PeopleSoft.

PeopleSoft 8.8 ePay PeopleBook

December 2002

Contents

About This PeopleBook

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Related documentation.
- Typographical elements and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

See *Using PeopleSoft Applications.*

You might also want to complete at least one PeopleSoft introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by 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.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft database. However, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Each PeopleSoft product line has its own version of this documentation.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across a product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, 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.

Related Documentation

This section discusses how to:

• Obtain documentation updates.

• Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft 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 that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection Website, http://www.peoplesoft.com/corp/en/login.asp

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

• Web

• Telephone

• Email

Web

From the Documentation section of the PeopleSoft Customer Connection Website, access the PeopleSoft Press Website under the Ordering PeopleBooks topic. The PeopleSoft Press Website is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact CPI at 800 888 3559.

Email

Send email to CPI at psoftpress@cc.larwood.com.

See Also

PeopleSoft Customer Connection Website, http://www.peoplesoft.com/corp/en/login.asp

Typographical Conventions and Visual Cues

This section discusses:

• Typographical conventions.

• Visual cues.

Typographical Conventions

The following table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. 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.
Monospace font	Indicates a PeopleCode program or other code example.
(quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
(ISO)	Information that applies to a specific country, to the U.S. federal government, or to the education and government market, is preceded by a three-letter code in parentheses. The code for the U.S. federal government is USF; the code for education and government is E&G, and the country codes from the International Standards Organization are used for specific countries. Here is an example: (DEU) If you're administering German employees, German law requires you to indicate special nationality and citizenship information for German workers using nationality codes established by the German DEUEV Directive.
Cross-references	PeopleBooks provide cross-references either below the heading See Also or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

A note that is preceded by *Important!* is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Comments and Suggestions

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

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

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements in These PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID 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.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, 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.
Once, Always, and **Don't Run**	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run.
	Select Always to run the request every time the batch process runs.
	Select Don't Run to ignore the request when the batch process runs.

Report Manager	Click to access 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).
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Request ID	An ID that represents a set of selection criteria for a report or process.
User ID	An ID that represents the person who generates a transaction.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.

See Also

Using PeopleSoft Applications

PeopleSoft Process Scheduler

PeopleSoft ePay Preface

This preface discusses:

• PeopleSoft application fundamentals.

• PeopleBook structure.

• Common elements used in this PeopleBook.

Note. This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

PeopleSoft Application Fundamentals

The *PeopleSoft ePay PeopleBook* provides you with implementation and processing information for your PeopleSoft ePay system. Additionally, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Application Fundamentals for HRMS PeopleBook*. Each PeopleSoft product line has its own version of this documentation.

PeopleSoft Application Fundamentals for HRMS PeopleBook consists of important topics that apply to many or all PeopleSoft applications across the PeopleSoft HRMS product line. No matter which PeopleSoft HRMS products you are implementing, 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.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook

PeopleBook Structure

PeopleSoft PeopleBooks follow a common structure. By understanding this structure, you can use this PeopleBook more efficiently.

Chapters	Description
Preface	This is the chapter you're reading now. It explains: • How to use the Application Fundamentals book. • How PeopleBooks are structured. • Common elements that are used in the PeopleBook. For example, if a data field is used on multiple pages, it might be defined only once in this chapter rather than repeatedly throughout the book.
Getting Started With…	This chapter discusses product implementation guidelines. It explains: • The business processes documented within the book. • Integrations between the product and other products. • A high-level guide to how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.
Understanding…	This is an introductory chapter that broadly explains the product and the functionality within the product.
Setup and Implementation	This can be one or more chapters. These chapters contain documentation to assist you in setting up and implementing the product. For example, if functionality X is part of a product, this chapter would be devoted to explaining how to set up functionality X, not necessarily how to use functionality X. You would look to the corresponding business process chapter to learn how to use the functionality. **Note.** There may be times when a small amount of business process information is included in a setup chapter if the amount of business process documentation was insufficient to create a separate section in the book.

Chapters	Description
Business Process	This can be one or more chapters. These chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area. For example, if functionality X is part of a product, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality.

Note. There may be times when a small amount of setup and implementation information is included in a business process chapter if the amount of setup and implementation documentation was insufficient to create a separate chapter in the book. |
| Appendixes | (optional) If the book requires it, one or more appendixes might be included in the book. Appendixes contain information considered supplemental to the primary documentation. |
| Reports Appendix | (optional) This appendix contains an abbreviated list of all of the product's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter. |

CHAPTER 1

Getting Started With PeopleSoft ePay

This chapter provides an overview of PeopleSoft ePay transactions and discusses implementation tasks.:

PeopleSoft ePay Transactions

Listed below are the PeopleSoft ePay transactions:

- View Paycheck (Payroll for North America only).
- Direct Deposit Information (Payroll for North America only).
- W-2 Request (Payroll for North America only).
- W-4 Information (Payroll for North America only).
- Employment and Income Verification (Payroll for North America only).
- Discount and Perk Supplier Integration (Payroll for North America only).
- View Payslips (Payroll for North America, Global Payroll).
- Bank Account Information (Global Payroll only).
- Net Pay Distributions (Global Payroll only).

Implementing PeopleSoft ePay

The PeopleSoft ePay table-loading implementation includes setting up the following:

- Setting up HRMS fundamental tables.
- Setting up ePay core tables.
- Setting up optional supplier tables.

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and table-loading sequences.

Note. The order in which you set up the tables that are required to implement PeopleSoft ePay may vary. The order may depend on the features that you want to use and whether you are implementing more than one PeopleSoft application. The information provided in this chapter offers a high-level guide of how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.

Setting Up PeopleSoft HRMS Fundamental Tables

PeopleSoft ePay requires the setup of fundamental HRMS tables that are common to multiple PeopleSoft HRMS applications. The information defined in these tables is the basis for the PeopleSoft ePay setup.

Step	Reference
1. Set up the HRMS fundamental tables.	*PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, "Getting Started With PeopleSoft HRMS"
2. Set up the HR foundation tables.	*PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, "Getting Started With PeopleSoft HRMS"

Setting Up Core PeopleSoft ePay Tables

The steps in this section suggest an order in which you define the information in your core ePay tables. The information that you defined in your fundamental tables lays the foundation for this setup.

Setting up these core tables prepares your system for viewing payroll information.

Step	Reference
1. If you are using Payroll for North America, set up the payroll business process core tables.	*PeopleSoft 8.8 Payroll for North America PeopleBook*, "Getting Started With PeopleSoft Payroll for North America"
2. If you are using Payroll Interface, set up the payroll business process core tables.	*PeopleSoft 8.8 Payroll Interface PeopleBook*, "Getting Started With PeopleSoft Payroll Interface"
3. If you are using Global Payroll, set up the payroll business process core tables.	*PeopleSoft 8.8 Global Payroll PeopleBook*, "Getting Started With PeopleSoft Global Payroll"
4. If you are using Payroll for North America or Payroll Interface, define set up parameters for displaying payroll information.	Chapter 4, "Managing Pay Information for Payroll for North America and Payroll Interface," page 29
5. If you are using Global Payroll, define the set up parameters for displaying payroll information.	Chapter 5, "Managing Pay Information for PeopleSoft Global Payroll," page 33

Setting Up Optional Supplier Tables

These steps define information necessary for integration with third-party suppliers.

Setting up these tables prepares your system to support these features:

• Verify employment and income information.

• Purchase optional benefits and services from third-party suppliers.

Step	Reference
1. (Optional) Set up TALX for employment and income verification.	Chapter 3, "Setting Up Suppliers," page 9
2. (Optional) Set up Beyond Works as a discount and perk supplier.	Chapter 3, "Setting Up Suppliers," page 9

CHAPTER 2

Understanding PeopleSoft ePay

This chapter discusses:

- The components of PeopleSoft ePay.

- PeopleSoft ePay integrations.

- Moving around PeopleSoft ePay.

- Roles and security.

Understanding PeopleSoft ePay Components

PeopleSoft ePay self-service transactions are designed to interface with PeopleSoft's Payroll systems. They enable employees to review, add, and update their payroll information. The self-service transactions that make up PeopleSoft ePay are:

For PeopleSoft Global Payroll Users Only

The transactions are:

- Payee Bank Accounts enables employees to enter and maintain their personal bank account information.

- Global Payroll Net Pay Distribution enables employees to define their net pay distribution requirements.

- View Payslip enables employees to review paycheck information for earnings, taxes, deductions, and net pay distribution.

For PeopleSoft Payroll for North America and PeopleSoft Payroll Interface Users Only

The transactions are:

- Direct Deposit enables employees to display, add, change, or discontinue direct deposit instructions.

- View Paycheck enables employees to review paycheck information for earnings, taxes, deductions, and net pay distribution. (PeopleSoft Payroll for North America only.)

- 3rd Party Pay Inquiry enables employees to review paycheck information for earnings, taxes, deductions, and net pay distribution. (PeopleSoft Payroll interface only.)

- Voluntary Deductions enables employees to add, change, or stop (delete) voluntary deductions.

- W-2 Reissue Request enables employees to request a duplicate W2 to be sent to either their work or home addresses.

- W-4 Tax Information enables employees to change tax withholding information.

• Employment and salary verification enables employees to obtain employment and income verification necessary to obtain major loans or purchases.

PeopleSoft ePay Integrations

PeopleSoft ePay integrates with the following PeopleSoft applications:
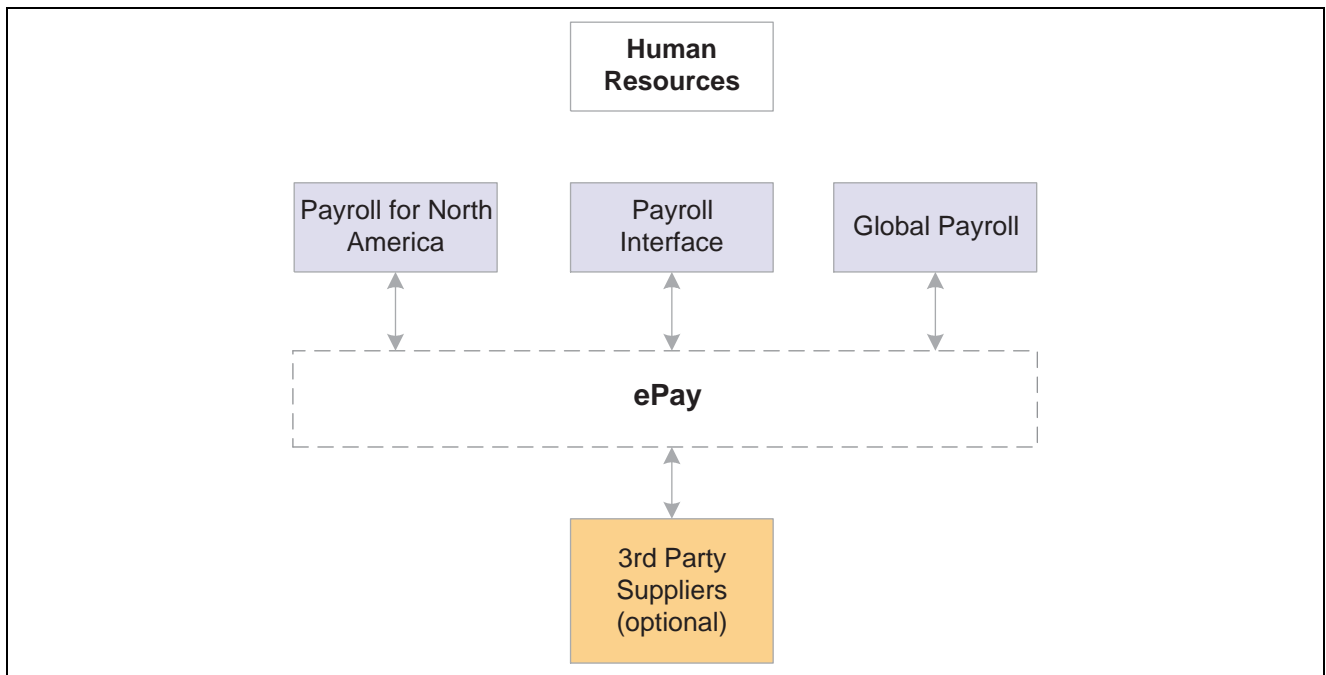
PeopleSoft ePay integration flow with other PeopleSoft applications

Moving Around PeopleSoft ePay

There are two ways to access self-service transactions:

• Home pages.

• Standard menu navigation path.

Home Pages

The home page presents a simple user interface design and direct navigation for the end user.

The links that appear on a home page depend on which PeopleSoft collaborative applications have been purchased and whether the product has been selected on the Installation table.

Payroll and Compensation Home

Payroll

View Paycheck
View your current and prior earnings statemen

Direct Deposit
Review and edit your direct deposi

Voluntary Deductions
Review and edit your voluntary

Taxes

W-4 Tax Information
Review and edit your federal tax withholding exemption

W-2 Reissue Request
Request a reissue of your W-2

Compensation

Compensation History
Review your annual salary and compensation per pay frequency, as well as any variable co

Go To: Employee Home

The Payroll and Compensation home page for PeopleSoft Payroll for North America

Standard Menu Navigation

The standard menu driven navigation path is the traditional PeopleSoft access method. Home pages are easier to navigate for those who are not experienced with PeopleSoft applications.
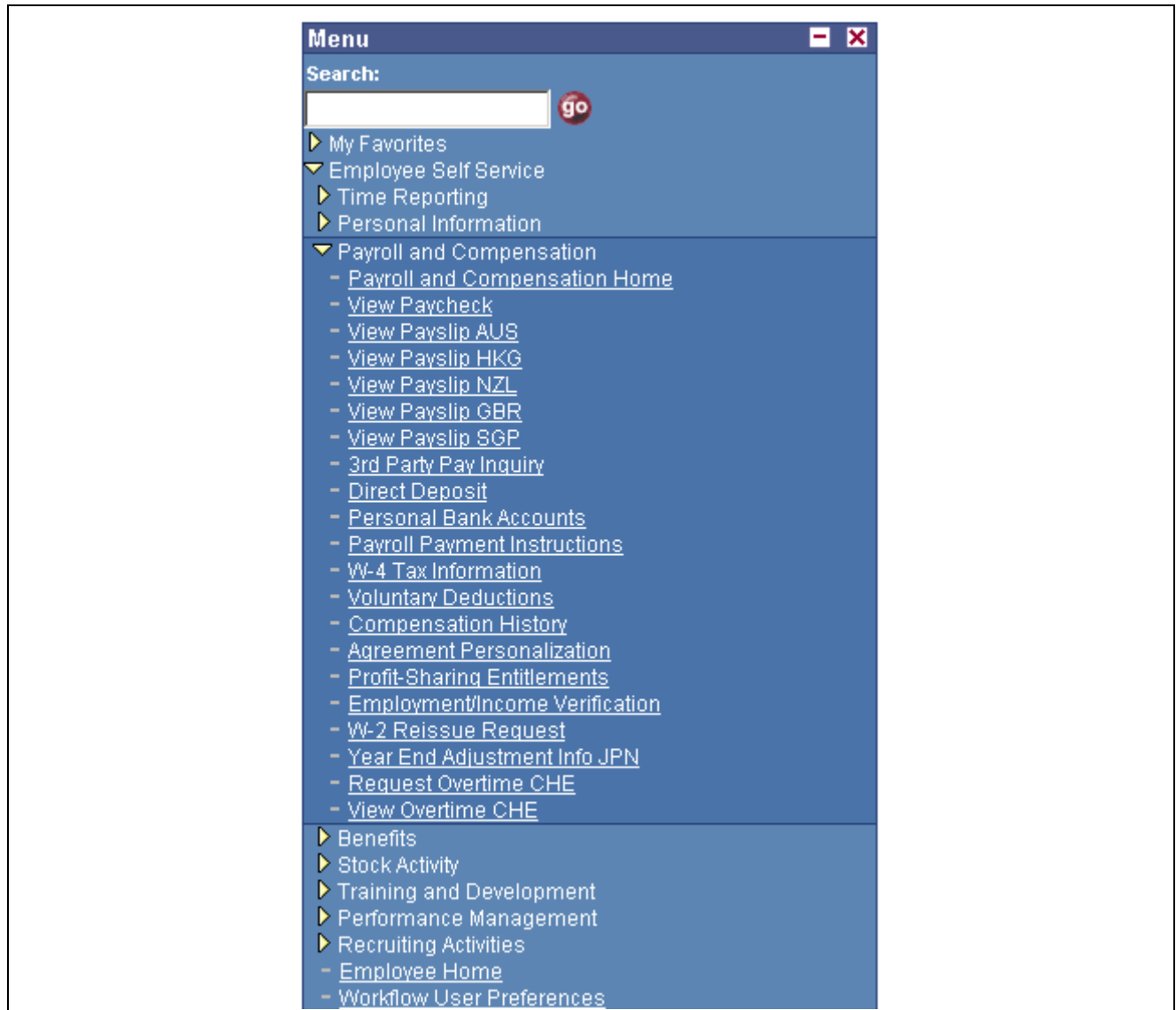
ePay standard navigation path

Understanding Roles and Security

User roles determine default access to transactions. Set up user roles on the Maintain Security page in the User Profile component. Profiles are linked to permission lists. Permission lists identify the pages that users can access. To modify access to specific Web pages for each role, modify the permission list. User profiles also control the data each employee can access.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, "Getting Started With PeopleSoft HRMS"

CHAPTER 3

Setting Up Suppliers

This chapter discusses how to set up:

• TALX

• Discount and Perk Suppliers

Setting Up TALX

To set up TALX:

1. (Optional) Create a special group for the employees who you want to have access to this supplier.

2. Activate TALX as a supplier.

3. Define general information about TALX.

4. Define the fields that will be pulled from the PeopleSoft Human Resources database and loaded into the extract file.

5. Define TALX's file transfer protocol settings.

6. Map the PeopleSoft earnings codes to the supplier's earnings codes.

7. Map the PeopleSoft compensation frequency codes to the supplier's compensation frequency codes.

8. Map the PeopleSoft employee status codes to the supplier's employee status codes.

Prerequisites

Companies may want to control which suppliers an employee can access through a self-service transaction. The Group Build feature in PeopleSoft Human Resources gives you a standardized way to create groups of employees and non-employees. Once you've created a group, you can use it for a variety of purposes.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, "Working With Groups"

Pages Used to Set Up TALX

Page Name	Object Name	Navigation	Usage
Merchant Profile	MERCHANTID	Set Up HRMS, Common Definitions, Supplier Administration, Merchant Profile	Activate the supplier.
Merchant Authentication	MERCHANTAUTH	Set Up HRMS, Common Definitions, Supplier Administration, Merchant Profile, Merchant Profile	Enter supplier information.
Merchant BI Overrides	MERCHANTBIPARMS	Set Up HRMS, Common Definitions, Supplier Administration, Merchant Profile, Merchant BI Overrides	Enter supplier information.
Define Supplier - General	CO_ESV_SUPPLIER	Set Up HRMS, Common Definitions, Supplier Administration, ESV, Define Supplier	Define general information used for setting up the TALX integration.
Define Supplier - File Extract Fields	CO_ESV_SUPP_XTRACT	Set Up HRMS, Common Definitions, Supplier Administration, ESV, Define Supplier, File Extract	Define the fields that will be pulled from the PeopleSoft Human Resources and PeopleSoft Payroll databases and loaded into the extract file.
Define Supplier - FTP Parameters	CO_ESV_SUPP_FTP	Set Up HRMS, Common Definitions, Supplier Administration, ESV, Define Supplier, FTP Parameters	Define TALX's file transfer protocol settings.
Map Supplier Codes - Earnings Code	CO_ESV_EARN_MAP	Set Up HRMS, Common Definitions, Supplier Administration, ESV, Map Supplier Codes	Tie the PeopleSoft earnings codes to the supplier's earnings codes.
Map Supplier Codes - Compensation Frequency	CO_ESV_FREQ_MAP	Set Up HRMS, Common Definitions, Supplier Administration, ESV, Map Supplier Codes, Compensation Frequency	Tie the PeopleSoft compensation frequency codes to the supplier's compensation frequency codes.
Map Supplier Codes - Employee Status	CO_ESV_STAT_MAP	Set Up HRMS, Common Definitions, Supplier Administration, ESV, Map Supplier Codes, Employee Status	Tie the PeopleSoft employee status codes to the supplier's employee status codes.

Activating TALX as a Supplier

Access the Merchant Profile page. TALX is already set up as a supplier in the system, but you may need to modify the data to reflect your registration with TALX.

Merchant Profile page

Select the Merchant Enabled check box.

Enter the Company Identifier Code

Access the Merchant Authentification page. TALX is already set up as a supplier in the system, but you may need to modify the data to reflect your registration with TALX.

Merchant Authentification page

In the Company ID field, enter the identification number provided by your TALX representative.

Setting the Business Interlink Overrides

Access the Merchant BI Overrides page. TALX is already set up as a supplier in the system, but
you may need to modify the data to reflect your registration with TALX.
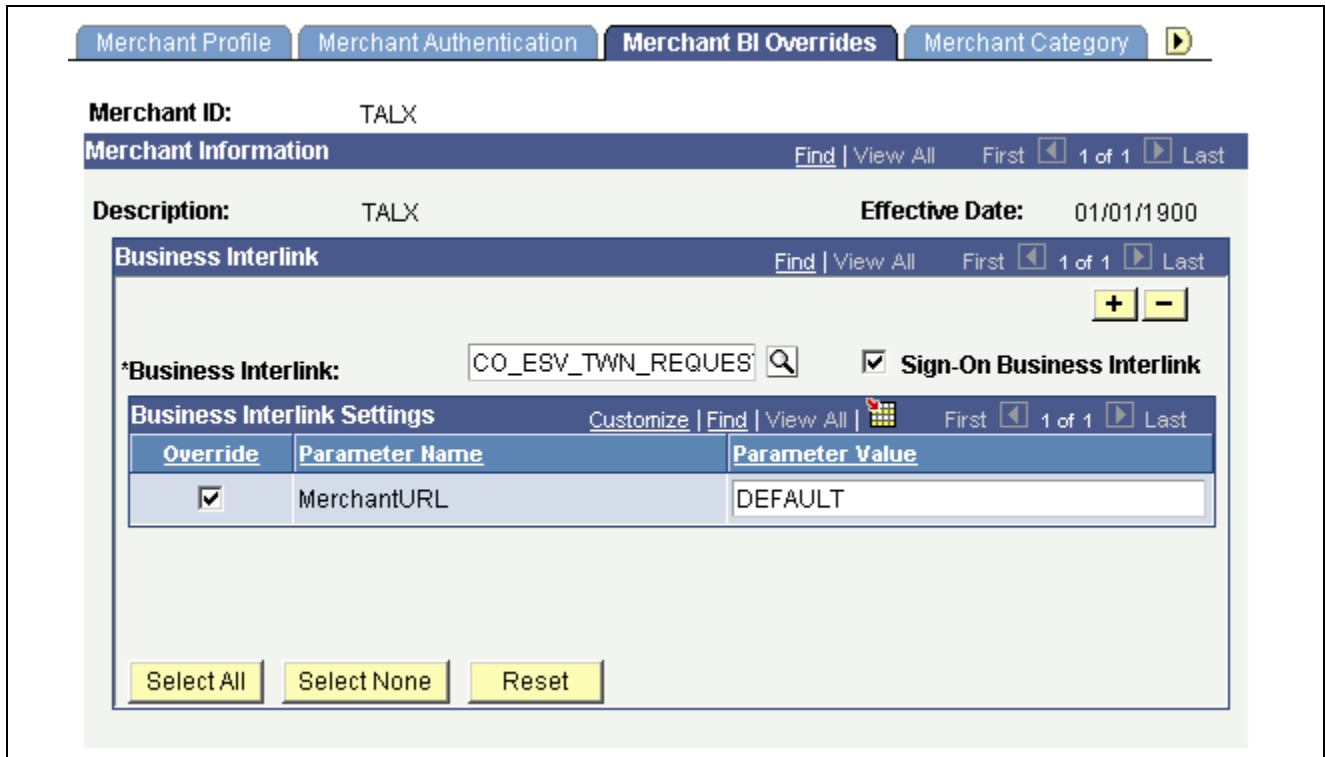
Merchant BI Overrides page

1. In the Parameter Value field for the Parameter MerchantURL, enter the Single
   Server Signon URL supplied by TALX.

2. Ensure that the Override check box is selected.

Entering Additional Supplier Information

Access the Define Suppliers: General page.

Define Suppliers: General page

Group ID	The group build ID you created to identify the employees for whom you want data extracted and sent to TALX. Leaving this field blank means that all employees are selected.
Application ID	The ID of the application to which the user is redirected when accessing the self-service transaction. PeopleSoft supplies this data; however, you may need to change this field if instructed by the supplier's representative.
Server ID	Defines the server to which the Extensible Markup Language (XML) message is sent. PeopleSoft supplies this data; however, you may need to change this field if instructed by the supplier's representative.
Page Instructions	The text that appears on the Employment and Income Verification page. Change this text to meet your needs.
File Type	There are two predefined naming conventions for the file: production and test. Production is when actual production data is used; test is when dummy data is being used to test the extract program.
File Directory	The directory where the file resides when it has been created. This is already defined for you; however, you can change this field or override the directory on the run control page for the file extract process.

Defining Extract Fields

Access the Define Suppliers: File Extract Fields page.

Define Suppliers: File Extract Fields page

Select the check box next to the information you want pulled from the employee's job and personal data records and sent to TALX.

Defining File Transfer Parameters

Access the Define Suppliers: FTP Parameters page.

Define Suppliers: FTP Parameters page

FTP Address	Enter the supplier's FTP address.
FTP User Name	Enter your logon name. The TALX representative provides this information.
FTP Password	Enter the password assigned to you in order to access the supplier's ftp server site. The TALX representative provides this information.
Confirm Password	Enter the FTP password again.

Setting Up Discounts and Perks Suppliers

This sections discusses the steps involved for setting up suppliers and describes how to:

• Activate a discounts and perks supplier.

• Create a message node.

• Set up eligibility information.

• Set up eligibility fields.

• Set up supplier links.

Understanding Supplier Setup

Setting up suppliers can be broken down to three areas:

• Setting up basic information about the supplier so your PeopleSoft application can recognize the supplier.

• Defining eligibility information.

• Creating links on self-service pages.

Understanding Eligibility Data

The Discounts and Perk Eligibility process enables you to create a file that contains information on employees who you designated as eligible participants and to send this information to the supplier. The application uses the information you defined on the Discounts and Perks Supplier Setup page to build the file.

When you send the file, you have the option of sending data for all employees that are eligible or to only those employees who are new or have changed information. The first time you send the eligibility file to the supplier, you want to select all employees in order to send a complete file. After that, you can send either the changes only for all employees or all the data for all employees. You should set up a schedule with the supplier for sending the eligibility file on a regular basis.

Understanding Supplier Links

Supplier links are the mechanism employees used to access the supplier. Links can be placed on:

- Self-service transaction pages.

- Category pages.

Links can take you to:

- The supplier's Website.

- A category within the supplier's Website.

- A category page.

Category pages are pages that you create to group or organize related supplier information. These pages may also contain links that go to other category pages or directly to the supplier's Website.

Categories are major areas located on the supplier's Website. Examples are tickets, health, travel, or finance. Technically, categories are nothing more than a URL address to the supplier's Website.

The following page is an example of a category page with links to supplier categories located on the supplier's Website.

Example of a Discounts and Perks category page

Linking to Suppliers

Here's how you set up links to a supplier.

1. Discuss with the supplier the categories or locations available on the supplier's Website.

2. Define which categories you want to use and create them using the Define Categories page.

3. If you want a page that contains nothing but links to discounts and perks suppliers, create a category page.

4. Add links to existing self-service transaction pages or category pages use the Discounts and Perks Links page.

Using Group Build With Discounts and Perks Suppliers

Companies may want to control which suppliers an employee can access through a self-service transaction. The Group Build feature in Human Resources gives you a standardized way to create groups of eligible employees.

See *PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, "Setting Up Groups," Setting Up Group Definitions.

Enterprise Integration Points

When connecting to discounts and perks suppliers, the system uses an Enterprise Integration Point (EIP) called DISCOUNT_AND_PERKS.

To research the technical details of any EIP used by PeopleSoft applications, refer to the online EIP Catalog database under Open Integration Framework in the Documentation section of the Customer Connection Website.

Common Elements Used in This Section

Sequence Number	Enter the order in which you want this link to appear on the page.
Page ID	If this link is to a self-service transaction, home page, or category page, select the ID.
Supplier ID	If this link is to a category on the supplier's Website, select a supplier ID.
Category Code	If this link is to a category on the supplier's Website, select a category code.

Pages Used to Setup Discounts and Perks Suppliers

Page Name	Object Name	Navigation	Usage
Merchant Profile	MERCHANTID	Set Up HRMS, Common Definitions, Supplier Administration, Merchant Profile	Activate supplier.
Merchant Authentication	MERCHANTAUTH	Set Up HRMS, Common Definitions, Supplier Administration, Merchant Profile	Enter supplier information.
Merchant BI Override	MERCHANTBIPARM	Set Up HRMS, Common Definitions, Supplier Administration, Merchant Profile, Merchant BI Override	Enter supplier information.
Node Definitions	NODE	PeopleTools, Integration Broker, Node Definitions	Create a node for the supplier and attach it to the channel.
Discounts and Perks Supplier Setup - Eligibility File	CO_DPK_SUPP_TBL	Set Up HRMS, Common Definitions, Supplier Administration, Disc/Perks, Supplier Setup	Enter additional supplier parameters. and eligibility data.
Discounts and Perks Supplier Setup - Eligibility Fields	CO_DPK_SUPP_TBL2	Set Up HRMS, Common Definitions, Supplier Administration, Disc/Perks, Supplier Setup	Enter eligibility data.
Discounts and Perks Category Setup	CO_DPK_ CAT_TABLE	Set Up HRMS, Common Definitions, Supplier Administration, Discounts and Perks, Supplier Categories	Define the areas you want employees to access on the supplier's Website.
Discounts and Perks Category Page Definition	CO_DPK_PAGE_TABLE	Set Up HRMS, Common Definitions, Supplier Administration, Discounts and Perks, Category Pages	Create a category page.
Discounts and Perks Links	CO_DISPRK_LINKS	Set Up HRMS, Common Definitions, Supplier Administration, Discounts and Perks, Links	Add links to self-service transaction pages.
Discounts and Perk Eligibility	RUN_CNTL_DPK_ELIG	Set Up HRMS, Common Definitions, Supplier Administration, Discounts and Perks, Eligibility File	Send data to the supplier.

Activating Discounts and Perks Suppliers

Since most of the information about the supplier comes loaded in the system, all you do is enter specific data using the following steps.

To activate a supplier:

1. Access the Merchant Profile page.

    a. Select the supplier's name from the list of available suppliers.

    b. Select the Merchant Enabled check box.

2. Select the Merchant Authentication tab.

    a. In the Company ID field enter the identification number provided by the supplier's representative.

    b. In the Company Authentication Token field, enter the *Shared Secret* password provided by the supplier's representative.

    c. In the Company Authentication Token field, enter the *Shared Secret* password provided by the supplier's representative.

3. Select the Merchant BI Overrides tab.

    a. In the Metatag parameter field enter the domain name to the address provided by the supplier's representative.

    b. In the MerchantURL parameter field enter the domain name to the address provided by the supplier's representative.

Creating the Merchant Node

To send eligibility information, you must create a node for the supplier. You only need to do this if you are sending eligibility information as an XML message.

To create a node:

1. Access the Node Definitions page.

    a. Click Add.

    b. Enter the supplier's name, for example BEYONDWORK, in the Node Name field.

       The Node Info page appears.

    c. In the Description field, enter any descriptive text you want.

       This information does not display anywhere else.

    d. In the Company ID field, enter the identification code given to you by the supplier's representative.

    e. In the Node Type field, select *External*.

    f. In the Routing Type field, select *Explicit*.

    g. In the Authentication Operation field, select *Password*.

    h. Select the Active Node check box.

2. (Optional) Select the Contacts/Notes tab.

   Information about the supplier is entered on this page.

3. The Properties page is not used.

4. Select the Connectors tab.

    a. In the Gateway ID field, select *Local*.

    b. In the Connector ID field, select *PSFT81TARGET*.

    c. In the Properties group box, select the Properties tab.

d. Click the Add button.

e. In the Property ID field, select *PSFT81TARGET*.

f. In the Property Name field, select *URL*.

g. In the Value field, enter the URL address for the message servlet given to you
   by the supplier's representative.

5. Select the Transactions tab.

a. Click the Add Transaction button.

b. In the Message Node Name field, select the supplier's name.

c. In the Effective Date field, enter today's date.

d. In the Transaction Type field, select *Outbound Asynchronous*.

e. In the Request Message field, select *CO_DPK_ELIG*.

f. In the Request Message Version field, select *VERSION_1*.

g. Click Add.

   The Transaction Detail page appears.

h. Click Save.

Setting Up Eligibility Information

Access the Discounts and Perks Supplier Setup page.

Discounts and Perks Supplier Setup page

Supplier Logo   The system displays the image name of the supplier's logo.

Send   Use this field to define the data that will be sent to the supplier. If you
                         want to send a complete file containing information on all the eligible
                         employees, select *All Employees*. If you want to send only the changes
                         since the last file was sent, select *Changes Only*.

File Format   Select either *XML Message* or *Flat File* as the type of file format
                         the supplier wants to receive.

Msg Node   If you selected XML Message as the type of file format, select the node
                         to which the system publishes the messages.

File Name   If you selected Flat File as the type of file format and did not select
                         Auto Generate File Name, enter the name of the file.

                         When creating your own name, make sure it is a name that helps
                         you easily identify the contents. If you run the extract process more
                         than once using the same name and directory, a sequence number
                         will be placed in front of the file name.

For example, if you send a file with the name XYZ twice, the first file name will be XYZ.txt and 2XYZ.txt.

To have the system generate a name, leave *File Name* blank and select *Auto Generate File Name.*

Auto Generate File Name   Select this check box if you want the system to create a file name for you. When you select this check box, the *File Name* field becomes unavailable for entry. The system creates the name using the following format: <Supplier ID>_YYYY-MM-DD-HH.MM.SS.txt.

File Directory   If you selected Flat File as the type of file format, enter the directory in which the system creates the flat file.

Eligibility Criteria   If you want to specify that only certain employees are eligible to participate with this supplier, select a Group ID. If you leave the field blank, all employees are eligible for participation.

                               If you want to further refine employee eligibility, you can specify that only employee's with certain employee statuses can participate.

Setting Up Eligibility Fields

Access the Eligibility Fields page.

Discounts and Perks Supplier Setup - Eligibility Fields page (1 of 2)

Discounts and Perks Supplier Setup page (2 of 2)

Eligibility Fields   Select the fields that you want included in the extract file that is sent to the supplier. The employee ID is always included.

Defining Category Codes

Access the Discounts and Perks Category Setup page.

Discounts and Perks Category Setup page

Category Code	Enter the supplier's category code.
Group ID	Controls the display of the supplier link on a page. If you want to limit access to this supplier category to specific groups of employees, select a group ID. This overrides the group ID entered on the Discounts and Perks Supplier Setup page.
Description	Enter a general description of the category code. This text does not appear on any page.
Link Text	Enter the text (up to 30 characters) that you want to appear as the actual link.
Image Name	If you want an icon to appear on the page next to the link text, select an image name. This image appears on Category pages, the Benefit Enrollment Confirmation page, and the Life Event Confirmation page.
Link Description	This description appears on category pages, the eBenefits enrollment confirmation page, or a life event confirmation page. Use this field if you want text to appear below the Link Text. This text can be as long as you want.

Creating Category Pages

Access the Discounts and Perks Category Page Definition page.

Discounts and Perks Category Page Definition page

Page Title	Enter the name of the page exactly as you want it to appear on the page.
Image Name	Select the logo you want to appear on the page.
Link Description	Enter a description of the page exactly as you want it to appear on the page.
Page Links	Add as many links as you want. Links are placed on the page in the following ordering scheme:

1_____2

3_____4

5_____6

Sending Eligibility Data to Discounts and Perks Suppliers

Access the Discounts and Perks Eligibility page.

Discounts and Perks Eligibility page

Supplier ID   Select the supplier for whom you want to create an eligibility file. The fields
                                    are already populated with the supplier information entered on the Discounts
                                    and Perks Supplier Setup page. You can override the information for this run.

CHAPTER 4

Managing Pay Information for Payroll for North America and Payroll Interface

This chapter discusses the self-service transactions available through PeopleSoft ePay for users of PeopleSoft Payroll for North America and Payroll Interface and how to:

- Set up leave balance information.
- Set up voluntary deduction information.
- Request employee and income verification.

Identifying PeopleSoft ePay Transactions

PeopleSoft ePay collaborative application provides employees convenient access to their personal payroll information. It enables them to manage (online) their:

- Direct deposit information.
- Tax withholdings.
- Voluntary deductions.

It also enables employees to:

- Display their paychecks.
- Request a duplicate W-2 form.
- For United States users, request employment and salary verification.

Pages Used to Manage and View Payroll Information

Page Name	Object Name	Navigation	Usage
Direct Deposit	PY_IC_DD_LIST	Employee Self Service, Payroll and Compensation, Direct Deposit	View a list of their current direct deposit information.
Add Direct Deposit , Change Direct Deposit	PY_IC_DD_DATA	Click the Add Account or Edit button on the Direct Deposit page.	Add or change direct deposit information.
Delete Confirmation	EO_DEL_CONFIRM	Click the Delete button on the Direct Deposit page	Delete direct deposit information.
Suppress Paycheck Print	PAY_ID_DD_SUPP	Click the Pay Statement Print Option link on the Direct Deposit page.	Indicate if you want a printed copy of your pay statement mailed to your home.
Voluntary Deductions	PY_IC_DED_LIST	Employee Self Service, Payroll and Compensation, Voluntary Deductions	View a list of the current voluntary deductions. To use this transaction, select the Allow Update via Self Serv check box for the voluntary deduction on the General Deduction page.
Add Voluntary Deduction , Change Voluntary Deduction	PY_IC_DED_DATA	Click the Deduction or Edit button on the Voluntary Deductions page.	Add, change, or stop voluntary deductions.
(USF) Distribution Information	W3_GVT_PY_ALOT_IC	Click the Distribution Information link on the Add Voluntary Deduction page or the Change Voluntary Deduction page	Enter details of the account from which the voluntary deduction is taken.
W-4 Tax Information	PY_IC_W4_DATA	Employee Self Service, Payroll and Compensation, W-4 Tax Information	Change tax data. If you work for multiple companies, select the employer for whom you want to change tax information.
View Paycheck	PY_IC_PI_DATA	Employee Self Service, Payroll and Compensation, View Paycheck	For PeopleSoft Payroll for North America users only, view paycheck information for any confirmed pay period.
3rd Party Pay Inquiry	PY_IC_CHK_DATA	Employee Self Service, Payroll and Compensation, 3rd Party Pay Inquiry	For PeopleSoft Payroll Interface users only, view paycheck information for any confirmed pay period.
W-2 Reissue Request	PY_IC_W2_DATA	Employee Self Service, Payroll and Compensation, W-2 Reissue Request	Request to have a new W-2 form sent to your home or office location.

Requesting Employee Salary Verification

This section discusses the integration with employee salary verification suppliers and describes how to:

• Send data to suppliers.

• Use the Employment and Income Verification transaction.

Understanding Supplier Integration

Employees often need to obtain verification of current or prior employment and income information for obtaining loans for houses, autos, or other purchases. To automate this process, we have partnered with TALX, to use The Work Number, which provides companies and lenders with an automated process to handle this employment and income verification need. You can access this transaction if you have purchased PeopleSoft ePay and have a license agreement with TALX.

Sending Employment and Income Data to TALX

Here's how to send data to TALX:

1. Run the initial file extract process.

    This creates a file containing complete employee employment and income history and automatically sends it to TALX. This history includes current and the past two years of gross earnings data, pay period earnings for the past 12 pay periods, and terminated or retired employees for the past three years. Run this process only once.

2. Run the year-to-date file extract process.

    This process creates and automatically sends a file containing current employment information and current YTD gross earnings and pay period earnings. Run this process on a regular basis after each confirmed payroll.

Resending a File

If a supplier does not receive a file, it may be necessary to send the file again. The Resend Files via FTP page enables you to select a file from a list of existing, previously sent files and send it again.

If you don't see the file listed, two things might have happened:

• The file was deleted.

• The name of the directory was changed on the Define Supplier - General page.

Important! Resend File via FTP assumes PeopleSoft Process Scheduler and the application server are on the same machine. If they are not on the same machine, the application cannot find the file.

Using Employment and Income Verification

Employees can access the Employment and Income Verification transaction either through:

• A link to the Work Number (TALX) on the PeopleSoft ePay homepage.

• Standard menu navigation.

Once employees access The Work Number (TALX) Website, they request a Salary Key that is a single-use authorization code. Employees give this code, along with any other necessary information, to the lending institution. The lending institution uses this information to access the employee employment and income information located in The Work Number's database.

Understanding Enterprise Integration Points

The Enterprise Integration Point (EIP) used by the Employment and Income Verification transaction is called EMPLOYMENT_AND_INCOME_VERIFICATION.

To research the technical details of any EIP used by PeopleSoft applications, refer to the online EIP Catalog database under Open Integration Framework in the Documentation section of the Customer Connection Website.

Pages Used to Integrate With Employee Salary Verification Suppliers

Page Name	Object Name	Navigation	Usage
Employment and Income Verification File Extract	CO_ESV_RUN_CNTL	Set Up HRMS, Common Defnitions, Supplier Administration, ESV, Emp Verify File Extract	Create an extract file and send it to a supplier.
Resend Files via FTP	CO_ESV_REFTP_FILE	Set Up HRMS, Common Defnitions, Supplier Administration, ESV, Resend Files via FTP	Resend a file to a supplier.
Employment and Income Verification	CO_ESV_SIGNON	Employee Self Service, Payroll and Compensation, Employment/Income Verification	Employees initiate the employment and income verification process.

CHAPTER 5

Managing Pay Information for PeopleSoft Global Payroll

This chapter provides an overview of managing pay information and describes how to:

• Define employee bank information.

• Enter payment instructions and distribution details.

• Set up and viewing employee payslips.

Understanding Managing Pay Information

PeopleSoft ePay collaborative application provides PeopleSoft Global Payroll employees convenient access to their personal payroll information. It enables them to manage (online) their:

• Personal account information.

• Preferred mode of payment (bank transfer, cash, check, or postal order).

• Net pay distribution.

It also enables UK, Australia, and Hong Kong employees to view their payslips online.

Defining Personal Bank Information

In this section, we discuss how to:

• Set up banking instructions.

• Enter personal bank account information.

Understanding How to Define Personal Bank Information

The steps for setting up and entering personal account data are as follows:

1. Before employees can use the self-service pages to enter personal bank information, you must set up general bank and bank branch information using the Bank Table and Branch Table pages in PeopleSoft Human Resources.

2. If you want to replace default instructions that appear on the Personal Bank Accounts pages with instructions specific to your company, define these instructions on the Banking Instructions page.

The new instructions appear in place of default messages from the message catalogue.
If you are a UK user, specify additional instructions on the Banking Instructions page
for employees belonging to building societies.

3. Once you set up general bank/branch information, PeopleSoft Global Payroll employees can enter
   personal bank information, such as bank location and account type, bank and branch name, account
   name, account number, and currency codes. Do this on the Personal Bank Accounts pages.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, "Setting Up Banks and Bank Branches"

Pages Used to Set Up and Enter Personal Bank Information

Page Name	Object Name	Navigation	Usage
Banking Instructions	GP_SS_NPD_CNF_INST	Set Up HRMS, Product Related, ePay, Payee Bank Acct / Net Pay Dist	(Customers) Override default instructions/messages appearing on the Personal Bank Accounts page (see below) with company specific instructions. (Payroll administrators) Create instructions you want employees to see on the Personal Bank Accounts page. These instructions override any default messages defined by PeopleSoft in the message catalog.
Personal Bank Accounts	GP_SS_EE_BANK	Set Up HRMS, Product Related, ePay, Payee Personal Bank Accounts	(PeopleSoft Global Payroll users) Enter personal bank account information. Using these pages, employees can add new accounts, edit existing account information, and view and delete personal bank information. Once employees have defined their personal account information, they can click the Payroll Payment Instructions link, which takes them to the Payroll Payment Instructions pages where they can define their net pay distribution.

Setting Up Banking Instructions

Access the Banking Instructions page.

Banking Instructions page

Bank Instructions	The message that you enter in this field appears directly above the list of banks that a user can select from on the self-service Personal Bank Accounts - Select a Bank page.
Branch Instructions	If you set up bank branches in the Bank/Branch table, when employees enter personal account information on the Personal Bank Accounts page, they are taken to a list of available branches. Employees then see any instructions you defined in the Branch Instructions field.
United Kingdom—Building Society Instructions	If an employee specifies a bank location of GBR (Great Britain) and an account type of Building Society Roll Number when they access the Personal Bank Accounts page, the bank selection page displays the instructions you defined using the *United Kingdom—Building Society Instructions* field.

Entering Personal Bank Account Information

Access the Personal Bank Accounts pages.

These pages are designed to be used by payees processed through PeopleSoft Global Payroll.

The steps for employees to add new account information are as follows:

1. On the initial Personal Bank Accounts page, view any previously defined accounts and delete or edit earlier entries.

   If you want define a new account, click the *Add a New Account* button, which takes you to a page on which you are prompted to enter a bank location and an account type.

2. Click the *Continue* button, which takes you to a page where you can select a specific bank.

3. If branches have been defined for the bank in the Bank/Branch table, select a branch.

4. Add additional account details, such as the account name, account number, and currency code.

5. Save your information.

6. Click the *Payroll Payment Instructions* link to select a payment mode (bank transfer, cash, check, or postal order) and enter distribution details using your account information.

Note. Any information you enter on the Personal Bank Account pages automatically updates the Bank Account Information page in the PeopleSoft Global Payroll core application.

Entering Payment Instructions and Distribution Details

In this section, we discuss how to:

• Define run type information.

• Enter payment instructions and distribution details.

Understanding How to Enter Payment Instructions and Distribution Details

The steps needed to enter payment instructions and distribution details are as follows:

1. Before employees can distribute payments between different accounts, the payroll administrator must set up general bank and bank branch information in the Bank/Branch table.

2. Once bank/branch data has been set up, the payroll administrator must determine whether employees can define separate payment instructions and distributions for different run types, such as expenses and bonuses. The administrator must also set default elections and decide whether to "lock" net pay transactions so that employees cannot alter their distributions before or during a banking run.

    All of this is done using the Run Types page in the PeopleSoft Global Payroll core product. If you configure the system so that users can specify different distributions for different run types, then users are required to select a run type before entering distribution details.

    Note. If an employee has more than one job, they will also need to select the job for which they are entering distribution details.

    ---

3. Employees enter personal bank account information on the Personal Bank Accounts pages for those banks and branches set up in Step 1.

    The accounts defined here are those to which employees will later be distributing their net pay in Step 4. Any information the employee enters on these pages automatically updates the Bank Account Information page in the PeopleSoft Global Payroll core application. (Alternatively, employees can use the Payroll Payment Instruction pages to add personal account information if required. This is because the personal bank account transaction is incorporated within the payroll payment instructions transaction.)

Note. The Bank Account Information page was designed to enable payroll departments to enter payee bank account information, while the Personal Bank Accounts pages were designed as part of a self-service application enabling payees to enter their own account information online. Regardless of which component is used to enter account information, the account data is reflected in the other component as well because both reference the same bank table (PYE_BANKACCT).

---

4. After the available run types have been set up (Step 2), employees can distribute electronic transfer payments between the various banks and accounts defined in Step 3 using the Payroll Payment Instructions pages.

   Any information employees enter on these pages automatically updates the Net Distribution page in the PeopleSoft Global Payroll core application.

   Note. The Net Distribution page was designed to enable payroll departments to define net distribution details, while the Payroll Payment Instructions pages were designed as part of a self-service application enabling payees to set their own distribution amounts and percentages online. Regardless of which component is used to enter this information, the data is reflected in the other component as well because both reference the same bank tables (GP_NETDIST, GP_NETDIST_DT, and GP_NETDIST_DTL).

   ---

5. If employees don't want to distribute all their earnings between different accounts, but want to receive some or all their earnings in the form of a check, postal order, or cash, they can select check, postal order, or cash as the payment method, and use the Payroll Payment Instruction pages to define the amounts or percentages to be paid in any one of these forms.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, "Setting Up Banks and Bank Branches"

PeopleSoft 8.8 Global Payroll PeopleBook, "Defining Banking Instructions," Understanding Banking

Pages Used to Set Up and Define Payment Instructions and Distribution Details

Page Name	Object Name	Navigation	Usage
Bank Table	BANK_EC	Set Up HRMS, Product Related, ePay, Payee Personal Bank Accounts	Set up general bank information needed to enable employee self-service transactions.
Branch Table	BANK_BRANCH_EC	Set Up HRMS, Common Definitions, Banking, Banks, Bank Branch Table	Set up general bank branch information needed to enable employee self-service transactions.
Run Types	GP_SS_NPD_CONFIG	Set Up HRMS, Product Related, ePay, Payee Bank Acct / Net Pay Dist	Set up the net pay distribution options that are available to employees in the self-service net pay distribution transaction. Note that the run types a payroll administrator can establish are controlled by their PeopleSoft Global Payroll security setting (they can see elements for all countries or specific countries). In addition, only run types with a calculation type of Payroll are available.
Payroll Payment Instructions	GP_SS_EE_NPD_RT	Employee Self Service, Payroll and Compensation, Payroll Payment Instructions	(Employees) Distribute net pay between different bank accounts, or request payment in the form of a check, postal order, or cash.

Defining Run Type Information

Access the Run Types page.
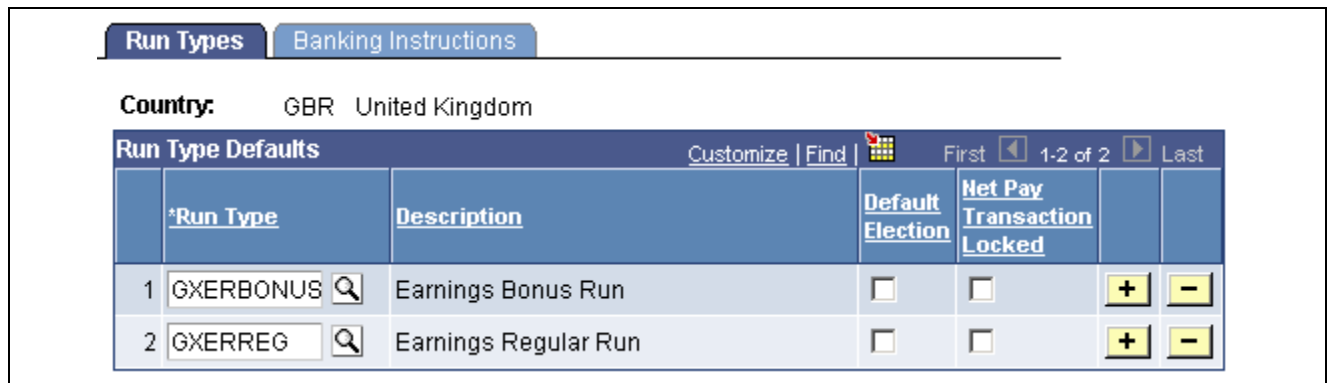
Run Types page

The information you enter on this page determines what a payee first sees when accessing the self-service Payroll Payment Instructions pages.

Run Type	Select the run type for which you want to allow or prevent payees from entering distribution instructions.
	Only run types with a calculation type of *Payroll* are listed. Your PeopleSoft Global Payroll security settings determine whether you can select run types set up for all countries or only selected countries.
	If you do not select run types on this page, payees will see the following message when they access the Payroll Payment Instructions pages: "There are no payroll types set up in the system which you can access. Please contact your Payroll Administrator."
	If you select only one run type, payees will not have to choose a run type before defining their distribution amounts and percentages.
	If you select more than one run type, payees must select a run type before entering distribution instructions.
Default Election	Enables you to define the distribution options selected by a payee for a particular run type as a default distribution. The default works as follows: When the banking process is run, the system looks at the run type defined on the pay calendar. It then tries to find the net distribution selections that the payee has made for that run type on the Payroll Payment Instructions pages. If the current run type does not have distribution instructions defined for it, the system uses the distribution amounts and percentage corresponding to the row marked as Default Election.
	Enables you to define the distribution options selected by a payee for a particular run type as a default distribution. The default works as follows: When the banking process is run, the system looks at the run type defined on the pay calendar. It then tries to find the net distribution selections that the payee has made for that run type on the Payroll Payment Instructions pages. If the current run type does not have distribution instructions defined for it, the system uses the distribution amounts and percentage corresponding to the row marked as Default Election. If you choose a default run type, when payees go to the Payroll Payment Instructions - Payment Instruction Details page to enter their distribution amounts/percentages for that run type, the Use Payment Instructions for All Payroll Runs check box is selected. This lets payees know that the distributions they make for that run type will be used as the default election. Payees can override this default and set any other defaults they want by clearing the check box.
Net Pay Transaction Locked	Select this check box if you want to temporarily prevent payees from entering distribution instructions for this run type. For example, you may want to select this option while you are running the Banking process.
	Doing so causes the following message to appear after the name of the run type on the Payroll Payment Instructions pages: "Locked by Payroll Administrator − please try later."

Entering Payment Instructions and Distribution Details

Access the Payroll Payment Instructions pages.

These pages are designed for use by payees processed through PeopleSoft Global Payroll.

The steps for employees to enter payment instructions and distribute net pay between different accounts are as follows:

1. On the initial Payroll Payment Instructions page, select the run type for which you want to enter payment instructions and define distribution amounts and percentages.

   If the payroll administrator has selected only one run type for distribution on the Run Types page, you are not required to select a run type and can immediately begin entering your distribution details. However, if you have multiple jobs, you must first select the job for which you want to enter distribution and payment instructions, and then specify the run type.

2. After selecting a run type (if multiple types are available), view any previously defined distributions or payment instructions and delete or edit your earlier entries.

   If you want to enter new distribution instructions, click the *Add a New Payment Instruction* button. Then select a *Payment Method*—either *Bank Transfer* (if you want to distribute electronic payments between bank accounts) or *Cash, Check,* or *Postal Order* (if you elect to receive payment in the form of cash, a check, or a postal order).

   Selecting a payment method retrieves the Payment Instruction Details page. If you select *Bank Transfer* as the payment method, you can use this page to distribute amounts or percentages to specific banks and accounts. If the payment method is *Cash, Check,* or *Postal Order,* you must specify the amount or percentage of funds to be paid using one of these methods.

3. Save your elections.

Note. Any information you enter on the Payroll Payment Instructions pages automatically updates the Net Distribution page in the PeopleSoft Global Payroll core application.

Payroll Payment Instructions Page

The following page (described in Step 2) displays previously defined distributions and allows the payee to edit or delete previous entries.

Payroll Instruction Details page

Priority	The order in which distributions occur. For example, if a payee wants 350 distributed to her savings account every month and everything else distributed to her checking account, the distribution to the savings account should have a higher priority than the distribution to the checking account.
Bank Name	If the payment method is *Bank Transfer,* this field displays the name of the bank to which funds are being distributed.
Account Name	If the Payment Method is *Bank Transfer,* this field displays the name of the account to which funds are being distributed.
Account Number	Displays the account number to which funds are being distributed.
Type	Displays the method of payment: *Bank Transfer, Cash, Check,* or *Postal Order.* Select a payment type when adding new payment and distribution instructions.
Use for Balance	If an employee chooses *Bank Transfer* as the payment type, and an account to which that employee distributes funds is marked as Use for Balance, this account receives any funds left undistributed after all payment amounts or percentages have been parceled out according to the distribution priority. An employee can also apply the Use for Balance option to payment types of *Cash, Check,* or *Postal Order.* If an employee does this, any remaining funds are paid in the form of cash, check, or postal order (depending on the payment type selected).
Amount/Percent	Displays the amounts/percentages distributed to each account (if the payment type is *Bank Transfer*) or paid out in the form of *Cash, Check,* or a *Postal Order.*
Add New Payment Instructions	Click to add new account information and distribution details.

Payroll Payment Instructions: Payment Instruction Details Page

The following page (described in Step 2) is used to enter distribution amounts and percentages, as well as other information related to distributions.

Payroll Payment Instructions

Select Job Title

Kevin Chae

Job Information

Job Titles	Department	Supervisor
Clerk-Data Entry	Human Resources	
Clerk-Payroll	Finance	
Specialist-Benefits	Human Resources	
Specialist-Time & Labor	Administration	Kenneth Grafton

Job Information page

Payroll Payment Instructions

Select Payment Method

Kevin Chae

Payment Methods

Cash

Check

Postal Order

Bank Transfer

Select Payment Method page

Payment Method	This refers to the payment type that payees must define whenever they enter distribution details: *Bank Transfer, Cash, Check,* or *Postal Order.*
Use Payment Instructions for All Payroll Runs	Defined in the documentation of the Run Types page. Used to create a default set of distribution instructions for all payroll runs types for which payees have not specified distribution details.
Priority	Defined in the documentation of the Payroll Payment Instructions page and refers to the order in which distributions will occur.
Percent	Used to define the percentage of the total net pay that should be channeled to the selected bank account or that should be paid in the form of cash, check, or postal order.

Amount   Used to define the amount that should be channeled to the selected bank account or that should be paid in the form of cash, check, or postal order.

Use for Any Remaining   If selected, the system moves into the selected account—or into a cash, check,
Payment Balance   or postal order payment—any funds left undistributed after all amounts or percentages have been parceled out according to the distribution priority.

Accept Partial Payment   Used when the employee is distributing amounts (as opposed to percentages). For example, let's say that a payee wants to distribute 1,200 each month as follows:

- 500 to a checking account.

- 400 to a savings account.

- 300 to a retirement account.

  One month, the payee's net pay is only 1,050. The system still distributes 500 to the checking account and 400 to the savings account, but it cannot distribute the full 300 to the retirement account. If Accept Partial Payment is selected, the system takes the partial amount, in this case, an amount of 150. If Accept Partial Payment is not selected, the system allocates the partial amount of 150 to the checking account or the savings account, depending on which is defined to be used for any remaining payment balance.

Setting Up and Viewing Employee Payslips

In this section, we explain where you should go to set up and view employee payslips for the:

- United Kingdom

- Hong Kong

- Australia

Pages Used to View the Employee Online Payslips

Page Name	Object Name	Navigation	Usage
Pay Advice	GPGB_PSLIP_SS	Employee Self Service, Payroll and Compensation, View Payslip United Kingdom	View the online payslip for the UK.
Payslip	GPHK_PSLP_SS	Employee Self Service, Payroll and Compensation, View Payslip Hong Kong	View the online payslip for Hong Kong. This page mirrors the printed payslip and contains a series of grids that extract the earnings, deductions, accumulators, arrears, absence, and net distribution details from the core PeopleSoft Global Payroll result tables. These details are based on the elements you select on the Payslip Setup pages.
Payslip	GPAU_PSLP_SS	Employee Self Service, Payroll and Compensation, View Payslip Australia	View the online payslip for Australia. This page mirrors the printed payslip and contains a series of grids that extract the earnings, deductions, accumulators, arrears, absence, and net distribution details from the core PeopleSoft Global Payroll result tables. These details are based on the elements you select on the Payslip Template pages.

Setting Up and Viewing the Employee Payslip for the UK

The setup of the UK employee payslip is handled entirely within PeopleSoft Global Payroll for the United Kingdom and is documented in the corresponding PeopleBook. Once you set up the payslip, employees can view it using the Pay Advice page.

See Also

PeopleSoft 8.8 Global Payroll for the UK PeopleBook, "Setting Up Payslips for the UK"

Setting Up and Viewing the Employee Payslip for Hong Kong

The setup of the employee payslip for Hong Kong is handled entirely within PeopleSoft Global Payroll for Hong Kong and is documented in the corresponding PeopleBook. Once you set up the payslip, employees can view it using the Payslip page for Hong Kong.

See Also

PeopleSoft 8.8 Global Payroll for Hong Kong PeopleBook, "Setting Up Payslips for Hong Kong"

Setting Up and Viewing the Employee Payslip for Australia

The setup of the employee payslip for Australia is handled entirely within PeopleSoft Global Payroll for Australia and is documented in the corresponding PeopleBook. Once you set up the payslip, employees can view it using the View Payslip Australia page.

See Also

PeopleSoft 8.8 Global Payroll for Hong Kong PeopleBook, "Setting Up Payslips for Hong Kong"

CHAPTER 6

(JPN) Updating Year-End Adjustment Data

This chapter provides an overview of the year-end adjustment (YEA) self-service employee data collection process for Japan and discusses how to:

• Set up the YEA self-service transaction.

• Review and update YEA data.

• Review, approve, and load YEA self-service data.

See Also

PeopleSoft 8.8 Global Payroll for Japan PeopleBook, "Preparing Year End Adjustment"

Understanding the YEA Data Self Service Process

The YEA Data self-service transaction provides updated data for the year-end adjustment calculations in PeopleSoft Global Payroll for Japan. Employees can update year-end adjustment data including:

• Their personal information such as name and address (available if eProfile is licensed).

• Their own and dependents' tax data.

• Deduction data such as insurance deduction, spouse special deduction, and special deduction for housing loan.

Note. Employees who are eligible for dependent deduction from secondary salaries cannot enter their own tax data or dependent tax data using this self-service transaction.

Payroll administrators and employees perform the following tasks in this business process:

1. The payroll administrator specifies the time period during which employees may review and update data through the self-service transaction.

   The administrator also specifies the date on which tax data and deduction data take effect.

2. Employees review and update their data on the self-service transaction pages.

   Employees must review all data before they can successfully submit data.

3. The payroll administrator reviews the employee's year-end adjustment data.

   Administrators can reject an employee's deduction data and request revision.

   Approval of each employee's deduction data before loading is an optional feature.

4. The payroll administrator loads updated deduction data including life and other insurance, spouse, and housing loan deduction information to a PeopleSoft Global Payroll for Japan table, where it is available for further review and processing.

Status Codes

The system assigns a status to each employee's year-end adjustment data to enforce employees' complete review and to facilitate the administrator's review, optional approval, and data load to payroll. Status codes are displayed on the YEA Information page accessed by employees and are editable on the YEA Review/Approval page accessed by payroll administrators. Two status codes are available as run control parameters when loading the data.

Following is a list of the status codes:

Open	The employee has not reviewed the data. This is the default status for each data section when the employee first accesses the YEA Information page.
Reviewed	The employee has accessed the data page and either clicked the Save button for updates or the Return to YEA Information link if data was unchanged. Employees can still access and update pages with *Reviewed* status.
Submitted	The employee has successfully submitted deduction data. The employee cannot change deduction data once this status is assigned. This status is available as a run control parameter when loading data to records.
Approved	The payroll administrator sets this status on the Year End Adjustment Review/Approval page if the organization requires approval of deduction data before loading. The employee cannot the update the page once this status is assigned. This status is available as a run control parameter when loading data to records.
Rejected	The payroll administrator sets this status on the Year End Adjustment Review/Approval page if the employee is required to again review some of the deduction data. The administrator must notify the employee separately to change the data. The system changes the status of all data back to *Reviewed* if one section has the *Rejected* status, so that the employee can review all data again.
Sent to Payroll	The system sets this status after the payroll administrator runs the Load YEA Self Service process (GPJP_YEASSLD) to load the deduction data into the corresponding records. The employee cannot access the update page once this status is assigned.

Setting Up the YEA Data Self-Service Transaction

This section discusses how to specify control dates for YEA data.

Page Used to Set Up the YEA Data Transaction

Page Name	Object Name	Navigation	Usage
Year End Self Service Setup	GPJP_YEA_SETUP	Setup HRMS, Common Definitions, Self Service, YEA Self Service Setup JPN, Year End Adjustment Self Service Setup	Specify the period during which the Year End Adjustment Information transaction is available to employees and specify the effective date of tax and deduction data entered through the transaction.

Specifying Control Dates

Access the Year End Adjustment Self Service Setup page.

Year End Adjustment Self Service Setup

Object Year: 2002
*As Of Date: 11/30/2002

*From: 01/01/2002   *Through: 12/31/2002

Year End Adjustment Self Service Setup page

Object Year	The year that is being adjusted.
As Of Date	Enter the period end date of the salary or bonus paid at the end of the year. The system uses this date when retrieving current information from effective-dated tables. The system also uses this date as the effective date when loading YEA self-service data into tables.
From	Enter the begin date of the period that employees can access the YEA Information transaction.
Through	Enter the end date of the period that employees can access the YEA Information transaction.

Reviewing and Updating YEA Data by Employees

This section provides an overview and discusses how employees review and update YEA data.

Understanding YEA Data Review and Update

Through the YEA Information page, employees access other pages to review and update YEA information. Current data is displayed on each page when first accessed.

Employees must review every page that is accessible from the main page before they can successfully submit their data. The system presents an error message if the employee tries to submit when there is still a status of *Open* or *Rejected*. To set a section's status to *Reviewed,* employees click the Save button if they have updated data or the Return to YEA information link if they have only reviewed the data.

Pages Used to Review and Update YEA Data

Page Name	Object Name	Navigation	Usage
YEA Information	GPJP_YEA_SSERVICE	Employee Self Service, Payroll and Compensation, Year End Adjustment Info JPN, YEA Information Employees click the YEA Information link on the Payroll and Compensation home page during the defined from and to period specified on the YEA Setup page.	Employees access individual transactions to review and update year-end adjustment data.
Employee Tax Information	GPJP_YEA_EETAX	Click the Employee Tax Information link on the YEA Information page.	Employees review and update tax information such as relationship to head of household and disability information.
Employee Personal Information	HR_EE_PERS_INFO	Click the Employee Personal Information link on the YEA Information page.	Employees review and update name, address, and other personal data information. Note: this page is not available if you do not license PeopleSoft eProfile.
Dependent Tax Information	GPJP_YEA_DEPTAX	Click the Dependent Tax Information link on the YEA Information page.	Employees review dependent relationship, type, and disability type information. They also access a page for editing dependent information.
Edit Dependent Tax Information	GPJP_YEA_DEPTX_2	Click the Edit button on the Dependent Tax Information page.	Employees edit dependent information. They cannot add or delete a dependent on this page.
Life Insurance	GPJP_YEA_LIFE	Click the Life Insurance link on the YEA Information page.	Employees review and update life insurance and personal pension insurance information.
Other Insurance	GPJP_YEA_NONLIFE	Click the Other Insurance link on the YEA Information page.	Employees review and update non-life insurance information, including social insurance and small enterprise mutual aid.
Spouse Special Deduction	GPJP_YEA_SPOUSE	Click the Spouse Special Deduction link on the YEA Information page.	Employees review and update spouse special deduction data.
Special Deduction for Housing Loan	GPJP_YEA_HOUSE	Click the Special Deduction for Housing Loan link on the YEA Information page.	Employees review and update information relative to the special deduction for a housing loan.

Reviewing and Updating YEA Information

Employees access the YEA Information page.

YEA Information page

Employees click the links to access the corresponding pages, where they can view and modify existing data.

The current status of the data in the section is displayed to the right of the link. Employees can access the corresponding page only if the status is *Open, Reviewed,* or *Rejected.*

Submit	Employees can successfully submit only when they have accessed every link on the YEA Information page and clicked either the Save button (if changes were made) or the Return to YEA information link.

Note. The Employee Personal Information link is available only if your organization also licenses PeopleSoft eProfile.

See Also

Reviewing, Approving, and Loading Self-Service YEA Data

This section discusses how administrators:

• Review employee YEA data and approve deduction data.

• Load deduction data.

## Pages Used to Review, Approve, and Load Employee YEA Data

Page Name	Object Name	Navigation	Usage
Year End Adjustment Review/Approval	GPJP_YEA_PAYADM	Global Payroll, Year-End Processing, Review/Approve YEA JPN, Year End Adjustment Review/Approval	Payroll administrators view a summary and details of employee YEA data, edit status, and approve if required. Administrators cannot edit employee data.
Load YEA Self Service	GPJP_RC_YEALOAD_SS	Global Payroll, Year-End Processing, Load YEA Self Service data JPN, Load YEA Self Service	Run the Load YEA Self Service process (GPJP_YEASSLD) to load updated self-service employee personal data, life and non-life insurance, and spouse and housing loan deduction information into the PeopleSoft Global Payroll for Japan YEA table and the corresponding page (GPJP_YEA_PYEADJ).
Payee List	GPJP_RC_YEA_SEC	Click the Payee List link on the Load YEA Self Service page.	Select individual employees to load their data.

See Also

Reviewing and Approving Employee YEA Data

Payroll administrators access the Year End Adjustment Review/Approval page.

Year End Adjustment Review/Approval: Tax page

Process Request Parameter(s)

Use the fields in this group box to define the group of employees to display in the YEA Review Status group box. Use the optional Pay Entity, Business Unit, Department, Location Code, and EmplID fields to restrict the list as desired.

YEA Status	Select status codes; the system displays employees whose status codes match your selections.
Get YEA Information	Click to load the data that matches the parameters that you defined in the YEA Status group box.

YEA Review Status: Tax

This group box displays the current status of each employee's YEA data. To view details of the employee's data, click the corresponding button, which takes you to the self-service page on which the employee entered data. Administrators cannot edit employee data on the self-service pages.

You can reject an employee's life insurance, non-life insurance, spouse special deduction, or housing loan special deduction data by changing the status for that data to *Rejected.* If you reject any employee data, notify the employee to correct and resubmit it.

Note. The system changes the status of all data back to *Reviewed* if one section has the *Rejected* status, so that the employee can review all data again. When this happens, the following message appears: "If you change the Status to *Rejected,* all other nonrejected status codes change to *Reviewed.*"

Approve   Approval is optional. Click this button for each employee if your
                                     organization requires approval before loading the data. The status of
                                     all data for the employee becomes *Approved.*

YEA Review Status: Personal

Click the corresponding button to view the employee's home and mailing address,
phone, or birthday information.

See Also

Loading YEA Self-Service Deduction Data

Payroll administrators access the Load YEA Self Service page.

Load YEA Self Service page

Process Request Parameter(s)

Use the optional Pay Entity, Business Unit, Location Code, and Department fields to restrict the load to a
group of employees as desired. You can use the fields on the Payee List page to identify individual employees.

Business Unit   This is a required field if you select a Location Code or Department.

Submitted and **Approved**	Records that meet your other criteria (including the criteria that you indicate on the Payee List page) and that have the selected status will be loaded. You can select both check boxes.
Payee List	Click to access the Payee List page where you can select any number of individual employees for the process run.
	When you return to the Load YEA Self Service page, this check box is selected.

See Also

PeopleSoft 8.8 Global Payroll for Japan PeopleBook, "Preparing Year End Adjustment," Entering YEA Tax and Special Deduction Data

Glossary of PeopleSoft Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
account	You use an account code to record and summarize financial transactions as expenditures, revenues, assets, or liabilities balances. The use of this delivered PeopleSoft ChartField is typically defined when you implement PeopleSoft General Ledger.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting entry	A set of related debits and credits. An accounting entry is made up of multiple accounting lines. In most PeopleSoft applications, accounting entries are always balanced (debits equal credits). Accounting entries are created to record accruals, payments, payment cancellations, manual closures, project activities in the general ledger, and so forth, depending on the application.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to anotherand a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item delivery methodit may also be called a class. The activity defines such things as meeting times and locations, instructors, reserved equipment and materials, and detailed costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.
allocation rule	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure

	from the current node to the root node, checking each node for plans that contain allocation rules.
alternate account	A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
application agent	An application agent is an online agent that is loaded into memory with a PeopleSoft page. It detects when a business rule has been triggered and determines the appropriate action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attachment	In PeopleSoft Enterprise Learning Management, nonsystem-defined electronic material that supplements a learning resource, such as an equipment items user handbook or the site map of a large facility.
background process	In PeopleSoft, background processes are executed through process-specific COBOL programs and run outside the Windows environment.
benchmark job	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called system-maintained account.
budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.
budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business event	In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, Introduction to Microsoft Word. A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods.
category	In PeopleSoft Enterprise Learning Management, a way to classify catalog items so that users can easily browse and search relevant entries in the learning catalog. Categories can be hierarchical.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
child	In PeopleSoft Tree Manager trees, a child is a node or detail on a tree linked to another, higher-level node (referred to as the parent). Child nodes can be rolled up into the parent. A node can be a child and a parent at the same time depending on its location within the tree.
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*
clone	In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
collection	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.
compensation object	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.
compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
configuration parameter catalog	Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
configuration plan	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
content reference	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
context	In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
corporate account	Equivalent to the Account ChartField. Distinguishes between the chart of accounts typically used to record and report financial information for management, stockholders, and the general public, as opposed to a chart of statutory (alternate) accounts required by a regulatory authority for recording and reporting financial information.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.

data acquisition	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
data elements	Data elements, at their simplest level, define a subset of data and the rules by which to group them.
	For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
data row	Contains the entries for each field in a table. To identify each data row uniquely, PeopleSoft applications use a key consisting of one or more fields in the table.
data validation	In PeopleSoft Enterprise Incentive Management, a process of validating and cleansing the feed data to resolve conflicts and make the data processable.
DAT file	This text file, used with the Verity search engine, contains all of the information from documents that are searchable but not returned in the results list.
delivery method	In PeopleSoft Enterprise Learning Management, identifies a learning activitys delivery method type. An activity can have one or more delivery methods.
delivery method type	In PeopleSoft Enterprise Learning Management, specifies a method that your organization uses to deliver learning activities, for example, scheduled or self-paced learning.
distribution	The process of assigning values to ChartFields. A distribution is a string of ChartField values assigned to items, payments, and budget amounts.
double byte character	If youre working with Japanese or other Asian employees, you can enter the employee's name using double-byte characters. The standard double byte character set name format in PeopleSoft applications is: [last name] space [first name].
dynamic tree	A tree that takes its detail valuesdynamic detailsdirectly from a table in the database, rather than from a range of values entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM job	Abbreviation for *Enterprise Incentive Management job.* In PeopleSoft Enterprise Incentive Management, a collection of job steps that corresponds to the steps in an organizations compensation-related business process. An EIM job can be stopped to allow manual changes or corrections to be applied between steps, and then resumed from where it left off, continuing with the next step. A run can also be restarted or rolled back.
EIM ledger	Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
equipment	In PeopleSoft Enterprise Learning Management, resource items that can be assigned to a training facility, to a specific training room, or directly to an activity session. Equipment items are generally items that are used (sometimes for a fee) and returned after the activity is complete.

event	Events are predefined points either in the application processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program associated with that component and that event. Examples of events are FieldChange, SavePreChange, and OnRouteSubscription. In PeopleSoft Human Resources, *event* also refers to incidents that affect benefits eligibility.
event propagation process	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
external system	In PeopleSoft, any system that is not directly compiled with PeopleTools servers.
fact	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.
filter	In PeopleSoft applications, a filter creates a subset of information. Filters are used in templates to limit your information from a pick list of attribute values.
generic process type	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
group	Any set of records associated under a single name or variable in order to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
homepage	Users can personalize the homepage, or the page that first appears when they access the portal.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.
incentive rule	In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
key	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners within the same learning environment that share the same attributes, such as department or job code.
learning activity	See *activity.*
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities.
learning plan	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned and in-progress learning activities.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

level	A section of a tree that organizes groups of nodes.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
load	The feature that initiates a process to automatically load information into a PeopleSoft applicationfor example, populating the PeopleSoft Benefits database with plan-level election information.
local functionality	In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.
location	Locations enable you to indicate the different types of addressesfor a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary locationindicated by a *1*is the address you use most often and may be different from the main address.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
material	In PeopleSoft Enterprise Learning Management, a resource item that can be assigned to the sessions of an activity. Material items are generally consumed during the duration of an activity and not returned, and they may have an associated cost.
message definition	An object definition specified in PeopleSoft Application Designer that contains message information for PeopleSoft Application Messaging.
meta-SQL	Meta-SQL constructs expand into platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
multibook	Processes in PeopleSoft applications that can create both application entries and general ledgers denominated in more than one currency.
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
objective	In PeopleSoft Enterprise Learning Management, an individual's learning goal. An example of a learning goal is a competency gap.
override	In PeopleSoft Enterprise Incentive Management, the ability to make a change to a plan that applies to only one plan context.
pagelet	Each block of content on the homepage is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.

parent node	A tree node linked to lower-level nodes or details that roll up into it. A node can be a parent and a child at the same time, depending on its location within the tree.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects.
	See also *participant object.*
payout	In PeopleSoft Enterprise Incentive Management, the resulting incentive plan computation that is provided to payroll.
PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft application processor. PeopleCode generates results based upon existing data or user actions. By using business interlink objects, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	An action that a user takes upon an object, usually a record field, that is referenced within a PeopleSoft page.
PeopleSoft Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of an RDBMS, an application server, a Web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
per seat cost	In PeopleSoft Enterprise Learning Management, the cost per learner, based on the total activity costs divided by either minimum attendees or maximum attendees. Organizations use this cost to price PeopleSoft Enterprise Learning Management activities.
plan	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.
plan context	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan contextif three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
plan section	In PeopleSoft Enterprise Incentive Management, a segment of a plan that handles a specific type of event processing.
plan template	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
portal registry	In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that

<table>
<tr><td></td><td>defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.</td></tr>
<tr><td>private view</td><td>A user-defined view that is available only to the user who created it.</td></tr>
<tr><td>process</td><td>See Batch Processes.</td></tr>
<tr><td>process definition</td><td>Process definitions define each run request.</td></tr>
<tr><td>process instance</td><td>A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.</td></tr>
<tr><td>process job</td><td>You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.</td></tr>
<tr><td>process request</td><td>A single run request, such as an SQR, a COBOL program, or a Crystal report that you run through PeopleSoft Process Scheduler.</td></tr>
<tr><td>process run control</td><td>A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.</td></tr>
<tr><td>product category</td><td>In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.</td></tr>
<tr><td>publishing</td><td>In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.</td></tr>
<tr><td>record definition</td><td>A logical grouping of data elements.</td></tr>
<tr><td>record field</td><td>A field within a record definition.</td></tr>
<tr><td>record group</td><td>A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.</td></tr>
<tr><td>record input VAT flag</td><td>Abbreviation for record input value-added tax flag. Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.</td></tr>
<tr><td>record output VAT flag</td><td>Abbreviation for record output value-added tax flag.

See record input VAT flag.</td></tr>
<tr><td>reference data</td><td>In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.</td></tr>
<tr><td>reference object</td><td>In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).</td></tr>
<tr><td>reference transaction</td><td>In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to</td></tr>
</table>

automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

relationship object   In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.

results management process   In PeopleSoft Sales Incentive Management, the process during which compensation administrators may review processing results, manually change transactions, process draws, update and review payouts, process approvals, and accumulate and push payments to the EIM ledger.

role user   A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.

role   Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

roll up   In a tree, to roll up is to total sums based on the information hierarchy.

routing   Connects activities in PeopleSoft Workflow. Routings specify where the information goes and what form it takesemail message, electronic form, or worklist entry.

run control   A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.

run control ID   A unique ID to associate each user with his or her own run control table entries.

run-level context   In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.

search query   You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

section   In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

security event   In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

self-service application   Self-service refers to PeopleSoft applications that are accessed by end users with a browser.

session   In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template   In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise

	Learning Management activitycharacteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
sibling	A tree node at the same level as another node, where both roll up into the same parent. A node can be a sibling, parent, and child all at the same time, depending on its location in the tree.
single signon	With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.
source transaction	In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
SpeedChart	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.
SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
SQR	See *Structured Query Report (SQR)*.
statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
Structured Query Report (SQR)	A type of printed or displayed report generated from data extracted from a PeopleSoft SQL-based relational database. PeopleSoft applications provide a variety of standard SQRs that summarize table information and data. You can use these reports as is, customize them, or create your own.
Summary ChartField	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
summary ledger	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
summary tree	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

table	The underlying PeopleSoft data format, in which data is stored by columns (fields) and rows (records, or instances).
TableSet sharing	Specifies control table data for each business unit so that redundancy is eliminated.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
template	A template is HTML code associated with a Web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
territory	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
TimeSpan	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction loading process	In PeopleSoft Enterprise Incentive Management, the process during which transactions are loaded into Sales Incentive Management. During loading, the source currency is converted to the business unit currency while retaining the source currency code. At the completion of this stage, the transaction is in the first state.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and picked up by a different section for further processing.
transaction type	In PeopleSoft Enterprise Incentive Management, a way to categorize transactions to identify specific transaction types (for example, shipment, order, opportunity, and so on). Plan sections process only one type of transaction type. Transaction types can be defined based on a company's specific processes model.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
uniform resource locator (URL)	In PeopleSoft, the term URL refers to the entire query string. The following is an example of a URL: http://serverx/InternetClient /InternetClientServlet?ICType=Script&ICScriptProgramName=WEBLIB_BEN_ 401k.PAGES.FieldFormula.iScript_Home401k
universal navigation header	Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to

	providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.
URL	See *uniform resource locator (URL)*.
user interaction object	In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
warehouse	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
worksheet	A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
workflow	The background process that creates a list of administrative actions based on selection criteria and specifies the procedure associated with each action.
worklist	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.
zero-rated VAT	Abbreviation for *zero-rated value-added tax*. A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged.

Index

V

W

Y

Index