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PeopleSoft 8.8
Global Payroll for Australia
PeopleBook

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Contents

General Preface

About This PeopleBook	xiii
PeopleSoft Application Prerequisites.....	xiii
PeopleSoft Application Fundamentals.....	xiii
Related Documentation.....	xiv
Obtaining Documentation Updates.....	xiv
Ordering Printed Documentation.....	xiv
Typographical Conventions and Visual Cues.....	xv
Typographical Conventions.....	xv
Visual Cues.....	xvi
Comments and Suggestions.....	xvii
Common Elements in These PeopleBooks.....	xvii

Preface

PeopleSoft Global Payroll for Australia Preface.....	xix
PeopleSoft Application Fundamentals.....	xix
PeopleBook Structure.....	xix

Chapter 1

Getting Started with PeopleSoft Global Payroll for Australia.....	1
PeopleSoft Global Payroll for Australia Business Processes.....	1
Implementing PeopleSoft Global Payroll for Australia.....	1
Setting Up PeopleSoft HRMS Global Tables.....	2
Setting Up PeopleSoft Human Resources Tables.....	2
Setting Up PeopleSoft Global Payroll Core Application Tables.....	2
Setting Up PeopleSoft Global Payroll for Australia Tables.....	3

Chapter 2

Understanding Global Payroll for Australia.....	5
PeopleSoft Global Payroll for Australia.....	5
PeopleSoft Global Payroll for Australia Business Processes.....	5
PeopleSoft Global Payroll for Australia Integrations.....	7
Understanding Delivered Elements.....	8

Creating Delivered Elements.....	8
Element Ownership and Maintenance.....	8
Naming Elements.....	10
Functional Area Codes.....	13
Element Type Codes (PIN_TYPE).....	14
Viewing Delivered Elements for Australia.....	14

Chapter 3

Setting Up PeopleSoft Global Payroll for Australia.....	15
Processing Retroactive Payments.....	15
Determining Retro Pay Over 12 Months.....	15
Calculating the Months Over 12.....	16
Processing Retro Over 12 Months.....	16
Entering Additional Pay Group Information.....	16
Page Used for Additional Pay Group Information.....	17
Entering Additional Information.....	17
Entering Additional Calendar Information.....	18
Page Used for Additional Calendar Information.....	19
Defining Triggers and Segmentation Events for Australia.....	19
Triggers.....	19
Segmentation Events.....	21
Identifying Proration Rules for Australia.....	22
Identifying Rounding Rules for Australia.....	22

Chapter 4

Setting Up for Australian Tax Reporting.....	23
Understanding the Setup for Australian Taxation Calculations.....	23
Entering Information for Reporting Tax.....	23
Pages Used to Enter Tax Information.....	24
Viewing Tax Scales.....	24
Pages Used to View Tax Scales.....	24

Chapter 5

Setting Up for Reporting State Payroll Tax.....	27
Identifying Data for State Payroll Tax Reporting.....	27
Setting Up Group Pay Entities.....	27
Page Used to Set Up Group Pay Entities.....	28

Grouping Your Pay Entities.....	28
Maintaining and Viewing Payroll Tax Tables.....	28
Pages Used to Maintain and View Payroll Tax Data.....	29

Chapter 6

Setting Up Banking and Recipient Processing for Australia.....	31
Understanding Banking and Recipient Processing Setup for Australia.....	31
Setting Up Additional Source Bank Details.....	31
Page Used to Set Up Additional Source Bank Details.....	31
Setting Up Australian Bank Information.....	32
Setting Up Multiple Source Banks by Debit Type.....	32
Pages Used to Set Up Additional Source Bank Details.....	32
Using the Bank Link Override.....	33
Linking Source Banks to Debit Types.....	33

Chapter 7

Setting Up Payslips for Australia.....	35
Understanding Payslip Setup for Australia.....	35
Creating Payslip Templates.....	35
Pages Used to Create Payslip Templates and Messages.....	36
Setting Up Templates and Accumulators.....	36
Setting Up Payslip Earnings and Deductions.....	38
Creating Payslip Messages.....	39
Attaching Payslip Templates to Pay Groups.....	40

Chapter 8

Defining Earnings for Australia.....	41
Understanding Earnings for Australia.....	41
Delivered Earnings Elements.....	42
Calculating Regular Pay.....	48
Calculating Overtime Earnings.....	49
Calculating Shift Earnings.....	49
Calculating Minimum and Maximum Hourly Rates and Earnings Limits.....	49
Checking the Minimum and Maximum Hourly Rate.....	49
Checking the Maximum Yearly Earnings Limit.....	50
Checking the Maximum Quarterly Earnings Limit.....	51
Calculating Earnings Based On Other Earnings.....	52

Calculating Amount Earnings.....	52
Using Flat Amounts.....	52
Using Formula-Based Amounts.....	52
Using Unprocessed Payee Level Amounts.....	52
Using Payee Level System Populated Amounts.....	52
Reducing From Regular Earnings.....	53
Calculating Rolling Average Earnings.....	53
Setting Up Your Rolling Average Earnings Calculation.....	54
Creating Earnings Deduction Payback.....	55
Page Used in Earnings Deduction Payback Processing.....	55
Selecting Hours for Holiday Earnings.....	56
Scheduling Earnings Using Generation Control.....	57
Scheduling For Any Period.....	57
Scheduling for the Last Period Only.....	59

Chapter 9

Defining Deductions for Australia.....	61
Understanding Deductions for Australia.....	61
Delivered Deduction Elements.....	61
Calculating Tax Deductions.....	64
Pre Tax Deductions.....	65
Post Tax Deductions.....	65
Non Tax Deductions.....	65
Scheduling Deductions Using Generation Control.....	65
Checking Goal Amounts.....	66
Managing Garnishments.....	67
Pages Used to Manage Garnishments.....	68
Calculating Garnishment Deductions.....	68
Entering Garnishment Details.....	69

Chapter 10

Managing Taxation Processing for Australia.....	71
Understanding Taxation Processing for Australia.....	71
Entering Information for Tax Processing.....	71
Pages Used to Enter Tax Information.....	72
Entering Payee Tax Data.....	72
Updating a Payee's Tax Scale Automatically.....	75
Submitting the Electronic TFN Declaration.....	75

Pages Used to Submit the Electronic TFN Declaration.....	76
--	----

Chapter 11

Reporting State Payroll Tax Liabilities.....	77
Understanding State Payroll Tax Reporting.....	77
Running the State Payroll Tax Report.....	77
Page Used to Report State Payroll Tax Data.....	77
Reporting State Payroll Tax Data.....	77

Chapter 12

Administering Superannuation.....	79
Understanding Superannuation Administration.....	79
Making Statutory and Customary Superannuation Deductions.....	80
Setting the Calculation Rule.....	82
Using Tier-Based Calculations.....	82
Using Percentage Based on Employee Contributions (Matching).....	82
Accommodating Exemption Rules and Limits.....	83
Using Exemption Rule Checks.....	83
Applying Maximum Earnings Limits.....	83
Checking Age Based Limits.....	84
Controlling Exemptions and Checking Limits.....	84
Accommodating Employee Options.....	85

Chapter 13

Calculating Net-to-Gross Payments.....	87
Understanding Net-to-Gross Processing.....	87
Net-To-Gross Earnings Elements.....	87
Determining That a Net-to-Gross Calculation is Required.....	88
Understanding Actual Net Pay and Target Net Pay.....	88
Calculating the BONUS GRS UP Earning.....	88
Understanding the Process Sequence.....	88
Stepping Through the Processing Sequence.....	88
Calculating the BONUS GRS UP Earnings and the Gross Pay.....	89

Chapter 14

Running Banking and Recipient Processes for Australia.....	93
Understanding Banking and Recipient Processing for Australia.....	93
Setting Up Additional Deduction Recipient Information.....	93
Pages Used to Enter Additional Recipient Information.....	94
Entering Additional Recipient Information.....	94
Managing Electronic Fund Transfers.....	95
Page Used to Create the EFT Cemtex File.....	96
Generating the EFT Code.....	96
Creating the Electronic Funds Transfer (EFT) Cemtex File.....	97
Generating Recipient Payment Report Files.....	98
Page Used to Generate Recipient Payment Report Files.....	99
Creating the Recipient Payment Report File.....	99
Reporting Net Payment.....	99
Processing Manual and Separate Cheques.....	100
Processing Manual Cheques Using Calendars.....	101
Processing Separate Cheques.....	101

Chapter 15

Printing and Viewing Payslips.....	103
Printing Payslips.....	103
Overriding Payslip Delivery Options.....	103
Viewing Payslips Online.....	104

Chapter 16

Reporting Payroll Data for Australia.....	105
Understanding Payroll Reports for Australia.....	105
Understanding Payroll Report Definitions.....	105
Setting Up Payroll Report Definitions.....	105
Page Used to Set Up Payroll Report IDs.....	106
Running Payroll Reports for Australia.....	106
Pages Used to Run Payroll Reports for Australia.....	107

Chapter 17

Using the General Ledger Interface.....	109
Processing Payroll Data to GLI or QSP.....	109
Linking Journal Types to GL Groupings.....	110

Page Used to Link Journal Types to GL Groupings.....	111
Calculating Accrued Salary.....	111
Calculating Leave Liability.....	112
Reporting Leave Liability.....	113
Calculating Annual Leave Liability for Hourly Accrual.....	113
Calculating Annual Leave Liability for Daily Accrual.....	114
Calculating Long Service Leave Liability for Weekly Accrual.....	114
Calculating Long Service Leave Liability for Monthly Accrual.....	115
Reversing Leave Liability When the Cost Centre Changes.....	115
Calculating State Payroll Tax Liability.....	115
Page Used to Calculate State Payroll Tax Liability.....	116
Running the GLI or QSP Processes.....	116
Page Used to Run the GLI or QSP Processes.....	117
Running the General Ledger Process.....	117
Remapping Chartfields after Initial Calculation.....	119
Page Used to Remap Chartfields After Initial Calculation.....	119
Remapping Chartfields.....	119

Chapter 18

Defining Absence Rules for Australia.....	121
Overview of Managing Absences.....	121
Reducing Leave Hours from Regular Hours.....	121
Delivered Absence Primary Elements.....	122
Delivered Absence Entitlements.....	122
Delivered Absence Takes.....	123
Accruing Entitlement and Pro Rata Leave (Non OGO).....	124
Accruing and Taking Annual Leave.....	124
Accruing and Taking Long Service Leave.....	128
Accruing and Taking Sick Leave.....	131
Accruing and Taking Other Leaves.....	133
Processing Other Leaves.....	133
OGO Long Service Leave.....	134
Understanding OGO Long Service Leave.....	134
Page Used in OGO Long Service Leave Calculations.....	135
Entering Payee Service History.....	135
Calculating the Adjusted Service Date.....	136
Calculating OGO Part and Full Time Pro Rata and Entitlement.....	137
Taking OGO Long Service Leave.....	138
Paying Leave in Advance.....	139

Pages Used to Pay Leave in Advance.....	139
Defining Absence Advance Types.....	139
Setting Payment Advance Details.....	142

Chapter 19

Managing Termination Payments.....	145
Overview of Termination Processing.....	145
Maintaining Termination Elements.....	145
Processing the Termination Section.....	146
Delivered Termination Earnings.....	146
Calculating Hourly and Daily Rates.....	148
Calculating the Hourly Rate.....	148
Calculating the Daily Rate.....	149
Resolving Termination Earnings.....	149
Calculating Annual Leave Marginal Tax and Lump Sum A - Hours.....	149
Calculating Annual Leave Marginal Tax and Lump Sum A - Days.....	149
Calculating Annual Leave Loading Marginal Tax and Lump Sum A - Hours.....	150
Calculating Annual Leave Loading Marginal Tax and Lump Sum A - Days.....	150
Calculating Long Service Leave - Marginal Tax and Lump Sums A & B.....	150
Calculating Lump Sum D.....	152
Calculating Lump Sum C - Eligible Termination Payment.....	153
Calculating Invalidity and Invalidity Post 94 Payments.....	153
Entering Final Hours.....	154

Chapter 20

Managing End of Year Reporting.....	155
Setting Earnings and Deduction Categories.....	155
Collecting FBT-Liable Earnings.....	156
Pages Used to View and Adjust FBT-Liable Earnings.....	157
Entering Manually Calculated FBT-Liable Earnings and Viewing Collected Earnings.....	157
Reporting FBT for Terminated Employees.....	159
Generating Payment Summary Data.....	159
Pages Used in Generating Payment Summary Data.....	160
Viewing Payment Summary Data.....	160
Printing the Payment Summary.....	162
Separating Eligible Termination Payment Data.....	162
Page Used to View ETP Data.....	162
Viewing Eligible Termination Payment Data.....	162

Generating the Payment Summary File for the ATO.....	164
--	-----

Chapter 21

Monitoring Salary Packaging Expenditure for Australia.....	167
Understanding Monitoring Salary Package Expenditure for Australia.....	167
Updating Expenditure Data for Employee Salary Packages.....	167
Page Used to Update Expenditure Data for Employee Salary Packages.....	168
Calculating Salary Package Expenses.....	168
Entering Salary Packaging Business Expenses.....	170
Reviewing Salary Package Expenditures.....	170
Pages Used to Review Salary Package Expenditures.....	171
Viewing Year-to-Date Employee Package Expense Summary Information.....	171
Checking Package Expenditure Progress During the Year.....	174
Viewing Period Employee Package Expense Summary Information.....	174
Reconciling Payments at the End of the Package Period.....	175
Monitoring Expenditure Overspending and Underspending.....	176

Appendix A

Appendix: PeopleSoft Global Payroll for Australia Reports.....	177
PeopleSoft Global Payroll for Australia Reports: A to Z.....	177
PeopleSoft Global Payroll for Australia: Australian Bureau of Statistics (ABS) Reports.....	177
PeopleSoft Global Payroll for Australia: Additional Reports.....	178

Glossary of PeopleSoft Terms.....	181
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Index	193
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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.
<i>Italics</i>	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 <i>O</i> , not the letter <i>O</i> .
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 <i>See</i> . 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 Global Payroll for Australia Preface

This preface discusses:

- PeopleSoft application fundamentals.
- PeopleBook structure.

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 Global Payroll for Australia PeopleBook* provides you with implementation and processing information for your PeopleSoft Global Payroll for Australia 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 Global Payroll for Australia

This chapter provides an overview of PeopleSoft Global Payroll for Australia and discusses PeopleSoft Payroll for Australia implementation tasks.

PeopleSoft Global Payroll for Australia Business Processes

The following list is of the PeopleSoft Global Payroll for Australia business processes:

- Taxation
- State Payroll Tax
- Superannuation
- Net-to-Gross Payments
- Banking and Recipient Processing
- Printing and Viewing Payslips
- Payroll Reporting
- General Ledger Interface
- Absences
- Terminations
- Salary Packaging Expenditure
- End-of-Year Reporting

We cover these business processes in the business process chapters in this PeopleBook.

Implementing PeopleSoft Global Payroll for Australia

The PeopleSoft Global Payroll for Australia table-loading implementation includes setting up the following:

- Global HRMS tables, common to multiple PeopleSoft HRMS applications.
- PeopleSoft Human Resources tables.
- PeopleSoft Global Payroll core application tables.

- PeopleSoft Global Payroll for Australia country extension tables.

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and table-loading sequences. A complete list of these resources is in the Preface, with information on where to find the most up-to-date version of each.

Important! The order in which you set up tables required to implement PeopleSoft Global Payroll for Australia may vary; each individual application isn't necessarily set up in sequence. For example, you may set up Human Resources tables, then tables for the PeopleSoft Global Payroll core application, then several tables specific to the country extension, followed by additional PeopleSoft Global Payroll core tables. In addition, the order in which you set up tables may also depend on the features you want to use and whether you're implementing one or multiple PeopleSoft Global Payroll country extensions. 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.

See Also

PeopleSoft HRMS Preface

Setting Up PeopleSoft HRMS Global Tables

PeopleSoft Global Payroll for Australia requires the setup of global HRMS tables, common to multiple HRMS applications. The information that you define on these tables lays the foundation for the PeopleSoft Global Payroll for Australia setup.

Step	Reference
1. Set up PeopleSoft HRMS global tables.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , "Getting Started With PeopleSoft HRMS," Setting Up PeopleSoft HRMS Fundamental Tables

Setting Up PeopleSoft Human Resources Tables

PeopleSoft Global Payroll for Australia requires the setup of tables in various PeopleSoft Human Resources business processes. The following table lists Human Resources setup steps important to the PeopleSoft Global Payroll for Australia implementation, not all required steps.

Step	Reference
1. Set Up PeopleSoft Human Resources tables	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , "Getting Started With PeopleSoft HRMS," Setting Up PeopleSoft HRMS Fundamental Country-Specific Tables

Setting Up PeopleSoft Global Payroll Core Application Tables

PeopleSoft Global Payroll for Australia requires the setup of numerous tables in the PeopleSoft Global Payroll core application.

Step	Reference
1. Set up PeopleSoft Global Payroll core application tables.	<i>PeopleSoft 8.8 Global Payroll PeopleBook</i> , “Getting Started With PeopleSoft Global Payroll”

Setting Up PeopleSoft Global Payroll for Australia Tables

Follow these steps to define information on your PeopleSoft Global Payroll for Australia tables.

Step	Reference
1. Enter additional pay group information	Chapter 3, “Setting Up PeopleSoft Global Payroll for Australia,” Entering Additional Pay Group Information, page 16
2. Enter additional calendar information	Chapter 3, “Setting Up PeopleSoft Global Payroll for Australia,” Entering Additional Calendar Information, page 18
3. Define taxation.	Chapter 4, “Setting Up for Australian Tax Reporting,” Entering Information for Reporting Tax, page 23
4. Set up group pay entities.	Chapter 5, “Setting Up for Reporting State Payroll Tax,” Setting Up Group Pay Entities, page 27
5. Define payroll tax tables.	Chapter 5, “Setting Up for Reporting State Payroll Tax,” Maintaining and Viewing Payroll Tax Tables, page 28
6. Set up additional source bank details.	Chapter 6, “Setting Up Banking and Recipient Processing for Australia,” Setting Up Additional Source Bank Details, page 31
7. Set up Electronic Fund Transfers.	Chapter 14, “Running Banking and Recipient Processes for Australia,” Managing Electronic Fund Transfers, page 95
8. Create payslip templates.	Chapter 7, “Setting Up Payslips for Australia,” Creating Payslip Templates, page 35
9. Create earnings deduction payback.	Chapter 8, “Defining Earnings for Australia,” Creating Earnings Deduction Payback, page 55
10. Set up additional recipient information.	Chapter 14, “Running Banking and Recipient Processes for Australia,” Setting Up Additional Deduction Recipient Information, page 93
11. Link Journal Types to GL groupings.	Chapter 17, “Using the General Ledger Interface,” Linking Journal Types to GL Groupings, page 110
12. Define state payroll tax liability.	Chapter 17, “Using the General Ledger Interface,” Calculating State Payroll Tax Liability, page 115
13. Define leave in advance.	Chapter 18, “Defining Absence Rules for Australia,” Paying Leave in Advance, page 139
14. Define FBT-liable earnings.	Chapter 20, “Managing End of Year Reporting,” Collecting FBT-Liable Earnings, page 156

CHAPTER 2

Understanding Global Payroll for Australia

This chapter provides an overview of PeopleSoft Global Payroll country extension, and discusses:

- PeopleSoft Global Payroll for Australia business processes.
- PeopleSoft Global Payroll for Australia integrations.
- Delivered elements for Australia.
- The naming convention of delivered elements.

PeopleSoft Global Payroll for Australia

PeopleSoft Global Payroll for Australia is a “country extension” of the core PeopleSoft Global Payroll application. It provides you with the payroll rules, elements, and absence processes needed to run an Australian payroll.

PeopleSoft Global Payroll for Australia Business Processes

PeopleSoft Global Payroll for Australia supports the following business processes:

- Taxation.

PeopleSoft Global Payroll for Australia comes with all the elements required to calculate a payee’s tax correctly. Whatever the scenario—multiple payments within a calendar period, annualised tax, mid-period hires, or terminations—the system correctly calculates the tax.

- State Payroll Tax.

PeopleSoft Global Payroll for Australia administers payroll tax amounts based on the legislative requirements of the State Revenue Offices. This feature provides a report you can use to calculate your State Payroll Tax liability.

- Superannuation.

We have met the requirements for superannuation in PeopleSoft Global Payroll for Australia by providing a number of super-related deductions. The calculation rules associated with each deduction reflect a particular type of superannuation deduction such a tier-based deduction or a percentage deduction based on employee contributions (matching).

- Net-to-gross Payments.

Gross ups are required when you want to pay a payee a specific net amount. Starting from the net amount the system works out what gross amount to process so that after all tax deductions have been made the required net amount remains.

- Banking and Recipient Processing.

The banking process of PeopleSoft Global Payroll brings together payroll data, pay entity source bank data, payee or recipient bank data. The EFT file creation process extracts data compiled by the banking process according to the type of EFT file that you are creating, merges it with data provided by the Australian country extension, and creates the file for transmission.

- Payslips.

The design of the payslip feature enables you to create and control payslips that display the data that you want, where you want it and in the format that you want. You can override templates at lower levels, so you do not have to create multiple templates to cover every payslip scenario that you may have.

- General Ledger Interface.

Building on the PeopleSoft Global Payroll general ledger interface, the Australian country extension enables you to link journal types to GL groupings so you can report by journal type, calculate accrued salary and leave liability, report leave liability, calculate state payroll tax liability and run the GLI or QSP processes.

- Absences.

PeopleSoft delivers pre-defined rules for processing annual and long-service leave, OGO long-service leave, sick leave such absences as those generally defined as 'other' leaves, such as maternity or jury-service. You can modify many of these rules to reflect absence policies that are specific to your organisation or to labour agreements that may be in force for your employees.

- Terminations.

PeopleSoft Global Payroll for Australia comes with a termination section that comprises rules that between them ensure all your legal obligations are met and gives you the flexibility to make changes to suit your specific business practices.

- Salary Packaging Expense Monitoring.

The integration of PeopleSoft Salary Packaging with your PeopleSoft Human Resources and PeopleSoft Global Payroll for Australia applications enables you to enter actual expenditures against a budgeted salary package. When you define components, you use the Expense Data page to identify whether the component is administered as a deduction, earnings, or an expenses type.

- End-of-Year Reporting.

The End-of-Year Reporting functionality enables you to set up your data to correctly appear on the Payment Summaries you provide at year end or on termination. It enables you to process and report FBT-liable earnings then generate Payment Summary data, print Payment Summaries and to create the Payment Summary electronic file for the Australian Tax Office.

See Also

[Chapter 10, “Managing Taxation Processing for Australia,” page 71](#)

[Chapter 11, “Reporting State Payroll Tax Liabilities,” page 77](#)

[Chapter 12, “Administering Superannuation,” page 79](#)

[Chapter 13, “Calculating Net-to-Gross Payments,” page 87](#)

[Chapter 14, “Running Banking and Recipient Processes for Australia,” page 93](#)

[Chapter 15, “Printing and Viewing Payslips,” page 103](#)

[Chapter 17, “Using the General Ledger Interface,” page 109](#)

[Chapter 18, “Defining Absence Rules for Australia,” page 121](#)

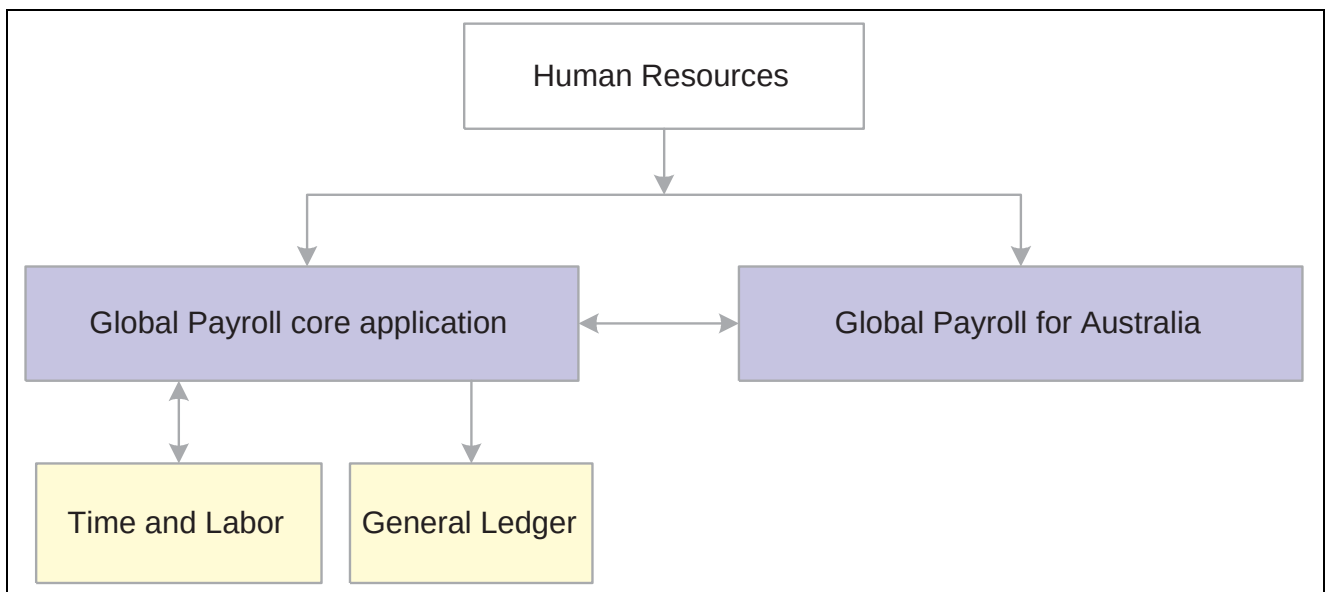
[Chapter 19, “Managing Termination Payments,” page 145](#)

[Chapter 21, “Monitoring Salary Packaging Expenditure for Australia,” page 167](#)

[Chapter 20, “Managing End of Year Reporting,” page 155](#)

PeopleSoft Global Payroll for Australia Integrations

PeopleSoft Global Payroll for Australia integrates with the following PeopleSoft applications:



PeopleSoft Global Payroll for Australia integration flow with other PeopleSoft applications

We cover any integration considerations in the implementation chapters of this PeopleBook.

Supplemental information about third-party application integration is located on the PeopleSoft Customer Connection Website.

Understanding Delivered Elements

PeopleSoft Global Payroll defines each business process for Australia in terms of delivered elements and rules. Some of these elements and rules are specifically designed to meet legislative requirements, while others support common or “customary” payroll practices.

Creating Delivered Elements

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

The core application has the following characteristics:

- It consists of a payroll rules engine—a flexible tool that enables users to define the rules and elements of their payroll system and execute payroll and absence calculations. PeopleSoft Global Payroll does not embed payroll-specific logic or computations in application code. Instead, it specifies all business application logic, such as earnings, deductions, absences, and accumulators, in terms of payroll rules and elements. PeopleSoft Global Payroll enables the user to enter and maintain payroll rules through a set of pages and offers a comprehensive set of features that enable the user to work in their preferred language or currency.
- It provides a payroll processing framework—a flexible way to define and execute payroll and absence processing flows, such as calendars, run types, pay periods, and process lists.

Country extensions have the following characteristics:

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

Element Ownership and Maintenance

The delivered elements and rules of your PeopleSoft Global Payroll country extension can be classified according to whether they are owned and maintained by the customer or by PeopleSoft. Some elements and rules are maintained exclusively by PeopleSoft and cannot be modified, while others can be configured to meet requirements unique to each organisation.

Understanding Element Ownership in PeopleSoft Global Payroll

There are 5 categories of element ownership:

PS Delivered/Maintained	Elements delivered and maintained on an ongoing basis by PeopleSoft.
PS Delivered/Not Maintained	Elements delivered by PeopleSoft that must be maintained by the customer. This category consists primarily of either customary (non-statutory) rules or statutory elements that customers may want to define according to a different interpretation of the rules. Although PeopleSoft may

occasionally update elements defined as *PS Delivered/Not Maintained*, you are not required to apply these updates.

Customer Maintained	Elements created and maintained by your organisation. PeopleSoft does not deliver rules defined as <i>Customer Maintained</i> .
PS Delivered/Customer Modified	Elements that were originally PS Delivered/Maintained elements over which the customer has decided to take control (this change is irreversible).
PS Delivered / Maintained / Secure	Delivered elements that the customer can never modify or control.

Understanding Element Ownership in PeopleSoft Global Payroll for Australia

Of the five ownership categories listed in the previous section, only PS Delivered/Maintained and PS Delivered/Not Maintained are used to define Australian elements. Although PeopleSoft Global Payroll for Australia delivers some elements as PS Delivered/Maintained, the large majority of elements are designated PS Delivered/Not Maintained. This enables you to modify, update, and reconfigure the delivered elements to meet needs that are specific to your organisation.

Note. In general, PeopleSoft Global Payroll for Australia uses the ownership category PS Delivered/Not Maintained except where the modification of an element might interfere with calculations designed to satisfy legislative requirements. The value of this approach is clearly evident in the setup of delivered accumulators. Because balance accumulators (for example, those storing taxable gross on a year-to-date basis) must be set up to comply with the legislative requirement for calculating taxes, PeopleSoft Global Payroll for Australia defines them as PS Delivered/Maintained (meaning you cannot modify or directly add new elements to them). However, you can add new elements to these accumulators using the delivered segment accumulators, which serve as the basic entry point into the system and are not maintained by PeopleSoft. Therefore, when you define a new earning or deduction, you can assign the element to a segment accumulator, and the segment accumulator automatically contributes to the correct balance accumulators.

In the following table of elements supplied with PeopleSoft Global Payroll for Australia, the ‘Ownership’ of all elements is PS Delivered/Not Maintained with exceptions shown in column 2.

Note. These element types have no exceptions so are not shown in the table: Absence Entitlement, Absence Take, Count, Duration, Date, Element Group, Earning, Generation Control, Historical Data Rule, Process, Rate Code, Rounding Rule, Writable Array.

Element Type	Exceptions
Accumulators	• Total Tax for the Period. • HECS Earnings — Annualised • Total Earnings: Annualised, Leave Loading, Lump Sums A, B, D & E, Lump Sum C Taxable & Non Tax, Marginal. • Period to Date (PTD): Earnings, HECS, Leave Loading, SFSS Amount, Tax Amount, HECS and SFSS Marginal. • Year-to-Date (YTD) Earnings – Leave Loading.

Element Type	Exceptions
Array	- Payee's Normal Gross Earnings, EE Tax Detail. - Tax Scale: Details & Rates.
Bracket	Australian: FTB Rates, HECS Rates, SFSS Rates.
Deduction	- Annualised Tax, HECS Amount. - Lump Sum: A, B, C, and E Tax - Marginal Tax, SFSS Amount
Formula	- Error: Formula for AR EARN ALL, Retrieving EE Tax Data, Retrieving Tax Rates Dtl & Rates. - TAX FM (PIN_NM): All TAX formulas. - TER FM (PIN_NM): LSL Termination Calculation, Post 1978 Accrual LSL, Post 1993 Accrual LSL .
Section	Tax Deduction Section, TAX - DED
Variable	- Balance Group ID, Message Set No for Aust – Batch, Result of Proration Work Day. - TAX VR (PIN_NM): All TAX variables except: Balance Group ID, Pay Entity. - TER VR (PIN_NM): Lump Sum D Initial Value, Lump Sum D Yearly Value.

See Also

PeopleSoft Global Payroll PeopleBook

Naming Elements

One of the keys to understanding how delivered payroll elements function in the system is to understand their names. Understanding the naming convention developed for PeopleSoft-delivered elements can help you determine how an element is used, the element type, and even the functional area it serves. Depending on whether the element is a primary element, a component of a primary element, or a supporting element, one of the following naming conventions applies.

Supporting Elements

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

- FFF (or FF): Functional Area Code (see Functional Area Codes for more information).
- TT: Type of Supporting Element (see List Element Type Codes (PIN_TYPE) for more information).

- **NAME (or NAME NAME):** An indication of what the element does or is for. (The number of NAME components may vary).

For example, in the garnishment variable GRN VR PROC STATUS, GRN stands for garnishment, VR stands for variable and PROC STATUS stands for process status. The element's 30 character (maximum) description (DESCR) provides a fuller description of what the element does or is for.

Primary Elements

Primary elements, such as earnings, deductions, absence take, and absence entitlement elements often do not contain functional area codes or element type codes in their names. This is because primary elements have names, based on Australian terms, that identify their function and element type without the use of additional codes. For example, the name of the earning element PAY IN LIEU clearly identifies this element as an earning, and more specifically, as payment in lieu (of notice).

Additional Clues to the Use of Australian Elements

Many Australian elements contain abbreviations that provide clues (beyond those provided by the functional area codes or element type codes) to their use in the system. For example, consider the following duration elements: PSH DR BS PRD D and PSH DR BS PRD Y. The functional area code PSH indicates that these elements are used for Prior Service History elements, and the element type code DR identifies them as duration elements. The abbreviations BS, PRD, and D and Y provide additional clues about how each element measures periods of time. The durations are of “between service” (BS) periods (PRD) expressed in days (D) and in years (Y). As you become more familiar with the payroll rules created for Australia, these abbreviations will help you to further identify and understand the role played by each element.

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

Abbreviation	English
ACCR	Accrual
ADDL	Additional
AL	Annual Leave (also ANN)
AMBR	Adjustment Accumulator Member
AMT	Amount
BAL	Balance
BMBR	Balance Accumulator Member
BSD	Based (for example TIERBSD for tier based)
CHK	Check
DTL	Detail
DYS	Days
EE	Employee
EMBR	Entitlement Accumulator Member
ENT	Entitlement
ER	Employer

Abbreviation	English
ETP	Eligible Termination Payment
GRP	Group
HPH	Hours Per Hour (entitlement)
HR or HRLY	Hours or Hourly
LIAB	Liability
LL	Leave Loading
LST	Last
LUMP[*]	Lump Sum [A, B, C, D or E]
MAR	Marginal (tax)
MTH	Month
NML	Normal
OVRD	Override
PD or PRD	Period (or Product for PRD)
PRO	Pro Rata
PUB	Public as in Public Holiday
ROLL	Rolling (average)
RT	Rate
SCL	Scale (for example TXSCL for Tax Scale)
SPE	Service Period End
SPS	Service Period Start
SPT	State Payroll Tax
TKE	(Absence) Take
TMBR	Take Accumulator Member
WKF	Weeks Federal
WKO	Weeks Other (non Federal)

Component Names (Suffixes)

In PeopleSoft Global Payroll for Australia, suffixes are used to name the components of earnings and deduction elements. For example, when you create an earning or deduction element in PeopleSoft Global Payroll, you define the components that make up the element, such as base, rate, unit, and percentage. The system automatically generates the components and accumulators for the element based on the calculation rule or accumulator periods. The system also names the components and accumulators by appending a suffix to the element's name.

For example, let's say you define the earnings element named EARN1 with the following calculation rule:

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

The system automatically creates two additional elements for the components in the calculation rule: a rate element called EARN1_RATE and a unit element called EARN1_UNIT. In PeopleSoft Global Payroll for Australia, all suffixes fall into one of the following types:

- Separator.
- Earnings and Deductions and Absence Entitlement component suffixes.
- Earnings and Deductions and Absence Entitlement accumulator suffixes.
- Deduction arrears component suffixes.
- Deduction arrears accumulator suffixes.
- Recipient Suffixes.

Note. To view the suffixes used for Australia, navigate to Set Up HRMS, Product Related, Global Payroll, System Settings, Element Suffixes.

See *PeopleSoft Global Payroll PeopleBook*

Functional Area Codes

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

Functional Area Code	Description
ABS	Australian Bureau of Statistics
ANN	Annual Leave
AUS	Australia. Used for elements common to multiple features.
DED	Deduction
EOY	End of Year
ERN	Earnings
GLI	General Ledger Interface
GRN	Garnishment
GUP	Gross Up (Net to Gross)
LIM	Limit
LSL	Long Service Leave
LVE	Leave
PSH	Prior Service History
RTO	Retro
SCK	Sick Leave
SP	Salary Packaging

Functional Area Code	Description
TAX	Tax
TER	Termination

Element Type Codes (PIN_TYPE)

Many element types, particularly supporting elements, are identified by the type code in their name. For example, the FM in AUS FM LSTSEG identifies the element as a formula.

You can see all the element types in the search page when you navigate to Set Up HRMS, Product Related, Global Payroll, System Settings, Element Types. Because not all element types are delivered for Australia, not all of these codes appear in the names of Australian elements.

Viewing Delivered Elements for Australia

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Australia. Instructions for running the query are provided in the *PeopleSoft Global Payroll PeopleBook*.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Delivered Elements and System Data”

Customer Connection, Library, Documentation, “Delivered Supporting Elements for PeopleSoft Global Payroll for Australia”

CHAPTER 3

Setting Up PeopleSoft Global Payroll for Australia

This chapter discusses:

- Retroactive payments.
- Entering additional pay group information.
- Entering additional calendar information.
- Triggers and segmentation events.
- Proration elements.
- Rounding rules.

Processing Retroactive Payments

The Default Retro Method and the On Conflict Retro Method for Australia are both forwarding. This is set on the Country Setup page.

The core retro functionality suits all Australian requirements except the requirement to apply a different tax rate to retro payments that relate to periods more than 12 months earlier than the date the forwarded retro payment is made.

Determining Retro Pay Over 12 Months

To meet this requirement, PeopleSoft supplies a formula, RTO FM SET OVRDSET, which uses a duration, RTO DR MTH ARREARS, to determine if a period of greater than 12 months has elapsed between any of the periods being retroactively paid and the payment date of the retro. If any elapsed period is greater than 12 months, the system selects a new override set—also supplied by PeopleSoft—to forward all the processed earnings to the single new earnings, RETRO12MTH, that the system taxes at the lower rate.

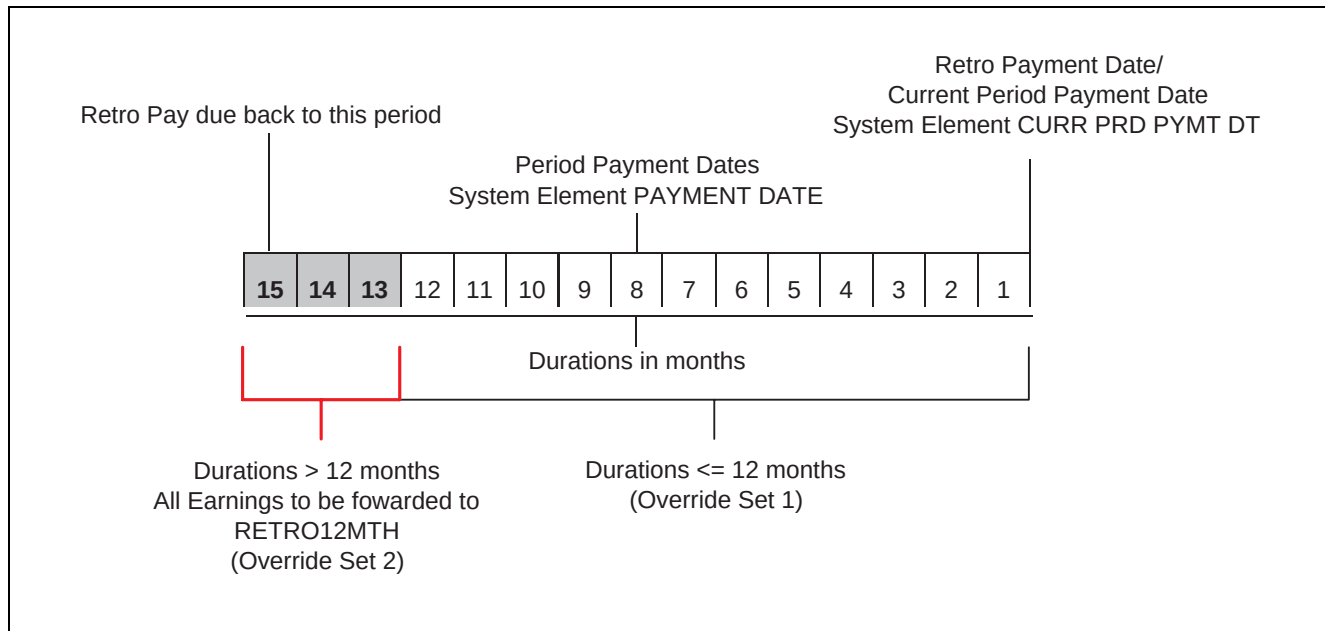
These are Lump Sum E payments so RETRO12MTH earnings contributes to accumulator PD LUMP E as well as AUS GROSS, PAYROLL TAX PROV (Provision for Payroll Tax) and its own auto assigned calendar and fiscal period, month, quarterly, and yearly accumulators.

We have supplied one Retro Processing Definition, AU RETRO—set to forwarding—and two Override Sets.

Note. If you add any earnings that can be retrospectively paid, you need to add them to both override sets and to the appropriate accumulators.

Calculating the Months Over 12

The following diagram shows how the duration calculation result determines which override set to use. The system calculates the duration for each period, and when it exceeds 12 months, the second override set applies.



Override Sets 1 and 2 being applied

Processing Retro Over 12 Months

The following are the processing steps:

1. Formula RTO FM SET OVRDSET—the formula specified on Retro Process Overrides AU RETRO—is called for each pay period identified for retro processing. The formula uses duration RTO DR MTH ARREARS to calculate the months between the pay date of each pay period identified for retro processing (the duration 'from' date—system element PAYMENT DATE) and the date the retro is to be paid (the duration 'to' date—system element CURR PRD PYMT DT).
2. If the duration is 12 months or less, the formula returns 1, and the system uses Override Set 1 for forwarding retro. If the duration is greater than 12 months, the formula returns 2, and the system uses Override Set 2 for forwarding retro. So, for each period that's greater than 12 months earlier than the retro payment date, the system forwards all the retro earnings to the single earnings element RETRO12MTH.
3. The sum of the earnings forwarded to the single earnings RETRO12MTH represents a Lump Sum E payment and the tax calculation uses the appropriate rate on the earnings.

Entering Additional Pay Group Information

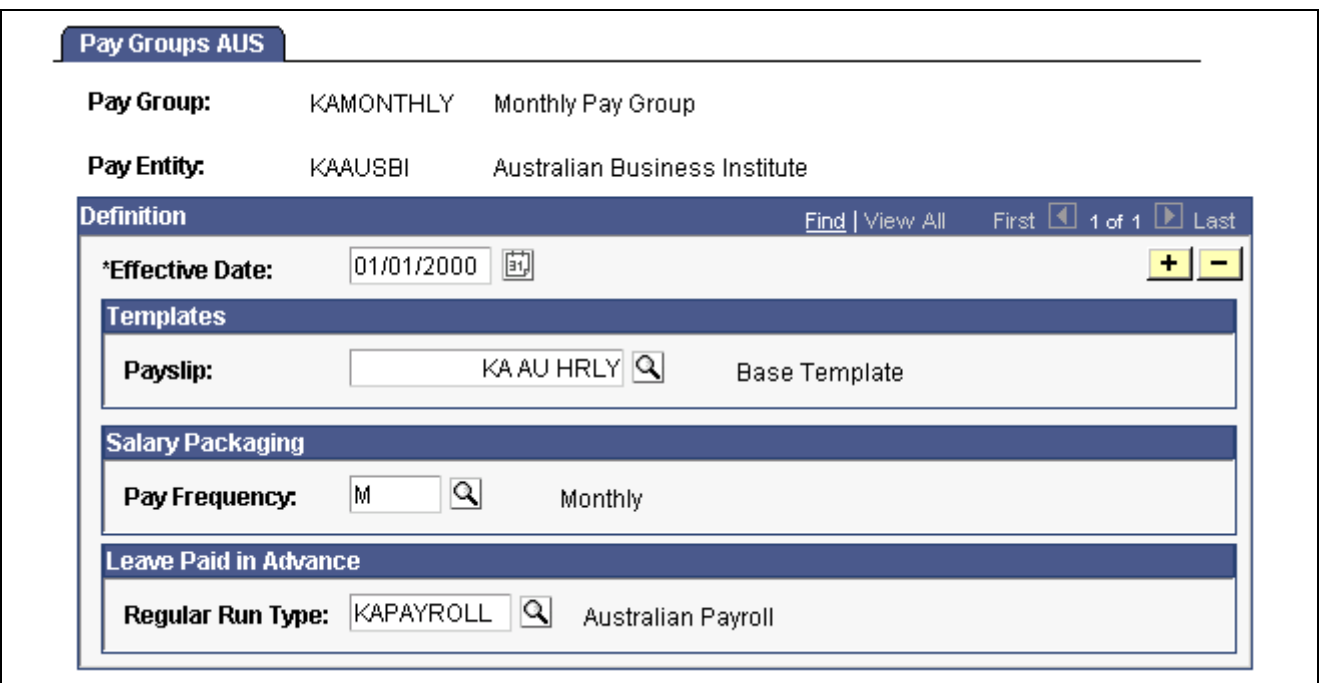
To accommodate local requirements, we have added a page where you can specify payslip templates, salary packaging frequency, and leave paid in advance options.

Page Used for Additional Pay Group Information

Page Name	Object Name	Navigation	Usage
Pay Groups AUS	GPAU_PYGRP_EXT	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Groups AUS	Specify payslip template, salary packaging frequency, and leave paid in advance options.

Entering Additional Information

Access the Pay Groups AUS page.



Pay Groups AUS

Pay Group: KAMONTHLY Monthly Pay Group

Pay Entity: KAAUSBI Australian Business Institute

Definition Find | View All First 1 of 1 Last

***Effective Date:** 01/01/2000

Templates

Payslip: KA.AU HRLY Base Template

Salary Packaging

Pay Frequency: M Monthly

Leave Paid in Advance

Regular Run Type: KAPAYROLL Australian Payroll

Pay Groups AUS page

Templates

Enter the name of the *Payslip* template the system uses for this pay group.

Salary Packaging

Select the default Pay Frequency for the salary-packaged employees in the pay group. There is an equivalent field in HR for when an organisation uses PeopleSoft Human Resources but not PeopleSoft Global Payroll. The pay frequency that you enter here defaults to the pay frequency on the Salary Packing Pay Calendar Table.

Leave Paid in Advance

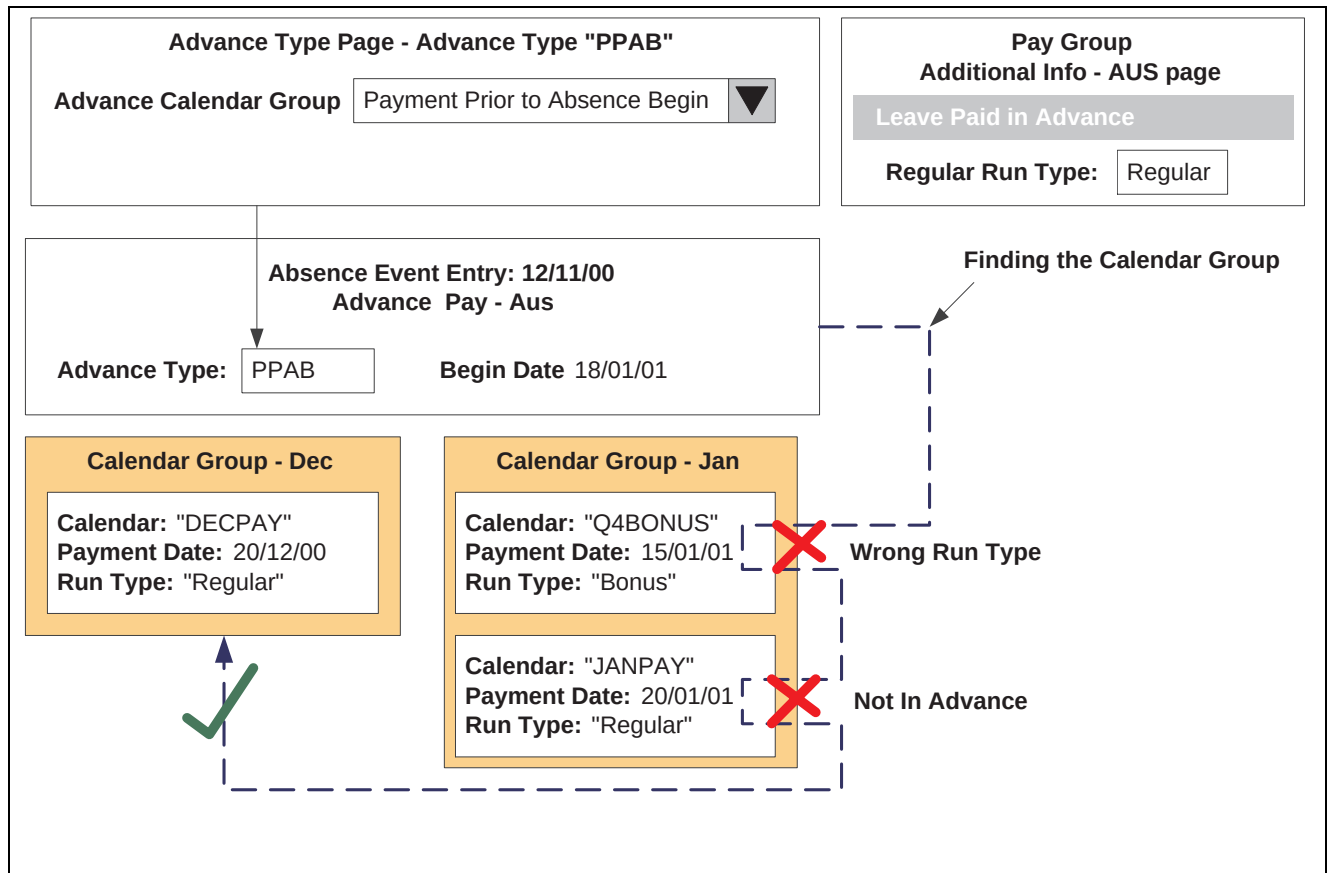
Select a *Regular Run Type*. Within the general structure of PeopleSoft Global Payroll calendars, periods and calendar groups, the system has to determine which calendar group an advance should be paid in.

In determining which calendar group to put an advance in, we need to look at the calendars it contains to see when they are being paid. However, a calendar group can contain a number of calendars, each potentially with different periods and payment dates.

To choose the calendar group, in which the advance will be paid, we look at only those for a particular run type, which is your organisation's "regular" run type.

Specify your regular run type on this additional pay group page.

Note that in the following diagram, the Advance Calendar Group for the advance type PPAB is Payment Prior to Absence Begin meaning payment *date* prior to, not payment *period* prior to which is another option, "Period Prior to Absence."



Finding the calendar group to pay the leave advance payment in

Entering Additional Calendar Information

To accommodate local requirements, we have added a page where you can mark calendars within a calendar group that can be advanced.

Page Used for Additional Calendar Information

Page Name	Object Name	Navigation	Usage
Australian Information	GPAU_CAL_RUN_DTL	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Calendars, Calendar Groups AUS	Mark calendars within the calendar group that can be advanced. The page displays the pay entities, pay groups, and calendars that you entered on the Calendar Group ID page (add to them if required). To enable the system to advance a calendar, select the Include in Advance check box.

See Also

[Chapter 18, “Defining Absence Rules for Australia,” page 121](#)

Defining Triggers and Segmentation Events for Australia

These tables list triggers and segmentation events for Australia.

Triggers

The following is a list of triggers for Australia.

Record (Table) Name	Type	Trigger Event ID
ADDRESSES	Iterative	N/A
COMPENSATION	Iterative	N/A
COMPENSATION	Retro	COMPENSATI
CONTRACT_DATA	Iterative	N/A
EMPLOYMENT	Iterative	N/A
GPAU_ABSADV_SEG	Segmentation	AU_ABSADV
GPAU_EE_TAX_DTL	Iterative	N/A
GPAU_GARN_DTLS	Iterative	N/A

Record (Table) Name	Type	Trigger Event ID
GPAU_LSL_HISTRY	Iterative	N/A
GP_ABSEVT_SGPAU	Iterative	N/A
GP_ABS_EVENT	Iterative	N/A
GP_ABS_EVENT	Retro	GPABSEVENT
GP_ABS_OVRD	Iterative	N/A
GP_ABS_OVRD	Retro	GPABSOVRD
GP_PI_MNL_DATA	Iterative	N/A
GP_PI_MNL_DATA	Retro	GPPIMNLDAT
GP_PI_MNL_OSVR	Iterative	N/A
GP_PI_MNL_OSVR	Retro	GPPIMNLISOV
GP_PYE_OVRD	Iterative	N/A
GP_PYE_OVRD	Retro	GPPYEOVRD
GP_PYE_OVR_SOVR	Iterative	N/A
GP_PYE_OVR_SOVR	Retro	GPPYEOVRSO
GP_PYE_SECT_DTL	Iterative	N/A
GP_PYE_SECT_DTL	Retro	GPPYESECTD
GP_RTO_TRGR	Iterative	N/A
GP_RTO_TRGR_CTRY	Iterative	N/A
GP_SEG_TRGR	Iterative	N/A

Record (Table) Name	Type	Trigger Event ID
JOB	Iterative	N/A
JOB	Retro	JOB
JOB	Segmentation	N/A
JOB_JR	Iterative	N/A
PERSON	Iterative	N/A
PERS_DATA_EFFDT	Iterative	N/A
SCH_ASSIGN	Iterative	N/A
SCH_ASSIGN	Retro	SCHASSIGN
SCH_MNG_SCH_TBL	Iterative	N/A
TL_PAYABLE_TIME	Iterative	N/A
WKF_CNT_TYPE	Iterative	N/A

Segmentation Events

The following is a list of segmentation events for Australia.

Name	Description	Segment Type
AU_ABSADV	Pay Absence in Advance	Period
COMPRATE	Comp Rate Segmentation	Element (Slice)
JOB	Job Segmentation	Period

Identifying Proration Rules for Australia

We have added 2 proration rules to the 14 supplied for ALL countries. The following table shows the key information about them:

Name	Description	Numerator	Denominator
AUS PO ANNL WRKDYS	Percent of Annual - Workdays	Count GP WORK DAY COUNT	Formula AUS FM PRD WRKDAY5
AUS PO ANNL CALDYS	Percent of Annual - Cal Days	Duration GP CAL DAYS SEG	Formula AUS FM PRD CALDAY5

Identifying Rounding Rules for Australia

We have added 7 rounding rules to the 60 supplied for ALL countries. The following table shows the key information about them. In column 3, R / I indicates Rounding or Increment. In column 5, R / U / T indicates Round Up If >= Else Down (with value), Up or Truncate Down.

Name	Description	R / I	Size	R / U / T
AUS RR RND NR 3DEC	Round Near 3 Decimals	R	03	R 5
AUS RR RND UP 3DEC	Round Up to 3 Decimals	R	03	R 5
AUS RR RND DN 3DEC	Round Down to 3 Decimals	R	03	R 5 / T
AUS RR INC NR 0.05	Increment to Near 5 Cents	I	0.05	R 0.025
AUS RR INC UP 0.05	Increment Up to 5 Cents	I	0.05	R 0.025 / U
AUS RR INC DN 0.05	Increment Down to 5 Cents	I	0.05	R 0.025 / T
AUS RR RND UP 5DEC	Round Up 5 Decimal Places	R	05	U

CHAPTER 4

Setting Up for Australian Tax Reporting

The chapter discusses how to:

- Enter additional tax-related pay entity information.
- Enter additional tax-related supplier information.
- View tax scales.

Understanding the Setup for Australian Taxation Calculations

The correct calculation of tax, using the tax scales, is in only one part of managing taxation. You need to enter details about your pay entity (usually your company or organisation), provide the Australian Tax Office (ATO) with Tax File Number (TFN) information, enter and maintain tax-related information about each employee, and submit statutory reports to the ATO.

See Also

Chapter 10, “Managing Taxation Processing for Australia,” page 71

Chapter 20, “Managing End of Year Reporting,” page 155

Entering Information for Reporting Tax

The correct reporting of tax depends upon information about your organisation being stored in the system.

Note. The system uses the information that you enter in the pages in the following table in an files submitted to the ATO—Group Tax, Payment Summaries, and the TFN declaration.

Pages Used to Enter Tax Information

Page Name	Object Name	Navigation	Usage
Pay Entities AUS	GPAU_PYENT_EXT	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Entities AUS.	Enter pay entity information that the ATO requires in various reports or electronic files.
Supplier Data	GPAU_SPPLR_DATA1	Set Up HRMS, Product Related, Global Payroll, Taxes, Supplier Information AUS, Supplier Data	Enter information about the organisation submitting the fortnightly TFN declaration. The information entered on this page is included in the electronic file generated.
Supplier Address	GPAU_SPPLR_DATA2	Set Up HRMS, Product Related, Global Payroll, Taxes, Supplier Information AUS, Supplier Address	Enter supplier address information.

Viewing Tax Scales

PeopleSoft delivers and maintains five pages that display the scales and rates applicable to the various components of taxation.

Pages Used to View Tax Scales

Page Name	Object Name	Navigation	Usage
FTB Rates	GPAU_FTB_RATE	Set Up HRMS, Product Related, Global Payroll, Taxes, Review FTB Rates AUS	View the FTB rate for each pay frequency.
HECS Rates	GPAU_HECS_RATE	Set Up HRMS, Product Related, Global Payroll, Taxes, Review HECS Rates AUS	View the HECS rate applicable to each weekly earnings.
SFSS Rates	GPAU_SFSS_RATE	Set Up HRMS, Product Related, Global Payroll, Taxes, Review SFSS Rates AUS	View the SFSS rate applicable to each weekly earnings.
Tax Scales	GPAU_TAX_SCALES1	Set Up HRMS, Product Related, Global Payroll, Taxes, Review PAYG Rates AUS, Tax Scales	View the tax percentage or amount for each weekly earnings amount for each tax scale.
Medicare Levy	GPAU_TAX_SCALES2	Set Up HRMS, Product Related, Global Payroll, Taxes, Review PAYG Rates AUS, Medicare Levy	View the Medicare Levy adjustment details. The adjustments apply to tax scales 2, 6, and 7 only.

See Also

Chapter 10, “Managing Taxation Processing for Australia,” page 71

CHAPTER 5

Setting Up for Reporting State Payroll Tax

This chapter discusses how to:

- Identify data for state payroll tax reporting.
- Set up group pay entities.
- Maintain and view payroll tax tables.
- Report state payroll tax liabilities.

Identifying Data for State Payroll Tax Reporting

Before you can start configuring PeopleSoft Global Payroll to report payroll tax, you need to identify the earnings, deductions, benefits, and expenses that are subject to payroll tax. To do this, check with the State Revenue Office of each state in which you pay employees. Once you have gathered all this information, run your payroll routinely and process your payroll tax.

Setting Up Group Pay Entities

The various State Revenue Offices define group pay entities in an effort to stop parent and subsidiary organisations splitting to avoid payroll tax. PeopleSoft cannot determine groupings or the inclusion or exclusion of pay entities within groups. Some members of the group may even be administered outside PeopleSoft.

To calculate payroll tax, you must define at least one group and make all appropriate pay entities members of that group—even if you only have one pay entity, that is, a group of one.

Payroll tax has a deduction threshold that is payable where taxable earnings don't exceed the specified amounts in each state. Only one pay entity within a group can claim this deduction. You can, however, choose to have the threshold apportioned equally between all the pay entities within the group that you define.

The State Payroll Report that you are required to submit is run by Group Pay Entity.

When you are first creating a group pay entity, you select from your existing pay entities. The pay entity that you choose to become your group entity will be a member of its own group.

Page Used to Set Up Group Pay Entities

Page Name	Object Name	Navigation	Usage
Group Entity	GPAU_GRP_ENT	Set Up HRMS, Product Related, Global Payroll, Taxes, Group Pay Entities AUS	Put pay entities into a group pay entity and apportion the deduction threshold across all pay entities or designate one pay entity for the threshold

Grouping Your Pay Entities

Access the Group Entity page.

Apportion Deductions Select if you want the whole deduction threshold apportioned equally across all group members. If the Apportion Deductions check box is selected and there is no designated company for the Threshold Deduction—whether there is one or more companies—the system will apportion the threshold deduction across all the States of each company.

Group Pay Entities

Pay Entity Add all the members of this group. Select one of the pay entities to be the one to receive the full deduction threshold. You can leave them all cleared and have the threshold apportioned equally between all members by selecting the Apportion Deductions check box. Once you designate an SPT pay entity, the system clears the Apportion Deductions check box if it was selected and makes it no longer available for entry.

Designated SPT Pay Entity Select one of the pay entities to be the one to receive the full deduction threshold. You can leave them all cleared and have the threshold apportioned equally between all members by selecting the Apportion Deductions check box. Once you designate an SPT pay entity, the system clears the Apportion Deductions check box if it was selected and makes it no longer available for entry.

Maintaining and Viewing Payroll Tax Tables

As the earnings, benefits, deductions and expenses administered by each organisation will differ we have put you in control of this information. Before you can accurately report on payroll tax liabilities for your organisation you need to enter various elements into the Payroll Tax Rates tables.

Pages Used to Maintain and View Payroll Tax Data

Page Name	Object Name	Navigation	Usage
Trainee Rebate	GPAU_SPT_REBATE	Global Payroll, Payee Data, Taxes, Specify Trainee Tax Rebate AUS	Reduce your payroll tax liability by the value of the rebates applicable to your payees who are trainees or apprentices. Enter the amount of the rebate you have calculated for each trainee or apprentice. The record is effective-dated so you can set it to 0.00 when it no longer applies.
Non Tax Earnings	GPAU_SPT_EARNS	Set Up HRMS, Product Related, Global Payroll, Taxes, Payroll Tax Elements AUS, Non Tax Earnings	Enter non-taxable earnings by state. Some earnings, such as those that you defined for expense reimbursement, are typically not subject to payroll tax. Earnings not entered in this page are included in the tax calculation.
Taxable Deductions	GPAU_SPT_DEDS	Set Up HRMS, Product Related, Global Payroll, Taxes, Payroll Tax Elements AUS, Taxable Deductions	Enter taxable deductions by state. You need to identify benefits or deductions that are subject to payroll tax and enter them for inclusion in the SPT calculation. Identify deductions that are subject to FBT, upon which SPT is also payable.
Non Tax Deduction	GPAU_SPT_NTXDED	Set Up HRMS, Product Related, Global Payroll, Taxes, Payroll Tax Elements AUS, Non Tax Deductions	Enter non-taxable deductions by state.
Taxable Expenses	GPAU_SPT_EXPEN	Set Up HRMS, Product Related, Global Payroll, Taxes, Payroll Tax Elements AUS, Taxable Expenses	Enter taxable expenses by state. Typically these expenses are those that form part of salary packaging.
State Tax Rate	GPAU_SPT_TAX_RATE	Set Up HRMS, Product Related, Global Payroll, Taxes, Review Payroll Tax Rates AUS.	The system displays the various limits and threshold percentages and amounts, multipliers and divisors.

See Also

Chapter 11, “Reporting State Payroll Tax Liabilities,” page 77

CHAPTER 6

Setting Up Banking and Recipient Processing for Australia

This chapter provides an overview of some of the setup for banking and recipient processing and discusses how to:

- Enter additional source bank information.
- Use different source banks for different debit types.

Understanding Banking and Recipient Processing Setup for Australia

Before you can successfully run your banking and recipient processes, you need to set up additional source bank details and link your source banks to debit types. Additional setup is also required on an ongoing basis, such as the linking of payees to recipients and additional recipient information for reporting and collection of any commission that may be payable.

See Also

Chapter 14, “Running Banking and Recipient Processes for Australia,” page 93

Setting Up Additional Source Bank Details

For Australian banking there is a new Source Bank component which has, in addition to the standard PeopleSoft Global Payroll source bank account information page, a page for Electronic Funds Transfer (EFT) information and trace bank information.

Page Used to Set Up Additional Source Bank Details

Page Name	Object Name	Navigation	Usage
Aust Bank Setup	GPAU_SRC_BANK_EXT	Set Up HRMS, Product Related, Global Payroll, Banking, Source Bank Accounts AUS, Aust Bank Setup.	Enter EFT and trace bank information.

Setting Up Australian Bank Information

Access the Aust Bank Setup page.

Aust Bank Setup page

EFT User No	Your bank supplies your user number.
EFT User Name	Your bank supplies your user name.
Trace Bank Code	Enter the source bank ID for the bank that you want to use for transaction tracing. Each source bank has its own branch and account details.

Setting Up Multiple Source Banks by Debit Type

In PeopleSoft Global Payroll you can set up different source banks for each organisation unit such as company, department, establishment, or pay group. Set this up on the Source Bank Link page of the Pay Entity component.

For Australia you can go one step further and set up different source banks for each drawing purpose. The drawing purpose is defined as a debit type and the debit types are Group Tax, Net Payment, and Recipient.

Instead of setting up a source bank on the Source Bank Link page—where you link source banks to your organisation units—go to a new page and from there, to a second new page in which you can enter multiple source banks by debit type.

Pages Used to Set Up Additional Source Bank Details

Page Name	Object Name	Navigation	Usage
Pay Entity/Src Bank AUS	GPAU_PE_SBANK_OVRD	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Entity Source Bank AUS	Access to the Source Bank Override page.
Source Bank Override	GPAU_PE_SBANK_SEC	Click the Source Bank Override link on the Pay Entity/Src Bank AUS page.	Link source banks to debit types.

Using the Bank Link Override

Access the Pay Entity/Src Bank AUS page.

Pay Entity/Src Bank AUS

Pay Entity: KAAUSBI

Organization Link Option: Pay Group

Definition Find | View All First 1 of 1 Last

Effective Date: 01/01/2000

Organization Link List Customize | Find | First 1-2 of 2 Last

Organization Unit	Description	Source Bank ID	Source Bank Override
KAMONTHLY	Monthly Pay Group	KA01	Source Bank Override
KAWEEKLY	Weekly Pay Group	KA04	Source Bank Override

Pay Entity/Src Bank AUS page

The page displays information from the Source Bank Link page. Click the *Source Bank Override* link to access the Source Bank Override page.

Linking Source Banks to Debit Types

Access the Source Bank Override page.

Source Bank Override

Pay Entity: KAAUSBI **Organization Unit:** KAMONTHLY

Effective Date: 01/01/2000

Source Bank Debit Type Customize | Find | First 1-2 of 2 Last

	*Debit Type	*Source Bank ID	Description		
1	Group Tax	KA03	Salary Group Tax Remitt (AUS)	+	-
2	Recipient	KA02	ANZ Recipient Account (AUS)	+	-

Source Bank Override page

Debit Type Enter a debit type of *Net Pmt* (net payment), *Group Tax* or *Recipient*.

Source Bank ID Enter the ID of the source bank that you want to use to pay the debit type.

CHAPTER 7

Setting Up Payslips for Australia

This chapter provides an overview of payslip setup for Australia and discusses how to:

- Create payslip templates and payslip messages.
- Attach payslip templates to pay groups.

Understanding Payslip Setup for Australia

The design of the payslip feature enables you to create and control payslips so that they display the data that you want and in the format that you want. Because you can override templates at lower levels, you do not have to create multiple templates to cover every payslip scenario that you may have.

See Also

[Chapter 15, “Printing and Viewing Payslips,” page 103](#)

Creating Payslip Templates

When creating payslip templates you can:

- Set your accumulator column labels.
- Select the accumulators to go under the column labels.
- Create unlimited rows of accumulators for each column and set the sequence that they are to appear in.
- Create unlimited sections for earnings and deductions.
- Use standard or custom element descriptions.
- Set delivery options.
- Exclude departments or locations from printing at setup level but override those exclusions at run time.

Pages Used to Create Payslip Templates and Messages

Page Name	Object Name	Navigation	Usage
Template Setup & Accumulators	GPAU_PSLP	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates AUS, Template Setup & Accumulators	Set up delivery and print exclusion options, column headings (labels) and column contents (rows of accumulators)
Earnings and Deduction	GPAU_PSLP1	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates AUS, Earnings and Deductions	Create sections of earnings and deductions, select from 3 description options, and set the element components that the payslip is to display.
Absence Details	GPAU_PSLP2	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates AUS, Absence Details	Same as Earnings and Deduction page. Enter a Sequence number, and an Element Name, and select one of three Descriptions. The system extracts the balance of each entitlement or pro rata absence element that you include in the section to show on the payslip.
Payslip Messages	GPAU_PSLP_EXT	Set Up HRMS, Product Related, Global Payroll, Payslips, Messages AUS	Create messages to appear on payslips for a particular calendar group. You can control which payslips show the message.

Setting Up Templates and Accumulators

Access the Template Setup & Accumulators page

Template Setup & Accumulators | Earnings and Deduction | Absence Details

Payslip ID: KAAU HRLY

Payslip Setup Find | View All First 1 of 1 Last

*Effective Date: 01/01/2000 *Description: Base Template Short Description: Base Temp

*Delivery Option: Home Address *Exclude Printing: None Department List Location List

Accumulator Labels

Column 1:	Column 2:	Column 3:	Column 4:	Column 5:	Column 6:
GROSS	TAX	NET			

Accumulator Elements Customize | Find | View All First 1 of 1 Last

Accumulators 1 to 3 Accumulators 4 to 6

Sequence	Description	*Accumulator 1	*Accumulator 2	*Accumulator 3
1	Current	AUS GROSS	AUS TAX	AUS NET

Template Setup & Accumulators page

Payslip ID

You can attach a single template, by its ID, to multiple pay groups.

Note. Only one template can be attached to a pay group at any one time.

Delivery Option

Select an address to receive printed payslips. It can be an internal address of *Department* or *Location*, or an external address of *Home Address* or *Mail Address* as recorded on the payee's Personal Data record.

You can override the selection made here on the Payee Payslip Overrides page that is effective-dated; therefore, you can override the delivery option for a period of time if necessary.

Exclude Printing

Select either *Department* or *Location* to exclude departments or locations from the payslip print run. The corresponding link becomes active, so you can select from the department or location lists.

You can override the exclusion on the Print Payslips page before you run the print program.

Note. If you choose to enter a particular Pay Entity as your print option on the Print Payslips page and you have excluded a location that falls under that Pay Entity, it will *not* be printed.

Accumulator Labels**Column 1 to Column 6**

Enter the labels that you want to appear across the page on the printed payslip as the column headings for your Accumulators. These column labels appear in the payslip region under the region heading Pay Summary.

Accumulator Elements — Accumulators 1 to 3 Tab**Sequence**

Enter a sequence number to set the order in which the accumulators appear. They display in ascending order with the lowest number first.

Description

Enter a description of each accumulator row.

**Accumulator 1 to
Accumulator 3**

Select the accumulators that you want display for the corresponding column .

For example, suppose you enter a description of sequence 1 and 2 as *Current* and *YTD*. If you also want to display quarter to date accumulated amounts, create a new row, give the new row the description *QTD*, then select the accumulators which correlate to the columns headings.

Accumulator Elements — Accumulators 4 to 6 Tab**Accumulator 4 to 6**

Set up accumulators 4 to 6. There are no *Sequence* or *Description* fields because the same sequence number and description applies to all 6 accumulators in the row.

The following diagram shows how column numbers, sequences, and accumulator numbers work together on the printed payslip.

Pay Summary				
	Column 1 Label	Column 2 Label	Column 3 Label	Continued
Seq 1 Description	Accum 1, Seq 1	Accum 2, Seq 1	Accum 3, Seq 1	→
Seq 2 Description	Accum 1, Seq 2	Accum 2, Seq 2	Accum 3, Seq 2	
Seq 3 Description	Accum 1, Seq 3	Accum 2, Seq 3	Accum 3, Seq 3	
Continued	↓			

Columns and rows on the payslip in the Pay Summary region

Setting Up Payslip Earnings and Deductions

Access the Earnings and Deduction: Element Details page.

Template Setup & Accumulators | **Earnings and Deduction** | Absence Details

Payslip ID: KA AU HRLY

Payslip Setup Find | View All First 1 of 1 Last

Effective Date: 01/01/2000 Description: Base Template Short Description: Base Temp + -

Section Setup Find | View All First 3 of 5 Last + -

Sequence: 3 Description: Taxation

Section Elements Customize | Find First 1-8 of 8 Last

Sequence	Element Name	Display YTD Units	Display YTD Amount		
1	MARGINAL TAX	☒	☒	+	-
2	HECS	☒	☒	+	-
3	SFSS	☒	☒	+	-
4	ANNLSD TAX	☒	☒	+	-
5	LUMP A TAX	☒	☒	+	-
6	LUMP B TAX	☒	☒	+	-
7	LUMP C TAX	☒	☒	+	-
8	LUMP E TAX	☒	☒	+	-

Earnings and Deduction page

Earnings and Deductions Section Setup

Description

Descriptions appear as section headings in the payslip region under the heading Payment Details.

Element Details Tab

Display YTD Units and Display YTD Amount

Select these check boxes if you want the YTD units and amounts for each element to appear in the Payment Details region under the heading Year to Date Values.

Select the Element Components tab.

Section Elements							Customize Find  First 1-8 of 8 Last	
Element Details		Element Components						
*Description Type	Description	Print Unit	Print Rate	Print Base	Print Percentage			
Description	Marginal Tax	☐	☐	☐	☐	+	-	
Description	HECS Amount	☐	☐	☐	☐	+	-	
Description	SFSS Amount	☐	☐	☐	☐	+	-	
Description	Annualised Tax	☐	☐	☐	☐	+	-	
Description	Lump Sum A Tax	☐	☐	☐	☐	+	-	
Description	Lump Sum B Tax	☐	☐	☐	☐	+	-	
Description	Lump Sum C Tax	☐	☐	☐	☐	+	-	
Description	Lump Sum E Tax	☐	☐	☐	☐	+	-	

Earnings and Deductions page: Element Components tab.

Description Type

Select one of three descriptions to appear for each earnings or deduction row in the Payment Details region of the payslip. Select from the following valid values:

Custom: A text box appears for you to enter a description.

Description: The element's description as entered on the element's name page in its component.

Element Name: The element's name from its name page in its component. It also appears on the Elements Details tab.

Print (Calc Rule Components)

Select the components of the element's calculation rule that you want to show for each earnings or deduction in your sections.

You can only select the components in the element's calculation rule. For example, for an earnings with calculation rule Unit x Rate, only the unit and rate check boxes are available for entry.

Note. Amount will always appear; therefore, it isn't an option here.

Creating Payslip Messages

Access the Payslip Messages page.

Payslip Messages

Calendar Group ID: KAM03M12 December Monthly Payroll 2003

Definition Find | View All First 1 of 1 Last

*Message Number:

*Message Level:

Group ID:

Group List ID:

Message:

Payslip Messages page

- Message Number** This is the message ID the system will use to get the right message for the right payees. Arrays, formulas, and variables combine to get the right message.
- Message Level** Select from the following valid values:
- All:* All payees identified in the calendar group.
- Group Build:* All payees included in a group built using the Group Build – Group Definition feature (Set Up HRMS, Common Definitions, Group Build). If you select this option, enter a group in the Group ID field.
- Group List:* All payees in a list built using PeopleSoft Global Payroll’s Group List feature. If you select this, enter a group in the field Group List ID.
- Message** Enter the text of the message to appear on selected payslips.

Attaching Payslip Templates to Pay Groups

Attach a payslip template to a pay group in the Pay Groups AUS page. A pay group can have only one payslip attached at any one time although a single template can be attached to multiple pay groups.

CHAPTER 8

Defining Earnings for Australia

This chapter provides an overview of earnings for Australia and discusses how to:

- Calculate regular pay.
- Calculate overtime earnings.
- Calculate shift earnings.
- Calculating minimum and maximum hourly rates and earnings limits.
- Calculating earnings based on other earnings.
- Calculate amount earnings.
- Reduce from regular earnings.
- Calculate rolling average earnings.
- Create earnings deduction payback.
- Select hours for holiday earnings.
- Schedule earnings using generation control.

Understanding Earnings for Australia

We have created a number of earnings to demonstrate the flexibility of the PeopleSoft Global Payroll rules to meet common processing requirements such as the automatic generation of a payback deduction for certain earnings.

Note. The User Key 2 on the Earnings Accumulators page and Deduction Accumulators page for all earnings and deductions is AUS VR BALGRP ID (Balance Group ID). Use balance group IDs to maintain separate employee balances. Set an employee's balance group on JOB_DATA2.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce”

Delivered Earnings Elements

In the following table, the first column combines the earnings name and description. A (gc) in the row indicates that the earnings has a generation control. A (po) indicates a post processing formula, (pr) indicates a pre processing formula. The other four columns indicate the earnings calculation rule of Unit $\times$ Rate, Unit $\times$ Rate $\times$ Percent, Amount (none use Base $\times$ %). The formulas for some of the earnings codes are discussed in further detail. sy = system element.

Name and Description	Unit	Rate	%	Amount
<i>Regular Pay</i>				
REGPAY HRLY Regular hourly payment	Payee Level	HOURLY RT (sy)		
REGPAY STDHR Regular std hourly pay (gc) (pr)	ERN FM REDU REGHRS	HOURLY RT (sy)		
<i>Overtime</i>				
OT1.5 Overtime 1.5	Payee Level	HOURLY RT (sy)	150	
OT2.0 Overtime 2.0	Payee Level	HOURLY RT (sy)	200	
OT2.5 Overtime 2.5	Payee Level	HOURLY RT (sy)	250	
OT3.0 Overtime 3.0	Payee Level	HOURLY RT (sy)	300	
<i>Shifts</i>				
SHFAM Shift Loading Morning (gc)	Payee Level	HOURLY RT (sy)	10	

Name and Description	Unit	Rate	%	Amount
SHFPM Shift Loading Afternoon (gc)	Payee Level	HOURLY RT (sy)	30	
SHFNT1 Shift Night Loading (gc)	Payee Level	HOURLY RT (sy)	15	
SHFNT2 Shift loading night (gc)	Payee Level	HOURLY RT (sy)	130	
<i>Allowances</i>				
DOG Dog	Payee Level	10		
ONCALL On Call allowance (gc) (po)	Payee Level	ERN FM HOURLY RT		
MEAL Meal	Payee Level	12		
FAD First Aid Allowance (gc)				11.65
PHONE Phone allowance (gc)				75 / period
CAR Car Allowance (gc) (po)				500 / month

Name and Description	Unit	Rate	%	Amount
STRESS Stress allowance	ERN FM REG UNIT	Payee Level	100	
PRDBON Product Bonus (gc) (po)				4000 / year (A)
<i>Net to Gross</i>				
BONUS NET Bonus gross up				Payee Level
BONUS GRS UP Gross up amount				AUS VR NUM VAL 0
<i>Miscellaneous</i>				
TRAINADV Train fare advance				2000 / period
BONUS Bonus				Payee Level
RETRO12MTH Retro - Previous 12 Months				Payee Level
REDUNDANCY Redundancy				Payee Level
INVALIDITY Invalidity				Payee Level
EX GRATIA Ex Gratia				Payee Level

Name and Description	Unit	Rate	%	Amount
PAY IN LIEU Pay in Lieu of Notice				Payee Level
<i>Leave (Absence)</i>				
ANN Annual leave	Payee Level	HOURLY RT (sy)		
ANNRA Ann Lve rolling average	Payee Level	ERN FM ROLL AVG		
LVLD Leave Loading	Payee Level	HOURLY RT (sy)	17.5	
LWOP Leave without pay	Payee Level	AUS VR NUM VAL 0		
SCK Sick Leave	Payee Level	HOURLY RT (sy)		
LSL Long Service Leave	Payee Level	HOURLY RT (sy)		
OTHLV Other Leave	Payee Level	HOURLY RT (sy)		
PUB Public holiday (gc)	ERN FM PUB UNIT	HOURLY RT (sy)		
<i>Termination</i>				
AL MARGINAL Annual Leave - Marginal (Term) (gc)	TER FM AL BAL HRS	TER FM HOURLY RATE		

Name and Description	Unit	Rate	%	Amount
AL MARGIN DY Ann Lve - Marginal (Term Days) (gc)	TER FM AL BAL DYS	TER FM DAILY RATE		
LSL MARGINAL LSL - Marginal (Term)	TER VR LS MARGINAL	TER FM DAILY RATE		
LL MARGINAL Leave Loading - Marginal(Term) (gc)	TER FM LL BAL HRS	TER FM HOURLY RATE	17.5	
LL MARGIN D Leave Load on Term (Days-MAR) (gc)	TER FM LL BAL DYS	TER FM DAILY RATE		
ETP TAX ETP - Taxable				TER FM ETP PST83
ETP NONTAX ETP - Non Taxable				TER FM ETP PRE83
AL LUMP A Annual Leave - Lump Sum A (gc)	TER FM AL BAL HRS	TER FM HOURLY RATE		
AL LUMPA DY Ann Lve Lump sum A (Term Days)	TER FM AL BAL DYS	TER FM DAILY RATE		
LSL LUMP A LSL – Lump Sum A	TER VR LS LUMPA	TER FM DAILY RATE		
LL LUMP A Leave Loading - Lump Sum A (gc)	TER FM LL BAL HRS	TER FM HOURLY RATE	17.5	

Name and Description	Unit	Rate	%	Amount
LL LUMPA DY Leave Load on Term (Days-LSA) (gc)	TER FM LL BAL DYS	TER FM DAILY RATE		
LSL LUMP B LSL - Lump Sum B	TER VR LS LUMPB	TER FM DAILY RATE		
TERM LUMP D Termination - Lump Sum D				TER FM LUMPD
INV POST 94 <i>Invalidity</i> Post 94 Component				TER FM INV POST94
<i>Retro</i>				
RTO_ANN Annual Leave – Retro	Payee Level	Payee Level		
RTO_ANNRA Annual Rolling Average – Retro	Payee Level	Payee Level		
RTO_LSL Long Service Leave – Retro	Payee Level	Payee Level		
RTO_LWOP Leave w/o Pay – Retro	Payee Level	Payee Level		
RTO_OTH_LVE Other Leave – Retro	Payee Level	Payee Level		

Name and Description	Unit	Rate	%	Amount
RTO_PUB_HOL Public Holiday – Retro	Payee Level	Payee Level		
RTO_SCK_LVE Sick Leave – Retro	Payee Level	Payee Level		
RTO_SHFNT2 Night Shift 2 – Retro	Payee Level	Payee Level		

There are four earnings specifically relating to salary packaging, and they all start with SP.

See [Chapter 21, “Monitoring Salary Packaging Expenditure for Australia,” page 167.](#)

There are eight earnings specifically relating to leave liability costing for the GLI. They all start with LIAB

There are four earnings specifically relating to PeopleSoft Time and Labor costings. They are dummy codes used by Time and Labour and they all start with TL.

Calculating Regular Pay

There are two forms of regular pay, REGPAY HRLY and REGPAY STDHR.

REGPAY HRLY

REGPAY HRLY calculation rule is Unit × Rate where:

Unit = Payee Level

Rate = System Element HOURLY RT

REGPAY STDHR

REGPAY STDHR calculation rule is Unit × Rate where:

Unit = Formula ERN FM REDU REGHRS

Rate = System Element HOURLY RT

The unit formula subtracts the reducing hours (in ERN AC REDUCE HRS) from the prorated regular hours (in ERN VR REGPAY HRS). The system prorates the regular hours using the earnings pre process formula ERN FM CALC REGHRS.

Formula ERN FM REGSTD UNIT calculates the regular hours for the period based on the payee's standard hours and work period entered on his Job Information page. It is these hours that ERN FM CALC REGHRS prorates.

Calculating Overtime Earnings

There are four overtime earnings for 1.5, 2.0, 2.5 and 3.0 time. Each has a calculation rule of $\text{Unit} \times \text{Rate} \times \text{Percent}$ where:

Unit = Payee Level

Rate = System Element – HOURLY RT

Percent = 150, 200, 250 and 300

Calculating Shift Earnings

There are four shift earnings. Each has a calculation rule of $\text{Unit} \times \text{Rate} \times \text{Percent}$ where:

Unit = Payee Level

Rate = System Element – HOURLY RT

Percent = 10, 30, 15 and 130

The earnings SHFNT2, with the 130 percent, is in the LEAVE EARNINGS section because, as with the leave earnings codes, it reduces from regular hours.

Calculating Minimum and Maximum Hourly Rates and Earnings Limits

Earnings ONCALL demonstrates minimum and maximum hourly rates and a yearly limit PRDBON demonstrates a quarterly limit.

Checking the Minimum and Maximum Hourly Rate

The ONCALL earnings is set up to use a formula-driven minimum and maximum hourly rate check and a post process formula to determine if the payment of ONCALL will take the earnings over an annual limit.

The calculation rule for ONCALL is $\text{Unit} \times \text{Rate}$ where:

Unit = Payee Level

Rate = Formula ERN FM HOURLY RT

When you assign the earnings or enter it as positive input, the system, when resolving the earnings, checks the payee's hourly rate from his HR Job record.

- If the hourly rate is less than the value you have set in variable ERN VR HR RT MIN, the system pays ONCALL at the value of the variable.
- If the hourly rate is more than the minimum but less than the maximum set in variable ERN VR HR RT MAX, the system pays ONCALL at the hourly rate from job.
- If the hourly rate is more than the value you have set in variable ERN VR HR RT MAX, the system pays ONCALL at the value of the variable.

Example: Minimum is 50, maximum is 70

Hourly Rate on Job	ONCALL Hourly Rate Paid
1-49.99 (that is, < 50)	50 (Minimum)
50-70	50-70 (Job rate)
71.01 + (that is, > 70)	70 (Maximum)

You can set the variables values on the Supporting Element Override page in the Earnings components.

Checking the Maximum Yearly Earnings Limit

If you want to set a yearly limit, or ceiling, on an earnings, you can set the limit in LIM VR YTD LIMIT. ONCALL is set up for this control.

Once the system determines the value of ONCALL for the period, the post process formula LIM FM ONCALL adds the value of the year-to-date accumulator for ONCALL with the current amount and any additional pay. In the following example:

Accumulator YTD balance = 1000

Current earnings amount = 50

Additional earnings amount = 0

Yearly limit = 1010

ONCALL_FYTDA + CURR AMT VAL + ADD VR ADDL AMT = New accumulator balance (if paid)

1000 + 50 + 0 = 1050 (New Balance)

It then compares that new balance with the LIM VR YTD LIMIT. If the balance exceeds the limit, the system calculates by how much it would be over the limit if paid.

New balance - Limit = Over limit amount

1050 - 1010 = 40

It then subtracts the over limit amount from the current amount, reducing it to the maximum that can be paid this period without exceeding the limit.

$(\text{CURR AMT VAL} + \text{ADDL AMT VAL}) - \text{LIM VR OVER LIMIT} = \text{Amount to pay this period.}$

$$50 - 40 = 10$$

You can set other limits for other frequencies by using a formula that compares the total paid with the frequency limits for the earnings.

Checking the Maximum Quarterly Earnings Limit

You can set an upper limit on an earnings so that no more than that amount is paid in a particular accumulation period. Earnings PRDBON is set up with this control. It is set up to have a quarterly limit. Set the limit in LIM VR QTD LIMIT.

Once the system calculates the PRDBON amount for the pay period, post process formula LIM FM PRDBON adds the value to the quarter-to-date accumulator and compares the total to the limit you have set. If paying the earnings would exceed the limit for the quarter, the system only pays up to the limit.

The earning PRDBON (Product Bonus) calculation rule is Amount where:

$$\text{Amount} = 40$$

Example: A Product Bonus is payable each month up to a quarterly limit of 110. M = Month.

Earning / AC	M1	M2	M3
PRDBON	40	40	(40) 30
AC QTDA	40	80	(120) 110

When processing PRDBON in Month 3 the formula calculates that:

$$\text{PRDBON_FQTDA} + \text{CURR AMT VAL} > \text{LIM VR QTD LIMIT}$$

$$80 + 40 > 110$$

It then calculates the amount by which the current amount would go over the limit:

$$\text{PRDBON_FQTDA} + \text{CURR AMT VAL} - \text{LIM VR QTD LIMIT} = \text{LIM VR OVER LIMIT}$$

$$80 + 40 - 110 = 10$$

It then subtracts the over limit amount from the current amount and pays that amount.

$$\text{CURR AMT VALUE} - \text{LIM VR OVER LIMIT} = \text{PRDBON}$$

$$40 - 10 = 30$$

PRDBON has a generation control, ERN GC PRDBON, the formula of which, LIM FM CHK PRDBON, determines if the quarter-to-date amount accumulator is equal to or greater than the limit and if it is, the system does not process the earnings. The quarter-to-date amount can be greater than the limit, despite the controls, because positive input does not use the generation control.

Calculating Earnings Based On Other Earnings

The earning STRESS demonstrates how an earning can be based on the value of another earning. For example, you might want to pay 1.00 AUD stress loading for every hour of regular pay. The earnings calculation rule is $\text{Unit} \times \text{Rate} \times \text{Percentage}$ where:

Unit = Formula ERN FM REG UNIT which returns either the employee's regular hours or regular pay standard hours.

Rate = Payee Level

Percentage = 100

Because the value of the STRESS earnings depends of the value of either of the regular hours, it must be resolved after the regular pay has been resolved.

Calculating Amount Earnings

There are 19 earnings that use different methods to determine the calculation rule Amount.

Using Flat Amounts

Five earnings use a flat amount: FAD (First Aid Allowance) PHONE, CAR and PRDBON (Product Bonus), and TRAINADV (Train Fare Advance).

Using Formula-Based Amounts

Most of the earnings used during termination payouts use formulas in their calculation rules. They are documented in their own chapter.

See Also

[Chapter 19, "Managing Termination Payments," page 145](#)

Using Unprocessed Payee Level Amounts

Four of the earnings that have an Amount calculation rule are not in a section; therefore they are not resolved. You use them as "data input points" and the system uses them in Lump Sum D and ETP calculations. They are REDUNDANCY, INVALIDITY, EX GRATIA, and PAY IN LIEU.

See Also

[Chapter 19, "Managing Termination Payments," page 145](#)

Using Payee Level System Populated Amounts

The RETRO12MTH earnings code is populated by the results of the retro process where the formula RTO SELECT OVRDSET determines which retro override set to use and one of the sets forwards the earnings amount to RETRO12MTH.

The Net to Gross process populates GROSS UP.

Reducing From Regular Earnings

There is sometimes a need to reduce regular earnings by the number of hours paid by another earnings element. When you pay leave using a leave earnings, those leave hours are being paid instead of regular hours so regular hours must be reduced.

This requirement is met by using a formula to resolve the unit value of earnings REGPAY STDHR.

REGPAY STDHR's calculation rule is $\text{Unit} \times \text{Rate}$ where:

$\text{Unit} = \text{ERN FM REGSTD UNIT}$

$\text{Rate} = \text{System Element HOURLY RATE}$

The auto assigned unit components of all the earnings that are to reduce from regular are members of accumulator ERN AC REDUCE HRS. The delivered members are (all have the suffix '_UNIT'): SCK, LSL, OTHLV, SHFNT2, ANNRA, ANN, PUB, and LWOP.

The period total units from the accumulator are subtracted from the calculated regular standard hour units for the period.

This is how ERN FM REGSTD UNIT resolves the unit for REGPAY STDHR earnings. It is the last line that reduces the regular earnings by the value of the accumulator.

1. Gets the payee's standard hours frequency from JOB.
2. Retrieves the annual factor for the employee's standard hours frequency, for example annual frequency 52 for 40 standard hours per week.
3. Multiplies the employee's standard hours by the annual factor (annualisation).
4. Retrieves the pay period frequency.
5. Gets the annual factor.
6. Divides the annualised standard hours (step 3) by the annual factor (deannualisation).
7. Subtracts the value of ERN AC REDUCE HRS.

The last line of the formula covers Steps 6 and 7:

$\text{GP TEMP001 NUM} / \text{AUS VR ANNL FCTR} - \text{ERN AC REDUCE HRS} >> \text{ERN FM REGSTD UNIT}$

Calculating Rolling Average Earnings

You can set up an earnings where its rate is determined by the average rate of an earnings or set of earnings over a rolling period such as the last 12 months.

ANNRA, Annual Leave Rolling Average, is set up this way. Its calculation rule is $\text{Unit} \times \text{Rate}$ where:

Unit = Payee Level

Rate = formula ERN FM ROLL AVG

In a rolling average calculation based on, for example, “Get the average rate over 12 months for a monthly pay group”, the formula gets the 12 from variable ERN VR ROLL UNIT—set as a pay group supporting element override, and the months from AUS VR FREQ TYPE retrieved from the array AUS AR FREQUENCY.

You can calculate rolling averages for monthly, fortnightly and weekly pay groups. The following example is based on months:

Example

ANNRA is to be paid in December 2002 for a monthly pay group, and the rate is to be the average rate of a group of earnings over the last 12 months. The group of earnings are the members of the two life-to-date accumulators ERN AC ROLLAVG AMT and ERN AC ROLLAVG HRS. The earnings rate formula:

1. Uses historical rule ERN HR R/A END to get the amount and hours balances of accumulators ERN AC ROLLAVG AMT and ERN AC ROLLAVG HRS respectively at the end of the previous month, November. Call these balances the End Amount and End Hours (EA and EH).
2. Uses the historical rule ERN HR R/A START to get the amount and hours balances of the same accumulators 12 months earlier, the end of December 2001—the “Start Date.” Call these balances the Start Amount and Start Hours (SA and SH).
3. Calculates the Amount Difference (AD) and Hours Difference (HD) over the rolling average period: $EA - SA = AD$ $EH - SH = HD$
4. Completes the calculation with:

$AD/HD = \text{ANNRA rate December 2002}$

When calculating rolling averages for fortnightly or weekly pay groups, the formula gets the accumulator balances at 14 or 7 days respectively prior to the period end date of the December 2002 ANNRA pay run (EA and EH).

It then uses the ERN VR ROLL UNIT value to calculate the start date so it can retrieve the amount and hours balances at that date (SA and SH) and completes the calculation.

Setting Up Your Rolling Average Earnings Calculation

This section discusses how to set up rolling average earnings calculations.

1. Populate the amounts and hours accumulators with the respective earnings or auto-assigned units on which the rolling average calculation is based.
2. Assign ANNRA to an employee as positive input, and enter the unit’s value. The unit’s value is the number of ANNRA hours that you want paid at its calculated rate.
3. By supporting element override at pay group level, set the variable ERN VR ROLL UNIT to the number of months, fortnights, or weeks that the system must go back to retrieve period amount and hours data for use in the calculation.

Creating Earnings Deduction Payback

Some earnings are loans or advances; therefore, when they are paid, the system must automatically create a deduction which is processed over subsequent pay runs, paying back the loan or advance.

We have set up earnings TRAINADV and deduction TRAINEDED to demonstrate this. Earnings TRAINADV has a supporting elements override of DED VR DED PYBCK. The variable has the character value deduction TRAINEDED. An Application Engine program, GPAU_DDPYBCK, gets the result value of TRAINADV and inserts an Earnings/Deduction Assignment for TRAINEDED with a supporting element override of the value of the TRAINADV. This acts as a limit to the TRAINEDED deduction that the system processes like any other deduction with a goal amount, beginning in the next payroll.

The deduction has a generation control, DED GC TRAINEDED, which checks that the accumulator TRAINEDED AC LTDA train deduction goal balance doesn't exceed the variable LIM VR GOAL LIMIT.

The deduction also has a Post Process formula that adjusts the deduction if taking it all would cause the goal amount to be exceeded.

Note. The deduction payback process must be run before banking has been finalised.

See Also

[Chapter 9, "Defining Deductions for Australia," Checking Goal Amounts, page 66](#)

Page Used in Earnings Deduction Payback Processing

Page Name	Object Name	Navigation	Usage
Deduction Payback	GPAU_DED_PAYBACK	Global Payroll, Absence and Payroll Processing, Create Deduction Paybacks AUS	Set the calendar group ID for the AE to run against. Select a calendar group ID and stream number if using stream processing. If the AE program detects a goal amount balance when processing a new advance and goal amount for the same earnings and deduction combination, it enters an end date for the deduction at the earnings/deduction assignment level then adds a row with a new start date. The new goal amount is the sum of the new deduction and the balance of the earlier one.

Selecting Hours for Holiday Earnings

The system detects when a designated holiday occurs in a pay period. Designate days as holidays on the Holiday Schedule page (Set Up HRMS, Common Definitions, Payroll). When a holiday occurs in a pay period, the system populates the system element, HOLIDAY HRS, with the hours that you entered for that holiday on the holiday schedule.

Because a payee might not have been scheduled to work the holiday schedule hours, you can direct the system to pay different hours from those on the holiday schedule.

When, during normal payroll processing, the system comes to resolving earnings PUB, for Public Holidays, it sets about determining the number of hours to pay each employee.

PUB's calculation rule is $\text{Unit} \times \text{Rate}$ where:

Unit = formula ERN FM PUB UNIT

Rate = System Element HOURLY RATE

The ERN FM PUB UNIT formula uses proration element ERN PO PUB HRS for which the numerator is ERN CT PUB HOURS and the denominator is 1.

The count formula for ERN CT PUB HOURS is ERN FM HOLIDAY HOURS. This formula checks each day in the period for a HOLIDAY HOURS value and if it finds one, finds out if you have set variable ERN VR SCHED TYPE to HOL, WRK, or ALT.

For HOL, the formula returns the holiday hours from the holiday schedule.

For WRK, the formula returns half the employee's scheduled hours if the Holiday Type on the holiday schedule is *Half* or all of the employee's scheduled hours if the Holiday Type is *Standard*.

For ALT it is the same except the formula returns the hours for the payee's alternate work schedule. If there is no alternate schedule, it returns either half or whole schedule hours.

Note. You can designate any defined schedule as the alternate schedule on the pay group table. And at employee level, you can assign a schedule as an alternate and it can be the pay group alternate schedule or any other of your defined schedules. (Global Payroll, Payee Data, Assign Work Schedule)

Whatever the value of your variable ERN VR SCHED TYPE, the count formula returns the hours to be passed by the count to the numerator of the proration rule and the proration rule passes the count value to the formula ERN FM PUB UNIT which is the unit for PUB's calculation rule $\text{Unit} \times \text{Rate}$.

Note. Because the count numerator (the number or hours to pay) is divided by denominator 1, there is no actual proration taking place. The count result is passed to PUB's unit formula through the proration element because counts cannot be used directly in formulas.

Scheduling Earnings Using Generation Control

There may be times when you need to control the periods in which an earning is paid. And control of when the system is to pay an earnings must be possible whatever the pay frequency: weekly, fortnightly, semimonthly, four-weekly or monthly. Examples are paying an earnings only in the first weekly pay run of the month, or only in the second fortnightly pay run of the month.

Note. Although documented here in the defining earnings chapter, you can use these generation controls to control the taking of deductions in the same way.

Scheduling For Any Period

We control the payment of an earnings, whatever the pay frequency, by assigning one of seven generation controls to the earnings. There is one generation control each for periods 1 to 5 (5 being the maximum number of periods you can have in a month, that is 5 weekly pay periods) and two generation controls that each cover two periods, 1 and 3, and 2 and 4.

The two two-period controls tell the system to process the earnings in both periods concerned. For example, the 1 and 3 period control will pay, for weekly pay runs, in weeks 1 and 3 but not weeks 2, 4 or 5.

For each generation control there is a corresponding formula. When the formula returns TRUE, the earnings is paid.

For example, if you want to pay an allowance for the first period of the month—period 1—the formula returns true for the first period of the month and false for the remaining periods, and the earnings is processed.

The formula attached to each generation control has the same name but with the FM element type code replacing the GC type code, for example AUS GC PERIOD 1 has AUS FM PERIOD 1, while AUS GC PRD 2+PRD 4 has AUS FM PRD 2+PRD 4.

Note. For the two two-period generation controls, their formulas call two formulas, one for each of the periods they cover. For example, AUS FM PRD 1+PRD 3—the formula attached to AUS GC PRD 1 +PRD3—calls formulas AUS FM PERIOD 1 and AUS FM PERIOD 3. Only one of the two needs to return true for the system to pay the earnings.

Weekly, fortnightly, semimonthly, and four-weekly brackets return values depending on where the pay period end date occurs as the following diagram shows.

Weekly Bracket - AUS BR WEEKLY					
Days	1-7	8-14	15-21	22-28	29-31
Bracket Value	1	2	3	4	5

Fortnightly Bracket - AUS BR FORTNIGHTLY			
Days	1 - 14	15-28	29-31
Bracket Value	1	2	3

Semi-Monthly Bracket - AUS BR SEMIMONTH		
Days	1 - 15	16 - 31
Bracket Value	1	2

Four-Weekly Bracket - AUS BR FOURWEEKLY		
Days	1 - 28	29-31
Bracket Value	1	2

Bracket values for each period

The following table shows the bracket value each bracket returns for the 5th and 27th days of the month as an example.

Bracket	Value for 5th Day	Value for 27th Day
Weekly	1	4
Fortnightly	1	2
Semi-monthly	1	2
Four-weekly	1	1

The formula uses the bracket values which tell the system if the pay period end date is in the period concerned. The formula checks the bracket that corresponds to the frequency type.

For the period 1 formula for example:

```

If AUS VR FREQ TYPE = 'W' (weekly) Then
    If AUS BR WEEKLY = 1 Then...TRUE
If AUS VR FREQ TYPE = 'B' (biweekly or fortnightly) Then
    If AUS BR FORTNIGHTLY = 1 Then...TRUE

```

The formula resolves to true when the pay period end date is in the bracket value that corresponds to the period. That is, for period 2 when the bracket for a frequency type returns 2, the formula returns true.

For example, if you want the earnings paid in the first period, you attach the period 1 generation control to the earnings. If period 1's generation control formula returns bracket value 1, for whatever frequency that you have specified in variable AUS VR FREQ TYPE, the formula resolves to true.

If you want the earnings paid in the second and fourth periods, attach the AUS GC
PRD 2 +PRD4 AUS FM PRD 2 +PRD4

The following table lists the frequencies for which each formula considers the bracket value.

(In table W = Weekly, B = Fortnightly, S = Semimonthly, F = Four-Weekly, M = Monthly.)

Formula	Frequency	Comment
AUS FM PERIOD 1	W, B, S, F, M	N/A
AUS FM PERIOD 2	W, B, S, F	M is always true
AUS FM PERIOD 3	W, B	S, F, and M are always true
AUS FM PERIOD 4	W	B, S, F, and M are always true
AUS FM PERIOD 5	W	B, S, F, and M are always true

Note. None of the delivered earnings use the AUS GC PERIOD [n] generation controls, but as we have said, you can use these controls for deductions just as you use them for earnings. Deduction INSURANCE, for example, uses the AUS GC PERIOD 1 generation control.

See Also

[Chapter 9, “Defining Deductions for Australia,” Scheduling Deductions Using Generation Control, page 65](#)

Scheduling for the Last Period Only

If you want an earning paid only in the last period in a month, use generation control AUS GC LAST PERIOD to determine if the period being processed is the last period of the month, for example 4 or 5 for weekly pay frequency or 2 for semimonthly. Earnings PHONE uses this generation control.

The formula attached to this generation control is AUS FM LAST PERIOD. That formula also uses the period formulas—AUS FM PERIOD [n]—used by the seven AUS GC PERIOD [n] generation controls.

CHAPTER 9

Defining Deductions for Australia

This chapter provides an overview of deductions for Australia and discusses how to:

- Calculate tax deductions.
- Schedule deductions using generation control.
- Check goal amounts.
- Manage garnishments.

Understanding Deductions for Australia

We have created a number of deductions to demonstrate the flexibility of the PeopleSoft Global Payroll rules to meet common processing requirements such as the preservation of minimum net pay. In the following sections we look at various ways you can use deductions and supporting elements to get the results that you want.

Delivered Deduction Elements

In the following table the first column combines the deduction's name and description. A (gc) in the row indicates that the deduction has a generation control. A (po) indicates a post processing formula, (pr) indicates a pre processing formula. The other five columns indicate the deduction's calculation rule of Unit $\times$ Rate, Unit $\times$ Rate $\times$ Percent, Base $\times$ %. The formulas used for some of the deduction codes are discussed in further detail. An (sy) indicates a system element and is not part of the element name.

Name /Description	Unit	Rate	Base	%	Amount
<i>Section DED - PRE TAX</i>					
EE SSSPR Employee Sal. Sacrifice Super (po)			AUS GROSS	Payee Level	
<i>Section DED - PST TAX</i>					

Name /Description	Unit	Rate	Base	%	Amount
INSURANCE Insurance (gc) (po)			AUS GROSS	5.00	
PARK Parking Fee (gc)	Payee Level	10.00			
LOANDED Loan Repayment (gc)	ERN FM REGSTD UNIT	HOURLY RT (sy)		10.00	
UNION Union Fees (gc) (po)					9.50 / period
TRAINDED Train Fare Repayment (gc) (po)					700 / period
SALDED Advance Repayment					2500.00 / period
SOCIAL Social Club (gc)					8.00 / month
LOAN REPAY Loan Repayment (Term) (gc)					TER FM LOAN REPAY
HEALTH FUND Health Fund (gc)					Payee Level

Name /Description	Unit	Rate	Base	%	Amount
<i>Section DED - TAX</i>					
MARGINAL TAX Marginal Tax					TAX FM MARGINAL
ANNLSD TAX Annualised Tax					TAX FM ANNLSD
HECS HECS Amount					TAX FM HECS
SFSS SFSS Amount					TAX FM SFSS
LUMP A TAX Lump Sum A Tax					TAX FM LUMPA
LUMP B TAX Lump Sum B Tax					TAX FM LUMPB
LUMP C TAX Lump Sum C Tax					TAX FM LUMPC
LUMP E TAX Lump Sum E Tax					TAX FM LUMPE
<i>Section DED - NONTAX</i>					

Name /Description	Unit	Rate	Base	%	Amount
SGCMAN SGC Mandatory (gc) (po)			SUP FM CALC BASE	AUS VR SGCMAN PCT	
AWARDMAN Award Super Mandatory (gc) (po)					SUP FM TIERBSD AMT
ER ADDLSPR Employer Add'l Super (po)			SGCMAN_ BASE	SUP VR ERADDL PCT	
ER MATCHSPR Employer Matching Super (po)			AUS GROSS	SUP BR CMPNY PCT	
EE SUPER Employee Super					Payee Level

There are also 22 deductions specifically relating to salary packaging and they all start with SP.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Salary Packaging, “Setting Up Salary Packaging”

PeopleSoft 8.8 Human Resources PeopleBook: Administer Salary Packaging, “Modelling Salary Packages”

PeopleSoft 8.8 Human Resources PeopleBook: Administer Salary Packaging, “Managing Salary Packages”

Calculating Tax Deductions

The tax deductions are in the section DED - TAX and the eight tax deductions all have a calculation rule of Amount and the amount is a formula specific to each deduction, for example TAX FM MARGINAL or TAX FM LUMPA.

See Also

Chapter 4, “Setting Up for Australian Tax Reporting,” page 23

Chapter 10, “Managing Taxation Processing for Australia,” page 71

Pre Tax Deductions

There is only one deduction in the DED - PRE TAX section. It is EE SSSUPER, Employee Salary Sacrifice Super.

Post Tax Deductions

These are in section DED - PST TAX and represent typical after tax deductions such as parking fees, union dues, and social club membership fees. The section includes repayment deductions that are generated by the system when their associated earnings are paid.

Non Tax Deductions

The non tax deductions, in section DED – NONTAX are for superannuation. Three of the five deductions use a Base × Percent calculation rule, the other two amounts, one being formula driven, the other a payee level flat amount.

See Also

Chapter 21, “Monitoring Salary Packaging Expenditure for Australia,” page 167

Scheduling Deductions Using Generation Control

The HEALTH FUND deduction has a generation control, LVE GC BIGGER SEG, which uses formula LVE FM BIGGER SEG.

One of the leave in advance payment options is to advance only the leave pay within a pay period and pay the regular pay in its normal period. When this occurs, the system has to determine which is the longer period—leave or regular—and apply the deduction to the longer. The formula returns true if the leave period is longer and the generation control takes the deduction from the leave pay being advanced.

The same formula also ensures that the deduction is taken when there is period segmentation due to hire or termination.

When there is segmentation due to something other than hire or termination, the deduction is taken in either:

- the longer of two segments, or
- the segment in which the period mid-point occurs when there are more than two segments.

The UNION, LOANDED, and TRAINEDD deductions also have generation controls, the formulas of which check that the deduction has not reached a period limit or goal amount and in the case of TRAINEDD, that the payee is still active.

LOAN REPAY deduction's generation control formula also checks that the payee is still active. If he is not active, the deduction applies and the Amount formula, TER FM LOAN REPAY, gets the loan balance. TRAINADV and LOAN REPAY work together through their generation control formulas. If the payee is terminated, TRAINADV isn't resolved but LOAN REPAY is.

The INSURANCE deduction demonstrates the use of a generation control that ensures that the deduction is only taken in the first pay period, irrespective of the pay frequency. The deduction's calculation rule is $\text{Base} \times \text{Percent}$ where:

Base = accumulator AUS GROSS

Percent = 5.00

This generation control, AUS GC PERIOD1, is one of seven that do a similar job. They are documented in the chapter on defining earnings.

See Also

Chapter 8, "Defining Earnings for Australia," Scheduling Earnings Using Generation Control, page 57

Checking Goal Amounts

The calculation rule for deduction LOANDED is $\text{Unit} \times \text{Rate} \times \text{Percent}$ where:

Unit = System element STD HRS

Rate = System element HOURLY RT

Percentage = 10

This deduction has a goal limit that is the maximum amount that can ever be deducted. It is not a maximum per frequency.

The generation control, DED GC LOANDED, first checks if any part of the deduction can be taken. Its formula, LIM FM CHK LOANDED, checks that accumulator LOANDED AC LTDA (Life-to-date LOANDED), is not greater than or equal to variable LIM VR GOAL LIMIT, set as the supporting element override when assigning the deduction to the payee. If it is, the formula returns false and the deduction is not processed.

However, even if the deduction is processed, the system has to check that this new instance of the deduction if taken in full, won't exceed the goal amount.

Post process formula LIM FM LOANDED does the check.

If there is a goal limit, the formula proceeds:

$\text{LOANDED AC LTDA} + \text{LOANDED_ARR (any LOANDED arrears)} + \text{CURR AMT VALUE (System Element, the value of LOANDED)}$

For example:

$1150 + 0 + 90 = 1240$ (GP TEMP001 NUM)

The formula then compares the new figure with the goal amount, 1200 for example.

If it finds that the new figure exceeds the goal amount it subtracts the goal amount from the new figure to get the over limit amount:

$$1240 - 1200 = 40 \text{ (LIM VR OVER LIMIT)}$$

The formula then subtracts the over limit amount from the current value of the deduction (90), and that becomes the value of the deduction for this pay period (which will be the last time it's taken unless the goal amount is increased.)

$$90 - 40 = 50$$

The UNION deduction is managed in a similar way. Its generation control formula LIM FM CHK UNION checks whether Union's fiscal year to date accumulator is greater than or equal to LIM VR YTD LIMIT (goal amount for the year). If it is greater, the deduction is not processed.

If the deduction is processed, the post process formula checks what effect the new deduction would have on the year's goal amount if paid in full, and reduces the deduction if necessary.

LOANDED is assigned at payee level as an earnings/deduction assignment. Set the goal amount as the numeric value of the element override, LIM VR GOAL LIMIT. Because goal amounts are likely to be different for each employee, the variable is not set as a system element override at the deduction level.

Managing Garnishments

Garnishments are deductions. You set up garnishment deductions just as you set up any other deduction. In addition to setting up the deduction you can:

- Enter information-only details about the garnishment.
- Enter a protected minimum net pay for employees paying garnishments.

Pages Used to Manage Garnishments

Page Name	Object Name	Navigation	Usage
Garnishments	GPAU_GARN_DTLS	Global Payroll, Payee Data, Garnishments/Court Orders, Assign Garnishments AUS	Enter details about a particular garnishment for a particular payee.
Protected Net Pay	GPAU_PROTECT_NET	Global Payroll, Payee Data, Garnishments/Court Orders, Specify Protected Net Pay AUS	Enter the protected net pay amount for a payee. The system cannot take the whole Court Order deduction if taking it would result in the employee's net pay being less than the protected amount. It can take down to that protected amount but no more. <i>Note.</i> Protected net pay is only protected in relation to the COURT ORDER deduction. After the system has processed COURT ORDER, accumulator AUS NET will be the minimum net pay amount. That minimum net pay is not protected against any other deductions that may apply.

Calculating Garnishment Deductions

We supply three garnishment deductions: Child Support, Writ, and Court Order. Each is resolved differently.

Child Support

Deduction CHILDSUPPORT has calculation rule Amount and the amount is set at 50 AUD.

Writ

Deduction WRIT has calculation rule $\text{Base} \times \text{Percent}$ where:

Base = Accumulator AUS AC DISP EARNS (disposable earnings)

Percent = 5.0

Accumulator AUS AC DISP EARNS members are the following:

Accumulator AUS GROSS (+)

Accumulator AUS TAX (–)

Court Order

COURT ORDER has a generation control, GRN GC COURTORDER, which uses formula GRN FM PROC STATUS to check that the Processing Status of the garnishment set on the Garnishment Details page, is *Approved*.

The calculation rule for COURT ORDER is Amount where the amount is formula GRN FM ALL BUT NET. The formula will deduct all but the protected net pay amount from disposable earnings. Disposable earnings is stored in accumulator AUS AC DISP EARNs:

Segment Accumulator AUS GROSS – Segment accumulator AUS TAX = AUS AC DISP EARNs (Disposable Earnings)

AUS AC DISP EARNs (Disposable Earnings) – DED VR PROTECT NET (Protected Net Pay) = COURT ORDER deduction

The protected net pay variable is the amount that you enter in the single field on the Protected Net Pay page. The amount that you enter becomes the variable through the array AUS AR PROTECT NET in the INITIALISATION section in the AUS PAYROLL process list.

Entering Garnishment Details

The garnishment deductions take care of the calculation of the amount to deduct, but you need to record other garnishment details

The Garnishments page is for recording information only, there is no system processing associated with the page data except that the generation control for COURT ORDER checks the status.

Access the Garnishments page.

The screenshot displays the 'Garnishments' page. At the top, there's a header with the employee's name 'Holley, David William', job title 'Employee', 'EmplID: KA0004', and 'Empl Rcd#: 0'. Below the header is a search bar and a list of elements. The 'Definition' section is expanded, showing various fields for entering garnishment details. The fields include 'Effective Date' with a calendar icon, 'Garnishment Type' with a dropdown menu, 'Response Required Date/Time', 'Order Reference Number', 'Received Date and Time', 'Processing Status' with a dropdown menu, 'Contact Name', 'Phone', 'Admin Fees', and a large 'Comment' text area.

Garnishments page

Element Name	Enter the garnishment deduction.
Garnishment Type	Select from: <i>Assignment, Bankruptcy, Child Supt, Tax Levy, Dependant, Writ.</i>
Response Required Date/Time	Enter the date and time your response is required as indicated on the garnishment order.

Order Reference Number	This will be supplied with the order for the garnishment.
Received Data and Time	Record the date and time that you received this garnishment order.
Processing Status	Select from <i>Approved</i> , <i>Completed</i> , <i>Received</i> , <i>Rejected</i> , and <i>Suspended</i> . The garnishment deduction COURT ORDER is only taken when the status is <i>Approved</i> .
Contact Name and Phone	Enter the recipient's contact name and phone number.
Admin Fees	Enter the amount of any fees that you can charge for administering this garnishment.
Comment	Enter any comments about this garnishment specification.

CHAPTER 10

Managing Taxation Processing for Australia

This chapter provides an overview of managing taxation for Australia and discusses how to:

- Enter Payee Tax Data.
- Update payee tax scales automatically.
- Run the TFN declaration.

Understanding Taxation Processing for Australia

The Australian country extension to PeopleSoft Global Payroll comes with all the elements required to calculate a payee's tax correctly. Whatever the scenario—multiple payments within a calendar period, annualised tax, mid-period hires, or terminations—the system correctly calculates the tax.

As well as entering details about your pay entity (usually your company or organisation), provide the Australian Tax Office (ATO) with Tax File Number (TFN) information, you need to enter and maintain tax-related information about each employee, and submit statutory reports to the ATO.

See Also

[Chapter 4, “Setting Up for Australian Tax Reporting,” page 23](#)

Entering Information for Tax Processing

The correct calculation and reporting of tax depends upon information about your employees being stored in the system.

Pages Used to Enter Tax Information

Page Name	Object Name	Navigation	Usage
Payee Tax Data	GPAU_EE_TAX_DTLS	Global Payroll, Payee Data, Taxes, Maintain Tax Data AUS	Enter individual payees' tax data.
Tax Scale Update	GPAU_RC_TX01_SQR	Global Payroll, Payee Data, Taxes, Review/Update Tax Scales AUS	Report or report and automatically update employees' tax scales where their TFN exemption expiry date has been passed.

Entering Payee Tax Data

To calculate a payee's tax, the array TAX AR EE TX DTL retrieves each payee's tax data. If you have not entered all the data required, you will get an error message stating that payee tax information is required.

Access the Payee Tax Data page

Payee Tax Data

Holley,David WilliamEmployeeEmpIID: KA0004

Tax File NumberFind | View AllFirst1 of 1Last

*Effective Date: 01/01/2000

*TFN Status: TFN Prov

Tax File Number: EnteredRe-Enter TFN

☒ TFN Disclose to Superannuation
 ☐ TFN Declaration sent to ATO

Tax DetailsFind | View AllFirst1 of 1Last

*Pay Entity: KAAUSBIAustralian Business Institute

*Tax Scale: 7

Basis of Payment: Full Time

☒ HECS Debt
 ☐ SFSS Debt

*Balance Group No: 000

Payee Tax Data page (1 of 2)

Medicare Levy Details

☒ Calculate Levy Adjustment
 ☐ Spouse
 ☐ Combined Income
 No of Dependents:

Rebates

FTB Rebate:

Other Rebates:

Total Rebate:

Tax Adjustments

Contractor Details

☐ Contractor
 ABN:
 ABN Branch:

Declaration

☒ Signature Present
 Date Signed: 01/01/2000

Payee Tax Data page (2 of 2)

72

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TFN Status (tax file number status)

Select from:

Applied: The payee has shown on the Employment Declaration that they have applied for a TFN. The system adds the current date as the TFN Exempt Start date and a date 28 days later as the TFN Exempt End date. In the interim the system displays 111111111 as the payee's TFN.

Note. The exempt start and end date fields disappear for all statuses *except Applied* and *Not Supp* (supplied).

F/P Pens: (full or part pension) If the payee is on a full or part pension he is exempt from quoting a TFN. The system displays 444444444 as the payee's TFN.

Incrct TFN: (incorrect TFN). If the payee has supplied an incorrect TFN the system will not allow you to enter a TFN.

Not Supp: (not supplied). If the payee has not supplied a TFN the system adds the current date as the TFN Exempt Start and a date 28 days later as the TFN Exempt End. In the interim the system displays 000000000 as the payee's TFN.

TFN NotReq: (TFN not required). Used when a TFN is not required, for example for contractors. The system displays 000000000 as the payee's TFN.

TFN Prov: (TFN provided). The payee has provided you with a TFN. After you enter the TFN, the system hides the entry, displays *Entered* in the field and displays a *Re-Enter TFN* button. If you enter an invalid TFN the system warns you. To re-enter a tax file number click the *Re-Enter TFN* button.

If an Interim Notice is in force for the employee, select TFN Provided and enter 222 222 222.

Under 18: An employee under eighteen years of age is exempt from quoting a TFN. The system automatically displays 333333333 as the payee's TFN.

Tax File Number

Enter the TFN number. Validation occurs and you get a warning message if the number fails validation.

Re-Enter TFN

This field is only visible until you enter a valid TFN. Use it to enter a different TFN if you the number you entered fails validation.

TFN Disclose to Superannuation

Select this check box to indicate that the payee has authorized you to disclose his TFN to a superannuation organisation. There is no processing associated with this check box. You can use it when reporting to a superannuation provider.

Pay Entity

Enter the pay entity to which the payee supplied the Tax File Declaration.

Balance Group No (number)

You use balance groups numbers to identify which accumulator the system should store tax balances in. You can only select balance group numbers entered for the employee on the Job Data - Payroll page.

Tax Scale

Tax Scales are:

I – Tax Free Threshold Not Claimed

- 2 – Tax Free Threshold Claimed
- 3 – Non Residents
- 4N – TFN Not Provided – NonResident
- 4R – TFN Not Provided – Resident
- 5 – Full Medicare Levy Exemption
- 6 – Half Medicare Levy Exemption
- 7 – Tax Free Threshold (No Loading)
- 8 – Seniors – Single
- 9 – Seniors – Separated by Illness
- 10 – Seniors – Member of a Couple

Basis of Payment Select *Casual, Full Time, Labour Hire* or *Part Time*.

HECS Select if the payee has a HECS debt.

SFSS Select if the payee has an SFSS debt.

Medicare Levy Details

Calculate Levy Adjustment Clear this check box if the system is not to calculate a medicare levy adjustments (the default is selected). If you do clear this check box the system will not process any other selected options in the group box.

Spouse Select if the payee has a dependent spouse only.

Combined Income Select if the payee's and spouse's combined income is less than the threshold.

No. of Dependents Enter the number of dependents, including spouse if spouse is a dependent.

Rebates

FTB Rebate If the payee is applying to have this benefit paid by reduced withholding tax, enter the amount of the reduction the payee is requesting.

Other Rebates If the payee is applying to have combined Dependent Spouse, Special, or Zone rebates paid by reduced withholding tax, enter the amount of the reduction the payee is requesting.

Total Rebate The system displays the total of the FTB and other rebates.

Tax Adjustment

PAYE Adjustment and adjustments to other taxes There is a check box for each type of tax: PAYG, Annualised, HECS and SFSS. Select the check box for each tax you want to make an adjustment for—this makes the adjustment fields available for entry. For each tax you can set an adjustment of override percent or amount, or of additional percent or amount.

Contractor Details

Contractor	Select if the payee is a contractor.
ABN	If you selected <i>Contractor</i> enter his ABN. The system warns you if the number you enter is not a valid ABN.
ABN Branch	If you selected <i>Contractor</i> enter his ABN Branch

Declaration

Signature Present	Select if the payee has signed his Tax Declaration form.
Date Signed	Enter the date that's on the declaration.

Updating a Payee's Tax Scale Automatically

When you hire a new payee and select a tax scale, that tax scale may have to change. If a person applies for a TFN, they have a 28-day exemption period. If they do not have a TFN number entered in the system before the expiry of the 28 days, the tax scale must be reset. You can run a process to have the system do this for you. The process, GPAUTXO1.SQR, checks TFN statuses *Applied* and *Not Supp* (not supplied). If the 28 days have expired, the system:

- Inserts a new effective-dated row of status *Not Supp* (for both *Applied* and *Not Supp*).
- Sets the exempt start and end dates to null.
- Resets the payee's tax scale to 4N or 4R.

If you want a report of only employees whose tax scale needs to be changed—for example, because you want to change them manually—you can use the process page to provide the report but not do the updates automatically.

To create a report only, clear the Update Employee's Tax Scale check box. If the check box is selected, you get a report and an automatic update.

Submitting the Electronic TFN Declaration

The output of the TFN declaration generating program, application engine GPAU_TFN_ELC, is a magnetic media file for submission to the ATO.

The TFN declaration has five parts:

- Supplier Information - from Supplier Data.
- Payer Information - from the Entering Additional Tax Information page.
- Payee Information - mostly from the Entering Payee Tax Data page Information. It includes Tax File Number, name and address, terminated flag, Residency Status (from Tax Scale), Basis of Payment, Tax Free Threshold Claimed, and FTB claimed.
- Software information.
- File total.

Note. The information that you enter in the three pages in the preceding list is included in any files submitted to the ATO, that is Group Tax, Payment Summaries, and the TFN Declaration.

Pages Used to Submit the Electronic TFN Declaration

Page Name	Object Name	Navigation	Usage
TFN Declaration - Electronic	GPAU_RC_TFN_ELEC	Global Payroll, Taxes, Create TFN File AUS	Set the report start and end dates and select the pay entities that you are reporting on. You can also specify a run type of Production or Test.

See Also

Chapter 4, “Setting Up for Australian Tax Reporting,” page 23

CHAPTER 11

Reporting State Payroll Tax Liabilities

This chapter provides an overview of reporting State Payroll Tax and tells you how to run the report.

Understanding State Payroll Tax Reporting

The PeopleSoft State Payroll Tax report provides you with a detailed break up of the earnings, benefits, deductions, and expenses that you have identified as payroll taxable or payroll tax exempt. Details are also provided for termination payments that are payroll tax exempt.

Note. The PeopleSoft State Payroll Tax report is not a complete representation of payroll tax liabilities. Other payments and earnings that are administered outside PeopleSoft Global Payroll should be included in any returns submitted to the State Revenue Office. This may include details of companies that form part of a group but are administered outside PeopleSoft Global Payroll.

If an employee changes states during a reporting period, the system looks at the Job Record valid at the time of payment of State Payroll Tax. If a weekly employee, for example with 4 pay periods in the month, has their Job Record changed to another state during the 4th pay period, that pay period will be reported under another payroll tax state.

Running the State Payroll Tax Report

The data extracted by the Application Engine program for state payroll tax reporting, GPAU_SPT_RPT, is formatted into a report by SQR GPAUT01.

Page Used to Report State Payroll Tax Data

Page Name	Object Name	Navigation	Usage
SPT Report	GPAU_RC_SPT	Global Payroll, Taxes, Payroll Tax Report AUS	Report the data extracted by Application Engine program GPAU_SPT_RPT

Reporting State Payroll Tax Data

Access the SPT Report page.

Group Pay Entity

Enter the group pay entity you created in the Group Entity Table.

State Payroll Tax Base Date

Select from *Pay End Date*, *Payment Date*, or *the Earlier of End/Payment Dates*. Unlike with monthly pay frequencies, with weekly or fortnightly pay frequencies it is harder to determine which month the earnings should be included in for payroll tax purposes. That's because some pay periods will overlap more than one month. We need a consistent method of determining which month earnings are attributable to for payroll tax purposes.

See Also

Chapter 5, "Setting Up for Reporting State Payroll Tax," page 27

CHAPTER 12

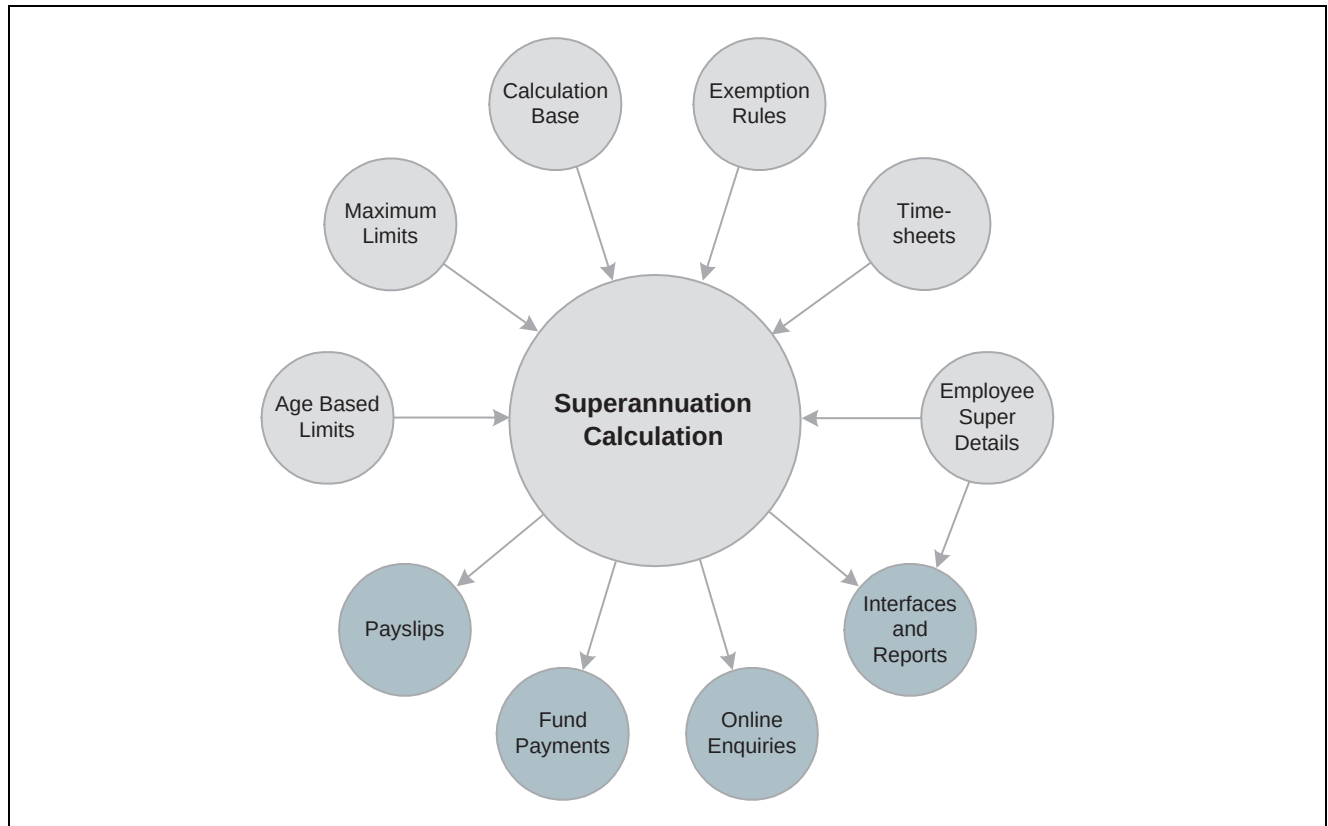
Administering Superannuation

This chapter provides an overview of superannuation administration and discusses how to:

- Make statutory and customary superannuation deductions.
- Set the calculation rule.
- Use tier-based calculations.
- Use percentage based on employee contributions (matching).
- Accommodate exemption rules and limits.
- Accommodate employee options.

Understanding Superannuation Administration

The following diagram shows the rules and options that you are required to set up or exercise to ensure correct superannuation calculation and the system outputs.



User inputs and system outputs for superannuation

Making Statutory and Customary Superannuation Deductions

The following deductions are for the common super contributions.

Deduction Name	Calculation Rule	Description
SGC MAN (Super - Mandatory) (Statutory)	Base × Percent	The Superannuation Guarantee (SG) contribution mandated by Australian legislation. Employers are normally paying for this on behalf of the employees. This is defined to be a percentage of the employee's actual gross earnings for the period. The PeopleSoft-delivered variable AUS VR SGCMAN PCT holds this user-maintainable value.

Deduction Name	Calculation Rule	Description
ER ADDLSPR (Employer Additional Super) (Customary)	$\text{Base} \times \text{Percent}$	The super contribution that the company is paying in addition to the 8% mandated by the legislation. This is a percentage of the employee's actual gross earnings. The employer defines the value of the percentage. The PeopleSoft-delivered variable SUP VR ERADDL PCT holds this user-maintainable value.
EE SSSPR (Employee Salary Sacrifice Super) (Customary)	$\text{Base} \times \text{Percent}$	The super contribution that an employee is paying as a salary sacrifice. This is defined as a percentage of the employee's actual gross earnings. The percentage is entered at the payee level as a deduction assignment. See ER MATCHSPR
AWARDMAN (Award - Mandatory) (Customary)	Amount	The super contribution likely to be used by award-based employees. It shows how super can be calculated using a tier-based calculation.
ER MATCHSPR (Employer Matching Super) (Customary)	$\text{Base} \times \text{Percent}$	The super contribution that the company is voluntarily paying on behalf of the employee who is contributing to super through salary sacrifice. This shows how a company can match the employee contribution. Only employees with EE SSSPR will get this deduction. See EE SSSPR.
EE SUPER (Employee Super) (Customary)	Amount	The super contribution that an employee is paying as an after-tax deduction. This is defined as a flat amount. Employees need to be enrolled to have this deduction taken. The amount is entered at the payee level as a deduction assignment.

Setting the Calculation Rule

Although a superannuation contribution can be calculated as a flat amount or be the result of a tier-based calculation, most often it is a percentage of a base, for example regular gross earnings, actual gross earnings, notional salary, super salary earnings, and compensation rate. The standard element calculation rule options accommodate all the calculation methods applicable to superannuation deductions.

Using Tier-Based Calculations

Tier-based calculation is typically used in the Australian Public Service and all participating Commonwealth Agencies. In this calculation, contributions are based on the employee's salary range and may be a flat amount or a percentage as illustrated in the following table:

Annual Salary	Annual Amount	Annual %
0 - 28738.58	862.160000	
28739.58 - 46332.00	An amount	3% of super salary
46333.00 - 69498.00	1389.96	
69499 - 9999999.99		2% of super salary

A user-maintained bracket, SUP BR TIERBSD TBL, stores these values. You can store both an amount and a percentage per range, not just one or the other, as illustrated by the second row.

The system uses the annualised super salary (rate code AU SUPERSAL $\times$ system element RC FREQ FACTOR) to retrieve the flat amount and/or percentage to be applied. It then de-annualises the retrieved flat amount to the period frequency. The percentage, however, is applied to the period super salary, not the annualised period salary.

Although annualisation and deannualisation is normally automatic in the system, for this instance, the process is done manually. The frequencies used for this process are stored at the pay group level.

Using Percentage Based on Employee Contributions (Matching)

The percentage of ER MATCHSPR is based on the percentage of EE SSSPR. For example, the company may contribute an extra 1% for employees who are voluntarily contributing 1% - 2% through salary sacrifice, 2% for employees contributing 3% - 4%, and 3% for employees contributing 5% or more.

Note. EE SSSPR needs to be resolved before ER MATCHSPR, and ER MATCHSPR needs to be defined as By Eligibility so as not to require a deduction assignment record.

A user-maintained bracket, SUP BR CMPNY PCT, stores the employee contribution ranges and the matching employer contribution. The deduction ER MATCHSPR uses this bracket to determine the percentage to use.

Note. If the employee does not have EE SSSPR, the resulting percentage from this bracket is zero.

Accommodating Exemption Rules and Limits

Although it is mandatory for employers to pay super contributions for each employee, there are the following exemptions:

- Employees who earn less than 450.00 AUD in a month.
- Employees who are 70 years old or over.
- Employees who are under 18 years old and working 30 hours or less in a week.
- Employees paid to do work of a domestic or private nature for no more than 30 hours a week.
- Non-resident employees paid for work done outside Australia.
- Resident employees paid by non-resident employers for work done outside Australia.
- Some foreign executives who would have been eligible for the previous class 413 [executive (overseas)] visa or entry permit under Migration (1993) Regulations.
- Employee elects because benefit exceeds pension Reasonable Benefits Limit (RBL).

Only the first three rules are delivered with this country extension, because the other rules can be accommodated using the standard core employee earnings/deductions assignment functionality.

Using Exemption Rule Checks

Because some employers still process super contributions for employees who fall into the first three of the exemption rules listed in the previous section, we need a way to control whether the checks and limits are to apply or not. We achieve this using variables as supporting element overrides.

See Also

Chapter 5, “Setting Up for Reporting State Payroll Tax,” page 27

Chapter 12, “Administering Superannuation,” Controlling Exemptions and Checking Limits, page 84

Applying Maximum Earnings Limits

Legislation provides a ceiling on earnings which limits the amount an employer is required to contribute. This ceiling is indexed each year and is 26,300.00 AUD per quarter for financial year 2000 - 2001. Employers, however, do not have to apply this limit and can elect to continue to contribute for the employee's super.

The following table shows the reduced amount payable in the third month because the quarterly limit is reached in that month. The SG (Superannuation Guarantee) Contribution is based on 8% in this example.

Month	Earnings	SG Calc'd On	Cumulative Amt / Month	SG Contribution
January	10,000	10,000	10,000	800
February	10,000	10,000	20,000	800
March	10,000	6,300 (26,300 - 20,000)	26,300	504

This limit check is part of the SGCMAN deduction calculation. Variables control if the check is to be made and the maximum limit. If the check is made, the system checks the employee's quarter to date gross earnings against the quarterly limit.

Checking Age Based Limits

These limits apply to employers claiming deductions from company tax liability for contributions made on behalf of their employees. You can have the system validate the total super deductions that an employer has paid for the employee against an age-related limit provided by the ATO. A company might use this validation to restrict an employee's Salary Sacrifice deductions—because it cannot claim tax deductions for contributions above these limits.

Different age groups have different limits. These limits are indexed every year. The following table lists the limits for financial year 2000 - 2001.

Age of the Employee	2000 - 2001 Limits
Under 35	\$11,388
35 to 49	\$31,631
50 and over	\$78,445

A user-maintained bracket, SUP BR AGEBSL LMT stores this data.

Note. When you set the variable as a supporting element override to control this check, you must make sure that this deduction adds to the YTD accumulator that the system uses for the validation. If the YTD accumulator is equal to the limit based on the employee's age, the system will not resolve the super contribution.

The system uses a separate deduction code to resolve the amount necessary to adjust the super contribution.

Controlling Exemptions and Checking Limits

Supporting element overrides, set as variables at deduction level, control whether the checks are made and the limits imposed. The following table shows the supporting elements and the values that you need to set.

A character value *Y* tells the system to make the check. The minimum and maximum earnings limits require a second variable to hold the limit.

Exemption	Variable	Character Value	Amount Value
Minimum Earnings	SUP VR MINEARN YN	<i>Y</i>	
Minimum Earnings	SUP VR MINERN AMT		<i>Applicable Limit</i>
Age 70 & Over	SUP VR 70&OVER YN	<i>Y</i>	
Under 18, <=30 hrs/wk	SUP VR UNDER18 YN	<i>Y</i>	
Maximum Earnings Limits	SUP VR MAXEARN YN	<i>Y</i>	
Maximum Earnings Limits	SUP VR MAXEARN AMT		<i>Applicable Limit</i>
Age Based Limits	SUP VR AGEBSD	<i>Y</i>	

Accommodating Employee Options

There are a number of employee options related to superannuation that are met by core functionality. Here is a summary of the options and how they are accommodated:

- Override deduction recipient record.

PeopleSoft Global Payroll enables, at the payee level, the overriding of the recipient record set at deduction level (Home, Compensate Employees, Manage Global Payroll Data, Use, Deduction Recipients).

- Override percentages and amount.

PeopleSoft Global Payroll enables the overriding of percentages and amount at different levels. Once set at the deduction level, they can be overridden at the payee deduction assignment level and at the positive input level.

- Automatic assignment of employees to super funds.

When the deduction element is defined to be By Eligibility Group, employees belonging to the eligibility group automatically have the deduction element, as if the employee was enrolled to the deduction.

- Employee's super salary.

This can be stored in the system using the Multiple Components of Pay feature.

- Employee's super fund membership ID.

There is a new page, GPAU_RCPPE_EXT, to capture this information. The page has a Membership ID field into which you enter the identifier the recipient has allocated to the payee.

See Also

Chapter 14, “Running Banking and Recipient Processes for Australia,” Setting Up Additional Deduction Recipient Information, page 93

CHAPTER 13

Calculating Net-to-Gross Payments

This chapter provides an overview of net-to-gross processing—or “gross ups”—and:

- Describes delivered earnings elements.
- Describes what triggers a gross up.
- Explains net and target net pay.
- Explains the basic process of determining the gross amount.
- Takes you through the gross up process.

Understanding Net-to-Gross Processing

Gross ups are required when you want to pay a payee a specific net amount. Starting from the net amount the system works out what gross amount to process so that after all tax deductions have been made the required net amount remains.

In the following sections we describe the main features of the net-to-gross functionality then take you step by step through the process and an example calculation.

Note. In this chapter we refer to Annualised Tax (used in gross up calculations), HECS, and SFSS collectively as “tax deductions,” except when we need to refer specifically to each deduction.

Net-To-Gross Earnings Elements

This feature has two earnings elements. The first is called BONUS NET and is used to pay the net amount. We have delivered this element as a sample because a fixed bonus amount is a typical pay component that must be grossed up.

Enter a bonus amount using positive input. The system calculates the amount by which it needs to gross up the net to have the required net after deducting taxes. It then assigns that amount to the second earnings, BONUS GRS UP. The two earnings between them make up the gross pay. The BONUS GRS UP earnings amount is equal to the amount of the tax deductions. Both earnings are assigned to the EARN – OTHER section in the AUS PAYROLL process list. To summarise:

- $\text{BONUS NET} + \text{BONUS GRS UP} = \text{Gross Pay}$
- $\text{BONUS NET} = \text{Net Pay}$
- $\text{BONUS GRS UP} = \text{Tax Deductions}$

Determining That a Net-to-Gross Calculation is Required

When the BONUS NET earnings is resolved, it adds to a gross up accumulator. In another section, further down the process list, a conditional formula determines that grossing up is required if the gross up accumulator has a value.

Understanding Actual Net Pay and Target Net Pay

The grossing up process creates an actual net pay amount. This is stored in another accumulator. The system compares the target net pay amount with the balance in that accumulator, and when they are the same, the process of calculating the gross pay is complete.

Calculating the BONUS GRS UP Earning

Once the system has determined that a grossing up is required, it starts the calculation by treating the target net as if it were the gross pay. It processes that gross amount, deducting taxes, and gets a new net amount—the actual net. Because of the tax deduction, the actual net doesn't match the target net. Using the difference between actual and target net in a formula, the system calculates a new gross amount, deducts the taxes from it, and arrives at a new actual net which it again compares to the target net. The iterations—or loops—continue, with the actual net getting closer to the target net with each loop, until the actual and target net are the same.

The loop formula is:

$$((1 - \text{net/gross}) \times \text{difference}) + \text{current BONUS GRS UP} + \text{difference} = \text{new BONUS GRS UP}$$

Understanding the Process Sequence

In this section we take you step by step through the process then provide you with an example.

Stepping Through the Processing Sequence

This section discusses the processing sequence.

1. User enters the bonus amount by positive input as the earnings BONUS NET.
2. BONUS NET earnings gets resolved in the EARN - OTHER section and adds to accumulator GUP AC EARNINGS.
3. The EARN - GROSS UP sub process section in the AUS PAYROLL process list has the conditional formula GUP FM CALC REQUIRED. If the formula finds that the GUP AC EARNINGS accumulator is not zero and that there is, therefore, a grossing up to be done on the BONUS NET earning, it invokes the EARN - GROSS UP sub process section.
4. The formula GUP FM TARGET NET, the first element in the EARN - GROSS UP section, sets the variable GUP VR TARGET NET to the value of the GUP AC EARNINGS accumulator (the BONUS NET amount). This value remains constant during subsequent processing.
5. The section GUP TAX DEDUCTIONS—the second element in the EARN - GROSS UP section—runs the formula GUP FM SET AMOUNTS which sets three tax variables TAX VR ANNUALISED, TAX VR HECS AND TAX VR SFSS to the value of the GUP AC EARNINGS accumulator (the BONUS NET amount). The three tax deductions are calculated on these amounts.

6. The GUP TAX DEDUCTIONS section runs the three tax deduction calculations for ANNUALISED TAX, HECS, and SFSS.
7. The conditional formula GUP FM COMPARE NET in the EARN - GROSS UP section, compares the constant value of GUP VR TARGET NET (set at step 4) with the value of the GUP AC NET accumulator which has the three tax deductions subtracting from it and the GUP AC EARNINGS accumulator adding to it.
8. If the formula returns FALSE, meaning that there is no difference between GUP VR TARGET and GUP AC NET, the process stops. If the formula returns TRUE, the formula GUP FM ALTER GROSS runs and works out a new BONUS GRS UP value. The BONUS GRS UP value is the amount by which the net is increased to get a taxable gross.
9. The GUP TAX DEDUCTIONS section resets the three tax variables to the new balance in the GUP AC EARNING accumulator which now contains the original BONUS NET value and the new BONUS GRS UP value. The tax deductions are calculated to produce a new actual net.
10. The loop of calculating a new gross then deducting the taxes to get a new balance in the GUP AC NET accumulator and comparing it to the constant GUP VR TARGET NET continues until the actual net is equal to the target net.
11. When the looping stops, formula GUP FM CHECK AMT runs and checks that the GUP FM COMPARE NET formula has resolved to FALSE indicating that the system has calculated the correct gross up figure. If it returns TRUE, the payee calculation of BONUS goes into error and message is sent to Payee Messages. The system is initially set to a maximum of fifteen iterations (you can change this value in the Maximum Iterations field on the Section Definition page). If the system fails to correctly calculate the gross amount within the limit, you would need to remove the BONUS NET earning amount, calculate the gross manually and pay it as an earnings of your choice.

Calculating the BONUS GRS UP Earnings and the Gross Pay

The following example is based on a positive input entry of 500 to the BONUS NET earnings. The 500 becomes the value of GUP VR TARGET NET.

Note. In this section all amounts are in AUD.

For our example tax deductions are a flat amount of 20 percent; therefore, the first time the GUP TAX DEDUCTION section is called, it calculates tax deductions of 100.

The conditional formula, GUP FM COMPARE NET, resolves to true as the target net is 500 and the actual net is 400. The looping process begins:

First Loop

The difference is calculated by subtracting the actual net from the target net.

$$500 - 400 = 100.00$$

The gross amount is increased at the first attempt to find the eventual BONUS GRS UP earnings amount using the following calculation:

$$((1 - \text{net/gross}) \times \text{difference}) + \text{current BONUS GRS UP} + \text{difference}$$

$$((1 - 400/500) \times 100) + 0 + 100 = 120 \text{ (new BONUS GRS UP)}$$

The gross is increased on the first loop by 120 and is now 620.

Tax is deducted from the gross of 620 and the new net is 496.

The target net of 500 is compared to the actual net of 496.

As the amounts are not equal, and the correct gross has not been found, a second loop occurs.

Note. The GUP AC EARNINGS accumulator is “self correcting” which means that the previous value is “reversed out” and the new value added. The accumulator can adjust up or down as needed. This occurs for each loop in the process.

Second Loop

The difference is calculated by subtracting the actual net from the target net.

$$500 - 496 = 4$$

The gross amount is increased at the second attempt to find the eventual BONUS GRS UP earnings amount using the following calculation:

$$((1 - \text{net/gross}) \times \text{difference}) + \text{current BONUS GRS UP} + \text{difference}$$

$$((1 - 496/620) \times 4) + 120 + 4 = 124.8 \text{ (new BONUS GRS UP)}$$

Gross is increased by 124.8 to 624.80.

Tax is deducted from the gross of 624.80 and the new net is 499.84.

The target net of 500 is compared to the actual net of 499.84.

As the amounts are not equal, the correct gross has not been found, so a third loop occurs.

Third Loop

The difference is calculated by subtracting actual net from the target net.

$$500 - 499.84 = 0.16$$

The gross amount is increased at the third attempt to find the eventual BONUS GRS UP earnings amount using the following calculation:

$$((1 - \text{net/gross}) \times \text{difference}) + \text{current BONUS GRS UP} + \text{difference}$$

$$((1 - 499.84/624.8) \times 0.16) + 124.8 + 0.16 = 124.99 \text{ new BONUS GRS UP rounded to 2 decimal places}$$

Gross is increased by 124.99 to 624.99.

Tax is deducted from the gross of 624.99 and the new net is 499.99.

The target net of 500 is compared to the actual net of 499.99.

As the amounts are not equal, the correct gross has not been found, so a fourth loop occurs.

Fourth Loop

The difference is calculated by subtracting the actual net from the target net.

$$500 - 499.99 = 0.01$$

The gross amount is increased at the fourth attempt to find the eventual BONUS GRS UP earnings amount using the following calculation:

$((1 - \text{net/gross}) \times \text{difference}) + \text{eventual BONUS GRS UP} + \text{difference}$

$((1 - 499.99/624.99) \times 0.01) + 124.99 + 0.01 = 125.00$ (new GBONUS GRS UP rounded to 2 decimal places)

Gross is increased by 125 and is now 625.

Tax is deducted from the gross of 625 and the new net is 500.

The target net of 500 is compared to the actual net of 500.

The compare formula now resolves to false, and the looping process ceases. At this point:

- Gross Pay is 625.
- Net Pay is 500.
- BONUS GRS UP is 125.
- BONUS NET is 500.

CHAPTER 14

Running Banking and Recipient Processes for Australia

This chapter provides an overview of banking and recipient processing and discusses how to:

- Enter additional recipient information.
- Use the multiple options for the content of EFT files.
- Create your electronic funds transfer file.
- Manage manual and separate payments.

Understanding Banking and Recipient Processing for Australia

The banking process of PeopleSoft Global Payroll brings together payroll data, pay entity source bank data, payee or recipient bank data. The EFT file creation process extracts data compiled by the banking process according to the type of EFT file that you are creating, merges it with data provided by the Australian country extension, and creates the file for transmission.

Note. In this chapter the payee of Group Tax, the ATO, is a recipient just as a health fund or the beneficiary of a garnishment is a recipient. So except where otherwise stated, the term “recipient” includes the ATO.

Setting Up Additional Deduction Recipient Information

You set up your deduction recipients on the Deduction Recipient page (Set Up HRMS, Product Related, Global Payroll, Banking, Deduction Recipients). You then add information about those recipients on the Deduction Recipients AUS page.

Pages Used to Enter Additional Recipient Information

Page Name	Object Name	Navigation	Usage
Payee Recipient	GPAU_RCPPE_EXT	Global Payroll, Payee Data, Net Pay / Recipient Elections, Add Deduction Recipients AUS	Link a payee to a deduction recipient and enter the payee's membership number with that recipient.
Ded'tion Recipient (deduction recipient)	GPAU_RECIPIENT_EXT	Set Up HRMS, Product Related, Global Payroll, Banking, Deduction Recipients AUS.	Enter Australia-specific additional information about recipients that you have already set up in core PeopleSoft Global Payroll.

Entering Additional Recipient Information

Access the Ded'tion Recipient page.

Ded'tion Recipient

Recipient ID: KAAMP01 AMP Superannuation

Details Find First 1 of 1 Last

*Effective Date: 01/01/2000 ☐ Group Tax Recipient

File Layout: GPAU_RCPNT_FILE

*Pay Entity	Description	*Calculate Optn	*Type	Amount	Group Number
KAAUSBI	Australian Business Institute	Deduct Commis	Percentage	2.00	123456

Ded'tion Recipient page

Group Tax Recipient

Select if the recipient is the Australian Tax Office, the recipient of group tax. Don't enter a File Layout if you select this check box.

File Layout

Select the appropriate file layout from those that you have created in Application Designer for the electronic data (report) files that you submit to your recipients. When you run the Recipient File - Electronic, Application Engine program gets the file layout that you enter here.

Note. The Application Engine program GPAU_RCPFILE is written to process only the GPNZ_RCPNT FILE recipient schedule file. You can make minor changes to that file, for example field order, but if you make major file layout changes you will need to create additional Application Engine programs to process them.

Pay Entity

Enter the pay entity that is going to receive this commission. If the commission is to be deducted from the payment due to the recipient, the debit to the pay entity's source bank account will be reduced by the commission amount.

Calculate Optn (calculate option)	Select from the following valid values: <i>Ded Comm</i> (deduct commission): The system deducts the commission amount from the payment due to the recipient. <i>Rpt Only</i> (report only): The system reports the commission amount in the EFT file but does not deduct it from the payment.
Type	Select <i>Flat Amt</i> (flat amount) or <i>Percentage</i> .
Amount	Enter the flat amount or percentage to be calculated.
Group Number	Enter the unique identifier that the recipient has supplied for your pay entity. For payment to recipients <i>excluding</i> the Group Tax recipient and payee level recipients, the Group Number is part of the unique lodgment reference that is part of each recipient EFT file.

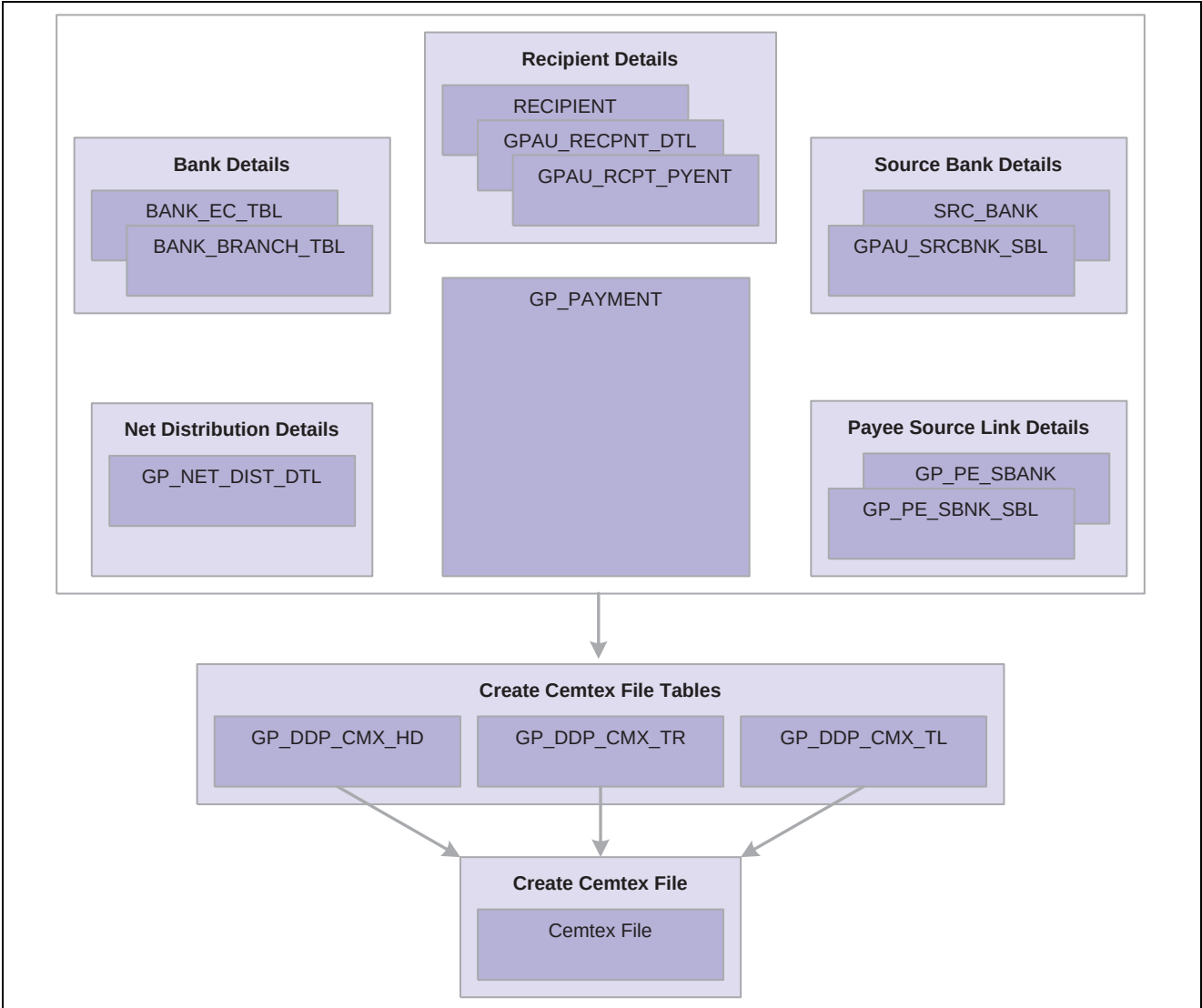
Note. The lodgment reference for Net Pay is the employee ID + payment date, for recipient payments it is Group Number + payment date, and for Group Tax payments it is EFT code + payment date.

Managing Electronic Fund Transfers

The Australian standard Cemtex file for electronic funds transfer (EFT) is created by a process that gives you multiple options that control what each file contains. You can create an EFT file that contains:

- Group tax data only.
- Net pay data only.
- Recipient data only.
- Net pay and recipient data.

The following diagram shows the tables that contribute data to the Cemtex file that will be part of the EFT file.



Tables that contribute to the Cemtex file

Note. You must finalize your Banking process (GP_PMT_PREPARE) before you can create the Cemtex file. Once the Cemtex file has been created, the system changes PMT_STATUS on GP_PAYMENT from P (Prepared) to T (Transferred).

Page Used to Create the EFT Cemtex File

Page Name	Object Name	Navigation	Usage
Fund Transfer - Electronic	GPAU_EFT_CMX	Global Payroll, Payment Processing, Create EFT Payment File AUS	Enter the parameters for the electronic file creation.

Generating the EFT Code

The system enters your pay entity’s EFT code in the header of Group Tax EFTs as part of the lodgment reference (the other part is the payment date making each lodgment reference unique to a particular EFT file).

Your pay entity's EFT code is calculated by the system from your ABN, ABN Branch, and ATO Office Code when you enter them on the Pay Entities AUS page (Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Entities AUS). Once it is calculated, the system displays it on that page. You cannot change the EFT code directly, but the system recalculates and redisplay it if you change the ABN, Branch, or Office Code.

Creating the Electronic Funds Transfer (EFT) Cemtex File

An application engine program, GPAU_EFT_CMV, extracts the salary data from the Payroll Results Table and creates the Cemtex file for transmission to the bank. You can create files for net pay only, recipients only, both net pay and recipients, or for specific deductions.

Access the Fund Transfer - Electronic page.

Fund Transfer - Electronic page

Payment Type	Select from <i>Group Tax</i> , <i>Net Pay And Recipient</i> , <i>Net Pay Distribution Only</i> , <i>Recipient Deduction Only</i> . The EFT file the system creates contains only payments of the type specified.
Entry Description	Included in the header of the EFT file, this indicates what kind of data will be in the file, for example, Payroll.
Calendar Group ID	Enter the ID for the calendar group for which you want the file to be created.
Stream Number	You can create the EFT file for only the payees in the stream that you enter here. Stream processing is applicable to only <i>Net Pay Distribution Only</i> , <i>Net Pay</i> , and <i>Recipient</i> .

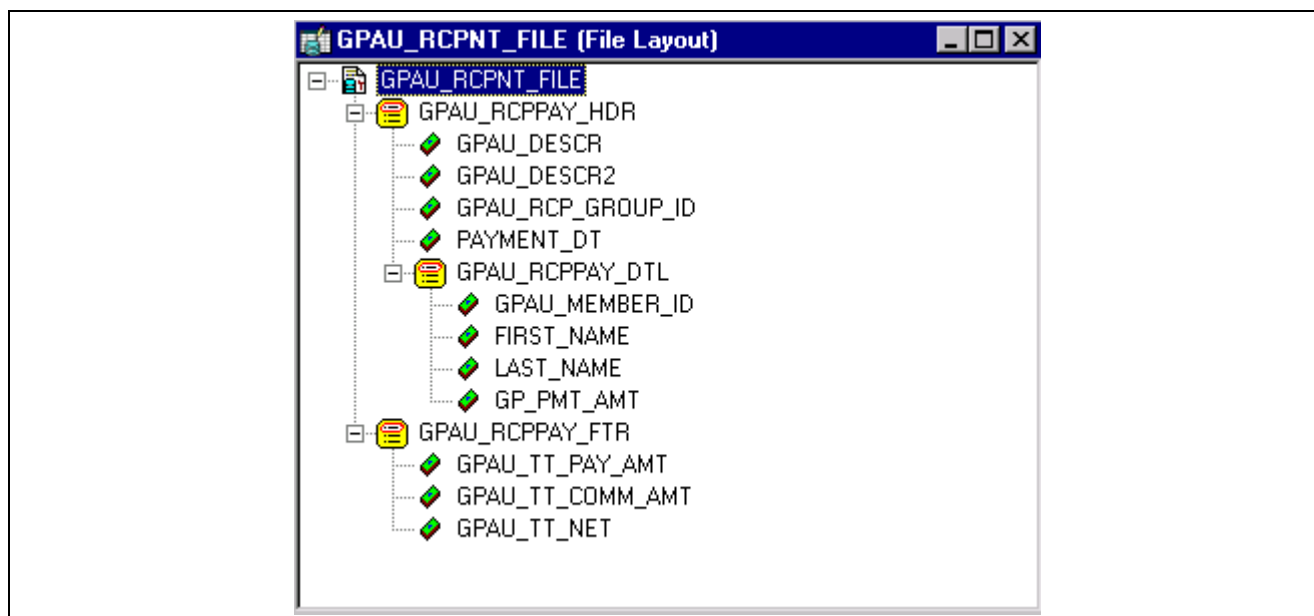
Process Streams	The system selects this check box automatically if you selected the Perform Stream Processing option on the Calendar Group ID page. It indicates that you must select a Stream Number.
Payment Date	This is the date of the actual transfer of the funds. It is written to the EFT file header.
Debit Date	The system extracts recipient payments where their deposit schedule date is equal to the deposit date. If the recipient does not have a deposit schedule, their debit date will be equal to the day the banking process was run.
Recipient Calculate Option	Select <i>All Recipients</i> , <i>Deduction</i> , or <i>Select Recipient Only</i> . Select a single <i>Deduction</i> or a single <i>Recipient ID</i> for the second or third options respectively. For Group Tax, the recipient is KAATO, the Australian Tax Office.

Note. You do not have to select anything here for Net Pay Distribution Only.

Generating Recipient Payment Report Files

It is common for organisations to transmit a file to a recipient so they can update their records. For example, an organisation may pay a recipient weekly and at the end of the month deliver a file with all the payment details. Recipients generally specify the information they want and the report file layout. After you have created the file layout, link it to the recipient on the Ded'tion Recipient page (Set Up HRMS, Product Related, Global Payroll, Banking, Deduction Recipients).

We have supplied a sample file layout, GPAU_RCPNT_FILE. Application Engine, GPAU_RCPFILE, gets the file layout which is stored on the Deduction Recipient page.



Sample Recipient File layout

Note. This electronic file depends upon the prior running of Application Engine, GPAU_EFT_CMV, for recipients.

Page Used to Generate Recipient Payment Report Files

Page Name	Object Name	Navigation	Usage
Recipient File – Electronic	GPAU_RUNCTL_RCP_FL	Global Payroll, Payment Processing, Create Recipient File AUS	Enter the parameters for generating recipient payment files.

Creating the Recipient Payment Report File

Access the Recipient Payment File page.

Recipient File – Electronic page

Debit Date	The system extracts payment data where the deposit date equals the date that you enter here.
Payment Date	This is the date, passed to the EFT file header, that the bank passed the payment to the recipient. It's written to the output report file.
Calculate Optn (calculate options)	These are the same as for the EFT creation process — <i>All Recipients</i>, <i>Deduction</i>, and <i>Select Recipients Only</i>. Select a single <i>Deduction</i> or a (multiple) <i>Recipient ID</i> for the second or third options respectively.

Note. Recipient File Report, GPAUPY52, is an SQR version of the data extracted for the electronic recipient file. When you select to run the Recipient File Creation AE in the PeopleSoft Process Scheduler Request page, you automatically get the SQR. If you want the SQR only, you can select its check box and leave the AE check box cleared.

Reporting Net Payment

The Net Payment Report extracts data from the Cemtex Transaction Table, the Header Table, from Personal Data, and from Job.

Choose detail or summary reporting.

Detail Reporting

The table below shows what you see when reporting detail.

<i>Employee ID</i>	<i>Empl#</i>	<i>Name</i>	<i>Pay Date</i>	<i>Pay Amt</i>
AUEMOO1	0	Sue Ellis	01/01/2001	5000
AUEMOO2	0	Sheila Bruce	01/01/2001	4500
Total Records	2			
Total Credit	9500			
Total Debit	9500			

Summary Reporting

The same data reported at summary level.

Total Records	2			
Total Credit	9500			
Total Debit	9500			

See Also

[Appendix A, “Appendix: PeopleSoft Global Payroll for Australia Reports,” page 177](#)

Processing Manual and Separate Cheques

Organisations are often required to produce manual cheques for their employees. When required, all values are calculated and paid outside the payroll system. PeopleSoft enables you to enter these values into the system to keep the employee’s earnings history up to date.

Employers may also have local agreements that require certain payments to be assigned to a separate cheque number. PeopleSoft enables you to assign additional earnings to a separate cheque number, either on a one-time basis (using positive input), or on a more permanent basis (using additional earnings). When you run the pay calculation process, a separate gross to net calculation is performed.

Processing Manual Cheques Using Calendars

If a payment to a payee is missed in PeopleSoft Global Payroll, enter the values into the pay calendar in which the payment should have occurred. The system recognizes that the pay calendar has been finalized and any changes made to that calendar are then considered during retro processing. Take advantage of the functionality supplied by retro to do the calculation for you.

To use calendars for manual cheques:

1. Create a new calendar ID and calendar group ID.

If you incorporate into the naming convention of the calendar group ID a notation that the run was specifically for manual cheques, then you can identify at employee level that the payment was not banked.

2. Add or correct the data (using positive input) in the calendar in which the payment should have occurred.

If the amounts have already been calculated and paid, enter these values here, and retro will process the entered amounts.

3. Run the pay calculation process for the new calendar.
4. Finalize the pay run when you are satisfied the results are correct.
5. Use the results of the calculation to create and issue the cheque.

Note. Don't run the banking process. This prevents the payment from being sent to the bank.

Processing Separate Cheques

Use the separate cheque functionality for bonus payments or retro payments. The result in the pay calculation is a separate gross to net calculation.

To process separate cheques in PeopleSoft Global Payroll, set up a new calendar, enter positive input, and then process the pay run as normal. Retro payments can be made in separate calendars, but most earnings need a generation control so that they are not processed in the retro run. Employees may also request that their net pay, as the result of this separate calculation, be deposited into a different bank account to that of their regular pay. PeopleSoft Global Payroll enables employees to have multiple net distribution details, but they are defined by run type (providing that you defined a run type for regular run type and another for bonus run type, then the employee could nominate a different bank account for each run).

Note. If this method is used to pay into a different bank account, then retro mismatches will occur. When retro triggers are processed, manually forward the deltas to a target calendar on the Unprocessed Retro Deltas page.

CHAPTER 15

Printing and Viewing Payslips

This chapter discusses how to:

- Print payslips.
- Override delivery options.
- View payslips online.

Printing Payslips

You print payslips by running the GPAUPY01 SQR (Global Payroll, Payslips, Create/Print Payslips AUS).

The template that you defined controls the layout of the printed payslip.

You print payslips by calendar group ID. You can restrict the payslips printed from the pay run associated with the calendar group ID.

You can print payslips for:

- An entire calendar group ID
- Individual payees for the selected calendar group ID
- Groups of payees in the selected calendar group ID by pay entity, pay group, department, or location. The run control page has links to the options.

For pay entity and pay group you select only pay entities or pay groups respectively; for department and location you select set IDs and then departments or location codes respectively; for payee list you select only employee IDs.

You can set up to three sort keys from the following options: Department, Employee Name, Location, Not Applicable, Pay Entity or Pay Group. If you select Not Applicable the program print the payslips by employee ID.

Overriding Payslip Delivery Options

The default delivery option for all payslips is the internal or external address that you selected when you defined your payslip template. You can set an effective-dated override of that delivery option at payee level (Global Payroll, Payee Data, Create Overrides, Payslip Delivery Option AUS).

Viewing Payslips Online

You can view an online version of the payslip. What you see online is based upon the layout defined in your payslip template, just as what you see on the printed payslip is based on the payslip template. This self-service transaction is part of the PeopleSoft ePay application.

See Also

Chapter 7, “Setting Up Payslips for Australia,” page 35

CHAPTER 16

Reporting Payroll Data for Australia

This chapter provides an overview of payroll reports for Australia and discusses:

- Setting up payroll report definitions.
- Payroll Register.
- Payroll Reconciliation.
- Pay Components.
- Payroll Messages.

Understanding Payroll Reports for Australia

The payroll reports for Australia are reports based on the core PeopleSoft Global Payroll reports. They each report additional data or present data in a different way to meet Australian reporting requirements. And you have control over the output of the reports by using previously set up report definitions.

Understanding Payroll Report Definitions

When you run the payroll register, reconciliation and pay components reports, you have the option to report earnings and deductions together or just accumulators or both. However, you might not want to always include all earnings and deductions or all accumulators.

You can, therefore set up report definitions that control what is included or excluded. When you run the report, you can select the report definition that will give you the results you want.

Setting Up Payroll Report Definitions

When setting up your report definitions, you specify which earnings and deductions to *exclude* and which accumulators to *include*.

Page Used to Set Up Payroll Report IDs

Page Name	Object Name	Navigation	Usage
Payroll Rept Defns	GPAU_PAY_REPT_DEFN	Set Up HRMS, Product Related, Global Payroll, Reports, Payroll Reports Definition AUS	Enter the earnings and deductions the system is to exclude from, or the accumulators it is to include in a payroll report when you select a particular report definition on the report run control page.

Running Payroll Reports for Australia

The selection you make on the run control pages for the payroll register, reconciliation and pay components reports controls the output of the report.

The following table indicates the results you get according to the selections you make on the run control page.

Output Required	Report ID Entered	Result
Earnings and Deductions	Yes	All earnings and deduction minus those specified for exclusion in the report ID.
Earnings and Deductions	No	All earnings and deductions.
Accumulators	Yes	Only those accumulators specified for inclusion on the report ID.
Accumulators	No	Nothing.
All	Yes	All earnings and deduction minus those specified for exclusion in the report ID. Only those accumulators specified on the report ID.
All	No	All earnings and deductions. No accumulators.

In the “Pages Used” table following, the usage column details the differences and provides information on the run control.

Pages Used to Run Payroll Reports for Australia

Page Name	Object Name	Navigation	Usage
Payroll Register	GPAU_RC_PY11	Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Register AUS	Create the report for a whole calendar group, or a specific pay entity in which case you set from and to dates. For pay entity you can specify a summary report only. The sort options are Department, Location and Payee. You can report earnings and deductions or accumulators or both (called “Sections”) and use report definitions to control the output. And you can specify a payee population of all (payees), or selected pay groups or selected payees.
Reconciliation Report	GPAU_RC_PY12	Global Payroll, Absence and Payroll Processing, Payroll Reports, Reconciliation AUS	Create the report for a whole calendar group, or a specific pay entity in which case you set from and to dates. For pay entity you can specify a summary report only. You can include YTD values. The sort options are department and location. You can also specify whether you want to report earnings only, deductions only or both earnings and deductions (called “Sections”) and use report definitions to control the output. And you can specify a payee population of all (payees) or pay groups
Pay Component	GPAU_RC_PY13	Global Payroll, Absence and Payroll Processing, Payroll Reports, Pay Components AUS	Create the report for a whole calendar group, or a specific pay entity in which case you set from and to dates. For pay entity you can specify a summary report only. The sort options are department and location. You can also specify whether you want to report earnings only, deductions only or both earnings and deductions (called “Sections”) and use report definitions to control the output. And you can specify the element population of all (elements in the section) or selected elements.

Page Name	Object Name	Navigation	Usage
Payroll Messages	GPAU_RC_PY14	Global Payroll, Absence and Payroll Processing, Payroll Reports, Messages AUS	List, by payee, any error or warning messages that have occurred during the pay run. You only need to specify a language and calendar group for this report.

See Also

Appendix A, “Appendix: PeopleSoft Global Payroll for Australia Reports,” page 177

CHAPTER 17

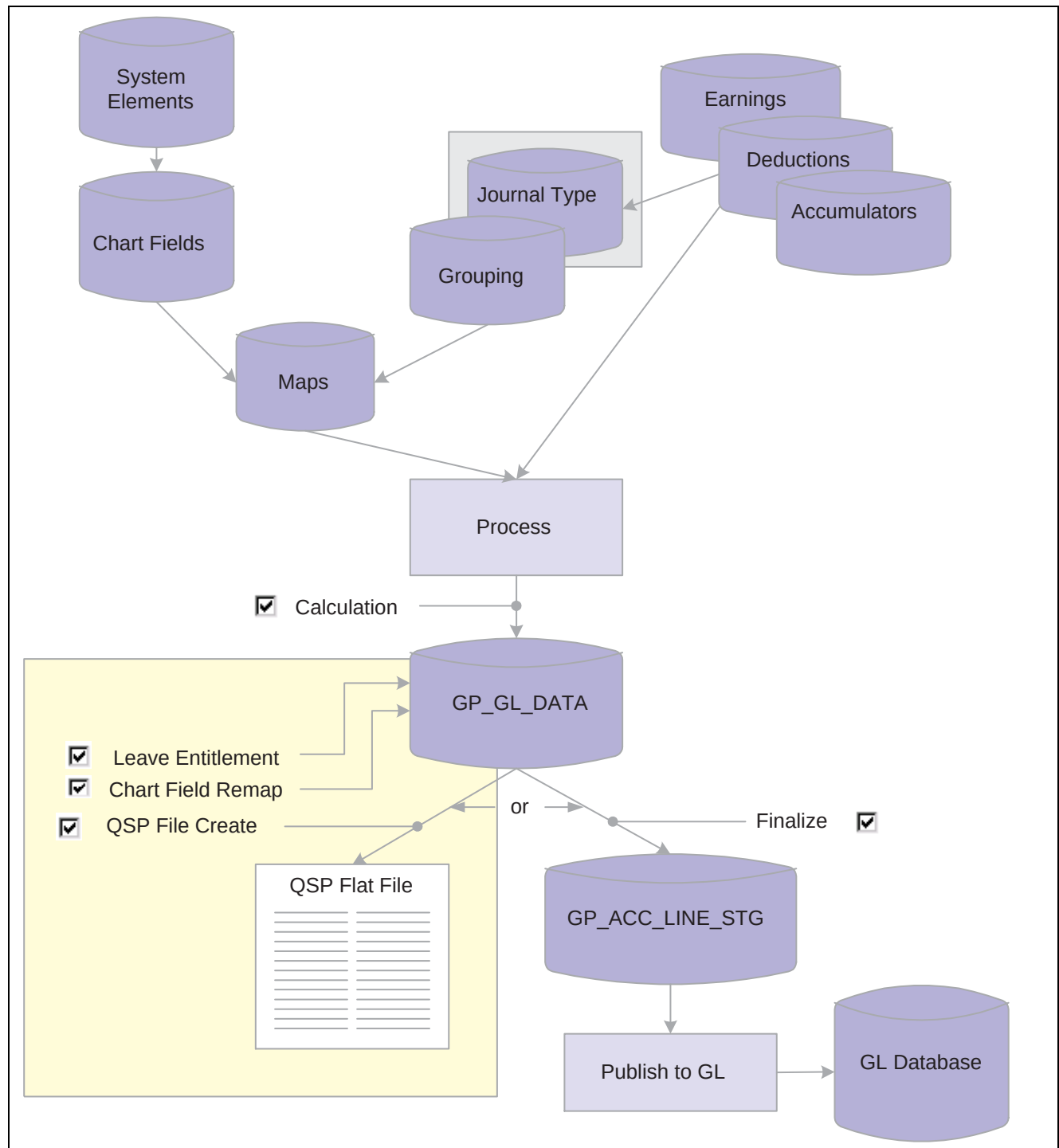
Using the General Ledger Interface

This chapter provides an overview of the additions we have made to the core general ledger interface (GLI) and discusses how to:

- Link journal types to GL groupings.
- Calculate accrued salary.
- Calculate leave liability.
- Report leave liability and history.
- Calculate state payroll tax liability.
- Run the GLI or QSP processes.

Processing Payroll Data to GLI or QSP

The following diagram represents the processing of payroll data for the GLI or QSP. The two shaded boxes with borders show up the added local functionality. The selected check boxes represent the options on the processing page. Note that the Leave Entitlement option adds data to the GP_GL_DATA table for inclusion in the output to either QSP or GLI.



Linking Journal Types to GL Groupings

The Office for Government Online (OGO) QSP financials file needs payroll data reported by journal type. But see the Note following.

You report payroll data to the general ledger by journal type by linking a journal type to a general ledger grouping.

A grouping comprises entry types of earnings, deductions, or segment accumulators.

There are five delivered journal types: Accrual, Salary, Employee Entitlement, Statistical and Terminated EE's (employee's) Entitlement.

Accrual and Statistical journal types are for QSP users only.

Note. The Leave Entitlements Application Engine selects data for inclusion into the GPAU_LEAVE_LIAB record (from GP_GL_DATA) by the flags for journal types Employee Entitlement and Terminated EE's Entitlement. Therefore, any organisation needing to resolve leave entitlement calculations within the Leave Entitlement phase of the GL Interface process needs to select a journal type for each GL grouping code associated with GL Liability earnings codes.

The following table shows an example setup. Columns 1 and 2 are from the core General Ledger Grouping page GP_GL_GROUP Set Up HRMS, Product Related, Global Payroll, Element Groupings, Integration, Element Groupings, column 3 is from the Journal Type AUS page GPAU_JOURNAL_TYPE Set Up HRMS, Product Related, Global Payroll, Integration, Journal Type AUS.

Grouping Code	Element	Journal Type
Accrual	GLI Accrual (segment accumulator)	Accrual
Earnings	AUS GROSS (segment accumulator)	Salary
Entitlements	LIAB ANN DAY, LIAB ANN HRS, LIAB LSL WKS (earnings)	Employee Entitlement
Termination	LIAB TAL HRS, LIAB TAL DYS, LIAB TLS WKS (earnings).	Terminated EE's Entitlement.

Page Used to Link Journal Types to GL Groupings

Page Name	Object Name	Navigation	Usage
Journal Type	GPAU_JOURNAL_TYPE	Set Up HRMS, Product Related, Global Payroll, Integration, Journal Type AUS	Attach a journal type to each GL grouping. Select from Accrual, Employee Entitlement, Salary, Statistical, Terminated EE's (employee's) Entitlement.

Calculating Accrued Salary

If the end date of the last pay period in a month is before the end of the financial month, you can send a percentage of total salary as the accrued costing for the "gap" between the two dates.

Accumulator GLI ACCRUAL has a single member AUS GROSS that contributes the variable GLI VR ACCRUAL PCT. The variable has a value of 0.00. You only want the accumulator's value to be included in the GLI process in the last month, so on the pay calendar for the last period, you need to set the value of the variable as a calendar supporting element override. The value may vary according to the number of days in the gap.

The value sent to QSP is reversed by the financials system the following month and replaced by actual costings.

Note. Non-QSP users should give accrued salary journal type Entitlement.

Calculating Leave Liability

The amount of leave an employee is owed needs to be costed as a liability in the general ledger. For leave liability reporting, we have set up earnings that store the monetary value of each employee's leave entitlement. The earnings are not paid as earnings because they do not contribute to AUS GROSS.

Because the GLI and QSP flat file only requires the difference between the liability for the last pay period and the current pay period, this is what the Application Engine (AE) leave entitlement process calculates and passes to GP_GL_DATA.

If an employee has terminated the stored value of his processed liability has to be reversed out from the GL, since it is no longer a liability.

Reversing Leave Liability on Termination

Termination liability earnings LIAB TAL HRS, LIAB TAL DYS, LIAB TLS WKS, LIAB TLS FTM and LIAB TLS PTM each have a calculation rule of Amount, where the amount is the corresponding liability earnings.

Earnings	Amount = Earnings (Calc Rule)
LIAB TAL HRS	LIAB ANN HRS (Entitlement balance × Hourly Rate)
LIAB TAL DYS	LIAB ANN DAY (Entitlement balance × Daily Rate)
LIAB TLS WKS	LIAB LSL WKS (Entitlement balance × Days to Weeks formula × Attrition Bracket)
LIAB TLS FTM	LIAB LSLFTM (Entitlement balance × Days to Month formula × Attrition Bracket)
LIAB TLS PTM	LIAB LSLPTM (Entitlement balance × Days to Month formula × Attrition Bracket)

Each earnings has generation control GLI GC TERM ENT attached and the generation control's condition is HR status of Terminated. If an employee is terminated, their leave balance liability earnings value becomes the termination liability earnings value for reversal.

Reporting Leave Liability

The data that the report process extracts for leave liability reporting can be transferred to the general ledger through the GLI and included in the QSP financials file.

The reports, the interface, and the QSP file depend upon data that is created the same way as any other data that's used for reports, the GLI or the QSP file generation—by the use of PeopleSoft Global Payroll rules.

Note. In this section, unless otherwise stated, 'reported' means printed on a report, available for transfer to GLI and available for inclusion in the QSP file.

Liability and absence history are calculated and reported to assist in the administration of employee absences and leave. They are used to identify trends in absence and for costing purposes.

Note. Absence history and its associated report are not part of the GLI functionality.

See [Appendix A, "Appendix: PeopleSoft Global Payroll for Australia Reports," PeopleSoft Global Payroll for Australia: Additional Reports, page 178.](#)

Liability is reported for annual leave accrued in hours, annual leave accrued in days, and long service leave accrued in weeks and months. The values are calculated as earnings: LIAB ANN HRS, LIAB ANN DAY, LIAB LSL WKS, LIAB LSLFTM and LIAB LSLPTM. These earnings do not contribute to accumulator AUS GROSS.

When you run the liability report, the parameters include the element category. Earnings LIAB ANN DAY is category ANN and LIAB LSL WKS, LIAB LSLFTM and LIAB LSLPTM are category LSL. Earnings LIAB ANN HRS does not currently have a category so will not be included in the report for category ANN. The category value is assigned as a variable entered as a supporting element override for each earnings.

The remainder of this section describes how to:

- Calculate annual leave liability for hourly accrual.
- Calculate annual leave liability for daily accrual.
- Calculate long service leave liability for weekly accrual.
- Calculate long service leave liability for monthly accrual.
- Reverse leave liability when the cost centre changes.

Note. The term "pro rata" refers to accrued leave that the payee may or may not be entitled to take. Pro rata becomes entitlement on an anniversary, usually of the payee's hire date. Entitlement refers to leave that the payee is entitled to take and that may have once been pro rata leave. We make this distinction in this documentation because both entitlement and pro rata (as we have just defined them) are called "entitlement" in the system.

Calculating Annual Leave Liability for Hourly Accrual

The calculation rule for LIAB ANN HRS is Unit × Rate where:

Unit = Accumulator ANN ENTHRS_BAL

Rate = System element HOURLY RT

Calculating Annual Leave Liability for Daily Accrual

The calculation rule for LIAB ANN DAY is $\text{Unit} \times \text{Rate}$ where:

Unit = Formula LVL FM ANN DYS VAL

Rate = System element DAILY RT

The formula LVL FM ANN DYS VAL adds the values of two accumulators, the day's entitlement balance, and the day's pro rata balance, ANN ENTDYS_BAL and ANN PRODYS_BAL.

Calculating Long Service Leave Liability for Weekly Accrual

The calculation rule for earnings LIAB LSL WKS is $\text{Unit} \times \text{Rate} \times \text{Percent}$ where:

Unit = Formula LVL FM LSL WKS VAL

Rate = Formula AUS FM DAYS TO WKS

Percent = Bracket LVL BR LIAB ATT

Formula LVL FM LSL WKS VAL calculates the “units” of leave that the payee has by adding the Long Service Leave entitlement balance (accumulator LSL ENTWKF_BAL) to the Long Service Leave pro rata balance (accumulator LSL PROWKF_BAL).

Formula AUS FM DAYS TO WKS—the earning's Rate—resolves to the payee's pay per week by multiplying their FTE (from the Job record) by the variable AUS VR WKLY VAL (set to 5.00; that is, a week is five days) by the employee's daily rate.

Bracket LVL BR LIAB ATT—the earning's percentage—returns a value based upon the payee's years of service and the attrition rates that apply. This is basically saying, for example, only 50 percent of payees who have five years of service will stay long enough to qualify for long-service leave.

This following table shows the delivered values.

After [No.] Years of Service	Estimated % of Payees who will stay to qualify for LSL
5	50
8	75
10	100

The search key for the bracket is the formula LVL FM DUR IN YRS, which resolves the number of years the payee has served. The formula divides duration LSL DR DYS FR HIRE by the variable LVL VR DAY IN YEAR (set to 365.25) to convert the duration in days to a number of years.

The duration's From date is LVE FM ACCR ST DT, which determines whether to use the payee's hire date or rehire date in calculating the days of service (it uses rehire date if it is later than hire date). The duration's To date is the period end date.

After determining the number of years of service, the bracket can return the value to use as the percentage in the earning's calculation rule.

Once the three earnings are calculated their values are available for reporting, passing to GL by the GLI, or including in the QSP file.

Calculating Long Service Leave Liability for Monthly Accrual

The calculation rules for earnings LIAB LSLFTM and LIAB LSLPTM, the monthly full and part accruals, are $\text{Unit} \times \text{Rate} \times \text{Percent}$ where:

Unit = Formula LVL FM LSL MTHFTV and LVL FM LSL MTHPTV respectively

Rate = Formula AUS FM DAYS TO MTH

Percent = Bracket LVL BR LIAB ATT

Formula LVL FM LSL MTHFTV calculates the “units” of leave that the payee has by adding the Long Service Leave entitlement balance (accumulator PSH LSENTFT_BAL) to the Long Service Leave pro rata balance (accumulator PSH LSLPROFT_BAL) for the Full Time leave.

Formula LVL FM LSL MTHPTV and LVL FM LSL MTHPTV calculates the “units” of leave that the payee has by adding the Long Service Leave entitlement balance (accumulator PSH LSENTPT_BAL) to the Long Service Leave pro rata balance (accumulator PSH LSLPROPT_BAL) for the Part Time leave.

Formula AUS FM DAYS TO MTH—the earning's Rate—resolves to the payee's pay per month by multiplying their FTE (from the Job record) by the variable AUS VR MTHLY VAL (set to 30.00; that is, a month is thirty days) by the employee's daily rate.

The attrition rates bracket is the same as used in the LSL weekly accrual.

See Also

[Chapter 17, “Using the General Ledger Interface,” Calculating Long Service Leave Liability for Weekly Accrual, page 114](#)

[Appendix A, “Appendix: PeopleSoft Global Payroll for Australia Reports,” page 177](#)

Reversing Leave Liability When the Cost Centre Changes

The leave entitlements Application Engine program checks to see if there is a change of chartfield for each employee—where chartfields represent cost centres such as department and pay group. When the program detects a change, it reverses the liability from the centre storing the processed liability and sends the full amount of the new (unprocessed) liability (not the difference) to the new cost centre.

Calculating State Payroll Tax Liability

Payroll tax liability is calculated and becomes earnings PYRL TX PROV for mapping to the GL, just like any other earnings. Array GLI AR PYTX RT, with its processing formula GLI FM CHK STATE, determines an employee's state and payroll tax rate. The rate is multiplied by the accumulator GLI SPT PROVISION, the members of which are the earnings and deductions liable for payroll tax.

Note. You need to ensure all earnings and deductions liable for state payroll tax are in the GLI SPT PROVISION accumulator. This is only a provision for GL reporting, not actual State Payroll Tax amounts.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Salary Packaging, “Setting Up Salary Packaging,” Setting Up and Viewing Salary Packaging Tax Options

Chapter 5, “Setting Up for Reporting State Payroll Tax,” page 27

Chapter 11, “Reporting State Payroll Tax Liabilities,” page 77

Page Used to Calculate State Payroll Tax Liability

Page Name	Object Name	Navigation	Usage
State Payroll Tax	PKG_PYTX_RT_TBL	Set Up HRMS, Product Related, Global Payroll, Taxes, Sal Pkg Payroll Tax Rates AUS, or Set Up HRMS, Product Related, Compensation, Salary Packaging AUS, State Payroll Tax Rates	Maintain the tax rates state by state. The GLI needs the percentages to calculate the SPT provision.

Running the GLI or QSP Processes

The Calculate phase of GLI processing populates the GP_GL_DATA table. The Leave Entitlement process uses the Application Engine program GPAU_LVE_ENT to compare previous entitlement liability to current entitlement liability and load the difference into GP_GL_DATA. The Application Engine program GPAU_QSP_GLI manages the payroll data and generates the QSP flat file.

You can also run an Application Engine process (GPAUS_GL_MAP) that updates chartfields in GP_GL_DATA. The program selects and updates the necessary GP_GL_DATA records with specified chartfield overrides. When you run the GL interface finalise process, the data is summarised using your chosen (remapped) chartfields for correct account mapping.

Note. You need to have already finalized your payroll to get up-to-date entitlement balances—upon which the liability calculation is based—for annual leave and long service leave.

After you have updated the GP_GL_DATA table, you can either complete the standard core GLI process by running Finalize or generate the QSP file by running the QSP File Create process.

Page Used to Run the GLI or QSP Processes

Page Name	Object Name	Navigation	Usage
Run General Ledger	GPAU_GL_PREPARE	Global Payroll, Time and Labor / GL Costs, Send Costs to GL AUS.	Initiate the processes for calculation of GL data, leave entitlement, QSP flat file creation, finalisation of the GLI and statistical data updating.

Running the General Ledger Process

Access the Run General Ledger page.

Run General Ledger page

Note. The differences between this page and the page you access through Compensate Employees, Manage Payroll Process, Process (GP_GL_PREPARE) are the three additional processing phases and options Chart Field Remap, Leave Entitlement and QSP File Create.

Processing Phases and Options

Chart Field Remap

Select this check box to enable the chartfield remap application program when running the General Ledger process. This run control page enables you to run an Application Engine process (GPAUS_GL_MAP) that updates chartfields in GP_GL_DATA. The program selects and updates the necessary GP_GL_DATA records with specified chartfield overrides. When you run the GL interface finalise process, the data is summarised using your chosen (remapped) chartfields for correct account mapping.

Running The Chartfields Remapping Process

The Chartfield remapping process achieves the following:

- Uses specified chartfield overrides and updates the GP_GL_DATA records.
- Enables the GL interface finalise process to correctly summarise transactions using your chosen combination of chartfields, grouping codes and account values.

You run the new Application Engine program as part of the standard General Ledger Interface process in the following sequence:

1. Ensure GL Calculate phase is complete.
2. Execute new Application Engine process to perform department remapping.

You run the remap before the leave entitlement process. If you alter the remap you must always re-run the calculate process. You can't re-run the remap process until you have run the calculation process.

3. Ensure GL Leave Entitlement phase is complete.
4. Execute GL Finalise process.

Note. This process runs as a separate process and is not integrated into existing Application Engines. In this way, it does not impact on the existing General Ledger Interface.

The *Journal Name* field is used when you select QSP File Create. The journal name is a user-defined and entered value, which is included in the QSP file header.

The following table shows which processes apply (Y = Yes, N = No)

Process/Phase	PeopleSoft GL	QSP GL
Calculate	Y	Y
Leave Entitlement	Y	Y
QSP File Create	N	Y
Finalize	Y	N
Update Statistics	Y	Y

Note. The QSP File Create phase includes some of the GLI Finalize phase processing so you do not have to finalize after creating the QSP flat file.

Remapping Chartfields after Initial Calculation

PeopleSoft Global Payroll for Australia enables you to define chartfield remapping data used during the General Ledger (GL) interface process and post payroll costs to differing levels of chartfields based on GL groupings codes or accounts. You can use the GL Chartfield Remap page to set up GL chartfield parameters that enable you to remap default chartfields after you run the initial calculate process. For example, you may have a requirement that a higher level of chartfields is attached to each of your account codes. Instead of using multiple departments for each account code, you may require one global chartfield level, which covers all departments.

Page Used to Remap Chartfields After Initial Calculation

Page Name	Object Name	Navigation	Usage
GL Chartfield Remap	GPSG_GL_MAP	Setup HRMS, Product Related, Global Payroll, Integration, GL Chartfield Remapping AUS	Set up GL chartfield parameters that enable you to remap chartfields after you run the initial calculate process. You can configure and maintain GL remapping data. Enables you to set up different levels of chartfields based on GL groupings codes or accounts.

Remapping Chartfields

Access the GL Chartfield Remap page.

GL Chartfield Remap

Pay Entity: KAAUSBI Australian Business Institute

Business Unit: AUS01 Australian Business Unit

General Ledger Unit: AUS01

Chartfields Find | View All First 1 of 1 Last

***Effective Date:** 11/11/2002

Chartfields to be passed to GL

DEPTID ☒

GP PAYGROUP ☒

Chartfield Transformations Customize | Find | View All First 1 of 1 Last

SeqNum	Account	Grouping Code	DEPTID	GP PAYGROUP
1	1 000000	TAX	ALL DEPTS	KAMONTHLY

GL Chartfield Remap page

Chartfields

Chartfields represent attributes of a payee, such as department, company, or employee ID. When you send a payee's earnings, deductions, or accumulator amounts to PeopleSoft General Ledger, you can also transmit the values that associated with your specific combination of chartfields for the payee.

Chartfields to be passed to GL

A field appears for each chartfield you have set up on the Mapping page in PeopleSoft Global Payroll. Use the specific chartfields check boxes to choose not to send your specific chartfields to the General Ledger. During mapping, chartfields can be used to cost to different account codes. You can then choose not to send the chartfields to the General Ledger and only send the values to the accounts. When integrating PeopleSoft Global Payroll with General Ledger, you can remap chartfield values to a business unit's general ledger (GL) account numbers. To enter the new, remapped chartfield value, use the Transformed Values tab.

Chartfield Transformations

The default chartfields values display in the fields on the Chartfields tab. To remap the default settings, select the new values on the Transformed Values tab.

Chartfields / Transformed Values**Account**

This is the General Ledger Account number to which your chartfields and grouping codes will map.

Grouping Code

Select the code to map to the General Ledger account. This is the Grouping Code for the elements that are included in the General Ledger transfer. A grouping comprises entry types of earnings, deductions, or segment accumulators. Elements must be in groups before they can be processed by General Ledger. Instead of entering earnings individually, you bundle them into one accumulator and create a grouping code for that accumulator.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Working With Interfaces"

CHAPTER 18

Defining Absence Rules for Australia

This chapter provides an overview of absence rules for Australia and:

- Explains how regular earnings are affected by leave payments.
- Looks at tables of the delivered primary elements—the absence entitlement and absence take elements.
- Describes the processing features of each primary element, including OGO long service leave.
- Explains the leave paid in advance functionality.

Overview of Managing Absences

Managing absences or periods of leave in Australia is complex, since business practices and state legislation vary on such things as the rate and frequency at which leave accrues and whether it becomes immediate entitlement or starts as pro rata leave.

Note. Absence Entitlement may be actual entitlement that can be wholly or partially taken, it may be pro rata which may be wholly or partially taken while still pro rata, or only taken on its transfer to entitlement on the anniversary that you specify. In this chapter, entitlement as defined above is called “entitlement” and pro rata is called “pro rata” even though both are “absence entitlements.” The term absence entitlement will mean both.

We have provided 17 Absence Entitlement elements and 14 Absence Take elements to demonstrate how PeopleSoft Global payroll can process typical leave requirements in Australia. They cover annual leave, long service leave—including Federal Government (OGO), sick leave, and other leaves such as maternity leave, jury service, and workers compensation.

Reducing Leave Hours from Regular Hours

When leave is paid to employees who are paid regular standard hours, the hours paid as leave must reduce those regular standard hours.

To achieve this, the leave earnings are in a section in the process list that is resolved before regular pay. The same earnings contribute to an accumulator ERN AC REDUCE HRS. The unit in the calculation rule for earnings REGPAY STDHR is formula ERN FM REGSTD UNIT and the accumulator ERN AC REDUCE HRS subtracts from the regular hours calculation within the formula.

Delivered Absence Primary Elements

Primary absence elements are absence entitlements—entitlement or pro rata—and absence takes. In the two tables following we cross reference entitlements to takes and takes to entitlements in the description column.

Delivered Absence Entitlements

The following is a list of the delivered absence entitlements in PeopleSoft Global Payroll for Australia.

Name	Description / Used By Take
Annual Leave	
ANN ENTHRS	Annual Leave Hours Entitlement / ANN TKEHRS
ANN ENTDYS	Annual Leave Days Entitlement / ANN TKEDYS
ANN PRODYS	Annual Leave Days Pro Rata / ANN TKEDYS
ANN ENTHPH	Annual Lve Hours Per Hour Entitlement / ANN TKEHPH
Long Service Leave	
LSL ENTWKF	LSL Federal Entitlement Weeks / LSL TKEWKF
LSL PROWKF	LSL Federal Pro Rata Weeks / LSL TKEWKF
LSL ENTWKO	LSL Other (State) Entitlement Weeks / LSL TKEWKO
LSL PROWKO	LSL Other(State) Pro Rata Weeks / LSL TKEWKO
Long Service Leave (OGO)	
PSH LSENTFT	LSL Entitlement FullTime incl PSH / PSH LSLTKEFT
PSH LSENTPT	LSL Entitlement PartTime incl PSH / PSH LSLTKEPT
PSH LSLPROFT	LSL ProRata FulTime incl PSH / not used
PSH LSLPROPT	LSL ProRata PartTime incl PSH / not used

Name	Description / Used By Take
Sick Leave	
SCK ENTDYS V	Sick Leave Variable Days Entitlement / SCK TKEDYS V
SCK ENTDYS F	Sick Leave Fixed Days Entitlement / SCK TKEDYS F
SCK ENTHRS	Sick Lve Hours Entitlement / SCK TKEHRS
SCK PROHRS	Sick Leave Hours Pro Rata / SCK TKEHRS
Other	
GENERIC ENT	Generic Per Absence Entitlement / Various Takes

Delivered Absence Takes

The following is a list of the delivered absence takes in PeopleSoft Global Payroll for Australia.

Name	Description / Take Uses
Annual Leave	
ANN TKEHRS	Annual Leave Take Hours Entitlement / ANN ENTHRS
ANN TKEDYS	Annual Leave Take Days Entitlement / ANN ENTDYS, ANN PRODYS
ANN TKEHPH	Annual Leave Take HoursPerHour Entitlement / ANN ENTHPH
Long Service Leave	
LSL TKEWKF	LSL Take Federal Entitlement / LSL ENTWKF, LSL PROWKF
Long Service Leave (OGO)	
PSH LSLTKEFT	LSL FullTime Months Take / PSH LSENTFT

Name	Description / Take Uses
PSH LSLTKEPT	LSL PartTime Months Take / PSH LSENTPT
LSL TKEWKO	LSL Take Other (State) Entitlement / LSL ENTWKO, LSL PROWKO
Sick Leave	
SCK TKEDYS V	Sick Lve Take Variable Days / SCK ENTDYSV
SCKTKEDYS F	Sick Leave Take Fixed Days / SCK ENTDYS F
SCK TKEHRS	Sick Leave Take Hours Entitlement / SCK ENTHRS, SCK PROHRS
Others	
WCOMPTKE	Workers' Compensation Take / GENERIC ENT
LWOP TKE	Leave Without Pay Take / GENERIC ENT
MATERNITY TKE	Maternity Leave Take / GENERIC ENT
JURY SERVICE TKE	Jury Service Leave Take / GENERIC ENT

Accruing Entitlement and Pro Rata Leave (Non OGO)

Annual leave, long service leave and sick leave are accrued by hours, days, weeks or months, and as either entitlement only or pro rata and entitlement.

Accruing and Taking Annual Leave

In this section we will look at each of the annual leave entitlements and their respective take elements.

Hours Per Year - Entitlement Only

This is absence entitlement ANN ENT HRS. It has to determine the accrual rate per frequency and is based on a standard annual accrual of 152 hours and 38 standard weekly work hours (38×4 weeks leave per year = 152).

The absence element's entitlement value on the calculation page is formula ANN FM ENTHPY. This formula prorates the annual hours accrual for each employee because their standard hours (on JOB) may not be your organisation's standard weekly work hours set in variable LVE VR ENT STD HRS on the Supporting Elements Override page of the absence entitlement. The standard annual entitlement—152—is set in variable ANN VR ENTHRS.

Standard weekly hours for employee / entitlement standard weekly hours × annual entitlement = ANN FM ENTHPY

$$35 / 38 \times 152 = 139.999999$$

Note. The rounding rules take care of the fractions. Standard weekly hours for the employee are calculated by formula LVE FM WK STD HRS which annualises and deannualises the employee's Standard Hours because the Work Period (on JOB) may not be weekly and the proration of the annual accrual is based on weekly hours.

The annualised accrual is deannualised by the absence calendar frequency when the calendar is run. The deannualised accrual adds to the absence entitlement's _ENT and _BAL accumulators.

Accumulators are stored by EMPL ID/EMPL RCD and begin at hire date or rehire in the first instance. When a new accumulator instance is automatically created (for a new YTD period), the previous value of the _BAL accumulator is rounded and rolled over into the new YTD accumulator instance. The other accumulators are reset to zero.

The related Absence Take, ANN TKEHRS, decrements the absence units from the _BAL accumulator and stores them in the _TKE accumulator.

The units (hours) to decrement are resolved by the take's hours-based day formula, LVE FM HRS ABS PH which:

1. Checks to see if the day is a public holiday. If it is, it does nothing further because there are no entitlement hours used or annual leave paid for that day.
2. Checks for scheduled and partial hours and returns partial hours if there are any.
3. If there are no partial hours it checks for a decimal value in the User Defined 1 field on the Absence Event Input Detail page. If there is a value (any value) it halves the scheduled hours. See Note 1 at the end of this section.
4. If it isn't a public holiday, and there are no partial hours and no halving, and there are scheduled hours, the formula returns the scheduled hours. See Note 2 at the end of this section.
5. The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement. These units are mapped to the appropriate earnings elements, ANN and LWOP respectively, which the system processes as positive input when the payroll calendar is run. The value of DAY COUNT PD is also mapped to earnings LVL (leave loading) where a leave loading is required.

Note. Any value in the decimal field will halve the hours taken. You can use this to take twice as long a leave period at half hours per day, which is effectively half pay per day.

The day formula includes a check to see if you have overridden a forecasted leave duration (in hours) in the User Defined 3 field on the take's Calculation page. If you have, that duration represents the whole leave period so the system stops using the day count formula to determine the leave duration in hours.

Days Per Year - Pro Rata and Entitlement

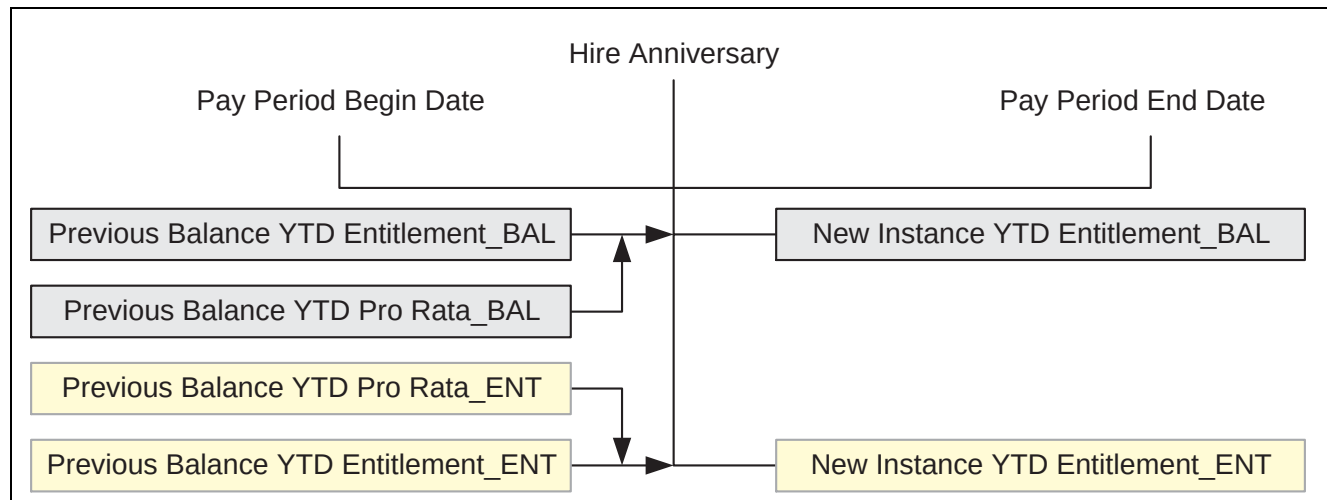
This requires two absence entitlements, ANN PRODYS and ANN ENTDYS, referred to as entitlement and pro rata, respectively, in this discussion. The pro rata day entitlement, ANN PRODYS, determines the accrual rate per frequency. Its entitlement value on the calculation page is numeric 20 and the specified frequency is A (annual).

The entitlement value, 20, is deannualised according to the calendar period frequency for each employee.

Note. When an employee works less than 5 days per week and therefore accrues less than 20 days per year, you can enter an employee level override on the Entitlement/Take Assignment page to change the entitlement unit value, from 20 to 16 for example for an employee working a 4 day week.

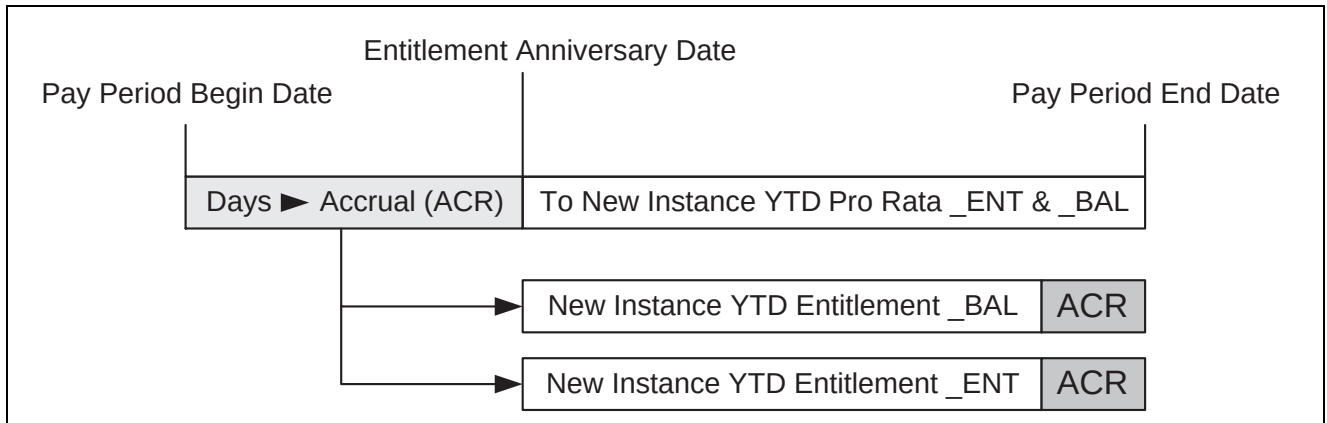
When you run the absence calendar, the deannualised value is accrued to the pro rata year to date _ENT and _BAL accumulators. The year in the year to date is set by the accumulator's Begin Option being *Specify Date*, and the Begin Month and Begin Day being generic variables LVE VR HIRE MONTH and LVE VR HIRE DAY which hold the employee's hire month and day respectively. The accumulators are stored by EMPL ID/EMPL RCD.

When the system automatically creates new instances of the accumulators at the hire date anniversary, the previous values of the entitlement _ENT and _BAL accumulators are rolled over into their new instances and the previous values of the pro rata _ENT and _BAL accumulators are rounded and rolled over into the new instances of the entitlement _ENT and _BAL accumulators. The following diagram shows this:



Pro rata balances transferring to new instances of entitlement balances

The current calendar period is then split into pre hire anniversary and post hire anniversary periods, using generic date element LVE DT HIRE ANN DT. The pre hire anniversary days are then used in formula ANN FM P2EDYS EMBR to work out the proportion of the accrual that belongs to the pre hire anniversary period. This value is then sent to variable ANN VR PP2EDYS MBR which adds to the entitlement _BAL and _ENT accumulators. The following diagram shows this (ACR = Accrual).



Accrual for the days before hire anniversary becoming entitlement

The pre hire anniversary accrual variable, ANN VR PP2EDYS MBR, also subtracts from the pro rata _ENT and _BAL accumulators. This reduces the pro rata _ENT and _BAL balances by the amount of the accrual that was accrued in the previous accumulator period.

The Absence Take, ANN TKEDYS, related to both the pro rata and entitlement absence elements (indicating that pro rata days can be used despite not having become entitlement yet) firsts looks to the entitlement balance to decrement absence units before looking to the pro rata balance to further decrement absence units (where the entitlement units are depleted).

The units (days) to decrement is resolved by the take's Day Formula, LVE FM DYS ABS PH which:

1. Checks to see if the day is a public holiday. If it is, it does nothing further because there will be no entitlement hours used or annual leave paid for that day.
2. Checks for scheduled and partial hours, and if there are partial hours, the system returns the fraction of the day the hour represents and then rounds them. $\text{Partial Hours} / \text{Scheduled Hours} = \text{Fraction of day absent}$ $2\text{hrs} / 8\text{hrs} = .25$

The formula includes variable LVE VR DYS ABSENT, which holds the cumulative value of the results of the day formula as it resolves for each day in the leave period. It starts as 0, so in our example, its value after the resolution for Day 1 would be $0 + 0.25 = 0.25$.

3. If there are no partial hours, it checks for a decimal value in the User Defined 1 field on the Absence Event Input Detail page. If there is a value—*any* value—it adds 0.5 to LVE VR DYS ABSENT. Assuming this is the case, in our example $\text{Day 1} + \text{Day 2} = 0.75$. See Note 1 at the end of this section.
4. If it isn't public holiday, there are no partial hours or halving, but there are scheduled hours, then the formula adds 1 to LVE VR DYS ABSENT. See Note 2 at the end of this section.

The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement days and pro rata days.

The positive input for this absence take is earnings ANN and LWOP. The units for these earnings are formulas LVE FM DY DCP HRS and LVE FM DY DCUP HRS respectively. The formulas multiply the DAY COUNT PD and DAY COUNT UNP by the scheduled hours, so the system can pay the leave in hours.

Note. Any value in the decimal field will halve the hours taken. You can use this to take twice as long a leave period at half hours per day which is effectively half pay per day.

Anything but a partial day returns either 0.5 or 1, because a day can only be a partial hours fraction or a half day or a full day.

Hours Per Hour - Entitlement Only

This leave entitlement is ANN ENTHPH, and there is no pro rata leave. Leave accrues as a fraction of an hour per hour worked. The hourly accrual rate—the fraction—is derived from 4×38 hour weeks or 152 hours per year.

The hour fraction, stored in variable ANN VR ENTHPH, is set to 0.076712. That figure comes from:

$$152 / 52.14308 \text{ (the weekly annualisation factor)} / 38 = 0.076712$$

Accumulator ANN AC ENTHPH REG stores the units of hourly pay for the calendar period, and ANN ENTHPH entitlement's formula ANN FM ENTHPH multiplies the accumulated hours by the variable when the absence calendar is run and populates its _ENT and _BAL accumulators.

Note. The formula also checks to see if the employee hasn't been terminated. If he has, the formula returns ANN VR ENTHPH x TER VR FINAL HRS.

The absence take for this leave accrual is ANN TKEHPH and its day formula is LVE FM HRS ABS PH, the same day formula that take ANN TKEHRS uses.

Note. If you pay more than 38 hours per week, this entitlement accrues more than the annual maximum of 152 hours (unless there are balancing reductions in other weeks).

Accruing and Taking Long Service Leave

In this section we will look at each of the long service leave (LSL) entitlements and their respective absence takes. There are two absence entitlements and two pro rata entitlements, one of each for federal long service leave and 'other' or state-based long service leave. They are LSL ENTWKF and LSL PROWKF for Federal and LSL ENTWKO and LSL PROWKO for State (Other).

Long Service Leave Pro Rata and Entitlement - Federal

This is based on 13 weeks LSL after 15 years of service. Pro rata balances transfer to entitlement on the completion of the first 15 years service and then annually.

The pro rata element LSL PROWKF accumulates the leave using variable LSL VR ENTWKF which has a value of 0.86667 being the maximum yearly accrual value in weeks

$$15 \text{ years} \times 0.86667 \text{ weeks} = 13 \text{ weeks (rounded)}$$

When the absence calendar is run the accrual value is deannualised depending on the calendar period frequency of the employee and the value passed to the LSL pro rata year-to-date _BAL and _ENT accumulators. Both accumulators have an Initialize Rule that transfers their balances to new instances. The initialize rule formulas are LSL FM PROWKF BMBR for _BAL and LSL FM PROWKF EMBR for _ENT. The formulas resolve to the value of system element PREV VALUE ACCM and add to the new instances.

The entitlement element LSL ENTWKF handles the transfer of the pro rata balances to entitlement using its formula LSL FM MVE P2EWKF which:

1. Checks if the duration LSL DR DYS FR HIRE (days from hire) returns days more than or equal to variable LSL VR 15 Y IN D (15 years expressed in days—value 5, 478) and that the LSL ENTWKF_ENT accumulator is zero (indicating that nothing has ever transferred to this life-to-date accumulator).
2. If duration does return more than 5,478 days and the entitlement _ENT balance is zero the formula passes the value of 15 years worth of accrual to the entitlement and decrements the pro rata. By the same method the formula also transfers the pro rata _ADJ and _TKE balances to their respective entitlement accumulators.
3. If the conditions in 2 are not met, the formula still checks if the duration returns more than 5,478 days but this time checks that the pro rata _ENT balance is more than or equal to 0.86667. This condition indicates that another year's worth of pro rata leave has accrued. Because pro rata becomes entitlement annually after the initial 15 years transfer, the formula transfers the four pro rata balances to their respective entitlement balances by the same method.

Note. In condition 3 the formula checks the balance of the pro rata _ENT accumulator, because if it only checked for a non-zero balance in the entitlement accumulator after the initial 15 years transfer, subsequent transfers would occur every time the absence calendar runs instead of waiting for a year's worth of accrual in the pro rata accumulator.

The Absence Take, LSL TKEWKF, related to both the pro rata and entitlement absence elements (indicating that pro rata days can be used despite not having become entitlement yet), first looks to the entitlement balance to decrement absence units before looking to the pro rata balance to further decrement absence units (where the entitlement units are depleted).

The units (weeks) to decrement are resolved by the take's Day Formula, LVE FM WKF ABS NPH. The formula checks the scheduled hours or partial hours for each day and converts them to fractions of a week because the units by which to decrement the leave balances are weeks. The formula does this by dividing all hours returned by the day formula by LVE FM WK STD HRS. The day formula LVE FM WKF ABS NPH:

1. Checks for scheduled and partial hours, and if there are partial hours, the system returns the fraction of the week the hours represent then rounds them. $\text{Partial Hours} / \text{Standard Weekly Hours} = \text{Fraction of week absent}$ $6\text{hrs} / 40\text{hrs} = 0.15 \text{ Weeks}$ The formula includes variable LVE VR WKS ABSENT which holds the cumulative value of the results of the day formula as it resolves for each day in the leave period. It starts as 0, so in our example, its value after the resolution for Day 1 would be $0 + 0.15 = 0.15$.
2. If there are no partial hours but there are scheduled hours, it converts the hours to a fraction of a week (0.2 for an 8 hour day) then checks for a decimal value in the User Defined 1 field on the Absence Event Input Detail page. If there is a value—*any* value—it halves the value of the fraction of a week and adds the value to LVE VR WKS ABSENT. Assuming this to be the case after processing the second day, LVE VR WKS ABSENT will be: $\text{Day 1} + \text{Day 2} = 0.15 + (0.2 / 2) = 0.25 \text{ weeks} = \text{LVE VR WKS ABSENT}$ See Note at the end of this section.
3. If there are no partial hours, but there are scheduled hours, and there is no halving, the formula adds the scheduled hours, already converted to a fraction of a week, to LVE VR WKS ABSENT. $\text{Day 1} + \text{Day 2} + \text{Day 3} = 0.15 + (0.2 / 2) + 0.2 = 0.45 \text{ weeks} = \text{LVE VR WKS ABSENT}$ The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement weeks and pro rata weeks. The positive input for this absence take are earnings LSL and LWOP. The units for these earnings are formulas LVE FM WK DCP HRS and LVE FM WK DCUP HRS respectively. The formulas multiply the DAY COUNT PD and DAY COUNT UNP (both in weeks) by the standard weekly hours so the system can pay the leave in hours.

Note. Any value in the decimal field will halve the fraction of a week. You can use this to take twice as long a leave period at weeks per day / 2 which is effectively half pay per week.

Long Service Leave Pro Rata and Entitlement - Other (State)

This is based on 13 weeks LSL after either 10 or 15 years of service depending on state. Pro rata balances transfer to entitlement on the completion of the first 10 or 15 years service and then annually.

For the ACT, New South Wales, Queensland, Victoria and Western Australia the accrual is 0.866667 weeks per year where:

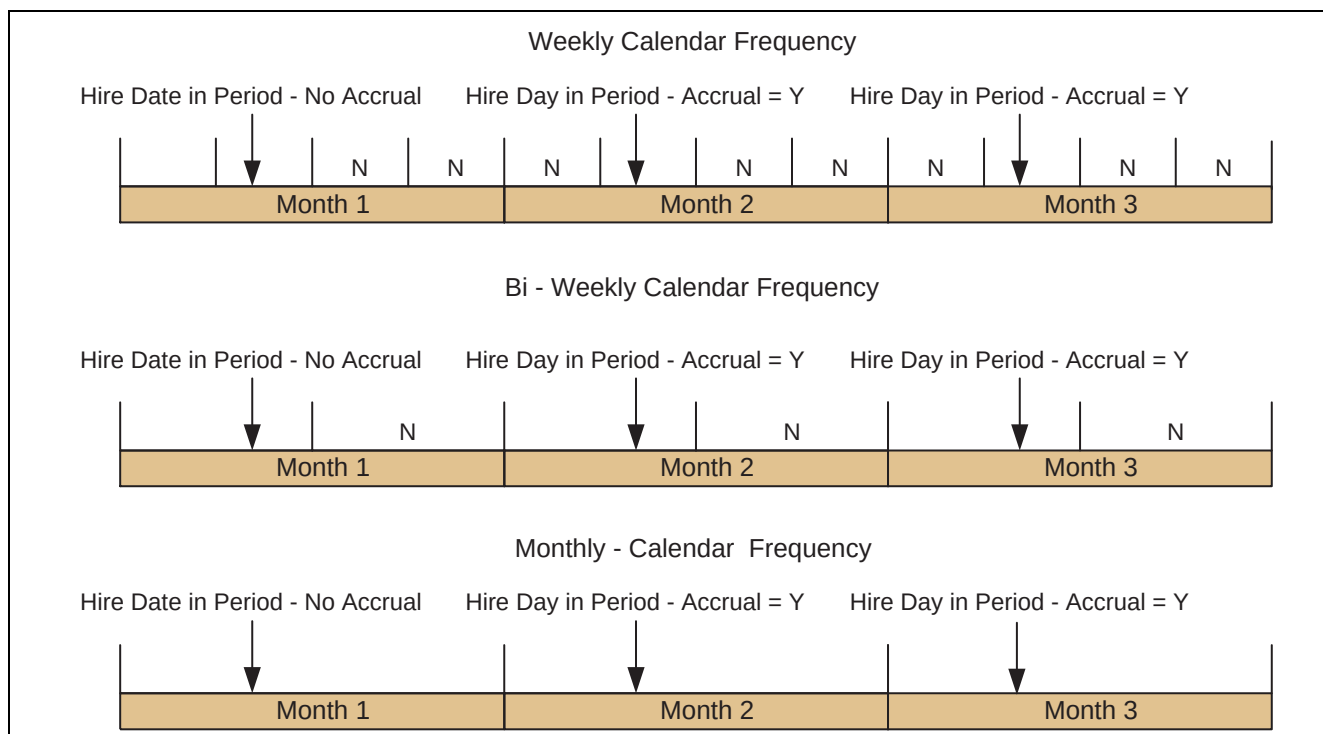
$$15 \text{ years} \times 0.866667 \text{ weeks} = 13 \text{ weeks (rounded)}$$

For South Australia and Northern Territory the accrual is 1.3 weeks per year where:

$$10 \text{ years} \times 1.3 \text{ weeks} = 13 \text{ weeks}$$

The accrual is granted for whole months only so the formula only grants the accrual if the hire day value is in the calendar period (and the hire date is not in the period).

The following diagram shows when the accrual is and is not granted. N = Not granted because the hire day is not in the period. Make sure you distinguish between hire *date* and hire *day*.



Accrual according to hire date and hire day

The pro rata element LSL PROWKO accumulates the leave using entitlement formula LSL FM ACCR FMTH which:

1. Checks to see if the employee's hire date is in the calendar period. If it is, it stops.
2. If the hire date is not in the period but the hire day is, a full month's accrual is due so the formula gets the employee's state from array AUS AR EE JOBJR.

3. Checks bracket LSL BR ACCRUAL, and using the employee's state, gets either 0.866667 or 1.3—the annual value.
4. Divides the accrual by 12 to get the monthly accrual and passes it to the pro rata _ENT and _BAL accumulators
5. The annual value is deannualised to the absence calendar frequency and that amount of entitlement.

The Absence Take, LSL TKEWKO, related to both the pro rata and entitlement absence elements (indicating that pro rata days can be used despite not having become entitlement yet), first looks to the entitlement balance to decrement absence units before looking to the pro rata balance to further decrement absence units (where the entitlement units are depleted).

The units (weeks) to decrement is resolved by the formula LVE FM WKO CALC which does exactly what LSL TKEWKF's day formula LVE FM WKF ABS NPH does. LVE FM WKO CALC is not, however, LSL TKEWKO's day formula. It is called by LSL TKEWKO's day formula, LVE FM WKO ABS ST, which has to check the state before resolving the daily hours into the take's number of weeks.

LVE FM ABS ST says that if the state is NSW, QLD, or TAS and the day is not a public holiday, resolve the day's hours into a fraction of a week using LVE FM WKO CALC. In other words if it is one of those states and it is a public holiday, don't resolve the day's hours.

If the state is not NSW, QLD, or TAS, it doesn't matter if the day is a public holiday or not and the day's hours should be resolved by LVE FM WKO CALC.

Accruing and Taking Sick Leave

In this section we will look at each of the sick leave entitlements and their respective absence takes.

Accruing and Taking Variable Sick Leave - Days

This sick leave absence entitlement, SCK ENTDYS V, determines the correct sick leave grant of accrual that is to be 8 days in the first year and 10 days in subsequent years.

1. The entitlement's formula, SCK FM ENTDYS VI, grants the initial accrual by checking that the _ENT balances is zero, and if it is zero, getting a value of 8 from bracket SCK BR DYS V. The bracket uses duration GP YEARS OF SVC and it returns 8 (days) if there are no years of service (this is the employee's first year and the duration cannot return decimals of a year). A zero duration returns bracket value 8.
2. When the absence calendar is run, the bracket value 8 is accrued to the year-to-date _ENT and _BAL accumulators. The accumulators are stored by EMPL ID/EMPL RCD and begin on the hire date.
3. The absence take, SCK TKE DYS V, looks to the absence entitlement balance to decrement absence units (days). There is an eligibility criteria defined on the take (on the Period page of the take component) which does not allow any payment of sick leave in the first 3 months of hire or rehire. Date element SCK DT WAIT 3/12 calculates the 3 month period. It adds 3 months to the hire or rehire date and that is the date upon which the employee is eligible for the accrual.
4. The units (days) to decrement is resolved by the take's Day Formula, LVE FM DYS ABS PH, which is the same formula that annual leave take ANN TKEDYS uses.
5. The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement days.

6. The positive input for this absence take are earnings SCK and LWOP. The units for these earnings are formulas LVE FM DY DCP HRS and LVE FM DY DCUP HRS respectively. The formulas multiply the DAY COUNT PD and DAY COUNT UNP by the scheduled hours so the system can pay the leave in hours.
7. When the system creates a new instance of the year to date accumulator SCK ENTDYS V_ENT on the employee's hire or rehire anniversary, the accumulator's Initialize Rule, SCK FM ENDYS V, checks bracket SCK BR DYS V again, and this time, because GP YEARS OF SVC will return 1, the bracket will return 10.

Note. The *Use Next Lower* interpolation method on the bracket's Lookup Rules page means the bracket will still return 10 even when years of service returns more than 1.

Accruing and Taking Fixed Sick Leave - Days

This sick leave absence entitlement, SCK ENTDYS F, determines the correct sick leave grant of accrual which is 10 days per year pro rated for the first year. The accrual is granted on January 1 for all employees.

1. The entitlement's formula, SCK FM ENTDYS FI, grants the initial accrual by checking that the _ENT balances is zero and if it is zero, getting a value from bracket SCK BR DYS F. The bracket uses duration SCK DR REST OF YR which calculates the period of time from hire (or rehire) to the end of the year and returns the duration as a decimal fraction of a year. The bracket prorates the 10 days maximum yearly accrual according to that fraction, for example, for a duration of .2 of a year, the accrual is 2 days.
2. The absence take, SCK TKE DYS F, looks to the absence entitlement balance to decrement absence units (days).
3. The units (days) to decrement is resolved by the take's Day Formula, LVE FM DYS ABS PH, which is the same formula that annual leave take ANN TKEDYS and SCK TKEDYS V uses.
4. The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement days.
5. The positive input for this absence take is the same as for SCK TKEDYS V.
6. When the system creates a new instance of the year-to-date accumulator, SCK ENTDYS F_ENT, at the end of the calendar year, the accumulator's Initialize Rule, SCK FM 1ST JAN, checks bracket SCK BR DYS F again, and because the bracket's duration returns 1 this time, the bracket returns 10.

Note. The duration's "to" date is date element SCK DT 31ST DEC. The date's month and day are 12 and 31 respectively. Its year is the variable LVE VR PRD END YR so as soon as the leave process is run in a new year, the duration always returns greater than one year, so the bracket always returns 10.

Accruing and Taking Pro Rata and Entitlement Sick Leave - Hours

The pro rata, entitlement and take processing of hours per year sick leave is the same as the annual leave days per year pro rata and entitlement, except it is in hours not days. The accrual is 76 hours per year.

1. The two entitlement elements are SCK PROHRS and SCK ENTHRS. The pro rata element calculates the accrual and passes it from its own _ENT and BAL accumulators to the entitlement's ENTHRS _ENT and _BAL accumulators on the employee's hire anniversary.
2. The pro rata entitlement formula is SCK FM ENTHPY which prorates an employee's standard work hours as a fraction of their leave entitlement standard hours. Standard weekly hours for employee / entitlement standard weekly hours $\times$ annual entitlement $35 / 38 \times 76 = 70$ (rounded)

3. The take element that uses the entitlement and pro rata elements, SCK TKEHRS uses day formula LVE FM HRS ABS PH, the same as the annual leave days per year pro rata and entitlement.

Accruing and Taking Other Leaves

This section explains the rules we have developed to process the following ‘other’ leaves:

- Worker’s Compensation.
- Maternity Leave.
- Leave Without Pay.
- Jury Service.

These types of leave are “per absence” entitlements, not frequency-based entitlements. They have the following in common:

- They are all based on a generic entitlement GENERIC ENT for which the entitlement is formula LVE FM ENT HRS. GENERIC ENT also has the conditional formula LVE FM SCHED HRS (per absence entitlements must have a conditional formula).
- The individual takes for these absences all use entitlement GENERIC ENT.
- The individual takes for these absences all map to earnings OTHLV except LWOP which maps to LWOP.
- Earnings OTHLV’s calculation rule is unit $\times$ rate where unit is payee level (positive input by the take processing) and rate is hourly rate (LWOP has the same calculation rule but its rate is variable 0).
- The individual takes for these absences all use the day formula LVE FM HRS ABS PH, which is the same day formula used by the takes for annual leave – hours, annual leave hours per hour, and sick leave – hours.
- None of the elements have a qualifying eligibility period except the maternity take.

Processing Other Leaves

In this section, we describe the general processing of per absence entitlement and explain the single exception.

1. The take’s day formula determines the hours to be paid for each day in the leave period.
2. The absence entitlement’s formula determines how many hours to grant as entitlement—either the partial hours or the scheduled hours.

The conditional formula then checks that there are scheduled hours (that is the employee would have been working). If there are scheduled hours the entitlement is granted for the hours the day formula has determined.

3. The taken hours, to which the employee is entitled according to the entitlement and conditional formulas, become DAY COUNT PD units for the earnings OTHLV or LWOP. (There are no DAY COUNT UNP days because entitlement always equals the leave duration requirement.)

The take for maternity leave, MATERNITY TKE, has period eligibility formula LVE FM MAT QUAL DT. The two conditions are that the duration of the leave is not more than one year and that the employee has worked for a year or more. The formula uses duration LVE DR MAT QUAL to check the first condition and the date LVE FM MAT QUAL DT to check the second.

OGO Long Service Leave

In this section, we discuss OGO long service leave and how to:

- Enter payee service history.
- Calculate the adjusted service date.
- Calculate OGO part-time and full-time pro rata and entitlement.
- Take OGO long service leave.

Understanding OGO Long Service Leave

The rules we developed for long service leave accrual and take for the Commonwealth Government (referred to as OGO) are dependent on data entry of prior and current service periods. The rules calculations include such things as full or part time work, an adjusted service date, days between different periods of service and non-service days.

Note. Any organisation can use this LSL processing method if it suits its business practice.

Leave is accrued as either part-time or full-time pro rata and entitlement depending on the type of employment at the time of accrual.

This long service leave is based on 3 months leave after 10 years so the accrual rate is:

$3 \text{ months} / (12 \text{ months} \times 10 \text{ years}) = 0.025 \text{ months} / \text{per month}.$

Pro rata leave becomes entitlement after the first 10 years, thereafter annually.

For the system to correctly calculate an employee's pro rata and entitlement balances—full and part-time—you must record the employee's prior service history initially and thereafter maintain their current service history. Do this on the Payee Service History page which we discuss later.

Note. The elements that combine to calculate long service leave—including the division between pro rata and entitlement—access the data entered on the Payee Service History page each time you run an absence calendar, so it must be up to date.

Each time you run an absence calendar the system:

- Recalculates the Adjusted Service Date (ASD).
- Recalculates the duration from ASD to current period end date.
- Subtracts Between Service Days (BSD).
- Subtracts Non Service Days (NSD).
- Determines what part of the remaining duration accrues pro rata LSL leave and what part accrues entitlement LSL leave.
- Determines how much of the entitlement is part-time leave and how much is full-time leave.
- Checks for leave takes and reduces the part-time or full-time entitlement calculations by the amount of the take.
- Calculates the part-time average hours for part-time leave takes.

Note. Only the pro rata full-time absence entitlement, PSH LSLPROFT, initiates the LSL accrual process rule using its entitlement calculation formula PSH FM LSL ENTMNT. Absence entitlements PSH LSLPROPT, PSH LSENTPT, and PSH LSENTFT have numeric 0.00 as their entitlement calculation. When the rule has completed, the system updates _ENT, _BAL, and _TKE accumulators for all four absence entitlements.

Page Used in OGO Long Service Leave Calculations

Page Name	Object Name	Navigation	Usage
Employee Service History	GPAU_LSL_HISTORY	Global Payroll, Payee Data, Maintain Absences, Define Prior Service AUS	Enter details of periods of service.

Entering Payee Service History

Access the Payee Service History page.

Payee Service History

Taylor,Jane ElizabethEmployeeEmplID: KA0001Empl Rcd#: 0

CustomizeFind

First1-4 of 4Last

	*Start Date	End Date	*Employer	Part Time	Std Hrs/Week	Non Srv Days	F/T Taken	P/T Taken		
1	01/01/2001		MARKETING	☒	30.00				+	-
2	01/01/1998	30/05/2002	DISTRIBUTION	☐		31			+	-
3	01/06/1988	31/12/1995	HUMAN RESOURCE	☒	25.00	67	1.00		+	-
4	05/04/1982	25/04/1988	MARKETING AUS	☐		65			+	-

Payee Service History page

Start Date and End Date	Enter the start and end dates of the service period.
	Note. Enter service periods in any order. The system will sort them top to bottom latest to earliest when you save and refresh the page.
Employer	This is for information only. It is free-form text box
Part Time	Select this check box if the service period was part-time. A Std Hrs/Week field appears in which you enter the average standard weekly hours for the period. The system uses the values in the calculation of the average weekly hours when determining the payment unit for part-time leave takes.
Non Srv Days (non service days)	Enter your manually calculated non-service days (NSD). These are the days in the employment period that do not accrue long service leave.
	Note. The accrual calculation includes <i>any</i> value you enter here. There is no validation of such rules as “Only count if > 30 days in a calendar year.”

F/T Taken and P/T Taken Enter the duration of the leave take in decimal months (number of days/30). (full-time and part-time taken)

Note. The system calculates the Between Service Days (BSD) from the data that you enter here. It is the duration in days of the period between the end date of one service period and the start date of the next.

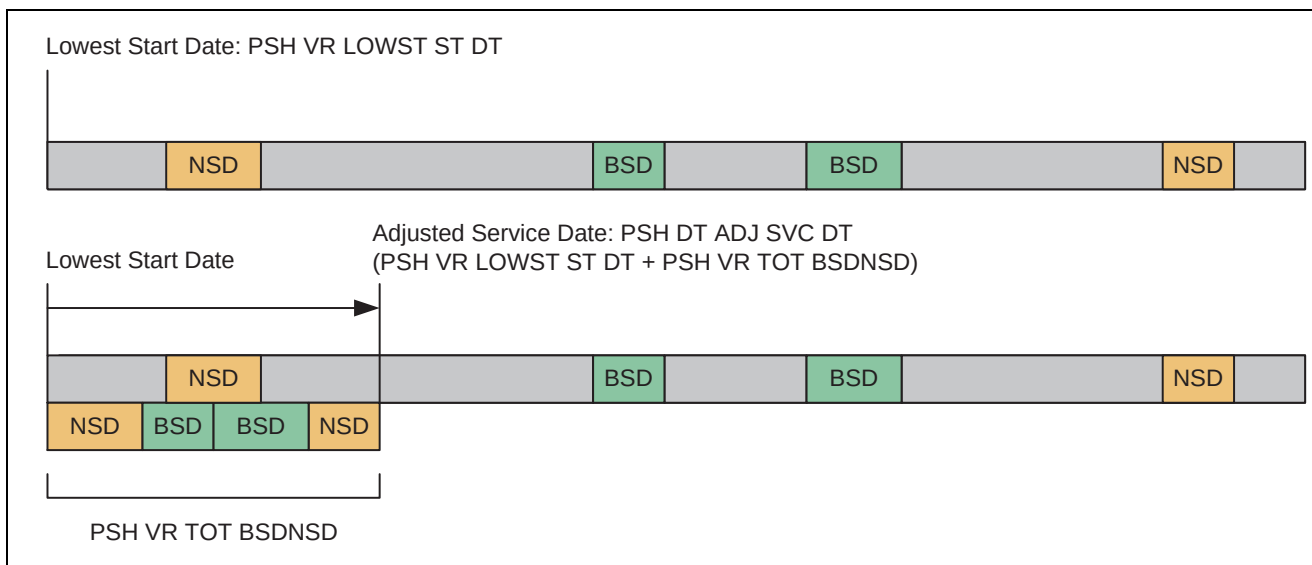
The following table shows how the fields populate the variables through array PSH AR SVC PRD ROW.

Field	Variable
Start Date	PSH VR SP START DT
End Date	PSH VR SP END DT
Part Time	PSH VR SP PT IND
Std Hrs/Week	PSH VR SP PT HRS
Non Srv Days	PSH VR SP NSD
P/T Taken	PSH VR SP TP TKNM
F/T Taken	PSH VR SP FT TKNM

Calculating the Adjusted Service Date

The system adjusts the initial service start date before calculating the duration of the service period upon which the accrual is based.

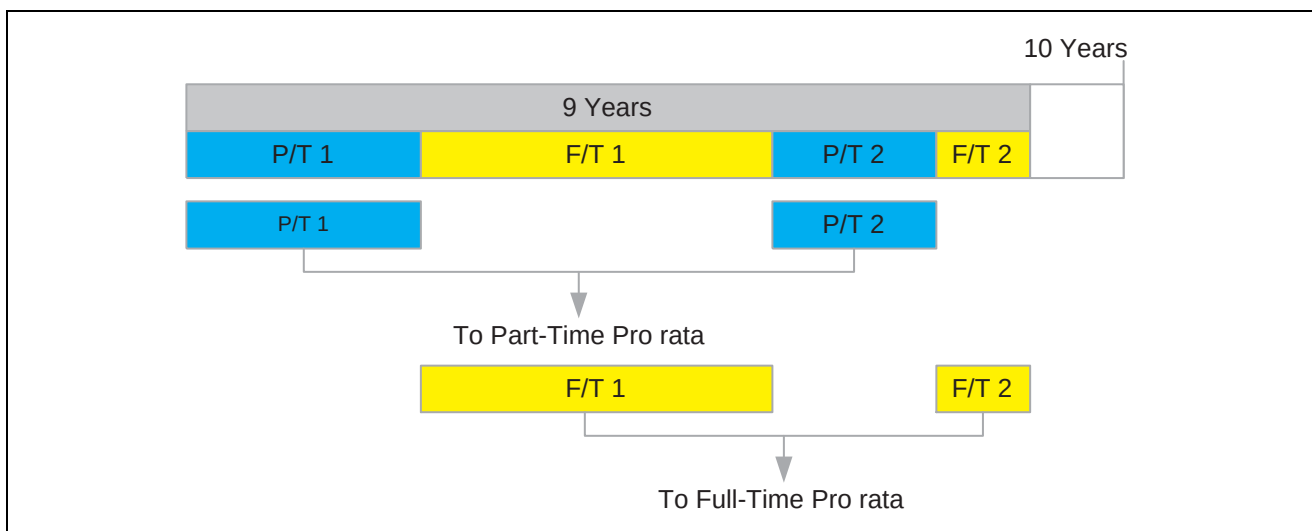
The diagram shows how non service days (NSD) and between service days (BSD) are totalled then added to the lowest (earliest) start date to reset the lowest start date to a later date. The variable and date elements are also shown.



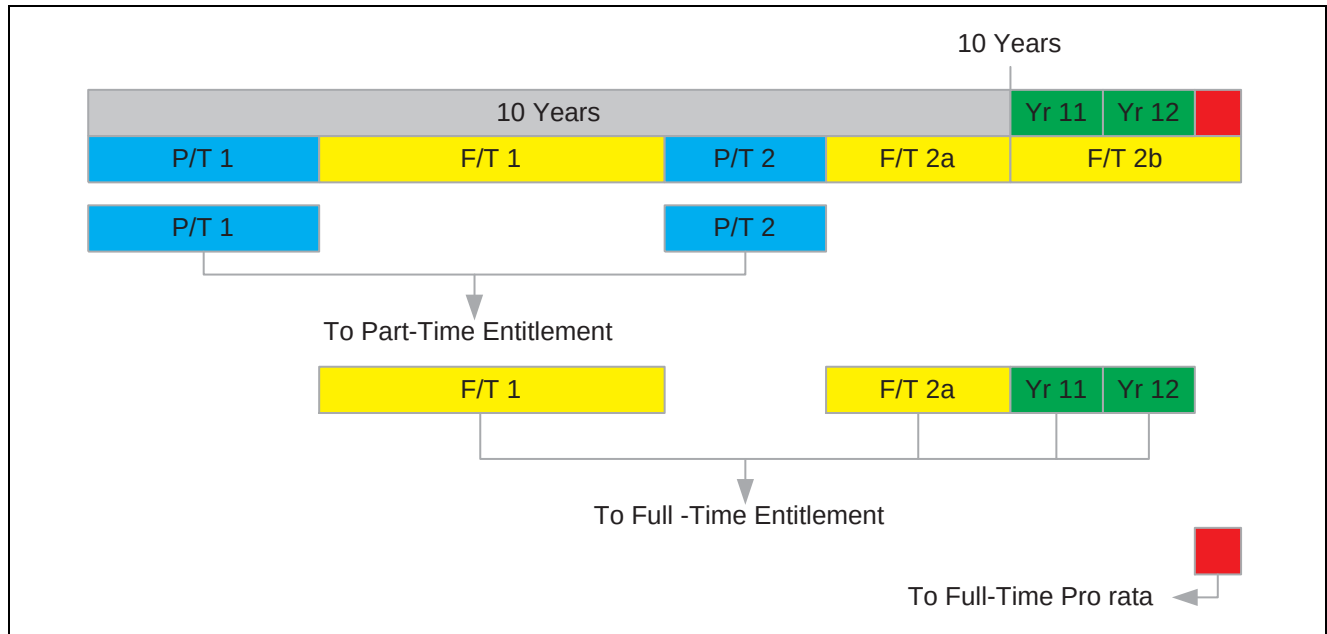
Accrual according to hire date and hire day

Calculating OGO Part and Full Time Pro Rata and Entitlement

When you run an absence calendar, the system recalculates *all* the accrued part-time and full-time pro rata and entitlement long service leave. The 2 diagrams following show which accumulators are added to—at 0.025/month—for an absence calendar run after 9 years of service and after 12.5 years of service. Both the _ENT and _BAL accumulators for the four accruals are updated. The accumulators are calendar period based.



Updating leave accumulators after 9 years



Updating leave accumulators after 12.5 years

Taking OGO Long Service Leave

The two absence take elements PSH LSLTKEPT and PSH LSLTKEFT both have the same day formula LVE FM MTH ABS PH. The formula resolves in a similar way to the Federal LSL take in that it checks for a public holiday, partial or scheduled hours, and for an adjustment made through the User Defined 1 field on the Absence Event Input Detail page.

The only difference is that each day's hours are converted to months by dividing by the standard hours per month (LVE FM MT STD HRS).

Note. The two takes only check entitlement balances. Pro rata LSL cannot be taken.

The months returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement weeks.

The positive input for these absence takes are earnings LSL and LWOP.

The full-time units for these earnings are formulas LVE FM MT DCP HRS and LVE FM MT DCUP HRS respectively.

The formulas multiply the DAY COUNT PD and DAY COUNT UNP (both in months) by the employee's standard monthly hours (hours from JOB annualised and deannualised to hours per month) so the system can pay the leave in hours at the employee's hourly rate.

The part-time units for these earnings are formulas LVE FM MT PTDCP H and LVE FM MT PTDCUP H respectively. When calculating the units for part-time accrued LSL we need to know what the average monthly hours are for the employee over the entire period of service.

The average weekly hours value is the greater of:

- The average of all part-time periods in the whole period of service.
- The average of the last 12 months of part-time service if there is any part-time service in the last 12 months.

The average monthly hours replace the standard monthly hours (× hourly rate) used for full-time LSL.

Note. The processing of taken leave for OGO LSL does not include decrementing entitlement balances. You must add any taken part-time or full-time leave to the Payee Service History page for the employee, and the accrual rules will adjust the balances.

Paying Leave in Advance

Periods of leave, and as required, regular pay can be paid in a period (calendar) earlier than the period (calendar) in which they would normally be paid.

Pages Used to Pay Leave in Advance

Page Name	Object Name	Navigation	Usage
Advance Types	GPAU_ADV_TYPES	Set Up HRMS, Product Related, Global Payroll, Elements, Absence Elements, Advance Types AUS.	Define the first and last period advance processing options and link absence takes to the advance type.
Pay In Advance AUS	GPAU_ABS_EVENT_ADV	Global Payroll, Payee Data, Maintain Absences, Absence Event AUS	Enter an advance type and view the details of advance payments.

Defining Absence Advance Types

These are the key points about advance types:

- You define which periods should be advanced for an absence.
- You specify which absence takes the advance type can be used with.
- A single advance type can be used with multiple absence takes.
- Multiple advance types can use the same absence takes.
- When you specify the absence take on an absence event entry, you can only select advance types that the take has been associated with.
- If an absence take has not been associated with any advance types you cannot pay the absence in advance when you specify that take for an event (because you can't select an advance type).

Access the Advance Types page.

Advance Types

Advance Type: KALEAVE

*Description: Advance Leave Only

Short Description: Leave Only

Calendar Group Selection

*Advance Calendar Group: Period Prior to Absence

☒ Allow Override

Advance Processing Options

Customize | Find | View All

First 1-2 of 2 Last

	*Run Type	*First Period	*Last Period	*Gap		
1	KAABSENCE	Advance Whole Period	Advance Whole Period	Advance	+	-
2	KAPAYROLL	Advance Absence, Reg in Normal	Advance Absence, Reg in Normal	Normal	+	-

Valid Absence Takes

Customize | Find | View All

First 1-4 of 4 Last

	Element Name	Description		
1	ANN TKEHRS	Annual Lve Take Hours Entitle	+	-
2	ANN TKEDYS	Annual Leave Take Days Entitle	+	-
3	ANN TKEHPH	Ann Lve Take HoursPerHour Ent	+	-
4	LSL TKEWKF	LSL Take Federal Entitlement	+	-

Advance Types page

Calendar Group Selection

Advance Calendar Group

Use the options here to determine the Calendar Group in which to pay the advance. Select from:

Payment After Absence Begin: The advance is paid in the Calendar Group that contains the first Payment Date after the absence begins.

Payment Prior to Absence Begin: The advance is paid in the Calendar Group that contains the last Payment Date prior to the absence begin date.

Period Absence Begins: The advance is paid in the Calendar Group that contains the period in which the absence begins.

Period Prior to Absence: The advance is paid in the Calendar Group that contains the period immediately prior to the one in which absence begin date falls.

Allow Override

Select this check box if you want to be able to override the Calendar Group that the system selected. The system calculates the Calendar Group using the options above, but you can override it on the Pay in Advance AUS page of the Absence Event AUS component.

Advance Processing Options

Run Type

Select a run type. You need to set up the Advance Processing Options for each run type because absence run types generally need to be treated differently to payroll runs. For the system to calculate absences correctly

they must be run in the correct sequence. The system does not calculate absences correctly if the previous period's entitlements have not already been accrued. For absence run types, therefore, the options should *almost* always be set up to advance the whole first period and the gap period, regardless of the options set for the payroll run types.

Note. The exception to this is where you have an absence entitlement accrual that's based on actual hours worked, such as ANN ENTHPH. This situation reverses the normal "absence then payroll" run sequence to "payroll then absence". In this situation you need to define a separate process list (for example, HRLY ACCRUED) with the "hours per hour" entitlement in a section (for example, ABS ENTHPH SEC) in that process list. You then need to create a separate run type for this process list and that run type needs to have the same First Period and Last Period options as the payroll run type.

First Period and Last Period

These options determine what should happen for the period in which the absence begins. Select from the following valid values:

Advance Absence, Reg in Normal (regular in normal): Only the part of the period while on absences will be advanced. The rest of the period is paid in its normal calendar group.

Advance Absence, Reg on Return (regular on return): Only the part of the period while on absences is advanced. The rest of the period is paid after the absence.

Note. This is not an option for Last Period.

Advance Whole Period: The entire period is paid in advance.

No Advance: The period is not being advanced at all. It is paid at the normal time.

Gap

A gap is a pay period that is prior to the absence, but where the payment date falls during the Absence. Select from the following valid values:

Advance: The gap is paid in advance.

Normal: The gap is paid at the normal time.

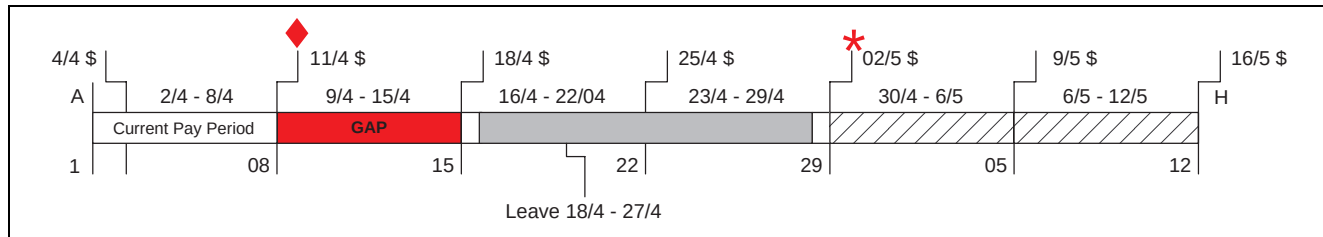
On Return: The gap is paid at the normal time.

Valid Absence Takes

Element Name

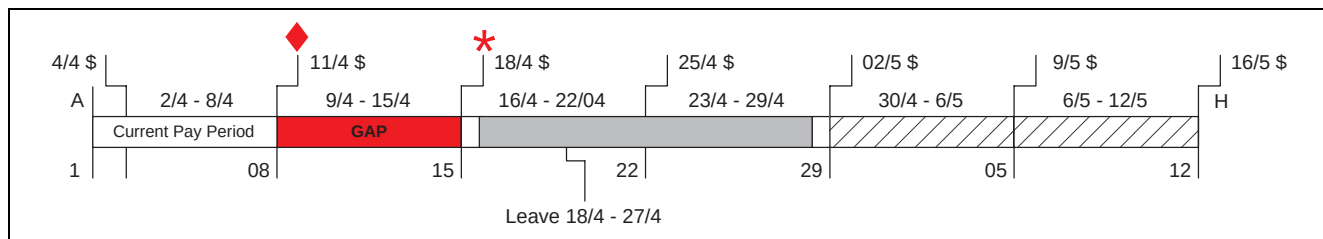
Enter the absence take with which this advance type can be used.

The following two diagrams show the On Return and Normal gap options in effect. For both scenarios, the First Period and Last Period options are both *Advance Whole Period*. The diamond marks the advanced leave payment date and the asterisk marks the gap pay date.



Gap on return

Payment Schedule	16/4 - 17/4 Regular	Pay Period Ending 08/4 (so paid 11/4)
	18/4 - 27/4 Leave	Pay Period Ending 08/4 (so paid 11/4)
	28/4 - 29/4 Regular	Pay Period Ending 08/4 (so paid 11/4)
	09/4 - 15/4 Gap	Pay Period Ending 29/04 (so paid 02/5)



Gap in normal

Payment Schedule	16/4 - 17/4 Regular	Pay Period Ending 08/4 (so paid 11/4)
	18/4 - 27/4 Leave	Pay Period Ending 08/4 (so paid 11/4)
	28/4 - 29/4 Regular	Pay Period Ending 08/4 (so paid 11/4)
	09/4 - 15/4 Gap	Pay Period Ending 29/04 (so paid 18/4)

Setting Payment Advance Details

This page is an addition to the Absence Event component. The page displays details of how and when the advance will be paid according to the Advance Type you enter.

Access the Pay in Advance AUS page.

Absence Event Entry Forecast Messages **Pay in Advance AUS**

Cortes,Maria ID: KA0003 Empl Rcd#: 0

Payment Advance Details Find | View All First 1 of 3 Last

Absence Take: ANN TKEDYS **Begin Date:** 01/10/2002 **End Date:** 11/10/2002

Advance Type: KALEAVE Advance Leave Only **Calculate Advance**

Advance Payments

Advance Cal Grp: KAM02M09 **Payment Date:** 15/09/2002 **Period:** KAM02M09

Calendar Periods Advanced Customize | Find | View All First 1 of 1 Last

	Pay Group	Calendar ID	From	To	Orig Pay Dt	Orig Cal Grp
1	KAMONTHLY	KAM02M10OCTPAY	01/10/2002	11/10/2002	15/10/2002	KAM02M10

Return Payments

Return Cal Grp: **Payment Date:** **Period:**

Calendar Periods Paid on Return Customize | Find | View All First 1 of 1 Last

	Pay Group	Calendar ID	From	To	Orig Pay Dt	Orig Cal Grp
1						

Pay in Advance AUS page

Enter the Advance Type for which you want this absence event to follow the rules. When you click the Calculate Advance button, the system displays information about how and when the advance payment is made based on the advance type's rules.

The system displays the information in two group boxes, Advance Payments and Return Payments.

Advance Payments

Advance Cal Grp (advance calendar group)

This is the calendar group the system has determined the advance payment will be made.

Payment Date

This is the payment date of the regular pay calendar in the calendar group.

Period

These are the from and to dates of the regular pay calendar in the calendar group.

Calendar Periods Advanced

Pay Group

This is the pay group in the calendar the pay would be paid in if not advanced.

Calendar ID

This is the calendar the pay would be paid in if not advanced

From and To

These are the from and to dates of the period being advanced.

Orig Pay Dt (original payment date)

This is the payment date for the calendar the pay would be paid in if not advanced.

Orig Cal Grp (original calendar group)

This is the calendar group the pay would be paid in if not advanced.

Return Payments

Return Cal Grp (return calendar group)

This is the calendar group the system has determined any pay not advanced will be paid in.

Note. None of the Return fields will be populated if the Advance Type setup either advanced all pay from the period the leave is in, or advanced some of the pay and paid the balance in its normal period.

Payment Date

This is the payment date of the regular pay calendar in the calendar group.

Period

These are the from and to dates of the regular pay calendar in the calendar group.

Calendar Periods Paid on Return

Pay Group

This is the pay group in the calendar the pay would have been paid in if not paid on return.

Calendar ID

This is the calendar the pay would have been paid in if not paid on return.

From and To

These are the from and to dates of the period being paid on return.

Orig Pay Dt (original payment date)

This is the payment date for the calendar the pay would have been paid in if not paid on return.

Orig Cal Grp (original calendar group)

This is the calendar group the pay would have been paid in if not paid on return.

Note. If you selected the Allow Override check box when you defined the Advance Type, you can override the advance or return calendar group the system selected for this advance. You cannot, however, change any calendars or calendar data for a system-selected or overridden calendar group.

For leave paid in advance to work correctly, you must specify a Regular Run Type in the Leave Paid in Advance group box on the Pay Groups AUS page (Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Groups AUS)

You must select the check box on the Australian Information page for all of the calendars that can be advanced (Set Up HRMS, Product Related, Global Payroll, Framework, Calendars, Calendars Groups AUS).

See Also

Chapter 3, “Setting Up PeopleSoft Global Payroll for Australia,” Entering Additional Pay Group Information, page 16

Chapter 3, “Setting Up PeopleSoft Global Payroll for Australia,” Entering Additional Calendar Information, page 18

CHAPTER 19

Managing Termination Payments

This chapter provides an overview of termination processing and termination earnings elements and discusses how to:

- Maintain termination elements.
- Process the termination section.
- Calculate hourly and daily rates.
- Resolve termination earnings.

Overview of Termination Processing

When an employee's services are terminated, regardless of the reason, the employer is obliged to make certain payments to the employee depending on the circumstances. The payments can consist of the following:

- Final wages.
- Unused leave entitlements.
- Redundancy and retrenchment payments.
- Early retirement.
- Invalidity and disability payments.
- Pay in lieu of notice (considered an ETP).
- Ex gratia payments (considered an ETP).

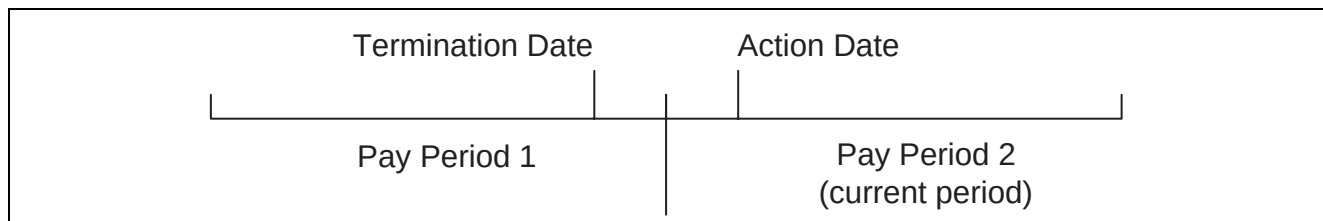
The calculation of these payments can vary from organisation to organisation depending on the reason for termination.

Maintaining Termination Elements

We have set up a Termination section and it comprises a formula, 19 earnings elements and a single deduction. Between them they ensure all your legal obligations are met and give you the flexibility to make changes to suit your business practices. You won't need to maintain most of the formulas upon which the earnings are based but where you may need to maintain a formula we make it clear. You will also have to set the values of some of the variables that the formulas use.

Processing the Termination Section

The Termination section has a conditional formula TER FM TERM CHECK to check if there is either a termination date in the pay period or a termination action date in the period. It checks for both to accommodate the situation where you may have not entered the termination until the pay period after the period in which the termination occurred. If the check was only on the termination date, the section would not be processed because that date would be outside the current pay period begin and end dates.



Checking for a termination date or termination action date

The check shows that the Termination section should be processed even though the termination date was in the previous pay period.

Delivered Termination Earnings

The following table lists the earnings elements resolved in the Termination section and each earnings calculation rule. Individual elements are later discussed in sufficient detail for you to understand how they are correctly resolved. A (gc) in the first column indicates that the earnings has a generation control.

Name and Description	Unit	Rate	%	Amount
AL MARGINAL Ann Lve - Marginal (Term) (gc)	TER FM AL BAL HRS	TER FM HOURLY RATE		
AL MARGIN DY Ann Lve - Marginal (Term Days) (gc)	TER FM AL BAL DYS	TER FM DAILY RATE		
LSL MARGINAL LSL – Marginal (Term)	TER VR LS MARGINAL	TER FM DAILY RATE		

Name and Description	Unit	Rate	%	Amount
LL MARGINAL Lve Loading - Marginal(Term) (gc)	TER FM LL BAL HRS	TER FM HOURLY RATE	17.5	
LL MARGIN DY Leave Load on Term (Days-MAR) (gc)	TER FM LL BAL DYS	TER FM DAILY RATE	17.5	
ETP TAX ETP- Taxable				TER FM ETP PST83
ETP NONTAX ETP - Non Taxable				TER FM ETP PRE83
AL LUMP A Annual Leave - Lump Sum A	TER FM AL BAL HRS	TER FM HOURLY RATE		
AL LUMPA DY Ann Lve Lump sum A (Term Days) (gc)	TER FM AL BAL DYS	TER FM DAILY RATE		
LSL LUMP A LSL - Lump Sum A	TER VR LS LUMPA	TER FM DAILY RATE		
LL LUMP A Leave Loading - Lump Sum A (gc)	TER FM LL BAL HRS	TER FM HOURLY RATE	17.5	
LL LUMPA DY Leave Load on Term (Days-LSA) (gc)	TER FM LL BAL DYS	TER FM DAILY RATE	17.5	
LSL LUMP B LSL - Lump Sum B	TER VR LS LUMPB	TER FM DAILY RATE		

Name and Description	Unit	Rate	%	Amount
TERM LUMP D Termination - Lump Sum D				TER FM LUMPD
INV POST 94 Invalidity Post 94 Component				TER FM INV POST94
REDUNDANCY				Payee Level
EX GRATIA				Payee Level
PAY IN LIEU				Payee Level
INVALIDITY				Payee Level
INV POST 94				TER FM INV POST94

Calculating Hourly and Daily Rates

All the rates are either hourly or daily. For both, we have allowed for the situation where employees have salary packages and need to have their hourly or daily rate calculated from their total package value.

Calculating the Hourly Rate

To calculate the hourly rate, formula TER FM HOURLY RATE:

1. Determines if the employee is salary packaged by checking for a value for rate code AUTVP. If there is no value for AUTVP, the system uses the employee's hourly rate.
2. Gets the employee's standard hours frequency from Job in the Work Period field and passes it to AUS VR TEMP FREQUENCY.
3. Uses the variable to get the annualised factor AUS VR ANNL FCTR from the array AUS AR FREQUENCY.
4. Divides AUTPV by the annualised factor, then divides by the employee's standard hours.

$$(AUTVP / AUS VR ANNL FCTR) / STD HOURS = \text{Hourly rate for packaged employee.}$$

Calculating the Daily Rate

To calculate the daily rate, formula TER FM DAILY RATE:

1. Determines if the employee is salary packaged by checking for a value for rate code AUTVP. If there is no value for AUTVP, the system uses the employee's daily rate.
2. Divides AUTVP by the annualised factor for the daily frequency specified on the Additional Info - AUS page in the pay group component.

$AUTVP / AUS\ DY\ FACTOR = \text{Daily rate for packaged employee.}$

Note. The daily rate used for non-packaged employees is the system element DAILY RT. The daily rate is currently based on Weekly Rate / 5. If you want the daily rate calculated differently, you must revise this formula.

Resolving Termination Earnings

In this section we look at each of the earnings elements in the Termination section to see how they are resolved.

Calculating Annual Leave Marginal Tax and Lump Sum A - Hours

The calculation rule for both AL MARGINAL and AL LUMP A is $\text{Unit} \times \text{Rate}$ where:

$\text{Unit} = \text{TER FM AL BAL HRS}$

$\text{Rate} = \text{TER FM HOURLY RATE}$

The unit formula sums accumulators ANN ENTHRS_BAL and ANN ENTHPH_BAL.

Generation controls attached to each earnings determine which of the two earnings to use to pay the hours.

For Annual Leave Marginal (hours), generation control TER GC TERM NORMAL uses TER FM NORM TERM to determine if the employee's status is Retired with Pay, Retired, Terminated or Terminated with Pay and if it is, and the Action Reason *is not* Staff Reduction, Early Retirement or Partial or Total Disability, then pay the hours value as AL MARGINAL.

For Lump Sum A, generation control TER GC TERM REDUN uses TER FM REDUN TERM to determine if the employee's status is Retired with Pay, Retired, Terminated, or Terminated with Pay and if it is, and the Action Reason *is* Staff Reduction, Early Retirement or Partial or Total Disability, then pay the hours value as AL LUMP A.

Note. We have not made provision for annual leave accrued prior to 1993 so the payout for annual leave on resignation, retirement or dismissal is all to AL MARGINAL and will be taxed at the marginal rate.

Calculating Annual Leave Marginal Tax and Lump Sum A - Days

The calculation rule for both AL MARGIN DY and AL LUMPA DY is $\text{Unit} \times \text{Rate}$ where:

$\text{Unit} = \text{TER FM AL BAL DYS}$

$\text{Rate} = \text{TER FM DAILY RATE}$

The unit formula sums accumulators ANN ENTDYS_BAL and ANN PRODYS_BAL.

The same two generation controls used with AL MARGINAL and AL LUMP A – Hours are attached to these two earnings respectively. They do the same job, but this time pays the days value to either AL MARGIN DY or AL LUMPA DY.

See Also

Chapter 19, “Managing Termination Payments,” Calculating Annual Leave Marginal Tax and Lump Sum A - Hours, page 149

Calculating Annual Leave Loading Marginal Tax and Lump Sum A - Hours

The calculation rule for both LL MARGINAL and LL LUMP A is $\text{Unit} \times \text{Rate} \times \text{Percent}$ where:

Unit = TER FM LL BAL HRS

Rate = TER FM HOURLY RATE

Percent = 17.5

The unit formula sums accumulators ANN ENTHPH_BAL and ANN ENTHRS_BAL.

The same two generation controls used with AL MARGINAL and AL LUMP A are attached to these two earnings respectively. They do the same job, but this time pays the hours value to either LL MARGIN or LL LUMP A.

Calculating Annual Leave Loading Marginal Tax and Lump Sum A - Days

The calculation rule for both LL MARGIN DY and LL LUMPA DY is $\text{Unit} \times \text{Rate} \times \%$ where:

Unit = TER FM LL BAL DYS

Rate = TER FM DAILY RATE

% = 17.5

The unit formula is accumulator ANN ENTDYS_BAL.

The same two generation controls used with AL MARGINAL and AL LUMP A are attached to these two earnings respectively. They do the same job, but this time pays the days value to either LL MARGIN DY or LL LUMPA DY.

Calculating Long Service Leave - Marginal Tax and Lump Sums A & B

Long service leave (LSL) payment calculations are affected by legislation that requires different tax rates to apply to the different periods during which the employee accrued the leave. We supply three LSL earnings: LSL MARGINAL, LSL LUMP A, and LSL LUMP B.

To calculate these earnings, we supply the PeopleSoft-maintained formula TER FM LSL CALC. This formula is invoked by the formula TER FM PRE PROCESS that is the first element in the Termination section. As soon as the Termination section's conditional formula TER FM TERM CHECK returns true, TER FM PRE PROCESS is invoked which in turn invokes TER FM LSL CALC.

Note. TER FM PRE PROCESS also invokes TER FM LSL PRE90 used to calculate LSL payments that are exempt from State Payroll Tax in NSW.

The formula first determines if the termination was for redundancy, early retirement, or partial or total disability (referred to simply as “Redundancy” in the following table).

Formula TER FM LSL CALC returns values for variables TER VR LS LUMPA, TER VR LS LUMPB, and if the termination was not redundancy, TER VR LS MARGINAL. These three variables are the units in the Unit $\times$ Rate calculation rules for the three LSL earnings (the rate for all three earnings is TER FM DAILY RATE).

The following table shows how LSL may be paid according to the Action Reason of the termination.

Termination is Redundancy	Termination is Not Redundancy
Lump Sum A only	Lump Sum A only
Lump Sum B only	Lump Sum B only
Lump Sum A and B	Marginal only
	Lump Sum A and B
	Lump Sum A and B and Marginal

Formula TER FM LSL CALC then uses other formulas which in turn use durations and system generated accumulators based on the absence entitlements and take elements set up.

Note. TER FM LSL CALC uses formulas that in turn use system generated accumulators, the current members of which are customary data. If you create new absence entitlement or take elements, you must adjust the formulas to use the accumulators the system generates for those elements. You may have to adjust the following formulas: TER FM LSL TKES, TER FM LSTKE PST78, TER FM LSTKE PST93, and TER FM LSL BAL. The first three of those four formulas use variables that you will need to set the values of. They are, respectively: TER VR LSTKW TOTAL or TER VR LSTKM TOTAL, TER VR LSTKW PST78 or TER VR LSTKM PST78, and TER VR LSTKW PST93 or TER VR LSTKM PST93, depending on the frequency of the take (weekly or monthly). In the formulas and variables tables in this chapter, these elements are shown in bold to indicate that you may need to adjust them.

Calculating Lump Sum D

Lump Sum D payments, which are not taxed, are for redundancy and approved early retirement payments, but they have a limit. Whatever you pay over that limit is paid as a Lump Sum C Eligible Termination Payment (ETP) which may or may not be taxed. The resolution of Lump Sum C payments depends upon the prior resolution of Lump Sum D so we discuss it first.

The calculation rule for TERM LUMP D earnings is Amount where the Amount is formula TERM FM LUMP D.

This is how the formula resolves:

1. It first uses ATO supplied, PeopleSoft maintained, variable values, and a duration that determines an employee's complete years of service to arrive at a figure—called the “calculated amount” in this explanation. The calculated amount is the limit that can be paid as Lump Sum D. The variables are TER VR LUMPD YRLY (yearly amount) and TER VR LUMPD INIT (initial amount) and the duration is TER DR TOTAL DAYS. The formula multiplies the yearly amount by the years of service, then adds the initial amount. This is the calculated amount or limit.
2. The formula then compares the calculated amount with the balance of accumulator TER AC RED/AER (Redundancy/Approved Early Retirement).

Note. The members of accumulator TER AC RED/AER are only ever REDUNDANCY (which we have supplied) or [EARLY RETIREMENT] (which we haven't supplied). Both these earnings are also members of accumulator TER AC ETP: we'll explain why later. The redundancy and early retirement earnings are not paid as such—they do not add to accumulator AUS GROSS. They exist so that you can enter their amounts as positive input and add to accumulators. The actual payment of redundancy or retirement amounts is as earnings TERM LUMP D or a combination of TERM LUMP D and ETPTAX/ETP NON TAX.

- If the calculated amount is greater than the accumulator amount, the payments do not exceed the limit and the full accumulator amount becomes the Lump Sum D payment.
- If the calculated amount is less than the accumulator amount the payments do exceed the limit so only the calculated amount (the limit) becomes the Lump Sum D payment.

The balance becomes the basis of ETP calculations.

The balance becomes ETP (taxed or non taxed—to be calculated) because the redundancy and retirement amounts also add to TER AC ETP and whatever is paid as Lump Sum D by earnings TERM LUMP D subtracts from TER AC ETP. If the redundancy and retirement accumulator was less than the calculated amount, and was therefore paid as Lump Sum D in full, then the balance of redundancy and retirement in the ETP accumulator is nil.

$RED/RET = TERM LUMP D$ so

$RED/RET - TERM LUMP D = Nil$

If the redundancy and retirement accumulator was more than the calculated amount, only the calculated amount would be Lump Sum D so there would be a positive balance of redundancy and retirement payment in the ETP accumulator.

$RED/RET > TERM LUMP D$ so

$RED/RET - TERM LUMP D = +ve Bal of RED/RET$

Calculating Lump Sum C - Eligible Termination Payment

ETP payments may or may not be taxed.

The system has to determine what part of ETP earnings is taxable and what isn't.

Payments such as payment in lieu (of notice), ex gratia, invalidity, and sometimes, the balance of redundancy and retirement payments are included in the ETP payments.

Note. Earnings for payment in lieu (of notice), ex gratia, invalidity are, like redundancy, and retirement earnings, not resolved and paid as such—the amounts that you enter for them as positive input do not add to accumulator AUS GROSS. They do, however, add to accumulator TER AC ETP and formulas use that accumulator to determine if the payments are to be ETP taxed or ETP non taxed. Invalidity payments have additional processing which is discussed later.

Calculating Non Taxable ETP

The calculation rule for ETP NONTAX is Amount and the Amount is TER FM ETP PRE83.

The formula checks that accumulator TER AC ETP has a balance.

If it does, it multiplies the accumulator balance by the duration TER DR PRE JULY which calculates the employee's service days from hire (or rehire) to 30/06/83. It then divides by duration TER DR ELIG SERV that calculates the employee's total eligible service days.

Accumulator balance $\times$ Days from hire (or rehire) to June 30 '83 / Days from service date to termination date = TER FM ETP PRE83 = Amount of earnings ETP NONTAX.

The start date for duration TER DR PRE JULY is formula TER FM DUR START which returns the rehire date if the hire date is earlier than the rehire date.

Calculating Taxable ETP

The calculation rule for ETP TAX is Amount and the Amount is TER FM ETP PST83.

The formula checks that accumulator TER AC ETP has a balance.

If it does, it subtracts the previously calculated value of TER FM ETP PRE83 (ETP NONTAX amount) from the accumulator and resolves it to be the Amount value of the ETP TAX earning.

Accumulator balance – TER FM ETP PRE83 = TER FM ETP PST83 = Amount of earnings ETPTAX.

Note. Deduction ETP R/OVER, entered a payee level, subtracts from TER AC ETP because it is to be excluded from the ETP tax or non taxed calculation since it is not being taken as an earnings.

Calculating Invalidity and Invalidity Post 94 Payments

The calculation rule for earnings INVALIDITY is Amount and the Amount is Payee Level. It is another earnings that you enter the value of by positive input and that does not add to AUS gross. It does, however, add to the accumulator TER AC ETP. It also adds to its own accumulator TER AC INVALIDITY.

The calculation rule for earnings INV POST 94 is Amount and the Amount is formula TER FM INV POST94.

Note. Despite its name, the calculation of post 94 invalidity earnings, does not involve any durations based on the year 1994.

The formula multiplies the amount of accumulator TER AC INVALIDITY (added to by your positive input) by duration TER DR TERM RETIRE which calculates the days from the employee's termination date to his normal retirement date. It then divides by duration TER DR HIRE RETIRE which calculates the days from the employee's hire or rehire date to normal retirement date.

Accumulator amount $\times$ days from term to norm retirement / days from hire (or rehire) to norm retirement = TER FM INV POST94 = earnings INV POST 94

The start date for duration TER DR HIRE RETIRE is formula TER FM DUR START which returns the rehire date if the hire date is earlier than the rehire date.

Because your positive input for earnings INVALIDITY adds to TER AC ETP and earnings INV POST 94 subtracts from it, the balance of INVALIDITY is processed as any other ETP payment.

See Also

Chapter 19, "Managing Termination Payments," Calculating Lump Sum C - Eligible Termination Payment, page 153

Entering Final Hours

For employees who accrue annual leave in hours based on hours worked, you must enter their final hours in the variable TER VR FINAL HRS on the Supporting Elements Override page (Global Payroll, Payee Data, Create Overrides, Supporting Elements) when they are terminated. Those hours will grant the correct accrual during the resolution of section ABS ENTHPHG in the GEN ABSENCE process list for payment by the AUS PAYROLL process. The section only resolves if its conditional formula returns that the employee has been terminated. Employees who accrue hours based on hours and who are not terminated, get their accrual processed through the HRLY ACCRUED process list which is run after AUS PAYROLL when the hours on which to base the accrual are known.

CHAPTER 20

Managing End of Year Reporting

This chapter discusses how to:

- Set earnings and deduction categories.
- Collect FBT-liable earnings.
- Generate payment summary data.
- Separate eligible termination payment data.
- Generate the payment summary file for the ATO

Setting Earnings and Deduction Categories

The categories determine where earnings and deductions appear on the payment summary. You categorize earnings and deductions by assigning a character value to the variable EOY VR CATEGORY on the Supporting Element Override page for a selected earnings or deduction.

:

Earnings / Deduction Category	EOY VR CATEGORY Value
Allowances	A
CDEP (Community Development Employment Project)	C
Reportable FBT	F
Gross Pay	G
Other Income	O
Total Tax Withheld	T
Union Fees	U
Lump Sum A Payments	LA

Earnings / Deduction Category	EOY VR CATEGORY Value
Lump Sum B Payments	LB
Lump Sum D Payments	LD
Lump Sum E Payments	LE
ETP Pre 83 Payments	E1
ETP Post 83 Payments	E4
ETP Post 94 Invalidation Payments	E3
ETP Withheld Tax	ET
Salary Sacrifice	SS

Collecting FBT-Liable Earnings

The ATO requires that you report FBT-liable earnings when the grossed-up value (of all FBT-liable earnings) exceeds a minimum figure. To have the system calculate the reportable fringe benefits amount for inclusion on the payment summary, you run a collect process.

This section describes how to:

- Collect reportable FBT-liable earnings.
- Enter manually calculated FBT-liable earnings and view calculated earnings.
- Report FBT for terminated employees.

Summing Category F Earnings

Use the FBT Collection page (Global Payroll, Year-End Processing, Collect FBT Earns AUS) to set the parameters to have the system sum the net amounts of all earnings categorized as “F” (variable EOY VR CATEGORY) and gross them up. This is the same run control page—GPAU_RC_FBT_COLLEC—as used for Create Payment Summary. The difference is that this process uses the Application Engine program GPAU_FBT_COL and Create Payment Summary uses GPAU_PSM_CRE.

You need to enter the tax year and the population you are generating the data for. The population can be pay entity, pay group, or payee.

The Update if Record Exists check box relates to the record the values you can see on the Reportable FBT Earnings page. If you select it and the record exists either because of a manual entry only (status Entered) or because you have run the collect process previously (status Created) rerunning the process updates the calculated amount only. It does not change any manual entry.

The process is Application Engine process GPAU_FBT_COL.

Note. You need to set up your FBT percent and minimum reportable FBT liable earnings in Salary Packaging before you can run this process.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Salary Packaging, “Setting Up Salary Packaging,” Setting Up and Viewing Salary Packaging Tax Options

Pages Used to View and Adjust FBT-Liable Earnings

Page Name	Object Name	Navigation	Usage
FBT Earnings	GPAU_EE_FBT	Global Payroll, Year-End-Processing, Rvw/Update Payee FBT Earnings AUS.	View calculated amounts, add manual amounts, conditionally change the status, view grossed up values. You view the calculated amounts after you have run the Collect Reportable FBT Process.

Entering Manually Calculated FBT-Liable Earnings and Viewing Collected Earnings

Access the FBT Earnings page.

FBT Earnings	
Name: Whitford,Justin	
Empl ID: KA0014	
Pay Entity: KAAUSBI	Australian Business Institute
Tax Year: 2002	Balance Group No: 000
	*Status: Entered
FBT Details	
Manual FBT Amount:	300.00
Gross Up:	582.51
Collected FBT Amount:	0.00
Gross Up:	0.00
Total FBT Amount:	582.51
DateTime Stamp: 11/11/2002 5:22PM	

FBT Earnings page

Status

You can change the status from *Processed* to *Created* but only if the status of the Payment Summary process is still *Created* (not *Processed* or *Issued*). You would change it if you wanted to rerun the collect process to repopulate the Collected FBT Amount field. The statuses are:

Entered: The page has had a manual entry only.

Created: The Collect Reportable FBT has been run (even if the process didn't pick up any amount)

Processed: Payment Summaries have been created and the FBT data included (if there was any).

Issued: Refers only to the Payment Summary processes.

Manual FBT Amount

This is for any manually calculated amounts. Any values entered here will not be affected by any rerunning of the collect process which only updates the Collected FBT Amount field. The system displays the grossed up value of the amount you enter in the associated Gross Up field.

Collected FBT Amount

This is the result of the Collect Reportable FBT process (which may be 0.00). The system displays the grossed up value of the collected amount in the associated Gross Up field.

Total FBT Amount

The total of the grossed up amounts. If the amount exceeds the minimum FBT liable earnings for payment summary reporting, it is reported on the employee's payment summary and included in the electronic file submission to the ATO.

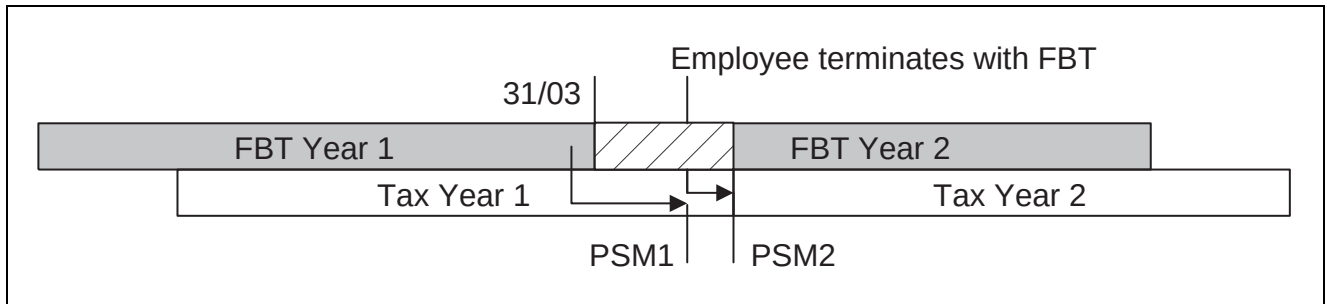
Date Time Stamp

The date and time the page (record) was last updated—manually or by the process.

Reporting FBT for Terminated Employees

An employee might terminate between the end of the FBT year and the end of the corresponding tax year. If, during that period—April 1 to June 30—that employee received reportable FBT-liable earnings over the reportable limit, you need to process two FBT collections and two payment summaries. The first is for the tax year in which the employee terminated. The second is solely to report the FBT liable earnings that would normally have been reported on the payment summary for the next tax year. The system picks up the FBT-liable earnings even though there is no tax balance record for that next tax year.

In the following diagram, the position of PSM2 indicates the tax year the FBT belongs to.



Indicating the FBT Tax Year

Generating Payment Summary Data

When data preparation is complete, you can generate the payment summary data employee by employee. You can view the data before printing payment summaries for issue to payee's. The system uses the data that the Application Engine program extracts for the following:

Note. After you have generated the payment summary data, you must print the payment summaries before you can create the electronic file for the ATO.

- Printed payment summaries for employees.
- The creation of the electronic file for the ATO.
- The Payment Summary Exceptions and Payment Summary Reconciliation reports.

This section discusses how to:

- View payment summary data.
- Generate the payment summary ATO file.
- Print the payment summary.

Note. The system only includes FBT in the payment summary if its grossed-up value exceeds the PeopleSoft-maintained minimum amount. You can see the minimum amount on the FBT/GST Rate page.

Pages Used in Generating Payment Summary Data

Page Name	Object Name	Navigation	Usage
PSM Creation	GPAU_RC_FBT_COLLEC	Global Payroll, Year-End-Processing, Collect FBT Earns AUS.	Enter the <i>Tax Year</i> and the payee population which can be <i>Pay Entity</i> , <i>Pay Group</i> or <i>Payee</i> . There is an Update if Record Exists check box. If you have already run the process, (Payment Summary status Created) this process will overwrite the stored values in the record. The process is Application Engine process GPAU_PSM_CRE.
Payment Summary	GPAU_EE_PSM	Global Payroll, Year-End Processing, Review Summary Pmnt Data AUS.	View the results of running the Create Payroll Summary process.
PSM– Print	GPAU_RC_PSM_PRINT	Global Payroll, Year-End Processing, Payment Summary/ETP Certs AUS	Set the parameters to print payment summaries for payees or groups of payees.
PSM – Electronic	GPAU_RC_PSM_ELEC	Global Payroll, Year-End-Processing, Create Pmnt Summ Elec File AUS.	Set the parameters for the generation of the electronic file by the application engine program.

Viewing Payment Summary Data

After running the Payment Summary - Create process for the tax year and payee population you selected, you can view the results. The EOY VR CATEGORY Supporting Element Override value you set for each earnings and deduction dictates in which total their values are included. The display is by employee name and ID, Pay Entity, Balance Group ID and Tax Year.

Access the Payment Summary page.

Payment Summary			
Name: Taylor,Jane Elizabeth		Empl ID: KA0001	
Pay Entity: KAAUSBI	Australian Business Institute	Balance Group No: 000	
Tax Year: 2002		Status:	Created
Payment Data			
Payment Period::	01/07/2001	To:	30/06/2002
Tax Withheld:	1,864.00	Reportable FBT Earnings:	
Gross Payments:	7,729.18		
CDEP Salary and Wages:	0.00		
Other Income:	0.00		
Allowances:	1		0.00
	2		0.00
	3		0.00
	4		0.00
Total Allowance:			0.00
Lump Sum Payments: A:	0.00	B:	0.00
D:	0.00	E:	0.00
Union Fees:	Union Fees		19.00

Payment Summary page

The EOY VR CATEGORY Supporting Element Override value you set for each earnings and deduction element dictates in which total their values are included.

Payment Period	For normal end-of-tax-year processing, this shows 01/07/YY - 1 to 30/06/YY. For terminated employees, it shows 01/07/YY - 1 to termination date. For hired employees, it shows hire date to 30/06/YY.
Tax Withheld	Total of all category T deductions.
Gross Payments	Total of all category G earnings.
CDEP Salary and Wages	Total of all category C earnings.
Other Income	Total of all category O earnings.
Allowances	Total of all category A earnings. If there are more than four allowances, three are listed alphabetically and the fourth field displays “Others” and the total for the other allowances.
Total Allowances	Total of 1-4 (where 4 might be the sub-total of the other allowances.)

Lump Sum (A, B, D and E) All earnings of category LA, LB, LD, and LE respectively.

Union Fees All deductions of category U.

Note. Lump Sum C earnings don't appear, because Lump Sum C, Eligible Termination Payments are extracted and reported separately.

Printing the Payment Summary

When all your data is correct, you can use the Payment Summary - Report page to print either or both of the two variations of the payment summary and any ETP certificates the system generated during the Create Payment Summary process.

Note. After you have generated the payment summary data, you must print the payment summaries before you can create the electronic file for the ATO.

Separating Eligible Termination Payment Data

If the system detects Lump Sum C, Eligible Termination Payments (ETP) during the Create Payment Summary process, it stores the data separately.

Page Used to View ETP Data

Page Name	Object Name	Navigation	Usage
ETP Certificate	GPAU_EE_ETP	Global Payroll, Year-End-Processing, Review/Update ETP Data AUS	View the breakup of Lump Sum C ETP payments by employee name and ID, Pay Entity, Balance Group ID and Tax Year.

Viewing Eligible Termination Payment Data

Access the ETP Certificate page.

ETP Certificate	
Name: Pearce,Warren Frank	Empl ID: KA0007
Pay Entity: KAAUSBI Australian Business Institute	Balance Group No: 000
Tax Year: 2001	Status: Created
Payment Data	
Payment Date: 07/15/2000	☐ Death Benefit
Eligible Service Period	
Date Started: 01/01/1999	
Days before 1 July 1983:	
Days after 30 June 1983: 577	
ETP Components	
ETP Pre- July 83:	9,093.61
ETP Post-June 83 Untaxed:	
ETP Post-June 83 Taxed:	
ETP Post-June 94 Invalidity:	2,462.34
ETP Gross Amount:	11,555.95
Tax Withheld:	2,864.00
Assessable Amount:	454.68

ETP Certificate page

You can print ETP certificates using the ETP Payment Summary printing option on the Print Payments Summary page.

Status

Values are:

Created: The Create Payment Summary process has been run.

Issued: The ETP Certificate has been run (printed). You can change the Status from *Issued* to *Created* if you want to regenerate the data through the create payment summary process.

Entered and Processed: These are not applicable statuses for ETP certificates

Payment Date

The date the ETP was made. The date defaults to the payment cheque date of the employee's last pay.

Eligible Service Period

Date Started

The payee's hire date.

Days before 1 July 1983 If the hire date is before 1 July 1983, this is the difference between the hire date and 1 July 1983.

Days after 30 June 1983 If the hire date is on or before 30 June 1983, this is the difference between 30 June and the termination date.

If the hire date is after 30/06/1983, this is the difference between hire date and termination.

ETP Components

ETP Pre-July (X) System-calculated based on the *Days before 1 July 1983* result.

**ETP Post-June 83
Untaxed (Y)** System-calculated based on the *Days after 30 June 1983* result.

ETP Post-June 83 Taxed System-calculated based on the *Days after 30 June 1983* result.

**ETP Post-June 94
Invalidity (Z)** System-calculated based on any post June 1994 invalidity payments made.

ETP Gross Amount Sum of X, Y, and Z

Tax Withheld Tax deducted from ETP.

Assessable Amount If the Death Benefit check box is selected, the assessable amount is 0.00. Otherwise it is based on the following formula: $(0.05 \times \text{ETP Pre-July 83}) + \text{ETP Post-June 83 Untaxed}$ or $(0.05 \times X) + Y$

Generating the Payment Summary File for the ATO

Access the PSM - Electronic page.

Note. After you have generated the payment summary data, you must print the payment summaries before you can create the electronic file for the ATO.

PSM - Electronic

Run Control ID: crw1 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

*Tax Year: 2002

Run Type

☒ Production ☐ Test

Magnetic Media Type

☒ PAYG Payment Summary ☐ PAYG Withholding with No ABN

Pay Entity List Find | View All First 1 of 1 Last

Pay Entity: KAAUSBI Australian Business Institute

PSM - Electronic

The ATO requires a magnetic media (electronic) file containing all the data the system has extracted for payment summaries and ETP certificates. You can create a single file for multiple pay entities. The ATO also requires two different files: one for regular payees and one for contractors who do not have an ABN. The file contains software information, payer information such as ABN and contact details, and payee information such as TFN, gross payment and withheld tax.

The file is created by Application Engine program GPAU_PSM_ELEC. This program uses data extracted by the Application Engine program that created the payment summary.

Before you remit payment summary information electronically to the ATO or distribute printed summaries to your payees, you can use the Payroll Summary Exceptions and Payment Summary Reconciliation reports to check the data extracted by the Application Engine program.

Run Type

Production or Test Select Test when preparing a file to send to the ATO for them to test validity. Make certain a test submission can never be taken for production data.

Magnetic Media Type

PAYG Payment Summary Select to produce a file of data for regular payees.

PAYG Withholding with No ABN Select to produce a file of data for contractor payees who do not have an ABN.

Pay Entity List

Pay Entity Select as many pay entities as you want included in the file.

CHAPTER 21

Monitoring Salary Packaging Expenditure for Australia

This chapter provides an overview of monitoring salary package expenditure for Australia and discusses how to:

- Update expenditure data for employee salary packages.
- Review salary package expenditures.

Understanding Monitoring Salary Package Expenditure for Australia

The Salary Packaging business process in PeopleSoft Human Resources enables you to monitor and project employee expenses during a salary package period. It also provides tools to ensure that actual spending, for both employees and the organisation, stays within the limits of budgeted salary packages. You can view package expenditures online as they take place, or generate reports that detail employee expenditures from their package budgets.

Note. Before you can begin monitoring expenditures against a salary package, you must have completed the modeling, confirmation, and enrollment of the salary package in PeopleSoft Human Resources. Doing so provides you with the base budgeted package against which your expenditure is tracked.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Salary Packaging, “Modelling Salary Packages”

PeopleSoft 8.8 Human Resources PeopleBook: Administer Salary Packaging, “Managing Salary Packages”

Updating Expenditure Data for Employee Salary Packages

The integration of PeopleSoft Salary Packaging with your PeopleSoft Human Resources and PeopleSoft Global Payroll systems enables you to enter actual expenditures against a budgeted salary package. When you define components, you use the Expense Data page to identify whether the component is administered as a deduction, earnings, or an expenses type.

For deductions and earnings, expenditure is based on the payments made through PeopleSoft Payroll. For components or additional components identified as expenses, expenditure is based on amounts you enter on the Business Expenses page in Administer Workforce in PeopleSoft Human Resources.

The remainder of this section discusses how to:

- Calculate salary package expenses.
- Enter salary package business expenses.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Entering Additional Data in Human Resources Records,” Tracking an Employee’s Business Expenses

PeopleSoft 8.8 Human Resources PeopleBook: Administer Salary Packaging, “Setting Up Salary Packaging,” Defining Expense Details for Salary Packaged Components

Page Used to Update Expenditure Data for Employee Salary Packages

Page Name	Object Name	Navigation	Usage
Calculate Package	GPAU_RC_SP02	Global Payroll, Absence and Payroll Processing, Calculate Package Expenses AUS	This process updates the Package Summary page, enabling you to view details of the budgeted, expended, and projected year-to-date totals for the package. This gives you vital information for observing and addressing spending and overspending trends.

Calculating Salary Package Expenses

Access the Calculate Package page.

Calculate Package

Run Control ID: crw1 [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameters

As Of Date: 11/11/2002

Selection Criteria

EmplID: **Empl Rcd#:** 0

☐ **Delete Empl. Expense History**

Pay Group: KAMONTHLY Monthly Pay Group

Calculate Package page

Report Request Parameters

As Of Date

The date on which package expenses are calculated.

Note. We recommend that you align this date with the pay period end date, end of a reporting period, and the end of the FBT or tax year. You should consider these dates when running the process.

Delete Empl. Expense History (delete employee expense history)

Select to delete previous expenses on the Package Summary page.

Understanding the Package Expense Calculation Process

Regardless of the selection criteria, the package expense calculation is only completed for *confirmed* salary packages. This process retrieves the expenditure from the expenses and payroll tables and aggregates them in your Salary Packaging records.

You can view the actual and projected expenditure both online and as a report. To facilitate expense tracking throughout the package year, run the process on a regular basis. The most logical time is at the completion of the payroll process, when you have the most up-to-date information on earnings and deductions paid through PeopleSoft Payroll. Any expense amounts that have been entered through Business Expenses are included in the Package Expense Calculation.

You can run the expense calculation process as often as you like. You can also rerun the process if the expense details change—for example, when you add new business expenses to the employee's records.

Note. Components with a payroll type of None do not have any expenditure tracked against them unless they have expenses entered on the Expense Data page. Components with nothing on the Expense Data page won't have anything tracked against them, even if they enroll a payroll item.

Entering Salary Packaging Business Expenses

When you define a component with an expense code on the Expense Data page, you enter expenditures for the employee using the Business Expenses page. Entering amounts here does not facilitate payment of the expense—it is merely a means of recording the expenditure.

When tracking expenditure against expense codes, you must be sure that there is a unique expense code for each component included in the employee salary package model.

Business expenses only relate back to Salary Packaging if the expense code is linked to a package component on the Package Component Exp (expense) page of the Package Component Table.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Entering Additional Data in Human Resources Records,” Tracking an Employee’s Business Expenses

Reviewing Salary Package Expenditures

Use the Salary Package Summary AUS component in the Review Absence/Payroll Info menu to review the overall expenditure for an employee’s salary package. You can also review the expenditures against individual components that make up a salary package.

Some of the components that are paid through the payroll system do not require close monitoring during the package year, as they are based on the details that you defined in the salary package. For example, expenditures for the employee’s salary, health benefits, and superannuation will probably not vary much during the year. However, for components that are subject to ad hoc payments, you might monitor expenditure more closely. For example, an employee’s actual spending against an expense account for motor vehicle operating costs could easily exceed the budgeted amount for the benefit if you do not monitor it carefully.

The remainder of this section discusses how to:

- View year-to-date employee package expense summary information.
- View period employee package expense summary information.
- Check package expenditure progress during the year.
- Reconcile payments at the end of the package period.
- Monitor expenditure overspending and underspending.

Pages Used to Review Salary Package Expenditures

Page Name	Object Name	Navigation	Usage
Period Summary	GPAU_PKG_EXP_PRD	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Info, Salary Package Summary AUS, Period Summary	View actual and budget summary amounts for a package and its components by pay period. This information is stored on the Package Expense Table.
Package Summary	GPAU_PKG_EE_EXP	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Info, Salary Package Summary AUS, Package Summary	View year-to-date employee package expense summary information. Displays the actual expenses and budget amounts for an employee from the year-to-date expenses table.

Viewing Year-to-Date Employee Package Expense Summary Information

Access the Package Summary page.

Period Summary
Package Summary

Whitford,Justin
Employee
EmplID: KA0014
Empl Rcd#: 0

View All
First 1 of 1 Last

Package Start Date: 01/01/2001
Package Status: Current

As Of Date: 05/31/2001

TPV Components
View All
First 1-3 of 4 Last

	Budgeted	Actual	%Var	Project Year End	Over Bud
BONUS	7882.00	1576.40	-80.00	2206.97	N
CAR	4361.70	872.34	-80.00	1221.28	N
SALARY	52546.75	10509.35	-80.00	14713.09	N

TEC Components
View All
First 1-3 of 4 Last

BONUS	8386.45	1677.29	-80.00	2348.21	N
CAR	4505.45	901.09	-80.00	1261.53	N
SALARY	55909.75	11181.95	-80.00	15654.72	N

Package Total

Total TPV:	70833.35	14166.67	-80.00	19833.34	N
Total TEC:	75231.30	15046.26	-80.00	21064.75	N
Non-Packaged Components:					

Package Summary page

As of Date

Indicates the date that the Package Expense Calculation was processed. The page calculations include only those expenditures for the employee up to this date.

Note. Totals are divided into three areas—TPV Components, TEC Components, and the Package Total. The TPV Components and TEC Components identify each component and display the value of components that add to TPV and TEC respectively. These values include the component value and any additional components that add to that package total. The system also displays Budgeted, Actual, %Var (variance) and Project Year End totals.

TPV Components and TEC Components

Budgeted

The Budgeted values for each component and the Budget totals reflect in the package component details that you enter and adjust on the Employee Salary Package, Base Components pages.

Actual

For each component the system determines the expenditure based on the payroll type definition on the component. If a component is linked to an earnings type, any payment made against that earnings type is regarded as expenditure against the component if you've set up the component with an earnings type on the Expense Data page.

The package expense calculation aggregates expenditure from business expenses and payroll data based on the preceding criteria. This process accounts for the expenditure against the base component amount but doesn't take into account additional component liabilities.

Note. For actual expenditure, the values processed through the payroll or entered in business expenses are disregarded for additional components. The system calculates additional component liabilities based on the percentage of the base component amount that has been expended.

To display the actual expenditure for the component, the system calculates the additional component liability based on the percentage of the base component amount that the employee has expended. The system calculates these values and incorporates them into the display of the actual expenditure for each component that is listed on the Package Summary page.

%Var

This amount represents the difference between the actual amount and the budgeted amount. It is expressed as a percentage of the budgeted amount. The system uses the following calculation to determine the % Var (variance) amount:

$$\frac{(\text{Actual Amount} - \text{Budget Amount})}{(\text{Budget Amount} \times 100)} = \text{Variance Amount}$$

Project Year End

Depending on the method you select for projecting values to year-end for the component, the system calculates this value accordingly. Different components use different methods and rates of expenditure. You identify whether a component is expended on a regular or ad hoc basis when you define components.

For components identified with a regular rate of expenditure, the system uses the following method to project earnings:

Actual Expenditure / (Total Days in Package Period × Days passed in the Package Period)

For components identified with an ad hoc rate of expenditure the system does not calculate a projection. Because they are expended at an ad hoc rate, it is not possible to presume any future expenditure.

Because package periods can be for periods other than a single year, the projection amount is calculated to the package end, not to year’s end.

Over Bud

The Over Bud (over budget) column displays either *Y* (yes) or *N* (no) to indicate whether the component is exceeding the assigned budget limits. The system determines whether a component or the package is over budget by prorating the package budget or the component budget. It calculates the value of the package or component from the start date to the package expense date. To determine any over or underspends, the system compares the result to the actual expenditure as of the date you last ran the Expense Calculation process.

Package Total

Total TPV and Total TEC

For each column amount that is displayed in the TPV and TEC Components group boxes, the system provides a Total TPV and Total TEC in the Package Total group box.

Non-Packaged Components

Because it is possible in your organisation that earnings or deductions that are not included in the employee’s salary package could be paid, the system also displays the Non-Packaged Components. This field identifies the total value of any deductions, earnings, and expenses that are not included as a packaged component but have been paid out to the employee in the payroll.

You can see if expenditure outside the package has occurred for the employee, and you can quickly respond to the non-packaged payments. These types of payments may prompt you to perform a package review or some other corrective action. To view the individual totals for these values, refer to the Non Packaged group box on the Period Summary page. The system displays the totals for non-packaged earnings, deductions, and expenses on the Period Summary page if any non-packaged payouts for these earnings types have taken place.

Note. You determine the non-packaged components that display appear on the Package Summary page using the Ern/Ded Included page.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Salary Packaging, “Setting Up Salary Packaging,” Setting Up Salary Packaging Payroll Components

PeopleSoft 8.8 Human Resources PeopleBook: Administer Salary Packaging, “Setting Up Salary Packaging,” Defining Non-Salary Packaged Earnings and Deductions Elements

PeopleSoft 8.8 Human Resources PeopleBook: Administer Salary Packaging, “Modelling Salary Packages,” Modelling Salary Packages for Employees

Checking Package Expenditure Progress During the Year

During the package year, you should review package expenditure on a regular basis to identify any potential over expenditures on the part of your organisation or the employee.

You need to draw on your knowledge of the benefits that you provide for employees to determine whether you need to take corrective action to fix an over-expenditure at any time during the package period. An employee might not be aware of the rate of expenditure and may potentially overspend on their expense account.

Viewing Period Employee Package Expense Summary Information

Access the Period Summary page.

Period Summary		Package Summary	
Whitford,Justin		ID: KA0014	Empl Rcd#: 0
View All First 1 of 1 Last			
Package Start Date:	01/01/2001	Package Status:	Current
Period End Date:	05/31/2001		
TPV Components		View All First 1-3 of 5 Last	
	Budget	Actual	%Var
BONUS	1576.400	1576.400	
CAR	449.260	449.260	
CAR FBT	423.080	423.080	
TEC Components		View All First 1-3 of 4 Last	
BONUS	PRT	100.890	100.890
CAR	PRT	28.750	28.750
SALARY	PRT	672.600	672.600
Package Total			
Total TPV:	14166.67	14166.67	
Total TEC:	15046.26	15046.26	
Non-Packaged			
Earnings	Deductions	Expenses	

Package Summary page

Package Start Date and Period End Date

The Period End Date is the end date for the pay period that you are viewing. The page calculations include only those expenditures for the employee for that the indicated pay period.

Note. The information on the Package Summary pages is only as current as the date that you ran the Package Expense Calculation process, and the page calculations include only those pay period expenditures for the employee up to that date.

Budget

The budgeted values for each component and the budget totals are reflected in the package component details that you enter and adjust on the Employee Salary Package, Base Component pages of the Employee Salary Package component.

Non Packaged

Earnings, Deductions, and Expenses

The Package Summary page displays a Non-Packaged Components group box to identify the total values of earnings, deductions, and expenses that are not included as a packaged components.

All the other fields on this page are identical to the fields on the Package Summary page.

Note. You determine the non-packaged components that display appear on the Package Summary page using the Ern/Ded Included page.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Salary Packaging, “Setting Up Salary Packaging,” Setting Up Salary Packaging Payroll Components

PeopleSoft 8.8 Human Resources PeopleBook: Administer Salary Packaging, “Setting Up Salary Packaging,” Defining Non-Salary Packaged Earnings and Deductions Elements

PeopleSoft 8.8 Human Resources PeopleBook: Administer Salary Packaging, “Modelling Salary Packages,” Modelling Salary Packages for Employees

Reconciling Payments at the End of the Package Period

Part of the package review process for each employee should involve a reconciliation of expenditure in the previous package period. It is at this time that you should recover any overpayments, or make any adjustments for underpayments. Salary Packaging helps you identify these amounts, but doesn't automate any payment or recovery for package balances.

When reviewing these amounts, you should also consider the balances for each component and consider the reasons for the overspend or underspend before making any adjustments.

For example, at the end of the package period, you might find that one of the employee's salary components is underspent. You should consider what has caused the underspend for the component. It might be that the employee took two weeks leave without pay. In that case, the underspend is valid and no adjustment should be made. Alternately, an expense account that is underspent could have been under-utilised, and the employee should receive some adjustment for the balance remaining through payroll.

The actions that you take to acquit a salary package at year's end depend on your business practices. Some organisations allow balances to be carried forward to future years, others pay out or recover differences at year's end.

Monitoring Expenditure Overspending and Underspending

The Package Summary pages clearly identify package and component overspending and underspending.

Some organisations choose not to control employee package expenditure at the component level. The package total information is most important to package administrators for these organisations. When budgeting and/or modelling packages, package administrators in these organisations define individual package components in the usual way. But component values act more as a guideline than a rule for tracking expenditures against the employee's package.

For organisations that are concerned with the overall package expenditure overspends and underspends, you can easily identify this information at the package level using the Package Summary pages. The pages also track expenditure at the component level, but expenditure caps are enforced at the package level.

In other organisations, business rules require that the package administrator track expenditure at the individual component level. Using the Package Summary pages, any overspending or underspending of the components is easy to see.

Note. The system does not issue warning messages regarding overspending or underspending of either packages or components in salary packages other than indicating that the package or the components are over or underspent on the Package Summary pages.

APPENDIX A

PeopleSoft Global Payroll for Australia Reports

This appendix provides an overview of PeopleSoft Global Payroll for Australia reports and enables you to view summary tables of all reports.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation.

PeopleSoft Global Payroll for Australia Reports: A to Z

These tables list the PeopleSoft Global Payroll for Australia reports. There is additional information about report run control pages within the chapter for particular features. All report are SQR reports, although some obtain data from Application Engine programs.

Note. Reports that can be at detail or summary level add “- A” or “- B” respectively as a suffix to their ID when printed. For example, the BAS report can be GPAUPY13 - A or GPAUPY13 - B.

An asterisk after the report name in the first column indicates that there is more information in this PeopleBook and a See Also link after the table.

PeopleSoft Global Payroll for Australia: Australian Bureau of Statistics (ABS) Reports

Report ID and Report Name	Description	Navigation	Run Control Page
GPAUPY16 Average Weekly Earnings (AWE)	These quarterly reports use earnings data stored in any of five ABS accumulators. You need to ensure all earnings to be reported are included in the selected accumulators. The process produces both hard-copy reports and ASCII, comma-delimited electronic files.	Global Payroll, Authority Correspondence, QTR–ABS Avg Wkly Rpt/File AUS	GPAU_RUNCTL_AWE
GPAUPY17 Survey of Employment & Earning (SEE)	See GPAUPY16 above.	Global Payroll, Authority Correspondence, QTR–ABS Empl Srvy Rpt/File AUS	GPAU_RUNCTL_AWE

PeopleSoft Global Payroll for Australia: Additional Reports

Report ID and Report Name	Description	Navigation	Run Control Page
GPAUAM01 Absence History *	Lists, for each employee, all leave taken, with dates and duration, paid status, and other information. If you don't specify a leave Type, the report lists all types.	Global Payroll, Absence and Payroll Processing, Absence Reports, History AUS	GPAU_RC_ABS_HIST
GPAUAM02 Leave Liability *	Lists, for each employee, absence entitlement converted to leave liability. It includes the earning codes used to pass liability to GLI or QSP. It shows rate and unit type, category (for QSP reporting), accrual date (pay date) balance units and the balance amount (rate × balance).	Global Payroll, Absence and Payroll Processing, Absence Reports, Leave Liability AUS	GPAU_RC_LVELIAB
GPAUPSO1 Payment Summary	Reports year-end payee earnings, a legislative requirement.	Global Payroll, Year-End Processing, Payment Summary/ETP Certs AUS	GPAU_RC_PSM_PRINT
GPAUPT01 State Payroll Tax	Lists, state by state, tax based on total salary per pay period.	Global Payroll, Taxes, Payroll Tax Report AUS	GPAU_RC_SPT
GPAUPY01 Payslip *	Lists payee details of period earnings, taxes and other deductions, leave balances, and payment distributions.	Global Payroll, Payslips, Create/Print Payslips AUS	GPAU_RUNCTL_PSLP
GPAUPY11 Payroll Register	Lists, by payee, a summary of all earnings, deductions and net pay for a pay period. The main differences between this report and the existing GP Payroll Results Register are that this report lists the payroll results by pay entity and reports across multiple pay periods.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Register AUS	GPAU_RC_PY11
GPAUPY12 Payroll Reconciliation	Lists the summary of all earnings and deductions paid in the pay period and year to date values to use for reconciliation purposes. The main difference between this report and the existing GP Payroll Summary Report is this report lists the payroll results by pay entity and reports across multiple pay periods.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Reconciliation AUS	GPAU_RC_PY12

Report ID and Report Name	Description	Navigation	Run Control Page
GPAUPY13 Pay Components	Provides either earnings, deduction or accumulator data across multiple pay periods.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Pay Components AUS	GPAU_RC_PY13
GPAUPY14 Payroll Messages	Lists, by payee, any error or warning messages that has occurred during the pay run. You only need to specify a language and calendar group for this report.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Messages AUS	GPAU_RC_PY14
GPAUPY15 Business Activity Statement	The BAS Information Register provides information to assist you to complete your organisation's Business Activity Statement. You specify from and to dates and the pay entities you want the report for. You can print a summary version of this report. Employee tax appears in the "Amt. Withheld No ABN" column because employees don't have ABN numbers.	Global Payroll, Taxes, BAS Information Report AUS	GPAU_RC_PY15
GPAUPY21 Payment Summary Exceptions	Identifies discrepancies between the year-to-date amounts and actual results per period to avoid problems with payment summaries at year end. The report uses data extracted by the Application Engine program GPAU_PSM_EXC which also reports any ETP exceptions. You run the report by tax year and pay entity and you can sort by payee name.	Global Payroll, Year-End Processing, Payment Summary Exceptions AUS	GPAU_RC_PSM_EXCPT
GPAUPY22 Payment Summary Reconciliation	Lists the results of the payment summary AE program GPAU_PSM_CRE.	Global Payroll, Year-End Processing, Payment Summary Reconcile AUS	GPAU_RC_PSM_RECON
GPAUPY51 Net Payment Report	Extracts data from the Cemtex Transaction and Header tables, from Personal Data, and from Job. You can have report at summary or detail level.	Global Payroll, Payment Processing, Net Payment Report AUS	GPAU_PMT_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
GPAUPY52 Recipient File Report	SQR version of the Recipient File - Electronic which details payment of deductions sent to recipients by Cemtex file. You can get the report automatically by running the AE for the electronic file or by selecting its check box and leaving the AE check box cleared.	Global Payroll, Payment Processing, Create Recipient File	GPAU_RUNCTL_RCP_FL

See Also

Chapter 17, “Using the General Ledger Interface,” Reporting Leave Liability, page 113

Chapter 15, “Printing and Viewing Payslips,” Printing Payslips, page 103

Chapter 14, “Running Banking and Recipient Processes for Australia,” Reporting Net Payment, page 99

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 another and 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 method it 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 <i>sub-classification</i> .
clone	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> 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 activity's 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 you're 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 values dynamically directly 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 <i>Enterprise Incentive Management job</i> . In PeopleSoft Enterprise Incentive Management, a collection of job steps that corresponds to the steps in an organization's 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 <i>Enterprise Incentive Management ledger</i> . 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, <i>event</i> 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 <i>activity</i> .
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 <i>rates</i>) 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 application for 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 addresses for 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 location indicated by a <i>1</i> 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 <i>participant object</i> .
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 context. If 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

	defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
private view	A user-defined view that is available only to the user who created it.
process	See <i>Batch Processes</i> .
process definition	Process definitions define each run request.
process instance	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.
process job	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.
process request	A single run request, such as an SQR, a COBOL program, or a Crystal report that you run through PeopleSoft Process Scheduler.
process run control	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.
product category	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.
publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
record definition	A logical grouping of data elements.
record field	A field within a record definition.
record group	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.
record input VAT flag	Abbreviation for <i>record input value-added tax flag</i> . 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.
record output VAT flag	Abbreviation for <i>record output value-added tax flag</i> . See <i>record input VAT flag</i> .
reference data	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
reference object	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).
reference transaction	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

	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 takes email 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 activity characteristics 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 <i>Structured Query Report (SQR)</i> .
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 <i>basis</i> 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: <code>http://serverx/InternetClient/InternetClientServlet?ICType=Script&ICScriptProgramName=WEBLIB_BEN_401k.PAGES.FieldFormula.iScript_Home401k</code>
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

A

- Absence Details page (for payslips) 36
- absence management
 - absence advance types, defining 139
 - accruing and taking annual leave
 - days per year - pro rata and entitlement 126
 - hours per hour - entitlement only 128
 - hours per year - entitlement only 124
 - accruing and taking long service leave
 - long service leave pro rata and entitlement – Federal 128
 - long service leave pro rata and entitlement – other (State) 130
 - accruing and taking other leaves 133
 - accruing and taking sick leave
 - fixed, days 132
 - pro rata and entitlement sick leave - hours 132
 - variable, days 131
 - accruing entitlement and pro rata 124
 - adjusted service date 136
 - delivered absence entitlements 122
 - delivered absence takes 123
 - leave in advance, paying 139
 - overview 121
 - payment advance details, setting 142
 - reducing regular hours 121
- additional documentation xiv
- Advance Types page 139
- age-based limits, superannuation 84
- ANNRA 53
- annual leave
 - accruing and taking 124
 - calculating marginal tax, lump sum A– days 149
 - calculating marginal tax, lump sum A– hours 149
 - liability, calculating daily accrual 114
 - liability, calculating hourly accrual 113
- annual leave loading
 - calculating marginal tax, lump sum A– days 150
 - calculating marginal tax, lump sum A– hours 150

- application fundamentals xiii
- Australian Bank Setup page 31
- Australian Information page 19

B

- banking and recipient processing
 - additional recipient information, setting up 93
 - electronic fund transfers 95
 - linking source banks to debit types 33
 - manual and separate cheques 100
 - multiple source banks by debit type 32
 - net payment, reporting 99
 - recipient calculate options 98
 - recipient payment report file, creating 99
 - recipient payment report files, generating 98
 - setting up 31
 - setup, understanding 31
 - source banks, additional information 31
 - understanding 93
- BONUS GRS UP 87
 - calculating 88
- BONUS NET 87
- business processes, listing and summary 5

C

- Calculate Package page 168
- calendars, additional information, entering 18
- Cemtex, *See* electronic funds transfer, managing transfers
- chart field remap
 - after calculation 119
 - check box 117
 - GL Chartfield Remap page 119
 - process
 - running 117
- CHILDSUPPORT 68
- comments, submitting xvii
- common elements xvii
- Consolidated Publications Incorporated (CPI) xiv
- contact information xvii

- contractors, tax, entering details 75
- country-specific documentation xvi
- COURT ORDER 68
- cross-references xvi
- Customer Connection Website xiv

D

- debit type, multiple source banks, linking 32
- deduction and recipient processing, file layout 94
- deduction payback 55
- Deduction Payback page 55
- Deduction Recipient page 94
- deductions
 - categories for reporting 155
 - delivered elements, table of 61
 - garnishments 67
 - goal amounts, checking 66
 - overview of 61
 - scheduling with generation controls 65
 - tax 64
- delivered elements
 - absence entitlements 122
 - absence takes 123
 - creating 8
 - deductions 61
 - earnings, table of 42
 - termination earnings 146
 - viewing 14
- documentation
 - country-specific xvi
 - printed xiv
 - related xiv
 - updates xiv

E

- earnings
 - based on other earnings, calculating 52
 - categories for reporting 155
 - deduction payback 55
 - defining 41
 - delivered elements, table 42
 - FBT liable, collecting 156
 - flat amounts 52
 - formula-based 52
 - holiday hours, selecting 56
 - min and max hourly rates and limits 49
 - net to gross elements 87

- ONCALL 49
- overtime 49
- overview 41
- payee level amounts, unposted 52
- PRDBON 51
- reduce from regular 53
- regular pay 48
- rolling average 53
- scheduling with generation controls 57
 - any period 57
 - last period only 59
- shift earnings 49
- STRESS 52
- termination, resolving 149
- Earnings and Deductions page 38
- Earnings and Deductions page (for payslips) 36
- electronic funds transfer
 - creating the Cemtex file 97
 - generating the EFT code 96
 - managing transfers 95
 - recipient calculate options 98
- elements
 - abbreviations in names 11
 - delivered, understanding 8
 - functional area codes 13
 - maintenance 8
 - naming convention 10
 - ownership 8
 - primary 11
 - suffixes 12
 - supporting 10
 - type codes (PIN_TYPE) 14
- eligible termination payments
 - components 164
 - eligible service period 163
 - lump sum C 153
 - non taxable, calculating 153
 - separating data 162
 - taxable, calculating 153
 - viewing data 162
- Employee Service History page 135
- end of year processing
 - earnings and deductions categories, setting 155
 - eligible termination payments
 - separating 162
 - viewing 162
 - fringe benefit tax
 - collecting liable earnings 156

- reporting for terminated employees 159
- payment summary data, generating 159
- payment summary data, viewing 160
- payment summary, printing 162
- EOY, *See* end of year processing
- ETP, *See* eligible termination payments
- ETP Certificate page 162
- EX GRATIA 52

F

- FBT, *See* fringe benefit tax
- FBT Earnings page 157
- final hours, entering on termination 154
- fringe benefit tax
 - collecting liable earnings 156–157
 - terminated employees, reporting 159
- FTB Rates page 24
- Fund Transfer – Electronic page 96

G

- garnishments
 - deductions, calculating 68
 - deductions, managing 67
 - details, entering 69
- general ledger interface
 - accrued salary, calculating 111
 - annual leave liability, calculating daily accrual 114
 - annual leave liability, calculating hourly accrual 113
 - journal types to groupings, adding 110
 - leave liability and absence history reporting 113
 - leave liability, calculating 112
 - leave liability, reversing on cost centre change 115
 - leave liability, reversing on termination 112
 - long service leave liability, calculating monthly accrual 115
 - long service leave liability, calculating weekly accrual 114
 - processing payroll data 109
 - QSP, processing payroll data to 109
 - running the processes 116
 - state payroll tax, calculating liability 115
 - using 109

- generation controls
 - scheduling deductions 65
 - scheduling earnings 57
- GL Chartfield Remap page 119
- GLI, *See* general ledger interface
- glossary 181
- goal amounts, checking for (deductions) 66
- Gratifications page 68–69
- grossing up, *See* net to gross
- Group Entity page 28

H

- HEALTH FUND 65
- HECS Rates page 24
- holiday hours 56

I

- INSURANCE 66
- INVALIDITY 52
- invalidity payments 153

J

- Journal Type page 111
- journal types, adding to GL groupings 110

L

- leave in advance
 - advance payments 143
 - advance processing options 140
 - calendar group selection 140
 - calendar periods advanced 143
 - calendar periods paid on return 144
 - defining absence types 139
 - paying 139
 - payment advance details, setting 142
 - return payments 144
 - valid absence takes 141
- leave liability
 - calculating for GLI 112
 - reporting for GLI 113
- limits
 - age-based, superannuation 84
 - earnings 49
 - superannuation 83
- LOAN REPAY 66
- LOANDED 65
- long service leave
 - accruing and taking 128

- calculating marginal tax & lump sums A & B 150
- liability - calculating monthly accrual 115
- liability - calculating weekly accrual 114
- OGO 134
- taking, OGO 138
- LSL, *See* long service leave
- lump sum A
 - annual leave loading, calculating – days 150
 - annual leave loading, calculating – hours 150
 - annual leave, calculating – days 149
 - annual leave, calculating – hours 149
 - LSL, calculating 150
- lump sum B
 - LSL, calculating 150
- lump sum C, calculating ETP 153
- lump sum D, calculating 152

M

- manual cheques, *See* banking and recipient processing, manual and separate cheques
- maximum earnings limits,
 - superannuation 83
- Medicare Levy page 24
- Medicare levy, entering details 74
- messages, setting up (payslips) 39
- minimum and maximum earnings 49

N

- net pay, actual and target (net to gross) 88
- net payment, reporting 99
- net to gross
 - actual and target net pay 88
 - BONUS GRS UP and gross pay,
 - calculating 89
 - calculating payments 87
 - determining need for calculation 88
 - earnings elements 87
 - overview 87
 - process sequence 88
- Non Tax Deduction page 29
- Non Tax Earnings page 29
- notes xvi

O

- OGO
 - adjusted service date, adjusting 136
 - long service leave 134
 - long service leave, taking 138
 - part and full time pro rata and entitlement,
 - calculating 137
- ONCALL 49
- other leaves, accruing and taking 133
- overtime, calculating 49

P

- Package Summary page 171
- Pay Component page 107
- Pay Entities AUS page 24
- Pay Entity/Src Bank AUS page 32
- pay groups
 - additional information, entering 16
 - leave paid in advance 17
 - payslip templates 17
 - salary packaging 17
 - payslip templates, attaching 40
- Pay Groups AUS page 17
- Pay in Advance AUS page 142
- Pay In Advance AUS page 139
- PAY IN LIEU 52
- Payee Recipient page 94
- payee tax data
 - entering 72
 - updating automatically 75
- Payee Tax Data page 72
- payment summary
 - generating data 159
 - generating the ATO electronic file 164
 - magnetic media type 165
 - pay entity list 165
 - run type 165
 - printing 162
 - viewing data 160
- Payment Summary page 160
- Payroll Messages page 108
- Payroll Register page 107
- payslips
 - earnings and deductions, setting up 38
 - messages, creating 39
 - overriding delivery options 103
 - printing 103
 - set up, understanding 35

- templates & accumulators, setting up 36
- templates, attaching to pay groups 40
- templates, creating 35
- viewing online 104
- Payslips Messages page 36, 39
- PeopleBooks
 - ordering xiv
- PeopleCode, typographical conventions xv
- PeopleSoft application fundamentals xiii
- Period Summary page 171, 174
- PRDBON 51
- prerequisites xiii
- printed documentation xiv
- proration rules, identifying 22
- Protected Net Pay page 68
- PSM - Creation page 160
- PSM - Electronic page 160
- PSM - Print page 160
- PUB 56

Q

- QSP, *See* general ledger interface, QSP processing data to

R

- rebates, entering details (tax) 74
- Recipient File – Electronic page 99
- recipients, *See* banking and recipient processing
- Reconciliation Report page 107
- REDUNDANCY 52
- REGPAY HRLY 48
- REGPAY STDHR 48
- regular pay, calculating (earnings) 48
- related documentation xiv
- reports
 - A to Z tables 177
 - additional 178
 - Bureau of Statistics (ABS) 177
 - payroll data 105
 - pay components 107
 - payroll messages 108
 - payroll register 107
 - reconciliation report 107
- retro
 - over 12 months
 - calculating 16

- determining 15
- processing 16
- processing payments 15
- retroactive/retrospective, *See* retro
- rolling average
 - calculating 53
 - setting up calculation 54
- rounding rules 22
- Run General Ledger page 117

S

- salary packaging
 - business expenses, entering 170
 - expenditure data, updating 167
 - expenditure progress in the year, checking 174
 - expenditures, reviewing 170
 - monitoring expenditure, understanding 167
 - over and underspending, monitoring 176
- package expenses, calculating 168
- package expenses, understanding the process 169
- payments at end of package period, reconciling 175
- period package expense summary, viewing 174
- year to date package expense summary, viewing 171
 - package total 173
 - TPV components and TEC components 172
- separate cheques, *See* banking and recipient processing, manual and separate cheques
- SFSS Rates page 24
- shift earnings, calculating 49
- sick leave, accruing and taking 131
- Source Bank Override page 32
- source banks
 - multiple by debit type 32
 - setting up additional information 31
- SPT, *See* state payroll tax
- SPT Report page 77
- state payroll tax
 - base date 78
 - calculating liability for GLI 115
 - employee change of state in reporting period 77
 - group pay entities, setting up 27–28

- identifying data for reporting 27
- reporting 77
- setting up for reporting 27
- tax tables, maintaining and viewing 28
 - non tax deductions 29
 - non tax earnings 29
 - state tax rates 29
 - taxable deductions 29
 - taxable expenses 29
 - trainee rebates 29
- State Payroll Tax page (for GLI reporting) 116
- State Tax Rate page 29
- STRESS 52
- suffixes (elements) 12
- suggestions, submitting xvii
- superannuation 79
 - age-based limits 84
 - calculation rule, setting 82
 - employee options, accommodating 85
 - exemption rule checks 83
 - exemptions and limits 83
 - exemptions and limits, controlling 84
 - matching contributions 82
 - maximum earnings limits, applying 83
 - overview of administration 79
 - percentage based on employee contributions 82
 - statutory and customary deductions 80
 - tier-based calculations 82
- Supplier Address page 24
- Supplier Data page 24
- Supplier Information Component (Taxes)
 - Supplier Address page 24
 - Supplier Data page 24

T

tax

- additional information, entering 24
- adjustments, specifying 74
- contractor details, entering 75
- declaration, making 75
- deductions 64
- information for processing, entering 71
- managing, overview 71
- Medicare levy, entering details 74
- payee data , auto updating 75
- payee data, entering 72
- rebates, entering details 74
- scales, viewing

- FTB rates 24
- HECS rates 24
- Medicare Levy 24
- SFSS rates 24
- tax scales 24
- tax file number, supplier information, entering 24
- tax file number
 - statuses, recording 73
 - submitting declaration electronically 75
 - supplier, information, entering 24
- Tax Scale Update page 75
- Tax Scales page 24
- Taxable Deductions page 29
- Taxable Expenses page 29
- taxation
 - reporting, entering information for 23
 - setup 23
- Template Setup & Accumulators page 36
- templates, attaching payslip templates to pay groups 40
- termination payments
 - annual leave loading marginal tax and lump sum A
 - days 150
 - hours 150
 - annual leave marginal tax and lump sum A
 - days 149
 - hours 149
- delivered earnings elements 146
- final hours, entering 154
- hourly and daily rates, calculating 148
- invalidity payments 153
- LSL marginal tax and lump sums 150
- lump sum D, calculating 152
- maintaining elements 145
- overview 145
- termination earning, resolving 149
- termination section, processing 146
- terms 181
- TFN, *See* tax file number
- TFN Declaration - Electronic page 76
- TRAINADV 55
- TRAINEED 55, 65
- Training Rebate page 29
- triggers and segmentation events
 - defining 19
- typographical conventions xv

U

UNION 65

V

visual cues xvi

W

warnings xvii

WRIT 68

