

PeopleSoft®

PeopleSoft 8.8
Global Payroll for Brazil PeopleBook

December 2002

PeopleSoft 8.8
Global Payroll for Brazil PeopleBook
SKU HRMS88GPB-B 1202

PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.
Copyright 1988-2002 PeopleSoft, Inc. All rights reserved.

Printed in the United States.

All material contained in this documentation is proprietary and confidential to PeopleSoft, Inc. ("PeopleSoft"), protected by copyright laws and subject to the nondisclosure provisions of the applicable PeopleSoft agreement. No part of this documentation may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, including, but not limited to, electronic, graphic, mechanical, photocopying, recording, or otherwise without the prior written permission of PeopleSoft.

This documentation is subject to change without notice, and PeopleSoft does not warrant that the material contained in this documentation is free of errors. Any errors found in this document should be reported to PeopleSoft in writing.

The copyrighted software that accompanies this document is licensed for use only in strict accordance with the applicable license agreement which should be read carefully as it governs the terms of use of the software and this document, including the disclosure thereof.

PeopleSoft, PeopleTools, PS/nVision, PeopleCode, PeopleBooks, PeopleTalk, and Vantive are registered trademarks, and Pure Internet Architecture, Intelligent Context Manager, and The Real-Time Enterprise are trademarks of PeopleSoft, Inc. All other company and product names may be trademarks of their respective owners. The information contained herein is subject to change without notice.

Open Source Disclosure

This product includes software developed by the Apache Software Foundation (<http://www.apache.org/>). Copyright (c) 1999-2000 The Apache Software Foundation. All rights reserved. THIS SOFTWARE IS PROVIDED "AS IS" AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE APACHE SOFTWARE FOUNDATION OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

PeopleSoft takes no responsibility for its use or distribution of any open source or shareware software or documentation and disclaims any and all liability or damages resulting from use of said software or documentation.

Contents

General Preface

About This PeopleBook xi

PeopleSoft Application Prerequisites.....xi

PeopleSoft Application Fundamentals.....xi

Related Documentation.....xii

 Obtaining Documentation Updates.....xii

 Ordering Printed Documentation.....xii

Typographical Conventions and Visual Cues.....xiii

 Typographical Conventions.....xiii

 Visual Cues.....xiv

Comments and Suggestions.....xv

Common Elements in These PeopleBooks.....xv

Preface

PeopleSoft Global Payroll for Brazil Preface.....xvii

PeopleSoft Application Fundamentals.....xvii

PeopleBook Structure.....xvii

Chapter 1

Getting Started With PeopleSoft Global Payroll for Brazil.....1

PeopleSoft Global Payroll for Brazil Business Processes.....1

Implementing PeopleSoft Global Payroll for Brazil.....1

 Setting Up PeopleSoft HRMS Fundamental Tables.....2

 Setting Up PeopleSoft Human Resources Tables.....2

 Setting Up PeopleSoft Global Payroll Core Application Tables.....3

 Setting Up PeopleSoft Global Payroll for Brazil Tables.....3

Chapter 2

Understanding Global Payroll for Brazil.....5

PeopleSoft Global Payroll for Brazil.....5

PeopleSoft Global Payroll for Brazil Business Processes.....5

PeopleSoft Global Payroll for Brazil Integrations.....7

Understanding Delivered Elements.....8

Creating Delivered Elements.....	8
Element Ownership and Maintenance.....	9
Naming Elements.....	10
Functional Area Codes.....	17
List of Element Type Codes (PIN_TYPE).....	18
Viewing Delivered Elements for Brazil.....	20

Chapter 3

Defining Country Data for Brazil.....	21
Setting Up Utilities in PeopleSoft Global Payroll for Brazil.....	21
Understanding Element Mapping.....	21
Pages Used to Set Up Utilities in PeopleSoft Global Payroll for Brazil.....	22
Defining Component Variables.....	22
Defining Element Mapping.....	23
Setting Up PeopleSoft Global Payroll for Brazil Data.....	23
Pages Used to Set Up PeopleSoft Global Payroll for Brazil Data.....	24
Enter Earnings, Deductions, and Calculation Bases Eligible for Printing for Multiple Reports.....	24
Defining the Printing Order Selection for the Payslip.....	26
Setting Up Service Takers.....	27
Setting Up Union Parameters.....	27
Setting Up Average Salaries.....	30
Defining Payee Parameters.....	30
Defining Stability Parameters.....	32
Defining Unhealthy and Hazardous Indicators for Job Codes and Positions.....	32
Using Core Functionality in Brazil.....	33
Defining Retroactivity in Brazil.....	34
Using Accumulators in Brazil.....	35
Using Segmentation in Brazil.....	35
Using Triggers in Brazil.....	35
Using Rounding Rules in Brazil.....	37
Using Rate Codes in Brazil.....	37
Understanding Enterprise Integration Points.....	38
Viewing Delivered Elements.....	39
Delivered Sections for Brazil.....	39
Delivered Process Lists for Brazil.....	40

Chapter 4

Processing Banking for Brazil.....	43
Understanding the Banking Process for Brazil.....	43
Defining the Banking Process in Brazil.....	43
Processing Banking.....	43
Pages Used to Define Banking in Brazil.....	44
Defining Bank Branches.....	44
Defining the Payment Process.....	44
Defining the Payment File Generation.....	45

Chapter 5

Setting Up the 13th Salary.....	47
Understanding the 13th Salary.....	47
Setup Considerations.....	47
Viewing Delivered 13th Salary Elements.....	48
Viewing Delivered 13th Salary Earnings.....	48
Viewing Delivered 13th Salary Deductions.....	48
Viewing Delivered Accumulators.....	48
Viewing Delivered Sections.....	49

Chapter 6

Setting Up Vacation Pay.....	51
Understanding Vacation Setup.....	51
Defining Vacation Parameters for Brazil.....	52
Understanding Vacation Parameters.....	52
Page Used to Define Vacation Parameters.....	55
Entering Vacation Parameters.....	56

Chapter 7

Defining Average Salary Rules.....	61
Understanding Average Salary Calculations.....	61
Defining Average Salary Rules.....	61
Pages Used to Define Average Salary Rules.....	62
Defining the Average Salary Parameters.....	62
Defining Average Calculation Rules by Union.....	65

Chapter 8

Setting Up Termination Pay for Brazil.....	67
Understanding Terminations.....	67
Setting Up Termination Versions.....	69
Understanding Termination Versions.....	69
Pages Used to Define Termination Versions.....	69
Defining Termination Versions.....	69
Associate Earnings and Deductions With Termination Versions.....	71

Chapter 9

Defining Earnings for Brazil.....	73
Calculating Earnings.....	73
Calculating Base Compensation.....	73
Calculating Bonuses and Premiums.....	75
Calculating Additional Earnings.....	75
Calculating Overtime.....	77
Defining Salary Advances.....	78
Salary Advances and Taxation.....	79
Using Batch Positive Input.....	80
Page Used for Batch Positive Input.....	80
Loading Batch Positive Input.....	80

Chapter 10

Understanding Deductions in Brazil.....	83
Understanding Deductions.....	83
Understanding Provisions.....	83
Using Batch Positive Input.....	84
Creating New Deduction Elements.....	84
Adding Elements to Accumulators.....	84
Viewing Delivered Deduction Elements.....	85
General Deductions.....	85
Deductions Process Lists.....	86

Chapter 11

Creating Payslips for Brazil.....	89
Understanding the Payslip Definition Process.....	89
Running the Payslip Report.....	90

Page Used to Run the Payslip Report.....	90
Generating the Payslip Report.....	90

Chapter 12

Calculating Social Security Contributions for Brazil.....	93
Understanding INSS Contributions.....	93
Entering GPS Establishment Information.....	93
Determining Social Security Contributions.....	94
Determining Company Social Security Contributions.....	94
Determining Third-Party Social Security Contributions.....	95
Determining Contribution To Seguro de Accidents do Trabalho (SAT) (Workers' Accident Insurance).....	95
Determining Employee Social Security Contributions.....	96
Determining Maternity Allowance Contributions.....	96
Determining Family Allowance Contributions.....	96
Determining Contributions For Contracting Independent Workers.....	96
Determining Contributions For Compensation Paid To Businessmen.....	96
Calculating Social Security (INSS) Payments.....	96
Calculating INSS - Salary for Contribution.....	97
Calculating INSS for CPMF.....	98
Calculating INSS for Income Tax.....	98
Calculating INSS for Special Retirement.....	98

Chapter 13

Withholding Income Tax (IRRF).....	99
Understanding Income Tax Withholding.....	99
Income Tax Rates and Amounts.....	99
Allowable Tax Deductions.....	100
Income Tax Calculation.....	101
Special Tax Withholding Situations.....	102
Viewing Dependents.....	102
Page Used to View Dependents.....	103
Viewing an Employee's Dependents.....	103
Running the Income Tax Report.....	103
Page Used to Run the Income Tax Report.....	104
Viewing Delivered Income Tax Elements.....	104
Deductions for Income Tax.....	104
Earnings for Income Tax.....	105
Income Tax Sections.....	105

Chapter 14

Entering Absences in Brazil.....	107
Understanding Absence Entry in Brazil.....	107
Absence Setup Tasks.....	108
Understanding Absence Take Elements in Brazil.....	108
Understanding Absence Types in Brazil.....	110
Entering Absences and Forecasting Results.....	111
Running the Absence Forecasting Process.....	111
Pages Used to Enter Absences and Run the Absence Forecasting Process.....	111
Entering Absences.....	111
Reviewing Messages from the Absence Forecasting Process.....	114
Viewing Forecast Results.....	114
Viewing Delivered Absences Elements for Brazil.....	115
Absence Earnings.....	115
Absence Deductions.....	116
Absence Takes.....	116
Absence Process Lists.....	117

Chapter 15

Managing Vacations.....	119
Entering and Maintaining Vacation Data.....	119
Understanding How to Enter and Maintain Vacation Data.....	119
Prerequisites.....	120
Pages Used to Enter and Maintain Vacation Takes.....	120
Entering and Maintaining Vacations.....	121
Updating Vacation Entitlements.....	124
Creating Mass Vacation Takes.....	124
Understanding Mass Vacation Takes.....	125
Prerequisites.....	125
Page Used to Generate Mass Vacation Takes.....	125
Creating Mass Vacations.....	125
Generating the Vacation Payslip.....	128
Viewing Delivered Vacation Elements.....	128
Vacation Entitlements.....	129
Vacation Takes.....	129
Vacation Process Lists.....	129

Chapter 16

Tracking Loans for Brazil.....	131
Understanding Loans in Brazil.....	131
Defining Loans in Brazil.....	131
Page Used to Define Loans in Brazil.....	132
Defining Loan Assignments.....	132
Creating Deduction Assignments for Loan Schedules.....	134
Calculating Loan Payments.....	135
Adjusting Loan Payments.....	135

Chapter 17

Processing Termination Pay for Brazil.....	137
Making Termination Payments.....	137
Prerequisites.....	137
Viewing Delivered Termination Elements.....	138
Termination Earnings.....	138
Termination Deductions.....	139
Termination Process Lists and Sections.....	139

Appendix A

PeopleSoft Global Payroll for Brazil Reports.....	141
PeopleSoft Global Payroll for Brazil Reports: A to Z.....	141

Glossary of PeopleSoft Terms.....	143
--	------------

Index	155
--------------------	------------

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 Brazil 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 Brazil PeopleBook* provides you with implementation and processing information for your PeopleSoft Global Payroll for Brazil 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 8.8 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.

Chapters	Description
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.
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.

Chapters	Description
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 Brazil

This chapter discusses:

- PeopleSoft Global Payroll for Brazil business processes.
- Implementing PeopleSoft Global Payroll for Brazil.

PeopleSoft Global Payroll for Brazil Business Processes

The business processes for PeopleSoft Global Payroll for Brazil are:

- Banking
- 13th Salary
- Vacations
- Average Salary
- Termination Pay
- Earnings
- Deductions
- Payslips
- Social Security
- Income Tax
- Absences
- Loans

Implementing PeopleSoft Global Payroll for Brazil

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

- Fundamental HRMS tables, common to multiple PeopleSoft HRMS applications.
- PeopleSoft Human Resources tables.

- PeopleSoft Global Payroll core application tables.
- PeopleSoft Global Payroll for Brazil 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.

Important! The order in which you set up tables required to implement PeopleSoft Global Payroll for Brazil may vary; each individual application isn't necessarily set up in sequence. For example, you may set up HRMS tables, then tables for the Global Payroll core application, then several tables specific to the country extension, followed by additional 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 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.

Setting Up PeopleSoft HRMS Fundamental Tables

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

Step	Reference
1. Set up PeopleSoft HRMS global tables, including country, company, department, location, job code and other HRMS foundation tables.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , "Getting Started With PeopleSoft HRMS"

Setting Up PeopleSoft Human Resources Tables

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

Step	Reference
1. Set up establishments.	<i>PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce</i> , "Setting Up Country-Specific Tables," (BRA) Setting Up Establishments
2. Set up general union data.	<i>PeopleSoft 8.8 Human Resources PeopleBook: Manage Labor Relations</i> , "Setting Up Labor Relations Data," Setting Up Union Data
3. Enter Brazil-specific default information for companies.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , "Setting Up Organization Foundation Tables," Setting Default Information for Companies
4. Enter the verifier digit and other information for bank branches.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , "Setting Up Banks and Bank Branches," Defining Bank Branches
5. Enter the Brazilian Code of Occupation for each job code.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , "Setting Up Jobs," Adding New Job Codes

Step	Reference
6. Associate CAGED and RAIS actions with each action reason.	<i>PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce</i> , “Setting Up the Administer Workforce Business Process,” Defining Duty Types and Reasons for Personnel Actions

Setting Up PeopleSoft Global Payroll Core Application Tables

PeopleSoft Global Payroll for Brazil 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 Brazil Tables

The steps discussed in this section suggest an order in which you define information on your PeopleSoft Global Payroll for Brazil tables.

Step	Reference
1. (optional) Define utilities in PeopleSoft Global Payroll for Brazil, including element mapping and component variables. This setup is optional and is designed to help technical people manipulate PIN numbers during development.	Chapter 3, “Defining Country Data for Brazil,” page 21
2. Set up general data for PeopleSoft Global Payroll for Brazil, including service takers, union parameters, average salaries, payee parameters, and position/job code parameters.	Chapter 3, “Defining Country Data for Brazil,” page 21
3. Review earnings delivered with your country extension. If necessary, configure the delivered earnings to meet your needs or create new earnings.	Chapter 9, “Defining Earnings for Brazil,” page 73
4. Review deductions delivered with your country extension. If necessary, configure the delivered deductions to meet your needs or create new deductions.	Chapter 10, “Understanding Deductions in Brazil,” page 83
5. Define vacation parameters and identify the absence take and entitlement elements to use for vacations.	Chapter 6, “Setting Up Vacation Pay,” page 51
6. Define the average salary calculation parameters for earnings and deduction elements.	Chapter 7, “Defining Average Salary Rules,” page 61
7. Define which earnings and deductions are subject to average salary calculations for each union.	Chapter 7, “Defining Average Salary Rules,” page 61
8. Set up and review the termination earnings and deductions delivered with your country extension and, if necessary, configure the delivered earnings to meet your needs or create new ones.	Chapter 8, “Setting Up Termination Pay for Brazil,” page 67

Step	Reference
9. Define termination versions.	Chapter 8, “Setting Up Termination Pay for Brazil,” page 67
10. Define the termination action/reason.	Chapter 8, “Setting Up Termination Pay for Brazil,” page 67
11. Define earnings/deductions for each termination version. A termination version is a set of earnings/deductions that will be paid or discounted during the termination pay.	• Chapter 9, “Defining Earnings for Brazil,” page 73 • Chapter 8, “Setting Up Termination Pay for Brazil,” page 67
12. Define payslips for each type of process (regular payroll, 13th salary, and vacation); this involves selecting element lists to be included and sort IDs.	Chapter 11, “Creating Payslips for Brazil,” page 89
13. Define social security contributions for employees, employers, and third parties.	Chapter 12, “Calculating Social Security Contributions for Brazil,” page 93
14. Update the IRRF table and income tax variables with any changes.	Chapter 13, “Withholding Income Tax (IRRF),” page 99
15. Modify the delivered absence take and absence entitlement elements or create new absence elements, as needed, and assign absence elements to payees and process lists.	Chapter 14, “Entering Absences in Brazil,” page 107
16. Define union parameters, such as contribution amounts and percentages, minimum guaranteed, and salary type for monthly employees.	Chapter 3, “Defining Country Data for Brazil,” page 21
17. Define payee parameters, such as SEFIP risk level, advance payment option and percentage, and weekly hours.	Chapter 3, “Defining Country Data for Brazil,” page 21

CHAPTER 2

Understanding Global Payroll for Brazil

This section provides an overview of your Global Payroll country extension and discusses:

- Business process supported by PeopleSoft Global Payroll for Brazil.
- PeopleSoft Global Payroll for Brazil integrations.
- Delivered elements for Brazil.
- The naming convention for delivered elements.

PeopleSoft Global Payroll for Brazil

PeopleSoft Global Payroll for Brazil is a "country extension" of the core Global Payroll application. It provides you with the payroll rules, elements, and absence processes needed to run a Brazilian payroll.

PeopleSoft Global Payroll for Brazil Business Processes

PeopleSoft Global Payroll for Brazil supports the following business processes:

- Banking

Using this optional business process, you can pay employees using electronic transfers. After you run a payroll, PeopleSoft Global Payroll for Brazil generates an EFT flat file that instructs the bank how to distribute the funds you send to them. The process also generates a printed report of payment details. PeopleSoft Global Payroll for Brazil supports the Unibanco bank reporting format.

- 13th Salary

PeopleSoft Global Payroll for Brazil enables you to make 13th salary (Christmas bonus) payments to your payees. PeopleSoft Global Payroll for Brazil supports variable 13th salary payments, which use three 13th salary payments instead of two.

- Vacations

PeopleSoft Global Payroll for Brazil enables you to record and track vacations. You can generate vacation entitlements, create mass vacation takes, handle negative entitlement balances, track accrued vacation premiums for financial reporting, process vacation pay, and generate a vacation payslip.

- Average Salary

PeopleSoft Global Payroll for Brazil supports the addition of an allowance (based on the employee's average variable pay) to vacation, termination, 13th salary, or maternity pay for employees who receive variable compensation. To determine which employees are eligible for average salary calculations, you set up the eligibility rules, based on union rules and the Consolidated Labor Laws (CLT). Before calculating average salary, you can specify the period of time to consider and whether you want the average salary calculations to be adjusted for inflation.

- Termination Pay

You can calculate the final check amount for terminated employees. The system enables you to define different termination versions and which earnings/deductions are considered in each version. You can also define which termination versions are linked with each Job/Action reason.

- Earnings

PeopleSoft Global Payroll for Brazil provides the ability to define and process different types of earnings, including base salary, bonuses, commissions, overtime, and cost allowances and travel expenses.

- Deductions

PeopleSoft Global Payroll for Brazil provides the ability to define and process many different types of deductions for Brazil including before tax, after tax, and nontaxable deductions. Examples of deductions include union monthly fees, alimony, and dependent deductions.

- Payslips

PeopleSoft Global Payroll for Brazil enables you to print payslips for weekly and monthly salaries, 13th salaries, and vacations. Because the format of payslips varies greatly from one company to another, we provide an example of a payroll payslip and a vacation payslip to use when creating your own payslips. You can define the criteria to print out your payslips, so that it displays exactly the information you require. You can prioritize the sort criteria and select the earnings, deductions, and calculation bases you want included in the payslip.

- Social Security

PeopleSoft Global Payroll for Brazil provides variables, formulas, earnings and deductions, and other rules to calculate and track all aspects of social security contributions. Both employers and employees must make a monthly contribution to social security through the INSS using their own resources to finance the benefits payable to employees. Calculation is in accordance with Institute's table, which is published monthly by INSS. The system calculates how companies, third parties, and employees should contribute to social security.

- Income Tax

PeopleSoft Global Payroll for Brazil provides rules and elements to calculate and deduct withholding of income tax using the graduated tax rate for monthly payroll, 13th salary, and vacation payments. The system also tracks the following allowable deductions: alimony, qualifying dependents, social security contributions, pension and retirement contributions, and retirement and pension income. There is also a report that shows the details of the employee's dependent data used for calculating income tax.

- Absences

PeopleSoft delivers predefined rules for processing absences. You may modify some of the absence rules and create new ones to reflect your organization's policies. You can also assess the impact of an absence using the Absence Forecasting process.

- Loans

It is a common practice for Brazilian companies to grant personal loans or pay for assets and services on behalf of their employees. PeopleSoft Global Payroll for Brazil enables you to maintain these loans, create payback schedules and modify the deduction of such values previously loaned to employees. You can adjust the loan by any rate and change the value of the deduction. On termination, the outstanding balance must be deducted. The loan may be deducted from normal payroll, vacation, 13th salary or termination.

See Also

[Chapter 4, “Processing Banking for Brazil,” page 43](#)

[Chapter 5, “Setting Up the 13th Salary,” page 47](#)

[Chapter 15, “Managing Vacations,” page 119](#)

[Chapter 7, “Defining Average Salary Rules,” page 61](#)

[Chapter 7, “Defining Average Salary Rules,” page 61](#)

[Chapter 9, “Defining Earnings for Brazil,” page 73](#)

[Chapter 10, “Understanding Deductions in Brazil,” page 83](#)

[Chapter 11, “Creating Payslips for Brazil,” page 89](#)

[Chapter 12, “Calculating Social Security Contributions for Brazil,” page 93](#)

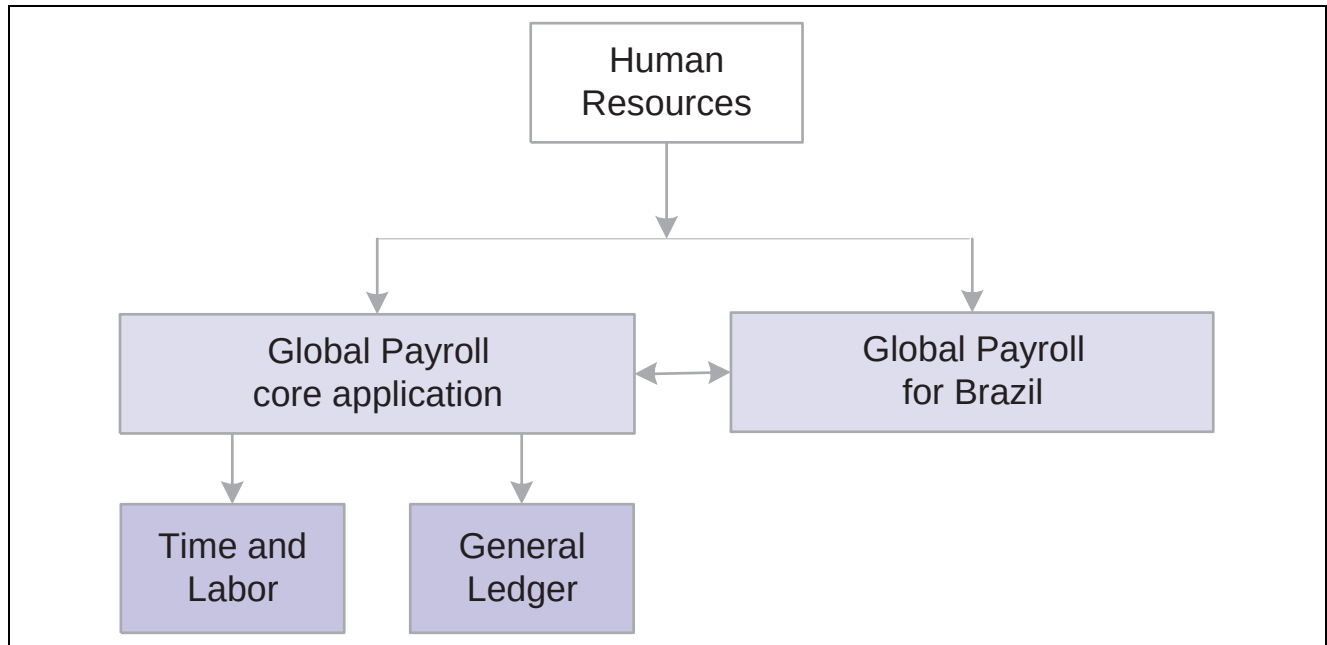
[Chapter 13, “Withholding Income Tax \(IRRF\),” page 99](#)

[Chapter 14, “Entering Absences in Brazil,” page 107](#)

[Chapter 16, “Tracking Loans for Brazil,” page 131](#)

PeopleSoft Global Payroll for Brazil Integrations

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



PeopleSoft Global Payroll for Brazil integrations

We cover integration considerations in the implementation chapters of the *PeopleSoft Global Payroll for Brazil PeopleBook*.

Understanding Delivered Elements

PeopleSoft Global Payroll defines each business process for Brazil in terms of delivered elements and rules. Some of these elements and rules are specifically designed to meet legal 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 system. 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 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 organization.

Understanding Ownership in PeopleSoft Global Payroll

There are five categories of element ownership in PeopleSoft Global Payroll.

PS Delivered/Maintained	Elements delivered and maintained on an ongoing basis by PeopleSoft.
PS Delivered/Not Maintained	Elements PeopleSoft delivers that can be modified or reconfigured 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 <i>PS Delivered/Not Maintained</i> , you are not required to apply these updates.
Customer Maintained	Elements created and maintained by your organization. PeopleSoft does not deliver rules defined as Customer Maintained.
PS Delivered/Customer Modified	Elements that were originally <i>PS Delivered/Maintained</i> 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 Brazil

Of the five ownership categories listed here, only the following two are used to define Brazilian elements: PS Delivered/Maintained and PS Delivered/Not Maintained. Although PeopleSoft Global Payroll for Brazil 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 organization.

Note. In general, PeopleSoft Global Payroll for Brazil uses the ownership category PS Delivered/Not Maintained except where the modification of an element might interfere with calculations designed to satisfy strict (and generally invariable) legal 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 rigid legal requirement for reporting taxes and contributions, PeopleSoft Global Payroll for Brazil 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.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining General Element Information,”
Defining an Element Name (GP_PIN)

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: FF TT NAME.

- FF: Functional Area Code (see Functional Area Codes for more information).
- TT: Type of Supporting Element (see List of Element Type Codes for more information).
- NAME: The name is based on a term in Portuguese and provides a further means of identifying the element.

For example, in the tax array MD VR SUMA MED, MD represents the functional area, VR represents the element type, and SUMA MED (*suma a medias*) provides a further means of identifying the element.

Note. This naming convention applies to the following element types: arrays, brackets, counts, dates, durations, formulas, variables, historical rules, fictitious calculation rules, proration rules, rounding rules, writable arrays, and generation control conditions.

Primary Elements

Primary elements, such as earnings, deductions, accumulators, absence take, and absence entitlement elements generally do not contain functional area codes or element type codes in their names. This is because primary elements have names, based on Brazilian terms, that identify their function and element type without the use of additional codes. For example, the name of the earning element SALARIO MENS clearly identifies this element as an earning, and more specifically, as a base salary element.

Other Elements

Although there is no fixed naming convention for sections and element groups, PeopleSoft Global Payroll for Brazil commonly uses the following naming convention: FF NAME.

- FF: Functional Area Code (see Functional Area Codes for more information).
- NAME: The name is based on a term in Portuguese and provides a further means of identifying the element.

For example, a section in a process list for Brazil might be named KR VENCIMENTOS, where KR is an identifier and VENCIMENTOS provides a means of uniquely identifying the element.

Additional Clues to the Use of Brazilian Elements

Many Brazilian 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 duration element FE DR DIAS AFA PER. While the functional area code FE indicates that this element is used for vacations, and the element type code DR identifies them as duration elements, the abbreviations AFA and PER provide additional clues to how the element is used. In this example, AFA stands for *Afastamento* (absences) and PER stands for *Periodo* (period). As you become more familiar with the payroll rules created for Brazil, 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 Brazilian elements.

Abbreviations Used in PeopleSoft Global Payroll for Brazil	Portuguese	English
NUM or QTD	Número	Number
%, PERC	Porcentagem	Percentage
ATU	Atual	Current
ACUM	Acumulado	Balances
13, 13º, 13S, 13 SAL	Décimo Terceiro Salário	Christmas Bonus
INVE	Investimentos	Savings
ALIM	Alimenticia	Alimony
ANTIG	Antiguidade	Seniority
ANU	Anual	Annual
ANV or ANIV	Aniversário	Anniversary

Abbreviations Used in PeopleSoft Global Payroll for Brazil	Portuguese	English
ASSO	Associarr	Assign
ASST	Assistência	Assistance
CAL, CALEN	Calendário	Calendar
CALC	Cálculo	Calculation Process
EMP, CIA	Empresa ou Companhia	Company
COMP	Compensar	Compensate
CRE or CRED	Crédito	Credit
QUO, QUT	Quota	Quote or Fee
DED, DE	Dedução	Deduction
DES, DESP	Desconto e Despesas	Discount, Food, or Rest and Expenses
ALIM	Alimento	Food
DEV	Devolução	Return
DF, DIF	Diferença	Difference
DOBR	Dobro	Doubles
DOM or DOMIN	Domingo	Sunday
\$\$	Dinheiro	Cash
ESP	Especial	Special
EX, EXTR	Extra	Non Taxable or Over

Abbreviations Used in PeopleSoft Global Payroll for Brazil	Portuguese	English
EXC or EXCE	Excedente	In Excess
ISEN	Isento	Non Taxable
FAT, FATOR	Fator	Factor
FED	Federal	Federal
FEST	Dia Festivo ou Feriado	Holiday
FIC or FICT	Fictício	Fictitious
FIX	Fixo	Fix
FRE or FREQ	Frequência	Frequency
TRIBUT, TRIB	Tributável	Taxable
HOR	Hora, Horista	Hours
IMP, IR	Imposto ou Imposto de Renda	Tax or Amount
INC or INCAP	Incapacidade	Disability
VEN	Vencimentos	Earnings
LIM	Limite	Limit or Boundary
QUIT, RESC	Liquidação	Lay off
MIN	Mínimo	Minimum
NEG	Negativo	Negative
PER	Período	Period
VENC	Vencimentos	Earnings

Abbreviations Used in PeopleSoft Global Payroll for Brazil	Portuguese	English
PREM	Prêmio	Premium
EMPR	Empréstimo	Loan
ME	Média	Average
PROD	Produzidas	Produced
PROP	Proporção ou Proporcional	Proportion or Proportional
PROV	Provisão	Provision
PROJ	Projetado	Projected
RETID	Retido	Withheld
RETRO	Retroativo	Retroactive
INT, INTER	Intervalo	Rank
RIS, RISC	Risco	Risk
SAL	Salário	Salary
SEGM	Segmento	Segment
SUB	Subsídio	Subsidy
SUP	Superior	Top Limit
TET	Teto, topo	Cap
TOT	Total	Total
TRA or TRAB	Trabalhado	Worked
TRIP, TRIPL	Triplo	Triple

Abbreviations Used in PeopleSoft Global Payroll for Brazil	Portuguese	English
ULT	Último	Last
UNI or UNID	Unidades	Units
FER , FERIAS	Férias	Vacations
VAL	Vales	Coupons
VAR or VARIÁV	Variável	Variable
/	Por	Per

Component Names (Suffixes)

In PeopleSoft Global Payroll for Brazil, suffixes are used to name the components of earnings and deduction elements. For example, when you create an earning, deduction, or absence element in PeopleSoft Global Payroll, you must 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 that are used. The system also names the components and accumulators by appending a suffix to the element's name.

Note. To view all the suffixes defined for your country, use the Element Suffixes page in the core PeopleSoft Global payroll application.

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

$EARN1 = Rate \times Unit$

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.

As you can see, the system creates suffixes to name the components of the element (_RATE and _UNIT). In PeopleSoft Global Payroll all suffixes fall into one of the following types:

- Separator.
- Earnings/Deductions component suffixes.
- Earnings/Deductions accumulator suffixes.
- Deduction arrears component suffixes.
- Absence entitlement component suffixes.
- Absence entitlement accumulator suffixes.

In PeopleSoft Global Payroll for Brazil, the following suffixes are pre-delivered:

Separator

The separator is defined as: _ (underscore)

Component Suffixes

Component	Suffix
Base	BASE
Percentage	PERC
Rate	VRREF
Unit	UNID

Accumulator Suffixes

Accumulator	Suffix - Calendar Period: Amount	Suffix - Calendar Period : Unit	Suffix - Fiscal Period: Amount	Suffix - Calendar Period: Unit
Calendar Period to Date	VRPER	UNPER	VRPEF	UNPEF
Month to Date	VRMEN	UNMEN	VRMEF	UNMEF
Quarter to Date	VRTRI	UNTRI	VRTRF	UNTRF
Year to Date	VRANU	UNANU	VRANF	UNANF

Deduction Arrears Component Suffixes

Deduction Arrears Component	Suffix
Payback	DEVOL
Amount not Taken	NDES
Add to Arrears	ACINS
Arrears Accumulator	INSUF

Absence Entitlements Suffixes

Absence Entitlement	Component/Accumulator	Suffix
Separator		–
Component	Unit Paid	UNPAG
	Unit Adjustment	UNAJU
Accumulator	Balance	SALDO
	Adjustment	AJUST
	Entitlement	DIR
	Take	AUSEN

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining General Element Information,”
Defining Suffixes for Components and Accumulators

Functional Area Codes

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

Functional Area	Description
FP	General (Folha de Pago)
RE	Earnings (Remunerações)
FA	Absences (Faltas,Atrazos,Afastamentos e Licenças)
MD	Average salaries (Médias)
RC	Terminations (Rescisão Contratual)
FE	Vacations (Férias)
13	13th salary (13o. Salário)

Functional Area	Description
CS	Union contributions (Contribuições a Sindicatos)
IN	Social security (INSS)
PA	Alimony (Pensão Alimentícia)
IR	Income tax (Imposto de Renda)
EP	Loans (Empréstimos)
VT	Transportation tickets (Vale Transporte)
AD	Advance Payment (Adiantamento)
SF	Family Allowance (Salário Família)
FG	FGTS (Fundo de Garantia por Tempo de Serviço)

List of Element Type Codes (PIN_TYPE)

The following table contains codes for all the element types. Because not all element types are delivered for Brazil, not all of these codes appear in the names of Brazilian elements.

Element Type	Description
AE	Absence Entitlement
AT	Absence Take
AC	Accumulator
AR	Array
AA	Auto Assigned
BR	Bracket
CT	Count

Element Type	Description
DT	Date
DD	Deduction
DR	Duration
ER	Earnings
EG	Element Group
EM	Error Message
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HR	Historical Rule
PR	Process List
PO	Proration Rule
RC	Rate Code
RR	Rounding Rule
SE	Section
SY	System Element
VR	Variable
WA	Writable Array

Viewing Delivered Elements for Brazil

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Brazil. 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”

CHAPTER 3

Defining Country Data for Brazil

This chapter discusses how to:

- Set up utilities in PeopleSoft Global Payroll for Brazil.
- Set up PeopleSoft Global Payroll for Brazil data.
- Use core functionality in Brazil.
- Understand enterprise integration points (EIPs) used in PeopleSoft Global Payroll for Brazil.
- View delivered elements.

Setting Up Utilities in PeopleSoft Global Payroll for Brazil

This section provides an overview of element mapping and discusses how to:

- Define component variables.
- Define element mapping.

Note. This setup is optional and is designed to help technical people manipulate PIN numbers during development.

Understanding Element Mapping

The element map plays a critical role when packaging and moving elements and data to other databases.

PIN numbers are used in PeopleCode, component interfaces, and reports to refer to global elements. The PIN number is a consecutive number so it can change between databases or releases; therefore, there is a need to create a utility during development so that the PIN number is not hard-coded. Using the utility also ensures consistency between the PIN number changes.

There are two ways to map an element:

- By record
- By component

Select record when you need to map a record field into a core Global Payroll element.

Select component when the mapping doesn't depend on a record field; instead, it depends on some behavior on the page, for example, the record is used in more than one place and must map to different core Global Payroll elements.

If you select to map an element by component, you may want to define your component variables on the Component Variables page before you define your element mapping.

PeopleCode Function Example:

When you need to use a PIN number in the PeopleCode, use this function to obtain the corresponding PIN number.

```
Declare Function Get_Pin_Num PeopleCode GPBR_DERIVED_EM.PIN_NUM FieldFormula;
&Record_Name = "GPBR_LOAN";
&Date_Pin_Num = Get_Pin_Num ("R", &Record_Name, "DATE");
```

Pages Used to Set Up Utilities in PeopleSoft Global Payroll for Brazil

Page Name	Object Name	Navigation	Usage
Component Variables	GPBR_COMP_VARS	Set Up HRMS, Product Related, Global Payroll, Elements, Define Variable Attributes BRA	Define the variables for components to be used on the Element Mapping page to define the variable type.
Element Mapping	GPBR_ELEM_MAP	Set Up HRMS, Product Related, Global Payroll, Elements, Map Elms to Comp/Rcd BRA	Set up the mapping to the fields and variables of an element which are used during development in the components interface objects.

Defining Component Variables

Access the Component Variables page.

The screenshot shows the 'Component Variables' page. At the top, there's a header bar with 'Component Variables'. Below it, 'Country: BRA Brazil' and 'Component Name: GPBR_PAYEE_PARM' are displayed. A table with two columns, '*Variable Name' and 'Variable Type', is shown. The first row has '1' in the first column, 'PIN_NUM' in the second, and 'Num' in the third. To the right of the table are navigation buttons: 'First', '1 of 1', and 'Last'. There are also '+' and '-' buttons for adding or removing rows.

Component Variables page

If you choose to map your elements by component, you may want to define your component variables before you map your elements.

Variable Name Enter the name of the variable. This can be any name you want to use during PeopleCode development.

Variable Type Select the variable type. Values include *Char* (character), *Date*, and *Num* (number).

Note. Once you've defined your component variables, you can map your elements on the Element Mapping page.

Defining Element Mapping

Access the Element Mapping page.

Element Mapping

Country: BRA Brazil
Key Name: GPBR_PAYEE_PARM Key Type: Record

Element Overrides						Customize Find View All First 1-8 of 10 Last	
	Type	Map Value	Entry Type	Name			
1	Field	GPBR_ADVANCE_OPT	VR2	AD VR OPÇAO	+	-	
2	Field	GPBR_ADVANCE_PCT	VR2	AD VR % ADTO	+	-	
3	Field	GPBR_FGTS_DT	VR3	FP VR FGTS DATA	+	-	
4	Field	GPBR_FGTS_OPTION	VR2	FP VR OPC FGTS	+	-	
5	Field	GPBR_IR_DISCOUNT	VR2	IR VR IND APO	+	-	
6	Field	GPBR_RISK_IND	VR1	FP VR OPC PERIC	+	-	
7	Field	GPBR_SEFIP_RIS_LVL	VR1	IN VR OC SEFIP GPS	+	-	
8	Field	GPBR_TERM_NOTIF	VR3	RC VR PREVIO NOTIF	+	-	

Element Mapping page

Type

The key type that your mapping applies to appears here. Values include *Other* and *Field*.

Map Value

Select the field or value to which you want to map. If you selected Record as the key type, you can select the record fields. If you selected Component as the key type, then you can select the variables defined for the component.

Entry Type

Select the element type on which you want to transform your field or variable. Values are *Accumulator*, *Bracket - Numeric*, *Count*, *Deduction*, *Earnings*, *Formula - Numeric*, *Rate Code*, *Rate Code - Amount*, *Variable - Numeric*, *Variable - Pointer*, and *Variable - Dec + Char + Date + Ptr*. The values available depend on the map value type. For example, if you select a character map value, then you can select only character values.

Note. Although you can see *System Element - Numeric* as a value, you can not select it. The entry type can not be a system element or a constant.

Name

Select the name of the element.

Setting Up PeopleSoft Global Payroll for Brazil Data

This section discusses the general setup pages and parameters you need to set up in PeopleSoft Global Payroll for Brazil and discusses how to:

- Enter earnings, deductions, and calculation bases eligible for printing for multiple reports.
- Define the printing order selection for the payslip.

- Set up service takers.
- Set up union parameters.
- Set up average salaries.
- Define payee parameters.
- Define stability parameters.
- Define unhealthy and hazardous indicators for job codes and positions.

Pages Used to Set Up PeopleSoft Global Payroll for Brazil Data

Page Name	Object Name	Navigation	Usage
Element List	GPBR_PAYSLIP_FORMA	Set Up HRMS, Product Related, Global Payroll, Reports, Element Lists BRA	Enter earnings, deductions, and calculation bases eligible for printing for multiple reports, including payslip and payroll results register.
Sort ID	GPBR_SORTID	Set Up HRMS, Product Related, Global Payroll, Payslips, Sort IDs BRA	Define the printing order selection for the payslip.
Service Takers	GPBR_SERVICE_TAKER	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Service Takers BRA	Set up service takers to use for data entry purposes. The SEFIP report uses service taker information.
General Parameters	GPBR_UNION_PARM	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Union Parameters BRA, General Parameters	Set up union parameters.
Averages	GPBR_AVERAGES	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Union Parameters BRA, Averages Parameters	Set up average salaries.
Payee Parameters	GPBR_PAYEE_PARM	Global Payroll, Payee Data, Define Payee Parameters BRA, Payee Parameters	Define payee parameters.
Stability Parameters	GPBR_PYEST_PARM	Global Payroll, Payee Data, Define Payee Parameters BRA, Stability Parameters	Define stability parameters.
Position/Jobcode Parms (position/job code parameters)	GPBR_MIXED_PARM	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Position/JobCd Parameters BRA	Define unhealthy and hazardous indicators for job codes and positions.

Enter Earnings, Deductions, and Calculation Bases Eligible for Printing for Multiple Reports

Access the Element List page.

Element List

Format ID: KR FERIAS

Earning and Deduction Eligible Print Find | View All First 1 of 1 Last

***Effective Date:** 01/01/2002

***Status:** Active

***Description:** Vacation Payslip

Short Description: Vacation P

Total Earnings: TOTAL VENC FERIAS

Total Deductions: TOTAL DESC FER

Net Pay: LIQUIDO FER

Earnings

☒ Include ☐ Exclude

Parameters Customize | Find | View All First 1-2 of 5 Last

	*Sequence	Earnings	Description		
1	10	PAGO FÉRIAS	Vacation payment		
2	20	ABONO FÉRIAS	Credit Leaves Payment		

Deductions

☒ Include ☐ Exclude

Parameters Customize | Find | View All First 1-2 of 3 Last

	*Sequence	Deduction	Description		
1	10	PENSÃO ALIM	Alimony Total		
2	20	IRRF FER	Income Tax for Vacation		

Element List page (1 of 2)

Bases

Parameters Customize | Find | View All First 1 of 1 Last

	*Sequence	Accumulator	Description		
1					

Element List page (2 of 2)

Note. The Element List page is used in the financial register and payroll results register reports as well as payslip generation.

Total Earnings

Select the accumulator that contains the earnings total. The value of this accumulator prints as the total earnings on the report or payslip.

Total Deductions

Select the accumulator that contains the deductions total. The value of this accumulator prints as the total deductions on the report or payslip.

Net Pay

Select the accumulator that contains the net payment. The value of this accumulator prints as the difference between total earnings and total deductions on the report or payslip.

Earnings, Deductions, and Bases

In these group boxes, indicate whether you want to include or exclude the earning or deduction elements you list. You decide if it is easier to define the elements by inclusion or exclusion.

Enter the calculation bases you want to appear as informative data on the report or payslip.

Defining the Printing Order Selection for the Payslip

Access the Sort ID page.

Sort ID page

Sort by and Then by

Enter the criteria you want the payslip to sort by first in the Sort by field. Enter additional criteria, in the order you want to sort by, using the Then by fields. Values include *Company*, *Department*, *Employee ID*, *Employee Name*, *Employee Type*, *Establishment*, *Location*, *Pay Entity*, *Pay Group*, and *Supervisor Code*.

The order in which you define your sort criteria determines the order in which information is printed on the payslip.

Desc (descending)

Select if you want the sort order to be in descending order. The default is in ascending order, so if you want to print in descending order, you must select this check box.

Setting Up Service Takers

Access the Service Takers page.

Service Takers

Service Taker: KRX

Location Find | View All First 1 of 1 Last

*Effective Date: 01/01/2002 *Status: Active

*Description: Service Taker Example

Short Name: Example

*S. Taker Inscription Type: CNPJ

Service Taker Inscription: 123456789

Country: BRA Brazil

Address: [Edit Address](#)

Service Takers page

Service takers are companies that buy services from your company. For example, if your company is a consulting company, you enter all the different companies where your employees work during a defined period of time as service takers.

S. Taker Inscription Type Select the type of ID and enter the ID that identifies the service taker. (service taker inscription type) and **Service Taker Inscription**

Setting Up Union Parameters

Access the General Parameters page.

General Parameters		Averages
Union Code:	KR1	Sind. Proc. Dados - São Paulo
Union Details Find View All First 1 of 1 Last		
*Effective Date:	01/01/2002	
Min. Guaranteed Comissionists:	300.00	
Union Monthly Contribution Pct:	20.97	
Max.Union Monthly Contribution:	30.00	
Confederative Contibution Pct:	10.47	
Max. Confederate Contribution:	30.00	
Attendance Contribution Pct:	23.65	
Max. Attendance Contribution:	30.00	
Transport Coupons Pct:	6.00	
*Salary Type Monthly Employees:	30 days	
Absence Parameters		13th Salary Prm
☒ INSS Agreement		☐ Use Average for First Part ☐ Recalculate
Termination Parameters		
☒ Count Days-13 sal/prior notif ☐ Allows Termination When Tenure		
Work Related Accident:		

General Parameters page

Union parameters enable you to enter the details of agreements between unions and companies.

The fields on this page are monthly percentages and amounts.

Min. Guaranteed Comissionists (minimum guaranteed comissionists)

Enter the minimum guaranteed monthly allowance that an employee receives if the employee is one hundred percent commissioned and has no salary earnings assigned in a given month of work.

Union Monthly Contribution Pct (union monthly contribution percent)

Enter the percentage of the employee's salary to contribute for monthly union dues. To have this contribution made, you must enter the union code in the Alternate Union Code field on the Job Information page.

Max. Union Monthly Contribution (maximum union monthly contribution)	Enter the maximum amount to contribute for monthly union dues.
Confederative Contribution Pct (confederative contribution percent)	(Optional) Enter the percentage of the employee's salary to contribute as a confederation contribution.
Max. Confederate Contribution (maximum confederate contribution)	Enter the maximum amount for a confederation contribution.
Attendance Contribution Pct (attendance contribution percent)	(Optional) Enter the percentage for an attendance contribution. An employee can refuse to pay this contribution.
Max. Attendance Contribution (maximum attendance contribution)	Enter the maximum amount for an attendance contribution.
Transport Coupons Pct (transport coupons percent)	Enter the maximum percentage of an employee's salary that can be used for transportation costs. By law, this amount cannot be more than 6 percent, but a union may have an agreement for a lower percentage. The company cannot purchase transportation tickets worth more than this percentage for the employee.
Salary Type Monthly Employees	Select how to pay the employee's salary, on calendar days or on a 30-day month basis. For example, for an employee hired on February 28, the employee receives payment for: • One day if calendar days are selected. • Three days if 30-day months are selected.

Absence Parameters

INSS Agreement Select if the company has an agreement with the INSS.

13th Salary Prm (13th salary parameters)

Use Average for First Part Select to have the system base an employee's 13th salary (first partiality) on his or her average salary calculation rather than on the monthly salary.

Recalculate Select to indicate the system should recalculate the 13th salary. Since the 13th salary payment is run in November, there may be salary changes that could cause some employees to receive an extra payment of 13th salary. The system needs to recalculate 13th salary to make sure that employees receive any extra payments they are due.

Termination Parameters

- Count Days-13 sal/prior notif** Enter the number of days notice required for dismissal. By law, you must provide at least 30 days notice.
- Allows Termination When Tenure** Select to allow an employee to be terminated when he or she has tenure.
- Work Related Accident** Select the absence take element for work related accidents.

Setting Up Average Salaries

Access the Averages page.

The screenshot shows the 'Averages' page with the following details:

- Union Code:** KR1
- Sind. Proc. Dados - São Paulo**
- Parameters** tab is selected.
- *Effective Date:** 01/01/2002
- Earnings/Deductions** table:

Run Type	Description	Entry Type	Element Name	Average Version
1 KR FOLHA M	Monthly Payment Run Process	Earnings	MEDHE50%DFEF	KRMEDHFER
2 KR FOLHA M	Monthly Payment Run Process	Earnings	MED HED50%13	KRMEDH13
3 KR FOLHA M	Monthly Payment Run Process	Earnings	MEDHE100%DRF	KR MEDH RE
4 KR FOLHA M	Monthly Payment Run Process	Earnings	MED HED70%13	KRMEDH13
5 KR FOLHA M	Monthly Payment Run Process	Earnings	MEDHED100%13	KRMEDH13

Averages page

The method used to calculate the average salary depends on the run type. Using this page, you can specify the method used to calculate average salary for each pay component and each run type.

- Run Type** Select the type of payroll process for which you want to define the average version of the pay component.
- For each run type, you can select a different set of earnings and deduction elements to calculate using the average salary calculation.
- Entry Type** Select the type of element to consider in the average salary calculations: earnings or deduction.
- Element Name** Select the name of the earnings or deduction element.
- Average Version** Select the name of the set of parameters you defined on the Average Version page.

Defining Payee Parameters

Access the Payee Parameters page.

Juliano Freire ID: KR0025 Empl Rcd#: 0

Payee Parameters Find | View All First 1 of 1 Last

Begin Date: 01/01/2002 **End Date:**

***SEFIP Risk Level:** Non Exp.Harmful Agent **FGTS Option**

***Unhealthy Indicator:** Minimum Grade ☒ **Date:** 04/10/2002

***Risk Indicator:** Default **Advance Payment Option**

☐ **PIS/PASEP Payment** ☐

☐ **IR Ded Retirement** **Termination Notification**

Weekly Hours: 44.00 **Date:**

Registration #:

Payee Parameters page

The parameters you enter on this page insert a Supporting Element Override variable field at the payee level.

Begin Date	Enter the effective date for these parameters.
End Date	Enter the date these parameters are no longer valid.
SEFIP Risk Level	Select the appropriate risk level for the employee's activities. The system uses this information to generate the SEFIP report and to determine the employee's retirement deduction. See Chapter 12, "Calculating Social Security Contributions for Brazil," Calculating INSS for Special Retirement, page 98.
Unhealthy Indicator	Select the appropriate health risk level for the employee's activities. The system uses this indicator to calculate an earning that compensates for this health risk factor.
Risk Indicator	Select the appropriate hazard level for the employee's activities. The system uses this indicator to calculate an earning that compensates for this hazardous factor.
IR Ded Retirement (income tax retirement deduction)	Select to indicate that the payee is an active retiree and entitled to a retirement deduction.
Weekly Hours	Enter the number of hours the employee works per week.
Registration # (registration number)	Enter the employee's registration number. This number acts as an alternate employee ID.

Advance Payment Option and Percentage

Select to indicate the employee can receive payments in advance from their regular salary and then enter the percentage of the monthly salary the employee can receive in advance.

Termination Notification Date

Enter the date you notify the employee of his or her termination.

Defining Stability Parameters

Access the Stability Parameters page.

Payee Parameters | **Stability Parameters**

Juliano Freire ID: KR0025 Empl Rcd#: 0

Termination Parameters Find | View All First 1 of 1 Last

*Begin Date: 11/14/2002 End Date:

☐ FGTS Gathering Done

Stability Data

Pregnant Date:

☐ Union Member ☐ FGTS Board Member
☐ Cipa's Titleholder/Substitute ☐ CNPS Board Member
☐ Cooperative Society Mgr. ☐ Prev.Settlement Committee Membr

Stability Parameters page

Pregnant Date

Enter the date the employee notifies you she is pregnant.

Union Member, FGTS Board Member, Cipa's Titleholder/Substitute, CNPS Board Member, Cooperative Society Mgr. (cooperative society manager), and Prev.Settlement Committee Membr (previous settlement committee member)

Select the appropriate check boxes to indicate any memberships or positions the employee holds.

Defining Unhealthy and Hazardous Indicators for Job Codes and Positions

Access the Position/Jobcode Parns page.

Position/Jobcode Parms

Parameters Find | View All First 1 of 1

Effective Date: 01/01/2002

Detail Customize | Find | View All First 1-4 of 4

	Option	Business Unit	Location	Description	Job Code	Description	Unhealthy	SEFIP Risk	Risk
1	Jobcode	KR00			570000	Laborer	Minimum G	Not Applica	Applicable
2	Jobcode	KR00	KRIRJ	RJ Ind			Not Applica	Not Applica	Applicable
3	Jobcode	KR00	KRISP	SP Ind.01			Middle Gra	Not Applica	Not Applica
4	Jobcode	KR00	KRISP	SP Ind.01	330020	Coordinato	Maximum C	Not Applica	Applicable

Position/Jobcode Parms page

Option	Select whether you are assigning unhealthy/risk indicators to a <i>Jobcode</i> or a <i>Position</i> .
Position, Business Unit, Location, and Job Code	Select the position or job code you are assigning unhealthy/risk indicators to using these fields.
Unhealthy	Select the appropriate health risk level for the activities of the job code, position, or location. The system uses this indicator to calculate an earning that compensates for this health risk factor.
SEFIP Risk	Select the appropriate risk level for the activities of the job code, position, or location. The system uses this information to generate the SEFIP report and to determine the employee's retirement deduction. See Chapter 12, "Calculating Social Security Contributions for Brazil," Calculating INSS for Special Retirement, page 98.
Risk	Select the appropriate hazard level for the activities of the job code, position, or location. The system uses this indicator to calculate an earning that compensates for this hazardous factor.

Using Core Functionality in Brazil

This section describes how to use the following core PeopleSoft Global Payroll features in your Brazilian payroll system:

- Retroactivity
- Accumulators
- Segmentation

- Triggers
- Rounding rules
- Rate codes

Defining Retroactivity in Brazil

Retroactivity is the process of going back in time and recalculating prior calendars because changes were made after the original calculation was run. When retroactive processing occurs for a payee, the system recalculates each element generated for the payee. The difference between these results is the retro delta.

In PeopleSoft Global Payroll, there are two methods for calculating retro:

- Corrective
- Forwarding

Note. In Brazil, all retro is handled with the forwarding method to comply with Brazilian legislation that requires all retroactive payments to be taxed in the current period. This includes both the Default retro method and the On Conflict retro method.

With the forwarding method, payments are calculated in the respective periods, but balance accumulators for the period are not updated. Only the segment accumulators are updated. Deltas are created for each earning, deduction, and segment accumulator used in the process list. These deltas, which are identified on the Retro Process Override page, are forwarded to the current period.

The system generates a retro trigger every time you enter a change on the data described in the following sections.

Changes in the Employee's Data

Changes in employee data include compensation rate-related changes:

- Status
- Compensation frequency
- Standard hours
- Pay system flag
- Action for retroactive hire
- Action for retroactive termination

Changes in Other Data

Changes in other data include absence take-related changes:

- Positive input
- Pay group

Earnings and deductions are recalculated and a difference results.

Note. Not all earnings or deductions will have an adjustment for retro. Some of the earnings and deductions are forwarded to one earning or deduction, which then appears as a single adjustment in the current period.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Triggers,” Segmentation Triggers

Using Accumulators in Brazil

In Brazil, the following types of accumulators are used:

- Annual accumulators for annual reports and average salary (when average salary is based in the current year).
- Monthly accumulators for tax calculation and social security fees.
- Custom accumulators to store absences that affect the weekly days-off and holidays payments.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Accumulators”

Using Segmentation in Brazil

In PeopleSoft Global Payroll, if there is a change to employee details within a pay period that might affect calculation, such as a pay rate increase, the calculation creates two slices. One slice uses the details before the change and the other slice uses the details after the change.

PeopleSoft Global Payroll provides two types of segmentation: period segmentation or full segmentation and element segmentation or slice. Period segmentation occurs when more than one gross-to-net calculation is required. Element segmentation occurs when there is a change in the rate that affects the calculation of one or more elements. In other words, element segmentation occurs when you want to calculate a select set of earnings or deductions multiple times, but not the entire gross to net calculation.

Note. PeopleSoft Global Payroll for Brazil does not utilize element segmentation.

In PeopleSoft Global Payroll for Brazil, the following items produce a period segmentation:

- Changes in eligibility group.
- Changes in pay entity.
- Changes in pay group.
- Hirings and terminations held in the calendar.

PeopleSoft Global Payroll for Brazil delivers some segmentation; however, you can alter the delivered segmentation events and add or delete segmentation events depending on your business needs.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Segmentation,” Understanding Segmentation

Using Triggers in Brazil

Triggers are used to detect online changes to data that should result in some type of system action. Examples of common data changes that might use triggers include a new employee hire or a change in pay rate.

PeopleSoft Global Payroll provides three types of triggers:

- Iterative – tells the system to process an employee for the current period.
- Segmentation – tells the system to segment a period or element.
- Retro – tells the system to perform retro processing.

Note. You must first set up an iterative trigger to tell the system when an event occurs, it should perform the desired action. After that, you can use a trigger to process an employee, perform segmentation, or perform retro processing.

PeopleSoft Global Payroll for Brazil delivers some triggers; however, you can alter the delivered triggers and add or delete trigger setups depending on your business needs.

Delivered Iterative Triggers

The following table lists the iterative trigger setups that are delivered with PeopleSoft Global Payroll for Brazil.

Changes to:	Trigger
Employee's employment record	EMPLOYMENT
Employees job records	JOB and JOB_JR
Employee's compensation record	COMPENSATION
Employee's personal data record	PERSONAL_DATA
Employee's contract data record	CONTRACT_DATA
Employee's positive input records	GP_PI_MNL_DATA
Employee's positive input supporting element override record	GP_PI_MNL_SOVR
Employee's payee override record (earnings and deductions assignments)	GP_PYE_OVRD
Employee's payee element assignment supporting element override record	GP_PYE_OVR_SOVR
Employee's payee section detail record	GP_PYE_SECT_DTL
Employee's personal data effective date record	PERS_DATA_EFFDT
Employee's schedule calendar assignment record	SCH_ASSIGN

Changes to:	Trigger
Employee's workday overrides record	SCH_MNG_SCH_TBL
Employee's workforce contract type record	WKF_CNT_TYPE
Employee's absence records	GP_ABS_EVENT, GP_ABS_OVRD, etc.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Triggers”

Using Rounding Rules in Brazil

In PeopleSoft Global Payroll, you can apply rounding to any component of an earning or deduction, the resolved amount of an earning or deduction, or within a formula. Rounding is applied to each of the components first before the resolved amount is rounded. Rounding is applied after proration rules have been applied.

PeopleSoft Global Payroll for Brazil does not deliver country-specific rounding rules.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Calculation Elements,”
Defining Rounding Rule Elements

Using Rate Codes in Brazil

PeopleSoft Global Payroll for Brazil supports the following types of salaries:

- Monthly
- Weekly
- Daily
- Hourly

PeopleSoft Global Payroll for Brazil delivers the following rate codes to support the listed salaries:

Rate Code	Description
KRH	Hourly
KRM	Monthly

Understanding Enterprise Integration Points

Enterprise integration points, or EIPs, are interfaces between the different PeopleSoft products such as PeopleSoft Financials and PeopleSoft Human Resources. They allow publication and transfer of database contents from one database to another.

PeopleSoft Global Payroll for Brazil uses two EIPs based on Application Messaging technology. The application messages received within PeopleSoft Global Payroll for Brazil are triggered in response to saved field changes in the JOB record in PeopleSoft Human Resources. The following table lists the application messages received by PeopleSoft Global Payroll for Brazil:

Message Name	Channel	Message Subscription PeopleCode	Record	Page(s)	Explanation
WORKFORCE_SYNC	PERSON_DATA	Termination version job	JOB	JOB_DATA1	Termination process: When the JOB.ACTION is TER, LOF, or COM, a row is added to PS_GP_PYE_SOVR with two variables.

Note. To research the technical details of any Enterprise Integration Point (EIP) used by PeopleSoft applications, refer to the online EIP Catalog database that can be found under Open Integration Framework in the Documentation section of the Customer Connection Website.

PeopleSoft Global Payroll for Brazil also has some Component Interfaces. The table below lists these components.

Object Name	Description	Component
GPBR_ABS_EVENT	Vacation Absence Event Entry	GP_ABS_EVENT
GPBR_ERN_DED_ASSIG	Loans Deductions Assignment - Component Interface	GP_PAYEE_OVRD
GPBR_PAYEE_SOVR	Inserts Supporting Elements Overrides at payee level based on a country-specific page for payee parameters	GP_PAYEE_SOVR

Viewing Delivered Elements

PeopleSoft Global Payroll for Brazil delivers the following sections and process lists.

Note. PeopleSoft delivers a query that you can run to view the names of all delivered elements that are designed for Brazil.

See Also

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

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Earnings and Deduction Elements”

Delivered Sections for Brazil

The following table lists the delivered sections for Brazil.

Section	Description
KR 13° SALARIO	13th Salary
KR ADIANTAMEN SEC	Advance Payment Semimonthly
KR AUSENCIAS AUS	Absences - Absence Process
KR AUSENCIAS FOL	Absences - Payroll Process
KR DESC ADIA QUINZ	Advanced Payment Discount
KR ENCARGOS LEGAIS	Legal Deductions
KR FERIAS	Vacations
KR FERIAS AUS	Vacation Takes
KR FERIAS FOL	Vacation Section
KR FINAL	Finalization Section
KR IMPOSTO RENDA	Income Tax Calculation
KR INICIAL	Initialization Section

Section	Description
KR INICIAL QUINZEN	Initialization - Advance Payment
KR IR DESC FER	Vacation Taxes
KR LICENÇAS	Leave Absences - Paid
KR OTROS DESCONTOS	Other Deductions
KR PENS ALIMENTIC	Alimony
KR PENS LIQUIDO	Net-to-Gross Alimony Section
KR PENS LIQUIDO 2	Alimony Gross-to-Net
KR RECALCULA IR	Income Tax Recalculation for Advance Pay
KR REMUN MENSAL	Base Remuneration - Monthly
KR RESCISÃO	Termination Payment
KR SE FERIAS DER	Vacation section
KR SE INI FERIAS	Vacation Init section
KR VENCIMENTOS	Earnings

Delivered Process Lists for Brazil

The following table lists the delivered process lists for Brazil.

Process List	Description
13 SALARIO	13th Salary Calculation
ADIANT QUINZENAL	Advance Payment Process
FERIAS TOMADAS	Vacation Takes

Process List	Description
FOLHA PAGAMENTO	Payroll Calculation Process
AUSENCIAS	Absences
FERIAS	Vacations Calculation

CHAPTER 4

Processing Banking for Brazil

This chapter provides an overview of banking and describes how to define the banking process.

Understanding the Banking Process for Brazil

The banking business process in PeopleSoft Global Payroll is optional. If you decide to use the banking business process, start by defining pages in the core application and continue with processing in PeopleSoft Global Payroll for Brazil. Before running the banking process for Brazil, you must set up basic banking information in the core application, such as:

- Defining bank addresses.
- Identifying source banks and linking source banks to pay entities.
- Defining recipients.
- Defining payee bank accounts.
- Specifying net pay elections.
- Defining deposit schedules.

Note. The information below only discusses the banking process for PeopleSoft Global Payroll for Brazil, which occurs after you've set up the banking information in the core application.

After running a payroll, funds are sent to the bank, along with instructions for payment. The bank needs to know who is going to be paid, how much they are to be paid, and which bank the wages are paid to. This information is extracted from the core application and stored in the Brazilian payroll files, based on a list of payees corresponding to those in the last payroll run. A file is created with a line for each payee, containing a name, bank account number and amount of money. This file is sent to the bank that then distributes the funds.

Note. PeopleSoft Global Payroll for Brazil supports the Unibanco bank reporting format.

Defining the Banking Process in Brazil

This section describes the banking process and discusses the pages used to define banking in Brazil.

Processing Banking

To process banking in PeopleSoft Global Payroll for Brazil:

1. Launch the Payment Preparation BRA process (GPBR_PMT), a PS Job, from the Payment Process page.

The job runs the Global Payment Preparation process (GP_PMT_PREP) and populates the GPBR PAYMENT output table.

2. Launch the process to build the EFT file and generate the banking report on the Payment File Generation page.

An SQR, called GPBRBA01, is run. An EFT file is generated, containing the details of each payment from the payroll run. The EFT file is sent to the bank so that the funds can be transferred to payees' bank accounts. This SQR also generates a report with payment details for validation purposes. You can review and store the payment details.

Note. PeopleSoft Global Payroll for Brazil produces this file in the Unibanco format.

Pages Used to Define Banking in Brazil

Page Name	Object Name	Navigation	Usage
Branch Table	BANK_BRANCH_EC	Set Up HRMS, Common Definitions, Banking, Banks, Branch Table	Define bank branch data.
Payment Process	GPBR_RC_PAYMENT	Global Payroll, Payment Processing, Run Payment Process BRA	Launch the PS Job that populate the GP_PAYMENT and GPBR_PAYMENT records.
Payment File Generator	GPBR_RC_EFTBANK	Global Payroll, Payment Processing, Create EFT Payment File BRA	Launch the process of building the flat output file (EFT) and generate a report.

Defining Bank Branches

Access the Branch Table page.

Verifier Digit This number is used to identify electronic file transfers.

Branch Location Enter the bank branch location.

Contract Number This is the organization's contract number with the bank.

Defining the Payment Process

Access the Payment Process page.

Payment Process

Run Control ID: KR12
[Report Manager](#)
[Process Monitor](#)

Run

Parameters

*Calendar Group: GD4MAR02

Calendar Group GD4 Mar02

Stream Number:

Process Streams

Clear Data

Processing Phases and Options

☒ Calculate
☐ Finalize
☐ Update Statistics

Streams

Customize | Find | View All |

First 1 of 1 Last

Stream Number	Calculated
	☐

Calendars in Run

Customize | Find | View All |

First 1-2 of 2 Last

Pay Group	Calendar ID	Payment Date
GD4PG1	GD4PG1MAR02	03/31/2002
GD4PG2	GD4PG2MAR02	03/31/2002

Payment Process page

Note. The fields on the Payment Process page in PeopleSoft Global Payroll for Brazil are the same as the Banking Run Control page in the core application, except that there is an additional field (Clear Data) on the Payment Preparation page. For more information about the Payment Process page, refer to the “Defining Banking Instructions” chapter in *PeopleSoft Global Payroll PeopleBook*.

Finalize

Select only if you are 100% sure that this process is generating the information for all the eligible payees. Selecting this check box turns on an indicator field in the Calendar Group record.

Clear Data

Click when you want to recalculate the Brazilian banking process. If you click this button, you can clear the GPBR PAYMENT output table and fill it again if there are any changes to the calculation.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

Defining the Payment File Generation

Access the Payment File Generator page.

Payment File Generator

Run Control ID: KR12
 [Report Manager](#)
[Process Monitor](#)
Run

EFT Parameters

***Calendar Group ID:**

***Pay Entity:**

Calendar ID:

***Bank Format:**

File Name:

Beneficiary Historic:

***Payment Date:**

Payment File Generator page

Calendar Group ID Select the Calendar Group ID for which you want to generate a payment file.

Calendar ID Select a calendar ID to print only one specific calendar ID, like a vacations or 13th salary calendar, within a calendar group ID.

Pay Entity Select the pay entity for which you want to generate a payment file.

Note. Once the GP PAYMENT table and the GPBR PAYMENT table are populated, you can launch an SQR that generates the flat file for banking along with a printed report of payment details.

See Also

Appendix A, “PeopleSoft Global Payroll for Brazil Reports,” page 141

CHAPTER 5

Setting Up the 13th Salary

This chapter provides an overview of the 13th Salary functionality delivered with PeopleSoft Global Payroll for Brazil.

Understanding the 13th Salary

Companies must pay a 13th Salary (Christmas Bonus) to their payees. 13th Salary is paid in two payments, although a third payment is possible for workers that receive variable payments in December. PeopleSoft Global Payroll for Brazil provides you the ability to pay 13th Salary payments to your payees.

Setup Considerations

There are four fields on three pages that will directly affect the processing of 13th Salary payments.

Field	Page and Usage
Use Average for First Part	Union Parameters BRA - General Parameters page. If you want to pay 13th salary advance payment using average salary instead of the daily rate, select this field. If selected, the system automatically pays 50% of the 13th salary as calculated using average salary.
Recalculate	Union Parameters BRA - General Parameters page. Select to indicate the system should recalculate the 13th salary. Since the 13th salary payment is run in November, there may be salary changes that could cause some employees to receive an extra payment of 13th salary.
13th - Calculate Separate	Vacation Parameters page. You can run 13th salary payments as part of your vacation payments process. If you select this check box, the first payment of 13th salary will be paid during the vacation calculation.
Advance 13th	Vacation Event Entry page. Select to enable the employee to receive an advance on his/her 13th salary.

See Also

[Chapter 3, “Defining Country Data for Brazil,” Setting Up Union Parameters, page 27](#)

[Chapter 6, “Setting Up Vacation Pay,” Entering Vacation Parameters, page 56](#)

[Chapter 15, “Managing Vacations,” Entering and Maintaining Vacations, page 121](#)

Viewing Delivered 13th Salary Elements

PeopleSoft Global Payroll for Brazil delivers the following elements to process 13th Salary.

Viewing Delivered 13th Salary Earnings

The following earnings elements are delivered to calculate 13th salary.

Earnings Element	Description
13 SAL FIXO	Calculates 1/12 of the average of salary based on the eligible months earned during the year. This earning is calculated using the formula 13 FM 13° FIXO.
13 SAL COM	Calculates the average of commissions based on the eligible months earned during the year. This earning is calculated using the formula 13 FM CAL MEDIAS.
13 SAL TAREF	Calculates the average of the Tarefeiros (pieceworkers) units. Tarefeiros are paid based on the number of produced units. This earning is calculated using the formula 13 FM MED TAREFEIR.
13 SAL HOR	Calculates the average of the worked hours. This earning is calculated using the formula 13 FM MED HORISTA.

Viewing Delivered 13th Salary Deductions

The following deductions element is delivered to calculate 13th salary.

Deductions Element	Description
DES ADIAN 13	Discounts the advance payment of 13 SAL FIXO, COM, TAREF, and HOR paid.

Viewing Delivered Accumulators

The following accumulator elements are delivered to calculate 13th salary.

Accumulator Element	Description
MESES 13 SALARIO	Accumulates the number of months for which a payee is eligible for 13th salary. If the number of days worked is greater than 15 during a single month, that month is counted towards 13th salary eligibility.
13 SALARIO PAGADO	Accumulates the 13th salary already paid.
ACUM 13 SALARIO	Accumulates the 13th salary base for average salary calculation purposes.
AFAST 13 SAL	Accumulates the absences which reduce the number of worked days, which affects the 13th salary calculation.

Viewing Delivered Sections

The following section elements are delivered to calculate 13th salary.

Section Element	Description
KR 13° SALARIO	This section is necessary for the pay calculation of 13th salary and can be included in the process list for either a regular payroll run or in a separate calendar run.

Note. PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Brazil.

See Also

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

CHAPTER 6

Setting Up Vacation Pay

This section provides an overview of vacation setup in PeopleSoft Global Payroll for Brazil and explains how to define vacation parameters for Brazil.

Understanding Vacation Setup

Vacation pay setup for Brazil is a subset of absence setup in general, since every absence—whether for vacation, sickness, or other cause—depends on the definition of absence take and entitlement elements and other absence data in the Global Payroll core application.

In addition to general absence setup, we must define other vacation parameters, such as events per entitlement period, entitled days, and days per take, that define vacation business rules and enable you to integrate Brazilian vacations with core absences.

Core Application Setup

To prepare PeopleSoft Global Payroll for Brazil for absence processing, you must complete the following setup steps using core application pages:

1. Define work schedules and assign a schedule to each payee.
2. Define holiday schedules.
3. Modify the delivered absence take and absence entitlement elements, and create new absence elements, as needed.

A list of the absence take and absence entitlement elements we deliver with PeopleSoft Global Payroll for Brazil appears in the chapter “Managing Vacations.” We deliver sample values for many of these elements. It is likely that you will want to replace at least some of these values with data that is specific to your organization.

4. Assign absence elements to payees and process lists.

As with all primary elements, you must assign absence entitlement and take elements to payees and include the elements in the process lists that you use when you run the absence processes. (This step is not necessary for per-absence entitlement elements).

PeopleSoft delivers predefined sections and process lists for absence processing. Use these, modify them, or create your own.

Global Payroll for Brazil Setup

In addition to the generic, core application setup steps required for absences, the setup of Brazilian vacation pay involves the following, additional steps using the Vacation Parameters page in PeopleSoft Global Payroll for Brazil:

- Define all company policies and legal requirements related to vacations using parameters.

Parameters include such information as the number of vacation days an employee can take per entitlement period, the maximum and minimum number of days of vacation that can be taken per leave, and the age above and below which vacations cannot be split into multiple periods.

- Identify the specific take and entitlement elements for which you are defining parameters. These are the same elements that you will later use to enter and maintain vacation takes on the Vacation Event Entry page.

The only absences you can enter and maintain on the Vacation Event Entry page are vacation-type absences; takes for other kinds of absences must be entered on the Absence Entry page for Brazil, or on the Absence Event Entry page in the core application.

Note. If you do not specify take and related entitlement elements on the Vacation Parameters page, you will not be able to enter vacation time using these elements on the Vacation Event Entry page.

Note. You must also upload vacation entitlement periods history during implementation. PeopleSoft does not deliver a process to perform this upload.

In this section we discuss only the Brazil specific steps required to set up vacation leave; the documentation of generic procedures for defining absence elements can be found in your *PeopleSoft Global Payroll PeopleBook*.

See Also

Chapter 15, “Managing Vacations,” page 119

PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Absences”

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Absence Elements”

Defining Vacation Parameters for Brazil

This section provides an overview of vacation parameters and discusses how to use the Vacation Parameters page to define vacations for Brazil.

Understanding Vacation Parameters

In PeopleSoft Global Payroll for Brazil, you define company policies and legal requirements related to vacation takes using parameters. These parameters enable you to define:

- The number of vacation days an employee can take per entitlement period.
- The maximum and minimum number of days of vacation that can be taken per leave.
- Rules for calculating the value of vacation days sold back to the company by the employee.

- Rules for closing or extending an entitlement period when an employee exceeds the maximum number of total absences allowed in a period.

In this section we explain how to define the most complicated of these parameters: those that enable the system to calculate the value of sold vacation days, and those used to define rules for closing an entitlement period or extending an entitlement period when the maximum limit on absences has been exceeded.

Selling Vacation Days

In PeopleSoft Global Payroll for Brazil, you can credit the employee's account for the sale of unused vacation days. You can calculate the value of these days in one of several different ways:

- Select *1st Month Day* to base the value of any vacation sell days on the employee's actual daily salary at the start of the month of the vacation begin date.
- Select *End of Vacations* to base the value of any vacation sell days on the employee's salary at the end of the vacation period.
- Select *Proportional Vacation Days* to base the value of any vacation sell days on the employee's daily salary during the vacation, using the same begin date as the vacation and basing the daily salary on the proportion of days that fall within each salary segment.

Example: Selling Vacation

Consider the following salary and vacation data for an employee.

Salary Data:

- February Salary = 3000; daily salary = $3000 \times 12 / 360 = 100$
- March Salary = 3300; daily salary = $3300 \times 12 / 360 = 110$
- April Salary = 3630; daily salary = $3630 \times 12 / 360 = 121$

Note. The system calculates the daily salary by annualizing and deannualizing using frequency annual factors.

Vacation Data:

- The employee is entitled to 30 days of vacation per entitlement period.
- The employee sells 10 days of vacation in the entitlement period.
- The employee takes vacation from 5 March to 24 March 2002 (20 days).
- The employee receives vacation payment two days before he takes leave (on 3 March).
- The employee's job record does not contain the March salary information at the time the employee receives the vacation payment.

Case 1: Credit Treatment = *1st Month Day*

In this case, the amount paid in advance of the vacation is based on the last salary value in the system, which is the February salary (3000). The employee receives pay for 20 days of vacation (2000) plus the value of 10 more days (1000) due to the sale of the unused entitlement.

The total initial payment is calculated as follows:

Daily Salary x Number of Days, or $(100 \times 20) + (100 \times 10)$, for a total of 3000.

However, because the credit treatment is *1st Month Day*, the value of vacation sell days must be recalculated using the March salary (3300), that is, the salary in the first month of vacation. The difference between the initial calculated value of the vacation credit and the recalculation is paid to the employee. In this case, the difference is $(110 \times 10) - (100 \times 10)$, or 100.

Note. If the employee's job record contains the March salary information at the time of the vacation payment, the system would use the March daily salary of 110 to calculate the initial vacation payment. No retroactive processing is required in this case.

Case 2: Credit Treatment = *End of Vacation*

As in the previous case, the amount paid in advance of the vacation is based on the last salary value in the system, which is the February salary (3000). The employee receives pay for 20 days of vacation (2000) plus the value of 10 more days (1000) due to the sale of the unused entitlement.

The total initial payment is calculated as follows:

Daily Salary x Number of Days, or 100×20 (2000 for the vacation) + 100×10 (1000 for the vacation credit), for a total of 3000.

However, because the credit treatment is *End of Vacations*, the value of the vacation sell days must be recalculated using the salary in effect at the end of the vacation, on 25 March (the vacation ends on 24 March). But in this example, the vacation credit period crosses two months with two different salaries—it runs from 25 March to 3 April, for a total of ten days, seven of which are in March, and three of which are in April. So seven of the days are recalculated using the March salary (3300), and three are recalculated using the April salary (3630). The payee receives the difference between the initial calculated value and the recalculated value of the vacation sell days.

Case 3: Credit Treatment = *Proportional Vacation Days*

To illustrate this case, we alter the vacation period in our example, so that the vacation extends from 26 March to 4 April, for a total of 10 days. Assume that just as in the previous case, the payee has 10 days of vacation to sell, and receives an initial vacation payment for 20 days (10 vacation days + 10 sell days) based on the last salary in the system (February). However, because the credit treatment is *Proportional Vacation Days*, the system recalculates the value of the ten vacation sell days based on the proportion of vacation days taken in each month. In the current example, six days of the vacation fall within March, and four days within April. Thus the system recalculates the value of six credit days using the March salary (3300), and four credit days using the April salary (3630). The payee receives the difference between the initial calculated value and the recalculated value of the vacation sell days.

Opening and Closing Entitlement Balances

On the Vacation Parameters page you can close or continue vacation entitlement periods in response to other absences or events that impact vacation entitlement. For example, you can instruct the system to close an entitlement period for a work disability lasting more than 180 day, or for military service. You can also continue an entitlement period. For example, you can specify that if an employee takes maternity leave lasting 60 or more days, 60 additional days should be added to the entitlement period.

To close an entitlement period complete the following steps:

1. Enter a Sequence Number on the Vacation Parameters page for each absence type or combination of types that can cause the closure of an entitlement period.

Note. There may be many different absence types or combination of absence types that cause the closure or continuation of an entitlement period. The sequence number tells the system in what order to process the effect of these different absences on vacation entitlement.

2. Enter *Close* in the Action field.
3. In the Absence Type field, enter the absence type or combination of absence types that will trigger the *Close* action.
4. In the Vacn Days per Acquisitive Prd (vacation days per acquisitive period) field, enter the number of days of the absence type or combination of absence types shown in the Absence Type field an employee must accumulate before the *Close* action can take effect. For example, you could specify that 180 or more days of sick leave (absence type of *AFA*) should result in the closure of the entitlement period for your employees.

Note. When you close an entitlement period in PeopleSoft Global Payroll, you lose all vacation days accumulated for the period.

To continue an entitlement period that would otherwise be closed or curtailed, complete the following steps:

1. Enter a Sequence Number on the Vacation Parameters page for each absence type or combination of types that can cause the continuation of an entitlement period.

Note. There may be many different absence types or combinations of absence types that cause the closure or continuation of an entitlement period. The sequence number tells the system in what order to process the effect of these different absences on vacation entitlement.

2. Enter *Continue* in the Action field.
3. In the Absence Type field, enter the absence type or combination of absence types that will trigger the *Continue* action.
4. In the Vacn Days per Acquisitive Prd (vacation days per acquisitive period) field, enter the number of days of the absence type or combination of absence types shown in the Absence Type field an employee must accumulate before the *Continue* action can take effect. For example, you could specify that 60 or more days of maternity leave (absence type of *LCM*) should result in the continuation of the entitlement period for the number of days the payee was absent due to maternity leave during the entitlement period.

Note. When you extend an entitlement period in PeopleSoft Global Payroll for Brazil, you maintain all vacation days previously accumulated, and accumulate additional entitlement during the continuation period.

Page Used to Define Vacation Parameters

Page Name	Object Name	Navigation	Usage
Vacation Parameters	GPBR_VACN_PARM	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Vacation Parameters BRA	Define vacation parameters for Brazil.

Entering Vacation Parameters

Access the Vacation Parameters page.

Vacation Parameters	
Company:	KRC
Description:	Empresa Demonstração Ltda
Acquisitive Period Find View All First 1 of 1 Last	
*Effective Date:	01/01/2002
General	
Takes per Acquisitive Period:	2
Vacn Days per Acquisitive Prd:	30
*Credit Treatment:	1st Month Day
Allow Negative Balance	☐
Minimum Age for Partial Take:	18
Maximum Age for Partial Take:	50
Cal ID Prefix Absence Process:	
Cal ID Prefix Payroll Process:	
Days per Take	
Minimum:	10
Maximum:	30
Percentage:	33.34
Absence Elements	
*Absence Take:	SAÍDA FÉRIAS
*Absence Take Credit:	FÉRIAS ABONO
Entitlement	FÉRIAS

Vacation Parameters page (1 of 2)

Take Parameters	
Sequence:	1
Action:	Close
Vacn Days per Acquisitive Prd:	180
Absence Type Find View All First 1-2 of 2 Last	
AFA	Accident Leave
AFD	Sick Leave

Vacation Parameters page (2 of 2)

General

Takes Per Acquisitive Period

Enter the number of separate vacations employees can take within an entitlement period. For example, an employees may be eligible for thirty days of vacation per entitlement period, with those thirty days being divided into two separate vacations.

Vacation Days Per Acquisitive Prd (vacations days per acquisitive period)	Enter the number of vacation days to which employees are entitled per entitlement period.
Credit Treatment	Specify the credit treatment for vacation “sell” days. Valid values are: • <i>First Month Day</i> Select the <i>1st Month Day</i> option to base the value of any vacation sell days on the employee’s actual daily salary at the start (the first month) of the vacation period. • <i>End of Vacations</i> Select the <i>End of Vacations</i> option to base the value of any vacation sell days on the employee’s salary at the end of the vacation period. • <i>Proportional Vacation Days</i> Select this option if you want the system to calculate the value of unused vacation days using a factor based on the proportion of vacation days actually taken each month (if the vacation spans several months). See Chapter 6, “Setting Up Vacation Pay,” Understanding Vacation Parameters, page 52.
Allow Negative Balance	Select to allow negative accrual balances for vacations. If you select this option, the Limit field becomes available (see below).
Limit	Enter the maximum negative entitlement balance allowed. Days that exceed this maximum must be taken as unpaid leave.
	Note. This field becomes available only when you select Allow Negative Balance.
Minimum Age for Partial Take	Specify the age under which the division of vacations into separate events is not allowed.
Maximum Age for Partial Take	Specify the age over which the division of vacations into separate events is not allowed.
13th - Calculate Separate	Select to enable payees to receive their 13th salary in advance as part of their vacation pay. If you select this option, the first payment of 13th salary will be paid during the vacation calculation.
Take - Needs Confirmation	Select if vacation needs to be approved prior to being processed by the system. When you enter a vacation event in the Vacation Event Entry page, you assign the event a leave status of Programed, Confirmed, and so on. If the leave status is Programmed and you have selected this check box, then the system does not process the vacation until it’s set to confirmed. If you clear this check box, the system processes vacation events with a leave status of Programmed.

Note. You approve vacation takes on the Vacation Event Entry page. If you do not select this option, the system processes both planned and confirmed vacation takes.

See [Chapter 15, “Managing Vacations,” page 119](#).

Cal ID Prefix Absence Process (calendar ID prefix absence processing)

Enter the prefix for absence calendars to process vacation takes. The Vacation Event Entry page uses this prefix to create calendar overrides. The vacation absence calendar will be created using the prefix + year of absence + month of absence.

Cal ID Prefix Payroll Process (calendar ID prefix payroll processing)

Enter the prefix for payroll calendars to process vacation elements and gross and net accumulators. The Vacation Event Entry page uses this prefix to create calendar overrides and determine in which calendar group to enter the override. The vacation absence calendar will be created using the prefix + year of absence + month of absence. To determine in which calendar group to enter the override, the system will create the vacation calendar payment and determine with which calendar group the payment is associated.

Days Per Leave

Minimum

Enter the minimum number of leave days that can be taken as part of a single vacation take.

Maximum

Enter the maximum number of leave days that can be taken as part of a single vacation take.

Percentage

Enter the maximum percentage of vacation allowance that a payee can sell. The Vacation Event Entry page displays this value when you select the Pay Credit check box.

Absence Elements

In the Absence elements group box you identify the specific absence take and entitlement elements to use when synchronizing the Vacations Entitlement and Takes BRA page with core pages and events. For example, to display the balance for a vacation entitlement period in the Vacations Entitlement and Takes BRA page, the system needs the name of the entitlement element—an element that calculates and/or stores the vacation balance—to obtain the current balance in the results tables. Similarly, when entering vacation takes, you insert, delete or update a row in the Absence Entry page via a component interface; the system needs the name of the absence take to map vacation events.

Absence Take

Specify the absence take element to use for vacation takes. The system uses this element to synchronize vacation takes with core absences.

Absence Take Credit

Specify the absence take element to use for vacation credits. The system uses this element to synchronize vacation credits with core absences.

Note. You must define how the system calculates vacation credit—the amount returned to the payee when he/she sells unused vacation days—by specifying a credit treatment option in the Credit Treatment field.

Entitlement Specify the absence take element for which you want to adjust and display balances.

Leave Parameters

Using the fields in the Leave Parameters group box, you can close or continue vacation entitlement periods in response to other absences or events that impact vacation entitlement. For example, you can instruct the system to close an entitlement period for a work disability lasting more than 180 day, or for military service. You can also continue an entitlement period that would otherwise be closed or reduced by an absence. For example, you can specify that if an employee takes maternity leave lasting 60 or more days, 60 additional days should be added to the entitlement period.

See [Chapter 6, “Setting Up Vacation Pay,” Understanding Vacation Parameters, page 52.](#)

Sequence Enter a sequence number.

The sequence number represents the order in which the system processes the different actions (*Close* or *Continue*) you have defined.

Action Enter the action you want the system to take in response to the absence you specify in the Absence Type field (see below). Valid values are:

- *Close*

Select *Close* to close an entitlement period in response to the absence types specified in the Absence Type field.

- *Continue*

Select *Continue* to continue an entitlement period in response to the absence types specified in the Absence Type field.

Vacn Days per Acquisitive Prd (vacation days per acquisitive period) Enter the number of days of the absence type or combination of absence types shown in the Absence Type field an employee must accumulate before the *Close* or *Continue* action can take effect. For example, enter *180* to indicate that 180 or more days of sick leave (absence type of *AFI*) should result in the closure of the entitlement period for your employees.

Absence Type Enter the type of absence or combination of absence types that should result in the action specified in the Action field.

CHAPTER 7

Defining Average Salary Rules

This chapter provides an overview of the Average Salary calculations business process and explains how to define the rules for calculating an employee's average salary.

Understanding Average Salary Calculations

Employees who receive variable compensation, such as overtime or a differential for a night shift, may be entitled to have an allowance, based on their average variable pay, added to their vacation, termination, 13th salary, or maternity pay. Eligibility for the average salary allowance depends on union rules and the Consolidated Labor Laws (CLT).

To define your organization's rules for calculating the average salary:

1. Use the Average Version page to identify which earnings and deduction elements the system considers for the average salary version.

Also define the average salary calculation parameters for these elements.

2. Use the Averages page of the Union Parameters BRA component to associate, for a given union, the average salary version (identified in step 1) that the system is to consider when calculating the average salary for members of that union.

You can select different earnings and deduction elements for each run type.

When you run the payroll process, the system looks at the information you defined on the Averages page to determine which earnings and deductions to consider when calculating the employee's average salary. It then looks at the Average Version page for the specific calculation rules.

Note. The rule calculation for those earnings/deductions you want to pay using average salary must be an amount based on the average salary resolution formula.

Defining Average Salary Rules

This section describes how to:

- Define the average salary calculation parameters for earnings and deduction elements.
- Define which earnings and deductions are subject to average salary calculations for each union.

Pages Used to Define Average Salary Rules

Page Name	Object Name	Navigation	Usage
Average Version	GPBR_AVG_VERSION	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Average Versions BRA	Identify the earnings and deduction elements that are used within the average salary calculations. Also define the average calculation parameters for these elements.
Averages	GPBR_AVERAGES	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Union Parameters BRA, Averages	For a given union, define the earnings and deduction elements the system is to consider for average salary calculations.

Defining the Average Salary Parameters

Access the Average Version page.

Average Version

Average Version: KR MED HOR
***Description:** Medias tipo hora **Short Description:** Medias tip

Parameters Find | View All First 1 of 7 Last

***Effective Date:** 01/01/2002 ***Entry Type:** Earnings **Element Name:** HORA EX D50%

Periods

Period Type: Year
To Date: Defined **End Date:** 12/31/2002

Correct Values

Average Type: Units **Correct:** Don't Correct

Averages Calculation

Divide: Fix **By:** 12
Frequency:
Highest:

Average Version page

Entry Type Select the type of element to include in the averages, for example, *Earnings* or *Deduction*.

Element Name Select the earnings or deduction element that is to be considered in the average salary calculations.

Periods

Identify the period of time to consider for this earnings or deduction element when calculating the average salary. The fields that appear in this group box vary depending on your selection in the Period Type field.

Period Type Select the type of period on which to base the average salary calculations. Options are:

- *Entitlement Period*: Consider amounts that were earned or deducted during the employee's current entitlement period. (The current entitlement period is often based on the employee's service date).
The entitlement period is built during the Vacation process (GPBR_VACN_AP), which includes GP rules and an Application Engine process that updates the entitlement period. The record GPBR_VACN_AP stores entitlement period information and can be viewed on the Vacation Event Entry page.
- *Defined Period*: Consider amounts that were earned or deducted during the period defined by the From Date and To Date fields.
- *Year*: Consider amounts earned during the current year only. Use the To Date and End Date fields to define what portion of the current year to consider.

From Date This field appears when you select *Defined Period* in the Period Type field. Select one of the following options:

- *Before*: The process takes values only from the very day before the current period starts (based on the date in the Begin Date field).
- *Current*: Use values from the current period being processed.
- *Defined*: Enter a date in the Begin Date field to indicate the start date.

Begin Date This field appears when you select *Defined Period* in the Period Type field and *Defined* or *Before* in the From Date field. Enter the first date to take into account when selecting the amounts to include in the average calculation.

A begin date functions like historical rule. The begin date is the first date the system takes into account; the process considers information from this date until the end date.

To Date Define the last date to be considered. Select one of the following options:

- *Defined*.
- *Months*. Complete the # of Months field.

End Date This field appears when you select *Defined Period* in the Period Type field and *Defined* in the To Date field. Enter the last date to take into account when selecting the amounts to include in the average calculation.

An end date functions like historical rule. The end date is the last date the system takes into account; the process considers information from the begin date until this date.

of Months (number of months)

This field appears when you select *Months* in the To Date field. Enter the number of months from the begin date that the system is to consider when performing the average salary calculations.

Correct Values

Specify whether the amounts that are eligible for the average salary calculations should be adjusted for inflation. The system makes these adjustment when it reads the values for each month. For example, if the system reads the January results and needs to adjust those values, the new value for that month is the original value times the adjustment factor for the month.

Average Type

Identify which component(s) of the earnings or deduction element to adjust, if any. Options are:

- *Units*
- *Amount*
- *Units * Percentage*

Correct

Indicate whether amounts should be adjusted for inflation:

- *Correct Amount*: Select to have the system adjust the amounts.
- *Don't Correct*: Select if you do not want the system to adjust for inflation.
- *Hourly Salary*

Correct ID

This field appears if you select Correct Amount in the Correct filed. Enter the code for the monthly inflation adjustment.

Note. There is a bracket that stores correct IDs and their associated adjustment factors. You must enter the exact correct ID in this field to have the system find and use the correct adjustment factor.

Averages Calculation

Divide

To calculate the average, the system can divide by a fixed number or by the number of periods that you specify. Options are Fix and Period.

- Select *Fix* to have the system divide the total earnings or deduction amount that is eligible for the average salary calculation by the number that you enter in the By field.
- Select *Period* to have the system divide the total earnings or deduction amount only by the number of months in the average period.

For example, if the average period is from 12/31 to 01/01 but the employee was hired or terminated during this period of time, then instead of dividing the result by 12, the system divides by the proportion of months between the hire or termination date.

- By** If you selected *Fix* in the Divide field, enter the number you want the system to divide by.
- Frequency** Specify the number of times during the defined period that this earning or deduction must occur in order for it to be used in the average salary calculation. For example, if you enter 3 in this field and an employee receives a particular earning twice during the period, that earning will not be considered in the average salary calculations.
- Enter 0 in this field to have the system always consider the earnings and deductions.
- Highest** Enter the number of occurrences of the earnings or deduction in the defined period that are to be used in the average salary calculations. The system selects the amounts with the highest values (after adjusting for inflation, if you selected *Correct Amount* in the Correct field). For example, if you enter 5 in this field for an earnings element, the system averages the five highest earnings amounts that were calculated for this element during the defined period.
- Enter 0 (zero) in this field if you want the system to consider all earnings and deduction amounts for the defined period.

See Also

Chapter 15, “Managing Vacations,” Entering and Maintaining Vacation Data, page 119

Defining Average Calculation Rules by Union

Access the Averages page for a particular union.

General Parameters | **Averages**

Union Code: KR1 Sind. Proc. Dados - São Paulo

Parameters Find | View All First 1 of 1 Last

*Effective Date: 01/01/2002 + -

Earnings/Deductions Customize Find View All First 1 of 37 Last					
	Run Type	Description	Entry Type	Element Name	Average Version
1	KR FERIAS	Calculo de Ferias	Earnings	MEDHE50%DFEF	KRMEDHFER
2	KR FERIAS	Calculo de Ferias	Earnings	MEDHE70%DFEF	KRMEDHFER
3	KR FERIAS	Calculo de Ferias	Earnings	MEDHE100%DFEF	KRMEDHFER
4	KR FERIAS	Calculo de Ferias	Earnings	MEDHE50%NFEF	KRMEDHFER
5	KR FERIAS	Calculo de Ferias	Earnings	MEDHE70%NFEF	KRMEDHFER

Averages page

Earnings/Deductions

- Run Type** Select the type of payroll process for which you want to define the average version of the pay component.

For each run type, you can select a different set of earnings and deduction elements to calculate using the average salary calculation.

Entry Type

Select the type of element to consider in the average salary calculations: earnings or deduction.

Element Name

Select the name of the earnings or deduction element.

Average Version

Select the name of the set of parameters you defined on the Average Version page.

CHAPTER 8

Setting Up Termination Pay for Brazil

This section provides an overview of termination setup for Brazil and discusses how to define termination versions.

Understanding Terminations

The process used to trigger termination payments in PeopleSoft Global Payroll for Brazil is based on the concept of a termination version. A termination version is a collection of actions and reasons that can trigger specific termination earnings and deductions. In PeopleSoft Global Payroll for Brazil, both payees and termination earnings and deductions are associated with termination versions. When you define a termination earning or deduction, you link it to a termination version. At the same time, when you terminate a payee, the payee is automatically linked to the termination version representing the termination action and the reason for his termination. In this way, the system can identify and process only those earnings and deductions associated with the same termination version.

Elements Used in the Termination Process

The following table identifies key elements of the termination process and explains how they work together to trigger termination pay.

Element	Description
RC VR VER RESC EMP	Delivered variable that contains the termination version (representing the termination action and reason) for a terminated payee. Note. Termination versions are defined on the Terminations page.
RC VR RAZÃO BAIXA	Delivered variable that contains the termination reason.
WORKFORCE_SYNC	Application message that enables the delivered PeopleSoft Global Payroll variables RC VR VER RESC EMP and RC VR RAZÃO BAIXA to be inserted in the supporting element override table at the payee level (thus associating a terminated payee with the termination version that applies to his/her termination). The subscription PeopleCode that inserts these variables is TERMINATION VERSION JOB.

Element	Description
RC GC VER RESCIS	Generation control element that determines whether earnings or deductions should be paid in response to a payee's termination. This element is based on the generation control formula RC FM VER RESCI GC.
RC FM VER RESCI GC	Formula that reads via an array element the earnings and deductions eligible for each termination version based on the setup pages. The system compares the earnings and deductions for the termination version to the processing earning/deduction; if it finds a match, that element (earnings or deduction) is calculated for the employee's termination process.

These elements are used to trigger termination pay, as outlined in the following steps:

1. When a payee is terminated or laid off and the appropriate action/reason codes are entered on the Job Data pages in PeopleSoft Human Resources, the system uses the application message WORKFORCE_SYNC to insert the PeopleSoft Global Payroll variables RC VR VER RESC EMP (containing the termination version) and RC VR RAZÃO BAIXA (containing the termination reason) as supporting element overrides at the payee level (Global Payroll, Payee Data, Create Overrides, Supporting Elements). In other words, the application message links the payee to the termination version (the action and reason combination) that applies to his/her specific termination.

Note. The only actions capable of triggering the application message used to insert the variables RC VR VER RESC EMP and RC VR RAZÃO BAIXA in the supporting element override table at the payee level are TER (termination), LOF (layoff), and COM (completion).

2. Just as each terminated payee is linked to a termination version, each termination earning or deduction is linked to a termination version on the Terminations BRA - Earnings/Deductions page.
3. When a payee is terminated or laid off, PeopleSoft Global Payroll for Brazil uses the generation control element RC GC VER RESCIS (in combination with the formula RC FM VER RESCI GC) to include in the employee's final payment only those earnings and deductions that are part of the same termination version associated with the payee in Step 1. This is done by means of the following comparison:
 - When you run a payroll, the generation control element (which is linked to each delivered termination earnings or deduction on the Calculation page of the Earning/Deduction Definition component) checks the payee's termination version, as represented by the variables RC VR VER RESC EMP (containing the termination version) and RC VR RAZÃO BAIXA (containing the termination reason).
 - At the same time, the generation control element checks the termination versions associated with each delivered termination earnings and deduction element via an array element that reads the Terminations BRA - Earnings/Deductions page. If the payee's termination version (represented by the variables RC VR VER RESC EMP and RC VR RAZÃO BAIXA) has associated an earnings or deduction than it can be processed.

Setting Up Termination Versions

This section presents an overview of termination versions and discusses how to:

- Define the termination versions used to process termination pay.
- Associate earnings and deductions with a corresponding termination version.

Understanding Termination Versions

PeopleSoft Global Payroll for Brazil groups the qualifying actions and reasons for making termination payments into termination versions. Different termination action and reason combinations trigger different sets of special termination earnings. To define termination versions and then trigger the payments associated with a termination version, you must do the following:

1. Define your termination versions on the Terminations page.
2. On the same page, define the associated actions/reasons that will trigger payment.

Termination versions are the combinations of actions/reasons that cause a group of termination earnings or deductions to be processed.

3. On the Earning/Deductions page, associate each earning or deduction with a corresponding termination version.
4. On the Job Data pages in PeopleSoft Human Resources, specify *Termination*, *Completion*, or *Layoff* as the action and enter a corresponding reason.

When you specify *Termination*, *Completion*, or *Layoff* as the action in combination with a qualifying reason, termination pay will be processed for the terminated or laid off employees—as long as the termination or layoff action/reason combination is recognized, by generation control, as valid for triggering termination payments.

Pages Used to Define Termination Versions

Page Name	Object Name	Navigation	Usage
Terminations	GPBR_TERM_ACTN_RSN	Set Up HRMS, Product Related, Global Payroll, Terminations, Terminations BRA, Terminations	Define termination versions and the qualifying actions and reasons for triggering termination pay.
Earnings/Deductions	GPBR_TERM_VERSION	Set Up HRMS, Product Related, Global Payroll, Terminations, Terminations BRA, Earnings/Deductions	Associate earnings and deductions with a corresponding termination version.

Defining Termination Versions

Access the Terminations page.

Terminations | Earnings / Deductions

Version Definition

Termination Version: KR TERM CT

Description: Término de Contrato

Short Description: KR Term CT

Version - Action/Reason Definition Customize | Find | View All | First 1 of 1 Last

*Action	*Reason Code	*Termination Reason
TER Termination	LTC Legal Termination of Contract	Contract Termination

Terminations page

Termination Version Displays the name of the termination version you are defining.

Version - Action/Reason Definition

Use the fields in the Version - Action/Reason group box to define the termination action/reason combinations that make up the termination version.

Note. A single termination version can consist of many different action/reason combinations—as long as all the combinations trigger the same set of termination earnings or deductions.

Action Specify the action that triggers termination pay in combination with a specific reason. Values are:

- *COM* (Completion)
- *LOF* (Layoff)
- *TER* (Termination)
- *TWB* (Terminated With Benefits)
- *TWP* (Termination With Pay)

Reason Code Specify the reason that triggers termination pay in combination with a specified action. Values for each action are:

- For *COM* Action: *BMC* (Board Member Term Completed), *DEA* (Death), *DIS* (Disability), *EOA* (End of Assignment), *INV* (Involuntary), *RED* (Staff Reduction), *RET* (Retirement), *UNS* (Unsatisfactory Performance), and *VOL* (Voluntary).
- For *LOF* Action: *RED* (Staff Reduction), *SEA* (Seasonal Closure), *SLO* (Strike/Lock-out), and *TMP* (Temporary Closure).
- For *TER* Action: *ATC* (Agreed Term. of Apprent of CDD), *ATT* (Attendance), *CDE* (Closing Down of Establishment), *CHI* (Child/House Care), *CON* (Misconduct), *DEA* (Death), *DIS* (Dishonesty), *DSC* (Discharge), *EAB* (Employer's Anticipated Breach), *EAC* (End of Apprenticeship Contract), *EES* (Dissatisfied w/Fellow Employee), *EFT* (End of Fixed-Term Contract), *ELI* (Elimination of Position), *EOD*

(End of Demand), *EPP* (Employer's End Probation Time), *ERT* (Early Retirement), *FAM* (Family Reasons), *GMI* (Gross Misconduct), *HEA* (Health Reasons), *HRS* (Dissatisfied with Hours), *ILL* (Illness in Family), *INS* (Insubordination), *JOB* (Job Abandonment), *LOC* (Dissatisfied with Location), *LTC* (Legal Termination of Contract), *LVE* (Failure to Return from Leave), *MAR* (Marriage), *MIS* (Misstatement on Application), *MUT* (Mutual Consent), *OTP* (Resignation-Other Position), *PAB* (Payee's Anticipated Breach), *PAY* (Dissatisfied with Pay), *PCD* (Premises Closed), *PER* (Personal Reasons), *POL* (Dissatisfied w/Comp. Policies), *PPO* (Pension Payee Off), *PPP* (Payee's End Probation Time), *PRM* (Dissatisfied w/Promotion Opps), *PTD* (Partial/Total Disability), *RAT* (Retired from Affiliate), *RED* (Staff Reduction), *REF* (Refused Transfer), *REL* (Relocation), *RES* (Resignation), *RET* (Return to School), *RKM* (Release Kenmu), *RLS* (Release), *RWU* (Receivership or Wind-Up), *SUP* (Dissatisfied with Supervision), *TAF* (Transfer to Affiliate), *TAR* (Tardiness), *TMP* (End Temporary Employment), *TRA* (Transportation Problems), *TYP* (Dissatisfied w/Type of Work), *UFC* (Unforeseen Circumstances), *UNS* (Unsatisfactory Performance), *VIO* (Violation of Rules), *VSP* (Voluntary Separation Program), and *WOR* (Dissatisfied w/Work Conditions).

- For TWB Action: *TWB* (Terminated With Benefits).
- For TWP Action: *TWP* (Termination With Pay).

Termination Reason

Enter a termination reason. This information is used in some Brazilian reports (GRFC).

Associate Earnings and Deductions With Termination Versions

Access the Earnings/Deductions page.

Terminations
Earnings / Deductions

Version Definition

Termination Version: KR TERM CT Término de Contrato

Earnings/Deductions
Customize | Find | View All | 1-12 of 15 | First | Last

	*Entry Type	Element Name	Description		
1	Earnings	PAGO FÉRIAS	Vacation payment	+	-
2	Earnings	DOBRO FÉRIAS	Paid Dobro Vacations Term	+	-
3	Earnings	FÉRIAS INDEN	Indemnified Vacations Terminat	+	-
4	Earnings	ADIC FÉRIAS	Additional of Vacations Term	+	-
5	Earnings	FGTS A22 10%	10% of FGTS Art.22 - Soc.Contr	+	-
6	Earnings	FGTS A22 40%	40% of FGTS Art.22	+	-
7	Earnings	FGTS CS 13S	FGTS 13 Salary - Soc.Contribut	+	-
8	Earnings	FGTS CS IND	FGTS Social Contrib.Indemniz.	+	-
9	Earnings	FGTS CS MA	FGTS Soc.C Previous Month	+	-
10	Earnings	FGTS MES ANT	FGTS Previous Month	+	-
11	Earnings	FGTS S/ 13S	FGTS for 13th Salary	+	-
12	Earnings	FGTS S/ IND	FGTS Indemnization	+	-

Earnings/Deductions page

Entry Type Select whether you are entering an *Earnings* or a *Deduction* element.

Element Name Select the element to associate with this termination version.

CHAPTER 9

Defining Earnings for Brazil

This chapter explains how to:

- Calculate earnings.
- Define salary advances.
- Use batch positive input.

Calculating Earnings

PeopleSoft Global Payroll for Brazil enables you to make the following calculations:

- Base compensation
- Bonuses and Premiums
- Additional earnings
- Overtime

Calculating Base Compensation

To calculate earnings for the hourly employee, the system uses the following earnings elements:

Salary

The amount paid depends upon the employee category and is calculated for the payment period.

The system uses the following elements to calculate salary:

Earnings Element	Description
SALARIO MENS	Contains the monthly salary for accumulation monthly rate from Job Data.
SALARIO	Used to pay salary for monthly employee.

Earnings Element	Description
HORASNORMAIS	Used to pay labor hours according to a planned work schedule for hourly employees.
DSR HR NOR	Used to pay rest day hours according to a planned work schedule.

Commission

Payment of commissions are required only upon conclusion of the transaction to which they refer. Termination of employment does not halt the payment of a commission. Commissions are payable monthly, or within three months of the settlement agreement. To calculate commissions, the system uses the COMISSAO earning, which is populated by positive input for each employee.

DSR Commission - Regarding Weekly Rest

For commissions corresponding to Sundays and holidays, the system uses the earnings DSR COMISS to pay the estimated commission, and the DSR COMISSAO accumulator and FP FM DSR formula.

Minimum Guaranteed

The minimum guaranteed salary is either defined by the Labor Collective Agreement and the professional category, or by the minimum wage. The difference between the salary earned and the minimum guaranteed salary must be paid by the organization and not compensated in future payments.

Formula FP FM MIN GAR compares the commission with the minimum guaranteed value. If the commission is less than the minimum the system adjusts earning MIN GARANTID with the value needed to reach the minimum.

Cost Allowances and Travel Expenses

Cost allowances and travelling expenses may be granted and will be taxed when they exceed 50% of the salary value.

Earning	Description
DIARIAS VIAG	This earning is used to pay daily amounts in case of trips. Receive days (as units) through Positive Inputs. Formula FP FM DIARIAS checks if the calculated amount is greater than 50% of employee salary. In this case, put zero to this amount and keep the value in variable FP VR DIARIAS>50%. This is a non-taxable earning.

Earning	Description
DIARIAS>50%	This earning is used to pay daily amounts in case of trips. It receives its value from variable FP VR DIARIAS>50%. This is a taxable earning.
AJUDA CUSTO	Earning to pay the cost allowances. This value comes from positive input for each employee.

Calculating Bonuses and Premiums

PeopleSoft Global Payroll for Brazil enables you to create bonuses, replacement bonuses, and position compensation bonuses.

The bonus earning uses the formula FP FM BONUS to calculate its final amount. This formula applies to a percentage based on variable FP VR % BONUS over the employee remuneration and checks the limit value from variable FP VR LIMITE BONUS.

The replacement bonus dummy earning GRAT SUB MEN is populated by positive input for each employee. This element stores the monthly amount and can be used in some accumulators. The earning GRATIF SUBS is used to pay the replacement bonus. This value can be prorated.

The position compensation bonus dummy earning is populated by positive input for each employee. This element stores the monthly amount and can be used in some accumulators. The earning GRATIF FUNC is used to pay the position compensation bonus. This value can be prorated.

The system uses the earning PREMIO to calculate premiums. Its value is determined by positive input for each employee.

Calculating Additional Earnings

Working under risky conditions can merit extra pay. Percentages may vary according to union and collective agreements.

Type of Allowance	Calculation Formula	Elements Used
Additional Allowance for Hazardous Labor	Calculation Base * 0,30	The system calculates these earnings only for employees with hazard levels specified on the Payee Parameters page. • Generation Control FP GC PERICULOS. • Dummy Earning PERIC MEN (calculates and stores the monthly amount. This earning can be used in accumulators). • Earning PERICULOSIDA (used to make payments). • Accumulator PERICULOSIDADE (calculation base. This value can be prorated).
Additional Allowance for Unhealthy Labor	Level 1: Minimum Wage * 0,10 Level 2: Minimum Wage * 0,20 Level 3: Minimum Wage * 0,40	The system calculated these earnings only for employees with unhealthy labor levels specified on the Payee Parameters page. • Generation control FP GC INSALUBR. • Dummy earning INSALU MEN (calculates and stores the monthly amount. This earning can be used in accumulators). • Earning INSALUBRIDAD (used to make payments. This value can be prorated). • Variable FP VR MIN NAC (used to store the national minimum wage). • Bracket FP BR % INSALUB (used to convert the Payee Parameter page to a percentage).
Night Shift	Night Shift Hours * Hour Value * 0,20	Earning ADIC NOTURNO (This is a Unit*Rate*Percent earning. • The units should be entered through positive input. • The rate is defined by the hourly rate. • The percent is informed directly in the earning definition

Type of Allowance	Calculation Formula	Elements Used
Length of Service	Annual: Value of Annuity * Years Worked Biennium: Value of Biennial * (Years Worked/2) Quinquennium: Value of Quinquennium * (Years Worked/5)	There are many ways to calculate the length of service. This payment is optional. The PeopleSoft template includes a quinquennium example. • Dummy earning QUINQUEN MEN (calculates and stores the monthly amount. This can be used in accumulators). • Earning QUINQUENIO (used for payments. This value can be prorated.). • Formula FP FM QUINQUENIO (used to obtain the units to be paid. The formula divides the length of service duration element (FP DR TEMPO SERV) by 5. • Bracket FP BR QUINQUENIO (used to obtain the percent in the variable FP VR 5 QUINQUENIO according to the Union Code on the Job Data table).
Transfer	Calculation Base * Percentage of Transfer	Earning ADIC TRANSF (This is a Base*Percent earning that applies 25% over the accumulator ACUM AD TRANSF).
Standby Employee	Paid on a percentage basis.	Earning SOBREAviso (This is a Unit*Rate*Percent earning that receives the units through positive input. The system uses the variable FP VR % SOBREAviso to apply an hourly rate to the payment).

Calculating Overtime

The system uses the following allowances to calculate overtime:

Type of Allowance	Calculation Formula	Elements Used
Weekday Overtime	Monthly Calculation Base / Monthly Base Hours * Quantity of Overtime * 1,50	Earnings HORA EX D50%, HORA EX D70%, HORA EXD100%, HORA EX N50%, HORA EX N70%, HORA EXN100% (These earnings are Unit*Rate*Percent earnings. Units are entered through positive input. Rate is defined by the formula FP FM VR HR>HE, which divides the accumulator ACUM HORAS EXT by Standard Hours. Our template uses monthly standard hours. The percent is stored directly in the earning definition).
Sunday and Holiday Overtime	Monthly Calculation Base / Monthly Base Hours * Quantity of Overtime * 2,00	- Earning DSR ADC HS (This is a Base*Percent earning). - DSR accumulator - Formula FP FM CONTA HORAS (preprocess formula) - Formula FP FM DSR (calculates the percentage).

Defining Salary Advances

Salary advance is usually paid at the 10th or 15th of the month. The advance is based on 40% of the monthly salary and the number of days worked during the month. The remainder of the monthly salary (the balance) is then paid on the 5th of the following month.

The monthly salary calculation varies by employee type:

- Monthly employees: 40% of minimum wage.
- Hourly employees: 40% of a 220 hour month at the hourly minimum wage.
- Commission Employees: 40% of average commissions.

The system uses the following information when processing salary advances:

- Employee HR information: name, registration, hire date.
- Time management information: absences, vacations.

Element Type	Element Name	Description
Process List	KR PR AD QUINZ	Process to advance payment.
Section	KR SE INIC QUIN	Initialization section for income tax if it is regime de caixa.
Section	KR SE REMUN MEN	Monthly remuneration calculation of the advanced payment calculation base.
Section	KR SE ADIANTAMENTO	Gets the advanced pay amount.
Section	KR SE REC IR	Calculates the income tax if it is a regime de caixa
Earning	ADIANTAMENTO	Used to make payments. Applies the percent in AD VR % ADTO over the ACUM AD QUINZ.
Deduction	DESC ADTO	In payroll process, this deduction is used to discount the advanced payment.
Accumulator	ACUM AD QUINZ	This is an advanced pay calculation base
Variable	AD VR OPCA0	Taken from the Payee Parameter page.
Variable	AD VR % ADTO	Accepts the payee override from option in Payee Parameter page.

Salary Advances and Taxation

If the salary advance and the balance payment are made in the same month, the advance is not subject to any type of tax deduction. The value will be paid in full according to the percentage set forth on the indicated salary. Taxes are deducted from the balance payment made at the end of the month.

If the salary advance and the balance payment are not made in the same month, the company is required to withhold income tax on the advance payment.

See Also

Chapter 13, “Withholding Income Tax (IRRF),” page 99

Using Batch Positive Input

You can use batch positive input to reduce time-consuming data entry in PeopleSoft Global Payroll for Brazil. For example, you could enter and trigger bonuses for all of your employees using batch positive input, or you could trigger mass deductions. For example, suppose that an employer has an agreement with a cell phone company to provide half the employee population with a 50 percent discount rate on calls. Instead of entering each of the monthly cell phone invoices (deductions) for each employee, the cell phone company could generate a flat file with a layout that loads this invoice information using a batch process.

This section describes how to load the batch positive input.

Page Used for Batch Positive Input

Page Name	Object Name	Navigation	Usage
Batch Positive Input	GPBR_PI_BATCH	Global Payroll, Absence and Payroll Processing, Prepare Payroll, Manage Pos Input via Batch BRA, Batch Positive Input	Create batch positive input.

Loading Batch Positive Input

Access the Batch Positive Input page.

Batch Positive Input page

Clear Data

If you clear this check box, previously loaded data is deleted. If you select this check box, the batch process loads new data into the Positive Input tables for payroll purposes.

Pay Group

Enter the pay group for which you want to load batch positive input.

Calendar ID	Select the calendar ID for the pay group that you identified in the Pay Group field.
Batch Code	Enter the batch code ID that identifies all of the transactions contained in the flat file. This field enables you to delete information loaded by mistake, because it serves as the identifier of that information.
Input Directory	Specify the location of the flat file containing the batch positive input (flat file directory).
Output Directory	If the batch process finds errors, it generates a log file containing the errors. Use this field to specify where the system should place the error log (error log directory).

Flat File Layout for Batch Positive Input

When you create flat files for the batch positive input process, reproduce the following file definition:

Field	Initial Position	Length
EMPID	1	11
EMPL_RCD	12	3
PIN_NM	15	18
GP_UNIT	33	20
GP_AMT	53	20
GP_RATE	73	20
GP_PCT	93	11
PC_BASE	104	20
DEPTID	124	10
JOBCODE	134	6

Here's an example:

Field	Example
EMPID	GR0045
EMPL_RCD	0
PIN_NM	COMISIONES
GP_UNIT	12.58
GP_AMT	11.36
GP_RATE	10
GP_PCT	1.3
PC_BASE	25.36
DEPTID	KR000
JOBCODE	KR001

Note. This flat file definition applies to both earnings and deductions that you load using batch positive input.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Positive Input”

CHAPTER 10

Understanding Deductions in Brazil

This chapter provides an overview of deductions and provisions in Brazil and discusses how to:

- Use batch positive input for deductions.
- Create new deduction elements.
- View delivered deduction elements.

Understanding Deductions

In Brazil, there are two types of deductions:

- Before taxes – reduces the net salary and the taxable gross for federal retention. Examples are FALTA INJUSTIFICADA and DESC DSR.
- After taxes – reduces the net salary. Examples are CLUBE, EMPRESTIMO, and FARMACIA.

Note. You'll define all deductions for Brazil in the Deductions component in the core application.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Earnings and Deduction Elements”

Chapter 13, “Withholding Income Tax (IRRF),” page 99

Understanding Provisions

While PeopleSoft Global Payroll for Brazil does not deliver deductions for provisions, you can create your own deductions for provisions.

To define a provision, you define the deduction for the provision on the Deductions component. The payroll process will calculate the proportional amounts of the provision for the period corresponding to the actual days worked.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Earnings and Deduction Elements”

Using Batch Positive Input

You can use batch positive input to reduce time consuming data entry in PeopleSoft Global Payroll for Brazil. For example, you could trigger mass deductions. Let's say that an employer has an agreement with a cell phone company to provide half the employee population with a 50 percent discount rate on calls. Instead of entering each of the monthly cell phone invoices (deductions) for each employee, the cell phone company could generate a flat file with a layout that loads this invoice information using a batch process.

Setting up the flat file for batch positive input is discussed in "Defining Earnings for Brazil."

See Also

Chapter 9, "Defining Earnings for Brazil," page 73

Creating New Deduction Elements

This section contains information that will enable you to effectively integrate new deduction elements into the delivered Global Payroll for Brazil application. This information will help ensure that any new element you create fits into the existing logic and organization of PeopleSoft Global Payroll for Brazil and is included in the correct calculations for taxes, social security, and so forth.

Adding Elements to Accumulators

To ensure that new deduction elements you create are used correctly in other calculations, you need to know which accumulators they should contribute to, since the value of the accumulated deductions is critical to these other processes. The accumulator elements to which you will be adding your elements are the same ones that PeopleSoft Global Payroll for Brazil has created for the delivered deduction elements. These are listed and described below:

- Any deduction that you want to contribute to the Net Pay should be included in the TOTAL DESCONTOS N accumulator.

Note. There are many deductions only for demonstration purposes. These dummy deductions should not be included in TOTAL DESCONTOS N.

- Any deduction that you want to subtract from the taxable base for federal tax purposes should be included in the IR REN BRUTA accumulator, if it should reduce the calculation base, or in the IR DEDUÇÕES accumulator, if it is a legal income tax deduction.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Setting Up Overrides," Overrides for Supporting Elements

Viewing Delivered Deduction Elements

This section contains information about the delivered elements and rules created by PeopleSoft to handle deductions.

Note. The majority of the deduction elements for Brazil are defined as PeopleSoft Delivered/Not Maintained. This means that you can modify these elements to fit your needs, and when necessary, create your own earnings using the delivered elements as your guide. You should not modify deduction elements that are defined as PeopleSoft Delivered/Maintained.

General Deductions

The following table lists the general deductions for Brazil.

Deductions	Description
EMPRESTIMO	Loan's Portion
VALE TRANSP	Transportation Ticket
IRRF	Income Tax
FALTA INJUST	Unpaid Absence
DESC DSR	Lost Weekly Rest
FARMACIA	Drugstore discount (Positive Input, Payee)
ASSMEDICAFUN	Discount of medical attendance
T REFEIÇÃO	Discount of ticket meal
CLUBE	Discount of recreational club
SUPERMERCADO	Supermarket Discount (Positive Input, Payee)
SEG VIDA	Life insurance discount leaves used
1/2 FAL INJ	Half Unpaid Absences
INSS	INSS

Deductions	Description
CONTR SIND	Union Contribution
CONTR ASSIS	Union Assistance Contribution
CONTR CONF	Union Confederation Contribution
MENS SIND	Monthly Union Contribution
DESC ADTO	Advance Payment - Payback
INDEM40%	Indemn Art. 22
INDE	Severance Pay
INSS 13° SAL	INSS 13° Salary Contribution
DES ADIAN 13	13° Paid in Advance
PENSÃO ALIM	Alimony Total
DESC INS SLD	Negative Balance Discount
LIQ FERIA	Net Vacation
INSS FER PAG	Paid INSS Vacation
IRRF FER PAG	Paid Vacation IRRF
INSS FE DIF	INSS Vacation Retro
IRRF FE DIF	Vacation IRRF Retro
FER PENS BRU	Paid Alimony

Deductions Process Lists

There is no specific process list for deduction calculations. All defined process lists contain both deductions and earnings.

The following are the main sections used to calculate deduction elements for Brazil:

- KR ENCARGOS LEGAIS
- KR DESC ADIA QUINZ
- KR IMPOSTO RENDA
- KR AUSENCIAS FOL
- KR PENS ALIMENTIC
- KR OUTROS DESCOTOS

Note. A complete list of delivered process lists and sections used to calculate deductions and other elements can be found in “Defining Country Data for Brazil.”

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Processing Elements”

CHAPTER 11

Creating Payslips for Brazil

This chapter provides an overview of payslips and describes how to run the payslip report.

Understanding the Payslip Definition Process

In Brazil, companies have to provide a standard payslip, that contains information such as the number of worked days and wages. The payslip is delivered to employees depending on the payment frequency (Weekly or Monthly).

Note. In addition to the payroll payslip, Brazilian companies are required to provide their payees with a vacation payslip. PeopleSoft Global Payroll for Brazil is delivered with sample payroll and vacation payslips that you can use as the basis for developing your own payslip formats.

In PeopleSoft Global Payroll for Brazil, you can define the criteria to print out your payslips, so that it displays exactly the information you require. You can prioritize the sort criteria and select the earnings, deductions, and calculation bases you want included in the payslip.

To define payslips:

1. Complete the Group Criteria Definition page in PeopleSoft Human Resources.
2. Create the Group ID on the Group Criteria page in PeopleSoft Human Resources.
You must have defined a Group ID before you can generate a payslip. Every time you run the payslip process, the Group ID is refreshed.
3. Define the sort criteria for your payslip on the Sort ID page.
4. Select the earnings, deductions, and calculation bases you want included on the payslip on the Element List page.
5. Generate the payslip on the Payslip Report page.

Note. The Sort ID page and the Element List page can be used for payslips. The Element List page also runs the Payroll Results Register and the Financial Registry Report. The Sort ID page and the Element List page are discussed in “Defining Country Data for Brazil.”

See Also

Chapter 3, “Defining Country Data for Brazil,” page 21

Running the Payslip Report

This section describes how to run the payslip report.

Page Used to Run the Payslip Report

Page Name	Object Name	Navigation	Usage
Payslip Run Control	GPBR_RC_PAYSLIP	Global Payroll, Payslips, Create/Print Payslips BRA	Generates the payslip. Note that you must first define the Group ID to generate the payslip. All groups selected in the Group ID field will automatically be recreated during the payroll run.

Generating the Payslip Report

Access the Payslip Run Control page.

Payslip Run Control

Run Control ID: KR12
[Report Manager](#)
[Process Monitor](#)

Run

Report Parameters

*Calendar Group ID: KR FERIAS AGO02

☐ Vacations

Calendar ID: KR AUS KRM08

*Format ID: KR EXEMPLO

Exemplo

*Sort ID: KR SORT

Exemplo de Sort ID

Message:

Calendar List Option

☒ Select Establishment ID
☐ Select Group ID
☐ Select Employees

Establishment ID: KRC1-1

Matriz São Paulo

Payslip Run Control page

Calendar Group ID	Select the Calendar Group ID.
Vacations and Run Type	Select to indicate this is a vacations payslip and then select the run type.
Calendar ID	Select the calendar.
Format ID	Select the Format ID. This is defined on the Payslip Format ID page.
Sort ID	Select the Sort ID. This is defined on the Sort ID page.
Group ID	Select the Group ID.
Message	Enter the text for a message that you want to appear on the printed payslips.

See Also

Chapter 3, “Defining Country Data for Brazil,” Enter Earnings, Deductions, and Calculation Bases Eligible for Printing for Multiple Reports, page 24

Chapter 3, “Defining Country Data for Brazil,” Defining the Printing Order Selection for the Payslip, page 26

CHAPTER 12

Calculating Social Security Contributions for Brazil

This chapter provides an overview of social security contributions in Brazil and discusses how to:

- Enter GPS establishment information.
- Determine social security contributions.
- Calculate social security (INSS) payments.

Understanding INSS Contributions

The main objective of the INSS (*Instituto Nacional do Seguro Social*) (Brazilian Social Security Institute) is to provide uniform social security benefits and services to urban and rural populations. This includes cover for sickness, disabled workers, death and the aged. INSS social security contributions are compulsory and binding and are funded through contributions made by companies and employees.

Both employers and employees must make a monthly contribution to social security through the INSS using their own resources to finance the benefits payable to employees. Calculation is in accordance with Institute's table, which is published by INSS.

Entering GPS Establishment Information

The INSS payment is made using the GPS (*Guia da Previdência Social*) (Social Security Payment Form). You set up some of the following establishment details required for the form in the GPS/SEFIP Data group box on the Additional Info - Brazil page (Set Up HRMS, Product Related, Workforce Administration, Establishment BRA, Additional Info - Brazil).

Field	Details
SS 3th Party %	The INSS percentage. Percentage of contributions due to third parties.

Field	Details
FPAS Code	(Fundo de Previdência e Assistência Social) (Pension Fund and Social Assistance). Defines percentages due to third parties in the GPS. Represents the code of the company's activity for INSS classification purposes, which is used to define the percentage of the INSS due to third parties.
SAT Code	(Seguro de Acidente de Trabalho) (Workers' Accident Insurance).
Work Risk %	Percentage of payment to be made by the company regarding workers' accident applicable to employees under status 01 or 05 (Non-exposure to harmful substance).
SAT % 25 Years	Special retirement at 25 years of service - exposure to harmful substances (with conditions 04 and 08).
SAT % 20 Years	Special retirement at 20 years of service - exposure to harmful substances (with conditions 03 and 07).
SAT % 15 Years	Special retirement at 15 years of service - exposure to harmful substances (with conditions 02 and 08).

Determining Social Security Contributions

This section discusses how companies, third parties and employees should contribute to Social Security through the GPS (Guia da Previdência Social) (Social Security Form).

Determining Company Social Security Contributions

Companies and equivalent-status contributors are required to contribute to Social Security through Instituto Nacional do Seguro Social (INSS) (Brazilian Social Security Institute) with their own resources in order to finance the benefits due to workers as follows:

- Application of the 20% rate on the total of the compensation subject to INSS contribution (accumulator), without limit, paid or credited to insured individuals at its service and in case of financial institutions and equivalent-status entities an additional contribution of 2.5% will also be payable.
- Application of 20% rate on the total of compensation or retribution, paid or credited for services rendered to it by insured individual contributor, freelance workers and other individuals without employment bond, and in case of financial institutions and the equivalent-status institutions are subject to an additional contribution of 2.5%.

- Contribution intended to finance benefits granted according of the level of occurrence of labor disability as a result of working environmental risks at 1%, 2% and 3% rates by the company with low, medium or high risk of accident in its main activity respectively, on the total of compensation subject to INSS contribution (accumulator) paid or credited on any account during the month, to insured employees, freelance workers and resident physicians. Rates will be added by 12%, 9%, or 6%, according to the activity in which the company is engaged with, by the insured worker at service of the company, allows the granting of special retirement at 15, 20 or 25 years of contribution, respectively.
- Contribution intended to third parties with variable rate in accordance with the activity developed by the company, applicable on the total of compensation, without limit, paid or credited to employees at its service. Rates will be defined according to FPAS code of the company. This field is at the establishment level.

Determining Third-Party Social Security Contributions

Third parties are other entities for which the company pays contribution, such as INCRA, SESC, SENAI, SEBRAE, and education allowance. These contributions are not intended to finance the benefits paid by Social Security, they are collected by INSS and passed over to the respective entities, reflecting directly upon the compensation paid to the employee. Entities for which a company is required to contribute are defined according to the activity developed by it. INSS classifies the company according to the code that identifies the activity developed by the establishment in relation to the Fundo de Previdência e Assistência Social (FPAS) (Pension Fund and Social Assistance). The FPAS defines percentages due to third parties in the GPS. The FPAS code represents the code of the company's activity for INSS classification purposes, which is used to define the percentage of the INSS due to third parties. You set up the code on the Additional Info - Brazil page. With the FPAS code of the establishment, company is informed of the entities for which it has to contribute and the respective rates of contribution.

To determine the amount of the third-party social security contribution, enter a percentage in the SS 3th Party % field on the Additional Info - Brazil page (Set Up HRMS, Product Related, Workforce Administration, Establishment BRA). You must enter an INSS percentage. The third-party calculation base is the total of compensation subject to INSS contribution (accumulator).

If the company has a convention signed with third parties such as SESI, SENAI and EDUCATION ALLOWANCE, payment will be made separately from the GPS (Guia da Previdência Social) (Social Security Form).

Determining Contribution To Seguro de Accidents do Trabalho (SAT) (Workers' Accident Insurance)

To determine the amount of contribution to the Seguro de Accidents do Trabalho (SAT) (Workers' Accident Insurance) you enter a percentage on the % Accident field on the on the Additional Info - Brazil page (Set Up HRMS, Product Related, Workforce Administration, Establishment BRA). The calculation base of accident is the total of compensation subject to INSS contribution (accumulator).

The company or equivalent status contributor is required to pay contribution in order to finance the special retirement of the employees and the benefits granted because of the degree of occurrence of labor disability as a result of the working environmental risks. Contribution is applicable on the compensation paid, due or credited to employee, on any account during the month, in which the rates are of 1% for low risk of work accident, 2% for medium risk of work accident and 3% for serious risk of work accident. Rates are defined according to the main activity of the company. The main activity of the company is the activity that engages the highest number of employees of the company.

A company exposing employees to substances harmful to health, whether chemicals, physical or biological risks susceptible for the granting of special retirement, is subject to the payment of an additional rate. Special retirement will be due, once the waiting period is complied with, to the insured employee that has worked under special conditions that may affect the health or the physical integrity for 15, 20 or 25 years.

Determining Employee Social Security Contributions

Every employee is required to contribute towards Social Security. The company discounts the amount of the contribution from the employee's compensation and the calculation is made through the application of percentages in a non-cumulative manner, on the monthly contribution salary. When calculating a contribution note always the maximum limit of contribution salary as the employee's contribution, unlike the contribution due by the company that is applicable on the total of compensation is restricted to the maximum limit. For example, if we consider that the maximum limit for contribution salary starting from June of 2000 is R\$1.328,25 (maximum limit set forth by the government at company level, applying to all employees) and that the employee's compensation is R\$3.000,00, the contribution due by employee will be calculated considering only the limit of R\$1.328,25. Employee's contribution salary consists of the compensation actually paid or credited on any account, during the month, by one or more companies, including earnings paid in kind.

Determining Maternity Allowance Contributions

Although the maternity allowance is a social security benefit, it also constitutes the employee contribution salary. Therefore, contribution will be payable by both, employer and employee, on the values paid on the account of Maternity Allowance. Maternity Allowance may be paid directly by Social Security or the company if it has a convention signed with the INSS.

Determining Family Allowance Contributions

Family Allowance is a social security benefit paid by the company, with the respective reimbursement by the INSS. Reimbursement occurs through GPS (Guia da Previdência Social) (Social Security Form). Only employees with compensation up to R\$ 429,00 (maximum limit stated by the government at company level, that is, for all employees) are entitled to receive Family Allowance. Current value of the family allowance quota is of R\$10,31.

Determining Contributions For Contracting Independent Workers

Companies are required to contribute with 20% rate on the value of services rendered by independent workers. Contribution must be paid together with other company contributions through GPS.

Determining Contributions For Compensation Paid To Businessmen

A contribution of 20% rate is applicable on values paid on the account of compensation to insured businessmen. Contribution must be paid together with company's other contributions through the GPS form.

Calculating Social Security (INSS) Payments

This section discusses how the system calculates social security (INSS) per employee.

Calculating INSS - Salary for Contribution

Deduction INSS SAL CON (INSS - Salary for Contribution) uses an amount calculation rule, where the amount is determined by formula IN FM SAL CONTR. Formula IN FM SAL CONTR (INSS Salary for Contrib. Calc) calculates the INSS salary contributions as the *minimum* of variable IN VR LIM INSS (legal limit for INSS, which is 1561.560000) and accumulator INSS BASE TOTAL (Social Security Accumulator).

Deduction INSS SAL CON (INSS - Salary for Contribution) is a “dummy” deduction.

The INSS BASE TOTAL accumulator contains all the employee earnings that contribute towards INSS.

The base calculation amount (accumulator) is compared to the (legal) limit amount for contribution and is used as the contribution amount if the base is less than or equal to the limit.

Note. You have to keep both the total base of employees and the amount base for contribution values for reporting requirements.

If the INSS BASE TOTAL accumulator is less than the limit, in variable IN VR LIM INSS, then accumulator INSS BASE TOTAL => deduction INSS SAL CON. If accumulator INSS BASE TOTAL is greater than the limit in variable IN VR LIM INSS, then IN VR LIM INSS => deduction INSS SAL CON.

Calculating INSS With The INBR% INSS Bracket

The INBR% INSS bracket (INSS Table) is defined according to the contribution salary calculation.

There are different percentages that must be applied to the contribution salary and they are defined according to contribution salary ranges. There are two INSS contribution amounts obtained through different percentages. One is deducted from the employee and the other is deducted for income tax.

The INSS amount = Contribution Salary × (bracket percentage /100)

INSS SAL CON (Bracket Search Key)	IN BR % INSS. (Bracket)	IN VR % INSS CPMF (Bracket Return Column)
468.470000	8.000000	7.650000
600.000000	9.000000	8.650000
780.780000	9.000000	9.000000
1561.560000	11.000000	11.000000

When the INSS BASE TOTAL accumulator includes the employee total base, a “dummy” deduction—INSS SAL CON—is used to ensure that the amount is considered in the contribution calculation.

Calculating INSS for CPMF

Deduction INSS uses a Base $\times$ Percent Calculation Rule where the Base is determined by deduction INSS SAL CON (INSS - Salary for Contribution) and the percentage is determined by variable IN VR % INSS CPMF (Percentage - INSS/CPMF) in bracket INBR% INSS. The deduction adds to the TOTAL DESCONTOS N (Deductions Total Not Maintained) accumulator.

The percentage used in this calculation is less than the normal legal percentage, because it is used to calculate the INSS amount for employee deduction just considering the CPMF discount. CPMF is a temporary compulsory tax, that can be deducted in the INSS calculation.

Calculating INSS for Income Tax

Deduction INSS-CALC IR (INSS for Income Tax) uses a Base $\times$ Percent Calculation Rule where the Base is determined by deduction INSS SAL CON (INSS - Salary for Contribution) and the percentage is determined by bracket IN BR % INSS (INSS Table). The deduction contributes to the IR DEDUÇÕES (Income Tax Deductions) accumulator and corresponds to the INSS amount calculated by using the normal legal percentage.

This is a “dummy” deduction and the amount is deductible for Income Tax and is used for legal reports.

Calculating INSS for Special Retirement

All of the deductions—IN GPS APO15 (SS – Retirement, 15 Years), IN GPS APO20 (SS – Retirement, 20 Years) and IN GPS APO25 (SS- Retirement, 25 Years)—use a Base $\times$ Percent Calculation Rule where the Base is determined by accumulator INSS BASE TOTAL and the percentage is determined by the related variables, respectively IN VR SAT % 15, IN VR SAT % 20 and IN VR SAT % 25.

The deductions also use the related Generation Controls—IN GC VERIF APO 15, GC VERIF APO 20, and GC VERIF APO 25 respectively.

According to the SEFIP Risk Level value on the Payee Parameters page, one of these three dummy deductions should be calculated. If the value is *Default*, the default value can be found on the Position/Jobcode Parms page. These default values can be defined per position, per location and associated job code, per location, or per job code. You build the rules that define how the system should handle these values, in case of different options for location and job.

Note. The percentage variables are automatically populated by the system

CHAPTER 13

Withholding Income Tax (IRRF)

This chapter provides an overview of withholding income tax (IRRF—Imposto de Renda Retido na Fonte) in PeopleSoft Global Payroll for Brazil and discusses how to:

- View dependents.
- Run the Income Tax report.
- View delivered income tax elements.

Understanding Income Tax Withholding

PeopleSoft Global Payroll for Brazil provides rules and elements to calculate and deduct withholding of income tax using the graduated tax rate for monthly payroll, 13th salary, and vacation payments.

This section discusses:

- Income tax rates and amounts.
- Allowable tax deductions.
- Income tax calculation.
- Special tax withholding situations.

Income Tax Rates and Amounts

To set up and maintain the parameters for calculating income tax withholding using the template provided by PeopleSoft, you must:

- Update the IRRF table when changes to deductible tax rates and installments occur.

PeopleSoft delivers the IRRF table as a bracket (IR BR % IRRF). As the graduated tax table might vary during the year, you must maintain this bracket and retain the previous versions. The brackets are effective-dated. Calculations use the bracket in effect as of the payroll payment date.

- Update the following variables containing values for income tax calculation when changes occur.

Variable	Description
IR VR MIN IR	Minimum amount of income tax withholding.

Variable	Description
IR VR VRDED DEP	Amount of the deduction per dependent.
IR VR VRDED APO	Retirement deduction amount.

- Ensure the elements composing the deductions for the income tax calculation are defined as members of the respective accumulator.

The following table lists the accumulators for each type of income tax calculation.

Income Tax Calculation Type	Accumulator
Monthly payment	IR DEDUÇÕES
13th salary	IR DEDUÇÕES 13S
Vacation	IR DEDUÇÕES FER

- Ensure the elements composing the gross income for the income tax calculation are defined as members of the respective accumulator.

These accumulators can include earnings *and* deductions such as Unjustified Absence.

The following table lists the accumulators for each type of income tax calculation.

Income Tax Calculation Type	Accumulator
Monthly payment	IR RENDA BRUTA
13th salary	IR REN BRUTA 13S
Vacation	IR REN BRUTA FER

Allowable Tax Deductions

The accumulators for each type of income tax calculation (IR DEDUÇÕES, IR DEDUÇÕES 13S, and IR DEDUÇÕES FER) accumulate allowable tax deductions. We provide delivered deductions elements for the following allowable deductions:

- Alimony in compliance with court decision including pensions.
- Deductions for qualifying dependents.
- Contributions to social security (INSS).
- Contributions for private pension fund and the individual planned retirement fund (FAPI).
- Income from retirements and pensions.

Data for Retirement and Dependent Deductions

To ensure that the system calculates the proper deductions:

- Select the IR Ded Retirement check box on the Payee Parameters page (Global Payroll, Payee Data, Define Payee Parameters BRA) for payees that are inactive retirees.

Inactive retirees are entitled to an additional deduction from their gross income for income tax purposes.

- Enter dependent data on the Dependent Information - Personal Profile page in PeopleSoft Human Resources.

Calculating Dependents

Using the information entered for each dependent in PeopleSoft Human Resources (gathered using an array), the system uses the formula IR FM NUM DEP IR to determine whether each dependent meets the conditions that enable an employee to claim an income tax deduction for the dependent. For example, the dependent's economic status must be Dependent or Dependent/Beneficiary to qualify as a dependent for income tax purposes. The system flags each dependent that meets these criteria.

When calculating income tax, the system multiplies the total number of dependents by the deduction amount per dependent to determine the employee's total deduction amount for dependents.

You can view the number of dependents for income tax on the Dependent Summary page.

See [Chapter 13, "Withholding Income Tax \(IRRF\)," Viewing Dependents, page 102](#).

Addition of the CPMF

The IRRF calculation base does not include the additional value of remuneration in percentage proportional to the CPMF (Contribuição Provisória sobre Movimentações Financeiras—Provisory Contribution on Financial Transactions) of the benefits from continued services and the one-time service and from incomes of the retired workers, pensioners and other benefits not exceeding 10 minimum wages, during the period of the contribution.

See Also

[Chapter 10, "Understanding Deductions in Brazil," page 83](#)

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, "Entering Additional Data in Human Resources Records," Entering Dependent and Beneficiary Information

[Chapter 3, "Defining Country Data for Brazil," Defining Payee Parameters, page 30](#)

Income Tax Calculation

Each calculation type has its own income tax deduction element.

To determine the income tax withholding, each income tax deduction element:

1. Runs a preprocess formula that determines the calculation base and stores it in a variable (IR VR REN LIQUID).

The formula obtains the calculation base by deducting the income tax deduction accumulator from the gross income accumulator.

2. Runs the generic income tax calculation formula (IR FM IRRF).

This formula is common to the deduction elements for all the income tax calculation types. The formula:

- a. Applies the tax rate from the IRRF table (IR BR % IRRF) to the calculation base and determines the amount to withhold for income taxes.
- b. Compares the calculated amount to withhold for income taxes to the minimum amount to withhold for taxes.

If the calculated amount is less than the minimum amount, the employee's amount to withhold for income taxes equals zero.

The following table lists the income tax deduction elements and preprocess formulas for each income tax calculation type.

Income Tax Calculation Type	Income Tax Deduction Element	Pre-Process Formula
Monthly payment	IRRF	IR FM IRRF SAL
13th salary	IRRF 13 SAL	IR FM IRRF 13SAL
Vacations	IRRF FER	IR FM IRRF FER

See Also

[Chapter 9, “Defining Earnings for Brazil,” page 73](#)

Special Tax Withholding Situations

This section provides information about special tax withholding situations.

Salary Advance

If the salary advance is completed within the month that the income is earned (just paid early within the same month) the tax calculation is normal. In this case, there is no Income Tax calculation. However, if the advance is paid in a month other than the month in which the respective payment occurred, the advance is taxed in the month in which it is paid along with other earnings for the same period.

Viewing Dependents

This section discusses how to view an employee's dependents.

Page Used to View Dependents

Page Name	Object Name	Navigation	Usage
Dependent Summary	GPBR_DEPEND_SUMM	Global Payroll, Payee Data, Review Dependent Data BRA	View information about an employee's dependents, including how many dependents are eligible for Income Tax deductions. You can also view the number of dependents for other purposes, such family allowance and child care allowance.

Viewing an Employee's Dependents

Access the Dependent Summary page.

Dependent Summary

Murilo Rosa

ID: KR0040

Empl Rcd#: 0

Number of Dependents

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

As Of Date	Family Allowanc	Income Tax	Child Care

Dependents Detail

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

ID	Name	Relation	Mar Status	Gender	Birthdate	Type	Student	Disabled	Uni or Tec	Family Allow	Inc.Tax.	Child Care	Code	Termination Dt.
							☐	☐	☐	☐	☐	☐		

Dependent Summary page

Number of Dependents

As Of Date Displays the date of the most recent payroll calculation.

Family Allowance, Income Tax, and Child Care Displays the number of qualifying dependents for family allowance, income tax, and child care purposes as calculated by the most recent payroll.

Dependents Detail

This group box displays a summary of the information entered for each dependent on the Dependent Information - Personal Profile page. Use this data to validate the number of qualifying dependents for each purpose displayed in the Number of Dependents group box.

Running the Income Tax Report

This section discusses how to run the Income Tax Report.

Page Used to Run the Income Tax Report

Page Name	Object Name	Navigation	Usage
Income Tax	GPBR_RC_INCTAX	Global Payroll, Absence and Payroll Processing, Payroll Reports, Dependent Statemnt Income Tax BRA	Generate the Depend Statement Income Tax BRA report (GPBRDE01) that shows the details of the employee's dependent data used for calculating income tax. The employee uses this document (DARF) declare his or her dependents for Income Tax. The employee should sign this declaration and is responsible for this information.

Viewing Delivered Income Tax Elements

This section lists:

- Delivered income tax deductions.
- Delivered income tax sections.

Note. PeopleSoft delivers a query that you can run to view the names of all delivered elements that are designed for Brazil.

See Also

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

Deductions for Income Tax

PeopleSoft Global Payroll for Brazil calculates the following tax deductions:

Deduction	Description
IMPOSTO DE RENDA	Imposto de Renda (income tax)
IR DEDUC DEP	Calculates and maintains the dependents deduction amount. Demo Deduction. It does not change the net amount.
IR DEDUC APO	Calculates and maintains the additional retirement deductions. Demo Deduction. It does not change the net amount.

Deduction	Description
IRRF	Income tax deduction calculated for monthly payroll.
IRRF 13 SAL	Income tax deduction calculated for 13th salary.
IRRF FER	Income tax deduction calculated for vacation.

Earnings for Income Tax

PeopleSoft Global Payroll for Brazil calculates only one earning:

Deduction	Description
IRRF REST	Refund of improperly withheld income tax. Calculated by the income tax generic formula as payroll is recalculated due to cash basis activities. This earning is only calculated in case of income tax recalculation. One situation that causes income tax recalculation is when an advanced payment occurs in a different month than its monthly payment. This earning can also be calculated for vacation or 13th salary recalculations.

Income Tax Sections

PeopleSoft Global Payroll for Brazil calculates the following tax sections:

Section	Description
KR IMPOSTO RENDA	Income Tax Calculation
KR IR DESC FER	Vacation Taxes

CHAPTER 14

Entering Absences in Brazil

This chapter provides an overview of absence entry in Brazil and describes how to:

- Enter absences and run the online Absence Forecasting process.
- View delivered absence elements.

Understanding Absence Entry in Brazil

PeopleSoft Global Payroll for Brazil delivers predefined rules for processing absences due to illness, maternity, work accidents, and other reasons. These rules are designed in accordance with Brazil's statutory requirements. You can modify many of these rules to reflect absence policies that are specific to your organization.

This chapter supplements the absence documentation provided in the *PeopleSoft Global Payroll PeopleBook*. Before you begin reading about Brazilian absence functionality, we recommend that you read the absence chapters of *PeopleSoft Global Payroll PeopleBook* to develop a basic understanding of the concepts behind PeopleSoft Global Payroll absence processing.

An absence is any event for which an employee fails to comply with the scheduled work time. Absences must be recorded in the system so that the appropriate adjustments are made to an employee's salary. In Brazil, absences are also tracked for specific calculations such as 13th salary and vacation compensation.

In PeopleSoft Global Payroll, there are two types of absence elements:

- An absence entitlement is defined as the amount of paid time off that a payee is entitled to take for each category of absence.

For example, payees in your organization may be entitled to receive 5 sick days per year.

- An absence take is defined as the amount of time off that a payee takes.

This section discusses absence setup tasks, absence takes, and absence types for Brazil.

Note. Procedures for entering absences due to vacation are covered in the “Managing Vacations” chapter.

See Also

[Chapter 15, “Managing Vacations,” page 119](#)

[Chapter 6, “Setting Up Vacation Pay,” page 51](#)

Absence Setup Tasks

The “Implementing Absence Setup and Management Tasks” section in the *PeopleSoft Global Payroll PeopleBook* describes the general setup steps for absences. The specific steps applicable to PeopleSoft Global Payroll for Brazil follow.

1. Define work schedules and assign a schedule to each payee.
2. Define holiday schedules.
3. Modify the delivered absence take and absence entitlement elements or create new absence elements, as needed.

A list of the absence take and absence entitlement elements delivered for Brazil appears in the chapter called “Entering Absences and Forecasting Results in Brazil”.

4. Assign absence elements to payees and process lists.

As with all primary elements, you must assign absence entitlement and absence take elements to payees and include the elements in the process lists that you use when you run the absence process. PeopleSoft delivers predefined sections and process lists for absence processing. You can use these, modify them, or create your own.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Absences,” Implementing Absence Setup and Management Tasks

Understanding Absence Take Elements in Brazil

This section describes each delivered absence take element in detail.

Maternity Leave

This absence take generates a deduction called LIC MATERN. The Units component of the deduction element stores the number of days of the absence. For each day of the absence, the Day Formula adds one to the deduction unit.

The maternity take also generates an earning called LIC MATERNID. It is generated in the same way that the deduction is generated in terms of the generated units. The only condition to have this element generated is you must select the INSS Agreement check box on the Union Parameters BRA - General Parameters page. If you select the check box, the system generates the earning LIC MATERNID; if you clear the check box, the system generates the deduction LIC MATERN, which will be paid with the daily rate.

Sick Leave

This absence take generates a deduction called AFAST DOENCA. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this disability.

When AFAST DOENCA is greater than fifteen days, the absence take generates LIC DOENCA because the system has a ceiling of fifteen days. After fifteen days, AFAST DOENCA is capped at up to fifteen days for each absence event. The absence take AFAST DOENCA has a corresponding absence entitlement, 15 DIAS X AF.

General Absences

This unpaid absence take generates a deduction called FALTA INJUST and DESC SEM PER. FALTA INJUST contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave. DESC SEM PER contains the number of lost weekly rest days generated by absence events.

Paid Absence

This absence take generates the deductions FALTA JUSTIF and LICENÇA REM. These elements contain the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

The FALTA JUSTIF deduction is informational only, because this is a paid permission so it won't deduct from the net pay. When this deduction is used, it generates the earning FALTA JUST.

When the LICENÇA REM deduction is used, it generates the earning LIC REMUNER.

Unpaid Absence

This absence take generates a deduction called LIC NÃO REMU. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

Half Unpaid Absence

This absence take generates the deductions 1/2 FAL IN and DESC SEM PER. 1/2 FAL IN contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave. DESC SEM PER contains the number of lost weekly rest days generated by absence events.

Union Absence

This absence take generates a deduction called MANDATO SIND. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

Military Service

This absence take generates a deduction called SERVIÇO MILI. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

Accident Leave

This absence take generates a deduction called AFAST ACCIDE. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

For each absence event the system generates an earning called LIC AFA ACCI. This earning has a cap of 15 days, meaning that for absence events greater than 15 days the system pays only 15 days with this earning code.

See Also

[Chapter 14, “Entering Absences in Brazil,” Viewing Delivered Absences Elements for Brazil, page 115](#)

[Chapter 3, “Defining Country Data for Brazil,” page 21](#)

Understanding Absence Types in Brazil

Each absence element is assigned an absence type that describes the category of the absence. PeopleSoft Global Payroll for Brazil delivers the following absence types; each absence type has its own absence reason:

Absence Type	Description	Absence Take(s) Associated
FTI	Unpaid Absence	• Half Unpaid Absence • Not Paid Absence • General absence
AFD	Sick Leave	Sick Leave
LCM	Maternity Leave	Maternity Leave
FTJ	Paid Absence (married absence)	Paid Absence Married Absence Born Son Work Accident Military Service Maternity Relative Death Blood of Voluntary Vote Election Popular Test Education Absence Judicial Punish Absence Guarantee Salary Company Permission
MAS	Union Absence	Absence Union
AFA	Accident Leave	Accident Leave
SMI	Military Service	Military Service

Entering Absences and Forecasting Results

This section describes how to run the Absence Forecasting process and how to enter absences in Brazil.

Running the Absence Forecasting Process

The Absence Forecasting process enables you to assess the impact of an absence. To run the process, follow these steps:

1. Enter a payee's actual or anticipated absence event on the Absence Entry page.
2. Click the Forecast button to start the process.
3. If applicable, check the Forecast Messages page to see if errors or warnings were generated.
4. Correct any errors and rerun the process. Each time you run the Absence Forecasting process, the system overwrites the previous forecast data.
5. View the results by clicking the Forecast Details link on the Absence Entry page.

Pages Used to Enter Absences and Run the Absence Forecasting Process

Page Name	Object Name	Navigation	Usage
Absence Entry	GPBR_ABSENCE_ENTRY	Global Payroll, Payee Data, Maintain Absences, Absence Event BRA	Enter absence event details for an employee. You can also run the Absence Forecasting process to evaluate the impact of an absence event.
Forecast Messages	GP_ABS_FCST_MSG	Global Payroll, Payee Data, Maintain Absences, Absence Event BRA, Forecast Messages	Review any messages that are generated during the Absence Forecasting process.
Absence Forecast Results	GP_ABS_EVT_FCS_SEC	Click the Forecast Details link on the Absence Entry page.	Review the results of the Absence Forecasting process for a specific absence event and any take elements that are mapped to it.
Absence Event Comments	GP_ABS_EVT_CMT_SEC	Click the Comments link on the Absence Entry page.	Enter comments about an absence.

Entering Absences

Access the Absence Entry page.

The screenshot displays the 'Absence Entry' page for employee Claudia Lindstrom (ID: KR0010). The page is divided into several sections:

- Header:** Employee name 'Claudia Lindstrom', ID 'KR0010', and 'Empl Rcd#: 0'. A 'Forecast' button is visible.
- Absence Detail:**
 - Element Name:** 'LICENÇA MATERNIDAD' (Maternity Leave).
 - Absence Reason:** A search icon is present.
 - Type:** 'LM'.
 - *Process Action:** 'Normal' (dropdown menu).
 - Forecast Value:** 70.00 Days.
 - Manager Approved:** Checked checkbox.
 - Voided Indicator:** Unchecked checkbox.
- Absence Duration:**
 - *Begin Date:** 06/01/2002.
 - End Date:** 08/09/2002.
 - Original Begin Date:** 06/01/2002.
 - Duration (Hours):** 70.00 Days.
 - Partial Hours:** Input field.
 - Or Half Day:** Input field.
 - Or All Days:** Input field.
- User Defined Fields:**
 - *CID:** 300.
 - Comments:** Link to view comments.

Absence Entry page

Forecast

After entering absence events, click this button to start the Absence Forecasting process. For the process to run, Absence Forecasting must be enabled for one or more take elements. A message appears when the process is complete. If there were any processing errors, the message instructs you to review the Forecast Messages page.

Absence Detail**Element Name**

Select the absence take element that corresponds to the employee's absence.

Absence Reason

Select the code that corresponds to the absence reason. The Absence Reason field is optional and further describes the absence take.

Type

Displays the absence type that corresponds to the absence take element. When you define an absence take element, you assign an absence type that describes the category of the absence.

Forecast Details

Click to access the Absence Forecast Results page.

Manager Approved

Select to have the absence processed when you run the absence take process. This check box is selected if you defined the absence take element as not requiring manager approval on the Absence Take - Calculation page in the core application.

Voided Indicator

This check box is automatically selected if you voided the event and ran the Take process. This check box can also be selected if you use the automatic priority processing feature and have assigned a priority number to your absence take elements. If you save absence entries with

overlapping dates, the system voids the event with the lower priority and creates a new event for the days that do not overlap.

Process Action

Select the process action. For a new absence event, the default is *Normal*. Select *Void* to void an absence that has already gone through the absence take process. The event is not processed in subsequent runs. Instead, the process action is reset to *Normal* and the Voided Indicator check box is automatically selected during the absence take process.

During retroactive processing, the system calculates a new version of the results without the voided event. Positive input is not generated from the voided event, and the results for earnings or deductions have deltas.

Absence Duration

Begin Date and End Date

Enter the begin and end dates for the absence.

Original Begin Date

Enter this date if your absence take rules allow you to link this absence to a previous absence that was taken for the same reason. If this absence is related to another absence, enter the begin date of the original absence.

Duration

Enter the number of days for the absence.

Partial Hours

For absences of less than a full day, use these two fields to enter the number of hours that the employee was absent (or use the Or Half Day fields). Complete the top field if the employee was absent for less than a full day on the first day of the absence or absent the same number of hours each day. Complete the bottom field if the employee was absent less than a full day on the last day of the absence. For single-day absences, enter partial hours in the top or bottom field.

Or Half Day

Select a check box if the employee was absent exactly half a day. Select the top check box if the employee worked half a day on the first day or every day of an absence. Select the bottom check box if the employee worked half a day on the last day of the absence.

Or All Days

Select if you entered partial hours or selected the Or Half Day check box for the begin date and your selections apply to all days of the absence. This field notifies the system which condition existed.

The Absence Entry page in PeopleSoft Global Payroll for Brazil is similar to the Absence Event Entry page in the core application. The main differences are that the Absence Entry page in PeopleSoft Global Payroll for Brazil:

- Includes validations for Brazilian absence rules.
- Uses an end date calculation based on the begin date plus the duration days, according to the absence take setup.

Depending on which data is entered the system calculates the missing field. For example, if you enter the begin and end date, then the system calculates the duration days. If you enter the begin date and duration then the system calculates the end date.

User Defined Fields

Enter data and comments on additional fields pertaining to your business processes. You define these fields in the Absence Self-Service transaction.

Comments Click to access the Absence Event Comments page where you can add more information about the absence event. These comments appear only in the employee’s record.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Absence Entry and Processing,” Entering Updating, and Voiding Absence Events

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Absence Elements,” Defining Absence Types and Reasons

PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Absences,” Using the Absence Forecasting and Balance Inquiry Processes

Reviewing Messages from the Absence Forecasting Process

Access the Forecast Messages page.

Absence Entry		Forecast Messages	
Claudia Lindstrom		ID: KR0010	Empl Rcd#: 0
Forecast Messages		Customize Find View All	First 1 of 1 Last
Calculation Status	Message Text	Message Set Number	Number Details
1			Details

Forecast Message page

This page displays any errors the system encountered during the Absence Forecasting process. Correct any errors and run the process again.

Note. The Forecast Messages page in PeopleSoft Global Payroll for Brazil is the same as the Forecast Messages page in the core application.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Absence Entry and Processing,” Reviewing Forecast Messages

Viewing Forecast Results

Access the Absence Forecast Results page.

Absence Forecast Results

Absence Take: LICENÇA MATERNIDAD **Begin Date:** 06/01/2002

Absence Type: LM **End Date:** 08/09/2002

Forecast Value: **Forecast DateTime:**

Absence Forecast Result Details [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Forecast Results | [Accumulator Results](#)

	Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
1				0.000000		

[Return](#)

Absence Forecast Results page

Note. The Absence Forecast Results page in PeopleSoft Global Payroll for Brazil is the same as the Absence Forecast Results page in the core application.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Absence Entry and Processing,”
Reviewing Absence Forecast Results

Viewing Delivered Absences Elements for Brazil

This section contains information about the following rules that PeopleSoft Global Payroll for Brazil delivers to process absences:

- Absence earnings.
- Absence deductions.
- Absence takes.
- Absence process lists.

Absence Earnings

The following table lists the absence earnings for Brazil:

Earning	Description
FALTA JUST	Paid Absences
LIC MATERNID	Maternity Salary
LIC DOENÇA	Sick Leave

Earning	Description
LIC AFA ACCI	Accident Leave
LIC REMUNER	Paid Absence

Absence Deductions

The following table lists the absence deductions for Brazil:

Deduction	Description
AFAST ACCIDE	Accident Leave
FALTA INJUST	Unpaid Absence
FALTA JUSTIF	Paid Absence
LIC MATERN	Maternity Leave
AFAST DOENÇA	General Sickness
DESC SEM PER	Lost Weekly Rest
SERVIÇO MILI	Military Service
LICENÇA REM	Paid Leave
LIC NÃO REMU	Unpaid Leave
MANDATO SIND	Union Absence
FERIADO DSR	Holiday DSR Lost
1/2 FAL INJ	Half Unpaid Absence

Absence Takes

The following table lists the absence takes for Brazil:

Absence Take	Description
LICENÇA MATERNIDAD	Maternity Leave
1/2 FALTAS INJUST	Half-Unpaid Absence
AFAST POR DOENÇA	Sick Leave
FALTAS INJUST	General Absence
SERVICIO MILITAR	Military Service
FALTAS JUSTIFICADA	Paid Absence
LICENÇA RENUMERADA	Paid Absence
LICENÇA NÃO REM	Unpaid Absence
AFAST ACCIDENTE	Accident leave for work-related accidents
MANDATO SINDICAL	Union Absence

Absence Process Lists

The following table lists the absence process lists for Brazil:

Process List	Description
KR AUSENCIAS	Absence process

CHAPTER 15

Managing Vacations

This section provides an overview of how to manage vacations in PeopleSoft Global Payroll for Brazil, and explains how to:

- Enter vacations.
- Track and maintain entitlement periods.
- Define programmed vacations.
- Create mass vacation takes.
- Generate the vacation payslip.

Entering and Maintaining Vacation Data

This section discusses how to:

- Enter and maintain vacation data in PeopleSoft Global Payroll for Brazil.
- Update vacation entitlements.

Understanding How to Enter and Maintain Vacation Data

In Global Payroll for Brazil you enter and maintain vacation data for individual employees on the Vacation Event Entry page. On this page you:

- Maintain entitlement periods with their begin and end dates.
- Track vacation entitlement period history with its corresponding statuses: *In Progress*, *Open*, *Closed/Expired*, and *Closed by Absence Criteria*.
- Track vacation events with their statuses.
- Track years of service and the maximum number of days allowed per each vacation take.
- Define, manage, and track programmed leaves.

In PeopleSoft Global Payroll for Brazil you can plan or program vacation for an employee in advance of their taking time off.

To define programmed leave you must complete the following steps:

- Enter the begin and end dates of each planned (programmed) vacation take.
- Confirm (approve) programmed leave (if approval is required before the system can process takes).

- Specify the number of vacation days the employee wants to sell.

Note. You define how to calculate the dates of vacation sells on the Vacation Parameters page.

- Specify whether the employee can receive an advance on their 13th salary during the vacation process.
The first payment of the 13th salary is paid when you select the Advance 13th check box. The amount of the payment doesn't depend on the vacation dates, and it contributes to the vacation gross accumulator.
- Manage and view entitlement balances. This includes:
 - Tracking the total vacation balance remaining.
 - Tracking the number of leave days taken during an entitlement period.
 - Making manual adjustments to the entitlement balance. For example, you can increase or decrease the vacation balance.
 - Tracking the total number of balance days plus days taken off.

Prerequisites

Before you can enter vacation takes or maintain vacation data on the Vacation Event Entry page, you must:

- Specify the parameters of your vacation take and entitlement elements on the Vacation Parameters page.
Among other things, the parameters you enter on this page enable you to control, at the company level, the number of vacation days employees can take per entitlement period, the maximum and minimum number of days of vacation that can be taken per leave, and the ability to maintain a negative entitlement balance.

Note. The take and entitlement elements you define on the Vacation Parameters page are the same elements against which you enter vacation time for individual payees on the Vacation Event Entry page. If you do not specify the take and related entitlement elements on the Vacation Parameters page, you will not be able to enter vacation time using those takes.

- Define work schedules and assign a schedule to each payee.
- Define holiday schedules for each payee.

See Also

Chapter 6, "Setting Up Vacation Pay," Defining Vacation Parameters for Brazil, page 52

Pages Used to Enter and Maintain Vacation Takes

Page Name	Object Name	Navigation	Usage
Vacation Event Entry	GPBR_VACN_MAINT	Global Payroll, Payee Data, Maintain Absences, Vacation Entitlm and Takes BRA	Enter and maintain vacation takes.
Vacation Process	GPBR_RC_VAC_AP	Global Payroll, Absence and Payroll Processing, Prepare Payroll, Update Vacation Entitlemnt BRA	Update vacation entitlements.

Entering and Maintaining Vacations

Access the Vacation Event Entry page.

Vacation Event Entry

Marcia Oliveira ID: KR0001 Empl Rcd#: 0

Vacation Entitlement Find | View All First 1 of 1 Last

*Begin Date: 11/15/2002 *End Date: 11/15/2002

*Entitlem Status: In Progress

Years of Service: Maximum: 30

Vacation Takes Customize | Find | View All First 1 of 1 Last

	*Begin Date	Days	End Date	*Take Status	Pay Credit	Advance 13th
1	11/15/2002			Programed		

Balance

Balance Days: Total Take Days: Adjust Days: Total:

Vacation Event Entry page

Vacation Entitlement

Use the fields in this group box to view current and past entitlement periods, or adjust period lengths if necessary.

Begin Date and End Date View or modify the begin and end dates of an employee's entitlement period.

Note. The begin and end dates displayed on this page are updated automatically by the entitlement period update process (GPBR_VACN_AP). However, you can adjust/modify these dates if necessary. If you modify the dates then the system will not recalculate dates for this period; instead it uses the dates you enter.

Entitlem Status (entitlement status) View and maintain the status of the current entitlement periods, or if you are viewing historical data, view and modify the status of prior entitlement periods.

Valid values for this field are:

- *In Progress*

The Entitlem Status is *In Progress* if the entitlement period is the current period.

- *Open*

The Entitlem Status is *Open* if the displayed entitlement period is no longer the current period, but the employee has vacation days associated with that period that can still be taken.

- *Closed/Expired*

The Entitlem Status is *Close/Expired* if the displayed entitlement period is no longer active and the employee has no usable vacation days associated with that period.

- *Closed By Absence Criteria*

The Entitlem Status is *Closed By Absence Criteria* if the period has been automatically closed by the leave parameters you defined in the Take Parameters group box on the Vacation Parameters page. For example, you can program an entitlement period to close automatically if an employee has more than 180 days of disability leave in a period.

See [Chapter 6, “Setting Up Vacation Pay,” page 51](#).

Note. The entitlement period statuses displayed on this page are updated automatically by the entitlement period update process (GPBR_VACN_AP). However, you can adjust/modify these statuses if necessary.

Years of Service

Displays the employee’s years of service.

Maximum

Displays the maximum days a payee is allowed to sell.

Vacation Takes

Use the fields in the Vacation Takes group box to define programmed (planned) or confirmed vacations for an employee. A programmed vacation is one that can be set up in advance of the actual vacation take, and defines the vacation begin and end dates. In addition, the leave program controls whether the payee is to receive an advance on his/her 13th salary during the vacation period and allows employees to sell vacation.

Begin Date

Enter the begin date of the vacation.

Days

Enter the duration of the vacation.

Note. When you enter the begin date and a duration, the system automatically calculates the end date of the vacation and populates the End Date field (see below).

End Date

This field is automatically populated when you enter a vacation begin date in the Begin Date field, and a duration in the Days field. If you want, you can populate this field yourself.

Note. If the leave entered exceeds the number of leaves per period allowed on the Vacation Parameters page, the system will issue a warning. Similarly, if the number of leave days in the vacation exceeds the leave balance, the system issues a warning.

Take Status

This field enables you to view and maintain the status of vacations.

Values for this field are:

- *Programmed*

The Take Status should be set to *Programmed* when the vacation take is first entered—before the leave has been either confirmed or calculated.

- *Confirmed*

Set the Take Status to *Confirmed* to approve a programmed leave.

Note. To require official confirmation (approval) of a vacation before the system can process the take, select the Needs Confirmation for Program check box on the Vacation Parameters page. When you do this, you must confirm any take you enter on Vacation Event Entry page before it can be calculated.

- *Calculated*

The Take Status changes to *Calculated* when the leave take is processed by payroll.

Note. The value of this field is automatically updated to *Calculated* when a vacation take is processed. If vacation approval is required, all takes must be *Confirmed* before they can be *Calculated*. Otherwise, the status of a vacation can change directly from *Programmed* to *Calculated*.

- *Canceled*

The Take Status should be set to *Canceled* when you want to cancel an already programmed vacation. The process also cancels the programmed vacation when an entitlement period is closed and it contains a programmed vacation.

Pay Credit

Select to sell unused vacations days—that is, days that remain at the end of a vacation. When you select this option, the Cr Days field becomes available.

Cr Days (credit days)

Enter the number of unused vacation days to sell for the employee.

The value of these days is credited to the employee.

Advance 13th

Select to enable the employee to receive an advance on his/her 13th salary.

Note. When you save this page, an override to payee calendars is automatically generated in the core Global Payroll records. This override enables PeopleSoft Global Payroll for Brazil to process the entire vacation event in a single calendar group with a payment two days before the vacation begin date automatically. However, you can insert or modify the payee calendars manually.

Balance

Balance Days

Displays the number of days in the vacation balance.

Note. The balance = Total vacation days per entitlement period – Programmed Vacations – Days Sold + Adjustments.

Total Take Days	Displays the total number of programmed leave days recorded in the system.
Adjust Days	Enter the number of days (positive or negative) by which you want to adjust the leave balance displayed in the Balance Days field.
Total	Displays the sum of the Balance Days and Total Take Days.

Note. The information in this group box is updated when you save the page and during the Update Vacation Entitlement process (GPBR_VACN_AP).

Updating Vacation Entitlements

Access the Vacation Process page.

Vacation Process

Run Control ID: kr

Report Manager

Process Monitor

Run

Group

*Group:

KR ALL

Empregados KR

Month:

11

November

Year:

2002

Vacation Process page

Enter the group ID of the employees whose vacation entitlements you want to update. Then enter the month and year to use when calculating the updated vacation entitlements. The current month and year are the default values.

The entitlement period update process (GPBR_VACN_AP) calculates all related entitlement periods, not just vacation entitlement periods, including the closure or extension of entitlement periods due to other absence events. The process updates the entitlement period table by updating entitlement period dates and statuses or by inserting a new entitlement period.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Groups”

Creating Mass Vacation Takes

This section discusses how to create mass vacation takes.

Understanding Mass Vacation Takes

In PeopleSoft Global Payroll for Brazil you can generate mass vacation takes—that is, takes for groups of employees based on group IDs defined in PeopleSoft Human Resources. This feature enables you to generate takes without having to enter separate vacations for each employee.

Prerequisites

Because this feature is based on the definition of group IDs, you must set up group membership in PeopleSoft Human Resources before you can create mass takes.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Groups”

Page Used to Generate Mass Vacation Takes

Page Name	Object Name	Navigation	Usage
Mass Vacations	GPBR_RC_MASS_VAC	Global Payroll, Absence and Payroll Processing, Prepare Payroll, Create Mass Vacations Rqst BRA	Generate mass vacation takes.

Creating Mass Vacations

Access the Mass Vacations page.

Mass Vacations

Run Control ID: KR12
[Report Manager](#)
[Process Monitor](#)

Run

Mass Absence ID

*Mass Absence ID:

*Descr:

Mass Vacation Event Entry

Find | View All First 1 of 1 Last

*Effective Date:
11/15/2002

*Absence Take:
FÉRIAS ABONO
Paid Vacations

*Absence Reason:
10
Mass Vacation

*Group ID:
KR ALL
Empregados KR

*Take Status:
Programed
☐ Cancel

*Remaining Balance:
Paid
☐ Advance 13th

Leave Days

Absence Begin Date:
01/01/2003

Calendar Days:
1

Absence End Date:
01/01/2003

Comment:

Mass Vacations page

Note. PeopleSoft Global Payroll for Brazil does not generate an automatic override to payee calendars in the core Global Payroll records for mass vacation event entry. To process the mass vacations in a single calendar group with a payment two days before the vacation begin date you must create or manually enter the payee calendars.

Mass Absence ID Assign an ID to identify the parameters you are defining.

Mass Vacation Event Entry

Effective Date This is the date on which the mass take definition becomes effective.

Absence Take Select the absence take element for the mass vacation.

Absence take elements define rules for allowing paid time off. They define which kinds of absences are valid and the requirements that must be met before entitlement can be used.

Absence Reason Enter an absence reason.

126

PeopleSoft Proprietary and Confidential

Group ID	Specify the group ID containing the payees for whom you want to generate vacation takes.
	Note. You define group IDs as part of the group ID functionality in PeopleSoft Human Resources.
Take Status	This field enables you to set the status of the mass vacation you are defining. Valid values are: • <i>Programmed</i> The Take Status should be set to <i>Programmed</i> when you first define your mass vacation—before the leave has been either confirmed or calculated. • <i>Confirmed</i> Set the Take Status to <i>Confirmed</i> to approve a mass vacation. Note. To require official confirmation (approval) of a mass vacation before the system can process the take, select the Needs Confirmation for Program check box on the Vacation Parameters page. When you do this, you must confirm any mass take you enter on the Mass Vacations page before it can be calculated. • <i>Calculated</i> • <i>Canceled</i>
Remaining Balance	Specify how the system should treat the balance of vacation days (unused days) after the mass vacation take has been processed. Valid values are: • <i>Maintain B:</i> Select to keep remaining vacation days in the employees' vacation balance. • <i>Paid:</i> Select to pay employees for the balance of vacation days after mass takes have been processed. • <i>Returns:</i> Select to extend the return vacation date by the number of unused days.
Cancel	Select to cancel mass vacation takes that you set up previously. This cancels the takes from the Global Payroll and country specific tables where the takes are stored prior to being processed.
Advance 13th	Select to enable payees to receive an advance on their 13th salary during the mass vacation leave.
Leave Days	
Absence Begin Date	Enter the begin date of the mass vacation.
Calendar Days	Enter the duration of the mass vacation.

Note. When you enter the absence begin date and a duration, the system automatically calculates the end date of the vacation and populates the Absence End Date field (see below).

Absence End Date

This field is automatically populated when you enter an absence begin date in the Absence Begin Date field, and a duration in the Calendar Days field. If you want, you can populate this field yourself.

Comment

Enter any comment you choose concerning the mass vacation.

Generating the Vacation Payslip

In Brazil, companies have to provide the following kinds of payslips:

- A standard payroll payslip containing such information as the number of worked days and wages.
- A vacation payslip displaying vacation earnings, the vacation balance, and other information related to vacation pay.

The steps for generating payslips are as follows, and are the same for all payslips, regardless of the type:

1. Define the sort criteria for your payslip on the Sort ID page.
2. Select the earnings, deductions, gross accumulators, and net accumulators you want included on the payslip on the Format ID page.
3. Generate the payslip on the Payslip Run Control page.
 - a. Select the Vacations check box.
 - b. Select a Run Type.

Note. The steps for setting up and generating a payslip are described in greater detail in “Creating Payslips” and “Defining Country Data for Brazil.”

See Also

[Chapter 11, “Creating Payslips for Brazil,” page 89](#)

[Chapter 3, “Defining Country Data for Brazil,” page 21](#)

Viewing Delivered Vacation Elements

This section contains information about the elements that PeopleSoft Global Payroll for Brazil delivers to process vacations:

Note. PeopleSoft delivers a query that you can run to view the names of all delivered elements for Brazil. You can also see the relationship between elements by using the View Element Relationships utility.

See Also

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

Vacation Entitlements

The following table contains information about the absence entitlements used to process vacations in PeopleSoft Global Payroll for Brazil.

Absence Entitlement	Description
FÉRIAS	Stores the vacation balance; there is one instance for each entitlement period.
FÉRIAS PROP	Temporary entitlement to store accrual days per month.

Vacation Takes

The following table contains information about the absence takes used to process vacations in PeopleSoft Global Payroll for Brazil.

Absence Take	Description
SAÍDA FÉRIAS	Used for the vacation events. It counts the number of days between begin and end date and sends the days to PAGO FÉRIAS (earning element).
FÉRIAS ABONO	Used for credit vacations. It counts the number of days between begin and end date and sends the days to ABONO FÉRIAS (Earning element).

Note. Absence take rules use earnings and deduction elements, elements that retrieve units for positive input, and/or elements that retrieve percentages for positive input.

Vacation Process Lists

PeopleSoft Global Payroll for Brazil delivers the following process list for absence processing:

Process List	Description
FERIAS TOMADAS	Process vacation takes
FERIA FOLHA	Process vacation payroll elements (the gross and net accumulators for vacation)

CHAPTER 16

Tracking Loans for Brazil

This chapter provides an overview of loans in Brazil and describes how to:

- Define loans.
- Create deduction assignments for loan schedules.
- Calculate loan payments.
- Adjust loan payments.

Understanding Loans in Brazil

It is a common practice for Brazilian companies to grant personal loans or pay for assets and services on behalf of their employees. Loan functionality for Brazil enables you to maintain these loans, create payback schedules and modify the deduction of such values previously loaned to employees. You can adjust the loan by any rate and change the value of the deduction. On termination, the outstanding balance must be deducted. The loan may be deducted from normal payroll, vacation, 13th salary or termination.

Note. Loan payments in Brazil are via a fixed amount only. This amount may change month-by-month depending on the life cost factor. The life cost factor can be handled by Global Payroll rules with a variable to indicate the percentage to apply for each loan payment.

Defining Loans in Brazil

To define loans in Brazil:

1. Set up the details of a loan and a loan repayment schedule on the Loans page.
2. Process the payroll.

This section discusses how to define loans.

See Also

Chapter 11, “Creating Payslips for Brazil,” page 89

Page Used to Define Loans in Brazil

Page Name	Object Name	Navigation	Usage
Loans	GPBR_LOAN	Global Payroll, Payee Data, Loans, Request Loans BRA	Define loan information and a repayment schedule for an employee. Enables you to enter loans and related data required for the loan process, which are populated in PeopleSoft Global Payroll to enable loan paybacks. This page distributes the loan total amount in the number of periods or payments you specify and populates required data in PeopleSoft Global Payroll to deduct paybacks.

Defining Loan Assignments

Access the Loans page.

Loans

Claudia Lindstrom
ID: KR0010
Empl Rcd#: 0

Loan Definition
Find | View All
First 1 of 1 Last

Element Name: EMPRESTIMO
Loan Number: 12378
Start Date: 11/15/2002
Total Amount: 5600.000000 BRL

Group Box Header 1

Periods: 12
Payment Amount:
Begin Date: 11/15/2002
Frequency ID: M
Create Schedule

Loan Schedule
Customize | Find
First 1-12 of 12 Last

	Finalized Run	*Begin Date	End Date	Payment Amount		
1	☐	12/01/2002	12/31/2002	466.666667	+	-
2	☐	01/01/2003	01/31/2003	466.666667	+	-
3	☐	02/01/2003	02/28/2003	466.666667	+	-
4	☐	03/01/2003	03/31/2003	466.666667	+	-
5	☐	04/01/2003	04/30/2003	466.666667	+	-
6	☐	05/01/2003	05/31/2003	466.666667	+	-
7	☐	06/01/2003	06/30/2003	466.666667	+	-
8	☐	07/01/2003	07/31/2003	466.666667	+	-
9	☐	08/01/2003	08/31/2003	466.666667	+	-
10	☐	09/01/2003	09/30/2003	466.666667	+	-
11	☐	10/01/2003	10/31/2003	466.666667	+	-
12	☐	11/01/2003	11/30/2003	466.666667	+	-

Loans page

Loan Definition

Element Name Select the element name (deduction) that corresponds to the loan.

Loan Number Enter the loan (reference) number for the specific employee loan.

Total Amount Enter the total amount of the loan, and specify the currency corresponding to the amount.

Start Date Enter the date on which the loan was provided to the employee.

Group Box Header 1

Periods If the loan will be repaid over a set period of time, specify the number of periods. If you don't know the fixed amount of the loan payment, but you do know the number of periods required to deduct the total amount, then you can generate your loan schedule based on the number of periods. In other words, you define either the Periods or the Amount, but not both.

Payment Amount	If the loan is a fixed amount (for a one-time repayment), enter the amount. If you don't know the total number of periods required to deduct the total amount, but you know the deduction amount to take off each period, then you can generate your loan schedule based on the number of periods to determine the payment amount each period.
Begin Date	Enter the date on which the loan repayment begins. The begin date must be after the loan date.
Frequency ID	Specify the frequency of the loan repayment. Valid values are <i>Weekly</i> , <i>Biweekly</i> , <i>Semimonthly</i> , and <i>Monthly</i> .
Create Schedule	Click to create the loan schedule automatically.

Note. Be sure to define the same begin date as in the periods you defined on the Periods page or the Automatic Period Creation page in the core application.

Loan Schedule

Finalized Run	This field indicates if the payroll process for that row has been finalized.
Begin Date and End Date	Enter the begin and end dates for the period of time on which the payment amount is valid.
Payment Amount	This is the flat amount that is to be deducted from an employee's payslip.

Note. To create the loan schedule you must define periods, begin date and frequency or Amount, begin date and frequency.

Creating Deduction Assignments for Loan Schedules

After you define a loan schedule, the system automatically creates a deduction assignment for each loan schedule (Global Payroll, Payee Data, Assign Earnings and Deductions, Recurring). This is performed by the component interface. The process inserts a deduction assignment with some supporting element overrides like the following:

Field	Variable
Loan Number	EP VR REF EMP (Loans Reference)
Loan Amount	EP VR TOTAL DEVIDO (Loan Amount)
Total Amount	EP VR TOTAL (Loan's Total Amount)
Date	EP VR DT PAG EMP

All of these variables are used by the process to keep track of each loan balance separately. These variables are also used to calculate the deduction for each loan.

Note. Remember to define the variables listed in the table above when entering your loans outside of the Loans page.

Calculating Loan Payments

Loan payments (using deduction EMPRESTIMO) are calculated using formula EP FM EMPRESTIMO.

Whenever you calculate a given pay process (such as normal payroll, vacation, 13th salary or termination) the system checks if there is any outstanding loan installments for the employee in that month and whether there are adjustments. Loan payments are then automatically deducted from the employee's salary. After the deduction, the system stores these values for historical purposes.

Adjusting Loan Payments

Adjustments can be handled using Global Payroll rules. If you want to adjust the amount of the loan payment deduction you create a new deduction which provides a rule to reflect adjustments (changing amount or applying a factor to the deduction).

There are three methods used to adjust loan values:

1. Apply a rate to the loan principal value and then divide this value by the number of installments, to make them fixed values.
2. Apply a monthly rate on the total due value of the loan and subtract the agreed fixed portion plus adjustment.
3. Adjust only the agreed fixed portion of the installment by a monthly rate, disregarding the principal value of the loan.

Although there are companies that charge interest on loaned values, this situation is uncommon.

CHAPTER 17

Processing Termination Pay for Brazil

This chapter provides an overview of terminations and describes how to view delivered termination elements.

Making Termination Payments

In Brazil, when you terminate an employee, you might need to make the following payments:

1. Regular earnings and deductions that are due for the termination period.
2. Compensation for unused paid vacation days and the vacation premium.
3. Compensation for the 13th salary.

The system prorates worked days in the year to calculate the corresponding 13th salary pay.

4. Severance pay or other compensation in the form of special termination earnings.
5. Amount owed for all unpaid loans, independent of each other.

This amount is automatically deducted from the last payslip.

Note. Termination payments are calculated in the payroll and not as a separate process.

Prerequisites

Because it is common for some payments and deductions to be made only upon termination and some standard earnings might not be processed as part of termination pay, you must define exactly which earnings or deductions should be processed in response to a termination.

Before termination earnings or deductions can be processed, you must:

- Define termination versions—that is, the set of reasons for termination, layoff, or completion of contract that are considered sufficient to trigger a set of termination payments and deductions.
- Define the earnings and deductions to process upon termination (or layoff and completion) by associating each element with one or more termination versions.
- Use the delivered generation control element RC GC VER RESCIS to trigger the processing of each termination earning and deduction only when the action and reason for an employee's termination match the termination version associated with the earning or deduction.
- Identify the terminated employees and enter the appropriate action/reason for termination on the Job Data pages in PeopleSoft Human Resources.

Note. Each of these prerequisites is described in detail in the section “Setting Up Termination Pay for Brazil.”

Viewing Delivered Termination Elements

This section contains information about the following elements that PeopleSoft Global Payroll for Brazil delivers to process termination payments:

- Termination earnings.
- Termination process lists and sections.

Termination Earnings

PeopleSoft delivers the following earnings as models of elements that you can create to process termination pay.

Note. The delivered termination earnings for Brazil are defined as PeopleSoft Delivered/Not Maintained. This enables you to modify them to fit your needs. You can also create entirely new termination elements using the delivered elements as your guide.

Earnings	Description
DOBRO FÉRIAS	Paid Dobro Vacations Termination In case of terminations, the employee is entitled to double vacations, if at the dismissal date the employee has worked there for at least two entitlement periods.
FÉRIAS INDEN	Indemnified Vacations Termination This earning pays for vacations that the employee never takes.
ADIC FÉRIAS	Additional Vacations Termination This earning is the total sum of FÉRIAS INDEN, DOBRO FÉRIAS, FER VENCIDO divided by 3.
AVISO INDEM	Severance Pay—Prior Notice If the employee is dismissed without reason and was contracted for an undetermined time, he should receive 1 month of salary of compensation.
INDENIZA ADI	Additional Severance Pay If the employee is dismissed without reason in the 30 days before his base date, the employee is entitled to 1 month of salary on the date of dismissal.

Earnings	Description
IND A 479 ER	Severance Pay Remaining Contract If an employer dismisses an employee with a contract for an established term without reason, the employee is entitled to half of the pay the employee would be entitled to if employed until the end of the contract.
IND A479 EE	Severance Pay Remaining Contract If an employee finishes a contract for an established term before the end date, the employer pays the employee half of the compensation the employee would earn if the employee worked until the end of the contract.
ESTAB PROV	Severance Pay by Stability If an employee is dismissed and he suffered an occupational accident at least twelve months before the dismissal, the employer must pay an additional compensation.

Termination Deductions

PeopleSoft delivers the following deductions as models of elements that you can create to process termination pay.

Note. The delivered termination deductions for Brazil are defined as PeopleSoft Delivered/Not Maintained. This enables you to modify them to fit your needs. You can also create entirely new termination elements using the delivered elements as your guide.

Deductions	Description
FGTS MES AN	FGTS Previous Month
FGTS QUITAÇÃO	FGTS Settlement
FGTS ART 22	40% of FGTS Art. 22

Termination Process Lists and Sections

The preceding lists of termination earnings and deductions can be found in the section GR SE RESCISÃO. There is no defined process list for terminations, since the regular payroll calculation includes termination payments.

Note. PeopleSoft delivers a query that you can run to view the names of all delivered elements that are designed for Brazil.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Earnings and Deduction Elements”

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Processing Elements”

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

APPENDIX A

PeopleSoft Global Payroll for Brazil Reports

This appendix provides an overview of PeopleSoft Global Payroll for Brazil reports and enables you to view summary tables of all reports.

Note. For samples of these reports, see the Portable Document Format (PDF) files published on CD-ROM with your documentation.

See Also

Using PeopleSoft Applications

PeopleSoft Global Payroll for Brazil Reports: A to Z

This table lists the PeopleSoft Global Payroll for Brazil reports, sorted alphanumerically by report ID. If you need more information about a report, refer to the report details at the end of this appendix.

Report ID and Report Name	Description	Navigation	Run Control Page
GPBRBA01 Banking	Generates an EFT flat file.	Global Payroll, Payment Processing, Create EFT Payment File BRA	GPBR_RC_EFTBANK
GPBRDE01 Depend Statement Income Tax BRA	Using this report, the employee declares his or her eligible dependents for income tax purposes. This report is used during the hiring process and also in case of any data change that affects the employee's income tax status. This declaration should be signed by the employee. With this statement the employee becomes legally responsible for this information. The employee is also responsible for keeping this information up to date by notifying human resources.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Depend Statemnt Income Tax BRA	GPBR_RC_INCTAX

Report ID and Report Name	Description	Navigation	Run Control Page
GPBRDE02 Family Allowance Register BRA	Generates a report that lists the employees that are eligible for Family Allowance, based on the employee's dependent data.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Family Allowance Register BRA	GPBR_RC_FAM_ALLOW
GPBRDE03 End of duties for Family Allow (end of duties for family allowance)	Generates a report that lists the employees that are no longer eligible for Family Allowance, based on the employee's dependent data.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Term Resp - Fam Allowance BRA	GPBR_RC_EFAM_ALLOW
GPBRFR01 Financial Register BRA	A summary report that shows earnings, deductions and calculations bases for a selected range of months within a calendar year.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Financial Register BRA	GPBR_RC_FIN_REG
GPBRGP01 GPS Report (Guia de Previdencia Social report)	A monthly report used to pay social security amounts to INSS.	Global Payroll, Social Security/Insurance, GPS Report BRA	GPBR_RC_GPS
GPBRRC01 GRFC Report (Guia de recolhimento Rescisório report)	A mandatory report used to pay the FGTS (<i>Fundo de Garantia do Tempo de Serviço</i>). Use this report when a termination occurs (with employer decision unfair cause as the reason) and you need a printed report to pay the FGTS.	Global Payroll, Social Security/Insurance, GRFC Report BRA	GPBR_RC_GRFC
GPBRRR01 Results Register	Displays, by payee, the results of a payroll calculation, for the earnings, deductions, and/or accumulators you selected on the Element List page. Reports results by segment. A payroll status of Open or Closed appears at the top of the report. Produce after you calculate or finalize a payroll run.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Register BRA	GPBR_RC_PAYRSL
GPBRSF01 SEFIP Process	Generates a FGTS Payment Form and Information to Social Security (GFIP) flat file to send to Fundo de Garantia do Tempo de Serviço (FGTS).	Global Payroll, Social Security/Insurance, SEFIP Report BRA	GPBR_RC_SEFIP
GPBRPS01 Payslip for Brazil	Prints the payslip for the selected establishment, group ID, or employees for the selected calendar group.	Global Payroll, Payslips, Create/Print Payslips BRA	GPBR_RC_PAYSLIP

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

Numerics/Symbols

- 13th salary
 - delivered accumulators 48
 - delivered deductions 48
 - delivered earnings 48
 - delivered sections 49
 - setting up 47
 - understanding 47

A

- Absence Entry page 111
- Absence Event Comments page 111
- Absence Forecast Results page 111, 114
- absence forecasting process 111
 - viewing messages 114
 - viewing results 114
- absences
 - delivered absence take elements 108
 - entering 111
 - forecasting 111
 - reviewing forecast messages 114
 - setting up 108
 - understanding 107
 - understanding types 110
 - viewing forecast results 114
- accumulators 35, 84
- additional documentation xii
- advances, salary 78
- application fundamentals xi
- average salary
 - defining calculation rules by union 65
 - defining parameters 62
 - defining rules 61
 - understanding 61
- average salary rules 61
- Average Version page 62
- Averages page - Union Parameters
 - BRA 24, 30, 62, 65

B

- bank branches 44
- banking
 - defining bank branches 44
 - defining the payment process 44
 - generating payment files 45

- processing 43
- understanding 43
- base compensation 73
- batch positive input
 - flat file layout 81
 - loading 80
 - using 80, 84
- Batch Positive Input page 80
- bonuses 75
- Branch Table page 44
- business processes 1, 5

C

- child care allowance 103
- comments, submitting xv
- common elements xv
- component variables 22
- Component Variables page 22
- Consolidated Publications Incorporated (CPI) xii
- contact information xv
- country-specific documentation xiv
- cross-references xiv
- Customer Connection Website xii

D

- deduction assignments 134
- deductions
 - adding new deductions to
 - accumulators 84
 - allowable income tax 100
 - creating 84
 - defining eligible to print on payslips 24
 - delivered general deductions 85
 - understanding 83
- delivered elements
 - 13th salary accumulators 48
 - 13th salary deductions 48
 - 13th salary earnings 48
 - 13th salary sections 49
- abbreviations 11
- absence deductions 116
- absence earnings 115
- absence process lists 117
- absence takes 116

- deductions process lists 86
- element type codes (PIN_TYPE) 18
- functional area codes 17
- general deductions 85
- how elements were created 8
- income tax deductions 104
- income tax earnings 105
- income tax sections 105
- maintenance of 9
- naming conventions 10
- ownership of 9
- process lists 40
- query to view 20
- sections 39
- suffixes 15
- termination deductions 139
- termination earnings 138
- termination process lists and sections 139
- vacation entitlements 129
- vacation process lists 129
- vacation takes 129
- Depend Statement Income Tax BRA report (GPBRDE01) 103
- Dependent Summary page 103
- dependents
 - declaring for income tax purposes 103
 - viewing 103
- documentation
 - country-specific xiv
 - printed xii
 - related xii
 - updates xii

E

- earnings
 - calculating 73
 - calculating additional earnings 75
 - calculating base compensation 73
 - calculating bonuses 75
 - calculating overtime 77
 - calculating premiums 75
 - defining eligible to print on pay slips 24
- Earnings/Deductions page - Terminations BRA 69, 71
- EIPs 38
- Element List page 24
- Element Mapping page 22–23
- element maps 21, 23
- element type codes (PIN_TYPE) 18

- enterprise integration points (EIPs) 38
- entitlement periods, updating 124

F

- family allowance 103
- family allowance contributions 96
- Forecast Messages page 111, 114
- functional codes for elements 17

G

- General Parameters page - Union Parameters BRA 24, 27
- glossary 143
- GPS 93
- Guia da Previdência Social (GPS) 93

H

- hazardous indicators 32

I

- implementation 1
- Income Tax page 104
- income taxes
 - calculating 101
 - generating the Dependent Statement Income Tax Report BRA report 103
 - special withholding situations 102
 - understanding withholding 99
- INSS 93
- INSS contributions, *See* social security contributions
- Instituto Nacional do Seguro Social (INSS) 93
- Instituto Nacional do Seguro Social (INSS) contributions, *See* social security contributions
- integrations 7
- IRRF table 99

L

- loan payments
 - adjusting 135
 - calculating 135
- loan schedules 134
- loans
 - adjusting payments 135
 - calculating payments 135
 - creating deduction assignments for loan assignments 134

- defining 131
- defining assignments 132
- understanding 131
- Loans page 132

M

- mass vacations
 - creating 125
 - prerequisites 125
 - understanding 125
- Mass Vacations page 125
- maternity allowance contributions 96
- maternity leave 108

N

- naming conventions
 - elements 10
 - other elements 11
 - primary elements 10
 - supporting elements 10
- notes xiv

O

- overtime 77

P

- Payee Parameters page 24, 30
- payees 30
- Payment File Generator page 44–45
- Payment Process page 44
- payments, generating 45
- Payslip Run Control page 90
- payslips
 - defining printing order selection 26
 - entering earnings and deductions eligible for printing 24
 - generating 90
 - generating vacation 128
 - understanding the definition process 89
- PeopleBooks
 - ordering xii
- PeopleCode, typographical conventions xiii
- PeopleSoft application fundamentals xi
- PIN numbers 21
- PIN_TYPE 18
- Position/Jobcode Parms page 24, 32
- premiums 75
- prerequisites xi

- printed documentation xii
- printing order selection 26
- provisions 83

R

- rate codes 37
- related documentation xii
- reports 141
- retirement
 - calculating INSS for special retirement 98
- retroactivity 34
- rounding rules 37

S

- salary advances 78
- segmentation 35
- service takers 27
- Service Takers page 24
- sick leave 108
- social security contributions 93
 - calculating for CPMF 98
 - calculating for income tax 98
 - calculating for special retirement 98
 - calculating salary for contribution 97
 - determining company contributions 94
 - determining employee contributions 96
 - determining third-party contributions 95
 - making payments 93
- social security payment forms 93
- Sort ID page 24, 26
- stability parameters 32
- Stability Parameters page 24, 32
- suggestions, submitting xv

T

- tables
 - PeopleSoft Global Payroll core application 3
 - PeopleSoft Global Payroll for Brazil 3
 - PeopleSoft HRMS fundamental 2
 - PeopleSoft Human Resources 2
- tax deductions and salary advances 79
- termination payments
 - making 137
 - prerequisites 137
- termination versions 69
 - associating earnings and deductions 71

- defining 69
- terminations
 - setting up termination versions 69
 - understanding 67
 - understanding termination versions 69
- Terminations page - Terminations
- BRA 69
- terms 143
- third-party contributions 95
- triggers 35
- typographical conventions xiii

U

- unhealthy indicators 32
- unions
 - setting up average salaries 30
 - setting up parameters 27
- utilities 21

V

- Vacation Event Entry page 120–121
- Vacation Parameters page 55
- Vacation Process page 120, 124
- vacations
 - creating mass 125
 - defining parameters 56
 - entering and maintaining 121
 - generating payslips 128
 - opening and closing entitlement balances 54
 - prerequisites 120
 - prerequisites for mass takes 125
 - selling days 53
 - understanding entering and maintaining data 119
 - understanding mass takes 125
 - understanding parameters 52
 - understanding setup 51
 - updating entitlements 124
- visual cues xiv

W

- warnings xv
- workers' accident insurance
 - contributions 95