



PeopleSoft 8.3 Human
Resources PeopleBook: Manage
Company Cars

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SKU HRr83HCC-B 1001

PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

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About the HRMS PeopleBooks

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

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

Before You Begin

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

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

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

PeopleSoft Application Fundamentals for HRMS PeopleBook

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

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

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

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

Related Documentation

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

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

Documentation on the Internet

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

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

Documentation on CD-ROM

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

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

Hardcopy Documentation

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

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

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

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

PeopleBooks Standard Page Element Definitions

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

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

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

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

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

See Also

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

PeopleSoft Process Scheduler

PeopleBook Standard Group Boxes

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

Entering Name Information

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

Format Using

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

Refresh the Name Field

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

Person Name or Current Name

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

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

Displaying Japanese Names on Pages

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

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

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

Japanese name format on a page

See Also

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

Entering Address Information

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

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

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

Entering or Viewing Pay Components

Amounts Tab

Pay Components - Amounts

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

Comp Rate Code Secondary Panel

Comp Rate Code: TSDFLT

Description: Salaried Default

Base Pay **Use Highest Rate**

Default Without Override

Rate Code Type: Flat Amount

Rate Code Class:

Comp Rate Code Secondary Panel

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

See Also

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

Changes Tab

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

Pay Components – Changes page

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

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

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

Pay Components – Conversion

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

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

Required Fields on Pages

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

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

Example of a required field label

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

Typographical Conventions and Visual Cues

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

Please take a moment to review the following typographical cues:

monospace font

Indicates PeopleCode.

Bold Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold).

We also use boldface when we refer to navigational paths, menu names, or process actions (such as **Save** and **Run**).

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.

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

USF U.S. Federal Government Functionality

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

E&G Education and Government Functionality

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

Local Country Functionality

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

Comments and Suggestions

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

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

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

DOC@PEOPLESOFT.COM

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

CHAPTER 1

About the PeopleSoft 8.3 Human Resources PeopleBook: Manage Company Cars

This book provides you with the information you will need for implementing and using PeopleSoft Human Resources: Manage Company Cars.

This chapter complements and extends the About the HRMS PeopleBooks section of HRMS documentation by providing specific information on how to use the documentation for Human Resources. Much of the general information you should know before you begin using PeopleSoft documentation is presented in About the HRMS PeopleBooks.

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

See Also

PeopleSoft HRMS PeopleBooks Preface, “About the HRMS PeopleBooks”

PeopleBooks Standard Page Element Definitions

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

Field	Definition
Benefit Plan	A specific benefit offering within a plan type.
Benefit Plan Type	Also known as Plan Type, it is a two-digit code that identifies a benefit category, such as health, life, or savings.
Benefit Program	A collection of benefit plans your company offers to a group of employees.

Field	Definition
Deduction	Any amount taken from an employee's pay check to offset all or part of the cost of the employee's benefits.
Deduction Code	The code assigned to a benefit deduction.
FSA Maximum Annual Pledge	This is the total maximum an employee can pledge to contribution to a health or dependent care flexible spending accounts during a benefit plan year.
FSA Minimum Check Amount	This is the minimum amount for which a check will be printed.
Plan Type	Also known as Benefit Plan Type, it is a two-digit code that identifies a benefit category, such as health, life, or savings.

See Also

PeopleSoft HRMS PeopleBooks Preface, "About the HRMS PeopleBooks," PeopleBooks Standard Page Element Definitions

Understanding the Documentation

Documentation for PeopleSoft Human Resources is made up of 25 business processes, each with their own book:

- Administer Company Cars
- Administer Festive Advance
- Administer Salaries for the Netherlands
- Administer Salary Packaging
- Administer Training
- Administer Variable Compensation
- Administer Workforce
- Base Benefits
- Manage Commitment Accounting
- Manage Competencies
- Manage French Public Sector
- Manage Netherlands Salary Administration
- Manage Performance
- Manage Positions

- Manage Professional Compliance
- Meet Regulatory Requirements
- Monitor Absence
- Monitor Health & Safety
- Plan Careers and Successions
- Plan Salaries
- Recruit Workforce
- Report Total Compensation
- Track Faculty Events
- Track Flexible Service
- Track Global Assignments

Human Resources Reports

The documentation for the Human Resources reports is in the reports chapter in the *PeopleSoft Application Fundamentals for HRMS PeopleBook*. There you will find information about each report, listed by module.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Appendix: PeopleSoft Application Fundamentals for HRMS Reports”

CHAPTER 2

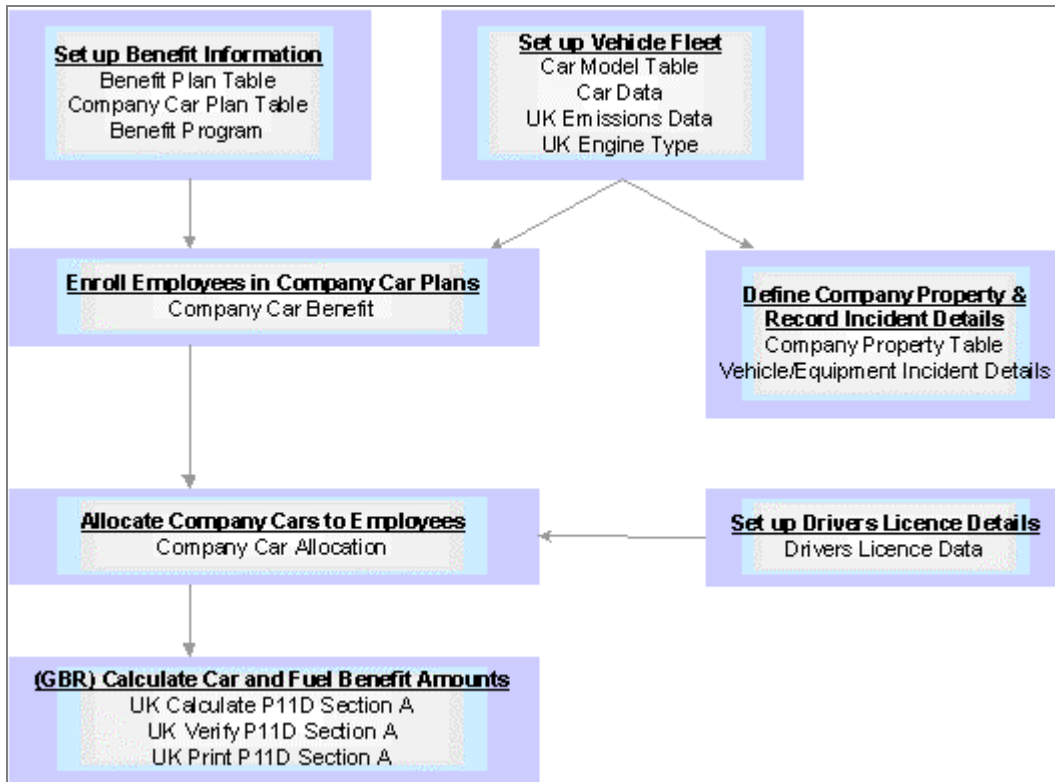
Administering Company Cars for Your Workforce

This chapter provides an overview of managing company cars and tells you how to:

- Set up the company car benefit.
- Set up company car fleet information.
- Allocate company cars.
- Track cars and vehicle incidents.
- Track car and fuel amounts in the United Kingdom.

Understanding Company Car Management

The following diagram shows the flow of information through the Administer Company Cars business process, including additional United Kingdom-specific processes:



The Administer Company Cars business process, including United Kingdom local processes.

Before You Begin

Find all the core and local setup tables, pages, and functionality described in this section in the Define Business Rules, Define Company Cars (GBL) menus and in the Compensate Employees, Administer Company Cars menus. Also find the core and local country functionality in the applicable local country menus. Enter driver's license data on the Driver's License Data page.

Use the Managing Company Cars menus that are appropriate for your implementation of PeopleSoft Human Resources. If you're not sure which of these menus you should use, ask your project leader.

Note. We discuss the system using the pages in the Global (GBL) menus as our examples. If there is a page that is located in one of the local country menus whose functionality isn't covered in the global page discussions, we discuss the local country page separately.

The procedures for accessing and entering information in these tables mirror those for updating any PeopleSoft table or page. Ensure that both the global and relevant local country control tables in the Manage Human Resources menus are set up before you start working with the tables described in this section.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Regulating PeopleSoft HRMS System Data,” “Setting Up PeopleSoft HRMS,” ”Setting Up Local Country Functionality” and “Setting Up Companies, Agencies, and Locations.”

Setting Up the Company Car Benefit

PeopleSoft considers a company car a benefit; therefore, some of the standard benefit plan codes and tables define the company car benefit.

Note. The Benefit Plan Table is used to set up all types of benefits, not just company cars.

Pages Used to Set Up the Company Car Benefit

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Benefit Plan Table	BENEFIT_PLAN_TABLE	Define Business Rules, Define Company Cars (GBL), Setup, Benefit Plan Table	Create and name company car benefit plans.
Company Car Plan Table	CAR_PLAN_TABLE	Define Business Rules, Define Company Cars (GBL), Setup, Company Car Plan Table, Company Car Plan Table	Enter information specific to each company car benefit plan.

Setting Up the Company Car Benefit

Access the Benefit Plan Table page.

Benefit Plan Table

Plan Type: 10 Medical Benefit Plan: KCMDAB

Benefit Plans Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980 + -

*Description: Alberta Provincial Medical Short Description: AB Medical

SetID: SHARE Vendor ID: CANKCVNB Viceroy Northern Bank

Group Number: SPD URL Id:

Default Deduction Code: KCMED Basic Medical Deduction

Pay Mode

Pay Mode: Pay as Deducted

AP Payment Date Type: Check Date Separate AP Payment

Self-Service Plan Description:

Benefit Plan Table page

Plan Type, Benefit Plan The system displays the plan type and benefit plan that you entered. Leave the remaining fields blank.

Entering Company Car Benefit Information

Access the Company Car Plan Table page.

Company Car Plan Table

Plan Type: 5A Company Car Benefit Plan: HGCAR

View All First 1 of 1 Last

*Effective Date: 01/01/1980 + -

Qualifying Period: Months

Allowance Amount: 2,000 USD

Price Range

	Minimum:	Maximum:
Purchase:	7,000.00	55,000.00
Lease:	500.00	1,000.00
Contract Hire:	500.00	1,000.00

Company Car Plan Table page

Qualifying Period Enter the waiting or qualifying period for participating in this plan, if applicable. Select a time period and enter the period measurement scale, such as *Months*.

Allowance Amount If you offer an allowance amount instead of a car, enter the amount and the currency code for that amount. This

currency code applies to all fields on this page. You define the default allowance amount on the Installation Table, but you can change this.

Price Range

Use the fields in this group box to define the price range of a car. For example, an employee enrolled in the KGCAR benefit plan could have a car with a **Minimum** list price of **£7,000** and a **Maximum** price of **£55,000**.

You can list minimum and maximum **Purchase** parameters. To specify the currency of these amounts, enter a currency code next to **Allowance Amount**. This code controls all amount fields on this page.

To list minimum and maximum **Lease** or **Contract Hire** parameters, specify the currency of these amounts by entering a currency code to the right of Allowance Amount. This code controls all amount fields on this page.

Adding the Company Car Benefit to Benefit Programs

To enable employees to use the car benefit plan, assign the plan to a benefit program (or programs) and then assign benefit programs to employees.

To add the company car benefit plan to one of your organization's Benefit/Deduction Programs, use the Benefit/Deduction Program pages that you find under Define Business Rules, Define Company Cars (GBL), Setup. You use these same pages when you define Benefit/Deduction Programs in the Define Base Benefits menu.

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits, "Building Base Benefits Programs," Building Benefit Programs With the Benefit Program Table Components

Setting Up Company Car Fleet Information

Setting up car fleet information involves entering information about car models, the cars themselves, car pool information, and vehicle maintenance. This information enables you to administer the allocation and tracking of company cars.

Common Fleet Information Elements

Car ID

This is an identification code for a specific vehicle and is displayed on several pages in this section.

Note. Either always assign a number or always let the system assign one automatically to prevent numbering errors.

Pages Used to Set Up Fleet Information

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Car Model Table	CAR_MODEL	Define Business Rules, Define Company Cars (GBL), Setup, Car Model Table, Car Model Table	Track company cars.
Car Management Location	CAR_MG_LOC_TBL	Define Business Rules, Define Company Cars (GBL), Setup, Car Management Location, Car Management Location	Indicate where car maintenance, leasing, and management occurs.
Car Profile	CAR_DATA1	Define Business Rules, Define Company Cars (GBL), Setup, Car Data, Car Profile	Enter details such as a profile of the car, current allocation information, and maintenance information.
Allocation	CAR_DATA2	Define Business Rules, Define Company Cars (GBL), Setup, Car Data, Allocation	Enter comments about the car, record allocation information, and track car pooling information.
Maintenance	CAR_MAINT	Define Business Rules, Define Company Cars (GBL), Setup, Car Data, Maintenance	Record a company car's maintenance history.
Emissions Data UK	EMISSIONS_DATA_UK	Compensate Employees, Administer Company Cars (GLB), Setup Lcl, UK Emissions Data Setup, Emissions Data UK	Define tax percentages by year and gram per kilometer emissions per United Kingdom regulations.
Engine Type UK	ENGINE_TYPE_UK	Compensate Employees, Administer Company Cars (GLB), Setup Lcl, UK Engine Type Setup, Engine Type UK	Define engine types and determine associated tax discounts per United Kingdom regulations.

See Also

Pages Used to Set Up Fleet Information

Tracking Company Cars

Access the Car Model Table page.

Car Model Table

Model: Honda Accord

Engine: Petrol with cylinder capacity

View All First 1 of 1 Last

*Effective Date: 01/01/1980

*Status: Active

*Engine Capacity: 4 Cubic Inches

High Insurance Risk

CO2 Emissions g/km:

Costs

List Cost: 15,700.00 USD

Lease Cost: Monthly

Contract Hire Cost:

Description:

Car Model Table page

Model	The manufacturer and model of the car is displayed.
Engine	The engine type is displayed.
Engine Capacity	Enter the engine capacity for the model.
High Insurance Risk	Select this check box if this is a high-insurance car.
CO2 Emissions g/km	In the United Kingdom, vehicle tax is based on CO2 emissions. Enter the grams per kilometer emissions provided by the manufacturer in accordance with government guidelines.
List Cost	Enter the list cost of the model. This is a required field and is used by the system for tax purposes when performing P11D calculations. The currency code field next to List Cost applies to all amount fields on the page.
Lease Cost, Contract Hire Cost	For lease and contract hire costs, select a period of <i>Daily</i> , <i>Monthly</i> , <i>Weekly</i> , or <i>Yearly</i> . (Optional).

Entering Location Information

Access the Car Management Location page

Car Management Location

Location: ABC Motor Group

Location Type: Garage

Country: GBR United Kingdom

Address 1: 55 Turnpike Road

Address 2:

Address 3:

City: Shipham

Post Code: BS251TX

County: SOMER Somerset

Telephone:

Description:

Car Management Location page

Location Type

Car management location options include:

Garage. This is a car maintenance facility.

Internal Management Center. This is a location within your company that manages a car.

Lease Company. This is a company from which you lease cars for use in your program.

Entering a Car Profile

Access the Car Data - Car Profile page.

Car Profile Allocation Maintenance

Car ID: 0000010 Registration No.: T451 RBI VIN: 1997745 AX 8821

Car Details

*Make/Model: Ford Mondeo 1.8 GLX

Registration Date: 03/01/1999 Color: Silver

Provision Method: Purchase Cost: 17,000.00 GBP

Management Location:

Country: GBR United Kingdom

County: BERKS Berkshire

United Kingdom

Tax Renewal Date: Age of Car: 1 Classic Car

Accessories First 1 of 1 Last

*Description	Cost	Installed	Removed
Kenwood Stereo	210.00 GBP	06/16/1999	

Car Data - Car Profile page

- Registration No.** (registration number) and **VIN** (vehicle identification number) Enter the vehicle’s registration number and VIN.
- Make/Model** Enter the make and model for this car. These are required fields. Valid values for Make are defined in the Translate Table, and valid values for Model are defined on the Car Model Table.
- Registration Date, Color** Enter the car’s Registration Date and select a **Color**.
- Provision Method** The system indicates the car’s **Cost** in the appropriate currency based on the Provision Method that you select using the purchase, lease, and contact hire costs that you defined in the Car Model Table. You can override these amounts.
- Management Location** Select a management location for this vehicle from the list of valid locations. Car management locations are stored on the Car Management Locations Table. (Optional).

(GBR) United Kingdom
- Tax Renewal Date** The date entered here is recorded for informational purposes only.
- Classic Car** Select for those cars 15 years or older.
- Age of Car** The system calculates the car’s age based on the registration date that you entered on the Car Profile page.
- Accessories** For each accessory, complete the fields in this group box. Indicate the **Province** in which the car is registered.

Recording Allocation Information

Access the Car Data - Allocation page.

Car Profile Allocation Maintenance

Car ID: 0000010 Registration No.: T451 RBI VIN: 1997745 AX 8821

Comments:

Currently Allocated to: KG0002 Hopkins,Dewi

Car Pool				View All	First	1 of 1	Last
Start Date	End Date	EmpID	Name				
1							

Car Data - Allocation page

Registration No.
(registration number) and
VIN (vehicle identification
number)

Enter the vehicle’s registration number and VIN.

Currently Allocated to

If the car is assigned to an employee on the Company Car Allocation Table, the system displays to whom the car is currently allocated.

Car Pool

Enter the **Start Date** and **End Date** of the car pool and then enter the **EmpIID** of the person who is responsible for the company car.

Recording Maintenance History

Access the Car Data - Maintenance page.

The screenshot displays the 'Car Data - Maintenance' page. At the top, there are three tabs: 'Car Profile', 'Allocation', and 'Maintenance'. The 'Maintenance' tab is selected. Below the tabs, the following information is displayed: Car ID: 0000010, Registration No.: T451 RBI, and VIN: 1997745 AX 8821. A 'Car Details' section contains the following fields: Maintenance Date (04/11/2000), Location (Cradock Garage), Action Code (Full Service), and Present Distance (30,000 Miles). Below this is a 'Next Service' section with Distance (40,000) and Date (01/08/2001). At the bottom, there is a 'Mexico' section with fields for Effective Date, Inspection Type, and Stop Day.

Car Data - Maintenance page

Maintenance Date

Enter the date that the car was serviced.

Location

Select an option from the list of locations that you defined on the Car Management Location Table. Only locations with a type of *Garage* appear here.

Action Code

Select an option from the list of Translate Table values.

Present Distance

Enter the car’s odometer reading as of the service date. You can set the distance shown as *Miles* or *Kms* (kilometers).

Next Service If you selected a regularly scheduled *Full Service* as the Action Code, enter the **Distance** and **Date** for the car's next service. To enter additional car maintenance and service events, insert a new data row and enter a new Maintenance Date, if appropriate.

(MEX) Mexico

Due to high pollution levels in Mexico, there are legal requirements for car inspections. Define details for company cars in Mexico here.

Inspection Type Select the inspection type. Valid values are *Multiple Stop Day (2)*, *New Cars (00)*, *No Stop Day (0)*, and *One Stop Day (1)*. For example, if a car has an inspection type of *One Stop*, the car must not be used one day of the week.

Stop Day Depending on the result of the inspection, you may have to specify a stop day for the car when the car cannot be in use. Valid values are *Monday*, *Tuesday*, *Wednesday*, *Thursday*, and *Friday*.

(GBR) Define Tax Percentages

Commencing April 6, 2002 the government will base the tax charge on a percentage of the car price graduated according to the level of the car's carbon dioxide (CO₂) emissions. See the CO₂ Emissions Tax Table on the Inland Revenue site for appropriate charges.

Use this table to add new rates or adjust the values of rates already defined in the system.

Access the Emissions Data UK page.

The screenshot shows a web form titled "Emissions Data UK". It contains the following fields and controls:

- Tax Percentage:** A text input field containing the value "16".
- Emissions Information:** A blue header bar with "View All", "First", "1 of 1", and "Last" navigation links.
- Tax Year End:** A text input field containing "2003" with a search icon to its right. Below the input, it says "Year Ending 5th of April 2003". To the right of this text are two yellow buttons with "+" and "-" signs.
- CO2 Emissions g/km:** A text input field containing the value "170".

Emissions Data UK page

Tax Percentage Displays the tax percentage entered to access the page.

Tax Year End Select tax year defining the taxation rate.

CO2 Emissions g/km Enter the associated carbon dioxide as grams per kilometer.

(GBR) Define Engine Types

The system contains predetermined data for engine types and the associated discounts. Use this table to add new engine types and discounts or adjust the values already defined in the system.

These discounts apply only to cars first registered on January 1, 1998 or later.

Access the Engine Type UK page.

The screenshot shows a web form titled "Engine Type UK". It contains the following fields:

- *Engine Type:** A dropdown menu with "PET" selected.
- *Engine Type Long Description:** A text input field containing "Petrol with cylinder capacity".
- *Engine Type Short Description:** A text input field containing "Petrol".
- Base Discount %:** An empty text input field.
- Emissions Discount %:** An empty text input field.
- Emissions Discount gms:** An empty text input field.

Engine Type UK page

Engine Type	Displays engine type entered to access page.
Base Discount %	Enter the base discount associated with this engine type.
Emissions Discount %	Enter an additional emissions type if applicable.
Emissions Discount gms	For hybrid-electric vehicles, enter an additional discount. The discount calculates as 1% of the price for each full 20g/km that the CO ₂ emissions figure is below the qualifying level for the minimum charge for the year.

Allocating Company Cars

Before allocating a car to an employee you must enroll them in the benefit plan.

Pages Used to Allocate Cars

Page Name	Object Name	Navigation	Usage
Company Car Benefit	CAR_PLAN	Compensate Employees, Administer Company Cars (GBL), Use, Company Car Benefit, Company Car Benefit	Enroll employees in the car benefit plan.
Company Car Allocation	CAR_ALLOCATION	Compensate Employees, Administer Company Cars (GBL), Use, Company Car Allocation, Company Car Allocation	Allocate a company car to an employee.

Enrolling Employees in Company Car Plans

Access the Company Car Benefit page.

Company Car Benefit

Jones,Susan ID: K0G001 Empl Rcd#: 0

View All First 1 of 1 Last

*Plan Type: 6A Company Car

View All First 1 of 1 Last

Coverage Begin Date: 08/23/2000

Coverage Election: Elect Waive Terminate *Elect Date: 08/23/2000

*Benefit Plan:

Allowance Taken Amount:

Status: Active

Description: Currency:

Company Car Benefit page

Plan Type	<i>Company Car</i> appears by default.
Coverage Begin Date	Enter the start date for the employee's coverage under this plan.
Coverage Election	Indicate whether the employee chooses to <i>Elect</i> , <i>Waive</i> , or <i>Terminate</i> their coverage.
Elect Date	Enter the date on which the employee elected this coverage.

Company Car Allocation page (2 of 2)

Car Identification Select the code of the car that you want to allocate to the employee. Define valid values for this field in the Car Data Table. Only cars that aren't already allocated or assigned to car pools as of the effective date are available.

Second Car Check this box if this is a second company car for the employee. This impacts the United Kingdom taxation rates.

Start Date Enter the Start Date of the allocation.

End Date Enter a date when the employee is scheduled to (or does) return the car.

(GBR) United Kingdom

Capital Contribution If the employee makes any capital contributions toward the car, enter the amount here and indicate the currency code.

Fuel Provided Select if you supply fuel to the employee for private use.

Fuel Cost Reimbursed Select if the employee reimburses the total cost.

P46 Submitted Select if you've submitted this Inland Revenue form.

Payments Towards Private Use If the employee makes any payments for private use of the car, enter the payment **Amount** and the **Payment Date** on which the employee makes payments. Enter additional data rows, as needed.

Unavailability Indicate any period when the car is unavailable.

Annualized Business Mileage

The fields here track the distance the car is driven on business. Only mileage ranges are required for tax purposes.

Tax Year End and Mileage	To identify the mileage for a particular tax year, select the Tax Year End option and the range of business Mileage.
Type	Select either <i>Actual</i> or <i>Expected</i> . Use <i>Expected</i> to enter an estimate for the current tax year (required on the P46 form) and <i>Actual</i> at the end of the tax year when a more accurate value is available.

Tracking Company Cars and Vehicle Incidents

To use the PeopleSoft Health and Safety functionality to track vehicle incidents related to company cars, you must define each car as an item of company property. Do this on the Company Property Table Setup page. Once you define a car as company property, use the Incident Data and Vehicle/Equipment Incident Detail pages to record details of any incidents involving the employee and the car, or use the Monitor Health and Safety menus.

(GBR) Tracking Local Functionality

You can allocate a company car, without transfer of property, to a director or employee earning more than the statutory threshold. This car is then also available to the employee or director for private use.

There are various tax implications when you allocate a company car to an employee. Your company pays tax in the form of Class 1A National Insurance Contributions (NICs). Your employees pay income tax based on their tax codes, which is adjusted to take into account the taxable benefit of the car. In both cases, the taxable benefit is based on the list price, business mileage, age, and periods of unavailability of the car. To find out more about your legal requirements, contact the Inland Revenue.

This section describes how to determine the car and fuel benefit amounts for the given tax year to meet P11D Section A requirements for UK companies. The system collates details for each employee from the various Company Car pages.

(GBR) Pages Used to Determine Car and Fuel Benefit Amounts

Page Name	Object Name	Navigation	Usage
Calculate P11D Section A	RUNCTL_COMPCAR001	Compensate Employees, Administer Company Cars (GBL), Proc Lcl, UK Calculate P11D Section A, Calculate P11D Section A Compensate Employees, Administer Company Cars (GBL), Rep Lcl, UK Print P11D Section A, Print P11D Section A	To calculate the P11D Section A Benefit amounts, you run the CAR001 process. You can run the report for one employee at a time or for all eligible employees.
Verify P11D Section A	P11D_SEC_A_UK	Compensate Employees, Administer Company Cars (GBL), Use Lcl, UK Verify P11D Section A, Verify P11D Section A	Check P11D Section A calculation results online.
Process Notes	P11D_NOTES_UK	Compensate Employees, Administer Company Cars (GBL), Use Lcl, UK Verify P11D Section A, Process Notes	View benefit calculation details.

Calculating P11D Section A Benefit Amounts.

Access the Calculate P11D Section A page

Calculate P11D Section A

Run Control ID: 01 [Report Manager](#) [Process Monitor](#) Run

Report Request Parameters

*Tax Year End: Year Ending 5th of April 1999

Empl ID: Leave blank for all employees

Employment Record Number: Leave blank for all records

Calculate P11D Section A page

- Run Control ID** System displays the Run Control ID that you entered.
- Tax Year End** Enter end of the tax year. Valid values are defined on the Translate Table.
- Employee ID** Leave this field blank to run the report for all eligible employees, or enter an ID to run the report for only one employee.
- Employment Record Number** Leave this field blank to run the report for all employee records, or enter an employment record number to run the report on only one employee record.
- Run** Click to run this report using PeopleSoft Process Scheduler.

See Also

PeopleTools PeopleBook: Process Scheduler

(GBR) Verifying P11D Section A Calculation Results Online

Access the Verify P11D Section A page.

Verify P11D Section A Process Notes

ID: KG0001 Empl Rcd Nbr: 0

View All First ◀ 1 of 1 ▶ Last

Tax Year End:	1999		
Make and Model:	BMW 528i SE	Car ID:	0000015
Registration Date:	03/01/1999		
Car available from:	02/04/1995	To:	
CO2 Emissions g/km:	000	Tax Percentage:	00
Business Mileage:	<input type="checkbox"/> 2,499 or less	<input type="checkbox"/> 2,500 - 17,999	<input checked="" type="checkbox"/> 18,000 or more
Payment received - private use:	0.00	Fuel	
List Price:	30,910.00	<input checked="" type="checkbox"/> Fuel provided for private use	
Accessories-before car avail.:	0.00	<input checked="" type="checkbox"/> Full cost of fuel reimbursed	
Total = car + accessories:	30,910.00	Engine Type:	Petrol
Accessories-after car avail.:	0.00	Engine Size:	<input type="checkbox"/> 1400cc or less
Capital Contribution:	0.00		<input type="checkbox"/> 1401cc - 2000cc
Car Benefit Charge:	3,606.17		<input checked="" type="checkbox"/> over 2000cc
		Fuel Benefit Charge:	0.00

Verify P11D Section A page

Each data row relates to a car for the employee per tax year. If an employee had two cars during the course of the tax year, there are two data rows for that employee. If an employee had the same car for two tax years, there are also two rows of data. Use the scroll arrows to move between rows.

If you find errors in the display-only fields on the page, update the core data and re-run CAR001.

Tax Year End, Car available from and Payment received - private use	Define this value on the Company Car Allocation page.
Make and Model and Registration Date	Define these values on the Car profile page.
CO2 Emissions g/km	Define this value on the UK Emissions Data page.
Tax Percentage	Define this value on the UK Emissions Data page.
Business Mileage	Select the applicable mileage range from the following values: <i>2,499 or less</i> <i>2,500 – 17,999</i> <i>18,000 or more</i>
List Price	Define on the Car Model page.
Accessories-before car avail (accessories-before car available), Total = car + accessories , and Accessories-after car avail. (accessories after car available)	Define on the Car Data - Car Profile page.
Car Benefit Charge and Fuel Benefit Charge	Adjust benefit charge amounts that require complex manual calculations.
Capital Contribution, Fuel provided for private use and Full cost of fuel reimbursed	Define on the Company Car Allocation page.
Engine Type and Engine Size	Define on the Car Model page. The system displays the Engine Size using the following values: <i>1400cc or less</i> <i>1401cc – 2000cc</i> <i>over 2000cc</i>

See Also

PeopleSoft Human Resources PeopleBook: Monitor Health and Safety, “Creating and Tracking Incidents,” Entering Additional Incident Data for Vehicles and Equipment

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