



PeopleSoft 8.3 Human
Resources PeopleBook:
Administer Festive Advance

PeopleSoft 8.3 Human Resources PeopleBook: Administer Festive Advance

SKU HRr83HFA-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"/>		<input style="background-color: yellow;" type="button" value="+"/>	<input style="background-color: yellow;" type="button" value="-"/>		

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: Administer Festive Advance

This book provides you with the information you will need for implementing and using PeopleSoft Human Resources: Administer Festive Advance.

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

(SGP/MYS) Managing Festive Advances for Malaysia and Singapore

This document provides an overview of the management of festive advances for Malaysia and Singapore and describes how to:

- Set up festive advance religions, ethnic groups, and holiday types.
- Set up festive advance calculation rules.
- Set up festive advance pay programs.
- Change festive advance default options.
- Calculate the appropriate festive advance amount for individual employees.
- Review and modify calculated festive advance amounts.

Understanding Festive Advances

It is a common business practice among Singapore and Malaysian companies to make salary payments in advance to employees in recognition of specific festive holidays. This payment ensures that employees have sufficient money to pay for the larger-than-usual expenses often incurred during certain festival periods. This money is not a bonus or additional salary; it is a form of interest-free loan advanced by the employer to be recouped by deductions made in subsequent payrolls. There are four recognized festive holidays:

- Lunar New Year (Chinese New Year).
- Hari Raya.
- Deepavali.
- Christmas.

The default is to pay a festive advance to all eligible employees. If some employees choose not to accept a festive advance, you can set that choice for them. Similarly, you can grant a festive advance that is outside the employee's religious or ethnic group.

The festive advance functionality is fully integrated with the PeopleSoft Payroll process. You can set up some base information, such as calculation rules and a pay program, for use later in

the process. You can then associate employees with the base information and the normal payroll processes calculate and track the amounts.

A preliminary calculation of festive advance payment amounts is performed for all employees eligible for the festive advance and you can review, modify, or delete the information if necessary.

Understanding the Festive Advance Process Flow

A quick look at the steps involved in setting up and managing festive advances provides you with an understanding of the “big picture” of the PeopleSoft Festive Advances solution:

To set up and manage your festive advances:
--

1. Set up your religions and ethnic groups using the Religions page and Ethnic Group page for Malaysia or Singapore.
2. Set up the default religions and ethnic groups for your employee's using the Personal Data - Eligibility/Identity page.
3. Set up the rules by which the festive advance amounts are calculated using the Festive Advance Calc Rule (festive advance calculation rule) page.
4. Use the Festive Advance Pay Program page to group your festive advance payment rules to create the programs you'll use to pay festive advances to your employees.
5. Link your festive advance pay programs to specific job codes using the Job Code Table - Job Code Profile page.
6. Override any default festive advance set up for specific employees using the Job Data - Employment Information page, and specify a date from which the employee is eligible for festive advance.
7. Identify eligible employees and calculate the festive advance based on setup, rules, and type of festive holiday using the Festive Advance Calculation page.
8. Review and confirm festive advance calculations.

View, change and approve calculated festive amounts online using the FA Employee Details page and FA Pay Details page.

See Also

Viewing and Modifying Festive Advance Pay Details

PeopleSoft Human Resources PeopleBook: Administer Workforce, “Setting Up Country Specific Tables,” (AUS, NZL, SGP, MYS) Setting Up Ethnic Groups and Religions Tables for Australia, New Zealand, Singapore, and Malaysia

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Setting Up Festive Advance Pay Programs

Calculating Festive Advances

Common Elements Used in This Chapter

Festive Advance Calculation Rule	A formula that determines the festive advance amount as a percentage of standard monthly compensation or as a flat amount.
Festive Advance Pay Program	The programs you use to pay festive advances to your employees. In the calculation of the festive advance payment amount, use pay programs to group festive advance payment rules. For example, you might have separate programs for factory floor employees and senior executives.

Setting Up Festive Advance Religions, Ethnic Groups, and Holiday Types

Before you allocate festive advances to your employees, ensure that you have set up your ethnic groups and associated the religions you use with specific festive holiday types.

To set up religions and ethnic groups and link them to holiday types:
--

1. Use the Religions page for Singapore and Malaysia to create your religions, and then select a corresponding holiday type using the FA Holiday Type field.
2. Create the ethnic groups you will use, using the Ethnic Groups page for Singapore and Malaysia.
3. Set up the employee's default religion and ethnic group using the Personal Data - Eligibility / Identity page.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Setting Up Country Specific Tables," Setting Up Ethnic Groups and Religions Tables for Australia, New Zealand, Singapore, and Malaysia

Viewing and Modifying Festive Advance Pay Details

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Hiring Your Workforce,"
Establishing Work Eligibility

Setting Up Festive Advance Calculation Rules

Before you allocate festive advances to your employees, set up the rules by which you'll determine the amount of the festive advance to be paid. Then use these rules to set up one or more pay programs using the Festive Advance Pay Program page.

Pages Used to Set Up Festive Advance Calculation Rules

Page Name	Object Name	Navigation	Usage
Festive Advance Calc Rule	FA_CALC_RULE	Compensate Employees, Administer Festive Advance (SGP / MYS), Setup, FA Calculation Rule (SGP / MYS)	Set up rules by which you determine the amount of the festive advance payment. Associate the calculation rules with pay programs, where they are also associated with holiday types, earnings and deductions elements, and your probation period, if you set one.

(SGP/MYS) Defining Festive Advance Calculation Rules

Access the Festive Advance Calc Rule page.

Festive Advance Calc Rule

Calculation Rule: FA3

FA Calculation Rule
View All First 1 of 1 Last

+
-

*Effective Date: 01/01/1980

*Effective Status: Active

*Description: Festive Advance Both 30%1.5K

Short Description: 30%1.5K

FA Calculation Type: BTH Flat Amt + Pct of Montly Comp

Calculation Percent: 30.00

Flat Amount: 1500.00

Festive Advance Calc Rule page

FA Calculation Rule

You can have as many calculation rules as you need, depending on your corporate policies. You might have a different rule for each of the festivals, or you might have different rules for your shop floor staff and your senior executives. Alternatively, you might have just one rule for all employees for all occasions.

FA Calculation Type, Calculation Percent, and Flat Amount

The FA Calculation Type field controls the display of the Calculation Percent and Flat Amount fields and defines what type of calculation is used to calculate the festive advance payment. Select:

- **AMT – Flat amount:** Enter the amount in the Flat Amount field. The value stored here represents the amount used in the calculation of the festive advance. The Calculation Percent field is unavailable for entry.
- **BTH – Flat Amount + Percentage of Monthly Compensation:** Enter the calculation percent and the flat amount.
- **PCT – Percentage of Monthly Compensation:** Enter the percentage in the Calculation Percent field. The value stored here represents the percentage used in the calculation of the festive advance. The Flat Amount field is unavailable for entry.

See Also

Setting Up Festive Advance Pay Programs

Setting Up Festive Advance Pay Programs

After you've set up the calculation rules by which you'll determine the amount of the festive advance payment, use these rules to set up one or more pay programs. Use these pay programs to pay festive advances to your employees.

In this section, we discuss how to:

- Create festive advance pay programs.
- Set up a default festive advance pay program.

Pages Used to Set Up Festive Advance Pay Programs

Page Name	Object Name	Navigation	Usage
Festive Advance Pay Program	FA_PAY_PROGRAM	Compensate Employees, Administer Festive Advance (SGP / MYS), Setup, FA Pay Program (SGP / MYS)	Set up the programs you'll use to pay festive advances to your employees.

Creating Festive Advance Pay Programs

Access the Festive Advance Pay Program page.

Festive Advance Pay Program page

Holiday Types

FA Holiday Type

Select the type of festive advance holiday:

C (Chinese) New Year, Christmas, Deepavali, or Hari Raya.

If you select *N/A*, a warning message appears informing you that “FA Type can not be none in the FA Pay Program.”

Note. If you want to set up a pay program that includes more than one festive holiday type, insert a new row for each additional holiday type and its details.

Element Name	Select the element that applies to this festive advance. If you have PeopleSoft Global Payroll installed, this field holds the earnings element that is used to pay the festive advance.
Calc Rule (calculation rule)	Select the rule applies to this festive advance.
Probation Period	Select from the following period types: <i>Complex, Day, Month, Repeating,</i> or <i>Week.</i>

See Also

Setting Up Festive Advance Calculation Rules

Setting Up a Default Festive Advance Pay Program

The program details for each festive holiday can be the same or different from each other. One pay program can have many festive holiday types and can be associated with many combinations of earnings and deductions elements and probation periods.

If you set up one or more festive advance pay programs that each cover all the festive holiday types, you can associate a default festive advance pay program with a specific job code. To set the default, use the Job Code Table - Job Code Profile page and select one of the festive advance pay programs you have set up on the Festive Advance Pay Program page.

This job code, in conjunction with the ethnic group and religion, are responsible for the defaults into the FA Employee Details (SGP/MYS) page.

See Also

Defining Festive Advance Calculation Rules

Viewing and Modifying Festive Advance Pay Details

PeopleSoft Application Fundamentals PeopleBook, "Setting Up Jobs and Pay Groups," Adding New Job Codes

Changing Default Festive Advance Holiday Options

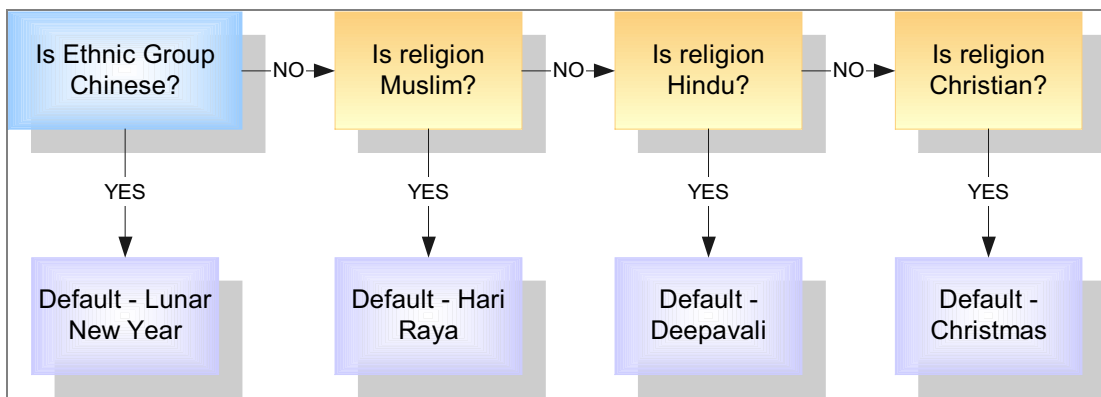
After you have set up the calculation rules and the pay programs and associated job codes with pay programs, the eligible employees among your workforce are automatically granted festive advances. Assigning the festive advance type to the employee occurs automatically during the hire process once you have assigned the ethnic group, religion, and job code. However, before

you accept these defaults, you may still have some additional issues that you must resolve, such as changes in employee festive advance choices. If the obvious choice is not right, it's easy to change the defaults using the Job Data - Employment Information page.

In this section, we discuss how to confirm the correct festive advance details.

Confirming the Correct Festive Advance Details

Usually, selecting the right festive advance is a simple process of selecting the festive holiday that fits the employee's religion and ethnic group. To do this, the system sets a default festive advance from the employee's religion and ethnic group. The defaults for the four recognized festive holidays are as follows:



Process of defaulting the festive holiday for employees

Although most employees are happy with the default festive advance chosen by the system from their religions or ethnic groups, the default is not necessarily the right choice. For example, most Muslims will choose Hari Raya, but there is nothing to prevent a Christian from choosing the Chinese New Year holiday.

Some employees might choose to not have a festive advance at all. In this situation, you can select the *N/A* option on the Job Data – Employment Information page.

Employees With Multiple Jobs

The system enables one festive advance for each job, so if an employee has two jobs, the system enables that employee to have a festive advance for each job. This enables an employee with two part-time jobs to receive the same benefit as an employee with one full-time job.

Note. Effective-dated history of an employee's ethnicity, religion, or festive holiday does not have to be stored. However employees must receive only one festive advance in a calendar year. If any data that affects festive advances changes, the system notifies you that you should review the festive advance details. The festive advance is per employee and not per job, and as such, PeopleCode is activated to ensure that all the employees concurrent jobs have the same festive advance data.

See Also

Viewing and Modifying Festive Advance Pay Details

PeopleSoft Human Resources PeopleBook: Administer Workforce, “Setting Up Country Specific Tables,” “Setting Up Ethnic Groups and Religions Tables for Australia, New Zealand, Singapore, and Malaysia

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Setting Up Festive Advance Pay Programs

Calculating Festive Advances

(SGP/MYS) Calculating Festive Advances

After you have set up the calculation rules, pay programs, employee information, and eligibility, it’s time to calculate the festive advances. You can then view the results of the calculation, using options in the Administer Festive Advance - Use menu. This process uses the rules, programs, and holidays to calculate the amount of festive advance to pay employees.

Pages Used to Calculate Festive Advances

Page Name	Object Name	Navigation	Usage
Festive Advance Calculation	FA_CALC_RC	Compensate Employees. Administer Festive Advance (SGP / MYS), Process, FA Calculation	Enables you to run the Festive Advance calculation process, which calculates the festive advance amounts.

(SGP/MYS) Running the Festive Advance Calculation Process

Access the Festive Advance Calculation page.

Festive Advance Calculation

Run Control ID: DB01 [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

Pay Group: Monthly Pay Group

As Of Date:

Calendar Year:

Festive Type

Chinese NewYear

Christmas

Deepavali

Hari Raya

Festive Advance Calculation page

Process Request Parameters

As Of Date

The date for which the festive advance is to be paid. This date is usually the first day of the festive holiday. It could be a more generic date if you select more than one festive holiday. The date is used by the eligibility process: If an employee has not served the probation time by the as of date, the employee is not be paid a festive advance.

Calendar Year

Enter the year for which the festive advance is being calculated.

Note. You can run the process at any stage for any festive advance. For example, you could run the Christmas festive advance calculation now for 2010.

Festive Type

Chinese New Year / Christmas / Deepavali / Hari Raya

Select the festive advance holiday type for which you want to calculate festive advances. You can calculate more than one—or all of them—to produce information for budgeting purposes.

See Also

Viewing and Modifying Festive Advance Pay Details

PeopleSoft Human Resources PeopleBook: Administer Workforce, “Setting Up Country Specific Tables,” Setting Up Ethnic Groups and Religions Tables for Australia, New Zealand, Singapore, and Malaysia

PeopleSoft Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,”
Establishing Work Eligibility and Entering Optional Employment-Related Data

Setting Up Festive Advance Calculation Rules

*PeopleSoft Application Fundamentals PeopleBook, ”*Setting Up Companies, Agencies, and Locations,” Setting Default Information for Companies

*PeopleSoft Application Fundamentals PeopleBook, ”*Setting Up Jobs and Pay Groups,”
Adding New Job Codes

Setting Up Festive Advance Pay Programs

Viewing and Modifying Festive Advances

Running the Festive Advance calculation process calculates the festive advance amount for individual employees. After you have run the process using the Festive Advance Calculation page, you can then view and modify the results of the calculation using the Festive Advance Pay Details page and the FA Employee Details (SGP/MYS) page. You can manually add new employees and modify festive advance amounts if necessary.

This section discusses how to:

- View and modify festive advance pay details.
- View and modify festive advance pay details by employee ID.

Pages Used to View and Modify Festive Advances

Page Name	Object Name	Navigation	Usage
Festive Advance Pay Details	FA_PAY_DETAILS	Compensate Employees. Administer Festive Advance (SGP / MYS), Use, FA Pay Details	Approve, cancel, and, if necessary, modify the festive advance payment amount at an employee level. Note. Data appears based on pay group, calendar year, and festive advance holiday type.

Page Name	Object Name	Navigation	Usage
FA Employee Details (SGP/MYS)	FA_PAY_DTLS_EMPL	Compensate Employees. Administer Festive Advance (SGP / MYS), Use, FA Employee Details (SGP/MYS)	View and modify the calculated festive advance details at an employee level. Note. Data appears based on pay group, employee ID, and employee record number.

(SGP/MYS) Viewing and Modifying Festive Advance Pay Details

Access the Festive Advance Pay Details page.

Festive Advance Pay Details page

FA Pay Details

Running the Festive Advance calculation process calculates the festive advance amount for individual employees, enabling you to verify and, if necessary, modify the festive advance payments for specific employees. You can also manually add a new employee if necessary.

- Element Name** The elements defined on the FA Pay Program that will recover the festive advance.
- FA Amount** The amount calculated by the Festive Advance calculation process.
- FA Status** The payment status of the festive advance: *Approved, Not Approved, Posted*.

When you select *Posted*, the other fields are unavailable. If you change the status of any employee to *Not Approved*, the festive advance is not paid to the employee.

See Also

- Setting Up Festive Advance Calculation Rules
- Setting Up Festive Advance Pay Programs
- Calculating Festive Advances

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