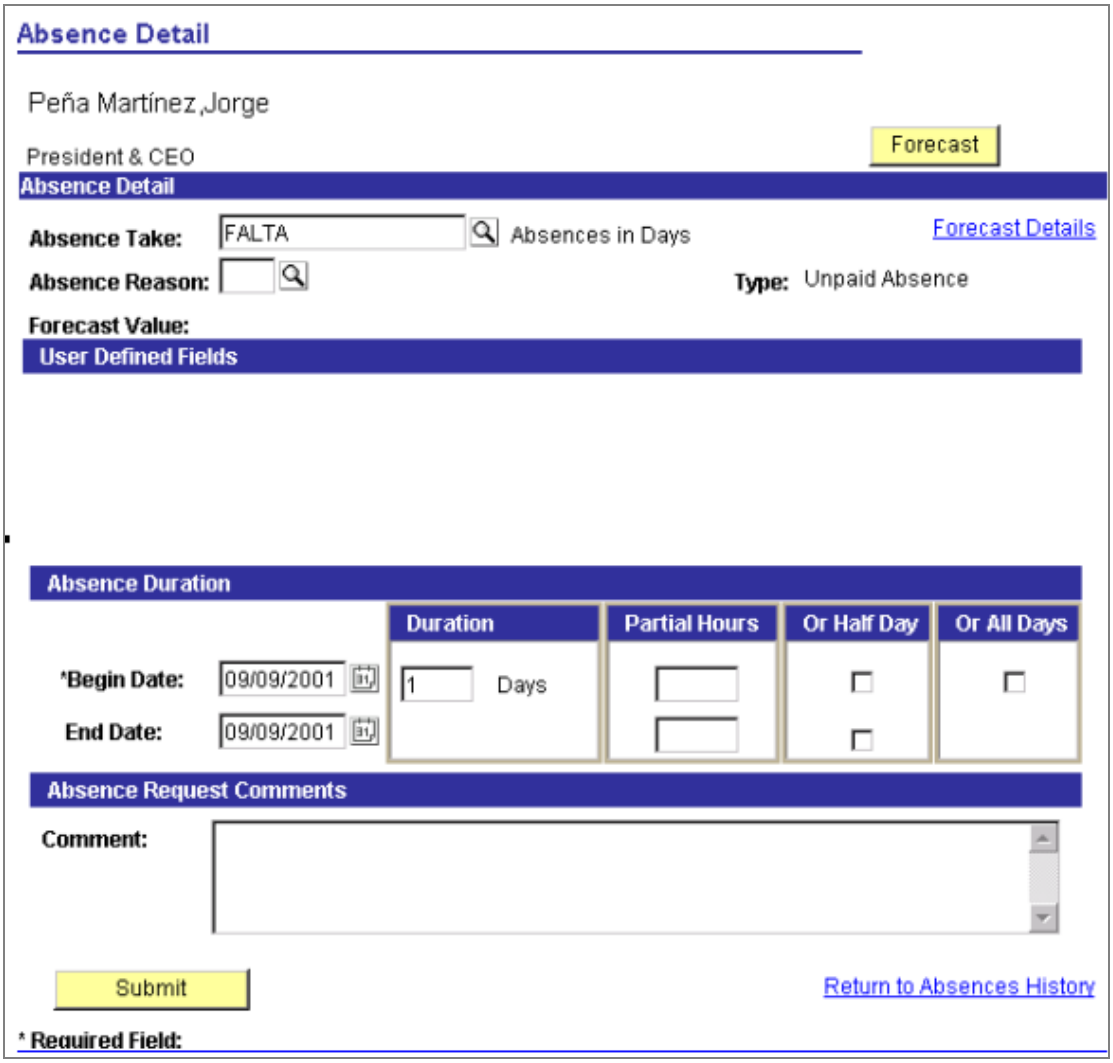
Current Balances

This group box displays the balance for each accumulator that you selected on the Balances page during set up. Balances are displayed as of the last completed pay run.

Description	Displays the name of the balance.
Calc Result Value and **Unit Type**	Displays the current entitlement balance in the units defined for the absence balance on the Balances page.
Add a New Absence Request	Click to access the Absence Detail page, where you can enter a new absence request.
Balances as of Future Date	Click to access the Balances as of Future Date page, where you can view balances as of a specific date.

Entering an Absence Request and Forecasting Entitlement

Access the Employee - Absence Detail page.



Employee - Absence Detail page

Absence Take Select the absence take element for your absence. The absence take element defines the reason for the absence and the conditions under which the absence is paid. (You can select from only those absence take elements that have been enabled for self service functionality through the Absences page.)

Partial Hours, Or Half Day, Or All Days These fields are identical to the fields on the Absence Event Input Detail page.

Forecast Click to start the Forecasting process.

Forecast Detail Click to access the Absence Forecast Results page, where you can see the results of the Forecasting process.

See Also

"Absence Entry and Processing," Entering Detailed Information About an Absence

"Understanding Absences," Using the Absence Forecasting and Balance Inquiry Processes

"Absence Entry and Processing," Forecasting Entitlement During Absence Entry and Reviewing Absence Forecast Results

User Defined Fields

The fields you defined in the Labels and Required Fields section of the Absences page appear here.

Absence Detail

Begin Date — Enter the begin of the absence. If there's a break in the absence, enter each event separately. For example, if a payee is out sick for two days, returns to work for three days, and then is out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.

The system uses the Take definition that is in effect on the begin date that you specify.

End Date — Enter the end date of the absence. If you leave this field empty and the Calculate End Date option on the Absences page is selected, the system automatically determines this date.

Duration — Enter the absence duration.

Submit — Click to save the absence request. The payee's manager can view submitted requests on the Absences Approval page.

Delete — Click to delete the absence request. This button appears only for requests that have not yet been approved (with a status of ***Submitted***).

Running the Balance Inquiry Process

Access the Balances as of Future Date page.

This page is identical to the Forecast Balance page you access through the Global Payroll pages.

See Also

"Absence Entry and Processing," Running the Balance Inquiry Process

Using Managers' and Administrators' Absence Self Service Features

Managers can perform employee tasks for their direct and indirect reports. They can also approve and deny absence requests. Approved requests require final approval from a Global Payroll Administrator.

Note. Absences entered through the self service component can be viewed and modified through the Absence Event Entry page. The approval check box on this page is selected when the final approval occurs.

In this section we discuss how managers can:

- Enter absence requests for direct reports.
- Approve or deny absence requests.

Pages Used to Enter and Approval Absence Requests

Page	*Object Name*	*Navigation*	*Description*
Absences History	GP_SS_MGR_ABS_HIST	Self Service, Manager, Tasks, Request Absences	View absence requests entered through the self service component and Global Payroll pages. View current entitlement. Includes links to pages for entering new requests and viewing balances as of a future date.
Absences Approval	GP_SS_ABS_APPR	Self Service, Manager, Tasks, Approve Absence Request	Approve or deny an absence request.

Viewing Absence Requests

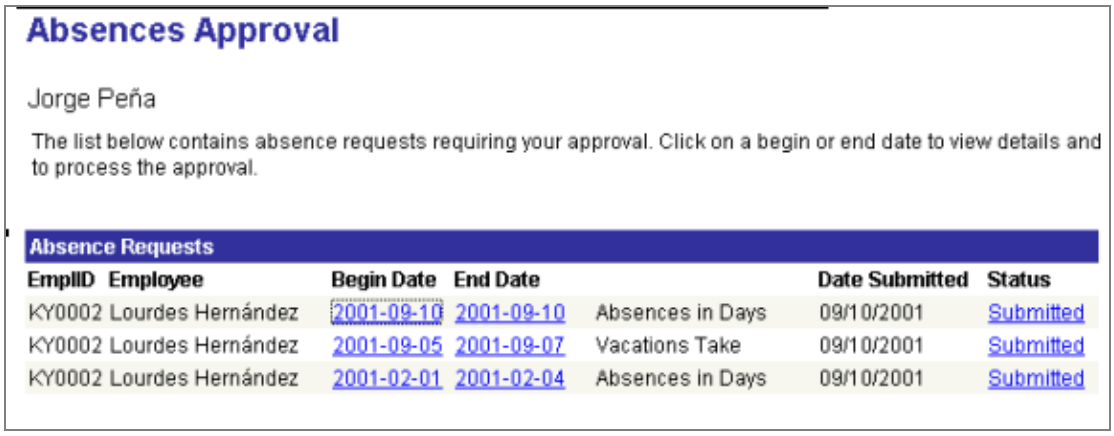
Access the Absences History page.

See Also

Viewing Historical Absence Requests and Current Balances

Approving and Denying Absence Requests

Access the Manager - Absence Approval page.



Manager - Absence Approval page

Note. Approved requests require final approval from a Global Payroll Administrator.

Begin Date and **End Date** — Click to view, approve, or deny the absence request.

Status — Values are ***Submitted, Awaiting Final Approve, Approved***, and ***Denied***.

Click to access the Absence Request Summary page where you can view details of the absence request approval process and click a button to approve or deny the request.

See Also

Entering an Absence Request and Forecasting Entitlement

CHAPTER 29

Delivered Elements and System Data

This chapter describes how to view the predefined elements that are delivered with the PeopleSoft Global Payroll country extensions and discusses the system data that is delivered with the PeopleSoft Global Payroll core product.

Viewing Delivered Elements

PeopleSoft Global Payroll delivers a query that you can run to list the elements that are defined for your system. You specify which elements you want to see. You can view elements defined for all countries or a specific country, view elements by category, name, or a combination of these criteria.

You can view the query results online and download them to an Excel spreadsheet.

In this section we discuss how to run the query.

Running the GP_ELEMENTS Query

To run the query:

1. Access the Query Manager page.

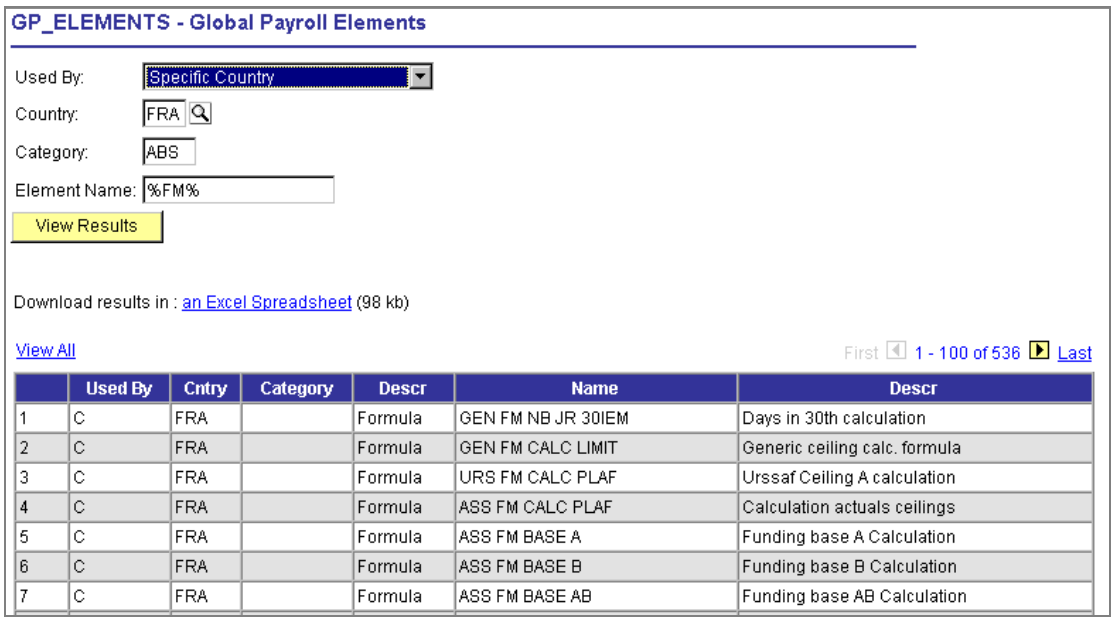
   The navigation is: PeopleTools, Query Manager, Use, Query Manager.

2. Enter ***GP_ELEMENTS*** in the **Search For** field and click the Search button.

3. Click **Run** to display the GP_ELEMENT - Global Payroll Elements page.

4. Enter your search criteria and click the **View Results** button.

Instructions for completing the search fields follow.



	Used By	Cntry	Category	Descr	Name	Descr
1	C	FRA		Formula	GEN FM NB JR 30IEM	Days in 30th calculation
2	C	FRA		Formula	GEN FM CALC LIMIT	Generic ceiling calc. formula
3	C	FRA		Formula	URS FM CALC PLAF	Urssaf Ceiling A calculation
4	C	FRA		Formula	ASS FM CALC PLAF	Calculation actuals ceilings
5	C	FRA		Formula	ASS FM BASE A	Funding base A Calculation
6	C	FRA		Formula	ASS FM BASE B	Funding base B Calculation
7	C	FRA		Formula	ASS FM BASE AB	Funding base AB Calculation

GP_ELEMENTS – Global Payroll Elements

Used By and **Country** — Identify whether you want to view elements for a ***Specific Country*** or ***All Countries***. If you select ***Specific Country***, complete the **Country** field.

Category and **Element Name** — You can enter a percent sign (%) as a wildcard to represent a string of characters. For example, if you enter ABS% in the Element Name field, the system searches for all elements that begin with ABS.

For element naming conventions, see the country extension PeopleBook for your Global Payroll application.

View Results — Click to display the results of your search.

an Excel Spreadsheet — Click to download the results to an Excel file. See your *PeopleTools PeopleBook* for instructions.

See Also

PeopleTools PeopleBook: Query, Running a Query on the Web

System Data Delivered by PeopleSoft

PeopleSoft delivers a set of system data consisting of predefined rules that you can use when configuring your system. You do not need to define these rules. They are part of the PeopleSoft Global Payroll core product and can be used wherever you need them.

Warning! Do not modify this system data. Many PeopleSoft Global Payroll calculations assume that the value of the system data remains consistent. Modifying them can jeopardize the integrity of the system.

Element Type	Element Name	Description	Comments
Count	GP WORK DAY COUNT	Workday count.	Counts the number of workdays. Used with the standard proration element GP PRORATE WRK DAY. For this count element, a day is considered a workday if scheduled hours are greater than 0.
Count	GP WORK HRS COUNT	Work hours count.	Counts the number of workdays. Used with the standard proration element GP PRORATE WRK HRS. For this count element, count the number of scheduled hours.
Duration	GP YEARS OF SVC	Years of service.	Calculates the years of service based on the hire date through the calendar period end date.
Duration	GP MONTHS OF SVC	Months of service.	Calculates the months of service based on the hire date through the calendar period end date.
Duration	GP DAYS OF SVC	Days of service.	Calculates the days of service based on the hire date through the calendar period end date.
Duration	GP AGE IN YEARS	Age in years.	Calculates the age of person in years from the birth date through the calendar period end date.
Duration	GP AGE IN MONTHS	Age in months.	Calculates the age of person in months from the birth date through the calendar period end date.
Duration	GP AGE IN DAYS	Age in days.	Calculates the age of person in days from the birth date through the calendar period end date.
Duration	GP CAL DAYS SLICE	Calendar days in slice.	Calculates the number of calendar days in the slice. Used in the proration element GP PRORATE CAL DAYS.
Duration	GP CAL DAYS SEG	Calendar days in segment.	Calculates the number of calendar days in the segment.

Element Type	Element Name	Description	Comments
Duration	GP CAL DAYS PERIOD	Calendar days in period.	Calculates the number of calendar days in the calendar period. Used in the proration element GP PRORATE CAL DAYS.
Date	GP SLICE END DT +1	Slice end date, plus 1 day.	Returns the slice end date, plus one day. Used in a duration element GP CAL DAYS SLICE that calculates the number of calendar days in a slice.
Date	GP SEG END DT +1	Segment end date, plus 1 day.	Returns the segment end date, plus one day. Used in a duration element GP CAL DAYS SEG that calculates the number of calendar days in a segment.
Date	GP PRD END DT +1	Period end date, plus 1 day.	Returns the period end date, plus one day. Used in a duration element GP CAL DAYS PERIOD that calculates the number of calendar days in a calendar period.
Date	GP PRD END DT EXTR	Period end date, date extract.	Returns three variable elements (GP PRD END DATE YR, GP PRD END DATE MO, and GP PRD END DATE DY) that resolve to the year, month, and day of the Calendar Period End Date.
Formula	GP JANUARY	January	Returns True if the month of the calendar period is January; otherwise False.
Formula	GP FEBRUARY	February	Returns True if the month of the calendar period is February; otherwise False.
Formula	GP MARCH	March	Returns True if the month of the calendar period is March; otherwise False.
Formula	GP APRIL	April	Returns True if the month of the calendar period is April; otherwise False.
Formula	GP MAY	May	Returns True if the month of the calendar period is May; otherwise False.

Element Type	Element Name	Description	Comments
Formula	GP JUNE	June	Returns True if the month of the calendar period is June; otherwise False.
Formula	GP JULY	July	Returns True if the month of the calendar period is July; otherwise False.
Formula	GP AUGUST	August	Returns True if the month of the calendar period is August; otherwise False.
Formula	GP SEPTEMBER	September	Returns True if the month of the calendar period is September; otherwise False.
Formula	GP OCTOBER	October	Returns True if the month of the Calendar Period is October; otherwise False.
Formula	GP NOVEMBER	November	Returns True if the month of the calendar period is November; otherwise False.
Formula	GP DECEMBER	December	Returns True if the month of the calendar period is December; otherwise False.
Formula	GP COUNT WORK DAYS	Workday count.	Returns True if scheduled hours are greater than 0; otherwise False. Used in the count element GP WORK DAY COUNT to count the number of workdays.
Formula	GP COUNT WORK HRS	Work hour count.	Returns the number of work hours for a day. Used in the count element GP WORK HRS COUNT to count the number of work hours.
Formula	GP CHECK 1ST SEG	Check if first segment.	Returns True if you are in the first segment of a calendar for a payee, otherwise False. Determined by checking the value of the system element FIRST SEGMENT.
Formula	GP CHECK LST SEG	Check last segment.	Returns True if you are in the last segment of a calendar for a payee; otherwise False. This is determined by checking the value of the system element LAST SEGMENT.

Element Type	Element Name	Description	Comments
Formula	GP CHK 1ST ACT SEG	Check first active segment.	Returns True if you are in the first active segment of a calendar for a payee; otherwise False. This is determined by checking the value of the system element FIRST ACT SEGMENT.
Formula	GP CHK LST ACT SEG	Check last active segment.	Returns True if you are in the last active segment of a calendar for a payee; otherwise False. This is determined by checking the value of the system element LAST ACT SEGMENT.
Generation Control	GP QTR END ONLY	Quarter end only.	Checks generation control based on the quarter-end date. The quarter-end date is based on a predefined generation control frequency of QTR END (which references a frequency with a factor of 4). **Note:** For generation control frequency to be true, enter the matching generation control frequency on any calendar for which you want generation control to be true.
Generation Control	GP YEAR END ONLY	Year end only.	Checks generation control based on the year-end date. The year-end date is based on a predefined generation control frequency of YEAR END (which references a frequency with a factor of 1). **Note:** For generation control frequency to be true, you must enter the matching generation control frequency on any calendar for which you want generation control to be true.
Generation Control	GP APPLY 1ST SEG	Apply once - first segment.	Checks generation control based on whether the calculation is in the first segment (in a calendar). Generation control is true if you are in the first segment or false if you are not.

Element Type	Element Name	Description	Comments
Generation Control	GP APPLY LST SEG	Apply once - last segment.	Checks generation control based on whether the calculation is in the last segment (in a calendar). Generation control is true if you are in the last segment or false if you are not.
Generation Control	GP APPLY LST A SEG	Apply once - last active segment.	Checks generation control based on whether the calculation is in the last active segment (in a calendar). Generation control is true if you are in the last active segment or false if you are not.
Generation Control	GP APPLY 1ST A SEG	Apply once - first active segment.	Checks generation control based on whether the calculation is in the first active segment (in a calendar). Generation control is true if you are in the first active segment or false if you are not.
Proration Rule	GP PRORATE CAL DAY	Proration based on calendar days.	Provides basic proration logic based on calendar days.
Proration Rule	GP PRORATE WRK DAY	Prorate based on workdays.	Provides basic proration logic based on workdays.
Proration Rule	GP PRORATE WRK HRS	Proration based on work hours.	Provides basic proration logic based on work hours.
Rounding Rule	GP ROUND NEAR 0DEC	Round to nearest 0 decimal places.	Rounds to nearest (up if greater than or equal to 5; otherwise down) 0 decimal places.
Rounding Rule	GP ROUND NEAR 2DEC	Round to nearest 2 decimal places.	Rounds to nearest (up if greater than or equal to 5; otherwise down) 2 decimal places.
Rounding Rule	GP ROUND UP 0DEC	Round up to 0 decimal places.	Rounds up to 0 decimal places.
Rounding Rule	GP ROUND UP 2DEC	Round up to 2 decimal places.	Rounds up to 2 decimal places.
Rounding Rule	GP ROUND DOWN 0DEC	Round down to 0 decimal places.	Rounds down (truncates) to 0 decimal places.
Rounding Rule	GP ROUND DOWN 2DEC	Round down to 2 decimal places.	Rounds down (truncates) to 2 decimal places.

Element Type	Element Name	Description	Comments
Variable	GP TEMP001 CHAR	Temporary variable - character	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP002 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP003 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP004 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP005 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP001 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP002 NUM	Temporary variable - number.	For use in formulas as a *t*emporary variable (to calculate intermediate results).
Variable	GP TEMP003 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP004 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP005 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP001 DATE	Temporary variable - date.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP002 DATE	Temporary variable - date.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP003 DATE	Temporary variable - date.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP004 DATE	Temporary variable - date.	For use in formulas as a *temporary* variable (to calculate intermediate results).

Element Type	Element Name	Description	Comments
Variable	GP TEMP005 DATE	Temporary variable - date.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP PRD END DATE YR	Period end date - year.	Stores the calendar period year if the date element GP PRD END DT EXTR is resolved. **Note:** The date element GP PRD END DT EXTR extracts the year from the calendar period and populates the variable GP PRD END DATE DY. For this date extract and corresponding variable to be resolved, either put this date element directly on the process list (include it in a section) or reference it in another element that is being resolved.
Variable	GP PRD END DATE MO	Period end date - month.	Stores the calendar period month if the date element GP PRD END DT EXTR is resolved. **Note:** The date element GP PRD END DT EXTR extracts the month from the calendar period and populates the variable GP PRD END DATE DY. For this date extract and corresponding variable to be resolved, either put this date element directly on the process list (include it in a section) or reference it in another element that is being resolved.

Element Type	Element Name	Description	Comments
Variable	GP PRD END DATE DY	Period end date - day.	Stores the calendar period day, if the date element GP PRD END DT EXTR is resolved. **Note:** The date element GP PRD END DT EXTR extracts the day from the calendar period and populates the variable GP PRD END DATE DY. For this date extract and corresponding variable to be resolved, either put this date element directly on the process list (include it in a section) or reference it in another element that is being resolved.
Variable	GP TRUE	True	Default is 1. Can be used in conjunction with formulas to set a value that is equal to True, which can then be used to validate against generation control or other checks.
Variable	GP FALSE	False	Default is 0. Can be used in conjunction with formulas to set a value to False, which can then be used to validate against generation control or other checks.
Variable	GP ACTIVE	Active	Default is A (active). Can be used in conjunction with formulas to check and compare with an active or inactive status that is retrieved from a different table.

CHAPTER 30

Setting Up and Running Generic Reports

This chapter provides an overview of generic reports and discusses:

- How to set up generic reports.
- Running generic reports.

See Also

"Appendix A: PeopleSoft Global Payroll Reports"

Understanding Generic Reports

PeopleSoft Global Payroll provides the framework for you to define your own generic reports of basic payroll results. With generic reports, you can set up the view of the payroll results that best suits your needs.

There are three types of generic reports that show different views of the same information:

- Element List

  A list of payroll elements for each employee for a period. Define each column as a set of numeric elements, which are accumulated.

- Summary

  A list of user-defined payroll elements for the pay periods between two dates for each employee. Define each row as a set of numeric elements, which are accumulated. On the run control page you define each column with a From Date and a To Date.

- Accumulator

  Displays totals of selected accumulators for each employee. On the run control page, you define the pay calendars for which the report should be printed.

All of these reports enable you to select sort options and break levels. If you define break levels, the system prints a total for each break, as the break occurs, and prints a grand total at the end of the report. If no breaks are defined, no totals are printed for the report. Depending on the break levels, an employee can appear more than once on a single report (the same employee but with different segment numbers).

For all three report types, the maximum number of columns is 12.

Break Levels

Break levels are a tool for sorting results. Use them to organize the information on the report. You can include up to three break levels in a report. For example, the first level might sort employees into business units; the second might sort members of each business unit into departments; and the third might sort the members of each department into establishments. When you select the break levels for a report, you can print each section on a separate page.

System data supplies the following standard break levels:

- Business Unit
- Department
- Company
- Establishment

All delivered break levels are PeopleSoft-maintained and cannot be changed.

Setting Up a Generic Report

Here's how you set up a generic report:

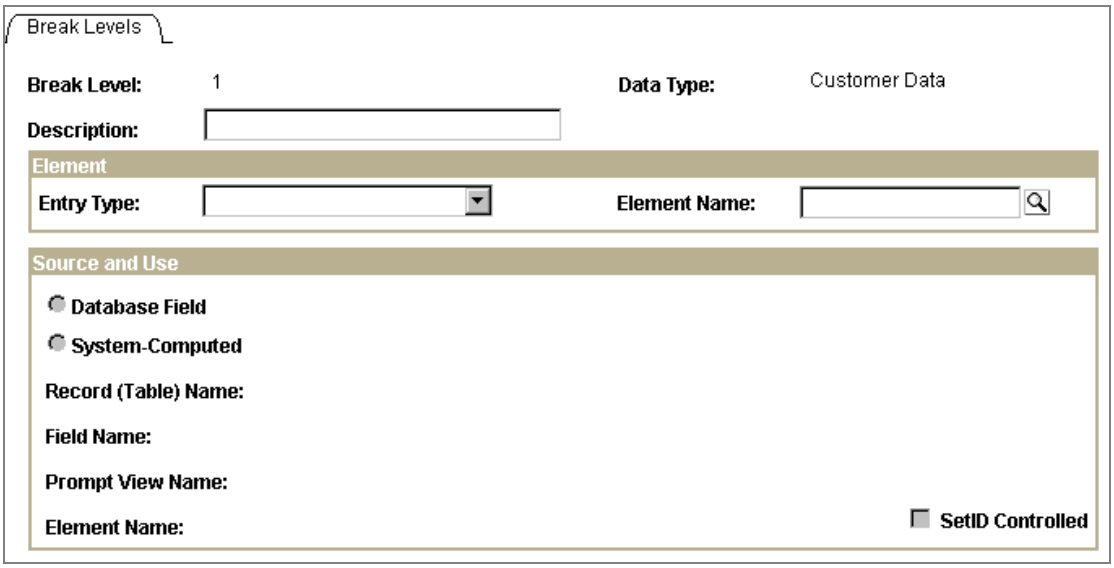
1. Set up break levels.
2. Define a report ID and its associated break levels and sort options.
3. Specify the report's rows or columns and the elements to be reported in each.

Pages Used to Set Up and Run Generic Reports

Page Name	*Object Name*	*Navigation*	*Usage*
Break Levels	GP_GENRPT_BRK_LVLS	Define Business Rules, Define Global Payroll Rules, Setup 5, Generic Report Break Levels	Define break levels.
Generic Reports - Definition	GP_GENRPT_SETUP	Define Business Rules, Define Global Payroll Rules, Setup 5, Generic Reports	Define the report ID and parameters.
Generic Reports - Rows or Columns	GP_GENRPT_ROW	Define Business Rules, Define Global Payroll Rules, Setup 5, Generic Reports	Define rows or columns and the elements that are to be reported.

Defining Break Levels

Access the Break Levels page.



Break Levels page

Note. If you sort by Department break level, we recommend that you sort by Business Unit first and then by Department.

Break Level A number that identifies the break level code.

Data Type Values are:

System Data: For a PeopleSoft-delivered break level.

Customer Data: For all other break levels.

Element

Entry Type Select the entry type of the element that you're associating with the break level. Values are ***System Element - Character*** and ***Variable - Character.***

Element Name Select the system element or variable that you're associating with the break level. For example, if you define pay group as the break level, select the GP PAYGROUP element.

Source and Use

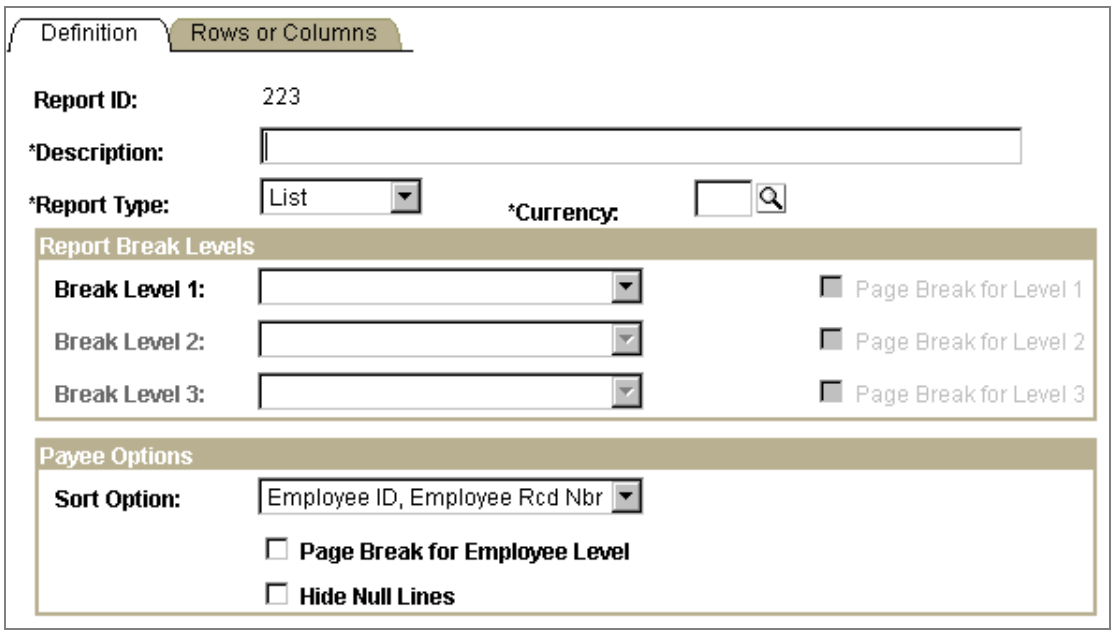
If you select a system element, information contained on the Source and Use page ofGP_PIN appears in this group box.

See Also

"Defining Data Retrieval Elements," Working With System Elements

Defining Generic Report Parameters

Access the Generic Reports - Definition page.



Generic Reports - Definition page

Report Type Values are ***Summary, List*** (element list), and ***Accum*** (accumulators).

Currency Define the default currency for the report. Amounts are converted to this currency before processing. You can change the currency on the Generic Report run control page.

Generic reports provide a maximum of 14 print positions for currency amounts. The system changes the number of decimal places, depending on the currency code. Amounts are truncated to 1, 2, or 3 decimal places, depending on the currency. If the currency does not use decimal places, all 14 print positions are available to display amounts.

Report Break Levels

Break Level 1, Break Level 2, and **Break Level 3** You can use up to three break levels. If you use multiple break levels, the system sorts first by break level 1, then by break level 2, and last by break level 3. Select from the break levels that you set up on the Break Levels page.

Page Break for Level 1, Page Break for Level 2, and **Page Break for 3.** Select to have a page break at the selected break level on the printed report.

Payee Options

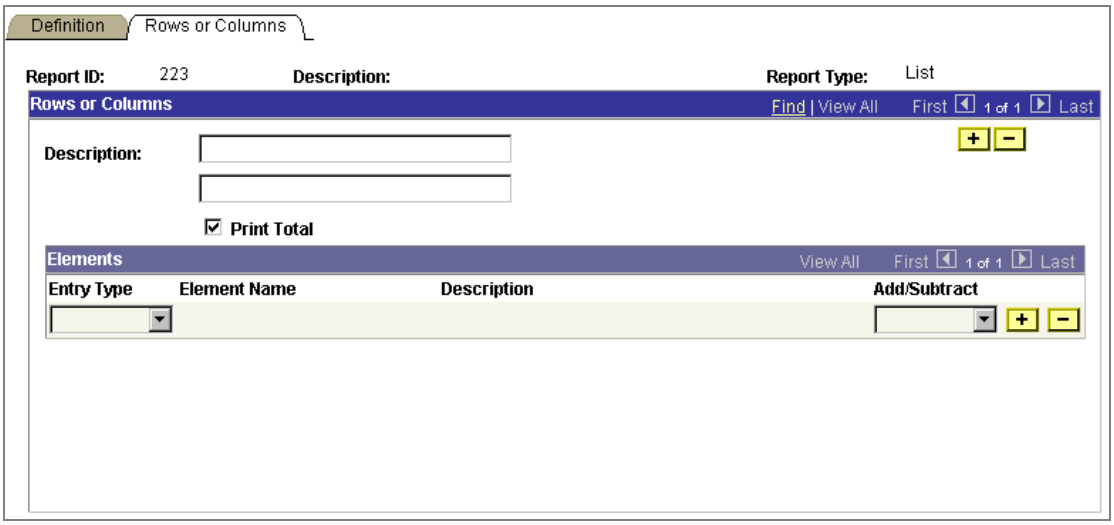
Sort Option Select a default method for sorting by employee. You can sort by the employee name, ID, and record number or by the employee ID and record number. When you run the report, you can change the sort option on the run control page.

Page Break for Employee Level (Summary type only) Select to print a separate page for each employee.

Hide Null Lines Select to prevent the printing of lines that have a value of 0.

Defining Generic Report Rows and Columns

Access the Generic Reports - Rows or Columns page.



Generic Reports - Rows or Columns page

Different fields appear on this page depending on the report type that you selected on the Generic Reports - Definition page. For all report types, the **Description, Print Total, Element Name,** and **Description** fields appear.

The following additional fields appear for the specified report type:

List and Summary	*Accumulators*
Entry Type	User Key
Add/Subtract	Label Column

List and Summary	Accumulators
	Label (if Label Column is selected)

Rows or Columns

The following table summarizes the type of data in the rows and columns for each report type.

Report Type	Columns	Rows
List	Element or group of elements	Payees
Summary	Date ranges	Element or elements
Accumulator	Accumulators	Payees

Description Define the title for each column. Each title can be two lines with up to 30 characters in each line.

User Key (Accumulator type only) Select a user key for the accumulator. A column is either a user key or an element.

Print Total Select to print totals before a page break.

Label Column This check box appears only for Accumulator report types and only for columns that are not user keys. Select to print a label instead of the values for an element in the column.

Elements

Select the elements that are to be reported in each row or column.

Entry Type Select the entry type of the element. Values are ***Auto Assgn*** (auto assigned), ***Bracket, Deduction, Earnings, Formula, SystemElem*** (system element), and ***Variable.***

Element Name Select the element name.

Label Replaces the **Description** field only for the accumulator report type when you select the **Label Column** check box for a column that is not a user key. Enter the label that is to be printed in the column when the associated element is other than 0.

Add/Subtract Select whether the element should be added to or subtracted from the total for the column or row.

Note. For Accumulator report types, some precision may be needed. The system obtains all the user keys from the accumulator result table for all the accumulators that are defined in the setup. It then prints the user keys and selects the accumulator results starting from those keys.

Running a Generic Report

Run the report after selecting additional run time parameters such as summary or detail payee data, sorting, and begin and end dates.

The run control page triggers:

- The GP_GEN_RPTS Application Engine program that creates two temporary tables with data from payroll results.
- The GPGENRPT SQR program that reads the payroll results from the temporary tables and formats the report.

CHAPTER 31

Appendix A: PeopleSoft Global Payroll Reports

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

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

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

See Also

Setting Up and Running Generic Reports

PeopleTools PeopleBook: Process Scheduler

PeopleSoft Global Payroll Reports: General Description

This table lists the PeopleSoft Global Payroll reports, sorted alphanumerically by report ID. All reports are SQR reports. For more information about a report, see the report details at the end of this appendix.

See Also

PeopleSoft Global Payroll Reports: A to Z

PeopleSoft Global Payroll Reports

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
GP000001 Payroll Result Register	Displays, by payee, the results of a payroll calculation, for earnings, deductions, and/or accumulators. Reports results by segment. A payroll status or Open or Closed appears at the top of the report. Produce after you calculate or finalize a payroll run.	Compensate Employees, Manage Global Payroll Process, Report, Payroll Result Register	GP_GPSQR01_PNL
GP000002 Absence Result Register	Similar to the Payroll Result Register, but shows the results of a calculated or finalized absence run.	Compensate Employees, Manage Global Payroll Process, Report, Absence Result Register	GP_GPSQR02_PNL
GP000003 Summary Result Register	Summarizes earnings and deduction totals by department. Run this report only after a payroll or absence run has been finalized.	Compensate Employees, Manage Global Payroll Process, Report, Payroll Summary	GP_GPSQR03_PNL
User-designed generic report—no ID or standard report name	Define additional runtime parameters and run generic reports.	Compensate Employees, Manage Global Payroll Process, Report, Generic Reports	GP_GENRPT_RC

PeopleSoft Global Payroll Reports: A to Z

This section provides detailed information on individual reports, including important fields and tables accessed. The reports are listed alphabetically by report ID.

Common Page Elements

Language Determines the language that is used during translations and the formatting for dates and numbers.

GP000001- Payroll Result Register

Calendar Group ID — Select the calendar group ID of the payroll run for which you want to generate a report.

Note. You can select calendar group IDs only when at least one calendar is Payroll (versus Absence).

Run Sections

This selection criteria refers to sections of the report (not sections from a process list). This report has three main sections:

- Earnings and deductions (sorted by earnings first and then by deductions).
- Accumulators.
- Arrears.

Sections are sorted alphabetically by element name within each type and arranged by slice dates within each element name.

Earns, Deds & Arrears (earnings, deductions, and arrears) — Select to print only earnings and deductions (plus arrears).

Accumulators Only — Select to print only accumulators.

Payee Level Sort

Payee ID (employee ID) and **Name** — Select to sort payees by ID or name.

Population

All Pay Groups & Payees — Select to generate a report for all pay groups and payees that are associated with the calendar group ID.

Select Pay Groups — Select to generate a report for specific pay groups that associated with the calendar group ID. The **Pay Group** field becomes available for entry. Only payroll run pay groups (and not absence run pay groups) are available for selection.

Select Payees — Select to generate a report for specific payees. The **EmplID** field becomes available for entry.

Source Records

PS_GP_CAL_RUN, PS_GP_PYE_PRC_STAT, PS_PERSONAL_DATA, PS_GP_CALENDAR, PS_GP_RUN_TYPE, PS_GP_PYENT, PG_GP_PYGRP, PS_GP_CAL_PRD, PS_GP_PYENT_LANG, PS_GP_PYGRP_LANG, PS_GP_RUN_TYP_LANG, PS_GP_CAL_PRD_LANG, PS_GP_PYE_SEG_STAT, PS_CUR_RT_TYPE_TBL, PS_GP_RSLT_ERN_DED, PS_GP_PIN, PS_GP_PIN_TYPE,

PS_GP_PIN_LANG, PS_GP_RSLT_ACUM, PS_GP_RUNCTL_SQR, PS_GP_RUNCTL_SQR01, PS_GP_RUNCTL_SQR02

GP000002 - Absence Result Register

Calendar Group ID — Select the calendar group ID of the absence run for which you want to generate a report.

Note. You can select calendar group IDs only when at least one calendar is Absence (versus Payroll).

Payee Level Sort

Payee ID (employee ID) and **Name** — Select to sort payees by ID or name.

Population

All Pay Groups & Payees — Select to generate a report for all pay groups and payees that are associated with the calendar group ID.

Select Pay Groups — Select to generate a report for specific pay groups that associated with the calendar group ID. The **Pay Group** field becomes available for entry. Only absence runs (and not payroll runs) are available for selection.

Select Payees — Select to generate a report for specific payees. The **EmplID** field becomes available for entry.

Source Records

PS_GP_CAL_RUN, PS_GP_PYE_PRC_STAT, PS_PERSONAL_DATA, PS_GP_CALENDAR, PS_GP_RUN_TYPE, PS_GP_PYENT, PS_GP_PYGRP, PS_GP_CAL_PRD, PS_GP_PYENT_LANG, PS_GP_PYGRP_LANG, PS_GP_RUN_TYP_LANG, PS_GP_CAL_PRD_LANG, PS_GP_PYE_SEG_STAT, PS_CUR_RT_TYPE_TBL, PS_GP_RSLT_ABS, PS_GP_PIN_LANG, PS_GP_RSLT_ACUM, PS_GP_PIN, PS_GP_RUNCTL_SQR, PS_GP_RUNCTL_SQR01, PS_GP_RUNCTL_SQR02

GP000003 - Summary Result Register

Calendar Group ID — Select the calendar group ID of the absence run for which you want to generate a report.

Run Sections

This selection criteria refers to sections of the report (not sections from a process list).

Earnings & Deduction — Select to print only earnings and deductions.

Earnings Only Select to print only earnings.

Deductions Only Select to print only deductions.

Population

All Pay Groups Select to generate a report for all pay groups and payees that are associated with the calendar group ID.

Select Pay Groups Select to generate a report for specific pay groups that associated with the calendar group ID. The **Pay Group** field becomes available for entry. Only payroll run pay groups (and not absence run pay groups) are available for selection.

Source Records

PS_GP_CAL_RUN, PS_GP_PYE_PRC_STAT, PS_PERSONAL_DATA, PS_GP_CALENDAR, PS_GP_RUN_TYPE, PS_GP_PYE_SEG_STAT, PS_JOB, PS_GP_PYENT, PS_GP_PYGRP, PS_GP_RUN_TYPE, PS_GP_CAL_PRD, PS_GP_PYENT_LANG, PS_GP_PYGRP_LANG, PS_GP_RUN_TYP_LANG, PS_GP_CAL_PRD_LANG, PS_GP_RSLT_ERN_DED, PS_GP_PIN, PS_GP_PIN_TYPE, PS_GP_PIN_LANG

User-Defined Report - No Report ID

Report Code

Begin Date and **To Date** The period defined by these dates must match the dates of a defined pay period.

Sort Option You can override the sort option that you defined on the Generic Reports - Definition page.

Currency You can override the default currency that you defined on the Generic Reports - Definition page.

Detail of the Payees Select to report the details of each payee. If this check box is clear, the report includes only summaries by break level.

If you do not define breaks for the report, this check box is not available.

Group ID

Group ID ID of a group that is defined using Group Build pages in PeopleSoft Human Resources.

As Of Date Specify the effective-dated version of the group to report on.

Refinement Date	If the group definition includes effective-dated records, enter the date for which you want the records run. For example, to run a group with an effective date of 1/1/1990 and run the effective-dated rows in the group as of 2/15/1998, select an **As of Date** of 1/1/1990 and a **Refinement Date** of 2/15/1998. If you leave this field blank, the system runs the group as of the current date.
Rebuild Group	Select to re-create the group before running the generic report.

Rows or Columns

This group box appears only for a Summary type report. The system creates a set of columns for the first 12 months in the reporting period that you define in the **Report ID** group box. It enters the first and last days of each month in the **From Date** and **To Date** columns. You can manually define different columns for your summary report, up to 12 columns total.

CHAPTER 32

Appendix B: Table Dependencies During Setup

This chapter provides information about the tables (pages) that are dependent on other tables in order to be populated with your setup data.

Note. If you have purchased the PeopleSoft Global Payroll country extension product, then modify the information in this chapter to address your local country needs. The implementation guidelines in your local country extension documentation always take precedence over the information in this chapter.

Table Dependencies

When you are preparing for your implementation of PeopleSoft Global Payroll, it is important to know what tables (pages) are dependent on other tables in order to be populated with your setup data. You need to know in what order you should populate the many setup tables that are necessary to define your payroll system.

The table below lists:

- **Table Name.** The name of the page that allows you to populate the table. For example, the trigger definition *table* is populated through the online Trigger Definition page. (PeopleSoft often refers to tables as *records*.)
- **Tables Used.** Tables that are referenced by the table that is listed in the Table Name column.
    - **Required Prior?** Stipulates whether the table(s) listed in the Tables Used column must be populated before you can populate the table in the Table Name column.

Note. The various tables in PeopleSoft Global Payroll are interrelated in many ways, and there is not always a specific order in which the tables are populated during setup. You may need to access pages from various menus in an order that does not, at first, appear to be logical. This is because you can implement your PeopleSoft Global Payroll system in different ways, depending on the needs of your organization.

Table Name	*Tables Used*	*Required Prior?*	*Comments*
Trigger Definition	Trigger Event ID	Yes	
Array	Industry Type	No	This table is used on all element types.
	Category Type	No	This table is used on all element types.
	Bracket	No	
	Formula	No	
	Variable	Yes	
Brackets	Rounding Rule	No	
	Absence Entitlement, Absence Take, Accumulator, Bracket, Date, Deduction, Duration, Earnings, Formula, Variable	No	
Counts	Formula	Yes	
Dates	Bracket, Date, Duration, Formula, Variable	No	
Duration	Bracket, Date, Formula, Variable	No	
Formula	Absence Entitlement, Accumulator, Array, Bracket, Date, Deduction, Duration, Earnings, Fictitious Calculations, Formula, Historical Rule, Proration, Rate Code, Variable	No	
Rate Code	Comp Rate Code (compensation rate code)	Yes	Rate Code is from PeopleSoft Human Resources.
Variable	None		
Fictitious Calculations	Historical Rule	Yes	
	Variable Accumulator Process List	No	
Historical Rule	Formula	Yes	

Table Name	*Tables Used*	*Required Prior?*	*Comments*
	Absence Entitlement, Accumulator, Bracket, Count, Date, Duration, Earnings, Formula, Rate Code, variable	No	
Proration Rules	Accumulator, Count, Duration, Formula, Variable	Table requires at least one Element Type.	
Rounding Rule	None		
Generation Control	Action Reason, Generation Control Frequency, Formula, Run Type	No	Action Reason is from Human Resources.
Earnings	Accumulator, Bracket, Deduction, Earnings, Formula, Rate Code, Variable	NO	
	Frequency	No	Frequency is from Human Resources.
	Generation Control, Rounding, Proration	No	
Deductions	Accumulator, Bracket, Deduction, Earnings, Formula, Rate Code, Variable	No	
	Frequency	No	Frequency is from Human Resources.
	Generation Control, Rounding, Proration	No	
Absence Entitlements	Accumulator, Bracket, Proration Rule, Rounding Rule, Variable	No	
	Formula	Yes	
Absence Take	Formula	Yes	
	Absence Take, Accumulator, Bracket, Date, Deduction, Duration, Earnings, Variable	No	

Table Name	*Tables Used*	*Required Prior?*	*Comments*
Accumulator	Absence Entitlement, Absence Take, Accumulator, Bracket, Date, Deduction, Earnings, Formula, Variable	No	
Element Group	Absence Entitlement, Absence Take, Deduction, Earnings	Yes	One Element Type is required.
Eligibility Group	Element Group	Yes	
Section	Absence Entitlement, Absence Take, Accumulator, Array, Bracket, Count, Date, Deduction, Duration, Earnings, Formula, Rate Code, Variable	Yes	One Element Type is required.
Process	Accumulator, Section	Yes	
	Formula, Variable	No	
Pay Entity	Source Bank ID	Yes	
	Bracket, Date, Duration, Formula, Variable, Pay Group	No	
Pay Entity Source Bank Link	Pay Group	No	
Pay Group	Pay Entity, Eligibility Group, Work Schedule, Holiday Schedule, Exchange Rate Types	Yes	Holiday Schedule and Exchange Rate Types are not Global Payroll tables.
	Rounding Rule, Proration Rule	No	
Streams	None		
Run Types	Process	Yes	
	Time Reporting Code	No	
Calendar Period	None		
Calendar	Run Type, Calendar Period ID	Yes	
	Bracket, Date, Duration, Formula, Variable	No	

Table Name	*Tables Used*	*Required Prior?*	*Comments*
	Absence Entitlement, Absence Take, Deduction, Earnings, Generation Control Frequency	No	
Calendar Group ID	Pay Entity, Pay Group	Yes	
Shifts	None		
Workdays	Shifts	Yes	
Schedule Templates	Workdays	Yes	
Schedule Definitions	Schedule Templates	Yes	
Retro Process Definition	None		
Retro Process Overrides	Formula	Yes	
	Accumulator, Deduction, Earnings	No	One Element Type is required.
Retro Event Definition	Retro Process Definition	Yes	
Segmentation Event Definition	Absence Entitlement, Accumulator, Array, Bracket, Date, Deduction, Earnings, Formula	Yes, if Segment Type = Element	
Bank	None		
Electronic Transfer Formats	None		
Source Bank	Bank	Yes	
	Form ID Table	Yes if Country = USA or CAN	
Recipients	Bank	No	
Deposit Schedule	None		
Holiday Schedule	None		
Task Code Map	Variable	No	
Trigger definition	None		
General Ledger Chart Fields	Pay Entity	Yes	
General Ledger Grouping	Pay Entity	Yes	

Table Name	*Tables Used*	*Required Prior?*	*Comments*
	Accumulator, Deduction, Earnings	One is required	
General Ledger Mapping	Pay Entity	Yes	

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